

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 – February 20, 2019**

Personnel Commissioner Low 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:

- Sherri Beetz, Assistant Superintendent (5:01 p.m.)
- Dustin Gacherieu, Director of HR
- 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 January 16, 2019 minutes were unanimously approved following a motion by Commissioner Low and a second by Commissioner Bailey.

Minutes

The January 24, 2019 and February 13, 2019 Personnel Reports to the Board of Education were reviewed and discussed by the Personnel Commissioners.

Communications

The eligibility lists for Attendance Technician; General Maintenance Worker; Office Technician; Paraprofessional, Mild/Mod; Paraprofessional, Mod/Severe; and Special Education Van Driver were unanimously approved following a motion by Commissioner Bailey and a second by Commissioner Low.

Eligibility Lists

Director Gacherieu presented a mid-year budget update showing encumbrances and expenditures to date.

Personnel  
Commission  
Budget

The open and competitive positions for Bus Driver; Campus Security Patroller; Heavy Duty Mechanic Eligibility Pool; School Supply Assistant; Special Education Van Driver; and Warehouse/Delivery Driver are currently posted on EdJoin.

Employment  
Status

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

Recruitment is currently underway for Cafeteria Assistant; Campus Security Patroller; Heavy Duty Mechanic; Noon Supervisor; Paraprofessional, Mild/Mod & Mod/Severe; Special Education Van Driver Eligibility Pool; and Student Information Systems and Assessment Specialist.

Robin Fink, CSEA Chapter 52 Secretary

- Discovered more about what the Personnel Commission does through sitting in meeting and the CSEA Conference last year
- Excited to hear that there is a Paraprofessional training coming up

CSEA Report

Assistant Superintendent Beetz

- No comment

Assistant Superintendent's Report

Director Gacherieu

- Enjoyed attending the CSPCA Conference
- We had wonderful attendance at our new classified employee orientation today
- February is classified employee evaluation season and evaluations are due by March 1<sup>st</sup> per the CSEA bargaining agreement
- February is also the month we recognize classified employees with nominations for Classified Employee of the Year; district winners are eligible to move on to the Alameda County competition
- Information has gone out to eligible employees for the Classified Summer Assistance program and they have until March 1<sup>st</sup> to sign up
- HR is working with CSEA on putting together a Classified Professional Development plan and meeting with different stakeholders to develop the content

Director's Report

Commissioner Bailey

- Missed attending the CSPCA Conference

Commissioner's Comments

Commissioner Low

- Welcome to Robin and happy to have a CSEA representative at the meeting
- Received great information at the CSPCA Conference and the legal information was interesting
- Thank you to HR for all of the hard work

Commissioner Wilkerson

- Congratulations to Dustin for one year in HR
- Enjoyed the new classified employee orientation
- Glad to see a CSEA representative at the meeting
- Enjoyed the CSPCA Conference and there was a lot of great information; there are a lot of CSEA members that work in merit system districts and appreciate the partnership with them
- Heavy Duty Mechanic job description – Information
- Director of HR Evaluation Process – Discussion

Future Agenda Items

The next monthly Personnel Commission meeting will be held on **Wednesday, March 13, 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 5:20 p.m. following a motion by Commissioner Bailey and a second by Commissioner Low.

Adjournment