

Berkeley Unified School District
Personnel Commission Meeting Minutes

March 3rd, 2022 – 4:30 pm

1. Call to Order

The meeting was conducted via Zoom meeting # 852 7339 2873 and was called to order at 4:30 pm.

2. Roll Call & Establishment of Quorum

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

3. Public Comments

None.

4. Approval & Adoption of Agenda

Chairperson Goldstein requested to withhold Item 7. e. from action. Chairperson Goldstein also asked Secretary Castillo to clarify why the request for reclassification under Item 8.b. should be a Discussion Item instead of a Conference Item. Secretary Castillo explained the request for reclassification had been received from the employee a few days prior to the meeting and he had not yet started the evaluation process and therefore did not have anything to report on the matter. Vice-Chairperson Davis asked that the employee reclassification process commence soon; Secretary Castillo confirmed he would start the process shortly.

Chairperson Goldstein made a motion to exclude Item 7. e. from the Consent Items, and change item 8.b. from a Conference item to a Discussion item, thus renumbering the Agenda to include both a Discussion Items and Conference Items section, respectively numbered 8 and 9 with adjustment to the rest of the items on the agenda to follow in subsequent order; Commissioner Roter seconded the motion, Approved, 3-0

5. Approval of Meeting Minutes

a) February 3rd, 2022, Regular Meeting Minutes

Vice-Chairperson Davis made a motion to approve the February meeting minutes; Commissioner Roter seconded the motion,
Approved, 3-0

6. Reports

a) Union

Estella Sisneros, BCCE Treasurer, said that President Frank Hernandez was absent and that she did not have anything to report.

b) District Reports

Glendaly Gascot-Rios, Human Resources Director, said she had nothing to report.

c) Commissioners Reports

Commissioner Roter reported progress was being made to revision of the Merit Rules in the "workshop" special meetings being held. He said the meetings have gone very well and that a draft of the rules chapter on applications had been completed. He thanked Secretary Castillo and the other Commissioners for their time on this project and welcomed the public to participate as well. Chairperson Goldstein reported that Personnel Commission staff will be attending the CSPCA conference the following week and expressed her hope that staff will benefit from the sessions.

d) Personnel Director

i. New Hires and Examinations administered in the month of February 2022.

Secretary Castillo reviewed examination and personnel activity for February. He said that the Merit Rules revision project is progressing, and also reported that there are two current reclassification requests and two pending reclassification requests at the Commission, demonstrating the necessity of starting the Compensation and Classification study promptly. He said he planned to send an email reminder to all managers to participate in and complete classified evaluations for their staff and expressed his hope that the process is constructive for employees. He commented that no classified layoffs had been queued for the next academic year.

7. Consent Items

Ratification of Eligibility Lists

- a) Director, Family Engagement & Equity
- b) Grounds Supervisor
- c) Maintenance Technician
- d) Nutrition Services Assistant

Chairperson Goldstein asked Commission staff to correct the typo related to exam attendance for this classification. Commissioner Roter made a motion to approve lists a-d; Vice-Chairperson Davis seconded the motion,

Approved 3-0

8. Discussion Items

a) Request for a Reclassification- M. Ferguson

Marie Ferguson, School Administrative Assistant II/Substitute Assignment Specialist at Berkeley High School, asked to clarify her initial request and indicated she did not wish to reclassify the duties of her position but instead requested to reclassify the salary range associated with the position. Secretary Castillo said Ms. Ferguson submitted an agenda item request and a request for reclassification with supplemental information; however, because he had not commenced the analysis he was not in a position to speak further about the request. Chairperson Goldstein asked Secretary Castillo to describe the reclassification process. Secretary Castillo explained that after the employee submits an official reclassification form, he would interview the employee and their

Supervisor and analyze the job duties to determine whether a gradual accretion of duties outside of the scope of the position has taken place over the previous two years. He would then determine if there is enough evidence to support the reclassification, and prepare a recommendation and bring it forward at a future Commission meeting. Vice-Chairperson Davis said that the process seemed clear and hoped that Secretary Castillo would start it soon. Commissioner Roter asked for clarity regarding Ms. Ferguson's salary range. Ms. Ferguson explained that she is requesting a higher salary range because the person who performed in a predecessor role, before the 2012 Compensation and Classification study was implemented, had a salary in a higher range. Vice-Chairperson Davis asked if Ms. Ferguson has been assigned additional duties since she was reclassified. Ms. Ferguson said she was granted a reclassification two years ago because she was doing tasks at the High School that were outside of her classification scope; however, not all of her duties were analyzed at the time, and that was the basis of her request for a new analysis. She noted that the request was supported by her Vice-Principal.

Chairperson Goldstein thanked Secretary Castillo for explaining the reclassification process.

9. Conference Items

a) Request for Bilingual Library Media Specialist, Sylvia Mendez Elementary

Secretary Castillo recommended support for the request to hire a bilingual Library Media Specialist at Sylvia Mendez, a dual immersion school. Veronica Valerio, Principal at Sylvia Mendez, said that the dual immersion program at Sylvia Mendez has been successful and mentioned that the current Library media Specialist, Estella Sisneros, has been a tremendous asset to the school as a parent and employee. She noted that Ms. Sisneros created a very robust Spanish language collection of books in the library and commended her hard work. She observed that Ms. Sisneros will be retiring at the end of the school year and that it was a good opportunity to change the position to a bilingual position to support all students.

Ms. Sisneros credited BSEP and the Library Services department as instrumental in helping expand the Spanish language book collection. She said she was not fluent in Spanish and that she believed it was critical to hire a biliterate librarian.

Jessica Lee, BUSD Library Program Coordinator, confirmed that the position's FTE will be increased by the Board and thanked Ms. Sisneros for her hard work. Vice-Chairperson Davis commented that his children had attended Sylvia Mendez, and he was pleased to see that the school's dual immersion program is succeeding and expressed his support for the bilingual position.

Commissioner Roter commended Ms. Valerio and Secretary Castillo for presenting a very complete and concise agenda item request and recommendation in their documentation. He said he highly supports this request and believes the dual immersion program is fantastic. He asked for clarity on whether the Commission would be creating a new classification. Secretary Castillo explained that the class specification would not change, but the bilingual skill would become a required element. Commissioner Roter asked if there was a bilingual stipend available. Erin Arinez, Classified Personnel Supervisor, clarified that there was a monthly bilingual stipend for speaking, reading and writing in another language.

Vice-Chairperson Davis made a motion to approve the bilingual Library Media Specialist position at Sylvia Mendez Elementary; Commissioner Roter seconded the motion,
Approved, 3-0

b) Request for Extension of Eligibility List-Human Resources Technician

Secretary Castillo explained he was bringing the list forward for an additional one-year extension because several current promotional candidates on the list are still viable. Commissioner Roter said he preferred not to extend lists unless there was an emergency, as was the case during the pandemic lockdown in the first half of 2020. He noted that other candidates should have the opportunity to qualify for inclusion in the eligibility list and would not have the opportunity to do so if the current list were to be extended. Commissioner Roter noted that the current Merit Rules specify that eligibility lists may only be extended for one year, and until the Merit Rules are revised, he preferred to limit eligibility list extensions accordingly. Chairperson Goldstein clarified that lists were extended during the pandemic until the Commission could determine safe practices in administering exams. She said she expected new recruitments would attract fresh talent and was not inclined to approve a second one-year list extension. Commissioner Roter recommended running recruitments to build eligibility lists prior to position vacancies. Chairperson Goldstein said that she held concerns about the competitiveness of BUSD salaries and that it would be best to complete a new class and compensation study promptly. Ms. Gascot-Rios commented that the list was utilized for limited-term assignments with several current substitutes included in the list, and, due to the confidential nature of the work they perform, it was important to maintain a current list.

In response to Mark Ramia's question regarding changes to the reclassification process Secretary Castillo explained that the process requires a measure of flexibility. He confirmed that he would continue to conduct a study as wholly and thoroughly as possible.

Commissioner Roter made a motion to deny the request to extend the Human Resources Technician list; Chairperson Goldstein seconded the motion,
Approved, 3-0

10. Closed Session

The Personnel Commission went into closed session at 5:42 pm.

11. Closed Session

The Personnel Commission came out of closed session at 6:17 pm. Chairperson Goldstein reported that the Commissioners developed a timeline for the Executive Director's performance evaluation.

12. Public Comments

None.

13. Next Meeting

Due to spring break, the next regular Personnel Commission meeting will be held on April 14th at 4:30 pm. In addition, a special workgroup meeting is scheduled for April 13th, 2022, at 9:00 am to to continue work to review and update the Merit Rules.

14. Adjournment

The meeting was adjourned at 6:18 pm.

Respectfully Submitted,

Charles Castillo

Charles Castillo
Secretary, Personnel Commission

04/14/2022

Date

Approved,

Heidi Goldstein

Heidi Goldstein
Chairperson, Personnel Commission

04/14/2022

Date