

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

October 1<sup>st</sup>, 2020 – 4:30 pm

**1. Call to Order**

The meeting was conducted via Zoom meeting #889 5696 7519 and was called to order at 4:34 pm.

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

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

**3. Public Comments**

Paula Phillips, BCCE Secretary, asserted that the Custodian II eligibility list should be extended by the Commission for another 1-year period, consistent with Ed Code section 45300 as amended on 1-1-1996. She urged the Commission to update the District's Merit Rules to reflect changes made to Education Codes since 1972 when the rules were last updated. Ms. Phillips advised that BCCE would be pursuing a claim against the District for violation of the Writ in the matter of delayed hire of provisional employee Monica Mc Clinton, a current Budget Analyst I.

Chairperson Carter advised that he would need to exit the meeting at 6pm and expressed his hope that the Commission would be able to expeditiously address business and conclude its proceedings by that time.

Mark Ramia, IA I SPED, on behalf of BCCE past president Linnette Robinson, spoke of a collection of unaddressed or incomplete issues believed to be outstanding with the District. Chairperson Carter asked that Mr. Ramia submit the listing of outstanding issues to the Commission via email.

**4. Approval & Adoption of Agenda**

Vice-Chairperson Goldstein made a motion to approve the meeting agenda; Chairperson Carter seconded the motion,

Approved, 2-0

**5. Approval of Meeting Minutes**

a) September 3<sup>rd</sup>, 2020, Regular Meeting Minutes

Vice-Chairperson Goldstein made a motion to approve the September 3<sup>rd</sup> meeting minutes; Chairperson Carter seconded the motion,

Approved, 2-0

**6. Reports**

a) Union

Paula Phillips, BCCE Secretary, in further comments on the matter of extension of the Custodian II eligibility list asserted that according to Ed. Code 45300 a list may be extended up to two years after it first expires. She asked that the Commission extend the Custodian II eligibility list and reconsider the issues presented by promotional candidate D. Tims. She suggested the District revisit all eligibility list extensions based on her suggested interpretation of Ed. Code section 45300 and reiterated her request that the Commission update its merit rules.

b) District Reports

Glendaly Gascot-Rios, HR Director, reported that the District and BCCE finalized the MOU agreement and that it had been signed the previous day (9-30-20). She said it would be ratified at the next Board meeting.

c) Commissioners Reports

Vice-Chairperson Goldstein said that the issues around eligibility list extensions were indicative of the need for update to the Commission's Merit Rules. She said that she was glad that the MOU with BCCE was finalized and noted that it included more detail than the BFT MOU on school reopening topics, such as sanitation instructions. Vice-Chairperson Goldstein shared that she attended a workshop regarding updated insurer requirements in response to AB 218, which addresses claims around childhood sexual assault. She observed that to successfully comply with the new rules and changes, the Title IX office needed to be fully staffed.

Vice-Chairperson Goldstein commended Commission staff for their progress in revamping recruitments under COVID-19; she noted an average 9-day testing interval between the 1<sup>st</sup> and 2<sup>nd</sup> exams. She also mentioned that it was election season and urged everyone to vote. Chairperson Carter added that he was pleased to hear that the BCCE MOU was signed.

d) Personnel Director

i. New Hires and Examinations administered in the month of September 2020

Secretary Sanders reviewed the examination and personnel activity for the month of September.

**7. Consent Items**

Ratification of Eligibility Lists

- a) Braille Transcriber
- b) Buyer
- c) Library Media Specialist
- d) School Administrative Assistant II
- e) Title IX Investigator

Chairperson Carter made a motion to approve lists a through e; Vice-Chairperson Goldstein seconded the motion,

Approved, 2-0

**8. Conference Items**

a) Agenda Item Request- M. Scheer

Mildred Scheer, Adult School Program Specialist, said that she wanted her reclassification and related compensation increase to be backdated to 2014 when she initially advised the Commission that her role had been overlooked by the 2013 Classification and Compensation Study went into effect in 2016. Chairperson Goldstein said that she recalled a last-minute rush in June 2016 to finalize approval

of compensation for several classes included in the study and asked if there were any other outstanding issues relating to job classes overlooked by the 2013 Study. Secretary Sanders said she could research this question and report back.

Vice-Chairperson Goldstein made a motion that the Commission research positions that may have been overlooked by the 2013 Classification and Compensation Study to determine if there were other employees in a similar situation; Chairperson Carter seconded the motion;

Approved, 2-0

b) Request for Reclassification - A. Callegari

Secretary Sanders reported that Ann-Marie Callegari, Family Engagement and Equity Supervisor, had submitted a reclassification request. She said that she had met twice with Ms. Callegari and planned to follow up to complete a virtual desk audit with her in the month of October, with a report back to the Commission after this work had been completed.

c) Request to Extend Eligibility lists from October 2019

Vice-Chairperson Goldstein made a motion to extend for one year the eligibility lists from October 2019; Chairperson Carter seconded the motion,

Approved, 2-0

**9. Closed Session (1 matter)**

a) Legal Matters - Government Code § 54954.

The Personnel Commission went into closed session at 5:11 pm.

**10. Report from Closed Session**

The Personnel Commission came out of closed session at 5:51 pm. Chairperson Carter reported that no actions had been taken.

**11. Public Comments**

Ms. Scheer thanked Secretary Sanders for working with her to have her position re-classified and wanted to clarify that she was asking to be compensated for doing the additional work, acknowledged by the January 2020 reclassification action, for the previous six years. She said other employees, including Ms. Diggs and Mr. A’Omar were also overlooked during the classification and compensation study.

**12. Next Meeting**

The next regular Personnel Commission meeting will be held on November 5<sup>th</sup> at 4:30 pm via Zoom, and a special meeting was scheduled for October 13<sup>th</sup> at 4:30 pm via Zoom as well.

**13. Adjournment**

The meeting was adjourned at 5:54 pm.

Respectfully Submitted,

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Kimberle Sanders  
Secretary, Personnel Commission

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Date

Approved,

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Timothy Carter  
Chairperson, Personnel Commission

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Date

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*Approved at the Personnel Commission meeting held on  
11/05/2020 via Zoom*

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