# **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

**Public** 

**Chairperson Zenor-Davis** 

#### **Meeting Agenda**

October 25th, 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)

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

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

Reports

a) Union Union Representatives
b) District Reports District Representatives

c) Commissioners Reports
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

Agendas and minutes of Personnel Commission meeting are available at the District's website, <u>www.berkeleyschools.net</u>. Also, in accordance with the Brown Act and Government Code § 54957.5 (b)(1), writings that are related to an agenda item for an open session of a regular meeting, that are public records not otherwise exempt from disclosure and that are distributed less than 72 hours prior to the meeting, shall be made available for public inspection at the time the writings are distributed to at least the majority of Commissioners. The public may request copies of the records at the District's Human Resources office at 2020 Bonar Street, Berkeley, CA 94702.

## 11. Report from Closed Session

**Chairperson Zenor-Davis** 

### 12. Public Comments (15-minute limit)

**Public** 

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13. Next Meeting

**Chairperson Zenor-Davis** 

Follow-up items for the next Personnel Commission Meeting.

14. Adjournment

**Chairperson Zenor-Davis**