



ANAHEIM UNION HIGH SCHOOL DISTRICT  
EDUCATION DIVISION

**AVID Coordinators' Meeting**  
Thursday, September 25, 2008

MINUTES

**1.0 CALL TO ORDER:** The meeting was called to order at 3:25 p.m. in the LAC Testing Room at the Language Assessment Center in the District Office by Michael Solis, AVID Curriculum Administrator.

**2.0 ATTENDANCE:**

**Present:**

**Senior High Schools**

Anaheim

Jessica Ohanian, Ryan Ruelas

Cypress

Don King

Katella

Negin Sharyari

Kennedy

Katrina McNeil

Loara

Sue Bales

Magnolia

Lesli Washington, Eva Valencia

Savanna

Poppy Hill, Liesl Neubert

Western

Karen Clark

**Junior High Schools**

Ball

Megan Egert

Brookhurst

Kenneth Kanouse

Dale

Andra Schwartz

Orangeview

Carey Williams

South

Matthew Bidwell

Walker

Elizabeth Green

AVID Curriculum Administrator

Michael Solis

AVID OCDE Regional Coordinator

Myrtice Rowe

AVID District Liaison

Cheryl Quadrelli-Jones

EL Office Administrative Assistant

Julia Muneer

**Absent:**

Lexington JHS

Sharon Hughes

Sycamore JHS

Heather Guerrero (excused)

### **3.0 Welcome and Introductions:**

3.1 Michael Solis welcomed the group and invited everyone to state their name, school, and experience with AVID. He introduced Myrtice Rowe, OCDE AVID Coordinator and Cheryl Quadrelli-Jones, District AVID Liaison.

### **4.0 Upcoming AVID due dates:**

- 4.1 Michael Solis reviewed the AVID Site Plan deadlines and purpose, emphasizing the importance of including the site's AVID administrator in the planning process.
- 4.2 Myrtice Rowe reviewed upcoming OCDE events, the due dates, and registration process.
- 4.3 Cheryl Quadrelli-Jones reviewed the AVID Coordinator meeting schedule included in the binders distributed to all attendees.

### **5.0 Funding for AVID/Correlation with the SPSA:**

- 5.1 Cheryl Quadrelli-Jones reviewed the funding letters and explained the criteria for allocating the available funds. She urged site coordinators to work with their site teams to prioritize support for AVID in the school planning process.
- 5.2 Michael Solis moderated an exchange of ideas on how sites get tutors to attend OCDE training. Some sites reported that new tutors are told that training at OCDE will contribute to their personal overall marketability and is an expectation for work with AVID. More discussion on this topic will be held at future meetings.

### **6.0 GATE/AVID/VAPA Recruitment:**

- 6.1 Michael Solis conducted a fact-finding discussion regarding GATE/AVID/VAPA recruitment criteria. It was widely confirmed that AVID students may have been routinely classified as GATE students. Concern was expressed that AVID students were being tagged as GATE because of placement in AP/Honors classes. All agree clarification was necessary. Cheryl Quadrelli-Jones requested that everyone email their observations to Michael Solis and her regarding their experiences with GATE/AVID assignment.
- 6.2 Michael Solis summarized the discussion, and suggested that focused recruitment and improved site-level communication would lead to a solution to GATE/AVID/VAPA issues. He further suggested that the use of the 0 or 7<sup>th</sup> period could provide a viable option for students who wish to participate in multiple programs. Further discussion was suggested.

### **7.0 Data Aggregation:**

- 7.1 Cheryl Quadrelli-Jones raised the need for longitudinal cohort data aggregation to evaluate the impact of the AVID program. The group agreed with the need to have such data. The group requested a process to identify AVID students in Zangle, as a first step in this process.

**8.0 Other:**

- 8.1 Sue Balas asked to be given read-only access to, and be trained to use, specific student modules in Zangle. The group agreed that they would also like to be included, and be trained on Naviance, as well. Cheryl Quadrelli-Jones will address this issue with the Technology Action Group (TAG).
- 8.2 Myrtice Rowe and Cheryl Quadrelli-Jones discussed the value of cohort planning in developing the AVID site plans. Mrs. Rowe stated that she will be organizing her fall site visits by the cohorts currently being used for the district's SPSA Peer Review Process. Mrs. Quadrelli-Jones will send the Program Improvement cohort list to Mrs. Rowe for her information.

**8.0 Adjournment:**

The meeting was adjourned at 4:15 p.m.

Next Meeting:

Thursday, October 30, 2008

LAC Testing Room

3:15 p.m.

Submitted by:

*s/ Cheryl Quadrelli-Jones*

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Cheryl Quadrelli-Jones  
District AVID Liaison

Distribution:

Cabinet  
Principals  
Curriculum Administrators  
AVID Site Coordinators  
Directors, Education Division



Anaheim Union High School District  
Foreign Language Department Chairperson's Meeting  
Wednesday, September 24<sup>th</sup>, 2008  
3:15 p.m., Rm. 14, Ball JHS

Present:	Ball	Jeff Ziemba
	Brookhurst	Margaret Flynn
	Dale	Evelyne Seabrook
	Lexington	Jessica Salazar
	Orangeview	Maria Gallardo
	Sycamore	Gil Bonales
	Walker	Crisanta Andrade
	Anaheim	Hyun Kang
		Cosme Noriega
	Katella	Cristina Woodring
	Kennedy	Jose A. Gallegos
	Loara	Lisa Popejoy
		Karen Houston
	Magnolia	Gail R. Smith
	Savanna	Aracely Portillo
	Western	Raul Ruiz
	District	Cynthia Petitt
		Damon Hands

Meeting was called to order at 3:15 p.m.

#### 1.0 Spanish IV Text

Aracely Portillo noted that her students were not successful using the text "Conecciones." She enquired as to whether other chairs had the same issue and how they worked through it. Consensus was that the book was very difficult, and many used the text Realidades III in its place. It was noted that difficulty level of the text needed to be more carefully considered during the next textbook adoption.

#### 2.0 Spanish Accelerated Update

Cynthia Petitt presented information on books for the next WRITE unit and discussed the process for registering Spanish Accelerated classes as UC/CSU a-g courses.

#### 3.0 Departmental Leadership

Damon Hands suggested electing or selecting a department chair to assist in the department leadership role. This person would be responsible for helping guide topics of discussion and would help provide continuity as curriculum administrators change every other year

Next Meetings:

10/22/08

11/19/08

12/17/08

1/21/09

2/18/09

3/18/09

4/22/09

5/20/09

**HIGH SCHOOL ATHLETIC DIRECTORS' MEETING**  
**Monday, September 22, 2008 @ 12:30 p.m.**  
**District Office/Supt.'s Conference Room**

**MINUTES**

**1.0 Call to Order:** The meeting was called to order at 12:30 p.m. by Tom Danley, District Director of Athletics.

**2.0 Attendance:**

Anaheim	Dave Torres	Lanny Booher
Cypress	Jeffrey Russell	Mark Slevcove
Katella	Mike Cochrane	Melissa Graham
Kennedy	Dave Jankowski	Janet Berardi
Loara	Scott Wilson	Ed Prange
Magnolia	Greg Chastain	Carol Sarkissian
Oxford	Dave Clifton	
Savanna	Larry Anderson	Roger Whalen
Western	Don Luethke	Annette Quintana

District Director of Athletics/Foundation Administrators	- Tom Danley
District Coaching Education Consultant	- Ron Milner, Asst. Principal
CPR/First Aid Facilitator	- George Selleck, Ph.D.
Assistant Superintendent, Administration/Athletics Superintendent	- Sharon Iriye
	- Dave Cowen
	- Joseph M. Farley, Ed.D.

**3.0 2008/2009 District Athletic Directors' meeting schedule - Review**

**4.0 Deputy Superintendent Tim Holcomb – Facilities update, scheduling**

Deputy Superintendent Tim Holcomb was on hand to explain procedures each school must use in order to schedule all site extra-curricular afterschool and weekend activities. Each school through its administration is responsible to use the "School Dude" program and enter in the district website all extra-curricular events. Lynn Nakayama, Tim's executive assistant, will then provide a total computerized district activity schedule so all community organizations will know what facilities are available.



**Deputy Superintendent Tim Holcomb (continued)**

Mr. Holcomb also addressed “rest periods” or community “down times” for site athletic facilities. Ideally, he would like to close down from community use Christmas vacation, spring break, and summer months where possible. Our thanks to Mr. Holcomb and his staff for coming in to our meeting and taking time away from their very busy schedules.

**5.0 Rob Wigod, C.I.F./SS Assistant Commissioner – C.I.F. Elimination of Association Rule and Undue Influence Rule clarified**

On April 24, 2008, the C.I.F./SS Council voted to abolish CIF/SS Blue Book Rule 313 – The Association Rule. The following are the most frequently asked questions concerning the abolishment of C.I.F./SS Blue Book Rule 313 as prepared by the CIF and Explained by Assistant Commissioner Rob Wigod.

**Rule 313- The Association Rule – Eliminated**  
**Frequently Asked Questions**

**Question** – When does the elimination of the Association Rule take Effect?

**Answer** – July 1, 2008

**Question** – What effect does the elimination of this rule have on 6<sup>th</sup> Period off-season Physical Education classes?

**Answer** - There will no longer be any restrictions on what coaches can do with their students after the 6<sup>th</sup> period class is over. Coaches will be allowed to remain with their students and continue to instruct them in particular skills of their sport after their 6<sup>th</sup> period class time has concluded.

**Question** – What effect does this rule change have on Rule 314, the Conditioning Rule?

**Answer** – With the elimination of the Association Rule, Rule 314, the Conditioning Rule, is no longer valid in the C.I.F. Southern Section.

**Question** – Can members of the high school athletic staff coach their own students in off-season leagues?

**Answer** – Yes. Members of the high school athletic staff may organize, sponsor or coach teams outside the high school season of sport, during the school year, with students from their high school on them.

**Question** – Can club coaches coach club teams and high school teams?

**Answer** – Yes. A club coach can coach at a high school and coach a club team, outside the high school season of sport, during the school year, with students from that same high school on it.

**Rob Wigod, C.I.F./SS Assistant Commissioner (continued)**  
**Frequently Asked Questions**

**Question** – What effect does this rule change have on the Summer Dead Period?

**Answer** – None. The summer Dead Period Rule is unchanged. All sports must observe a 21 consecutive day Dead Period from the close of school in June, or June 13 whichever comes first, and August 24, 2008, the day before Fall Sports season begins. During the Dead Period, the only contact allowed between high school coaches and their students is supervised weightlifting.

**Question** – Can football programs wear helmets and shoulder pads during the off-season?

**Answer** – No. The existing rules on when helmets and shoulder pads can be worn, when sleds can be used, what equipment can be used during Spring Practice and Summertime Rules are unchanged. Also, the rule regarding team contact football camps is not affected by the elimination of the Association Rule.

**Undue influence:** Any coach participating with students in a non-school related activity must be completely aware of the CIF Rule 510 – Undue Influence. A transfer of a student from his or her current school of attendance to any high school where the student participated during the previous 24 months on team, (AAU, American Legion, Club) that is associated with the new school (organized by or coached by any member of the coaching staff) shall be considered sufficient evidence of undue influence.

In order to accommodate the Elimination of C.I.F. Blue Book rule 313, our district is presently engaged in drafting district policy to establish what constitutes during off-season the difference between:

- a. School related programs
- b. Non-school related programs

We will continue to keep you informed as we evaluate district liability and what's in the best interest of our student athletes. We will present a district draft to our athletic directors at our October meeting.

**6.0** **Assistant Superintendent's update** – Dave Cowen, Assistant Superintendent/Tom Danley

**6.1** **Walk-On Coach hiring deadlines**

Tom apprised our athletic directors of the hiring deadlines for coaches for the various seasons of sport. All materials must be completed and turned in to the Human Resources division by the requested dates or the stipend will be pro-rated based on when it's received at the district and adopted by the board of trustees.

He noted that all walk-on coaches are required to take the District Coaching Education class as well as the CPR/First Aid class before they are officially employed and eligible to coach.



6.1 (continued)

Also, all certificated teacher-coaches must have a valid CPR/First Aid card and by September 15, 2008, have taken a district coaching education class in order to coach. This is mandated by the State Department of Education. Please register with Barb at the District Athletic Office at 999-5684 for all classes.

6.2 State C.I.F. and District Steroids Policy

Tom reviewed the district and state C.I.F. steroid policy and stated that all staff are responsible for explaining in detail and continuing the implementation of this policy with our student athletes throughout the A.U.H.S.D. Included with the package of materials distributed to the schools was the parent/student letter conditions of participation contract that all student athletes and their parents must sign prior to participation in a C.I.F. sport and "steroid warning" posters to be placed in locker rooms, weight rooms, training rooms, gyms and coaches offices.

Any questions regarding the required implementation of this program should be directed to Tom or Dave immediately. Thank you for your cooperation!

6.3 Medical doctors required at all home varsity football games

Our schools were reminded that our district still requires a medical doctor to be present at all home varsity football games. The administration of each school has the responsibility of securing that medical practitioner (medical doctor). Please have your principal contact Dave Cowen regarding concerns.

6.4 Nightly custodial service provided to school locker rooms, showers, and restrooms.

Once again, reiterated the district's policy for cleaning and sanitizing locker room floors, restrooms, and showers at each school site (five nights a week) on a nightly basis. It was stated that this is a school custodial priority and that we would follow up with all principals to insure that the practice was being accomplished. Athletic directors were asked to keep us informed if this policy was not being consistently administered! We will continue to inquire at future meetings for an update. Clean restrooms and locker rooms are a necessity!

7.0 District Transportation Department – John Jessie, Director of Transportation

"Many thanks" to John Jessie, Derinda McCashland and our District Transportation Department!

Our transportation department continues to rank as one of the best in southern California and we are proud of their accomplishments and "business friendly" work ethic.

John reminded athletic directors to turn in transportation requests well ahead of each season of sport and also call in the day before each trip to verify the request information. This "double check" keeps errors to a minimum!

**District Transportation Department (continued)**

He also reminded schools that "no cleats" may be worn on the bus and that coaches try to leave the bus as clean as they found it. He commended the athletic directors for their assistance and positive communication with his department.

**8.0 Review Coaching Education and CPR/First Aid schedule of classes – Sharon Iriye**

Tom reviewed the district semester schedule of Coaching Education and CPR/First Aid classes and reminded athletic directors that all certificated and walk-on coaches must be CPR/First Aid certified to be eligible to coach. All first year walk-on coaches must also complete the coaching education class!

Volunteers must be fingerprinted and have T.B. clearance in order to be submitted for school board approval!

Please register with Barb at the District Athletic Office for all classes (999-5684). There is no charge assessed for perspective or current district employees!

In addition, Sharon Iriye continues to include AED training as a part of the CPR/First Aid classes.

**9.0 District Water Safety class – any interest?**

Tom inquired to see if schools had any need in starting a water safety class at this time but found no interest! We will inquire again at a later date.

**10.0 Request for 2009 Varsity Baseball schedules from City of Anaheim Parks & Recreation Department**

FYI – Tom will be sending a memo out soon to all varsity baseball coaches and athletic directors requesting their choices for use of Boysen, Glover, and Brookhurst Park diamonds for the 2009 baseball season. Please respond as soon as possible in order to secure fields.

**11.0 2008/2009 District Athletic Participation Guide for parents and student athletes –**

Five hundred district athletic participation guides were sent to each high school in August to be distributed to all high school student athletes in the A.U.H.S.D. Tom briefly reviewed the contents of the new guide and reminded athletic directors of the importance of distributing this document to the parents of all student athletes on a timely basis.

If additional copies of this brochure are needed, please contact Barb at the District Athletic Office – 999-5684.

This district student/parent athletic information guide gives you a general overview of information you should know as a parent and student/athlete participating in one of our high school extra-curricular sports programs.



**2008/2009 District Athletic Participation Guide (continued)**

It summarizes:

- District policy
- Goals
- Eligibility
- NCAA requirements
- Expectations of coaches, athletes and parents
- Principles of positive sports spectators
- If you have any questions or complaints – what to do and who to contact!
- District Steroids Policy

It also lists the names and school phone numbers of all of the high school athletic directors if additional information is needed!

**12.0 2008/2009 District site budget supplemental funding**

Tom once again stated that site instructional budgets for 2008-2009 have been given to school principals and reflect no major cuts in afterschool coaching personnel or major loss of teams or sports. District supplemental funding also indicates that high schools will receive \$13,000 of additional money to operate their program along with the same number of overtime hours (275) provided to field and equipment personnel.

This special funding once more has been earmarked to be spent in the following categories:

- |                                      |             |
|--------------------------------------|-------------|
| • Officials .....                    | \$ 7,000.00 |
| (Budget #01xx028040-5810)            |             |
| • Safety equipment .....             | 4,000.00    |
| (Budget #01xx028081-5560)            |             |
| • Training room supplies .....       | 1,500.00    |
| (Budget #01xx028034-4320)            |             |
| • Equipment manager's supplies ..... | 500.00      |
| (Budget #01xx028081-4347)            |             |

(Note: xx indicates your school number)

<b><u>Total district commitment per school</u> .....</b>	<b><u>\$13,000.00</u></b>
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**13.0 Distribution of 2008/2009 Junior High Intramural Program "Blue Books"**

Tom made available copies of this year's junior high intramural program "Blue Books."

Once again, we will have 7<sup>th</sup> and 8<sup>th</sup> grade boys' and girls' divisions in sixteen (16) sports starting on Monday, September 15, 2008.

High school athletic directors are asked to support this program with their attendance and assistance whenever possible!

Our thanks for your interest. It means a great deal to the junior highs.



H.S. Athletic Directors' Meetings  
Monday, September 22, 2008

#### 14.0 **“Sponsor–An-Athlete” District Fundraising Program**

Again, this year the district “sponsor-an-athlete” fundraising program will be offered to all district senior and junior high schools. This is an excellent way for your programs to raise additional monies for all of their sports and other co-curricular activities.

Requests for materials can be made to Barb at the District Athletic Office (999-5684).  
**Remember, 100% of all monies collected stays at your school!**

#### 15.0 **District Parent Athletic Booster Advisory Council**

Each athletic director has been asked to select 1-2 parent booster representatives to represent their school and serve on the District foundation Booster Advisory Council. Please submit the names, addresses, and phone numbers of your parent representatives to Barb at the District Athletic Office (999-5684) by **Friday, October 10, 2008**.

Our first advisory board meeting will be held on **Monday, November 3, 2008 @ 6:30 p.m. – District Office/Lounge**.

Some of the planned projects for the school year will include:

- A.U.H.S.D. Band Spectacular at Glover Stadium on Wednesday, November 12, 2008
- Annual AUHSD Jr. High Spelling Bee & Sr. High Oral Interpretation Contest @ Kennedy Performing Arts center – Tuesday, November 25, 2008
- A.U.H.S.D. Foundation and U.S.A. Spirit Association “Holiday Spectacular Song and Cheer Competition” on December 13, 2008, at the Anaheim Convention Center
- 4<sup>th</sup> Annual A.U.H.S.D. Wrestling Tournament on Saturday January 10, 2009, at Anaheim High School
- 10<sup>th</sup> Annual O.C.A.D.A. Celebration of “Women in Sports Day” on Tuesday, February 24, 2009
- 4<sup>th</sup> Annual Anaheim District Swim Relays on Monday, March 16, 2009 @ Kennedy H.S.
- 9<sup>th</sup> Annual A.U.H.S.D. Student Art and Photography Exhibit at the Anaheim Convention Center on Monday, April 6, 2009
- Hope School “Tigers” Awards Banquet – May 2009
- The “Slim Terrell” Annual Jr. High District Track Championships at Handel Stadium on Thursday, May 14, 2009
- 11<sup>th</sup> Annual Superintendent’s Scholar/Athlete Awards Dinner on Thursday, May 28, 2009, at 6:00 p.m. at the Anaheim Convention Center Grand Ballroom

Thanks for your assistance!

**16.0 Reminder – shopping list of swim pool safety equipment (that needs to be readily available at all pools)**

Tom presented a swim pool list of standard safety equipment with athletic directors and asked them to check their swim pools to see if the following state mandated and highly recommended “shopping list” is available for use at their pool site. Please advise if any assistance is needed!

State mandated:

- Body hook attached to a light, strong pole at least 12’ in length
- Life ring attached to a 3/16” line long enough to span the maximum width of the pool
- Safety signs:
  1. Warning – No lifeguard on duty. Children under the age of 14 should not use pool without an adult in attendance.
  2. Diagrammatic illustrations of artificial respiration procedures.
  3. Emergency phone number of the nearest emergency rescue service. The “911” emergency number, which is in effect for police, fire, and paramedic response.

Highly recommended:

- Two (2) rescue tubes
- Backboard with a headboard and three straps
- First Aid Kit
- An Emergency Action Plan developed at each pool site

**17.0 Certified Athletic Trainers’ cell phones**

If you are experiencing difficulty with your trainers’ cell phones, please contact Erik Greenwood, Director of Information Systems at 999-3765. It is essential that all certified trainers are able to utilize their cell phones for emergency calls. Please check with your trainer to make sure their phones are working properly!

**18.0 District Superintendent’s Display case – “Showcasing Your School”**

This is an extension of a very successful ongoing project to “showcase” our senior and junior high athletic and co-curricular programs at the district office.

Many thanks to our schools for supporting this display in such an outstanding and cooperative way. Our senior and junior highs have done a great job in providing “high visibility” for their quality programs. Currently, Anaheim High is on display with Cypress on deck!”

<u>Sept./Oct.</u>	<u>2008</u>	<u>Anaheim “Colonists”</u>
Nov./Dec.	2008	Cypress
Jan./Feb.	2009	Katella
March/April	2009	Kennedy
May/June	2009	Loara



H.S. Athletic Directors' Meetings  
Monday, September 22, 2008

**District Superintendent's Display case – "Showcasing Your School" (continued)**

July/Aug.	2009	Magnolia
Sept./Oct.	2009	Oxford
Nov./Dec.	2009	Savanna
Jan./Feb.	2010	Western

**19.0 2009 Superintendent's Scholar/Athlete Awards Dinner – Thursday, May 28, 2009, at Anaheim Convention Center – 6:00 p.m. Please ink your calendar!**

**20.0 Sharing Good Things Happening in Your Program/Other**

**21.0 Professional Growth/Enrichment/Meetings**

- **District Booster Advisory Council Meeting** – Monday, November 3, 2008 @ 6:30 p.m. – District Office/Lounge
- **O.C.A.D.A. Fall Dinner Meeting** – Monday, October 29, 2008 @ 6:30 p.m. Anaheim Convention Center - "Super Booster's Night"
- **O.C.A.D.A. "Women in Sports Day" Celebration** – Tuesday, February 24, 2009
- **2009 C.S.A.D.A. State Conference** @ San Diego Town & Country Hotel – April 23-26, 2009
- **Superintendent's Scholar/Athlete Awards Dinner** – Thursday, May 28, 2009, at Anaheim Convention Center Grand Ballroom @ 6:00 p.m.

**Next District Athletic Directors' Meeting  
Monday, October 27, 2008 @ 12:30 p.m.  
District Office/Supt.'s Conference Room**

**Luncheon Host: Cypress High School**

**Submitted by:**

**s/Tom Danley \_\_\_\_\_  
Tom Danley, District Director of Athletics/Foundation**

**s/Dave Cowen \_\_\_\_\_  
Dave Cowen, Assistant Superintendent,  
Administrative Services**



ANAHEIM UNION HIGH SCHOOL DISTRICT

Library Department Chairperson's and Library Tech's Meeting  
October 8, 2008

MINUTES

1. **CALL TO ORDER:** The meeting was called to order at 2:00 PM at Oxford Academy by Hal Morris for Dr. Fred Navarro

2. **ATTENDANCE:**

***Library Teachers Present:***

Anaheim/Sycamore: Suzanne Rahn  
Cypress/Lexington: Justin Buz'Zard  
Katella/South: Deanna Guzman  
Kennedy/Alt. Ed: Linda Hodgins  
Magnolia/Dale: Josie Martinescu  
Oxford/Walker: Marilyn Konowal  
Western/Orangeview: Heather Gruenthal  
Loara/Ball: Anita Buers  
Savanna/Brookhurst: Hal Morris  
Alternative Ed: Kathie Maier

***Library Techs Present:***

Anaheim: Kathleen Cooley  
Dale: Elaine Burkhardt  
Lexington: Theresa Canchola  
Magnolia: Cheryl Vanderpool  
Western: Ticia Riche  
Orangeview: Kim Buck  
Brookhurst: Erika Gangnath  
Savanna: Gina Bird  
Loara: Martha Bird  
Oxford: Tommy Kovac  
Ball: Letty Castaneda  
Sycamore: Cynthia Bristow  
Cypress: Karen Lin  
South: Lynna Schultz  
Katella: Chris Johnson  
Trident: Jennifer Hipolito  
Gilbert West: Chris Turanitza  
Kennedy: Sandie Lindemeyer

Absent: Linda Bird, Walker—excused

3. **INTRODUCTION OF GUESTS:** Diane Donnelly, Victoria Wintering: Human Resources and Sharon Yager: President of CSEA
  
4. **ONLINE LEARNING PRESENTATION:** Diane Donnelly gave a presentation on the Online Learning program that the district will be putting into practice for high school students and the role that Library Staff will play in this program. Diane sees the Library's role as first and foremost offering access to computers for students who are enrolled in these classes. If available, the Library staff would also help online students with any online class work problems or questions.
  
5. **LIBRARY TECH TEXTBOOK RESPONSIBILITIES DISCUSSION:** Victoria Wintering asked the techs how they process textbooks at their schools and how long they take to process textbooks. After a lively discussion, she asked all the techs to please email her their information on textbook processing if they have not done so already. Victoria also did a survey of how many library techs are responsible for textbook circulation. Western was the only school. Both Victoria and Sharon Yager assured the people present that they are going to bring Western into alignment with the rest of the libraries as far as textbook circulation policy is concerned. It was agreed by all present that textbook circulation and accountability was a dept chair responsibility. This is why dept chairs receive a yearly stipend.
  
6. **GUEST SPEAKER POLICY:** It was suggested by Marilyn Konowal and agreed by all present that we as Library staff should be informed and agree upon any outside speakers being present at our meetings. This will allow us to focus on issues that are important to library staff.
  
7. **LIBRARY MEETINGS SCHEDULE AND REPORTING:** The following library meetings were set for the 2008-2009 school year:

Wednesday, October 8, 2008: Oxford Academy/TNT

Wednesday, December 3, 2008: South Jr High/Library Teachers

Wednesday, February 4, 2008: Savanna High School/Library Teachers

Wednesday, April 1, 2008: Alternative Ed-Trident/Library Teachers

Wednesday, May 6, 2008: Kennedy High School/TNT

All meetings will start at 2 PM

Kathleen Cooley will also be organizing a meeting for the Techs to be held at Anaheim High School. Date to be announced at a later date.

8. **LIBRARY CURRICULUM ADMINISTRATOR:** Hal Morris announced that Dr. Fred Navarro is now our curriculum administrator. Due to a conflict in Dr. Navarro's schedule, he asked Hal to facilitate our meeting for today. Hal suggested that our group should create a committee of 3 Library Teachers and 1 Library Tech that would schedule meetings, create agendas, facilitate meetings and report our meeting contents and library concerns to Dr. Navarro. After a discussion, most present agreed that as a group we would still prefer a curriculum administrator to be present at our meetings just like other curriculum areas have at their meetings. This will ensure a two way communication between Library personnel and the district office. Hal said he will follow up on this issue with Dr. Navarro.
  
9. **LIBRARY CLOSING PROCEDURES:** Sandie Lindemeyer wanted to know how the technicians handle students who refuse to get off the computers and out of the library at the very end of the day, when they are trying to close.
  
10. **ADJOURNMENT:** The meeting adjourned at 3:20 PM

Next Meeting:  
December 3, 2008  
South Jr. High School  
2:00 PM

Submitted by:

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Marilyn Konowal, Library Teacher Oxford/Walker



## **MINUTES**

**Regular Meeting**  
**Tuesday, September 9, 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, will led the Pledge of Allegiance to the Flag of the United States of America.

### **4.0 PUBLIC COMMENTS**

Pete Schnauer, AFSCME representative, requested the Personnel Commission revise their policy for public comments during the meeting.

### **5.0 GENERAL FUNCTIONS**

Staff removed item 7.1, Reclassification of Auditorium Operations Technician from the agenda.

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 Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the regular meeting of August 12, 2008.

5.3 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the special meeting of August 12, 2008.

5.4 Communication

- Campus Safety Aide Flyer
- Instructional Assistant, Severely Handicapped Flyer
- Instructional Assistant, Special Education Flyer
- School Safety and Security Manager Flyer

### **6.0 SELECTION PROCESS**

6.1 List of Current Recruitments (Test Plan)

## **MINUTES**

**Regular Meeting**  
**Tuesday, September 9, 2008 – 4:15 p.m.**  
**Board Room – District Office**

### 6.2 Certification/Ratification of Eligibility Lists

On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission certified the eligibility lists for Credentials Technician and Maintenance Carpenter.

### 7.0 **RECLASSIFICATION**

7.1 Reclassification of the position of Auditorium Operations Technician was removed from the agenda.

### 8.0 **RULES AND REGULATIONS**

#### 8.1 Classified Personnel Employees Handbook, Chapter 1

There was a discussion between Pete Schnauffer, Gerry Adams, and Victoria Wintering regarding items in Chapter 1.

On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission approved the adoption the Classified Personnel Employees Handbook, Chapter 1 with the addition of step-sister and step-brother to be added to the definition of Relatives.

#### 8.2 Classified Personnel Employees Handbook, Chapters 2 and 3, First Reading

Pete Schnauffer discussed items in Chapter 2.

### 9.0 **CHARGES AND HEARINGS**

None

### 10.0 **OTHER**

10.1 There was no unfinished business.

10.2 There were no comments from the commissioners.

### 11.0 **CLOSED SESSION**

#### 11.1 Adjourn to Closed Session

The Personnel Commission adjourned to closed session at 5:10 p.m.

The Personnel Commission reconvened to open session at 5:30 p.m.

No action taken regarding Government Code Section 54957: Public Employee Performance Evaluation – Executive Director.

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



## **MINUTES**

**Regular Meeting**  
**Tuesday, September 9, 2008 – 4:15 p.m.**  
**Board Room – District Office**

### **12.0 NEXT REGULAR MEETING**

Date: **Tuesday, October 14, 2008**  
Time: 4:15 p.m.  
Location Board Room

### **13.0 ADJOURNMENT**

The Personnel Commission adjourned the meeting at 5:32 p.m.

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Audrey Cherep, Chairperson