

**ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION**

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

**MINUTES**

**REGULAR MEETING**

**August 21, 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 and Cherep were present.

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

**D. Motion to Approve Agenda:** August 21, 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:** July 16, 2025

**It was moved and seconded to approve the minutes as submitted. 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 noted that he has now worked for AUHSD for ten years and discussed his experience in the District thus far. He thanked the Personnel Commission for their continued support, as well as the Human Resources staff, District leadership, and union leadership for their work and collaboration throughout the years. He stated that he is proud of the work accomplished in Human Resources during his tenure, and that he is grateful to the coworkers who have helped him along the way.*
- *Mr. Tietze announced that his performance evaluation would be postponed until the October meeting due to Commissioner Baltazar's absence.*
- *Mr. Tietze noted that Commissioner Baltazar's term as the Joint Appointee to the Personnel Commission would be ending in December, and that the Joint Appointee nominee for the next term should be announced at the September meeting. He encouraged Commissioners Andresen and Cherep to discuss their proposed nominee(s) and be prepared to announce their selection at the next meeting.*

**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, thanked Mr. Tietze for his report and the work that he does, and noted that he is looking forward to conducting Mr. Tietze's performance evaluation at the next 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):**

<b><u>List Establishment</u></b>	<b><u># Eligibles</u></b>
Bus Driver	07
Food Services Assistant 1	20
Food Services Assistant 3	06
Grounds Maintenance Worker	45
Substitute Bus Driver	03
Substitute Campus Safety Aide	37
Technology Services Technician 1	20
Warehouse Worker - Central Services	10
<b><u>List Abolishment</u></b>	<b><u># Eligibles</u></b>
Athletic Trainer	04
<b><u>List Extension</u></b>	<b><u># Eligibles</u></b>
(PC Rule §6.1.3.: <i>Duration of Eligibility Lists</i> )	
Athletic Facilities Worker 1	09
Instructional Assistant - Deaf/Hard of Hearing	07
Substitute Custodian	57

**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*

- a. Approval of the revised classification of Health Services Technician within the Student Services job family.
- b. Approval of the revised classification of Licensed Vocational Nurse within the Student Services job family.

**It was moved and seconded to approve all Action Items 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 – July

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

Tuesday, September 9, 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: 3:59 p.m.**

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Paul Andresen  
Chairperson, Personnel Commission  
Anaheim Union High School District