

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

October 3<sup>rd</sup>, 2019 – 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 Goldstein were present, and a quorum was established. The commission served as its own secretary in Director Duwel's absence, with logistical assistance from Brian Westover, Human Resources Technician.

**3. Public Comments**

None.

**4. Approval & Adoption of Agenda**

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

**5. Approval of Meeting Minutes**

a) September 5<sup>th</sup>, 2019, Regular Meeting Minutes

Vice Chairperson Carter made a motion to approve the September meeting minutes; Commissioner Goldstein seconded the motion,  
Approved, 3-0

**6. Consent Items**

Ratification of Eligibility Lists

- a) Accounting Technician
- b) Payroll Specialist
- c) School Campus Aide

Commissioner Goldstein said she would like clarification regarding the School Campus Aides hiring status. Chairperson Ortiz suggested having further discussion about the classification.

Vice Chairperson Carter made a motion to approve eligibility lists a-c with the caveat that further discussions regarding Item C will take place at the regular November meeting; Commissioner Goldstein seconded the motion,  
Approved, 3-0

## 7. Reports

### a) Union Reports

Linette Robinson, BCCE President, stated that that the District should have elevated all Instructional Assistant II SPED employees to the newly created classification of Behavioral Intervention Specialist (BIS) for work they performed in the course of their summer assignments. Citing her own summer assignment as an example, President Robinson said that she petitioned the District for pay at the higher BIS rate for extra duty work that she performed with a student who had been assigned to a behaviorist resource during the regular school year, but her request was initially denied. She advised that the Asst. Superintendent for Human Resources later approved pay at the BIS rate for the time she worked in the role. She observed that this same student now has three outside agency resources assigned to them. President Robinson stated that this same misclassification is being applied to other employees and that they are not paid fairly. She asked the Personnel Commission respect the position and the classified staff who do this work, and requested the Commission look into District mismanagement of staffing assignments and financial resources.

### b) District Reports

None.

### c) Commissioners Reports

Commissioner Goldstein wished both Erin Arinez and Secretary Duwel continued speedy recovery. She discussed two new classifications that were approved at the 10/02/19 school board meeting and suggested that, if the need was urgent, a special meeting be set to address the qualifications for two new classifications.

Commissioner Goldstein discussed the bond and revenue measures under consideration for the March 2020 ballot and how these could affect resources for recruitment, retention and training for all staff. She expressed concern over the high vacancy count of approximately 100 positions at the start of the academic year, disclosed at the 09/18/19 school board meeting, and asked for additional information on gaps in classified staff recruitment that may have contributed to this vacancy count. She observed that the Classified personnel reports included as consent items in the packages for school board August and September meetings showed a high frequency of Limited Term – Extra support assignments which, in light of the high vacancy count, might be mislabeled, and asked staff to determine if corrections to these entries were necessary.

### d) Personnel Director

#### i. New Hires and Examinations administered in September 2019

Chairperson Ortiz summarized exam and personnel activity for the month of September.

## 8. Conference Items

### a) Agenda Item Request- M. Ferguson

Commissioner Goldstein noted that there was not a recommendation from Secretary Duwel on this

item. She reported that after review of the Program Assistant class description she concluded that it did not match to Ms. Ferguson's current job description. She also noted that the Program Assistant classification was retired after the compensation and classification study was implemented. Commissioner Goldstein commented that because Ms. Ferguson was placed at the highest salary step placement for her current role, and was also receiving a longevity stipend, there were no other avenues for additional compensation. For this reason, she recommended that no action be taken.

Commissioner Goldstein made a motion to deny request Ms. Ferguson's request; Vice Chairperson Carter seconded the motion,  
Approved, 3-0

b) Request for an Advanced Step Salary Placement- A. Reed

Commissioner Goldstein stated that she supported the step 4 salary placement based on Ms. Reed's education and experience. Vice-Chairperson Carter said he did not know how to evaluate Ms. Reed's experience and stated that he does not support new employees from outside the District starting above a step 3; however, he expressed his trust in Director Duwel's recommendation. Chairperson Ortiz observed that in other districts, step placements are determined by the District. Commissioner Goldstein commented that the dramatic decrease in applications, and elevated separations from service statistics cited in the Commission's annual report, supplemented by her own compensation research, suggest that the District is having difficulty attracting and retaining employees, and therefore, she supports the recommended step increase. Chairperson Ortiz asked that Secretary Duwel develop a rubric with clearly identified elements to be consistently applied to determine the step placement recommendation for employees who request such a review.

Commissioner Goldstein made a motion to approve the request for advanced salary placement at step 4 for A. Reed; Chairperson Ortiz seconded the motion,  
Approved, 2-1  
Aye-Chairperson Ortiz and Commissioner Goldstein  
Nay- Vice-Chairperson Carter

c) Request for an Advanced Step Salary Placement- J. Alm

Commissioner Goldstein discussed the employee's experience and qualifications, along with his letter explaining that he was unaware a step increase could be requested at the time of hire, hence the request for a retroactive increase. Vice-Chairperson Carter reiterated his opinion that step 4 and 5 should be reserved for employees with work tenure in the District. Commissioner Goldstein said she supported the recommended step 5 placement going forward.

Commissioner Goldstein made a motion to approve the request for advanced salary placement at step 5, effective at the date of approval, for J. Alm; Chairperson Ortiz seconded the motion,  
Approved, 2-1  
Aye-Chairperson Ortiz and Commissioner Goldstein  
Nay- Vice-Chairperson Carter

d) 2018-2019 Personnel Commission Annual Report, *First Reading*

Chairperson Ortiz stated that he was glad to see more promotional appointments. Commissioner Goldstein discussed year over year change in selected categories, and expressed concern over the trend

reduction in applications compared to previous years. Chairperson Ortiz discussed the need for the District to focus on professional development for employees. Commissioner Goldstein asked that more discussion be had with Secretary Duwel about adding language to the report speaking to how the Commission has addressed the challenges of attracting and retaining staff in a high-cost area. Commissioner Goldstein stated that she has high confidence in personnel commission staff work quality and that the report reflects a larger trend to which the District is managing.

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

The Personnel Commission did not go into closed session.

**10. Report from Closed Session**

N/A

**11. Public Comments**

None.

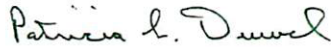
**12. Next Meeting**

The next regular meeting will be held on November 7<sup>th</sup> at 4:30 pm.

**13. Adjournment**

The meeting was adjourned at 5:45 pm.

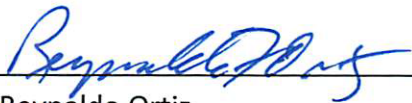
Respectfully Submitted,



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

\_\_\_\_\_  
Date

Approved,



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Dr. Reynaldo Ortiz  
Chairperson, Personnel Commission

\_\_\_\_\_  
Date