

MINUTES

Regular Meeting
Tuesday, December 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 led the Pledge of Allegiance to the Flag of the United States of America.

4.0 PUBLIC COMMENTS

1. Paul Madrigal, Maintenance Painter, concerned other people are assigned his duties and that he is doing work outside of his job description.

5.0 GENERAL FUNCTIONS

5.1 On the motion of Mr. Castillo duly seconded and unanimously carried, the Personnel Commission adopted the agenda.

5.2 On the motion of Mr. Costello duly seconded and unanimously carried, the Personnel Commission approved the minutes of the regular meeting of November 12, 2008.

5.3 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission approved the re-appointment of Audrey Cherep as Commissioner to the Personnel Commission.

5.4 Election of Officers of the Personnel Commission for the term of December 2008 to December 2009

5.4.1 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission appointed Speed Castillo as the Chairperson of the Personnel Commission.

5.4.2 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission appointed Audrey Cherep, as Vice-Chairperson of the Personnel Commission.

MINUTES

Regular Meeting
Tuesday, December 9, 2008 – 4:15 p.m.
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5.5 Communication

- Human Resources Assistant Flyer
- Secretary Flyer

- Ms. Wintering discussed the closure of the Personnel Commission office on December 26, 2008 and January 2, 2008.

6.0 **SELECTION PROCESS**

6.1 List of Current Recruitments (Test Plan)

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 Maintenance Lead, Maintenance Plumber and School Community Liaison, Bilingual.

7.0 **CLASSIFICATION AND SALARY**

7.1 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the job classification of Performing Arts Supervisor, at salary range 07, Classified Management.

7.2 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the reallocation of John Adams from Auditorium Operations Technician to Performing Arts Supervisor. Salary Range 07, Classified Management, at his current step, effective December 10, 2008.

8.0 **RULES AND REGULATIONS**

8.1 Mr. Pete Schnauffer discussed various items in chapter 5 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 5, with the recommended changes.

8.2 Classified Personnel Employees Handbook Chapter 6, First Reading.

9.0 **CHARGES AND HEARINGS**

None

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10.0 OTHER

10.1 Unfinished Business

10.2 Commissioner's Comments

Commissioners will be given more information on the conference

11.0 NEXT REGULAR MEETING

Date: Tuesday, January 13, 2009

Time: 4:15 p.m.

Location Board Room

12.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 4:50 p.m.

Speed Castillo, Chairperson