

Berkeley Unified School District
Personnel Commission Meeting Minutes

March 4th, 2021– 4:30 pm

1. Call to Order

The meeting was conducted via Zoom meeting # 85273392873 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

None.

4. Approval & Adoption of Agenda

Vice-Chairperson Roter requested to pull item 7e for further discussion. Commissioner Davis made a motion to approve the March 4th meeting agenda; Vice-Chairperson Roter seconded the motion, Approved, 3-0

5. Approval of Meeting Minutes

a) January 28th, 2021, Special Meeting Minutes

Vice-Chairperson Roter made a motion to approve the January 28th special meeting minutes; Chairperson Goldstein seconded the motion, Approved, 3-0

b) February 4th, 2021, Regular Meeting Minutes

Vice-Chairperson Roter made a motion to approve the February 4th regular meeting minutes; Commissioner Davis seconded the motion, Approved, 3-0

5. Reports

a) Union Reports

Frank Hernandez, BCCE Union President, asked Veronica Huntsberry, After School Program Specialist, to speak on the Union's behalf. Ms. Huntsberry noted that the Union has observed possible job role confusion concerning the interim Executive Director of Classified Personnel and is concerned that the Director may not be acting in the best interest of Classified employees. She said that the Union strongly recommended hiring an Executive Director who would serve as a neutral party in mediations.

b) District Reports

Glendaly Gascot-Rios, Director of Human Resources, reported that the District is very busy preparing to reopen schools, starting with K-2 on March 29th and is negotiating a Phase 2 MOU with all Unions.

c) Commissioners Reports

Vice-Chairperson Roter stated that he is pleased with reopening schools and that all parties involved work together with dignity and respect. He said that the Commission stands ready to do whatever is necessary to make reopening a success.

Chairperson Goldstein echoed Vice-Chairperson Roter's sentiments and shared reopening dates for other grades. She said that she was pleased to see online surveys for parents regarding reopening details. Chairperson Goldstein expressed the Commission's readiness to recruit for vacant Classified roles and reiterated the Commission's commitment to ensuring that Classified staffing concerns not impede reopening operations.

d) Personnel Director

i. New Hires and Examinations administered in February 2021

Secretary Gordillo shared that the Commission will be discontinuing the extension of eligibility lists. This practice was originally initiated due to the recruiting limitations introduced by the Covid-19 Pandemic. He advised that PC Staff would be conducting all the required recruitments moving forward. Secretary Gordillo discussed the February 10th postings for contract positions on the BUSD website landing page and said that he is working with the Superintendent to clarify role tenure. He noted that, usually, the District would work with the Commission on such positions, but this wasn't the case on this occasion.

Secretary Gordillo shared that the posting for Executive Director of Classified is now open, with a closing date of March 29th. He also discussed preparations for the upcoming 2021-22 Commission budget and advised that PC Staff would bring a draft budget to the April meeting.

Secretary Gordillo shared results of the examinations conducted during the month of February and commended PC Staff for their work. He commented that PC Staff is focused on the March 29th reopening of schools and will continue to work actively with District Administrators to identify Classified staffing needs.

Chairperson Goldstein thanked Commission Staff for their work. She noted that the testing pace for February was about half of normal. She also thanked Secretary Gordillo for reaching out to the District about the temporary contract positions posted to the District website landing page.

7. Consent Items

Ratification of Eligibility Lists:

Chairperson Goldstein proposed that the Commission vote on items A-D (eligibility lists) and asked about the testing intervals for selected recruitment. She stated that Commission staff has maintained average testing intervals consistent with pre-Covid performance.

Chairperson Goldstein made a motion to approve eligibility lists A – D; Vice-Chairperson Roter seconded the motion

Approved 3-0

Vice-Chairperson Roter discussed Item E and asked for background regarding the recruitment. His inquiry included position vacancy status and the practice of hiring a candidate before the list is presented for ratification. He also inquired about the singleton rank on the list. Erin Arinez, Classified Personnel Supervisor, responded to questions about the recruitment, including confirmation of position vacancy. She explained that the recruitment is difficult due to the variety of licenses and certifications required. Chairperson Goldstein thanked Vice-Chairperson Roter for pulling the item and commented that some positions are uniquely difficult to recruit for.

Chairperson Goldstein asked about the Family Engagement and Equity Specialist recruitment and the lengthy testing interval. Commission staff explained that the volume of candidates, coupled with the challenges of working remotely, resulted in an extended testing duration.

Vice-Chairperson Roter made a motion to approve eligibility list E; Commissioner Davis seconded the motion,
Approved 3-0

8. Closed Session

The Commission went into closed session at 5:05 pm to discuss the Executive Director of Classified Personnel recruitment.

9. Report from Closed Session

The Commission came out of closed session at 5:52 pm. Chairperson Goldstein reported that no actions were taken. She shared that the Commission discussed the dimensions of the recruitment for the Executive Director of Classified Personnel.

10. Public Comments

President Hernandez reported that he had just learned that the Adult School would be closing through the end of the year and, as a result of this action, some of the Custodians assigned to the Adult School would be moved. He said that one Security Officer had already been moved. Mr. Hernandez expressed concern about work prospects of the employees who work at the Adult School.

Mildred Scherr, Adult School Program Specialist, stated that the District is doing things that are not conducive to its employees' livelihood. She asked about the plan for the Classified employees that work at the Adult School and expressed her concern that the closure would result in layoffs. Ms. Scherr stated that a closure like this must be negotiated with the Union.

11. Next Meeting

The next regular meeting will be held on April 1st at 4:30 pm.

12 Adjournment

The meeting was adjourned at 5:58 pm.

Respectfully Submitted,

Philip J. Gordillo

Philip J. Gordillo
Secretary, Personnel Commission

03/01/2021

Date

Approved,

Heidi Goldstein

Heidi Goldstein
Chairperson, Personnel Commission

03/04/2021

Date