

Berkeley Unified School District

1720 Oregon Street Conference Room

Berkeley, CA 94703

Personnel Commission

Dan F. Lee, Chairperson

Ann Aoyagi, Vice-Chairperson

Timothy Carter, Commissioner

Randy Perez, Secretary

Meeting Agenda

September 6, 2012 4:00pm

1. **Call to Order** Chairperson Lee
2. **Roll Call & Establishment of Quorum** Secretary Perez
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 can be taken by the Commission.
4. **Approval & Adoption of Agenda** Chairperson Lee
5. **Consent Items** Chairperson Lee
 - Ratification of Eligibility Lists
 - a) Custodian II p. 2
 - b) Senior Records Clerk p. 3
 - c) Site Coordinator, Family Engagement p. 4
 - d) Food Service Assistant p. 5
 - e) Instructional Assistant, Special Education, Attendant p. 6
 - f) Instructional Assistant, Early Childhood Education p. 7
 - g) Clerical Specialist p. 8
 - h) Instructional Technician p. 9
 - i) Extended Day Program Coordinator p. 10
6. **Approval of Minutes** Chairperson Lee

Approve July 9, 2012 Meeting Minutes p. 10-11
7. **Discussion Item**

This item is presented for discussion and does not require action.

 - a) Agenda Item Request – Record of Policy/Procedures Change p. 12
 - b) Agenda Item Request – Reemployment Rights of BCCE members p. 13
 - c) Agenda Item Request – Classified Vacancies p. 14
8. **Conference Items**

These items are presented for discussion and action, and may have been reviewed at a previous meeting.

 - a) Approve assigning employee Miles Valentino to the Instructional Technician position effective August 27, 2012. p 15
 - b) Approve assigning employees Abbey Hanson and Ernesto Marin to Instructional Assistant, Special Education, Attendant positions effective August 29, 2012. p. 16
9. **Information Items**
 - a) Examinations administered in the month of August p. 17
 - b) New hires processed in the month of August p. 17
10. **Old Business**
 - a) Follow up investigation into claim from BCCE that the District is contracting out bargaining unit work at LeConte Elementary p. 18

11. Reports

- a) Union Union Representatives
- b) Commissioners Reports Commissioners
- c) Personnel Director Secretary Perez
 - i. Classification and Compensation Study

12. Public Comments (15 minute limit)

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13. Next Meeting

Chairperson Lee

Follow up items for next Personnel Commission Meeting

14. Adjournment

Chairperson Lee