

MINUTES

Regular Meeting
Tuesday, September 08, 2009 – 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 Speed Castillo at 4:15 p.m.

2.0 ROLL CALL

Present: Speed Castillo, Chairperson, Audrey Cherep, Vice Chairperson, Ron Costello, Commissioner, and Victoria Wintering, Executive Director.

3.0 PLEDGE OF ALLEGIANCE

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

4.0 PUBLIC COMMENTS

Julie Payne, Treasurer of CSEA, spoke regarding the Secretary Classifications and issues of concern from CSEA.

5.0 GENERAL FUNCTIONS

5.1 On the motion of Mr. Costello, 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 regular meeting of August 11, 2009.

5.3 Communication

None

6.0 SELECTION PROCESS

6.1 List of Current Recruitments (Test Plan)

6.2 Certification/ratification of eligibility lists

On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the extension of the Food Service Assistant I eligibility list established June 10, 2008 until December 10, 2009.

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7.0 CLASSIFICATION AND SALARY

- 7.1 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the revised job classification of Secretary, at salary range CSEA-51 to Secretary-Attendance, at salary range CSEA-51.
- 7.2 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the reallocation of Annette Aska, Susan Baltazar, Anna Marie Borbon-DeMarco, Barbara Brooks, Eileen Cabrera, Brooks-Anne Crumley, Sandra Denunno-Putnam, Francie Diulio, Ivy Encinas, Diane Frembling, Debora Garcia, Lisa Gaxiola, Christine Hicks, Yolanda Holden, Sarah Hopkins, Eileen Jensen, Cathy King, Vanessa Koch, Cory Kretz, Cheryl Maliga, Maria Marquez, Margaret Patino, Cheri Ruddell, Ann Salcido, Jacqueline Sanft, Debra Sather, and Corinne Simpson from Secretary at salary range CSEA-51, to Secretary-Attendance at salary range CSEA-51, effective September 8, 2009.
- 7.3 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the revised job classification of Secretary-Bilingual, at salary range CSEA-53 to Secretary-Attendance/Bilingual, at salary range CSEA-53.
- 7.4 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the reallocation of Araceli Alvarez, Gemma Alvarez, Norma Armas, Virginia Arrizon, Vanessa Carr, Cheryl Licon, and Modesta Villareal from Secretary-Bilingual, at salary range CSEA-53 to Secretary-Attendance/Bilingual, at salary range CSEA-53, effective September 8, 2009.
- 7.5 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission approved the revised job classification of Secretary at salary range CSEA-51 to Secretary-Program Support at salary range CSEA-51.
- 7.6 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission approved the reallocation of April Estep, Kathleen Guyer, Leticia Hauck, Cathy Lucio, Michele Montes, Stacy Musgrave, Maricela Robles-Leos, Cheryl Stearns, and Bonita Taylor from Secretary at salary range CSEA-51 to Secretary-Program Support at salary range CSEA-51, effective September 8, 2009.
- 7.7 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the revised job classification of Secretary-Bilingual at salary range CSEA-53 to Secretary-Program Support/Bilingual at salary range CSEA-53.
- 7.8 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the reallocation of Consuelo Cobian, Mercedes Galvez, Lucila Jauregui, Adriana Morales, Alicia Ramirez, Hortencia Romero, and Martha Salcedo from Secretary-Bilingual at salary range CSEA-53 to Secretary-Program Support/Bilingual at salary range CSEA-53, effective September 8, 2009.

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- 7.9 The revised job classification of Secretary at salary range CSEA-51 to Secretary-Registrar/Records at salary range CSEA-51 was tabled at this time.
- 7.10 No employees were reallocated from Secretary at salary range CSEA-51 to Secretary-Registrar/Records at salary range CSEA-51 at this time.
- 7.11 The revised job classification of Secretary-Bilingual at salary range CSEA-53 to Secretary-Registrar/Records-Bilingual at salary range CSEA-51 was tabled at this time.
- 7.12 No employees were reallocated from Secretary-Bilingual at salary range CSEA-53 to Secretary-Registrar/Records-Bilingual at salary range CSEA-53 at this time.
- 7.13 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the revised job classification of Secretary at salary range CSEA-51 to Secretary-School Support at salary range CSEA-51.
- 7.14 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the reallocation of Cindy Barber, Lilia Camacho, Margaret Dalke, Diane Giroux, Renee Grajeda, Sharon Gutjahr, Sandra Halliburton, Hali Jacobsen, Deborah Janton, Linda Lara, Mirna Leavenworth, Lucila Lopez, Pamela Sato, Beverly Thomas, Patricia Umlah, and Linda Zubiata from Secretary at salary range CSEA-51 to Secretary-School Support at salary range CSEA-51, effective September 8, 2009.
- 7.15 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the revised job classification of Secretary-Bilingual at salary range CSEA-53 to Secretary-School Support/Bilingual at salary range CSEA-53.
- 7.16 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the reallocation of Laura Duran, Laura Munoz, Marie Ontiveros, and Diane Ortiz from Secretary-Bilingual at salary range CSEA-53 to Secretary-School Support/Bilingual at salary range CSEA-53, effective September 8, 2009.
- 7.17 The job classification of Secretary at salary range CSEA-51 was not abolished at this time.
- 7.18 The job classification of Secretary-Bilingual at salary range CSEA-53 was not abolished at this time.
- 7.19 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the job classification of Instructional Assistant-Mathematics at salary range CSEA-51.

8.0 RULES AND REGULATIONS

- 8.1 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission approved Chapter 14 of the Personnel Commission Rules.

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8.2 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved Chapter 15 of the Personnel Commission Rules.

9.0 OTHER

10.1 Unfinished Business

10.2 Commissioner's Comments

10.0 NEXT REGULAR MEETING

Date: **Tuesday, October 13, 2009**
Time: 4:15 p.m.
Location: Board Room

11.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 5:15 p.m.



Speed Castillo, Chairperson