

Berkeley Unified School District
Personnel Commission Special Meeting Minutes

September 19, 2016 – 4:30 p.m.

1. Call to Order

The meeting was called to order at 4:36 pm

2. Roll Call & Establishment of Quorum

Chairperson Ortiz, Vice-Chairperson Carter and Commissioner Goldstein were present and a quorum was established.

3. Public Comment

Todd Goluba, Senior Partner at Atkinson, Andelson, Loya, Ruud & Romo, said that during public comments, a designated space should be provided for members of the public to stand up and make a comment.

4. Approval & Adoption of Agenda

Approved, 3-0

5. Personnel Commission Workshop – The Brown Act

The Personnel Commission hosted a workshop on the Brown Act conducted by Mr. Goluba from Atkinson, Andelson, Loya, Ruud and Romo. Mr. Goluba defined what constitutes a “meeting” as defined by the Brown Act and recommendations for meeting room set up. He described the permitted distribution of information between Personnel Commission staff and Commissioners. Mr. Goluba described notification requirements prior to regular meetings and special meetings, and distribution meeting materials. He also provided recommendations as to how Commissioners should respond to the public during Public Comment, Discussion and Conference segments of the meeting when the public has the opportunity to address the Commissioners during the meeting. Mr. Goluba provided an overview of the purpose of closed session and how to conduct a closed session segment of the meeting including reporting on the closed session after the meeting has returned to open session.

6. Public Comment

None.

7. Adjournment

The meeting was adjourned at 6:01 pm.