

April 12, 2012 Meeting Minutes

Call to Order

The meeting was called to order at 3:39pm, a quorum was established and the Commission went into closed session.

Reported from Closed Session

The Commission returned from closed session at 4:00pm. Chairman Dan Lee reported that the Commission will be having a hearing on a disciplinary matter for a District employee.

Approval and Adoption of Agenda

Chairperson Lee commented that he attended a meeting of the Budget Advisory Committee. He would like to handle discussion items and comments with a format similar to that used by the Superintendent and Deputy Superintendent.

Chairperson Lee asked if there were any changes to the agenda. No changes were requested. He asked if there were any consent items that needed to be pulled. Mary Buttler, Director of Personnel Services, had an update on a job description that was taken to the Board. Paula Phillips, President, BCCE, commented that she would like the union reports/public comments to be moved up to the beginning of the agenda because she needed to leave at 4:30 pm. She also commented that the agenda format keeps changing and union reports keep moving to the bottom of the agenda. Chairperson Lee stated that the reports were for items not on the agenda. Comments can be made on items on the agenda as they come up. Denise Diggs-Ray commented that the commission should have written procedures as suggested by former Commissioner Doolan. Chairperson Lee commented that the union reports were before the public comments and that the decision was being followed.

Approved 2 – 0: to move the union report to the top of the April 12 agenda.

Reports

Union

BCCE President Paula Phillips distributed a handout entitled, "BERKELEY UNIFIED SCHOOL DISTRICT, Classified Personnel Office, NATURE AND PURPOSE OF THE MERIT SYSTEM: AN EXPLANATION." President Phillips stated that the document was adopted in 1989. She drew attention to the first item: "Assures that all potentially interested applicants for employment are aware of position vacancies through public notices and announcements (which must include duty statements and minimum eligibility requirements)." A discussion ensued regarding potential vacancies and the role of the commission.

President Phillips stated that it was the role of the commission to post vacancies and the role of the Classified Personnel Director to notify employees on the re-employment list of positions for which they are qualified. She also said that she was unclear if reemployment notices are being reviewed or if there had been an opportunity to review them. She then called everyone's attention to Item 6 of the document handed out concerning persons improperly appointed. She also stated that this particular item was taken from the Ed Code. She also stated that the person appointing improperly can be subject to misdemeanor charges. Chairperson Lee asked if President Phillips had a citation. She did not but stated that she could send it.

President Phillips notified the commission and Classified Personnel Director Randy Perez that limited term positions which exceed 15 days are not being reported to the union and that the District is in violation of the Writ. She also stated her belief that there are several vacancies that are being filled without the union being notified within the 5 days requirement. She is requesting that the union be automatically notified of these vacancies. She also stated that the position of Senior Personnel Assistant in the Human Resources office has been vacant since August and there has been no list established for this position; it was posted but not tested for. President Phillips added that the District is still not posting limited term assignments, and, therefore, not everyone is aware of the assignments.

President Phillips also wanted to bring attention to the classification study and stated that the commission was in violation of its own rules regarding the implementation of the study. She stated that this was not acceptable to the union. She also requested an update on the revision of the Merit Commission Rules.

Commissioners' Reports

Personnel Director

Secretary Perez gave an update on the Classified Staff Appreciation Event. The event is scheduled for May 24, 2012 from 4:00 pm – 6:00 pm at the B-Tech location.

Vice Chairperson Aoyagi mentioned that she did not have a report but was very anxious to begin working again on the Merit Rules.

Chairperson Lee wanted to comment on the comment that was made for posting jobs. He wanted to suggest that postings be made available through the departments and that other effective ways of posting be implemented.

Consent Items

Chairperson Lee moved to ratify eligibility list Items A- F.
Approved 2 – 0.

Chairperson Lee asked if there were any questions or comments on the commission budget. Chairperson Aoyagi suggested that there be a separate meeting to review the budget prior to finalizing. Chairperson Lee suggested that the 1 FTE Admin Assistant be added to the budget. Denise Diggs-Ray, BCCE, inquired if there were any monies set aside for physical fitness tests. Mary Buttler, Director of Personnel Services, stated that the District had considered physical fitness tests and that this would not be something that would come out of the commission's budget but rather the Risk Management budget. Director Buttler commented that pre-employment physical exams would be reviewed at a later date. The District has not yet developed a protocol and nor do they have the funding at this time. A discussion ensued regarding these exams.

Public Comments

Mary Buttler gave an update on the Administrative Assistant position. The District and the Superintendent have agreed that the position belongs in the Personnel Commission budget.

Chairperson Lee asked if they could establish a date for the budget committee follow-up. The date was confirmed as April 19, 2012 at 4:00 pm.

Denise Diggs-Ray made a comment that she wanted included in the minutes. She was concerned about the pre-employment testing. She believes that the commission is more concerned about the incoming employees rather than employees that are currently here.

Conference Item

Chairperson Lee requested a report from Director Buttler regarding changes to the job descriptions for Supervisor, Family Engagement and Equity and Site Coordinator, Family Engagement. Interim BSEP Manager Monica Thyberg was in attendance to speak about the descriptions. Thyberg noted that, based upon input from the community, the District was moving to a centralized model. It is now necessary for the District to present the two job descriptions that were approved from the Board last night and are now seeking approval from the commission. The Board approved 1 FTE for the Supervisor and 3 FTE for the Site Coordinators. The new Coordinator positions are in BCCE, range 50. The supervisor position is in Local 21. Thyberg also clarified that there was a title change for Parent Outreach and Translation Services.

There were some eliminations of the former Parent & Community Partnerships staff positions. The former Parent Liaison positions were eliminated last fall; the manager was eliminated during the Board meeting on April 11, 2012. Of the three new Site Coordinator positions, one is required to be bilingual.

Chairperson Lee moved to approve both job descriptions with 1 FTE Spanish bilingual required.
Approved 2-0.

Additional Action Item

Approval of 5 step placement retroactive to February for Darleen Glaim, Interpreter for the Deaf.
Approved 2—0

Next Meeting

No Items at this time.
Meeting adjourned at 5:15pm.

Respectfully Submitted:

Randy Perez
Secretary, Personnel Commission

Date

Approved:

Dan F. Lee
Chairperson, Personnel Commission

Date