

# Berkeley Unified School District

1720 Oregon Street, Conference Room  
Berkeley, CA 94703

## Personnel Commission

**Ann Aoyagi, Chairperson**

**Timothy Carter, Vice-Chairperson**

**Dan F. Lee, Commissioner**

**Randy Perez, Secretary**

## Meeting Agenda

February 11, 2013 4:00pm

1. **Call to Order** **Chairperson Aoyagi**
2. **Roll Call & Establishment of Quorum** **Secretary Perez**
3. **Closed Session Item: Discuss Request for Appeals Hearing for Two Classified Employees** **Chairperson Aoyagi**
4. **Report from Closed Session and Open of Public Meeting 4:30pm** **Chairperson Aoyagi**
5. **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.
6. **Swearing In of Joint Appointed Commissioner p. 3**

At this time, Beatriz Leyva Cutler, Director/Clerk of the Board of Education, will swear in Ann Aoyagi as the joint appointed Personnel Commissioner of the Berkeley Unified School District
7. **Approval & Adoption of Agenda** **Chairperson Aoyagi**
8. **Approval of Minutes** **Chairperson Aoyagi**

Approve January 10, 2013 Meeting Minutes p. 4-7
9. **Consent Items**

Ratification of Eligibility Lists

  - a) Account Technician p. 8
  - b) Senior Budget Analyst p. 9
  - c) Grounds Gardener p. 10
  - d) Facilities Security Worker p. 11
  - e) Instructional Media Technician p. 12
  - f) Accountant p. 13
  - h) Instructional Technician, Cooking p. 14
  - i) Maintenance Engineer p. 15
10. **Discussion Items**
  - a) Agenda Item Request from BCCE p. 16
  - b) Personnel Commission Budget (Attachment A)
11. **Conference Items**

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

  - a) Administrative Review of job duties of employee Jonathan Staples (Attachment B)
  - b) Classified Staff Appreciation Day
  - c) Personnel Commission Classification Study Committee Participation p. 17
12. **Information Items**
  - a) Examinations administered in the month of December p. 18
  - b) New hires processed in the month of December p. 18

**Personnel Commission Meeting Agenda (Continued)**

**13. Reports**

- a) Union **Union Representatives**
- b) Commissioners Reports **Commissioners**
- c) Personnel Director **Secretary Perez**
  - i. Classification and Compensation Study
  - ii. Revised Personnel Commission meeting dates p. 19
  - iii. Annual Report (Attachment C)

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

**Public**

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**15. Next Meeting**

**Chairperson Aoyagi**

Follow up items for next Personnel Commission Meeting

**16. Adjournment**

**Chairperson Aoyagi**