

**ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION**

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

MINUTES

REGULAR MEETING

April 8, 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.

- *Personnel Commission Chairperson, Paul Andresen, noted a correction to the agenda. The meeting date listed in General Functions item A, should be corrected to April 8, 2025.*

B. Roll Call: Commissioners Andresen, Baltazar, and Cherep were present.

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

D. Motion to Approve Agenda: April 8, 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: March 19, 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 discussed the upcoming structured interview process for the benefited Food Services Assistant 1 positions.*
- *Mr. Tietze noted the upcoming creation of the 2025-'26 work schedule calendars and Reasonable Assurance letters.*
- *Mr. Tietze announced that the Board of Trustees would be voting to approve the remaining Personnel Commission Salary Study recommendations at their meeting on April 10th. Mr. Tietze commended and thanked the Board for moving forward with the anticipated approval of the recommendations. Mr. Tietze also thanked the Human Resources staff for their work on the Salary Study, particularly Human Resources Analyst, Eugene Gorenshteyn, as well as the Personnel Commissioners for their support.*
- *Mr. Tietze discussed the upcoming consolidation of Orangeview Jr. High School and Western High School and the affects on Classified staff at those sites.*
- *Mr. Tietze announced the upcoming Classified Employee of the Year awards ceremony on May 15th, as well as the annual Retirement Tea, expected to be held in May as well.*

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, discussed his experience at the annual CSPCA conference and noted that he hoped to elaborate on some of things he learned there at a future meeting.*

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

None

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**

Bus Driver

07

Licensed Vocational Nurse

08

Sr. Administrative Assistant -
Program Support

18

Sr. Administrative Assistant -
Program Support (Bilingual)

15

Sr. Administrative Assistant -
School Support

18

Sr. Administrative Assistant -
School Support (Bilingual)

15

List Abolishment**# Eligibles**

None

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

Secretary – Registrar/Records

11

Secretary – Registrar/Records (Bilingual)

08

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.

1. Preliminary 2025/26 Personnel Commission Budget
2. CSPCA Conference Discussion

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 – March

IV. Next Regular Personnel Commission Meeting:

Tuesday, May 13, 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: 4:14 p.m.

Paul Andresen
Chairperson, Personnel Commission
Anaheim Union High School District