

Berkeley Unified School District
Personnel Commission Meeting Minutes

April 9th, 2020 – 4:30 pm

1. Call to Order (4:00 pm)

The meeting was conducted via Zoom call #454 312 334 and was called to order at 4:04 pm.

2. Closed Session (1 matter)

The Personnel Commission went into closed session at 4:05pm

3. Report from Closed Session

The Personnel Commission came out of closed session at 4:45pm. Secretary Sanders reported that the Commission discussed the classified recruitment plan during the Shelter in Place order.

4. Call to Order (4:30 pm)

The public segment of the meeting was called to order at 4:48 pm.

5. Roll Call & Establishment of Quorum

Chairperson Carter and Vice-Chairperson Goldstein were present, and a quorum was established.

6. Approval & Adoption of Agenda

Vice-Chairperson Goldstein requested to add a Public Comments item to the beginning of the meeting.

Vice-Chairperson Goldstein made a motion to approve the April 9th meeting agenda as amended;

Chairperson Carter seconded the motion,

Approved, 2-0

7. Approval of Meeting Minutes

a) March 5th, 2020, Regular Meeting Minutes

Vice-Chairperson Goldstein made a motion to approve the March 5th meeting minutes; Chairperson

Carter seconded the motion,

Approved, 2-0

8. Public Comment

Mark Griffin, School Safety Officer at Berkeley High, asserted that the District was not calling employees to work based on seniority and cited his own circumstances to support this claim.

9. Consent Items

a) After School Program Specialist

b) Restorative Justice Coordinator

c) Senior Employee Benefits Specialist

Vice-Chairperson Goldstein made a motion to approve eligibility lists a-c; Chairperson Carter seconded the motion,

Approved, 2-0

10. Reports

a) Union Reports

Linnette Robinson, BCCE President, said that certain classified positions were considered essential, and employees were being asked to work during the school closures however, they were not being called in order of seniority or performing work consistent with their classification. She said that Instructional Assistant and Behavioral Intervention Specialist employees were being called in to work directly by Principals.

President Robinson said that work schedule changes for individual employees must be based on the 20-day rule. She said the District has been out of compliance and expressed concern that the Commission isn't timely informed about contract changes and district operations. She urged the Commission, as an independent body, to investigate district processes and be aware of all of the details. She said that there are many payroll errors because of a lack of concrete processes and non-adherence to the contract.

Ms. Robinson commented on the need for the District to conduct a District-wide compensation and classification study and asserted that doing so would reduce individual requests to the Commission for position duty and compensation evaluations.

Marie Ferguson, BCCE Vice President, reported that School Administrative Assistants were being called to work by Human Resources, and told that their Principals would contact them with further instruction, but none have been provided clear instructions thus far.

b) District Reports

None.

c) Commissioners Reports

None.

d) Personnel Director

i. New Hires and Examinations administered in March 2020.

Secretary Sanders shared exam activity for the month of March.

11. Conference Items

a) Request for Extension of Eligibility List- Human Resources Analyst-Confidential

Secretary Sanders recommended extending the eligibility list.

Vice-Chairperson Goldstein made a motion to approve the extension of the Human Resources Analyst-Confidential eligibility list for one year; Chairperson Carter seconded the motion,
Approved, 2-0

b) Personnel Commission Budget 2021- *First Reading*,

Secretary Sanders reviewed the draft 2020-2021 Personnel Commission budget. She said the salaries included the "me too" raises that BUSD employees will receive on July 1st, 2020. Vice-Chairperson

Goldstein requested a special meeting in April to review certain aspects of the budget in more detail based on specific questions she had about certain entries. Chairperson Carter agreed that a special meeting was needed.

12. Public Comments

Mary Ferguson, BCCE Vice President, asked how supervision for the secretarial staff recalled to work would be handled. Secretary Sanders replied that BCCE had signed an MOU with the District regarding the secretarial assignments. President Robinson asserted that it was unclear who is calling the secretaries back to work and that they were performing out of class managerial tasks.

13. Next Meeting

A special meeting will be held on April 16th, and the next regular Personnel Commission meeting will be held on May 7th at 4:30 pm.

14. Adjournment

The meeting was adjourned at 5:22 pm.

Respectfully Submitted,

Kimberle Sanders
Secretary, Personnel Commission

Date

Approved,

Timothy Carter
Chairperson, Personnel Commission

Date

MINUTES APPROVED AT VIRTUAL PERSONNEL COMMISSION MEETING ON 06/04/2020
