

ANAHEIM UNION HIGH SCHOOL DISTRICT**PERSONNEL COMMISSION**

District Office Board Room

501 N. Crescent Way, Anaheim, CA 92803

MINUTES**REGULAR MEETING****June 10, 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 3:35 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: June 10, 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: May 13, 2025**

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 commended the Human Resources Technicians for their work in filling the many summer assignments.*
- *Mr. Tietze noted that the work related to the transition of Classified staff related to the Orangeview/Western merger was nearly complete.*
- *Mr. Tietze updated the Commission regarding several HR/CSEA initiatives including the Employee Development program, Lead Stipend, and bilingual support standards.*
- *Mr. Tietze noted that he hoped to submit some suggested revisions to the Personnel Commission Rules at the next meeting.*
- *Mr. Tietze discussed the upcoming transition to digital personnel files, as well as the impending change to the Human Resources – Classified requisition system.*
- *Mr. Tietze noted his intention to better utilize the substitute employee tracking system.*
- *Mr. Tietze discussed upcoming Quick Reference Guides that he is developing.*
- *Mr. Tietze recounted the recent Classified Employee of the Year awards ceremony. He congratulated Human Resources Analyst, Eugene Gorenshteyn, for his nomination for the award, and thanked Human Resources Assistant, Jeff Gilbert, for his work on the event.*

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, expressed his appreciation for the good work done on the Classified Employee of the Year awards ceremony.*
- *It was discussed and agreed upon to move the July Personnel Commission meeting to Wednesday, July 16th.*
- *Mr. Andresen requested to include time for the performance evaluation of Mr. Tietze on the July meeting agenda.*

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, expressed her hope that the Personnel Commission rules would align with California labor laws regarding paid sick leave.*
- *Ms. Huttner discussed the questions she has received from CSEA members regarding the new Supervising Human Resources Analyst position, including whether or not the Human Resources Analyst vacancy would be filled if the employee currently in that role is promoted to the new 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>
Mechanic	12

<u>List Abolishment</u>	<u># Eligibles</u>
None	

<u>List Extension</u> (PC Rule §6.1.3.: Duration of Eligibility Lists)	<u># Eligibles</u>
Maintenance Service Worker	09

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 – May

IV. Next Regular Personnel Commission Meeting:

Tuesday, July 16, 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: 4:00 p.m.

Paul Andresen
Chairperson, Personnel Commission
Anaheim Union High School District

If you wish to receive a full copy of the Personnel Commission Agenda Packet, please contact the Personnel Commission Office at (714)999-3549.