

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

**Personnel Commission**

**Timothy Carter, Chairperson**

**Heidi Goldstein, Vice-Chairperson**  
**Peter Rogosin, Secretary**

**Dr. Reynaldo Ortiz, Commissioner**

**Meeting Agenda**

April 6, 2017 – 4:30 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 (2 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) Public Employment - Government Code § 54957 (b)(1)  
The Personnel Commission will meet in closed session to discuss the recruitment of Director, Classified Personnel and provide direction to staff.
- 6. Report from Closed Session** **Chairperson Carter**
- 7. Approval of Meeting Minutes** **Chairperson Carter**  
Approve the Personnel Commission Meeting Minutes for the following:
  - a) March 1, 2017, Special Meeting Minutes p. 3
  - b) March 2, 2017 Regular Meeting Minutes p. 4-6
- 8. Consent Items** **Chairperson Carter**
  - I. Ratification of Eligibility Lists
    - a) Custodian I, p. 7
    - b) Budget Analyst I, p.8
    - c) School Bus Driver, p.9
    - d) School Administrative Assistant II, p.10
    - e) School Administrative Assistant , ECE, p.11
    - f) Instructional Tech- Before & After School, p.12
    - g) Instructional Assistant II, SPED, p.13
    - h) Maintenance Engineer, p.14
    - i) Clerical Assistant I, p.15

**9. Discussion Items**

**Chairperson Carter**

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) Personnel Commission Budget for Fiscal Year 2017-2018- *First reading*, p. 16

**10. Conference Items**

**Chairperson Carter**

These items are presented for discussion and action and may be carried over from a previous meeting.

- a) Request for Appeal of Removal from Eligibility List.
- b) Informational Report on the "WRIT", **Attachment A**
- c) WRIT Agreement, **Attachment B**
- d) Proposed revision of Merit Rule 40.200.13 and 50.200.4-b, Ties in Examination Results **Attachment C**
- e) Proposed revision of Merit Rule 70.700.1, Advanced Step Salary Placement, **Attachment D**
- f) Agenda Item Request – M. Ferguson – **Attachment E**
- g) Request for Work-Out-Of-Class- Marie Ferguson, **Attachment F**
- h) Request for Advanced Salary Placement for Vehicle and Equipment Mechanic, **Attachment G**
- i) Revision of the Class Description for Delivery Driver, **Attachment H**
- j) Revision of the Class Description for Nutrition Services Assistant, **Attachment I**

**11. Reports**

- a) Union **Union Representatives**
- b) Commissioners Reports **Commissioners**
- c) Personnel Director **Secretary Rogosin**
  - i. New Hires and Examinations administered in the month of March, p.17

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

**Public**

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**13. Next Meeting**

**Chairperson Carter**

Follow up items for next Personnel Commission Meeting.

**14. 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.