

Berkeley Unified School District
Personnel Commission Meeting Minutes

August 4th, 2022 – 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 Davis, and Commissioner Roter were present, and a quorum was established.

3. Public Comments

None

4. Approval & Adoption of Agenda

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

Approved, 3-0

5. Approval & Adoption of Agenda

a. Commissioner Roter made a motion to approve the May 4th, 2022 meeting minutes; Vice-Chairperson Davis seconded the motion,

Approved, 3-0

b. Commissioner Roter pointed out an error in Item 6. b.

Commissioner Roter made a motion to approve the May 5th, 2022 meeting minutes as amended; Vice-Chairperson Davis seconded the motion,

Approved, 3-0

c. Commissioner Roter made a motion to approve the May 25th, 2022, meeting minutes; Vice-Chairperson Davis seconded the motion,

Approved, 3-0

d. Commissioner Roter made a motion to approve the June 1st, 2022 meeting minutes; Vice-Chairperson Davis seconded the motion,

Approved, 3-0

6. Reports

a) Union

None.

b) District Reports

Samantha Tobias-Espinosa, Assistant Superintendent of HR, said the District is actively preparing for the first day of school. She reported that during the summer, the District successfully moved to the Escape system for HR and business services and thanked many of the many classified employees who have been helpful in the transition process. She said the first payroll run using Escape was completed in July with almost no errors and that the District prepared to support employees by having drop-in support office hours, a google form to submit queries, and an FAQ page would be sent out soon as well. Ms. Tobias- Espinosa added that the new electronic forms on Informed K12 have benefitted the District during the summer and will help a smoother transition into the new school year.

Ms. Tobias- Espinosa said she would meet with Pauline Follansbee, Assistant Superintendent of Business Services, to review the quotes from Secretary Castillo for the Classification and Compensation study. She said they would be selecting a vendor and would bring the quote forward to the board meeting on August 24th. Ms. Tobias- Espinosa mentioned that the first board meeting of the school year was held the previous night on August 3rd and that it was determined that the meetings would remain virtual for the time being. She said the Board discussed covid updates and the budget.

Ms. Tobias- Espinosa stated that the District was negotiating with all four Unions and that those negotiation sessions have been positive. She informed the Commission that BCCE had held elections a few weeks before, had elected Jocelyn Foreman, Family Engagement & Equity Specialist, as the new President, and that Mildred Scherr was reelected as the Vice President.

Chairperson Goldstein asked Ms. Tobias- Espinosa if she had any information regarding the increased hours for some classified staff. Ms. Tobias- Espinosa said that classified SPED staff in Berkeley High and Bus Drivers and Nutrition Services Assistants were being offered fte to make them 1.0 due to District need.

c) Commissioners Reports

Commissioner Roter said the merit rules revision project is ongoing; he has met with Secretary Castillo to review more chapters and hopes to schedule another special workshop meeting for commissioners and the public. He said he was pleased to hear from Ms. Tobias- Espinosa that the Board would approve a contract on 8/24 for the new class and comp study provider. He asked Chairperson Goldstein and Secretary Castillo to have the selected vendor provide a presentation to inform the Commission of the next steps in this process.

Chairperson Goldstein congratulated Secretary Castillo for his year of service with the Commission. She said she was glad to hear that the District was raising fte for staff and hoped it would help with employee recruitment and retention. Chairperson Goldstein commended Commission staff for their recruitment efforts during the summer and said it was apparent to her that PC staff have remained busy during the summer. She was also pleased to hear about the District's new payroll system and the Class and Comp study update. Chairperson Goldstein said she was looking forward to meeting the new Superintendent, Enikia Ford-Morthel, and hopes she can attend one of the Personnel

Commission meetings soon. Lastly, she thanked the staff for providing the commissioners with updated educational code books.

d) Personnel Director

i. New Hires and Examinations administered in the month of June and July 2022.

Secretary Castillo reviewed the examination and personnel activity for June and July. He said the commission staff did an excellent job of ensuring eligibility lists were generated before most staff went on vacation and continued recruitment so that new lists would be presented before the start of the school year. Secretary Castillo said he was looking forward to starting the comp and class study in October and hoped to have a presentation prepared for the Commission. He also said he has been working on six reclassification requests, demonstrating the need for the class and comp study. In addition, he said he has granted a few advanced salary step requests over the summer for Local 21 employees and made recommendations to the District regarding reallocating salary ranges for nutrition services to be more reflective and competitive. Secretary Castillo also reported that he has worked on two new classifications that will soon be going to the Board and the Personnel Commission for approval.

Secretary Castillo said he had the pleasure of attending the Superintendent's management retreat and is excited about the future of the District and found the Superintendent Ford-Morthel to be very encouraging and inspiring.

Chairperson Goldstein thanked personnel commission staff for their recruitment help during the summer and pointed out that the Commission processed an average of 4-5 daily tests.

7. Consent Items

Ratification of Eligibility Lists

- a) Clerical Assistant III
- b) Delivery Driver
- c) Educational Occupational Therapist
- d) Evaluation & Assessment Analyst
- e) Facilities Security Officer
- f) Instructional Assistant, ECE
- g) Instructional Assistant II, SPED
- h) Instructional Tech, BASP
- i) Library Media Specialist
- j) Nutrition Services Satellite Operator I
- k) Restorative Justice Coordinator

Commissioner Roter thanked commission staff for generating complete eligibility lists. Denise Diggs, Administrative Assistant III in Student Services, asked if the Union had been consulted before submitting the vendor's quotes. Ms. Tobias – Espinosa said she would share the quotes with the Union, but the decision-making process is internal. Ms. Scherr apologized for being late and welcomed everyone back. Chairperson Goldstein commended pc staff and pointed out that the average interval between the two exams was about nine days and showed improvement.

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

Approved, 3-0

8. Conference Item

a) 2022-2023 Personnel Commission Meeting Dates,

Chairperson Goldstein pointed out a typo concerning the proposed meeting dates.

Commissioner Roter made a motion to approve the 2022-2023 personnel commission meeting schedule as amended; Vice-Chairperson Davis seconded the motion,

Approved 3-0

9. Public Comments

None.

10. Next Meeting

Special workgroup meetings were scheduled for August 31st, 2022, at 4:00 pm, September 15th at 4:00 pm and September 29th at 4:00 pm to continue to review and update the Merit Rules. Chairperson Goldstein said that following the Board's format, meetings would continue to be conducted via Zoom.

11. Adjournment

The meeting was adjourned at 5:27 pm.

Respectfully Submitted,

Charles Castillo

Charles Castillo
Secretary, Personnel Commission

08/29/2022

Date

Approved,

Heidi Goldstein

Heidi Goldstein
Chairperson, Personnel Commission

09/01/2022

Date