

Berkeley Unified School District
Personnel Commission Meeting Minutes

May 6th, 2021– 4:30 pm

1. Call to Order

The meeting was conducted via Zoom meeting # 852 7339 2873 and was called to order at 4:31 pm.

2. Roll Call & Establishment of Quorum

Chairperson Goldstein, Vice-Chairperson Roter, and Commissioner Davis were present, and a quorum was established.

3. Public Comments

Mark Ramia, Instructional Assistant I at Berkeley High, raised a concern about hazard pay. He stated that certificated staff had received this type of pay and classified staff has not. He also discussed confusion related to health and safety protocols at BUSD. He stated that staff should be notified immediately in the event of a positive Covid-19 test.

Denise Diggs-Ray, Administrative Assistant III at Student Services, discussed the last classification and compensation study. She stated that the previous study was conducted nearly a decade ago and that class specifications need to be made current. She said reclassifications done since then have likely disrupted the existing salary relationships and job hierarchies. Ms. Diggs-Ray stated that she has submitted this topic as an agenda request and would like it to be a discussion and action item.

4. Approval & Adoption of Agenda

Vice-Chairperson Roter made a motion to approve the May meeting agenda; Commissioner Davis seconded the motion,

Approved, 3-0

5. Approval of Meeting Minutes

a) April 1st, 2020, Regular Meeting Minutes

Chairperson Goldstein commented that there were a few typos in the minutes and an editing error. Vice Chairperson Roter noted that there were also some formatting errors on the agenda.

Chairperson Goldstein made a motion to approve the April 1st regular meeting minutes (pending corrections); Commissioner Davis seconded the motion,

Approved, 3-0

b) April 13th, 2021, Special Meeting Minutes

Vice Chairperson Roter made a motion to approve the April 13th special meeting minutes; Commissioner Davis seconded the motion,

Approved, 3-0

6. Reports

a) Union Reports

Frank Hernandez, BCCE Union President, echoed Denise Diggs-Ray's comments regarding the compensation and classification study. He stated that due to Covid-19, many union members he has spoken with are performing different duties and have additional responsibilities that necessitate a new classification study.

b) District Reports

Glendaly Gascot-Rios, Human Resources Director, commented that the District is in full swing with regard to hiring. She informed the Commission that District Office staff have returned to in-person work on staggered schedules.

c) Commissioners Reports

Vice Chairperson Roter thanked classified staff for their hard work and dedication to reopening schools. He also acknowledged earlier comments made. He also thanked Personnel Commission staff for their sustained recruitment efforts during a very busy time.

Chairperson Goldstein noted that May is the month when employees and retirees are recognized by the District for their service at an annual gathering and said she is looking forward to resuming those in-person events that have been suspended due to Covid-19. She commented that last month had been one of the busiest for recruitment that she's seen during her tenure on the Commission and acknowledged staff's resilience in managing to tremendous volumes. She observed that there had been various changes in job duties and responsibilities due to Covid-19. Chairperson Goldstein commented on her confusion around several of the representations for limited-term assignments in HR reports published at recent board meetings. She asked the Commission for assistance in understanding why many of these assignments are indicated as extra staffing when there appear to be multiple vacancies in the corresponding classes.

d) Personnel Director

i. New Hires and Examinations administered in April 2021

Interim Executive Director Gordillo thanked the commissioners for their recognition of staff efforts and commented that he had prioritized in-classroom and leadership position recruitments above others. He advised that he met with Assistant Superintendent Tobias-Espinoza, and corresponded with Superintendent Stephens to inform them of this strategy. He commended staff for their focus and sustained achievement during a hectic time and suggested consideration of additional Commission staff, given the number of regular budgeted classified positions at the District. He discussed the planning and coordination required for a compensation and classification study. He advised that the best time for such a study to be undertaken would be after regular duties and responsibilities have resumed, post Covid-19 reopening. Secretary Gordillo outlined some of the criteria and practices that are used to perform a compensation and classification study.

Secretary Gordillo discussed the revised timeline for recruitment for Executive Director of Classified Personnel and shared potential testing dates. He also discussed new District positions for which recruitment would soon begin and thanked HR staff for sharing information about these positions. Lastly, he shared information on the results of exams conducted by the Commission in the prior month and provided relevant statistics.

7. Consent Items:

Ratification of Eligibility Lists:

Commissioner Roter asked about lists with only two ranks provided, and Commissioner Davis asked for details surrounding the Home School Liaison position. Secretary Gordillo and Erin Arinez, Classified Personnel Supervisor, provided information.

Vice-Chairperson Roter made a motion to approve eligibility lists a-e; Chairperson Goldstein seconded the motion,

Approved, 3-0

8. Public Hearing: Education Code § 45253 – Personnel Commission Budget, 2021- 2022

Chairperson Goldstein asked if a member of the Business Services Department staff would be present for questions that might arise during the hearing. Secretary Gordillo informed the Commission that there is a May 30th deadline for budget approval and suggested that a special meeting be scheduled later in the month to facilitate a more robust discussion with input from Business Services, if necessary. Chairperson Goldstein requested clarification on the deadlines for budget approval and transmission to the county department of education, which Secretary Gordillo provided. Chairperson Goldstein discussed a budget analysis document provided by Business Services, which, she noted, included some apparent discrepancies that required clarification. Vice Chairperson Roter stated that he had not seen the analysis and discussed details of the proposed budget. He questioned whether the budget could be adopted before the outstanding details and discrepancies were explained.

Chairperson Goldstein made a motion to move the Hearing Item to follow Closed Session to enable a representative from Business Services to join the discussion and address outstanding questions, or, if a representative from Business Services was unavailable, that the item be moved to a later meeting; Vice Chairperson Roter seconded the motion,

Approved, 3-0

9. Closed Session

The Commission went into closed session at 5:24 pm.

10. Report from Closed Session

The Commission returned from closed session at 5:55 pm. Chairperson Goldstein reported that a staffing consultant was hired to assist with expanded recruitment for the Executive Director, Classified Personnel position. She also stated that a Special Meeting would be scheduled for later in the month to hold the Public Hearing for the 2021-2022 Personnel Commission budget.

11. Public Comments

Ms. Diggs-Ray said that she was aware of work being made to update the merit rules a few years ago and that the Commission should revisit that project.

12. Next Meeting

A Special Meeting will be held on May 13th at 4:30 pm. The next regular meeting will be held on June 3rd at 4:30 pm.

13. Adjournment

The meeting was adjourned at 6:01 pm.

Respectfully Submitted,

Philip J. Gordillo

Philip J. Gordillo
Secretary, Personnel Commission

06/28/2021

Date

Approved,

Heidi Goldstein

Heidi Goldstein
Chairperson, Personnel Commission

07/01/2021

Date