



AGENDA

**Regular Meeting
 Tuesday, June 14, 2011 – 4:15 p.m.
 Board Room – District Office**

AGENDA POSTED: June 09, 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**

Reference

Action

5.1 Approve the agenda as submitted or amended. Moved by _____
 Seconded _____
 Vote _____

5.2 Approve minutes of regular meeting of May 10, 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 REVISED 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 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**
6.2.1 Substitute Bus Driver Moved by _____
Seconded _____
Vote _____

7.0 OTHER

7.1 Unfinished Business No Action Required

7.2 Commissioner's Comments No Action Required

8.0 NEXT REGULAR MEETING

Date: **Tuesday, July 05, 2011**
Time: 4:15 p.m.
Location Board Room

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

MINUTES

Regular Meeting
Tuesday, May 10, 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 4:16 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 Cherep, 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**

4.1 John Armet, Custodian at Katella High School, discussed the layoffs and stated that he has extensive experience as a warehouse manager but was denied the opportunity to participate in the exam for the current position. He requested he be given an opportunity to take the exam.

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 April 19, 2011.

5.3 Budget Discussion

A discussion ensued regarding items in the budget.

5.4 On the motion of Mr. Darrington, duly seconded and unanimously carried, the Personnel Commission opened a public hearing for the Personnel Commission Budget for the 2011/2012 fiscal year at 4:22 p.m.

There were no requests to speak.

On the motion of Ms. Cherep, duly seconded and unanimously carried, the Board of Trustees closed the public hearing, at 4:23 p.m.

5.5 On the motion of Mr. Darrington, duly seconded and unanimously carried, following discussion, the Personnel Commission approved the purchase of two HP Slate 500 laptops. The laptops will be utilized for job analysis observations, structured interviews, data analysis, and ADA interactive processes. The purchase of these laptops will allow

MINUTES

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employees to be efficient and create less use of paper resulting in a savings to the department's supplies. The HP Slates will replace two laptops that no longer function in an efficient manner. The total cost is \$1,946.63.

5.6 Communication

Dr. Wintering discussed the upcoming membership renewal for CODESP, an organization that would assist the department in formulating exams for recruitments.

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 Language Testing Assistant (Bilingual).

7.0 OTHER

7.1 No unfinished Business at this time.

7.2 Commissioner's Comments

There were no comments from the Personnel Commissioners.

Dr. Novack updated the Personnel Commission on the upcoming May revise, which is due on Monday, May 16, 2011.

Mr. Darrington stated he enjoyed attending the recognition dinner.

8.0 NEXT REGULAR MEETING

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

9.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 4:30 p.m.

Audrey Cherep, Chairperson

Annual Budget of Personnel Commission Fiscal Year 2011-12 Anaheim Union High School District		Column I 2009-10 Actuals (\$ only)	Column II 2010-11 Actuals or Estimate (\$ only)	Column III 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	219,184.00
	Secretaries, Clerks	59,148.00	61,428.00	63,756.00
	SUBTOTAL (2000 CLASS.)	528,260.00	539,785.00	534,856.00
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	57,370.00
3301	OASDI/Medicare – Certificated			
3302	OASDI/Medicare – Classified	40,722.00	41,294.00	37,971.00
3401	Health & Welfare Benefits – Certificated			
3402	Health & Welfare Benefits – Classified	120,000.00	126,000.00	141,840.00
3501	Unemployment Insurance – Certificated			
3502	Unemployment Insurance – Classified	1520.00	3886.00	8,611.00
3601	Workers’ Compensation Insurance – Certificated			
3602	Workers’ Compensation Insurance – Classified	10,753.00	8,543.00	8,423.00
3801	PERS Reduction – Certificated			
3802	PERS Reduction - Classified	20,739.00	18,000.00	12,268.00
3901	Other Benefits – Certificated			
3902	Other Benefits – Classified			
	SUBTOTAL (3000 CLASS.)	242,303.00	250,123.00	266,483.00

Annual Budget of Personnel Commission Fiscal Year 2010-11 Anaheim Union High School District		Column II 2009-10 Actuals (\$ only)	Column II 2010-11 Actuals or Estimate (\$ only)	Column III 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	81,968.00	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	886,601.00	958,032.00
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
Substitute Bus Driver II		3/25/2011	4/15/2011	15	Open	None	5/10/2011	6/6/2011	N/A	N/A	6/14/2011	49	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		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. 64R01-01

POSITION: SUBSTITUTE BUS DRIVER

DATE ADVERTISED: 03/25/2011 TO 04/15/2011

NUMBER OF APPLICATIONS RECEIVED:	31
NUMBER OF APPLICANTS ADMITTED TO EXAM	20
DATE OF WRITTEN EXAM: 05/10/2011	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	10
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	8
DATE OF PERFORMANCE EXAM: 06/06/2011	
NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	8
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	6

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	6
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PANEL MEMBERS:

RICHARD MOORE, PERSONNEL DIRECTOR, ROWLAND USD
GAYLYNN AMBROSE, BUS DRIVER TRAINER, HUNTINGTON BEACH USD



VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: FEBRUARY 14, 2011

EXTENDED:

EXPIRED:

Human Resources • Personnel Commission
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We are an Equal Opportunity District