

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 – September 12, 2018**

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

Roll call indicated the following members were present:

Roll Call

- Commissioner Wilkerson
- Commissioner Bailey
- Commissioner Low (4:43 p.m.)

Staff Present:

Introductions

- Sherri Beetz, Assistant Superintendent of HR
- Dustin Gacherieu, Director of HR
- Jennifer Tapia-Smith, Confidential Administrative Assistant

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 August 8, 2018 minutes were unanimously approved following a motion by Commissioner Bailey and a second by Commissioner Wilkerson after passing the gavel.

Minutes

The August 16, 2018; August 30, 2018; and September 13, 2018 Personnel Reports to the Board of Education were reviewed and discussed by the Personnel Commissioners.

Communications

The eligibility lists for Paraprofessional, Mod/Severe; Cafeteria Assistant; Office Technician; Paraprofessional, Mild/Mod; Parent/Community Liaison; Special Education Van Driver; General Maintenance Worker; Scheduling Technician; Certificated Personnel Assistant were unanimously approved following a motion by Commissioner Bailey with the understanding that Commissioner Wilkerson is recusing herself from the Paraprofessional, Moderate/Severe eligibility list due to a conflict of interest and a second by Commissioner Low.

Eligibility Lists

Director Gacherieu presented the 2017-2018 Personnel Commission Annual Report for review to include the Commissioners' bios and pictures. The final version will be presented for approval at the October meeting.

Annual Report

The open and competitive position for Department Specialist, Lead Buildings & Grounds Worker, and Parent/Community Liaison are currently posted on EdJoin.

Employment  
Status

The open and continuous positions for Buildings & Grounds Worker; Classified Substitute Pool; Paraprofessional, Mild/Mod & Mod/Severe; Special Education Van Driver Eligibility Pool; Substitute Bus Driver; and Substitute Warehouse/Delivery

Driver are currently posted on EdJoin.

Recruitment is currently underway for Accounting Technician; Classified Substitutes; Health Services Technician; Paraprofessional; Paraprofessional, Mild/Mod & Mod/Severe; and Scheduling Technician.

A representative from CSEA was not present.

CSEA Report

Assistant Superintendent Beetz

- No comment

Assistant Superintendent's Report

Director Gacherieu

- We had a great new employee orientation.
- Pam Duley, Certificated Personnel Assistant, is retiring and final interviews were held today.
- Thank you to Commissioner Bailey for being interested in reappointment which is on the September 13, 2018 board meeting agenda.
- Looking forward to attending the Personnel Commissions Association conference next month.
- Congratulations to Sherri Beetz for being awarded the Ray Curry award.

Director's Report

Commissioner Bailey

- No comment

Commissioner's Comments

Commissioner Low

- Congratulations to Sherri Beetz on the huge achievement.
- HR staff has been busy recruiting and hiring.

Commissioner Wilkerson

- Congratulations to Sherri Beetz for winning the Ray Curry award.
- Congratulations to Commissioner Bailey for reappointment to the Personnel Commission.
- Looking forward to the Personnel Commissions Association conference
- Approval of 2017-2018 Personnel Commission Annual Report

Future Agenda Items

The next monthly Personnel Commission meeting will be held on **Wednesday, October 10, 2018 @ 4:30 p.m.** The date was unanimously approved following a motion by Commissioner Low and a second by Commissioner Baily.

Next Meeting

The meeting was adjourned at 5:13 p.m. following a motion by Commissioner Baily and a second by Commissioner Low.

Adjournment