

CASTRO VALLEY UNIFIED SCHOOL DISTRICT

**Personnel Commission
4400 Alma Avenue
Castro Valley, CA 94546**

Personnel Commission Meeting

November 9, 2016

OPENING

CALL TO ORDER

Opening the meeting at 4:38 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 Commission Chair Wilkerson.

APPROVAL OF AGENDA

The agenda was unanimously approved with a correction following a motion by Commissioner Bailey and second by Commissioner Low. Mr. Tim DeForest, CSEA was present at the October 12, 2016 meeting.

INTRODUCTIONS

Present at today's meeting:
Sherri Beetz, Assistant Superintendent HR
Arlene Cristobal, CSEA President
Melinda Trammell, Director of HR
Lynn Lewis, Classified Personnel Assistant

MINUTES

The minutes of the October 12 and October 26, 2016 minutes were unanimously approved following a motion by Commissioner Bailey and second by Commission Chair Wilkerson who passed the gavel to Commissioner Bailey.

COMMUNICATIONS

The October 13 and October 27, 2016 Personnel Reports to the Board of Education were reviewed and discussed by the Personnel Commissioners.

ELIGIBILITY LIST

The eligibility lists for Attendance Clerk, School Secretary and House Secretary were unanimously approved following a motion by Commissioner Bailey and a second by Commission Chair

Discussed the House Secretary posting. It was decided that the position would be posted for transfer a second time. There are only 2 ranks on the current eligibility list.

NEW BUSINESS

SITE VISITS

Commissioner Wilkerson shared the past history of school site visits. In the past, the Personnel Commissioners visited different school sites throughout the year. Several years ago we implemented the New Employee Orientation and put the site visits on hold. CSEA President Cristobal suggested that the site visits be reinstated. She said that the Bargaining Unit members would like to meet the Commissioners. The other Personnel Commissioners were in favor of reinstating the site visits. If one of the Commissioners is unable to attend it would not be a problem. The visits do not need to be posted as a meeting.

The next New Employee Orientation will be held on December 14th prior to the Personnel Commission meeting. Director Trammell will work on possible site visit dates.

SELECTION OF
PERSONNEL
COMMISSION CHAIR

Commissioner Wilkerson was unanimously approved as Personnel Commission Chair for 2017 following a motion by Commissioner Bailey. Commissioner Wilkerson graciously agreed to continue as the Chairperson for 2017.

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, Director of Business Services, School Secretary, House Secretary, Cafeteria Site Manager and Cafeteria Lead.

PERSONNEL COMMISSION
RULES & REGULATIONS

Discussed Article 8 of the Rules and Regulations. Assistant Superintendent Beetz provided information on Military Leaves. Director Trammell will clean up Article 8 and bring to the next meeting. We will begin with Article 9.

PUBLIC COMMENTS

No public present at today's meeting.

CSEA REPRESENTATIVE

CSEA President Cristobal invited the Personnel Commissioners to attend The CSEA chapter meeting on December 6, 2016. Ms. Cristobal said they should arrive at 5:05 at Mountain Mike's pizza.

President Cristobal said that Classified School Employee's Week is May 21, - May 27, 2017. Ms. Cristobal said that she is planning the Chapter meeting celebration.

ASSISTANT
SUPERINTENDENT HR

Dr. Beetz welcomed Director Melinda Trammell to the HR department. She said that Melinda is diving in to employee issues. Dr. Beetz that CSEA would be getting a new field representative.

Dr. Beetz mentioned that there are 2 new Board Members. They are Monica Lee and Lavender Whitaker. Ms. Loss will also continue as a Board member.

Discussed getting email addresses for the Personnel Commissioners and ordering business cards for the Commissioners.

COMMISSIONER'S
COMMENTS

Commissioner Wilkerson welcomed our new Director, Melinda Trammell. Commissioner Wilkerson said that she had the opportunity to spend time with Director Trammell at the CSPCA conference in Reno.

FUTURE AGENDA
ITEMS

Site Visits

NEXT MEETING

The next Commission meeting will be held on **Wednesday, December 14, 2016**. The date was unanimously approved following a motion by Commissioner Low and second by Commissioner Bailey.

ADJOURNMENT

The meeting was adjourned at 6:36 p.m. following a motion by Commissioner Bailey and a second by Commissioner Low.