

**ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION**

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

MINUTES

REGULAR MEETING

May 13, 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, 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: May 13, 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: April 8, 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 Personnel Commission regarding the status of the upcoming Orangeview/Western consolidation.*
- *Mr. Tietze discussed the recently conducted staffing analysis, the role of the Personnel Commission in providing such analysis, as well as his informal recommendations to District Cabinet based on the analysis.*
- *Mr. Tietze announced the new Employee Development program forms as well as the Lead Stipend forms would soon be going live for use. Mr. Tietze thanked Assistant Superintendent of Human Resources, Brad Jackson, as well as CSEA for their work on these initiatives.*
- *Mr. Tietze discussed his intention to propose revisions to the Personnel Commission rules in the near future.*
- *Mr. Tietze discussed a workgroup established by the District to address how artificial intelligence should be used by staff and students.*
- *Mr. Tietze announced that the Personnel Commission's Salary Study recommendations were approved by the Board of Trustees at their April meeting. Mr. Tietze thanked the Board for their support of the recommendations.*
- *Mr. Tietze noted the upcoming Classified Employee of the Year awards ceremony.*
- *Mr. Tietze announced Human Resources Analyst, Eugene Gorenshteyn, as the nominee from Human Resources – Classified for Classified Employee of the Year.*

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 PCASC workshop the night before.*
- *Mr. Andresen suggested that the Personnel Commission set aside some time in the coming months to conduct a performance evaluation of Mr. Tietze.*

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 an upcoming celebration for CSEA employees.*
- *Ms. Huttner recognized Sr. Administrative Assistant, Cathy Huerta, as the recent recipient of CSEA's Unsung Hero award.*
- *Ms. Huttner noted that representatives from the Orange County Department of Education would be coming to AUHSD on May 21st to present Candice Hall with an award for being a Classified Employee of the Year finalist.*
- *Ms. Huttner stated that she was pleased that Mr. Tietze spoke to Cabinet regarding staffing.*

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>
Employment Specialist	18
Instructional Assistant - Adult Transition	16
Instructional Assistant - Behavioral Support	12
Instructional Assistant - Behavioral Support	21
Instructional Assistant - Bilingual (Spanish)	17
Instructional Assistant - Deaf/Hard of Hearing	07

Instructional Assistant - Specialized Academic Instruction	13
Instructional Assistant - Specialized Academic Instruction	23
Instructional Assistant - Specialized Academic Instruction (Bilingual)	07

List Abolishment**# Eligibles**

None

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

None

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. 2025/2026 Personnel Commission Budget Report
2. Approval to open a public hearing, to discuss the 2025/2026 Personnel Commission budget.

It was moved and seconded to open the public hearing. The motion passed.

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

Open public hearing at: 4:16 p.m.

It was moved and seconded to close the public hearing. The motion passed.

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

Close public hearing at: 4:16 p.m.

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

1. Budget Approval

Recommendation: *Approve*

- a. Approval of the Personnel Commission Budget for the 2025/2026 fiscal year.

It was moved and seconded to approve Action Item 1 as submitted. The motion passed.

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

2. Approval of Regular Personnel Commission meeting dates for the 2025/2026 fiscal year.

- *The item was amended to change the July Personnel Commission date to July 15th.*

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			✓			

3. Professional Memberships

Recommendation: *Approve*

- a. Approval of the expenditure of Personnel Commission funds, in the amount of \$3,425.00, for membership in the Cooperative Organization for the Development of Employee Selection Procedures (CODESP) for the '25-'26 school year.

It was moved and seconded to approve Action Item 3 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 – April

IV. Next Regular Personnel Commission Meeting:

Tuesday, June 10, 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: 4:22 p.m.

Paul Andresen
Chairperson, Personnel Commission
Anaheim Union High School District