

## **MINUTES**

**Regular Meeting**  
**Wednesday, November 12, 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 Staff requested item 7.1 Job Classification of Performing Arts Supervisor, and item 7.2 Reallocation of John Adams from Auditorium Operations Technician to Performing Arts Supervisor, be removed from the agenda.

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. Costello, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the regular meeting of October 14, 2008.

- 5.3 Communication

- Athletic Facilities Worker II Flyer
- Victoria Wintering introduced Russell Lee-Sung, the new Assistant Superintendent of Human Resources.

### **6.0 SELECTION PROCESS**

- 6.1 List of Current Recruitments (Test Plan)

- 6.2 Certification/ratification of eligibility lists

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On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission certified the eligibility lists for Campus Safety Aide, Instructional Assistant, Special Education, and Instructional Assistant, Severely Handicapped.

### **7.0 RECLASSIFICATION**

- 7.1 This item was removed prior to the adoption of the agenda.
- 7.2 This item was removed prior to the adoption of the agenda.
- 7.3 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission approved the job classification of Athletic Facilities Technician, at salary range 55, AFSCME.
- 7.4 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission approved the reallocation of Armando Cortez from Maintenance Service Worker to Athletic Facilities Technician. Salary range 55, current step, effective November 13, 2008.
- 7.5 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the classification description for Human Resources Assistant, at salary range 63 Confidential.

### **8.0 RULES AND REGULATIONS**

- 8.1 Mr. Pete Schnauffer discussed various items in chapter 4 of the Classified Personnel Employees Handbook.

On the motion of Mr. Castillo, duly seconded and unanimously carried, following discussion, the Personnel Commission approved Classified Personnel Employees Handbook Chapter 4, with the recommended changes.

- 8.2 Mr. Pete Schnauffer discussed various items in chapter 5 of the Classified Personnel Employees Handbook.

Classified Personnel Employees Handbook Chapters 5, First Reading

### **9.0 CHARGES AND HEARINGS**

None

### **10.0 OTHER**

- 10.1 Unfinished Business
- 10.2 Commissioner's Comments



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### **11.0 NEXT REGULAR MEETING**

Date: **Tuesday, December 9, 2008**  
Time: 4:15 p.m.  
Location Board Room

### **12.0 ADJOURNMENT:**

The Personnel Commission adjourned the meeting at 5:02 p.m.

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Audrey Cherep, Chairperson