

Berkeley Unified School District
2020 Bonar Street, The Tech Lab, Room 126
Berkeley, CA 94702

Personnel Commission

Ann Aoyagi Reynaldo Ortiz Timothy Carter
Randy Perez, Secretary

Meeting Agenda

December 3, 2015 - 4:30 pm

1. **Call to Order** **Vice-chairperson Ortiz**
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** **Vice-chairperson Ortiz**
5. **Meeting Minutes**
Approve the Personnel Commission Meeting Minutes for the following:
 - a) November 5, 2015 p. 3 - 5
 - b) November 17, 2015 p. 6
6. **Consent Items** **Vice-chairperson Ortiz**
Ratification of Eligibility Lists
 - a) Executive Assistant I – Confidential p. 7
 - b) Instructional Technician p. 8
 - c) Extended Day Program Coordinator p. 9
 - d) Administrative Secretary without Shorthand p. 10
 - e) Delivery Driver p. 11
 - f) Instructional Specialist, Garden p. 12
7. **Conference Items** **Vice-chairperson Ortiz**
These items are presented for discussion and action.
 - a) **Agenda Item Request:** Bilingual Special Ed Instructional Assistant, LeConte Elementary – *Attachment A*
 - b) **Agenda Item Request:** Bilingual Parent Liaison, Cragmont Elementary – *Attachment B*
 - c) **Election of Personnel Commission Chairperson and Vice-chairperson**
Pursuant to Merit Rule 20.100.2, the Personnel Commission will elect a Chairperson and Vice-chairperson to serve for the 2016 calendar year.
8. **Reports**
 - a) Union **Union Representatives**
 - b) Commissioners Reports **Commissioners**
 - c) Personnel Director **Secretary Perez**
 - I. New Hires and Examinations administered in the month of November 13
 - II. Follow up to November 5, 2015 Personnel Commission meeting

9. Public Comments (15 minute limit)

Public

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10. Next Meeting

Vice-chairperson Ortiz

Follow up items for next Personnel Commission Meeting

11. Adjournment

Vice-chairperson Ortiz