

Berkeley Unified School District
Personnel Commission Meeting Minutes

January 14th, 2020 – 4:30 pm

1. Call to Order

The meeting was conducted via Zoom meeting #872 2344 1898 and was called to order at 4:32 pm.

2. Roll Call & Establishment of Quorum

Chairperson Goldstein and Vice-Chairperson Roter were present, and a quorum was established. Commissioner Davis joined the meeting at 4:45pm.

3. Public Comments

Denise Diggs-Ray, Administrative Assistant III, asked how the Personnel Commission's budget would be affected by having two interim classified Directors.

4. Approval & Adoption of Agenda

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

5. Approval of Meeting Minutes

a) December 3rd, 2020, Regular Meeting Minutes

Vice-Chairperson Roter mentioned that selected appearances of his name were misspelled.

Chairperson Goldstein made a motion to approve the December meeting minutes with corrections to the misspellings of Vice-Chairperson Roter's name; Vice-Chairperson Roter seconded the motion,
Approved, 2-0

6. Reports

a) Union

Estella Cisneros, BCCE Treasurer, welcomed interim Director of Classified Personnel, Philip J. Gordillo, and the union-appointed Commissioner Timothy Davis.

b) District Reports

Glendaly Gascot-Rios, HR Director, reported that the District was ramping up recruitment for the next school year. She shared news that the current BUSD Associate Superintendent of Educational Services, Ms. Baje Thiare, would be leaving the district at the end of the academic year 6/30/21.

c) Commissioners Reports

Vice-Chairperson Roter said that at a recent Board meeting, a representative from Claremont Behavioral Health presented the District's employee assistance program (EAP); he urged classified employees to seek help if they were in need.

Chairperson Goldstein welcomed Secretary Gordillo and clarified that he is serving as Interim Director on a limited-term basis, hence the Commission did not anticipate 20-21 budget overspend due to this arrangement. She thanked the Personnel Commission staff for keeping their focus on recruitments during the limited workdays over the Holiday season. She urged the Commission to keep abreast of changes to COVID-19 related factors that could affect school reopening plans, such as the Alameda county COVID tier, and to focus on readiness and recruiting capacity should vacant positions need to be filled quickly due to school reopening.

d) Personnel Director

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

Secretary Gordillo reviewed the examination and personnel activity for the month of December. He thanked the Human Resources department for welcoming him and including personnel commission staff in their weekly meetings. He advised that he would soon meet with the Superintendent and had been invited to attend weekly Business Services and HR meetings. Secretary Gordillo noted that in his role as the Interim Classified Director, collaborating with Ms. Arinez, who is working out of classification, he would not be working full-time. Chairperson Goldstein pointed out that the personnel commission was averaging four exams each work day, even during the busy holiday period.

7. Consent Items

- a) Data Integrity Specialist
- b) Instructional Assistant
- c) Instructional Assistant II, SPED
- d) Instructional Specialist, Dance
- e) Nutrition Services Satellite Operator

Vice-Chairperson Roter asked about the asterisks included next to candidates ranked in some eligibility lists, flagging expiration dates differing from the expiration date shown following the List Establishment Date of the eligibility list on which their names appeared. Ms. Arinez, Classified Personnel Supervisor, responded that the eligibility lists are merged at times, and where a list is extended, those candidates from an earlier eligibility list will show their original eligibility expiration date.

Vice-Chairperson Roter made a motion to approve lists a - e; Commissioner Davis seconded the motion,

Approved, 3-0

8. Conference Items

- a) Request for Advanced Step Salary Placement – S. Ramathilakam

Secretary Gordillo said he recommended an advanced step placement based on the candidate's education and experience. He added that it was further warranted by the difficulty in recruitment of technology positions due to high demand for skilled workers in the greater Bay Area and the elevated compensation offered by the private sector for comparable roles.

Commissioner Davis made a motion to approve the request for an advanced step placement on step three for Ms. Ramathilakam; Vice-Chairperson Roter seconded the motion;
Approved, 3-0

b) Request to Extend Eligibility lists from January 2020

Secretary Gordillo brought forward the High School Custodial Supervisor list from January 2020 to extend for an additional year. He acknowledged that the list extension practice had been implemented by the Commission during the early days of the shelter-in-place (SIP) orders, where recruitment and testing processes were significantly impeded, and expressed his wish to discuss further at a subsequent meeting the criteria and circumstances for list extension going forward.

Vice-Chairperson Roter made a motion to extend for one year the eligibility lists from January 2020; Chairperson Goldstein 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 5:05 pm.

10. Report from Closed Session

The Personnel Commission came out of closed session at 6:25 pm. Chairperson Goldstein reported that the recruitment approach for the vacant Classified Director position was discussed. She said that staff had been directed to schedule a Brown Act workshop for the Commission and to prepare recruitment materials for a special meeting on 01/28/21.

11. Public Comments

None.

12. Next Meeting

The next special Personnel Commission meeting will be held on January 28th at 4:30 pm, and the regular Personnel Commission meeting will be held on February 4th at 4:30 pm via Zoom.

13. Adjournment

The meeting was adjourned at 6:27 pm.

Respectfully Submitted,

Philip J. Gordillo

Philip J. Gordillo
Secretary, Personnel Commission

02/01/2021

Date

Approved,

Heidi Goldstein

Heidi Goldstein
Chairperson, Personnel Commission

02/04/2021

Date