

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

April 10, 2018 – 1:00 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) March 1, 2018, Regular Meeting Minutes, p. 3-7

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) Accounting Technician, p. 8
- b) African American Success Project Manager, p. 9
- c) Evaluation & Assessment Analyst, p. 10
- d) Executive Assistant I, p. 11
- e) General Services Manager, p. 12
- f) Instructional Assistant, ECE, p. 13
- g) Instructional Assistant II, SPED, p. 14
- h) Instructional Specialist, PE, p. 15
- i) Instructional Tech, Before & After School, p. 16
- j) Interpreter for the Deaf, p. 17
- k) School Bus Driver, p. 18
- l) School Services Assistant, p. 19

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 –M. Willis, **Attachment A**
- b) Agenda Item Request- Advanced Step Retroactive Request, Y. Kahill, **Attachment B**

- c) Personnel Commission Meeting Dates for July – December, 2018- *First reading, Attachment C*
- d) Personnel Commission Budget for Fiscal Year 2018-2019- *First reading, Attachment D*

8. Discussion Items

Chairperson Goldstein

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.

9. Closed Session (2 matters)

Chairperson Goldstein

- a) Employee Discipline and Legal Matters - Government Code § 54954.5 (2017-D-01) (2017-D-02)

10. Report from Closed Session

Chairperson Goldstein

11. 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 March, p. 20

12. Public Comments (15-minute limit)

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13. Next Meeting

Chairperson Goldstein

Follow up items for next Personnel Commission Meeting.

14. 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.