

**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**

September 6<sup>th</sup>, 2018 – 4:30 pm

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| <b>1.</b>  | <b>Call to Order</b>   | <b>Chairperson Goldstein</b>  |
| <b>2.</b>  | <b>Roll Call &amp; Establishment of Quorum</b>   | <b>Secretary Duwel</b>  |
| <b>3.</b>  | <b>Public Comments (15-minute limit)</b><br>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.   | <b>Public</b>   |
| <b>4.</b>  | <b>Approval &amp; Adoption of Agenda</b>   | <b>Chairperson Goldstein</b>  |
| <b>5.</b>  | <b>Approval of Meeting Minutes</b><br>Approve the Personnel Commission Meeting Minutes for the following:<br>a) August 2, 2018, Regular Meeting Minutes, p. 2-5  | <b>Chairperson Goldstein</b>  |
| <b>6.</b>  | <b>Consent Items</b><br>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.<br><br>Ratification of Eligibility Lists<br>a) Administrative Assistant I, p. 6<br>b) Attendance Technician, p. 7<br>c) Clerical Assistant III, p. 8<br>d) Compliance Officer and Title IX Coordinator, p. 9<br>e) Director, Nutrition Services, p.10<br>f) Instructional Assistant, p.11<br>g) Instructional Assistant Instructional Assistant, ECE, p. 12<br>h) Instructional Specialist, Art, p. 13<br>i) Instructional Specialist, Gardening, p. 14<br>j) Instructional Technician, Cooking, p. 15<br>k) Nutrition Services Assistant, p. 16<br>l) School Administrative Assistant II, p. 17 | <b>Chairperson Goldstein</b>  |
| <b>7.</b>  | <b>Reports</b><br>a) Union<br>b) District Reports<br>c) Commissioners Reports<br>d) Personnel Director<br>i. New Hires and Examinations administered in the month of August, p. 18   | <b>Union Representatives</b><br><b>District Representatives</b><br><b>Commissioners</b><br><b>Secretary Duwel</b> |
| <b>8.</b>  | <b>Closed Session (3 matters)</b><br>a) Employee Discipline and Legal Matters - Government Code § 54954.5<br>(2017-D-01) (2017-D-02)(2018-D-01)  | <b>Chairperson Goldstein</b>  |
| <b>9.</b>  | <b>Report from Closed Session</b>  | <b>Chairperson Goldstein</b>  |
| <b>10.</b> | <b>Public Comments (15-minute limit)</b><br>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.   | <b>Public</b>   |
| <b>11.</b> | <b>Next Meeting</b><br>Follow up items for next Personnel Commission Meeting.  | <b>Chairperson Goldstein</b>  |
| <b>12.</b> | <b>Adjournment</b>   | <b>Chairperson Goldstein</b>  |

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.