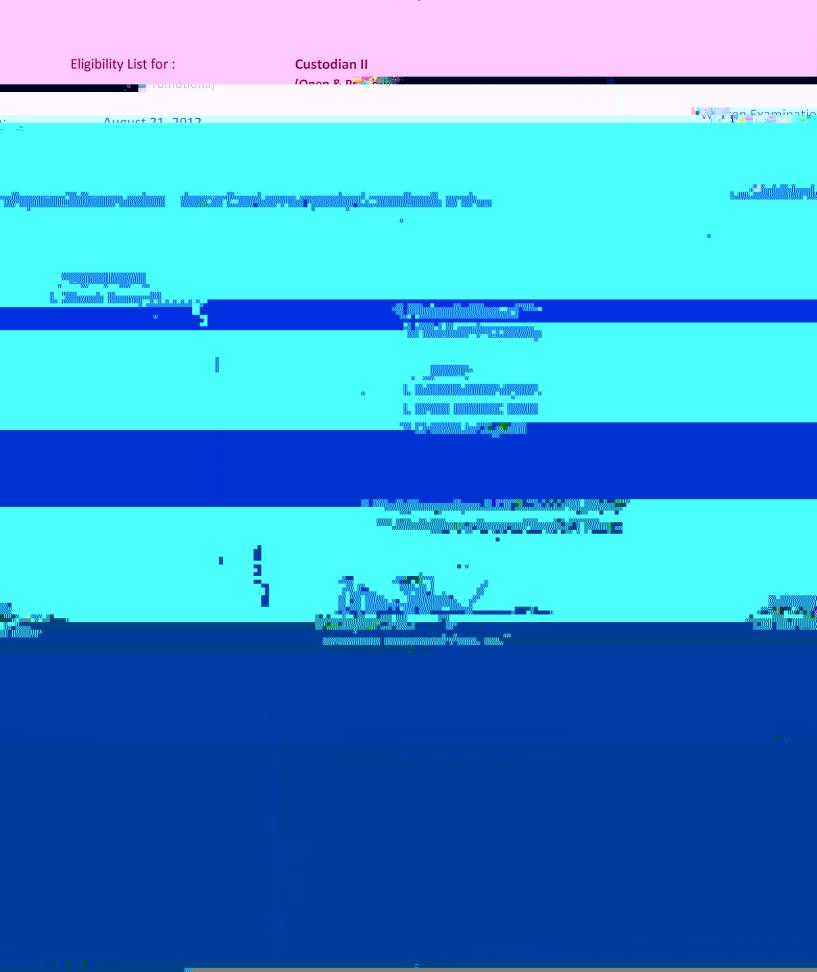
Berkeley Unified School District

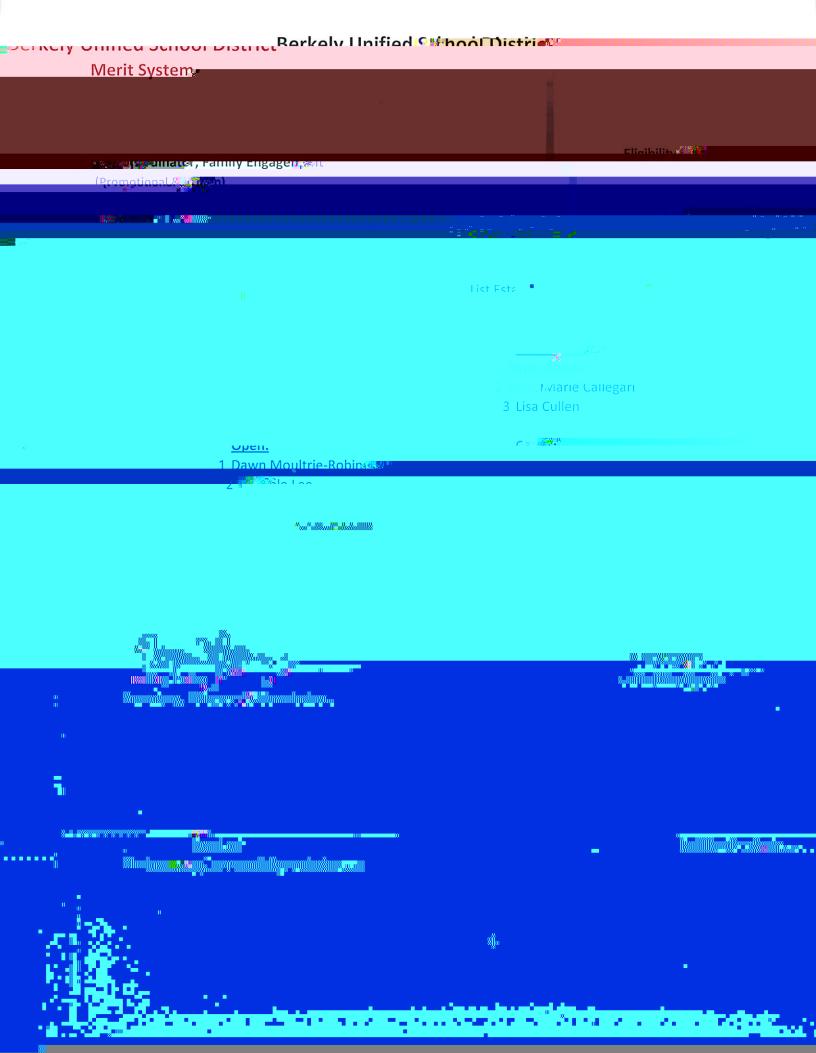
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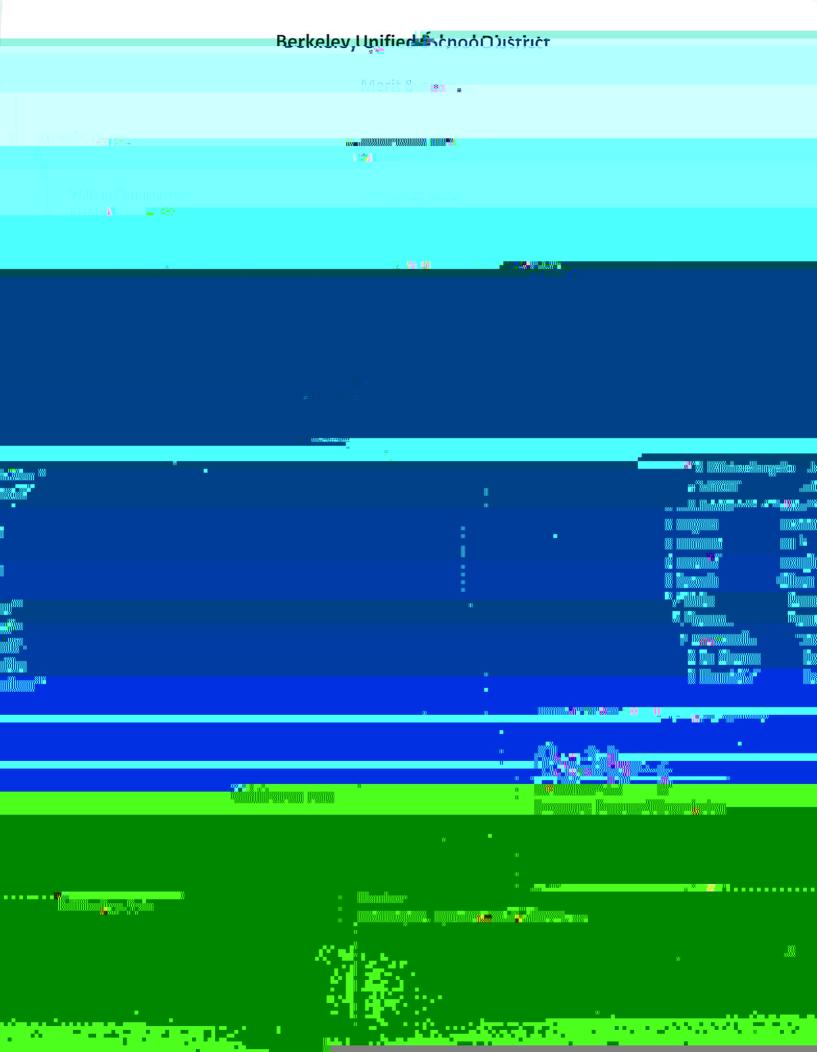


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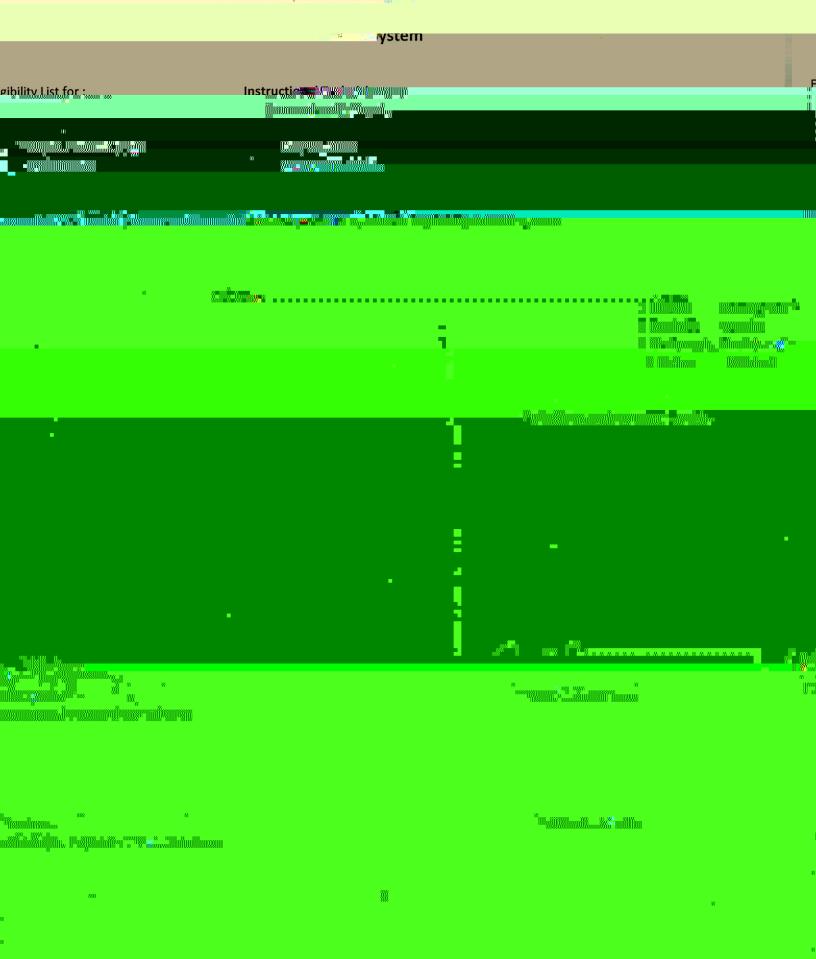


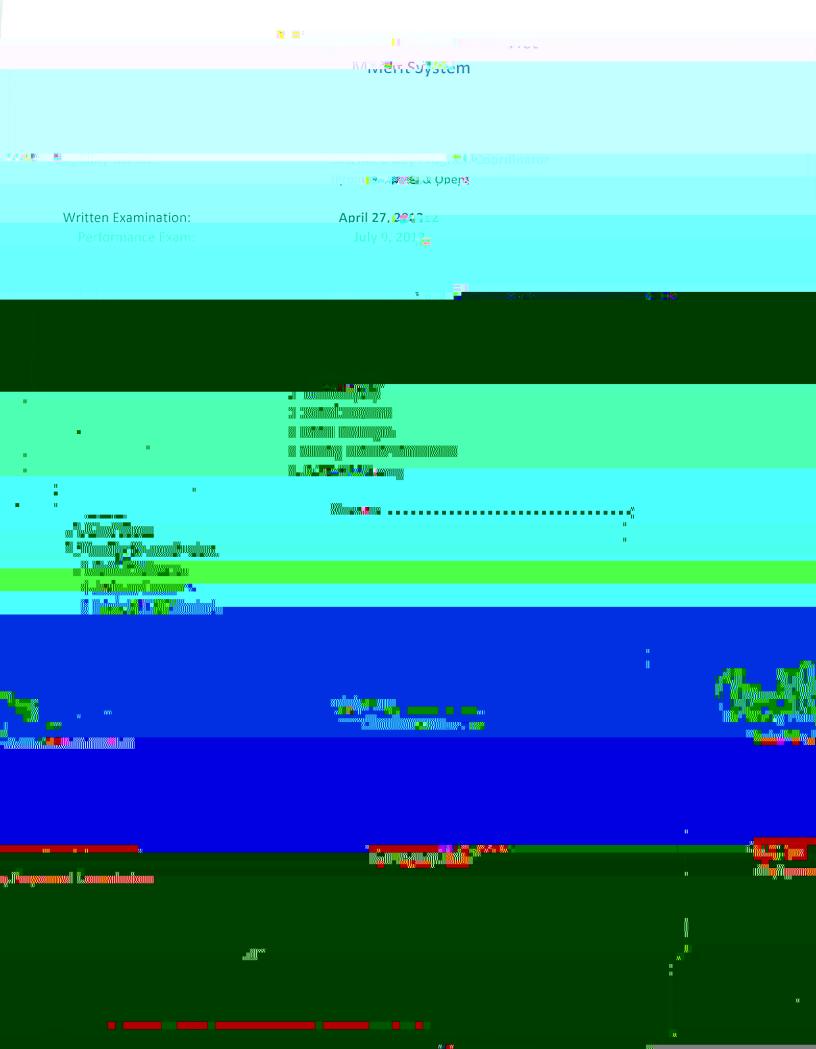




Berkely Unified School District Marit Suc (Promotional & Open) July 13 July 1 August 14, 2012 List Established an an small s, i<mark>sma</mark>la (iling) <mark>Ar--bas</mark>ir-, I New York

Berkeley Unitied School District





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	Call to Order	
	The meeting was called to order at 3:36pm, a quorum was established and the Commission went into	
	closed session.	
	Report from Closed Session	
	The Commission returned from closed session at 4:12nm and Chairnerson Lee renorted that the	
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	Public Comment	
	No comments were made.	
	Approval & Adoption of Agenda	
	71E	



Personnel Commission of theBerkeley Unified School District



2134 Martin Luther King Jr. Way, Berkeley, California 94704-1180

Agenda Item Request Form

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 days prior to the Personnel Commission Meeting you are considering. This form can be obtained from the Secretary to the Personnel Commission or by downloading the form from the Berkeley Unified School District website under the Personnel Commission.

Name of Person Requesting Item for Agenda: <u>Denise Diggs-Ray</u>

Date Submitted: <u>5-10-12</u>

Telephone Number: 510-883-5224 Email Address: denisediggsray@berkeley.net

Description of Item:

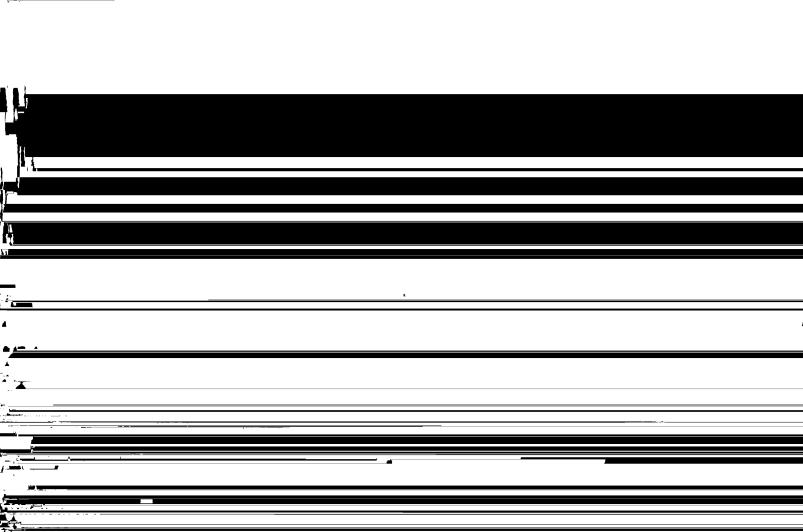
1) Record of policy/procedure change and; 2) Notification to classified staff when a policy/procedure has changed.

Background Information:

(Please attach or include some background information to assist the Personnel Commission in determining appropriate action.)

There is no process for informing classified staff when a policy/procedure has been changed, i.e.: 1)

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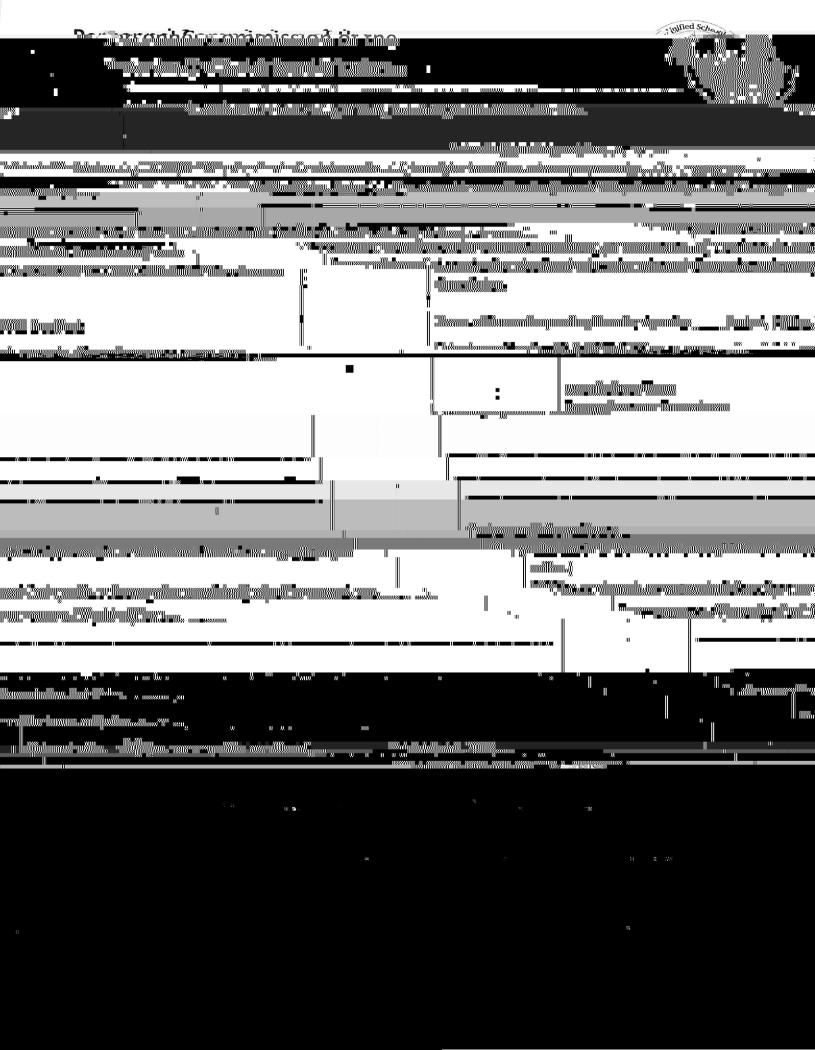
Examinations Administered in the Month of July:

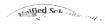
Classification-

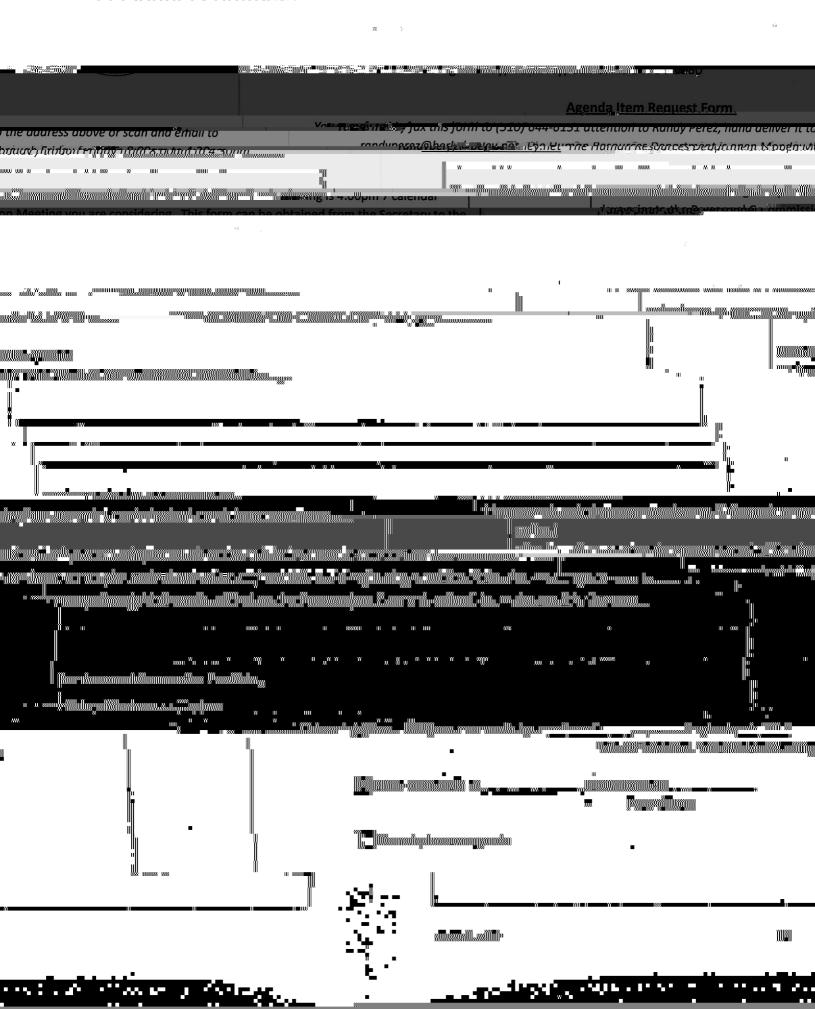
School Bus Driver
Program Supervisor, After School Program
Library Media Technician, Middle
Instructional Technician
Clerical Specialist
Extended Day Program Coordinator
Site Coordinator, Family Engagement

Now Hirac Presented in the Month of July

Name-	Classification-	Fffective Date of Emnlovment-
LaTanja Chambers	Administrative Assistant	July 16, 2012
Pamela Goo	Supervisor, Risk Management, Workers Compensation & Benefits	July 30, 2012
Rocio Garcia	Instructional Technician	August 27, 2012
Robert Castelhano	School Safety Officer	August 29, 2012
Jennifer Gordon	Library Media Technician. Elementary	<u> August 29, 2012</u>









Personnel Commission

TO:

Personnel Commission

Pandy Baraz Director Classified Barcannel

SUBJECT: Assign Employee Miles Valentino to Instructional Technician Position

Background Information

Article 14.5.3 of the BCCE contract states: "Employees who wish voluntary demotions in lieu of layoff to

TO: Personnel Commission FROM: Randy Perez, Director, Classified Personnel PATE: Sentember 9, 2013 SUBJECT: Assign Employees Abbey Hanson and Ernesto Marin to the Instructional Assistant, Special Education, Attendant Classification Background Information Applied Hanson and Ernesto Marin cursonthehold the elastification of Electroctional Assistant The Hanson and Ernesto Marin cursonthehold the elastification of Electroctional Assistant			Parkata Hotelanda Indiana	
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Examinations Administered in the Month of July:

ClassificationClerical Specialist
Custodian II
Food Service Assistant
Senior Food Service Assistant
Instructional Assistant
Instructional Assistant, Early Childhood Education
Instructional Technician

Instructional Assistant, Special Education Attendant

<u> 1921gr.P</u>osendr Clast

Site Coordinator, Family Engagement

New Hires Processed in the Month of July:

Name-	Classification-	Effective Date of Employment-
Sharece Barnett	Instructional Assistant, Special Ed, Attendant	August 29, 2012
Yvonne Suniamafileo	Instructional Technician	August 27, 2012
Fabiana Crenshaw	Instructional Technician	August 27, 2012
Laurie Young	Food Service Assistant	August 27, 2012
Charity DeMarto	Supervisor, Family Engagement and Equity	September 4, 2012
Manuel Enriquez	Program Supervisor, After School Programs	August 7, 2012
Christine Colby	Library Media Technician, Middle	August 29, 2012

Berkeley Unified School District Personnel Commission

TO:

Personnel Commission

FROM:

Randy Perez, Director, Classified Personnel

DATE:

September 6, 2012

SUBJECT:

Investigation Into Claim from BCCE that the District is Contracting Out

Bargaining Unit Work at LeConte Elementary

Background Information

At the meeting of August 7, 2012, Paula Phillips, President BCCE, alleged that the District is contracting out bargaining unit work at LeConte Elementary. In particular, President Phillips stated that an

employee at LeConte was being laid off and the work he performed was being outsourced to the company Playworks. The employee at LeConte currently holds the position of Instructional Specialist, PE. In review of the job description for Instructional Specialist, the primary duties revolve around: supporting and enriching the instruction in the designated area; explaining and demonstrating instructional methods to students; assisting the certificated instructor in evaluating student learning; maintaining records of student progress and attendance; and monitoring and controlling student

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