

**ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION**

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

MINUTES

REGULAR MEETING

July 16, 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 Baltazar and Cherep were present.

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

D. Motion to Approve Agenda: July 16, 2025

- *Executive Director of Classified Personnel, Brandon Tietze, requested to amend the agenda and table the following items until the August Personnel Commission meeting:*
 - *Action Item 2: Revised Classifications*
 - *Closed session*

It was moved and seconded to approve the agenda as AMENDED. The motion passed.

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

E. Motion to Approve Minutes: June 10, 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 stated that he is working with Cabinet leaders to try and provide some additional office staff at several school sites.*
- *Mr. Tietze referenced new and updated Quick Reference Guides that will soon be available to staff.*
- *Mr. Tietze discussed new potential uses for the Smartfind Express substitute employee management system.*
- *Mr. Tietze noted upcoming updates to the HR Classified website.*
- *Mr. Tietze discussed his plan to develop a better system for managers to be able to evaluate and communicate concerns regarding employees working Out-of-Classification.*
- *Mr. Tietze discussed upcoming and potential changes to the CPR/First Aid training options offered to staff.*
- *Mr. Tietze discussed the transition from physical to digital personnel files.*

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 Commissioner, Susan Baltazar, recounted her experience attending the recent Summer Arts Academy performance at Kennedy High School. She commended the students for an amazing performance.*

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 she is working with Mr. Tietze to ensure that driver's licenses are only required of positions that truly need it.*
- *Ms. Huttner mentioned that CSEA is waiting for the finalization of Instructional Assistant assignments throughout the District.*
- Ms. Huttner noted that six CSEA employees would be attending the upcoming CSEA Annual Conference.
- Ms. Huttner stated that CSEA is happy that Mr. Tietze is working to try and provide additional office staff to understaffed school sites.
- Ms. Huttner noted that CSEA would be supportive of CPR/First Aid training courses offered by the District on Saturdays.

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**

None

List Abolishment**# Eligibles**

None

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

None

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. New Classification(s):

Recommendation: *Approve*

a. Approval of the new classification of Operations Coordinator within the Facility Services job family.

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 – June

IV. Next Regular Personnel Commission Meeting:

Tuesday, August 12, 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