

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

Personnel Commission

Heidi Goldstein, Chairperson

Dr. Reynaldo Ortiz, Vice-Chairperson
Patricia Duwel, Secretary

Tim Carter, Commissioner

Meeting Agenda

March 1, 2018 – 4:30 pm

1. **Call to Order** **Chairperson Goldstein**

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 Goldstein**

5. **Approval of Meeting Minutes** **Chairperson Goldstein**
Approve the Personnel Commission Meeting Minutes for the following:
 - a) January 25, 2018, Special Meeting Minutes, p. 3-5
 - b) February 6, 2018, Regular Meeting Minutes, p. 6-8

6. **Consent Items** **Chairperson Goldstein**
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) BSEP Program Specialist, p. 9
 - b) Budget Analyst I, p. 10
 - c) Budget Analyst II, p. 11
 - d) Health & Wellness Program Coordinator, p. 12
 - e) Lead Accounts Payable Technician, p. 13
 - f) School Bus Driver, p. 14

7. **Conference Items** **Chairperson Goldstein**
These items are presented for discussion and action and may be carried over from a previous meeting.
 - a) Establishment of New Class of Assistant Superintendent of Business Services, **Attachment A**
 - b) Desk Audit- School Administrative Assistant II- M. Ferguson, **Attachment B**
 - c) Desk Audit- School Administrative Assistant II- E. Johnson, **Attachment C**
 - d) Agenda Item Request – J. Greco, **Attachment D**

- 8. Closed Session (2 matters)** **Chairperson Goldstein**
a) Employee Discipline and Legal Matters - Government Code § 54954.5
(2017-D-01) (2017-D-02)
- 9. Report from Closed Session** **Chairperson Goldstein**
- 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 February, p.15
- 11. Public Comments (15-minute limit)** **Public**
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- 12. Next Meeting** **Chairperson Goldstein**
Follow up items for next Personnel Commission Meeting.
- 13. Adjournment** **Chairperson Goldstein**

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.