

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

July 13, 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) May 31, 2017, Special Meeting Minutes p. 3-4
 - b) June 2, 2017, Regular Meeting Minutes p. 5-8
 - c) June 8, 2017, Special Meeting Minutes p. 9
8. **Consent Items** **Chairperson Carter**
 - I. **Ratification of Eligibility Lists**
 - a) Director, Classified Personnel, p. 10
 - b) Vehicle & Equipment Supervisor, p. 11
 - c) Clerical Assistant III, p. 12
 - d) Instructional Tech- Before & After School, 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 Advanced Salary Placement for Maintenance Engineer, **Attachment A**
- b) Establishment of New Class of Lead Accounts Payable Technician, 2nd reading, **Attachment B**
- c) Establishment of New Class Restorative Justice Coordinator and Salary Range Allocation, 1st reading, **Attachment C**

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) Revised Agenda Item Request Form, **Attachment D**
- b) Special Report on Step Increases, **Attachment E**
- c) Special Report on Establishment of a Position, **Attachment F**

11. Reports

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

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. 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.