

**CASTRO VALLEY UNIFIED SCHOOL DISTRICT
MEETING OF THE PERSONNEL COMMISSION**

**WEDNESDAY, DECEMBER 12, 2018
AGENDA**

Call to Order – 4:30 P.M.

MEETING LOCATION:

District Office Boardroom
4400 Alma Avenue, Castro Valley, CA 94546

- I. OPEN MEETING – Chairperson Wilkerson** **Open Meeting**
- A. Call to Order
Chairperson Wilkerson will call the meeting of the Personnel Commission to order.
- B. Roll Call
The Commissioners will indicate who is present at meeting.
- C. Introductions
Staff and all others present at meeting will introduce themselves.
- D. Public Comment
The public will have the opportunity to comment on agenda items.
- II. OPEN SESSION**
- A. Approval of Agenda **ACTION**
Chairperson Wilkerson will ask if there are any changes to the agenda and a motion to approve the agenda.
- B. Approve Minutes of Personnel Commission Meeting held November 14, 2018 **ACTION**
Chairperson Wilkerson will ask if there are any changes to the minutes and a motion to approve the minutes.
- III. COMMUNICATIONS** **Information**
- A. Personnel Reports to the Board of Education
The Commissioners will review the personnel report dated December 6, 2018.
- IV. ELIGIBILITY LISTS** **ACTION**
Chairperson Wilkerson will ask if there is a motion to approve the eligibility lists listed below.
- A. Director of Purchasing & Warehousing dated November 13, 2018
- B. Paraprofessional dated November 13, 2018
- C. Buildings & Grounds Worker dated November 28, 2018
- D. Lead Buildings & Grounds Worker dated November 28, 2018
- E. Skilled Trades Worker dated November 28, 2018
- F. Paraprofessional, Mild/Mod dated November 30, 2018
- G. Paraprofessional, Mod/Severe dated November 30, 2018
- H. Computer Operations Technician dated December 6, 2018
- V. NEW BUSINESS**
- A. Appoint Personnel Commission Chairperson **Discussion / ACTION**
The Commissioners will appoint a chairperson for 2019.

- B. **Brown Act Review** **Information**
The Director will share a review on the Brown Act as it pertains to the Personnel Commission.
- VI. CONTINUING BUSINESS**
- A. **Employment Status Report** **Information**
The Director will provide the Commissioners with an overview of current job postings and recruitment.
- B. **Assembly Bill 2160: Part-Time Playground Positions** **Information / Discussion**
The Director will provide the Commissioners with an update regarding part-time playground positions being a part of the classified service.
- VII. PUBLIC COMMENTS** **Public Comment**
 The public may comment on items not listed on the agenda. The Personnel Commission welcomes your comments under this section, but is prohibited by State law from discussing items not listed on the agenda. To comply with the Brown Act, the Commissioners will listen to comments from speakers under “Public Comment”, but can neither discuss nor take action. Your item will be taken under consideration and referred to staff.
- VIII. REPRESENTATIVE OF CSEA COMMENTS** **Information**
 CSEA will provide an update on the organization’s activities.
- IX. ASSISTANT SUPERINTENDENT HR COMMENTS** **Information**
 The Assistant Superintendent will report on various district events, activities, and issues that do not require action.
- X. DIRECTOR OF HR COMMENTS** **Information**
 The Director will report on various district events and activities that do not require action.
- XI. COMMISSIONERS’ COMMENTS** **Information**
 The Commissioners will report on various district events, meetings, activities, and issues that do not require action.
- XII. FUTURE AGENDA ITEMS** **Discussion**
 Chairperson Wilkerson will ask if there are suggestions for future agenda items.
- XIII. NEXT MEETING** **ACTION**
 The Commissioners will approve the next scheduled Personnel Commission meeting as being held on Wednesday, January 16, 2019.
- XIV. ADJOURNMENT** **Adjournment/ ACTION**
 Chairperson Wilkerson will ask for a motion to adjourn meeting if there is no remaining business to discuss.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Personnel Office at 537-3000 x1222. Seventy-two hours notification preceding the meeting will enable the Personnel Office to make reasonable arrangements to ensure accessibility to this meeting.

Castro Valley Unified School District is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Violations of this policy should be reported immediately to the site administrator(s) at District Schools. Inquiries regarding the non-discrimination policies: Director of Student Services, 4400 Alma Avenue, Castro Valley CA 94546, 510-537-3000 x1257.

CASTRO VALLEY UNIFIED SCHOOL DISTRICT
4400 Alma Avenue, Castro Valley, CA 94546

REGULAR MEETING OF THE PERSONNEL COMMISSION HELD AT
THE DISTRICT OFFICE, 4400 ALMA AVENUE
CASTRO VALLEY

Meeting Minutes – November 14, 2018

Personnel Commissioner Low called the meeting to order at 4:40 p.m.

Roll call indicated the following members were present:

- Commissioner Wilkerson
- Commissioner Bailey
- Commissioner Low

Roll Call

Staff Present:

- Sherri Beetz, Assistant Superintendent of HR
- Dustin Gacherieu, Director of HR
- Jennifer Tapia-Smith, Confidential Administrative Assistant

Introductions

The agenda was unanimously approved following a motion by Commissioner Low and a second by Commissioner Bailey.

Approval of Agenda

The October 10, 2018 minutes were unanimously approved following a motion by Commissioner Low and a second by Commissioner Bailey with the correction of Commissioner Bailey's name under Closed Session on page 2.

Minutes

The October 25, 2018 and November 13, 2018 Personnel Reports to the Board of Education were reviewed and discussed by the Personnel Commissioners.

Communications

Commissioner Low questioned the voluntary transfer to a lower range and the language used on the October 25th report. Director Gacherieu explained that this is the language we use because we followed the transfer process.

Commissioner Bailey questioned the voluntary transfer with a decrease in hours on the November 13th report and it was due to the availability in assignments.

The eligibility lists for Office Assistant; Paraprofessional, Mild/Mod; Paraprofessional, Mod/Severe; Department Specialist; Attendance Technician; and School Secretary were unanimously approved following a motion by Commissioner Bailey and a second by Commissioner Low.

Eligibility Lists

The open and continuous positions for Classified Substitute Pool; Computer Operations Technician; Heavy Duty Mechanic Eligibility Pool; Paraprofessional, Mild/Mod & Mod/Severe; Special Education Van Driver Eligibility Pool; Student Information Systems & Assessment Eligibility Pool; Substitute Bus Driver; and Substitute Warehouse/Delivery Driver are currently posted on EdJoin.

Employment Status

Recruitment is currently underway for Attendance Technician; Buildings & Grounds Worker; Department Specialist; Director of Purchasing & Warehousing; Lead Buildings & Grounds Worker; Paraprofessional; Paraprofessional, Mild/Mod & Mod/Severe; and Skilled Trades Worker.

A representative from CSEA was not present.

CSEA Report

Assistant Superintendent Beetz

- No comment

Assistant
Superintendent's
Report

Director Gacherieu

- Excited to report that HR is fully staffed with the addition of Katelyn Raymond, Office Assistant.
- Conversations with CSEA have taken place regarding noon supervisors and HR will set up a meeting that will occur in December. An update will be provided in December.
- The next site visit will be with the MOT department on November 29, 2018.
- The CSPCA Conference in February is coming up and let HR know who is attending.
- Happy Thanksgiving!

Director's Report

Commissioner Bailey

- Thank you to Director Gacherieu and Assistant Superintendent Beetz for support at the board meeting when being reappointed.
- Found the site visit to be useful because some employees do not understand the merit system

Commissioner's
Comments

Commissioner Low

- Congratulations to Commissioner Bailey on reappointment
- Happy Thanksgiving!

Commissioner Wilkerson

- Congratulations to Commissioner Bailey on reappointment
- CSPCA is making major changes in the organization; they have 16 people on the board and meet four times a year. It was proposed to have a bylaws change for each of the three regions to select and send three members to be on the state board, one of which has to be the president of that regional association and one needs to be a commissioner. This will be discussed and voted on at the CSPCA conference. They are hoping that the change will be in 2020 if it passes.
- Happy Thanksgiving!
- Brown Act information specifically regarding agenda items
- Assembly Bill 2160: Part-time playground positions

Future Agenda
Items

The next monthly Personnel Commission meeting will be held on **Wednesday, December 12, 2018 @ 4:30 p.m.** The date was unanimously approved following a motion by Commissioner Bailey and a second by Commissioner Low.

Next Meeting

The meeting was adjourned at 5:27 p.m. following a motion by Commissioner Low and a second by Commissioner Bailey.

Adjournment

II. CLASSIFIED PERSONNEL REPORT
December 6, 2018 REVISED

<u>Name</u>	<u>Effective Date</u>	<u>Location</u>	<u>Comments</u>
A. <u>Appointment/Employment</u>			
Clay, Onica	11/26/18	Redwood	Attendance Technician / Paraprofessional, Mild/Mod
Cucchiara, Anthony	11/30/18	Various	Substitute Buildings & Grounds Worker, Cafeteria Assistant, Campus Patroller,
Fong, Katrina	11/13/18	Jensen Ranch	Noon Supervisor
Granados, Francisco	11/19/18	MOT	Buildings & Grounds Worker
Kelley, Megan	11/13/18	CFA	Theatre Technician
Kuvetakis, Chrysie	11/13/18	Chabot	Noon Supervisor
Olaya, Tilcia	11/28/18	Various	Substitute Paraprofessional, Clerical
Weiner, Sarah	11/15/18	Alma	Paraprofessional, Mod/Severe
Zhang, Ashley	11/28/18	Canyon	AVID Tutor
Coaches			
Utley, Kristina	11/13/18	CVHS	JV Girls Soccer
B. <u>Change in Status</u>			
<i>Boysen, Deborah</i>	12/01/18	Independent	Voluntary increase from 12 hours per week to 12.75 hours per week
<i>Chan, Jenny</i>	11/01/18	CVHS	Voluntary increase from 35 hours per week to 37.5 hours per week
<i>Hart, Karen</i>	11/01/18	CVHS	Voluntary increase from 21.25 hours per week to 23.75 hours per week
<i>Kardasis, Despina</i>	11/01/18	CVHS	Voluntary increase from 28.75 hours per week to 31.25 hours per week
<i>Khan, Naheed</i>	11/01/18	CVE	Voluntary increase from 30 hours per week to 32.5 hours per week
<i>Ortins, Maria</i>	11/01/18	CVHS	Voluntary increase from 26.25 hours per week to 28.75 hours per week
<i>Perez, Sr., Anthony</i>	12/05/18	MOT	Promotion – Lead Buildings & Grounds Worker
<i>Raumann, Honni</i>	12/01/18	Independent	Voluntary increase from 12 hours per week to 12.5 hours per week
<i>Riddell, Jill</i>	12/03/18	Marshall	Voluntary transfer – decrease from 30 hours per week to 29 hours per week
<i>Thanos, Diane</i>	12/01/18	Independent	Voluntary increase from 10 hours per week to 10.75 hours per week
<i>Torres, Joshua</i>	12/03/18	MOT	Promotion – Skilled Trades Worker
<i>Yearian, Diana</i>	11/01/18	Redwood High	Voluntary increase from 32.5 hours per week to 37.5 hours per week

<u>Name</u>	<u>Effective Date</u>	<u>Location</u>	<u>Comments</u>
C. <u>Resignation/Retirement</u>			
<i>Acholkar, Yogita</i>	11/30/18	CVHS	Resignation – Scheduling Technician
<i>Kellar, Suzette</i>	12/21/18	District Office	Resignation – Student Information Systems & Assessment Specialist
Kim, Yong	11/13/18	District Office	Resignation – Accounting Technician
<i>Liebel, Lisa</i>	11/30/18	Independent	Resignation – Paraprofessional, Mild/Mod

III. CLASSIFIED MANAGEMENT PERSONNEL REPORT

December 6, 2018

- A. Approve the appointment of Kathleen Troyer as Director of Purchasing & Warehousing.
Effective December 10, 2018.

CASTRO VALLEY UNIFIED SCHOOL DISTRICT

ELIGIBILITY LIST FOR DIRECTOR OF PURCHASING & WAREHOUSING
POSTED November 13, 2018

1. Kathleen Troyer
2. Amy Ramos
3. Natalie Rasmussen

CASTRO VALLEY UNIFIED SCHOOL DISTRICT

ELIGIBILITY LIST FOR PARAPROFESSIONAL

Posted November 13, 2018

1. Kim Neto (exp. 09/17/18)
2. Julie Gibbons
3. Tina Burke (exp. 03/16/19)
Rachel Sa
4. Wenshuo Yang

CASTRO VALLEY UNIFIED SCHOOL DISTRICT

ELIGIBILITY LIST FOR BUILDINGS & GROUNDS WORKER POSTED November 28, 2018

1. Kristoffer Newell
2. Robert Costello (exp. 08/02/19)
Larry Kleinschmidt
3. Alex Panconi
4. Cameron Sanchez (exp. 08/02/19)
Jose Torres
5. Armando Correa
6. Trevell Mathews

CASTRO VALLEY UNIFIED SCHOOL DISTRICT

ELIGIBILITY LIST FOR LEAD BUILDINGS & GROUNDS WORKER POSTED November 28, 2018

1. Devyne Coleman (exp. 09/20/19)
2. Tony McNally (exp. 09/20/19)
3. Anthony Perez, Sr.

CASTRO VALLEY UNIFIED SCHOOL DISTRICT

ELIGIBILITY LIST FOR SKILLED TRADES WORKER
POSTED November 28, 2018

1. Joshua Torres
2. James Baum

CASTRO VALLEY UNIFIED SCHOOL DISTRICT

ELIGIBILITY LIST FOR PARAPROFESSIONAL (MILD/MOD)

POSTED November 30, 2018

1. Jennifer Cossio (exp. 10/16/19)
2. Kim Neto (exp. 03/09/19)
Rochon Pollard-Brooks (exp. 05/04/19)
3. Antonio Paz (exp. 04/20/19)
4. Malupeau Auelua
5. Cody Sandall
Alyssa Vierra
6. Sumaiya Jamil
7. Gehan Hanna
8. Roxann Smith (exp. 05/04/19)

CASTRO VALLEY UNIFIED SCHOOL DISTRICT

ELIGIBILITY LIST FOR PARAPROFESSIONAL (MOD/SEVERE) POSTED November 30, 2018

1. Jennifer Cossio (exp. 10/16/19)
2. Rachel Sa (exp. 10/16/19)
Amira Silmi (exp. 03/9/19)
3. Onica Clay (exp. 10/16/19)
4. Sumaiya Jamil
5. Gehan Hanna

CASTRO VALLEY UNIFIED SCHOOL DISTRICT

ELIGIBILITY LIST FOR COMPUTER OPERATIONS TECHNICIAN POSTED December 6, 2018

1. Jeffrey McClain
2. Patrick Velliquette (exp. 05/04/19)
3. Wahba Hanna



CASTRO VALLEY
UNIFIED SCHOOL DISTRICT

4400 Alma Avenue, Castro Valley, CA 94546 ~ Phone: 510-537-3000 Fax: 510-888-9758

December 12, 2018

TO: Personnel Commission
FROM: Dustin Gacherieu, Director of Human Resources
SUBJECT: Employment Status Report

The following are positions currently posted on EdJoin:

- Administrative Assistant - Confidential
- Cafeteria Assistant – Eligibility Pool
- Classified Substitute Pool
- Heavy Duty Mechanic Eligibility Pool
- Paraprofessional Eligibility Pool – Mild/Mod & Mod/Severe
- Special Education Van Driver Eligibility Pool
- Substitute Bus Driver
- Substitute Warehouse/Delivery Driver

Recruitment is currently underway for the following positions:

- Accounting Technician
- Classified Substitutes
- Department Specialist
- Elementary School Secretary
- Paraprofessional – Mild/Mod & Mod/Severe
- Student Information Systems and Assessment Specialist