

Berkeley Unified School District

2020 Bonar Street, The Tech Lab, Room 126
Berkeley, CA 94702

Personnel Commission

Timothy Carter, Chairperson

Heidi Goldstein, Vice-Chairperson
Kimberle Sanders, Secretary

Dr. Reynaldo Ortiz, Commissioner

Meeting Agenda

February 6th 2020 – 4:30 pm

1. **Call to Order** **Chairperson Carter**
2. **Roll Call & Establishment of Quorum** **Secretary Sanders**
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 Carter**
5. **Approval of Meeting Minutes** **Chairperson Carter**

Approve the Personnel Commission Meeting Minutes for the following:

 - a) January 9th, 2020, Regular Meeting Minutes, p. 2-4
6. **Consent Items** **Chairperson Carter**

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) Administrative Assistant I, p. 5
 - b) Business Systems Analyst, p. 6
 - c) Data Integrity Specialist, p. 7
 - d) Grounds Gardener, p. 8
 - e) Instructional Assistant, ECE, p. 9
 - f) Instructional Assistant II, SPED, p. 10
 - g) Instructional Tech- Before & After School Program, p. 11
 - h) Lead Grounds Gardener, p. 12
7. **Reports**
 - a) Union **Union Representatives**
 - b) District Reports **District Representatives**
 - c) Commissioners Reports **Commissioners**
 - d) Personnel Director **Secretary Sanders**
 - i. New Hires and Examinations administered in the month of January 2019, p. 13
8. **Conference Items** **Chairperson Carter**

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

 - a) Agenda Item Request- V. Gutwirth, **Attachment A**
 - b) Request for Advanced Step Placement- R. Kadner, **Attachment B**
 - c) Request to Extend Eligibility List- Administrative Assistant I, **Attachment C**
9. **Closed Session (1 matter)** **Chairperson Carter**
 - a) Public Employment - Government Code § 54957 (b)(1)
10. **Report from Closed Session** **Chairperson Carter**
11. **Public Comments (15-minute limit)** **Public**

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12. **Next Meeting** **Chairperson Carter**

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