

Berkeley Unified School District
2020 Bonar Street, The Tech Lab, Room 126
Berkeley, CA 94702

Personnel Commission Regular Meeting Minutes

February 6, 2018 – 4:30 pm

1. Call to Order

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

2. Roll Call & Establishment of Quorum

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

3. Public Comments

None.

4. Approval & Adoption of Agenda

Vice-Chairperson Ortiz made a motion to approve the agenda,
Approved, 3-0

5. Approval of Meeting Minutes

a) January 9, 2018, Regular Meeting Minutes

Commissioner Carter made a motion to approve the meeting minutes,
Approved, 3-0

6. Consent Items

Ratification of Eligibility Lists

- a) Custodian I
- b) Instructional Assistant, ECE
- c) Nutrition Services Assistant
- d) Transportation Manager

Paula Phillips, BCCE President, requested to pull item 6b.

Chairperson Goldstein made a motion to approve all lists except, 6b; Commissioner Carter seconded the motion,

Approved 3-0

President Phillips commented that in regards to the Instructional Assistant, ECE list, she spoke to Secretary Duwel and they're in agreement that Nichelle Pete should be listed as a promotional candidate because she is a current employee. Tracie DeAngelis, Human Resources Analyst, commented that in that case, Graciela Hernandez-Zaldivar should also be considered promotional.

Chairperson Goldstein made a motion to approve list item 6b as amended; Commissioner Ortiz seconded the motion,

Approved, 3-0

7. Conference Items

a) Agenda Item Request – J. Greco

Chairperson Goldstein made a motion to carry this item forward to the next meeting because Mr. Greco was not present; Commissioner Carter seconded the motion,
Approved, 3-0

8. Reports

a) Union

President Phillips commented that the recent staff development day was well-received and that classified staff expressed interest in being better connected to the site goals and professional development targets assigned to the certificated staff. She added that staff would like the District to state its goals clearly.

President Phillips commended Secretary Duwel for her efforts in changing the way lists are generated because there are more names on the lists. Secretary Duwel said it's a joint effort with the rest of the Personnel Commission staff.

President Phillips cited program requirements under the CA state ASES [After School Education & Safety] program, and said that such programs must maintain pupil to staff ratios of 20:1 which is why this element is included in the job description for the Instructional Tech- Before and After School position. She said that afterschool programs are becoming a challenge because they overenroll students , particularly at King Middle School. She expressed concern about unsafe conditions at King M.S.

b) District Reports

HR Director Daniels reported that a survey was sent out to classified staff to solicit feedback on staff development day and that he plans to present results and recommendations for future staff professional development at the next Personnel Commission meeting. He added that HR hopes to continue to improve the Staff development program every year and that the District has intentionally created opportunities for ongoing meetings with Managers and the BCCE Union President in an effort to better align the staff development day with the Districts goals.

Director Daniels clarified the District's interpretation of the ASES program ratio guidelines to apply on a program-wide basis with variability in the ratios for differing activities, similar to the implementation of classroom ratios for certificated staff. He provided an illustrative example of differing ratios for classroom instruction and supervision duty for a play or recess period, and observed that. in the Instructional Tech- Before and After School class description, the ASES ratio is explicitly mentioned in reference to *leading* activities but does not apply to general group supervision.

c) Commissioners Reports

Vice-Chairperson Ortiz said that the CSPCA conference was enjoyable, and that the workshops were exciting and that the materials were now online.

Chairperson Goldstein reported that she shared with Assistant Superintendent, Evelyn Bradley, materials from one of the CSPCA workshops led by staff from POWAY USD which describes how they have built their professional development programs for classified staff. She added that Poway implemented an effective mechanism for funding that is tied to allocations for certificated staff programs, which mitigates exposure to the budget problems that most school districts are facing.

Chairperson Goldstein commented that she will begin conducting office hours on the second Wednesday of the month following the Personnel Commission Regular Meeting. The first office hours will be at Highwire Café from 7:30 am – 9:00 am on February 14th.

d) Personnel Director

i. New Hires and Examinations administered in the month of January

Secretary Duwel said that the CSPCA conference was one of the better conferences that she's attended, and is looking forward to next year. She gave a summary of the tests that were taken in January and the current recruitment efforts underway.

9. Public Comments

None.

10. Next Meeting

The next regular meeting will be held on March 1st.

11. Adjournment

The meeting was adjourned at 4:52 pm.

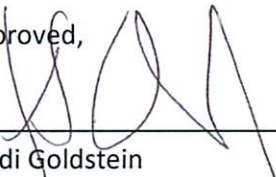
Respectfully Submitted,



Patricia Duwel
Secretary, Personnel Commission

2/26/2018
Date

Approved,



Heidi Goldstein
Chairperson, Personnel Commission

3-1-18
Date