

**ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION**

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

**MINUTES**

**REGULAR MEETING**

**May 12, 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:** May 12, 2022

- *Personnel Commission Chairperson, Paul Andresen, noted two corrections to the agenda. The date on items I. A. and I. D. were erroneously listed as May 10<sup>th</sup>, and were corrected to May 12<sup>th</sup>, 2022.*

**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:** April 19, 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 as well as the upcoming summer assignments.*
- *Mr. Tietze announced that AUHSD will be receiving a grant that will provide funding for staff training programs.*
- *Mr. Tietze discussed several upcoming events hosted by Human Resources, including the Classified Employee of the Year Awards on May 17<sup>th</sup>, and the Retirement Tea on May 23<sup>rd</sup>.*
- *Mr. Tietze discussed the creation of various Classified work calendars for the 2022/23 fiscal year. He thanked Employee Relations Analyst, Melanie Thomasson, and Human Resources Assistant, Jeff Gilbert, for their work on this project.*
- *Mr. Tietze discussed the work being done by Human Resources to ensure that sites are accurately informed of the employees who are due to be evaluated by their supervisors, and mentioned that he is due to be evaluated by the Personnel Commission.*
- *Mr. Tietze noted that he would like to begin work revising the Personnel Commission Rules, starting with a provision to allow for an accelerated hiring rate when necessary.*

**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

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):****List Establishment****# Eligibles**

Campus Safety Aide

12

**List Abolishment****# Eligibles**

None

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

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.

- 2022/2023 Personnel Commission Budget Report

2. Approval to open a public hearing, to discuss the 2022/2023 Personnel Commission budget.

Open public hearing at: 3:54 p.m.

Close public hearing at: 3:56 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 2022/2023 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		✓	✓			
Susan Baltazar	✓		✓			

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

- a. Approval of the revised classification of Job Developer 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. Professional Memberships  
Recommendation: *Approve*

- a. Approval of the expenditure of Commission funds, in the amount of \$100.00, for membership in PCASC for the '22-'23 school year.

**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		✓	✓			

**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>
Art Designer	09
Maintenance Locksmith	06

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

Tuesday, June 14, 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.

None

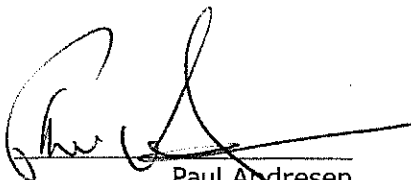
**VI. Adjournment:**

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

*If you wish to receive a full copy of the Personnel Commission Agenda Packet, please contact the Personnel Commission Office at (714)999-3549.*