

Berkeley Unified School District
Personnel Commission Meeting Minutes

August 5th, 2021 – 2:30 pm

1. Call to Order

The meeting was conducted via Zoom meeting # 852 7339 2873 and was called to order at 2:30 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

Philip Gordillo, former Interim Executive Director, Classified Personnel, congratulated Charlie Castillo in his new role. He told the Commission that he felt Mr. Castillo was highly qualified and would make a strong leader. He also thanked the Commissioners for their support and mentioned he would continue to assist the BUSD Commission even in his other role as Executive Director for the CSPCA.

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. Approval of Meeting Minutes

a) June 3rd, 2021 , Regular Meeting Minutes

Vice-Chairperson Roter pointed out a few typos.

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

b) June 14th, 2021, Special Meeting Minutes

Vice-Chairperson Goldstein asked for clarity on an item.

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

c) June 21st, 2021, Special Meeting Minutes

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

6. Reports

a) Union
None.

b) District Reports
None.

c) Commissioners Reports

Commissioner Davis thanked Philip Gordillo, former Interim Executive Director, Classified Personnel, for his leadership in setting up the Merit Academy so that the commissioner could attend; he mentioned that he found it to be very helpful.

Vice-Chairperson Roter thanked Mr. Gordillo for his work with the Commission. He also thanked Personnel Commission staff for their diligent recruitment work and noted that all of the eligibility lists, of which most had in excess of 3 ranks, brought forward this month were a testament to their hard work. He commented that the community is anticipating with excitement the start of the new school year. Vice-Chairperson Roter reported that he learned from a recent Town Hall meeting sponsored by the Berkeley Mayor and the Berkeley Health Officer that Berkeley-centric COVID data show vaccinated people have low hospitalization rates and no deaths. He urged that all Classified employees take the vaccine.

Chairperson Goldstein said she was impressed with the robust ranks in the eligibility lists and observed that this may be partly due to the new streamlined processes that the Commission has implemented. She expressed concern over the likelihood of staffing pivots as schools reopen and asked Secretary Castillo to update the Commission promptly about changes in staffing priorities.

d) Personnel Director

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

Secretary Castillo reviewed examination and personnel activity for the month of July. He noted that personnel commission staff produced robust eligibility lists that demonstrated solid results from their tremendous efforts. He reported that he was processing advanced salary step placement requests and would bring these forward to the Commission at a future meeting. He commented that the Superintendent has asked him to prioritize recruitment for after-school staff and that he has been meeting with the after-school leadership team to strategize on speedier recruitment and efficient staffing approaches, including a tool to expedite candidate screening. Secretary Castillo advised that he met with site leaders at a recent staff retreat and that he would be providing training to site administrators and other supervisory staff about the operations of the personnel commission in the coming weeks. He also reported that he had checked with Assistant Superintendent of Human Resources, Samantha Tobias- Espinosa, about any changes or updates to the safety protocols put forward earlier in the summer and that she advised him that the current safety measures will continue to be kept in place.

7. Consent Items

Ratification of Eligibility Lists

- a) Instructional Assistant
- b) Instructional Assistant, ECE
- c) Instructional Assistant, SPED
- d) Instructional Technician, BASP
- e) Nutrition Services Assistant
- f) Nutrition Services Satellite Operator

Commissioner Davis asked clarifying questions about the difference between the Nutrition Services Assistant and Nutrition Services Satellite Operator roles and why they were challenging recruitments. Erin Arinez, Classified Personnel Supervisor, explained that the positions often have low FTE part-time schedules, dual site coverage requirements, and are among the District's lowest paid positions. Chairperson Goldstein asked how the Nutrition Services Department would bridge a staffing gap when school reopened and requested updates on the status of ongoing recruitment efforts for these vacancies.

- g) School Campus Aide

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

Approved, 3-0

8. Conference Items

- a) Agenda Item Request- M. Scherr

Secretary Castillo explained he was bringing this item forward at the request of Mr. Gordillo. Mr. Gordillo said it was necessary to bring the request to closure because it had been submitted several months ago, then paused at the employee's request. He noted that Ms. Scherr had been granted a reclassification in 2020 and that she had also requested to be paid at the new rate retroactively from the date that she submitted her initial reclassification request. He advised that a reclassification comes with a burden of proof of a gradual accretion of duties for which an employee does not receive additional compensation and that the new salary from a resulting reclassification is effective as of the date it is approved by the Commission and could not be extended retroactively before the approval date. Ms. Scherr said that she had spoken to Mr. Gordillo and let him know that she was not ready to present this item because she needed to collect additional documentation. She advised that she would be withdrawing the request and planned to bring it back at another time. Mr. Gordillo suggested documenting the discussion to file and took the item to do so.

9. Public Comments

Laura Rivas, Family Engagement & Equity Specialist, inquired about the status of open positions in the Family Engagement & Equity department and expressed concern around filling the supervisory roles timely. She commented that staff still had not received clear articulation of vision or goals for their department nor specific direction, which was affecting their work. She asserted that staff has filled gaps in student support, such as counseling and case management, and the position vacancies were causing their staff to take on additional tasks to meet the needs of the students and families.

10. Next Meeting

The next regular Personnel Commission meeting will be held on September 2nd at 4:30 pm.

11. Adjournment

The meeting was adjourned at 3:30 pm.

Respectfully Submitted,

Charles Castillo

Charles Castillo
Secretary, Personnel Commission

10/04/2021

Date

Approved,

Heidi Goldstein

Heidi Goldstein
Chairperson, Personnel Commission

10/07/2021

Date