



AGENDA

**Regular Meeting
 Tuesday, May 10, 2011 – 4:15 p.m.
 Board Room – District Office**

AGENDA POSTED: May 6, 2011 – Personnel Commission Office Window

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

2.0 **ROLL CALL**

		PRESENT	ABSENT
Chairperson	Audrey Cherep	_____	_____
Vice-Chairperson	Speed Castillo	_____	_____
Commissioner	Chuck Darrington	_____	_____
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 regular meeting of April 19, 2011.

Exhibit A

Moved by _____
 Seconded _____
 Vote _____

5.3 Budget Discussion

No Action Required

5.4 Adjourn regular meeting to a public hearing on the Personnel Commission Budget for the 2011/2012 fiscal year.

Exhibit B

Moved by _____
 Seconded _____
 Vote _____

Adjourned to public hearing at: _____ p.m.

Reconvened regular meeting at: _____ p.m.



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- 5.5 Approve the purchase of two HP Slate 500 laptops. The laptops will be utilized for job analysis observations, structured interviews, data analysis, ADA interactive process. The purchase of these laptops will allow employees to be efficient and create less use of paper resulting in a savings to the department's supplies. Also, these laptops will replace two laptops that no longer function in an efficient manner. The total cost is \$1,946.63. Moved by _____
Secinded _____
Vote _____
- 5.6 Communication No Action Required

6.0 SELECTION PROCESS

- 6.1 List of Current Recruitments (Test Plan) **Exhibit C** No Action Required
- 6.2 Certification/Ratification of Eligibility Lists **Exhibit D** Moved by _____
Secinded _____
Vote _____
- 6.2.1 Language Testing Assistant (Bilingual)

7.0 OTHER

- 6.1 Unfinished Business No Action Required
- 6.2 Commissioner's Comments No Action Required

8.0 NEXT REGULAR MEETING

Date: **Tuesday, June 14, 2011**
Time: 4:15 p.m.
Location: Board Room

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

MINUTES

Regular Meeting
Tuesday, April 19, 2011 – 4:15 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 Audrey Cherep at 4:20 p.m.

2.0 ROLL CALL

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

3.0 PLEDGE OF ALLEGIANCE

Personnel Commission Chairperson Audrey led the Pledge of Allegiance to the Flag of the United States of America.

4.0 PUBLIC COMMENTS

1. Pat Gladysz, Health Services Technician II, voiced her concerns regarding her Health Services Technician II position being eliminated in the reduction in force.

5.0 GENERAL FUNCTIONS

- 5.1 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission adopted the agenda as submitted.
- 5.2 On the motion of Mr. Darrington, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the regular meeting of March 08, 2011.
- 5.3 Communication

Dr. Wintering invited the Personnel Commissioners to the Classified Employee of the Year Reception to be held on May 02, 2011. Mr. Castillo recognized Grace Figueroa for her accomplishment of being honored as a Classified Employee of the Year state finalist.

6.0 SELECTION PROCESS

- 6.1 List of Current Recruitments (Test Plan)
- 6.2 Certification/Ratification of Eligibility Lists
 - 6.2.1 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the eligibility list for Assistant Director, Nutrition Services.
 - 6.2.2 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the eligibility list for Food Services Assistant I.

MINUTES

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6.2.3 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the eligibility list for Food Services Manager I.

6.2.4 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the eligibility list for Instructional Assistant-Mathematics.

6.2.5 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the School Community Liaison-Bilingual (Korean).

7.0 CLOSED SESSION

7.1 Adjourn to Closed Session

Public Employee Performance Evaluation/Discipline/Dismissal/Release (Government Code 54957)

Adjourned to Closed Session at 4:29 p.m.

Reconvened to Regular Meeting at 4:53 p.m.

No action was taken.

8.0 OTHER

8.1 No unfinished business at this time.

8.2 Commissioner's Comments

Mr. Darrington commented that he enjoyed participating in the rating committee for Classified Employee of the Year 2011. Mr. Castillo commented that he loves the employees at Anaheim Union High School District and he empathizes with the employees who are being affected in the District's reduction in force. Mr. Darrington agreed with Mr. Castillo's comment.

10.0 NEXT REGULAR MEETING

Date: **Tuesday, May 10, 2011**
Time: 4:15 p.m.
Location Board Room

11.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 4:50 p.m.

Audrey Cherep, Chairperson

Annual Budget of Personnel Commission Fiscal Year 2011-12 Anaheim Union High School District		<u>Column I</u> 2009-10 Actuals (\$ only)	<u>Column II</u> 2010-11 Actuals or Estimate (\$ only)	<u>Column III</u> 2011-12 Budgeted (\$ only)
2000	Classified Salaries¹	15,000.00	15,000.00	15,000.00
2300	Classified Supervisors & Administrators	71,656.00	76,913.00	83,741.00
	Commission Members ²	3,000.00	3,000.00	3,000.00
	Director	144,421.00	147,269.00	150,175.00
2400	Clerical, Technical & Office Staff	235,035.00	236,175.00	171,678.00
	Secretaries, Clerks	59,148.00	61,428.00	63,756.00
	SUBTOTAL (2000 CLASS.)	528,260.00	539,785.00	472,350.00
3000	Employee Benefits			
3101	State Teachers Retirement System - Certificated			
3102	State Teachers Retirement System - Classified			
3201	Public Employees' Retirement System- Certificated			
3202	Public Employees' Retirement System- Classified	48,569.00	52,400.00	52,181.00
3301	OASDI/Medicare - Certificated			
3302	OASDI/Medicare - Classified	40,722.00	41,294.00	37,282.00
3401	Health & Welfare Benefits - Certificated			
3402	Health & Welfare Benefits - Classified	120,000.00	126,000.00	130,000.00
3501	Unemployment Insurance - Certificated			
3502	Unemployment Insurance - Classified	1520.00	3886.00	7,846.00
3601	Workers' Compensation Insurance - Certificated			
3602	Workers' Compensation Insurance - Classified	10,753.00	8,543.00	7,611.00
3801	PERS Reduction - Certificated			
3802	PERS Reduction - Classified	20,739.00	18,000.00	11,272.00
3901	Other Benefits - Certificated			
3902	Other Benefits - Classified			
	SUBTOTAL (3000 CLASS.)	242,303.00	250,123.00	246,192.00

Annual Budget of Personnel Commission Fiscal Year 2010-11 Anaheim Union High School District		<u>Column II</u> 2009-10 Actuals (\$ only)	<u>Column II</u> 2010-11 Actuals or Estimate (\$ only)	<u>Column III</u> 2011-12 Budgeted (\$ only)
4000	Books and Supplies			
4200	Books & Reference Materials	225.00	225.00	225.00
	Literature, Periodicals			
4300	Materials & Supplies			
	Office Supplies	11,000.00	11,000.00	11,000.00
	SUBTOTAL (4000 CLASS.)	11,225.00	11,225.00	11,225.00
5000	Services & Other Operating Expenditures			
5200	Travel & Conferences	1,500.00	1,500.00	1,500.00
	Expense Allowances			
	Mileage	500.00	500.00	500.00
	Conferences			
5300	Dues and Memberships	2,868.00	2,868.00	2868.00
5400	Insurance			
	Fire and Theft			
	Liability			
5500	Operations and Housekeeping Services ³			
	Utilities			
5600	Rentals, Leases & Repairs	5,600.00	5,600.00	5,600.00
5700	Direct Cost Transfers			
	Printing & Forms	6,500.00	6,500.00	6,500.00
5800	Prof/Consulting Services & Operating Expenditures	20,000.00	20,000.00	80,000.00
	Examinations			
	Advertising	5,000.00	5,000.00	5,000.00
	Professional Assistance (Screening Committee, Consultants, Analysis Surveys)	35,000.00	35,000.00	35,000.00
5900	Communications			
	Telephone	2,000.00	2,000.00	1,500.00
	Postage	3,000.00	3,000.00	3,500.00
	SUBTOTAL (5000 CLASS.)	81,968.00	81,958.00	141,968.00

Annual Budget of Personnel Commission Fiscal Year 2010-11 Anaheim Union High School District		<u>Column II</u> 2009-10 Actuals (\$ only)	<u>Column II</u> 2010-11 Actuals or Estimate (\$ only)	<u>Column III</u> 2011-12 Budgeted (\$ only)
6000	Capital Outlay			
6400	Equipment			
	Office Equipment	1,000.00	1,000.00	1,000.00
6500	Replacement of Equipment	2,500.00	2,500.00	2,500.00
	SUBTOTAL (6000 CLASS.)	3,500.00	3,500.00	3,500.00
	TOTAL EXPENDITURES	867,256.00	890,091.00	878,735.00
9000	Balance Sheet			
9770	Designated for Economic Uncertainties ⁴			

- 1) Include only those expenditures directly attributable to the activities of the Commission and their employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with personnel director.
- 2) Salaries for Commission member should not be included without prior and specific authorization by the governing board (Education Code Section 45250).
- 3) The district is required to provide suitable quarters for the Commission and their employees, therefore, expenditures in maintenance, operation, and capital outlay will be limited.
- 4) Include as Undistributed Reserve **only** such amount as may seem necessary for requirements.

Personnel Commission
2010-2011
CURRENT TEST PLAN

Classification	Req to test rec'd	Posted	Closed	Days Posted	Field of Competition	NCLB Test	Written Test	Perf Test	Oral/Perf Test	Bilingual Certification	List Established	Bus. Days from Closing	Recruiter
Sign Language Interpreter		8/23/2010	9/13/2010	15	Open	None				N/A			MT
Substitute Bus Driver II		3/25/2011	4/15/2011	15	Open	None	5/10/2011			N/A			VK
Substitute Bus Driver		9/16/2010	9/22/2010	5	Open	None	11/9/2010	3/2010, 12/14/2010		N/A	1/11/2011	52	VK
Warehouse Supervisor		3/24/2011	4/14/2011	15	Promo	None	n/a	5/5/2011	5/12/2011	N/A			MT
Language Testing Assistant-Bilingual (Spanish)		1/18/2011	2/8/2011	15	Promo	None	3/1/2011		4/27/2011	3/29/2011	5/10/2011	49	VK



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 64E11-2011VK

POSITION: LANGUAGE TESTING ASSISTANT (BILINGUAL) - PROMOTIONAL ONLY

DATE ADVERTISED: 01/18/2011 TO 02/08/2011

NUMBER OF APPLICATIONS RECEIVED:	96
NUMBER OF APPLICANTS ADMITTED TO EXAM	29
DATE OF WRITTEN EXAM: 03/01/11	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	29
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	12
DATE OF BILINGUAL CERTIFICATION: 03/29/2011	
NUMBER OF APPLICANTS PARTICIPATING IN BILINGUAL CERTIFICATION	14
NUMBER OF APPLICANTS PASSING BILINGUAL CERTIFICATION	13
DATE OF ORAL EXAM: 04/27/2011	
NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM	13
NUMBER OF APPLICANTS PASSING ORAL EXAM	13

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	13
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PANEL MEMBERS:

LILIA NIETO, LANGUAGE TESTING SPECIALIST, GARDEN GROVE USD
LINDA HEITKAMP, LANGUAGE TESTING SPECIALIST, GARDEN GROVE USD
CHANJIRA LUU, HR ANALYST, LACOE
SUSAN LEAMING, HR ANALYST, LONG BEACH USD

VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: MAY 10, 2011

EXTENDED:

EXPIRED:

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We are an Equal Opportunity District