

**ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION**

District Office Board Room  
501 N. Crescent Way, Anaheim, CA 92803

**MINUTES**

**REGULAR MEETING**

**January 14, 2025 @ 3:30 p.m.**  
**District Office, Board Room**

Electronically Recorded

**Instructions on Public Comments:** Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commissions subject matter jurisdiction, but not scheduled on this meeting's agenda, may speak during the Public Comments section by submitting the "Request to Address" card before the Commission reaches that section of the agenda. All speakers are limited to five (5) minutes.

**PERSONNEL COMMISSIONERS:** Mr. Paul Andresen, Ms. Susan Baltazar, Ms. Audrey Cherep

**I. General Functions:**

**A. Call to Order:** The Regular Meeting of the Personnel Commission was called to order at 3:38 p.m.

**B. Roll Call:** Commissioners Andresen and Baltazar were present.

**C. Pledge of Allegiance:** Commissioner Andresen led all in attendance in the Pledge of Allegiance.

**D. Motion to Approve Agenda:** January 14, 2025

**It was moved and seconded to approve the agenda as submitted. The motion passed.**

Commissioner	M	S		Yes	No	Abstain	Absent
Paul Andresen		✓		✓			
Audrey Cherep							✓
Susan Baltazar	✓			✓			

**E. Motion to Approve Minutes:** December 10, 2024

**It was moved and seconded to approve the minutes as amended. The motion passed.**

Commissioner	M	S		Yes	No	Abstain	Absent
Paul Andresen		✓		✓			
Audrey Cherep							✓
Susan Baltazar	✓			✓			

**F. Report from the Director of Classified Personnel:** This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.

- *Executive Director of Classified Personnel, Brandon Tietze, updated the Commissioners regarding recruitments and the related work being done in Human Resources – Classified.*
- *Mr. Tietze updated the Commission on the Salary Study recommendations that the were approved in December. Mr. Tietze stated that the recommendations were officially given to the Board of Trustees and that they are supportive of the recommendations.*
- *Mr. Tietze discussed the impending merger of Orangeview Jr. High School and Western High School, including the effects on Classified staff, and the role Human Resources is playing in the transition.*
- *Mr. Tietze updated the Commission regarding the progress being made on the Lead Stipend as well the Professional Growth Program. Also, Mr. Tietze mentioned a new Employee Development Program that would be developed by Human Resources – Classified to comply with a new article in the CSEA contract.*
- *Mr. Tietze announced the upcoming Years of Service Awards, scheduled to be held at Loara High School on January 28<sup>th</sup>.*
- *Mr. Tietze expressed his condolences to those affected by the wildfires in Los Angeles, and thanked the first responders for their work related to these tragic events.*

**G. Personnel Commissioner Comments/Reports:** This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

None

**H. Communications:** This is an opportunity for the Director of Classified Personnel to present informational items of interest to the members of the Personnel Commission, which are not action items on the agenda.

1. AFSCME Report

None

2. Assistant Superintendent of Human Resources Report

None

3. Board of Trustees/Superintendent Report

None

4. CSEA Report

- *CSEA Chapter President, Heather Huttner, announced that she was reelected for another two-year term as President.*
- *Ms. Huttner stated that she was excited to be making progress on items from last year's negotiations and that she appreciates the work Mr. Tietze has done.*

## 5. Middle Managers Association Report

None

- I. Public Comments:** Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

None

- II. Consent Calendar:** Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

**A. Approval of Classified Personnel Eligibility List(s):****List Establishment****# Eligibles**

Community Schools Coordinator

14

Language Testing Assistant

09

**List Abolishment****# Eligibles**

None

**List Extension****# Eligibles**(PC Rule §6.1.3.: *Duration of Eligibility Lists*)

Office Assistant

52

Office Assistant (Bilingual)

21

**It was moved and seconded to approve the Consent Calendar in its entirety. The motion passed.**

Commissioner	M	S	Yes	No	Abstain	Absent
Paul Andresen		✓	✓			
Audrey Cherep						✓
Susan Baltazar	✓		✓			

**III. Action/Discussion Items/or Other Information:**

- A. Discussion Item(s):** These items are submitted for discussion only. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Commission.

None

**B. Action Item(s):** These items are presented for ACTION at this time.

## 1. Approval of the revised 2024 AUHSD Classified Workforce Salary Study recommendations.

- *Mr. Tietze amended exhibit D, related to action item 1, to change the salary increase recommendation for Food Production Center Manager from Management range six, to Management range seven as well as that of Food Services Manager I from Management range three, to Management range five.*

**It was moved and seconded to approve action item 1 as AMENDED. The motion passed.**

Commissioner	M	S		Yes	No	Abstain	Absent
Paul Andresen	✓			✓			
Audrey Cherep							✓
Susan Baltazar		✓		✓			

## 2. Revised Classification(s):

Recommendation: *Approve*

- a. Approval of the revised classification of Wellness Coach Specialist within the Student Services job family.

**It was moved and seconded to approve action item 2. The motion passed.**

Commissioner	M	S		Yes	No	Abstain	Absent
Paul Andresen		✓		✓			
Audrey Cherep							✓
Susan Baltazar	✓			✓			

**C. Information Item(s):** These items are placed on the agenda as information and do not require discussion.

1. Active Recruitment Status Update
2. Advanced Step Placement Status Report
3. Items Submitted for Board Approval – December

**IV. Next Regular Personnel Commission Meeting:**

Tuesday, February 11, 2025, at 3:30 p.m. – District Office Board Room

**V. Closed Session:**

- ❖ **Public Comments for Closed Session Items ONLY:** Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the "Request to Address" card prior to the start of closed session.

None

**VI. Adjournment:**

There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned

**It was moved and seconded to adjourn the Personnel Commission meeting. The motion passed.**

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Paul Andresen		✓	✓			
Audrey Cherep						✓
Susan Baltazar	✓		✓			

**TIME ADJOURNED: 3:57 p.m.**

---

Paul Andresen  
Chairperson, Personnel Commission  
Anaheim Union High School District