

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

**Personnel Commission**

**Reynaldo Ortiz, Chairperson**

**Timothy Carter, Vice-chairperson**

**Haidi Goldstein, Commissioner**

**Randy Perez, Secretary**

**Meeting Agenda**

July 15, 2016 - 4:30 pm

1. **Call to Order** **Chairperson Ortiz**
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. **Approval & Adoption of Agenda** **Chairperson Ortiz**
5. **Approval of Meeting Minutes** **Chairperson Ortiz**  
Approve the Personnel Commission Meeting Minutes for the following:
  - a) June 7, 2016 p. 3 – 4
6. **Consent Items** **Chairperson Ortiz**  
Ratification of Eligibility Lists
  - a) Public Information Officer p. 5
  - b) Instructional Assistant Special Ed. Attendant p. 6
  - c) Extended Day Program Coordinator p. 7

**July 15, 2016 Personnel Commission Meeting Agenda (continued)**

c) Personnel Director

**Secretary Perez**

i. New Hires and Examinations administered in the month of June p. 15

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

**Res. 11.0**

This is an opportunity for the public to comment on Personnel Commission business not on the

The time limit is five minutes per individual and a total of fifteen minutes per subject. No action can be taken by the Commission.

**11. Next Meeting**

**Chairperson Ortiz**

Follow up items for next Personnel Commission Meeting

**12. Adjournment**

**Chairperson Ortiz**

# Berkeley Unified School District

## Personnel Commission Meeting Minutes

June 7, 2016 - 4:30 pm

### 1. Call to Order

The meeting was called to order at 4:39 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

Mansour Id-Deen, NAACP Berkeley chapter President, asked what Ms. Ferguson had done to deserve a termination considering the fact that she had multiple medical issues. He also asked what Human Resources could

have done to help her return to work.

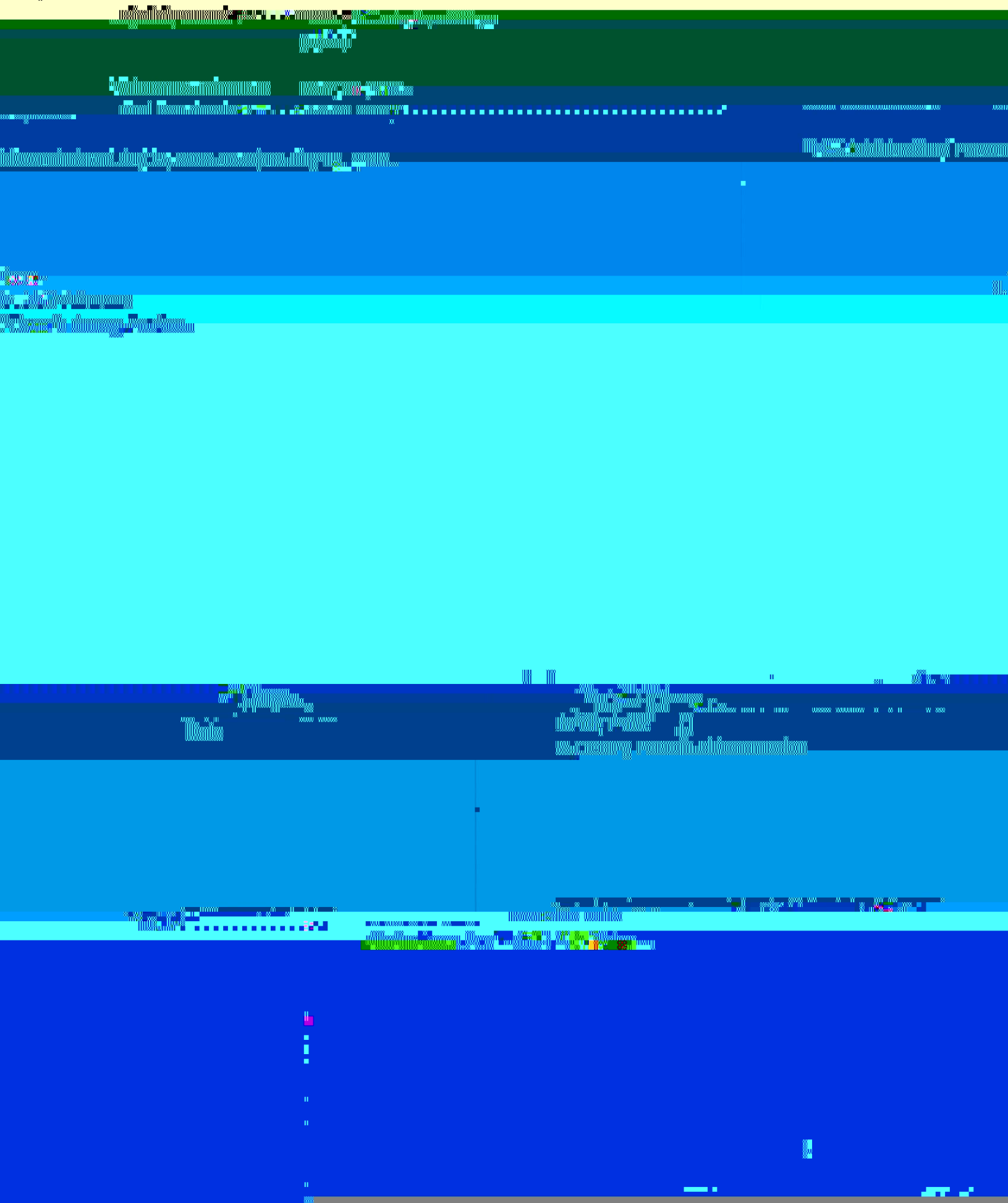
### 4. Approval & Adoption of Agenda

President Phillips requested to add Maria Ferguson's item to the agenda. Vice Chairperson Carter responded that

their previous work on a full-time basis. The employees are currently on a leave of absence.

# Berkelley Unified School District

2023-2024



**Berkeley Unified School District**  
**Merit System**

Eligibility List for : **Instructional Assistant, Special Education Attendant  
(Open and Promotional)**

Written Examination: **May 24, 2016**

Oral Examination: **June 15, 2016**

List Established by Personnel Commission: **July 15, 2016 to expire July 15, 2017**

**Promotional**

- 1 Kerreimah Sanders
- 2 Fabiana Crenshaw\*

**Open**

- 1 Jennifer Michels

- 4 Avis Ige
- 5 Selam Tezare\*

\* **Eligibility to expire April 7, 2017**

  
\_\_\_\_\_  
Randy Perez  
Secretary, Personnel Commission

6/17/2016  
Date

\_\_\_\_\_  
Reynaldo Ortiz  
Chairperson, Personnel Commission

\_\_\_\_\_  
Date

**Berkeley Unified School District**  
**Merit System**

Eligibility List for : **Extended Day Program Coordinator**  
**(Open and Promotional)**

Written Examination: **May 12, 2016**

Oral Examination: **June 13, 2016**

List Established by Personnel Commission: **July 15, 2016 to expire July 15, 2017**

**Promotional**

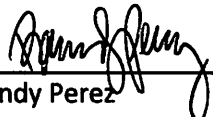
- 1 LaTasha Mitchell
- 2 Stacy Shoals

**Open**

- 1 Amal Aziz
- 2 Deminika Spence\*

- 3 Lori Nixon\*
- 3 Christine Carter

\* *Eligibility to expire December 3, 2016*

  
\_\_\_\_\_  
Randy Perez  
Secretary, Personnel Commission

6/14/2016  
Date

\_\_\_\_\_  
Reynaldo Ortiz  
Chairperson, Personnel Commission

\_\_\_\_\_  
Date

**Berkeley Unified School District**  
**Merit System**

Eligibility List for : **Grounds Gardener, Leadworker**  
**(Open and Promotional)**

Written Examination: **May 13, 2016**


Oral Examination: **June 21, 2016**

List Established by Personnel Commission: July 15, 2016 to expire July 15, 2017

- 
- 1 Luis Ruiz
  - 1 Joseph Timer
  - 2 Pamela Thomas

**Open**

- 1 Genaro Macchiavello

  
\_\_\_\_\_  
Randy Perez  
Secretary, Personnel Commission

6/22/2016  
Date



**Berkeley Unified School District**  
**Merit System**

Eligibility List for : **Sous Chef - Production Kitchen**  
**(Promotional)**

Written Examination: **June 10, 2016**

Oral Examination: **June 29, 2016**

List Established by Personnel Commission July 15, 2016 to expire July 15, 2017

# Berkeley Unified School District

Merit System

(Open)

Written Examination: **May 10, 2016**

Oral Examination: **June 14, 2016**

List Established by Personnel Commission: **July 15, 2016 to expire July 15, 2017**

**Open**

- 1 Renita Underwood\*
- 2 Magdalene Ve'e\*
- 3 Hanz Kurdi
- 3 Latasha Mitchell
- 3 Melodee Russell
- 4 Jillissa Bostic

\* *Eligibility to expire February 4, 2017*

*Amador*

*6/1/2016*

**Berkeley Unified School District**  
**Merit System**

Eligibility List for: **Senior Budget Analyst**

Written Examination: **June 16, 2016**  
Oral Examination: **June 30, 2016**

List Established by Personnel Commission: **July 15, 2016 to expire July 15, 2017**

- Open**  
1 Duy Nguyen  
2 Benjamin Zohar  
2 Lin Qui

  
\_\_\_\_\_  
Randy Perez  
Secretary, Personnel Commission

6/30/2016  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Reynaldo Ortiz

\_\_\_\_\_  
Date

**Berkeley Unified School District**  
**Merit System**

Eligibility List for : **School Bus Driver**  
**(Open)**

Written Examination: **June 15, 2016**

Oral Examination: **July 5, 2016**

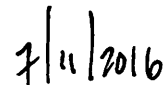
List Established by Personnel Commission: **July 15, 2016 to expire July 15, 2017**

- Open**  
1 Teri Norris  
2 Enrique Arechiga



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Randy Perez  
Secretary, Personnel Commission



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Date

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Reynaldo Ortiz  
Chairperson, Personnel Commission

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Date

**Berkeley Unified School District  
Personnel Commission**

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

On April 20, 2016, the School Board approved the 2016-2017 budget and programming for the Gardening and Cooking Program. This included an allocation for a Health and Wellness Program Coordinator. Attached is the job description that staff proposes for this position.

This approval included the Gardening and Cooking Program and the Health and Wellness Program.



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
POSITION DESCRIPTION**

TITLE:	<b>Health and Wellness Program Coordinator</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>As Assigned</b>	CLASSIFICATION:	<b>Classified Management</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Exempt</b>	WORK YEAR: HOURS:	<b>11 months/Calendar 6002 8 hours per day or</b>

- Prepare and maintain a variety reports related to program outcomes, health and wellness program goals, and other data as necessary and as directed; prepare a variety of documents, records, lists and files in support of program operations; maintain receipts and budget reports on a monthly basis
- Operate a variety of standard office equipment including a telephone, copier, computer and assigned software
- Order, purchase and maintain supplies, materials and equipment, ensuring adequate inventory for instructional use; prepare, issue and collect material and equipment for student use
- Attend a variety of workshops, conferences and seminars; attend regular meetings with staff members including weekly collaboration meetings with the Program Supervisor and the Program Coordinator
- Drive a vehicle to conduct work
- Perform other related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Applicable federal, state and District standards, and regulations

Applicable nutrition and education standards

Community resource organizations including various federal, state, and local agencies

Establish and maintain effective working relationships with others  
Maintain records and prepare reports  
Communicate effectively both orally and in writing using tact, discretion, and professionalism  
Analyze situations accurately and adopt an effective course of action  
Meet schedules and time lines  
Plan and organize work

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in nutrition, public health or a related field and three years of

experience as a registered dietician or in nutrition and health education working with children in a school setting

**LICENSES AND OTHER REQUIREMENTS:**

Registered Dietician (RD) with active registration by the Commission on Dietetic Registration (CDR) of the Academy of Nutrition and Diabetics

Food Safety Handlers' Certificate

Valid California driver's license and access to personal vehicle with minimal liability insurance to perform work

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Instructional classroom and other indoor and outdoor educational environments



List of BCCE Job Descriptions with Changes in "Education and Experience" and/or "Licenses

and Other Requirements" Sections

- Administrative Assistant I
- Administrative Assistant II
- Administrative Coordinator
- Clerical Assistant III
- Facilities Security Officer
- Instructional Assistant - Visually Impaired – Braille Transcriber
- Instructional Assistant I – Special Education

Instructional Assistant II – Special Education

Instructional Technician – C-11

- Instructional Technician – Garden
- Interpreter for the Deaf
- Lead Maintenance Engineer
- Library Media Technician
- Maintenance Engineer
- Media Technology Technician
- School Administrative Assistant II
- School Administrative Assistant III

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

<u>Classification</u>	<u>Written</u>	<u>Oral</u>	<u>Performance</u>
Sous Chef - Production Kitchen	1		1
Extended Day Program Coordinator	9		9
School Service Assistant	12		8
School Bus Driver	1		
Grounds Gardener Leadworker	4		4
Instructional Assistant, Special Ed Attendant	8		7
Public Information Officer	13		5
Executive Assistant II, Confidential	8		
Senior Budget Analyst	12		3

**New Hire/ New Assignments Processed in the Month of May**

Aiesha Lockett	New-Hire	Student Welfare & Attend. Spec.	Student Services
Jeff Snow	Promotion	HS Plant Ops Supervisor	BHS

157 Martin Luther King Jr. Way, Berkeley, California 94702

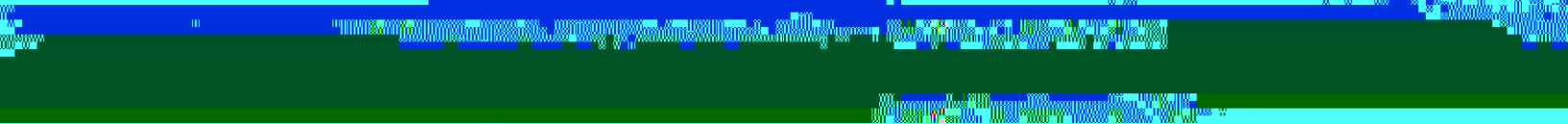
### Agenda Item Request Form

Yes, please put this form to (32) 64-6154-151 attention of **Randy Perez, Dana** deliver it to the address or scan and email to **randvperez@berkeley.net**. The Human Resources Department is open Monday through Friday from 8:00am to 4:00pm.

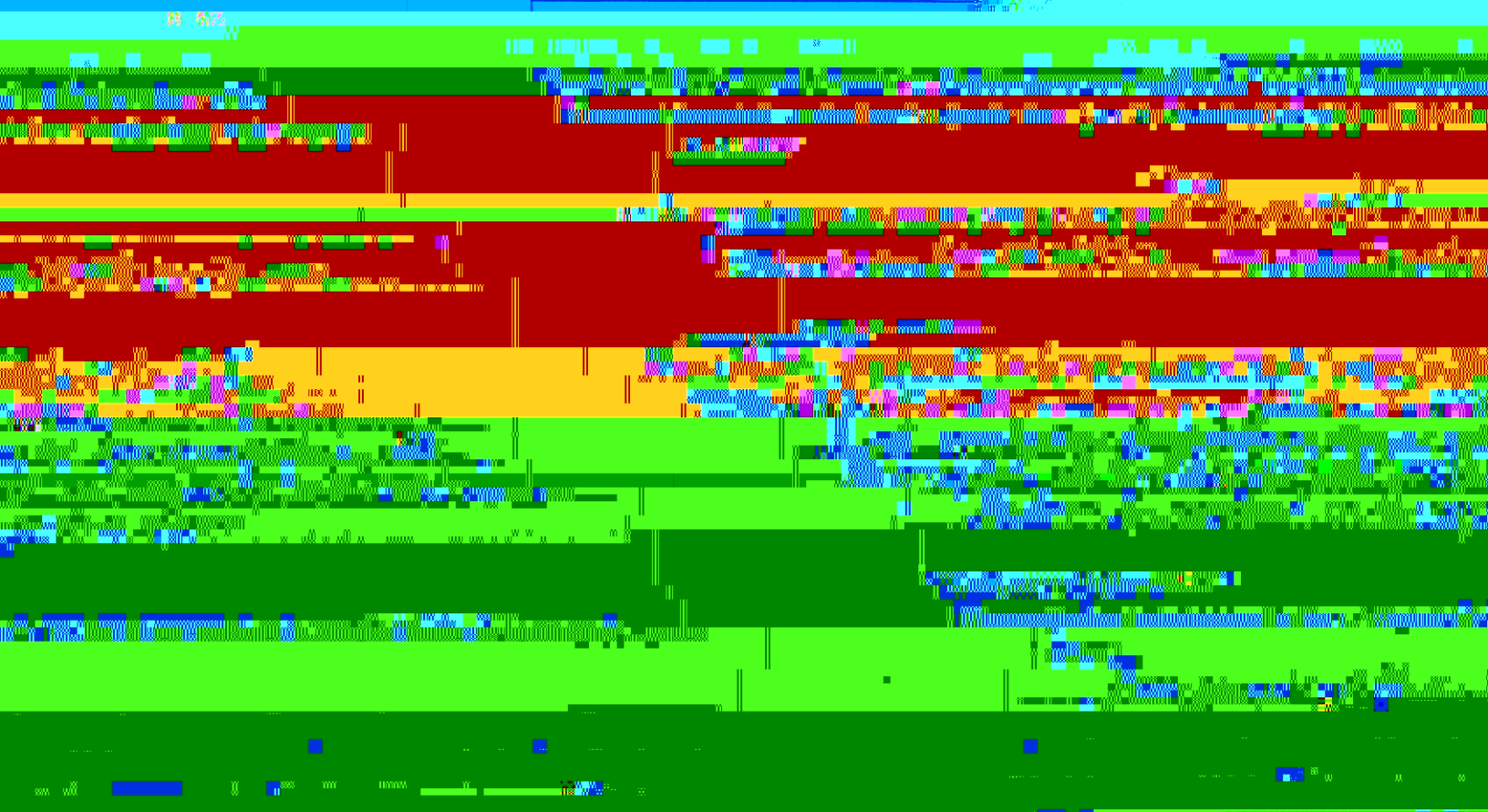
Name of Person Requesting Item for

11/11/11

Join the Best



08:00am to 4:30pm. **Personnel Resource Department is open Monday through Friday from 8:00am to 4:30pm.**



BERKELEY UNIFIED SCHOOL DISTRICT  
PERFORMANCE REVIEW FOR CLASSIFIED PERSONNEL

IMMEDIATE SUPERVISOR: Rene Molina

RETURN TO HUMAN RESOURCES BY: February 14, 2014

INSTRUCTIONS: The immediate supervisor must rate the employee's performance in each of the following areas.

BERKELEY UNIFIED SCHOOL DISTRICT  
PERFORMANCE REMEDIATION PLAN FOR CLASSIFIED EMPLOYEES

**INSTRUCTIONS:** A remediation plan must be developed by the immediate supervisor and the employee any time a performance area is given a rating of "Needs Improvement" or "Unsatisfactory." The plan should contain specific objectives, as well as timelines, to monitor and track

BERKELEY UNIFIED SCHOOL DISTRICT  
PERFORMANCE REVIEW FOR CLASSIFIED PERSONNEL

EMPLOYEE NAME: MARKO AKII

CLASSIFICATION: International Assistant

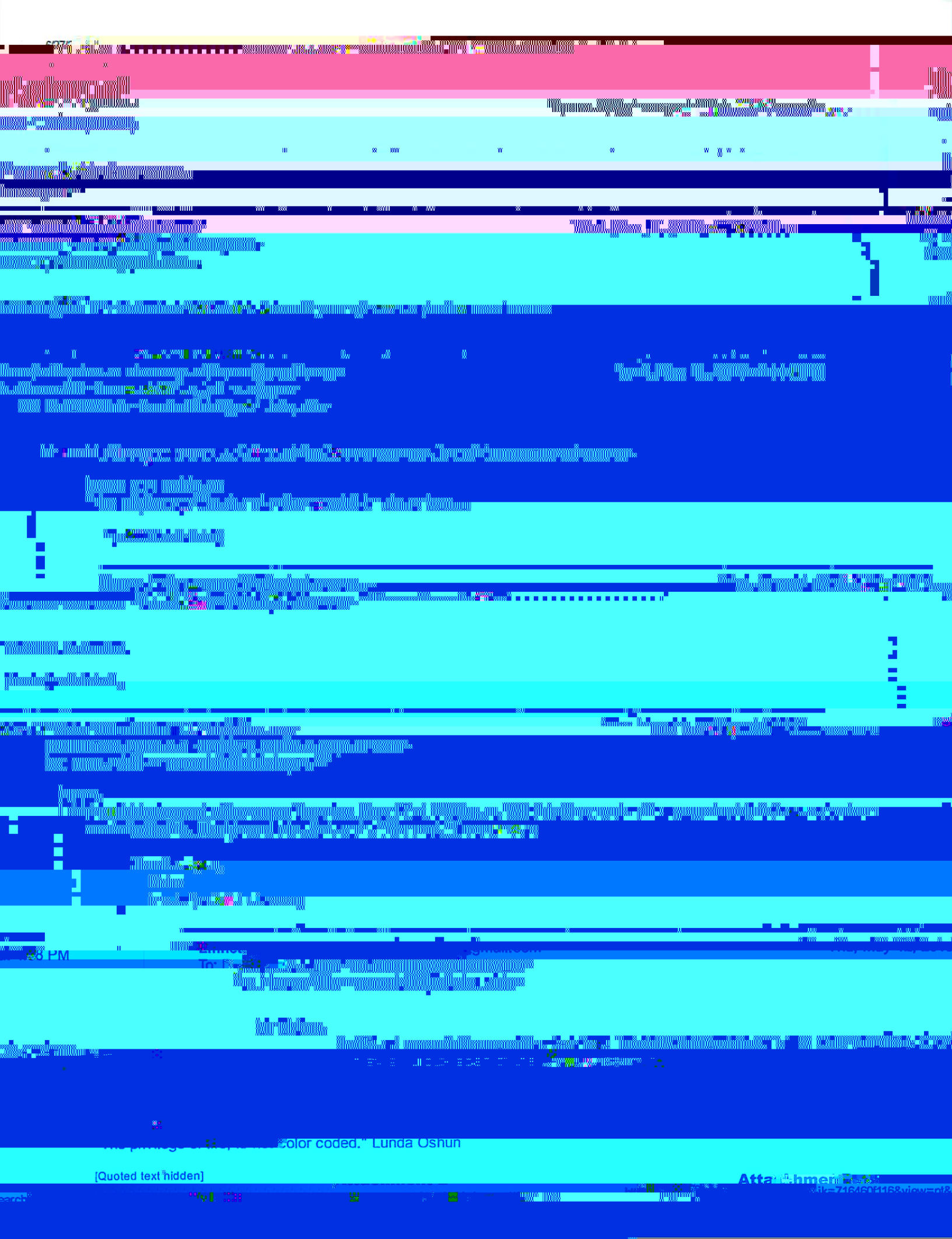
SITE DEPARTMENT: BAM

ANNIVERSARY DATE \_\_\_\_\_

IMMEDIATE SUPERVISOR: Rene Molina

RETURN TO HUMAN RESOURCES BY: February

**INSTRUCTIONS:** The immediate supervisor must rate the employee's performance in each area. Any rating other than "Satisfactory" MUST be substantiated by specific performance examples which explain the rating. Use additional sheets as necessary. A rating of "Needs Improvement" or "Unsatisfactory" requires that a remediation plan be developed. **CLASSIFIED PERSONNEL:** This form is for use by classified personnel. If you are a classified employee, please contact your supervisor for more information.





Rene Molina <renemolina@berkeley.net>  
To: Linnette Robinson <bceev.p.robinson@gmail.com>

Thu, May 12, 2016 at 5:26 PM

No problem. Let's move the meeting to Thursday, May 19 at 12:00p.m.

Thanks,  
Rene  
[Quoted text hidden]

Marco Akil <marcoakil@berkeley.net>  
Draft To: Rene Molina <renemolina@berkeley.net>

Thu, May 12, 2016 at 5:31 PM

[Quoted text hidden]

Linnette Robinson <bceev.p.robinson@gmail.com>  
To: Rene Molina <renemolina@berkeley.net>

Thu, May 12, 2016 at 6:09 PM

Re: Marco Akil <marcoakil@berkeley.net>

That will

I be fine.

BCEEV.P. Robinson



Berkeley Unified School District

Administrative Review

Administrative Review

Administrative Review

Administrative Review

