

Berkeley Unified School District

2134 Martin Luther King Jr. Way, Annex Conference Room
Berkeley, CA 94704

Personnel Commission

Ann Aoyagi Roy Doolan Dan Lee

Randy Perez, Secretary

Meeting Agenda

January 5, 2012 4:00pm

- | | |
|---|-----------------------|
| 1. Call to Order | Chairperson Lee |
| 2. Roll Call & Establishment of Quorum | Secretary Perez |
| 3. Approval & Adoption of Agenda | Chairperson Lee |
| 4. 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 unless the matter is placed on a subsequent agenda. | |
| b) Commissioners Reports | Commissioners |
| c) Personnel Director | Secretary Perez |
| i. Classification and Compensation Study | |
| 5. Consent Items | |
| Ratification of Eligibility Lists | Chairperson Lee |
| a) Student Welfare & Attendance Specialist p. 2 | |
| b) Food Service Satellite Operator p. 3 | |
| c) Personnel Coordinator, Personnel Commission p. 4 | |
| d) Program Coordinator (Student Court) p. 5 | |
| 6. Conference Item | |
| a) Due to the difficulty in recruiting and hiring an Instructional Assistant, Special Education-Attendant (Bilingual Spanish) for Longfellow Middle School, the request is being made to place Heber Santos, probationary hire in this position, at an accelerated salary step. | |
| 7. Additional Action Item | |
| Approve December 1, 2011 Meeting Minutes p. 6 – 8 | Chairperson Lee |
| 8. Next Meeting | Chairperson Lee |
| Follow up items for next Personnel Commission Meeting | |
| 9. Adjournment | Chairperson Lee |

Berkeley Unified School District

Merit System

Eligibility List for : **Student Welfare & Attendance Specialist
(Open & Promotional)**

Written Examination(s): **December 12, 2011 & December 14, 2011**

List Established by Personnel Commission: **December 19, 2011 to expire December 19, 2012**

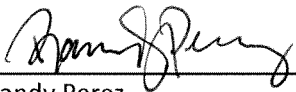
Promotional:

- 1 Sandra Maldonado
- 2 Jocelyn Forman*
- 3 Lois Jones

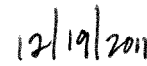
Open:

- 1 Kathleen Brown
- 2 Joyce Ann Basbas

****Eligibility expires October 14, 2012***



Randy Perez
Secretary, Personnel Commission



Certification Date

Dan Lee
Chairperson, Personnel Commission

Ratification Date

Berkeley Unified School District

Merit System

Eligibility List for :

**Food Service Satellite Operator
(Open)**

Written Examinations:

November 29, 2011

Oral Examination:

December 5, 2011

List Established by Personnel Commission:

December 13, 2011 to expire December 13, 2012

Open:

1	Rebecca	Garcia
1	Tahtianah	Brown
2	Tramaine	Holtz
3	Claudia	Ndah
4	James	Gbetrah
5	Broussard	Lawrence



Randy Perez
Secretary, Personnel Commission

12/13/2011

Certification Date

Dan Lee
Chairperson, Personnel Commission

Ratification Date

Berkeley Unified School District

Merit System

Eligibility List for : **Personnel Coordinator, Personnel Commission
(Open & Promotional)**

Oral Fitness: **December 5, 2011**

Written Examination: **December 7, 2011**

List Established by Personnel Commission: **December 7, 2011 to expire December 7, 2012**

Promotional:

- | | | |
|---|---------|-----------|
| 1 | Gloria | Maldonado |
| 2 | Paula | Philips* |
| 3 | Belinda | Stuckey |

Open:

- | | | |
|---|-----------|----------------|
| 1 | Guadalupe | Navarro-Ochoa* |
| 2 | Latanja | Miggins |

**Eligibility expires October 18, 2012*



Randy Perez
Secretary, Personnel Commission

12/7/2011

Certification Date

Dan Lee
Chairperson, Personnel Commission

Ratification Date

Berkeley Unified School District

Merit System

Eligibility List for : **Program Coordinator (Student Court)**
(Open)

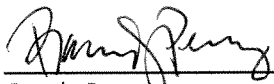
Written Examination: **November 29, 2011**

Oral Fitness: **December 2, 2011**

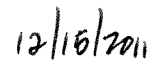
List Established by Personnel Commission: **December 15, 2011 to expire December 15, 2012**

Open:

1 Jason	Walsh
2 Mahasan	Chaney
3 Abe	Flores
3 Kathy	Brown



Randy Perez
Secretary, Personnel Commission



Certification Date

Dan Lee
Chairperson, Personnel Commission

Ratification Date

December 1, 2011 Meeting Minutes

Call to Order

The meeting was called to order at 3:03pm and a quorum was established. Chairperson Lee announced the Commission was going to go into closed session to discuss the performance review of the Director, Classified Personnel. The meeting resumed to open session at 4:16pm.

Approval and Adoption of Agenda

Chairperson Lee requested that the nomination of the Chairperson and Vice Chairperson be moved to the first order of business after the approval of the agenda. Paula Phillips, President of BCCE, noted that the items on the agenda were not numerated and were difficult to follow as a result. Chairperson Lee directed Secretary Perez to number the items going forward.

Move to approve agenda as changed: Approved 3 – 0

Nomination of Chairperson and Vice Chairperson

Commissioner Aoyagi moved to nominate Chairperson Lee to continue to serve as the Personnel Commission's Chairperson for the coming year.

Secretary Perez called the vote and Chairperson Lee's nomination was approved 3 – 0.

Chairperson Lee moved to nominate Commissioner Aoyagi to serve as the Personnel Commission's Vice Chairperson.

Secretary Perez called the vote Vice Chairperson Aoyagi's nomination was approved 3 – 0.

Reports:

Union

President Phillips has been contacted by BCCE members who have stated they aren't being notified of test results and status on eligibility lists. This important so that they can, if necessary, appeal results in a timely manner. President Phillips also expressed concern that performance evaluation reviews have not been conducted for two BCCE members. President Phillips stated that the recent Classified New Hire Orientation was largely a success, but she was concerned that some of the information shared was not correct. She was particularly concerned with information regarding probationary employees not being eligible for other positions while being in probationary status, and she referenced Merit Rule 50.100.5. President Phillips also expressed concern over the font size being used in postings and concern over classification studies that have been requested and have not been done. As a consequence of her union affiliation, President Phillips feels she is being discriminated against in the selection for the Personnel Coordinator position.

Public Comments

Herrieze Jones who currently holds the title of Clerical III has spoken to her supervisor, Janet Levenson, and Ms. Levenson agrees Ms. Jones' position should be upgraded to a Senior Records Clerk position. Denise Diggs-Ray of BCCE expressed that current staff feels that the Personnel Commission is concerned more with new hires and is neglecting current staff. Commission staff has not addressed an issue regarding an employee that was laid off last year.

Herrieze Jones stated that her test scores were mailed to the wrong address.

Commissioners Reports

Commissioner Doolan expressed concern that on one hand there are issues brought up by BCCE not being addressed and on another, the Commission is not fully staffed and during the budget adoption meeting, the Commission was given two FTE instead of three FTE as originally planned, with only one currently in position. Commissioner Doolan also explained that his term as Commissioner has expired,

but by mutual agreement between BCCE and himself, he will remain in service to the Commission either for an additional 90 days as allowed by Education Code, or until BCCE finds a replacement and the Board approves, whichever event happens first. He would like to get the Merit Rules revision completed since this project has been outstanding for several years.

Personnel Director

No items to report

Consent Items

President Phillips is requesting to pull the Instructional Technician eligibility list.

Chairperson Lee made the motion to ratify the following eligibility lists:

1. Budget Analyst
2. School Secretary III
3. Personnel Coordinator
4. Student Welfare & Attendance Specialist
5. Instructional Assistant Early Childhood Education
6. Specialist, Interpretation and Translation

Approved 3 – 0

Regarding the Instructional Technician, President Phillips is concerned that the EDP Coordinators are conducting group interviews and Ms. Phillips is claiming that this is a violation of the Merit Rules since they are not the hiring authorities and are not managers. She also claims that the hiring process is in violation of the Merit Rules because the sites with vacancies are not being given the top three ranks, but instead group interviews are being conducted. The program supervisor, Emily Nathan, will be meeting with Delia Ruiz, Assistant Superintendent, Human Resources, and Director Perez to review the hiring process to ensure compliance with Merit Rules.

Chairperson Lee motioned to ratify the Instructional Technician eligibility list.

Approved 3 – 0

Additional Action Items

Chairperson Lee motioned to approve the October 6, 2011 meeting minutes.

Approved 3 – 0

Commissioner Aoyagi noted that Denise Diggs-Ray’s name was misspelled and reference to August 9th minutes needs correction. President Phillips noted that “p” in president should be capitalized.

Chairperson Lee motioned to approved the September 1, 2011 as amended.

Approved 3 – 0

Chairperson Lee motioned to approve the November 10, 2011 meeting minutes. President Phillips stated that her name does not indicate her title. She also stated that she did not say that the Brown Act allows anyone to add items to a meeting agenda. Chairperson Lee wanted clarification on the last bullet under Discussion Items in the minutes. Chairperson Lee also clarified that the minutes are approved as amended.

Chairperson Lee motioned to approved November 10, 2011 meeting minutes as revised.

Approved 3 – 0

Chairperson motioned to allow Director Perez the authority to certify the eligibility lists retroactive from November 11, 2011 in order to expedite hiring.

Commissioner Aoyagi amended motion to authorize the Director, Classified Personnel to certify eligibility lists retroactively from November 11, 2011 to present and from present to June 30, 2012 with

the understanding that no appointment will be made from a promotional eligibility list until notification of test results have been sent to the candidates and until the seven days have passed.

Approved 3 – 0

Chairperson Lee stated that we did not have any dates so the Commission needed to establish future Personnel Commission meeting dates and times. The next meeting is scheduled for January 5, 2012, at 4:00pm.

President Phillips asked Commission include new hires in reports.

Meeting adjourned at 5:42pm.

Respectfully Submitted,



Randy Perez
Secretary to the Personnel Commission

1/2/2012

Date

Approved,

Dan Lee
Chairperson, Personnel Commission

Date