

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

May 13<sup>th</sup>, 2021– 4:30 pm

**1. Call to Order**

The meeting was conducted via Zoom meeting # 852 7339 2873 and was called to order at 4:34 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**

Chairperson Goldstein commented that there had been some technical difficulties accessing the meeting and suggested that public comment be allowed at a later time if necessary. No public comments were made.

**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. Public Hearing: Education Code § 45253 – Personnel Commission Budget, 2021- 2022**

Chairperson Goldstein referenced attachment A in the meeting packet and asked Secretary Gordillo if a member of the District Business Services department would be joining the meeting. Chairperson Goldstein referenced the spreadsheet prepared by Assistant Superintendent Follansbee that provided a breakdown of the budget and described its contents as they were explained by Follansbee at a previous private meeting between Chairperson Goldstein and Ms. Follansbee. Vice Chairperson Roter asked about the legal counsel line item in the budget. Chairperson Goldstein requested that a call be placed to Assistant Superintendent Follansbee to get clarification on additional items. She then discussed other information contained in the spreadsheet. Vice Chairperson Roter commented that as long as the full amount of the budget is awarded, the account allocations were a less significant matter. Chairperson Goldstein and Commissioner Davis agreed. Secretary Gordillo stated that the Commission has the freedom to reallocate funds as long as they stay within the total allocated budget for the year. Vice Chairperson Roter asked Chairperson Goldstein and Secretary Gordillo if they knew what the “as of date” was for specific figures on the spreadsheet. Chairperson Goldstein noted the run date of the documents and commented that she has asked for a monthly budget summary on several occasions but has not yet received one. Secretary Gordillo commented that a quarterly budget report was a reasonable request.

Chairperson Goldstein suggested that the Commission charge the Executive Director of Classified Personnel with requesting reports on their behalf in the future. Vice Chairperson Roter commented that he was certain the Commission was under budget for the current year due to several months without a full-time Classified Personnel Director. He inquired whether funds were encumbered for the vacation payout made to former Classified Personnel Director Kimberle Sanders and if this payout negated any other savings. Chairperson Goldstein discussed accrued leave liability and commented that

accrued leave liability is typically not a line item in departmental budgets. Secretary Gordillo stated that there are usually funds allocated at the enterprise level for vacation payouts. Chairperson Goldstein discussed other issues that may affect the budget. She commented on the potential impact of a compensation and classification study on wages in future budgets. Vice Chairperson Roter commented that this year might not be the right time to perform the study due to Covid-19 dynamics. Chairperson Goldstein noted that securing a commitment of funds for a study was a key factor in undertaking this work.

Vice Chairperson Roter made a motion to approve the Personnel Commission Budget, 2021- 2022; Chairperson Goldstein seconded the motion,

Approved, 3-0

**6. Closed Session**

The Personnel Commission went into closed session at 5:14 pm.

**7. Report from Closed Session**

The Personnel Commission returned from closed session at 5:30 pm. Chairperson Goldstein reported that the Commission discussed the current recruitment for Executive Director of Classified Personnel, and that no other actions were taken.

**8. Public Comments**

None

**9. Next Meeting**

The next regular meeting will be held on June 3<sup>rd</sup> at 4:30 pm.

**10. Adjournment**

The meeting was adjourned at 5:31 pm.

Respectfully Submitted,

*Philip J. Gordillo*

Philip J. Gordillo  
Secretary, Personnel Commission

*06/28/2021*

Date

Approved,

*Heidi Goldstein*

Heidi Goldstein  
Chairperson, Personnel Commission

*07/01/2021*

Date