

# Meeting Agenda

August 1, 2013 4:30pm

**1. Call to Order**

The meeting was called to order at 4:32pm.

**2. Roll Call & Establishment of Quorum**

Chairperson Aoyagi, Vice-Chairperson Carter and Commissioner Lee were present and a quorum was established.

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

No public comments were made.

**4. Approval & Adoption of Agenda**

The agenda was adopted and approved without change.

Approved: 3-0

**5. Approval of Minutes**

The minutes were approved without change.

Approved: 3-0

**6. Consent Items**

Ratification of Eligibility List

1. Workers Compensation Specialist
2. Custodian

Approved: 3-0

**7. Old Business**

The commission discussed the provisional and limited term opportunities for BCCE unit members. Vice-Chairperson Carter requested that this item be included on the next agenda for continued discussion.

**8. Information Items**

*Examinations Administered in the Month of August:*

Custodian I

Instructional Assistant, ECE

Instructional Specialist II, Art

Instructional Specialist, Dance

Instructional Technician

Maintenance Engineer, HVAC

Payroll Specialist

School Bus Driver

Site Coordinator, Family Engagement

*New Hires Processed in the month of August:*

Hillary Ake, Library Media Technician, Elementary

Tracy Maligalig, Instructional Assistant, Early Childhood Education

**9. Conference Items**

a) Determine hearing date in September to hear classification study appeals.

The commission agreed to hold an appeals meeting on September 24, 2013.

b) Further consideration of the agreement by and between the Berkeley Unified School District and the Personnel Commission of the Berkeley Unified School District.

Chairperson Aoyagi stated that she preferred the version of the Memorandum of Understanding edited by BUSD staff to the original example from the Barstow USD. There was consensus to uphold the previous meeting's approval of the BUSD MOU.

- c) Approve the request for reclassification of two BCCE unit members to a classification not previously held.

The commission voted to reclassify Mr. David Siegel to the classification of Instructional Technician.

Approved 3-0

The commission voted to reclassify Ms. Betty Ladzekpo to the classification of Instructional Specialist (Dance).

Approved 3-0

**10. Reports**

- a) Union

No union reports were presented.

- b) Commissioners Reports

No commissioners' reports were presented.

- c) Personnel Director

- I. Classification and Compensation Study

Secretary Perez stated that a previously scheduled appeals meeting on August 7, 2013 would be canceled and that an appeals meeting would be scheduled on September 24, 2013. Secretary Perez commented that Ewing Consultants would be meeting with the District on August 6, 2013 and that the next Classification Study Committee meeting would be at 9am on August 7, 2013.

- II. Update on NEOGOV Online Recruitment System

The Personnel Coordinator commented that Jay Nitschke, the Director of Technology, was in contact with Hayward Unified School District – another district that uses NEOGOV – to inquire about their experience and any “best-practices” on implementing the NEOGOV system. The projected date for implementation is October, 2013.

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

No public comments were made.

**12. Next Meeting**

September 12, 2013 at 4:30pm

**13. Adjournment**

Meeting adjourned at 5:28pm

Respectfully Submitted,

\_\_\_\_\_  
Randy Perez  
Secretary to the Personnel Commission

Approved,

\_\_\_\_\_  
Ann Aoyagi  
Personnel Commission Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date