

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

**WEDNESDAY, FEBRUARY 20, 2019
AGENDA**

Call to Order – 4:30 P.M.

****Please note revised date as the third Wednesday of the month.****

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 January 16, 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 January 24, 2019 and February 13, 2019.
- IV. ELIGIBILITY LISTS** **ACTION**
Chairperson Wilkerson will ask if there is a motion to approve the eligibility lists listed below.
- A. Attendance Technician
B. General Maintenance Worker
C. Office Technician
D. Paraprofessional, Mild/Mod
E. Paraprofessional, Mod/Severe
F. Special Education Van Driver
- V. NEW BUSINESS**
- A. Personnel Commission Budget **Information / Discussion**
The Director will present the Commissioners with a mid-year review of the 2018-2019 Personnel Commission budget.

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|--------------|---|--------------------------------|
| VI. | <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 |
| 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, March 13, 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 – January 16, 2019

Personnel Commissioner Low called the meeting to order at 4:35 p.m.

Roll call indicated the following members were present:

Roll Call

- Commissioner Wilkerson
- 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.

Approval of Agenda

The December 12, 2018 minutes were unanimously approved following a motion by Commissioner Low and a second by Commissioner Bailey.

Minutes

The January 10, 2019 Personnel Report to the Board of Education was reviewed and discussed by the Personnel Commissioners.

Communications

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

Eligibility Lists

The Commissioners reviewed the revision to Article 4.2 per AB2160 and playground positions becoming a part of the classified service. The revision to the Personnel Commission Rules and Regulations were unanimously approved following a motion by Commissioner Low and a second by Commissioner Bailey.

Personnel Commission Rules and Regulations

The open and continuous positions for Cafeteria Assistant Eligibility Pool; Heavy Duty Mechanic Eligibility Pool; Noon Supervisor Eligibility Pool; Paraprofessional, Mild/Mod & Mod/Severe; Special Education Van Driver Eligibility Pool; and Student Information Systems and Assessment Specialist are currently posted on EdJoin.

Employment Status

Recruitment is currently underway for Accounting Technician; Administrative Assistant – Confidential; Cafeteria Assistant; General Maintenance Worker; Heavy Duty Mechanic; Office Technician; Paraprofessional, Mild/Mod & Mod/Severe; Special Education Van Driver Eligibility Pool; and Student Information Systems and Assessment Specialist.

A representative from CSEA was not present.

CSEA Report

Assistant Superintendent Beetz

- No comment

Assistant Superintendent's Report

Director Gacherieu

- Happy New Year!
- On Saturday, January 12, 2019, educators came together at a rally for public education funding.
- Attended the Governor's budget workshop on January 15, 2019 and the district is looking at how the changes will affect our budget
- Meeting with CSEA tomorrow, January 17th for the first classified professional development meeting
- Looking forward to attending the CSPCA Conference

Director's Report

Commissioner Bailey

- Happy New Year!
- Unfortunately, will not be able to attend the CSPCA Conference

Commissioner's Comments

Commissioner Low

- Happy New Year!
- Congratulations on Commissioner Bailey's reappointment

Commissioner Wilkerson

- Congratulations on Commissioner Bailey's reappointment
- Looking forward to the CSPCA Conference

- Brown Act compliance – Discussion

Future Agenda Items

The next monthly Personnel Commission meeting will be held on **Wednesday, February 20, 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 4:59 p.m. following a motion by Commissioner Bailey and a second by Commissioner Low.

Adjournment

II. CLASSIFIED PERSONNEL REPORT

January 24, 2019 *REVISED*

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

Brosnan, Maureen	01/17/19	Various	Substitute Clerical / Paraprofessional
Markovich, Christine	01/09/19	Various	Substitute Clerical
Wong, Dustin	01/10/19	CV Adult	Community Educator

Coaches

Arroy, Aaron	01/09/19	CVHS	Baseball
Duarte, Angelica	01/16/19	Canyon	Cheer
Kim, Mitchell	01/09/19	CVHS	Baseball
Park, Laura	01/10/19	CVHS	Drama Choreographer
Rufino, Roxanne	01/14/19	CVHS	Softball
Sears, Glen	01/09/19	CVHS	Baseball

B. Change in Status

C. Resignation/Retirement

D. Discipline/Dismissal/Release

Approve release of employee #8891, a probationary employee, effective January 23, 2019.

II. CLASSIFIED PERSONNEL REPORT

February 13, 2019 REVISED

<u>Name</u>	<u>Effective Date</u>	<u>Location</u>	<u>Comments</u>
A. <u>Appointment/Employment</u>			
Balakumar, Deepa	02/01/19	Business	Accounting Technician
Cortez, Araceli	02/04/19	Ed. Services	Administrative Assistant – Confidential
Culberson, Nahjah	01/24/19	Canyon	AVID Tutor
DeLance, Chelsey	01/18/19	Canyon/CVHS	AVID Tutor
<i>Kang-Lopez, Yvonne</i>	02/12/19	Independent / Palomares	Paraprofessional, Mild/Mod
Knutson, Steven	02/01/19	Canyon	Campus Patroller
Malkina, Hanna	01/25/19	CFA	Theatre Technician
Coaches			
McAusland, Jeff	01/24/19	CVHS	Baseball
Mora, Shanell	01/28/19	CVHS	JV Softball
Trevino, Jim	01/22/19	CVHS	JV Baseball
Whittington-Davis, Christopher	01/29/19	CVHS	JV Swim
B. <u>Change in Status</u>			
Baum, James	02/11/19	MOT	Promotion to General Maintenance Worker
Fodor, Christian	02/01/19	CVHS	Increase from 10 hours per week to 40 hours per week
Hawes, Jamie	02/05/19	Canyon	Promotion to Attendance Technician
C. <u>Resignation/Retirement</u>			
<i>Dave, Mina</i>	02/28/19	CVHS	Retirement – Paraprofessional, Mild/Mod
<i>Kang-Lopez, Yvonne</i>	02/11/19	Independent	Resignation – Noon Supervisor
Krowicki, Brianna	02/01/19	Proctor	Resignation – Paraprofessional, Mod/Severe
Pazdirek, Dana	02/22/19	CVHS	School Supply Assistant
<i>Riddell, Jill</i>	02/08/19	Marshall	Resignation – Paraprofessional, Mild/Mod
D. <u>Discipline/Dismissal/Release</u>			

Approve release of employee #8915, a probationary employee, effective January 25, 2019.

CASTRO VALLEY UNIFIED SCHOOL DISTRICT

ELIGIBILITY LIST FOR ATTENDANCE TECHNICIAN POSTED January 15, 2019

1. Jamie Hawes
2. Rosalyn Esmeyer (exp. 11/02/19)
3. Ginny Giang (exp. 11/02/19)
4. Aileen Fa'i
5. Rebecca Merchant

CASTRO VALLEY UNIFIED SCHOOL DISTRICT

ELIGIBILITY LIST FOR GENERAL MAINTENANCE WORKER
POSTED January 17, 2019

1. James Baum

CASTRO VALLEY UNIFIED SCHOOL DISTRICT

ELIGIBILITY LIST FOR: OFFICE TECHNICIAN POSTED January 22, 2019

1. Anne Christensen (exp. 03/28/19)
2. Edward Conley
3. Rochon Brooks
4. Nareman Ibrahim (exp. 08/23/19)
Jenny Mares (exp. 07/11/19)
5. Meyling Lezama

CASTRO VALLEY UNIFIED SCHOOL DISTRICT

ELIGIBILITY LIST FOR PARAPROFESSIONAL (MILD/MOD) POSTED February 6, 2019

1. Antonio Paz (exp. 04/20/19)
2. Dulce Garcia
3. Cody Sandall (exp. 11/30/19)
4. Nadejda Layne (exp. 01/11/20)
5. Sumaiya Jamil (exp. 11/30/19)
6. Tina Burke
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 6, 2019

1. Jennifer Oliver
2. Sumaiya Jamil (exp. 11/30/19)
3. Gehan Hanna (exp. 11/30/19)

CASTRO VALLEY UNIFIED SCHOOL DISTRICT

ELIGIBILITY LIST FOR SPECIAL EDUCATION VAN DRIVER
POSTED February 4, 2019

1. Meyling Lezama
2. Graciela Avila



CASTRO VALLEY UNIFIED SCHOOL DISTRICT

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

February 20, 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
- Campus Security Patroller
- Heavy Duty Mechanic Eligibility Pool
- Noon Supervisor Eligibility Pool
- Paraprofessional Eligibility Pool – Mild/Mod & Mod/Severe
- School Supply Assistant
- Special Education Van Driver Eligibility Pool
- Warehouse/Delivery Driver

Recruitment is currently underway for the following positions:

- Cafeteria Assistant
- Campus Security Patroller
- Heavy Duty Mechanic
- Noon Supervisor Eligibility Pool
- Paraprofessional Eligibility Pool – Mild/Mod & Mod/Severe
- Special Education Van Driver Eligibility Pool
- Student Information Systems and Assessment Specialist

Substitutes over 30 days:

- Rajni Baghel, Paraprofessional, Mild/Mod at Vannoy Elementary School for a vacancy currently in the recruitment process.
- Priscilla Kalish, Paraprofessional, Mild/Mod at Independent Elementary School for a vacancy currently in the recruitment process.