

Berkeley Unified School District
Personnel Commission Meeting Minutes

May 7th, 2020 – 4:30 pm

1. Call to Order

The meeting was conducted via Zoom call # 883 0204 1054 and was called to order at 4:30 pm.

2. Roll Call & Establishment of Quorum

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

3. Public Comments

None, however, due to the utilization of new technology and some delays in admitting speakers to the meeting, Vice-Chairperson Goldstein made a subsequent motion to move Public Comment to follow the Public Hearing item; Chairperson Carter seconded the motion,
Approved, 2-0

4. Approval & Adoption of Agenda

Vice-Chairperson Goldstein made a motion to approve the May 7th meeting agenda; Chairperson Carter seconded the motion,
Approved, 2-0

5. Consent Items

- a) Educational Occupational Therapist
- b) Executive Assistant

Vice-Chairperson Goldstein made a motion to approve eligibility lists a and b; Chairperson Carter seconded the motion,
Approved, 2-0

6. Reports

- a) Union Reports
None.

- b) District Reports
None.

- c) Commissioners Reports

Chairperson Carter said he attended the Berkeley City Council meeting and was learning best practices for running meetings.

- d) Personnel Director

- i. New Hires and Examinations administered in April 2020.

Secretary Sanders shared exam activity for the month of April. She advised of her plan to utilize Vidcruiter services going forward to administer candidate examinations.

7. Conference Items

- a) Request for New Classification- Braille Transcriber

Secretary Sanders said that the District's Special Education department requested to develop this position to address students' needs. The Board approved the duties on the May 5th, 2020 Board

meeting. Vice-Chairperson Goldstein asked Secretary Sanders to identify comparable positions in the District that are in the same salary range as this new position, including: Administrative Assistant I, Behavioral Intervention Specialist I and School Administrative Assistant II.

Chairperson Carter made a motion to approve the Braille Transcriber classification; Vice-Chairperson Goldstein seconded the motion,
Approved, 2-0

b) Request for Reclassification- K. Kramer

Secretary Sanders advised that Ms. Kramer is currently the only person in the Instructional Assistant – Braille Transcriber classification. Based on her interviews with several teachers and the SPED Executive Director, Ms. Kramer's duties have significantly increased over the last few years; she has earned certifications that reflect her augmented skills.

Chairperson Carter made a motion to approve the reclassification request for Kathy Kramer to Braille Transcriber; Vice-Chairperson Goldstein seconded the motion,
Approved, 2-0

c) Request for New Classification- Title IX Investigator

Secretary Sanders reported that the Title IX Investigator position was approved by the Board at the April 22nd, 2020 meeting. Vice-Chairperson Goldstein asked about other positions in the same salary range. She also asked if the position would be based in Berkeley High and report to the Compliance Officer & Title IX Coordinator. Secretary Sanders confirmed that the person in the position would primarily be working with Berkeley High. Vice-Chairperson Goldstein expressed strong support for inclusion of investigatory credentials in the mandatory minimum qualifications

Vice-Chairperson Goldstein made a motion to approve the new Title IX Investigator classification with the noted updates to the minimum qualifications; Chairperson Carter seconded the motion,
Approved, 2-0

8. Public Hearing Ed Code 45253- Personnel Commission Budget 2020-2021

As follow up to a question posed during the first budget review in April, Secretary Sanders stated that the fiscal year 19-20 salary expenditures were higher than the proposed 20-21 salaries because the previous Director was compensated at a higher salary step and because a Personnel Commission employee was working out of their classification for several months. She also reported that the BUSD Assistant Superintendent has confirmed that back wage claims from prior Commission staff during the 19-20 year would be funded from that year's budget.

Vice-Chairperson Goldstein made a motion to approve the Personnel Commission's budget for the 2020-2021 school year; Chairperson Carter seconded the motion,
Approved, 2-0

9. Public Comments

Due to technical problems, BCCE President Linnette Robinson was unable to comment at the meeting and informed the Commission Secretary of this the day following the meeting. Commission staff have since remedied the problem.

10. Closed Session (1 matter)

The Personnel Commission went into closed session at 5:09 pm.

11. Report from Closed Session

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

12-1. Public Comments

None

13. Next Meeting

The next regular meeting will be held on June 4th at 4:30 pm via Zoom.

14. Adjournment

The meeting was adjourned at 5:33 pm.

Respectfully Submitted,

*Approved at the Personnel Commission meeting held on
7/9/2020 via Zoom*

Kimberle Sanders
Secretary, Personnel Commission

Date

Approved,

Timothy Carter
Chairperson, Personnel Commission

Date