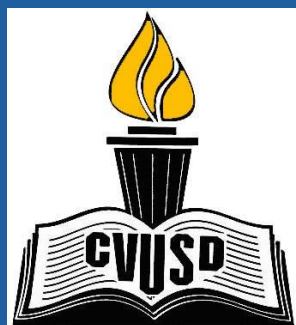


Castro Valley Unified School District



2017-2018 Personnel Commission Annual Report



Personnel Commissioners:

Terry Bailey
Chris Low
Toni Wilkerson

THE PERSONNEL COMMISSION

The Personnel Commission is a body independent of the school board that oversees the selection and retention of classified employees based on principles of a merit. It is composed of three people appointed for three-year staggered terms. Personnel Commissioners must be known adherents of the principles of merit in employment, registered voters, and residents of the Castro Valley Unified School District.



Toni Wilkerson, Chairperson

Toni has served on the CVUSD Personnel Commission since 1986. She is currently the President of the California School Personnel Commissioners Association/CSPCA, a role she also held in 1999 and 2015. Additionally, Toni is the President of the School Personnel Commissioners Association /Northern California, a position she has held for four terms. She has served as conference coordinator for both associations. Toni has been a resident of Castro Valley since 1969.



Terry Bailey

Terry has served on the Personnel Commission since 2015. He is currently a Financial Advisor and Senior Vice-President for Alliant Credit Union. Previously, he held a variety of leadership positions in international sales. Mr. Bailey is a retired Marine Corp Officer and Pilot. He has been active in many local organizations, including the Castro Valley Chamber of Commerce, the Castro Valley Arts Foundation, and Castro Valley Rotary. He is a parent of students in the Castro Valley Unified School District.



Chris Low

Chris has served on the Personnel Commission since 2011. Chris was born and raised in Castro Valley. He graduated from Moreau High School and California State University, Hayward. He and his wife Karen have a daughter who graduated from CV High School in 2018 and a son who is scheduled to graduate from CV High School in 2020. Chris is a public sector human resources professional for over 30 years and has served six cities, which operate under a civil service or merit system. He currently volunteers with the youth group at the Castro Valley United Methodist Church and also with 2-1-1 Alameda County/Eden Information and Referral, Inc. in Hayward.

PERSONNEL COMMISSION STAFF

Sherri Beetz, Ed.D.
Assistant Superintendent, Human Resources

Dustin Gacherieu
Director, Human Resources

Jennifer Tapia-Smith
Classified Personnel Assistant

Suzie Leonardo
Department Specialist

CVUSD - A MERIT SYSTEM DISTRICT

Merit System Law governs classified school personnel and is defined by California Education Code (Division 4, Chapter 5, Article 6). Its fundamental purpose is to ensure that employees are selected, promoted, and retained on the basis of merit and fitness, without favoritism or prejudice. In merit system school districts in California, the system is administered by the Personnel Commission, a separate agency authorized by the State to be responsible for certain personnel matters affecting classified school personnel. In Castro Valley, the three commissioners are appointed by the State Superintendent of Public Instruction for three-year, staggered terms.

Through administration of the Classified Merit System, the Commission shall strive for:

- * Equal treatment for all classified personnel and applicants for employment.
- * Protection of individual rights as well as the rights of the Classified Service, pursuant to rules and regulations adopted for the Classified Service.
- * Maintenance of harmonious relationships with the Governing Board.

The Commission shall have jurisdiction over and the responsibility over the following activities:

- * Establishment of the general policy governing the administration of a comprehensive Merit System.
- * Appointment of the Personnel Administrator and commission staff.
- * Development and adoption of an annual budget.
- * Development of the procedures for the hearing of Classified Personnel appeals.

MERIT PRINCIPLES

- * Hire and promote employees on the basis of ability, with open competition in initial appointment.
- * Remove appointments to positions from the political arena or personal favoritism.
- * Ensure that employees doing like work are classified alike and receive like pay.
- * Provide for fair, impartial rules and consistency of administration of the rules.
- * Assure fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, gender, age, or religious creed, and with proper regard for their privacy and constitutional rights as citizens.

Congratulations to our 2017-2018 Retirees!

- ★ *Rosa Bazzani*
- ★ *Nancy Brinkman*
- ★ *Greta Chew*
- ★ *Arlene Cristobal*
- ★ *Kim Davila*
- ★ *Donna Fernsten*
- ★ *Jeffrey Freid*
- ★ *Kim Klescewski*
- ★ *Laura Lai*
- ★ *Victor Law*
- ★ *Tena Lim*
- ★ *Christine Markovich*
- ★ *Vickie Rombs*
- ★ *Maria Sierra*
- ★ *Gloria Sira*
- ★ *Melanie Small*
- ★ *John Sorba*

Congratulations to our 2017-2018 Classified Employees of the year!

- ★ *Margo Howard - Child Nutrition*
- ★ *Rob Aguilar - Maintenance & Operations*
- ★ *Kathy Duncan - Office & Technical*
- ★ *Jenni Cabral - Paraprofessional*
- ★ *Leonard Pleasant - Support Services/Security*

2017 – 2018 ACTIVITIES

STAFFING

In July 2017, the Human Resources Department said goodbye to Lynn Lewis (Classified Personnel Assistant) and Margaret DaSilva (Department Specialist). We welcomed Jennifer Tapia-Smith (Classified Personnel Assistant) who transferred over from the Educational Services Department and Joy Iwashimizu (Department Specialist) who transferred over from Independent Elementary School. In December 2017, Melinda Trammell (Director of Human Resources) moved on to another school district. Dustin Gacherieu was appointed by the Commission as the new Director of Human Resources in February after serving as the Principal at Jensen Ranch Elementary. In June, Suzie Leonardo became the new HR Department Specialist due to Joy accepting a position in another school district.

PERSONNEL COMMISSION RULES & REGULATIONS

The Personnel Commission has the responsibility for establishing rules and regulations as may be necessary to ensure efficiency in the selection and retention of employees. Starting in 2016, the Commissioners and HR staff went through each section and updated the rules with the help of the merit system model rules. The updated and revised rules are expected to be approved in August 2018.

EVENTS & CELEBRATIONS

The new employee orientation was held in December. All new employees were invited to attend the orientation. The orientation gave employees the opportunity to meet one another and to listen to valuable information from Business, CSEA, and Personnel Commissioners regarding the Merit System and Human Resources. The Personnel Commission hosted an orientation for all new classified employees in December, 2017.

In May, the Personnel Commissioners recognized Classified Employees Week. On May 24th, classified retirees were honored at a retirement celebration hosted by the Personnel Commission, CVUSD Board Members, the Superintendent's Office and Human Resources. It was a wonderful opportunity to celebrate these valued employees for their years of service to CVUSD with their friends, family, and colleagues.

JOB DESCRIPTIONS

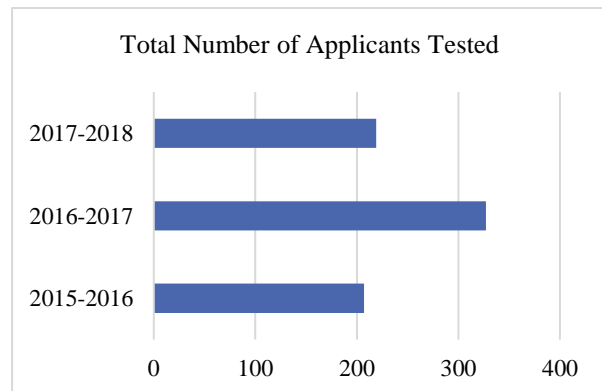
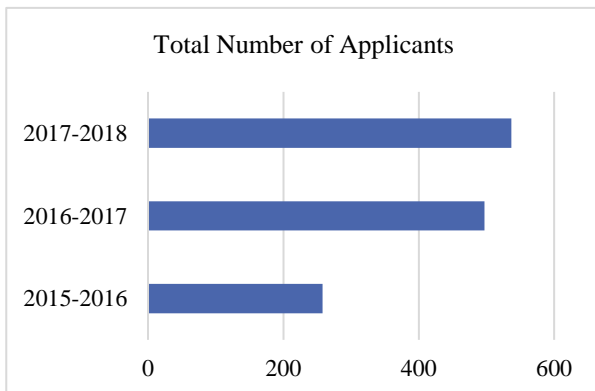
During 2017-2018, the following job descriptions were created:

- Project Manager – Facilities Construction
- Special Education Van Driver

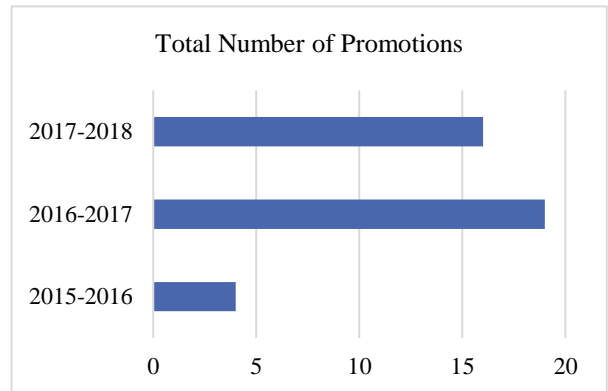
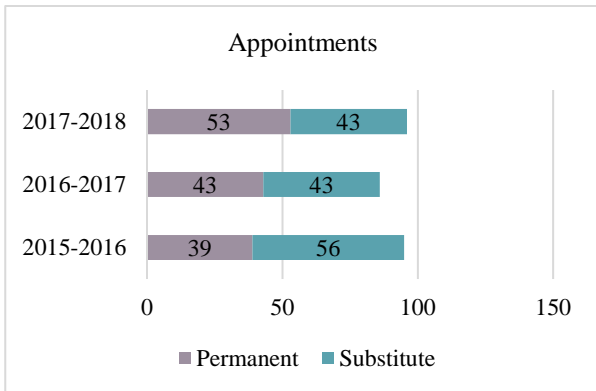
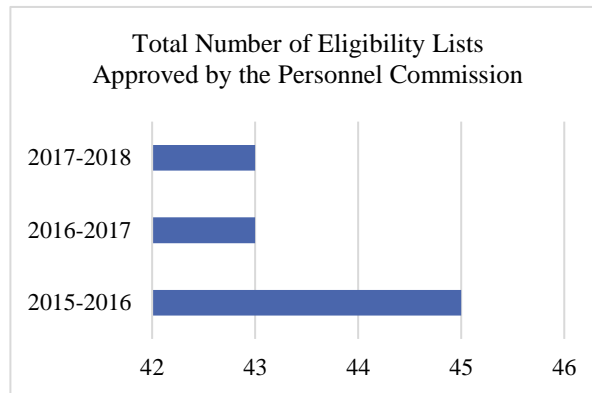
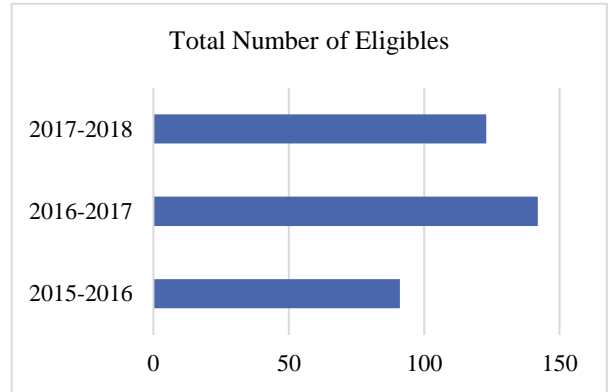
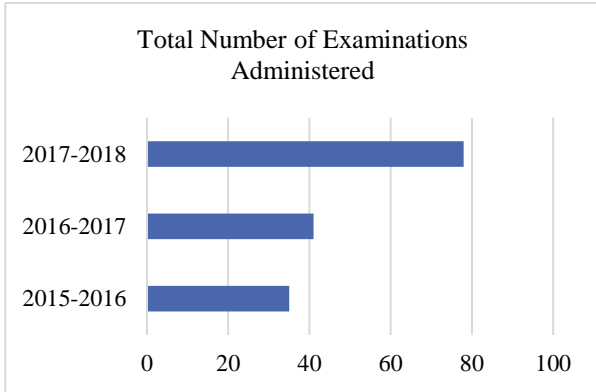
RECRUITMENT

Human Resources recruited for the following classifications during the 2017-2018 school year:

- Assistant Superintendent, Business Services
- Budget Analyst
- Buildings & Grounds Worker
- Bus Driver
- Cafeteria Assistant
- Campus Patroller
- Computer Operations Technician
- Director of Business
- Director of Human Resources
- Director of Maintenance, Operations, & Transportation
- Director of Technology
- General Maintenance Worker
- Heavy Duty Mechanic
- House Secretary
- Library Assistant
- Office Assistant
- Office Technician
- Office Technician – Attendance
- Paraprofessional
- Paraprofessional, ELL
- Paraprofessional, Mild/Moderate
- Paraprofessional, Moderate/Severe
- Preschool Instructor
- Project Manager, Facilities Construction
- School Secretary, Elementary
- School Secretary, Secondary
- School Supply Assistant
- Skilled Trades Worker
- Student Information Systems & Assessment Specialist



RECRUITMENT



2017 – 2018 NEW EMPLOYEES

- **Jeffrey Anderson** – Bus Driver
- **Katie Anderson** – Budget Analyst
- **Melissa Batteate** – Library Assistant
- **Nicholas Bolander** – Buildings & Grounds Worker
- **Jason Bonini** – Buildings & Grounds Worker
- **Jenna Brady** – Paraprofessional
- **Elise Brown** – Behavior Specialist
- **Anca Buzatu** – Accounting Technician
- **Carmenchita Clausen** – Cafeteria Assistant
- **Gladys Collazo** – Paraprofessional, Mild/Moderate
- **Elizabeth Cummings** – Preschool Instructor
- **Vickie Devi** – Paraprofessional, Mild/Moderate
- **Elisabeth Dickerson** – Paraprofessional, Mild/Moderate
- **Beatriz Fernandez** – Paraprofessional, Moderate/Severe
- **John Flaaten** – Bus Driver
- **Christian Fodor** – Buildings & Grounds Worker
- **Caroline Fong** – Attendance Technician
- **Lilia Fregoso** – Paraprofessional
- **Kevin Friesen** – Paraprofessional, Mild/Moderate
- **Johnnie Fudge** – Project Manager, Facilities Construction
- **Shelbe Gilder** – Paraprofessional, Moderate/Severe
- **Mastora Hashimi** – Paraprofessional, Mild/Moderate
- **Catherine Huberty** – Paraprofessional, Mild/Moderate
- **Wonju Hulse** – Paraprofessional, Mild/Moderate
- **Ursula Hutnik** – Paraprofessional, Mild/Moderate
- **Marcela Jimenez-Monge** – Paraprofessional, Mild/Moderate
- **Hamza Karim** – Paraprofessional, Mild/Moderate
- **Mary Knudson** – Office Technician
- **Gary Krebs** – Director of Maintenance, Operations, & Transportation
- **Yann Le Roy** – Computer Operations Technician
- **Andrea Luksin** – Campus Patroller
- **Abby Martinez** – Office Technician
- **Thomas McDermott** – Cafeteria Assistant
- **Joseph Newell** – Buildings & Grounds Worker
- **Hiral Patel** – Accounting Technician
- **Jodi Peterson** – Paraprofessional
- **Natalie Plunkett** – Paraprofessional, Moderate/Severe
- **Honni Raumann** – Paraprofessional
- **Laura Rojas** – Paraprofessional, Mild/Moderate
- **Mirasol Ruiz** – Paraprofessional, Mild/Moderate
- **Rachel Sa** – Cafeteria Assistant
- **Darla Sandall** – Paraprofessional
- **Sophia Sanhueza** – Cafeteria Assistant
- **Amira Silmi** – Paraprofessional, Mild/Moderate
- **Hamindar Singh** – Heavy Duty Mechanic
- **Janet Sinhbandith** – Behavior Specialist
- **Adriena Smith** – Paraprofessional, Moderate/Severe
- **Jenessa Spade** – Office Technician
- **Hager Suliman** – Preschool Instructor
- **Susan Teague** – Office Technician
- **Joshua Torres** – General Maintenance Worker
- **Robert Verduzco** – Buildings & Grounds Worker
- **Danielle York** – Paraprofessional, Mild/Moderate

2017 – 2018 PROMOTIONS

- **Yogita Acholkar** – Scheduling Technician
- **Peter Carty** – Skilled Trades Worker
- **Suzy Chan** – Assistant Superintendent, Business Services
- **Francoise Chenais** – Elementary School Secretary
- **Scott Christensen** – Paraprofessional, Moderate/Severe
- **Dina Cisneros** – Secondary School Secretary
- **Jeanine Disher** – Elementary School Secretary
- **Patricia Feucht** – Director of Business
- **Bryan Fitzsimmons** – Buildings & Grounds Worker
- **Olivia Hendrickson** – Elementary School Secretary
- **Katherine Kelley** – Paraprofessional, Mild/Moderate
- **Lynn Novak** – Project Manager, Facilities Construction
- **Antanas Ragenas** – Buildings & Grounds Worker
- **Momoko Shimada** – Campus Patroller
- **Kat Troyer** – Confidential Administrative Assistant
- **Tracey Vierra** – Coordinator of Transportation

THANK YOU!

The Personnel Commission would like to thank the many employees who helped the District maintain its high employment standards by serving on interview panels in CVUSD and panels for other Merit districts during the 2017-2018 school year.

- **Robert Aguilar**, Lead Building & Grounds Worker, CVUSD
- **Susan Barajas**, Bus Driver, VUSD
- **Dennice Barnes**, Office Manager, San Ramon Valley USD
- **Jimi Baum**, School Supply Assistant/Delivery Driver, CVUSD
- **Sherri Beetz**, Assistant Superintendent, HR, CVUSD
- **Brandi Bretz**, School Business Assistant, Hayward USD
- **Deborah Bucklin**, Accounting Technician, CVUSD
- **Bonnie Byrne**, Lead Cafeteria Worker, CVUSD
- **Luz Cazares**, Consultant, Lucid Partnerships, LLC
- **Suzy Chan**, Assistant Superintendent, Business, CVUSD
- **Ryan Choate**, Director of IT, ACOE
- **Tracie Christmas**, Principal, Marshall, CVUSD
- **Kristine Coffelt**, Department Specialist, CVUSD
- **Deborah Cucchiara**, Lead Cafeteria Worker, CVUSD
- **Jodi Davidson**, Office Technician, CVUSD
- **Tim DeForest**, Lead Building & Grounds Worker, CVUSD
- **Paula DelaRiva**, Department Specialist, CVUSD
- **Pam Duley**, Certificated Personnel Assistant, CVUSD
- **Kathy Duncan**, Elementary School Secretary, CVUSD
- **Barbara Dunn**, Computer Operations Technician, CVUSD
- **Susan Ermitano**, House Secretary, CVUSD
- **Paul Escobar**, Paraprofessional ELL, CVUSD
- **Tricia Feucht**, Director of Business, CVUSD
- **Teresa Fiscus**, Fiscal Director, Livermore USD
- **Leigh-Anne Fosdahl**, Office Technician, CVUSD
- **Dustin Gacherieu**, Director of Human Resources, CVUSD
- **Shirley Gee**, Paraprofessional ELL, CVUSD
- **Audrey Gross**, SIS & Assessment Specialist, CVUSD
- **Charity Hastings**, Confidential Admin. Assistant, CVUSD
- **Leticia Hernandez**, Secondary School Secretary, CVUSD
- **Shawn Hipol**, Textbook Technician, San Lorenzo USD
- **Denise Hohn**, Director, Educational Services, CVUSD
- **Frank Holyoake**, Skilled Trades Worker, CVUSD
- **Joy Iwashimizu**, Department Specialist, CVUSD
- **Roger Kim**, CVTA President, CVUSD
- **Dela Kipps**, Budget Accountant, Hayward USD
- **Greg Ko**, Director of Technology, CVUSD
- **Gary Krebbs**, Director of MOT, CVUSD
- **Chris Krewer**, SELPA Assistant, CVUSD
- **Joan Laursen**, Budget Analyst, CVUSD
- **Jonathan Lindsey**, HVAC Mechanic, Hayward USD
- **Lisa Maloney**, Director of Child Nutrition, CVUSD
- **Elaine Marshall**, Office Manager, Hayward USD
- **Shari McDonald**, Account Assistant, CVUSD
- **Jennifer McGriff**, Office Specialist, Hayward USD
- **Gerald McMullin**, Coordinator of Assessment, CVUSD
- **Jessica Melendez**, School Support Secretary, Hayward USD
- **Kimberly Montano**, Lead Cafeteria Worker, CVUSD
- **Manny Morales**, Skilled Trades Worker, CVUSD
- **Lynn Novak**, Project Manager, CVUSD
- **Yoko Ostreicher**, Elementary Coordinator, Special Services, CVUSD
- **Randolf Paguio**, Lead Building & Grounds Worker, CVUSD
- **Vivienne Paratore**, Principal, Chabot Elementary, CVUSD
- **Susie Passeggi**, Director, CVUSD
- **Dana Pazdirek**, School Supply Assistant, CVUSD
- **Antanas Ragenas**, Vice President, CSEA, CVUSD
- **Antonio Rea**, Business Services Supervisor, CVUSD
- **Patrinia Redd**, Assistant Principal, CVUSD
- **Jason Reimann**, Assistant Superintendent, Ed. Services, CVUSD
- **Shirley Rodriguez**, Lead Cafeteria Worker, CVUSD
- **Paul Rose**, Systems Administrator, CVUSD
- **Leah Roth**, Textbook Technician, San Lorenzo USD
- **Robert Scarper**, Skilled Trades Worker, CVUSD
- **Danielle Shaw**, SIS & Assessment Specialist, CVUSD
- **Genna Shipley**, Office Technician - Attendance, CVUSD
- **Melanie Small**, Secondary School Secretary, CVUSD
- **La Lisha Smith**, Lead Cafeteria Worker, CVUSD
- **Gary Soon**, Department Specialist, CVUSD
- **Kim Souza**, Paraprofessional, CVUSD
- **Sandy Stiving**, Budget Analyst, CVUSD
- **Allison Ta**, Payroll Technician, CVUSD
- **Jennifer Tapia-Smith**, Classified Personnel Assistant, CVUSD
- **Mari Terhune**, IT Supervisor, Dublin USD
- **Blaine Torpey**, Principal, CVHS, CVUSD
- **Melinda Trammell**, Director, Human Resources, CVUSD
- **Sharon Trieu-Quince**, Director, Facilities & Construction, CVUSD
- **Jocelyn Uy**, House Secretary, CVUSD
- **Peter Vallejo**, Teacher on Special Assignment - Technology, CVUSD
- **Amy Valvo**, Rtl Specialist, CVUSD
- **Anne Vancourt**, House Secretary, CVUSD
- **Tracey Vierra**, Transportation Lead, CVUSD
- **Christine Vinciguerra**, Accounting Technician, CVUSD
- **Deborah Wescott**, Office Specialist, Hayward USD
- **Stacey Woods**, Department Specialist, CVUSD
- **Cecilia Yuen**, Paraprofessional, CVUSD
- **Cathy Zen**, Computer Operations Technician, CVUSD



VISION

CVUSD educates students to become adaptable, critical thinkers who explore their passions and contribute as active members of our evolving world.

MISSION

In partnership with the community, CVUSD educates students in a learning environment that is safe, nurturing and culturally responsive. Students are guided by excellent inspired staff, utilizing innovative instruction, curricula and technology.

CORE VALUES

- * Student success is the responsibility of all.
- * We nurture the gifts and talents of all students.
- * Our schools are safe spaces for all.
- * Our commitment to equity ensures that our educational system is responsive to all students regardless of personal and social circumstances.
- * All students, families, and staff are valued and treated with respect and dignity.
- * ALL means ALL.

Castro Valley Unified School District
4400 Alma Avenue
Castro Valley, CA 94546

Parvin Ahmadi, Superintendent

Board of Education

Jo A.S. Loss, President

Dot Theodore, Vice President

Gary Howard

Monica Lee

Lavender Lee Whitaker