

Berkeley Unified School District
Personnel Commission Meeting Minutes

July 1st, 2021 – 4:30 pm

1. Call to Order

The meeting was conducted via Zoom meeting # 852 7339 2873 and was called to order at 4:30 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

Ann Marie Callegari, Family Engagement & Equity Supervisor, requested agenda item 8. b. precedes item 8. a. Vice-Chairperson Roter advised that typically a new classification item always goes first.

4. Approval & Adoption of Agenda

Vice-Chairperson Roter made a motion to approve the meeting agenda as is; Commissioner Davis seconded the motion,

Approved, 3-0

5. Approval of Meeting Minutes

a) May 6th, 2021, Regular Meeting Minutes

Commissioner Davis made a motion to approve the May 6th meeting minutes; Vice-Chairperson Roter seconded the motion,
Approved, 3-0

b) May 13th, 2021, Special Meeting Minutes

Vice-Chairperson Roter requested adding clarifying detail in item 5.

Vice-Chairperson Roter made a motion to approve the May 13th meeting minutes as amended; Commissioner Davis seconded the motion,
Approved, 3-0

6. Reports

a) Union

Frank Hernandez, BCCE President, thanked Philip Gordillo for his help to classified staff while stepping in as the interim Executive Director for Classified Personnel.

b) District Reports

Glendaly Gascot-Rios, Human Resources Director, said that Administrators would return to their sites after the summer recess. She reported that Human Resources has been working hard to process new hires in preparation for the new school year. Ms. Gascot-Rios welcomed Charlie Castillo, the new Executive Director, Classified Personnel, and said she was excited to work with him.

c) Commissioners Reports

Commissioner Davis said that he wished to follow up on Mark Ramia's public comment from the May 6th meeting regarding the District's Covid safety protocols and commented that as a BUSD parent, he valued prompt updates and notices from the District.

Vice-Chairperson Roter reported that the Personnel Commission had approved the hiring of Charles Castillo as the new Executive Director, to start on July 6th, 2021. He also thanked Mr. Gordillo for his work in the interim role of Executive Director during a challenging time and commended the Personnel Commission staff for their hard work during this period. Vice-Chairperson Roter complimented Mr. Gordillo's leadership in his role as Executive Director of the CSPCA for convening the statewide Merit Academy, which he found very informative.

Chairperson Goldstein mentioned that all three commissioners participated in the Merit Academy this year. She thanked the personnel commission staff for administering over 120 examinations and generating numerous eligibility lists this month.

d) Personnel Director

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

Secretary Gordillo reviewed examination and personnel activity for the month of June. He advised that the Commission brought on a temporary staffer to supplement capacity over the coming months.

7. Consent Items

Ratification of Eligibility Lists

- a) Clerical Assistant III
- b) Custodian I
- c) Facilities Security Officer
- d) School Administrative Assistant III
- e) School Bus Driver
- f) Student Records Assistant
- g) Sustainability Program Coordinator
- h) Executive Director of Classified Personnel

Chairperson Goldstein requested items c and e be pulled from consent approval.

Chairperson Goldstein made a motion to approve all lists except c and e; Vice-Chairperson Roter seconded the motion,

Approved, 3-0

Chairperson Goldstein asked about the low candidate count on lists c and e. Amanda Espino, Transportation Operations Supervisor, said she is working with commission staff to expand recruitment outlets for school bus drivers and shared that there was no immediate need for a Facilities Security Officer because staff had returned to work on site. Chairperson Goldstein suggested an open recruitment be implemented for hard-to-fill specialized roles.

Chairperson Goldstein made a motion to approve lists c and e; Vice-Chairperson Roter seconded the motion,
Approved, 3-0

8. Conference Items

- a) Approval of New Classification- Director, Family Engagement & Equity
Secretary Gordillo advised that he had reconfirmed the position duties with the Superintendent. Vice-Chairperson Roter suggested changes to some job duties; Chairperson Goldstein advised that only the Board could affix the duties. Commissioner Davis commented that the job description did not seem very reasonable given the numerous duties and expressed concern about success in the role as it is currently defined. Secretary Gordillo reminded that the Personnel Commission has purview over the knowledge, skills, abilities, and salary components of the position description. Laura Rivas, Family Engagement & Equity Specialist, noted the lack of familiarity with family engagement frameworks in the knowledge or skills listed in the classification description. Denise Diggs, Administrative Assistant III in Student Services, voiced her agreement with Commissioner Davis that the role has too many duties to be successful.

Chairperson Goldstein made a motion to approve the New Classification- Director, Family Engagement & Equity; Vice-Chairperson Roter seconded the motion,
Approved, 3-0

- b) Request for Reclassification- A. Callegari
Secretary Gordillo said that he recommended against Ms. Callegari's request for reclassification based on his findings from a desk audit and prior Commission Director records that did not substantiate a gradual accretion of duties over the last two years. He observed that Ms. Callegari had clearly been working out of class for some time and that a compensation adjustment was warranted. Ms. Callegari said that she had worked out of class since 2015. Local 21 Union Representative Angela Long echoed this same view. Secretary Gordillo proposed working with Ms. Callegari and Ms. Long to determine the details to support a recommendation for additional compensation for the work performed out of Ms. Callegari's current classification.

Chairperson Goldstein made a motion to deny Ms. Callegari's request for a reclassification; Vice-Chairperson Roter seconded the motion,
Approved 2- 1
Aye- Chairperson Goldstein
Aye- Vice-Chairperson Roter
Nay- Commissioner Davis

- c) Reallocation of Salary- Transportation Dispatcher
Secretary Gordillo reported that he collaborated with Transportation Manager Sheila Collier and Ms. Espino to assist with the reorganization of their department's central office to assign to their Transportation Dispatcher the same level of responsibility as is currently designated for the Transportation Scheduler/Router role. Because staff in these two roles often work interchangeably, a salary reallocation to Range 48 for the Dispatcher role was recommended.

Vice-Chairperson Roter made a motion to reallocate the Transportation Dispatcher salary to range 48; Commissioner Davis 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 6:51 pm.

10. Report from Closed Session

The Personnel Commission came out of closed session at 7:37 pm. Chairperson Goldstein reported that details regarding Mr. Castillo's start of employment were discussed. She also noted that Vice-Chairperson Roter had to leave the meeting at 7:35 pm.

11. Public Comments

None.

12. Next Meeting

The next regular Personnel Commission meeting will be held on August 5th. A placeholder date during the week of July 12th was set for a Special Meeting.

13. Adjournment

The meeting was adjourned at 7:38 pm.

Respectfully Submitted,

Charles Castillo

Charles Castillo
Secretary, Personnel Commission

8/30/2021

Date

Approved,

Heidi Goldstein

Heidi Goldstein
Chairperson, Personnel Commission

9/02/2021

Date