

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

Prior to the Commencement of the Personnel Commission Meeting, The New BCCE Appointed Commissioner, Timothy Carter, will be sworn in as Commissioner of Berkeley Unified School District Personnel Commission at 4:15pm, this 29th day of November, 2023

Meeting Agenda

November 29th, 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. **Closed Session** **Chairperson Zenor-Davis**
 - a) The Personnel Commission will meet in closed session to discuss a disciplinary appeal– California Government Code §54954.5
 - b) 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
6. **Report from Closed Session** **Chairperson Zenor-Davis**
7. **Approval of Meeting Minutes** **Chairperson Zenor-Davis**

Approve the Personnel Commission Meeting Minutes for the following:

 - a) October 25th, 2023, Regular Meeting Minutes, p. 3-8
 - b) November 8th, 2023, Special Meeting Minutes, p. 9-12
8. **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 October 2023, p.13
 - e) Classification & Compensation Study **Secretary Castillo**
9. **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) Buyer, p.14	e) Instructional Assistant II, SPED, p.18
b) Executive Assistant I, p.15	f) Instructional Tech, BASP, p.19
c) General Maintenance Worker, p.16	g) Instructional Technology Technician, p.20
d) Instructional Assistant ECE, p.17	h) Student Admissions Specialist, p. 21
10. **Conference Item** **Chairperson Zenor-Davis**

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

 - a) 2022-2023 Personnel Commission Annual Report, **Attachment A**
11. **Election of Personnel Commission Chairperson and Vice Chairperson**

Pursuant to Merit Rule 20.100.2, the Personnel Commission will elect a Chairperson and Vice-Chairperson to service for the 2024 calendar year.

Chairperson _____	M _____	S _____	V _____
Vice- Chairperson _____	M _____	S _____	V _____

12. Discussion Item

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

a) Classification & Compensation Study Phase 1 Recommendation

Chairperson Zenor-Davis
13. Public Comments (15-minute limit)

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Public
14. Next Meeting

Follow up items for next Personnel Commission Meeting.

Chairperson Zenor-Davis
15. Adjournment

Chairperson Zenor-Davis