

Personnel Commission Meeting Minutes

October 3, 2013 4:30PM

1. Call to Order

The meeting was called to order at 4:32pm.

2. Roll Call & Establishment of Quorum

Chairperson Aoyagi, Vice-Chairperson Carter and Commissioner Lee were present and a quorum was established.

3. Public Comments (15 minute limit)

David Kirwin, BCCE member, commented that he has yet to receive any response from Ewing Consultants related to the classification study survey and his job description. Secretary Perez stated that he has recently received the related job description and will forward it to Mr. Kirwin for review. Secretary Perez also stated he would meet with Mr. Kirwin to discuss any further concerns he has.

Keith Summers, BCCE member, commented that he has still not received any communication on his application for Food Service Satellite Operator position at Thousand Oaks. Secretary Perez stated that the Nutrition Services administrator had selected someone from the eligibility list to hire in that position. Mr. Summers commented that he was not interviewed for the Thousand Oaks position. Paula Phillips, President, BCCE, stated that, in the past, interviews were done for each position for each specific location, rather than a district-wide interviewing process for a specific position, regardless of the location. President Phillips also commented that the BCCE has requested the reason why Mr. Summers was denied a promotional position. Secretary Perez stated that he will contact the administrator of Nutrition Services to obtain the requested information.

4. Approval & Adoption of Agenda

No vote taken.

5. Approval of Minutes

President Phillips requested that item 6d be corrected to reflect Ms. Deblasi was demoted in lieu of a layoff, not reclassified.

President Phillips requested that item 6e include her comments that if the Personnel Commission approved the limited term assignment, that the Personnel Commission would be in violation of the court ordered writ between the District and the BCCE.

President Phillips requested that item 8a to be corrected to reflect that Janet Hurtado should not be listed on the eligibility list, but that Ms. Hurtado resigned the position of Site Coordinator and therefore should be designated as considered for reinstatement by the District.

President Phillips requested that she would like the BCCE identified by name in the minutes, rather than the phrase "union".

Chairperson Aoyagi requested that the title of the minutes be spelled out rather than abbreviated.

There was consensus that the Minutes of September 12 would be amended and approved at the next meeting.

6. Conference Items

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

- a) Approve limited term assignment for a retired Berkeley Unified School District employee

Alexander Hunt, Principal, Malcolm X Elementary presented additional information supporting the need for a limited term assignment for a former, retired, BCCE member. Many members of the public, including BCCE and BFT members, provided supporting testimony on behalf of the retiree and support of having her placed in the limited term assignment. President Phillips stated that if the Personnel Commission were to approve this item, it would be a violation of the writ of mandate between the BCCE and the District and requested the Commission to deny this request.

Approved: 3-0

- b) Rescheduling of Classification Appeal Hearings

President Phillips stated that not all BCCE members have received recent copies of their job classifications and expressed concern that the information that has been sent out to BCCE members is inaccurate, including incorrect classifications. President Phillips stated that the purpose of the classification study is not to create new job classifications, but to analyze what employees are currently doing. Secretary Perez stated that Ewing Consultants would be available to attend appeals hearings on October 28 and October 29. President Phillips stated that the BCCE will be in negotiations on October 28, and requested an alternate date. The Commission agreed to meet on October 29 and that a second hearing would be scheduled in November.

7. Old Business

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

- a) The commission discussed the provisional and limited term opportunities for BCCE unit members.

Vice-Chairperson Carter suggested the idea of "flex time" for employees to have a chance to observe other positions in the district on a short-term (couple of hours to half-day) basis. President Phillips commented that the BCCE is concerned that in the past administrators have selected provisional candidates inappropriately, sometimes choosing friends and family. Assistant Superintendent Delia Ruiz stated that the District is not aware of provisional appointments being made based on nepotism.

8. Consent Items

Ratification of Eligibility List

- a) Program Supervisor, CNN
- b) Instructional Assistant, Early Childhood Education
- c) Instructional Assistant, Special Education, Attendant
- d) Vehicle & Equipment Mechanic
- e) Instructional Technician

Approved: 3-0

9. Information Items

Examinations Administered in the Month of September:

Instructional Assistant, Early Childhood Education
Program Assistant
Program Supervisor, CNN
Vehicle & Equipment Mechanic
Instructional Assistant, Special Education, Attendant
Food Service Assistant

New Hires Processed in the month of September:

Robert Fleming, New Hire, Custodian I
Salli Lundgren, New Hire, Instructional Technician
Jamila McGrady, New Hire, School Safety Officer
Laura Rivas, New Hire, Site Coordinator, Family Engagement (Bilingual)
Krsytol Schoepf, New Hire, School Bus Driver
Alvin Tuason, New Hire, Custodian I
Tashi Dhondup, Promotion, Senior Food Service Assistant

10. Reports

a) Union

President Phillips commented that the New Hire Orientation held on October 2 was well received and attended. President Phillips commented that BCCE members are feeling disrespected in their workplaces and by their managers and supervisors. President Phillips stated that the BCCE is concerned about a comment made by Ewing Consultants regarding the Classification and Compensation Study about how the consultants are ready to move forward on the compensation component of the study. President Phillips questioned how the compensation component could take place while the classification component was still occurring. Secretary Perez commented the consultant was prepared to begin the compensation component based on the previous appeals hearing dates, but, since those dates have changed, the compensation component has been suspended until the appeals hearings are completed.

President Phillips commented that a BCCE member has requested a demotion in lieu of layoff as a result of the Cooking and Gardening layoffs. Secretary Perez commented that the BCCE member received the layoff notice July 1, 2013 with instructions to submit the form within 10 business days. Secretary Perez stated that the form was received on or about September 26, 2013.

b) Commissioners Reports

Commissioner Lee reported that he was not going to reapply to serve as a Commissioner, effective December 2013. Commissioner Lee commented that he would be willing to serve 6 additional months, if the District required, while a new candidate is recruited.

c) Personnel Director

I. Classification and Compensation Study

No additional information was provided.

II. Update on Neogov

Secretary Perez commented that work with Neogov is currently on hold due to HR staffing concerns and other priority tasks, including the Compensation Study, but that work would continue in November and December.

11. Public Comments (15 minute limit)

President Phillips inquired as to how the District was currently recruiting for the Personnel Commission position. Assistant Superintendent Ruiz commented that the posting was placed on the home page of the Berkeley Unified School District's web site on September 6, 2013.

12. Next Meeting

November 7, 2013 at 4:30pm

13. Adjournment

The meeting was adjourned at 7:00pm.

Respectfully Submitted,

Randy Perez
Secretary to the Personnel Commission

Date

Approved,

Ann Aoyagi
Personnel Commission Chairperson

Date