

Berkeley Unified School District
~~2070 Poplar Street, The Tech Lab, Room 116~~

Berkeley, CA 94702

Ann Aoyagi, Chairperson

Personnel Commission
Reynaldo Ortiz, Vice-Chairperson

Timothy Carter, Commissioner

Randy Perez, Secretary

Meeting Agenda

May 7, 2015 - 4:30 pm

- | | | | |
|-----------|--|--|---------------------------|
| 1. | Call to Order | | Chairperson Aoyagi |
| 2. | Roll Call & Establishment of Quorum | | Secretary Perez |
| 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. | Closed Session (Two Items) | | Chairperson Aoyagi |
| | a) The Personnel Commission will discuss the performance evaluation of the Director, Classified Personnel | | |
| | b) Pursuant to California Government Code § 54957, the Personnel Commission will discuss the requests for appeal hearings of two classified employees. | | |
| 5. | Report from Closed Session | | Chairperson Aoyagi |
| 6. | Approval & Adoption of Agenda | | Chairperson Aoyagi |
| 7. | Meeting Minutes | | |
| | a) March 5, 2015 p. 3-4 | | |
| | b) March 12, 2015 p. 5 | | |
| | c) March 13, 2015 p. 6-7 | | |
| | d) April 9, 2015 p. 8-9 | | |
| 8. | Consent Items | | Chairperson Aoyagi |

Ratification of Eligibility Lists

- a) Custodian I p. 10
- b) Custodian II p. 11
- c) School Service Assistant p. 12
- d) Executive Assistant to the Superintendent p. 13
- e) School Bus Driver p. 14
- f) Food Service Satellite Operator p. 15
- g) Program Coordinator p. 16
- h) Library Media Tech, Elementary p. 17
- i) Transportation Manager p. 18

a) Union

Union Representatives

10 Conference Items

- a) Agenda Item Request: Ms. Becca Todd – Attachment A
- b) Personnel Commission Budget for 2015-2016 – The Personnel Commission will discuss the proposed Personnel Commission budget for fiscal year 2015-2016. Attachments B-D

11. 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.

12. Next Meeting

Chairperson Acvaci

13. Adjournment

Chairperson Acvaci

Personnel Commission Meeting Minutes

March 5, 2015 - 4:30 pm

1. Call to Order

The meeting was called to order at 4:32 p.m.

2. Roll Call & Establishment of Quorum

Chairperson Aoyagi and Vice-Chairperson Ortiz were present and a quorum was established.

3. Public Comments (15 minute limit)

Steve Collins, on behalf of Local 21, requested that the appeal concerning the testing and hiring for the Personnel Coordinator position be resolved promptly.

4. Approval & Adoption of Agenda

Chairperson Aoyagi requested to move appeal hearing to after 6E.

Approved, 2-0

5. Approval of Meeting Minutes

a) Meeting Minutes for February 5, 2015

Approved, 2-0

b) Special Meeting Minutes for February 5, 2015

Approved, 2-0

6. Consent Items

Ratification of Eligibility Lists

a) Custodian I p. 11

b) Instructional Assistant, Special Education - Attendant p. 12

c) Purchasing Agent p. 13

d) Workers Compensation Specialist p. 14

e) Food Service Assistant p. 15

Approved, 2-0

Carol Niehus, School Secretary, commented that she was not notified after she applied for School Secretary I transfer and did not see the posting for that position.

Lolita Coleman, Admin Assist for Risk Management, commented that she would like to appeal the Workers Compensation Specialist eligibility list.

Chairperson Aoyagi motioned to put appeal hearing after item 6E.

gnsition Ms. Coleman added that Secretary Perez said she was being denied the opportunity to test due to her poor

evaluation. Secretary Perez responded that, in regards to the Risk Management Workman's Comp Supervisor position, Ms. Coleman missed the deadline to appeal when she was notified that she will be refused examination

pursuant to Merit Rule 40,100.3 and in regards to the Personnel Coordinator position she was also screened out for

the same reason; however, she did request an appeal for this position in time and as a future appeal hearing will be

scheduled.

Latania Chambers, Administrative Assistant, commented that there is no basis for her being eliminated from the

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

Personnel Commission Special Meeting Minutes

March 12, 2015 - 4:30 pm

1. Call to Order

The meeting was called to order at 4:32 p.m.

Chairperson Aoyagi and Vice-Chairperson Ortiz were present and a quorum was established.

3. Public Comments (5 minute limit)

Paula Phillios, BCCE President, commented that the union would like to request to a meeting with the Personnel

Personnel Commission Special Meeting Minutes

March 13, 2015 - 4:30 pm

1. Call to Order

The meeting was called to order at 4:50 p.m.

2. Roll Call & Establishment of Quorum

Chairman: [Redacted] Vice Chairman: [Redacted]

3. Public Comments (5 minute limit)

Paula Phillips, BCCE President commented that she was just informed that Secretary Perez has handed the commissioners two disciplinary packets: one for suspension, one for termination. President Phillips commented that these two employees are not appealing disciplinary measures, so having this information out is a violation of process rights.

Latanja Chambers, and Lolita Coleman, Administrative Assistants commented that they agreed that this information should have not been available in this forum.

4. Appeal Hearing – Merit Rule 40.100.4

Latanja Chambers, Administrative Assistant commented that she had not received any information regarding the appeal hearing.


Carole Niehus, School Secretary at John Muir Elementary, commented that she attempted to transfer positions, but was denied because the Principal stated that based on the interview information that _____

work at the site.

6. Adjournment

Meeting adjourned at 4:45pm.

Respectfully Submitted,



Randy Perez
Secretary to the Personnel Commission

5/4/2015
Date

Approved,

Ann Aoyagi
Chairperson, Personnel Commission

Date

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

April 9, 2015 - 4:30 pm

1. Call to Order

The meeting was called to order at 4:33 p.m.

2. Roll Call & Establishment of Quorum

Respectfully Submitted,

Ann Aoyagi

1/1

Secretary to the Personnel Commission

Approved,

Ann Aoyagi

Date

Berkeley Unified School District

Merit System

Eligibility List for :

Custodian I
(Open & Promotional)

Performance Examination:

March 18, 2015

Oral Examination:

April 2, 2015

List Established by Personnel Commission: **May 7, 2015 to expire May 7, 2016**

Promotional

1 Nikkya Harris*

Open

1 Ronnell Stanton*
2 Daena Satterwhite
2 Praneshwar Chandra*
2 Edwin Asis*
3 Laundell McPherson
3 Barry Murphy*
3 Rickey Pickens**
4 Christopher Czerwinski**
5 Duy Nguyen*
6 Julius Chulu*

7 Scott Grant V

* Eligibility to expire December 4, 2015

** Eligibility to expire August 7, 2015



4/8/2015

Berkeley Unified School District

Merit System

Eligibility List for :

**Custodian II
(Promotional)**

Performance Examination:

March 5, 2015

Oral Examination:

April 2, 2015

- 1 Albert Kumar
- 2 Marcellus Thomas
- 3 Janet Helton

Berkeley Unified School District

Merit System

Eligibility List for :

**School Service Assistant
(Open and Promotional)**

Written Examination:

March 19, 2015

Oral Examination:

April 8, 2015

List Established by Personnel Commission: **May 07, 2015 to expire May 07, 2016**

Promotional

1 Marian Willis

Open

1 Lorena Maciel-Mendoza
2 Ronda Sharp
2 Joy White
3 Matthew Jones
4 Francesca Calvano*
5 Michelle Edwards
6 Kurt Pham
7 Michelle Smith*
8 Gerrina Miles*
9 Anna Leyandre

* Eligibility expires June 12, 2015

[Handwritten signature]

4/14/2015

Berkeley Unified School District

Merit System

Eligibility List for :

**Executive Assistant to the Superintendent
(Open and Promotional)**

Written Performance Examination:

April 1, 2015

Oral Examination:

April 17, 2015

List Established by Personnel Commission: May 7, 2015 to expire May 7, 2016

1 Lyzanna Chairez*

Open

- 1 Jeannie Buso*
- 2 Chenee Williams**
- 3 Alythea Morrell*
- 4 Sarah Fernandez**
- 5 Nel Wollner
- 6 Allison Borsuk
- 7 Dennis Caindec
- 8 Kori Thomas

Berkeley Unified School District

Merit System

Eligibility List for :

**School Bus Driver
(Open)**

Written Examination:

March 3, 2015

Oral Examination:

April 9, 2015

List Established by Personnel Commission: **May 7, 2015 to expire May 7, 2016**

Open

1 Sergio Nunez*

2 ~~Robert Medina~~

3 Shaleana Maxwell*

*** Eligibility to expire March 5, 2016**

Berkeley Unified School District

Merit System

Eligibility List for :

**Food Service Satellite Operator
(Open)**

Written Examination:

March 24, 2015

Performance Examination:

April 15, 2015

List Established by Personnel Commission: May 7, 2015 to expire May 7, 2016

Open

- 1 Shameka Jackson*
- 2 Janien Bishop

*** Eligibility expires November 6, 2015**



Randy Perez
Secretary, Personnel Commission

4/15/2015

Date

Ann Aoyagi
Chairperson, Personnel Commission

Date

Merit System

Eligibility List for : **Program Coordinator
(Open)**

Written Examination: **March 12, 2015**

Oral Examination: **April 14, 2015**

List Established by Personnel Commission: Mar 07, 2015 to expire Mar 07, 2016

Open

- | | |
|------------|--------------|
| 1 Yari | Ojeda Sandel |
| 2 Deminika | Spears |
| 3 Joy | White |

**Berkeley Unified School District
Merit System**

Eligibility List for : **Library Media Technician, Elementary
(Open)**


Written Examination: **April 20, 2015**
Oral Examination: **April 29, 2015**

List Established by Personnel Commission: **May 07, 2015 to expire May 07, 2016**

- Open**
- | | |
|------------|----------|
| 1 Jenny | Berggren |
| 2 Zoe | Williams |
| 3 David | Reed |
| 4 Jennifer | Stewart |
| 5 Clio | Kirkman |
| 6 Ana | Lara |



Randy Perez
Secretary, Personnel Commission



Date

Ann Aoyagi
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for:

Transportation Manager

(Promotional)

First Examination:

December 12, 2014

Oral Examination:

April 14, 2015

List Established by Personnel Commission: **May 7, 2015 to expire May 7, 2016**

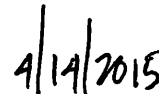
Promotional

1 Warren Mull



Randy Perez

Secretary, Personnel Commission



Date

Ann Aoyagi

Chairperson, Personnel Commission

Date

Examinations Administered in the Month of April:

Classification-

Executive Assistant to the Superintendent

Custodian I

Custodian II

School Service Assistant

Vehicle & Equipment Mechanic

School Bus Driver

Transportation Manager

Maintenance Technician

Program Coordinator

Microcomputer Technician

Instructional Assistant

Food Service Satellite Operator

Nutrition Services Production Operator

Library Media Technician, Elementary

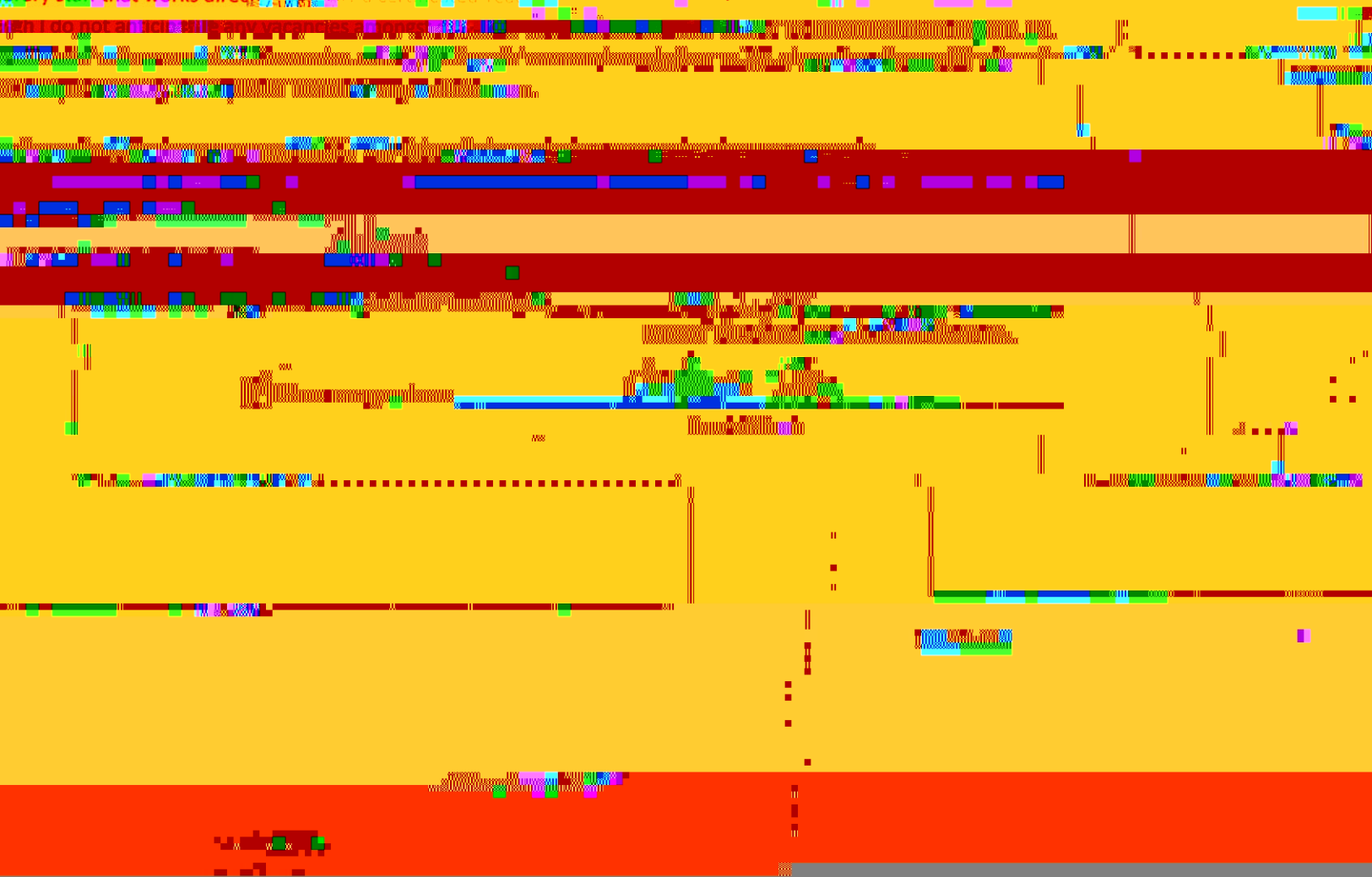
Buyer

Instructional Technician

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



Library staff that works directly with students are certified teachers who are also certified librarians, and the solo library staff become Library Media Specialists.



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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BERKELEY UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION BUDGET: FISCAL YEAR 2014-2015

DEPARTMENT/SCHOOL: Personnel Commission

DATE: July 2014 to June 2015

ITEMS REQUESTED	CODE	AMOUNT REQUESTED
Staffing FTE:		
1.0 FTE Director, Including Statutory Benefits	2302/7403	\$160,574.13
1.0 FTE Personnel Coordinator-PC, Including Statutory Benefits	2302/7403	\$78,391.23
1.0 FTE Administrative Assistant, Including Statutory Benefits	2302/7403	\$78,391.23

UNITED STATES GOVERNMENT

DEPARTMENT OF THE INTERIOR

BUREAU OF LAND MANAGEMENT

WASH DC 20250

Public Lands Administration Account # 1-10-10

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58017 7/05

Publications/Announcements

5/1/05

338,403

\$2,750.00

Testing

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Buyer's Office (Buyer) is responsible for the requirements