

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

Personnel Commission

Timothy Carter, Chairperson

Heidi Goldstein, Vice-Chairperson

Reynaldo Ortiz, Commissioner

Meeting Agenda

February 3, 2017 – 3:30 pm

- | | |
|--|---------------------------|
| 1. Call to Order | Chairperson Carter |
| 2. Roll Call & Establishment of Quorum | Secretary Rogosin |
| 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 can be taken by the Commission. | |
| 4. Approval & Adoption of Agenda | Chairperson Carter |
| 5. Closed Session (3 matters) | |

The Personnel Commission will meet in closed session to discuss a matter related to the termination and subsequent appeal hearing of a classified employee (2016-1-AH).

- b) Personnel and Disciplinary Action - Government Code § 549547
- c) Public Employment - Government Code § 54957 (b)(1)

- | | |
|---------------------------------------|---------------------------|
| 6. Report from Closed Session | Chairperson Carter |
| 7. Approval of Meeting Minutes | Chairperson Carter |

OK

1. [Illegible]

[Illegible]

2. [Illegible]

3. [Illegible]

4. [Illegible]

5. [Illegible]

[Illegible]

6. [Illegible]

7. [Illegible]

[Illegible]

[Illegible]

[Illegible]

8. [Illegible]

[Illegible]

9. [Illegible]

[Illegible]

[Illegible]

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**Berkeley Unified School District
Personnel Commission Meeting Minutes**

January 05, 2017 – 4:30 pm

1. Call to Order

Meeting was called to order at 4:33pm

2. Roll Call & Establishment of Quorum

Chairperson Carter, Vice-Chairperson Goldstein and Commissioner Ortiz were present and a quorum was established.

3. Public Comments

Marleen Sacks, Attorney with Atkinson, Andelson, Loya, Ruud & Romo, commented on her letter to the Personnel Commission about the upcoming appeal hearing process. She said that in the past a hearing officer was hired by the Commission to conduct the hearings. Javetta Cleveland, Deputy Superintendent, also supported the use of a hearing officer for the appeal hearing.

4. Approval & Adoption of Agenda

Vice Chairperson Goldstein made a motion to approve the agenda, Commissioner Ortiz seconded the motion.

Approved, 3-0

5. Closed Session (2 matters) Government Code § 54954.5

a) Employee Discipline and Legal Matters

b) Update status of PERB complaint

The Personnel Commission met in closed session to discuss a matter related to the termination and subsequent appeal hearing of a classified employee (2016-1-AH) and to receive an update on the status of a

II. Ratification of Eligibility Lists

- a) Instructional Assistant
- b) School Administrative Assistant, ECE
- c) Accounting Technician
- d) Maintenance Supervisor (brought back from December meeting)

Commissioner Ortiz made a motion to approve the eligibility lists. Vice-Chairperson Goldstein seconded the motion.

Approved, 3-0

9. Discussion Items

- a) Agenda Item Request: Erica Johnson

Erica Johnson, School Administrative Assistant II, said that she read the informative report and asked the Commission staff to perform a classification study. Secretary Rogosin noted that Ms. Johnsons' classification description references work is performed at an "alternative school," which covers her site.

Ms. Johnson requested an amendment to her classification description so that Berkeley Technology Academy can receive a School Administrative Assistant III position like Berkeley High School. Vice-Chairperson Goldstein commented that it is desirable to review the School Administrative Assistant II class description based on the complexity of the employee's current role. Chairperson Carter requested this be added to the next meeting agenda as a classification study.

- b) Informative Report

c) Personnel Director

i. New Hires and Examinations administered in the month of December

Vice-Chairperson Goldstein commented that she is pleased to see shorter intervals between testing
~~years. She also commented that she finds it useful to see the standard boilerplate text in the letters~~

of the agenda.

12. Public Comments

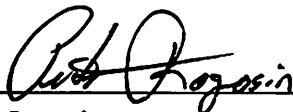
13. Next Meeting

The next Special Meeting was scheduled to be held on 1/12/17 at 4:30 pm.

14. Adjournment

Meeting adjourned at 6:55pm

Respectfully Submitted,



Peter Rogosin
Secretary, Personnel Commission

January 30, 2017
Date

Approved,

Berkeley Unified School District
Personnel Commission Special Meeting Minutes

January 12, 2017 – 4:30 pm

1. Call to Order

The meeting was called to order at 4:30 pm.

2. Roll Call & Establishment of Quorum

Chairperson Carter, Vice-Chairperson Goldstein and Commissioner Ortiz were present and a quorum was established.

3. Public Comments (15 minute limit)

Stewart Weinberg, Attorney representing Local 6192, commented that he has no recollection of cases not using a



hearing the record. He added that there is no limit on the number of witnesses that can be called. The Commission

Commission empowered Chairperson Carter to select the hearing officer after all of the Commissioners had a

chance to review resumes of proposed advisors. Secretary Rogosin would facilitate this process so as not to violate the Brown Act.

Berkeley Unified School District
Merit System

Eligibility List for : **Nutrition Services Assistant**
(Open)

Written Examination: **December 13, 2016**

Performance Examination: **January 11, 2017**

List Established by Personnel Commission: **February 3, 2017 to expire February 2, 2018**

Open

1 Reneisha Caesar*

2 Ana Gigi Revelar***

*** Full-time position as of 2/3/2017**

Berkeley Unified School District
Merit System

Eligibility List for : **Student Records Assistant**
(Open)

Written Examination: **December 14, 2017**

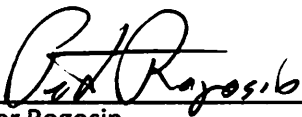
Oral Examination: **January 17, 2017**

List Established by Personnel Commission: **February 3, 2017 to expire February 2, 2018**

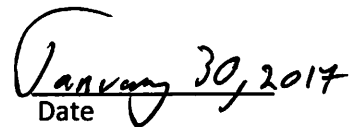
Open

- 1 Gerardo Browne (bilingual qualified)*
- 2 Erica Contreras (bilingual qualified)
- 3 Alexandria Lodree
- 4, Walter Smith

** Eligibility to expire November 3, 2017*



Peter Rogosin
Secretary, Personnel Commission



Date

Timothy Carter
Chairperson, Personnel Commission

Date

Berkeley Unified School District
Merit System

Eligibility List for : **Health and Wellness Program Coordinator**
(Open)

Written Examination: **January 19, 2017**

Oral Examination: **January 19, 2017**

List Established by Personnel Commission February 02, 2017 to expire February 02, 2018

Open

- 1 Lyndsay Orbeta
- 2 Vanessa Machen



Peter Rogosin

January 30, 2017
Date

Berkeley Unified School District
Merit System

Eligibility List for : **School Services Assistant**
 (Open)

Written Examination: **December 9, 2016**

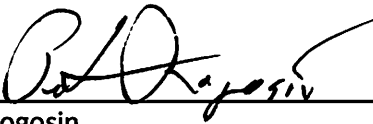
Oral Examination: **January 23, 2017**

List Established by Personnel Commission: **February 3, 2017 to expire February 2, 2018**

Open

- 1 Karissa Cornett
- 2 Hanz Kurdi*
- 3 Courtney King
- 4 Jilissa Bostic*
- 5 Ashley Stepney
- 6 Tameka Evans

*** Eligibility to expire February 4, 2017**



Peter Rogosin
Secretary, Personnel Commission

January 30, 2017
Date

Timothy Carter
Chairperson, Personnel Commission

Date


Examinations Administered in the Month of January:

<u>Classification</u>	<u>Written</u>	<u>Oral</u>	<u>Performance</u>
Student Records Assistant	7	3	
Nutrition Services Assistant	1		1
Nutrition Services Satellite Operator	1		1
Student Body Account Technician	2		
Health and Wellness Program Coordinator	3	3	
School Services Assistant	7	4	
Attendance Technician	14		
Compliance Officer and Title IX Coordinator	5	5	

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

<u>Name</u>	<u>Employment Type</u>	<u>Classification</u>	<u>Location</u>
Jamila Kennedy	New Assignment	Instructional Assistant II, Sped	Longfellow
Mark McAnally	Promotion	Lead Maintenance Engineer	Maintenance
Ranato Ramento	Promotion	School Administrative Assistant ECF	Markins Preschool

Reginald Blaylock	New-Hire	Custodian I	Administration
Darlene McRoy	New-Hire	Custodian I	Berkeley High

To: The Personnel Commission
From: Peter Rogosin, Interim Director of Classified Personnel 
Date: February 3, 2017
Subject: Removal of Name From Eligibility List(s)
Recommendation:

It is recommended that the Personnel Commission approve the removal of [REDACTED] 2017.

from the Instructional Technician Afterschool and Instructional Assistant - Special Education, Attendant eligibility lists and remove the applicant from further participation in the Instructional Assistant II - Special Ed, Instructional Tech - Before & After School Program, Instructional Specialist (Athletics) recruitments.

Background:

Personnel Commission Rule 40.100.3 K, Elimination of Unfit Applicants. Candidates and Eligible allow for the removal of eligible from an eligibility list if they have "(A) record of

To: The Personnel Commission

From: Peter Rogosin, Interim Director of Classified Personnel 

Date: February 3, 2017

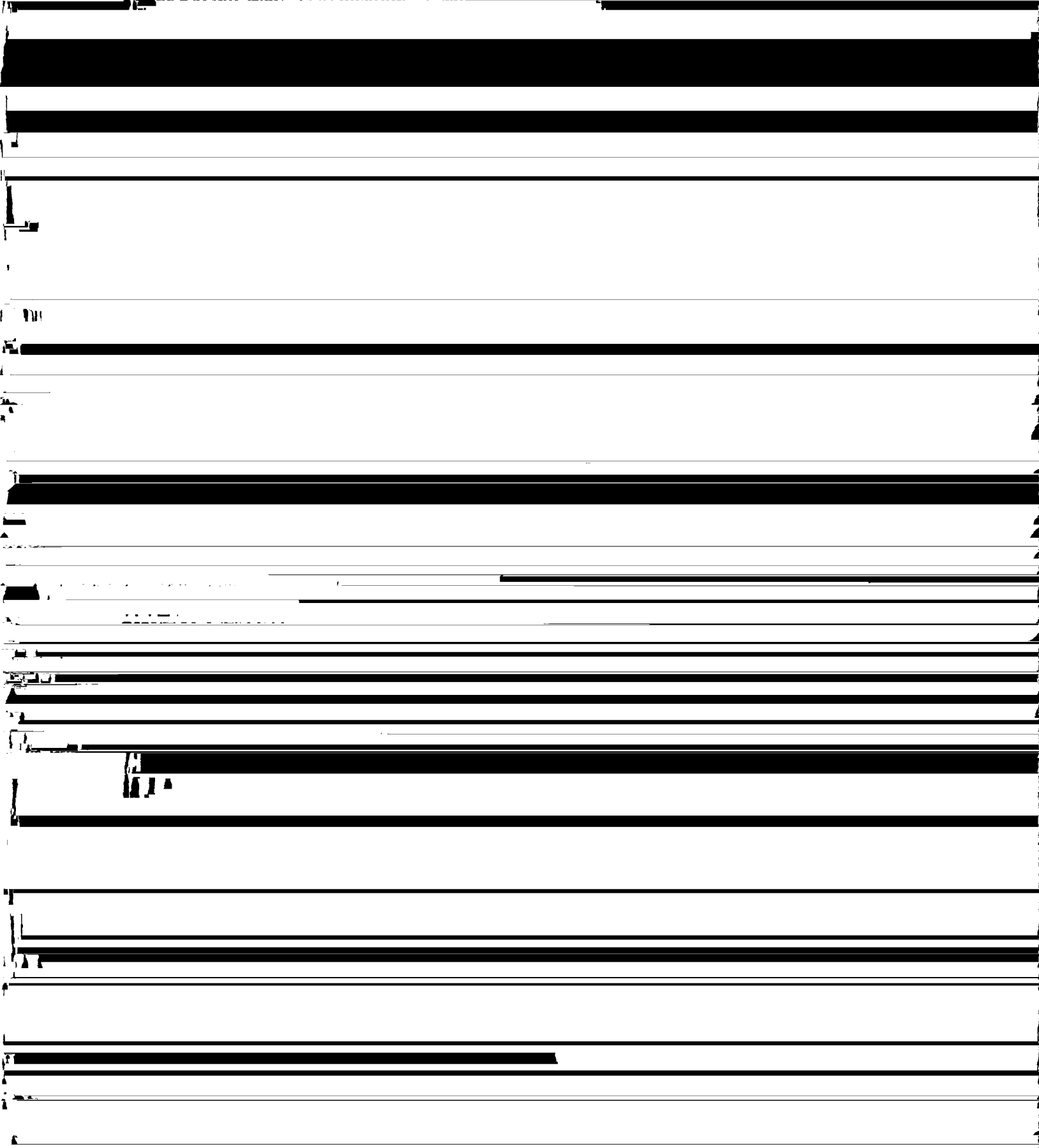
Subject: Classification Study-E. Johnson, School Administrative Assistant II

Recommendation:

It is recommended that the Personnel Commission...

position located at the...

Two additional Districts, San Francisco USD and West Contra Costa USD were reviewed as requested by Ms. Johnson. At West Contra Costa USD staff identified an "Office Manager, Middle/Junior High" classification. According to the classification description incumbents "act



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