

Berkeley Unified School District
Personnel Commission Meeting Minutes

July 3, 2014 4:30PM

1. Call to Order

The meeting was called to order at 4:33pm.

2. Roll Call & Establishment of Quorum

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

3. Public Comments (15 minute limit)

Daena Satterwhite commented that she has requested that the current eligibility list for Custodian I be extended for an additional year. Secretary Perez responded that Ms. Satterwhite will be submitting an agenda item request form to the Personnel Commission to have it included on the agenda for August.

Carol Niehus, School Secretary I, commented that she is writing a request to the Personnel Commission regarding the testing process for the Personnel Assistant and that she feels that the process was flawed.

Ronesha Norwood-Coleman, former Instructional Assistant, Special Education, Attendant, requested to be reinstated to her previous position. Chairperson Carter commented that at this time, no action can be taken on this matter, but recommended Ms. Norwood-Coleman to complete and submit an agenda item request form.

4. Approval & Adoption of Agenda

Approved, 3-0

5. Approval of Meeting Minutes

Vice-Chairperson Aoyagi requested to include "Berkeley Unified School District" in the title of the meeting minutes going forward. Vice-Chairperson Aoyagi also requested the following corrections to the June 12, 2014 minutes:

- a. Page 3; section B, last sentence corrected to the following: Vice-Chairperson Aoyagi moved to extend the provisional assignment to June 13, 2014, the last day of the school year for which the provisional employee was needed.

Approved as amended, 3-0

6. Consent Items

Ratification of Eligibility Lists

- a) Maintenance Technician
- b) Specialist, Data Integrity

Paula Phillips, President, BCCE, commented that the Specialist, Data Integrity list did not have the candidate numbered. Secretary Perez commented that it would be corrected.

Approved, 3-0

7. Information Items

Examinations administered in the month of June, 2014

Classification-

Clerical Assistant II, Bilingual

Custodian I

Instructional Assistant, Special Education

Maintenance Engineer
 Maintenance Technician
 Manager, Plant Operations
 Program Assistant
 Supervisor, Risk Management, Workers Comp and Benefits
 Site Coordinator, Family Engagement
 Specialist, Data Integrity
 Workers' Compensation Specialist

New Hires/New Assignments processed in the month of June, 2014

| <u>Name</u> | <u>Type</u> | <u>Classification</u> | <u>Location</u> |
|--------------------|-------------|---------------------------------|-------------------|
| Haiqing Chen | Promotion | Library Media Tech, Secondary | BHS |
| Sandra Inouye | New Hire | Budget Analyst | Business Services |
| Sara Garcia | New Hire | School Safety Officer | BHS |
| Delia Lopez-Caloca | New Hire | Instructional Assistant, ECE | Hopkins |
| Susan Casillas | New Hire | Senior Records Clerk, Bilingual | King Middle |

8. Reports

a) Union Report

Paula Phillips commented that there are a number of vacancies that are not being filled with permanent employees on a regular basis, nor are BCCE employees being allowed to transfer into these vacancies. President Phillips commented the District is filling these vacancies with limited-term employees. President Phillips stated that the District is abusing its power by hiring limited-term employees and releasing them rather than hiring them at full-time employees. President Phillips commented that physical exams are under the purview of the Personnel Commission and is requesting the Personnel Commission pay for physical exams for all employees that are required to have one, including all Early Childhood Education Instructional Assistants.

President Phillips commented that Secretary Perez has violated the BCCE contract when it comes to notifying members that they are entitled to use extended sick leave once all of their other leaves are exhausted.

President Phillips commented that the District wants to involuntary transfer some BCCE members and that there is an existing process for processing transfers and the District is not following these established procedures.

b) Commissioners Reports

No Commission reports were presented.

c) Personnel Director

I. Classification and Compensation Study

Secretary Perez commented that the Classification and Compensation Study will be tabled until the full Personnel Commission is available, approximately late October or early November.

II. Update on NEOGOV

Secretary Perez commented NEOGOV has now been implemented and that the first job was recently posted via NEOGOV and they are in preliminary testing to make sure all of the components are working correctly. Anthony Langford, Personnel Coordinator, commented that both NEOGOV and EdJoin will be used to advertise recruitments, but going forward only NEOGOV will be used to accept applications.

Secretary Perez stated that as a cost-saving measure, the Board has modified the vacation accruals for all new non-represented employees. All non-management non-represented employees will mirror the vacation accrual of BCCE and non-represented management will accrue at 18 days per year. Previously all non-represented employees accrued 23 vacation days per year.

9. Public Comments (15 minute limit)

Ronesha Norwood-Coleman, former Instructional Assistant, Special Education, Attendant, commented that the District hiring process is very inconsistent and misleading information is frequently provided.

10. Next Meeting

The next regular meeting will on August 7, 2014 at 4:30pm.

11. Adjournment

Meeting adjourned at 5:24pm

Respectfully Submitted,

Randy Perez
Secretary to the Personnel Commission

Approved,

Timothy Carter
Personnel Commission Chairperson

Date

Date