

**Berkeley Unified School District**  
**Personnel Commission Meeting Minutes**

July 9<sup>th</sup>, 2020 – 4:30 pm

**1. Call to Order**

The meeting was conducted via Zoom meeting # 839 2435 5252 and was called to order at 4:31 pm.

**2. Roll Call & Establishment of Quorum**

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

**3. Public Comments**

None.

**4. Approval & Adoption of Agenda**

Vice-Chairperson Goldstein made a motion to approve the meeting agenda; Chairperson Carter seconded the motion,

Approved, 2-0

**5. Approval of Meeting Minutes**

a) May 7<sup>th</sup>, 2020, Regular Meeting Minutes

b) June 4<sup>th</sup>, 2020, Special Meeting Minutes

Vice-Chairperson Goldstein made a motion to approve the May 7<sup>th</sup> and the June 4<sup>th</sup> meeting minutes; Chairperson Carter seconded the motion,

Approved, 2-0

**6. Consent Items**

Ratification of Eligibility Lists

a) Compliance Officer & Title IX Coordinator

b) Payroll Specialist

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

Approved, 2-0

**7. Reports**

a) Union

Linnette Robinson, BCCE President, spoke about several Payroll memorandum of understanding (MOU) issues related to the 5% differential that selected classified staff expects to receive for work during the shelter-in-place order. She also mentioned that inaccuracies in workers compensation pay prompted a suggestion for audit of District records. She said she has requested information from Human Resources and Payroll regarding the status of the expected July 15<sup>th</sup> vacation payout for 10/11-month BCCE members but has not received updates. Ms. Robinson reported that a classified employee who was doing the work of a certificated administrator was informed by the Assistant Superintendent that they would not be compensated for the additional work. President Robinson requested an update to the timeline for the next district-wide compensation and classification study.

She said that on June 12<sup>th</sup> supervisors mistakenly informed three classified employees that they were to be laid off, but that the District retracted this shortly after being advised that the notice was delivered. President Robinson said that she received a position control report that was highly inaccurate and did not reflect actual staffing numbers. She requested, under Rule 70.400.2, that a formal payroll audit be conducted.

b) District Reports

None.

c) Commissioners Reports

Vice-Chairperson Goldstein expressed her concern that the District has failed to send a representative to the past several Personnel Commission meetings. She said she was aware that the District had recently hired a new Human Resources Director, Glendaly Gascot-Rios, to backfill a vacancy and expressed her hope that Ms. Gascot-Rios would quickly assume a liaison role with the Commission. She cited the recent June layoff miscommunication to staff as representative of the process and communication challenges facing the short-staffed Human Resources department. Chairperson Carter said he has reached out to Superintendent Stephens about improving communications with the District Human Resources department but has not received a response.

d) Personnel Director

i. New Hires and Examinations administered in the month of June 2020

Secretary Sanders reviewed the examination and personnel activity for the month of June.

## 8. Conference Items

a) Agenda Item Request- M. Woolridge

Michael Woolridge, Instructional Assistant II, SPED at Berkeley High, asked about the process for employees placed on paid administrative leave. He reported that he was placed on leave by the District in January but has not received any updates since then. He said he would like to know the status of his job because he was not given any additional information despite multiple requests to Human Resources. Vice-Chairperson Goldstein advised Mr. Woolridge that the Personnel Commission doesn't have access to the details of his case or any have further information and suggested that, if he was unable to secure additional information from the District Human Resources department, another option for him to pursue would be to attend a school board meeting and speak during the "public comments" portion of the meeting. She suggested that he could also write to the Board members directly. She clarified that this matter is not within the purview of the Personnel Commission.

b) Request for Re-Classification- D. Diggs

Secretary Sanders advised that she had spoken with Denise Diggs, Administrative Assistant II in Student Services, after the submission of the agenda item request but, due to a recent resignation, was unable to speak with Ms. Digg's supervisor. Mildred Scheer, Adult School Program Specialist, expressed support for Ms. Diggs's request and noted that, in her over 15 years of service with the

District, there has been significant turnover of leadership in the Student Services department, resulting in many duties falling to Ms. Diggs to handle. Ms. Diggs said that her responsibilities have increased substantially and she believes that her work aligns with that of the Administrative Assistant III classification. Chairperson Carter asked Secretary Sanders to conduct a desk audit for this position and report back to the Commission on this.

- c) Request to Extend Eligibility List- Instructional Assistant, ECE  
Vice-Chairperson Goldstein asked if this list had been extended before. Secretary Sanders replied that it had not.  
Chairperson Carter made a motion to extend the Instructional Assistant, ECE eligibility list for one year; Vice-Chairperson Goldstein seconded the motion,  
Approved, 2-0

**9. Closed Session (1 matter)**

- a) Legal Matters - Government Code § 54954.  
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 6:10 pm. Chairperson Carter reported that no actions had been taken.

**11. Public Comments**

Ms. Scheer said that she was going to request an advance step placement for the re-class she was granted at the June 2020 Personnel Commission meeting.

**12. Next Meeting**

The next regular Personnel Commission meeting will be held on August 6<sup>th</sup> at 4:30 pm via Zoom if on-site staff restrictions have not been lifted.

**13. Adjournment**

The meeting was adjourned at 6:10 pm.

Respectfully Submitted,

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

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Kimberle Sanders  
Secretary, Personnel Commission

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Date

Approved,

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Timothy Carter  
Chairperson, Personnel Commission

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Date