

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

April 10, 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) March 7th, Regular Meeting Minutes, p. 2 – 5
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) Custodian I, p. 6
 - b) Instructional Assistant, ECE, p. 7
 - c) Instructional Assistant II, SPED, p. 8
 - d) Instructional Tech, Before & After School Program, p. 9
 - e) Human Resources Analyst-Confidential, p. 10
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 March 2019, p. 11
8. **Conference Items** **Chairperson Ortiz**

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

 - a) Request to Extend Eligibility List- Custodian II, **Attachment A**
 - b) Request for New Classification- School Administrative Assistant II/Substitute Specialist, **Attachment B**
 - c) Request for Re-Classification- M. Ferguson, **Attachment C**
 - d) Request for Re-Classification- E. Johnson, **Attachment D**
 - e) Agenda Item Request- E. Waller, **Attachment E**
 - f) Agenda Item Request- P. Thomas, **Attachment F**
 - g) Approval of Personnel Commission Meeting Schedule for 2019-2020, **Attachment G**
 - h) Personnel Commission Budget for 2019-2020, *First Reading*, **Attachment H**
10. **Closed Session (1 matter)** **Chairperson Ortiz**
 - a) Employee Discipline and Legal Matters - Government Code § 54954.
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**

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.