

Berkeley Unified School District
Personnel Commission Meeting Minutes

November 6, 2014 4:30PM

1. Call to Order

The meeting was called to order at 4:30pm.

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)

Joel Swink, Communications Technician, commented that he has assumed responsibilities of a Security Engineer and duties previously carried out by a private contractor, which has resulted in considerable savings for the district. As an action of the Comp & Class Study, Joel Swink requested that the Commission approve his compensation to be equal to that of a Maintenance Engineer. Gregory Williams, Plant Operations Manager, commented that as Joel Swink's supervisor, he is in full support of his request.

Stephen Collins, Plant Operations Manager, commented that he supports the Board's recommendations in regards to the classification study, but is concerned with potential morale issues that may arise with new employees hired in classifications that have salary ranges that will be lowered. He commented that the consultant, Ewing Consulting, did not adequately define the difference between supervisor and manager.

Francisco Martinez, Student Assignment Manager, commented that classification study should have the Admissions Managers' salary range equal that of a Facilities Maintenance and Operations Manager. Stephen Collins, commented that the bilingual stipend that the district provides is very low and based on an old policy from 1972. He indicated that Local 21 would like a 5% differential pay offered to bilingual employees.

Mildred Scherr, Clerical Specialist, commented that the comp and class consultant was unable to provide appropriate job classes for Adult School employees because the consultant failed to research Adult Schools. Ms. Scherr commented that she is performing duties of four different classifications that are at higher ranges; she is requesting an Administrative Coordinator or Administrative Assistant III classification.

Paula Phillips, BCCE President, commented that the Commission, not the District, should recommend salary ranges for the classification study. Ms. Phillips commented that the difference in salaries between new hires and current employees will cause a recruitment problem. She commented that data consultant used from comparative districts was outdated and that the Commission should review their data closely.

4. Approval & Adoption of Agenda

Approved 3-0

5. Approval of Meeting Minutes

a. Meeting minutes for November 6, 2014

Approved 2-0

6. Consent Items

Ratification of Eligibility Lists

- a. Grounds Gardener
- b. Clerical Assistant III
- c. Instructional Specialist, Garden
- d. Instructional Technician
- e. Food Service Satellite Operator
- f. Senior Personnel Assistant

Approved, 3-0

7. Conference Items

- a) Request for Voluntary Demotion

Secretary Perez presented information on behalf of Melina Landry, requesting to be voluntarily demoted to be an Instructional Assistant, Special Ed Attendant, a position for which she applied, tested and is on the eligibility list. Her voluntary demotion is in accordance with Merit Rule 60.200.2

Approved 3-0

8) Discussion Items

- a) Recommendations from the Board of Education relative to the classification and compensation study.

The Commission discussed the recommendations made by the Board regarding the classification and compensation study. The Commission agreed to hold a special meeting to discuss the Classification and Compensation Study.

- b) Request to review examination questions and results.

Lolita Coleman, Administrative Assistant, commented that she was not able to view her test results when she took the Worker's Comp Specialist exam. Timothy Carter, requested that Secretary Perez ask the Executive Director of CODESP to specify in writing if it is in violation of the agreement to share the examination questions and incorrect answers with the test taker.

- c) Working out of classification.

Lolita Coleman, Administrative Assistant, commented that she has been doing duties for the Workers Compensation Specialist and Benefits Supervisor positions, and therefore is requesting a 5% differential pay moving forward and retroactively. Ms. Coleman commented that extra duties have been assigned to her by the Deputy Superintendent.

9) Information Item

- a) Examinations administered in the month of October.
- b) New Hires/New Assignments processed in the month of October.

10) Reports

- a) Union

President Phillips commented that she had nothing to report.

b) Commissioners Reports

Commissioners have nothing to report.

c) Personnel Director

I. Classification and Compensation Study

Secretary Perez commented that special meetings need to be set up to discuss the Classification and Compensation study.

II. Update on Neogov

Secretary Perez commented that Neogov is fully operational. Paula Phillips, inquired about the status of online requisitions. Secretary Perez responded that a larger separate project will be required to implement online requisitions.

11) Public Comments (15 minute limit)

President Phillips, BCCE President, said that the certification process for the Transportation Dispatcher was carried out incorrectly because the open list candidate was the first to interview on the date set for final interviews, even though three promotional candidates were on the current list. Secretary Perez responded that only two candidates were initially sent to the hiring authorities because the other promotional candidates declined interviews. On the date of the interviews, the employees who initially declined interviews said they wanted to interview, and so they were allowed to do so.

12) Next Meeting

The next special meetings will be on November 17, 2014 at 5:00pm, and November 18, 2014 at 4:30pm.

13) Adjournment

Meeting adjourned at 7:06pm

Respectfully Submitted,



Randy Perez

Secretary to the Personnel Commission

Approved,

Ann Aoyagi

Personnel Commissioner

11/12/2015

Date

Date

Berkeley Unified School District
Personnel Commission Special Meeting Minutes

November 17, 2014 5:00PM

1. Call to Order

The meeting was called to order at 5:00pm.

2. Roll Call & Establishment of Quorum

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

3. Approval and Adoption of Agenda

Approved: 3-0

4. Public Comments (15 minute limit)

Paula Phillips, BCCE President, commented that BCCE does not feel the Commission has addressed issues about the differences in salary raises between classified managers and classified rank and file. She also commented that there are discrepancies in salary data and job descriptions that the consultant, Ewing Consulting, used. She requested the Commission not make the study an action item but a discussion item.

Francisco Martinez, Admission's Manager, commented that on behalf of Local 21 and Bernadette Cormier, Transportation Manager, he wanted to point out that the School Bus Driver job duties carry more responsibility than the Delivery Driver job duties and therefore, should be paid at a higher range than the study recommends.

5. Conference Items

A. The Personnel Commission held a discussion on the District-wide Compensation and Classification Study.

Commissioner Lee commented that he is concerned that if positions are pulled out and treated differently, this could result in a morale issue within the District, and so he is prepared to accept the study as is and move forward.

Vice Chairperson-Aoyagi requested pulling the following positions for further discussion: School Bus Driver and Admissions Manager.

Chairperson Carter commented that he would like to see the School Bus Driver keep the same relationship to the Delivery Driver that it has right now. Secretary Perez stated that presently the School Bus Driver is two ranges above the Deliver Driver. Chairperson Carter stated the same two range separation should exist with the new classes.

The Commission took action to approve the classification and compensation study by making motions to approve classes by occupational group. The occupational groups and respective votes are as follows:

All Classes in the Classified Non-Represented Administrators Group

Approved: 3-0

All Classes in the Classified Management Group

Approved: 3-0 – With the exception of the Admissions' Manager to be discussed further

All Classes in the Clerical/Secretarial Group

Approved: 3-0

All Classes in the Community/Public Relations Group

Approved: 3-0

All Classes in the Fiscal Services Group

Approved: 3-0

All Classes in the Maintenance Grounds Group

Approved: 3-0

All Classes in the Human Resources Group

Approved: 3-0

All Classes in the Instructional Technician Group

Approved: 3-0

All Classes in the Instruction Group

Approved: 3-0 with the exception of the Interpreter for the Deaf position to be discussed further

All Classes in the Library Media Group

Approved: 3-0

All Classes in the Maintenance & Operations Group

Approved: 3-0 – with the exception of the Telecommunications Specialist to be discussed further

All Classes in the Nutrition Services Group

Approved: 2-0

Commissioner Lee abstained from voting

All Classes in the Purchasing Group

Approved: 3-0

All Classes in the Risk Management Group

Approved: 3-0

All Classes in the Security Group

Approved: 3-0

All Classes in the Student Services Group

Approved: 3-0

All Classes in the Transportation Group

No motion taken; to be discussed at the next meeting

All Classes in the Warehouse Group

Approved 3-0

6. Public Comments (15 minute limit)

Paula Phillips, President BCCE, commented that the commission has fallen short in its responsibilities to serve its classified employees and so BCCE will reconsider whether the Commission should continue to exist or not.

7. Next Meeting

The next special meeting will be on November 18, 2014 at 4:30pm.

8. Adjournment

Meeting adjourned at 6:29pm

Respectfully Submitted,



Randy Perez
Secretary to the Personnel Commission

Approved,

Ann Aoyagi
Personnel Commissioner



Date

Date

Berkeley Unified School District
Personnel Commission Special Meeting Minutes

November 18, 2014 4:30PM

1. Call to Order

The meeting was called to order at 4:30pm.

2. Roll Call & Establishment of Quorum

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

3. Approval and Adoption of Agenda

Approved: 3-0

4. Public Comments (15 minute limit)

Johnnie Billups, School Bus Driver, commented that he's concerned about the requirements for the Transportation Dispatcher who is being recommended for a salary increase but who did not meet minimum qualifications at the time she was hired.

Irma Parker, Parent Liaison, voiced concern over whether the classification and compensation study will be approved after all the time and work that went into the past study and now this study.

Paula Phillips, BCCE President, commented that she is concerned about how the classification and compensation study is being conducted because the Commission should not be receiving recommendations from the District prior to the Commission approving the study.

Angela Banks-Robinson, School Bus Driver, commented that the current Transportation Dispatcher is not qualified for the job and is putting students in danger.

Joseph Baca, School Bus Driver, commented that the current Transportation Dispatcher lacks experience for her position.

Tim Mull, Field Supervisor, commented that the current Dispatcher has satisfactorily met all requirements and qualifications for the Transportation Dispatcher position.

5. Conference Items

- A. The Personnel Commission resumed the discussion from yesterday regarding the District-wide Compensation and Classification Study.

The Commission took action to approve the classifications that were tabled from yesterday's meeting. The classifications and votes were as follows:

Admissions Manager:

Vice-Chairperson motioned to approve the Admissions Manager at range 76

Not Approved: 1 - 2; Admissions Manager approved at range 73

Vice-Chairperson Aoyagi voted for, Chairperson Carter and Commissioner Lee voted against

Interpreter for the Deaf

Chairperson Carter motioned to approve the Interpreter for the Deaf at range 52

Approved: 2 – 1

Chairperson Carter and Vice-Chairperson Aoyagi voted for, Commissioner Lee voted against

Telecommunications Specialist:

Vice-Chairperson Aoyagi motioned to approved the Telecommunications Specialist at range 56

Approved: 3 – 0

School Bus Driver

Chairperson Carter motioned to approved the School Bus Driver at range 43

Approved: 3 – 0

Transportation Dispatcher

Vice-Chairperson Aoyagi motioned to approve the Transportation Dispatcher at range 46

Not Approved: 2 – 1; Transportation Dispatcher approved at range 45

Vice-Chairperson Aoyagi voted for, Chairperson Carter and Commissioner Lee voted against

All Other Classifications in the Transportation Group

Approved: 3 – 0

Chairperson Carter motioned to approve Mildred Scherr to the Accounting Technician classification.

Approved: 3 – 0

6) Public Comments (15 minute limit)

Dan Lee, Commissioner, commented that this is the end of his term on the Commission after seven years of service.

7) Adjournment

Meeting adjourned at 6:05pm

Respectfully Submitted,

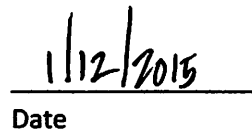


Randy Perez

Secretary to the Personnel Commission

Approved,

Ann Aoyagi
Personnel Commissioner



Date

Date

Berkeley Unified School District

Merit System

Eligibility List for :

**Custodian I
(Open & Promotional)**

Performance Examination:

October 21, 2014

Oral Examination:

October 31, 2014

List Established by Personnel Commission: **January 15, 2015 to expire January 15, 2016**

Promotional

1 Nikkya Harris

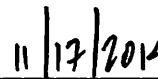
Open

1 Michael	Reed
2 Omar	Iddeen
3 Jhony	Condor
4 Gustavo	Alfaro
4 Ronnell	Stanton
4 Jamal	Whitworth
5 Ronald	Pursley*
6 Praneshwar	Chandra
7 Edwin	Asis
8 Barry	Murphy
8 Rickey	Pickens*
9 Christopher	Czerwinski*
10 Duy	Nguyen
11 Julius	Chulu
11 Rhynell	Mouton
12 Keith	Wilright

** Eligibility to expire August 7, 2015*



Randy Perez
Secretary, Personnel Commission



Date

Ann Aoyagi
Commissioner

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Instructional Assistant, Special Education, Attendant
(Open)**

Written Examination: **October 17, 2014**

Oral Examination: **November 4, 2014**

List Established by Personnel Commission: **January 15, 2015 to expire January 15, 2016**

Open

1 Valerie	Wagner
2 Risa	Pedzewick
3 Andrea	Devenuto
3 Joy	Sledge
4 Briginia	Mills*
5 Deborah	Shipley
5 Michele	Walker*
6 Isaiah	Lopez**
6 Johnny	Shoemaker*
7 Reatha	Weaver*
8 Pamela	Morgan

* *Eligibility expires August 7, 2015*

** *Eligibility expires May 1, 2015*

*** *Eligibility expires February 13, 2015*



Randy Perez
Secretary, Personnel Commission

11/20/2014

Date

Ann Aoyagi
Commissioner

Date

Berkeley Unified School District

Merit System

Eligibility List for :

**Purchasing Agent
(Open)**

Written Examination:

November 6, 2014

Oral Examination:

November 21, 2014

List Established by Personnel Commission: **January 15, 2015 to expire January 15, 2016**

Open

1 Umiika Wright

2 Tom Bollinger



Randy Perez

Secretary, Personnel Commission

12/2/2014

Date

Ann Aoyagi

Commissioner

Date

Berkeley Unified School District
Merit System

Eligibility List for : **Workers Compensation Specialist**
(Open)

Written Examination: **September 3, 2014**
Oral Examination: **December 17, 2014**

List Established by Personnel Commission: **January 15, 2015 to expire January 15, 2016**

Open
1 Betty Torrian-Lee



Randy Perez
Secretary, Personnel Commission

12/18/2014

Date

Ann Aoyagi
Commissioner

Date

Berkeley Unified School District

Merit System

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

Written Examination: **November 20, 2014**

Performance Examination: **December 17, 2014**

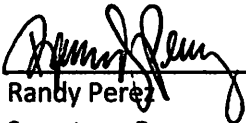
List Established by Personnel Commission: **January 15, 2015 to expire January 15, 2016**

Open

1 David	Berry*
2 Milagro	Andrade
3 Qianmin	Lee*
4 Ashleigh	Hester**
5 Xitlalic	Hernandez

* Eligibility expires February 13, 2015

** Eligibility expires September 4, 2015



Randy Perez
Secretary, Personnel Commission

12/18/2014

Date

Ann Aoyagi
Commissioner

Date

2015 Personnel Commission Meeting Dates and Location

The following dates are proposed Personnel Commission meeting dates for calendar year 2015. The location for the meetings will tentatively be The Tech Lab, Room 126, 2020 Bonar Street.

- January 15, 2015
- February 5, 2015
- March 5, 2015
- April 9, 2015
- May 7, 2015
- June 4, 2015
- July 2, 2015
- August 6, 2015
- September 3, 2015
- October 1, 2015
- November 5, 2015
- December 3, 2015

Examinations Administered in the Month of November & December:

Classification-

Custodian I
Workers Compensation Specialist
Instructional Assistant, Special Ed, Attendant
Executive Assistant to the Superintendent
Purchasing Agent
Security Engineer
Instructional Assistant, ECE
Instructional Technician
Food Service Assistant
Personnel Coordinator, Personnel Commission
Maintenance Engineer
Clerical Assistant III
Payroll Supervisor

New Hires/New Assignments Processed in the Month of November & December:

<u>Name-</u>	<u>Employment Type-</u>	<u>Classification-</u>	<u>Location-</u>
Nagat Alwasim	New Hire	Instructional Technician	LeConte
Deidre Diggs	New Hire	Food Service Satellite Operator	B-Tech
Chawn Jackson	New Hire	Transportation Dispatcher	Transportation
James Small	New Hire	Instructional Technician	Emerson
Angela Sutton	New Hire	School Safety Officer	Adult School
Nicole Zekster-Cruz	New Hire	IS Garden	Longfellow & BAM