

Berkeley Unified School District

Transportation Conference Room

1314 7th St

Berkeley, CA 94710

Personnel Commission

Ann Aoyagi Roy Doolan Dan F. Lee

Randy Perez, Secretary

Meeting Agenda

February 2, 2012 3:00pm

1. **Call to Order** Chairperson Lee
2. **Roll Call & Establishment of Quorum** Secretary Perez
3. **Closed Session 3:00pm – 4:00pm** Chairperson Lee
 - a) Conference to discuss BCCE's request for appeal hearing
 - b) Conference with Legal Council: Anticipated Litigation - Gov. Code Sec 54954.5 (c)- 1 matter
4. **Report from Closed Session** Chairperson Lee
5. **Approval & Adoption of Agenda** Chairperson Lee
6. **Consent Items** Chairperson Lee

Ratification of Eligibility List

 - a) Interpreter for the Deaf p. 2
7. **Conference Item** Secretary Perez

These items are presented for discussion and action, and may have been reviewed at a previous meeting.

 - a) Approve "Spanish bilingual" required for Instructional Technician at LeConte
 - b) Approve future Personnel Commission meeting dates p. 3
8. **Approval of Minutes** Chairperson Lee

Approve January 5, 2012 Meeting Minutes p. 4-5
9. **Reports**
 - a) Union Union Representatives
 - Public Comments 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 can be taken by the Commission.
 - b) Commissioners Reports Commissioners
 - c) Personnel Director Secretary Perez
 - i. Classification and Compensation Study
10. **Next Meeting** Chairperson Lee

Follow up items for next Personnel Commission Meeting
11. **Adjournment** Chairperson Lee

Berkeley Unified School District

Merit System

Eligibility List for : **Interpreter for the Deaf
(Open)**

Written Examination: **November 30, 2011 & January 11, 2012**

List Established by Personnel Commission: **January 30, 2012 to expire January 30, 2013**

Open:
1 Darleen Glaim

Randy Perez
Secretary, Personnel Commission

Certification Date

Dan F. Lee
Chairperson, Personnel Commission

Ratification Date

2012 Personnel Commission Meeting Dates

February 2	Monthly meeting
March 1	Monthly meeting
March 29	Meeting to work on Rules and/or Classification Study
April 12	Monthly meeting
April 26	Meeting to work on Rules and/or Classification Study
May 3	Monthly meeting
May 17	Meeting to work on Rules and/or Classification Study
June 7	Monthly meeting
June 21	Meeting to discuss Rules and/or Classification Study
July 5	Monthly meeting
August 2	Monthly meeting
September 6	Monthly meeting
October 4	Monthly meeting
November 1	Monthly meeting
December 6	Monthly meeting

January 5, 2012 Meeting Minutes

Call to Order

The meeting was called to order at 4:02pm and a quorum was established.

Approval and Adoption of Agenda

Paula Phillips, President, BCCE, requested a change from "Additional Action Item" to "Approval of Minutes" going forward.

Move to approve agenda as changed: Approved 3 – 0

Reports

Union

President Phillips has been contacted by BCCE members who have stated they are still not being notified of test results. President Phillips also expressed concern that the appeal procedure for Mr. Adames is not on the agenda. The union was approached by District staff to back-fill the Worker's Compensation Specialist position with a contractor despite the writ agreement. The union's position on this request is no. Chairperson Lee stated that regarding the hearing for Rafael Adames, there was an appeals hearing held on July 9th, 2009, and at that meeting the Commission acted to deny the classification study requested. Mr. Tim Donnelly has repeatedly stated that the Commission has failed to act on the request for a hearing, but in fact a hearing was conducted. President Phillips stated that the minutes will reflect that the Commission only granted the appeal and did not hear the appeal.

Public Comments

No public comments were made.

Commissioners'

Commissioner Doolan stated that his period of service is ending in late February when the 90 days of December 1st expires. He also expressed concern that before, disciplinary consequences approved by the Board were appealed, heard and determined by the Commission. Now, the Merit Rules granting this authority have been negotiated into the BCCE contract so that BCCE can request an appeal hearing and if they don't like the decision of the Commission, they can grieve the matter and try to have the discipline modified through the grievance procedure. Commissioner Doolan suggested that management negotiate to have the merit rules in the BCCE contract removed.

Personnel Director

Director Perez will be meeting with Trish Landau in early February to meet with him regarding the Compensation and Classification study. Ms. Landau was a presenter at the Merit Academy.

Consent Items

Secretary Perez indicated that the Program Coordinator eligibility list has been modified from Program Coordinator (Student Court) to Program Coordinator. President Phillips requested to pull the Student Welfare and Attendance Specialist eligibility list while we provide a current employee who has applied for the position the opportunity to test.

- a) Student Welfare & Attendance Specialist
- b) Food Service Satellite Operator
- c) Personnel Coordinator, Personnel Commission
- d) Program Coordinator (Student Court)

The eligibility lists for Food Service Satellite Operator, Personnel Coordinator, Personnel Commission and the Program Coordinator as amended were approved 3 – 0

President Phillips introduced Ronald Jackson as the Executive Director of the union and is assisting in the matter of the employee requesting to be admitted to take the Student Welfare and Attendance Specialist exam.

Student Welfare and Attendance Specialist eligibility list was approved 3—0

Conference Item

Secretary Perez stated that due to the difficulty in filling the Instructional Assistant Special Education Attendant position (bilingual, Spanish) at Longfellow, the request is being made to place the new hire, Heber Santos, at an accelerated salary step. President Phillips stated that in order for Mr. Santos to receive the \$15 bilingual stipend he needs to take the bilingual test. Chairperson Lee stated that the Commission needs to change the rules so that a candidate with a bachelor’s degree in the designated language required in any position would meet the requirement to receive the \$15 bilingual stipend. Chairperson Lee made the motion to approve Mr. Santos at salary step 3.

Approved 3—0

Additional Action Item

With regard to approval of the December 1, 2011 meeting minutes, President Phillips said she did not say that performance evaluations were not conducted for two BCCE unit members. Secretary Perez corrected the minutes and stated that the document should read administrative reviews of performance evaluations for two BCCE unit members have not been conducted.

Chairperson Lee made the motion to approve the minutes as amended.

Approved 3—0

Next Meeting

Chairperson Lee stated that the Commission needed to approve future Personnel Commission meeting dates for the next meeting.

Meeting adjourned at 5:14pm.

Respectfully Submitted:

Randy Perez
Secretary, Personnel Commission

Date

Approved:

Dan F. Lee
Chairperson, Personnel Commission

Date