

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

**WEDNESDAY, NOVEMBER 14, 2018
AGENDA**

Call to Order – 4:30 P.M.

MEETING LOCATION:

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

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| I. | <u>OPEN MEETING</u> – Chairperson Wilkerson | Open Meeting |
| | A. Call to Order
<i>Chairperson Wilkerson will call the meeting of the Personnel Commission to order.</i> | |
| | B. Roll Call
<i>The Commissioners will indicate who is present at meeting.</i> | |
| | C. Introductions
<i>Staff and all others present at meeting will introduce themselves.</i> | |
| | D. Public Comment
<i>The public will have the opportunity to comment on agenda items.</i> | |
| II. | <u>OPEN SESSION</u> | |
| | A. Approval of Agenda
<i>Chairperson Wilkerson will ask if there are any changes to the agenda and a motion to approve the agenda.</i> | ACTION |
| | B. Approve Minutes of Personnel Commission Meeting held October 10, 2018
<i>Chairperson Wilkerson will ask if there are any changes to the minutes and a motion to approve the minutes.</i> | ACTION |
| III. | <u>COMMUNICATIONS</u> | Information |
| | A. Personnel Reports to the Board of Education
<i>The Commissioners will review the personnel reports dated October 25, 2018 and November 13, 2018.</i> | |
| IV. | <u>ELIGIBILITY LISTS</u> | ACTION |
| | <i>Chairperson Wilkerson will ask if there is a motion to approve the eligibility lists listed below.</i> | |
| | A. Office Assistant dated October 10, 2018 | |
| | B. Paraprofessional, Mild/Mod dated October 16, 2018 | |
| | C. Paraprofessional, Mod/Severe dated October 16, 2018 | |
| | D. Department Specialist dated October 17, 2018 | |
| | E. Attendance Technician dated November 2, 2018 | |
| | F. School Secretary dated November 6, 2018 | |
| V. | <u>CONTINUING BUSINESS</u> | |
| | A. Employment Status Report
<i>The Director will provide the Commissioners with an overview of current job postings and recruitment.</i> | Information |

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| VI. | <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 |
| VII. | <u>REPRESENTATIVE OF CSEA COMMENTS</u>
CSEA will provide an update on the organization’s activities. | Information |
| VIII. | <u>ASSISTANT SUPERINTENDENT HR COMMENTS</u>
The Assistant Superintendent will report on various district events, activities, and issues that do not require action. | Information |
| IX. | <u>DIRECTOR OF HR COMMENTS</u>
The Director will report on various district events and activities that do not require action. | Information |
| X. | <u>COMMISSIONERS’ COMMENTS</u>
The Commissioners will report on various district events, meetings, activities, and issues that do not require action. | Information |
| XI. | <u>FUTURE AGENDA ITEMS</u>
Chairperson Wilkerson will ask if there are suggestions for future agenda items. | Discussion |
| XII. | <u>NEXT MEETING</u>
The Commissioners will approve the next scheduled Personnel Commission meeting as being held on Wednesday, December 11, 2018. | ACTION |
| XIII. | <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 – October 10, 2018

Personnel Commissioner Low called the meeting to order at 4:33 p.m.

Roll call indicated the following members were present:

Roll Call

- Commissioner Wilkerson (4:35 p.m.)
- Commissioner Bailey
- Commissioner Low

Staff Present:

Introductions

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

The agenda was unanimously approved following a motion by Commissioner Bailey and a second by Commissioner Low after passing the gavel.

Approval of
Agenda

The September 12, 2018 minutes were unanimously approved following a motion by Commissioner Bailey and a second by Commissioner Low after passing the gavel.

Minutes

The September 27, 2018 and October 11, 2018 Personnel Reports to the Board of Education were reviewed and discussed by the Personnel Commissioners.

Communications

The eligibility lists for Paraprofessional; Paraprofessional, Mod/Severe; Lead Buildings & Grounds Worker; Accounting Technician; Health Services Technician; and Parent/Community Liaison were unanimously approved following a motion by Commissioner Low and a second by Commissioner Bailey.

Eligibility Lists

Director Gacherieu presented the flyer that will be used to advertise to staff. HR staff will handle the refreshments and handouts for the site visit scheduled for October 25, 2018.

Site Visits

Director Gacherieu provided an update on Assembly Bill 2160 signed into law on September 18, 2018 which makes part-time playground positions part of the classified service in merit districts effective January 1, 2019. This changes Education Code 45256 which exempts playground positions from the classified service. All noon duty aides will become permanent employees with the school district instead of at-will employees.

AB2160 –
Playground
Positions

Discussion will take place with CSEA to find out if part-time playground positions will be a part of the bargaining agreement. Director Gacherieu will be meeting with principals regarding their site's needs for playground supervision. More information to follow.

The 2017-2018 Personnel Commission Annual Report was unanimously approved following a motion by Commissioner Bailey and a second by Commissioner Low with the edit of Commissioner Bailey's name on the front cover.

Annual Report

The open and continuous positions for Behavior Specialist (Limited Term); Buildings & Grounds Worker; Classified Substitute Pool; Heavy Duty Mechanic; Paraprofessional, Mild/Mod & Mod/Severe; Special Education Van Driver Eligibility Pool; Substitute Bus Driver; and Substitute Warehouse/Delivery Driver are currently posted on EdJoin.

Employment Status

Recruitment is currently underway for Department Specialist; Office Assistant; Paraprofessional; Paraprofessional, Mild/Mod & Mod/Severe; and Parent/Community Liaison.

A representative from CSEA was not present.

CSEA Report

Assistant Superintendent Beetz

- No comment

Assistant Superintendent's Report

Director Gacherieu

- Attended the ACSA Personnel Institute at the beginning of the month and just returned from the SPCA-NC Conference
- HR welcomed Karin Isenberg as the new Certificated Personnel Assistant
- Looking forward to the first site visit of the year and the reappointment of Commissioner Bailey

Director's Report

Commissioner Bailey

- No comment

Commissioner's Comments

Commissioner Low

- No comment

Commissioner Wilkerson

- Had a great SPCA-NC conference
- Welcome to Dustin Gacherieu as the new SPCA-NC Treasurer
- Assembly Bill 2160: Part-time playground positions

Future Agenda Items

The next monthly Personnel Commission meeting will be held on **Wednesday, November 14, 2018 @ 4:30 p.m.** The date was unanimously approved following a motion by Commissioner Low and a second by Commissioner Baily.

Next Meeting

The meeting recessed to Closed Session at 5:17 p.m. following a motion by Commissioner Baily and a second by Commissioner Low.

Closed Session

At 5:55 p.m., the Personnel Commissioners reconvened to open session.

Open Session

No action was taken during Closed Session

Report Out
Closed Session

The meeting was adjourned at 5:56 p.m. following a motion by Commissioner Low and a second by Commissioner Bailey.

Adjournment

Castro Valley Unified School District
October 25, 2018
Classified Personnel Report

<u>Name</u>	<u>Effective Date</u>	<u>Location</u>	<u>Comments</u>
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A. Appointment/Employment

<i>Higashi-Gill, Alisa</i>	10/22/18	Stanton	Paraprofessional
<i>Knutson, Steven</i>	10/17/18	Canyon	Substitute Campus Patroller
<i>Lim, Julie</i>	10/15/18	Proctor	Paraprofessional
<i>Ornelas, Dalila</i>	10/23/18	Stanton	Paraprofessional
<i>Robertson, Alyssa</i>	10/16/18	CFA	Student Worker Theatre Technician
<i>Total, Majeda</i>	10/18/18	Various	Substitute Paraprofessional / Clerical

Coaches

<i>Anderson, Jennelle</i>	09/21/18	Creekside	Music Accompanist
<i>Mendoza, Scott</i>	10/18/18	Creekside	Softball
<i>Waxdeck, Joel</i>	10/17/18	Creekside	Boys Basketball

B. Change in Status

Anderson, Jeffrey	10/01/18	MOT	Voluntary increase from 21.25 hours per week to 25 hours per week
Barajas, Susan	10/01/18	MOT	Voluntary increase from 21.25 hours per week to 26.25 hours per week
Dennis, Paige	10/01/18	CVHS	Voluntary increase from 30 hours per week to 33 hours per week
Fassio, Mark	10/01/18	MOT	Voluntary increase from 22.5 hours per week to 26.25 hours per week
Flaaten, John	10/01/18	MOT	Voluntary increase from 21.25 hours per week to 22.5 hours per week
Fregoso, Lilia	10/01/18	Alma	Voluntary increase from 31.25 hours per week to 32.5 hours per week
Kalkman, James	10/01/18	MOT	Voluntary increase from 21.25 hours per week to 25 hours per week
Mosbaugh, Kimberly	10/01/18	CVHS	Voluntary increase from 30 hours per week to 33 hours per week
Rodriguez, Virginia	10/01/18	CVHS	Voluntary increase from 30 hours per week to 33 hours per week
Scarper, Robert	10/12/18	MOT	Voluntary transfer; decrease to Range 40 from Range 45
Yoos, Eric	10/01/18	MOT	Voluntary increase from 21.25 hours per week to 25 hours per week

C. Resignation/Retirement

<i>Christie, John</i>	10/31/18	MOT	Resignation – Buildings & Grounds Worker
<i>Nitkowski, Christy</i>	10/26/18	CVHS	Resignation – House Secretary <i>revised date</i>

Castro Valley Unified School District
October 25, 2018
Classified Personnel Report

- A. Approve the resignation of Antonio Rea as Business Services Supervisor.
Effective November 2, 2018.

Castro Valley Unified School District
November 13, 2018
Classified Personnel Report

<u>Name</u>	<u>Effective Date</u>	<u>Location</u>	<u>Comments</u>
A. <u>Appointment/Employment</u>			
Auelua, Malupeau	10/30/18	Various	Substitute Paraprofessional
Carrasco, Ana	11/02/18	Canyon	AVID Tutor
Enstrom, Anja	10/12/18	Canyon	AVID Tutor
<i>Hangea, Simona</i>	11/06/18	Creekside	Scheduling Technician
Kent, William	10/26/18	Special Ed	Substitute Behaviorist
Kim, Yong	11/01/18	District Office	Accounting Technician
Page, Danell	10/29/18	Creekside	Noon Supervisor
Powe, Diamond	10/30/18	Independent	Paraprofessional, Mod/Severe
Ryken, Kathy	10/24/18	CVHS	Health Services Technician
Skendle, Leah	10/28/18	Canyon	AVID Tutor
Triplett, Paul	10/24/18	Various	Substitute Paraprofessional
Wicks, Spencer	11/02/18	Roy Johnson	Paraprofessional, Mod/Severe
Coaches			
Amaral, Vanessa	10/25/18	CVHS	Girls Soccer
B. <u>Change in Status</u>			
McColley, Jaime	11/05/18	Canyon	Voluntary transfer; decrease from 33 hours per week to 27.5 hours per week
Raymond, Katelyn	10/26/18	District Office	Promotion – Office Assistant
C. <u>Resignation/Retirement</u>			

CASTRO VALLEY UNIFIED SCHOOL DISTRICT

ELIGIBILITY LIST FOR OFFICE ASSISTANT POSTED October 10, 2018

1. Jamie Hawes
2. Onica Clay (exp. 07/19/19)
Alicia Mendoza (exp. 06/29/19)
3. Katelyn Raymond
4. Chrysie Kuvetakis (exp. 07/19/19)
5. Joanne Rich
6. Simona Hangea (exp. 07/19/19)

CASTRO VALLEY UNIFIED SCHOOL DISTRICT

ELIGIBILITY LIST FOR PARAPROFESSIONAL (MOD/SEVERE) POSTED October 16, 2018

1. Juanita Fleming (exp. 04/20/19)
2. Jennifer Cossio
3. Sarah Weiner
4. Rachel Sa
Amira Silmi (exp. 03/9/19)
Spencer Wicks (exp. 09/17/19)
5. Onica Clay
6. Bonny Li (exp. 04/20/19)

CASTRO VALLEY UNIFIED SCHOOL DISTRICT

ELIGIBILITY LIST FOR PARAPROFESSIONAL (MILD/MOD)

POSTED October 16, 2018

1. Juanita Fleming (exp. 04/20/19)
2. Jennifer Cossio
3. Kim Neto (exp. 03/9/19)
Rochon Pollard-Brooks (exp. 05/04/19)
4. Antonio Paz (exp. 04/20/19)
5. Onica Clay
6. Bonny Li (exp. 04/20/19)
7. Darla Sandall (exp. 11/15/18)
8. Roxann Smith (exp. 05/04/19)

CASTRO VALLEY UNIFIED SCHOOL DISTRICT

ELIGIBILITY LIST FOR DEPARTMENT SPECIALIST
POSTED October 17, 2018

1. Arianna Vander Weele
2. Onica Clay

CASTRO VALLEY UNIFIED SCHOOL DISTRICT

**ELIGIBILITY LIST FOR ATTENDANCE TECHNICIAN
POSTED November 2, 2018**

1. Rosalyn Esmeyer
2. Ginny Giang
3. Onica Clay

CASTRO VALLEY UNIFIED SCHOOL DISTRICT

ELIGIBILITY LIST FOR SCHOOL SECRETARY
POSTED November 6, 2018

1. Vanessa Peterson
2. Onica Clay (exp. 05/30/19)



CASTRO VALLEY UNIFIED SCHOOL DISTRICT

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

November 14, 2018

TO: Personnel Commission

FROM: Dustin Gacherieu, Director of Human Resources

SUBJECT: Employment Status Report

The following are positions currently posted on EdJoin:

- Classified Substitute Pool
- Computer Operations Technician
- Heavy Duty Mechanic Eligibility Pool
- Paraprofessional Eligibility Pool – Mild/Mod & Mod/Severe
- Special Education Van Driver Eligibility Pool
- Student Information Systems & Assessment Eligibility Pool
- Substitute Bus Driver
- Substitute Warehouse/Delivery Driver

Recruitment is currently underway for the following positions:

- Attendance Technician
- Buildings & Grounds Worker
- Classified Substitutes
- Department Specialist
- Director of Purchasing & Warehousing
- Lead Buildings & Grounds Worker
- Paraprofessional
- Paraprofessional – Mild/Mod & Mod/Severe
- Skilled Trades Worker

Substitutes over 30 days:

- Denise Garcia, Paraprofessional at Alma State Pre-School for a vacancy currently in the recruitment process.