

CASTRO VALLEY UNIFIED SCHOOL DISTRICT

Personnel Commission

4400 Alma Avenue
Castro Valley, CA 94546

Personnel Commission Meeting

January 18, 2017

OPENING

CALL TO ORDER

Opening the meeting at 4:39 p.m., Personnel Commissioner Wilkerson called the meeting to order.

OPEN SESSION

ROLL CALL

Roll call indicated the following members were present:
Commissioner Bailey, Commissioner Low and Commissioner Wilkerson.

APPROVAL OF AGENDA

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

INTRODUCTIONS

Present at today's meeting:
Arlene Cristobal, CSEA President
Tim Deforest, Creekside
Sherri Beetz, Assistant Superintendent HR
Melinda Trammell, Director of HR
Lynn Lewis, Classified Personnel Assistant

MINUTES

The December 14, 2016 minutes were unanimously approved following a motion by Commissioner Low and a second by Commissioner Wilkerson who passed the gavel to Commissioner Low with the following correction: the eligibility lists for School Secretary, Director of Facilities Construction, Cafeteria Assistant and Cafeteria Site Manager were unanimously approved following a motion by Commissioner Low and second by Commissioner Wilkerson who passed the gavel to Commissioner Low.

COMMUNICATIONS

The December 19, 2016 and January 12, 2017 Personnel Reports to the Board of Education were reviewed and discussed by the Personnel Commissioners.

ELIGIBILITY LISTS

The eligibility lists for Administrative Secretary – Confidential was unanimously approved following a motion by Commissioner Low and a second by Commissioner Wilkerson who passed the gavel to Commissioner Low.

CONTINUING BUSINESS

EMPLOYMENT STATUS

The open and continuous positions for Instructional Assistant, Buildings & Grounds Worker and Cafeteria Assistant are posted. Recruitment is currently underway for Lead Crafts Technician, Mechanic, House Secretary, School Supply Assistant, Account Technician and General Maintenance Worker.

CLASSIFICATION
STUDY

Assistant Superintendent Beetz informed the Personnel Commissioners that she and Director Trammell met with the CSEA negotiating team on Friday to discuss unresolved issues with the wording on CPR for Child Nutrition employees and insurance for employees who drive district vehicles. The meeting was successful and the wording regarding insurance coverage was agreed to by both parties. The wording is “in accordance with California law”. The District agreed to pay for CPR and First Aid training for the Cafeteria Assistants and Cafeteria Leads. Employees who may have difficulty with the training because English is their second language may receive additional training.

Dr. Beetz suggested adding the agreed upon information in the Merit Rules & Regulations. She indicated that this will alleviate any confusion in the future in the event of new personnel. All parties are very happy with the outcome. The Board of Education will make a final approval. CSEA will present the changes to their bargaining unit members if required. President Cristobal will check with Jerry, CSEA Field Representative on procedure. Dr. Beetz mentioned changing the order of the job description process in order to meet the expectations of all parties. She also mentioned that in the future if a job classification study is conducted it may be a good idea to address one job family at a time instead of all of the jobs at one time.

The changes and additions to the job descriptions were unanimously approved as outlined in the January 13, 2017, Memo of Understanding, following a motion by Commissioner Bailey and second by Commissioner Low.

PERSONNEL
COMMISSION
RULES & REGS

Not discussed at this meeting.

PUBLIC COMMENTS

Tim DeForest is glad that the job classification is finally completed. Tim mentioned that the new CSEA Labor Rep may help them to get a faster resolution with their negotiation process.

CSEA REPRESENTATIVE
COMMENTS

CSEA President, Arlene Cristobal asked if the Personnel Commissioner email accounts had been set up. Director Trammell stated that 2 accounts are available and that the business cards have been ordered.

President Cristobal informed the Personnel Commissioners that California School Employees Week is May 22 – May 26th. Ms. Cristobal informed the Commissioners that the local celebration for the employees will be held on Wednesday, May 23rd at Don Jose’s restaurant and invited everyone to attend.

ASSISTANT
SUPERINTENDENT

Assistant Superintendent Beetz said that Director Trammell has jumped in with both feet. CSEA negotiations will begin next week.

DIRECTOR HR

Director Trammell said she would create a Doodle Share with the site visit dates for February and March. Director Trammell said that she will be attending the Merit Academy in February. Director Trammell said she would email Chapter 8 of the Merit System Rules & Regulations to the Commissioners.

COMMISSIONER'S
COMMENTS

Commissioner Bailey said it is a pleasure working with individuals with different agendas who are able to come together for a common cause with good results.

Commissioner Low wished everyone a Happy New Year. Commissioner Low congratulated CSEA and HR Staff on the completion of the job classification study. Commissioner Low said he could speak from personal experience regarding classification studies. He said he realizes it is not an easy job and that it is helpful when parties are able to keep dialogue open.

Commissioner Wilkerson congratulated all parties on the completion of the job classification study. Commissioner Wilkerson said she is excited to resume the site visits. Commissioner Wilkerson is also excited about the conference next week. She indicated that 187 people have registered for the conference.

FUTURE AGENDA
ITEMS

Resume reviewing the Personnel Commission Rules & Regulations – Chapter 8, 17/18 PC Budget and Retirement Party.

NEXT MEETING

The next regularly scheduled, monthly Commission meeting will be held on **Wednesday, February 8th @ 4:30 p.m.** The date was unanimously approved following a motion by Commissioner Low and second by Commissioner Bailey.

ADJOURNMENT

The meeting was adjourned at 5:41 p.m. following a motion by Commissioner Low and second by Commissioner Bailey.