

Personnel Commission Meeting Minutes

July 2, 2015 - 4:30 pm

1. Call to Order

The meeting was called to order at 4:31 p.m.

2. Roll Call & Establishment of Quorum

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

3. Public Comments

Elizabeth Haro, Administrative Secretary, commented that she has utilized bilingual skills in her position.

Mark Coplan, Public Information Officer, commented that the District needs to provide services for all of the languages spoken by the district's students, and said he advocated for greater compensation for employee's offering those translation services.

4. Closed Session

The Personnel Commission met in closed session to discuss the performance evaluation for the Classified Personnel Director.

5. Report from Closed Session

Ann Aoyagi commented that the commissioners will combine their comments to complete the performance evaluation for the Classified Personnel Director.

6. Approval & Adoption of Agenda

Approved, 3-0

7. Meeting Minutes

a) June 4, 2015

Approved, 3-0.

8. Consent Items

Ratification of Eligibility Lists

a) Instructional Technician, EDP

b) Instructional Assistant, ECE

c) School Bus Driver

Approved, 3-0.

9. Discussion Item

a) Francisco Martinez, Admissions Manager, on behalf of Local 21, requested an update to the current bilingual pay differential. He commented that there exists precedence from the District both for salary and shift differentials. Local 21 is requesting a 5% differential for those who speak, read and write in another language, and a 3% differential for those that can converse fluently in another language.

Isabel Parra, Translation Specialist for the Office of the Superintendent, commented that she has been employed with the district for 28 years and has consistently interpreted and translated for parents and students. She noted that since 1972, bilingual employees who utilize their language skills have only been compensated \$15 a month.

A parent of a student in BUSD, stated, in Spanish, that bilingual employees assist families who speak only Spanish to communicate with staff. Tracie DeAngelis, Human Resources Analyst, commented that she depends on Spanish-speaking employees to communicate with parents and students who aren't proficient in the English language.

Chairperson Aoyagi asked if the Personnel Commission has the authority to change bilingual skill compensation from a stipend to a salary percentage. Secretary Perez responded that the Educational Employment Relations Act indicates that wages, including differentials and stipends, are under the purview of the Board and not the Personnel Commission, and that BCCE is currently negotiating bilingual pay with the district.

Vice-Chairperson Ortiz commented that contract language supersedes Merit Rules, and the Board's decision on compensation can override anything decided by the Personnel Commission. He recommended that it should be presented as an action item for the next Personnel Commission meeting.

Commissioner Carter recommended that the Personnel Commission should make a decision as to whether the differential rules should be updated, rather than pass it on to the Board. He requested to make this an action item at the next meeting.

Commissioner Aoyagi asked Secretary Perez to seek legal opinion as to how much authority the Personnel Commission has over the bilingual skill differential and stated that it will return to the next meeting as an action item.

10. Conference Item

- a. Jay Nitschke, Director of Technology, commented that the use of technology has doubled in the last 3 years, and he requested the creation of a position to improve a structure that will better serve students and teachers. The Board has approved the funding for a Technology Services Supervisor, and now the Personnel Commission must classify the position.

Secretary Perez stated that Technology department currently does not have someone in a position that can oversee the services to all schools and ensure that their technological needs are sufficiently met.

Director Nitschke mentioned that there are only six technicians out at the school sites and that they have been spread thin with the increased use of tablets, laptops, and other technology. Secretary Perez stated that the administrative position will supervise computer technicians assigned to serve school sites.

Approved, 3-0.

11. Reports

- a) Union
None.

- b) Commissioners Reports

Vice-Chairperson Ortiz commented that he will pass along the CSPCA presentation from a recent meeting he attended in San Lorenzo.

c) Personnel Director

I. New Hires and Examinations administered in the month of June

12. Public Comments (15 minute limit)

Commissioner Carter stated that the Personnel Commission should not relinquish its authority and should make decisions regarding certain issues under the purview of the Commission and not seek out legal counsel as a way out of certain issues.

13. Next Meeting

Chairperson Aoyagi commented that she will be out of town for the August meeting and requested that it be moved to one week later. The Commission agreed to hold the meeting on August 12, 2015. Chairperson Aoyagi said that Merit Rule revision process will begin in July. Secretary Perez said the CSPCA model rules can be available on Google Docs for review, and two chapters will be revised per meeting.

14. Adjournment

Meeting adjourned at 6:08pm.

Respectfully Submitted,

Randy Perez
Secretary to the Personnel Commission

Date

Approved,

Ann Aoyagi
Chairperson, Personnel Commission

Date