

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 – December 12, 2018

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

Roll call indicated the following members were present:

Roll Call

- Commissioner Wilkerson
- Commissioner Bailey
- Commissioner Low

Staff Present:

Introductions

- Sherri Beetz, Assistant Superintendent of HR
- Dustin Gacherieu, Director of HR
- Jennifer Tapia-Smith, Confidential Administrative Assistant

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

Approval of Agenda

The November 14, 2018 minutes were unanimously approved following a motion by Commissioner Low and a second by Commissioner Bailey.

Minutes

The December 6, 2018 Personnel Report to the Board of Education was reviewed and discussed by the Personnel Commissioners.

Communications

The eligibility lists for Director of Purchasing and Warehousing; Paraprofessional; Buildings and Grounds Worker; Lead Buildings and Grounds Worker; Skilled Trades Worker; Paraprofessional, Mild/Mod; Paraprofessional, Mod/Severe; and Computer Operations Technician were unanimously approved following a motion by Commissioner Bailey and a second by Commissioner Low.

Eligibility Lists

After discussion, a nomination for Commissioner Wilkerson to be the chairperson for 2019 was unanimously approved following a motion by Commissioner Bailey and a second by Commissioner Low.

Commission Chairperson Appointment

Director Gacherieu put together and presented a quick reference guide of the Brown Act. The Brown Act laws regarding open meetings and agenda topics were discussed and clarified. Additional discussion will take place at a future meeting after the state conference in February.

Brown Act

The open and continuous positions for Administrative Assistant – Confidential; Cafeteria Assistant Eligibility Pool; Classified Substitute Pool; Heavy Duty Mechanic Eligibility Pool; Paraprofessional, Mild/Mod & Mod/Severe; Special Education Van Driver Eligibility Pool; Substitute Bus Driver; and Substitute

Employment Status

Warehouse/Delivery Driver are currently posted on EdJoin.

Recruitment is currently underway for Accounting Technician; Classified Substitutes; Department Specialist; Elementary School Secretary; Paraprofessional, Mild/Mod & Mod/Severe; and Student Information Systems and Assessment Specialist.

Director Gacherieu summarized the new rights gained by playground positions becoming a part of the classified service. Human Resources is in the process of creating an exam and developing interview questions for future new hires. Site administrators were involved in discussions and we currently have about 40 employees. They are being notified about their status and principals are meeting with each of them to review their schedule. An informational meeting with current noon supervisors will be held to go over information and ask any questions they may have. CSEA has been involved and will be attending the informational meeting. Playground positions will not be a part of CSEA at this time.

AB2160 –
Playground
Positions

The job description was presented to the Commissioners as an information as it is a version that has been used in the past. It will be brought back at a future date for approval.

The January packet will include an employment report with noon supervisors. The Rules and Regulations will also be brought back to revise the specific section regarding noon supervision.

A representative from CSEA was not present.

CSEA Report

Assistant Superintendent Beetz

- Happy holidays!

Assistant
Superintendent's
Report

Director Gacherieu

- HR met with CSEA regarding two legislations and negotiated MOUs. One is a professional development block grant and the district will receive about \$47,000 for classified staff. A survey will be sent to classified employees and managers to identify needs. Staff will establish a committee to create a comprehensive professional development plan. The committee will be comprised of three CSEA members and three staff members. The other program is a classified employee summer assistance program and the district has elected to participate. Eligible classified employees can opt in and defer some salary from each paycheck to be redistributed during summer months and have matching funds from the state. The exact match amount has not been decided and this will be for summer 2020.
- Please let Jennifer know if you will be attending the CSPCA conference so registration can be submitted before the early bird deadline.

Director's Report

Commissioner Bailey

- Merry Christmas!

Commissioner's
Comments

Commissioner Low

- Merry Christmas! Thank you and have a wonderful holiday break.

Commissioner Wilkerson

- Merry Christmas! Happy New Year!
- Personnel Commission Rules & Regulations revision
- Brown Act compliance – Discussion/Action (February)

Future Agenda
Items

The next monthly Personnel Commission meeting will be held on **Wednesday, January 16, 2019 @ 4:30 p.m.** The date was unanimously approved following a motion by Commissioner Bailey and a second by Commissioner Low.

Next Meeting

The meeting was adjourned at 5:24 p.m. following a motion by Commissioner Low and a second by Commissioner Bailey.

Adjournment