

# 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

October 25<sup>th</sup>, 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) September 27<sup>th</sup>, 2023, Regular Meeting Minutes, p. 3-8
  - b) October 10<sup>th</sup>, 2023, Special Meeting Minutes, p. 9-10
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 September, p. 11
  - 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) Family Engagement & Equity Specialist, p.12
  - b) Instructional Assistant, p.13
  - c) Nutrition Services Assistant, p.14
  - d) Nutrition Services Satellite Operator I, p.15
  - e) Maintenance Engineer, p.16
  - f) School Campus Aide, p.17
8. **Conference Item** **Chairperson Zenor-Davis**  
These items are presented for discussion and action and may be carried over from a previous meeting.
  - a) Step Advance Request – J.Kaneshiro **Attachment A**
9. **Discussion Items** **Chairperson Zenor-Davis**  
These items are open for discussion and do not require action.
  - a) Update on Union-appointed Commissioner
10. **Closed Session** **Chairperson Zenor-Davis**
  - a) 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.
  - b) The Personnel Commission will meet in closed session to discuss potential litigation: California Government Code §54954.5

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|---|--------------------------------|
| <b>11. Report from Closed Session</b>   | <b>Chairperson Zenor-Davis</b> |
| <br>  |                                |
| <b>12. Public Comments (15-minute limit)</b><br>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. | <b>Public</b>                  |
| <br>  |                                |
| <b>13. Next Meeting</b><br>Follow-up items for the next Personnel Commission Meeting.   | <b>Chairperson Zenor-Davis</b> |
| <br>  |                                |
| <b>14. Adjournment</b>  | <b>Chairperson Zenor-Davis</b> |