



**APPLICATION FOR APPOINTMENT TO THE
BERKELEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

NAME:

Ann Aoyagi

RESIDENCE:

ADDRESS:

November 15, 2012 Meeting Minutes

Call to Order

The meeting was called to order at 4:07pm and a quorum was established.

Public Comment

No public comments were made.

Approval & Adoption of Agenda

~~Paul Lee, Commission Chair, requested to move Old Business after Consent Items.~~

Chairperson Lee motioned to ratify the following eligibility lists:

- a) Administrative Coordinator
- b) Instructional Technician
- c) Program Assistant
- d) Senior Food Service Assistant

Paula Phillips, President BCCE, stated that BCCE unit members that took the exam for the Administrative Coordinator were not notified of their test scores. Secretary Perez responded that he had not just sent

the eligibility list to the hiring authorities. Secretary Perez also stated that he would have staff notify the candidates that took the exam of their results prior to sending the top three ranks on the eligibility list to the hiring manager.

Investigation into leave exhaustion and termination date of Ms. Wanda McAfee

Secretary Perez said that after reviewing documents and recalculating Ms. McAfee's leave in light of new information received, Ms. McAfee exhausted all leaves as of May 17, 2012. He also stated that a revised letter was sent to Ms. McAfee indicating the corrected exhaustion date. Finally, Secretary Perez

systems and better track employee leaves as they relate to Workers' Comp claims.

Investigation into the District's past practice of dealing with probationary employees during layoff
Ms. Lois Pyle, Instructional Assistant, Special Education, Attendant, addressed the Commission and

regarding her employment history as it relates to the matter of her probationary status. She was hired

Maths Course

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Appendix

Appendix A
Appendix B
Appendix C

Appendix D
Appendix E
Appendix F

Appendix G

Appendix H
Appendix I
Appendix J

Appendix K

Appendix L
Appendix M
Appendix N

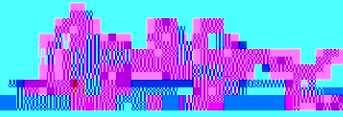
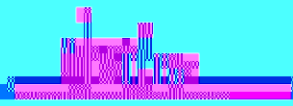
Appendix O

Appendix P
Appendix Q
Appendix R

Appendix S

Appendix T
Appendix U
Appendix V

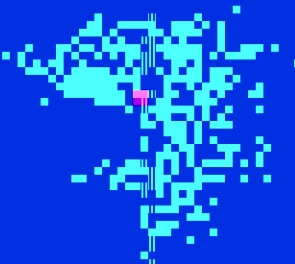
Appendix W



Appendix X

Appendix Y

Appendix Z
Appendix AA
Appendix AB



Berkeley Unified School District

Merit System

Eligibility List For:

Library Media Tech, Secondary
(Open)

Written Examination:

November 13, 2012

Oral Examination:

November 19, 2012

List Established by the Personnel Commission: ~~December 6, 2012 to expire December 6, 2013~~

Open

1 Vaile	Fujikawa
2 Lisa	Hubbell
3 Barbara	Mendoza
4 Jennifer	Dyment
5 Jacqueline	Frahm
6 Hillary	Ake
6 Davia	Schmidt
6 Gareth	Scott
7 Angi	Brzycki



Randy Perez
Secretary, Personnel Commission

11/27/2012
Date

Dan Lee
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility list for:

Senior Personnel Assistant
(Open)

Written Examination:

October 5, 2012 & November 2, 2012

Oral Examination:

November 19, 2012

List Established by the Personnel Commission: December 6, 2012 to expire December 3, 2013

Open:

- 1 Janet Lopez
- 2 Sharon Dillon
- 3 Christina Saddler



Randy Perez
Secretary, Personnel Commission

11/27/2012

Date

Dan Lee

Chairman, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for :

Director, BSEP & Community Relations
(Open)

Written Examination:

November 16, 2012

Oral Examination:

November 16, 2012

List Established by the Personnel Commission: December 6, 2012 to expire December 6, 2013


Open

- 1 Thomas Ekno
- 2 Natasha Beery
- 2 Dina Consuegra



Randy Perez

Secretary, Personnel Commission



Date

Dan Lee

Chairperson, Personnel Commission

Date

Berkeley Unified School District
Merit System

Eligibility List for :

Clerical Assistant I

October 26, 2012

Oral Examination:

November 15, 2012

1 Rochelle Vaughn

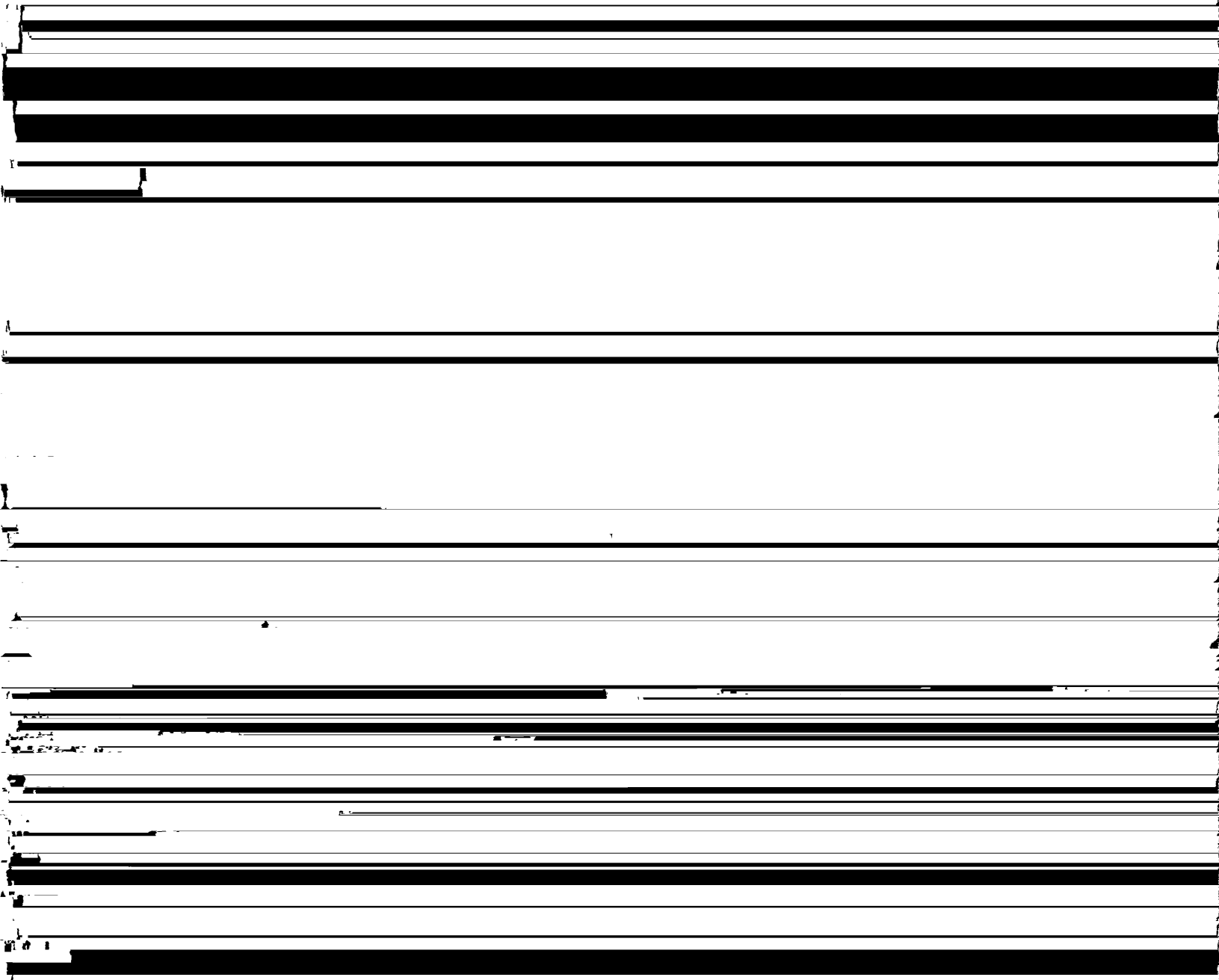
3 Renato Ramento

BERKELEY UNIFIED SCHOOL DISTRICT

DATE: December 6, 2012
TO: Personnel Commissioners
FROM: Javetta Cleveland and Neil Smith, Co-Superintendents
SUBJECT: Accelerated Salary Step for Director of BSEP and Community Relations

BACKGROUND INFORMATION

After a broad recruitment and a rigorous examination process, only three individuals, out of an applicant pool of approximately 50, made it to the eligibility list for the Director of BSEP and Community Relations position. All are external candidates. The individual we have

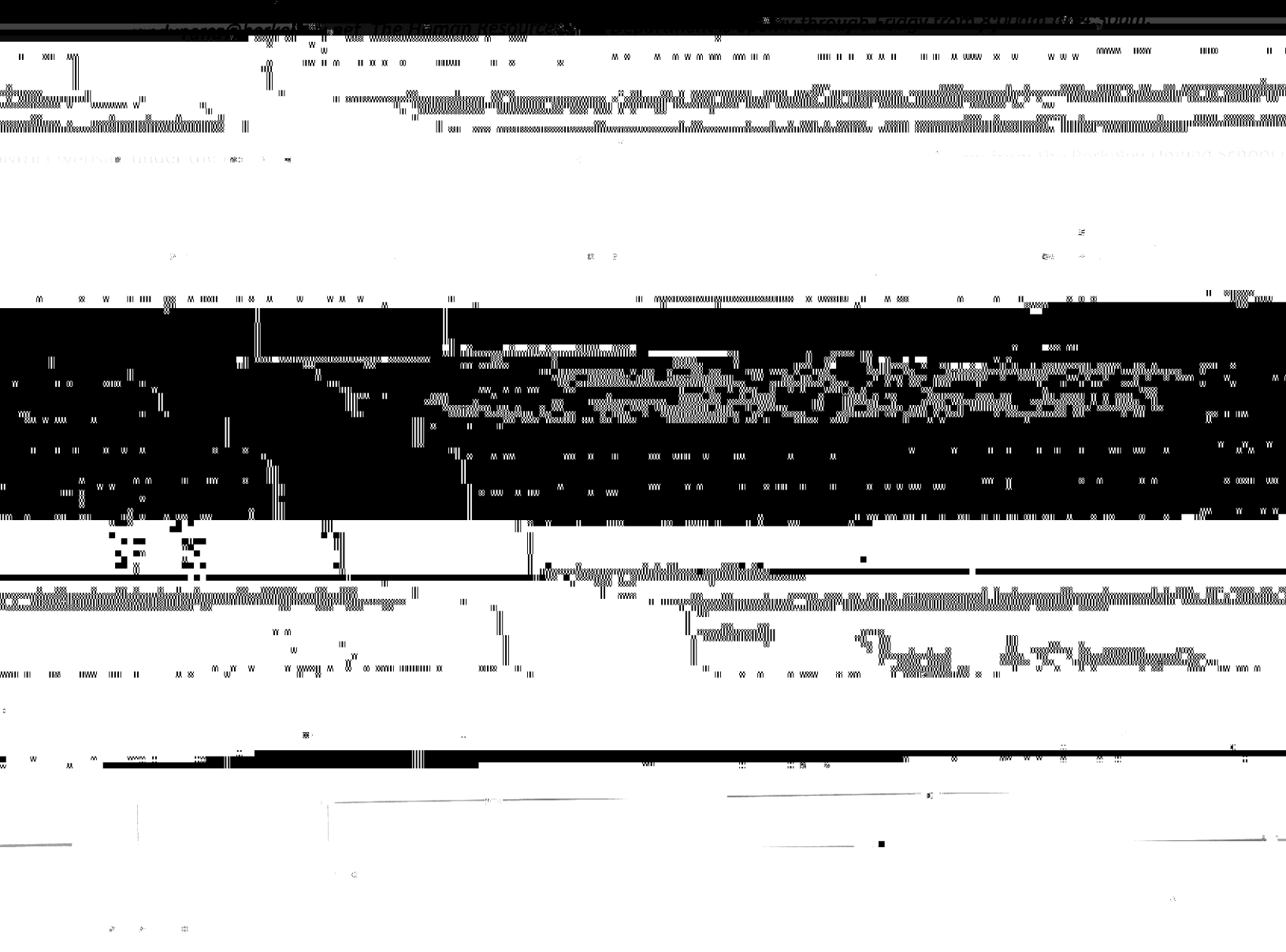


Personnel Commission of the
Berkeley Unified School District



You may fax this form to (510) 644-6151 attention to Randy Perez, hand deliver it to the address above or scan and email to randyperez@berkeley.net. The Human Resources Department is open Monday through Friday from 8:00am to 4:30pm.

The deadline for submitting a request for items to be included in a Personnel Commission Meeting is 4:00pm 7 calendar



Determination: Place on agenda

Personnel Commission Meeting

Place on agenda

Type of Item

Do not place on agenda

Jonathan Staples
P.O. Box 31401
Oakland, CA 94604
(510) 691-3788
jstaples@unhoo.com

November 27, 2012

Randy Perez, Classified Personnel Director
Personnel Commission
Berkeley Unified School District
2020 Bonar Street
Berkeley, CA 94702

Subject: Working Out of Classification –Section 300.200.6 (Ed Code 45110)

Dear Director Perez:

I am addressing the issue of working out of class because this issue does not fall within the purview of the
Berkeley Unified School District Local 21 grievance procedure. I present the

cc: Steve Collins, Plant Operations Manager

Personnel Commissioners

11/10/07 10:33:32

Examinations Administered in the Month of October:

Classification-

Transportation Dispatcher

Program Specialist, BSEP

Director, BSEP & Community Relations

Library Media Tech, Secondary

Senior Personnel Assistant

Food Service Assistant

Program Assistant

Senior Budget Analyst

Site Coordinator, Family Engagement (Spanish Bilingual Preferred)

Clerical Assistant I

Senior Food Service Assistant

Instructional Specialist, Dance

New Hires / New Assignments Processed in the Month of October:

Name-

Marielle Martinez

Meenakshi Balaraman

Takisha Gibson

Classification-

Instructional Technician

Instructional Assistant

Instructional Assistant, Special Ed, Attendant

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3602 WC
3701 RE
3702 RE
3802 PE
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BUD ADM :6E
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2316 CI
2412 CI
2416 CI
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3202 PU
3301 ME
3302 ME
3312 FI
3501 ST
3502 ST
3601 WC
3602 WC
3701 RE
3802 PE
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