

**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**

**Special Meeting Agenda**

May 11, 2016 – 5:45 p.m.

1. **Call to Order** **Chairperson Ortiz**
2. **Roll Call & Establishment of Quorum** **Secretary Perez**
3. **Public Comment (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. **Conference Item** **Chairperson Ortiz**

This item is presented for discussion and action and is carried over from a previous meeting.

  - a. **Agenda Item Request – School Secretary I Vacancy at LeConte**  
The principal of LeConte Elementary is requesting that the Personnel Commission designate the presently vacant School Secretary I position as Spanish bilingual required.
6. **Public Comment (15-minute limit)** **Public**

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7. **Adjournment** **Chairperson Ortiz**

# Personnel Commission of the Berkeley Unified School District



Human Resources, 2020 Bonar Street, 2<sup>nd</sup> Floor, Berkeley, CA 94702

## Agenda Item Request Form

You may fax this form to (510) 644-6151 attention to Randy Perez, hand deliver it to the address above or scan and email to [randyperez@berkeley.net](mailto:randyperez@berkeley.net). The Human Resources Department is open Monday through Friday from 8:00am to 4:30pm.

The deadline for submitting a request for items to be included in a Personnel Commission Meeting is 4:00pm 7 calendar days prior to the Personnel Commission Meeting you are considering. This form can be obtained from the Secretary to the Personnel Commission or by downloading the form from the Berkeley Unified School District website under the Personnel Commission.

Name of Person Requesting Item for Agenda: Veronica Valerio

Telephone Number: 510-295-8073 Email Address: veronicavalerio@berkeley.net

### Description of Item:

Le Conte Elementary is slated to be the only two way immersion program in Spanish and English. Le Conte is projected to have 388 students during the 2016-17 academic year. 98 of our students are English language learners and their primary language is Spanish. The program model developed by BUSD necessitates the school secretary be bilingual in English and Spanish to serve the needs of the

(Please attach or include some background information to assist the Personnel Commission in determining appropriate action.)

community at Le Conte. All communications from the school and district, services and support to Le Conte families are provided in Spanish and English including registration, medical authorization records which necessitate a Spanish speaking secretary who can communicate school, district and state requirements to families at Le Conte.

### For Personnel Commission Use Only:

Date of Chairperson Review: 4/26/2016

Determination:  Place on agenda for meeting of 5/11/2016

Date of Personnel Commission Meeting

Place on agenda as Conference Item (Discussion of Action)

Type of Item

Do not place on agenda