

**CASTRO VALLEY UNIFIED SCHOOL DISTRICT**

**Personnel Commission**

4400 Alma Avenue  
Castro Valley, CA 94546

**Personnel Commission Meeting**

March 8, 2017

***OPENING***

**CALL TO ORDER**

Opening the meeting at 4:36 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 Low and a second by Commissioner Bailey.

**INTRODUCTIONS**

Present at today's meeting:

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

**MINUTES**

The February 8, 2017 minutes were unanimously approved following a motion by Commissioner Low and a second by Commissioner Bailey with the following corrections: Under approval of minutes "*eligibility*" was misspelled, under Communications correction, The January 26, 2017 Personnel *Report* to the Board of Education *was* reviewed..., Assistant Superintendent Comments, Assistant Superintendent Beetz had *no* additional comments.

**COMMUNICATIONS**

The February 6 and February 23, 2017 Personnel Reports to the Board of Education were reviewed and discussed by the Personnel Commissioners.

**ELIGIBILITY LISTS**

The eligibility list for Paraprofessional, Accounting Technician, School Supply Assistant were unanimously approved following a motion by Commissioner Bailey and second by Commissioner Low.

**PUBLIC HEARING**

The Public Hearing to discuss the 2017/2018 Personnel Commission Budget opened at 4:50 p.m. and closed at 4:51 p.m. with no public comments.

***NEW BUSINESS***

**PROCLAMATION FOR  
CLASSIFIED EMPLOYEES**

The Personnel Commissioners reviewed the Proclamation document for the 2017 Classified Employees' Week. The Proclamation for Classified Employees' Week May 22 – May 26, 2017 was unanimously adopted following a motion by Commissioner Low and second by Commissioner Bailey.

## ***CONTINUING BUSINESS***

EMPLOYMENT STATUS	The open and continuous positions for Paraprofessional, Buildings & Grounds Worker and Cafeteria Assistant are posted. Recruitment is currently underway for Skilled Trades Worker, Mechanic, School Supply Assistant, Lead Cafeteria, Accounting Technician Payroll, and Budget Analyst.
FINAL APPROVAL OF	The Personnel Commissioners gave their final approval for the 2017-2018 Personnel Commission Budget. The approved copy will be sent to the ACOE along with the March agenda. The 2017-2018 budget was unanimously approved following a motion by Commissioner Bailey and second by Commissioner Low.
LVN JOB DESCRIPTION	<p>The job description for Licensed Vocational Nurse – Paraprofessional was reviewed and discussed. Assistant Superintendent Beetz and Director Trammell met with CSEA and modifications to the job description were noted. CSEA suggested changing “Transports students” to “Accompanying students” on the 4<sup>th</sup> bullet. Bullet #9- Performs a variety of housekeeping duties such as laundry... was stricken. Typo noted should be “FLSA status” not “FSLA Status”. Under Skills, Knowledge and Abilities, 3<sup>rd</sup> paragraph, indicated “lifting a minimum of 50 pounds”. The Commissioners asked if this was too specific. Under “Required Testing”, Instructional Assistant test will be changed to “Paraprofessional test”.</p> <p>The Licensed Vocational Nurse – Paraprofessional job description was unanimously approved with changes following a motion by Commissioner Low and a second by Commissioner Bailey.</p>
RETIREMENT RECEPTION	Discussed the logistics of the retirement reception that will now be hosted by both the Personnel Commissioners and the Board of Education. The event will be held on May 24 <sup>th</sup> at 4:00 p.m. Lynn will check with the Superintendent’s Assistant to see if any of the Board members are interested in assisting with the planning of the reception and schedule a meeting if necessary.
PC RULES & REGULATIONS	It was decided that Article 8 had been reviewed several times and that we could now move on to Article 9. Article 9 was reviewed and discussed. D1 and D2 Appeals of Salary Range Recommendation were deleted. Article 10 will be reviewed at the next meeting.
PUBLIC COMMENTS	No public present.
CSEA REPRESENTATIVE COMMENTS	Arlene Cristobal, CSEA was not present.
ASSISTANT SUPERINTENDENT	<p>Assistant Superintendent Beetz informed the Personnel Commissioners that Randy Benevides, Shirley Henighan, Debbie Cucchiara, Katie Vandiver and Sandra Stiving were all nominated for Classified Employee of the Year.</p> <p>Dr. Beetz let the Personnel Commissioners know that several classified employees applied for a CTC Teaching grant. The following employees were selected to receive the grant Erin Kundert, Paraprofessional, Dan Poulos, Buildings &amp; Grounds and Julie O’Mara, Paraprofessional. The employees will work to obtain a teaching credential. Dr. Beetz has backups should anyone decide not to proceed.</p>

Dr. Beetz is unable to attend the April meeting because of a conflict in her schedule.

DIRECTOR HR

Director Trammell discussed a date and time for a site visit. She selected April 6<sup>th</sup> at 9:30 a.m. Director Trammell will poll the school sites to see who is available on the 6<sup>th</sup>.

Director Trammell said that all of the job descriptions have been posted to the CVUSD website and that all the new job descriptions were sent to the appropriate employees.

COMMISSIONER'S  
COMMENTS

Commissioner Wilkerson commented on the success of the CSPCA conference in San Francisco. She said that this conference earned a record amount.

FUTURE AGENDA  
ITEMS

Date for next site visit, PC Rules & Regulations

NEXT MEETING

The next regularly scheduled, monthly Commission meeting will be held on **Wednesday, April 12th @ 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 Bailey and second by Commissioner Low.