

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**

July 12<sup>th</sup>, 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) May 3, 2018, Regular Meeting Minutes, p. 2-7
  - b) June 7, 2018, Regular Meeting Minutes, p. 8-11
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) Administrative Assistant I, p. 12
  - b) Custodian I, p. 13
  - c) Employee Benefits Specialist, p. 14
  - d) Executive Director of Facilities, Maintenance and Operations, p. 15
  - e) Grounds Gardener, p. 16
  - f) Human Resources Technician, p. 17
7. **Conference Items** Chairperson Goldstein  
These items are presented for discussion and action and may be carried over from a previous meeting.
  - a) Advanced Step Placement Request- V. Sessions, **Attachment A**
  - b) Personnel Commission Agenda Revision- Reports
8. **Closed Session (2 matters)** Chairperson Goldstein
  - a) Employee Discipline and Legal Matters - Government Code § 54954.5 (2017-D-01) (2017-D-02)(2018-D-01)
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 June, p. 18
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](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.