

**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**

**Erin Arinez, Classified Personnel Supervisor**

**Meeting Agenda**

November 03, 2016 – 4:30 pm

1. **Call to Order** **Chairperson Ortiz**
2. **Roll Call & Establishment of Quorum** **Erin Arinez**
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. **Closed Session (1 matter) Government Code § 54954.5**
  - a) **Employee Discipline**

The Personnel Commission will discuss an employee’s request for an appeal hearing.
6. **Report from Closed Session** **Chairperson Ortiz**
7. **Approval of Meeting Minutes** **Chairperson Ortiz**

Approve the Personnel Commission Meeting Minutes for the following:

  - a) September 7, 2016 p. 3
  - b) September 19, 2016 p. 4
  - c) September 29, 2016 p. 5-6
  - d) October 13, 2016 p. 7-9
8. **Consent Items** **Chairperson Ortiz**

Ratification of Eligibility Lists

  - a) Executive Assistant II, Confidential p. 10
  - b) Student Records Assistant- Bilingual p. 11
  - c) Library Media Specialist p. 12
  - d) Cook p. 13
  - e) Educational Occupational therapist p.14
  - f) Human Resources Technician (brought back from October 13<sup>th</sup> meeting) p. 15
9. **Discussion Items**

This item is presented for discussion only and may be carried over from a prior meeting. No action will be taken on this item at this time.

  - a) Agenda Item Request: Erica Johnson – **Attachment A**
  - b) Memorandum of Understanding between the District and the Commission regarding the role and responsibilities of the Classified Personnel Director.
10. **Conference Items** **Chairperson Ortiz**

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

  - c) Agenda Item Request: Lolita Coleman – **Attachment B**

**11. Reports**

a) Union

**Union Representatives**

b) Commissioners Reports

**Commissioners**

c) Classified Personnel Supervisor

**Erin Arinez**

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

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

**Public**

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**13. Next Meeting**

**Chairperson Ortiz**

Follow up items for next Personnel Commission Meeting. Reschedule December regular meeting.

**14. Adjournment**

**Chairperson Ortiz**