Berkeley Unified School District

The Board Room, 1231 Addison Street
Berkeley, CA 94702

Personnel Commission

Timothy Davis, Chairperson | Heidi Goldstein, Vice-Chairperson | Isaiah Roter, Commissioner
Charlie Castillo, Secretary

Meeting Agenda

August 30th, 2023 – 4:30 pm

1. Call to Order — **Chairperson Zenor-Davis**

2. Roll Call & Establishment of Quorum — **Secretary Castillo**

3. Public Comments (15-minute limit) — **Public**

This is an opportunity for the public to comment on Personnel Commission business, not on the agenda. The time limit is five minutes per individual and a total of fifteen minutes per subject. No action shall be taken by the Commission.

4. Approval & Adoption of Agenda — **Chairperson Zenor-Davis**

5. Approval of Meeting Minutes — **Chairperson Zenor-Davis**

Approve the Personnel Commission Meeting Minutes for the following:

a) June 7th, 2023, Special Meeting Minutes, p. 3-5
b) June 23rd, 2023, Regular Meeting Minutes, p. 6-13
c) July 7th, 2023, Special Meeting Minutes, p. 14-15

6. Reports

a) Union — **Union Representatives**
b) District Reports — **District Representatives**
c) Commissioners Reports — **Commissioners**
d) Personnel Director — **Secretary Castillo**
New Hires and Examinations administered in the months of June, and July 2023, p. 16-17
e) Classification & Compensation Study — **Secretary Castillo**

7. Consent Items — **Chairperson Zenor-Davis**

It is recommended that the Personnel Commission consider approving a number of agenda items as a Consent list. Consent items are routine in nature and can be enacted in one motion without further discussion.

Ratification of Eligibility Lists

a) Accounting Technician, p.18
b) Attendance Technician, p.19
c) Custodian II, p.20
d) Director, Facilities, Maintenance & Operations, p.21
e) Executive Director, Fiscal Services, p.22
f) Human Resources Technician, p.23
g) Instructional Assistant, p.24
h) Instructional Assistant II, SPED, p.25
i) Instructional Specialist, Athletics, p.26
j) Instructional Tech-BASP, p.27
k) Instructional Technology Technician, p.28
l) Irrigation Specialist, p.29
m) Maintenance Technician, p.30
n) Nutrition Services Assistant, p.31
o) Nutrition Services Satellite Operator I, p.32
p) Safety & Risk Coordinator, p.33
q) School Bus Driver, p.34
r) School Campus Aide, p.35
s) School Service Assistant, p.36
t) Storekeeper, p.37

Agendas and minutes of Personnel Commission meeting are available at the District's website, www.berkeleyschools.net. Also, in accordance with the Brown Act and Government Code § 54957.5 (b)(1), writings that are related to an agenda item for an open session of a regular meeting, that are public records not otherwise exempt from disclosure and that are distributed less than 72 hours prior to the meeting, shall be made available for public inspection at the time the writings are distributed to at least the majority of Commissioners. The public may request copies of the records at the District's Human Resources office at 2020 Bonar Street, Berkeley, CA 94702.

8. Conference Item **Chairperson Zenor-Davis**

These items are presented for discussion and action and may be carried over from a previous meeting.

a) Step Advance Request – S. Pree, ***Attachment A***

b) Step Advance Request – Y. Secrease, ***Attachment B***

c) Step Advance Request – G. Garcia-Wilson ***Attachment C***

d) Step Advance Request – N. Miller, ***Attachment D***

e) Step Advance Request – T. Taylor, ***Attachment E***

f) Step Advance Request – S. Goodwin, ***Attachment F***

g) Step Advance Request - J.Vega, ***Attachment G***

h) Request for Bilingual Family Engagement & Equity Specialist – Longfellow Middle School, ***Attachment H***

i) Request for Bilingual Instructional Assistant - Sylvia Mendez Elementary, ***Attachment I***

j) Request to Revise ITT job description, ***Attachment J***

k) Request to Extend Maintenance Engineer Eligibility List, ***Attachment K***

l) Request to Appeal Job Disqualification Determination per Merit Rule 40.100.4 (B) 2 – M. Griffin, ***Attachment L***

9. Closed Session **Chairperson Zenor-Davis**

Performance Evaluation of the Executive Director, Classified Personnel- Government Code § 54954.5(e)
The Personnel Commission will meet in a closed session to discuss the performance evaluation with the Executive Director, Classified Personnel.

10. Report from Closed Session **Chairperson Zenor-Davis**

11. Public Comments (15-minute limit) **Public**

This is an opportunity for the public to comment on Personnel Commission business, not on the agenda. The time limit is five minutes per individual and a total of fifteen minutes per subject. No action shall be taken by the Commission.

12. Next Meeting **Chairperson Zenor-Davis**

Follow-up items for the next Personnel Commission Meeting.

13. Adjournment **Chairperson Zenor-Davis**

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Berkeley Unified School District
Personnel Commission Meeting Minutes

June 7th, 2023 – 4:00 pm

1. Call to Order

The meeting was held in a hybrid format, live in Room 126 (2020 Bonar St.) and via Zoom meeting #852 7339 2873. The meeting was called to order at 4:06 p.m.

2. Roll Call & Establishment of Quorum

Chairperson Zenor-Davis, Vice-Chairperson Goldstein, and Commissioner Roter (via Zoom) were present, and a quorum was established.

3. Public Comments

None.

4. Approval & Adoption of Agenda

Vice-Chairperson Goldstein made a motion to approve and adopt the meeting agenda; Chairperson Zenor-Davis seconded the motion,
Approved, 3-0

5. Conference Items

a) Step Advance Request – J.Rivas

Secretary Castillo said Ms. Rivas has excellent acumen regarding her education and over 20 years of administrative experience with the Lawrence Berkeley National Laboratory and the City of San Pablo; he strongly supports Ms. Rivas' request for a step 5 advance. Vice-Chairperson Goldstein asked for clarity on the role Ms. Rivas will fill. Secretary Castillo said she will be an Administrative Assistant III at the Berkeley Adult School. Vice-Chairperson Goldstein and Secretary Castillo discussed and clarified the schedule for step increases based on a June hire date. Commissioner Roter said that Ms. Rivas is extremely qualified and asked for verification that the recruitment for the Administrative Assistant III is, in fact, difficult. Secretary Castillo explained that the Administrative Assistant III position is not as difficult to recruit for as it was last year; however, the higher level of the classification usually results in fewer qualified applicants, and it is not an easy position to fill. Ms. Rivas said she is excited and ready to join the BUSD team.

Vice-Chairperson Goldstein made a motion to approve Ms. Rivas' step advance request at Step 5; Commissioner Roter seconded the motion,
Approved, 3-0

b) Step Advance Request – J. Battle

Secretary Castillo said that Ms. Stroud-Battle has a child development certificate and extensive teaching and supervisory experience. Although Ms. Stroud-Battle requested a Step 4, Secretary

Castillo found in his analysis that she merits a Step 5. Ms. Battle thanked the Personnel Commission for their consideration and said she brings 20 years of experience to the role and looks forward to continuing her family's legacy at BUSD. Vice-Chairperson Goldstein noted a typo on the Step 5 hourly rate listed in the agenda packet; the correct hourly rate was determined to be $48.38. Commissioner Roter commented that Ms. Stroud-Battle is tremendously qualified for the position and will be a tremendous asset to the District. He referenced merit rule 70.100.1, which indicates the requirement that recruitment be difficult as the threshold for consideration of a step advance. Secretary Castillo said that he believed it was a difficult recruitment. Commissioner Roter asked for clarification as to the number of After School Site Coordinators coming into the role; Secretary Castillo confirmed the number to be 12. Chairperson Zenor-Davis highlighted a parent letter of recommendation as a testament to Ms. Stroud-Battle's professional character and personal demeanor; he welcomed Ms. Stroud-Battle to the District.
Vice-Chairperson Goldstein made a motion to approve Ms. Stroud-Battle's step advance request at Step 5; Commissioner Roter seconded the motion,
Approved, 3-0

c) Establish Classification – Executive Director Fiscal Services
Secretary Castillo explained that he had met with Pauline Follansbee, Assistant Superintendent of Business Services, and Samantha Tobias-Espinosa, Assistant Superintendent of Human Resources, to determine the best way forward in recruiting for the vacancy left behind from Liz Karam's retirement. Previous recruitments using the Director of Fiscal Services job description did not produce qualified candidates. Mr. Castillo, Ms. Follansbee and Ms. Tobias-Espinosa determined that upgrading the job title to Executive Director and emphasizing the financial services experience in a school district would considerably open up the applicant pool. Mr. Castillo determined that the appropriate salary range would be Range 89, that of other Executive Directors in the District. Vice-Chairperson Goldstein expressed concern that the minimum qualifications on the job description do not require the candidate to hold a CPA. She feels that having that knowledge in the role is essential, especially when audits are involved. She explained that this is a successor position and feels it would be hard to explain that the second in command of Fiscal Services did not have a CPA. Commissioner Roter said he served on the audit committee and is familiar with this position. He agrees that this is a hugely important job, especially in guiding the audit and providing all the documentation to the auditors. He was uncomfortable making the suggested change without conversing with Ms. Follansbee and feared that making the CPA a requirement would be a potential recruitment barrier. Glendaly Gascot-Rios, Director of Human Resources, reiterated that adding the CPA as a requirement will not advance recruitment and potentially cause the District to miss out on qualified candidates. She stressed that if Ms. Follansbee feels comfortable making the CPA a desirable qualification, the Personnel Commission should follow her recommendation. Chairperson Zenor-Davis agreed with

Commissioner Roter that any changes should be cleared with Ms. Follansbee and said that since the CPA is listed as desirable, CPA's may apply. He said he prefers to keep it as "highly desirable" and cast a wider net on the applicant pool. Vice-Chairperson Goldstein noted that the advantage of a CPA is having someone with a solid technical understanding of the rules and the knowledge to work with the auditors and external contractors. Ms. Follansbee said that CPA's will not come to a school district and reiterated that the CPA should not be required because many qualified individuals are not CPA's. She added that the CPA is a great qualification, but it is not helpful without management experience or background in school districts. Chairperson Zenor-Davis and Commissioner Roter agreed that the CPA should remain a "highly desirable" but not a "required" qualification for the role.

Commissioner Roter made a motion to establish the Executive Director of Fiscal Services as written; Chairperson Zenor-Davis seconded the motion; Vice-Chairperson Goldstein voted against.

Approved, 2-1

6. Public Comments

Secretary Castillo reported that the Classification & Compensation Steering Committee met yesterday and said that Erica Williams, field rep for BCCE, had joined the committee. He said that the committee would like to meet more frequently, and he believes that Phase 2 will have better participation.

Mildred Scherr, BCCE Vice President, said she hopes the Personnel Commission will put as much effort into filling BCCE vacancies as they had invested in discussing the Executive Director Fiscal Services class description.

7. Next Meeting

The next regular meeting of the Personnel Commission will be on Friday, June 23, at 1:00 p.m. in the Boardroom.

8. Adjournment

The meeting was adjourned at 5:16 p.m.

Berkeley Unified School District
Personnel Commission Meeting Minutes

June 23rd, 2023 – 1:00 pm

1. Call to Order

The meeting was held in a hybrid format, live in the Board Room and via Zoom meeting #852 7339 2873. The meeting was called to order at 1:02 p.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

Mildred Scherr, BCCE Vice-President, OTBS, introduced members of the BCCE Executive Board and said that BCCE fully stands behind and supports the Personnel Commission and BUSD's merit system.

4. Approval & Adoption of Agenda

Commissioner Roter moved to proceed with the agenda; Vice-Chairperson Goldstein seconded the motion,
Approved, 2-0

5. Approval of Meeting Minutes

a) May 3rd, 2023 – Vice Chairperson Goldstein noted the numbering was off and should be corrected in the final version.
b) May 4th, 2023 – Vice Chairperson Goldstein asked that the unofficial version be noted on all pages of the draft minutes. She questioned "organizing other districts" in item 6e and suggested "how other districts are organized" be used instead. She noted a typographical error (long-range) in item 7 and questioned a possible transcription error in the second paragraph of item 9 (2020 vs. 2022).
c) May 31st,2023 – Neither commissioner noted any changes.
Commissioner Roter made a motion to approve 5a-c with suggested modifications; Vice-Chairperson Goldstein seconded the motion,
Approved, 2-0

6. Reports

a) Unions
Ms. Scherr asked for the status of Margo Wilson's desk audit. She referenced the December 15th special meeting, reminding the Commissioners of Vice-Chairperson Goldstein's request that the desk audit be considered outside of the Classification & Compensation Study. Ms. Scherr referenced merit rule 34.300.4 and asked that Ms. Wilson be reclassified with her peers.

b) District Reports
None.

c) Commissioner Reports
Commissioner Roter thanked the BCCE Executive Board for coming to the meeting and said he was pleased about the Union's ongoing participation in the workings of the Commission. Regarding Ms. Wilson, he said that although he and the Union are not in agreement regarding the interpretation of rule 34.300.4, he would appreciate more clarity on the matter since he recollected that the Commission requested a desk audit. He suggested a future agenda item to discuss the interpretation of rule 34.300.4. Commissioner Roter thanked Executive Director Castillo, Superintendent Ford Morthel and Assistant Superintendent of Human Resources Tobias-Espinosa for the work involved to reach a creative solution to fund the Personnel Commission's 0.50 FTE Administrative Assistant III request. He noted that BERRA funds can be used to retain and recruit certificated and classified employees, so this solution was appropriate. Vice-Chairperson Goldstein asked the Commission to keep the two special meetings for vacancies and recruitment on the radar for early Fall as they both are quite important.

d) Personnel Executive Director
Secretary Castillo expressed gratitude to the Superintendent, the Commissioners and many others for their support in getting the 0.5 FTE Administrative Assistant III position approved. He said this department's administrative support will ultimately serve all classified employees. He thanked BCCE for their support and noted that the two parties have sometimes disagreed in his two years with BUSD, but he never questioned the advocacy. He said AB1699 is of some concern, and he will have a more robust report at a future meeting. Secretary Castillo reviewed the May examination and personnel activity, highlighting 181 exams as a testament to Erin Arinez, Personnel Supervisor, and her team. Vice Chairperson Goldstein commended the department for their part in bringing nine new hires into BUSD.

e) Classification & Compensation Study
Secretary Castillo gave an update on Phase 2 of the Study. He said the Job Content Questionnaire (JCQ) deadline had been extended twice since this is such a busy time of year; the completion rate was 44%, 14 points higher than in Phase 1. He said that interviews are being scheduled and will run over the summer; though he anticipates scheduling challenges, his goal is to have them done by the end of July. Commissioner Roter asked if contacting employees with a JCQ in progress was possible to encourage them to complete it. Sarah Goodwin, Administrative Assistant III, said that Eric Hall & Associates (EHA) has a cut-off date so that their staff has time to incorporate feedback from the JCQ into the job descriptions, which must happen before the interview process can begin. She suggested that the next best option for participation is for the employee to attend an interview.

7. Consent Items

a.) Instructional Assistant, ECE
b.) Instructional Assistant II SPED
c.) Instructional Specialist, Dance
d.) Investigator
e.) Nutrition Services Assistant
f.) Nutrition Services Satellite Operator I
g.) School Administrative Assistant, ECE
h.) School Campus Aide
i.) School Records Assistant

Vice-Chairperson Goldstein said the testing interval was about 12.5 days; list G was a 30-day interval, and she asked about the circumstances. She took it as hopeful that the Nutrition Services Assistant (NSA) has three ranks; Commissioner Roter noted that two new hires are NSA's, which has been a notoriously difficult position to recruit for. Commissioner Roter and Vice-Chairperson Goldstein raised some recruitment questions, including obstacles to qualified candidates not applying for a job (Nutrition Services department) and potentially speaking with people on some overly robust lists (School Campus Aide) about working in Nutrition Services. Secretary Castillo said he would need to ensure that Minimum Qualifications were met but that it is an idea worth exploring.
Commissioner Roter made a motion to ratify eligibility lists 7a-i; Vice-Chairperson Goldstein seconded the motion,
Approved 2-0

8. Conference Items

a) Step Advance Request – D. Gallon
Secretary Castillo said that Mr. Gallon is highly qualified for this role, and his letters of recommendation speak volumes regarding his dedication and commitment to BUSD. Secretary Castillo strongly supports Mr. Gallon's request for Step 5 placement. Commissioner Roter noted that this position is quite specialized, which satisfies the merit rule requirement that the position be challenging to recruit for to grant a step advance. Vice-Chairperson Goldstein said that districts like to say that "everyone is an educator"; this rings true for the after-school program and that BUSD recognizes this in terms of the hourly salary, which is roughly equivalent to a new teacher. Mr. Gallon expressed his gratitude for the kind words and said he is dedicated to BUSD and teaching young people.
Vice Chairperson made a motion to approve Mr. Gallon's step advance request at Step 5; Commissioner Roter seconded the motion,
Approved, 2-0

b) Step Advance Request – A.Hester
Secretary Castillo said that Nutrition Services roles are notoriously challenging to fill. Ms. Hester comes to BUSD with various experiences, including supervisory positions in food service. He has 4.5 years of experience but advocates for Step 5 because this is a challenging role to fill. Commissioner Roter said he was pleased that Mr. Castillo is considering expertise

outside of a school district or public agency for certain roles when determining a step advance request. Vice-Chairperson Goldstein asked for clarity on how many months a Nutrition Services Satellite Operator I incumbent works per year. Ms. Arinez specified that all Nutrition Services jobs are ten months and that the few summer school roles available in the department are filled based on seniority.
Commissioner Roter made a motion to approve Ms. Hester's advance step request at Step 5; Vice-Chairperson Goldstein seconded the motion,
Approved, 2-0

c) Step Advance Request – R. Shrestha
Secretary Castillo said that Ms. Shrestha has excellent credentials. While her experience has not occurred in a traditional classroom setting, she has the skills necessary to do the job. However, based on Ms. Shrestha's years of experience, he can only support Step 3 instead of Step 5, as requested. Vice Chairperson Goldstein asked what information candidates are provided regarding the step advance process. Secretary Castillo explained that candidates are sent a detailed information packet, including a sample letter. The Commissioners expressed concern that the candidate may not take the job if the requested step advance was not granted. Secretary Castillo explained that he had attempted to reach Ms. Shrestha by phone to discuss her request. Ms. Arinez reminded the commissioners that all candidates are encouraged to attend the meeting in person or via Zoom to speak to their request. Vice-Chairperson Goldstein expressed concern around the step advance request process, expressly that when a candidate's accepting of an offer is contingent on the step advance request being granted, if the candidate does not get the step advance and then does not take the job, everyone has burned much energy unnecessarily for something that does not come to fruition. She wonders if the process can be improved. Secretary Castillo said he always tries to honor the request and follows up with a candidate if the documentation does not support the request to ensure he has not missed anything. Vice-Chairperson Goldstein appreciated this explanation and the follow-up Mr. Castillo had attempted with Ms. Shrestha. Vice-Chairperson Goldstein said she hopes the Classification & Compensation Study will address some of the salary discrepancies that exist within the District.

Commissioner Roter made a motion to approve Ms. Shrestha's advance step request at Step 3; Vice-Chairperson Goldstein seconded the motion,
Approved, 2-0

d) New Classification – Director of Facilities, Maintenance and Operations
Secretary Castillo introduced the genesis of this new classification and his determination for the minimum qualifications and salary schedule. Executive Director of Facilities John Calise explained that his role has grown exponentially since he arrived at BUSD four years ago. This new position will oversee the daily management of the bond program capital improvement

projects and manage the day-to-day needs of the maintenance and operations staff, thus allowing the Executive Director to do his job at a higher level. Commissioner Roter said that the Executive Director's role is clearly too diverse. If the day-to-day falls to the wayside, that is no good for anyone in the District, so he totally supports creating the new classification. Commissioner Roter clarified the Personnel Commission's role in this process, set out in the education code, which is to look at the minimum qualifications and then place the salary range at the appropriate level within the hierarchy of salary schedules. Vice-Chairperson Goldstein said this position is a good idea because the chain of command within the Facilities, Maintenance and Operations department is currently thin. She asked for clarification on the department's role in the BUSD Workforce Housing Project at the Berkeley Adult School. Mr. Calise explained that his department will oversee everything from conception to handing over the keys, at which point the developer takes over, and an oversight committee will oversee governance. Commissioner Roter said that the education and experience requirements were adequate and liked that the job does not require experience in a school district or public agency. Mr. Calise said this was a strategic decision since it is much easier to teach someone from the private sector about the nuances of a school district than it is to teach someone from within the district (school principal, for example) about facilities. Commissioner Roter asked Mr. Calise to work with Secretary Castillo on this recruitment as it may be necessary to reach out to new market sectors.

Commissioner Roter made a motion to approve the Director of Facilities, Maintenance and Operations position at salary schedule 52, Range 85 with the minimum qualifications listed in the Board of Education approved job description; Vice-Chairperson Goldstein seconded the motion,
Approved, 2-0

e) New Classification – Safety and Risk Coordinator

Secretary Castillo noted that the name of this position would be updated to Safety Coordinator and reviewed his rationale for determining the minimum qualifications and salary range. Executive Director Calise said, regarding the position title, that there is an element of Risk Management in any Safety Coordinator position. However, leaving "Risk" in the job title will likely confuse potential applicants as this is not a Risk Management position. This classification intends to have an incumbent who will work with facilities to help identify safety and security vulnerabilities. The role of this position is to understand city, state and federal codes and regulations through a risk and safety lens to ensure that all BUSD campuses can be as safe as possible for staff and students. Commissioner Roter described a hypothetical scenario about a parent noticing safety vulnerabilities at a school and asked if the parent would call the Safety Coordinator to address this issue. Mr. Calise said the Safety Coordinator would be the first line and would coordinate a newly created District-wide safety committee. Commissioner Roter asked if the Safety Coordinator would address

concerns about bullying. Mr. Calise said that bullying falls to Student Services. He reiterated that while this role aims to improve overall safety for everyone, it is not designed to have the expertise to address students' individual needs. Vice-Chairperson Goldstein questioned the procedural aspect of changing the job title since the word *risk* appears many times in the job description. Mr. Calise asked the Personnel Commission to approve the request and then, at a later date, return it to the Board of Education to amend the title; doing so would allow the recruitment for a long-awaited and urgent role to begin. Vice-Chairperson Goldstein said she understood the urgency but felt that the process was reversed from how the Personnel Commission works. She asked about how the role would facilitate the districtwide safety committee. Mr. Calise said several school-based and union-based safety committees exist and should continue to live where they do. However, this role will oversee a new district-wide safety committee to act as a collection point for all of the concerns and implement solutions. Vice-Chairperson Goldstein urged this role to build strong relationships with Dr. Shelley in Student Services and Jasmina Viteskic in the Title IX Office. Mr. Calise said this level of job needs to be able to build strong relationships with all leaders. Vice-Chairperson Goldstein asked why no specific amount of work experience was required for the position. Mr. Calise said this was an oversight but explained that the certificates desired for the job require a certain amount of time to achieve, which rolls into the preferred level of experience. Vice-Chairperson Goldstein asked what kind of candidate would apply for this job. Mr. Calise said the ideal candidate would be someone in code enforcement (fire inspector or fire law enforcement), someone safety-minded with a solid ability to do public speaking and facilitation. Vice-Chairperson Goldstein asked if it would be challenging to recruit for this position with the job title as is. Mr. Calise said the suggestion to change the name is for organizational clarity. Mr. Castillo said he could start recruiting for the job with the title as is; if there is an offer, he will let the candidate know where the job title is headed. Commissioner Roter asked Secretary Castillo to include the peer survey and internal reconciliation used to make his determination in any future requests for a new classification. Mark Griffin, School Safety Officer, said he opposed this position, especially if someone outside BUSD fills the role. Mr. Calise clarified that this role will not supervise the School Safety Officers but serve as another level of advocacy for the group. Glendaly Gascot-Rios, Director of Human Resources, clarified that this position differs from the one in conception by Shaheen Mohammed, Dean of Students; this role has been discussed for years in the safety committee. Commissioner Roter thanked Mr. Griffin for coming forward and his years of service to the District. He said that BUSD needs to redouble the efforts to recruit School Safety Officers and hoped that more School Safety Officers would serve on the District-wide safety committee. He added that he sees this new role as being more complementary than contradictory to the safety concerns Mr. Griffin brought forward.

Commissioner Roter made a motion to approve the Board of Education approved Safety and Risk Coordinator position at salary schedule 52, Range 64, with the minimum qualifications listed in the job description; Vice-Chairperson Goldstein seconded the motion,
Approved, 2-0

9. Discussion Item

a) Classification & Compensation Study: Phase 1 Findings

Secretary Castillo reviewed the process of the Study and reiterated the collaborative nature of that process. He said that EHA's recommendations are based on the information received from the JCQ, incumbent and employee interviews and feedback from the Steering Committee. Commissioner Roter noted that typically, duties on a job description are the concern of the District. Still, he does not feel that it is inappropriate for the Personnel Commission to ask questions about the duties (as part of this process). Secretary Castillo said that he sees his role as a facilitator to examine the feedback and ensure that a shared version is captured. Ms. Scherr said the Study needs to slow down and recalled that EHA said it was ambitious to finish it in one year. She wants to make sure that all of the BCCE members have an opportunity to participate and that the process is fair to all. Margretha Chacona-Johnson, IA II SPED, said she completed the JCQ and participated in an interview. She reviewed the draft revised job description and thought that it was accurate. However, when she checked the job description shared for this meeting, she noted adding "non-severe" as part of the distinguishing characteristics. She then compared the IA II SPED and BIS job descriptions side by side and began to question everything. She said her job deals with students with severe disabilities, so the addition of "non-severe" disabilities to the job description is not appropriate. She also noted the significant discrepancy in pay between BIS and IA SPED II when the jobs are similar. She asked for additional time to review the job descriptions within this family so that it could finally be made right. Secretary Castillo asked Ms. Chacona-Johsnon if she felt a disconnect between the interview and the job description she reviewed. Ms. Chacona-Johnson said she did not feel a disconnect until she compared the two job descriptions. Vice Chairperson Goldstein asked for clarification from EHA about their process so that she could understand how "non-severe" ended up in the last version of the job description. She then reviewed the Phase 1 participation data and found that for many classifications, the participation rate was more in line with what EHA said they usually expect from a District. She thinks this data will be helpful when and if there is an opportunity to go back and revisit some classifications from Phase 1. Commissioner Roter then questioned if more employee data was necessary or if it would be a better use of time to work towards cohesion of the job descriptions based on the data already collected. Ms. Scherr said that slowing it down will give BCCE the time to meet with members to make sure everyone has had a chance to meet with someone they trust to review the job description and then take any changes/comments/ concerns back to the Steering Committee. Secretary Castillo said there needs to be a specific plan before going to the Assistant Superintendent of Business Services for an extension. Vice-Chairperson Goldstein

asked if there will be similar data available for Phase 2. Ms. Goodwin confirmed the data would be open, and Ms. Arinez said that she believed Phase 2 and 3 participation data would look different than Phase 1. She suggested that some parts of Phase 1 can be revisited while progressing with Phase 2 and 3. Commissioner Roter asked for clarification about the Steering Committee's role in discrepancies. Secretary Castillo said the Steering Committee had not yet met about this topic. Ms. Goodwin reminded the Commission that the employees and supervisors received a draft version of the job description for additional feedback; the job descriptions could have been changed based on other input received in the employee or supervisor input forms. She reminded everyone that nothing is final and that the Study is still in process.

10. Closed Session

The Commissioners decided against holding the closed session so that Chairperson Zenor-Davis could be present. Vice Chairperson Goldstein apologized for not bringing this forward during the approval and adoption of the agenda.

11. Public Comments

Mark Ramia, IA I SPED, said that administrators often need to be made aware of the job description, the contract or the evaluation process and hopes that will change due to the Classification & Compensation Study. Commissioner Roter said that when this process is over, there will be a substantial educational component to inform the Board of Education, supervisors and managers about job descriptions, evaluations, hiring processes, etc. He said the Personnel Commission is trying to create a new era, which will be a big lift, but that is the group's hope and expectation.

12. Next Meeting

The Personnel Commission will not be meeting in July. The commissioners reiterated the need to keep the special meetings on vacancies and recruitment on the radar. Still, they recognized that because they require other stakeholders, the meetings may need to wait until the beginning of the new school year. The next regular meeting of the Personnel Commission will be on August 30 at 4:30 in the Boardroom.

13. Adjournment

The meeting was adjourned at 4:23 pm.

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.

Examinations Administered in the Month of June 2023:

Classification	Training & Experience	Written	Oral	Performance
Attendance Technician		14	12	
Maintenance Technician		16	7	
Instructional Assistant	6	6		
Irrigation Specialist	4		4	
Accounting Techncian		16		
School Services Assistant	9	9		
Custodian II		13		
Instructional Specialist, Athletics		4		
Storekeeper		3		

New Hires/New Assignments/Promotions Processed in the Month of June 2023:

Name-	Employment Type-	Classification-	Location/Dept.
Blanco, Marcel	New Assignment	Instructional Assistant, ECE	Sylvia Mendez
Jones, Lois	Promotion	School Admin Assistant II	Washington
Jones, Miles-Anthony	New Hire	Instructional Tech-BASP	Malcolm X
Miranda, Miriam	New Hire	Payroll Specialist	Payroll
Ochoa, Mayra	New Assignment	Instructional Assistant	Sylvia Mendez
Opoku Mensah, John	New Hire	Custodian I	Berkeley High
Reese, Karenda	New Hire	Instructional Assistant II, SPED	Cragmont
Witus, Erin	New Hire	After School Program Site Coord.	Arts Magnet
Zamudio, Ana	New Hire	After School Program Site Coord.	Sylvia Mendez

Examinations Administered in the Month of July 2023:

Classification	Training & Experience	Written	Oral	Performance
Human Resources Technician		21	12	
Accounting Technician			9	
Storekeeper			3	
Instructional Technology Technician			5	
Custodian II				4
Instructional Specialist, Athletics			3	

New Hires/New Assignments/Promotions Processed in the Month of July 2023:

Name-	Employment Type-	Classification-	Location/Dept.
Meyerhoff, Amelia	New Hire	Investigator	Civil Rights & Compliance Office

Berkeley Unified School District

Merit System

Eligibility List for : **Accounting Technician**
(Open)

Written Examination: **June 20, 2023**
Oral Examination: **July 6, 2023**

List Established by Personnel Commission: **August 30, 2023 to expire August 29, 2024**

Open

1 Maria Kristianti
2 Muhammad Faisal
3 Siying Zhong
4 Kevin Kurtzman
4 Bria Ware
5 Alireza Mohamadmoradi

Charles Castillo
Secretary, Personnel Commission

Date

Timothy Zenor-Davis
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Attendance Technician**
(Open and Promotional)

Written Examination: **June 2, 2023**
Oral Examination: **June 14, 2023**

List Established by Personnel Commission: **August 30, 2023 to expire August 29, 2024**

Promotional

1 Deloris Dilworth-Tooks
2 Roy Eric Pingol

Open

1 Gregory Han
2 Aura Navichoque
3 Reina Iniguez
4 Ayate Nasser
5 Aryatara Kandahsari

Charles Castillo
Secretary, Personnel Commission

Date

Timothy Zenor-Davis
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Custodian II**
(Open and Promotional)

Written Examination: **June 22, 2023**
Performance Examination: **July 10, 2023**

List Established by Personnel Commission: **August 30, 2023 to expire August 29, 2024**

Promotional

1 Gustavo Alfaro*
2 Walter Kirby*
3 Erwin D Asis*

Open

1 Trent Taylor
2 Clotile Proctor
3 Calvin Boykins
4 Rajeshwar Prasad

**** Eligibility to expire December 7, 2023***

Charles Castillo
Secretary, Personnel Commission

Date

Timothy Zenor-Davis
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Director of Facilities, Maintenance & Operations (Open)**

Training & Experience Assessment: **July 20, 2023**
Oral Examination: **August 2, 2023**

List Established by Personnel Commission: **August 30, 2023 to expire August 29, 2024**

Open

1 Kenya Chatman
2 Sarah Price
3 Roxana Vargas Greenan
4 Ellen Cleary
5 Dalewyn Spinks
6 Scott Grindy

Charles Castillo
Secretary, Personnel Commission

Date

Timothy Zenor-Davis
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Executive Director of Fiscal Services**
(Open and Promotional)

Training & Experience Assessment: **July 18, 2023**
Oral Examination: **August 3, 2023**

List Established by Personnel Commission: **August 30, 2023 to expire August 29, 2024**

Open

1 Vickie Chang
2 Anne Gordon
2 Emily Mayer
3 Gustavo Aguilera

Charles Castillo
Secretary, Personnel Commission

Date

Timothy Zenor-Davis
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Human Resources Technician**
(Open and Promotional)

Written Examination: **July 6, 2023**
Oral Examination: **July 21, 2023**

List Established by Personnel Commission: **August 30, 2023 to expire August 29, 2024**

Promotional

1 Kaitlin Buenger
2 Saidy Guillen

Open

1 Hitesh Kapadia
2 Debera Nix
2 Janielle Flordeliza
3 Laura VanVliet
4 Kourtney Nichols
4 Cynthia Green
5 Atasha Sims*
6 Jessica Johnson*

**** Eligibility to expire August 31, 2023***

Charles Castillo
Secretary, Personnel Commission

Date

Timothy Zenor-Davis
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Instructional Assistant**
(Open)

Training & Experience Examination: **June 7, 2023**
Written Examination: **June 14, 2023**

List Established by Personnel Commission: **August 30, 2023 to expire August 29, 2024**

Open

1 Evely Torres
2 Murphy Nia

Charles Castillo
Secretary, Personnel Commission

Date

Timothy Zenor-Davis
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Instructional Assistant II, Special Education**
(Open and Promotional)

Written Examination: **July 28, 2023**
Oral Examination: **August 4, 2023**

List Established by Personnel Commission: **August 30, 2023 to expire August 29, 2024**

Promotional

1 Mary Valli

Open

1 Josephine Joliff
2 Makayla Franklin
3 Nancy Lai
4 Sonya Crow
5 Shonnel Stewart
6 Ines Rivera- declined

Charles Castillo
Secretary, Personnel Commission

Date

Timothy Zenor-Davis
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Instructional Specialist, Athletics**
(Open and Promotional)

Written Examination: **June 22, 2023**
Oral Examination: **July 11, 2023**

List Established by Personnel Commission: **August 30, 2023 to expire August 29, 2024**

Promotional

1 Gregory Williams
1 Larry Reyna Jr

Charles Castillo
Secretary, Personnel Commission

Date

Timothy Zenor-Davis
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Instructional Technician - Before & After School Program**
(Open and Promotional)

Training & Experience Examination: **May 18, 2023**
Oral Examination: **May 25, 2023**

List Established by Personnel Commission: **August 30. 2023 to expire August 29, 2024**

Promotional

1 Judith Hernandez

Open

1 Brianna Cornejo-Perez
1 Saima Yunus
2 Ilka Benitez
2 Laura Sayula
3 Maria Carmier
3 William Orellana
4 Nakia Young

Charles Castillo
Secretary, Personnel Commission

Date

Timothy Zenor-Davis
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Instructional Technology Technician (Open)**

Training & Experience Assessment: **June 6, 2023**
Oral Examination: **July 7, 2023**

List Established by Personnel Commission: **August 30, 2023 to expire August 29, 2024**

Open

1 Theresa Nguyen*
2 Muhammad Faisal
3 Josephine Burns
4 Geoffrey Fredrick
5 Mark Bold

eligibility to expire May 3, 2024

Charles Castillo
Secretary, Personnel Commission

Date

Timothy Zenor-Davis
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Irrigation Specialist**
(Open)

Training & Experience Assessment: **June 6, 2023**
Oral Examination: **June 15, 2023**

List Established by Personnel Commission: **August 30, 2023 to expire August 29, 2024**

Open

1 Joe Vega

Charles Castillo
Secretary, Personnel Commission

Date

Timothy Zenor-Davis
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Maintenance Technician**
(Open and Promotional)

Written Examination: **June 2, 2023**
Oral Examination: **June 13, 2023**

List Established by Personnel Commission: **August 30, 2023 to expire August 29, 2024**

Promotional

1 Nathaniel Hill Jr.- hired
2 Tashi Dhondup

Open

1 Steven Almeida
2 John Murphy

Charles Castillo
Secretary, Personnel Commission

Date

Timothy Zenor-Davis
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Nutrition Services Assistant**
(Open)

Training & Experience Assessment: **July 27, 2023**
Performance Examination: **August 8, 2023**

List Established by Personnel Commission: **August 30, 2023 to expire August 29, 2024**

Open

1 Hatziry Garcia
2 Andrea Chappell
3 Salina Owens
4 Cauricia Bradley
5 Jesus Becerra*
6 Rosalinda Mejia*

**** Eligibility to expire June 22, 2024***

Charles Castillo
Secretary, Personnel Commission

Date

Timothy Zenor-Davis
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Nutrition Services Satellite Operator I**
(Open)

Training & Experience Assessment: **July 27, 2023**
Performance Examination: **August 8, 2023**

List Established by Personnel Commission: **August 30, 2023 to expire August 29, 2024**

Open

1 Ray Robinson
2 Andrea Chappell
2 Arti Darshini*

**** Eligibility to expire June 22, 2024***

Charles Castillo
Secretary, Personnel Commission

Date

Timothy Zenor-Davis
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Safety & Risk Coordinator**
(Open and Promotional)

Training & Experience Examination: **July 26, 2023**
Written Examination: **August 2, 2023**

List Established by Personnel Commission: **August 30, 2023 to expire August 29, 2024**

Promotional

1 Rashad Andrews

Open

1 Asia Evans
2 Gary Sciford
2 Brandon Taylor

Charles Castillo
Secretary, Personnel Commission

Date

Timothy Zenor-Davis
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **School Bus Driver**
(Open)

Written Examination: **August 9, 2023**
Oral Examination: **August 9, 2023**

List Established by Personnel Commission: **August 30, 2023 to expire August 29, 2024**

Open

1 Une Preeda

Charles Castillo
Secretary, Personnel Commission

Date

Timothy Zenor-Davis
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **School Campus Aide**
(Open)

Training & Experience Examination: **July 31, 2023**
Oral Examination: **August 7, 2023**

List Established by Personnel Commission: **August 30, 2023 to expire August 29, 2024**

Open

1 Catherine O'Brien
2 Emiyah Webster
2 Efrain Valdez
2 Ron Valencia
3 Salina Owens
4 Miles Jones
5 Jelani Holmes**
6 Dora Alicia De la O Rivas
7 Khatun Ismail*
8 Kendra James*
8 Irfan Nisar*
9 Jonah Guerrero
9 Abraham Setu*

**** Eligibility to expire June 22, 2024***
***** Eligibility to expire February 1, 2024***

Charles Castillo
Secretary, Personnel Commission

Date

Timothy Zenor-Davis
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **School Services Assistant**
(Open)

Training & Experience Assessment: **June 14, 2023**
Written Examination: **June 21, 2023**

List Established by Personnel Commission: **August 30, 2023 to expire August 29, 2024**

Open

1 Carolyn Teurn
2 Janet Barnett
3 Reina Iniguez
4 Faiza Kassim
4 Lashawn Winston

Charles Castillo
Secretary, Personnel Commission

Date

Timothy Zenor-Davis
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Storekeeper**
(Open)

Written Examination: **June 27, 2023**
Oral Examination: **July 7, 2023**

List Established by Personnel Commission: **August 30, 2023 to expire August 29, 2024**

Open

1 Brandyn Shivers
2 Gerardo Gonzalez

Charles Castillo
Secretary, Personnel Commission

Date

Timothy Zenor-Davis
Chairperson, Personnel Commission

Date

PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
August 30, 2023

AGENDA ITEM 8.a

SUBJECT: REQUEST FOR ADVANCED STEP PLACEMENT FOR SHARON PREE, SCHOOL SAFETY OFFICER

BACKGROUND INFORMATION
The attached request and supporting documents support an advanced step placement for Ms. Sharon Pree who has requested to be placed at Step 3.

Ms. Pree has worked at Berkeley High since 2006 as a as a substitute school safety officer and custodian. School safety officers continue to be an area of need for BUSD.

I strongly recommend a step advancement of 5 for Ms. Sharon Pree.

70.100.1 Initial Placement

All new employees shall be appointed at the hiring rate for the class as approved by the Commission. The hiring rate shall be the first step of the schedule except for classes where recruitment efforts have indicated difficulty in recruiting at that step. ***An accelerated hiring rate may be set, with the approval of the Board and the Commission, at any step of the schedule of the class.***

BCCE	Step 1	Hourly	Step 2	Hourly	Step 3	Hourly	Step 4	Hourly	Step 5	Hourly
Range 44	$4,655.63	$ 28.65	$4,886.38	$30.07	$5,139.88	$31.63	$ 5,406.38	$33.27	$5,677.75.	$ 34.94

EXECUTIVE DIRECTOR'S RECOMMENDATION
The Executive Director – Classified Personnel recommends the request for advanced step placement at Step 5/ Range 44 be granted.

ATTACHMENT A

Sharon D. Pree
[redacted]

July 5, 2023

RE: Request for Advance Step Placement for School Safety Officer Position

Dear Members of the Personnel Commission,

I hope this letter finds you well. I am writing to express my sincere gratitude for considering my request to advance step placement at Step 3 on the classified salary schedule for the School Safety Officer position at Berkeley Technology Academy.

I hope my resume reflects my dedication and commitment to the Berkeley Unified School District. With over 15 years of experience within the district, I have devoted myself to ensuring the safety and well-being of students, staff, and visitors alike.

My extensive tenure has allowed me to develop a deep understanding of the unique challenges and responsibilities associated with the School Safety Officer position. Throughout my career, I have consistently demonstrated a strong work ethic, exceptional professionalism, and a genuine passion for fostering a safe and secure learning environment.

Attached to this letter, you will find my resume, which provides a comprehensive overview of my qualifications, experience, and achievements. It highlights my years of service within the school district, showcasing my continuous growth and dedication to excellence.

If you require any additional information or have any questions, please do not hesitate to contact me. I am readily available and would be more than happy to provide any further details that may assist you in evaluating my request.

Once again, I express my sincere gratitude for considering my request for advance step placement. I am deeply committed to the well-being of the Berkeley Technology Academy community and look forward to continuing my contributions in a capacity that allows me to make a positive impact.

Thank you for your attention to this matter.

Sincerely,
Sharon Pree
Sharon Pree

SHARON PREE

SCHOOL SAFETY OFFICER

[redacted]
[redacted]
[redacted]

SUMMARY

Experienced and dedicated school safety officer with over 15 years of service esnuring the safety ans security of students, staff, and the school cumminuty. Porfiecent in implemtoijg and enforicng, and painting a secure learning strategies, and smithing a secure learning environment. Skilled in fosterning positive relationships with students, parentsm and faculty,

SKILLS

- Strong problem-solving
- Abilitiy to enforce rules
- Interpersonal Skills
- Communication
- Collaboration
- Leadership
- Critical thinking
- Attention to detail

WORK EXPERIENCE

Nike

Sales Associate • 2017 - Present

- *Build the bond between consumer and brand by providing superior service and adapting brand stories to the retail setting*
- *Aided with multiple department tasks to settle and resolve all issues at hand to correct as well as improve customer satisfaction efficiency.*
- *Ensured customer satisfaction and promoted the company's high-level services standards at all times.*
- *Resolved customer issues promptly by listening and finding creative solutions to rectify the situation to ensure customer satisfaction.*

Berkeley Unified School District

School Safety Officer • 2006 - Present

- *Ensures the security, safety, and well-being of all personnel, visitors and the premises.*
- *Patrols and monitors assigned areas of the school buildings and school grounds.*
- *Secures premises and personnel by controlling entry and screening all visitors per district policy.*
- *Assists administrators and staff in crisis and emergency situations.*

East Bay Paratransit

Driver • 2000–2002

- *Safely transporting passengers in a safe, courteous, and reliable manner throughout the service area.*
- *Assisting in the boarding of passengers using wheelchairs or other mobility aids and properly secure wheelchairs and scooters.*
- *Prepares a variety of written reports and forms completely and legibly including accident/incident reports.*

EDUCATION

Laney College

Oakland Medical College

CERTIFICATIONS

Active Shooter

Mandated Reporter: Child Abuse and Neglect (California)

PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
August 30, 2023

AGENDA ITEM 8.b.

SUBJECT: REQUEST FOR ADVANCED STEP PLACEMENT FOR KENYANA SECREASE, INSTRUCTIONAL ASSISTANT II, SPECIAL EDUCATION

BACKGROUND INFORMATION
The attached request and supporting documents support an advanced step placement for Kenyana Secrease who has requested to be placed at Step 5.

Kenyana Secrease has close to 10 years of experience in special education with children in both private and public institutions. Kenyana additionally has experience in the special education specialty areas of mild, moderate, and severe disability. Kenyana also has an associate degree in criminal justice. Special Education continues to be a challenging position to recruit for.

I strongly recommend a step advancement of 5 for Kenyana Secrease.

70.100.1 Initial Placement

All new employees shall be appointed at the hiring rate for the class as approved by the Commission. The hiring rate shall be the first step of the schedule except for classes where recruitment efforts have indicated difficulty in recruiting at that step. ***An accelerated hiring rate may be set, with the approval of the Board and the Commission, at any step of the schedule of the class.***

BCCE	Step 1	Hourly	Step 2	Hourly	Step 3	Hourly	Step 4	Hourly	Step 5	Hourly
Range 36	$3,817.13	$ 23.49	$4,012.13	$24.69	$6,267.63	$25.96	$ 4,333	$27.28	$4,655.63	$ 28.65

EXECUTIVE DIRECTOR'S RECOMMENDATION
The Executive Director – Classified Personnel recommends the request for advanced step placement at Step 5/ Range 36 be granted.

ATTACHMENT B

Advanced Step Placement Request

Name: Kenyana Secrease

Classification: Special education Assistant

Hire Date: 07/2023 Site: Berkeley High School

Advanced Step Requested: 1 2 3 4 5 (circle one)

Please note that there is no step increase after Step 5 until Longevity at 10 years.

1. Please include a letter to the Chairperson of the Personnel Commission explaining why you are requesting Advanced Step Placement.

2. Items that **should** be included with the request:

☐ Resume ***(required)*** ☐ Diploma(s) ☐ Transcript(s) ☐ Certification(s)

Please note: *Any documents submitted to the Personnel Commission for their regularly scheduled PUBLIC meeting will be included in the PUBLIC agenda as required by the California Public Records Act or the Brown Act. These items will be a matter of PUBLIC record and* ***will not*** *be returned to you. Therefore please ensure that only copies are submitted.*

		Units	Type/Depth/Concentration
Education Level:	Some College		
✓	Associates Degree		Crim Jus, Policing, Social Studies
	Bachelor's Degree		
	Master's Degree		
	PhD/Doctorate		

		Employment Type (Education, Government, Public, Private, etc)
Experience Level:	1-2 years	
	3-5 years	
	6-9 years	
	10-15 years	
✓	15+ years	Education, Sped, Para

Yana Secreae
[redacted]

August 1, 2023

Re: Request for Advance Step Placement

Commission Chairperson Timothy Zenor-Davis,

As a Behavior Specialist in Special Education since 2008, I want to express to you all as to why I am requesting to be classified salary wise as level 5, for the Special Education Assistant position. I have provided proof of over 10 years of experience working within the special education field via my resume. I obtain hands-on experience as a paraprofessional to children aging from 3-18 years old with mild, moderate, and severe special education needs, as well as physical handicapped needs within a classroom setting. I believe that my experience throughout the years has prepared me to be placed at the appropriate level 5.

I am available for contact via the number above, if additional evidence of my request is needed

Thank you for your time and consideration,

Yana Secrease
Special Education Assistant
Berkeley High School

Yana Secrease

As a graduate with an Associates Arts Degree in Criminal Psychology, my education prepares me for psychoanalyzing psychology, police work, investigations, crime scene technology, and behavioral analysis. Another focus in my studies has been criminal psychology as well as criminal profiling. I also have acquired 15 plus years as an experienced paraprofessional specializing in special education involving grades pre-k to 12th grade, as well as working with special education adult programs throughout the Bay Area. I enjoy working in school settings and educating children with special needs, simply because I love seeing each kiddo grow mentally, while developing the skills they need over time.

Education: Associate of Arts in Science (AAS), Associates Arts (AA) Heald College, Hayward, CA 2012 Criminal Justice with Psychology Major, Physics Minor.

Policing Verified Certification applied to Associates of Arts (AA), Diablo Valley College, Pleasant Hill, CA 2019

Crime scene investigations Verified Certification applied to Associates Of Arts (AA)
Diablo Valley College
Pleasant Hill, CA 2019

*Policing Ballistics Techniques mock scene/scenario training

Professional Experience

Paraprofessional
Ro-Health inc. Bay Area, Ca 2017-2022

Help children 4-18 years old (K-college) meet developmental educational goals
Organize and arrange daily activities for student
Stay on the students individual schedule
Regard and control students mental behavioral outburst in highly intense projections Keep calm during students outburst and physical contact between myself and other staff or students Keep up with time during certain activities with a timer
Record students behavior projections
Log daily comments as well as concerns regarding students needs and abilities
Feed students during lunch

change students during bathroom breaks

Paraprofessional
Rosa Parks Elementary San Francisco, Ca 2016-2017

Special education specialist for children ages Kindergarten-5th
Prompt throughout feedings
Create potty training schedules
Help children with learning disabilities stay on task, and develop mentally
Teacher assistant
Report to CPS
Organize, assist, monitor, children on field trips
Interact with parents, record their concerns interest

Cashier
Walmart inc. Oakland, Ca 2014-2015

Handle cash, card, chip card transactions
Greet customers with a friendly attitude
Maintain clean organized work space
Transact between customers in a timely manner
Resolve customer complaints
Answer customer questions with relevant information
Issue receipts and change due

Child Behavior Therapist
Learning Arts, Bay Area Region
2014-2016
Implemented skills and introduced structured tasks for clients to complete
Collected data during session while performing psychological studies
Computed session notes from client interactions into database
Completed full detailed summaries of new behaviors, accomplished goals and achievements recommended by behavior analyst

Caretaker
Mt.Eden nursing home, San Francisco, Ca 2015-2016
Prepared meals for residents
Washed patients
Groomed patients
Cleaned patient's rooms
Organized dinnerware
Gave generous warmth and love

Child Caregiver (for psychological study)

Calvary Presbyterian Church, San Francisco, CA 2009—current

Provide excellent care to children from newborns to 12 years old
Take the children on walks and to playgrounds in the area
Prepare snacks and meals
Supervise arts and crafts
Nurture children to engage in constructive play activities
Logs evaluation descriptions of each individual Child (behavior, mood, & actions) **Independent**

Nanny for Karolina Garrett, University English Professor, SF, CA 2010—2016

Organize activities for boy from when he was an infant to his toddler age now
Monitor child's safety consistently
Prepare food for breakfast, lunch, or dinner
Remain flexible in scheduling the work hours
Utilize psychology concepts to help child develop cognitive, motor, and emotional skills

Customer Service Representative 3-Atires Sales & Service, Oakland, CA 2005—2008

Multi-task efficiently while answering phones in a quick paced business
assisting customers, and completing paperwork before shift is over
Reassure customers as to the purchase and installation of their vehicle tires
Help customers articulate their customer needs to minimize stress for either side
Computer data input of customers receipts

Receptionist
Playgroup with a Purpose San Francisco,Ca
2009-2016

Set up computer for data base check-in
Create/Organize Playgroup flyers
Greet clients and families
Process new registrations
Organize files
Store files and personal information

Knowledge Base from Classes Taken
Police Writing, Police Investigations, Juvenile Justice, Forensics, Crime Scene Investigations, Criminology, Organized Crime, social psychological analyzing, Victimology, Law Enforcement Systems and Procedures, psychology
Clinical psychology, Corrections, Crime Scene Technology, Criminal Justice Communications, Constitutional Law, forensic psychology, criminal psychology, general Google documents, computing data entry, general computing, word document's system general course. Capstone course taken at

medical examiner's office Oakland Ca /Hayward Ca for psychological studies.

Character Strengths: Positive Calm Kind Proactive Listener Observant Independent Attentive Detailed

Interests Policing / CSI / Science / History Criminal Law / Criminology / Criminal Psychology/ Studying Autism/ Analyzing Special Needs

Hobbies Berkeley Marina/ Berkeley Library/ Berkeley Flea Market/ Farmers Market/ Swimming/ Meditation

ATTACHMENT B

Official Transcript

Heald College
25500 Industrial Blvd.
Hayward, CA 94545
http://www.heald.edu/locations/hayward-industrial#

Heald COLLEGE
EST. 1863

rpt_adTranscript.rpt
September 16, 2013
Name : Kenyana Secrease
Student ID : [redacted]

Course Code	Course Description	Credits Attempted	Credits Earned	Grade

Honors: ------- Honors Awarded -------

Degree : Associate of Arts
Date Conferred : 10/7/2012
Program : Associate of Arts

Degree : Associate in Applied Science
Date Conferred : 1/15/2012
Program : Criminal Justice AAS (Heald)

------- Academic Program History -------

Program : 04 - 23 -2012 Associate of Arts

Total Credits	138.00	25.00	21.00

Program : 01 - 23 -2012 Associate of Arts
Status : Transfer To Other Program
LDA: 4/5/2012 12:00:00AM

Total Credits	16.00	16.00	12.00

Program : 08 - 24 -2009 Criminal Justice AAS

Total Credits	105.00	112.00	105.00

Term: 2009 July Mini
8/24/2009 - 10/1/2009

COMPAPP100	Intro Software Applications	3.00	3.00	C
SUCCESS100	Success Strategies	3.00	3.00	A
		6.00	6.00	

Term GPA 3.00 **Cum GPA:** 3.00

Term Honors

Course Code	Course Description	Credits Attempted	Credits Earned	Grade	

Term: 2009 October
10/12/2009 - 1/7/2010

CRIMJUS105	Intro to Criminal Justice	4.00	4.00	D	**
ENGL10	Essential Language Skills	3.00	0.00	F	**
MATH10	Essential Math	3.00	3.00	D	**
OFFSKLS101	Keyboarding	3.00	3.00	A	
		13.00	10.00		

Term GPA 1.46 **Cum GPA:** 1.95

Term Honors:

Invalid without Heald Colleges' Embossed Seal

Not official unless signed by registrar.

ATTACHMENT B

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Hayward, CA 94545
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Heald COLLEGE
EST. 1863

rpt_adTranscript.rpt
September 16, 2013
Name : Kenyana Secrease
Student ID : [redacted]

Term: 2010 April
4/19/2010 - 7/2/2010

Course Code	Course Description	Credits Attempted	Credits Earned	Grade
CRIMJUS105	Intro to Criminal Justice	4.00	4.00	B
CRIMJUS115	Criminology	4.00	4.00	A
ENGL10	Essential Language Skills	3.00	3.00	B
MATH10	Essential Math	3.00	3.00	B
		14.00	14.00	

Term GPA 3.29 Cum GPA: 3.30

Term Honors:

Term: 2010 July
7/19/2010 - 10/1/2010

Course Code	Course Description	Credits Attempted	Credits Earned	Grade
CRIMJUS150	Introduction to Corrections	4.00	4.00	B
CRIMJUS180	Crim Proced & Constit Law	4.00	4.00	C
ENGL105	Composition and Reading	4.00	4.00	B
MATH103	Elementary Algebra	4.00	4.00	C
		16.00	16.00	

Term GPA 2.50 Cum GPA: 2.97

Term Honors:

Term: 2010 October
10/11/2010 - 1/7/2011

Course Code	Course Description	Credits Attempted	Credits Earned	Grade
CRIMJUS190	Criminal Justice Communication	4.00	4.00	C
CRIMJUS230	Org Crime, Gangs, & Terrorism	4.00	4.00	A
CRIMJUS245	Juvenile Justice	4.00	4.00	C
ENGL155	College Composition/Research	4.00	4.00	C
		16.00	16.00	

Term GPA 2.50 Cum GPA: 2.84

Term Honors:

Term: 2011 January
1/18/2011 - 4/3/2011

Course Code	Course Description	Credits Attempted	Credits Earned	Grade
CRIMJUS200	Law Enforcement Sys & Proced	4.00	4.00	B
CRIMJUS210	Investigations and Crime Scene	4.00	4.00	C
ENVSCI225	Intro to Environmental Sci	4.00	4.00	C
MATH205	Modern Business Mathematics	4.00	4.00	D
		16.00	16.00	

Term GPA 2.00 Cum GPA: 2.65

Term Honors:

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ATTACHMENT B

Official Transcript

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25500 Industrial Blvd.
Hayward, CA 94545
http://www.heald.edu/locations/hayward-industrial#

Heald COLLEGE
EST. 1863

rpt_adTranscript.rpt
September 16, 2013
Name : Kenyana Secrease
Student ID : [redacted]

Term: 2011 April
4/18/2011 - 7/3/2011

Course Code	Course Description	Credits Attempted	Credits Earned	Grade
CRIMJUS250	Victimology	4.00	4.00	A
HUMNS205	Contemp Lit Cultural Perspect	4.00	4.00	B
PSYCH220	Introduction to Psychology	4.00	0.00	F **
		12.00	8.00	

Term GPA 2.33 **Cum GPA:** 2.60

Term Honors:

Term: 2011 July
7/18/2011 - 10/2/2011

Course Code	Course Description	Credits Attempted	Credits Earned	Grade
CRIMJUS297	Criminal Justice Capstone	4.00	4.00	C
ENGL212	Principles of Public Speaking	4.00	4.00	A
		8.00	8.00	

Term GPA 3.00 **Cum GPA:** 2.64

Term Honors:

Term: 2011 October
10/17/2011 - 1/15/2012

Course Code	Course Description	Credits Attempted	Credits Earned	Grade
CRIMJUS225	Substantive Criminal Law	4.00	4.00	D
PROFDEV226	Professional Career Dev	3.00	3.00	C
PSYCH220	Introduction to Psychology	4.00	4.00	B
		11.00	11.00	

Term GPA 2.00 **Cum GPA:** 2.67

Term Honors:

Criminal Justice AAS
TotalCredits: 105.00 **GPA:** 2.67 112.00 105.00

Honors:

Invalid without Heald Colleges' Embossed Seal

Not official unless signed by registrar.

Official Transcript

Heald College
25500 Industrial Blvd.
Hayward, CA 94545
http://www.heald.edu/locations/hayward-industrial#

Heald COLLEGE
EST. 1863

rpt_adTranscript.rpt
September 16, 2013
Name : Kenyana Secrease
Student ID : [redacted]

Term: 2012 January
1/23/2012 - 4/8/2012

Course Code	Course Description	Credits Attempted	Credits Earned	Grade	
ART205	Art, Film, and Media	4.00	4.00	B	
ENGL255	Adv Comp and Critical Thinking	4.00	4.00	C	
HIST221	History of the United States	4.00	4.00	B	
MATH121	Intermediate Algebra	4.00	0.00	F	**
		16.00	12.00		

Term GPA 2.00 **Cum GPA:** 2.00

Term Honors:

Associate of Arts
TotalCredits: 12.00 **GPA:** 2.00 16.00 12.00
Honors:

Term: 2012 April
4/23/2012 - 7/8/2012

Course Code	Course Description	Credits Attempted	Credits Earned	Grade	
ANATPHYS215	Fndmtls of Anatomy/Physiology	4.00	4.00	A	
MATH121	Intermediate Algebra	4.00	0.00	F	**
MUSIC205	History: From Chants to Rap	4.00	4.00	C	
		12.00	8.00		

Term GPA 2.00 **Cum GPA:** 2.61

Term Honors:

Term: 2012 July
7/23/2012 - 10/7/2012

Course Code	Course Description	Credits Attempted	Credits Earned	Grade
LAB201	Physical and Life Science	1.00	1.00	A
MATH121	Intermediate Algebra	4.00	4.00	C
MATH230	Intro to Statistics	4.00	4.00	C
PHYSICS270	Introduction to Physics	4.00	4.00	C
		13.00	13.00	

Term GPA 2.15 **Cum GPA:** 2.64

Term Honors:

Associate of Arts
TotalCredits: 21.00 **GPA:** 2.64 25.00 21.00
Honors:

Overall GPA: 2.64 138.00

*** End of Transcript ***

Authorized Signature

Date 9/16/13

Invalid without Heald Colleges' Embossed Seal

Not official unless signed by registrar.

ATTACHMENT B

Heald College

ESTABLISHED 1863 — "EXCELLENCE IN EDUCATION"

EDWARD HAYDON HEALD

The trustees of Heald College on the recommendation of the faculty have conferred upon

Kenyana Secrease

the degree of

Associate in Applied Science
in
Criminal Justice

with all the Rights, Privileges and Honors hereto pertaining

Given at Hayward, California, on this fifteenth day of January, two thousand twelve.

EVA K. DESHON
PRESIDENT, HEALD COLLEGE

JOHN N. DAVIS, PhD
PRESIDENT, HAYWARD CAMPUS

ATTACHMENT B

Diablo Valley College

Certificate of Accomplishment

presented to

Kenyana Jenice Secrease

for completion of a course of study in

Administration of Justice - Crime Scene Investigator

DIABLO VALLEY COLLEGE

DEPARTMENT REPRESENTATIVE

May 22, 2020

DATE AWARDED

PRESIDENT, DIABLO VALLEY COLLEGE

PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
August 30, 2023

AGENDA ITEM 8.c.

SUBJECT: REQUEST FOR ADVANCED STEP PLACEMENT FOR GREY GARCIA-WILSON, INSTRUCTIONAL ASSISTANT II, SPECIAL EDUCATION

BACKGROUND INFORMATION
The attached request and supporting documents support an advanced step placement for Grey Garcia-Wilson who has requested to be placed at Step 4.

Grey Garcia-Wilson has worked with both children and adults in special education. Grey has one year of classroom experience in Marin county as a para-educator. There is a combined year of experience between Autistry Studios and Cedars of Marin where Grey worked with disabled adults. Grey has an AA and is currently enrolled at San Francisco State University pursuing a bachelor's degree. Special Education continues to be an area of need for BUSD.

I strongly recommend a step advancement of 4 for Grey Garcia-Wilson.

70.100.1 Initial Placement

All new employees shall be appointed at the hiring rate for the class as approved by the Commission. The hiring rate shall be the first step of the schedule except for classes where recruitment efforts have indicated difficulty in recruiting at that step. ***An accelerated hiring rate may be set, with the approval of the Board and the Commission, at any step of the schedule of the class.***

BCCE	Step 1	Hourly	Step 2	Hourly	Step 3	Hourly	Step 4	Hourly	Step 5	Hourly
Range 36	$3,817.13	$ 23.49	$4,012.13	$24.69	$4,218.34	$25.96	$ 4,333	$27.28	$4,655.63	$ 28.65

EXECUTIVE DIRECTOR'S RECOMMENDATION
The Executive Director – Classified Personnel recommends the request for advanced step placement at Step 4/ Range 36 be granted.

ATTACHMENT C

Advanced Step Placement Request

Name: GREY GARCIA-WILSON

Classification: INSTRUCTIONAL ASSISTANT II- SPECIAL EDUCATION

Hire Date: AUGUST 16, 2025 Site: ROSA PARKS

Advanced Step Requested: 1 2 3 (4) 5 *(circle one)*

**Please note that there is no step/increase after Step 5 until Longevity at 10 years.*

1. Please include a letter to the Chairperson of the Personnel Commission explaining why you are requesting Advanced Step Placement.

2. Items that **should** be included with the request:

☒ Resume ***(required)*** ☐ Diploma(s) ☒ Transcript(s) ☐ Certification(s)

Please note: *Any documents submitted to the Personnel Commission for their regularly scheduled PUBLIC meeting will be included in the PUBLIC agenda as required by the California Public Records Act or the Brown Act. These items will be a matter of PUBLIC record and* ***will not*** *be returned to you. Therefore please ensure that only copies are submitted.*

		Units	Type/Depth/Concentration
Education Level:	Some College		
	Associates Degree	60	LIBERAL ARTS
	Bachelor's Degree	ON GOING	PSYCHOLOGY
	Master's Degree		
	PhD/Doctorate		

		Employment Type *(Education, Government, Public, Private, etc)*
Experience Level:	1-2 years	
	3-5 years	
X	6-9 years	SPECIAL EDUCATION, PUBLIC
	10-15 years	
	15+ years	

Grey Garcia-Wilson
[redacted]

August 17, 2023

Re: Request for Step Advance

Personnel Commissioner Charlie Castillo:

I would like to request a step advance in Berkeley Unified School District 2023-2024 classified salary schedule, with the intention to be placed at Step Four for the position of Instructional Assistant II– Special Education. You will find on my resume that in the past six years I have been working with disabled youth, adults and seniors in various settings. I believe my extensive experience in providing classroom and community support, as well as in home care makes me a candidate for a step advance. My Associates degree as well as my full time enrollment at San Francisco State University contributes to my preparedness for this current position.

Please feel free to contact me with any questions you may have. Thank you in advance for your time and consideration.

Sincerely,

Grey Garcia-Wilson

Grey Garcia-Wilson

[redacted]

EXPERIENCE

Marin County Office of Education San Rafael, CA
Paraeducator June 2017 - November 2018 / January 2023 - August 2023

- Assisted teacher and other education specialists in classroom activities and lesson plans ranging from cooking, money management & vocational skills
- Worked to support students with developmental disabilities to meet their IEP goals
- Supported students in navigating their augmentative and alternative communication (AAC) devices

Autistry Studios San Rafael, CA
Mentor January 2022 - August 2022

- Supported Autistic adults in community outings and navigating public transit
- Led clients through production workshops and various art projects

The Spahr Center Corte Madera, CA
Middle School Advocacy Group Leader September 2021 - August 2022

- Co-led group through conversations around intersectionality, LGBTQ+ history, and queer art and literature
- Provided a safe space for middle school students to explore what it means to be a part of the LGBTQ+ community

Cedars of Marin San Rafael, CA
Mentor January 2020 - March 2020

- Assited disabled adults and seniors in their morning stretching routine
- Provided support for client's art projects
- Prepared food with clients in commercial kitchen

Caregiver Marin County, CA

- Provided in home care for disabled children

EDUCATION

College of Marin

Associates in Arts Transfer

San Francisco State University

College of Professional & Global Education— Present

SAN FRANCISCO STATE UNIVERSITY

UNOFFICIAL TRANSCRIPT

Name: Grace Garcia [redacted]

Birthdate: 05/02/XXXX
Print Date: 08/17/2023

Transfer Credits

Transfer Credit from College of Marin
Applied Toward Undergrad Degree-FA

			Attempted	Earned	Points
Course Trans GPA:	2.884	Transfer Totals:	72.500	61.500	175.90
					0

Beginning of Undergraduate Record

FA2022

Plan: **Women and Gender Studies Major**
Plan: **Studio Art Minor**

Session: Academic Regular Session

Course		Description	Units	Earned	Grade	Points
LTNS	215	INTRO TO LATINA/O/X STUDIES	3.00	3.00	A-	11.10
WGS	160	GENDER, POLITICS, CITIZENSHIP	3.00	3.00	C	6.00
WGS	200	INTRO TO WOMEN & GENDER STDS	3.00	3.00	B	9.00
WGS	580	FEMINISM AND THE SPECULATIVE	3.00	3.00	B+	9.90

			Units	Earned	GPA Units	Points
Term GPA	3.00	**Term Totals**	12.00	12.00	12.00	36.00
SF State GPA	3.00	**SF State Totals**	12.00	12.00	12.00	36.00
Combined Cum GPA	2.90	**Combined Totals**	84.50	73.50	73.00	211.90

FA2023

Plan: **Creative Writing Major**

Plan: **Psychology Major**

Session: CEL Dynamic Dated

Course		Description	Units	Earned	Grade	Points
PSY	200	GENERAL PSYCHOLOGY	3.00	0.00		0.00
PSY	303	PSYCHOLOGY: MAJOR & PROFESSION	1.00	0.00		0.00
PSY	330	CHILD DEVELOPMENT	3.00	0.00		0.00
PSY	371	PSYCHOLOGICAL STATISTICS	3.00	0.00		0.00
PSY	463	HUMAN FACTORS	3.00	0.00		0.00

			Units	Earned	GPA Units	Points
Term GPA	0.00	**Term Totals**	13.00	0.00	0.00	0.00
SF State GPA	3.00	**SF State Totals**	25.00	12.00	12.00	36.00
Combined Cum GPA	2.90	**Combined Totals**	97.50	73.50	73.00	211.90

SAN FRANCISCO STATE UNIVERSITY

UNOFFICIAL TRANSCRIPT

Name: **Grace Garcia** [redacted]

Undergraduate Career Totals

SF State Cum GPA:	3.00	**SF State Totals**	25.00	12.00	12.00	36.00
Combined Cum GPA	2.90	**Combined Totals**	97.50	73.50	73.00	211.90

End of Undergraduate Coursework

MARIN COUNTY OFFICE OF EDUCATION

1111 LAS GALLINAS AVENUE/P.O. BOX 4925
SAN RAFAEL, CA 94913-4925
marincoe@marinschools.org

JOHN CARROLL
MARIN COUNTY
SUPERINTENDENT OF SCHOOLS

(415) 472-4110
FAX (415) 491-6625

To whom it may concern,

I am pleased to write this letter of recommendation for Grey Garcia-Wilson. Grey was a paraeducator who worked for us in a moderate-severe special day classroom at San Jose Middle school. As the program manager overseeing that classroom, I had the opportunity to work directly with Grey in the classroom setting, as well as also being her evaluator and direct supervisor.

Grey is an amazing, student-centered educator. They approached the position with a variety of strengths and tools. Prior to San Jose, Grey also worked at our Redwood High school classroom as a 1:1 paraeducator. Grey has a strong background in Special Education support, and knows how to differentiate instruction in a scaffolded manner for each individual student. They have strong behavioral management skills, and at San Jose, Grey helped implement and support individual students with Behavioral Intervention Plans. I feel that Grey went above and beyond in this regard, as they attended team meetings, added great insight and suggestions on strategies to support BIPs and student behaviors and day-to-day challenges. Grey is an excellent collaborator, amicable, willing, and was an integral support member of our San Jose teaching team. They worked well with teachers, fellow paraeducators, as well as a multitude of itinerant staff such as our Speech-Language Pathologist, School Psychologist, Behaviorist and more.

Grey was also extremely punctual and reliable as an educator. In this current time of change and staffing needs, I can't state enough how important that was to our program and our students to have someone who was a beacon of consistency, reliability and support.

I wholeheartedly recommend Grey to any position, and give them my highest recommendation. Please don't hesitate to reach out if you'd like to discuss further.

Thank you,
Ati Koonkongsatian
628-587-9303
Program Manager, Marin County Office of Education

PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
August 30, 2023

AGENDA ITEM 8.d.

SUBJECT: REQUEST FOR ADVANCED STEP PLACEMENT FOR NATALIE DAVIS-MILLER, SCHOOL ADMINISTRATIVE ASSISTANT ECE

BACKGROUND INFORMATION
The attached request and supporting documents support an advanced step placement for Ms. Natalie Davis-Miller who has requested to be placed at Step 4.

Ms. Davis-Miller has over 19 years of experience as a school bus driver and work as a paraprofessional at SFUSD. The paraprofessional experience mentioned in her letter is not on her resume. There is professional experience in schools, but not in the capacity as an administrative assistant. However, Ms. Davis-Miller does have a Human Resources certificate which does have similar skills as the School Administrative Assistant. I can recommend one step for experience in a school setting and 1 step for the certificate.

I strongly recommend a step advancement of 3 for Ms. Natalie Davis-Miller.

70.100.1 Initial Placement

All new employees shall be appointed at the hiring rate for the class as approved by the Commission. The hiring rate shall be the first step of the schedule except for classes where recruitment efforts have indicated difficulty in recruiting at that step. ***An accelerated hiring rate may be set, with the approval of the Board and the Commission, at any step of the schedule of the class.***

BCCE	Step 1	Hourly	Step 2	Hourly	Step 3	Hourly	Step 4	Hourly	Step 5	Hourly
Range 39	$4,114.50	$ 25.32	$4,325.75	$26.62	$4,543.50	$27.96	$ 4,775.88	$29.39	$5,013.13	$ 30.85

EXECUTIVE DIRECTOR'S RECOMMENDATION
The Executive Director – Classified Personnel recommends the request for advanced step placement at Step 3/ Range 39 be granted.

ATTACHMENT D

Advanced Step Placement Request

Name: Natalie Davis-Miller

Classification: School Administrative Assistant ECE 1

Hire Date: 08/08/2023 Site: HOPKINS ST CHILDHOOD ED CENTER

Advanced Step Requested: 1 2 3 4 5 *(circle one)*

**Please note that there is no step/increase after Step 5 until Longevity at 10 years.*

1. Please include a letter to the Chairperson of the Personnel Commission explaining why you are requesting Advanced Step Placement.

2. Items that **should** be included with the request:

☒ Resume ***(required)*** ☐ Diploma(s) ☒ Transcript(s) ☒ Certification(s)

Please note: *Any documents submitted to the Personnel Commission for their regularly scheduled PUBLIC meeting will be included in the PUBLIC agenda as required by the California Public Records Act or the Brown Act. These items will be a matter of PUBLIC record and* ***will not*** *be returned to you. Therefore please ensure that only copies are submitted.*

		Units	Type/Depth/Concentration
Education Level:	Some College	6	Business/ Leadership Management Customer Relationship/Management-in progress
	Associates Degree		
	Bachelor's Degree		
	Master's Degree		
	PhD/Doctorate		

		Employment Type *(Education, Government, Public, Private, etc)*
Experience Level:	1-2 years	ECE Day Program Instructor-Private SFUSD Paraprofessional
	3-5 years	
	6-9 years	
	10-15 years	
	15+ years	Student Transportation Public & Private SPED

Natalie Davis-Miller

August 17, 2023

Re: Request For Advance Step Placement

Dear Personnel Commission,

I would like to take this opportunity to request an Advance Step Placement at Step 4 on the Classified Salary Schedule for the Administrative Assistant Early Childhood Education position. My attached resume and references reflects 20 years of experience dedicated to serving children and their families. Prior to the listed company, I also worked as a Paraprofessional for SFUSD. I believe this combined experience and training supports my request.

If there are any further questions. Please feel free to contact me.

Kind Regards,

Natalie Miller

Natalie Davis-Miller

NATALIE DAVIS-MILLER

Prioritizing customer service with individualized attention to detail and customer needs. Coordinator and director of events. Strong focus on collaborating, directing, and executing plans for clients. A successful history managing individuals and groups in unpredictable settings, utilizing problem solving and adaptability. Providing essential documentation and updates to administrators. Experience catering to diverse groups, including young adults and seniors.

SKILLS

- Communication
- Customer Service
- Problem solving
- Detailed Driven
- Organization
- Public Speaking
- Transportation
- Microsoft Office
- Event & Hospitality Management

WORK HISTORY

ZUM SERVICES (First Group America) 04/2004-Present
School Bus Driver

- Transportation management
- Emergency response
- Structuring safe passage for youth with disabilities
- Leadership skills
- Collaboration
- Excellent verbal communication providing clear and concrete group safety instructions
- Customer Service

UVENTED.COM - OWNER 8/2013 - Present
Planning and Fashion Assistant

- Event and Decor Coordination.
- Personalized favors, tables, themes, and designs.
- Compiles and arranges relevant lists to determine and execute clients event requirements.
- Vendor interviewing and hiring.
- Group Management.
- Venue Tours.
- Public Speaking.

EDUCATION

Leadership and Management - Patten University 2017

CERTIFICATIONS
Human Resources Consultant IAP College 2/2022-current

Microsoft Office Fundamentals Mindedge Learning 7/2022-current

PATTEN UNIVERSITY
Office of the Registrar
2100 Franklin St., Ste. 350

Patten University Transcript

Student Name:	Natalie Jean Davis-Miller	Institution:	Patten University
Date of Birth:	[redacted]	Location:	San Francisco, CA
Enrollment Date:	May 8, 2017	Print Date:	October 13, 2020
Address:	[redacted]		

Degrees Awarded

Institution:	Program:	Location:	Date Conferred:
Patten University	Bachelor of Arts in Leadership - Management	San Francisco, CA	(Withdrawn)

Credits received from this institution and affiliated schools

Bachelor of Arts in Leadership - Management

Patten University Online

Patten University August 7, 2017

Course Code	Course Title	Grade	Credits Attempted	Credits Earned	Grade Points
PSS100	Academic Strategies	A	3.00	3.00	12.00
CIS101	Computer Literacy	C	3.00	3.00	6.00
					GPA
Term:			6.00	6.00	3.00
Cumulative:			6.00	6.00	3.00

Patten University December 4, 2017

Course Code	Course Title	Grade	Credits Attempted	Credits Earned	Grade Points
ENG101A	Reading and Composition	W	3.00	0.00	
					GPA
Term:			3.00	0.00	0.00
Cumulative:			9.00	6.00	3.00

Total Earned in Bachelor of Arts in Leadership - Management

Credits Attempted	Credits Earned	GPA
9.00	6.00	3.00

Transcript Summary

Johanna Ramos

[redacted]

August 10, 2023

To Whom It May Concern

I recommend Mrs. Natalie Davis-Miller for a Berkely Unified position. As a Scheduler for Transportation, and now as Senior Manager for Special Education, I have had the pleasure of working with Mrs. Miller for few years at SFUSD. She is a driven, organized person who developed inspiring relationships with students while she worked for us.

Mrs. Natalie Miller has a wonderful rapport with people of all ages, especially children. Her ability to connect with the students and her talent at understanding children with special needs is tremendous. Natalie has good verbal communication skills with both peers and teachers and demonstrates compassion and empathy when our students and families need it the most.

Mrs. Natalie Miller accomplishes all these tasks with a positive attitude.
I recommend her to you without reservation. If you have any further questions with regard to her background or qualifications, please do not hesitate to contact me.

Sincerely,

Johanna Ramos

Johanna Ramos
San Francisco Unified School District

Zūm

Date: 8/17/23

To: Berkeley Unified School District
Re: ECE Program
From: Jocelyn Feliciano, Safety Manager
CC: Lisette Gaitan, General Manager
Susan Moorehead, Area Safety & Training Manager

To whom it may concern,

We are writing this letter for Natalie Miller to verify employment and training at Zum Services Inc.

Natalie has been employed as a School Bus Driver with Zum and their successor company First Student and Laid Law since April 2004. As required by The California Department of Education Natalie has received annual training in safety and specific training in working with students with special needs. This training is comprehensive and deals with autism, physical and emotional impairments. Natalie has driven and worked with special needs children primarily throughout her whole career. At Zum Natalie participated in a specific program called SPEDSAFE which is behavior based training for professionals working in the classroom and in the field of special needs education. Natalie works closely with the teachers of her students and the families who she interacts with everyday. Natalie has completed training on Child Abuse Reporting as a mandated reporter and received training in HIPAA Compliance.

Natalie's experience and dedication to the special needs community of the San Francisco Unified School District is highly regarded. The 20 years of experience has made Natalie a highly valued employee at Zum and is recognized for her knowledge and leadership in working with students with special needs.

We highly recommend Natalie for the position of Advanced Administrative Assistant ECE.

Please do not hesitate to contact us should you have any questions.

Sincerely,

Jocelyn Feliciano
Safety Manager

August 16, 2023

To Whom it May Concern,

I have worked with Natalie Miller for 19 years. As her Trainer, Supervisor, and now as her Colleague. Over the course of this time Natalie received the 10-hour mandated classroom training in Child confidentiality, Child safety, Family sensitivity, and HIPPA laws. She has also taken additional safety classes throughout the school year.

Natalie has always passed each task and exceeded expectations. I have always known Natalie to be of sound character, being compassionate, patient, and disciplined when handling students, coworkers, and administration. Throughout the years, I have witnessed Natalie's self-management, problem solving, and strong adaptability. I am certain these cultivated skills will allow Natalie to excel as a leader and role model.

Please do not hesitate to contact me with further questions or requests.
415-640-0581.

Regards,

Dale Sutton

ATTACHMENT D

INTERNATIONAL ASSOCIATION OF PROFESSIONS CAREER COLLEGE

The Faculty and Board of Trustees of the Career College hereby confer on

Natalie Miller

this certificate in recognition of successful completion of the
academic requirements of the certificate program

HUMAN RESOURCES CONSULTANT

as witnessed and certified by the seal of the International Association of
Professions Career College this 8th day of February, 2022.

Academic Director

Chair of the Board of Trustees

ATTACHMENT D

MINDEDGE LEARNING

271 Waverley Oaks Road, Suite 404
Waltham, MA 02452

CERTIFICATE OF ACHIEVEMENT

THIS AWARD CERTIFIES THAT

Natalie Davis Miller

HAS SUCCESSFULLY COMPLETED ALL REQUIREMENTS OF THE FOLLOWING COURSE OR CERTIFICATE PROGRAM:

Microsoft Office Fundamentals

COMPLETION DATE: **July 25, 2022**

CEUs: 0.9

Provider# 1307375

MINDEDGE LEARNING

for AARP Skills Builder for Work℠

PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
August 30, 2023

AGENDA ITEM 8.e.

SUBJECT: REQUEST FOR ADVANCED STEP PLACEMENT FOR TRENT TAYLOR JR, CUSTODIAN II

BACKGROUND INFORMATION
The attached request and supporting documents support an advanced step placement for Mr. Trent Taylor Jr., who has requested to be placed at Step 5.

Mr. Taylor has worked a combined total of approximately 5 years and has a certificate of Custodial Training.

I strongly recommend a step advancement of 5 for Mr. Trent Taylor Jr.

70.100.1 Initial Placement

All new employees shall be appointed at the hiring rate for the class as approved by the Commission. The hiring rate shall be the first step of the schedule except for classes where recruitment efforts have indicated difficulty in recruiting at that step. ***An accelerated hiring rate may be set, with the approval of the Board and the Commission, at any step of the schedule of the class.***

BCCE	Step 1	Hourly	Step 2	Hourly	Step 3	Hourly	Step 4	Hourly	Step 5	Hourly
Range 43	$4,543.50	$ 27.96	$4,775.88	$29.39	$5,013.13	$30.85	$ 5,268.25	$32.42	$5, 542.48	$ 34.11

EXECUTIVE DIRECTOR'S RECOMMENDATION
The Executive Director – Classified Personnel recommends the request for advanced step placement at Step 5/ Range 43 be granted.

ATTACHMENT E

Advanced Step Placement Request

Name: Trent Taylor Jr.

Classification: Custodian II

Hire Date: _____ Site: Berkeley High School

Advanced Step Requested: 1 2 3 4 5 *(circle one)*

**Please note that there is no step/increase after Step 5 until Longevity at 10 years.*

1. Please include a letter to the Chairperson of the Personnel Commission explaining why you are requesting Advanced Step Placement.

2. Items that **should** be included with the request:

☒ Resume ***(required)*** ☒ Diploma(s) ☐ Transcript(s) ☒ Certification(s)

Please note: *Any documents submitted to the Personnel Commission for their regularly scheduled PUBLIC meeting will be included in the PUBLIC agenda as required by the California Public Records Act or the Brown Act. These items will be a matter of PUBLIC record and* ***will not*** *be returned to you. Therefore please ensure that only copies are submitted.*

		Units	Type/Depth/Concentration
Education Level:	Some College	50	
	Associates Degree		
	Bachelor's Degree		
	Master's Degree		
	PhD/Doctorate		

		Employment Type *(Education, Government, Public, Private, etc)*
Experience Level:	1-2 years	
	3-5 years	
	6-9 years	
	10-15 years	Custodial Training (Education, Public)
	15+ years	

Trent Taylor Jr.
[redacted]

August 18th, 2023

Re: Request for Advance Step Placement

I would like to take this opportunity to request Advance Step Placement at Step 5 on the Classified Salary Schedule for the Custodian 2 Position with the Berkeley Unified School District. My attached resume reflects 6 years of my latest experience although I have accomplished a custodial training certificate in 2007 which I will attach as another form of experience. I believe my experience supports this request.

If you would like additional information please contact me at the number listed above.

Thank you for your consideration,

Trent Taylor Jr.

Trent Taylor Jr
[redacted]

A well experienced Custodian Supervisor whose educational background includes Social Science, Mentoring and Tutoring. Extensive background in training temporary custodial employees. Looking for a position where I can manage a successful company.

---------- Key Strengths ----------

● Responsible ● Hard Working ● Reliability & Flexibility ● Problem Solving ● Honesty & Trustworthiness ● Inventory and supply management● Multi-tasker● Knowledge of OSHA safety standards● Experienced in using heavy machinery

----------Professional Experience----------

SFMTA March 2022 - Present

- Custodian
- Empty trash, clean main offices, sweep/ mop floors, dust mop, clean bathrooms
- Report to supervisor before shift for daily work duties / check in at the end of the day
- Provide pedestrians with information on destinations

Crestwood Behavioral Health San Francisco January 2020 - April
Mental Health Rehabilitation Center

- Housekeeper/ maintenance assistant
- Disinfect Restrooms, dust mop floors and mop floors and clean assigned areas
- Report inventor order/ stock lists/ provide room inspections for lead maintenance
- Install new furniture/ paint/ train clients with daily work duties

City College of San Francisco Ocean Campus - CA July 2017 - January 2022

- Custodian
- Report to supervisor/ conduct stocking supply orders
- Dust mop hallways/ classrooms, wipe desks/ white boards in classrooms
- Empty trash, recycling, and compost, wipe windows, disinfect restrooms

Clear Channel Outdoor San Francisco June 2019 - December 2019

- Environment services/ pressure washer
- Check vehicle daily/ Load truck with cleaning supplies
- Take before and after pictures of the bus stops/ muni platforms
- Deep clean areas by removing graffiti, sweap, remove trash, pressure wash

----------Education----------

- Berkeley High School Graduate Class of 1998
    - *High School Diploma and Custodial Training Certificate*

ATTACHMENT E

City College of San Francisco

Trent Taylor, Jr.

in recognition of satisfactory completion of

Custodial Training

School of Science & Mathematics
Automotive/Motorcycle, Construction & Building Maintenance

December 19, 2007

108 hours

Steven Yudn

CITY COLLEGE OF SAN FRANCISCO

Ben Macri, Department Chair

The

Berkeley High School

Through its Faculty and the Board of Education awards this

Diploma

to

Trent Darnell Taylor

for the Successful Completion of the Work required for Graduation
Done at Berkeley, California, June, 1998

Ted Schultz
President Board of Education

Superintendent of Schools

Lawrence J. Lee
Principal

To whom this may concern,

I am writing to recommend Trent Taylor Jr. He worked with us at Crestwood Behavioral Health as a housekeeper and reported to me in my position as the maintenance manager.

As an employee, Trent was always very detail oriented and committed to doing the tasks at hand. During his time with us at Crestwood Behavioral Health, he managed to perform the basic tasks of a housekeeper while also going above and beyond and helping me with additional responsibilities. Those responsibilities included writing out shipment orders for supplies, painting, fixing broken furniture/ replacing furniture, training new employees, and so on. While on our team, he was able to work cooperatively with others while also giving direction when needed to.

I've always put a premium on taking action when work needs to be done among my team members and Trent never failed to deliver. An example was when I was out sick for a week and Trent took it upon himself to do the orders for supplies along with getting all of the other housekeepers together to complete the tasks at hand.

Trent is a delight to work with and I wouldn't hesitate to hire him again.

Should you have any further questions about him, feel free to reach me at (650)-863-8163

Thank you,

Victoria Nix

ATTACHMENT F

PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
August 30, 2023

AGENDA ITEM 8.f.

SUBJECT: REQUEST FOR ADVANCED STEP PLACEMENT FOR SARAH GOODWIN, ADMINISTRATIVE ASSISTANT III

BACKGROUND INFORMATION
The attached request and supporting documents support an advanced step placement for Ms. Sarah Goodwin who has requested to be placed at Step 3.

Ms. Goodwin has years of experience as a manager in several different areas of responsibility. Although she has not worked at a school district before BUSD, she has already worked here for almost a year and many of the skills she learned as a manager translate into a skillset that includes excellent writing, great verbal communication, and attention to detail. Her experience has also facilitated her ability to have delicate and confidential conversations with Board members, administrators, and commissioners. I will count 1 step for her background and time served at BUSD and 1 step for her degree.

I strongly recommend a step advancement of 3 for Ms. Sarah Goodwin.

70.100.1 Initial Placement

All new employees shall be appointed at the hiring rate for the class as approved by the Commission. The hiring rate shall be the first step of the schedule except for classes where recruitment efforts have indicated difficulty in recruiting at that step. ***An accelerated hiring rate may be set, with the approval of the Board and the Commission, at any step of the schedule of the class.***

BCCE	Step 1	Hourly	Step 2	Hourly	Step 3	Hourly	Step 4	Hourly	Step 5	Hourly
Range 52	$5,677.75	$ 34.94	$5,973.50	$36.76	$6,267.63	$38.57	$ 6,591	$40.56	$6.920.88	$ 42.59

EXECUTIVE DIRECTOR'S RECOMMENDATION
The Executive Director – Classified Personnel recommends the request for advanced step placement at Step 3/ Range 52 be granted.

Advanced Step Placement Request

ATTACHMENT F

Name: Sarah Goodwin

Classification: Administrative Assistant III

Hire Date: 8/1/2023 Site: District Office

Advanced Step Requested: 1 2 [3] 4 5 *(circle one)*

**Please note that there is no step/increase after Step 5 until Longevity at 10 years.*

1. Please include a letter to the Chairperson of the Personnel Commission explaining why you are requesting Advanced Step Placement.

2. Items that **should** be included with the request:

☑ Resume ***(required)*** ☑ Diploma(s) ☐ Transcript(s) ☐ Certification(s)

Please note: *Any documents submitted to the Personnel Commission for their regularly scheduled PUBLIC meeting will be included in the PUBLIC agenda as required by the California Public Records Act or the Brown Act. These items will be a matter of PUBLIC record and* ***will not*** *be returned to you. Therefore please ensure that only copies are submitted.*

		Units	Type/Depth/Concentration
Education Level:	Some College		
	Associates Degree		Associate Applied Science /Culinary Arts
	Bachelor's Degree		Bachelor of Arts, French
	Master's Degree		
	PhD/Doctorate		

		Employment Type *(Education, Government, Public, Private, etc)*
Experience Level:	1-2 years	
	3-5 years	
	6-9 years	
	10-15 years	
	15+ years	15+ years, private and non-profit

ATTACHMENT F

August 18, 2023

Timothy Zenor-Davis, Chairperson
Personnel Commission
Berkeley Unified School District
2020 Bonar Street, Suite 133
Berkeley, CA 94702

Re: Request for Advance Step Placement

Dear Chairperson Zenor-Davis,

I am writing to request an advanced step placement at Step 3 on the Classified Salary Schedule for my new role as Administrative Assistant III for the Personnel Commission. My attached resume reflects a diverse professional background spanning more than 20 years. Although the majority of my experience falls under the sales and marketing umbrella, my career has molded me into being an effective communicator and someone who excels at providing excellent customer service. I have a passion for learning new concepts and understanding the impact of changes on organizations, teams and ways of working. I have consistently received feedback from my teammates, colleagues and clients regarding my caring approach, integrity, and dedication to successful and impactful teamwork.

Since joining BUSD in a temporary role last November, I have gained an immense appreciation of all that goes into making a high performing school district thrive. I am happy to have joined a community of such dedicated, talented, and engaged professionals. As a mother of two BUSD students, I feel doubly committed and proud to be part of this organization.

I believe that my education, experience and qualifications meet the requirement for an advanced placement at Step 3. I kindly request to be considered for this and welcome the opportunity to provide additional information as needed.

Sincerely,

Sarah R. Goodwin

SARAH GOODWIN

[redacted]

Multi-focused professional looking for a positive workplace environment to connect and collaborate with other people who value authenticity and believe in contributing to a societal imperative.

EXPERIENCE

Berkeley Unified School District / Administrative Assistant III
November 2022- Present
Assist the Executive Director, Classified Personnel, in managing daily meeting schedules and correspondence, prepare meeting minutes for the Personnel Commission and serve as the project liaison for the District's Classification and Compensation Study.

Property Manager
September 2014 –October 2022
Oversaw the client experience via coordination of third parties for cleaning and general maintenance as well as seamless management of emergencies.

Rockridge Paris / Business Development Manager
September 2014 – September 2017
Oversaw the concept design, implementation and daily operation of a Parisian boutique, featuring an eclectic curation of artisan products sourced in France, Europe and the US. Utilized targeted social media marketing outreach, classic public relations techniques and an aggressive pricing and promotional strategy to surpass first year financial goals.

The Companion Group / Marketing Manager
September 2009 – June 2013
Devised and oversaw the implementation of an organization responsible for increasing company sales. Annual sales increase attributed to enhanced brand presence over multiple social media channels, targeting digital marketing campaigns to key customers and strategic public relations campaigns to key trade and consumer publications.

Olson Communications / Culinary Creative Services Manager
March 2004 – July 2006
Developed the agency's culinary creative services program, including culinary initiatives at industry tradeshows, recipe concept formation for client communications, creative direction and support for client photo shoots and directing a signature agency service providing clients with personal insights from leading-edge chefs on current culinary topics.

Prevention First, Inc. / Communications Specialist

August 2000 – September 2002

Researched and wrote articles for the organization's national research publication; designed and created materials for annual conference and fundraising events; evaluated and coached professional writing self-study course; developed and monitored production schedules for the communications team on various projects.

Prevention First, Inc. / Administrative Assistant

August 1999 – August 2000

Assisted the Executive Director and other managerial staff with day-to-day administrative and clerical duties while maintaining the organization's reception desk; answered the main telephone line; organized the configuration of the training room and prepared refreshments for attendees; prepared copies and mass mailings for the training catalog and research publications.

EDUCATION

B.A. French Literature & Civilization
Indiana University
1994-1999

Associate of Science / Culinary Arts
Cordon Bleu Chicago
2002-2003

ATTACHMENT F

THE COOKING AND HOSPITALITY INSTITUTE OF CHICAGO INC.

CHICAGO ILLINOIS

on the recommendation of the Faculty, the President and Director,
by the authority vested in them have conferred upon

SARAH GOODWIN

ASSOCIATE IN APPLIED SCIENCE
IN LE CORDON BLEU CULINARY ARTS

with all the rights and privileges pertaining to this degree.

August, 2003

PRESIDENT

Created With Tiny Scanner

ATTACHMENT F

Indiana University

College of Arts and Sciences

To all who may read these letters, Greeting:

hereby it is certified that upon the recommendation of the Faculty, the Trustees of Indiana University have conferred upon

Sarah Rachel Goodwin

the degree of

Bachelor of Arts

in recognition of the fulfillment of the requirements for this degree.

In Witness Whereof, this diploma is given at Bloomington, Indiana, August 31, 1999.

Morton Lowengrub
Dean

Attest: Robin Ray Gress
Secretary of The Trustees

INDIANENSIS UNIVERSITATIS SIGILLUM
LUX ET VERITAS
MDCCCXX

Myles Brand
President

Kenneth R. R. Gros Louis
Vice President

Created With Tiny Scanner

ATTACHMENT F

Cooking & Hospitality Institute of Chicago

Chicago, Illinois

In accordance with the requirements of
La Fondation Le Cordon Bleu

Le Cordon Bleu Schools
North America
Diplôme D' Art Culinaire

Parchment No.
0451

Sarah Goodwin

Has completed the requirements for the
Diplôme in Le Cordon Bleu Culinary Arts,
together with all rights, privileges, and honors thereto appertaining,
in recognition of the fulfillment of the requirements for this program.

Given in Chicago, Illinois,
August 27, 2003

André J. Cointreau, President and CEO Le Cordon Bleu International

Alix Vandivier, President - Cooking & Hospitality Institute of Chicago

Created With Tiny Scanner

August 15, 2023

To Whom it May Concern:

I had the pleasure of working with Sarah Goodwin for four years (2009-2013), when she managed the marketing department of my company, The Companion Group. Sarah is a excellent marketer and among many roles, served as our video spokesperson, generating over 25 product demonstration videos for our vast product line. Her personality and sense of professionalism was always an asset in client meetings. The scope of her work was broad and sometimes probably a little overwhelming, but she managed her workload and helped the company to reach new sales and marketing milestones.

On a personal level, I can wholeheartedly say that Sarah's contributions to the company were many and invaluable. When Sarah announced she was moving to France, I accepted her resignation with a heavy heart but was happy for her to follow her dream. Sarah has certainly followed a unique career path since we parted ways professionally, but I know she's always put in her maximum effort and made a positive impact.

I recommend Sarah without hesitation and with the certainty of her potential value to your organization. Please do not hesitate to contact me with any questions.

Sincerely,

Chuck Adams
Chuck Adams
Managing Partner
GrillThink, LLC
CEO
Product Evaluation Partners
Berkeley, CA 94705

Chuckadams0001@protonmail.com
(510) 541-0879

BERKELEY FOOD PANTRY
A Project of Berkeley Friends Church

ATTACHMENT F

August 18, 2023

To Whom It May Concern,

Sarah Goodwin became a volunteer at the Berkeley Food Pantry in October 2021. Sarah is a reliable member of our Monday morning volunteer staff, working with the other volunteers to efficiently sort through the various fresh food donations the pantry receives from our generous donors. There's often a lot of work to be done within the two-hour shift, but Sarah handles the workload with ease and confidence.

Sarah also contributes by picking up donations in her personal vehicle, every other week, from two local grocers. Her time at the pantry is definitely of great service to the underserved of our community.

I appreciate Sarah's strong work ethic and her natural leadership skills. I feel confident that the skills she uses at the pantry are transferred with the same enthusiasm to her professional life. I believe that any organization would be lucky to have Sarah as part of their team.

Regards,

Aram Antaramian

Manager, Berkeley Food Pantry

1600 Sacramento Avenue • Berkeley, CA 94702 • 510-525-2280 • www.berkeleyfoodpantry.org

PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
August 30, 2023

AGENDA ITEM 8.g.

SUBJECT: REQUEST FOR ADVANCED STEP PLACEMENT FOR JOE VEGA, IRRIGATION SPECIALIST

BACKGROUND INFORMATION
The attached request and supporting documents support an advanced step placement for Mr. Vega who has requested to be placed at Step 2.

Mr. Vega was the only eligible on the list, stressing a high need recruitment area. Joe has an extensive background in landscaping, gardening, maintenance, and facilities in both private and public institutions. With experience in the Oakland housing authority as the grounds chief for 9 years and his work for the City of Oakland as a community service officer for two years, I will count some of this experience towards his request. There are similarities in the community and public service aspect of these jobs even if they are not specific to the irrigation specialist. He also has a certificate that directly relates to his irrigation specialist duties in his new role at BUSD.

I strongly recommend a step advancement of 4 for Mr. Vega as an Irrigation Specialist.

70.100.1 Initial Placement

All new employees shall be appointed at the hiring rate for the class as approved by the Commission. The hiring rate shall be the first step of the schedule except for classes where recruitment efforts have indicated difficulty in recruiting at that step. ***An accelerated hiring rate may be set, with the approval of the Board and the Commission, at any step of the schedule of the class.***

	Step 1	Hourly	Step 2	Hourly	Step 3	Hourly	Step 4	Hourly	Step 5	Hourly
Range 45	$4,775.88	$ 29.39	$5,013.13	$30.85	$5,268.25	$32.42	$5,542.88	$34.11	$ 5,820.75	$35.82

EXECUTIVE DIRECTOR'S RECOMMENDATION
The Executive Director – Classified Personnel recommends the request for advanced step placement at Step 4/ Range 45 be granted.

Advanced Step Placement Request

Name: JOE VEGA

Classification: IRRIGATION SPECIALIST

Hire Date: 09/05/2023 Site:

Advanced Step Requested: 1 2 3 4 5 *(circle one)*

**Please note that there is no step/increase after Step 5 until Longevity at 10 years.*

1. Please include a letter to the Chairperson of the Personnel Commission explaining why you are requesting Advanced Step Placement.

2. Items that **should** be included with the request:

☑ Resume ***(required)*** ☐ Diploma(s) ☐ Transcript(s) ☑ Certification(s)

Please note: *Any documents submitted to the Personnel Commission for their regularly scheduled PUBLIC meeting will be included in the PUBLIC agenda as required by the California Public Records Act or the Brown Act. These items will be a matter of PUBLIC record and* ***will not*** *be returned to you. Therefore please ensure that only copies are submitted.*

		Units	Type/Depth/Concentration
Education Level:	Some College	60	GENERAL EDUCATION
	Associates Degree		
	Bachelor's Degree		
	Master's Degree		
	PhD/Doctorate		

		Employment Type *(Education, Government, Public, Private, etc)*
Experience Level:	1-2 years	
	3-5 years	
✓	6-9 years	GOVERNMENT / PUBLIC / PRIVATE
	10-15 years	
	15+ years	

Mr. Charlie Castillo The Joe vega have recently accepted the position with the Berkeley Unified school district as a Irrigation Specialist and the reason for this letter is because im requesting to begine pay at step two. The reason why im requesting the step two is because of the experience and working knowledge i bring to the district.

I can supply references of present and past employers where i worked at and also current cliants in the private secter that i have done irrigation and gardening design for can also supply a letter of experience of my work. I have earned certification and membership with the coalition of landscapers and have earned certification from this large none profit organisation. Im very confident that i can be an important asset to the district when it comes issues related to watering the sports field and the landscape.

I bring a vast experience with various disciplines related to outdoor landscaping and im so happy to share this experience knowledge to train others in becoming stewards of the great outdoor landscape.

Thank you Joe Vega Irrigation Specialist.

Joe Vega

House Manager at AAA
Oakland, California, United States

Contact

[redacted]

Top Skills

Sprinkler Systems
Skilled Multi-tasker
Spanish Translation

Languages

Spanish (Native or Bilingual)
Creoles and pidgins, Portuguese-based (Limited Working)
Nepali (Elementary)

Certifications

bay area coalition of landscapers
Physical Fitness Specialist Certification - Law Enforcement

Summary

I enjoy working with groups of men and women who share one thing in common to beautify the surrounding areas of the amp eight apartments.
I take special pride in training new employees in safety using two-stroke power tools. Ability to repair two-stroke tools. Experience with replacing mechanical parts with riding for Sthil and Hustler mowers. Translating and bilingual and experience working in public. A.A Laney College health science.

Experience

AAA
House Manager
March 2020 - Present (3 years 3 months)
1919 Shattuck Ave Berkeley, Ca

Assess the maintenance needs of a wide variety of single-family homes, HVAC, Roofing, and Appliances and specialize in irrigation and setting up remote timers operated by a phone app so that customers' needs are successfully met and saving water by way of installing drip systems. Recognized for reducing safety hazards and completing assigned jobs within or under schedule. Possess sound business judgment to resolve service, operational, and technology issues.

Oakland Housing Authority
Building and Grounds Crew Chief
January 2011 - March 2020 (9 years 3 months)
San Francisco Bay Area

Assign daily work areas and teams to perform various landscape duties such as trimming hedges, mowing lawns, blowing leaves with echo blowers, and also weed whacking weeds with shindaiwa weed whackers
While using safety glasses and with public safety and property in mind.
I also maintain and repair broken equipment such as trimmers and sharpen Honda lawn mower blades. Carpentry by building play structures and painting interior walls, repair holes in drywall by patching and mudding and texturing.

Block by Block
Team Supervisor
May 2009 - January 2011 (1 year 9 months)
San Francisco Bay Area

Supervise ten men and women working as security Ambassadors for the city of Oakland's downtown business areas. I would train employees on
Using the nine codes and also how to use a two-way radio and also how to respond to emergencies and use first aid equipment. I also served as a translator for tourists visiting from Latin countries.

Santa Clara County Office of the Sheriff
Sheriff Correctional Officer
March 2006 - January 2009 (2 years 11 months)
San Francisco Bay Area

To supervise men and women inmates while in county custody and also while creating or time out of the cell room. Respond to incidents against staff and other officers. I also worked in a women's facility and also translated.

City of Oakland
Community Service Officer
March 2004 - March 2006 (2 years 1 month)
San Francisco Bay Area

To translate for city admin staff and also work with code enforcement in investigating illegal dumping with Oakland Police and also send out fines after investigating illegal dumping on city streets and buildings. I operated city booth for spanish speaking citizens with educating on how to dump debris using recycle and cost efective measures. I worked with city officials on creating illegal dumping signs in spanish as wel.

Pac Bell
Pac Bell
January 2001 - April 2004 (3 years 4 months)
San Francisco Bay Area

To climb telephone poles and use technical tool to locate signal shorts and static on lines. I also interacted with the general public on issue related to service and communicating with the customers and general public in english and spanish.

AT&T
Cable Splicer
May 1995 - April 2004 (9 years)

San Francisco Bay Area

Cable installer and Splicer(Supervisor)

To install cable television to customers and climb telephone poles and connect signal and operating company vehicle safely while going to place to place. I also interacted with spanish speaking customers.

Education

Laney College

· (January 1990 - April 1992)

Oakland Technical High School

High School Diploma, High School/Secondary Diplomas and Certificates · (February 1985 - February 1988)

The Bay-Friendly Landscaping & Gardening Coalition confirms that

JOE VEGA

has met the requirements to become a

Bay-Friendly Qualified Landscape Maintenance Professional

effective January 1, 2016.

Ann-Marie Benz, Executive Director
Bay-Friendly Landscaping & Gardening Coalition

BAY-FRIENDLY COALITION

February 1, 2016

Joe Vega
[redacted]

Dear Joe,

Thank you for establishing yourself as a Bay-Friendly Qualified Professional. With your training, you embody the heart of Bay-Friendly. You are implementing sustainable methodologies for landscapes in real world environments in a way that makes a difference. Not only are you improving the Bay Area ecology through your everyday actions, you also are advocating for sustainability and moving the cause forward through your personal connections and outreach. We truly value and appreciate your involvement!

Enclosed in this packet you will find your graduation certificate and Bay-Friendly Qualified Professional embroidered patch, in addition to this membership recognition letter. Your training includes a two-year membership in the Bay-Friendly Coalition, which entitles you to discounts on publications & select events, and updates on the latest happenings in the world of Bay-Friendly.

We welcome any ideas you have for even more ways we can better serve you. Thank you again for your commitment and contribution toward our efforts to create healthy & beautiful urban environments!

Sincerely,

Ann-Marie Benz, *Executive Director*
Bay-Friendly Landscaping & Gardening Coalition
annmarie@bayfriendlycoalition.org

Membership Information
Joe Vega
Member #: [redacted]
Member Type: Bay Friendly Qualified Professional
Valid Dates: January 1, 2016 – December 31, 2017

ATTACHMENT G

Peralta Community College District
333 East 8th St., Oakland, CA 94606
admissions@peralta.edu
www.peralta.edu

Peralta Official Transcript

JOE H VEGA
[redacted]

Name: Joe Vega
Student ID: [redacted]
Birthdate:
Student Address:

Print Date: 05/10/2023

Beginning of Undergraduate Record

1989 Spring

Course		College	Description	Units Attempted	Units Earned	Grade	Grade Points	Notes
ADJUS	21	MER	INTRO ADMIN JUSTICE	3.0	3.0	D	3.0	
HLTOC	45	MER	MEDICAL TERMINOLOGY	2.0	0.0	F	0.0	
MATH	250	MER	ARITHMETIC	3.0	3.0	C	6.0	

	GPA	Units Attempted	Units Earned	GPA Units	Grade Points
Term Totals	1.12	8.0	6.0	8.0	9.0
Cumulative Totals	1.12	8.0	6.0	8.0	9.0
Totals without NDA	1.13	8.0	6.0	8.0	9.0

1990 Summer

Course		College	Description	Units Attempted	Units Earned	Grade	Grade Points	Notes
CHEM	50	LAN	BEGINNING CHEMISTRY	4.0	0.0	F	0.0	
SLTOP	L048	LAN	Laney: Selected Topics 048	1.0	1.0	A	4.0	
Transcript Note:			P E 048A					
Transcript Note:			TECH OF HITTING					

	GPA	Units Attempted	Units Earned	GPA Units	Grade Points
Term Totals	0.80	5.0	1.0	5.0	4.0
Cumulative Totals	1.00	13.0	7.0	13.0	13.0
Totals without NDA	1.00	13.0	7.0	13.0	13.0

1990 Fall

Course		College	Description	Units Attempted	Units Earned	Grade	Grade Points	Notes
LRNRE	57	LAN	CAREER/LIFE PLANNING	2.0	2.0	B	6.0	
P E	55A	LAN	BASEBALL:THEORY/PRAC	2.0	2.0	A	8.0	
P E	80	LAN	INJURIES/CARE & PREV	3.0	3.0	A	12.0	
P E	96A	COA	SOCCER - MEN	1.3	1.3	A	5.3	
SPAN	1A	LAN	ELEMENTARY SPANISH	5.0	0.0	D	0.0	
Transcript Note:			REP-Repeated Course					

	GPA	Units Attempted	Units Earned	GPA Units	Grade Points
Term Totals	3.76	13.3	8.3	8.3	31.3
Cumulative Totals	2.08	26.3	15.3	21.3	44.3
Totals without NDA	2.08	26.3	15.3	21.3	44.0

1991 Spring

Course		College	Description	Units Attempted	Units Earned	Grade	Grade Points	Notes
CIS	211	LAN	USING MICRO SOFTWARE	0.5	0.0	NC	0.0	
CIS	255	LAN	COMPUTER LIT PREP	1.0	0.0	W	0.0	
CIS	255	LAN	COMPUTER LIT PREP	1.0	1.0	D	1.0	
ENGL	292A	LAN	INTRO COLLEGE READNG	2.0	2.0	C	4.0	

Dr. Jannett Jackson, Interim Chancellor

Peralta Community College District
333 East 8th St., Oakland, CA 94606
admissions@peralta.edu
www.peralta.edu

Peralta Official Transcript

JOE H VEGA
[redacted]

Name: Joe Vega
Student ID:
Birthdate:
Student Address: [redacted]

Course		College	Description	Units Attempted	Units Earned	Grade	Grade Points	Notes
ENGL	293A	LAN	INTERMED. WRITING	3.0	3.0	C	6.0	
LRNRE	280A	LAN	STUDY SKILLS	2.0	0.0	F	0.0	
MATH	291A	LAN	ARITHMETIC WORKSHOP	3.0	3.0	B	9.0	
SOC	301	LAN	SOCIOLOGY OF HERO	1.5	1.5	C	3.0	

	GPA	Units Attempted	Units Earned	GPA Units	Grade Points
Term Totals	1.84	14.0	10.5	12.5	23.0
Cumulative Totals	1.99	40.3	25.8	33.8	67.3
Totals without NDA	1.99	40.3	25.8	33.8	67.0

1991 Fall

Course		College	Description	Units Attempted	Units Earned	Grade	Grade Points	Notes
HIST	17	LAN	HIST/MEXICAN-AMER	3.0	3.0	C	6.0	
M/LAT	20A	LAN	LA RAZA FIELDWORK	3.0	3.0	B	9.0	
P E	96A	COA	SOCCER - MEN	1.3	1.3	A	5.3	
SPAN	1A	LAN	ELEMENTARY SPANISH	5.0	5.0	B	15.0	

	GPA	Units Attempted	Units Earned	GPA Units	Grade Points
Term Totals	2.86	12.3	12.3	12.3	35.3
Cumulative Totals	2.22	52.7	38.2	46.2	102.6
Totals without NDA	2.22	52.7	38.2	46.2	103.0

1992 Spring

Course		College	Description	Units Attempted	Units Earned	Grade	Grade Points	Notes
CHEM	50	LAN	BEGINNING CHEMISTRY	4.0	0.0	W	0.0	
SPAN	1B	LAN	ELEMENTARY SPANISH	5.0	5.0	C	10.0	

	GPA	Units Attempted	Units Earned	GPA Units	Grade Points
Term Totals	2.00	9.0	5.0	5.0	10.0
Cumulative Totals	2.20	61.7	43.2	51.2	112.6
Totals without NDA	2.20	61.7	43.2	51.2	113.0

1992 Summer

Course		College	Description	Units Attempted	Units Earned	Grade	Grade Points	Notes
BIOL	10	LAN	INTRO TO BIOLOGY	4.0	4.0	C	8.0	

	GPA	Units Attempted	Units Earned	GPA Units	Grade Points
Term Totals	2.00	4.0	4.0	4.0	8.0
Cumulative Totals	2.19	65.7	47.2	55.2	120.6
Totals without NDA	2.19	65.7	47.2	55.2	121.0

1993 Spring

Course		College	Description	Units Attempted	Units Earned	Grade	Grade Points	Notes
ENGL	201A	LAN	PREP FOR COMP/READNG	3.0	0.0	W	0.0	
MATH	251A	LAN	ARITHMETIC	1.0	1.0	C	2.0	

Dr. Jannett Jackson, Interim Chancellor

Peralta Community College District
333 East 8th St., Oakland, CA 94606
admissions@peralta.edu
www.peralta.edu

Peralta Official Transcript

JOE H VEGA
[redacted]

Name: Joe Vega
Student ID:
Birthdate:
Student Address: [redacted]

	GPA	Units Attempted	Units Earned	GPA Units	Grade Points
Term Totals	2.00	4.0	1.0	1.0	2.0
Cumulative Totals	2.18	69.7	48.2	56.2	122.6
Totals without NDA	2.18	69.7	48.2	56.2	123.0

1995 Summer

Course		College	Description	Units Attempted	Units Earned	Grade	Grade Points	Notes
ENGL	206A	LAN	ENGLISH GRAMMAR	3.0	3.0	C	6.0	
ENGL	250A	LAN	BASIC WRITING	3.0	3.0	B	9.0	

	GPA	Units Attempted	Units Earned	GPA Units	Grade Points
Term Totals	2.50	6.0	6.0	6.0	15.0
Cumulative Totals	2.21	75.7	54.2	62.2	137.6
Totals without NDA	2.21	75.7	54.2	62.2	138.0

1995 Fall

Course		College	Description	Units Attempted	Units Earned	Grade	Grade Points	Notes
ENGL	201A	LAN	PREP FOR COMP/READNG	3.0	3.0	C	6.0	
SPCH	1A	LAN	INTRO TO SPEECH	3.0	3.0	C	6.0	

	GPA	Units Attempted	Units Earned	GPA Units	Grade Points
Term Totals	2.00	6.0	6.0	6.0	12.0
Cumulative Totals	2.20	81.7	60.2	68.2	149.6
Totals without NDA	2.20	81.7	60.2	68.2	150.0

2004 Fall

Course		College	Description	Units Attempted	Units Earned	Grade	Grade Points	Notes
CONMT	12	LAN	BUILDING CODES I	3.0	0.0	W	0.0	

	GPA	Units Attempted	Units Earned	GPA Units	Grade Points
Term Totals	0.00	3.0	0.0	0.0	0.0
Cumulative Totals	2.20	84.7	60.2	68.2	149.6
Totals without NDA	2.20	84.7	60.2	68.2	150.0

End of Peralta Official Transcript

This transcript processed and delivered by Parchment

Dr. Jannett Jackson, Interim Chancellor

PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
August 30, 2023

AGENDA ITEM 8.h.

SUBJECT: APPROVAL OF BILINGUAL SPANISH OFEE SPECIALIST

BACKGROUND INFORMATION

Longfellow Middle School is a continuation school of the Two-Way Spanish immersion program at Sylvia Mendez Elementary. There is a currently a Spanish bilingual OFEE Specialist and that person serves the children and the parents. With an estimated 40% Latinx student population, a Spanish bilingual OFEE Specialist at Longfellow Middle School can fully support Spanish speaking families with registration, dual-immersion, Puente, and ELAC. This action would also be consistent with the Latinx resolution passed by the Board.

EXECUTIVE DIRECTOR'S RECOMMENDATION

Approve the new Bilingual OFEE Specialist at Longfellow Middle School and remain at the current salary range plus the bilingual pay included as part of the BCCE bargaining agreement.

ATTACHMENT H

Berkeley PUBLIC SCHOOLS
Berkeley Unified School District

Office of the Personnel Commission
2020 Bonar Street, Suite 206
Berkeley, CA 94702
(510)644-8975

Agenda Item Request Form

You may return this form by delivering it to the address above or scan and email to erinarinez@berkeley.net The Personnel Commission office is open Monday through Friday from 8:00am to 4:00pm.

The deadline for submitting a request for items to be included in a Personnel Commission Meeting is 4:00pm, 7 calendar days prior to the Personnel Commission Meeting you are considering. This form can be obtained from Personnel Commission staff or by downloading the form from the Berkeley Unified School District website under the Personnel Commission.

Name of Person Requesting Item: Lydia Gebrehiwot (Date) 7/2/23

Telephone Number: 510.644.8991 Email Address: lydiagebrehiwot@berkeley.net

Place on agenda as: ☐ Discussion Item (*This item is presented for discussion only and may be carried over from a prior meeting. No action will be taken on this item)*

☒ Conference Item *(This item is presented for discussion and action and may be carried over from a previous meeting)*

Description of Item:
The creation of a bilingual OFEE Specialist position at Longfellow Middle School FTE 1.0.

Background Information:
(Please attach or include some background information to assist the Personnel Commission in determining appropriate action.)

Longfellow Middle School is a continuation of the Two-Way Immersion program at Sylvia Mendez Elementary School, where the goal is to develop bilingual and biliterate students. Currently, a Spanish bilingual OFEE Specialist serves students and families at Sylvia Mendez and supports the needs of both English speaking and Spanish speaking families. Longfellow Middle School's community requires similar supports and services.

With an about 40% Latinx population, Longfellow holds the highest proportion of Latinx students of all BUSD schools. Longfellow's student population more than meets the 15% population minimum requirement for Spanish translation of schoolwide communications, along with Sylvia Mendez and Thousand Oaks Elementary Schools. The Latinx Resolution calls for BUSD to prioritize Latinx student achievement as a core commitment, and to work with OFEE to improve Latinx family engagement. Sites with many Spanish speakers and newcomer programs require Spanish-speaking bilingual OFEE staff to fulfill the commitments made in the Latinx Resolution and to prioritize the needs of Latinx students and families in BUSD. A Spanish-speaking bilingual OFEE Specialist at Longfellow Middle School can more fully support families with the registration process, the dual-immersion program, Puente, and ELAC.

The OFEE Specialist's basic function is to build the capacity of the school to relationship-build with families, and build the capacity of families to relationship-build with the school, therefore becoming more involved in

their students' education and improving the overall outcomes for students. OFEE Specialists are in consistent contact with families in order to have a deep understanding of their needs and provide workshops to support families in the TWI program. With a high population of Latinx students and families, this position would be most effectively filled by a Spanish-speaking bilingual candidate.

For Personnel Commission Use Only:

Date of Chairperson Review: _____

Determination: ☐ Place on agenda for meeting of _____
Date of Personnel Commission Meeting

☐ Place on agenda as _____
Type of Item

☐ Do not place on agenda

ATTACHMENT H

BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

CLASSIFICATION AND POSITION DESCRIPTION

TITLE:	**Family Engagement & Equity Specialist**	REPORTS TO:	**Assigned Supervisor**
DEPARTMENT/SCHOOL:	**Family Engagement Office**	CLASSIFICATION:	**Non-Administrative Classified Technical**
FAIR LABOR STANDARDS ACT CLASSIFICATION:	**Non-Exempt**	WORK YEAR: HOURS:	**10 months/Calendar 5006 7.5 hours per day or duty days/hours as assigned**
APPROVED: Board Commission	 **June 29, 2016** **July 15, 2016**	SALARY GRADE:	**Schedule: 56** **Range: 51**

BASIC FUNCTION:

Under the direction of an assigned supervisor, encourage and coordinate parent education and involvement in various school programs and other activities; perform liaison duties between administrators, personnel, community resources and parents; refer families to local agencies or school services as appropriate; prepare and maintain related records and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Promote parent education and involvement in various school programs and other activities; provide information and materials to parents to assist them in utilizing community services and resources; refer families to local agencies or school services as appropriate; prepare and maintain related records and reports

- Perform liaison duties between administrators, personnel, community resources, agencies and parents; communicate with parents regarding student performance including attendance, behavior, academic achievement, health and medical problems

- Make home visits to acquire information and discuss school-related problems such as absenteeism, illnesses, behavior problems and other matters

- Unite outside organizations, schools and families; inform community agencies of available school services; resolve issues or concerns as needed; contact community businesses to obtain donations and plan activities

- Facilitate family participation in various activities; identify and encourage recruitment of parent volunteers; explain and assist in determining program eligibility; arrange parent activities including recruitment, training, and scheduling

- Conduct and coordinate parent training and associated school committees; arrange training schedule, speakers, meeting sites and presentations; prepare and distribute related materials

- Assist in the formulation of educational goals and objectives utilizing the participation of parents, community members and school personnel

- Represent the assigned organization at a variety of school and community meetings; attend and participate in workshops and conferences as assigned

- Operate a variety of office and classroom equipment including a computer, copier, laminator and telephone; drive a vehicle to conduct work

- Perform a variety of clerical duties including typing, answering telephones, duplicating materials and preparing correspondence; prepare and maintain a variety of records and reports related to program activities

- Inventory, order, receive and distribute materials, supplies and equipment

OTHER DUTIES:
Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Community resource organizations including various federal, State and local agencies
Organizational operations, policies and objectives
Record-keeping and report preparation techniques
Oral and written communication skills
Interpersonal skills using tact, patience and courtesy
Telephone techniques and etiquette
Policies and objectives of school programs and activities
Public speaking techniques
Operation of a variety of office and instructional equipment including a computer

ABILITY TO:
Perform liaison duties between administrators, personnel and parents
Plan, organize and implement parent education and involvement activities and programs
Communicate effectively both orally and in writing
Operate a computer and a variety of office and instructional equipment
Learn, apply and explain policies, procedures, rules and regulations
Work independently with little direction
Establish and maintain cooperative and effective working relationships with others
Meet schedules and time lines
Prepare and present oral presentations
Maintain records and prepare reports
Read, interpret and follow rules, regulations, policies and procedures

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years' experience working with community service, public relations or related activities

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license
Some incumbents in this classification may be required to speak, read and write in a designated second language

WORKING CONDITIONS:

ENVIRONMENT:
Office environment
Driving a vehicle to conduct work
Constant interruptions

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard
Sitting for extended periods of time
Hearing and speaking to exchange information in person or on the telephone
Seeing to read a variety of materials

PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
August 30, 2023

AGENDA ITEM 8.i.

SUBJECT: APPROVAL OF BILINGUAL INSTRUCTIONAL ASSISTANT POSITION AT SYLVIA MENDEZ ELEMENTARY

BACKGROUND INFORMATION
Sylvia Mendez Elementary is the only dual immersion Spanish program in BUSD. The site is in dire need of a Spanish speaker for the children. Most of the day is spoken in Spanish and there are many students at the school whose only language is Spanish.

EXECUTIVE DIRECTOR'S RECOMMENDATION
I support the proposed changes to the job description to include Spanish bilingual.

ATTACHMENT I

Berkeley PUBLIC SCHOOLS
Berkeley Unified School District

Office of the Personnel Commission
2020 Bonar Street, Suite 206
Berkeley, CA 94702
(510)644-8975

Agenda Item Request Form

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Name of Person Requesting Item: _____Maria Carriedo_____ (Date) ____8/18/23_____

Telephone Number: _____510-644-6290____ Email Address: ___mariacarriedo@berkeley.net_____

Place on agenda as: ☐ Discussion Item (*This item is presented for discussion only and may be carried over from a prior meeting. No action will be taken on this item)*

X Conference Item *(This item is presented for discussion and action and may be carried over from a previous meeting)*

Description of Item:

Sylvia Mendez elementary school is the only site in the Berkeley Unified School District that has a dual immersion program in Spanish and English for all students. The program goal at Sylvia Mendez is to develop bilingual and biliterate students from TK - 5th gr. Our site is in need of a bilingual instructional assistant position, .4 FTE. This was created through the budget last school year, 22-23 budget development for this school year based on the needs of our site.

Background Information:

Our School site teaches in Spanish and English from TK - 5th gr. However, in the younger grades the majority and/or major part of the day is in Spanish. For this reason we need the support of a bilingual instructional assistant to support the instructional day in the younger grades.

For Personnel Commission Use Only:

Date of Chairperson Review: _____

Determination: ☐ Place on agenda for meeting of _____
Date of Personnel Commission Meeting

☐ Place on agenda as _____
Type of Item

☐ Do not place on agenda

ATTACHMENT I

CLASSIFICATION AND POSITION DESCRIPTION

BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

TITLE:	**Instructional Assistant**	REPORTS TO:	**Assigned Supervisor**
DEPARTMENT/SCHOOL:	**As assigned**	CLASSIFICATION:	**Non-Administrative Classified Technical**
FAIR LABOR STANDARDS ACT CLASSIFICATION:	**Non-Exempt**	WORK YEAR: HOURS:	**10 months/Calendar 5002** **Hours as assigned**
APPROVED: Board Commission	 **June 29, 2016** **July 15, 2016**	SALARY GRADE:	**Schedule: 56** **Range: 31**

BASIC FUNCTION:

Under the direction of a certificated administrator, assist certificated teacher(s) in reinforcing instruction to individual or small groups of students in an educational environment; assist in the preparation of instructional materials and implementation of lesson plans; provide routine clerical support

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Tutor individual or small groups of students, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices and assignments in various subjects
- Perform routine clerical duties in support of classroom activities such as preparing, keyboarding, duplicating and filing instructional materials; under the guidance of the classroom teacher, grade student tests and assignments and record grades; assist with maintaining student records and files as assigned
- Assist students in completing classroom assignments, homework and projects; reinforce student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, positive attitude and general guidance
- Observe and redirect behavior of students in educational environment according to approved procedures; report progress regarding student performance and behavior
- Assist assigned teacher(s) with the implementation of lesson plans, and administration oftests as necessary
- Operate a variety of classroom and office equipment including a computer and copier
- Provide classroom support to the teacher by setting up work areas and displays, and distributing and collecting paper, supplies and materials
- Assist in maintaining the health and safety of students by following established practices and procedures
- Attend staff meetings as assigned

OTHER DUTIES:
Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Child guidance principles and practices
Safe practices in classroom activities
Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading
Basic instructional methods and techniques
Correct English usage, grammar, spelling, punctuation and vocabulary
Classroom procedures and appropriate student conduct
Operation of standard office and classroom equipment
Oral and written communication skills
Interpersonal skills using tact, patience and courtesy
Basic record-keeping techniques

ABILITY TO:
Assist with instruction and related activities in a classroom or assigned learning environment
Reinforce instruction to individual or small groups of students as directed by the teacher
Perform routine clerical duties in support of classroom activities
Assist in the preparation of instructional materials and implementation of lesson plans
Read books to students and assist with reading and writing activities as assigned
Understand and follow oral and written directions
Establish and maintain cooperative and effective working relationships with others
Communicate effectively both orally and in writing
Monitor, observe and report student behavior and progress according to approved policies and procedures
Operate standard office and classroom equipment
Observe health and safety regulations
Assist with maintaining records and files
Maintain confidentiality

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of experience working with children in an organized education setting

LICENSES AND OTHER REQUIREMENTS:

Valid first aid and CPR certificates issued by authorized agency preferred
Incumbents must meet requirements specified under the No Child Left Behind Act.
Some incumbents in this classification may be required to speak, read and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:
Classroom and other indoor and outdoor learning environments

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard
Hearing and speaking to exchange information
Seeing to read a variety of materials
Lifting, carrying, pushing or pulling typically up to 50 pounds
Sitting or standing for extended periods of time
Bending at the waist or kneeling to assist students

HAZARDS: Exposure to blood borne pathogens and infectious diseases
Potential physical hazards involved in intervening in fights and other anti-social
Contact with dissatisfied or abusive individuals

PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
August 30, 2023

AGENDA ITEM 8.j.

SUBJECT: REVISION TO INSTRUCTIONAL TECHNOLOGY TECHNICIAN JOB DESCRIPTION

BACKGROUND INFORMATION
This job was originally approved by the Personnel Commission on September 1, 2022. The hiring manager wanted to revise the job description to reflect the duties and responsibilities more accurately. There are also small revisions made to the minimum qualifications. The salary will remain the same.

EXECUTIVE DIRECTOR'S RECOMMENDATION
I support the proposed changes to the job description.

ATTACHMENT J

Berkeley PUBLIC SCHOOLS
Berkeley Unified School District

Office of the Personnel Commission
2020 Bonar Street, Suite 206
Berkeley, CA 94702
(510)644-8975

Agenda Item Request Form

You may fax this form to (510) 644-6151 attention to Personnel Commission, hand deliver it to the address above or scan and email to erinarinez@berkeley.net The Personnel Commission office is open Monday through Friday from 8:00am to 4:00pm.

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Name of Person Requesting Item: Wyn Skeels, CTE Program Manager. (Date) **8/10/23**

Telephone Number: **510.685.3296.** Email Address: wynskeels@berkeley.net

Place on agenda as: ☐ Discussion Item (*This item is presented for discussion only and may be carried over from a prior meeting. No action will be taken on this item)*

☐ Conference Item *(This item is presented for discussion and action and may be carried over from a previous meeting)*

Description of Item:

Revision of the Recently Created Instructional Technology Technician position description the adopted description Included some language/requirements related to networking that one might expect from someone who works in our Technology Dept These are NOT requirements of the ITT makerspace support position – modeled after the existing BHS Digital Media Technician but expanded to include the range of equipment and software used in our 3 Middle School and BHS makerspaces/shops.

Background Information:

(Please attach or include some background information to assist the Personnel Commission in determining appropriate action.)

Please see attached ITT description with edits/sections to be removed highlighted in yellow.

For Personnel Commission Use Only:

Date of Chairperson Review: _____

Determination: ☐ Place on agenda for meeting of _____
Date of Personnel Commission Meeting

☐ Place on agenda as _____
Type of Item

☐ Do not place on agenda

Berkeley PUBLIC SCHOOLS
Berkeley Unified School District

BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

CLASSIFICATION AND POSITION DESCRIPTION

TITLE:	**Instructional Technology Technician**	REPORTS TO:	**Assigned Supervisor**
DEPARTMENT/SCHOOL:	**As Assigned**	CLASSIFICATION:	**Non-Administrative Classified Technical**
FAIR LABOR STANDARDS ACT CLASSIFICATION:	**Non-Exempt**	WORK YEAR: HOURS:	**10 months/Calendar 5002 7.5 hours per day or duty days/hours as assigned**
APPROVED: Board Commission	 **08/24/22** **09/01/22**	SALARY GRADE:	**Schedule: 56** **Range: 46**

BASIC FUNCTION:

Under assigned supervisor, perform a variety of complex and technical activities for the middle and high schools, District and other sites as needed; fulfill the STEM-related requests from staff, teachers and administrators; may include support for computer science, robotics engineering, CAD Design and Fabrication, digital media, technical theater and carpentry. Assist with acquisition, receipt and processing of instructional technology and software; receive and schedule requests for instructional technology equipment for classroom, administration and event use; assist faculty, staff and students in the development of technology-related projects and presentations

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform a variety of complex and technical activities for the middle and high school, District and other sites as needed; fulfill computer science, robotics engineering, CAD Design and Fabrication, digital media, technical theater and carpentry-related requests from staff, teachers and administrators of the middle and high schools; receive and schedule requests for classroom, administration and event use

- Assist with acquisition, receipt and processing of related equipment and software; maintain and verify the inventory of equipment; recommend the purchase of and/or requisition of needed supplies and materials to assure proper operation and inventory levels of equipment; configure new technology and upgrades as needed

- Maintain records and lists related to assigned activities, including maintenance and use records, inventory records and statistical records; prepare requisitions and update computerized financial records related to expenditures

- Assure proper use and maintenance of equipment; clean and perform maintenance on equipment as needed; coordinate with authorized service repair centers for major maintenance projects and repairs

- Maintain supplies and equipment, including 3D Printer, video production supplies, electronics, robotics kits, tools, and Chromebooks, Macs, laser cutters and machine mills.

- Assist faculty, staff and students in the development of various materials and presentations; train and assist faculty, staff and students in the proper use of equipment

- Operate a variety of multi-media hardware and software, including LCD projectors, camcorders, tripods, lighting kits, microphones, boom poles, televisions, ~~DVD players and duplicators, battery backups, video digitizers, document cameras, interactive videoconferencing equipment and others;~~ operate a computer and various software programs; drive a vehicle to other sites to conduct work as directed

- Troubleshoot problems with equipment and identify replacement parts needed

- Help keep the CTE Shops and Maker Spaces clean and organized

- Monitor students during classes for safety

- Help students individually and in groups with problem-solving

- Help teach units to students both during class and after school

- Prepare and maintain records and reports related to assigned activities

- Maintain current knowledge of instructional technology and other advances in the field

OTHER DUTIES:
Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Principles and practices of supervision and training
~~Principles and practices of installing and maintaining LAN, Windows and other assigned servers and workstations~~
~~Computer hardware systems and software applications utilized by the District~~
~~Materials, methods and tools used in operation and repair of computer and network systems~~
Technical aspects related to the field of specialty
Record-keeping techniques
Familiarity with various technology equipment and applications, such as Chromebooks, video, electronics, robotics, Adobe Creative Cloud and CAD coding.
Oral and written communication skills
Interpersonal skills using tact, patience and courtesy
Laws, rules and regulations related to assigned activities
Proper methods of storing equipment, materials and supplies
Inventory methods and practices

ABILITY TO:
Oversee and plan technology service functions related to the scope of the position
Perform skilled work in the repair, maintenance and installation of a variety of PC and Macintosh computerized equipment and peripherals
Experience working with diverse student groups, middle and high school aged
Interest in making STEM environments more accessible for students of color and female students
Ability to work well on a team and under the direction of a direct supervisor
Ability to take the initiative and see projects through to completion
Research, analyze and recommend new system software and hardware
Make routine equipment adjustments and perform regular maintenance
Communicate effectively both orally and in writing
Maintain records and prepare reports
Prioritize and schedule work
Work cooperatively with others
Plan and organize work with minimal supervision
Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree or equivalent college-level course-work in computer science, information technology or related field and two years of increasingly responsible makerspace or shop assistance experience. ~~two years of experience in the installation, maintenance and repair of computer and network systems, servers, peripherals and related equipment~~; experience in a school district preferred

WORKING CONDITIONS:
ENVIRONMENT:
Indoor environment
Occasional driving to conduct work or ability to get to a different location
Evening or variable hours

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate hand tools, computer keyboards and other assigned equipment
Reaching overhead, above the shoulders and horizontally
Climbing ladders to reach ceiling cables
Sitting or standing for extended periods
Perform work that involves the frequent lifting, pushing and/or pulling of objects weighing up to 50 pounds, and occasionally and with assistance up to 75 pounds, bending at the waist, kneeling or crouching
Seeing to perform computer repair duties
Mental acuity to perform functions successfully

OCCUPATIONAL HAZARDS:
Occasional working at heights
Risk of electrical shock

Berkeley PUBLIC SCHOOLS
Berkeley Unified School District

BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

CLASSIFICATION AND POSITION DESCRIPTION

TITLE:	**Instructional Technology Technician**	REPORTS TO:	**Assigned Supervisor**
DEPARTMENT/SCHOOL:	**As Assigned**	CLASSIFICATION:	**Non-Administrative Classified Technical**
FAIR LABOR STANDARDS ACT CLASSIFICATION:	**Non-Exempt**	WORK YEAR: HOURS:	**10 months/Calendar 5002 7.5 hours per day or duty days/hours as assigned**
APPROVED: Board Commission	**08/24/22**	SALARY GRADE:	**Schedule: 56 Range: 46**

BASIC FUNCTION:

Under assigned supervisor, perform a variety of complex and technical activities for the middle and high schools, District and other sites as needed; fulfill the STEM-related requests from staff, teachers and administrators; may include support for computer science, robotics engineering, CAD Design and Fabrication, digital media, technical theater and carpentry. Assist with acquisition, receipt and processing of instructional technology and software; receive and schedule requests for instructional technology equipment for classroom, administration and event use; assist faculty, staff and students in the development of technology-related projects and presentations.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform a variety of complex and technical activities for the middle and high school, District and other sites as needed; fulfill computer science, robotics engineering, CAD Design and Fabrication, digital media, technical theater and carpentry-related requests from staff, teachers and administrators of the middle and high schools; receive and schedule requests for classroom, administration and event use

- Assist with acquisition, receipt and processing of related equipment and software; maintain and verify the inventory of equipment; recommend the purchase of and/or requisition of needed supplies and materials to assure proper operation and inventory levels of equipment; configure new technology and upgrades as needed

- Maintain records and lists related to assigned activities, including maintenance and use records, inventory records and statistical records; prepare requisitions and update computerized financial records related to expenditures

- Assure proper use and maintenance of equipment; clean and perform maintenance on equipment as needed; coordinate with authorized service repair centers for major maintenance projects and repairs

- Maintain supplies and equipment, including 3D Printer, video production supplies, electronics, robotics kits, tools, and Chromebooks, Macs, laser cutters and machine mills.

- Assist faculty, staff and students in the development of various materials and presentations; train and assist faculty, staff and students in the proper use of equipment

DRAFT

- Operate a variety of multi-media hardware and software, including LCD projectors, camcorders, tripods, lighting kits, microphones, boom poles, televisions; operate a computer and various software programs; drive a vehicle to other sites to conduct work as directed

- Troubleshoot problems with equipment and identify replacement parts needed

- Help keep the CTE Shops and Maker Spaces clean and organized

- Monitor students during classes for safety

- Help students individually and in groups with problem-solving

- Help teach units to students both during class and after school

- Prepare and maintain records and reports related to assigned activities

- Maintain current knowledge of instructional technology and other advances in the field

OTHER DUTIES:
Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Principles and practices of supervision and training
- Technical aspects related to the field of specialty
- Record-keeping techniques
- Familiarity with various technology equipment and applications, such as Chromebooks, video, electronics, robotics, Adobe Creative Cloud and CAD coding.
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Laws, rules and regulations related to assigned activities
- Proper methods of storing equipment, materials and supplies
- Inventory methods and practices

ABILITY TO:
- Oversee and plan technology service functions related to the scope of the position
- Perform skilled work in the repair, maintenance and installation of a variety of PC and Macintosh computerized equipment and peripherals
- Experience working with diverse student groups, middle and high school aged
- Interest in making STEM environments more accessible for students of color and female students
- Ability to work well on a team and under the direction of a direct supervisor
- Ability to take the initiative and see projects through to completion
- Research, analyze and recommend new system software and hardware
- Make routine equipment adjustments and perform regular maintenance
- Communicate effectively both orally and in writing
- Maintain records and prepare reports
- Prioritize and schedule work
- Work cooperatively with others
- Plan and organize work with minimal supervision
- Operate a vehicle to conduct work

DRAFT

EDUCATION AND EXPERIENCE:
Any combination equivalent to: a bachelor's degree or equivalent college-level course-work in computer science, information technology or related field and two years of increasingly responsible makerspace or shop assistance experience; experience in a school district preferred.

WORKING CONDITIONS:

ENVIRONMENT:
Occasional driving to conduct work or ability to get to a different location
Evening or variable hours

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate hand tools, computer keyboards and other assigned equipment
Reaching overhead, above the shoulders and horizontally
Climbing ladders to reach ceiling cables
Sitting or standing for extended periods
Perform work that involves the frequent lifting, pushing and/or pulling of objects weighing up to 50 pounds, and occasionally and with assistance up to 75 pounds, bending at the waist, kneeling or crouching
Seeing to perform computer repair duties
Mental acuity to perform functions successfully

OCCUPATIONAL HAZARDS:
Occasional working at heights
Risk of electrical shock

DRAFT

PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
August 30, 2023

AGENDA ITEM 8.k.

SUBJECT: EXTENSION OF LEAD MAINTENANCE ENGINEER LIST ONE YEAR

BACKGROUND INFORMATION

This is an action item for Commissioners to discuss whether to extend the Lead Maintenance Engineer list for one year. Two employees currently on the list have made the request. Both have argued that a current Lead Maintenance engineer has stated that they will be retiring soon, possibly before the end of the calendar year. The current employees would like to have an opportunity to possibly promote from within. BCCE has also requested an extension for the same reasons.

EXECUTIVE DIRECTOR'S RECOMMENDATION

I support the extension of the list because we have current employees on the list who have expressed interest in a potential promotion. I do not believe the extension should exceed one year.

ATTACHMENT K

Berkeley PUBLIC SCHOOLS
Berkeley Unified School District

Office of the Personnel Commission
2020 Bonar Street, Suite 206
Berkeley, CA 94702
(510)644-8975

Agenda Item Request Form

You may fax this form to (510) 644-6151 attention to Personnel Commission, hand deliver it to the address above or scan and email to erinarinez@berkeley.net The Personnel Commission office is open Monday through Friday from 8:00am to 4:00pm.

The deadline for submitting a request for items to be included in a Personnel Commission Meeting is 4:00pm, 7 calendar days prior to the Personnel Commission Meeting you are considering. This form can be obtained from Personnel Commission staff or by downloading the form from the Berkeley Unified School District website under the Personnel Commission.

Name of Person Requesting Item: Robert Fleming (Date) 8/17/2023

Telephone Number: 510-501-3605 Email Address: Robertfleming@berkeley.net

Place on agenda as: ☐ Discussion Item (*This item is presented for discussion only and may be carried over from a prior meeting. No action will be taken on this item)*

☐ Conference Item *(This item is presented for discussion and action and may be carried over from a previous meeting)*

Description of Item: Request to extend lead Maintenance engineer eligibility list.

Background Information:
(Please attach or include some background information to assist the Personnel Commission in determining appropriate action.)

Dear Personnel Commission ,
I'm am currently on the lead maintenance engineer eligibility list. This list Is due to expire on Aug 23 ,2023. Im requesting the personnel commission consider extending this list for another year. Merit rule 50.100.1(B) There is currently a position that will be vacant due to retirement in a matter of weeks. This is a promotional list and has adequate number of of qualified candidates including myself and 3 others that are all employed within BUSD. I believe it is in best interest of BUSD that the Lead maintenance engineer promotional list be extended for a period of one year. Thank you for your consideration!

For Personnel Commission Use Only:

Date of Chairperson Review: _____

Determination: ☐ Place on agenda for meeting of _____
Date of Personnel Commission Meeting

☐ Place on agenda as _____
Type of Item

☐ Do not place on agenda

ATTACHMENT K

Berkeley Unified School District

Merit System

Eligibility List for : **Lead Maintenance Engineer**
(Promotional)

Written Examination: **August 1, 2022**
Oral Examination: **August 11, 2022**

List Established by Personnel Commission: **September 1, 2022 to expire August 31, 2023**

Promotional

1 Joseph Colton
2 Frank Hernandez
3 Carlos Cil
3 Robert Fleming
4 Wallace Jones

Charles Castillo
Secretary, Personnel Commission

Date

Heidi Goldstein
Chairperson, Personnel Commission

Date

PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
August 30, 2023

AGENDA ITEM 8.l.

SUBJECT: DISQUALIFICATION OF APPLICATION FOR SAFETY COORDINATOR, MARK GRIFFIN

BACKGROUND INFORMATION
This is an action item for Commissioners to discuss whether or not to support the candidate's disqualification based on not meeting the minimum requirement for the Safety Coordinator position. The employee believes he meets the minimum requirements of the position.

The Merit Rules state the following:

Merit Rule 40.100.4 (B) 2

a. Discrimination because of political or religious acts or affiliations or opinions, race, color, sex, marital status, national origin or ancestry.
b. Abuse of discretion.
c. Inconsistency of the reasons given for the rejection of the facts.

EXECUTIVE DIRECTOR'S RECOMMENDATION
Uphold the disqualification; the candidate does not meet the minimum requirements of the job description.

ATTACHMENT L

Berkeley PUBLIC SCHOOLS
Berkeley Unified School District

Office of the Personnel Commission
2020 Bonar Street, Suite 206
Berkeley, CA 94702
(510)644-8975

Agenda Item Request Form

You may fax this form to (510) 644-6151 attention to Personnel Commission, hand deliver it to the address above or scan and email to erinarinez@berkeley.net The Personnel Commission office is open Monday through Friday from 8:00am to 4:00pm.

The deadline for submitting a request for items to be included in a Personnel Commission Meeting is 4:00pm, 7 calendar days prior to the Personnel Commission Meeting you are considering. This form can be obtained from Personnel Commission staff or by downloading the form from the Berkeley Unified School District website under the Personnel Commission.

Name of Person Requesting Item: Mark Griffin (Date) 8/7/23

Telephone Number: _____ Email Address: markgriffin@berkeley.net

Place on agenda as: ☐ Discussion Item (*This item is presented for discussion only and may be carried over from a prior meeting. No action will be taken on this item*)

☑ Conference Item (*This item is presented for discussion and action and may be carried over from a previous meeting*)

Description of Item: Appeal application decision

Background Information:
(Please attach or include some background information to assist the Personnel Commission in determining appropriate action.) Please see attached

For Personnel Commission Use Only:

Date of Chairperson Review: _____

Determination: ☐ Place on agenda for meeting of _____
Date of Personnel Commission Meeting

☐ Place on agenda as _____
Type of Item

☐ Do not place on agenda

August 7, 2023

To Whom It May Concern:

I am writing to appeal the unmeritorious decision to advance consideration of my application for the Safety and Risk Coordinator.

In the course of my 30-year tenure in Berkeley Unified School District I have discharged the duties which are uncalculated in the job description. The posting of the position is arbitrarily stated as to allow discriminatory discretion to Brian Westover, and Charlie Castillo, denying my exemplary execution my duties as an educator and Instructor.

I have been a member of the union Safety Committee from 2014 to present. Since 1998 I've coached young children in BUSD, highlighted with a championship team at Berkeley High School in 2002. I assisted Denise Brown with managing an anger management group for at risked students at Berkeley High School. Throughout the years in these roles, I have consistently demonstration an unwavering focus on ensuring the safety and well-being of everyone. My proactive approach to identifying potential hazards and implementing robust safety protocols has undoubtedly contributed to a safer and healthier environment for everyone. My attention to detail and thoroughness in conducting safety assessments and audits have been remarkable. Therefore, I do not understand the decision made, that I am not qualified for the Safety Coordinator position.

Respectfully Yours,

Mark Griffin Sr.

Office of the Personnel Commission
2020 Bonar Street, Suite 133
Berkeley, CA 94702
(510) 644-8975

Chairperson, Timothy Davis
Vice-Chairperson, Heidi Goldstein
Commissioner, Isaiah Roter

Via Electronic Mail

August 7, 2023

Dear Mark Griffin,

This letter is a response to your request made on July 27th, 2023, for an appeal or administrative review regarding the denial of your application for Safety Coordinator. This letter is a follow up to our discussion on Friday August 4th. I reviewed your application, and I am upholding the exam unit's decision. The education and experience requirements are as follows:

Education, Experience and Other Requirements

EDUCATION AND EXPERIENCE:

Any combination equivalent to a bachelor's degree in Public Administration, Risk Management, Safety, Occupational Health, or a related field. Ability to work cooperatively and creatively to carry out and support comprehensive risk mitigation and safety programs. Experience in facilitating training programs is required. A valid driver's license or evidence of equivalent mobility.

Desired Qualifications:

Additional desired qualifications include experience in a municipal or government setting. Experience administering safety, code, and assessment inspections, or property and liability insurance administration is preferred. In addition, a Risk Management Certification, Certified Code Enforcement Officer, and or Fire Inspector I is desired.

While you do possess a bachelor's degree, the field of study is **not** closely related the specific areas cited in the job description which are: Public Administration, Risk Management, or Safety and Occupational Health. In addition, I did not find in your application that you specifically address the experience necessary to successfully design and facilitate district-wide training programs. Additionally, you did not successfully address risk mitigation experience in your application or answers. Based on these reasons I am upholding the decision to not select your application for further consideration. As we discussed, below is your right to an appeal.

Per Merit rules 40.100.4 *(B) 2.*, you may appeal this decision to the Personnel Commission within 5 working days for the following reasons:

a. Discrimination because of political or religious acts or affiliations or opinions, race, color, sex, marital status, national origin, or ancestry,
b. Abuse of discretion,
c. Inconsistency of the reasons given for the rejection of the facts.

Please feel free to contact me should you have any questions or concerns.

Sincerely yours,

Charlie Castillo
Executive Director, Classified Personnel
Personnel Commission
Berkeley Unified School District

Berkeley PUBLIC SCHOOLS
Berkeley Unified School District

BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

TITLE:	**Safety and Risk Coordinator**	REPORTS TO:	**Executive Director of Facilities**
DEPARTMENT/SCHOOL:	**Facilities Department**	CLASSIFICATION:	**Classified Management**
FAIR LABOR STANDARDS ACT CLASSIFICATION:	**Exempt**	WORK YEAR: HOURS:	**12 months/Calendar 2000** **8 hours per day**
APPROVED: Board Commission	 **05/24/23** **06/23/23**	SALARY GRADE:	**Schedule: 54** **Range: 64**

BASIC FUNCTION:
Under general supervision, reporting to the Executive Director of Facilities or designee, plan, organize, and perform a variety of operational activities related to site, student, and staff safety and emergency preparedness; develop a comprehensive risk identification and mitigation process to ensure the safety of students, staff, visitors, and property; research, analyze and prepare reports and records.

REPRESENTATIVE DUTIES:

- Plan, organize, and perform various operational activities related to site safety and risk mitigation; ensure compliance with applicable laws, codes, rules, and regulations.

- Risk Management
  - Improve safety through accident prevention and reduction;
  - Identify and minimize risk to property, students, and staff; and
  - Contain costs through fewer preventable incidents and claims.
  - Continuously review and update District's Emergency Preparedness plan and modify it as needed to align with enrollment and physical challenges to the campus and surrounding community.
  - Assist with coordinating internal and external efforts relative to the safety, risk identification and mitigation, and emergency response preparedness of District sites and personnel.
- Analysis
  - Analyze loss exposures and the effectiveness of controls in place to mitigate them, as well as claims information for patterns or inherent exposures. Identify improvement and training opportunities based on loss trends or data.
- Continual Process Improvement
  - Create and implement a system of continual process improvement for risk management, safety, and loss programs.
  - Keep updated on the latest trends and laws affecting the industry.
  - Continually monitor risk and safety programs for effectiveness and make changes as appropriate.
- Policy administration
  - Develop, implement, update, and review District and departmental policies and procedures to enhance operational efficiency; ensure effective and efficient communication between all staff, administrators, outside agencies, and others as required.
  - Work with the Department of Student Services to ensure all school site safety plans are updated annually and published accordingly.
  - Monitor drills to look for areas of excellence and improvement; develop a plan with site administration to implement improvements as needed.

  - Work with the Facilities Division to ensure adequate insurance coverage for all property, equipment, or special events to protect the District at the most effective cost.
  - Assist District Administration with planning, coordinating, directing, and overseeing District operations and activities for the District Emergency Operations Plan; assist site when needed in emergency preparedness efforts.
- Communication
  - Serve as primary contact for school sites relating to site safety and risk mitigation; determine an appropriate course of action to achieve the District's immediate and long-term needs.
  - Effectively communicate with department directors and managers regarding risk identification, mitigation, and ADA compliance.
  - Collaborate with department leadership and the Safety Committees, monitor the frequency and severity of claims with mitigating factors, and recommend solutions.
  - Facilitate Safety Committee meetings with various labor partners.
  - Facilitate the District-Wide Safety Committee; provide quarterly claims data to the committee and lead the Accident Review process.
  - Partner with Facilities leadership to identify and/or support initiatives, taking a lead role in ADA compliance.
  - Receive, review, and respond to public complaints, questions, or concerns.
- Compliance
  - Ensure compliance with all safety-related State and Federal laws, including CAL-OSHA standards and regulations, specific statutes, Employee Right-to-Know, and applicable Titles of the Americans with Disabilities Act (ADA).
  - Serve as the District's ADA Coordinator and ensure compliance with Title II Regulations of the ADA, including programmatic and structural accessibility and employment practices under Title II of the ADA.
  - In coordination with facilities and District leadership, review and revise facility infrastructure safety standards to include surveillance, alarm, emergency communications, and other necessary infrastructure components required for compliance with the District safety plan.
- Training
  - Develop comprehensive risk management and loss prevention training programs for employees.
  - Research and evaluate existing and new potential safety training programs; implement as appropriate.
- Perform special projects; prepare forms and reports related to site safety and risk; attend to administrative details on particular matters as assigned.

OTHER DUTIES:
Perform related duties as assigned

KNOWLEDGE AND ABILITIES:
- Knowledge of applicable Federal, State, and local laws, rules, and regulations
- Strong research, analytical, and problems solving skills
- Interpersonal skills sufficient to exchange and/or convey information, receive work direction, and maintain effective working relationships
- Ability to relate and work effectively with people from diverse cultural, economic, and ethnic backgrounds
- Ability to maintain the highest confidentiality when dealing with sensitive or private information
- Ability to operate standard office equipment, including a computer and assigned software
- Ability to utilize a variety of equipment, such as a two-way radio, and digital camera
- Ability to drive a vehicle to conduct work
- Knowledge to report safety, sanitary, and fire hazards to appropriate personnel

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a bachelor's degree in Public Administration, Risk Management, Safety, Occupational Health, or a related field. Ability to work cooperatively and creatively to carry out and support comprehensive risk mitigation and safety programs. Experience in facilitating training programs is required.

A valid driver's license or evidence of equivalent mobility.

Desired Qualifications:
Additional desired qualifications include experience in a municipal or government setting. Experience administering safety, code, and assessment inspections, or property and liability insurance administration is preferred. In addition, a Risk Management Certification, Certified Code Enforcement Officer, and or Fire Inspector 1 is desired.

WORKING CONDITIONS:

Environment:
Indoor and outdoor environment.
Seasonal heat and cold or adverse weather conditions.
Occasional evening or varied hours.

Physical Demands:
Standing and walking for extended periods of time.
Seeing to monitor student activities.
Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate equipment and drive a vehicle.
Bending at the waist, kneeling or crouching to file and lift materials.
Reaching overhead, above the shoulders, and horizontally.
Lifting heavy objects, up to 50 pounds.