

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

October 6<sup>th</sup>, 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**

Commissioner Roter made a motion to approve the agenda; Vice-Chairperson Davis seconded the motion.

Approved 3-0

**5. Approval & Adoption of Minutes**

a. August 31<sup>st</sup>, 2022, Special Meeting Minutes

Vice-Chairperson Davis made a motion to approve the August 31<sup>st</sup>, 2022, special meeting minutes; Commissioner Roter seconded the motion,

Approved, 3-0

**6. Reports**

a) Union

None

b) District Reports

None

c) Commissioners Reports

Commissioner Roter Discussed the ongoing Merit Rules Project and thanked the commissioners, commission staff, and Union and District staff members for their assistance. He commented that he has not yet seen the classification and compensation study contract on a district board meeting agenda and that this bothers him. Commissioner Roter said he would like to know why approval of the contract is delayed and expressed concern about having a meeting with the studies' vendor until that occurs.

Vice-Chairperson Zenor-Davis echoed Commissioner Roter's comments regarding approving the classification and compensation study contract. He said he hoped managers and supervisors would know about their staff who are working out of class.

Chairperson Goldstein thanked Commissioner Roter for bringing up the class and comp study contract. She commented that three School Board seats are available, and those elections are on November 8th. Goldstein encouraged people to become informed about the candidates using all sources available.

d) Personnel Director

Secretary Castillo reported that District staff notified him that the classification and compensation study would be presented at the October 12<sup>th</sup> Board meeting for approval. He thanked the commission staff for their hard work and passed his condolences to the families of the children lost to violence in Oakland.

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

Secretary Castillo discussed the month's examination activity and acknowledged the commission staff's hard work. He noted that while the report reflects fifteen new hires for the month, that number decreased to fourteen due to a staff member returning to their former position just before the agenda release. Secretary Castillo discussed additional recruitment efforts utilizing social media. He commented that he and Brian Westover (PC Staff) were attending the Annual NeoGov conference and shared information gathered while there. Finally, Secretary Castillo discussed the upcoming classification and compensation study and shared that he will be conducting presentations at the upcoming professional development day for the District.

## 7. Consent Items

### Ratification of Eligibility Lists

- a) Administrative Assistant III
- b) Instructional Assistant II, SPED
- c) Instructional Technician- BASP
- d) Nutrition Services Assistant
- e) Nutrition Services Satellite Operator I
- f) School Campus Aide

Chairperson Goldstein commented that the pace of recruitment had been maintained in the absence of Erin Arinez, Classified Personnel Supervisor. She said that with a few exceptions, a good number of candidates are represented on the eligibility lists. Commissioner Roter agreed with Chairperson Goldstein that the lists are robust and thanked Secretary Castillo for his efforts regarding using a social media campaign to improve recruitment. Commissioner Roter encouraged Secretary Castillo to give these campaigns time to work.

Vice-Chairperson seconded the comments made by his fellow commissioners and commended the work of the commission staff.

Commissioner Roter made a motion to approve lists a-f; Vice-Chairperson Davis seconded the motion, Approved, 3-0

## 8. Conference Item

a) Request for Salary Step Advance - F. Gray

Secretary Castillo shared details regarding this request, noting that Felicia Gray is a former BUSD employee who wishes to return after obtaining an advanced degree. He strongly recommended an advanced step placement at step five. Vice-Chairperson Davis said he was very impressed by the support letters written on behalf of Ms. Gray. Commissioner Roter echoed the comments made by the Vice-

Chairperson and noted that because Special Education positions are challenging to recruit for, he would support the placement. Chairperson Goldstein asked Secretary Castillo how many months per year this position was. Castillo provided relevant details. Goldstein said her hope is that the District uses this individual year-round due to her training and experience.

Commissioner Roter made a motion to approve the request for step 5 placement; Vice-Chairperson Davis seconded the motion,

Approved 3-0

b) Request for Reclassification – M. Blanco

Secretary Castillo said that he has been working on this request since May or June, which is very similar to the request by Ms. Lopez Caloca. He shared details regarding the responsibilities of the current job class and the needs of the departments/sites they serve. Castillo stated that there had been more than a two-year accretion of duties and compared this position with the School Administrative Assistant II position at Berkeley High School. Secretary Castillo said that on top of recommending reclassifications for the two employees who made the request, he plans to ask the classification and compensation study vendor to look closely at all of the needs of all the children's centers. Secretary Castillo said that the documentation is comprehensive and that he recommends reclassification from School Administrative Assistant, ECE, to School Administrative Assistant II.

Chairperson Goldstein asked for clarification regarding the language in the recommendation. Secretary Castillo provided additional details and stated that this recommendation is not meant to negatively impact employees still in the Admin Assistant, ECE job class. Chairperson Castillo discussed the last compensation and classification study and said there were classification description changes that did not go well. She said it is likely that we will see more situations like this one arise as the new study is conducted.

Vice-Chairperson Davis asked if this reclassification is a stop-gap until the class and comp study is completed. Secretary Castillo provided additional information and said that it is more than likely a stop-gap. Commissioner Roter said he would like to hear from Mildred Scherr, BCCE Vice President. Ms. Scherr said she discussed the job class and the sites they serve. She said that reclassification is needed and thanked Secretary Castillo for including her in the process. She said she hoped all four employees in the same classification could be included, though only two submitted paperwork.

Vice-Chairperson Davis asked Vice-President Scherr about the other two employees who did not submit reclassification paperwork. Ms. Scherr said that they were encouraged to participate and was unsure why they did not.

Commissioner Roter discussed Merit Rule 30.300. He said it is possible that not all job positions are identical, which may be why not all four employees chose to apply for reclassification. Commissioner Roter cited a provision in the rules (30.300.4) that could impact employees in a reclassified job class. He cautioned against being too general with job classifications.

Vice-Chairperson Davis made a motion to approve the request for reclassification to School Administrative Assistant II; Commissioner Roter seconded the motion,  
Approved 3-0

c) Request for Reclassification- D. Lopez Caloca

Vice-Chairperson Davis made a motion to approve the request for reclassification to School Administrative Assistant II; Commissioner Roter seconded the motion,  
Approved 3-0

d) Establishment of New Classification- After School Program Site Coordinator

Secretary Castillo provided background information regarding the After School Program and the current supervision structure at the sites. He stated that there was a need for a new position between the After School Program Specialists and the Program Supervisor. Castillo discussed the minimum qualifications for the position and stated that efforts were made to give current Program Specialists a reasonable opportunity for promotion. He addressed the compensation recommended for the position and noted that the recommendation places the salary between the Program Specialist and Program Supervisor salaries.

Commissioner Roter asked for clarification regarding the job comparison spreadsheets included with the recommendation (salary vs. total compensation and salary ranges). Secretary Castillo provided additional information. Commissioner Roter asked if Local 21 agreed with the salary range, and Secretary Castillo confirmed they were.

Chairperson Goldstein stated that this position has been much needed and long overdue and that her family has been directly and negatively impacted by a lack of supervision in the After School Program at BUSD. In addition, Goldstein stated that this position needs to understand District processes surrounding safety, student discipline and Title IX.

Christi Roscigno, the Extended Day Program Supervisor, said she and current employees in the After School Program are very excited about this new position for several reasons. First, in response to Chairperson Goldstein's comments regarding knowledge of District processes, Roscigno said that current Program Specialists are not included in the training types needed to gain the required understanding. She said that she hoped this training would be provided to the new Coordinators once they assume their roles.

Chairperson Goldstein asked Secretary Castillo how the minimum qualifications might include questions about the process knowledge she commented on earlier. Castillo provided options moving forward, which included changing the minimum qualifications and/or utilizing the BUSD Professional Development training program. Chairperson Goldstein stated that the minimum qualifications should be modified to reflect the aforementioned process knowledge and that the job description should be revisited at the next meeting. Vice-Chairperson Zenor-Davis agreed with Chairperson Goldstein. Commissioner Roter said he was not opposed to delaying the vote on this item until a later meeting and discussed the job description in greater detail. He suggested that specific questions related to program safety during the screening and testing process be included. Commissioner Roter cautioned against

having minimum qualifications that are overly specific. Chairperson Goldstein stated that the knowledge and abilities in the class description are not specific enough regarding safety planning etc., and provided examples and reasons why she feels this way. Commissioner Roter asked if there would be an After School Program Site Coordinator at each site. Christi Roscigno said that the plan is to have one at each site. Roter asked if including safety planning in the minimum qualifications would still allow the existing Program Specialists to qualify. Roscigno said it would, but if Title IX training were required, they might not. Chairperson Goldstein clarified that her intent is not to disqualify deserving candidates or to make the minimum qualifications overly specific. However, she said that candidates should understand safety planning and alternative dispute resolution techniques.

Mildred Scherr asked if the new position would be a lead and function above the After School Program Specialist. Christi Roscigno said the new position would replace the current Program Specialist position. She provided additional information regarding the reporting structure and potential strategy for implementing the new position. Chairperson Goldstein made clarifying comments regarding how the new reporting structure might look. Roscigno then confirmed that existing Program Specialists would not lose their jobs if they did not assume the new coordinator role. Goldstein made additional comments regarding adjustment of the minimum qualifications, stating that some of these requirements can be met after employment begins (i.e., Safety Officer, Pool Maintenance).

Commissioner Roter asked how Commission staff might recruit for this new position. Secretary Castillo said this position would likely be recruited similarly to most positions. He went on to say that recruitments are generally not site-specific and that he would not want to set a precedent. Castillo then stated that he was unaware of the After School Program Specialist position being eliminated (either right away or through attrition). Brian Westover, Human Resources Technician, shared thoughts on how the commission might recruit for these positions.

Chairperson Goldstein discussed the MQ's for this position and suggested that the commission work to provide resource links for preparation to enter the testing process. Frank Hernandez, Maintenance Engineer, commented that Program Specialists who do not accept the Coordinator position might be required to perform supervisory tasks anyway. Vice-Chairperson Davis said that the Principal would continue to serve as the supervisor if there is no coordinator. Chairperson Goldstein discussed the requisition process and asked for clarification about who would submit them for this position. Secretary Castillo provided information about this process. He said it might be best to table this item until more information can be gathered and that it may be wise to bring the Assistant Superintendent of Human Resources into the conversation. Commissioner Roter agreed that it would be best to bring this item back to a future meeting for several reasons. First, he said that more conversations should be had with administrators regarding how the recruitment will take place.

Chairperson Goldstein made a motion to delay consideration of the establishment of the After School Program Site Coordinator classification, pending reconciliation of two matters- minimum qualifications and recruitment strategy; Commissioner Roter seconded the motion,  
Approved 3-0

**9. Public Comments**

Ms. Scherr introduced Shauna Rabinowitz as the new Treasurer for BCCE. She also stated that the Union has been working with Shaheen Mohammed, Dean at Berkeley High School to support safety and ensure that proper training is being provided to the School Safety Officers. Finally, vice-President Scherr thanked the commission for including the Union in the Merit Rules Project.

Commissioner Roter said he is delighted to hear that the classification and compensation study contract will be going to the Board for approval on October 12<sup>th</sup>. Chairperson Goldstein said she would like to understand better why the compensation and classification study contract was delayed.

**10. Next Meeting**

The following Special meeting will be held on October 20th at 2:00pm for a presentation from the firm conducting the classification and compensation study, as well as a discussion with outside counsel to answer questions from the Merit Rules project. There will also be a special meeting on October 25<sup>th</sup> at 3:30 pm for the Merit Rules revision meeting. The next regular commission meeting will be on November 3<sup>rd</sup> at 4:30 pm.

**11. Adjournment**

The meeting was adjourned at 6:40 pm.

Respectfully Submitted,

*Charles Castillo*

Charles Castillo  
Secretary, Personnel Commission

*10/31/2022*

Date

Approved,

*Heidi Goldstein*

Heidi Goldstein  
Chairperson, Personnel Commission

*11/03/2022*

Date