

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

April 7, 2016 - 4:30 pm

1. Call to Order

The meeting was called to order at 4:30 pm

2. Roll Call & Establishment of Quorum

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

3. Public Comments

None

4. Approval & Adoption of Agenda

Vice Chairperson Carter requested to pull item 8. a. to discuss in the next meeting. Commissioner Goldstein requested to pull items 6.a. and 6.g for further discussion.

Approved as amended, 3-0

5. Approval of Meeting Minutes

a) March 3, 2016, Regular Meeting Minutes

Michelle Payton, Clerical III, commented that she did not say that she "resigned" her FTE but that she

report. Secretary Perez said he would send the report to the Commissioners.

Approval of lists: a and g

Approved, 3-0

President Phillips commented that Michelle Pavton has provided a side by side comparison of the job

very similar and she held seniority in the Clerical Specialist position but was misinformed by Human

spoke to the Compliance Officer and Title IX Coordinator and she will be discussing this with the Superintendent. Secretary Perez stated that he would inform the Commission once he received more

information.

8. Old Business:

- a) Noon Supervisors
- b) Agenda Item Request – M. Payton
- c) Proposed Change to June’s Meeting Date
June regular meeting to be held on 6/7/16 at 4:00 pm.

9. Conference Items

- a) Agenda Item Request – J. Helton –
Secretary Perez commented that Janet Helton requested to be extended on the eligibility list for a year and that if a new list is generated, her name would be merged with the new list, but her eligibility will only be in effect for one more year from the date of the Commission’s approval. Commissioner Carter commented that a new commitment should be made to the current and future list.

10. Reports

a) Union

President Phillips said that in regards to the classification study, the Union has thirty-two classifications that need

to be revised and they hope to get those completed by the end of the month. Assistant Superintendent Ruiz said that they have already received 51 job descriptions from BCCE.

b) Commissioners Reports

c) Personnel Director

I. New Hires and Examinations administered in the month of March

Commissioner Goldstein asked how many candidates took the Professional Assistant A.C. (P.F. 111) exam in

the Clerical Specialist written exams in the previous month and asked for that information in the next meeting