

**ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION**

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

**MINUTES**

**REGULAR MEETING**

**March 19, 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 3:39 p.m.

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

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

**D. Motion to Approve Agenda:** March 19, 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:** February 11, 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 mentioned the recently launched CPR/First Aid training reimbursement program as well as the new bilingual testing procedure that allows employees to prequalify for bilingual positions before applying.*
- *Mr. Tietze discussed the reactivation of the extra support staffing bank which consists of a set number of preapproved days of extra clerical support that each school site has to use at their discretion throughout the year.*
- *Mr. Tietze discussed the upcoming communications to sites regarding the annual staff performance evaluations.*
- *Mr. Tietze discussed the upcoming Reasonable Assurance letters and work calendars being developed by Human Resources for the 2025-'26 school year.*
- *Mr. Tietze noted that he is working towards providing informal recommendations to Cabinet regarding the staff size analysis Human Resources conducted.*
- *Mr. Tietze discussed the consistently increasing workload in Human Resources and expressed his pride for the HR staff and the work being done in the department.*
- *Mr. Tietze noted a correction needed for exhibit D.*

**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, offered the support of the Commission to Mr. Tietze regarding potentially requesting additional Human Resources staff.*
- *Mr. Andresen recounted his experience at the recent CSPCA annual conference.*

**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 one of the finalists for the Orange County Department of Education's Classified Employee of the Year award is CSEA member, Candice Hall, who is a Licensed Vocational Nurse in the Health Services department. Ms. Huttner expressed her excitement and pride for Ms. Hall's nomination.
- Ms. Huttner noted that she included Human Resources as one of the shorthanded departments in her recent address to the Board of Trustees.
- Ms. Huttner inquired about the status of the vacant Energy Manager position.

#### 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>
ASB Accounting Technician	10
Athletic Trainer	04
Food Services Manager 1	13
Substitute Custodian	57
<u>List Abolishment</u>	<u># Eligibles</u>
None	
<u>List Extension</u> (PC Rule §6.1.3.: <i>Duration of Eligibility Lists</i> )	<u># Eligibles</u>
Human Resources Technician	08
Secretary – Attendance	26
Secretary – Attendance (Bilingual)	16

**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. Revised Classification(s):

Recommendation: *Approve*

- Approval of the revised classification of Food Services Manager 2 within the Student Services job family.
  - a. Mr. Tietze noted the following amendment to exhibit D related to Action Item 1: In the basic function section of the job description for Food Services Manager 2, the word "elementary" should be removed from the following line, "Under the general supervision of the Food Service Operations Supervisor, plans, organizes and manages the food production and operations of the District Food Center or assigned elementary, junior high or high school sites;"

**It was moved and seconded to approve the Action Item 1 as amended. The motion passed.**

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

2. Reclassification(s):

Recommendation: *Approve*

- a. Approve the reclassification of the employees listed below from Food Services Manager 1 at salary range MMA 03, to Food Services Manager 2, at salary range MMA 05, effective April 1, 2025:

<u>Employee ID:</u>	<u>First Name:</u>	<u>Last Name:</u>
6400010048	DAHLIA	AGUILAR
6400004537	TERESA	ALVAREZ
6400005758	LEONIDA	BULLARD
6400012415	TIFFANY	CAMARILLO
6400009488	GINA	CARDENAS DE ESPINOZA
6400022797	BRIANA	CHAGO
6400010072	KELLI	DELLAVALLE
6400015546	PATRICIA	DOSAL

6400008228	MARIA	FERNANDEZ DE CASTRO
6400004924	ANDREANNA	GALLEGOS
6400001760	MARIA	GAMBOA
6400011004	TROY	JEMERSON
6400010999	KRISTENA	MARTIN
6400001144	TAMMY	MARTINEZ
6400007834	JAMES	PATANELLA
6400012246	TOAI	PHAN
6400005143	CHARITO	REYES
6400011000	SHAWNA	WALKER

**It was moved and seconded to approve the Action Item 2 as submitted. 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 – February

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

Tuesday, April 8, 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: 4:07 p.m.**

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Paul Andresen  
Chairperson, Personnel Commission  
Anaheim Union High School District