

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

September 5th, 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) August 8th, 2019, Regular Meeting Minutes, p. 2 - 5
 - b) August 14th, 2019, Special Meeting Minutes, p. 6 - 7
 - c) August 23rd, 2019, Regular Meeting Minutes, p. 8 - 9
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.

Ratification of Eligibility Lists

a) Behavioral Intervention Specialist, p. 10	g) Instructional Assistant, ECE, p. 16
b) Data Integrity Specialist, p. 11	h) Library Media Technician, p. 17
c) Director of Classified Personnel, p. 12	i) Nutrition Services Assistant, p. 18
d) Educational Occupational Therapist, p. 13	j) Public Information Officer, p. 19
e) Grounds Gardener, p. 14	k) School Bus Driver p. 20
f) Grounds Supervisor, p. 15	
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 August 2019, p. 21
8. **Conference Items** **Chairperson Ortiz**

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

 - a) Request for an Advanced Step Salary Placement- T. McDermott, **Attachment A**
 - b) Establishment of New Classification- Senior Workers Compensation Specialist, **Attachment B**
 - c) Request for Reclassification- B. Torrian-Lee, **Attachment C**
 - d) Request for an Advanced Step Salary Placement- L. Custer, **Attachment D**
 - e) Information/Direction in the Matter of Management Recruitments, **Attachment E**
10. **Closed Session (1 matter)** **Chairperson Ortiz**
 - a) Public Employment - Government Code § 54957 (b)(1)
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.