

**CASTRO VALLEY UNIFIED SCHOOL DISTRICT**

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

**Personnel Commission Meeting**

May 10, 2017

***OPENING***

**CALL TO ORDER**                    **Opening the meeting at 4:40 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:  
  
Melinda Trammell, Director of HR  
Sherri Beetz, Assistant Superintendent HR  
Lynn Lewis, Classified Personnel Assistant  
Jennifer Stevens, Position Control Analyst

**MINUTES**                                    The April 12, 2017 minutes were unanimously approved following a motion by Commissioner Low and second by Commission Commissioner Bailey.

**COMMUNICATIONS**                    The April 13 and April 27, 2017 Personnel Reports to the Board of Education were reviewed and discussed by the Personnel Commissioners.

**ELIGIBILITY LISTS**                    The eligibility lists for Buildings & Grounds, Scheduling Technician and Occupational Therapist were unanimously approved following a motion by Commissioner Bailey and second by Commissioner Low.

***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 Lead, Mechanic, Accounting Technician - Payroll,

Budget Analyst, Accounting Technician, Behavior Specialist and Classified Personnel Assistant – Confidential.

RETIREMENT  
RECEPTION

The final details of the retirement reception were discussed. Commissioner Wilkerson, the Superintendent, Melinda Trammell, Sherri Beetz, Aimee Cayere, Dot Theodore and Lynn Lewis met to discuss logistics for the retirement reception. Once again Commissioner Wilkerson agreed to do the shopping and planning for the refreshments that will be served at the party. Duties were assigned and anyone who is free will help with the pre party setup.

PC RULES  
& REGULATIONS

Reviewed Article 10. Add 10.2 – Change “Absent without Approval” to “Absent Without Leave”. Completed Article 10 and moved on to Article 11. It was decided to delete 11.1B and 11.1D. 11.1C is Ed Code and 11.1E is O.K. as is. Article 13 – 13.1 Change “Official Roster” to “Official File”. 13.2A – add to 13.2A, In accordance with Ed Code 45310...

Article 12 will be discussed at the June Personnel Commission Meeting.

NEW JOB  
DESCRIPTION

Reviewed and discussed the new job description for Business Services Manager. This position will replace the Director of Purchasing and Warehouse. Commissioner Low asked if CVUSD has a purchasing policy.

PUBLIC COMMENTS

Jennifer Stevens indicated that she had no comment.

CSEA REPRESENTATIVE  
COMMENTS

CSEA was not present.

ASSISTANT  
SUPERINTENDENT

Assistant Superintendent Beetz informed the Personnel Commissioners that Classified Employee’s Week will be held the week of May 22<sup>nd</sup>. Dr. Beetz provided a sample of the notebook that will be handed out to all of the classified employees in the district.

DIRECTOR of HR

Director Trammell discussed possible dates for site visits. It was decided that there would not be a site visit in May. Director Trammell will check with the Adult School to see if they are available for the June site visit. Possible dates were discussed and June 16 from 9:00 to 9:30 was selected.

COMMISSIONER’S  
COMMENTS

No comments at this time.

FUTURE AGENDA  
ITEMS

Date for the next site visit

NEXT MEETING

The next regularly scheduled, monthly Commission meeting will be held on **Wednesday, June 14th @ 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 6:12 p.m. following a motion by Commissioner Bailey and second by Commissioner Low.