

Berkeley Unified School District
Personnel Commission Meeting Minutes

January 9th, 2020 – 4:30 pm

1. Call to Order

The meeting was called to order at 4:34 pm.

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 Daniels, Human Resources Director, said he wanted to thank the Commissioners for all of their work and read aloud a proclamation (attached) that the District put together honoring the contributions of Dr. Ortiz from 2014-2019. Chairperson Ortiz said he was appreciative and shared that he will be available as a Commissioner on an interim basis for up to three months while the District finds someone new.

4. Approval & Adoption of Agenda

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

5. Approval of Meeting Minutes

a) December 2nd, 2019, Special Meeting Minutes

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

b) December 5th, 2019, Regular Meeting Minutes

Vice-Chairperson Carter made a motion to approve the December 5th meeting minutes; Commissioner Goldstein seconded the motion,
Approved, 3-0

Chairperson Ortiz acknowledged the consecutive sequence of minutes approved without the need for edits, demonstrating their accuracy, and thanked Commission staff for their efforts.

6. Consent Items

Ratification of Eligibility Lists

a) Budget Analyst II, Confidential

b) High School Custodial Supervisor

- c) Nutrition Services Assistant
- d) School Bus Driver
- e) School Campus Aide

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

7. Reports

- a) Union Reports
None.

- b) District Reports

HR Director Daniels thanked the Commission for supporting Director Duwel during her employment with BUSD and also thanked them for the selection of new the new Classified Personnel Director, Kimberle Sanders. He said he looks forward to finding ways to work together. He also thanked Erin Arinez, Classified Personnel Supervisor, for helping with the transition and sharing her knowledge of the processes.

HR Director Daniels said that the District continues to meet with Union leadership weekly. He reported that a professional development day is scheduled for 1/27 at King Middle School which would include a general session anchored by Superintendent Stephens focused on building capacity for kindness, as well as gender inclusivity training.

- c) Commissioners Reports
None.

- d) Personnel Director

- i. New Hires and Examinations administered in December 2019

Secretary Sanders shared exam activity for the month of December. Vice Chairperson Carter said he'd like to hear more in about the hard to fill positions. Commissioner Goldstein asked that the report include the average number of exams provided per working day.

8. Conference Items

- a) Election of Personnel Commission Chairperson and Vice-Chairperson

Commissioner Goldstein nominated and made a motion to approve Vice-Chairperson Carter as the Chairperson; Chairperson Ortiz seconded the motion,
Approved, 3-0

Chairperson Ortiz nominated and made a motion to approve Commissioner Goldstein as Vice-Chairperson, Vice-Chairperson Carter seconded the motion,
Approved, 3-0

9. Closed Session (1 matter)

a) The Personnel Commission went into closed session at 4:48 pm.

10. Report from Closed Session

The Personnel Commission came out of closed session at 5:06 pm. Chairperson Ortiz reported that no action was taken.

11. Public Comments

None

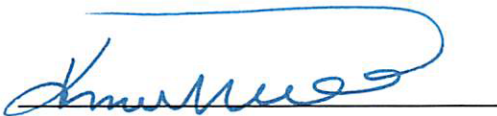
12. Next Meeting

The next regular meeting will be held on February 6th at 4:30 pm.

13. Adjournment

The meeting was adjourned at 5:07 pm.

Respectfully Submitted,



Kimberle Sanders
Secretary, Personnel Commission

1-30-2020
Date

Approved,



Timothy Carter
Chairperson, Personnel Commission

2 / 6 / 20
Date