

CASTRO VALLEY UNIFIED SCHOOL DISTRICT

Personnel Commission

4400 Alma Avenue
Castro Valley, CA 94546

Personnel Commission Meeting

February 8, 2017

OPENING

CALL TO ORDER

Opening the meeting at 4:37 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:

Sherry Beetz, Assistant Superintendent HR
Melinda Trammell, Director of HR
Lynn Lewis, Classified Personnel Assistant

MINUTES

The January 18, 2017 minutes were unanimously approved following a motion by Commissioner Low and a second by Commissioner Wilkerson with the following corrections: Under Introductions, Tim DeForest, works at Creekside but represents CSEA, The eligibility list for Administrative Secretary – Confidential was unanimously approved following a motion by Commissioner Bailey and a second by Commissioner Low. Correction to date under "Communications" December 19, 2016 not 21016.

COMMUNICATIONS

The January 26, 2017 Personnel Reports to the Board of Education were reviewed and discussed by the Personnel Commissioners.

ELIGIBILITY LISTS

The eligibility list for School Supply Assistant was unanimously approved following a motion by Commissioner Low and a second by Commissioner Bailey.

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, Accounting Technician, General Maintenance Worker and Lead Cafeteria.

**MERIT RULES
& REGULATIONS**

Started reviewing Article 8 – Employment Lists. Director Trammell will send revised copies of Article 8, 9 and 10 to Commissioner Low in advance so that he can read and suggest changes to the articles.

RETIREMENT RECEPTION	The combined celebration for Certificated and Classified Retirees will be held on May 24 th . The Personnel Commissioners and the Board Members will join forces and hold one reception for all retirees. Assistant Superintendent Beetz will check to see if the CFA is available on May 24 th for the reception. If the CFA is not available the reception will be held in the District Office Board Room.
NEW BUSINESS	
17/18 PERSONNEL COMMISSION BUDGET	Director Trammell presented a draft of the 17/18 Personnel Commission budget. The Personnel Commissioners discussed and reviewed the draft copy of the 17/18 Personnel Commission budget. Director Trammell will work with the Business Office to make the necessary changes. There will be a Public Hearing at the March 8 Personnel Commission meeting.
LVN JOB DESCRIPTION	The job description for Licensed Vocational Nurse was reviewed and discussed. Assistant Superintendent Beetz explained the need for an LVN. She explained that currently an LVN is hired from an outside agency and that it is very expensive. The Personnel Commissioners felt the title should be changed to LVN Paraprofessional. Under “Continuing Education/Training” they asked that Vocational Nursing license be added. Director Trammell will update the job description and bring it back the March 8 th meeting for a second read.
PUBLIC COMMENTS	No public present
CSEA REPRESENTATIVE COMMENTS	A representative from CSEA was not present.
ASSISTANT SUPERINTENDENT	Assistant Superintendent Beetz had not additional comments.
DIRECTOR HR	Director Trammell had no additional comments.
COMMISSIONER’S COMMENTS	Commissioner Wilkerson commented on the success of the CSPCA conference in San Francisco. She mentioned that there were over 200 attendees. Commissioner Wilkerson was delighted to see Director Trammell and Commissioner Low at 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, March 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 6:30 p.m. following a motion by Commissioner Low and second by Commissioner Bailey.