

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

July 11<sup>th</sup>, 2019 – 4:30 pm

**1. Call to Order**

The meeting was called to order at 4:33 pm. Absent the presence of Commission staff, the Commission acted as its own Secretary.

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

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

**3. Public Comments**

Brent Stephens, the new Berkeley Unified School District Superintendent, introduced himself and expressed interest in getting to know everyone and learning about the Personnel Commission processes.

**4. Approval & Adoption of Agenda**

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

**5. Approval of Meeting Minutes**

a) June 6<sup>th</sup>, 2019, Regular Meeting Minutes

Chairperson Ortiz made a motion to approve the June meeting minutes; Vice Chairperson Carter seconded the motion,  
Approved, 3-0

**6. Consent Items**

Ratification of Eligibility Lists

- a) Human Resources Technician
- b) Instructional Assistant, SPED
- c) Instructional Specialist (Cooking)
- d) Instructional Tech, Garden
- e) Instructional Tech, Before & After School Program
- f) Storekeeper

Vice Chairperson Carter made a motion to approve eligibility lists a-f; Commissioner Goldstein seconded the motion,  
Approved, 3-0

**7. Reports**

a) Union Reports

Ronesha Norwood-Coleman, BCCE Organizer, said that the District deviated from its agreement with the Union to make separate payouts for vacation and the 2% retro pay and is troubled that the District failed to inform them of the changes made to the payroll distribution methods. Because of this, Union members are inquiring about the status of their payments. She also cited payroll errors resulting in excessive wage garnishments and said that payroll errors are being blamed on improper timesheet entries made by employees.

Ms. Coleman raised concerns about employee advancement including examination pass rates and problems

with promotion via eligibility list. She asserted that people are working in positions even though they were never placed on eligibility lists, and questioned whether people on the 39-month re-hire lists are being contacted and given the opportunity to apply for open positions.

Ms. Coleman also stated that the District has been vague in its communication with BCCE about employee leaves and absences and that notice of employee leaves of absence had not been provided to the Union, as has been the past practice.

Ms. Coleman said that employees were being improperly paid as a result of a 2009 schedule change at BHS that wasn't formally approved and communicated to Payroll, creating a standing discrepancy between actual and recorded work hours. She reported that BCCE President, Linnette Robinson, has requested an audit of the 10-11 Month School Year calendar.

Marie Ferguson, Vice President of BCCE, stated that President Robinson wanted the Commission to be aware that employee-provided documents are being lost by the District and there is no accountability on the part of the District to remedy problems created by this, beyond holding employees responsible for submitting new documentation.

b) District Reports

None

c) Commissioners Reports

Commissioner Goldstein welcomed Superintendent Stephens and expressed wishes for Secretary Duwel's speedy recovery. She discussed the Compliance Officer and Title IX Coordinator position recruitment, and commented that at the close of recruitment there were eight applicants. She asked that the staff report on the Behavioral Intervention Specialist role recruitment and the rubric for seniority adjustment for SPED employees promoted to the BIS role be continued to the August meeting. Commissioner Goldstein expressed concern over the possible discrepancy between actual and recorded working hours for employees as described by BCCE and requested a prompt audit of affected classes with an update at the August meeting.

Commissioner Goldstein noted that the Personnel Commission sustained an average a 14-day testing cycle for June recruitments. She pointed out the consistency of the recruitment and examination intervals under short-staffed conditions, and recognized the Personnel Commission staff for their efforts.

Commissioner Goldstein noted the backlog in published minutes for the proceedings of the School Board and Board Policy Committee, which are in arrears for respectively 12 and 9 meetings. She commented that she uses the minutes to keep current on changes that affect the Classified Service and requested focus on timely update to the minutes for these past meetings.

d) Personnel Director

i. New Hires and Examinations administered in June 2019

In Director Duwel's absence, Commissioner Goldstein shared exam activity for the month of June.

## 8. Conference Items

a) Request to Extend Eligibility List- Employee Benefit Specialist

Commissioner Goldstein asked about the reason for extending the list. Ms. Coleman also asked why the list was being extended.

Vice-Chairperson Carter made a motion to extend the Employee Benefits Specialist eligibility list for one year; Chairperson Ortiz seconded the motion,  
Approved, 2-1

Aye- Chairperson Ortiz, Vice-Chairperson Carter  
Commissioner Goldstein Abstained.

**9. Closed Session (1 matter)**

- a) Employee Discipline and Legal Matters - Government Code § 54954.  
The Personnel Commission did not go into closed session.

**10. Report from Closed Session**

None.

**11. Public Comments**

BCCE Vice-President Marie Ferguson, speaking on the behalf of President Robinson, inquired into the Data Integrity Specialist position placed at the Adult School, and whether the District can create new positions without consulting the Personnel Commission. Commissioner Goldstein explained that the class already existed and that it was within the domain of the District to decide the number and placement of such roles at its sites. She clarified that the Personnel Commission’s review is limited to definition and approval of the minimum qualifications for new classifications.

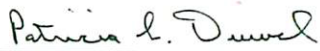
**12. Next Meeting**

The next regular meeting will be held on August 8th at 4:30 pm.

**13. Adjournment**


The meeting was adjourned at 5:17 pm.

Respectfully Submitted,

  
\_\_\_\_\_  
Patricia Duwel  
Secretary, Personnel Commission

8/5/2019  
Date

Approved,

  
\_\_\_\_\_  
Dr. Reynaldo Ortiz  
Chairperson, Personnel Commission

8/8/19  
Date