

**ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION**

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

MINUTES

REGULAR MEETING

June 14, 2022 @ 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 3:30 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 14, 2022

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 12, 2022

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 work being done in Human Resources – Classified.*
- *Mr. Tietze relayed some positive feedback that he recently received about the speed at which Human Resources completes the recruitment/hiring process.*
- *Mr. Tietze updated the Commissioners regarding the staffing of ongoing summer assignments.*
- *Mr. Tietze discussed the ongoing collaboration between Human Resources and the Orange County Department of Education to develop a new online requisition system that will be used for sites/departments to request that positions be filled.*
- *Mr. Tietze recounted the recent Classified Employee of the Year and Retirement Tea events hosted by Human Resources – Classified. Mr. Tietze thanked Human Resources Assistant, Jeff Gilbert and Employee Relations Analyst, Melanie Thomasson for their work on these events.*
- *Mr. Tietze mentioned his plans for meetings with new administrators throughout the District, as well as upcoming Human Resources staff training.*

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, recounted his experience attending the recent Retirement Tea and Scholar Athlete Awards events.*

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

None

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.

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>
Athletic Facilities Worker I	27
Athletic Facilities Worker II	12
Athletic Trainer	03
Director of Transportation	05
Instructional Assistant – Behavioral Support	56
Instructional Assistant – Deaf/Hard of Hearing	05
Operations Manager	11
Secretary – Attendance (Bilingual)	06
Speech-Language Pathology Assistant	05
Substitute Auditorium Operations Technician	05
Substitute Bus Driver	01
Substitute Campus Safety Aide	01
Substitute Instructional Assistant	23
Substitute Warehouse Worker	01

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

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

None

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.

1. First reading of change(s) to Personnel Commission Rule(s):

- Rule 1: Rule-Making Authority and Definitions
- Rule 17: Compensation and Pay Practices

2. Proposed 2022/'23 Personnel Commission meeting dates.

B. Action Item(s): These items are presented for ACTION at this time.

1. Approval of Regular Personnel Commission meeting dates for the 2022/'23 fiscal year.

It was moved and seconded to TABLE Action Item 1 as submitted. The motion passed.

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

2. New Classification(s):
Recommendation: *Approve*

- a. Approval of the new classification of Community Schools Manager within the Student Support Services job family.

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	✓		✓			
Susan Baltazar		✓	✓			

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

- b. Approval of the revised classification of Family and Community Engagement Coordinator within the Student Support Services job family.

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	✓		✓			
Susan Baltazar		✓	✓			

4. Professional Memberships
Recommendation: *Approve*

- a. Approval of the expenditure of Personnel Commission funds, in the amount of \$1,200.00, for membership in the California School Personnel Commissioners Association (CSPCA) for the '22-'23 school year.
- b. Approval of the expenditure of Personnel Commission funds, in the amount of \$2,800.00, for membership in the Cooperative Organization for the Development of Employee Selection Procedures (CODESP) for the '22-'23 school year.

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	✓		✓			
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 – May
4. Eligibility List Expiration – June

<u>List Expiration</u>	<u># Eligibles</u>
Accounting Technician	11
Assessment & Evaluation Technician	14
Bus Driver	08
Executive Director of Fiscal Services	06
HVAC/EMCS Technician	04
Maintenance Carpenter	05
Maintenance Welder/Fabricator	02
Payroll Manager	10

Publications Technician	05
School Community Liaison (Bilingual – Spanish)	06

IV. Next Regular Personnel Commission Meeting:

Tuesday, July 19, 2022, 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.

To consider matters pursuant to government code 54957:
Public Employee Performance Evaluation

- *Executive Director of Classified Personnel*

A. Approval to adjourn to Closed Session at: 4:21 p.m.

It was moved and seconded to adjourn the Personnel Commission meeting to Closed Session. The motion passed.

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

B. Regular Meeting reconvened at: 4:42 p.m.

C. Report of any action taken during closed session

- *Mr. Andresen relayed that the Personnel Commission is very pleased with the work of Mr. Tietze, and that he received positive feedback from Mr. Jackson as well regarding Mr. Tietze's performance.*

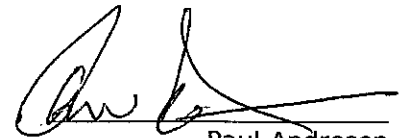
VI. Adjournment:

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: 4:44 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.