

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

**Personnel Commission**  
Timothy Carter, Chairperson      Heidi Goldstein, Vice-Chairperson      Reynaldo Ortiz, Commissioner  
Peter Rogosin, Secretary

**Meeting Agenda**  
February 3, 2017 – 3:30 pm

1. **Call to Order** **Chairperson Carter**
2. **Roll Call & Establishment of Quorum** **Secretary Rogosin**
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 Carter**
5. **Closed Session (3 matters)**
  - a) Employee Discipline and Legal Matters - Government Code § 54954.5  
The Personnel Commission will meet in closed session to discuss a matter related to the termination and subsequent appeal hearing of a classified employee (2016-1-AH).
  - b) Personnel and Disciplinary Action - Government Code § 549547
  - c) Public Employment - Government Code § 54957 (b)(1)
6. **Report from Closed Session** **Chairperson Carter**
7. **Approval of Meeting Minutes** **Chairperson Carter**  
Approve the Personnel Commission Meeting Minutes for the following:
  - a) January 05, 2017 p. 3-5
  - b) January 12, 2017 p. 6-7
8. **Consent Items** **Chairperson Carter**
  - I. Ratification of Eligibility Lists
    - a) Nutrition Services Assistant, p. 8
    - b) Nutrition Services Satellite Operator I, p.9
    - c) Student Records Assistant, p.10
    - d) Health and Wellness Program Coordinator, p.11
    - e) School Service Assistant, p.12
9. **Conference Items** **Chairperson Carter**  
These items are presented for discussion and action and may be carried over from a previous meeting.
  - a) Removal of Name from Eligibility Lists, **Attachment A**
  - b) Classification Study of School Administrative Assistant II at Berkeley Technology Academy, **Attachment B**

**10. Reports**

- a) Union
- b) Commissioners Reports
- c) Personnel Director
  - i. New Hires and Examinations administered in the month of December, p. 13
  - ii. CSPCA Conference Attendance
  - iii. New Director of Human Resources

**Union Representatives**

**Commissioners**

**Secretary Rogosin**

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

**Public**

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**12. Next Meeting**

**Chairperson Carter**

Follow up items for next Personnel Commission Meeting.

**13. Adjournment**

**Chairperson Carter**

Agendas and minutes of Personnel Commission meeting are available at the District's website, [www.berkeleyschools.net](http://www.berkeleyschools.net). Also, in accordance with the Brown Act and Government Code § 54957.5 (b)(1), writings that are related to an agenda item for an open session of a regular meeting, that are public records not otherwise exempt from disclosure and that are distributed less than 72 hours prior to the meeting, shall be made available for public inspection at the time the writings are distributed to at least the majority of Commissioners. The public may request copies of the records at the District's Human Resources office at 2020 Bonar Street, Berkeley, CA 94702.