

**ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION**

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

MINUTES

REGULAR MEETING

May 14, 2019 @ 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. Audrey Cherep, and Mr. Charles Darrington

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, Cherep, and Darrington were present.
- C. Pledge of Allegiance:** Commissioner Andresen led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:** May 14, 2019

• *Executive Director of Classified Personnel, Brandon Tietze, announced two amendments to the agenda. He noted that the number of eligibles for Instructional Assistant – Behavioral Support on the consent calendar should read 31 instead of 32. Mr. Tietze also noted a change to page 2 of the April 11 Minutes (Exhibit A). On the second bullet point from the bottom, regarding the New Employee Orientation, Mr. Tietze explained that it should read, "the first in recent years," instead of the "the first of its kind."*

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	✓			✓			
Charles Darrington		✓		✓			

E. Motion to Approve Minutes: April 9, 2019

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	✓			✓			
Charles Darrington		✓		✓			

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.

○ General Comments

- *Mr. Tietze, discussed a few upcoming events affecting Classified staff. He mentioned the annual Retirement Tea scheduled for Thursday, May 16th in the Lounge at the District Office. He also noted that, in honor of Classified Employee Appreciation Week, the District would be hosting a barbeque for all District Office Classified staff on Monday, May 20th.*
- *Mr. Tietze mentioned the recent inclusion Of Schools First Federal Credit Union in the New Employee Orientations. He thanked them for coming, and for providing refreshments.*
- *Mr. Tietze explained that Human Resources is still working to recreate documents lost in the network failure earlier in the year.*
- *Mr. Tietze announced the recent hire of a new Director of Maintenance and Operations.*
- *Mr. Tietze updated the Commission and audience regarding the status of various summer assignments currently being coordinated and offered by the Human Resources staff.*
- *Mr. Tietze acknowledged the success of the previous night's Classified Employee of the Year Awards dinner. He thanked the Human Resources staff for their work on the event, as well as the Holiday Inn where the dinner was held, the Personnel Commissioners and Board members in attendance, and all of the nominees themselves. Mr. Tietze congratulated Sr. Administrative Assistant, Lilia Palos-Bergado, for taking home this year's title of 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.

None

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. Board of Trustees/Superintendent Report

None

3. Middle Managers Association Report

None

4. CSEA Report

- *CSEA Labor Representative, Jason Geanakopoulos, thanked Mr. Tietze for his work on the recently reestablished new employee orientations.*

5. Assistant Superintendent of Human Resources 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.

- *Athletic Trainer, Christi Brooks, thanked the Commission for their time, and expressed her support for the increase in hours worked per day for the Athletic Trainer classification scheduled for discussion later on the agenda. Ms. Brooks shared her experience as an Athletic Trainer and cited examples regarding why she feels this schedule change is warranted and would be beneficial to the District.*

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>
Athletic Trainer	07
Director of Maintenance and Operations	04
Instructional Assistant - Behavioral Support	32
Instructional Assistant – Medically Fragile/ Orthopedically Impaired	06
Plant Manager I (Open)	08
Plant Manager I (Promotional)	13
Plant Manager II (Open)	06

Plant Manager II (Promotional) 13

Secretary – Attendance (Bilingual) 11

List Abolishment

Eligibles

None

List Extension

Eligibles

(PC Rule §6.1.3.: *Duration of Eligibility Lists*)

Campus Safety Aide 08

Food Services Assistant II 15

Secretary – Attendance 06

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	✓		✓			
Charles Darrington		✓	✓			

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. Increase in hours worked for Athletic Trainer assignments.
2. 2019/2020 Personnel Commission Budget Report
3. Approval to open a public hearing, to discuss the 2019/2020 Personnel Commission budget.

Open public hearing at: 4:05 p.m.

Close public hearing at: 4:05 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 2019/2020 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		✓	✓			
Charles Darrington	✓		✓			

2. Reclassification(s)

Recommendation: *Approve*

- a. Approve the reclassification of Desare Burdick, from Office Assistant, at salary range CSEA/43, to Secretary – Program Support, at salary range CSEA/51, effective May 15, 2019.

It was moved and seconded to approve Action Item 2 as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	Absent
Paul Andresen			✓			
Audrey Cherep		✓	✓			
Charles Darrington	✓		✓			

3. Removal of candidate(s) from eligibility list(s):

Recommendation: *Approve*

- a. Approval of the removal of candidate number:
2956631 from the following eligibility list(s) per applicant request.

Instructional Assistant – Behavioral Support
(2018-ET2-ND (Fall))

- b. Approval of the removal of candidate number:
27309503, 38522968 from the following eligibility list(s) for: *failure to respond for a scheduled interview after certification.*

Instructional Assistant – Behavioral Support
(2018-ET2-ND (Fall))

- c. Approval of the removal of candidate number:
21867159 from the following eligibility list(s) per applicant request.

Health Services Technician
(2018-H01-ND)

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		✓	✓			
Charles Darrington	✓		✓			

4. Revised Classification(s)
Recommendation: *Approve*

- a. Approve the revised classification of Driver Instructor within the Student Services job family.
- b. Approve the revised classification of Public Information Manager within the Publication Services job family.

It was moved and seconded to approve Action Item 4 as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	Absent
Paul Andresen			✓			
Audrey Cherep		✓	✓			
Charles Darrington	✓		✓			

5. Salary Study Recommendation(s)
Recommendation: *Approve*

- a. Approve the inclusion of the Athletic Trainer classification in the “borderline group” of the 2017/18 Salary Study recommendations that were approved on February 13, 2018.

It was moved and seconded to approve Action Item 5 as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	Absent
Paul Andresen			✓			
Audrey Cherep		✓	✓			
Charles Darrington	✓		✓			

- 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
4. Eligibility List Expiration - May

<u>List Expiration</u>	<u># Eligibles</u>
Language Testing Assistant	03
School Library Media Technician	05
Senior Payroll Technician	06

5. Job Flyers – May

IV. Next Regular Personnel Commission Meeting:
 Tuesday, June 11, 2019, at 3:30 p.m. – *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.

To consider matters pursuant to government code 54957:
Public Employee Discipline/Dismissal Release

A. Approval to adjourn to Closed Session at: 4:09 p.m.

B. Regular Meeting reconvened at: 4:23 p.m.

C. Report of any action taken during 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		✓	✓			
Charles Darrington	✓		✓			

TIME ADJOURNED: 4:24 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.