



**AGENDA**

**Regular Meeting  
 Tuesday, November 12, 2013 – 3:30 p.m.  
 Board Room – District Office**

AGENDA POSTED: November 7, 2013 – Personnel Commission Office Window

1.0 **CALL TO ORDER** By: \_\_\_\_\_ Time: \_\_\_\_\_

2.0 **ROLL CALL**

|                    |                           | PRESENT | ABSENT |
|--------------------|---------------------------|---------|--------|
| Chairperson        | Charles Darrington        | _____   | _____  |
| Vice-Chairperson   | Speed Castillo            | _____   | _____  |
| Commissioner       | Audrey Cherep             | _____   | _____  |
| Executive Director | Victoria Wintering, Ph.D. | _____   | _____  |

3.0 **PLEDGE OF ALLEGIANCE**

Personnel Commission Chairperson, Charles Darrington, 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 the regular meeting of October 8, 2013. **Exhibit A** Moved by \_\_\_\_\_  
 Seconded \_\_\_\_\_  
 Vote \_\_\_\_\_

5.3 Reappointment discussion on Charles Darrington, Joint Appointee. **No Action Required**

5.4 Adjourn regular meeting to a public hearing on the Personnel Commission appointment of Joint Appointee. **Exhibit B** Moved by \_\_\_\_\_  
 Seconded \_\_\_\_\_  
 Vote \_\_\_\_\_

Adjourned regular meeting at: \_\_\_\_\_ p.m.

Reconvened regular meeting at: \_\_\_\_\_ p.m.



## AGENDA

**Regular Meeting**  
**Tuesday, November 12, 2013 – 3:30 p.m.**  
**Board Room – District Office**

- 5.5 Approve the reappointment of Charles Darrington as Personnel Commission Joint Appointee.

Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_

### 6.0 SELECTION PROCESS

- 6.1 List of Current Recruitments (Test Plan)

**Exhibit B**

No Action Required

- 6.2 Certification/Ratification of Eligibility Lists

Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_

- 6.2.1 Campus Safety Aide

**Exhibit C**

- 6.2.2 Instructional Assistant – Behavior Support

**Exhibit D**

- 6.2.3 Nutrition Services Production Assistant

**Exhibit E**

- 6.2.4 Secretary Registrar/Records

**Exhibit F**

- 6.2.5 Secretary Registrar/Records – Bilingual

**Exhibit G**

- 6.3 Approve the extension of the School Community Liaison - Bilingual Eligibility List, established on December 11, 2012 and expires on December 11, 2013, for a period of six months.

**Exhibit H**

Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_

- 6.4 Ratify removal of the following eligible (s)  
In accordance with the Personnel Commission  
Rule 6.1.11:

Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_

Instructional Assistant – Adult Transition 2012  
Eligible(s): #1498863, #13898271

Instructional Assistant – Behavior Support – 2013  
Eligible(s): #13878106, #5796442, #9067753, #13910983,  
#12294036, #5461216, #8961421, #13895932, #5803209,  
#14014795, #13303147, #13503969, #9837234, #11399748,



## AGENDA

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Instructional Assistant – Specialized Academic Instruction – 2012  
Eligible(s): #14304581, #15386655, #10208154, #15287481,  
#15172418, #11537938, #10966902, #15235255, #8057432,  
#13885940, #15346582, #13076754, #15380835, #15225242

Instructional Assistant – Special Abilities – 2012  
Eligible(s): #13898271

### 7.0 OTHER

- |     |  |                    |
|-----|--|--------------------|
| 7.1 | Presentation of Personnel Commission Annual Report | No Action Required |
| 7.2 | Unfinished Business                                | No Action Required |
| 7.3 | Commissioner's Comments                            | No Action Required |

### 8.0 CLOSED SESSION

#### 8.1 Adjourn to Closed Session

To consider matters pursuant to government code 54957:  
Public employee performance evaluation,  
Executive Director, Human Resources - Classified

Adjourned Regular Meeting \_\_\_\_\_ a.m.

Reconvened Regular Meeting \_\_\_\_\_ p.m.

### 9.0 NEXT REGULAR MEETING

Date: December 10, 2013  
Time: 3:30 p.m.  
Location: Board Room-District Office

### 10.0 ADJOURNMENT: \_\_\_\_\_ p.m.

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



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**MINUTES**

**Regular Meeting**  
**Tuesday, October 8, 2013 – 3:30 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 Charles Darrington at 3:30 p.m.

**2.0 ROLL CALL**

Present: Charles Darrington, Chairperson; Speed Castillo, Vice-Chairperson; Audrey Cherep, Commissioner; and Victoria Wintering, Ph.D., Executive Director of Human Resources- Classified

**3.0 PLEDGE OF ALLEGIANCE**

Personnel Commission Chairperson, Charles Darrington, 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**

None

**5.0 GENERAL FUNCTIONS**

5.1 On the motion of Ms. Cherep, 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 20, 2013.

**5.3 Communication**

5.3.1 Custodian – Promotional, Flyer.

5.3.2 Instructional Assistant – Behavioral Support – Open/Promotional, flyer.

5.3.3 Instructional Assistant – Specialized Academic Instruction – Open/Promotional, Flyer.

5.3.4 Instructional Assistant – Specialized Academic Instruction, Bilingual – Open/Promotional, Flyer.

5.3.5 Warehouse Worker/Nutritional Services – Open/Promotional, Flyer.

5.3.6 Dr. Wintering stated that she will be presenting the 2012/2013 Annual Report next month. She also reminded the Commissioners of the upcoming "Bring Back the Splash" gala. Dr. wintering mentioned that she had notified the Board of Trustees of the upcoming Personnel Commission, Joint-Appointee, appointment. Dr. Wintering asked the Personnel Commission if they were interested in joining the California School Personnel Commissioners Association. The Personnel Commission decided that they would like to renew their membership in the California School Personnel Commissioners Association.

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

**Regular Meeting**  
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**Board Room – District Office**

**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 certified the eligibility list for Custodian, Food Services Assistant III, Bilingual, Secretary – Attendance, Secretary – Attendance, Bilingual, and Sign Language Interpreter.

**7.0 CLASSIFICATION AND SALARY**

- 7.1 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the reclassification of Donovan Martinez, Miguel Ibarra, Javier Alvarado, and Carlos Vera from Auditorium Operations Assistant at salary range AFSM-48 to Auditorium Operations Technician at salary range AFSM-53, effective October 9, 2013.
- 7.2 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the classification of Maria Trujillo as School Community Liaison – Bilingual, at salary range CSEA – 47, effective October 9, 2013.

**8.0 OTHER**

- 8.1 Personnel Commissioners Audrey Cherep and Speed Castillo stated that they intend to reappoint Charles Darrington to the Personnel Commission.

**9.0 NEXT REGULAR MEETING**

Date: **November 12, 2013**  
 Time: 3:30 p.m.  
 Location: Board Room–District Office

**10.0 ADJOURNMENT**

The Personnel Commission adjourned the meeting at 3:45 p.m.

\_\_\_\_\_  
 Charles Darrington, Chairperson



**ANAHEIM UNION HIGH SCHOOL DISTRICT**

*Learning With Purpose: College and Career Ready*

ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. E-18-2012-LPB

POSITION: SCHOOL COMMUNITY LIAISON BILINGUAL (SPANISH) - OPEN

DATE ADVERTISED: 09/24/12 - 10/12/12

**NUMBER OF APPLICATIONS RECEIVED:** 183

NUMBER OF APPLICANTS ADMITTED TO EXAM 177

**DATE OF WRITTEN EXAM: 11/09/2012**

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 88

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 44

**DATE OF BILINGUAL CERTIFICATION: 12/04/12**

NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM 44

NUMBER OF APPLICANTS PASSING ORAL EXAM 33

|  |           |
|--|-----------|
| <b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b> | <b>33</b> |
|--|-----------|

**PANEL MEMBERS:**

MARIA AVILA, COMMUNITY OUTREACH SPECIALIST, GARDEN GROVE USD

PATRICIA CASTELLANOS, INTERPRETER/TRANSLATOR, LACOE

ARACELI CHAVEZ, FAMILY INVOLVEMENT SPECIALIST, ANAHEIM UNION HSD

SANDRA DOMINGUEZ-RIVERA, BILINGUAL TESTING TECHNICIAN, FOUNTAIN VALLEY SD

MARY FERREGUR, INTERPRETER/TRANSLATOR, LONG BEACH USD

JESUS VILLASENOR, TRANSLATOR, ANAHEIM UNION HSD

VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: DECEMBER 11, 2012

EXTENDED:

EXPIRED:

| Classification  | Req to test rec'd | Posted    | Closed     | Days Posted | Field of Competition | NCLB Test   | Written Test          | Performance Test | Oral Test  | Bilingual Certification | List Established | PC Approval Date | Bus. Days from Closing | Recruiter |
|---|-------------------|-----------|------------|-------------|----------------------|-------------|-----------------------|------------------|------------|-------------------------|------------------|------------------|------------------------|-----------|
| Substitute Office Assistant/Office Asst Billing                   |                   | 3/13/2013 | 3/14/2013  | 2           | Open                 | None        | 4/9/2013              | N/A              | N/A        | 6/12/2013               | N/A              |                  |                        | LPB       |
| Sign Language Interpreter   |                   | 4/16/2013 | Continuous |             | Open                 | 6/28/2013   | N/A                   | N/A              | N/A        | N/A                     | 10/8/2013        |                  |                        | LPB       |
| Instructional Assistant-Medically Fragile/Orthopedically Impaired |                   | 5/15/2013 | Continuous |             | Open                 | 6/28, 10/22 | 7/1/2013, TBD         | N/A              | N/A        | N/A                     | 8/20/2013        |                  |                        | LPB       |
| Campus Safety Aide  |                   | 8/6/2013  | 8/26/2013  | 15          | Open                 | None        | 9/24/2013             | N/A              | N/A        | N/A                     | 11/12/2013       |                  |                        | LPB       |
| Site Custodial Supervisor 1                                       |                   | 8/15/2013 | 9/5/2013   | 15          | Promotional          | None        | 9/20/2013             | TBD              | 10/1/2013  | N/A                     | 11/12/2013       |                  |                        | JG        |
| Bus Driver  |                   | 8/15/2013 | 9/5/2013   | 15          | Open                 | None        | 9/30/2013             | 11/18/2013       | N/A        | N/A                     |                  |                  |                        | YK        |
| Health Technician I   |                   | 8/22/2013 | 9/12/2013  | 15          | Open/Promotional     | None        | 10/7/2013             | 11/1/2013        | 11/20/2013 | N/A                     |                  |                  |                        | LPB       |
| Maintenance Service Worker  |                   | 8/27/2013 | 9/17/2013  | 15          | Promotional          | None        | 10/1/2013             | 11/6/2013        | 10/3/2013  | N/A                     | 11/12/2013       |                  |                        | YK        |
| Nutrition Services Production Assistant                           |                   | 8/27/2013 | 9/17/2013  | 15          | Promotional          | None        | N/A                   | 10/2/2013        | 10/3/2013  | N/A                     |                  |                  |                        | LPB       |
| Instructional Assistant-Specialized Academic                      |                   | 9/12/2013 | 10/3/2013  | 15          | Open                 | 10/22/2013  | 10/22/2013            | N/A              | N/A        | N/A                     |                  |                  |                        | SS        |
| Instructional Assistant-Specialized Academic                      |                   | 9/12/2013 | 10/3/2013  | 15          | Open                 | 10/25/2013  | 10/25/2013            | N/A              | N/A        | TBD                     |                  |                  |                        | SS        |
| Instructional Assistant-Behavior Support                          |                   | 9/13/2013 | Continuous |             | Open                 | 10/22/2013  | 9/27/2013, 10/29/2013 | N/A              | N/A        | N/A                     | 11/12/2013       |                  |                        | SS        |
| Nutrition Services Warehouse Worker                               |                   | 9/4/2013  | 9/25/2013  | 15          | Open                 | None        | 9/15/2013             | 11/25/2013       | TBD        | N/A                     |                  |                  |                        | LPB       |



**ANAHEIM UNION HIGH SCHOOL DISTRICT**

*Learning With Purpose: College and Career Ready*

ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2013-NO2-LPB

POSITION: CAMPUS SAFETY AIDE – OPEN

DATE ADVERTISED: 08/06/13 – 08/26/13

|  |     |
|--|-----|
| <b>NUMBER OF APPLICATIONS RECEIVED:</b>            | 165 |
| NUMBER OF APPLICANTS ADMITTED TO EXAM              | 122 |
| <b>DATE OF WRITTEN EXAM: 09/24/13</b>              |     |
| NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM | 17  |
| NUMBER OF APPLICANTS PASSING WRITTEN EXAM          | 13  |

|  |           |
|--|-----------|
| <b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b> | <b>13</b> |
|--|-----------|

  
 VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: NOVEMBER 12, 2013

EXTENDED:

EXPIRED:





**ANAHEIM UNION HIGH SCHOOL DISTRICT**

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ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. E24-2013-LPB

POSITION: IA – BEHAVIORAL SUPPORT – OPEN

DATE ADVERTISED: 10/13/2013 - Continuous

|   |          |
|---|----------|
| <b>NUMBER OF APPLICATIONS RECEIVED:</b>                     | 46       |
| NUMBER OF APPLICANTS ADMITTED TO EXAM                       | 25       |
| <b>DATE OF WRITTEN (NCLB MATH &amp; ENGLISH) EXAM: N/A</b>  |          |
| NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM          | 0        |
| NUMBER OF APPLICANTS PASSING WRITTEN EXAM                   | 0        |
| <b>DATE OF WRITTEN (ABILITY TO ASSIST) EXAM: 09/27/2013</b> |          |
| NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM          | 19       |
| NUMBER OF APPLICANTS PASSING WRITTEN EXAM                   | 19       |
| <b>DATE OF WRITTEN (JOB KNOWLEDGE) EXAM: 09/27/2013</b>     |          |
| NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM          | 25       |
| NUMBER OF APPLICANTS PASSING WRITTEN EXAM                   | 17       |
| <b>DATE OF ORAL EXAM: 10/09/2013</b>                        |          |
| NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM             | 14       |
| NUMBER OF APPLICANTS PASSING ORAL EXAM                      | 6        |
| <b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>          | <b>6</b> |

**PANEL MEMBERS:**

LOUIE LEMONNIER, ASSISTANT PRINCIPAL, AUHSD  
 STUART CALDWELL, ASSISTANT PRINCIPAL, AUHSD  
 MICHELLE SURFAS, ASSISTANT PRINCIPAL, AUHSD  
 BETHANNY HWANG, PROGRAM SPECIALIST, AUHSD  
 JANET QUENEAU, PROGRAM SPECIALIST, AUHSD

  
 \_\_\_\_\_  
 VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: November 12, 2013

EXTENDED:

EXPIRED:



**ANAHEIM UNION HIGH SCHOOL DISTRICT**

*Learning With Purpose: College and Career Ready*

ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. F12-2013-LPB

POSITION: NUTRITION SERVICES PRODUCTION ASSISTANT – PROMOTIONAL ONLY

DATE ADVERTISED: 08/27/13 – 09/17/13

**NUMBER OF APPLICATIONS RECEIVED:** 47

NUMBER OF APPLICANTS ADMITTED TO EXAM 9

**DATE OF ORAL EXAM: 10/02/13**

NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM 6

NUMBER OF APPLICANTS PASSING ORAL EXAM 5

|  |          |
|--|----------|
| <b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b> | <b>5</b> |
|--|----------|

**PANEL MEMBERS:**

MAGDALENA BAJZA, FOOD SERVICES MANAGER, GARDEN GROVE USD

SUZANNE BROWN, SR. OFFICE ASSISTANT, FOUNTAIN VALLEY SD

VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: NOVEMBER 12, 2013

EXTENDED:

EXPIRED:



**ANAHEIM UNION HIGH SCHOOL DISTRICT**

*Learning With Purpose: College and Career Ready*

ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. VK – S1R – VK - 2013

POSITION: SECRETARY-REGISTRAR/RECORDS – PROMOTIONAL ONLY

DATE ADVERTISED: 08/27/13 – 09/17/13

**NUMBER OF APPLICATIONS RECEIVED:** 66

NUMBER OF APPLICANTS ADMITTED TO EXAM 30

**DATE OF WRITTEN EXAM: 10/04/13**

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 25

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 20

**DATE OF ORAL EXAM: 10/17/13**

NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM 18

NUMBER OF APPLICANTS PASSING ORAL EXAM 18

|  |           |
|--|-----------|
| <b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b> | <b>18</b> |
|--|-----------|

**PANEL MEMBERS:**

JANE FELDER, STUDENT RECORDS TECHNICIAN, NEWPORT-MESA USD  
 MELISA BLEVINS, CLASSIFIED SECRETARY, FULLERTON SCHOOL DISTRICT  
 LINDA WILLIAMS, PERSONNEL SECRETARY, GARDEN GROVE USD  
 JODIE WOOD, REGISTRAR, LOS ALAMITOS USD

  
 \_\_\_\_\_  
 VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: November 12, 2013

EXTENDED:

EXPIRED:



**ANAHEIM UNION HIGH SCHOOL DISTRICT**  
*Learning With Purpose: College and Career Ready*

ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. VK - S1R - VK - 2013

POSITION: SECRETARY-REGISTRAR/RECORDS-BILINGUAL - PROMOTIONAL ONLY

DATE ADVERTISED: 08/27/13 - 09/17/13

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**NUMBER OF APPLICATIONS RECEIVED:** 53

NUMBER OF APPLICANTS ADMITTED TO EXAM 19

**DATE OF WRITTEN EXAM: 10/04/13**

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 15

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 11

**DATE OF ORAL EXAM: 10/17/13**

NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM 10

NUMBER OF APPLICANTS PASSING ORAL EXAM 10

**BILINGUAL CERTIFICATION EXAM: 10/21/13**

NUMBER OF APPLICANTS PARTICIPATING IN EXAM 10

NUMBER OF APPLICANTS PASSING EXAM 10

|  |           |
|--|-----------|
| <b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b> | <b>10</b> |
|--|-----------|

**PANEL MEMBERS:**

JANE FELDER, STUDENT RECORDS TECHNICIAN, NEWPORT-MESA USD

MELISA BLEVINS, CLASSIFIED SECRETARY, FULLERTON SCHOOL DISTRICT

LINDA WILLIAMS, PERSONNEL SECRETARY, GARDEN GROVE USD

JODIE WOOD, REGISTRAR, LOS ALAMITOS USD

VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: November 12, 2013

EXTENDED: