

**Berkeley Unified School District**  
**Personnel Commission Meeting Minutes**

March 2, 2017 – 4:30 pm

**1. Call to Order**

The meeting was called to order at 4:30 pm.

**2. Roll Call & Establishment of Quorum**

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

**3. Public Comments**

None.

**4. Approval & Adoption of Agenda**

Chairperson Carter requested to remove Conference Items 10. a) and 10. b) and bring them back to the next regular Personnel Commission meeting to allow input from BCCE.

Commissioner Ortiz made a motion to approve agenda with the removal of Conference Items 10 a) and 10 b) as requested by Chairperson Carter; Vice Chairperson Goldstein seconded the motion,

Approved, 3-0

**5. Closed Session (4 matters)**

a) Employee Discipline and Legal Matters - Government Code § 54954.5

The Personnel Commission met in closed session to discuss a matter related to the termination and subsequent appeal hearing of a classified employee (2016-1-AH), and the status of an upcoming appeal hearing (2017-1-AH).

b) Public Employment - Government Code § 54957 (b)(1)

The Personnel Commission received the status of PERB complaint (2017-1-C).

c) Public Employment - Government Code § 54957 (b)(1)

The Personnel Commission discussed the recruitment of Director, Classified Personnel.

**6. Report from Closed Session**

The Personnel Commission reconvened at 5:45 pm. Chairperson Carter reported that the Commission will hear an appeal of the removal of a name from an eligibility list from a candidate at the next regular meeting. He also reported that direction was given to Erin Arinez, Classified Personnel Supervisor, regarding the next steps for recruitment of the Director of Classified Personnel.

**7. Approval of Meeting Minutes**

a) February 03, 2017

Vice-Chairperson Goldstein commented that the date the stipulation meeting was set to be held was on 1/12/17, and that it should be added to the minutes under item 7. a)

Commissioner Ortiz moved to approve the minutes as amended; Vice Chairperson Goldstein seconded the motion,

Approved, 3-0

## 8. Consent Items

- I. Ratification of Eligibility Lists
  - a) Compliance Officer and Title IX Coordinator
  - b) Student Body Account Technician
  - c) Attendance Technician
  - d) Clerical Assistant III
  - e) Maintenance Technician
  - f) Media Technology Technician

Vice-Chairperson Goldstein made a motion to approve the eligibility lists; Commissioner Ortiz seconded the motion, Approved, 3-0

## 9. Discussion Items

- a) Request for Appeal of Removal from Eligibility List.  
Chairperson Carter commented that the Personnel Commission will hear this appeal in the next scheduled regular Personnel Commission meeting.

## 10. Conference Items

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

- a) Informational Report on the "WRIT"  
To be discussed in the next Personnel Commission meeting.
- b) WRIT Agreement  
To be discussed in the next Personnel Commission meeting.
- c) Abolishment of Merit Rule 40.200.13  
Commissioner Ortiz recommended rewriting the rule instead of abolishing it. Chairperson Carter asked Secretary Rogosin to bring a draft of the rewritten rule back to the next meeting.
- d) Request for Advanced Salary Placement for Compliance Officer and Title IX Coordinator  
The District recommended an advanced step salary placement. Secretary Rogosin reviewed the candidate's qualifications and commented that the employee is highly qualified to perform the assigned duties and responsibilities.  
Vice Chairperson Goldstein made a motion to approve the advanced salary placement for the Compliance Officer and Title IX Coordinator; Commissioner Ortiz seconded the motion, Approved, 3-0
- e) Request for Advanced Salary Placement for Health and Wellness Program Coordinator  
Secretary Rogosin commented that in the previous recruitment, only one candidate made it to the eligibility list but resigned soon after. He added that the candidate on the current list was highly qualified. Vice-Chairperson Goldstein asked if procedures were followed correctly for this recruitment. Secretary Rogosin responded that they were.  
Commissioner Ortiz made motion to approve the advanced salary placement for the Health and Wellness Program Coordinator; Vice Chairperson Goldstein seconded the motion, Approved, 3-0

**11. Reports**

a) Union  
None.

b) Commissioners Reports

Vice Chairperson Goldstein gave thanks to the Personnel Commission staff for their support during the appeal hearing.

c) Personnel Director

i. New Hires and Examinations administered in the month of February

Secretary Rogosin commented that Personnel Commission staff has been working hard to administer exams and lists and commended them for their efforts to produce lists sooner.

**12. Public Comments**

None

**13. Next Meeting**

The next Personnel Commission meeting is to be held on April 6, 2017 at 4:30 pm.

**14. Adjournment**

The meeting was adjourned at 6:31 pm.

Respectfully Submitted,

\_\_\_\_\_  
Peter Rogosin  
Secretary, Personnel Commission

\_\_\_\_\_  
Date

Approved,

\_\_\_\_\_  
Timothy Carter  
Chairperson, Personnel Commission

\_\_\_\_\_  
Date