

Meeting Agenda

August 1, 2013 4:30pm

1. Call to Order

The meeting was called to order at 4:32pm.

2. Roll Call & Establishment of Quorum

Chairperson Meyani, Vice Chairperson Carter and Commissioner Lee were present and a quorum was

established.

3. Public Comments (15 minute limit)

No public comments were made.

4. Approval & Adoption of Agenda

The agenda was adopted and approved without change

Approved: 3-0

5. Approval of Minutes

The minutes were approved without change

6. Consent Items

Ratification of Eligibility List

- 1. Workers Compensation Specialist

**Berkeley Unified School District
Personnel Commission**

TO: Personnel Commission
FROM: Randy Perez, Director, Classified Personnel
DATE: September 12, 2013
SUBJECT: District Need for Spanish Bilingual Positions

Background:

The District established a set of goals aimed at closing the achievement gap and improving the educational outcomes for all students. One of the goals critical to this endeavor is the cultivation of school communities that are culturally and linguistically relevant to the students and families served. Culturally and linguistically relevant schools promote equity by providing families full access to the educational experience.

In adherence to the District's goal of creating culturally and linguistically relevant environments, administrators at Emerson Elementary, Longfellow Middle School and Hopkins CDC have contacted me to request that we recruit for certain positions to be Spanish Bilingual required. Specifically, the principal

at Emerson, Susan Hodge, has requested a Clerical Assistant II Spanish Bilingual to serve the non-English proficient families in her school community. The After School Program Supervisor, Manuel Enriquez, requested that we recruit for an Instructional Technician, Spanish Bilingual to serve the non-English

**Berkeley Unified School District
Personnel Commission**

TO: Personnel Commission

FROM: Randy Perez, Director, Classified Personnel

DATE: September 12, 2013

SUBJECT: Assign Employee Janet Deblasi to the Classification of Instructional Assistant

Background Information

Article 14.5.3 of the BCCE contract states: "Employees who wish voluntary demotions in lieu of layoff to classes not previously held, may be reclassified to vacant positions for which they qualify. The determination of eligibility for reclassification shall be made by the Personnel Commission."

As a consequence of the 2013 layoffs in the California Nutrition Network Program, Ms. Deblasi's Instructional Technician (IT), Cooking position at LeConte Elementary was eliminated. She is requesting to be considered for reclassification to a vacant Instructional Assistant (IA) position. Though Ms. Deblasi has never held the IA classification, she currently holds a position (IT) in the same job family but at a higher level than the IA classification. Hence, Ms. Deblasi meets the minimum qualifications to hold the IA classification. Furthermore, we currently have a vacancy in the IA classification at Ross Park.

Berkeley Unified School District

~~Personnel Commission~~

TO: Personnel Commission
FROM: Randy Perez, Director, Classified Personnel

DATE: September 12, 2013
SUBJECT: Limited Term Assignment for Miruko Hiratzka

Background:

assignment for a retired employee with one of the longest tenures in Berkeley Unified School District's history. Miruko Hiratzka was a Clerical Assistant I with Malcolm X upon her separation from the District.

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Berkeley Unified School District

Merit

2013 to expire September 2, 2013

Promotional:

1 Tashi Dhandrup

Open:

- 1 Ray Martinez *
- 2 Pearl Bailey
- 3 Cobre Clark

** Eligibility expires November 15, 2013*



(Prof. [redacted])

expire September 12, 2014

Prof. [redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

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Հայաստանի Հանրապետության Կրթության և գիտության նախարարություն

Վարչական կենտրոն

List Ranked by the Panel

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Examinations Administered in the Month of August:

Classification-

Secretary
Maintenance Engineer
Sous Chef
School Bus Driver
Site Coordinator, Family Engagement
Payroll Specialist
Library Media Technician, Middle
Vehicle and Equipment Mechanic

Senior Food Service Assistant
Instructional Assistant, Early Childhood Education
Program Assistant
Instructional Assistant

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

<u>Name-</u>	<u>Employment Type-</u>	<u>Classification-</u>
Marchtrends Baker	New Hire	IA Special Ed, Attendant
Gina Buttler	New Hire	IA Special Ed, Attendant
Ronesha Coleman	New Hire	IA Special Ed, Attendant
Cassandra Freeman	New Hire	IA Special Ed, Attendant
Sandra Guzman	New Hire	Instructional Technician
Brian Harris	New Hire	School Safety Officer