

Berkeley Unified School District
Personnel Commission Meeting Minutes

November 7th, 2019 – 4:30 pm

1. Call to Order

The meeting was called to order at 4:33 pm.

2. Roll Call & Establishment of Quorum

Chairperson Ortiz and Commissioner Goldstein were present, and a quorum was established. Director Duwel served as secretary via Skype teleconference. Vice-Chairperson Carter joined the meeting at 5:15pm.

3. Public Comments

None.

4. Approval & Adoption of Agenda

Commissioner Goldstein made a motion to approve the October meeting agenda; Chairperson Ortiz seconded the motion,

Approved, 2-0

5. Approval of Meeting Minutes

a) October 6th, 2019, Regular Meeting Minutes

Commissioner Goldstein made a motion to approve the October meeting minutes; Commissioner Ortiz seconded the motion,

Approved, 2-0

6. Consent Items

Ratification of Eligibility Lists

- a) Attendance Technician
- b) Custodian I
- c) Executive Assistant to the Board-Confidential
- d) Instructional Assistant
- e) Instructional Assistant, ECE
- f) Instructional Assistant II, SPED
- g) Instructional Technician-BASP
- h) School Safety Officer

Commissioner Goldstein made a motion to ratify eligibility lists a-h; Chairperson Ortiz seconded the motion,

Approved, 2-0

7. Reports

a) Union Reports

Linette Robinson, BCCE President, expressed concern about member position applications being overlooked in the District's hiring process. She added that there is a lack of clarity around the overlap between Instructional Aide and Behavioral Intervention Specialist (BIS) job duties and that it was a result of the school board rubber-stamping job descriptions without considering the responsibilities needed to perform the BIS job. President Robinson asserted that the District is bullying employees into doing more work by way of threat to cancel existing vacant positions. She requested that the District comply with the contract provision requiring simultaneous issuance to the union when a letter of reprimand is sent to an employee. She noted a need for checks and balances to stem employee departures.

b) District Reports

None.

c) Commissioners Reports

Commissioner Goldstein welcomed Secretary Duwel back and thanked the Personnel Commission staff for their continued work and accomplishments during Secretary Duwel's absence. She requested an update to an item raised at the last regular meeting regarding several dozen classified positions erroneously listed as "extra support" in the personnel board reports from August 21 through October 2nd meetings. Erin Arinez, Classified Personnel Supervisor, stated that revisions would be listed on the personnel report taken to the November 20th board meeting. Commissioner Goldstein asked about the status of School Campus Aide vacancies, Ms. Arinez noted that there are six vacancies and that current recruitment is underway. Chairperson Ortiz thanked the Personnel Commission staff for their work.

d) Personnel Director

Secretary Duwel discussed recruitment activity administered in October 2019 and commended Personnel Commission staff for their robust efforts. She added that the Classified Personnel Director eligibility list is complete and will be brought to the December meeting for ratification.

8. Conference Items

a) Agenda Item Request- T. Adams-Carmichael

Secretary Duwel reported that she had spoken with Ms. Adams-Carmichael regarding her request and was unsure if there were outstanding concerns. Chairperson Ortiz noted Ms. Adams-Carmichael was not in attendance at the meeting and, in consideration of Director Duwel's comments, said no action would be taken at this time.

b) Establishment of New Classification- District Registrar

Secretary Duwel stated that she worked on this reclassification request with Erin Schweng, Berkeley High Principal. Ms. Arinez read a statement from Principal Schweng supporting the re-class request. Chairperson Ortiz asked if the person in the new classification would serve at other school sites. Secretary Duwel explained that the employee would continue to serve Berkeley High School (BHS) and remain at that site. Commissioner Goldstein said she supports the re-class due to the volume and complexity of the workload. Barbara Mellion, the current BHS Registrar, discussed the intricacies of her position and described some of her responsibilities.

Chairperson Ortiz made a motion to establish the District registrar classification; Commissioner Goldstein seconded the motion,
Approved, 2-0

c) Request for Reclassification- B. Mellion

Ms. Mellion explained that she should have requested a reclassification some time ago. Commissioner Goldstein noted that this re-class includes a four range jump in compensation from the previous class, and listed other positions on par with the new classification's salary range.

Commissioner Goldstein made a motion to approve the request for reclassification; Chairperson Ortiz seconded the motion.

Approved, 2-0

d) Establishment of New Classification- Facilities Planning Analyst

Secretary Duwel reported that she had conducted desk audits for the current Facilities Analyst position and found it handled multiple, impactful duties. She recommended support for the new classification. Commissioner Goldstein asked if the current position would be eliminated or filled after the new classification was established. Secretary Duwel responded that she expected the current position would remain open but was unsure when it would be filled. Chairperson Ortiz noted that the new position would supervise contractors. Secretary Duwel clarified that supervising sub-contractors is not considered by the District to be "supervisory" work.

Commissioner Goldstein made a motion to approve the establishment of the new Facilities Planning Analyst classification; Chairperson Ortiz seconded the motion,

Approved, 2-0

e) Request for Reclassification- C. Stevenson

Secretary Duwel stated that she supported the reclassification of Ms. Stevenson, and noted that because of the length of time that she has worked in the role, Ms. Stevenson has provided important continuity in the department.

Commissioner Goldstein made a motion to approve the request for reclassification; Chairperson Ortiz seconded the motion,

Approved, 2-0

f) Agenda Item Request- M. Ferguson

Marie Ferguson, School Administrative II/Substitute Specialist at BHS, stated that she provided packets to the Commissioners at the time of item consideration in support of her request, and said that she had not been compensated appropriately for the amount of work she has performed in her current role. She stated that she has experienced medical issues caused by the significant workload. Commissioner Goldstein inquired as to when the last desk audit was conducted. Secretary Duwel noted that an audit was performed at the time Ms. Ferguson was re-classed in her current role and that any changes to compensation should have been negotiated between the Union and the District at that time. Ms. Ferguson stated that she has tried to negotiate with the District and that the District told her to go back to the Personnel Commission.

Commissioner Goldstein noted that the 2013 District-wide compensation and classification study had intentionally revised the duties and downgraded the pay for the position Ms. Ferguson now holds. President Robinson said the study needed to be revisited, and that desk audits needed to be conducted

for all staff working in the front office because the work is not being divided equitably.

Commissioner Goldstein asked Ms. Ferguson if she had a scheduled return to work date. Ms. Ferguson stated that no one else is inputting emergency cards at the high school and that it is a substantial volume of work, and that the Supervisor should ask other staff to divide the task. Vice-Chairperson Carter observed that no amount of salary increase would prevent the workload that is causing medical issues. Commissioner Goldstein noted that the most recent reclassification approved for Ms. Ferguson included the additional duties that she performed and compensated her for that. Ms. Ferguson requested that it be pointed out that the treatment she has received was a “slap in the face.” President Robinson discussed how the BHS main office operates and said that Principal Schweng herself is not aware of who does what in the office.

Commissioner Goldstein stated that the Personnel Commission had previously asked Human Resources to consult on the distribution of work at the front office at BHS but had not heard back on the matter. Secretary Duwel said that she would reach out to Human Resources to get more information. Commissioner Carter asked Secretary Duwel to email Principal Schweng to communicate about the matter. Secretary Duwel stated that she did not recommend doing so as the scope of the item did not pertain to the Personnel Commission. Commissioner Goldstein said she would contact Principal Schweng separately regarding this matter and report back to the commission.

g) 2018-2019 Personnel Commission Annual Report, *Second Reading*

Vice-chairperson Carter made a motion to approve the 2018-2019 Annual report; Commissioner Goldstein seconded the motion,
Approved, 3-0

9. Closed Session (1 matter)

The Personnel Commission went into closed session at 5:56 pm.

10. Report from Closed Session

The Personnel Commission came out of closed session at 6:12 pm. Chairperson Ortiz reported that no action was taken.

11. Public Comments

None.

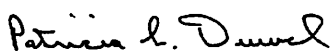
12. Next Meeting

The next regular meeting will be held on December 5th at 4:30 pm.

13. Adjournment

The meeting was adjourned at 6:13 pm.

Respectfully Submitted,



Patricia Duwel
Secretary, Personnel Commission

12/02/2019

Date

Approved,

A handwritten signature in blue ink, appearing to read "Reynaldo Ortiz", is written over a horizontal line.

Dr. Reynaldo Ortiz
Chairperson, Personnel Commission

12/5/19

Date