

# 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

October 3<sup>rd</sup>, 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) September 5<sup>th</sup>, 2019, 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.

Ratification of Eligibility Lists

  - a) Accounting Technician, p. 7
  - b) Payroll Specialist, p. 8
  - c) School Campus Aide, p. 9
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 September 2019, p. 10
8. **Conference Items** **Chairperson Ortiz**

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

  - a) Agenda Item Request- M. Ferguson, **Attachment A**
  - b) Request for an Advanced Step Salary Placement- A. Reed- **Attachment B**
  - c) Request for an Advanced Step Salary Placement- J. Alm- **Attachment C**
  - d) 2018-2019 Personnel Commission Annual Report, *First Reading*, **Attachment D**
9. **Closed Session (1 matter)** **Chairperson Ortiz**
  - a) Public Employment - Government Code § 54957 (b)(1)
10. **Report from Closed Session** **Chairperson Ortiz**
11. **Public Comments (15-minute limit)** **Public**

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12. **Next Meeting** **Chairperson Ortiz**

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