

**Berkeley Unified School District**  
**Personnel Commission Meeting Minutes**

September 3, 2015 - 4:30 pm

**1. Call to Order**

The meeting was called to order at 4:35p.m.

**2. Roll Call & Establishment of Quorum**

Chairperson Aoyagi and Vice-Chairperson Ortiz were present and a quorum was established. Commissioner Carter was absent for this meeting.

**3. Public Comments**

None.

**4. Closed Session**

**a) Performance Evaluation of the Director, Classified Personnel**

The Personnel Commission went into closed session to discuss the performance evaluation for the Personnel Director.

**5. Report from Closed Session**

Chairperson Aoyagi commented that the evaluation was completed for the Personnel Director.

**6. Approval & Adoption of Agenda**

Approved, 2-0

**7. Meeting Minutes**

**a) July 2, 2015 p. 3 – 5**

Approved, 2-0

**b) August 12, 2015 p. 6 – 8**

Approved, 2-0

**8. Consent Items**

Ratification of Eligibility Lists

**a) Instructional Assistant, Special Education, Attendant p. 9**

**b) Technology Services Supervisor p. 10**

**c) Microcomputer Technician p. 11**

**d) Family Engagement and Equity Supervisor p. 12**

**e) Student Body Account Technician p. 13**

Approved, 2-0

**9. Conference Item**

**a) Request to update Merit Rule 70.100.7 (B) regarding language differential- Chairperson Aoyagi commented that considering the legal opinion provided, it is not in the Personnel Commission's purview to set a differential compensation.**

A motion was made to amend Merit Rule 70.100.7 (B).

Denied, 2-0

**b) Chairperson Aoyagi read an official letter on behalf of the Personnel Commission to the Board of Education recommending that the Board increase the differential compensation provided to employees who are required to utilize bilingual skills in their work.**

A motion was made to accept and submit the recommendation to the Board of Education.

Approved, 2-0

**10. Reports**

a) Union

None.

b) Commissioners' Reports

None.

c) Personnel Director

Secretary Perez commented that the Personnel Coordinator will be attending a NeoGov training in October to learn more about NeoGov's functionality and technical capacity.

**11. Public Comments**

Dan Lee, former Commissioner, commented that he would like to suggest updating the Merit Rules to increase the stipend amount for the Chairperson.

**12. Next Meeting**

The following meeting will be October 1<sup>st</sup>, 2015.

**13. Adjournment**

The meeting was adjourned at 5:21p.m.

Respectfully Submitted,



Randy Perez

Secretary to the Personnel Commission

9/26/15

Date

Approved,

Ann Aoyagi

Chairperson, Personnel Commission

Date

**Berkeley Unified School District**  
Merit System


Eligibility List for : **Instructional Assistant**  
**(Open)**

Written Examination: **August 4, 2015**  
Oral Examination: **August 25, 2015**

List Established by the Personnel Commission: **October 1, 2015 to expire October 1, 2016**

<b><u>Open</u></b>	
1 Wendy	Glassman
2 Miranda	Jones
3 Tiffany	Hu
4 Beatrice	Lipton
5 Luz	Anguiano-Reyes* (Bilingual Qualified)
6 Bettiuna	Murphy*
6 Woodrow	McWhorter*
7 Antonio	Drummond*

***\* Eligibility to expire 2/5/16***

  
\_\_\_\_\_  
Randy Perez  
Secretary, Personnel Commission

8/29/15  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Ann Aoyagi  
Chairperson, Personnel Commission

\_\_\_\_\_  
Date

**Berkeley Unified School District**  
**Merit System**

Eligibility List for : **Administrative Coordinator**  
**(Promotional and Open)**

Written Examination: **August 24, 2015**  
Oral Examination: **September 1, 2015**


List Established by the Personnel Commission: **October 1, 2015 to expire October 1, 2016**

**Promotional**

- 1 Janet Lopez
- 2 Lorraine Mahley

**Open**

- 1 Pamela McGee

  
\_\_\_\_\_  
Randy Perez  
Secretary, Personnel Commission

9/1/15  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Ann Aoyagi  
Chairperson, Personnel Commission

\_\_\_\_\_  
Date

# Berkeley Unified School District

## Merit System

Eligibility List for : **Instructional Technician  
(Open)**

Written Examination: **August 6, 2015**  
Oral Examination: **August 31, 2015**

List Established by the Personnel Commission: **October 1, 2015 to expire October 1, 2016**

### Open

- |            |   |
|------------|---|
| 1 Paul     | Tong                                      |
| 2 Yagoit   | Ahmed*                                    |
| 3 Rafaele  | Lane**                                    |
| 4 Graciela | Zaldivar-Hernanadez (Bilingual Qualified) |

*\* Eligibility to expire Nov 6, 2015*

*\*\* Eligibility to expire April 9, 2016*



\_\_\_\_\_  
Randy Perez  
Secretary, Personnel Commission

9/1/15

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ann Aoyagi  
Chairperson, Personnel Commission

\_\_\_\_\_  
Date

# Berkeley Unified School District

## Merit System

Eligibility List for : **Senior Personnel Assistant  
(Open)**

Written Examination: **August 27, 2015**  
Oral Examination: **September 8, 2015**

List Established by the Personnel Commission: **October 1, 2015 to expire October 1, 2016**

### Open

- 1 Tami Freligh\*
- 2 Halim Coto

*\* Eligibility to expire November 6, 2015*



\_\_\_\_\_  
Randy Perez  
Secretary, Personnel Commission

9/8/15

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ann Aoyagi  
Chairperson, Personnel Commission

\_\_\_\_\_  
Date

# Berkeley Unified School District

## Merit System

Eligibility List for :

**Instructional Assistant, Early Childhood Education  
(Open)**

Written Examination:

**August 19, 2015**

Oral Examination:

**September 10, 2015**

List Established by the Personnel Commission: **October 1, 2015 to expire October 1, 2016**

### Open

1 Renee	Lee*
2 Sherrie	Rodriguez
3 Natalie	Roden*
3 Duana	Brown*
4 Barbara	Aronson
5 Reyna	Aceves**
6 Megan	Root
7 Jasmine	Edgar-Pitcher

*\* Eligibility expires April 02, 2016*

*\*\* Eligibility expires July 2, 2016*



\_\_\_\_\_  
Randy Perez  
Secretary, Personnel Commission

9/10/15

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ann Aoyagi  
Chairperson, Personnel Commission

\_\_\_\_\_  
Date

# Berkeley Unified School District

## Merit System

Eligibility List for : **Transportation Operations Supervisor  
(Open)**

First Examination: **August 6, 2015**

Oral Examination: **September 1, 2015**

List Established by the Personnel Commission: **October 1, 2015 to expire October 1, 2016**

<u>Open</u>	
1 Gerald	Rank
2 Amanda	Espino - hired



\_\_\_\_\_  
Randy Perez  
Secretary, Personnel Commission

9/1/15

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ann Aoyagi  
Chairperson, Personnel Commission

\_\_\_\_\_  
Date



# Berkeley Unified School District

## Merit System

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

Written Examination: **August 25, 2015**  
Performance Examination: **September 16, 2015**

List Established by the Personnel Commission: **October 1, 2015 to expire October 1, 2016**

### Open

1 Brisa	Melas
2 Claudia	Rangel Castro
3 Sherae	Dorry**
4 Arash	Fayyaz

\* Eligibility expires January 15, 2016

\*\* Eligibility expires August 12, 2016



\_\_\_\_\_  
Randy Perez  
Secretary, Personnel Commission

9/16/15

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ann Aoyagi  
Chairperson, Personnel Commission

\_\_\_\_\_  
Date

# Berkeley Unified School District

## Merit System

Eligibility List for :

**Food Service Satellite Operator  
(Open)**

Written Examination:

**September 9, 2015**

Performance Examination:


**September 23, 2015**

List Established by the Personnel Commission: **October 1, 2015 to expire October 1, 2016**

### Open

- 1 Catherine Alexander
- 2 Shameka Jackson\*

*\* Eligibility expires November 6, 2015*

  
\_\_\_\_\_  
Randy Perez  
Secretary, Personnel Commission

9/23/15  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Ann Aoyagi  
Chairperson, Personnel Commission

\_\_\_\_\_  
Date

# Berkeley Unified School District

## Merit System

Eligibility List for :

**Compliance Officer and Title IX Coordinator  
(Open)**

Written Examination:

**September 17, 2015**

Oral Examination:

**September 25, 2015**

List Established by the Personnel Commission: **October 1, 2015 to expire October 1, 2016**

### Open

- 1 Elizabeth Rome\*
- 2 Maria-Daniel Asturias

*\* Eligibility to expire August 12, 2016*



Randy Perez

Secretary, Personnel Commission

9/29/15

Date

Ann Aoyagi

Chairperson, Personnel Commission

Date

**Berkeley Unified School District  
Personnel Commission**

**TO:** Personnel Commission  
**FROM:** Randy Perez, Director, Classified Personnel  
**DATE:** September 25, 2015  
**SUBJECT:** Request for Advanced Salary Placement for a Candidate on the Instructional Specialist,  
Dance Eligibility List

**Background:**

Merit Rule 70.100.1 - Initial Placement, states that all new hires in the classified service shall be placed on step one of the respective salary schedule except for classes that have proven difficulty in recruitment at that step. An advanced salary placement may be made with the approval of the Board of Education and the Personnel Commission.

Over the past three years, Personnel Commission staff conducted recruitment and testing on at least three different occasions for Instructional Specialist, Dance. Over the course of that period of time, we established three eligibility lists, but we have had significant difficulty in retaining candidates hired from those lists. Since 2012, we have hired five candidates to fill the same vacancies at Cragmont and Malcolm X. Most employees hired in this class since 2012 do not remain employed for longer than one year. Several of those that resigned indicated the need to earn a higher salary as the reason for their resignation.

Ms. Mirah Moriarty has accepted employment with the Berkeley Unified School District as the new Instructional Specialist Dance at Malcolm X. Ms. Moriarty is highly qualified and possesses many years of professional experience in dance instruction. She holds a bachelor's degree from Goddard College with a major in Liberal Arts with a Focus in Dance Education. In addition, she possesses a master's degree from Hollins University with a concentration in Dance. She is the founding co-director of Dance Monks, an internationally traveled dance instruction company that has been in existence since January 2000.

Given Ms. Moriarty's exceptional education and experience coupled with the fact that we have had difficulty in recruiting and retaining a qualified and committed candidate, we request the Personnel Commission to approve an advanced salary placement for Ms. Moriarty.

**Recommendation:**

Approve Ms. Moriarty's salary step placement at step 5 of the schedule for Instructional Specialist, Dance.

**Examinations Administered in the Month of September:**

Classification-

Instructional Assistant  
Food Service Assistant  
Administrative Coordinator  
Senior Personnel Assistant  
Instructional Assistant, Early Childhood Education  
Transportation Operations Supervisor  
Compliance Officer and Title IX Coordinator  
Food Service Satellite Operator  
Delivery Driver  
Instructional Media Technician  
Extended Day Program Coordinator

**New Hires/New Assignments Processed in the Month of September:**

<u>Name-</u>	<u>Employment Type-</u>	<u>Classification-</u>	<u>Location-</u>
Janet Lopez	Promotion	Administrative Coordinator	Special Education
Johnna Quist	New Hire	School Safety Officer	Berkeley High
Anna Leyandre	New Hire	School Service Assistant	Cragmont
Erin Holland	New Hire	School Secretary I	Malcolm X
Cornelius Smith	New Hire	School Safety Officer	Adult School
Jonathan Golles	New Hire	Microcomputer Technician	Technology Services
Mirah Moriarty	New Hire	Instructional Spec, Dance	Malcolm X
Niani Frye	New Hire	IA, Special Ed, Attendant	Oxford
Andrew Toney	New Hire	Instructional Technician	Cragmont
Duy Nguyen	New Hire	Custodian I	Cragmont

# Personnel Commission of the Berkeley Unified School District



Human Resources, 2020 Bonar Street, 2<sup>nd</sup> Floor, Berkeley, CA 94702

## Agenda Item Request Form

You may fax this form to (510) 644-6151 attention to Randy Perez, hand deliver it to the address above or scan and email to [randyperez@berkeley.net](mailto:randyperez@berkeley.net). The Human Resources Department is open Monday through Friday from 8:00am to 4:30pm.

The deadline for submitting a request for items to be included in a Personnel Commission Meeting is 4:00pm 7 calendar days prior to the Personnel Commission Meeting you are considering. This form can be obtained from the Secretary to the Personnel Commission or by downloading the form from the Berkeley Unified School District website under the Personnel Commission.

Name of Person Requesting Item for Agenda: Pamela Thomas

Telephone Number: 510-423-2400 Email Address: PKThomas58@yahoo.com

### Description of Item:

Appeal of Oral Technical Examination Score To the Personnel Commission.

### Background Information:

(Please attach or include some background information to assist the Personnel Commission in determining appropriate action.)

I am not satisfy with the outcome or decision making from Randy Perez (Director, Classified Personnel), regarding the first oral Examination, and written Exam, ...

### For Personnel Commission Use Only:

Date of Chairperson Review: 9/29/16

Determination:  Place on agenda for meeting of October 1, 2016  
Date of Personnel Commission Meeting

Place on agenda as \_\_\_\_\_  
Type of Item

Do not place on agenda