

Berkeley Unified School District
Personnel Commission Meeting Minutes

October 10th, 2023 – 4:30 pm

1. Call to Order

The meeting was held in a hybrid format, live in Room 126 (2020 Bonar St.) and via Zoom meeting #811 4287 6822. The meeting was called to order at 4:30 p.m.

2. Roll Call & Establishment of Quorum

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

3. Public Comments

None.

4. Approval & Adoption of Agenda

Vice-Chairperson Zenor-Davis made a motion to approve the meeting agenda; Commissioner Roter seconded the motion,
Approved, 3-0.

5. Conference Item

a.) Step Advance Request – E. Mayer

Charlie Castillo, Executive Director Classified Personnel, said that Emily Mayer is a cum laude Harvard graduate with school district experience who understands the intricacies of district payroll and finance systems. He strongly recommends a Step 3 advanced step placement for Ms. Mayer as *Executive Director, Fiscal*. Ms. Mayer said she was attracted to BUSD because she admired the work being done to support vulnerable populations and that its size will allow her to effectively incorporate innovative operational strategies to support the Superintendent's vision. Commissioner Roter welcomed Ms. Mayer to the District and said the Executive Director, Fiscal role is critical for the District.

Vice-Chairperson Goldstein moved to approve Ms. Mayer's step advance placement at step 3; Commissioner Roter seconded the motion,
Approved, 3-0.

6. Discussion Item

b.) Classified Vacancy List

Secretary Castillo presented a report detailing the current classified vacancies (164) with respect to position, location, and FTE. Mr. Castillo explained his team had identified 47 positions on the list that are to be eliminated or are dangling FTE from another position. Of the remaining list of 117 vacancies, three classifications (IA SPED, Instructional Tech BASP and

School Campus Aide) represent 65% of the vacant positions. The Commissioners asked a number of clarifying questions of Mr. Castillo and Samantha Tobias-Espinosa, Associate Superintendent of Human Resources. Ms. Tobias-Espinosa said that BUSD is doing the same or slightly better as other school districts in the Bay Area in filling classified vacancies. She noted nationwide difficulty for school districts to fill IA SPED, bus driver and nutrition services positions. Mildred Scherr and Frank Hernandez said the Union is concerned about the number of long-term subs working in vacant positions. Ms. Tobias-Espinosa asked the Union to refer this issue to her department. The Commissioners asked Secretary Castillo to add a column to the spreadsheet to start tracking the sub status of vacant positions. Mr. Hernandez suggested a payroll audit could identify long-term subs and allow the District to enforce rules around eligibility lists and hiring. Chairperson Zenor-Davis summarized the discussion and next steps. Secretary Castillo said it was realistic to expect an update in February or March.

7. Public Comment

Sarah Goodwin, Administrative Assistant III, acknowledged and thanked Malika Upshur for her assistance in compiling data for the special meeting.

8. Next Meeting

The next regular Personnel Commission meeting will be held on October 25th, 2023, at 4:30 pm in the Board room. A special meeting on Phase 2 of the Classification & Compensation Study will convene on November 8th, 2023, at 4:30 pm in the Board room

9. Adjournment

The meeting was adjourned at 6:33 pm.