



# La Habra City School District

## Personnel Commission Agenda

### Regular Meeting of the Personnel Commission

Published on August 18, 2025 at 11:35 AM PDT

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#### Date and Time

Tuesday August 19, 2025 at 4:30 PM PDT

#### Location

**District Office Board Room**  
**500 N. Walnut Street**  
**La Habra, CA 90631**

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#### Agenda

	Purpose	Presenter	Time
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<b>I. Opening Items</b>			<b>4:30 PM</b>
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**A. Record Attendance**

**B. Call the Meeting to Order**

- **Welcome**
- **Pledge of Allegiance**

<b>C. Minutes of the Regular Meeting of June 17, 2025.</b>	Approve Minutes		
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### **Approval of Minutes of the Regular Meeting of June 17, 2025.**

**Moved**\_\_\_\_\_

**Second**\_\_\_\_\_

**Action Taken**\_\_\_\_\_

#### **D. Public Comment**

This is an opportunity for community members to address the Personnel Commission on non-agenda items for matters under the subject matter jurisdiction of the Commission. Speaking time is limited to three (3) minutes per speaker with a maximum of twenty (20) minutes per topic. Persons wishing to address the Commission should complete and submit a presentation card available on the table near the hallway door. The presentation card must be completed and given to the Secretary prior to the meeting. Matters not on the agenda may neither be acted upon nor discussed by the Commission, but will be researched and responded to in any one of the following ways: 1) by telephone after research; 2) by mail after research; or 3) at a subsequent Commission meeting as an agenda item.

#### **II. Updates**

- **Director's Report**
- **Associate Superintendent of Human Resources/Board Update**
- **CSEA Update**

#### **III. Information Items**

- A. Board Approved Personnel Report(s)** FYI

**Personnel Reports approved by the Board of Education on August 14, 2025.**

#### **IV. Action Item(s)**

- A. Approval/Ratification of Eligibility List(s)** Vote

**Commissioners are requested to approve/ratify eligibility list(s) for the following positions:**

- **FACE Liaison**

Purpose

Presenter

Time

- Payroll Specialist

Moved\_\_\_\_\_

Second\_\_\_\_\_

Action Taken\_\_\_\_\_

**B. Approval of Classified Posting(s)**

Vote

**It is recommended that Commissioners ratify/approve postings for the following positions:**

- Paraprofessional General Education
- Instructional Assistant II - Special Education/Health and Medical
- PE Assistant
- Student Supervisor
- FACE Liaison
- Instructional Assistant I - Special Education
- Payroll Specialist
- Instructional Assistant III - Special Education/Behavior
- Special Needs Bus Aide
- Groundskeeper

Moved\_\_\_\_\_

Second\_\_\_\_\_

Action Taken\_\_\_\_\_

**C. Personnel Commission Handbook - Final Draft**

Vote

**It is recommended that Commissioners approve the final draft of the Personnel Commission Handbook.**

Moved\_\_\_\_\_

Second\_\_\_\_\_

Action Taken\_\_\_\_\_

**V. Closing Items**

**A. Personnel Commissioners Comments/Reports**

**This is the time during which the Personnel Commission may make a brief announcement or report on**

	Purpose	Presenter	Time
<b>his/her own activities relative to Commission business.</b>			

- B.** Adjourn Meeting Vote

**There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.**

**Approval of Meeting Adjournment at:\_\_\_\_\_**