

# 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

December 5<sup>th</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) October 30<sup>th</sup>, 2019, Special Meeting Minutes, p. 2 - 3
  - b) November 7<sup>th</sup>, 2019, Regular Meeting Minutes, p. 4 - 8
  - c) November 13<sup>th</sup>, 2019, Special Meeting Minutes, p. 9 – 10
  - d) November 19<sup>th</sup>, 2019, Special Meeting Minutes, p. 11 - 12
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

<ol style="list-style-type: none"><li>a) Administrative Assistant I, p. 13</li><li>b) Administrative Assistant III, p. 14</li><li>c) Director, Classified Personnel, p. 15</li><li>d) Educational Occupational Therapist, p.16</li></ol>	<ol style="list-style-type: none"><li>e) Instructional Specialist (Percussion), p. 17</li><li>f) Maintenance Engineer, p. 18</li><li>g) Sous Chef, p. 19</li></ol>
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7. **Reports**

<ol style="list-style-type: none"><li>a) Union</li><li>b) District Reports</li><li>c) Commissioners Reports</li><li>d) Personnel Director<ol style="list-style-type: none"><li>i. New Hires and Examinations administered in the month of November 2019, p. 20</li></ol></li></ol>	<b>Union Representatives</b> <b>District Representatives</b> <b>Commissioners</b> <b>Secretary Duwel</b>
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8. **Conference Items** **Chairperson Ortiz**

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

  - a) Establishment of New Classification- Fiscal Services Manager, **Attachment A**
  - b) Request to Extend Eligibility List- Interpreter for the Deaf, **Attachment B**
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**