

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

Personnel Commission
Reynaldo Ortiz, Chairperson Timothy Carter, Vice-chairperson Ann Aoyagi, Commissioner
Randy Perez, Secretary

Meeting Agenda
February 4, 2016 - 4:30 pm

1. **Call to Order** **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** **Chairperson Ortiz**
5. **Approval of Meeting Minutes**
Approve the Personnel Commission Meeting Minutes for the following:
 - a) January 7, 2016 p. 3 (Special Meeting)
 - b) January 7, 2016 p. 4 – 5 (Regular Meeting)
 - c) January 22, 2016 p. 6
6. **Consent Items** **Chairperson Ortiz**
 - 1) Ratification of Eligibility Lists
 - a) Site Coordinator, Family Engagement p. 7
 - b) Custodian I p. 8
 - c) Instructional Media Technician p. 9
 - d) Food Service Assistant p. 10
 - e) Custodian II p. 11
 - f) Specialist, Data Integrity p. 12
 - g) School Service Assistant p. 13
 - h) Instructional Assistant, ECE p. 14
 - i) Instructional Specialist, Dance p. 15
 - 2) Approval of calendar year 2016 Personnel Commission regular meeting dates p. 16
7. **Conference Items** **Chairperson Ortiz**
These items are presented for discussion and action, and may be carried over from a previous meeting.
 - a) Noon Supervisor Classification - The Personnel Commission will discuss Education Code § 45103 as it relates to the noon supervisor classification and the classified service of the District.
 - b) High School Plant Operations Supervisor – The Personnel Commission will consider a revision to the existing High School Plant Operations Supervisor job description **Attachment A**
 - c) Facilities After Hours Operations Supervisor – The Personnel Commission will consider approval of a new proposed classification specification **Attachment B**

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 January p. 17

9. Public Comments (15 minute limit)

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10. Next Meeting

Chairperson Ortiz

Follow up items for next Personnel Commission Meeting

11. Adjournment

Chairperson Ortiz