

**CASTRO VALLEY UNIFIED SCHOOL DISTRICT
MEETING OF THE PERSONNEL COMMISSION**

**WEDNESDAY, MARCH 13, 2019
AGENDA**

Call to Order – 4:30 P.M.

MEETING LOCATION:

District Office Boardroom
4400 Alma Avenue, Castro Valley, CA 94546

- I. OPEN MEETING – Chairperson Wilkerson** **Open Meeting**
- A. Call to Order
Chairperson Wilkerson will call the meeting of the Personnel Commission to order.
- B. Roll Call
The Commissioners will indicate who is present at meeting.
- C. Introductions
Staff and all others present at meeting will introduce themselves.
- D. Public Comment
The public will have the opportunity to comment on agenda items.
- II. OPEN SESSION**
- A. Approval of Agenda **ACTION**
Chairperson Wilkerson will ask if there are any changes to the agenda and a motion to approve the agenda.
- B. Approve Minutes of Personnel Commission Meeting held February 20, 2019 **ACTION**
Chairperson Wilkerson will ask if there are any changes to the minutes and a motion to approve the minutes.
- III. COMMUNICATIONS** **Information**
- A. Personnel Reports to the Board of Education
The Commissioners will review the personnel reports dated February 28, 2019 and March 14, 2019.
- IV. ELIGIBILITY LISTS** **ACTION**
Chairperson Wilkerson will ask if there is a motion to approve the eligibility lists listed below.
- A. Campus Patroller
- B. Paraprofessional
- C. Paraprofessional, Mild/Mod
- D. Paraprofessional, Mod/Severe
- E. Student Information Systems & Assessment Specialist
- V. NEW BUSINESS**
- A. Heavy Duty Mechanic Job Description **Information**
Staff will provide information on the Heavy Duty Mechanic job description.
- B. Director of Human Resources Evaluation Process **Information / Discussion**
The Commissioners will discuss the evaluation process/timeline for the Director of Human Resources.

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|--------------|---|---------------------------------|
| C. | Site Visit – Castro Valley High School <i>The Commissioners will discuss the logistics of the site visit scheduled for March 21, 2019.</i> | Discussion |
| | | |
| VI. | <u>CONTINUING BUSINESS</u> | |
| A. | Personnel Commission Budget <i>The Director will present a draft 2019-2020 budget to the Commissioners.</i> | Information / Discussion |
| B. | Employment Status Report <i>The Director will provide the Commissioners with an overview of current job postings and recruitment.</i> | Information |
| | | |
| VII. | <u>PUBLIC COMMENTS</u> The public may comment on items not listed on the agenda. The Personnel Commission welcomes your comments under this section, but is prohibited by State law from discussing items not listed on the agenda. To comply with the Brown Act, the Commissioners will listen to comments from speakers under “Public Comment”, but can neither discuss nor take action. Your item will be taken under consideration and referred to staff. | Public Comment |
| | | |
| VIII. | <u>REPRESENTATIVE OF CSEA COMMENTS</u> CSEA will provide an update on the organization’s activities. | Information |
| | | |
| IX. | <u>ASSISTANT SUPERINTENDENT HR COMMENTS</u> The Assistant Superintendent will report on various district events, activities, and issues that do not require action. | Information |
| | | |
| X. | <u>DIRECTOR OF HR COMMENTS</u> The Director will report on various district events and activities that do not require action. | Information |
| | | |
| XI. | <u>COMMISSIONERS’ COMMENTS</u> The Commissioners will report on various district events, meetings, activities, and issues that do not require action. | Information |
| | | |
| XII. | <u>FUTURE AGENDA ITEMS</u> Chairperson Wilkerson will ask if there are suggestions for future agenda items. | Discussion |
| | | |
| XIII. | <u>NEXT MEETING</u> The Commissioners will approve the next scheduled Personnel Commission meeting as being held on Wednesday, April 10, 2019. | ACTION |
| | | |
| XIV. | <u>ADJOURNMENT</u> Chairperson Wilkerson will ask for a motion to adjourn meeting if there is no remaining business to discuss. | Adjournment/ ACTION |

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Personnel Office at 537-3000 x1222. Seventy-two hours notification preceding the meeting will enable the Personnel Office to make reasonable arrangements to ensure accessibility to this meeting.

Castro Valley Unified School District is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Violations of this policy should be reported immediately to the site administrator(s) at District Schools. Inquiries regarding the non-discrimination policies: Director of Student Services, 4400 Alma Avenue, Castro Valley CA 94546, 510-537-3000 x1257.

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 – February 20, 2019

Personnel Commissioner Low called the meeting to order at 4:34 p.m.

Roll call indicated the following members were present:

- Commissioner Wilkerson
- Commissioner Bailey
- Commissioner Low

Roll Call

Staff Present:

- Sherri Beetz, Assistant Superintendent (5:01 p.m.)
- Dustin Gacherieu, Director of HR
- Jennifer Tapia-Smith, Confidential Administrative Assistant
- Robin Fink, CSEA Secretary

Introductions

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

Approval of
Agenda

The January 16, 2019 minutes were unanimously approved following a motion by Commissioner Low and a second by Commissioner Bailey.

Minutes

The January 24, 2019 and February 13, 2019 Personnel Reports to the Board of Education were reviewed and discussed by the Personnel Commissioners.

Communications

The eligibility lists for Attendance Technician; General Maintenance Worker; Office Technician; Paraprofessional, Mild/Mod; Paraprofessional, Mod/Severe; and Special Education Van Driver were unanimously approved following a motion by Commissioner Bailey and a second by Commissioner Low.

Eligibility Lists

Director Gacherieu presented a mid-year budget update showing encumbrances and expenditures to date.

Personnel
Commission
Budget

The open and competitive positions for Bus Driver; Campus Security Patroller; Heavy Duty Mechanic Eligibility Pool; School Supply Assistant; Special Education Van Driver; and Warehouse/Delivery Driver are currently posted on EdJoin.

Employment
Status

The open and continuous positions for Cafeteria Assistant Eligibility Pool; Noon Supervisor Eligibility Pool; and Paraprofessional, Mild/Mod & Mod/Severe are currently posted on EdJoin.

Recruitment is currently underway for Cafeteria Assistant; Campus Security Patroller; Heavy Duty Mechanic; Noon Supervisor; Paraprofessional, Mild/Mod & Mod/Severe; Special Education Van Driver Eligibility Pool; and Student Information Systems and Assessment Specialist.

Robin Fink, CSEA Secretary

- Discovered more about what the Personnel Commission does through sitting in meeting and the CSEA Conference last year
- Excited to hear that there is a Paraprofessional training coming up

CSEA Report

Assistant Superintendent Beetz

- No comment

Assistant Superintendent's Report

Director Gacherieu

- Enjoyed attending the CSPCA Conference
- We had wonderful attendance at our new classified employee orientation today
- February is classified employee evaluation season and evaluations are due by March 1st per the CSEA bargaining agreement
- February is also the month we recognize classified employees with nominations for Classified Employee of the Year; district winners are eligible to move on to the Alameda County competition
- Information has gone out to eligible employees for the Classified Summer Assistance program and they have until March 1st to sign up
- HR is working with CSEA on putting together a Classified Professional Development plan and meeting with different stakeholders to develop the content

Director's Report

Commissioner Bailey

- Missed attending the CSPCA Conference

Commissioner's Comments

Commissioner Low

- Welcome to Robin and happy to have a CSEA representative at the meeting
- Received great information at the CSPCA Conference and the legal information was interesting
- Thank you to HR for all of the hard work

Commissioner Wilkerson

- Congratulations to Dustin for one year in HR
- Enjoyed the new classified employee orientation
- Glad to see a CSEA representative at the meeting
- Enjoyed the CSPCA Conference and there was a lot of great information; there are a lot of CSEA members that work in merit system districts and appreciate the partnership with them
- Heavy Duty Mechanic job description – Information
- Director of HR Evaluation Process – Discussion

Future Agenda Items

The next monthly Personnel Commission meeting will be held on **Wednesday, March 13, 2019 @ 4:30 p.m.** The date was unanimously approved following a motion by Commissioner Low and a second by Commissioner Bailey.

Next Meeting

The meeting was adjourned at 5:20 p.m. following a motion by Commissioner Bailey and a second by Commissioner Low.

Adjournment

II. CLASSIFIED PERSONNEL REPORT

February 28, 2019 REVISED

| <u>Name</u> | <u>Effective Date</u> | <u>Location</u> | <u>Comments</u> |
|---|-----------------------|-----------------|---|
| A. <u>Appointment/Employment</u> | | | |
| Epich, Julie | 02/15/19 | Vannoy | Paraprofessional, Mod/Severe |
| <i>Garcia, Dulce</i> | 03/01/19 | Independent | Paraprofessional, Mild/Mod |
| <i>Newell, Kristoffer</i> | 02/25/19 | Proctor | Buildings & Grounds Worker |
| <i>Pollard-Brooks, Rochon</i> | 02/21/19 | CV Adult | Office Technician |
| Yoshida-Ng, Wilson | 02/14/19 | Various | Substitute Buildings & Grounds Worker, Warehouse/Delivery Driver |
| Coaches | | | |
| Miller, Katie | 02/07/19 | CVHS | Athletic Trainer |
| Yin, Mark | 02/08/19 | Canyon | Girls Soccer |
| B. <u>Change in Status</u> | | | |
| <i>McColley, Jaime</i> | 03/28/19 | Canyon | Unpaid Leave of Absence 03/28/19 – 06/06/19 |
| C. <u>Resignation/Retirement</u> | | | |
| Fountain, Sally | 06/18/19 | Redwood | Retirement – Secondary School Secretary |

II. CLASSIFIED PERSONNEL REPORT March 14, 2019

| <u>Name</u> | <u>Effective Date</u> | <u>Location</u> | <u>Comments</u> |
|---|-----------------------|-----------------|--|
| A. <u>Appointment/Employment</u> | | | |
| Bertoni, Deborah | 03/08/19 | Proctor | Substitute Paraprofessional, Mod/Severe |
| Page, Jacqueline | 02/26/19 | Various | Substitute Paraprofessional |
| Scott, Chariah | 03/04/19 | Canyon/CVHS | AVID Tutor |
| | | | |
| Coaches | | | |
| | | | |
| B. <u>Change in Status</u> | | | |
| Cheung, Patrick | 03/01/19 | Creekside | Voluntary Increase from 29 hours per week to 30 hours per week |
| Hashimi, Mastora | 03/01/19 | Creekside | Voluntary Increase from 29 hours per week to 30 hours per week |
| Kleinschmidt, Larry | 03/11/19 | MOT | |
| Mota, Jenny | 03/04/19 | CVHS | Limited Term Assignment: Office Assistant 15 hours per week; 03/04/19 – 06/06/19 |
| Oliver, Jennifer | 03/11/19 | CVHS | Promotion to School Supply Assistant |
| Yoos, Eric | 03/11/19 | CVHS | Voluntary Demotion to Campus Patroller |

C. Resignation/Retirement

| | | | |
|-------------------|----------|-------------|-------------------------------|
| Estrina, Victoria | 03/01/19 | Independent | Resignation – Noon Supervisor |
|-------------------|----------|-------------|-------------------------------|

D. Discipline/Dismissal/Release

Approve release of employee #4024, a probationary employee, effective March 1, 2019.

CASTRO VALLEY UNIFIED SCHOOL DISTRICT

ELIGIBILITY LIST FOR CAMPUS PATROLLER POSTED March 5, 2019

1. Christopher Biringer
Eric Yoos
2. Maria Jensen
3. Eric De La Houssaye (exp. 08/01/19)

CASTRO VALLEY UNIFIED SCHOOL DISTRICT

ELIGIBILITY LIST FOR PARAPROFESSIONAL

Posted February 19, 2019

1. Julie Gibbons (exp. 11/13/19)
2. Tina Burke (exp. 03/16/19)
3. Alicia Mendoza
4. Wenshuo Yang (exp. 11/13/19)

CASTRO VALLEY UNIFIED SCHOOL DISTRICT

ELIGIBILITY LIST FOR PARAPROFESSIONAL (MILD/MOD) POSTED February 22, 2019

1. Antonio Paz (exp. 04/20/19)
2. Kahoru Inaba
3. Cody Sandall (exp. 11/30/19)
4. Deborah Bertoni
Veronica Pedreira
5. Nadejda Layne (exp. 01/11/20)
6. Tina Burke (exp. 02/06/20)
Gehan Hanna (exp. 11/30/19)
7. Roxann Smith (exp. 05/04/19)

CASTRO VALLEY UNIFIED SCHOOL DISTRICT

ELIGIBILITY LIST FOR PARAPROFESSIONAL (MOD/SEVERE)
POSTED February 22, 2019

1. Jennifer Oliver (02/06/20)
2. Deborah Bertoni
3. Gehan Hanna (exp. 11/30/19)

CASTRO VALLEY UNIFIED SCHOOL DISTRICT

**ELIGIBILITY LIST FOR STUDENT INFORMATION SYSTEM AND
ASSESSMENT SPECIALIST**

Posted March 8, 2019

1. Samantha Brown
2. Paula DelaRiva



CASTRO VALLEY
UNIFIED SCHOOL DISTRICT

4400 Alma Avenue, Castro Valley, CA 94546 ~ Phone: 510-537-3000 Fax: 510-888-9758

March 13, 2019

TO: Personnel Commission
FROM: Dustin Gacherieu, Director of Human Resources
SUBJECT: Employment Status Report

The following are positions currently posted on EdJoin:

- Bus Driver
- Cafeteria Assistant – Eligibility Pool
- Heavy Duty Mechanic Eligibility Pool
- Noon Supervisor Eligibility Pool
- Office Technician
- Paraprofessional Eligibility Pool – Mild/Mod & Mod/Severe
- School Secretary
- Special Education Van Driver Eligibility Pool

Recruitment is currently underway for the following positions:

- Cafeteria Assistant
- Noon Supervisor Eligibility Pool
- Paraprofessional Eligibility Pool – Mild/Mod & Mod/Severe
- School Supply Assistant
- Special Education Van Driver Eligibility Pool
- Warehouse/Delivery Driver