

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

November 5<sup>th</sup>, 2020 – 4:30 pm

**1. Call to Order**

The meeting was conducted via Zoom meeting # 827 1246 5855 and was called to order at 4:32 pm.

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

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

**3. Public Comments**

Isaiah (Izzy) Roter commented that the Board appointed him to serve as a Personnel Commissioner and that he was attending this meeting as an observer; starting his term with the December meeting. He said that prior to his retirement two years ago he represented labor Unions and labor-management trust funds. He also served sixteen years on the personnel board for the City of Berkeley and had been co-chair for BUSD's audit committee. He currently volunteers with distance learning at King Middle School. He has been a Berkeley resident for fifty years and raised a son who attended BUSD schools. He expressed his enthusiasm for helping classified employees in the District.

**4. Approval & Adoption of Agenda**

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

**5. Approval of Meeting Minutes**

- a) October 1<sup>st</sup>, 2020, Regular Meeting Minutes
- b) October 13<sup>th</sup>, 2020, Special Meeting Minutes
- c) October 16<sup>th</sup>, 2020, Special Meeting Minutes

Vice-Chairperson Goldstein made a motion to approve the October meeting minutes; Chairperson Carter seconded the motion,  
Approved, 2-0

**6. Reports**

- a) Union  
None.

- b) District Reports

Glendaly Gascot-Rios, HR Director, reported that in-person instruction for a select small group of student cohorts would commence the following week. She said that only certificated substitutes are being employed to run the cohorts but hopes to include BCCE members once their MOU with the District has been finalized which she expects prior to January, when some elementary schools are scheduled to reopen utilizing a hybrid learning model.

c) Commissioners Reports

Chairperson Carter reported that BCCE had selected a replacement for him to begin his term in January.

d) Personnel Director

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

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

**7. Consent Items**

Ratification of Eligibility Lists

a) Compliance Officer and Title IX Coordinator

b) Director of Fiscal Services

c) Employee Benefits Specialist

Vice-Chairperson Goldstein asked to pull item 7.a

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

Approved, 2-0

Vice-Chairperson Goldstein asked about the eligibility list placement for the previous incumbent in the Compliance Officer position because she was aware that that person had expressed interest in returning to the role but did not see the name on the list for approval at today's meeting. Secretary Sanders responded that she had certified the former employee to interview based on her inclusion in the 39-month rehire list, which does not require a re-test for eligibility. She said that she was aware that the former employee had been interviewed but that a hiring decision had not yet been finalized.

Vice-Chairperson Goldstein made a motion to approve eligibility list 7.a.; Chairperson Carter seconded the motion,

Approved, 2-0

**8. Conference Items**

a) Revision of Classification- Director of Fiscal Services

Secretary Sanders reported that she reviewed comparables from several peer Districts to inform her update to the minimum qualifications and salary recommendation for the Director of Fiscal Services classification. This position was previously exempt contract-based, but had been approved as an unrepresented classified management position with revised duties at the October 21<sup>st</sup>, 2020, Board meeting. Vice-Chairperson Goldstein thanked Secretary Sanders for her diligence in research and fact-finding to revise this classification.

Vice-Chairperson Goldstein made a motion to approve the revised Director of Fiscal Services classification; Chairperson Carter seconded the motion;

Approved, 2-0

b) Request to Extend Eligibility lists from November 2019

Chairperson Carter made a motion to extend for one year the eligibility lists from November 2019; Vice-Chairperson Goldstein seconded the motion,

Approved, 2-0

c) 2019-2020 Annual Report, *2<sup>nd</sup> reading and approval*

Vice-Chairperson Goldstein said the annual report read well and suggested the word “commensurately” to replace “conversely” in Secretary Sanders’ statement.

Vice-Chairperson Goldstein made a motion to approve the 2019-2020 Annual Report as amended; Chairperson Carter 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 5:21 pm.

**10. Report from Closed Session**

The Personnel Commission came out of closed session at 6:16 pm. Chairperson Carter reported that Secretary Sanders would be doing further research into selected issues and report back at a future time.

**11. Public Comments**

None.

**12. Next Meeting**

The next regular Personnel Commission meeting will be held on December 3<sup>rd</sup> at 4:30 pm via Zoom.

**13. Adjournment**

The meeting was adjourned at 6:18 pm.

Respectfully Submitted,

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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