

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

**WEDNESDAY, MAY 8, 2019
AGENDA**

Call to Order – 4:30 P.M.

MEETING LOCATION:

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

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| I. | <u>OPEN MEETING</u> – Chairperson Wilkerson | Open Meeting |
| | A. Call to Order
<i>Chairperson Wilkerson will call the meeting of the Personnel Commission to order.</i> | |
| | B. Roll Call
<i>The Commissioners will indicate who is present at meeting.</i> | |
| | C. Introductions
<i>Staff and all others present at meeting will introduce themselves.</i> | |
| | D. Public Comment
<i>The public will have the opportunity to comment on agenda items.</i> | |
| II. | <u>OPEN SESSION</u> | |
| | A. Approval of Agenda
<i>Chairperson Wilkerson will ask if there are any changes to the agenda and a motion to approve the agenda.</i> | ACTION |
| | B. Approve Minutes of Personnel Commission Meeting held April 10, 2019
<i>Chairperson Wilkerson will ask if there are any changes to the minutes and a motion to approve the minutes.</i> | ACTION |
| III. | <u>COMMUNICATIONS</u> | Information |
| | A. Personnel Reports to the Board of Education
<i>The Commissioners will review the personnel report dated May 9, 2019.</i> | |
| IV. | <u>ELIGIBILITY LISTS</u> | ACTION |
| | <i>Chairperson Wilkerson will ask if there is a motion to approve the eligibility lists listed below.</i> | |
| | A. Bus Driver | |
| | B. Computer Operations Technician | |
| | C. Department Specialist | |
| | D. Heavy Duty Mechanic | |
| | E. Office Assistant | |
| | F. Office Technician | |
| | G. School Secretary | |
| | H. School Supply Assistant | |
| V. | <u>NEW BUSINESS</u> | |
| | A. Adopt 2019-2020 Personnel Commission Calendar
<i>The Commissioners will consider adopting the 2019-2020 calendar of regular personnel commission meetings and events.</i> | ACTION /
Discussion |
| | B. Retiree Celebration
<i>The Commissioners will discuss the logistics of the retiree celebration.</i> | Discussion |

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| VI. | <u>CONTINUING BUSINESS</u>
A. Employment Status Report
<i>The Director will provide the Commissioners with an overview of current job postings and recruitment.</i> | Information |
| VII. | <u>PUBLIC COMMENTS</u>
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. | Public
Comment |
| VIII. | <u>REPRESENTATIVE OF CSEA COMMENTS</u>
CSEA will provide an update on the organization's activities. | Information |
| IX. | <u>ASSISTANT SUPERINTENDENT HR COMMENTS</u>
The Assistant Superintendent will report on various district events, activities, and issues that do not require action. | Information |
| X. | <u>DIRECTOR OF HR COMMENTS</u>
The Director will report on various district events and activities that do not require action. | Information |
| XI. | <u>COMMISSIONERS' COMMENTS</u>
The Commissioners will report on various district events, meetings, activities, and issues that do not require action. | Information |
| XII. | <u>FUTURE AGENDA ITEMS</u>
Chairperson Wilkerson will ask if there are suggestions for future agenda items. | Discussion |
| XIII. | <u>NEXT MEETING</u>
The Commissioners will approve the next scheduled Personnel Commission meeting as being held on Wednesday, June 12, 2019. | ACTION |
| XIV. | <u>CLOSED SESSION</u>
The Commissioners will recess to Closed Session.
A. 2018-2019 Evaluation for Director of Human Resources
<i>The Director of Human Resources will present his self-reflection for the 2018-2019 school year.</i> | Closed Session |
| XV. | <u>RECONVENE TO OPEN SESSION</u>
A. Reconvene to Open Session
<i>Chairperson Wilkerson will reconvene the Meeting of the Personnel Commission.</i>

B. Report out from Closed Session
<i>Chairperson Wilkerson will report out any action taken in Closed Session.</i> | Open Session |
| XVI. | <u>ADJOURNMENT</u>
Chairperson Wilkerson will ask for a motion to adjourn meeting if there is no remaining business to discuss. | Adjournment/
ACTION |

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.