

# Berkeley Unified School District

The Board Room, 1231 Addison Street  
Berkeley, CA 94702

## Personnel Commission

Isaiah Roter, Chairperson

Timothy Carter, Vice-Chairperson  
Charlie Castillo, Secretary

Heidi Goldstein, Commissioner

## Meeting Agenda

January 31<sup>st</sup>, 2024 – 4:30 pm

1. **Call to Order** Chairperson Roter
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 Roter
5. **Approval of Meeting Minutes** Chairperson Roter  
Approve the Personnel Commission Meeting Minutes for the following:
  - a) December 13<sup>th</sup>, 2023 Meeting Minutes, p. 3-7
6. **Closed Session (45 minutes)** Chairperson Roter
  - 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.
7. **Report from Closed Session** Chairperson Roter
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 November and December, p.8-9
  - e) Classification & Compensation Study Secretary Castillo
9. **Consent Items** Chairperson Roter  
*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) Custodian II, p. 10
  - b) High School Custodial Supervisor, p. 11
  - c) Instructional Assistant, ECE, p.12
  - d) Instructional Assistant II, SPED, p.13
  - e) Irrigation Specialist, p.14
  - f) Library Media Technician, p.15
  - g) Nutrition Services Assistant, p.16
  - h) Nutrition Services Satellite Operator I, p.17
  - i) School Campus Aide, p.18
10. **Conference Item** Chairperson Roter  
These items are presented for discussion and action and may be carried over from a previous meeting
  - a) Step Advance Request, A.Custer, **Attachment A (p.19-27)**
  - b) Agenda Item Request, F.Hernandez, *review and modify testing procedure for high school custodial supervisor list*, **Attachment B (p.28-30)**
  - c) Personnel Commission Meeting Re-Schedule (April, May 2024) **Attachment C (p.31)**
11. **Discussion Item** Chairperson Roter  
These items are open for discussion and do not require action.
  - a) 2023-2024 Personnel Commission Budget Update
  - b) Classification & Compensation Study, Phase 3 Report, **Attachment D**

*Agendas and minutes of Personnel Commission meeting are available at the District's website, [www.berkeleyschools.net](http://www.berkeleyschools.net). 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.*

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| <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>            |
| <b>13. Next Meeting</b><br>Follow-up items for the next Personnel Commission Meeting.   | <b>Chairperson Roter</b> |
| <b>14. Adjournment</b>  | <b>Chairperson Roter</b> |