

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

November 7th 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) October 6th, 2019, 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.

Ratification of Eligibility Lists

a) Attendance Technician, p. 6	e) Instructional Assistant, ECE, p. 10
b) Custodian I, p. 7	f) Instructional Assistant II, SPED, p. 11
c) Executive Assistant to the Board-Confidential, p. 8	g) Instructional Technician-BASP, p. 12
d) Instructional Assistant, p. 9	h) School Safety Officer, 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 October 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) Agenda Item Request- T. Adams-Carmichael, **Attachment A**
 - b) Establishment of New Classification- District Registrar, **Attachment B**
 - c) Request for Reclassification- B. Mellion, **Attachment C**
 - d) Establishment of New Classification- Facilities Planning Analyst, **Attachment D**
 - e) Request for Reclassification- C. Stevenson, **Attachment E**
 - f) Agenda Item Request- M. Ferguson, **Attachment F**
 - g) 2018-2019 Personnel Commission Annual Report, *Second Reading*, **Attachment G**
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**