

**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**

**Patricia Duwel, Secretary**

**Meeting Agenda**

November 2, 2017 – 4:30 pm

1. **Call to Order** **Chairperson Carter**
  
2. **Roll Call & Establishment of Quorum** **Secretary 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) October 5, 2017, Regular Meeting Minutes, p.3-6
  
6. **Consent Items** **Chairperson Carter**  
It is recommended that the Personnel Commission consider approving a number of agenda items as a Consent list. Consent items are routine in nature, and can be enacted in one motion without further discussion. This procedure conserves meeting time for a full discussion of significant issues.  
  
Ratification of Eligibility Lists
  - a) Delivery Driver, p. 7
  - b) Evaluation and Assessment Analyst, p. 8
  - c) Grounds Gardener, p. 9
  - d) Human Resources Technician, p. 10
  - e) Instructional Assistant, p. 11
  - f) Instructional Assistant, ECE, p. 12
  - g) Instructional Specialist, Dance, p. 13
  - h) Maintenance Engineer, p. 14
  - i) Nutrition Services Assistant, p. 15
  - j) Visual and Performing Arts Technician, 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) Establishment of New Class of Lead Accounts Payable Technician, **Attachment A**
  - b) Establishment of New Class of Restorative Justice Coordinator, **Attachment B**
  - c) 2016-2017 Personnel Commission Annual Report, *First Reading*, **Attachment C**

- 8. Closed Session (1 matter)** **Chairperson Carter**  
 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 hearings of two classified employees.
- 9. Report from Closed Session** **Chairperson Carter**
- 10. Reports**
- a) Union **Union Representatives**
  - b) District Reports **District Representatives**
  - c) Commissioners Reports **Commissioners**
  - d) Personnel Director **Secretary Duwel**
    - i. New Hires and Examinations administered in the month of September, p. 17
- 11. Public Comments (15 minute limit)** **Public**  
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- 12. Next Meeting** **Chairperson Carter**  
 Follow up items for next Personnel Commission Meeting.
- 13. Adjournment** **Chairperson Carter**

Agendas and minutes of Personnel Commission meeting are available at the District's website, [www.berkeleyschools.net](http://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.