

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.

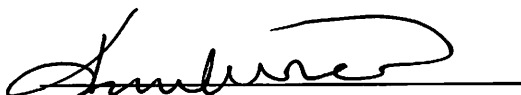
12. Next Meeting

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,

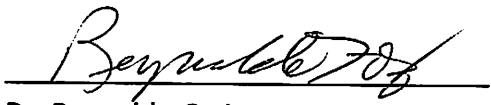


Kimberle Sanders
Secretary, Personnel Commission

1-6-2020

Date

Approved,

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

Dr. Reynaldo Ortiz
Chairperson, Personnel Commission

1 / 9 / 20
Date