



AGENDA

**Regular Meeting
 Tuesday, January 14, 2014 – 3:30 p.m.
 Board Room – District Office**

AGENDA POSTED: January 10, 2014 – Personnel Commission Office Window

1.0 **CALL TO ORDER** By: _____ Time: _____

2.0 **ROLL CALL**

		PRESENT	ABSENT
Chairperson	Charles Darrington	_____	_____
Vice-Chairperson	Speed Castillo	_____	_____
Commissioner	Audrey Cherep	_____	_____
Executive Director	Victoria Wintering, Ph.D.	_____	_____

3.0 **PLEDGE OF ALLEGIANCE**

Personnel Commission Chairperson, Audrey Cherep, will lead the Pledge of Allegiance to the Flag of the United States of America.

4.0 **PUBLIC COMMENTS: REQUEST TO SPEAK TO AGENDA AND NON-AGENDA ITEMS**

This is the appropriate point in the agenda for those present to speak to any item on the agenda. Those who wish to speak to any item of concern not on the agenda, no action will be taken at this time.

5.0 **GENERAL FUNCTIONS**

5.1 Approve the agenda as submitted or amended.

Reference

Action

Moved by _____
 Seconded _____
 Vote _____

5.2 Approve minutes of the regular meeting of December 10, 2013.

Exhibit A

Moved by _____
 Seconded _____
 Vote _____

5.3 Communication

No Action Required

- Food Service Assistant II – Promotional, Flyer.
- Grounds Maintenance Worker – Promotional, Flyer.
- Instructional Assistant – Adult Transition
- Instructional Assistant – Special Abilities
- Instructional Assistant – Specialized (Deaf/Hard of Hearing or Visually Impaired)



AGENDA

Regular Meeting
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6.0 SELECTION PROCESS

- | | | |
|---|------------------|--|
| 6.1 List of Current Recruitments (Test Plan) | Exhibit B | No Action Required |
| 6.2 Certification/Ratification of Eligibility Lists | | Moved by _____
Seconded _____
Vote _____ |
| 6.2.1 Bus Driver | Exhibit C | |
| 6.2.2 Instructional Assistant – Behavioral Support | Exhibit D | |
| 6.2.3 Instructional Assistant –
Specialized Academic Instruction | Exhibit E | |
| 6.2.4 Instructional Assistant -
Specialized Academic Instruction – Bilingual | Exhibit F | |
| 6.2.5 Maintenance Service Worker | Exhibit G | |

7.0 OTHER

- | | |
|--|--------------------|
| 7.1 Presentation of Training Needs Assessment Survey results | No Action Required |
| 7.2 Unfinished Business | No Action Required |
| 7.3 Commissioner's Comments | No Action Required |

8.0 NEXT REGULAR MEETING

Date: February 11, 2014
Time: 3:30 p.m.
Location: Board Room-District Office

9.0 **ADJOURNMENT:** _____ p.m.

The Personnel Commission
Anaheim Union High School District
 501 Crescent Way • Post Office Box 3520
 Anaheim • California 92803•3544



Page: 1 of 3

MINUTES

Special Meeting
Tuesday, December 10, 2013 – 3:30 p.m.
Board Room – District Office

1.0 CALL TO ORDER

The meeting of the Personnel Commission of the Anaheim Union High School District was called to order by Chairperson Charles Darrington at 3:32 p.m.

2.0 ROLL CALL

Present: Charles Darrington, Chairperson; Speed Castillo, Vice-Chairperson; Audrey Cherep, Commissioner; and Victoria Wintering, Ph.D., Executive Director of Human Resources- Classified

3.0 PLEDGE OF ALLEGIANCE

Personnel Commission Chairperson, Charles Darrington, led the Pledge of Allegiance to the Flag of the United States of America.

4.0 PUBLIC COMMENTS: REQUEST TO SPEAK TO AGENDA AND NON-AGENDA ITEMS

None

5.0 GENERAL FUNCTIONS

5.1 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission adopted the agenda as amended.

5.2 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the special meeting November 19, 2013.

5.3 Election of Officers of the Personnel Commission for the term of December 2013 to December 2014

5.3.1 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved to select Audrey Cherep as the Chairperson of the Personnel Commission.

5.3.2 On the motion of Mr. Darrington, duly seconded and unanimously carried, the Personnel Commission approved to select Espiridion Castillo as the Vice-Chairperson of the Personnel Commission.

6.0 SELECTION PROCESS

6.1 List of Current Recruitments (Test Plan)

6.2 Certification/ratification of eligibility lists

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Page: 2 of 3

MINUTES

**Special Meeting
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6.2.1 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission certified the eligibility list for Health Services Technician I and Warehouse Worker – Nutrition Services.

7.0 OTHER

7.1 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the Personnel Commission office closure during the District Winter Break, December 23, 26, 27, and 30, 2013, and January 2-3, 2014.

7.2 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the rescheduling of the next Regular Meeting from January 7, 2014 to January 14, 2014.

7.3 Unfinished Business

7.3.1 Dr. Wintering acknowledged the attendance of Board of Trustees President, Brian O'Neal.

7.3.2 Dr. Wintering addressed the comments and questions posed at the last Personnel Commission meeting by AFSCME Vice President, Jack Janec. Dr. Wintering briefly presented to the Commission a packet of information assembled for Mr. Janec regarding his questions. Mr. Janec was not present.

7.3.3 Mr. Castillo asked if there is money in the budget to attend the upcoming CSPCA conference in San Jose, CA. Dr. Wintering stated that there is money in the budget for the Commissioners to attend the conference.

7.3.4 Dr. Wintering introduced Interim Superintendent, Sandra Barry.

7.4 Commissioner's Comments

7.4.1 CSEA President, Sharon Yager addressed the Commission regarding the termination of former AUHSD Superintendent, Elizabeth Novack. Ms. Yager stated that she was very upset with the Board's decision, and wishes there was a way to have Dr. Novack reinstated.

7.4.2 Mr. Castillo spoke about his experience working for AUHSD over the years, and the different styles of former Superintendents that he has witnessed. He commended Dr. Novack for her management style and community involvement, and expressed his frustration and sadness with the Board's decision to terminate her contract.

7.4.3 Ms. Cherep stated that she agreed with Mr. Castillo.

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Page: 3 of 3

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**Special Meeting
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- 7.4.4 Mr. Darrington expressed his agreement with the other Commissioners, and stated that he feels that the community will voice their dissatisfaction with the Board's action.
- 7.4.5 Board of Trustees President, Brian O'Neal stated that he sympathizes with the Commission's feelings regarding Dr. Novack. He continued to state that by law, the Board is unable to divulge certain information about the Board's decision. He stated that he is grateful to have Ms. Barry as interim Superintendent, and assured the Commission that the Board is doing everything it can do to move forward expeditiously and transparently.
- 7.4.6 Ms. Cherep asked Mr. O'Neal where the money is coming from to pay off Dr. Novack, and for the selection of a new Superintendent.
- 7.4.7 Mr. O'Neal responded that the money will come from the District's General Fund.
- 7.4.8 Interim Superintendent, Sandra Barry, cautioned the audience against believing everything they hear regarding this issue. She stated that there are lots of rumors circulating, and reminded the Commissioners and audience that we do not have all of the information that the Board of Trustees had when making the decision to terminate the Superintendent's contract. She encouraged everyone to remain positive and continue to work for the children of AUHSD. Ms. Barry assured everyone that she is available to talk if needed.

8.0 NEXT REGULAR MEETING

Date: **January 14, 2014**
Time: 3:30 p.m.
Location: Board Room–District Office

9.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 3:57 p.m.

Charles Darrington, Chairperson

Classification	Req to test rec'd	Posted	Closed	Days Posted	Field of Competition	NCLB Test	Written Test	Performance Test	Oral Test	Bilingual Certification	List Established	PC Approval Date	Bus. Days from Closing	Recruiter
Substitute Office Assistant/Office Asst Billing		3/13/2013	3/14/2013	2	Open	None	4/9/2013	N/A	N/A	6/12/2013	N/A			LPB
Sign Language Interpreter		4/16/2013	Continuous		Open	6/28/2013	N/A	N/A	N/A	N/A	10/8/2013			LPB
Instructional Assistant-Medically Fragile/Orthopedically Impaired		5/15/2013	Continuous		Open	6/28, 10/22	7/1/2013, TBD	N/A	N/A	N/A	8/20/2013			SS
Bus Driver		8/15/2013	9/5/2013	15	Open	None	9/30/2013	11/18/2013	11/18/2013	N/A	1/14/2014			VK
Health Technician I		8/22/2013	9/12/2013	15	Open/Promotional	None	10/7/2013	11/1/2013	11/20/2013	N/A	12/10/2013			LPB
Maintenance Service Worker		8/27/2013	9/17/2013	15	Promotional	None	10/11/2013	11/6/2013	N/A	N/A	1/14/2014			VK
Instructional Assistant-Specialized Academic Instruction		9/12/2013	10/3/2013	15	Open	10/22/2013	10/22/2013	N/A	N/A	N/A	1/14/2014			SS
Instructional Assistant-Specialized Academic Inst./Billing		9/12/2013	10/3/2013	15	Open	10/25/2013	10/25/2013	N/A	N/A	12/4/2013	1/14/2014			SS
Instructional Assistant-Behavior Support		9/13/2013	Continuous		Open	10/22/2013	9/27/2013, 10/29/2013	N/A	N/A	N/A	11/12/2013, 12/10/13			SS
Nutrition Services Warehouse Worker		9/4/2013	9/25/2013	15	Open	None	9/15/2013	11/25/2013	TBD	N/A	12/10/2013		42	LPB
Grounds Maintenance Worker		12/13/2013	1/13/2014	15	Promotional	None	1/23/2014	TBD	TBD	N/A	N/A			VK
Food Service Assistant II		1/6/2014	1/27/2014	15	Promotional	None	2/7/2014	N/A	TBD	N/A	N/A			LPB
Instructional Assistant - Adult Transition		1/9/2014	1/30/2014	15	Open	2/11/2014	3/4/2014	N/A	N/A	N/A	N/A			
Instructional Assistant - DHH/VI		1/9/2014	1/30/2014	15	Open	2/11/2014	3/3/2014	N/A	N/A	3/19/2014	N/A			
Instructional Assistant - Special Abilities		1/9/2014	1/30/2014	15	Open	2/11/2014	2/28/2014	N/A	N/A	N/A	N/A			



ANAHEIM UNION HIGH SCHOOL DISTRICT

Learning With Purpose: College and Career Ready

ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. M15 - 2013 - VK

POSITION: MAINTENANCE SERVICE WORKER - PROMOTIONAL ONLY

DATE ADVERTISED: 08/27/13 - 09/17/13

NUMBER OF APPLICATIONS RECEIVED: 43

NUMBER OF APPLICANTS ADMITTED TO EXAM 38

DATE OF WRITTEN EXAM: 10/11/13

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 35

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 24

DATE OF PERFORMANCE/WRITTEN EXAM: 11/06/13

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM 20

NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM 13

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	13
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VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: JANUARY 14, 2014

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

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PERSONNEL COMMISSION

ELIGIBILITY LIST NO. R01 - 2013 - VK

POSITION: BUS DRIVER - OPEN

DATE ADVERTISED: 08/15/13 - 09/05/13

NUMBER OF APPLICATIONS RECEIVED: 60

NUMBER OF APPLICANTS ADMITTED TO EXAM 32

DATE OF WRITTEN EXAM: 09/30/13

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 19

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 17

DATE OF PERFORMANCE EXAM: 11/18/13

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM 13

NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM 11

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	11
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PANEL MEMBERS:

TRACY MORGAN, BUS DRIVER TRAINER, FOUNTAIN VALLEY SD

CRAIG GAY, BUS DRIVER TRAINER, AUHSD

DANNY COVINGTON, BUS DRIVER TRAINER SUPERVISOR, GARDEN GROVE USD

MARY ALLEN, TRANSPORTATION SUPERVISOR, LA HABRA CITY SCHOOL DISTRICT



 VICTORIA WINTERING, EXECUTIVE DIRECTOR, HUMAN RESOURCES/CLASSIFIED

CERTIFIED: JANUARY 14, 2014

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

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ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. IA-SAI/BILINGUAL – 2013 - LPB

POSITION: IA – SPECIALIZED ACADEMIC INSTRUCTION / BILINGUAL – OPEN

DATE ADVERTISED: 09/12/2013 – 10/03/2013

NUMBER OF APPLICATIONS RECEIVED:	107
NUMBER OF APPLICANTS ADMITTED TO EXAM	56
DATE OF WRITTEN (NCLB ENGLISH) EXAM: 10/22/2013	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	6
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	4
DATE OF WRITTEN (NCLB MATH) EXAM: 10/22/2013	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	4
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	4
DATE OF WRITTEN (ABILITY TO ASSIST) EXAM: 10/22/2013 & 11/14/2013	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	50
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	33
DATE OF WRITTEN (JOB KNOWLEDGE) EXAM: 10/22/2013 & 11/14/2013	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	33
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	17
DATE OF AUHSD BILINGUAL CERTIFICATION: 12/04/2013	
NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM	17
NUMBER OF APPLICANTS PASSING ORAL EXAM	13
TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	13


 VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: January 14, 2014

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

Learning With Purpose: College and Career Ready

ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. IA-SAI – 2013 - LPB

POSITION: IA – SPECIALIZED ACADEMIC INSTRUCTION – OPEN

DATE ADVERTISED: 09/12/2013 – 10/03/2013

NUMBER OF APPLICATIONS RECEIVED:	91
NUMBER OF APPLICANTS ADMITTED TO EXAM	61
DATE OF WRITTEN (NCLB ENGLISH) EXAM: 10/22/2013	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	13
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	10
DATE OF WRITTEN (NCLB MATH) EXAM: 10/22/2013	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	10
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	9
DATE OF WRITTEN (ABILITY TO ASSIST) EXAM: 10/22/2013 & 11/14/2013	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	57
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	42
DATE OF WRITTEN (JOB KNOWLEDGE) EXAM: 10/22/2013 & 11/14/2013	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	42
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	21
TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	21


 VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: January 14, 2014

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

Learning With Purpose: College and Career Ready

ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. E24-2013-LPB

POSITION: IA – BEHAVIORAL SUPPORT – OPEN

DATE ADVERTISED: 10/13/2013 - Continuous

DATE OF ELIGIBILITY LIST CERTIFICATION:	11/19/13	12/10/13
NUMBER OF APPLICATIONS RECEIVED:	46	102
NUMBER OF APPLICANTS ADMITTED TO EXAM	25	48
DATE OF WRITTEN (NCLB MATH & ENGLISH) EXAM: N/A	N/A	10/22/21
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN	0	4
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	0	3
DATE OF WRITTEN (ABILITY TO ASSIST) EXAM:	9/27/13	10/29/13
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN	19	38
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	19	16
DATE OF WRITTEN (JOB KNOWLEDGE) EXAM:	9/27/13	10/29/13
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN	25	49
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	17	16
DATE OF ORAL EXAM:	10/9/13	11/13/13
NUMBER OF APPLICANTS PARTICIPATING IN ORAL	14	16
NUMBER OF APPLICANTS PASSING ORAL EXAM	6	9

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	13
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PANEL MEMBERS:

LOUIE LEMONNIER, ASSISTANT PRINCIPAL, AUHSD
 STUART CALDWELL, ASSISTANT PRINCIPAL, AUHSD
 MICHELLE SURFAS, ASSISTANT PRINCIPAL, AUHSD
 BETHANNY HWANG, PROGRAM SPECIALIST, AUHSD
 JANET QUENEAU, PROGRAM SPECIALIST, AUHSD
 TRENA BECKER, ASSISTANT PRINCIPAL, AUHSD
 YULIANA CONNELLY, ASSISTANT PRINCIPAL, AUHSD
 VICTORIA WINTERING, EXECUTIVE DIRECTOR HR/CLASSIFIED, AUHSD
 DEBRA MARTINEZ, ASSISTANT PRINCIPAL, AUHSD

Victoria Wintering
 VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: December 10, 2013

EXTENDED:

EXPIRED:

Human Resources • Personnel Commission
 501 Crescent Way • Post Office Box 3520
 Anaheim • California 92803•3544
 Tel: 714•999•3548 Fax: 714•520•9752
 We are an Equal Opportunity District