

**CASTRO VALLEY UNIFIED SCHOOL DISTRICT**

**Personnel Commission**

4400 Alma Avenue  
Castro Valley, CA 94546

**Personnel Commission Meeting**

April 12, 2017

***OPENING***

**CALL TO ORDER**

Opening the meeting at 4:37 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 (arrived at 4:45) and Commissioner Wilkerson.

**APPROVAL OF AGENDA**

The agenda was unanimously approved following a motion by Commissioner Bailey and a second by Commission Chair Wilkerson who passed the gavel to Commissioner Bailey.

**INTRODUCTIONS**

Present at today's meeting:

Melinda Trammell, Director of HR  
Lynn Lewis, Classified Personnel Assistant

**MINUTES**

The March 8, 2017 minutes were unanimously approved following a motion by Commissioner Bailey and second by Commission Chair Wilkerson who passed the gavel to Commissioner Bailey.

**COMMUNICATIONS**

The March 9 and March 23, 2017 Personnel Reports to the Board of Education were reviewed and discussed by the Personnel Commissioners.

**ELIGIBILITY LISTS**

The eligibility lists for Accounting Technician Payroll, Cafeteria Assistant and Cafeteria Leadworker were unanimously approved following a motion by Commissioner Bailey and second by Commissioner Low.

***CONTINUING BUSINESS***

**EMPLOYMENT STATUS**

The open and continuous positions for Paraprofessional, Buildings & Grounds Worker and Cafeteria Assistant are posted. Recruitment is currently underway for Skilled Trades Lead, Mechanic, General Maintenance Worker, Accounting Technician Payroll, Budget Analyst, Accounting Technician and Behavior Specialist.

**RETIREMENT  
RECEPTION**

The Commissioners briefly discussed the retirement reception. The event is a joint effort hosted by the Personnel Commissioners and the Board of Education. The reception will be held on May 24<sup>th</sup> at 4:00 p.m. A planning meeting will be scheduled.

PC RULES  
& REGULATIONS

Reviewed Article 10. Director Trammell reviewed some of the articles with Robin Yearby from the Business Office who handles the benefits for the district. 10.2.8 (Model Rules) was deleted. Director Trammell will review Ed Codes 45260 & 45261.

Discussed exit interviews. The Commissioners asked if we conducted an exit interview. HR has a form but there is no formal process in place.

Director Trammell will talk to other districts who belong to CSPA to find out how many have integrated model rules into their Merit Rules & Regulations.

Articles 10.2, 10.3 and 10.4 appear to be Federal law.

Agreed to resume with Article 10 at the May meeting. No action was taken at this time. Melinda said that Article 12 is not ready and will be the last article reviewed. Articles 11 & 13 are ready to be reviewed.

PC SITE VISIT

CSEA President Arlene Cristobal asked that Canyon Middle School be the location for the next site visit. Director Trammell said she would contact Canyon and then send out a Doodle.

PUBLIC COMMENTS

No public present.

CSEA REPRESENTATIVE  
COMMENTS

CSEA was not present.

ASSISTANT  
SUPERINTENDENT

Assistant Superintendent Beetz was unable to attend the meeting.

DIRECTOR HR

Director Trammell commented that she is continuing to learn and become involved. The Director informed the Personnel Commissioners about the Job Fair on Saturday, April 29<sup>th</sup> at Castro Valley High School.

COMMISSIONER'S  
COMMENTS

Commissioner Low was curious as to why a representative from CSEA has not been present for quite some time. He said he missed having their input as well as their perspective.

FUTURE AGENDA  
ITEMS

Date for the next site visit, PC Rules & Regulations and the retirement reception

NEXT MEETING

The next regularly scheduled, monthly Commission meeting will be held on **Wednesday, May 10th @ 4:30 p.m.** The date was unanimously approved following a motion by Commissioner Low and second by Commissioner Bailey.

ADJOURNMENT

The meeting was adjourned at 6:17 p.m. following a motion by Commissioner Bailey and second by Commissioner Low.