

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

Personnel Commission  
**Reynaldo Ortiz, Chairperson**      **Timothy Carter, Vice-chairperson**      **Heidi Goldstein, Commissioner**  
**Randy Perez, Secretary**  
Meeting Agenda  
May 5, 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** **Chairperson Ortiz**  
Approve the Personnel Commission Meeting Minutes for the following:
  - a) April 7, 2016 p. 3 – 6
  - b) April 14, 2016 p. 7 – 8
6. **Consent Items** **Chairperson Ortiz**  
Ratification of Eligibility Lists
  - a) Food Service Assistant p. 9
  - b) Maintenance Technician p. 10
  - c) School Bus Driver p. 11
  - d) Food Service Satellite Operator p. 12
  - e) Instructional Assistant, ECE p. 13
  - f) Educational Occupational Therapist p. 14
  - g) High School Plant Operations Manager p. 15
7. **Conference Items** **Chairperson Ortiz**  
These items are presented for discussion and action.
  - a) Agenda Item Request – Instructional Assistant Vacancy at LeConte **Attachment A**  
The principal of LeConte Elementary is requesting that the Personnel Commission approve the designation of the presently vacant Instructional Assistant position as Spanish bilingual required.
  - b) Agenda Item Request – School Secretary I Vacancy at LeConte **Attachment B**  
The principal of LeConte Elementary is requesting that the Personnel Commission approve the designation of the presently vacant School Secretary I position as Spanish bilingual required.
8. **Old Business:**  
These items are carried over from a previous meeting and are presented for discussion and action.
  - a) Agenda Item Request – Marie Ferguson **Attachment C** **Chairperson Ortiz**
  - b) Noon Supervisors **Vice-Chair Carter**

**9. Public Hearing: Education Code § 45253 – Personnel Commission Budget, 2016-2017** **Chairperson Ortiz**

The Personnel Commission will hold a public hearing regarding the 2016-2017 fiscal year budget.

**Attachment D**

**10. Reports**

a) Union

**Union Representatives**

b) Commissioners Reports

**Commissioners**

c) Personnel Director

**Secretary Perez**

i. New Hires and Examinations administered in the month of April p. 16

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

**Public**

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**12. Next Meeting**

**Chairperson Ortiz**

Follow up items for next Personnel Commission Meeting

**13. Adjournment**

**Chairperson Ortiz**