

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 – August 8, 2018

Personnel Commissioner Wilkerson called the meeting to order at 4:38 p.m.

Roll call indicated the following members were present:

- Commissioner Wilkerson
- Commissioner Bailey
- Commissioner Low

Roll Call

Staff Present:

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

Introductions

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

Approval of Agenda

The June 13, 2018 minutes were unanimously approved following a motion by Commissioner Bailey and a second by Commissioner Wilkerson after passing the gavel.

Minutes

The June 28, 2018 and August 2, 2018 Personnel Reports to the Board of Education were reviewed and discussed by the Personnel Commissioners.

Communications

The eligibility lists for General Maintenance Worker, House Secretary, Office Assistant, Office Technician, Office Technician-Attendance, Cafeteria Assistant, Personnel Technician, Campus Patroller, Buildings & Grounds Worker, and Scheduling Technician were unanimously approved following a motion by Commissioner Bailey and a second by Commissioner Low.

Eligibility Lists

Director Gacherieu discussed the Janus v. AFSCME Supreme Court ruling and Senate Bill 866 and how it will affect new employee orientations. The past practice has been to hold the employee orientation directly before a Personnel Commission meeting. The district is holding a new orientation meeting but the date cannot be posted and advertised. All three Commissioners are unable to attend because it will make it a public meeting. Director Gacherieu offered the opportunity for one of the Commissioners to attend to answer any questions regarding the merit system.

New Employee Orientation

Director Gacherieu presented a draft of the 2017-2018 Annual Report which included a new format. The final version will be available at the September meeting.

Annual Report

The open and competitive position for Certificated Personnel Assistant, Department Specialist, Health Services Technician, Lead Buildings & Grounds Worker, Parent/Community Liaison, and Special Education Van Driver are currently posted on EdJoin.

Employment
Status

The open and continuous positions for Classified Substitute Pool; Paraprofessional, Mild/Mod & Mod/Severe; Substitute Bus Driver; and Substitute Warehouse/Delivery Driver are currently posted on EdJoin.

Recruitment is currently underway for Buildings & Grounds Worker; Cafeteria Assistant; Campus Patroller; Classified Substitutes; General Maintenance Worker; LVN-Paraprofessional; Office Assistant; Office Technician; Office Technician-Attendance; Paraprofessional; Paraprofessional, Mild/Mod & Mod/Severe; and Scheduling Technician.

Director Gacherieu presented the revised language regarding “Waiver of Certification” under Article 7, Section 10. The words “without penalty” in Item B will be removed.

Personnel
Commission
Rules &
Regulations

Director Gacherieu explained that the word “approximately” was removed from Article 7, Section 15, Item D. The word “eligible” will be changed to be plural.

Article 11, Section 2 was revised to add the word “calendar” in several places.

The Personnel Commission Rules & Regulations were unanimously approved with the discussed changes following a motion by Commissioner Low and a second by Commissioner Bailey.

A representative from CSEA was not present.

CSEA Report

Assistant Superintendent Beetz

Assistant
Superintendent’s
Report

- The annual district barbecue for classified employees is Friday, August 10th.
- A lot has been done this summer with cleaning up systems and processes.
- We are ready for everyone to come back.
- The district administrator/leadership retreat was the past couple of days.

Director Gacherieu

Director’s Report

- Thrilled to have the Rules & Regulations approved and wants to acknowledge the hard work done by all involved.
- The staff welcome back breakfast is on August 20th at Castro Valley High School
- Thank you to Jennifer for the recruitment done during the summer.

Commissioner Bailey

Commissioner’s
Comments

- No comment

Commissioner Low

- No comment

Commissioner Wilkerson

- Sad news that Charles Snipes passed away as well as Sally Trautwein, a former board member.
- Attended and enjoyed the CSEA Conference in Sacramento
- 2017-2018 Personnel Commission Annual Report

Future Agenda
Items

The next monthly Personnel Commission meeting will be held on **Wednesday, September 12, 2018 @ 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 5:46 p.m. following a motion by Commissioner Low and a second by Commissioner Bailey.

Adjournment