

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

September 6th, 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 (15-minute limit)**

None.

**4. Approval & Adoption of Agenda**

Commissioner Carter made a motion to approve the agenda; Vice-Chairperson Ortiz seconded the motion, Approved, 3-0

**5. Approval of Meeting Minutes**

Approve the Personnel Commission Meeting Minutes for the following:

a) August 2, 2018, Regular Meeting Minutes

Commissioner Carter made a motion to approve the minutes; Vice-Chairperson Ortiz seconded the motion,

Approved, 3-0

**6. Consent Items**

Ratification of Eligibility Lists

- a) Administrative Assistant
- b) Attendance Technician
- c) Clerical Assistant III
- d) Compliance Officer and Title IX Coordinator
- e) Director, Nutrition Services
- f) Instructional Assistant
- g) Instructional Assistant, ECE
- h) Instructional Specialist, Art
- i) Instructional Specialist, Gardening
- j) Instructional Technician, Cooking
- k) Nutrition Services Assistant
- l) School Administrative Assistant II

Commissioner Goldstein asked about the Nutrition Services Director recruitment and whether the District addressed concerns raised by members from the community regarding the job description by

the District. Secretary Duwel said that was not sure but will follow up with the Assistant Superintendent of HR, Evelyn Bradley. Chairperson Goldstein said she would follow up with the Board. Chairperson Goldstein asked why there were fewer than three candidate ranks for the Instructional Tech, Cooking and Instructional Specialist, Gardening, eligibility lists. Secretary Duwel responded that it was difficult recruitment because positions in those classifications generally offer very low FTEs (hours).

Vice-Chairperson Ortiz made a motion to approve the eligibility lists; Commissioner Carter seconded the motion,

Approved, 3-0

## **7. Reports**

a) Union  
None

b) District Reports  
None

c) Commissioners Reports

Chairperson Goldstein reported that James Wogan, Student Services Manager and Dr. Jan Hamilton, Special Ed. Director, are collaborating to come up with content for Professional Development for Instructional Assistant staff. Secretary Duwel added that Special Ed. is looking to create behavioral intervention positions. Chairperson Goldstein advised that OUSD has an African American female success subdivision to their Equity Office and that she will be attending one of their Board mixer events to get information about their program. Chairperson Goldstein also mentioned that The Monthly magazine had covered BUSD in some of their recent articles; one article in August covered the BEARS/LEARNS After School programs, and the September edition included pieces about textbooks and the Berkeley schools labor caucus, a BFT splinter group, issues related to the Janus decision.

d) Personnel Director

- i. New Hires and Examinations administered in the month of August  
Secretary Duwel shared testing information conducted in August. Chairperson Goldstein noted that averaged exams for the period totaled to 5.6 per day.

## **9. Closed Session (3 matters)**

- a) Employee Discipline and Legal Matters - Government Code § 54954.5  
(2017-D-01) (2017-D-02) (2018-D-01)  
The commission went into closed session at 4:59 pm.

## **10. Report from Closed Session**

The Commission came out of closed session at 5:39 pm. Chairperson Goldstein advised that two Appeal Hearings are scheduled for October and November. She also reported that the commission reviewed the process for the election of the Joint Commissioner, for which the current term expires at year end.

**11. Public Comments (15-minute limit)**

None.

**12. Next Meeting**

The next regular meeting will take place on Oct 4<sup>th</sup>.

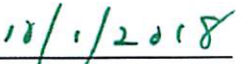
**13. Adjournment**

The meeting was adjourned at 5:41 pm.

Respectfully Submitted,

  
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Patricia Duwel  
Secretary, Personnel Commission

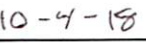
  
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Date

Approved,

  
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Heidi Goldstein  
Chairperson, Personnel Commission

  
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Date