

Berkeley Unified School District

The Board Room, 1231 Addison Street
Berkeley, CA 94702

Personnel Commission

Timothy Davis, Chairperson

Heidi Goldstein, Vice-Chairperson
Charlie Castillo, Secretary

Isaiah Roter, Commissioner

Meeting Agenda

September 27th, 2023 – 4:30 pm

1. **Call to Order** Chairperson Zenor-Davis
2. **Roll Call & Establishment of Quorum** Secretary Castillo
3. **Public Comments (15-minute limit)** Public

This is an opportunity for the public to comment on Personnel Commission business, not on the agenda. The time limit is five minutes per individual and a total of fifteen minutes per subject. No action shall be taken by the Commission.
4. **Approval & Adoption of Agenda** Chairperson Zenor-Davis
5. **Approval of Meeting Minutes** Chairperson Zenor-Davis

Approve the Personnel Commission Meeting Minutes for the following:

 - a) August 30th, 2023, Regular Meeting Minutes, p. 3-11
6. **Reports**
 - a) Union Union Representatives
 - b) District Reports District Representatives
 - c) Commissioners Reports Commissioners
 - d) Personnel Director Secretary Castillo
 - New Hires and Examinations administered in the month of August, p.12-13
 - e) Classification & Compensation Study Secretary Castillo
7. **Consent Items** Chairperson Zenor-Davis

It is recommended that the Personnel Commission consider approving a number of agenda items as a Consent list. Consent items are routine in nature and can be enacted in one motion without further discussion.

Ratification of Eligibility Lists

a) Data Integrity Specialist, p.14	e) Instructional Specialist (Cooking), p.18
b) Instructional Assistant II, SPED, p.15	f) Safety and Risk Coordinator, p.19
c) Instructional Tech, BASP, p.16	g) School Safety Officer, p.20
d) Instructional Tech, BASP (2), p.17	h) School Administrative Assistant II, p.21
8. **Conference Item** Chairperson Zenor-Davis

These items are presented for discussion and action and may be carried over from a previous meeting.

 - a) Request to Revise Instructional Technology Technician Job Description – W.Skeels, **Attachment A**
 - b) Request for Bilingual Family Engagement & Equity Specialist, Longfellow Middle School – **Attachment B**
9. **Discussion Items** Chairperson Zenor-Davis

These items are open for discussion and do not require action.

 - a) Agenda Item Request – M.Scherr, **Attachment C**
 - b) Agenda Item Request – M.Wilcox, **Attachment D**
10. **Closed Session** Chairperson Zenor-Davis

Performance Evaluation of the Executive Director, Classified Personnel- Government Code § 54954.5(e)
The Personnel Commission will meet in a closed session to discuss the performance evaluation with the Executive Director, Classified Personnel.
11. **Report from Closed Session** Chairperson Zenor-Davis

12. Public Comments (15-minute limit)

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13. Next Meeting

Chairperson Zenor-Davis

Follow-up items for the next Personnel Commission Meeting.

14. Adjournment

Chairperson Zenor-Davis