

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
August 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. **Approval of Meeting Minutes** **Chairperson Carter**
Approve the Personnel Commission Meeting Minutes for the following:
 - a) July 13, 2017, Regular Meeting Minutes p.3-6
 - b) July 20, 2017, Special Meeting Minutes p.7-8

6. **Consent Items** **Chairperson Carter**
 - I. Ratification of Eligibility Lists
 - a) Lead Maintenance Engineer, p.9
 - b) School Bus Driver, p.10
 - c) Administrative Assistant I, p.11
 - d) Payroll Specialist, p.12
 - e) Instructional Assistant II, SPED, p.13
 - f) Educational Occupational Therapist, p.14
 - g) Nutrition Services Satellite Operator I, p.15
 - h) Transportation Scheduler/Router, p.16

7. **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) Special Report on Establishment of a Position, **Attachment B**
 - c) Establishment of New Class of Lead Accounts Payable Technician, **Attachment C**
 - d) Establishment of New Class of Restorative Justice Coordinator, **Attachment D**
 - e) Establishment of New Class of Senior Restorative Justice Coordinator, **Attachment E**
 - f) Revision to Class Description for BSEP Program Specialist, **Attachment F**
 - g) Report on Classification Study Implementation- E. Johnson, **Attachment G**
 - h) Agenda Item Request-Marie Ferguson

- 8. 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) Special Report on Step Increases, *Attachment H*
- 9. Closed Session (1 matter)** **Chairperson Carter**
 a) Public Employment - Government Code § 54957 (b)(1)
 The Personnel Commission will meet in closed session to discuss personnel matters and provide direction to staff.
- 10. Report from Closed Session** **Chairperson Carter**
- 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 July, 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. 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.