

**ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION**

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

MINUTES

REGULAR MEETING

February 11, 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 3:30 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: February 11, 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: January 14, 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 noted upcoming changes to the eligibility list reports submitted to the Personnel Commission.*
- *Mr. Tietze discussed a recent meeting he led with Classified staff at Orangeview Jr. High School to discuss their impending merger with Western High School.*
- *Mr. Tietze announced that the new Professional Growth Program instructions and forms are available on the Human Resources – Classified webpage.*
- *Mr. Tietze recounted the recent Years of Service Awards held at Loara High School, and thanked Employee Relations Analyst, Melanie Thomasson, for her work coordinating the event, as well as Assistant Superintendent of Human Resources, Brad Jackson, for hosting the event.*
- *Mr. Tietze noted that the recommended revisions to the Special Funded group, in the recently approved Salary Study, are expected to be submitted to the Board of Trustees for approval as early as next month.*

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.

- *Personnel Commission Chairperson, Paul Andresen, commented that the Years of Service Awards were very well done and thanked staff for their work on the event.*

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, noted that CSEA is starting the negotiation process for this school year.*
- *Ms. Huttner stated she was happy to see the new Professional Growth Program forms live on the website for employees to access.*

- *Ms. Huttner mentioned that CSEA is working with Human Resources to potentially change the District's sick leave policy.*
- *Ms. Huttner stated she was glad to hear that part of the Salary Study recommendations are moving forward.*
- *Ms. Huttner noted her intention to attend the Merit Academy.*

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):

<u>List Establishment</u>	<u># Eligibles</u>
Buyer	18
Food Services Assistant I	94
Instructional Assistant - Adult Transition	17
Instructional Assistant - Behavioral Support	18
Instructional Assistant - Deaf/Hard of Hearing	02
Instructional Assistant - Medically Fragile/Orthopedically Impaired	04
Instructional Assistant - Specialized Academic Instruction	22
Instructional Assistant - Specialized Academic Instruction (Bilingual)	05
Payroll Manager	06
Payroll Technician	14

Substitute Health Services Technician	07
Substitute Office Assistant	30
Substitute Office Assistant (Bilingual)	14
Substitute Technology Services Technician	29
Wellness Coach Specialist	28

List Abolishment**# Eligibles**

None

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

Athletic Facilities Worker I	09
Athletic Facilities Worker II	23
Custodian	54
School Library Media Technician	26

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.

None

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:

Wednesday, March 19, 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.

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

TIME ADJOURNED: 3:55 p.m.

Paul Andresen
Chairperson, Personnel Commission
Anaheim Union High School District