

Berkeley Unified School District

2020 Bonar St, Room 126

Berkeley, CA 94703

Personnel Commission

Ann Aoyagi, Chairperson

Timothy Carter, Vice-Chairperson

Dan F. Lee, Commissioner

Randy Perez, Secretary

Meeting Agenda

June 6, 2013 5:30pm

- 1. Call to Order** **Chairperson Aoyagi**
- 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 Aoyagi**
- 5. Conference Items**

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

 - a) Approve corrected salary placement for Natasha Beery, Director, BSEP & Community Relations retro-active to start date. (p. 3)
 - b) Deliberate and ratify Memorandum of Understanding between the District and the Personnel Commission regarding the duties and responsibilities related to the Director, Classified Personnel. (Attachment A)
- 6. Approval of Minutes** **Chairperson Aoyagi**

Approve minutes for May 2, 2013 Personnel Commission Meeting (p. 4 - 6)
- 7. Consent Items** **Chairperson Aoyagi**

Ratification of Eligibility Lists

 - a) Instructional Technician (p. 7)
 - b) Interpreter for the Deaf (p. 8)
 - c) Senior Personnel Assistant (p. 9)
- 8. Old Business** **Chairperson Aoyagi**

These items were presented at prior meetings and require further discussion and action.

 - a) Investigation into recording of the minutes in matters related to:
 - I. Reemployment rights of a BCCE unit member (Attachment B-1)
 - II. Contract with Playworks (Attachment B-2)
 - III. Seniority date of a BCCE unit member (Attachment B-3)
 - b) Action: Motion to accept prior minutes as evidence that the matters were addressed and recorded in the minutes.
- 9. Information Items** **Secretary Perez**
 - a) Examinations administered in the month of May (p. 10)
 - b) New hires processed in the month of May (p. 10)
- 10. Reports**
 - a) Union **Union Representatives**
 - b) Commissioners Reports **Commissioners**
 - c) Personnel Director **Secretary Perez**

(Continued)

- I. Classification and Compensation Study
- II. Summary of Budget for FY 2012-2013 (Attachment C)
- III. Notification to Candidates Regarding Type of Exam to be Administered

11. Public Comments (15 minute limit)

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12. Next Meeting

Chairperson Aoyagi

Schedule possible working session for the revision of the Merit Rules in early August

13. Adjournment

Chairperson Aoyagi