

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 – March 13, 2019**

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

Roll call indicated the following members were present:

- Commissioner Wilkerson
- Commissioner Bailey
- Commissioner Low (arrived at 4:51 p.m.)

Roll Call

Staff Present:

- Dustin Gacherieu, Director of Human Resources
- Jennifer Tapia-Smith, Confidential Administrative Assistant
- Gary Krebbs, Director of Maintenance & Operations

Introductions

The agenda was unanimously approved following a motion by Commissioner Bailey and a second by Commissioner Wilkerson after passing the gavel.

Approval of  
Agenda

The February 20, 2019 minutes were unanimously approved following a motion by Commissioner Bailey to include the revised title for Robin Fink to CSEA Chapter 52 Secretary and a second by Commissioner Wilkerson after passing the gavel.

Minutes

The February 28, 2019 and March 14, 2019 Personnel Reports to the Board of Education were reviewed and discussed by the Personnel Commissioners.

Communications

The eligibility lists for Campus Patroller; Paraprofessional; Paraprofessional, Mild/Mod; Paraprofessional, Mod/Severe; and Student Information Systems and Assessment Specialist were unanimously approved following a motion by Commissioner Bailey and a second by Commissioner Wilkerson after passing the gavel.

Eligibility Lists

Director Gacherieu explained the difference between Mechanic and Heavy Duty Mechanic. The position of Heavy Duty Mechanic was needed to cut back on work being out-sourced. The position is able to perform regular inspections and required maintenance beyond understanding the user manual.

Heavy Duty  
Mechanic Job  
Description

Director Krebbs explained that equipment has been purchased so the department can support this work being done in-house. There are a total of 22 in the white fleet and eight (8) buses. Transportation needs are growing due to bringing more of the work in-house. The district is working on adding a part-time Mechanic position to support the district's needs.

Director Gacherieu presented a proposal of the annual evaluation timeline for the Director of Human Resources. The proposed evaluation timeline models the basic timeline of other district administrators as well as the Superintendent. The schedule will allow it to run parallel with the goals of the district as a whole, starting with a review of goals in September, a self-reflection in May, and a written final evaluation will be provided in June.

Annual Evaluation  
Timeline –  
Director of HR

Director Gacherieu presented a possible change in format due to the large number of classified employees at Castro Valley High School. The new format would make it more of a drop-in basis and allow for more two-way conversations. The Commissioners will hold three (3) 20-minute sessions to provide merit system information and allow for questions. Commissioner Bailey will give an update on whether or not he can attend.

Site Visit – CVHS

Director Gacherieu presented a draft Personnel Commission budget for 2019-2020. The draft budget represents a total of 26,500.00 in discretionary spending. The amount for salaries are fixed with the exception of additional clerical hourly support which is discretionary. The amount for salaries increases each year dependent on changes in the percentages for burden and benefits.

Personnel  
Commission  
Budget

Commissioner Wilkerson stated that any money not spent in the Personnel Commission goes back into the general fund and if there is a disagreement with the proposed budget, it will automatically revert back to the previous budget. The budget will also go to the Alameda County Office of Education for approval.

The open and competitive positions for Bus Driver; Heavy Duty Mechanic Eligibility Pool; Office Technician; School Secretary; and Special Education Van 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; Noon Supervisor; Paraprofessional, Mild/Mod & Mod/Severe; School Supply Assistant; Special Education Van Driver Eligibility Pool; and Warehouse/Delivery Driver.

A representative from CSEA was not present.

CSEA Report

Assistant Superintendent Beetz

- Not present

Assistant  
Superintendent's  
Report

Director Gacherieu

- Working with CSEA and administrators to provide three (3) professional development opportunities to our classified staff: Paraprofessionals attended the CSEA Paraeducator Conference; offering optional half-day sessions on the April 1<sup>st</sup> district-wide Staff Development Day; developed a training for Paraprofessionals through the Adult School scheduled to begin in April.

Director's Report

Commissioner Bailey

- Being on the Personnel Commission has been a honor and privilege to be involved and seeing all of the great work

Commissioner's  
Comments

Commissioner Low

- Echo Commissioner Bailey's comments
- Thank you to HR for all of the hard work

Commissioner Wilkerson

- Echo the comments from the other Commissioners
- Public Hearing – Approve 2019-2020 Personnel Commission Budget
- 2019-2020 Site Visits – Discussion
- Proclamation of Classified Employees Week – May

Future Agenda  
Items

The next monthly Personnel Commission meeting will be held on **Wednesday, April 10, 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 6:07 p.m. following a motion by Commissioner Bailey and a second by Commissioner Low.

Adjournment