

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

November 5, 2015 - 4:30 pm

**1. Call to Order**

The meeting was called to order at 4:30 p.m.

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

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

**3. Public Comments**

None

**4. Approval & Adoption of Agenda**

Approved, 3-0

**5. Meeting Minutes**

Approve the Personnel Commission Meeting Minutes for the following:

a) October 1, 2015

Approved, 3-0

b) October 9, 2015

Approved, 3-0

c) October 13, 2015

Approved, 3-0

**6. Consent Items**

Ratification of Eligibility Lists

a) Instructional Assistant, Special Education, Attendant

c) Senior Personnel Assistant

and that's why the Personnel Commission does not have jurisdiction over them.

Chairperson Aoyagi made a motion to approve the Instructional Assistant, Special Ed. Attendant Eligibility List.

Approved 3 0

in accordance with the Contract of the Instructional Assistant, Special Ed. Attendant Eligibility List

to fill the Personnel Commission vacancy. She also stated that since the position has been vacant, the Union

## 11. Adjournment

The meeting adjourned at 10:00 AM.

Respectfully,  
[Signature]

*[Handwritten Signature]*

*[Handwritten Signature]*

Approved:

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**11W**

1 Carol Pacheco

**Open**

1 Sandra Spiker

11E

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*Sandra Spiker*

*11E*

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ISTOR:

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# Berkeley Unified School District Merit System

Classification: 0000

Position Title: 0000 1000

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Examination: November 22, 2000

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Administrative Secretary Without Supervision  
(Open)

Eligible to Apply for:

November 2, 2015

Written Examination:

General Examination

W-10000000  
Administrative Secretary Without Supervision

Administrative Secretary Without Supervision

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Administrative Secretary Without Supervision

Administrative Secretary Without Supervision

Administrative Secretary Without Supervision

Administrative Secretary Without Supervision

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Westwood High School

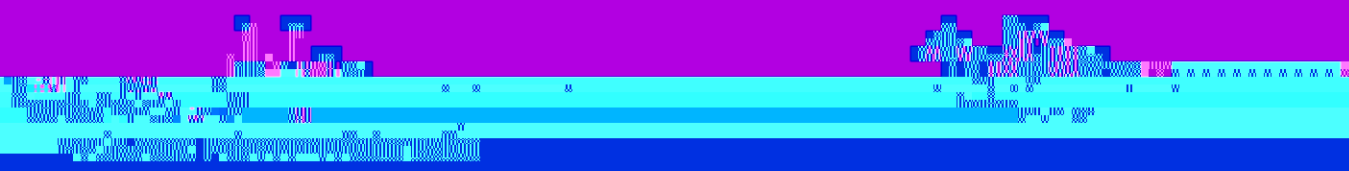
Alameda County Office of Education

11/11/2014 10:00 AM

Serial

11/11/2014 10:00 AM

11/11/2014 10:00 AM



11/11/2014 10:00 AM

Date

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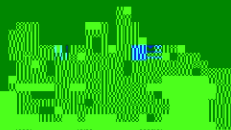
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16. \_\_\_\_\_

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18. \_\_\_\_\_

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

**Classification-**

Extended Day Program Coordinator  
Instructional Media Technician  
Administrative Secretary without Shorthand  
~~Instructional Specialist, Computer~~

Specialist, Data Integrity  
Custodian II  
Instructional Assistant  
Executive Assistant I, Confidential  
Delivery Driver

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

~~Name Employment Type Classification~~

Catherine Alexander  
Diane Bonilla

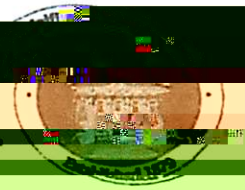
New Hire  
New Hire

Food Service Satellite Op  
Clerical Assistant III

B-Tech  
Business Services

# Berkeley Unified School District

Human Resources, 2020 Bonaf Street, 2<sup>nd</sup> Floor, Berkeley, CA 94702



## Agenda Item Request Form

You may fax this form to (510) 645-3333 or email it to [hr@berkeley.k12.ca.us](mailto:hr@berkeley.k12.ca.us)

Submit this form to the Personnel Commission Meeting you are considering. This form can be found at [www.berkeley.k12.ca.us](http://www.berkeley.k12.ca.us)



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