

Berkeley Unified School District
Personnel Commission Meeting Minutes

October 1, 2015 - 4:30 pm

1. Call to Order

The meeting was called to order at 4:30 p.m.

2. Roll Call & Establishment of Quorum

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

3. Public Comments

None

4. Approval & Adoption of Agenda

Approved, 3-0

5. Meeting Minutes

Approve the Personnel Commission Meeting Minutes for the following:

a) September 3, 2015

Approved, 2-0 Commissioner Carter abstained from approving the minutes as he was absent for the September 3, 2015 meeting.

6. Consent Items

Ratification of Eligibility Lists

- a) Instructional Assistant
- b) Administrative Coordinator
- c) Instructional Technician
- d) Senior Personnel Assistant
- e) Instructional Assistant, Early Childhood Education
- f) Transportation Operations Supervisor
- g) Food Service Assistant
- h) Food Service Satellite Operator
- i) Compliance Officer and Title IX Coordinator

Approved, 3-0

7. Conference Item

- a) Secretary Perez commented that recruitment for this classification has been challenging because of the low salary and FTE. An advanced salary step placement at step 5 for the current candidate, Ms. Moriarty, was requested due to her many years of educational and professional experience.

A motion was made to approve the advanced salary placement at step 5 for the Instructional Specialist, Dance candidate.

Approved, 3-0

A motion was made to make the advanced salary placement retroactive to the date of hire.

Approved, 3-0

- b) Secretary Perez commented that an employee is appealing her oral exam results, and so a hearing date should be scheduled in which the Commission may listen to the audio recording of the exam. A special meeting was set for October 9, 2015.

8. Reports

a) Union

None.

b) Commissioners Reports

None.

c) Personnel Director

Secretary Perez commented that the annual CSPCA conference is scheduled for February. He also commented that Chairperson’s Aoyagi’s term on the Commission is ending November 30th and he will work with the Communications Department to post the vacancy on the District’s website. The Personnel Commission’s annual report will also be presented in the November Personnel Commission meeting.

I. New Hires and Examinations administered in the month of September

9. Public Comments

None.

10. Next Meeting

The following special meetings will be held on October 9, at 4:00 p.m., and on October 13, at 4:30 p.m. The following regular meeting will be held on November, 5th at 4:30 p.m.

11. Adjournment

Meeting adjourned at 4:49 p.m.

Respectfully Submitted,

Randy Perez
Secretary to the Personnel Commission

Date

Approved,

Ann Aoyagi
Chairperson, Personnel Commission

Date