

Berkeley Unified School District

The Personnel Commission will attend the meeting virtually.

Personnel Commission

Heidi Goldstein, Chairperson

Isaiah Roter, Vice-Chairperson
Philip J. Gordillo, Secretary

Timothy Davis, Commissioner

Meeting Agenda

March 4th, 2021 – 4:30 pm

- 1. Call to Order** **Chairperson Goldstein**
- 2. Roll Call & Establishment of Quorum** **Secretary Gordillo**
- 3. Public Comments (15-minute limit)** **Public**

This is an opportunity for the public to comment on Personnel Commission business not on the agenda. The time limit is five minutes per individual and a total of fifteen minutes per subject. No action shall be taken by the Commission.
- 4. Approval & Adoption of Agenda** **Chairperson Goldstein**
- 5. Approval of Meeting Minutes** **Chairperson Goldstein**

Approve the Personnel Commission Meeting Minutes for the following:

 - a) January 28th, 2021, Special Meeting Minutes, p. 2
 - b) February 4th, 2021, Regular Meeting Minutes, p. 3 - 7
- 6. Reports**
 - a) Union **Union Representatives**
 - b) District Reports **District Representatives**
 - c) Commissioners Reports **Commissioners**
 - d) Personnel Director **Secretary Gordillo**
 - i. New Hires and Examinations administered in the month of February, 2021, p. 8
- 7. Consent Items** **Chairperson Goldstein**

It is recommended that the Personnel Commission consider approving a number of agenda items as a Consent list. Consent items are routine in nature, and can be enacted in one motion without further discussion.

Ratification of Eligibility Lists

 - a) Career Advisor, p. 7
 - b) Custodian II, p. 8
 - c) Instructional Tech- Before and After School, p.9
 - d) Family Engagement & Equity Specialist, p. 10
 - e) V & E Mechanic, p. 11
- 8. Closed Session (1 matter)** **Chairperson Goldstein**
 - a) Public Employment - Government Code § 54954.5
The Personnel Commission will meet to discuss the revisions to the classification, and recruitment for the Director, Classified Personnel.
- 9. Report from Closed Session** **Chairperson Goldstein**
- 10. Public Comments (15-minute limit)** **Public**

This is an opportunity for the public to comment on Personnel Commission business not on the agenda. The time limit is five minutes per individual and a total of fifteen minutes per subject. No action shall be taken by the Commission.
- 11. Next Meeting** **Chairperson Goldstein**

Follow up items for next Personnel Commission Meeting.
- 12. Adjournment** **Chairperson Goldstein**

Berkeley Unified School District
Personnel Commission Special Meeting Minutes

January 28th, 2021– 4:30 pm

1. Call to Order

The meeting was conducted via Zoom meeting #872 2344 1898 and was called to order at 4:30 pm.

2. Roll Call & Establishment of Quorum

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

3. Public Comments

None.

4. Approval & Adoption of Agenda

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

5. Closed Session (1 matter)

The commission went into closed session to discuss the recruitment of the Director of Classified Personnel at 4:33pm.

6. Report from Closed Session

The commission came out of closed session at 6:50pm. Chairperson Goldstein reported that the commission considered several aspects of the recruitment for the Director of Classified Personnel. This included possible changes to the job description, salary and title. These items will be reviewed further at the next regular meeting on February 4th. Chairperson Goldstein stated that notices would be sent to key stakeholders, informing them about the commission's recruitment plans, and inviting them to attend and comment at the next meeting.

7. Public Comments

Chairperson Goldstein thanked Secretary Gordillo for his efforts in helping to review the Classified Personnel Director position, and in considering changes that can help the district attract and retain talent for the position.

8. Next Meeting

The next regular meeting will be held on February 4th at 4:30 pm.

9. Adjournment

The meeting was adjourned at 6:51 pm.

Respectfully Submitted,

Philip J. Gordillo

Philip J. Gordillo
Secretary, Personnel Commission

Approved,

03/01/2021

Date

Heidi Goldstein
Chairperson, Personnel Commission

Date

Berkeley Unified School District
Personnel Commission Meeting Minutes

February 4th, 2021– 4:30 pm

1. Call to Order

The meeting was conducted via Zoom meeting # 852 7339 2873 and was called to order at 4:31 pm.

2. Roll Call & Establishment of Quorum

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

3. Public Comments

Mark Ramia, Instructional Assistant I at Berkeley High, commented on behalf of Linnette Robinson, Behavioral Intervention Specialist at Berkeley High, that she was having difficulty communicating with the District about the new BCCE 2021-2022 school year calendar. He stated that the District adopted the calendar without considering the impact on medical deductions taken for 10-month classified employees and, as a result, several employees will owe extra medical premium payments in June, which will significantly deplete their take-home pay. Mr. Ramia said that Samantha Tobias-Espinosa, Assistant Superintendent of HR, had committed to look into the matter but has not offered a resolution. Mr. Ramia pointed out that the cost of the employee benefits contribution increased in 2021, but that classified employees had not been notified of the new deduction amounts.

Mr. Ramia commented that the schedule for IAPP (SPED) employees at BHS differs from the rest of the District sites and that this is not properly recorded in the District's timekeeping system, affecting the accuracy of calculations for overtime pay and utilization of paid sick and vacation leave.

Mr. Ramia commented that, with respect to ED Code 45137, prorated fringe benefit calculations under the "20-day rule" for additional time worked by part time employees, the District does not accurately track supplemental work assignments and is not properly calculating or crediting benefits owed to classified employees. He noted that the last lawsuit regarding this matter was in 2011.

Denise Diggs-Ray, Administrative Assistant III, expressed her appreciation to the Personnel Commission and Human Resources staff for their efforts during these troubled times.

4. Approval & Adoption of Agenda

Vice-Chairperson Roter made a motion to approve the February 4th meeting agenda; Commissioner Davis seconded the motion,

Approved, 3-0

5. Approval of Meeting Minutes

a) December 29th, 2020, Special Meeting Minutes

Vice-Chairperson Roter made a motion to approve the December 29th special meeting minutes; Commissioner Davis seconded the motion,

Approved, 3-0

- b) January 14th, 2021, Regular Meeting Minutes
Chairperson Goldstein made a motion to approve the January 14th regular meeting minutes;
Commissioner Davis seconded the motion,
Approved, 3-0

5. Reports

- a) Union Reports
Frank Hernandez, BCCE Union President, stated that Union member transfers are not being correctly executed because open positions are being filled by candidates from the eligibility lists before they are offered to union members for transfer. President Hernandez cited Merit Rules 50.200.1 and 50.200.2 as support for the transfer priority. He noted that while Commission staff referred to the BCCE contract, Article 17.2 in the contract solely applies to transfers and does not address the interaction with eligibility lists. He stated that union members need a way to relocate and that they are denied their right to transfer under current practice. President Hernandez also cited Merit Rules 50.200.1 (b) and (c) in support of a practice that prioritizes union members' right to transfer first to an open position before other candidates are considered.

- b) District Reports
Samantha Tobias-Espinosa, Assistant Superintendent for Human Resources, reported that the District is very close to reaching an agreement with BCCE for phase one negotiations. She thanked President Hernandez for his work in the negotiation process. She expressed the District's concern about the closed session item for reclassification of the Classified Personnel Director position to that of Executive Director. She commented that the Classified Personnel leadership role was not aligned with the other Executive Director position in the District [Executive Director of Facilities and Maintenance], which is responsible for a large budget and supervises a larger staff. Assistant Superintendent Tobias-Espinosa asked that the Commission consider how their decision aligns with existing positions within the District.

- c) Commissioners Reports
Vice-Chairperson Roter spoke to the need for preparedness in anticipation of school reopening and stated that he is aware of the strong desire, across all stakeholders, to return to in-person learning. He noted that the Commission, its staff and the Human Resources Staff need to take steps now to be prepared for that eventuality by having eligibility lists and performing recruitments as necessary. He expressed his expectation that Commission and HR staff would coordinate to be ready for reopening when it takes place.
Chairperson Goldstein referenced the availability of a recorded session link on the District website landing page for the January 28th "State of the District" presentation and panel discussion about distance learning. She recommended that all stakeholders, and especially Personnel Commission, listen to the session to understand the state of school reopening planning and the range of stakeholder expectations. She also noted that the website landing page includes a link to the Personnel Commission meetings page for those who want to stay abreast of Commission business.

She commented that she was pleased to see a large number of attendees at this meeting.

Chairperson Goldstein discussed the recent approval of \$20 million in Measure O funds by the measure's Oversight Committee for a BUSD educator workforce housing project.. She expressed her belief that the ability of the district to offer workforce housing will be a big step toward making BUSD a more competitive and desirable employer. Chairperson Goldstein shared that year one BERRA [2020 Measure E] funding to increase staff salaries, among other things, had projected revenues of \$10 million, of which \$2.2 million were allocated to classified salary support and \$0.5 million for classified employee benefits. She stated that revenues from this measure are also an important factor in helping the District attract and retain talent.

Lastly, Chairperson Goldstein noted that this meeting marks five years of her service to the Commission. She said she was pleased to be serving with the two new commissioners and was grateful for the stability that the PC staff has provided during her tenure. She commented that she is looking forward to creating that same kind of stability with the selection of the next Classified Personnel leader.

d) Personnel Director

i. New Hires and Examinations administered in January 2021

Secretary Gordillo shared that Personnel Commission staff had completed 86 written examinations and 13 oral examinations for the period. He noted that PC staff have taken on additional duties in support of his part-time engagement. He advised that weekly PC staff meetings have been taking place and that PC staff have also been attending weekly Human Resources team meetings, with collaboration and information shared between HR and PC staff. Secretary Gordillo shared that there are also regular meetings with BCCE and weekly meetings with Business Services He commented that the Commission is aware of the Executive Director, Facilities and Maintenance position and factors including comparative compensation, scale and scope have been considered in the reclassification of the Classified Personnel leadership position.

Secretary Gordillo commented that the California School Personnel Commission Association (CSPCA), where he serves as Executive Director, is hosting their annual Merit Academy and provided details about its curriculum, sessions and cost. He informed all in attendance that they are invited to enroll. He also advised the Commissioners that Ms. Arinez had enrolled them in a CSPCA Commissioner-only email listserve. Chairperson Goldstein pointed out that there were 18 working days in January and that PC staff averaged 5.5 exams per day. She commented that this is a higher daily average than is typical, even before the Coronavirus pandemic. Chairperson Goldstein thanked PC staff for their efforts and said that their purpose and urgency is key to preparedness to fill positions if there is a flood of requests for recruitments as school reopening plans are determined.

Chairperson Goldstein acknowledged comments in the Zoom meeting chat regarding typos in the December 29th and January 14th meeting minutes approved earlier and said they would be addressed.

7. Conference Items

a) Request to extend eligibility lists from February and March of 2020

Chairperson Goldstein stated that the practice of extending eligibility lists originated shortly after the March 2020 shelter in place orders were issued because in-person recruitment activities were sharply curtailed and the Commission determined it made sense to maintain a pool of eligible candidates where it was possible to do so. She asked Secretary Gordillo why the March 2020 lists were being brought forward for extension in February. Secretary Gordillo explained that the lists in question were scheduled to expire and that lists expiring in March were added to get ahead of any eligibility lists that may expire before the next meeting. He then provided a refresher explanation as to why some of the names on the eligibility lists put forward for extension have asterisks next to them and stated that only the names without asterisks would be extended if list extension were approved.

Vice-Chairperson Roter said that the process for maintaining eligibility lists needs a second look. He noted that the current process creates confusion and that he himself had been unclear on the status of some individuals included in extended lists. He stated that while a second look at the process is warranted, he does not object to extending the February 2020 and March 2020 eligibility lists. Secretary Gordillo said that it was his intention that by next month PC staff will have a product that is clearer on the status of individuals with earlier expiration dates.

Chairperson Goldstein said that some of the eligibility lists included only two names and asked for clarification on the guidance given to administrators who are not provided three ranks. Secretary Gordillo explained that under such circumstances administrators have the right to ask the Commission to refresh the list and provide three ranks.

Chairperson Goldstein referred to Union President Hernandez's comments earlier in the meeting and asked about considerations for candidates on the thirty-nine-month rehire list when a vacancy becomes available in the classification. Secretary Gordillo advised that individuals from a re-employment list trumps ranks from every other list.

Chairperson Goldstein expressed her thanks to Assistant Superintendent Tobias-Espinosa and HR staff for sharing the position control list at the Board meetings, which she has found to be very helpful.

Vice-Chairperson Roter asked Chairperson Goldstein, along with Union representatives and HR and PC staff members, to educate him on the circumstances when an eligibility list should not be extended. Chairperson Goldstein commented that it is good practice to examine the rationales behind decisions to extend an eligibility list. Secretary Gordillo suggested that the topic be added to a future agenda. He added that eligibility lists have been extended recently because of the Coronavirus pandemic and that, generally, eligibility lists are not extended. Chairperson Goldstein expressed her support for more discussion at a subsequent meeting, given that Vice-Chairperson Roter and Commissioner Davis are new to the Commission.

Vice-Chairperson Roter made a motion to approve the extension of the eligibility lists from February and March of 2020; Commissioner Davis seconded the motion

Approved 3-0

8. Closed Session

The Commission went into closed session at 5:18 pm to discuss the revisions to the classification, compensation and recruitment plan for the Classified Personnel Director.

9. Report from Closed Session

The Commission came out of closed session at 6:15 pm. Chairperson Goldstein reported that the Commission reviewed edits and updates to the job description that will be used to recruit for the Executive Director of Classified Personnel position. She stated that the changes would go into effect on the following day (2/5/2021). She reported that the recruitment will begin no later than 2/22/2021 and will close by 3/29/2021. She added that the Commission reviewed the salary range for the new Executive Director role and title and determined new salary range and schedule placement at salary range 89, on schedule 52.

10. Public Comments

Estella Sisneros, BCCE Secretary, thanked Chairperson Goldstein for asking about whether the Merit Academy was open to the public.

11. Next Meeting

The next regular meeting will be held on March 4th at 4:30 pm.

12 Adjournment

The meeting was adjourned at 6:17 pm.

Respectfully Submitted,

Philip J. Gordillo

Philip J. Gordillo
Secretary, Personnel Commission

03/01/2021

Date

Approved,

Heidi Goldstein
Chairperson, Personnel Commission

Date

Examinations Administered in the Month of February 2021:

<u>Classification</u>	<u>Written</u>	<u>Oral</u>	<u>Performance</u>
Instructional Technician - BASP		6	
Vehicle & Equipment Mechanic	2		2
Family Engagement & Equity Specialist		10	
Custodian II		8	
Nutrition Services Assistant	4		
Nutrition Services Satellite Operator	2		

New Hires/New Assignments/Promotions Processed in the Month of February 2021:

<u>Name-</u>	<u>Employment Type-</u>	<u>Classification-</u>	<u>Location/Dept.</u>
Christie, Emma	New-Hire	Instructional Specialist (Garden)	Washington
Dobson, Sarah	New-Hire	Restorative Justice Coordinator	Berkeley High
Garcia, Berny	New-Hire	School Administrative Assistant II	Willard
Gurung, Tenzin	New-Hire	Grounds Gardener	Maintenance
Haddadene, Nouredine	New-Hire	Nutrition Services Satellite Operator I	Sylvia Mendez
Houwedi, Najat	New-Hire	Instructional Assistant II, SPED	Berkeley High
Kadono, Tomoko	New-Hire	Instructional Assistant II, SPED	Franklin, CDC
Mucker, Tanzania	New-Hire	Instructional Specialist (Dance)	Berkeley High

Berkeley Unified School District
Merit System

Eligibility List for : **Career Advisor**
 (Open and Promotional)

Written Examination: **January 22, 2020**

Oral Examination: **January 31, 2021**

List Established by Personnel Commission: **March 4, 2021 to expire March 3, 2022**

Promotional

1 Timothy Hewitt

Open

- 1 Jonathan Abrami
- 2 Isreah Campbell
- 2 Julie Jane Castro
- 3 Alphonso Tolliver
- 4 Khalid Awadalla
- 5 Mayra Garcia
- 6 Abieyuwa Oghogho
- 7 Romalda Lara
- 8 Joel Jackson
- 9 Daniel Saguin
- 10 Raynard Anderson
- 11 Christopher Pancoast

Philip Gordillo
Secretary, Personnel Commission

Date

Heidi Goldstein
Chairperson, Personnel Commission

Date

Berkeley Unified School District
Merit System

Eligibility List for : **Custodian II**
 (Open and Promotional)

Written Examination: **January 21, 2021**

Oral Examination: **February 10, 2021**

List Established by Personnel Commission: **March 4, 2021 to expire March 3, 2022**

Promotional

- 1 Anthony Orosco
- 2 Reynaldo Lontok
- 3 Agripina Delgado Llamas

Open

- 1 Kevin Beck
- 2 Frederick Harvey
- 3 Roy Eric Pingol

Philip Gordillo
Classified Personnel Director, Personnel Commission

Date

Heidi Goldstein
Chairperson, Personnel Commission

Date

Berkeley Unified School District
Merit System

Eligibility List for : **Family Engagement & Equity Specialist**
(Open and Promotional)

Written Examination: **December 17, 2020**

Oral Examination: **February 8, 2021**

List Established by Personnel Commission: **March 4, 2021 to expire March 3, 2022**

Promotional

- 1 Aura Navichoque
- 2 Nabateh Ahmed
- 2 Timothy Hewitt
- 3 Kimberly Wright

Open

- 1 Ramona McGary
- 1 Dani Gabriel
- 2 Flora Keilch
- 3 Deminika Spears
- 4 Kofi Ra Brown
- 5 Gretchen Dunn

Philip Gordillo
Secretary, Personnel Commission

Date

Heidi Goldstein
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Instructional Technician - Before & After School Program
(Open and Promotional)**

Written Examination: **January 22, 2021**

Oral Examination: **February 3, 2021**

List Established by Personnel Commission: **March 4th, 2021 to expire March 3rd, 2022**

Promotional

1 Marquise Christoff

Open

1 Naomi Ford

1 Vinithra Madapoosi

2 Dwayne Brooks

3 Marian Willis

4 Kamika Curry

Philip Gordillo
Secretary, Personnel Commission

Date

Heidi Goldstein
Chairperson, Personnel Commission

Date

Berkeley Unified School District
Merit System

Eligibility List for : **Vehicle & Equipment Mechanic**
(Open and Promotional)

Written Examination: **February 4, 2021**

Performane Examination: **February 4, 2021**

List Established by Personnel Commission: **March 4th, 2021 to expire March 3rd, 2022**

Open

1 Brian Richmond

Philip Gordillo
Secretary, Personnel Commission

Date

Heidi Goldstein
Chairperson, Personnel Commission

Date