

Berkeley Unified School District
Personnel Commission Meeting Minutes

February 6th, 2020 – 4:30 pm

1. Call to Order

The meeting was called to order at 4:30 pm.

2. Roll Call & Establishment of Quorum

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

3. Public Comments

None.

4. Approval & Adoption of Agenda

Commissioner Ortiz made a motion to approve the February 6th meeting agenda; Vice-Chairperson Goldstein seconded the motion,
Approved, 3-0

5. Approval of Meeting Minutes

a) January 9th, 2020, Regular Meeting Minutes

Vice-Chairperson Goldstein made a motion to approve the January 9th meeting minutes; Commissioner Ortiz seconded the motion,
Approved, 3-0

6. Consent Items

- a) Administrative Assistant I
- b) Business Systems Analyst
- c) Data Integrity Specialist
- d) Grounds Gardener
- e) Instructional Assistant
- f) Instructional Assistant II, SPED
- g) Instructional Tech- Before & After School Program
- h) Lead Grounds Gardener

Vice-Chairperson Goldstein commented on the duration of testing in the eligibility lists brought forward; she said that the average period between the 1st exam and the 2nd exam was 28 days, but clarified that this period included a week long segment of the winter recess and three holidays. She expressed her hope that the testing intervals would return to the 14-day average in the following month.

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

7. Reports

a) Union Reports

None.

b) District Reports

None.

c) Commissioners Reports

Commissioner Ortiz said that he was made aware that Director Beatriz Leyva-Cutler has submitted two nominations to the board for the next Personnel Commissioner to fill the position from which he resigned effective with the December 2019 meeting, but he does not know the outcome. He noted that he planned to extend his service through the March 2020 meeting.

Vice-Chairperson Goldstein spoke about the upcoming primary election in March and the importance of the three BUSD initiatives on the ballot. She reminded all to vote. She said she is looking forward to attending the annual CSPCA conference in San Francisco later in the month.

Vice-Chairperson Goldstein expressed concern over the continued high-velocity turnover of the Title IX Coordinator and Compliance Officer position. She cited a recently published Berkeleyside article about a lawsuit brought against the District for mishandling of a sexual assault at Berkeley High School in May 2019, just as the previous Title IX Coordinator was transitioning from the position, and expressed her belief that stability in that role would enable the District to more effectively address the gaps and contributing issues identified by the lawsuit. She expressed concern over the District's approach in staffing the vacant role with a Consultant resource and said that she would be contacting the Assistant Superintendent of Human Resources about this matter.

d) Personnel Director

i. New Hires and Examinations administered in January 2020.

Secretary Sanders shared exam activity for the month of January.

8. Conference Items

a) Agenda Item Request- V. Gutwirth

Valerie Gutwirth, Dance teacher at Malcolm X, said that she requested this item because she believed the process for applying for the Instructional Specialist, Dance position has been dysfunctional and has bypassed talented candidates who could make valuable contributions to the District's dance programs. She delivered a PowerPoint presentation of findings around recruitment and candidate placement for this position over a several year period. Vice-Chairperson Goldstein proposed that Ms. Gutwirth follow up on this matter, including her specific recommendations, with Secretary Sanders.

b) Request for Advanced Step Placement- R. Kadner

Ms. Kadner, a candidate offered the position of Library Media Specialist, said she is excited to work at BUSD. She will come to BUSD from Oakland Unified School District with over twenty years of work

experience including a master's degree in Psychology. She is currently studying for a master's degree in Library Science. Secretary Sanders said she has recommended the advance step salary placement based on Ms. Kadner's depth of experience, education, and her relevant experience working with a similar population of students at OUSD. Vice-Chairperson Goldstein noted that the previous salary is also used as criteria, and Ms. Kadner had demonstrated that her salary warranted placement at step 5. Chairperson Carter said that Ms. Kadner is exceptionally qualified and will be a great addition to the District. He also requested of Secretary Sanders a rubric to show the criteria that were used to inform her recommendation.

Vice-Chairperson Goldstein made a motion to approve the advanced step salary placement at Step 5; Commissioner Ortiz seconded the motion,
Approved, 3-0

- c) Request to Extend Eligibility List- Administrative Assistant I
Secretary Sanders said she recommended extending this list due to the constant need for Administrative Assistant substitutes in limited-term assignments.

Commissioner Ortiz made a motion to approve the extension of the Administrative Assistant I list for one year; Vice-Chairperson Goldstein seconded the motion,
Approved, 3-0

9. Closed Session (1 matter)

The Personnel Commission went into closed session at 5:19 pm.

10. Report from Closed Session

The Personnel Commission came out of closed session at 5:31 pm. Chairperson Carter reported that no action was taken.

11. Public Comments

None

12. Next Meeting

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

13. Adjournment

The meeting was adjourned at 5:31 pm.

Respectfully Submitted,

Kimberle Sanders
Secretary, Personnel Commission

Date

Approved,

Timothy Carter
Chairperson, Personnel Commission

Date

MINUTES APPROVED AT PERSONNEL COMMISSION MEETING ON 03/05/2020
