

# 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

## Special Meeting Agenda

December 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. **Conference/Action: Applications for Personnel Commissioner (Education Code Section 45246) p. 3**

The commissioner appointed by the Berkeley Unified School District Board of Education and the commissioner appointed by the classified employees of the District shall consider applications submitted for appointment to the Commission and announce their intentions regarding whether to appoint.
6. **Conference/Action Item: Extension of Term of Commissioner (Education Code Section 45248)**

A commissioner whose term has expired may continue to discharge the duties of the office until a successor is appointed, but for no more than 90 calendar days.
7. **Approval of Minutes** Chairperson Lee

Approve November 15, 2012 Meeting Minutes p. 4-5
8. **Consent Items**

Ratification of Eligibility Lists

  - a) Secretary p. 6
  - b) Custodian I p. 7
  - c) Library Media Tech, Secondary p. 8
  - d) Senior Personnel Assistant p. 9
  - e) Director, BSEP & Community Relations p. 10
  - f) Clerical Assistant I p. 11
9. **Conference Item**

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

  - a) Request to place newly appointed Director, BSEP & Community Relations at advanced salary step p. 12 - 13
10. **Discussion Item**

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

  - a) Agenda Item Request – Working Out of Classification, Jonathan Staples p. 14 - 16
11. **Information Items**
  - a) Examinations administered in the month of November p. 17
  - b) New hires processed in the month of November p. 17
  - c) Personnel Commission Budget Summary

**12. Reports**

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

**13. Public Comments (15 minute limit)**

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**14. Next Meeting**

Chairperson Lee

Follow up items for next Personnel Commission Meeting

**15. Adjournment**

Chairperson Lee