

Berkeley Unified School District

2020 Bonar Street, Technology Lab, Room 126

Berkeley, CA 94702

Personnel Commission

Ann Aoyagi, Chairperson

Timothy Carter, Vice-Chairperson

Dan F. Lee, Commissioner

Randy Perez, Secretary

Special Meeting Agenda

January 9, 2014 4:30pm

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. **Selection of Personnel Commission Chair and Vice-Chair**

The Personnel Commission will nominate and select a new chair and vice-chair for the 2014 calendar year.
6. **Approval of Minutes** Chairperson
 - a) Approve December 17, 2013 Meeting Minutes p. 3
 - b) Approve December 19, 2013 Meeting Minutes p. 4
7. **Discussion Item** Chairperson

This item is presented for discussion. No action will be taken at this time.

 - a) Discussion on criteria for evaluating the Director, Classified Personnel
8. **Consent Items** Chairperson

Ratification of Eligibility Lists

 - a) Instructional Assistant, Early Childhood Education p. 5
 - b) Instructional Technician p. 6
 - c) Program Assistant p. 7
 - d) Senior Records Clerk p. 8
 - e) Sous Chef p. 9
9. **Information Items** Secretary Perez
 - a) Examinations administered in the month of December p. 10
 - b) New Hires/New Assignments processed in the month of December p. 11
10. **Reports**
 - a) Union Union Representatives
 - b) Commissioners Reports Commissioners
 - c) Personnel Director Secretary Perez
 - i. Classification and Compensation Study
 - ii. Update on Neogov

11. Public Comments (15 minute limit)

Public

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12. Next Meeting

Chairperson

Follow up items for next Personnel Commission Meeting

13. Adjournment

Chairperson

Personnel Commission Special Meeting Minutes

December 17, 2013 4:00PM

1. Call to Order

The meeting was called to order at 4:03pm.

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.

4. Approval & Adoption of Agenda

Approved, 3-0

5. Conference Items

A public hearing was conducted to hear appeals by employees regarding the results of the classification study. The following is the list of the employees who appealed their classification:

1. Timothy Mull, Driver Trainer/Field Supervisor
2. Annette Johnson-Banks, Transportation Router
3. Marsha Montgomery & Mark Griffin, speaking on behalf of several School Safety Officers

6. Public Comments (15 minute limit)

No public comments.

7. Next Meeting

The next Commission meeting will be on Thursday, December 19th.

8. Adjournment

Meeting adjourned at 5:45pm

Personnel Commission Special Meeting Minutes

December 19, 2013 4:30PM

1. Call to Order

The meeting was called to order at 4:35pm.

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.

4. Approval & Adoption of Agenda

Approved, 3-0

5. Closed Session – Personnel Matters, Government Code §54957

Evaluation of Director, Classified Personnel

6. Report of Closed Session

Commission discussed the performance evaluation with the Director, Classified Personnel and the Commission has agreed to rewrite the evaluation.

7. Conference Items

The Commission deliberated on what additional information would be required to make decisions on the classification appeals hearings.

8. Public Comments (15 minute limit)

No public comments.

9. Next Meeting

The next Commission meeting will be on Thursday, January 9th.

10. Adjournment

Meeting adjourned at 6:53pm

Berkeley Unified School District

Merit System

Eligibility List for : **Instructional Assistant, Early Childhood Education**
(Promotional & Open)

Written Examination: **November 19, 2013**

Oral Examination: **November 22, 2013**

List Established by Personnel Commission: **January 9, 2014 to expire January 9, 2015**

Promotional

1 Lashonda Roquemore**

Open

1 Anita Thomson*
2 Kara Anthony
3 Brigina Mills***
4 Jamie Kwong*
5 Ora Puckett**
5 Ariana Figueroa**
6 Marian Dorsey***

**Eligibility expires October 3, 2014*

***Eligibility expires May 2, 2014*

****Eligibility expires January 10, 2014*

Randy Perez
Secretary, Personnel Commission

Date

Ann Aoyagi
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Instructional Technician**
 (Promotional & Open)

Written Examination: **October 22, 2013**
Oral Fitness: **December 5, 2013**

List Ratified by Personnel Commission: **January 9, 2014 to expire January 9, 2015**

Promotional:

1 Lorna Rohlfing***

Open:

1 Daniel Chan
2 Harold Bannerman*
3 Jesse Wolfson-Pou
3 Claudia Ramey***
4 Clio Kirkman
5 Jamila Kennedy
5 Kara Anthony
6 Jacare Scott**
6 Brebazon Simon*
7 Isaiah Lopez*
8 Dora Villacis**

**** Eligibility expires October 3, 2014***

***** Eligibility expires June 6, 2014***

****** Eligibility expires March 11, 2014***

Randy Perez
Secretary, Personnel Commission

Certification Date

Ann Aoyagi
Chairperson, Personnel Commission

Ratification Date

Berkeley Unified School District

Merit System

Eligibility List for :

Senior Records Clerk
(Open)

Written Examination:

November 12, 2013

Oral Panel:

December 17, 2013

List Established by Personnel Commission:

January 9, 2014 to expire January 9, 2015

Open:

- | | |
|------------|---------|
| 1 Safia | Quinn |
| 2 Anthony | McNeal |
| 3 Rosalina | Barrios |
| 4 Wanda | Kelly |
| 5 Deborah | Brown |

Randy Perez
Secretary, Personnel Commission

Certification Date

Ann Aoyagi
Chairperson, Personnel Commission

Ratification Date

Examinations Administered in the Month of December:

Classification-

Administrative Assistant
Instructional Asssistant
Instructional Technician
Maintenance Engineer
Program Assistant
Program Coordinator
Senior Records Clerk
Sous Chef

New Hires/New Assignments Processed in the Month of December:

Name-

Employment Type-

Classification-

Tamisha Crawford	New Hire	Food Service Assistant
Tracey Maligalig	New Hire	Instructional Technician
Miguel Garcia	New Hire	Grounds Gardener
Nathaniel Hill	New Hire	Grounds Gardener
Jennifer Stewart	New Hire	Library Media Tech, Middle
Stephanie Craig	New Hire	Instructional Specialist, Dance
Alexis Robles	New Hire	Instructional Assistant, Special Ed, Atten
Lisa Ramsey	New Hire	Food Service Satellite Operator