

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

Timothy Carter, Chairperson **Personnel Commission**
Heidi Goldstein, Vice-Chairperson **Dr. Reynaldo Ortiz, Commissioner**
Patricia Duwel, Secretary

Meeting Agenda
September 7, 2017 – 4:30 pm

1. **Call to Order** **Chairperson Carter**

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

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) August 11, 2017, Regular Meeting Minutes p.3-6

6. **Consent Items** **Chairperson Carter**
 - I. Ratification of Eligibility Lists
 - a) Delivery Driver, p.7
 - b) Nutrition Services Assistant, p.8
 - c) School Bus Driver, p.9
 - d) Custodian I, p.10
 - e) Library Media Technician, p. 11

7. **Conference Items** **Chairperson Carter**
These items are presented for discussion and action and may be carried over from a previous meeting.
 - a) Establishment of New Class of Lead Accounts Payable Technician, **Attachment A**
 - b) Revision to Class Description for BSEP Program Specialist, **Attachment B**
 - c) Report on Classification Study Implementation- E. Johnson, **Attachment C**
 - d) Request for Advanced Step Placement – Educational Occupational Therapist, **Attachment D**
 - e) Agenda Item Request- J. Greco, **Attachment E**
 - f) Agenda Item Request- M.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) Personnel Commission Meeting Dates for January – June, 2018 p.12

9. Reports

- a) Union Union Representatives
- b) District Reports District Representatives
- c) Commissioners Reports Commissioners
- d) Personnel Director Patricia Duwel
 - i. New Hires and Examinations administered in the month of August, p.13

10. Public Comments (15 minute limit)

Public

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11. Next Meeting

Chairperson Carter

Follow up items for next Personnel Commission Meeting.

12. 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.