

**CASTRO VALLEY UNIFIED SCHOOL DISTRICT**

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

**Personnel Commission Meeting**

October 26, 2016

***OPENING***

**CALL TO ORDER**

Opening the meeting at 4:41 p.m., Personnel Commissioner Wilkerson called the meeting to order.

**OPEN SESSION**

**ROLL CALL**

Roll call indicated the following members were present:  
Commissioner Bailey and Commission Chair Wilkerson.

**APPROVAL OF AGENDA**

The agenda was unanimously approved following a motion by Commissioner Bailey and second by Commission Chair Wilkerson who passed the gavel to Commissioner Bailey.

**INTRODUCTIONS**

Present at today's meeting:  
Sherri Beetz, Assistant Superintendent HR  
Melinda Trammell  
Betty Gray, Educational Management Solutions  
Lynn Lewis, Classified Personnel Assistant

**MINUTES**

The minutes of October 6, 2016 minutes were unanimously approved following a motion by Commissioner Bailey and second by Commission Chair Wilkerson who passed the gavel to Commissioner Bailey.

***CONTINUING BUSINESS***

**JOB CLASSIFICATION**

Assistant Superintendent of HR, Sherri Beetz provided information from the Education Code on the responsibilities of both the Personnel Commissioners and the Board of Education when approving revised job descriptions. It was decided that the Personnel Commissioners did not have to "word smith" every item. Dr. Beetz conveyed that everyone was in agreement that due diligence had been accomplished. Dr. Beetz told the Commissioners that the job descriptions would be presented to the Board of Education on November 10<sup>th</sup> if everything was approved at this evening's meeting.

Commission Chair Wilkerson and Commissioner Bailey reviewed each job description and did some minor editing. The discussion was successful and all parties were confident with the final revisions.

The job descriptions with the edits from today's meeting were unanimously approved following a motion by Commissioner Bailey and second by Commissioner Wilkerson who passed the gavel to Commissioner Bailey.

ADJOURNMENT

The meeting was adjourned at 7:37 p.m. following a motion by Commissioner Bailey and a second by Commission Chair Wilkerson who passed the gavel to Commissioner Bailey.