

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

June 14, 2017

Personnel Commissioner Wilkerson called the meeting to order at 4:35 p.m.

Roll call indicated the following members were present:

- Commissioner Bailey
- Commissioner Low
- Commissioner Wilkerson

Roll Call

Staff Present:

- Melinda Trammell, Director of HR
- Sherri Beetz, Assistant Superintendent of HR
- Lynn Lewis, Classified Personnel Assistant
- Jennifer Tapia-Smith, Confidential Administrative Assistant
- Tricia Feucht, Budget Control Analyst

Introductions

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

Approval of  
Agenda

The May 10, 2017 minutes were unanimously approved following a motion by Commissioner Low and second by Commissioner Bailey.

Minutes

The May 11, May 25, and June 5, 2017 Personnel Reports to the Board of Education were reviewed and discussed by the Personnel Commissioners.

Communications

The eligibility lists for Behavior Specialist, Accounting Technician – Payroll, Budget Analyst, and Accounting Technician were unanimously approved following a motion by Commissioner Bailey and second by Commissioner Low.

Eligibility Lists

The open and continuous positions for Paraprofessional, Building & Grounds Worker, and Cafeteria Assistant were posted.

Employment  
Status

Recruitment is currently underway for Mechanic (2), Accounting Technician, Behavior Specialist, Administrative Assistant – Confidential, Library Assistant, Campus Patroller, and School Supply Assistant.

Recruitment

Dr. Clark shared a job description of a newly created position, Business Services Manager. Commissioner Low requested a clear vision of the need to create a new position. Dr. Clark explained that there is no path up to Director of Business Services for current staff and this gives an opportunity to gain overall business experience. The use of Escape will now streamline purchase orders and eliminate

Business Services  
Manager Position

some duties. The new position will focus on maintaining purchasing, provide oversight of the facilities bond and child nutrition in order to provide relief to the Director of Business. Dr. Clark compared purchasing setup with other neighboring districts and mentioned there is a shortage of people going in the direction of being a Director of Business. Dr. Beetz said the salary is in line with the listed job duties and offers upward mobility to employees. Commissioner Bailey made a motion to accept job description and Commissioner Low wants to give it further consideration. Dr. Beetz presented the idea of holding a special meeting for this one item. Commissioner Wilkerson asked that the item is postponed for later in the meeting.

Commissioner Wilkerson wants a plan of action on updating the Personnel Commission Rules & Regulations. The Path to Employee Excellence document is obsolete and will be a big project along with Article 12 of the rules & regulations. Commissioner Low requested to postpone until August 9, 2017 meeting.

Personnel  
Commission  
Rules

Commissioner Wilkerson felt that the retirement reception was a wonderful event and a lot of fun. A nice party was held after spending a nominal amount. For future events, Commissioner Bailey suggested having people sign in so names of those in attendance are announced.

Retirement  
Reception

A recess was called at 5:36 p.m. so the Business Services Manager job description can be reviewed; the group returned at 5:48 p.m.

Break

Commissioner Low requested that a change is made under essential functions so the wording is more active by adding "s" and pointed out a typo on page 2. Commissioner Low asked for clarification on bullet #10 and Dr. Clark said the person will review and file reports prepared and developed by staff.

Business Services  
Manager Position

The job description was unanimously approved subject to the revisions discussed in the meeting following a motion by Commissioner Bailey and second by Commissioner Low.

A representative from CSEA was not present.

CSEA Report

Assistant Superintendent Beetz thanked the Personnel Commissioners for helping to combine the retirement receptions for certificated and classified staff. It brought a sense of unity to the group. Graduation was different than in recent years due to the requirement of having a ticket.

Assistant  
Superintendent  
Report

Director Trammell completed the Merit Academy this past Saturday.

Director Report

Commissioner Bailey thanked Commissioner Wilkerson and the team for all of the hard work and team effort. Commissioner Wilkerson mentioned a fall mini conference will be held on Friday, October 13, 2017 at the Santa Clara County Office of Education.

Commissioner's  
Comments

Personnel Commission Rules & Regulations Article 12

Future Agenda  
Items

The next regular monthly Personnel Commission meeting will be held on **Wednesday, August 9<sup>th</sup> @ 4:30 p.m.** The date was unanimously approved following a motion by Commissioner Bailey and a second by Commissioner Low. It was also decided to not meet in July due to foreseen absences in July.

Next Meeting

The meeting was adjourned at 6:30 p.m. following a motion by Commissioner Bailey and a second by Commissioner Low.

Adjournment