

MINUTES

Regular Meeting
Tuesday, July 8, 2008
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 4:15 p.m.

2.0 ROLL CALL

Present: Audrey Cherep, chairperson, Ron Costello, vice chairperson, Speed Castillo, commissioner, and Victoria Wintering, 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 ADOPTION OF THE AGENDA

On the motion of Speed Castillo, duly seconded and unanimously carried, the Personnel Commission approved the agenda as submitted.

5.0 PUBLIC COMMENTS

There were no requests to speak.

6.0 GENERAL FUNCTIONS

6.1 On the motion of Mr. Castillo, and duly seconded, the Personnel Commission approved the June 10, 2008 minutes as follows:

Ayes: Chairperson Cherep and Vice Chairperson Castillo

Abstained: Commissioner Ron Costello

6.2 Communication

Victoria Wintering gave a brief summary of the Strategic Plan.

7.0 SELECTION PROCESS

7.1 List of Current Recruitments (Test Plan)

There was a brief discussion regarding the Web Master, Bus Driver and Accounting Manager positions.

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7.2 Certification/ratification of eligibility lists

7.2.1 On the motion of Ron Costello, duly seconded and unanimously carried, the Personnel Commission ratified the eligibility list for Accounting Manager.

7.2.2 On the motion of Ron Costello, duly seconded and unanimously carried, the Personnel Commission ratified the eligibility list for Bus Driver.

8.0 CLASSIFICATION AND SALARY

8.1 On the motion of Speed Castillo, duly seconded and unanimously carried, the Personnel Commission approved the reclassification of Office Assistant at Magnolia High School, at salary range 43, to Office Assistant, Bilingual, at salary range 47, effective July 9, 2008.

8.2 On the motion of Speed Castillo, duly seconded and unanimously carried, the Personnel Commission approved the reclassification of the incumbent, Jacqueline Garcia, to the position of Office Assistant, Bilingual, and reallocate her to salary range 47, based on her current step, effective July 9, 2008.

9.0 RULES AND REGULATIONS

None

10.0 CHARGES AND HEARINGS

None

11.0 OTHER

11.1 Unfinished Business

11.2 Commissioner's Comments

12.0 NEXT REGULAR MEETING

Date: **Tuesday, August 12, 2008**
Time: 4:15 p.m.
Location: Board Room

13.0 ADJOURNMENT

The meeting of the Personnel Commission was adjourned at 4:27 p.m.

Audrey Cherep, Chairperson

Minutes

Special Meeting Wednesday, July 23, 2008, 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 4:15 p.m.

2.0 ROLL CALL

Present: Audrey Cherep, chairperson, Ron Costello, vice chairperson, Speed Castillo, commissioner, and Victoria Wintering, 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

There were no public comments.

5.0 GENERAL FUNCTIONS

5.1 On the motion of Speed Castillo, duly seconded and unanimously carried, following discussion, the Personnel commission approved the new class specification of School Safety and Security Manager, Management, salary range 13.

5.2 On the motion of Speed Castillo, duly seconded and unanimously carried, following discussion, the Personnel commission approved the new class specification of Senior Budget Technician, CSEA, salary range 59.

There was a discussion on the progress of the Personnel Commission Rules and Regulations, changes in the Brown Act, and the current status of job reclassifications.

6.0 NEXT REGULAR MEETING

Date: **Tuesday, August 12, 2008**
Time: 4:15 p.m.
Location: Board Room

7.0 ADJOURNMENT

The meeting of the Personnel Commission was adjourned at 4:27 p.m.

Audrey Cherep, Chairperson



AGENDA

Regular Meeting
 Tuesday, August 12, 2008 – 4:15 p.m.
 Board Room – District Office

AGENDA POSTED: August 8, 2008 – Personnel Commission Office Window

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

2.0 **ROLL CALL**

		PRESENT	ABSENT
Chairperson:	Audrey Cherep	_____	_____
Vice-Chairperson	Ron Costello	_____	_____
Commissioner	Speed Castillo	_____	_____
Executive Director	Victoria Wintering	_____	_____

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**

This is an opportunity for employees and community members to address the Personnel Commission on a closed session item or a non-agenda item. Comments on items that are on the agenda will be heard when the item is considered. A maximum of five minutes will be allotted to each speaker with a total of 20 minutes for each subject matter. Speakers will follow procedures specified on the *Speaker Request Form* that is available on the table at the back of the Board Room. These forms are submitted to the secretary prior to the meeting.

In accordance with Government Code Section 54954.3, matters not on the agenda may not be acted on by the Personnel Commission, but will be researched and responded to in any one of the following ways:

- By telephone after research, or
- By mail after research, or
- At the next regular meeting of the Personnel Commission as an agenda item.

If you wish to address the Commission, please step to the podium and identify yourself for the record.

5.0 **GENERAL FUNCTIONS**

Reference

Action

5.1 Approve the agenda as submitted or amended.

Moved by _____
 Seconded _____
 Vote _____

5.2 Approve the minutes of the regular meeting of July 8, 2008.

Exhibit A

Moved by _____
 Seconded _____
 Vote _____

AGENDA

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Tuesday, August 12, 2008 – 4:15 p.m.
Board Room – District Office

- 5.3 Approve the minutes of the special meeting of July 23, 2008. **Exhibit B** Moved by _____
Seconded _____
Vote _____
- 5.4 Communication **No Action Required**
- Review of classification studies in progress **Exhibit C**
 - Board of Trustees Agenda, and Classified Exhibit, July 24, 2008 **Exhibit D**
 - Board of Trustees Agenda, and Classified Exhibit, August 7, 2008 **Exhibit E**
 - Recruitment Flyer, Maintenance Carpenter **Exhibit F**
 - CODESP and PCASC Invoices **Exhibit G**
 - School News Magazine **Exhibit H**
- 6.0 **SELECTION PROCESS**
- 6.1 List of Current Recruitments (Test Plan) **Exhibit I** No Action Required
- 7.0 **CLASSIFICATION AND SALARY**
- 7.1 Reclassify the position of Bobbie Wragg, from Payroll Technician, at salary range 57, to Senior Payroll Technician, at Salary Range 59, effective August 13, 2008. **Exhibit J** Moved by _____
Seconded _____
Vote _____
- 7.2 Approve job classification of Procurement Contract Specialist, at salary range 63 - CSEA **Exhibit K** Moved by _____
Seconded _____
Vote _____
- 7.3 Reallocate Jennifer Ellmore from Buyer to Procurement Contract Specialist. Salary range remains the same, at her current range and step, effective August 13, 2008. Moved by _____
Seconded _____
Vote _____
- 8.0 **RULES AND REGULATIONS**
- Classified Personnel Handbook, Chapters 1 and 2, First Reading **Exhibit L** No Action Required
- 9.0 **CHARGES AND HEARINGS**
- None



AGENDA

Regular Meeting
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Board Room – District Office

10.0 OTHER

10.1 Unfinished Business No Action Required

10.2 Commissioner's Comments No Action Required

11.0 CLOSED SESSION

11.1 Adjourn to Closed Session No Action Required

To consider matters pursuant to Government Code Section 45103: Classified employee matters.

Adjourned to Closed Session _____ p.m.

Reconvened to regular Meeting _____ p.m.

12.0 NEXT REGULAR MEETING

Date: **Tuesday, September 9, 2008**

Time: 4:15 p.m.

Location Board Room

13.0 ADJOURNMENT: _____ p.m.

Moved _____
Seconded _____
Vote _____



PERSONNEL COMMISSION AGENDA
Special Meeting
Tuesday, August 12, 2008
At the Conclusion of the Regular Meeting
Regular Meeting begins at 4:15 p.m.
Centralia Room- District Office

AGENDA POSTED: August 11, 2008 – Personnel Commission Office Window

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

2.0 **PLEDGE OF ALLEGIANCE**

3.0 **ROLL CALL**

		PRESENT	ABSENT
Chairperson:	Audrey Cherep	_____	_____
Vice-Chairperson	Ron Costello	_____	_____
Commissioner	Speed Castillo	_____	_____

4.0 **PUBLIC COMMENTS**

This is an opportunity for employees and community members to address the Personnel Commission on a closed session item or a non-agenda item. Comments on items that are on the agenda will be heard when the item is considered. A maximum of five minutes will be allotted to each speaker with a total of 20 minutes for each subject matter. Speakers will follow procedures specified on the *Speaker Request Form* that is available on the table at the back of the Board Room. These forms are submitted to the secretary prior to the meeting.

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- By mail after research, or
- At the next regular meeting of the Personnel Commission as an agenda item.

If you wish to address the Commission, please step to the podium and identify yourself for the record.

5.0 **CLOSED SESSION**

5.1 To consider matters pursuant to Government Code Section 54957: Public Employment, Web Master.

5.2 To consider matters pursuant to Government Code Section 54957: Public Employee Performance Evaluation – Executive Director, Human Resources, Classified.

6.0 **RECONVENE INTO OPEN SESSION AND REPORT OUT FROM CLOSED SESSION**

7.0 **ADJOURNMENT**