

**ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION**

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

MINUTES

REGULAR MEETING

August 11, 2026 @ 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. Lisa Cruz

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 Cruz were present.

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

D. Motion to Approve Agenda: August 11, 2026

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

Commissioner	M	S		Yes	No	Abstain	Absent
Paul Andresen	✓			✓			
Susan Baltazar				✓			
Lisa Cruz		✓		✓			

E. Motion to Approve Minutes: July 14, 2026

It was moved and seconded to approve the minutes as submitted. The motion passed.

Commissioner	M	S		Yes	No	Abstain	Absent
Paul Andresen		✓		✓			
Susan Baltazar				✓			
Lisa Cruz	✓			✓			

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.

- *Mr. Tietze updated the Commissioners regarding recruitments and the related work being done in Human Resources – Classified.*
- *Mr. Tietze discussed the progress being made regarding the tracking of CPR and First Aid certifications among Classified staff.*
- *Mr. Tietze noted the upcoming Salary Study and Classification Studies to be conducted by Human Resources - Classified.*
- *Mr. Tietze recounted his experience at the recent annual AUHSD management retreat.*

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 related to Commission business. This is not a time for discussion.

- *Personnel Commissioner, Lisa Cruz, mentioned she had been receiving positive feedback regarding the work being done in Human Resources.*

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):

List Establishment **# Eligibles**

Food Services Assistant 1	41
Instructional Assistant - Medically Fragile/ Orthopedically Impaired	05
Instructional Assistant - Visually Impaired	09
Secretary – Attendance	27
Secretary – Attendance (Bilingual)	17

List Abolishment **# Eligibles**

None

List Extension **# Eligibles**

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

Instructional Assistant – Bilingual	16
Office Assistant	76
Office Assistant – Bilingual	35

It was moved and seconded to approve the Consent Calendar in its entirety as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	Absent
Paul Andresen		✓	✓			
Susan Baltazar			✓			
Lisa Cruz	✓		✓			

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 – July

IV. Next Regular Personnel Commission Meeting:

Tuesday, September 8, 2026, 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	✓			✓			
Susan Baltazar				✓			
Lisa Cruz		✓		✓			

TIME ADJOURNED: 3:47 p.m.

Susan Baltazar
Chairperson, Personnel Commission
Anaheim Union High School District