Berkeley Unified School District

The Board Room, 1231 Addison Street,
Berkeley CA 94702

Personnel Commission

Isaiah Roter, Chairperson | Timothy Carter, Vice-Chairperson | Heidi Goldstein, Commissioner
Erin Arinez, Secretary (Interim)

Meeting Agenda

September 23rd, 2024
4:30 – 7:30 pm

1. Call to Order — **Chairperson Roter**

2. Roll Call & Establishment of Quorum — **Secretary Arinez**

3. Public Comments (15-minute limit) — **Public**

This is an opportunity for the public to comment on Personnel Commission business, not on the agenda. The time limit is five minutes per individual and a total of fifteen minutes per subject. No action shall be taken by the Commission.

4. Approval & Adoption of Agenda — **Chairperson Roter**

5. Approval of Meeting Minutes — **Chairperson Roter**

Approve the Personnel Commission Meeting Minutes for the following:

a) August 28th, 2024, Regular Meeting Minutes, p. 2-5

6. Reports

a) Union — **Union Representatives**
b) District Reports — **District Representatives**
c) Commissioners Reports — **Commissioners**
d) Personnel Director — **Secretary Arinez**
New Hires and Examinations administered in the month of August 2024, p.6
e) Classification & Compensation Study — **Secretary Arinez**

7. Consent Items — **Chairperson Roter**

It is recommended that the Personnel Commission consider approving a number of agenda items as a Consent list. Consent items are routine in nature and can be enacted in one motion without further discussion.

Ratification of Eligibility Lists

a) Administrative Assistant III, p.7
b) Director, Facilities, Maintenance & Operations, p.8
c) Instructional Assistant II, SPED, p.9
d) Instructional Specialist, Garden, p.10
e) Instructional Tech, BASP, p.11
f) Maintenance Engineer, p.12
g) Media Technology Technician, p.13
h) Nutrition Services Assistant, p.14

8. Conference Item — **Chairperson Roter**

These items are presented for discussion and action and may be carried over from a previous meeting.

a) Step Advance Request – B. Adams (Instructional Assistant), ***Attachment A***
b) Classification & Compensation Study: Personnel Commission Recommendation, ***Attachment B***
c) Nomination of Personnel Commissioner, ***Attachment C***

9. Public Hearing: Education Code 45247– Nomination of Joint-Appointed Personnel Commissioner

The Personnel Commission will hold a public hearing to allow public comment on the nomination for the Joint Appointed Personnel Commissioner, Heidi Goldstein. Members of the public are afforded the opportunity to speak during the consideration of this agenda item.

10. Motion to Appoint Heidi Goldstein as Personnel Commissioner for the Joint Appointed Term (Effective noon December 1st, 2024 - December 1st, 2027).

11. Discussion Item — **Chairperson Roter**

a) Afterschool Program Specialist and Afterschool Program Coordinator Job Description Similarities, ***Attachment D***

12. Closed Session (30 Minutes) — **Chairperson Roter**

a) Public Employment – Government Code § 54954.5

The Personnel Commission will meet to discuss recruitment for the Executive Director, Classified Personnel

13. Report from Closed Session — **Chairperson Roter**

14. Public Comments (15-minute limit) — **Public**

This is an opportunity for the public to comment on Personnel Commission business, not on the agenda. The time limit is five minutes per individual and a total of fifteen minutes per subject. No action shall be taken by the Commission.

15. Next Meeting — **Chairperson Roter**

Follow-up items for the next Personnel Commission Meeting.

16. Adjournment — **Chairperson Roter**

Agendas and minutes of Personnel Commission meeting are available at the District's website, www.berkeleyschools.net. Also, in accordance with the Brown Act and Government Code § 54957.5 (b)(1), writings that are related to an agenda item for an open session of a regular meeting, that are public records not otherwise exempt from disclosure and that are distributed less than 72 hours prior to the meeting, shall be made available for public inspection at the time the writings are distributed to at least the majority of Commissioners. The public may request copies of the records at the District's Human Resources office at 2020 Bonar Street, Berkeley, CA 94702.

Berkeley Unified School District
Personnel Commission Meeting Minutes

August 28th, 2024 – 4:30 p.m.

1. Call to Order

The meeting was held in a hybrid format, live in the Board Room and via Zoom meeting #811 4287 6822. The meeting was called to order at 4:35 p.m.

2. Roll Call & Establishment of Quorum

Vice-Chairperson Carter and Commissioner Goldstein were present, and a quorum was established. Chairperson Roter was excused.

3. Public Comments

Enikia Ford-Morthel, BUSD Superintendent, acknowledged the Commission's thoughtful engagement and development of the Classification & Compensation Study and expressed gratitude for Charlie Castillo's contributions and partnership throughout his tenure at BUSD.

4. Approval & Adoption of Agenda

Commissioner Goldstein asked to pull item 7j for discussion and per BCCE Leadership's request, remove item 9b and replace it on the September agenda.
Commissioner Goldstein moved to approve and adopt the agenda as amended; Vice-Chairperson Carter seconded the motion,
Approved, 2-0

5. Approval of Meeting Minutes

a) June 26th, 2024 Meeting Minutes
b) July 29th, 2024 Special Meeting Minutes
c) August 1st, 2024 Special Meeting Minutes
With no changes to note, Commissioner Goldstein moved to approve item 5a-c; Vice-Chairperson Carter seconded the motion,
Approved 2-0

6. Reports

a) Unions
Mildred Scherr, speaking on behalf of BCCE Leadership, expressed continued concerns for the Classification & Compensation Study and asked that the Commission not make any recommendations on the findings at this meeting. She thanked Mr. Castillo for his service to the Personnel Commission and to BUSD.

b) District Reports
None.

c) Commissioner Reports

Commissioner Goldstein welcomed summer hires; noted the timing of Classification & Compensation Study discussions and Union CBA negotiations; and thanked Mr. Castillo for his many accomplishments during his tenure with the Personnel Commission.
Vice-Chairperson Carter thanked Mr. Castillo for his service and noted an improvement in operations since his last tenure on the Commission.

d) Personnel Executive Director
Secretary Castillo conveyed his thanks and goodbyes to BUSD and reviewed the examination and personnel activity for June and July.

e) Classification & Compensation Study
Secretary Castillo asked the Commissioners to consider the recommendations provided by Eric Hall & Associates. He suggested that reclassifications and salary adjustments for classifications falling 10% below the median be sent to the Board as a resolutions. He suggested the Personnel Commission could be involved in bargaining with the Unions, at the District's request.

7. Consent Items

Ratification of eligibility lists.

a) Instructional Assistant
b) Instructional Assistant, Bilingual
c) Instructional Assistant II, SPED
d) Instructional Assistant, ECE
e) Instructional Specialist, Dance
f) Instructional Tech – BASP
g) Investigator
h) Irrigation Specialist
i) Maintenance Supervisor
j) School Campus Aide
k) Student Records Assistant

Commissioner Goldstein moved to ratify eligibility list 7a-I and 7k; Vice-Chairperson Carter seconded the motion,
Approved 2-0
The Commissioners discussed eligibility list 7j, in particular as to why the list is so robust. Erin Arinez, Classified Personnel Supervisor, explained that the applicant pool had been quite large and there are currently 11 vacancies to fill.
Commissioner Goldstein moved to ratify eligibility list 7j; Vice-Chairperson Carter seconded the motion,
Approved 2-0

8. Conference Items

a*) Step Advance Request – C. Shirley*
Secretary Castillo provided his rationale for recommending a Step 5 for Mr. Christopher Shirley, Instructional Assistant II, SPED, based on his experience and the perpetual need for employees in this classification. Mr. Shirley spoke to his request. Vice-Chairperson Carter supported the recommendation based on the Executive Director's rubric but expressed a continued reluctance to grant at step 5.
Commissioner Goldstein made a motion to grant Mr. Shirley's step advance request at Step 5; Vice-Chairperson Carter seconded the motion,
Approved, 2-0

b) Step Advance Request – D. Chan

Secretary Castillo provided his rationale for recommending a Step 5 for Mr. Drake Chan based on his experience and the ongoing recruitment need for this classification. Vice-Chairperson Carter asked for the rubric rationale to be included in future step advance flyers.

Commissioner Goldstein made a motion to grant Mr. Chan's step advance request at Step 5; Vice-Chairperson Carter seconded the motion,

Approved, 2-0

c*) Step Advance Request – V.Jones*

Secretary Castillo provided his rationale for recommending a Step 5 for Ms. Venus Jones, School Bus Driver, based on her experience and the ongoing recruitment need for this classification. Ms. Jones spoke to her request. Commissioner Goldstein highlighted Ms. Jones' certificate of commendation from AC Transit. Steven Thysell , School Bus Driver, spoke in support of Ms. Jones. Vice-Chairperson reiterated his hesitation of approving anyone at Step 5 but supported the request based on Ms. Jones' qualifications and the high demand for school bus drivers. Commissioner Goldstein noted that according to data from the Classification & Compensation Study, BUSD School Bus Drivers are paid at the median range compared to neighboring districts.

Commissioner Goldstein made a motion to grant Ms. Jones' step advance request at Step 5; Vice-Chairperson Carter seconded the motion,

Approved, 2-0

d) Request for Reclassification – P. Roberts

Secretary Castillo explained Ms. Paradise Roberts was not properly classed when hired and has been doing the work of a School Safety Officer since at least 2020. Commissioner Goldstein expressed her concerns that someone hired to do the work of a School Campus Aide may not be properly qualified to work as a School Safety Officer; she suggested Ms. Roberts be tested for the classification. Ms. Arinez, Ms. Scherr and Ms. Samantha Tobias-Espinosa, Assistant Superintendent of Human Resources, all spoke in support of Ms. Roberts' qualifications as School Safety Officer.

Commissioner Goldstein made a motion to authorize retroactive out-of-class pay, as far back as records allow (with both supervisor and employee recollection of start of out of class work); Vice-Chairperson Carter seconded the motion,

Approved, 2-0

Vice-Chairperson Carter made a motion to approve Ms. Roberts' reclassification with assurance, to be provided at the September 2024 Personnel Commission, that Ms. Roberts' training/qualifications for School Safety Officer are adequate; Commissioner Goldstein seconded the motion,

Approved, 2-0

e) Request for Payroll Audit – F. Hernandez

Frank Hernandez, BCCE President, posed a number of questions related to merit rules 70.400.1 and 70.400.2, all involving periodic payroll audits by the Executive Director, Classified Personnel. Secretary Castillo maintained that the function of a payroll audit is met via the Personnel Action Form approval process. Mr. Hernandez reiterated that there

are many employees on BUSD's payroll, working in Classified positions that were never posted as vacant and therefore not included as part of PAF. Mr. Hernandez maintained that a payroll audit would "catch" these positions. A number of different reports were suggested by the Commissioners, Secretary Castillo, BCCE leadership and Ms. Tobias-Espinosa. Vice-Chairperson Carter suggested that BCCE amend the request and bring it again to a future meeting.
No motion was brought forward for this conference item.

9. Discussion Item

a) Classification & Compensation Study: Personnel Commission Recommendation
The Commissioners discussed how to move forward with a recommendation to the District. BCCE Leadership asked for additional time to conduct their internal investigation of the recommendations. The Commissioners agreed that a recommendation for all phases of the study would be a conference item at the September meeting.

c)Examination Cut Scores
Vice-Chairperson Carter reiterated his desire for a transparent process to be transparent for applicants taking an exam and suggested the Commission consider a rubric for cut score based on number of applicants. Mr. Hernandez mentioned merit rule language regarding promotional only examinations and Commissioner Goldstein asked for clarification regarding cut scores for promotional versus open examinations

d) Step Advance Rubric
The Commissioners agreed that the they had nothing new to add to the step advance rubric discussion. Commissioner Goldstein mentioned that many other Districts use a 7-step salary schedule and she can see the value in doing so.

10. Public Comments

Stephen Thysell thanked Mr. Castillo for his service.

Unique Wells, After School Specialist at BAM, commented that the After School Program Site Coordinator position at BAM was vacated six months ago but has never been listed as a vacancy. She is on the eligibility list for the position and is currently doing the work of both.
Tim Carter, Commissioner, commented that the Classification & Compensation Study has not gone well. He voiced a suggestion from BCCE, which is to break the Study up over a 3-year period and bring in an employee to manage within the Personnel Commission. This would allow for a more manageable process and ongoing position evaluation. The current Study was too big even for the consultants.

11. Next Meeting

The next regular meeting of the Personnel Commission will be held on Monday, September 23 from 4:30 – 7:30 PM in the Boardroom.

12. Adjournment

The meeting was adjourned at 7:50 PM.

Examinations Administered in the Month of August 2024:

Classification	Training & Experience	Written	Oral	Performance
Instructional Specialist (Garden)		24	13	
Instructional Assistant - Earl Childhood Education	32	10		
Media Technology Technician		7	4	
Administrative Assistant III		53	12	
Instructional Assistant Bilingual (Spanish)	4	4		
School Campus Aide	68	27		
Director, Human Resources		7		
Maintenance Engineer				7
Instructional Assistant II, SPED	14	10		
Cook		17		
Instructional Technology Technician	8			
Director, Facilities, Maintenance & Operations	10			

New Hires/New Assignments/Promotions Processed in the Month of August 2024:

Name-	Employment Type-	Classification-	Location/Dept.
Agarwal, Aanchal	New Hire	Instructional Technician - BASP	Washington
Boles, Jumeica	Promotion	Instructional Assistant II, SPED	Oxford
Boykins, Calvin	New Assignment	Custodian I	Longfellow
Chan, Drake	New Hire	Nutrition Services Assistant	Nutrition Services
Clayton, Tasia	New Hire	Instructional Assistant II, SPED	Washington
Escoto- Campos, Maria (July)	New Hire	Custodian I	BAS
Emery, Felonie	New Hire	Instructional Assistant II, SPED	Special Education
Hannan, Richard	Promotion	Director, Nutrition Services	Nutrition Services
Hargrove, Dominique	New Hire	Instructional Specialist, Dance	John Muir
Kadono, Tomoko	Promotion	Instructional Assistant II, SPED	Hopkins, CDC
Li, Haixin	New Hire	Instructional Assistant	Rosa Parks
Lai, Nancy	New Hire	Instructional Assistant II, SPED	BHS
Lewis, Candice	New Assignment	Instructional Assistant II, SPED	Longfellow
Mackthon, Roxana	Promotion	Sous-Chef Production Kitchen	Nutrition Services
Means, Khalil	New Hire	Instructional Technology Technician	CTE/Longfellow
Rabinowitz, Shauna	Promotion	School Administrative Assistant II	Thousand Oaks
Shin, Yangok	New Hire	Instructional Assistant II, SPED	Emerson
Shirley, Christopher	New Hire	Instructional Assistant II, SPED	Ruth Acty
Sorour, Sally	New Hire	Instructional Assistant II, SPED	John Muir
Spertus, Emma	New Hire	Library Media Technician	Longfellow

Berkeley Unified School District

Merit System

Eligibility List for : **Administrative Assistant III (Open)**

Written Examination: **August 7, 2024**
Oral Examination: **August 22, 2024**

List Established by Personnel Commission: **September 23, 2024 to expire September 22, 2025**

Open

1 Christopher Wate
2 Ivy Delucia-Bradley
3 Allison Liepman
4 Rachel Perez
5 Emily Steele
6 Ikram Hussain
7 Brittany Forte

Erin Arinez
Secretary, Personnel Commission

Date

Isaiah Roter
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Director, Facilities, Maintenance & Operations**
(Open and Promotional)

Training & Experience Examination: **August 29, 2024**
Oral Examination: **September 6, 2024**

List Established by Personnel Commission: **September 23, 2024 to expire September 22, 2025**

Open

1 Hassan Nejad
2 Richard Cole
3 Maurice Borden
3 Michael Leuthold
4 Peter Maslo
5 Kirt Neal

Erin Arinez — Date
Secretary, Personnel Commission

Isaiah Roter — Date
Chairperson, Personnel Commission

Berkeley Unified School District

Merit System

Eligibility List for : **Instructional Assistant II Special Ed (Open)**

Training & Experience Assessment: **August 14, 2024**
Written Examination: **August 21, 2024**

List Established by Personnel Commission: **September 23, 2024 to expire September 22, 2025**

Open

1 Jamila Kennedy
2 Sierra Endreny
3 Kemet Bender
4 Dahbia Bouaoud
4 Marc Pitts

Erin Arinez — Date
Secretary, Personnel Commission

Isaiah Roter — Date
Chairperson, Personnel Commission

Berkeley Unified School District

Merit System

Eligibility List for : **Instructional Specialist-Garden**
(Open and Promotional)

Written Examination: **August 1, 2024**
Oral Examination: **August 15, 2024**

List Established by Personnel Commission: **August 28, 2024 to expire August 27, 2025**

Promotional

1 Hailey O'Brien

Open

1 Pimienta Vieira
2 Alison Gould
3 Marcel Ramos
4 Genevieve Kosciolek
5 Ahmeria McElroy
6 Jodie Darensbourg
7 Kristen Barker

Erin Arinez
Secretary, Personnel Commission

Date

Isaiah Roter
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Instructional Technician - Before & After School Program (Open)**

Training & Exoerience Examination: **August 28, 2024**
Written Examination: **September 4, 2024**

List Established by Personnel Commission: **September 23, 2024 to expire September 22, 2025**

Open

1 Osvaldo Ortiz
2 Ben Rothman
2 Maryam Akbar*
3 Michael Alexander
4 Jamila Kennedy
5 Zamama Zafar*
6 Amber Dryden
6 Mario Lincoln*
7 Antonio Paz*
8 Khaleed Brew
9 Hyram Jacob
10 Kasim Adkinson
11 Kayla Castillo

**** Eligibility to expire August 27, 2025***

Erin Arinez
Secretary, Personnel Commission

Date

Isaiah Roter
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Maintenance Engineer**
(Open and Promotional)

Written Examination: **June 23, 2024**
Performance Examination: **September 4, 2024**

List Established by Personnel Commission: **September 23, 2024 to expire September 22, 2025**

Promotional

1 Albert Kumar

Open

1 Luis Gonzalez
2 Alejandro Mendez

Erin Arinez
Secretary, Personnel Commission

Date

Isaiah Roter
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Media Technology Technician**
(Open)

Written Examination: **August 6, 2024**
Oral Examination: **August 28, 2024**

List Established by Personnel Commission: **September 23, 2024 to expire September 22, 2025**

Open

1 Alex Luu
2 Rashid Khattak
3 Margaret Spangler

Erin Arinez — Date
Secretary, Personnel Commission

Isaiah Roter — Date
Chairperson, Personnel Commission

Berkeley Unified School District

Merit System

Eligibility List for : **Nutrition Services Assistant**
(Open)

Training & Experience Examination: **August 22, 2024**
Performance Examination: **September 10, 2024**

List Established by Personnel Commission: **September 23, 2024 to expire September 22, 2025**

Open

1 Yasmin Paredes*
2 Sarialberth Brito
2 Barbara Narciso
2 Cainan Omar
2 Carrie Smith
2 Tenchonk Thupten
2 Safee Zaki
3 Zakiyyah Shaheed M
4 Maria Olivia Alva de Soto
5 Jani Aracely Martinez Garcia
5 Farida Savai
6 Letebrhan Tesfa
7 Rashay Lankford
8 Antania Bolton
9 Toneya Hollie**
10 Taicyanna Butler*

***** Eligibility to expire January 30, 2025***
****** Eligibility to expire April 28, 2025***

Erin Arinez
Secretary, Personnel Commission

Date

Isaiah Roter
Chairperson, Personnel Commission

Date

PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
September 23, 2024

AGENDA ITEM 8.a

SUBJECT: REQUEST FOR ADVANCED STEP PLACEMENT FOR BENJAMIN ADAMS, INSTRUCTIONAL ASSISTANT

BACKGROUND INFORMATION
The attached request and supporting documents are for advanced step placement for Mr. Benjamin Adams, who is seeking to be placed at Step 5 on the Classified Salary Schedule for the Instructional Aide position at Washington Elementary School.

Mr. Adams has over ten years of experience in the field of education and holds a bachelor's degree in History. He is currently pursuing a master's degree in Library Science, further enhancing his qualifications for educational support roles. He began his career teaching Math and English for two years at P.D. Jackson-Olin High School in Birmingham, Alabama, through the Teach For America (TFA) program. Following this, he spent one summer coaching incoming corps members for TFA in Atlanta, Georgia, further showcasing his commitment to education and mentorship.

After relocating to the Bay Area, Mr. Adams contributed four years to Lighthouse Community Charter School, where he held various roles, including After School Aide, Substitute Teacher, Middle School Instructional Aide, and 5th-6th Grade Humanities Teacher. This diverse experience demonstrates his adaptability and capability in various educational settings.

Although Mr. Adams does not currently hold a teaching certificate, the breadth of his experience in public education is commendable and aligns well with the qualifications needed for the Instructional Aide position. Based on the rubric presented at a previous Personnel Commission meeting, the classification presents challenging recruitment conditions. The recruitment status has been identified as open and ongoing due to persistent vacancies, making it difficult to find suitable candidates because of the unavailability of qualified individuals and low compensation levels.

70.100.1 Initial Placement
All new employees shall be appointed at the hiring rate for the class as approved by the Commission. The hiring rate shall be the first step of the schedule except for classes where recruitment efforts have indicated difficulty in recruiting at that step. ***An accelerated hiring rate may be set, with the approval of the Board and the Commission, at any step of the schedule of the class.***

Schedule 52	Step 1	Hourly	Step 2	Hourly	Step 3	Hourly	Step 4	Hourly	Step 5	Hourly
Range 31	$3,378.38	$ 20.79	$3,549	$21.84	$3,731	$22.96	$3,916.25	$24.10	$ 4,114.50	$25.32

EXECUTIVE DIRECTOR'S RECOMMENDATION
Grant the request for advanced step placement at Schedule 52/Range 31/Step 5.

ATTACHMENT A

Advanced Step Placement Request

Name: Benjamin Adams

Classification: Instructional Assistant

Hire Date: 07/26/24 Site: Washington Elementary

Advanced Step Requested: 1 2 3 4 5 *(circle one)*

**Please note that there is no step/increase after Step 5 until Longevity at 10 years.*

1. Please include a letter to the Chairperson of the Personnel Commission explaining why you are requesting Advanced Step Placement.

2. Items that **should** be included with the request:

☒ Resume ***(required)*** ☐ Diploma(s) ☐ Transcript(s) ☐ Certification(s)

Please note: *Any documents submitted to the Personnel Commission for their regularly scheduled PUBLIC meeting will be included in the PUBLIC agenda as required by the California Public Records Act or the Brown Act. These items will be a matter of PUBLIC record and* ***will not*** *be returned to you. Therefore please ensure that only copies are submitted.*

		Units	Type/Depth/Concentration
Education Level:	Some College		
	Associates Degree		
	Bachelor's Degree	graduated	History
ongoing	Master's Degree	15	Library and Information Science
	PhD/Doctorate		

		Employment Type *(Education, Government, Public, Private, etc)*
Experience Level:	1-2 years	
	3-5 years	experience teaching and supporting high school and middle school students in multiple subjects (see resume)
	6-9 years	
	10-15 years	
	15+ years	

Benjamin Adams
[redacted]

September 11th, 2024

Re: Request for Advance Step Placement

Commision Chairperson:

I am taking the opportunity via this letter to request an Advance Step Placement at Step 5 on the Classified Salary Schedule for the Instructional Assistant position at Washington Elementary School. Over the last ten years, I have held multiple positions in the field of education, beginning with two years experience teaching Math and English at P.D. Jackson-Olin High School, in Birmingham, Alabama, via the Teach For America program. I also spent a summer coaching incoming corp-members for TFA in Atlanta, Georgia. Upon moving to the Bay Area, I spent 4 years working at Lighthouse Community Charter School, where I was an After School aide, a substitute teacher, a middle school instructional assistant, and a 5-6th grade Humanities teacher.

While I have yet to receive a teaching certificate (I left the classroom for a few years to pursue union activism), I have had significant experience in public education, and was hired by Principal Josh Heideman due to these qualifications. I believe that the experience listed above supports this request.

Thank you for your help, and please do not hesitate to reach out to me if you have any questions or need further information!

Benjamin Adams

Benjamin Adams

[redacted]

Summary of Relevant Experience

- Self motivated to learn new skills
- Highly organized and proficient with information systems
- Productive in teams, especially with consensus-driven decision making
- Highly knowledgeable in Film, Literature, and History
- Extensive experience working with diverse groups of people

Employment

Trader Joe's Oakland, CA **Spring 2019 to present**

Crew Member, Section Leader, and Trader Joe's United Organizing Committee Member

- Writing daily orders for the store's "Fresh" section, including salads and entrees, as well as maintaining an organized and accessible back-stock in a high-volume, self-managed, and time-sensitive work environment.
- Providing excellent customer service via in-depth product knowledge, genuine interpersonal communication skills, and a joyful demeanor.
- Participated as an Organizing Committee member in the successful 2023 unionization drive of Trader Joe's Local #4, in Oakland, California. Duties included moderating weekly meetings, engaging with local media, developing relationships with coworkers, and countering union-busting activities.

Lighthouse Community Charter School Oakland, CA **Fall 2016 to March 2019**

5th/6th Grade Humanities Teacher

- Taught two sections of 5th and 6th graders in the core subjects of Humanities, English Language Arts, and Social Studies.
- Maintained academic achievement records using a multitude of software programs, including Microsoft Excel, Google Sheets, and Jumprope.
- Facilitated quarterly Student Led Conferences, where students shared their academic achievements and growth areas to their families and invested community members.

Lighthouse Community Charter School Oakland, CA **Fall 2015 to Spring 2016**

SAT Prep Teacher / Math Tutor

- Facilitated study sessions for High School Mathematics, including Algebra, Algebra 2, Math Analysis, and Calculus.
- Organized and oversaw community time for the After School Program student population, having responsibility for as many as 70 students at a time.
- Co-led the Lighthouse Bike Club for two seasons with the East Bay Parks and Recreation Teen Outreach Program, riding with a dozen students through the numerous parks of the East Bay.
- Taught three sections of an SAT Prep Elective for Juniors, which included using College Spring's SAT Prep curriculum.

Benjamin Adams

[redacted]

Teach For America Atlanta Institute Atlanta, GA **Summer 2015**
Corps Member Advisor

- Developed new TFA Corps Members' skills as incoming Math teachers versed in diversity competencies.

Birmingham City Schools Birmingham, AL **Fall 2013 to Spring 2015**
High School Math & English Teacher

- Taught six sections of Algebra 1 and one section of Geometry, as well as five sections of English 11 and one section of AP Language & Composition, at P.D. Jackson-Olin High School, through Teach For America in Alabama.
- Prepared students to meet or exceed the state-mandated benchmarks for the ACT through district-mandated weekly and monthly study preps, as well as after-school and weekend ACT/SAT study sessions.
- Participated in TFA's Values Based Leadership Development Cohort and was a Transition Coach for TFA-Alabama's 2014 Induction.

Education

Northland College Ashland, WI Bachelor of Arts, History, May 2006
San Jose State University San Jose, CA Master of Library & Information Science (ongoing)

Jacob Kahn
Librarian I, Adult Services / Art & Music
Berkeley Public Library
2090 Kittredge St
Berkeley, CA 94704
[redacted]
09/11/24

To Whom It May Concern:

I am writing to advocate for Benjamin Adams to receive a Step Advance Request for the job of Instructional Assistant at Berkeley Unified School District.

I have known Benjamin professionally and personally for the last eight years. I first met him as a fellow student at Reach University, a teaching credential program for teachers in classrooms. Benjamin had already taught, via Teach For America, two years of humanities and mathematics prior to joining the program. He was at that time teaching 5th/6th grade humanities at Lighthouse Community Charter School, in Oakland, CA, having already served as an After School Program tutor and high school instructional assistant at the same school. Through observing him in his classroom, participating in discussions and lesson plans together, and learning about his nearly ten years of teaching and classroom experience, I found Benjamin to be a highly qualified and successful classroom teacher, with students who respected and enjoyed his presence and teaching style. Benjamin was able to quickly adapt his methods to both meet the needs of his students and to improve his own skills. He worked above and beyond the call of duty, ensuring that his classroom was organized, highly managed, and calm. It was very clear that, even though he was not a fully credentialed teacher, he already had significant skills and experience.

I'm very happy to hear that Benjamin is rejoining the classroom (I myself transitioned out in order to pursue a career as a librarian). Frankly, I feel that Benjamin would be highly successful as a full-time classroom teacher at Washington Elementary, to say nothing as an instructional aide, but I know that his joy at working with children of all ages, no matter the position, is what's driving him.

Benjamin highly deserves this Step Advance increase, and Berkeley Unified School District is very lucky to have him in its employ. In a just world, educators like Benjamin would be receiving significantly higher salaries than the one he is advocating for, but as it stands today, I hope and expect that you will pay Benjamin at the highest scale possible.

Thank you for your time,

Jacob Kahn

PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
September 23, 2024

AGENDA ITEM 8 b.

SUBJECT: CLASSIFICATION AND COMPENSATION STUDY: PERSONNEL COMMISSION RECOMMENDATION TO THE DISTRICT

BACKGROUND

In November 2022, the Berkeley Unified School District (BUSD) contracted with Eric Hall & Associates/MGT (EHA) to perform a Classification and Compensation Study for all classified positions. This encompassed both Bargaining Units (Local 21 and BCCE), classified Confidential employees, and classified unrepresented management and executive management employees.

The objective of the Classification & Compensation Study was to ensure that job descriptions were current and relevant while establishing equitable and market-competitive salary structures. EHA's responsibility included accurately documenting the roles and responsibilities of BUSD classified employees, their essential functions, and working conditions, culminating in salary recommendations based on market research. EHA has successfully completed this task, and it is now the crucial responsibility of the Personnel Commission to make recommendations based on the EHA report submitted in June 2024. Your recommendations, whether adopting the entire report, specific sections, or proposing new recommendations, are integral to the next steps in this process.

The Study took place from November 2022 to June 2024 and was initially scheduled to conclude in November 2023. However, EHA required an additional six months to fulfill all assigned tasks. During this timeframe, EHA collected data from employees and their supervisors to revise job descriptions and compare salaries with similar districts based on location, grade level, and enrollment. The Personnel Commission was tasked with facilitating the study and recommending actions to the Board of Education at its conclusion.

EXECUTIVE DIRECTOR'S RECOMMENDATION

During the meeting on August 28th, BCCE was granted a one-month extension. Meanwhile, Local 21 has requested immediate recommendations. The District is also seeking classification recommendations for Unrepresented Management and Confidential positions. To facilitate the start of negotiations with the Unions, I recommend that the Personnel Commission move forward with these recommendations to the District. This will acknowledge the dedicated efforts of all employees, including classified staff, supervisors, management, and PC staff.

Please note that while these recommendations will serve as guidelines, the specific duties will be subject to negotiation between the District and the Unions.

PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
September 23, 2024

AGENDA ITEM 8.c

SUBJECT: NOMINATION OF A PERSONNEL COMMISSIONER

BACKGROUND INFORMATION

In regards to the appointment of Personnel Commissioners, Education Code section 45246 (b)(2) states, "Where a system is already in existence, and a vacancy will exist on December 1st, by not later than September 30th: (2) The appointee of the governing board and the appointee or appointees of the classified employees shall publicly announce the name of the person they intend to appoint if the vacancy is their appointee."

Accordingly, the Personnel Commission will have a vacancy in the seat jointly appointed by the governing board's appointee and the classified employees' appointee. The Executive Director of Classified Personnel, also Secretary to the Personnel Commission, asked both commissioners if they would like to nominate a new commissioner or would move to reappoint Ms. Heidi Goldstein to a new three-year term. Both commissioners recommended Ms. Heidi Goldstein to a new three-year term. Ms. Goldstein has also agreed to an additional three-year term.

EXECUTIVE DIRECTOR'S RECOMMENDATION

The Personnel Commission should approve a motion to nominate Ms. Heidi Goldstein as the joint appointed Personnel Commissioner for another 3-year term effective noon December 1st, 2024 – noon December 1st, 2027.

PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
September 23, 2024

AGENDA ITEM 11.a.

SUBJECT: AFTER SCHOOL PROGRAM SITE COORDINATOR AND AFTER SCHOOL SPECIALIST JOB DESCRIPTIONS

BACKGROUND INFORMATION

This is a discussion item for the Commissioners to discuss the issues surrounding the similarities between the job duties in practice and how many of the duties assigned to the Site Coordinators are already being done by the Specialists. The Site Coordinator job classification was initially created over two meetings in October 6, 2022 and November 3, 2022. The District at the time had argued that the After School Programs need on-site supervisors as the specialists had no supervision and neither did the programs.

EXECUTIVE DIRECTOR'S RECOMMENDATION

Job duties are determined by the District and not the Personnel Commission. Once the District determines what duties are needed for each classification, the Personnel Commission can reevaluate minimum qualifications and salary range, as defined by the Education Code.

ATTACHMENT D
CLASSIFICATION AND POSITION DESCRIPTION

Berkeley PUBLIC SCHOOLS
Berkeley Unified School District

BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

TITLE:	**After School Program Specialist**	REPORTS TO:	**Assigned Supervisor**
DEPARTMENT/SCHOOL:	**As assigned**	CLASSIFICATION:	**Non-Administrative Classified Technical**
FAIR LABOR STANDARDS ACT CLASSIFICATION:	**Non-Exempt**	WORK YEAR: HOURS:	**11 months/Calendar 5015** **7.5 hours per day or duty days/hours as assigned**
APPROVED: Board Commission	 **June 29, 2016** **July 15, 2016**	SALARY GRADE:	**Schedule: 56** **Range:** 54

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide leadership in the implementation of the assigned after school program; implement, coordinate and lead instructional support staff and independent contractors; work and collaborate with parents, school staff, students and community members in the planning of various program activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Provide leadership in the implementation of the assigned after school program; recommend and maintain Center policies and develop operating procedures according to the applicable laws and regulations; communicate with the Principal regarding program activities and operations

- Coordinate and lead instructional support staff and independent contractors; provide input regarding performance of independent contractors; lead, train and provide work direction to assigned staff; code timesheets according to information provided by budget manager; and submit timesheets to budget manager according to established timelines

- Work and collaborate with parents, school staff, students and community member in various program activities including the planning of sporting events, special events, academic events, field trips, and registration of students; create the master schedule for after school program daily operations; manage the on-line calendar or enrichment class schedule as assigned by the position; coordinate volunteer activities at the site as needed

- Establish and maintain a variety of records and reports related to assigned activities including attendance, snack sheets and sign-in/sign-out sheets; prepare communication materials including newsletters, e-mails, and memoranda

- Initiate purchase orders and authorizations; purchase supplies; select and order instructional materials and equipment

- Maintain physical environment to conform to applicable standards of health and safety; assure compliance with State licensing regulations

- Participate in budget management activities including fee collection, independent contractors, invoicing and related matters; collect fees and record receipts; prepare related records and reports

- Provide timely and informative communication among program staff, school staff, parents, independent contractors and others; conduct parent meetings; assist students with conflict management as needed

- Attend a variety of monthly school-wide and District-wide meetings; prepare report and make presentations; attend and conduct staff meetings; meet with vendors as needed

- Operate standard office equipment including a copier, fax machine, telephone, computer and assigned software; operate audio-visual equipment such as cameras, sound systems, projectors and others

- Administer First Aid and CPR as necessary

OTHER DUTIES:
Assist after school staff with student behavior management as requested
Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Event planning for after school program activities
State and local laws and regulations pertaining to operating an after school program
Principles and practices of training and providing work direction to others
Safety precautions and procedures
Oral and written communications skills
Record-keeping techniques
Telephone techniques and etiquette
Program philosophies and requirements

ABILITY TO:
Provide leadership in the implementation of the assigned after school program
Work and collaborate with parents, school staff, students and community member in various program activities
Interact with students and adults in an effective manner
Coordinate a variety of activities for the after school program
Lead, train and provide work direction to assigned staff
Maintain a healthy and safe environment
Work independently with little direction
Establish and maintain effective working relationships with others
Maintain records and prepare reports
Communicate effectively both orally and in writing
Analyze situations and adopt an effective course of action
Meet schedules and time lines
Plan and organize work

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college level course work in child development, education or a related field and three years of increasingly responsible child care or other student instruction experience

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR certificates issued by an authorized agency preferred

WORKING CONDITIONS:

ENVIRONMENT:
Indoor/outdoor environments
Constant interruptions
Occasional evening meetings

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard
Hearing and speaking to communicate with students and parents
Seeing to observe students and read materials
Lifting, carrying, pushing or pulling up to 50 pounds
Standing and/or walking for extended periods of time
Bending at the waist, kneeling or crouching

HAZARDS:
Contact with dissatisfied or abusive individuals
Potential physical hazards involved in intervening in fights and other anti-social and violent behaviors
Exposure to blood borne pathogens and infectious diseases

Berkeley PUBLIC SCHOOLS
Berkeley Unified School District

BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

CLASSIFICATION AND POSITION DESCRIPTION

TITLE:	**After School Program Site Coordinator**	REPORTS TO:	**Assigned Supervisor**
DEPARTMENT/SCHOOL:	**Educational Services**	CLASSIFICATION:	**Classified Management**
FAIR LABOR STANDARDS ACT CLASSIFICATION:	**Exempt**	WORK YEAR: HOURS:	**12 months/Calendar 2002** **8 hours per day or** **duty days/hours as assigned**
APPROVED: Board Commission	 **07/07/22** **11/03/22**	SALARY GRADE:	**Schedule: 54** **Range: 64**

BASIC FUNCTION:

Under the direction of the After School Program Supervisor or superintendent designee, will develop, implement, oversee, facilitate, and maintain quality after school programs at a District school site; assure program provides a safe and healthy environment for participants; assure programming is aligned to student academic development and program mission and goals; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Plan, organize, coordinate and implement the daily operations and activities of the District's after school programs at an assigned site; collaborate with administrators, teachers and other personnel to assure programs comply with licensing requirements, grant requirements, State and federal laws, rules and regulations.

- Oversee and maintain quality after school programs for an assigned school site; support and oversee program staff in the design and implementation of quality after school program aligned to regular school day and program mission and goals; assure programming is aligned to student academic development.

- Provide academic and behavioral support for students enrolled in assigned programs; develop and implement academic and enrichment activities for children participating in Afterschool programs.

- Plan and develop indoor and outdoor activities and routines; oversee curriculum delivery and ensure alignment with the regular school day academic efforts and state standards.

- Monitor and review staff time sheets, delivery of lessons/activities, and performance; monitor and evaluate program support staff; serve as a District liaison regarding the after school program at assigned site.

- Conduct program site quality observations; make recommendations for improvements; assure program provides a safe and healthy environment for participants.

- Design and implement a training program for staff, supervise and evaluate the performance of assigned personnel; recruit and hire program staff and enrichment vendors; plan and conduct professional development opportunities for program staff.

- Plan and implement site-based events that promote and inform the community on after school Programs.

- Assist with maintaining after school program website and content.

- Assist with preparing presentations and reports related to assigned activities including attendance, program performance report and others as assigned; maintain the program plan for the assigned site.

- Communicate with students, parents and outside agencies to exchange information and resolve issues or concerns; meet, communicate and collaborate with school administrators regarding program updates and progress.

- Operate a variety of standard office equipment including a printer, telephone, copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

- Order materials and supplies as needed.

- Attend District after school program meetings and professional development.

OTHER DUTIES:
Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Planning, organization, coordination and implementation of after school programs, activities and services.
- Principles and practices of developmentally appropriate academic, enrichment and recreational programs.
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
- Applicable laws, codes, regulations, policies and procedures.
- Supervision techniques to provide clear direction and effective support to support staff and students.
- District and community program, services and resources.
- Community and human relations skills.
- Principles and practices of supervising and evaluating personnel.
- Safety precautions and procedures.
- Excellent Oral and written communications skills.
- Record-keeping techniques.

- Telephone techniques and etiquette.
- Program philosophies and requirements.

ABILITY TO:

- Assure the program provides a safe and healthy environment for participants.
- Assure programming is aligned to student academic development and program mission and goals.

- Train, supervise and evaluate the performance of assigned personnel.
- Work and collaborate with parents, school staff, students and community member in various program activities.
- Monitor and control program budgets.
- Interact with students and adults in an effective manner.
- Maintain a healthy and safe environment.
- Work independently with little direction.
- Establish and maintain effective working relationships with others.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.

EDUCATION AND EXPERIENCE:
Two years accredited college coursework and four years' experience working with children in an organized or learning environment including some experience conducting educational program activities, or a bachelors degree and two years of experience working with children in a learning environment.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver's license or ability to arrange transportation to get to a different location.

WORKING CONDITIONS:
ENVIRONMENT:
Indoor environment.
Occasional evening meetings.
Occasional driving to conduct work or ability to get to a different location.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to communicate with students and parents.
Seeing to observe students and read materials.
Sitting or standing for extended periods of time.
Bending at the waist or kneeling to file and retrieve materials.