

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

<b>Reynaldo Ortiz, Chairperson</b>	<u><b>Personnel Commission</b></u> <b>Timothy Carter, Vice-chairperson</b> <b>Randy Perez, Secretary</b>	<b>Heidi Goldstein, Commissioner</b>
	<u><b>Meeting Agenda</b></u> March 3, 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. **Swearing in of Joint-Appointed Commissioner**  
Beatriz Leyva Cutler, Director/Clerk of the Board of Education, will swear in Heidi Goldstein as the joint-appointed Personnel Commissioner of the Berkeley Unified School District
6. **Approval of Meeting Minutes**  
Approve the Personnel Commission Meeting Minutes for the following:
  - a) February 4, 2016 Special Meeting Minutes p. 3
  - b) February 4, 2016 Regular Meeting Minutes p. 4-5
  - c) February 11, 2016 Special Meeting Minutes p. 6
7. **Consent Items** **Chairperson Ortiz**  
Ratification of Eligibility Lists
  - a) Budget Analyst II, Confidential p. 7
  - b) Administrative Assistant p. 8
  - c) Afterschool Program Supervisor p. 9
  - d) Food Service Assistant p. 10
  - e) Parent Liaison p. 11
  - f) Instructional Technician p. 12
8. **Conference Items** **Chairperson Ortiz**  
These items are presented for discussion and action, and may be carried over from a previous meeting.
  - a) Approve Advanced Salary Placement for Compliance Officer and Title IX Coordinator Candidate p. 13
  - b) Approve Advanced Salary Placement for Budget Analyst II, Confidential Candidate p. 14
  - c) Noon Supervisor Classification - The Personnel Commission will resume discussion on the noon supervisor classification
  - d) Agenda Item Request from BCCE – **Attachment A**

**9. Reports**

a) Union

**Union Representatives**

b) Commissioners Reports

**Commissioners**

c) Personnel Director

**Secretary Perez**

I. New Hires and Examinations administered in the month of February p. 15

II. Overview of Annual CSPCA Conference

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

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**11. Next Meeting**

**Chairperson Ortiz**

Follow up items for next Personnel Commission Meeting

**12. Adjournment**

**Chairperson Ortiz**