

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

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

Meeting Agenda
May 11, 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) April 6, 2017, Regular Meeting Minutes p. 3-7
8. **Consent Items** **Chairperson Carter**
 - I. **Ratification of Eligibility Lists**
 - a) Maintenance Supervisor, p. 8
 - b) Grounds Gardener, p.9
 - c) School Bus Driver, p.10
 - d) Instructional Assistant, ECE, p.11
 - e) Delivery Driver, p.12
 - f) Nutrition Services Assistant, p.13
9. **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) Agenda Item Request and Informational Report – M.Yoc Cojon – Request to extend name on High School Plant Operations Manager Eligibility List for an additional year. **Attachment A**
- c) Agenda Item Request and Informational Report – Request to designate Instructional Assistant II, SPED current vacancy and future vacancies at LeConte, as Spanish bilingual required. - **Attachment B**
- d) Proposed revision of Merit Rule 40.200.13 and 50.200.4-b, Ties in Examination Results, 2nd Reading - **Attachment C**
- e) Proposed revision of Merit Rule 70.700.1, Advanced Step Salary Placement, 2nd Reading - **Attachment D**
- f) Agenda Item Request – M. Ferguson - **Attachment E**
- g) Request for Voluntary Demotion in accordance with Merit Rule 60.200.2 (2 requests)

10. 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) Informative Report on Class Descriptions and Position Specifications - **Attachment F**

11. Public Hearing: Education Code § 45253 – Personnel Commission Budget, 2017-2018

Chairperson Carter

The Personnel Commission will hold a public hearing regarding the 2016-2017 fiscal year budget, **Attachment G**

12. Reports

- a) Union **Union Representatives**
- b) Commissioners Reports **Commissioners**
- c) Personnel Director **Secretary Rogosin**
 - i. New Hires and Examinations administered in the month of April, p.14

13. Public Comments (15 minute limit)

Public

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14. Next Meeting

Chairperson Carter

Follow up items for next Personnel Commission Meeting.

15. Adjournment

Chairperson Carter

Agendas and minutes of Personnel Commission meeting are available at the District’s website, 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.