

**BERKELEY UNIFIED SCHOOL DISTRICT  
Personnel Commission**

**OATH OF ALLEGIANCE FOR PERSONNEL COMMISSION MEMBERS**

Dr. Bernabe Ortiz, you have been appointed by the Board of Education of the

Berkeley Unified School District to serve a term to begin today, December 11, 2014, as  
a Personnel Commissioner in the Berkeley Unified School District.

I, \_\_\_\_\_, do hereby swear to faithfully discharge the duties of the said

Board of Education Meeting Minutes

November 6, 2014 4:30PM

1. **Call to Order**

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

2. **Roll Call & Establishment of Quorum**

Chairperson Carter, Vice-Chairperson Aoyagi, and Commissioner Lee were present and a quorum was established.

3. **Public Comments (15 minute limit)**

Joel Swink, Communications Technician, commented that he has assumed responsibilities of a Security Engineer and duties previously carried out by a private contractor, which has resulted in considerable savings for the district. As an action of the Comp & Class Study, Joel Swink requested that the Commission approve

his compensation to be equal to that of a Maintenance Engineer. Gregory Williams, Plant Operations Manager, commented that as Joel Swink's supervisor, he is in full support of his request.

Stephen Collins, Plant Operations Manager, commented that he supports the Board's recommendations in

**6. Consent Items**

- a. Grounds Gardener
- b. Clerical Assistant III
- c. Instructional Specialist, Garden
- d. Instructional Technician
- e. Food Service Satellite Operator
- f. Senior Personnel Assistant

Approved, 3-0

**7. Conference Items**

- a) Request for Voluntary Demotion

Source: Department information on behalf of Melina Landry requesting to be voluntarily demoted to



**Personnel Commission Special Meeting Minutes**

**1. Call to Order**

The meeting was called to order at 5:00pm.

**2. Roll Call & Establishment of Quorum**

All Classes in the Classified Management Group

Approved: 3-0 – With the exception of the Admissions' Manager to be discussed further

All Classes in the Clerical/Secretarial Group

Approved: 3-0

All Classes in the Community/Public Relations Group

Approved: 3-0

All Classes in the Fiscal Services Group

Approved: 3-0

All Classes in the Maintenance Grounds Group

Approved: 3-0

All Classes in the Human Resources Group

Approved: 3-0

All Classes in the Instructional Technician Group

Approved: 3-0

All Classes in the Instruction Group

Approved: 3-0 with the exception of the Interpreter for the Deaf position to be discussed further

All Classes in the Library Media Group



**Berkeley Unified School District**

**Board of Education Special Meeting Minutes**

**1. Call to Order**

The meeting was called to order at 4:30pm

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



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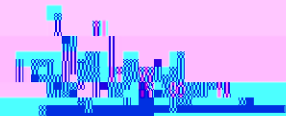
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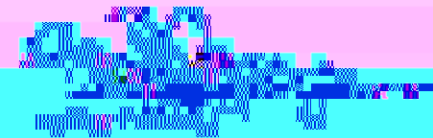
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December 11, 2015

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# Berkeley Unified School District

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# Berkeley Unified School District

## Merit System

Eligibility List for :

Purchasing Agent

(Open)

1. [Name]  
2. [Name]  
3. [Name]

[Name]  
[Address]  
[City, State, Zip]

[Name]  
[Address]  
[City, State, Zip]

[Name]  
[Address]  
[City, State, Zip]

[Name]  
[Address]  
[City, State, Zip]



**Examinations Administered in the Month of November:**

Classification-

Custodian I  
Workers Compensation Specialist  
Instructional Assistant, Special Ed, Attendant  
Executive Assistant to the Superintendent  
Purchasing Agent  
Security Engineer  
Instructional Assistant, ECE  
Instructional Technician  
Food Service Assistant  
Personnel Coordinator, Personnel Commission

**New Hires/New Assignments Processed in the Month of November:**

Name-                      Employment Type-      Classification-                      Location-  
New Hire                      New Hire                      Instructional Technician                      LeCenter

Deidre Diggs	New Hire	Food Service Satellite Operator	B-Tech
Chawn Jackson	New Hire	Transportation Dispatcher	Transportation
James Small	New Hire	Instructional Technician	Emerson
Angela Sutton	New Hire	School Safety Officer	Adult School
Nicole Zekster-Cruz	New Hire	IS Garden	Longfellow & BAM