

Berkeley Unified School District
The Board Room, 1231 Addison Street
Berkeley, CA 94702

Personnel Commission

Isaiah Roter, Chairperson

Timothy Carter, Vice-Chairperson

Heidi Goldstein, Commissioner

Charlie Castillo, Secretary

Meeting Agenda

February 28th, 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 13th, 2023 Meeting Minutes, p.2-6
 - b) January 31st, 2024 Meeting Minutes, p. 7-11
6. **Reports** **Union Representatives**
 - a) Union **District Representatives**
 - b) District Reports **Commissioners**
 - c) Commissioners Reports **Secretary Castillo**
 - d) Personnel Director **Secretary Castillo**

New Hires and Examinations administered in the month of January, p.12
 - e) Classification & Compensation Study **Secretary Castillo**
7. **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.

 - a) Administrative Assistant I, p.13
 - b) Custodian I, p.14
 - c) Grounds Gardener, p.15
 - d) Instructional Assistant, p.16
 - e) Instructional Tech, BASP, p.17
 - f) School Campus Aide, p.18
 - g) Sous Chef, p.19
8. **Conference Items** **Chairperson Roter**

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

 - a) Step Advance Request, R.Torres, **Attachment A (p.20-37)**
 - b) Step Advance Request, N.Ruiz, **Attachment B (p.38 – 49)**
 - c) Agenda Item Request, N. Ahmed, **Attachment C (p.50 – 53)**
 - d) High School Custodial Supervisor Eligibility List, **Attachment D (p.54-56)**
9. **Closed Session (30 minutes)** **Chairperson Roter**

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 of the Executive Director, Classified Personnel
10. **Report from Closed Session** **Chairperson Roter**
11. **Public Comments (15-minute limit)** **Public**

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12. **Next Meeting** **Chairperson Roter**

Follow-up items for the next Personnel Commission Meeting.
13. **Adjournment** **Chairperson Roter**

Agendas and minutes of Personnel Commission meeting are available at the District's website, 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.