

# Berkeley Unified School District

The Board Room, 1231 Addison Street,  
Berkeley CA 94702

## Personnel Commission

Timothy Davis, Chairperson

Heidi Goldstein, Vice-Chairperson  
Charlie Castillo, Secretary

Isaiah Roter, Commissioner

## Meeting Agenda

June 23<sup>rd</sup>, 2023 – 1:00 pm

- 1. Call to Order** **Chairperson Zenor-Davis**
- 2. Roll Call & Establishment of Quorum** **Secretary Castillo**
- 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 Zenor-Davis**
- 5. Approval of Meeting Minutes** **Chairperson Zenor-Davis**

Approve the Personnel Commission Meeting Minutes for the following:

  - a) May 3<sup>rd</sup>, 2023, Special Meeting Minutes, p. 2
  - b) May 4<sup>th</sup>, 2023, Regular Meeting Minutes, p. 3-8
  - c) May 31<sup>st</sup>, 2023 Special Meeting Minutes p. 9-13
- 6. Reports** **Union Representatives**
  - a) Union **District Representatives**
  - b) District Reports **Commissioners**
  - c) Commissioners Reports **Secretary Castillo**
  - d) Personnel Director **Secretary Castillo**

New Hires and Examinations administered in the month of May 2023, p. 14
  - e) Classification & Compensation Study
- 7. Consent Items** **Chairperson Zenor-Davis**

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. Instructional Assistant ECE, p. 15</li><li>b. Instructional Assistant II SPED, p. 16</li><li>c. Instructional Specialist, Dance, p. 17</li><li>d. Investigator, p. 18</li><li>e. Nutrition Services Assistant, p.19</li></ol>	<ol style="list-style-type: none"><li>f. Nutrition Services Satellite Operator I, p. 20</li><li>g. School Administrative Assistant, ECE, p. 21</li><li>h. School Campus Aide, p. 22</li><li>i. School Records Assistant, p. 23</li></ol>
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- 8. Conference Item** **Chairperson Zenor-Davis**

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

  - a) Step Advance Request – D.Gallon, **Attachment A**
  - b) Step Advance Request – A.Hester, **Attachment B**
  - c) Step Advance Request – R. Shrestha, **Attachment C**
  - d) New Classification - Director of Facilities Maintenance and Operations, **Attachment D**
  - e) New Classification – Safety and Risk Coordinator, **Attachment E**
- 9. Discussion Item** **Chairperson Zenor-Davis**

This item is open for discussion and does not require action

  - a) Classification & Compensation Study: Phase 1 Findings, **Attachment F**
- 10. Closed Session** **Chairperson Zenor-Davis**

Performance Evaluation of the Executive Director, Classified Personnel- Government Code § 54954.5(e)  
The Personnel Commission will meet in a closed session to discuss the performance evaluation with the Executive Director, Classified Personnel.
- 10. Public Comments (15-minute limit)** **Public**

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- 11. Next Meeting** **Chairperson Zenor-Davis**

Follow-up items for the next Personnel Commission Meeting.
- 12. Adjournment** **Chairperson Zenor-Davis**