

CASTRO VALLEY UNIFIED SCHOOL DISTRICT

Personnel Commission

4400 Alma Avenue
Castro Valley, CA 94546

Personnel Commission Meeting

September 14, 2016

OPENING

CALL TO ORDER Opening the meeting at 4:35 p.m., Personnel Commissioner Wilkerson called the meeting to order.

OPEN SESSION

ROLL CALL Roll call indicated the following members were present:
Commissioner Bailey, Commissioner Low and Commission Chair Wilkerson.

APPROVAL OF AGENDA The agenda was unanimously approved with a correction following a motion by Commissioner Bailey and second by Commissioner Low.

INTRODUCTIONS Present at today's meeting:
Sherri Beetz, Assistant Superintendent HR
Arlene Cristobal, CSEA President
Melissa Theide, Director of HR
Lynn Lewis, Classified Personnel Assistant

MINUTES The August 10, 2016 minutes were unanimously approved following a motion by Commissioner Low and second by Commissioner Bailey.

COMMUNICATIONS The August 11, August 25 and September 8, 2016 Personnel Reports to the Board of Education were reviewed and discussed by the Personnel Commissioners.

ELIGIBILITY LIST The eligibility lists for Director of Nutrition Services, Instructional Assistant SH/LH, Instructional Assistant, Scheduling Technician, Office Assistant and Custodial Lead Worker were unanimously approved following a motion by Commissioner Bailey and a second by Commissioner Low.

NEW BUSINESS

2015/2016 PERSONNEL COMMISSION ANNUAL REPORT Reviewed and discussed the 2015/2016 Personnel Commission Annual Report. The Personnel Commissioners noted some of the highlights of the past year. Discussed other options for posting job vacancies such as Indeed, Monster, etc. The 2015/2016 Personnel Commission Annual Report was unanimously approved following a motion by Commissioner Low and second by Commissioner Bailey.

DIRECTOR OF HR RECRUITMENT Discussed the timeline for the Director of HR recruitment. HR is in the process of posting and testing for the position. If all goes as planned the Personnel Commissioners will be able to interview the top three candidates on Monday, October 3rd at 4:30.

CONTINUING BUSINESS

EMPLOYMENT STATUS	The open and continuous positions for Instructional Assistant, Buildings & Grounds Worker and Cafeteria Assistant are posted. Recruitment is currently underway for Director of Facilities Construction, Lead Craft Technician, Director of HR, School Secretary, House Secretary, Behavior Specialist, Account Clerk and Attendance Clerk.
PC RULES & REGULATIONS	Started with 8.7.1 Personnel Commission Rules & Regulations – Military Duty. Discussed and compared the article with Ed Code. Need to make sure that the CSEA agreement and the Ed Code do not conflict.
JOB CLASSIFICATION STUDY	<p>Dr. Beetz informed the Personnel Commissioners that an agreement has been reached with CSEA on the revised job descriptions. 58 job descriptions were reviewed and revised. Dr. Beetz asked the Personnel Commissioners how they wanted to proceed with the revised job descriptions. She asked if they wanted a special study session to review and discuss the job descriptions. Dr. Beetz indicated that the Personnel Commissioners are responsible for the salary range and the minimum qualifications, skills, knowledge & abilities.</p> <p>It was decided that Betty Gray, Educational Management Systems, would be invited to the October 12th Personnel Commission meeting. Betty will present the initial findings. Ms Gray would also be available to answer any questions that the Personnel Commissioners might have.</p> <p>Director Theide said that she would email the MOU to the Commissioners so that they could review along with the job descriptions. It was decided that the class study would take precedent over the PC Rules & Regulations. There will be a Special Personnel Commission meeting on October 26th to review and discuss the revised job descriptions.</p>
PUBLIC COMMENTS	No public present at today's meeting.
CSEA REPRESENTATIVE COMMENTS	CSEA President Cristobal told the Personnel Commissioners that a question regarding the transfer process has come up again. President Cristobal read a letter from an employee who was not happy with the outcome of the testing process.
ASSISTANT SUPERINTENDENT HR	Dr. Beetz bid farewell to Director Theide. It was decided that there would be a celebration in honor of Director Theide on Friday, October 28 th at 6:00 p.m.
DIRECTOR of HR	<p>Director Theide stated that a letter has been sent to the employee who had a Complaint about the testing process following a meeting with CSEA and the employee.</p> <p>Director Theide told the Personnel Commissioners that it has been a joy and a pleasure to work with all of them at Castro Valley Unified.</p>

COMMISSIONER'S
COMMENTS

Commissioner Low commented that it has been a pleasure working with Director Theide for the past year and said that their paths will cross in the future. Commissioner Low said that the party for John Barbieri was very well done.

Commissioner Bailey told Director Theide that from the very first day Director Theide was happy and exuberant and very professional. He said that it had been a pleasure working with her and that she was a jewel.

Commissioner Wilkerson addressed Director Theide and told her that she instantly knew that Director Theide was the right person for the job. She said that she jumped in with both feet and hit the ground running. Commissioner Wilkerson said that she was still welcome to attend the conference in October and that it had been a pleasure working with her.

Commissioner Wilkerson asked that her comments about Mr. John Barbieri go on record. She said that he had served the Castro Valley Unified School District as a Personnel Commissioner and a Board Member for over 20 years. She commented that he had gone above and beyond in his duties to the District and that he would be greatly missed.

Commissioner Wilkerson commented that she is looking forward to the Conference in Reno.

FUTURE AGENDA
ITEMS

The next meeting will be devoted to the Job Classification Study.

NEXT MEETING

The next Commission meeting will be held on **Wednesday, October 12th @ 4:30 p.m.**

ADJOURNMENT

The meeting was adjourned at 7:01 p.m. following a motion by Commissioner Bailey and a second by Commissioner Low.