

Berkeley Unified School District
Personnel Commission Meeting Minutes

January 14th, 2022 – 2:30 pm

1. Call to Order

The meeting was conducted via Zoom meeting # 852 7339 2873 and was called to order at 2:33 pm.

2. Roll Call & Establishment of Quorum

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

3. Public Comments

Mark Ramia, Instructional Assistant I at Berkeley High School, asserted that the Personnel Commission was accountable for students' hardships by dint of its actions on Classified personnel matters. He said that the Personnel Commission has no idea how newly established positions operate at sites, that supervisors don't know what duties their staffs' positions entail, and have no oversight over their departments. He also commented that the Personnel Commission's inability to start the Compensation and Classification study during the pandemic made no sense.

4. Approval & Adoption of Agenda

Vice-Chairperson Davis made a motion to approve the meeting agenda; Chairperson Goldstein seconded the motion,
Approved, 2-0

5. Approval of Meeting Minutes

a) November 4th, 2021, Regular Meeting Minutes

Vice-Chairperson Davis made a motion to approve the November 4th meeting minutes; Chairperson Goldstein seconded the motion,
Approved, 2-0

b) December 9th, 2021, Regular Meeting Minutes

Vice-Chairperson Davis made a motion to approve the December 9th meeting minutes with the bottom line of text repositioned so that it doesn't overlap with the page number; Chairperson Goldstein seconded the motion,
Approved, 2-0

6. Reports

a) Union

Frank Hernandez, BCCE President, advised that he would provide his report during public comment.

b) District Reports

Glendaly Gascot-Rios, Human Resources Director, said that the District had no report.

c) Commissioners Reports

Chairperson Goldstein shared that the January Personnel Commission meeting time was moved due to scheduling conflicts and thanked those attending for their flexibility. She said the commission would try hard to avoid rescheduling meetings in the future. She reported that the governor's office had issued its proposed 2022-23 FY budget and said it was encouraging that there was a sizable surplus which would translate to additional operating funds for the District. She noted that school staffing has been affected by the current surge of omicron cases, and that the governor's executive order N-3-22 provides flexible options for temporary certificated staffing. Finally, Chairperson Goldstein encouraged staff to watch the 12/15/21 Board meeting where a draft listing of 22-23 budget cuts was approved for transmittal to the Alameda County Office of Education.

d) Personnel Director

i. New Hires and Examinations administered in the month of December 2021

Secretary Castillo reviewed examination and personnel activity for December. He reported that there was substantial activity despite the holiday break. He also noted that new candidates were added to Instructional Assistant II, SPED, and Instructional Tech- Before and Afterschool eligibility lists, which were generated and sent to hiring managers before winter break.

Secretary Castillo said he had received one reclassification request and hoped to finalize it and bring his recommendation to the February meeting. He mentioned that the BCCE performance evaluation period will begin soon and said he would be sending an email to managers to remind them to complete evaluations for all of their staff.

7. Consent Items

Ratification of Eligibility Lists

- a) Instructional Assistant II, SPED
- b) Instructional Tech- BASP
- c) Nutrition Services Assistant
- d) Nutrition Services Satellite Operator
- e) Senior Human Resources Technician
- f) School Campus Aide
- g) School Administrative Assistant II

Chairperson Goldstein said she was very impressed with the average testing interval of 7 days for some of the high-priority recruitments, especially during December when activity often slows due to the winter break and holidays.

Vice-Chairperson Davis made a motion to approve list a – g; Chairperson Goldstein seconded the motion,

Approved 2-0

8. Discussion Items

a) Agenda Item Request- S. Bagum

Secretary Castillo noted Ms. Saeeda Bagum's 13-year tenure with BUSD and her dedication to the

District. She was recently offered the Instructional Assistant II, SPED position and, upon reviewing her request documents, he strongly supported hiring her at the advanced salary step 4, as she requested. Ms. Bagum thanked Secretary Castillo for his recommendation.

Chairperson Goldstein asked if a salary analysis was done, including other peer districts. She commented that such analysis would not only substantiate the advanced step placement decisions but would also provide data useful to a future classification and compensation study. She requested that such an analysis be prepared for the three positions presented at the January meeting and that the findings be shared with the commission.

Vice-Chairperson Davis made a motion to approve the advanced salary placement at step 4 for Ms. Bagum; Chairperson Goldstein seconded the motion,
Approved 2-0

b) Agenda Item Request- N. Aliga

Secretary Castillo said Human Resources has a dedicated and hardworking staff and noted that Mr. Nestor Aliga was offered the Senior Human Resources technician position and had requested an advanced salary step 4 placement. Secretary Castillo explained that due to Mr. Aliga's solid background and credentials, he recommends that step placement. In addition, he said that Mr. Aliga's prior experience and expertise would complement the BUSD HR team. Mr. Aliga said that he is excited at the opportunity to join the BUSD HR team and expressed his appreciation for Secretary Castillo's recommendation.

Vice-Chairperson Davis made a motion to approve the advanced salary placement at step 4 for Mr. Aliga; Chairperson Goldstein seconded the motion,
Approved 2-0

c) Agenda Item Request- A. Frias

Secretary Castillo recommended Ms. Frias's request for an advanced salary placement at Step 3. He mentioned that the District's Family Engagement & Equity office is short-staffed and is in dire need of skilled Specialists. He said Ms. Frias, in her role, would support two school sites where her bilingual skills would be required; and noted her extensive community experience, master's degree and experience as a science instructor.

Vice-Chairperson Davis made a motion to approve the advanced salary placement at step 3 for Mr. Frias; Chairperson Goldstein seconded the motion,
Approved, 2-0

9. Public Comments

BCCE President Hernandez stated that the Compensation and Classification study was urgently needed for classified employees; he asked that the Personnel Commission move forward in engaging the District to hire a firm to conduct the study. He said that several classes of members continue to perform duties outside their classifications, and it's unknown if things will ever go back to "normal." He noted in particular: Nutrition Services, Instructional Assistants, and clerical staff routinely go above and beyond their regular duties.

Secretary Castillo said he plans to craft an instructional document to define the process for performance evaluations and to work with several managers to guide them in successfully completing the evaluation process. He noted the value of timely, clear performance documentation to a future study.

Denise Diggs-Ray, Administrative Assistant III in Student Services, asked how peer groups are reviewed in salary studies. Chairperson Goldstein explained that salary comparisons at peer districts for similar roles are often used to set position compensation and internal level placement to be competitive with other local labor groups. Chairperson Goldstein reiterated the importance of using salary comparables for advance step placement decisions.

10. Next Meeting

The next regular Personnel Commission meeting will be on February 3rd at 4:30 pm. Chairperson Goldstein said that consistent with Board practice to conduct their meetings on Zoom; the Personnel Commission will utilize the same format until further notice. Secretary Castillo advised that he expected to set a date in the 2nd or 3rd week of February for a special meeting to review recommendations for revisions to selected sections of the BUSD merit rules.

11. Adjournment

The meeting was adjourned at 3:24 pm.

Respectfully Submitted,

Charles Castillo

Charles Castillo
Secretary, Personnel Commission

1/31/2022

Date

Approved,

Heidi Goldstein

Heidi Goldstein
Chairperson, Personnel Commission

02/03/2022

Date