

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 – November 14, 2018

Personnel Commissioner Low called the meeting to order at 4:40 p.m.

Roll call indicated the following members were present:

- Commissioner Wilkerson
- Commissioner Bailey
- Commissioner Low

Roll Call

Staff Present:

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

Introductions

The agenda was unanimously approved following a motion by Commissioner Low and a second by Commissioner Bailey.

Approval of Agenda

The October 10, 2018 minutes were unanimously approved following a motion by Commissioner Low and a second by Commissioner Bailey with the correction of Commissioner Bailey's name under Closed Session on page 2.

Minutes

The October 25, 2018 and November 13, 2018 Personnel Reports to the Board of Education were reviewed and discussed by the Personnel Commissioners.

Communications

Commissioner Low questioned the voluntary transfer to a lower range and the language used on the October 25th report. Director Gacherieu explained that this is the language we use because we followed the transfer process.

Commissioner Bailey questioned the voluntary transfer with a decrease in hours on the November 13th report and it was due to the availability in assignments.

The eligibility lists for Office Assistant; Paraprofessional, Mild/Mod; Paraprofessional, Mod/Severe; Department Specialist; Attendance Technician; and School Secretary were unanimously approved following a motion by Commissioner Bailey and a second by Commissioner Low.

Eligibility Lists

The open and continuous positions for Classified Substitute Pool; Computer Operations Technician; Heavy Duty Mechanic Eligibility Pool; Paraprofessional, Mild/Mod & Mod/Severe; Special Education Van Driver Eligibility Pool; Student Information Systems & Assessment Eligibility Pool; Substitute Bus Driver; and Substitute Warehouse/Delivery Driver are currently posted on EdJoin.

Employment Status

Recruitment is currently underway for Attendance Technician; Buildings & Grounds Worker; Department Specialist; Director of Purchasing & Warehousing; Lead Buildings & Grounds Worker; Paraprofessional; Paraprofessional, Mild/Mod & Mod/Severe; and Skilled Trades Worker.

A representative from CSEA was not present.

CSEA Report

Assistant Superintendent Beetz

- No comment

Assistant
Superintendent's
Report

Director Gacherieu

- Excited to report that HR is fully staffed with the addition of Katelyn Raymond, Office Assistant.
- Conversations with CSEA have taken place regarding noon supervisors and HR will set up a meeting that will occur in December. An update will be provided in December.
- The next site visit will be with the MOT department on November 29, 2018.
- The CSPCA Conference in February is coming up and let HR know who is attending.
- Happy Thanksgiving!

Director's Report

Commissioner Bailey

- Thank you to Director Gacherieu and Assistant Superintendent Beetz for support at the board meeting when being reappointed.
- Found the site visit to be useful because some employees do not understand the merit system

Commissioner's
Comments

Commissioner Low

- Congratulations to Commissioner Bailey on reappointment
- Happy Thanksgiving!

Commissioner Wilkerson

- Congratulations to Commissioner Bailey on reappointment
- CSPCA is making major changes in the organization; they have 16 people on the board and meet four times a year. It was proposed to have a bylaws change for each of the three regions to select and send three members to be on the state board, one of which has to be the president of that regional association and one needs to be a commissioner. This will be discussed and voted on at the CSPCA conference. They are hoping that the change will be in 2020 if it passes.
- Happy Thanksgiving!
- Brown Act information specifically regarding agenda items
- Assembly Bill 2160: Part-time playground positions

Future Agenda
Items

The next monthly Personnel Commission meeting will be held on **Wednesday, December 12, 2018 @ 4:30 p.m.** The date was unanimously approved following a motion by Commissioner Bailey and a second by Commissioner Low.

Next Meeting

The meeting was adjourned at 5:27 p.m. following a motion by Commissioner Low and a second by Commissioner Bailey.

Adjournment