

Berkeley Unified School District

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

Personnel Commission

Dr. Reynaldo Ortiz, Chairperson

Mr. Timothy Carter, Vice-Chairperson
Kimberle Sanders, Secretary

Ms. Heidi Goldstein, Commissioner

Meeting Agenda

January 9th 2019 – 4:30 pm

1. **Call to Order** **Chairperson Ortiz**
2. **Roll Call & Establishment of Quorum** **Secretary Sanders**
3. **Public Comments (15-minute limit)** **Public**

This is an opportunity for the public to comment on Personnel Commission business not on the agenda. The time limit is five minutes per individual and a total of fifteen minutes per subject. No action shall be taken by the Commission.
4. **Approval & Adoption of Agenda** **Chairperson Ortiz**
5. **Approval of Meeting Minutes** **Chairperson Ortiz**

Approve the Personnel Commission Meeting Minutes for the following:

 - a) December 2nd, 2019, Special Meeting Minutes, p. 2 - 3
 - b) December 5th, 2019, Regular Meeting Minutes, p. 4 - 7
6. **Consent Items** **Chairperson Ortiz**

It is recommended that the Personnel Commission consider approving a number of agenda items as a Consent list. Consent items are routine in nature, and can be enacted in one motion without further discussion.

Ratification of Eligibility Lists

a) Budget Analyst II, Confidential, p. 8	d) School Bus Driver, p. 11
b) High School Custodial Supervisor, p. 9	e) School Campus Aide, p. 12
c) Nutrition Services Assistant, p. 10	
7. **Reports¹³**
 - a) Union **Union Representatives**
 - b) District Reports **District Representatives**
 - c) Commissioners Reports **Commissioners**
 - d) Personnel Director **Secretary Sanders**
 - i. New Hires and Examinations administered in the month of December 2019, p. 13
8. **Conference Items** **Chairperson Ortiz**

These items are presented for discussion and action and may be carried over from a previous meeting.

 - a) Election of Personnel Commission Chairperson and Vice-Chairperson
Pursuant to Merit Rule 20.100.2, the Personnel Commission will elect a Chairperson and Vice-Chairperson to serve for the 2020 calendar year.

Chairperson _____ M _____ S _____ V _____

Vice-Chairperson _____ M _____ S _____ V _____
9. **Closed Session (1 matter)** **Chairperson Ortiz**
 - a) Public Employment - Government Code § 54957 (b)(1)
10. **Report from Closed Session** **Chairperson Ortiz**
11. **Public Comments (15-minute limit)** **Public**

This is an opportunity for the public to comment on Personnel Commission business not on the agenda. The time limit is five minutes per individual and a total of fifteen minutes per subject. No action shall be taken by the Commission.
12. **Next Meeting** **Chairperson Ortiz**

Follow up items for next Personnel Commission Meeting.
13. **Adjournment** **Chairperson Ortiz**

Agendas and minutes of Personnel Commission meeting are available at the District's website, www.berkeleyschools.net. Also, in accordance with the Brown Act and Government Code § 54957.5 (b)(1), writings that are related to an agenda item for an open session of a regular meeting, that are public records not otherwise exempt from disclosure and that are distributed less than 72 hours prior to the meeting, shall be made available for public inspection at the time the writings are distributed to at least the majority of Commissioners. The public may request copies of the records at the District's Human Resources office at 2020 Bonar Street, Berkeley, CA 94702.

Berkeley Unified School District
Personnel Commission Special Meeting Minutes
December 2nd, 2019th – 6:00 pm

1. Call to Order

The meeting was called to order at 6:06 pm.

2. Roll Call & Establishment of Quorum

Chairperson Ortiz, Vice-Chairperson Carter, and Commissioner Goldstein were present, and a quorum was established. Erin Arinez, Classified Personnel Supervisor, served as the Secretary in Director Duwel's absence.

3. Public Comments

None.

4. Approval & Adoption of Agenda

Commissioner Goldstein made a motion to approve the December 2nd, 2019 meeting agenda; Vice-Chairperson Carter seconded the motion,
Approved, 3-0

5. Closed Session (1 matter)

a) **Public Employment - Government Code § 54957 (b)(1)**

The Personnel Commission went into closed session at 6:06 pm.

6. Report from Closed Session

The Personnel Commission came out of closed session at 7:12 pm. Chairperson Ortiz reported that no action was taken.

7. Public Comments

None.

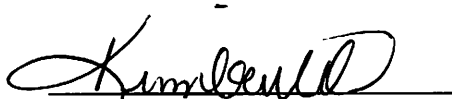
8. Next Meeting

The next regular Personnel Commission Meeting will be held on December 5, 2019.

9. Adjournment

The meeting was adjourned at 7:12 pm.

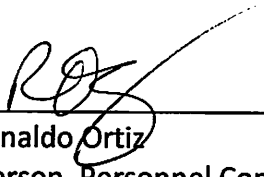
Respectfully Submitted,



Kimberle Sanders
Secretary, Personnel Commission

1-6-2020
Date

Approved,



Dr. Reynaldo Ortiz
Chairperson, Personnel Commission

1 / 2 / 20

Date

Berkeley Unified School District
Personnel Commission Meeting Minutes

December 5th, 2019 – 4:30 pm

1. Call to Order

The meeting was called to order at 4:31 pm.

2. Roll Call & Establishment of Quorum

Chairperson Ortiz, and Vice-Chairperson Carter were present, and a quorum was established. Commissioner Goldstein joined the meeting at 4:37pm.

3. Public Comments

Kaye Kohler, Interpreter for the Deaf, said they will soon be transferred to a position at Berkeley High School from their current assignment at John Muir Elementary, and wanted to express their deep concern over the cessation of the practice of team interpretation, which they believe is to the detriment of students who require such services. They also identified excessive preparatory time prior to interpretation duties built into in the new schedule they were given.

4. Approval & Adoption of Agenda

Vice-Chairperson Carter made a motion to approve the December 5th meeting agenda; Chairperson Ortiz seconded the motion,
Approved, 2-0

5. Approval of Meeting Minutes

a) October 30th, 2019, Special Meeting Minutes

Vice-Chairperson Carter made a motion to approve the October 30th meeting minutes; Chairperson Ortiz seconded the motion,
Approved, 2-0

b) November 7th, 2019, Regular Meeting Minutes

Vice-Chairperson Carter made a motion to approve the November 7th meeting minutes; Chairperson Ortiz seconded the motion,
Approved, 2-0

c) November 13th, 2019, Special Meeting Minutes

Vice-Chairperson Carter made a motion to approve the November 13th meeting minutes; Chairperson Ortiz seconded the motion,
Approved, 2-0

d) November 19th, 2019, Special Meeting Minutes

Vice-Chairperson Carter made a motion to approve the November 19th meeting minutes; Chairperson Ortiz seconded the motion,
Approved, 2-0

6. Consent Items

Ratification of Eligibility Lists

- | | |
|---------------------------------------|--|
| a) Administrative Assistant I | e) Instructional Specialist (Percussion) |
| b) Administrative Assistant III | f) Maintenance Engineer |
| c) Director, Classified Personnel | g) Sous Chef |
| d) Educational Occupational Therapist | |

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

7. Reports

- a) Union Reports
None.

- b) District Reports
None

- c) Commissioners Reports

Chairperson Ortiz stated that, as previously announced, he would be stepping down from the Personnel Commission after the December meeting and noted that, while he was unsure about arrangements for a new Commissioner, he had given the Board ample time to make a selection. Secretary Duwel asked if Chairperson Ortiz would be willing to serve on the Commission through March 2020 if the Board was delayed in appointing a new Commissioner. Chairperson Ortiz responded that he would commit as he was able on a month-by-month basis. Commissioner Goldstein expressed her thanks to Chairperson Ortiz for his guidance, and wisdom. She thanked him for being a role model.

Commissioner Goldstein stated that a kickoff event in support of the BUSD proposed parcel taxes and facilities bond measure on the March 3rd 2020 ballot would be taking place on Sunday December 8th. She encouraged the other Commissioners to attend.

Commissioner Goldstein, said that she is perplexed as to why 39 previously mis-identified Limited Term position assignments were not included in the November 20th 2019 corrections to the earlier classified personnel board reports in which they were listed. She advised that she will follow up on this separately with the Assistant Superintendent for Human Resources.

- d) Personnel Director

- i. New Hires and Examinations administered in November 2019

Secretary Duwel shared exam activity for the month of November. She reported that she accepted a position as the Director of Classified Service in the Barstow USD, and will be starting in that role on January 2nd.

Chairperson Ortiz said that on behalf of the commission, he wished to express his gratitude for Director Duwel's service to BUSD.

8. Conference Items

a) Establishment of New Classification- Fiscal Services Manager

Secretary Duwel presented the new proposed classification that was approved at the November 20th Board meeting; and responded to Commission questions about how the position fit into the existing hierarchy of position titles in the Fiscal/Accounting Department.

Vice-Chairperson Carter made a motion to approve the new classification; Commissioner Goldstein seconded the motion,
Approved, 3-0

b) Request to Extend Eligibility List- Interpreter for the Deaf

Secretary Duwel advised that she received a request to extend the eligibility list for one year.

Commissioner Goldstein made a motion to approve the extension of the eligibility list; Vice-Chairperson Carter seconded the motion,
Approved, 3-0

9. Closed Session (1 matter)

a) The Personnel Commission went into closed session at 4:50pm.

10. Report from Closed Session

The Personnel Commission came out of closed session at 5:49 pm. Chairperson Ortiz reported that a candidate will be contacted and offered the role of the Classified Personnel Director.

11. Public Comments

Commissioner Goldstein thanked Secretary Duwel for her work with the Commission. Vice-Chairperson Carter said he appreciated the Director's approach, and is grateful for all that she had accomplished in the role.

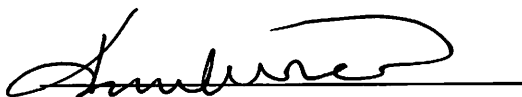
12. Next Meeting

The next regular meeting will be held on January 9th at 4:30 pm.

13. Adjournment

The meeting was adjourned at 5:53pm.

Respectfully Submitted,

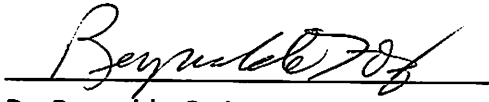


Kimberle Sanders
Secretary, Personnel Commission

1-6-2020

Date

Approved,



Dr. Reynaldo Ortiz
Chairperson, Personnel Commission

1 / 9 / 20
Date

Berkeley Unified School District
Merit System

Eligibility List for : **Budget Analyst II, Confidential**
(Open and Promotional)

Written Examination: **November 1, 2019**
Oral Examination: **November 22, 2019**

List Established by Personnel Commission: **January 9, 2020 to expire January 8, 2021**

Promotional

1 Benjamin Zohar

Open

1 Craig Kaufman



Kimberle Sanders
Secretary, Personnel Commission

1-6-2020
Date



Reynaldo Ortiz
Chairperson, Personnel Commission

1/9/20
Date

Berkeley Unified School District

Merit System

Eligibility List for : **School Bus Driver**
 (Open)

Written Examination: **December 11, 2019**

Oral Examination: **December 11, 2019**

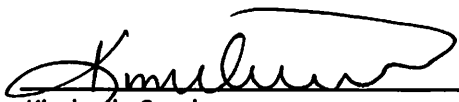
List Established by Personnel Commission: **January 9, 2020 to expire January 8, 2021**

Open

- 1 Angela Cerros
- 1 Kenny Cheng*
- 1 Deborah McGrath**
- 2 Omar Himed*
- 3 Rosabel Lee

** Eligibility to expire June 5, 2020*

*** Eligibility to expire February 6, 2020*



Kimberle Sanders
Secretary, Personnel Commission

1-6-2020

Date



Reynaldo Ortiz
Chairperson, Personnel Commission

1/9/20

Date

Examinations Administered in the Month of December 2019:

<u>Classification</u>	<u>Written</u>	<u>Oral</u>	<u>Performance</u>
School Campus Aide	8	5	
Data Integrity Specialist	4		
Business Systems Analyst	1		
School Bus Driver	2	2	
Nutrition Services Assistant	5		4
Grounds Gardener		8	8
High School Custodial Supervisor	5	3	
Instructional Technician, BASP	7		
Instructional Assistant II, SPED	8		
Instructional Assistant, ECE	3		
Administrative Assistant I	9		
Lead Grounds Gardener	3	3	

New Hires/New Assignments/Promotions Processed in the Month of December 2019:

<u>Name-</u>	<u>Employment</u>	<u>Type-</u>	<u>Classification-</u>	<u>Location/Dept.</u>
Barajas, Imelda	New-Hire		Instructional Assistant, ECE	Franklin
Brown, Norman	New-Hire		Behavioral Intervention Specialist	SPED
Diouf, Madiou	New-Hire		Instructional Specialist	BHS
Lee, Joaquim	New-Hire		Instructional Assistant II, SPED	King MS
Tigno, Kristen	New-Hire		Behavioral Intervention Specialist	SPED