

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 – April 10, 2019

Personnel Commissioner Wilkerson called the meeting to order at 4:34 p.m.

Roll call indicated the following members were present:

- Commissioner Wilkerson
- Commissioner Bailey
- Commissioner Low

Roll Call

Staff Present:

- Dustin Gacherieu, Director of Human Resources
- Jennifer Tapia-Smith, Confidential Administrative Assistant
- Robin Fink, CSEA Chapter 52 Secretary

Introductions

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

Approval of
Agenda

The March 13, 2019 minutes were unanimously approved following a motion by Commissioner Low to include the revision of Personnel Commissioner Wilkerson calling the March 13, 2019 meeting to order and a second by Commissioner Bailey.

Minutes

The March 28, 2019 and April 11, 2019 Personnel Reports to the Board of Education were reviewed and discussed by the Personnel Commissioners.

Communications

The eligibility lists for Cafeteria Assistant; Paraprofessional, Mod/Severe; Special Education Van Driver; and Warehouse Delivery Driver were unanimously approved following a motion by Commissioner Bailey and a second by Commissioner Low.

Eligibility Lists

The Proclamation for Classified Employees Week of May 19 – 25, 2019 was unanimously adopted following a motion by Commissioner Bailey and a second by Commissioner Low.

Proclamation

Director Gacherieu presented a recap of site visits done over the last three years as well as the site visit at Castro Valley High School held on March 21, 2019.

2019-2020 Site
Visits

The Commissioners discussed several possibilities of sites to visit during the 2019-2020 school year.

At 5:09 p.m., Commissioner Wilkerson called for the public hearing on the 2019-2020 Personnel Commission budget. There were no comments from the public. Commissioner Wilkerson closed the public hearing at 5:10 p.m.

Public Hearing

The 2019-2020 Personnel Commission budget was unanimously approved following a motion by Commissioner Bailey and a second by Commissioner Low.

2019-2020 Budget
Approval

The open and competitive positions for Bus Driver; Department Specialist; Heavy Duty Mechanic; Mechanic; Secondary School Secretary; and Special Education Van Driver are currently posted on EdJoin. Employment Status

The open and continuous positions for Cafeteria Assistant; Noon Supervisor; and Paraprofessional, Mild/Mod & Mod/Severe are currently posted on EdJoin.

Recruitment is currently underway for Noon Supervisor; Office Assistant; Office Technician; Paraprofessional, Mild/Mod & Mod/Severe; Preschool Instructor; School Supply Assistant; and Special Education Van Driver.

Robin Fink, CSEA Chapter 52 Secretary

CSEA Report

- Expressed gratitude towards the efforts made to ensure there is coverage in the classroom for students who need classroom aides.

Assistant Superintendent Beetz

Assistant Superintendent's Report

- Not present

Director Gacherieu

Director's Report

- Worked with Special Education and Castro Valley High to increase hours for several Paraprofessionals.
- Saturday, April 13th is the CVUSD Job Fair and we will have HR staff and administrators attending.
- We held workshops for classified staff at the April 1st Professional Development Day and 73 classified employees participated. A survey was sent out and feedback has been positive.
- The Special Education Paraprofessional training started this week and we had 100% attendance at the first class.

Commissioner Bailey

Commissioner's Comments

- No comment

Commissioner Low

- HR works hard and based on Ms. Fink's comments, has been working well with CSEA. Thank you for all of the efforts from HR and CSEA.

Commissioner Wilkerson

- Thank you to Robin for attending the meeting and HR for all of their work.
- Retiree Celebration Discussion
- 2019-2020 Personnel Commission Calendar
- Closed Session: Director of Human Resources Evaluation

Future Agenda Items

The next monthly Personnel Commission meeting will be held on **Wednesday, May 8, 2019 @ 4:30 p.m.** The date was unanimously approved following a motion by Commissioner Low and a second by Commissioner Bailey. Next Meeting

The meeting was adjourned at 5:38 p.m. following a motion by Commissioner Bailey and a second by Commissioner Low. Adjournment