

Berkeley Unified School District
Personnel Commission Meeting Minutes

February 4, 2016 - 4:30 pm

1. Call to Order

The meeting was called to order at 4:30 pm

2. Roll Call & Establishment of Quorum

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

3. Public Comments

None

4. Approval & Adoption of Agenda

Chairperson Aoyagi suggested moving Conference Items b and c ahead of Consent Items.

Approved as amended, 3-0

5. Approval of Meeting Minutes

Approve the Personnel Commission Meeting Minutes for the following:

a) January 7, 2016 (Special Meeting)

b) January 7, 2016 (Regular Meeting)

Commissioner Aoyagi commented that the next meeting date was incorrectly reported as February 3, and should've been on February 4, 2016.

c) January 22, 2016

Approved as amended, 3-0

6. Consent Items

1) Ratification of Eligibility Lists

a) Site Coordinator, Family Engagement

b) Custodian I

c) Instructional Media Technician

d) Food Service Assistant

e) Custodian II

f) Specialist, Data Integrity

g) School Service Assistant

h) Instructional Assistant, ECE

i) Instructional Specialist, Dance

Approved, 3-0

2) Approval of calendar year 2016 Personnel Commission regular meeting dates

Approved, 3-0

7. Conference Items

a) Noon Supervisor Classification - Vice Chairperson Carter commented that he would like to do further research, speak to administrators on the matter, and discuss at the next meeting. Assistant Superintendent, Delia Ruiz, commented that this matter would be under the Board's jurisdiction because it's a monetary issue.

b) High School Plant Operations Supervisor – Secretary Perez commented that the licenses and other requirements section of the job description is being revised. The current job description requires a pool operator certification, but most candidates do not have that certification. Steve Collins, Facilities Maintenance Manager stated in a meeting with Secretary Perez that the pool operator certificate isn't

something the incumbent needs upon employment, but would be something they would need at some point. He indicated that there are District staff that do have this certificate. Secretary Perez commented that the District worked with Local 21 to modify the minimum qualifications so that the pool operator's certificate would be required within the first six months of employment versus upon application. This would allow for a greater pool of qualified applicants for the examination process.

A motion was made to amend the current job description.

Approved, 3-0

- c) Facilities After Hours Operations Supervisor – Greg Williams, Facilities Operations Manager, commented that currently there are 23 employees that work at night with no supervision. He commented that having a Facilities After Hours Operations Supervisor would help increase the amount of work being done, provide necessary oversight to evening employees, and help handle emergencies. Secretary Perez commented that the position was internally aligned with other like supervisory positions to determine the compensation.

Approved, 3-0

8. Reports

- a) Union

No report was made by the union.

- b) Commissioners Reports

No report was made by the Commission.

- c) Personnel Director

- I. New Hires and Examinations administered in the month of January

9. Public Comments

Paula Phillips, BCCE President, asked if there was an update regarding the new appointment for the joint-appointed Commissioner. Secretary Perez responded that he had not received any information from the State Superintendent's office.

10. Next Meeting

The next special meeting will be held on February 11, 2016 at 3:30 pm. The next regular meeting will be held on March 3, 2016 at 4:30pm.


11. Adjournment

The meeting was adjourned at 5:01 pm.

Respectfully Submitted,



Randy Perez
Secretary to the Personnel Commission



Date

Approved,

Reynaldo Ortiz
Chairperson, Personnel Commission

Date