

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

December 3<sup>rd</sup>, 2020 – 4:30 pm

Prior to the Commencement of the Personnel Commission Meeting, The New Board Appointed Commissioner, Isaiah Roter, and the BCCE Appointed Commissioner, Timothy Davis, were sworn in as Commissioners of Berkeley Unified School District Personnel Commission

**1. Call to Order**

The meeting was conducted via Zoom meeting #868 9017 2961 and was called to order at 4:30 pm.

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

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

**3. Public Comments**

None.

**4. Approval & Adoption of Agenda**

Commissioner Roter made a motion to approve the December meeting agenda; Vice-Chairperson Goldstein seconded the motion,  
Approved, 3-0

**5. Approval of Meeting Minutes**

a) November 5<sup>th</sup>, 2020, Regular Meeting Minutes

Vice-Chairperson Goldstein requested that the October 21<sup>st</sup>, 2020 date corresponding to the board meeting when the Fiscal Director position was approved be reflected in the minutes.

Vice-Chairperson Goldstein made a motion to approve the November meeting minutes as amended; Commissioner Roter seconded the motion,  
Approved, 3-0

**6. Reports**

a) Union

Frank Hernandez, BCCE President, welcomed Vice-Chairperson Roter and incoming Commissioner Timothy Davis. On behalf of BCCE, he expressed his gratitude to Chairperson Carter, term ending December 2020, for his many years of support to the classified employees. He presented a plaque from BCCE, commemorating Chairperson Carter's eight years of service to the Commission, that will be sent separately to Chairperson Carter.

b) District Reports

Glendaly Gascot-Rios, HR Director, reported that the District was close to reaching an agreement with BCCE regarding the Phase 1 reopening plan. She said that the District would soon begin to negotiate with the Unions on terms for the Phase 2 plans, when some elementary schools are scheduled to reopen utilizing a hybrid learning model.

c) Commissioners Reports

Chairperson Carter reported that this would be his last meeting after serving in the Personnel Commission for eight (8) years. He thanked the BCCE staff, his fellow commissioners, and the Personnel Commission staff for being an anchor to the Commission throughout the many leadership changes during his tenure.

Commissioner Roter expressed his thanks to Secretary Sanders and Erin Arinez for helping him through the onboarding process. He said he looked forward to working with his fellow commissioners, personnel commission staff and, in particular, the classified employees.

Vice-Chairperson Goldstein said that this was a time of tremendous change. She noted that two new commissioners would be sworn in by January and that this would be Secretary Sanders' last meeting due to her resignation from Berkeley Unified. She thanked Secretary Sanders for her hard work and honesty. She expressed the need to better understand why the Classified Director role has experienced high turnover so that the Commission can make a long-term hire.

Vice-Chairperson Goldstein said the new position control report, and subsequent updates, presented at the Board meetings is useful and appreciated. She thanked Vice-Chairperson Carter for his guidance and service to BUSD and expressed her gratitude for the opportunity to work with him.

d) Personnel Director

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

Secretary Sanders reviewed the examination and personnel activity for the month of November. She also thanked Brian Westover, Human Resources Technician, for his behind-the-scenes work to keep recruitments running for the District.

**7. Consent Items**

Ratification of Eligibility Lists

- a) Director of Technology
- b) Family Engagement and Equity Specialist (VAPA)
- c) Instructional Specialist (Garden)
- d) Network Engineer
- e) Restorative Justice Coordinator

Vice-Chairperson Goldstein asked about the long interval between testing dates for the Network Engineer list; Secretary Sanders explained that the delay was due to scheduling such that the Technology Director was able to assist with exam development. Ms. Arinez added that the Director of Technology had been uncertain as to when he wanted to fill the position, given the school closures.

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

Approved, 3-0

**8. Conference Items**

- a) Election of Personnel Commission Chairperson and Vice-Chairperson

Commissioner Roter made a motion to elect Vice-Chairperson Goldstein as the Chairperson for

the calendar year 2021; Chairperson Carter seconded that motion,  
Approved, 3-0

Vice-Chairperson Goldstein made a motion to elect Commissioner Roter as Vice-Chairperson for the calendar year 2021; Chairperson Carter seconded the motion,  
Approved, 3-0

b) Request for Advanced Step Salary Placement – S. Jimenez

Secretary Sanders said she recommended an advanced step placement due to the candidate's education and experience and because it was a difficult recruitment to fill the Compliance Officer/Title IX Coordinator role. Due to the high turnover in the position, she believed the salary was a factor. She noted that previous incumbents in this class were hired at a step five salary, and the position has not been reclassified to update the salary. Mr. Jimenez, the Compliance Officer/Title IX Coordinator candidate, said that he was very familiar with the position and the duties. He said he was excited to start with BUSD and was looking to stay in the position for a significant amount of time. Commissioner Roter said that Mr. Jimenez's qualifications were superb.

Commissioner Roter made a motion to approve the request for an advanced step placement on step five for Mr. Jimenez; Chairperson Carter seconded the motion;  
Approved, 3-0

c) Request to Extend Eligibility lists from December 2019

Vice-Chairperson Goldstein pointed out that the Administrative Assistant III list and the Sous Chef lists included candidates with already expired eligibility and was unclear as to their status if the list was extended. The Commission requested that PC staff investigate this question and bring those two lists to the next meeting.

Vice-Chairperson Goldstein made a motion to extend for one year the eligibility lists from December 2019, with the exception of the Administrative Assistant III and Sous Chef lists; Commissioner Roter seconded the motion,  
Approved, 3-0

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

a) Legal Matters - Government Code § 54954.

The Personnel Commission went into closed session at 5:34 pm.

**10. Report from Closed Session**

The Personnel Commission came out of closed session at 6:07 pm. Chairperson Carter reported that the Commission discussed the option of engaging an Interim Classified Director.

**11. Public Comments**

Patty Duwel, former Director of Classified Personnel in BUSD, said that she is available to assist BUSD. She thanked Chairperson Carter and Director Sanders for their service. She observed that there had been a revolving door of Classified Personnel Directors at BUSD, and that she believed Ms. Arinez

would be a good interim lead while CSPCA ran the recruitment.

Chairperson Carter welcomed Timothy Davis to the Personnel Commission. He also thanked Ms. Duwel for joining the meeting.

Secretary Sanders thanked the Commission for the opportunity they gave her and for their support. She commented that Ms. Arinez and Mr. Westover were the best team she has worked with and expressed her support for Ms. Arinez in the leadership role.

## 12. Next Meeting

The next regular Personnel Commission meeting will be held on January 14<sup>th</sup> at 4:30 pm via Zoom.

## 13. Adjournment

The meeting was adjourned at 6:13 pm.

Respectfully Submitted,

*Erin Arinez*\_\_\_\_\_

Erin Arinez  
Secretary, Personnel Commission

01//14/2021

Date

Approved,

*Heidi Goldstein*\_\_\_\_\_

Heidi Goldstein  
Chairperson, Personnel Commission

01//14/2021

Date