

Berkeley Unified School District

2134 Martin Luther King Jr. Way, Annex Conference Room
Berkeley, CA 94710

Personnel Commission

Dan F. Lee, Chairperson Ann Aoyagi, Vice-Chairperson

Randy Perez, Secretary

Meeting Agenda

March 1, 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. **Consent Items**
 - Ratification of Eligibility List Chairperson Lee
 - a) Administrative Coordinator p. 2
 - b) Library Media Technician – Elementary p. 3
 - c) Specialist, Data Integrity p. 4
 - d) Food Service Assistant p. 5
- 5. **Approval of Minutes** Chairperson Lee
 - Approve February 2, 2012 Meeting Minutes p. 6-8
- 6. **Discussion Item**
 - These items are open for discussion and do not require action.
 - a) Staff Appreciation Event
- 7. **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
- 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 :

**Administrative Coordinator
(Open)**

Written Examination:

November 29, 2011 and February 13, 2012

Oral Fitness:

December 9, 2011

List Established by Personnel Commission:

February 23, 2012 to expire February 23, 2013

Open:

- | | | |
|---|--------|---------|
| 1 | Laura | deTar |
| 2 | Miriam | Feiner |
| 3 | Jami | Fordyce |
| 4 | Eva | Antczak |

Randy Perez
Secretary, Personnel Commission

Certification Date

Dan Lee
Chairperson, Personnel Commission

Ratification Date

Berkeley Unified School District

Merit System

Eligibility List for : **Library Media Technician, Elementary**
(Promotional & Open)

Written Examination: **January 20, 2012**
Oral Fitness: **February 10 and February 13, 2012**

List Established by Personnel Commission: **February 22, 2012 to expire February 22, 2013**

Promotional:

| | |
|------------|--------|
| 1 Jennifer | Gordon |
| 2 Amber | Bayles |

Open:

| | |
|-------------|---------|
| 1 Cassey | Lee |
| 2 Lisa | Hubbell |
| 3 Josephine | Sayers |
| 4 Mardawn | Wendt |
| 5 James | Gleason |
| 6 Christine | Denton |
| 7 Kasia | Kessler |

Randy Perez
Secretary, Personnel Commission

Certification Date

Dan Lee
Chairperson, Personnel Commission

Ratification Date

Berkeley Unified School District

Merit System

Eligibility List for : **Specialist, Data Integrity
(Open)**

Performance Examination: **January 20, 2012**
Oral Fitness: **February 3, 2012**

List Established by Personnel Commission: **February 14, 2012 to expire February 14, 2013**

Open:

- | | |
|----------|-------------|
| 1 James | Tharp |
| 2 Juliet | Bonczkowski |

Randy Perez
Secretary, Personnel Commission

Certification Date

Dan F. Lee
Chairperson, Personnel Commission

Ratification Date

Berkeley Unified School District

Merit System

Eligibility List for : **Food Service Assistant
(Open)**

Written Examination: **December 19, 2011**
Performance Exam: **January 30, 2012**

List Established by Personnel Commission: **February 7, 2012 to expire February 7, 2013**

Open:

| | | |
|----|---------------|-----------|
| 1 | Jasmine | Hubbard |
| 1 | Samuel | Munoz |
| 2 | Kimberly | Hurth |
| 2 | Teal | Tolbert |
| 3 | Jeremy | Cohen |
| 4 | Stephanie | Woo |
| 4 | David | Fair |
| 5 | Michaelangelo | Johnson |
| 6 | Shirnea | Grant |
| 7 | Romanzie | Love |
| 8 | Nirmala | Lal |
| 8 | Jennie | McIntosh |
| 9 | Katie | Bennett |
| 9 | Sheree | Hunter |
| 9 | Raymond | Jacobs |
| 10 | Laurie | Young |
| 11 | Hermena | Hamilton |
| 12 | Anthony | Johnson |
| 13 | Lydia | Fernandez |

Randy Perez
Secretary, Personnel Commission

Certification Date

Dan Lee
Chairperson, Personnel Commission

Ratification Date

February 2, 2012 Meeting Minutes

Call to Order

The meeting was called to order at 3:04pm, a quorum was established and the Commission went into closed session.

Chairperson, Lee reported back from Closed Session the following

The Commission returned from closed session at 4:16pm and reported that the Commission will be hearing an appeal and will be hiring a hearing officer. They discussed other litigation not related.

Approval and Adoption of Agenda

Paula Phillips, President, BCCE, commented that the format keeps changing from meeting to meeting. The union's comments were after the **Adoption of Agenda** and now the union is last. Commissioner Lee stated all reports were moved to last. Paula Phillips stated this might pose a problem for the union as they have a budget advisory meeting today at 5:30 pm and have to leave by 5:00 pm. She is also requesting that the Commissioners' reports and the Personnel Director's report on the classification & compensation study be made as early as well. Members have reported that Mr. Perez made a report during the Professional Development Day. It's important for the union to know what Mr. Perez has to say.

Commissioner Doolan made a motion to move the Union Comments early so President Phillips can attend her meeting. Motion to approve agenda as changed:

Approved 3 – 0

Reports

Union

President Phillips commented that members are still concerned with the fact that they are not getting their examination results. Positions are being filled without being given the opportunity to appeal the examination results. Also, the union is concerned about vacancies not being filled within a reasonable amount of time. The union was informed about an issue with the Senior Records Clerk at King Middle. While the Personnel Director did place a BCCE member in the position as a limited term employee, the member that is in that position is bilingual but has not been administered the bilingual assessment and is being asked to use her bilingual skills. President Phillips also expressed that the process of screening applications is unfair. In one instance, Mr. Perez reviewed an applicant's personnel file with the intent of screening him out. The union would like to know if he is screening or reviewing personnel files of every internal employee of the District when they apply for promotional opportunities. If this is the case then they feel that there is a disparity in treatment as the District is not able to verify the work history of external applicants.

Public Comments

No public comments were made.

Commissioners'

Commissioner Roy Doolan commented that this was his last regular meeting. He urges the union to fill the position as soon as possible so representation of a 3rd commissioner is not lost. He expressed that he has enjoyed being a Commissioner. Vice-Chairperson Aoyagi commented that she, Chairperson Lee and Secretary Perez attended a conference in San Diego. She was very impressed with the breadth and depth of knowledge presented. Chairperson Lee commented that he was excited about the technology available and got a lot out of the conference. He is hopeful we will be able to improve technology and operations.

Secretary Perez commented that he looked into the situation with Rafael Adames. He met with Burr Guthrie, Principal of Adult School, and was told that the work that was being performed by Mr. Adames prior is now automated. President Phillips, BCCE commented that there is a contractor at Berkeley Adult School. Secretary Perez commented that the contractor is setting up the automation. He's setting up the software and technology and he's providing people with training on how to use the technology. President Phillips stated that she wanted to bring to the Commission's attention that the union filed an unfair practice charge. The Administrative Law Judge ruled in favor of the union over the District's refusal to bargain over effects of the 2010 lay-offs. The fact that the system is now automated is now a subject of negotiations. The union requests a report from Mr. Perez on his statement.

Personnel Director

Director Perez met with Patricia Landau, who has worked as a personnel director and executive director of HR. She has done trainings for CASBO, ACSA, CSPCA and has presented for the Merit Academy. She currently has her own compensation & classification consulting business. The comp & class study will likely take at least two years to complete. Secretary Perez will still need to meet with Delia Ruiz and Bill Huyett on next steps.

Consent Items

Chairperson Lee motioned to have the following eligibility list ratified:

- a) Interpreter for the Deaf

Approved 3 – 0.

Secretary Perez requested approval for the designation of "Spanish bilingual" for Instructional Technician at LeConte. Emily Nathan, Program Supervisor commented that LeConte was a two way immersion school. Therefore, the homework can be in Spanish and in English. Ms. Nathan said it would be very beneficial to the program to have someone who is able to assist the students and parents with questions.

Chairperson Lee made the motion to approve.

Approved 3-0.

Conference Item

Chairperson Lee requested approval of future Personnel Commission meetings.

Approved 3-0.

Additional Action Item

Approval of Minutes/ February 2 2012.

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

Approved 3—0

Next Meeting

No Items at this time.

Meeting adjourned at 4:58pm.

Respectfully Submitted:

Randy Perez
Secretary, Personnel Commission

Date

Approved:

Dan F. Lee
Chairperson, Personnel Commission

Date