

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

Personnel Commission

Rosalinda Ortiz, Chairperson

Timothy Carter, Vice-Chairperson

Heidi Caldeira, Commissioner

Erin Arinez, Classified Personnel Supervisor

Meeting Agenda

October 13, 2016 – 5:00 pm

- | | |
|---|--------------------------|
| 1. Call to Order | Chairperson Ortiz |
| 2. Roll Call & Establishment of Quorum | Erin Arinez |

10. Public Comments (15 minute limit)

Public

This is an opportunity for the public to comment on Personnel Commission business.

The time limit is five minutes per individual and a total of fifteen minutes per subject. No action can be

11. Next Meeting

Chairperson Ortiz

Follow up items for next Personnel Commission Meeting

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

August 4, 2016 - 4:30 pm

1. Call to Order

The meeting was called to order at 4:29pm

2. Roll Call & Establishment of Quorum

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

3. Public Comments

Paula Phillips, BCCE President, commented that the Commission cannot stifle public comments even if it seems disrespectful. Vice Chairperson Carter said there should be a certain level of decorum and respect during the public meetings.

4. Approval & Adoption of Agenda

Approved, 3-0

5. Approval of Meeting Minutes

a) June 13, 2016

President Phillips commented that in regards to Conference Item 5.a. the classification and compensation

[REDACTED]

study, in some cases, resulted in a re-classification due to a gradual accretion of duties.

Approved as amended, 3-0

b) July 15, 2016

Commissioner Goldstein commented that in Discussion Item 7.a. it should be recorded that Marko Akil filed a Level 1 Grievance prior to his probationary release. Commissioner Goldstein also commented that it

Phillips requested that the Commission review the timeliness of Secretary Perez's letters to employees who

are being placed on the 39 month rehire list. Commissioner Carter asked how many former employees are on the re-hire list due to exhaustion of all leaves. Secretary Perez indicated he would email the Commission a list of those

to address errors when they are made, to address risk to avoid litigation, to address the

stakeholders to establish best practices, to establish the best practices, to establish the

about how leaves and processes are handled and how to request items to be added to the

Berkeley Unified School District
Personnel Commission Meeting Minutes
September 1, 2016 - 4:30 pm

1. Call to Order

The meeting was called to order at 4:30pm

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

None

4. Approval & Adoption of Agenda

Approved, 2-0

Approval of Meeting Minutes

- g) Human Resources Technician p. 16
 - h) Instructional Assistant, ECE p. 17
- Commissioner Goldstein asked to pull Item 6.g.

A motion was made to approve all lists except for 6g.
Approved, 2-0

Commissioner Goldstein asked why the lists are being approved after the hires are made. Secretary Perez responded that he can certify the list and make a hire before the list is approved at the meeting.

assignments for the Human Resources Technician position. Paula Phillips, BCCE President, asked for clarity on the interim process for the Human Resources Technician position and asked why Michelle Denton

9. Reports

a) Union

President Philline commented that there are a lot of provisional and limited term assignments. She

commented that not enough exams are being administered and that it is taking too long to fill vacancies.

b) Commissioners Reports

Commissioner Goldstein commented that she reviews the school board Human Resources reports and

noticed a great number of provisional and limited term assignments. She asked why some have end dates listed and others do not. She asked Secretary Perez to provide more information about this at next regular meeting. She thanked Secretary Perez for providing the 39 month re-hire list.

c) Personnel Director

Berkeley Unified School District
Merit System

A

Eligibility List for : **Student Systems Analyst**
(0) ~~Information~~

Written Examination: **July 20, 2016**
~~Oral Examination: September 14, 2016~~

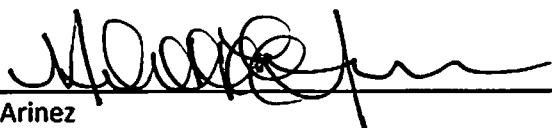
List Established by Personnel Commission: **October 13, 2016 to expire October 13, 2017**

Promotional

1 Jimmy Hoang

Open

1 Hashim Mteuzi



Erin Arinez
Classified Personnel Supervisor, Personnel Commission

10/10/16
Date

Berkeley Unified School District
Merit System

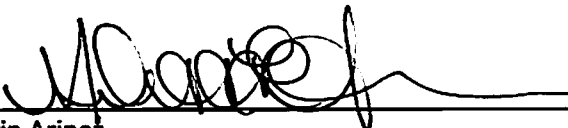
B

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

Written Examination: **August 26, 2016.**

Oral Examination: **September 12, 2016**

List Established by Personnel Commission: **October 13, 2016 to expire October 13, 2017**



Erin Arinez
Classified Personnel Supervisor, Personnel Commission

10/10/16
Date

Berkeley Unified School District
Merit System

C


Eligibility list for: School Bus Driver

(Open)

Written Examination: **September 1, 2016**
Oral Examination: **September 20, 2016**

List Established by Personnel Commission: **October 13, 2016 to expire October 13, 2017**

Open
1 Tracy Fitzgerald



Erin Arinez
Classified Personnel Supervisor, Personnel Commission

10/10/16
Date

Reynaldo Ortiz
Chairperson, Personnel Commission

Date

Berkeley Unified School District
Merit System

D

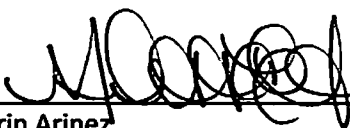
Eligibility List for : **School Safety Officer**
(Open)

~~Written Examination: August 5, 2016~~

~~Oral Examination: September 7, 2016~~

List Established by Personnel Commission: **October 13, 2016 to expire October 13, 2017**

- Open
- 1 Lanny Kelly III
 - 2 Richard Magpantay
 - 3 Jonnel Gallon
 - 4 Sunshine Thomas


Erin Arinez

10/10/16
Date

Classified Personnel Supervisor, Personnel Commission

Berkeley Unified School District
Merit System

Eligibility List for : **Human Resources Technician**

Written Examination: **July 19, 2016**
Oral Examination: **August 5, 2016**

List Established by the Personnel Commission: **October 13, 2016 to expire October 13, 2017**

Promotional

1 Diana Bonilla

Open

1 ~~Priscilla Davis~~

2 Jennifer Slagle*

* *Eligibility to Expire November 5, 2016*

Examinations Administered in the Month of September:

<u>Classification</u>	<u>Written</u>	<u>Oral</u>	<u>Performance</u>
Accounting Technician	9		
School Bus Driver	2		1
Maintenance Technician	2		
Student Records Assistant-Bilingual	7		2
Grounds Gardener	1		
Maintenance Supervisor	1		

School Safety Officer	7		4
Health and Wellness Program Coordinator	2		1
Instructional Specialist, Dance	1		
Executive Assistant II, Confidential	9		
Student Systems Specialist	3		2
Instructional Assistant II, Special Ed.	13		
School Bus Driver	2		1
Cook	4		1
Library Media Specialist	13		

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

<u>Name-</u>	<u>Employment Type-</u>	<u>Classification-</u>	<u>Location-</u>
Beth Ann Heffner	New Hire	Instructional Assistant II SPED	Berkeley High
Michelle Bate	New Hire	Instructional Assistant II SPED	Berkeley High

Adekunle Owodunni	New Hire	Instructional Assistant II SPED	John Muir
Miguel Barrera	New Hire	IT, Before & After School-Biling.	LeConte
Andria Kemp	New Hire	Instructional Assistant II SPED	Arts Magnet

Personnel Commission of the

Board of Education of the City of Berkeley

