

Berkeley Unified School District
Personnel Commission Meeting Minutes

July 7th, 2023 – 10:00 am

1. Call to Order

The meeting was held live in Room 126 (2020 Bonar St.) and called to order at 10:00 a.m.

2. Roll Call & Establishment of Quorum

Vice-Chairperson Goldstein and Commissioner Roter were present, and a quorum was established. Chairperson Zenor-Davis' absence from the meeting was excused.

3. Public Comments

None.

4. Approval & Adoption of Agenda

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

Agreed, 2-0

5. Conference Items

a) Step Advance Request – A. Meyerhoff

Secretary Castillo said recruitment for the *Investigator* position had been long and difficult. He noted that Ms. Meyerhoff is highly qualified for the position and that he believes she can come in and hit the ground running. Her bilingual Spanish skills will also greatly serve the BUSD community. Secretary Castillo strongly supports Ms. Meyerhoff's request for Step 5 placement. Commissioner Roter said this is an important, specialized position that has been difficult to recruit for, so the request meets the merit rule requirements for approving a step advance. Vice-Chairperson Goldstein asked if this position is included in Phase 3 of the Classification & Compensation Study. Secretary Castillo explained that the position will be included in Phase 3, which should begin at the end of August. Vice-Chairperson Goldstein said that this person would have a limited time in the role before participating in the Study. She commented that Ms. Meyerhoff's experience at Oakland Unified School District (OUSD), while slightly different than what she will be doing at BUSD, will be beneficial because OUSD is larger and has a more established, larger Title IX office.

Commissioner Roter made a motion to approve Ms. Meyerhoff's step advance request at Step 5; Vice-Chairperson Goldstein seconded the motion,

Approved, 2-0

b) Step Advance Request – M. Miranda

Secretary Castillo said that Ms. Miranda is very well prepared, with an interesting background since she was an educator and had worked in human resources and payroll. However, he needed help finding the number of years of payroll experience to merit a Step 5. He gave her an extra year for her degree, and she brings several different skills to the job. He recommends Step 4 instead of Step 5, as requested. Commissioner Roter asked for confirmation that this was a

difficult recruitment. Secretary Castillo said this is a difficult area to recruit for, especially as a payroll specialist in a school district; having seen firsthand the enormous workload in payroll, he would not want to recruit for it again. Commissioner Roter said he would not favor going to Step 5 because Ms. Miranda's letter alludes to her understanding that she has a training and learning period to go through. For him, Step 4 or 5 should be reserved for someone who can come in and hit the ground running without much of a learning curve; this applicant is not quite there. Ms. Arinez explained that everyone jumps up a step in January or June, based on the hire date. Since Ms. Miranda was hired in July, her next step will be June 2024. Vice-Chairperson Goldstein noted that Ms. Miranda had worked while getting her degree but agreed she is light on relevant work in payroll. However, her experience does have other transferable skills. She said this would usually be a solid step 3, but considering the salary and that it is hard to recruit and she hopes to retain, she will support step 4. She says there will be a big learning curve to get up to speed with the accounting system. Commissioner Roter asked what had been done regarding a previous step advance request for another payroll specialist. Mr. Castillo explained that Jenny Le received a Step 5 because she had much experience, including time at a school district. Vice-Chairperson Goldstein noted the complexity of the job within the Payroll department and the number of employees in the department compared to the size of the District. She said she hopes the Classification and Compensation Study will address some of the pay discrepancies within the District. Mr. Castillo said it would be a significant advantage to have a Spanish speaker in the Payroll department and added that he may recommend the department create a bilingual position. Ms. Arinez noted that the bilingual stipend is set for a considerable increase to \$250/month.

Commissioner Roter made a motion to approve Ms. Miranda's step advance request at Step 4; Vice-Chairperson Goldstein seconded the motion,
Approved, 2-0

6. Public Comments

Vice-Chairperson Goldstein thanked everyone for doing what was required to get this meeting together on short notice.

7. Next Meeting

The next regular meeting of the Personnel Commission will be on August 30 at 4:30 p.m. in the Boardroom. Secretary Castillo and the Commissioners discussed scheduling a special meeting on vacancies and another for recruitment. One meeting may happen in August before the regular meeting. The Commissioners discussed expectations for the vacancy special meeting. Vice-Chairperson Roter asked about professional development for staff before the beginning of the new school year and start dates.

8. Adjournment

The meeting was adjourned at 10:36 a.m.