

**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**

**Tim Carter, Commissioner**

**Patricia Duwel, Secretary**

**Meeting Agenda**

February 6, 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 9, 2018, Regular Meeting Minutes, p.3-5
- 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) Custodian I, p.6
  - b) Instructional Assistant, ECE, p.7
  - c) Nutrition Services Assistant, p.8
  - d) Transportation Manager, p.9
- 7. **Conference Items** **Chairperson Goldstein**  
 These items are presented for discussion and action and may be carried over from a previous meeting.
  - a) Agenda Item Request – J. Greco, **Attachment A**
- 8. **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 January, p.10

**PC Meeting Agenda 1/9/2018**

**9. Public Comments (15-minute limit)**

**Public**

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**10. Next Meeting**

**Chairperson Goldstein**

Follow up items for next Personnel Commission Meeting.

**11. Adjournment**

**Chairperson Goldstein**

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.