

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

Personnel Commission

Dr. Reynaldo Ortiz, Chairperson

Mr. Timothy Carter, Vice-Chairperson
Patricia Duwel, Secretary

Ms. Heidi Goldstein, Commissioner

Meeting Agenda

February 7, 2019 – 4:30 pm

1. **Call to Order** **Chairperson Ortiz**
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 shall be taken by the Commission.
4. **Approval & Adoption of Agenda** **Chairperson Ortiz**
5. **Approval of Meeting Minutes** **Chairperson Ortiz**

Approve the Personnel Commission Meeting Minutes for the following:

 - a) January 10th, Regular Meeting Minutes, p. 2 – 6
6. **Consent Items** **Chairperson Ortiz**

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.7
 - b) Instructional Assistant, ECE, p. 8
 - c) Instructional Assistant II, SPED, p. 9
 - d) Instructional Specialist, Gardening, p.10
 - e) Instructional Tech- Before and After School, p. 11
 - f) Nutrition Services Satellite Officer, p. 12
 - g) School Bus Driver, p.13
7. **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 2019, p. 14
8. **Conference Items** **Chairperson Ortiz**

These items are presented for discussion and action and may be carried over from a previous meeting.

 - a) Step Advance Request- K. Miramontes, **Attachment A**
 - b) Agenda Item Request – M. Ferguson, **Attachment B**
 - c) Request for New Classification – District Services Assistant, **Attachment C**
10. **Closed Session (1 matter)** **Chairperson Ortiz**
 - a) Employee Discipline and Legal Matters - Government Code § 54954 (2015-D-xx).
11. **Report from Closed Session** **Chairperson Ortiz**
12. **Public Comments (15-minute limit)** **Public**

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13. **Next Meeting** **Chairperson Ortiz**

Follow up items for next Personnel Commission Meeting.
14. **Adjournment** **Chairperson Ortiz**