

CASTRO VALLEY UNIFIED SCHOOL DISTRICT

Personnel Commission

4400 Alma Avenue
Castro Valley, CA 94546

Personnel Commission Meeting Minutes

December 14, 2016

OPENING

CALL TO ORDER Opening the meeting at 4:41 p.m., Personnel Commissioner Wilkerson called the meeting to order.

OPEN SESSION

ROLL CALL Roll call indicated the following members were present:
Commissioner Low and Commissioner Wilkerson.

APPROVAL OF AGENDA The agenda was unanimously approved following a motion by Commissioner Low and a second by Commissioner Wilkerson who passed the gavel to Commissioner Low.

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

MINUTES The November 9, 2016 minutes were unanimously approved following a motion by Commissioner Low and a second by Commissioner Wilkerson who passed the gavel to Commissioner Low.

COMMUNICATIONS The November 10 and December 8, 2016 Personnel Reports to the Board of Education were reviewed and discussed by the Personnel Commissioners.

ELIGIBILITY LISTS The eligibility lists for School Secretary, Director of Facilities Construction, Cafeteria Lead and Cafeteria Site Manager. The eligibility lists for School Secretary, Director of Facilities Construction, Cafeteria Lead and Cafeteria Site Manager were 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 Director of Facilities Construction, Lead Crafts Technician, School Secretary, House Secretary, Cafeteria Site Manager, Cafeteria Lead, School Supply Assistant and Mechanic.

CLASSIFICATION Assistant Superintendent Beetz informed the Personnel Commissioners of the situation

with the Job Classification Study. She explained that the recommended changes to the job descriptions were taken to the Board of Education.

Dr. Beetz indicated that CSEA does not agree with some of the changes that were made to the job descriptions by the Commissioners. Dr. Beetz advised at this time we are at a standstill regarding the job classification study. Assistant Superintendent Beetz is looking for solutions that both parties could agree on.

The Personnel Commissioners discussed the process that they used in reviewing the job description drafts. Commissioner Wilkerson mentioned that she wondered why there was no representation from CSEA on the evening the job descriptions were reviewed. Commissioner Wilkerson said she felt that the addition of First Aid and CPR requirements were extremely necessary and important. CSEA is very concerned with the wording that was added regarding auto insurance. It was noted that CVUSD currently has a form for Personal Vehicle Use (6/09) which specifies District requirements. The wording that was added on the job descriptions indicates that the employee is “insurable” in accordance with DMV rules, not that they have insurance.

Tim DeForest expressed his concern that the Cafeteria Assistants are being required to have CPR and First Aid. Mr. DeForest feels it is not fair to ask employees to pay to attend the training out of their pockets.

Assistant Superintendent Beetz said that she is looking for a solution that meets the needs of everyone. CSEA President Cristobal said there was an agreement with the District and they sent that agreement to CSEA headquarters and then brought it back to the members to vote on. President Cristobal said that as far as CSEA was concerned it was a done deal. Commission Chair Wilkerson reiterated that the workshop that was held for the Personnel Commissioners to review each and every job description was posted to the public and was a chance for final discussions. CSEA feels that the changes should have been renegotiated before the Board Meeting. Dr. Beetz has informed the Board of Education that the Classification Study is on hold and action will be taken to rescind prior approval.

CSEA President Cristobal said that the issues were discussed at the last chapter meeting and the chapter refused to agree to the Commission’s recommended changes. She said their members were offended. Commissioner Wilkerson asked if CSEA had been notified of the changes. Dr. Beetz said that she met with CSEA President Cristobal. Later, Director Trammell met with Tim DeForest and he told her that the changes “would not fly”. Director Trammell and Assistant Superintendent Beetz will work on the wording regarding insurability. Commissioner Wilkerson said that the wording should protect both the employee and the District. Dr. Beetz said that there seems to be confusion on both sides. She suggested looking at Ed Code 45276.

The discussion is tabled until the next meeting. Commissioner Wilkerson said that the Commissioners would like to know what CSEA’s wishes are and that they would take all the information into consideration.

RULES & REGS

PUBLIC COMMENTS	None
CSEA REPRESENTATIVE COMMENTS	CSEA President, Arlene Cristobal had no further comments. .
ASSISTANT SUPERINTENDENT	Happy Holidays to all.
DIRECTOR HR	Director Trammell wished everyone a Happy Holiday!
COMMISSIONER'S COMMENTS	Commissioner Low wished everyone a Merry Christmas. Commissioner Wilkerson wished everyone a “Happy” whatever you celebrate and to have a good time and to relax.
FUTURE AGENDA ITEMS	Resume reviewing the Personnel Commission Rules & Regulations. Classification Study
NEXT MEETING	The next regularly scheduled, monthly Commission meeting will be held on Wednesday, January 18th @ 4:30 p.m.
ADJOURNMENT	The meeting was adjourned at 6:15 p.m. following a motion by Commissioner Low and second by Commissioner Wilkerson who passed the gavel to Commissioner Low.