Berkeley Unified School District

The Board Room, 1231 Addison Street,
Berkeley CA 94702

Personnel Commission

Isaiah Roter, Chairperson | Soli Alpert, Commissioner | Heidi Goldstein, Commissioner
Erin Arinez, Secretary (Interim)

Meeting Agenda

November 22nd, 2024
1:00 – 4:00 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) October 23rd, 2024, Regular Meeting Minutes, p. 2-4.
b) November 12th, 2024 Special Meeting Minutes, p. 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 October 2024, p.6

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) Director, Human Resources, p.7
b) District Services Assistant, p.8
c) Instructional Assistant, p.9
d) Instructional Assistant, Bilingual, p.10
e) Instructional Assistant II, SPED, p.11
f) School Administrative Assistant II, Bilingual, p.12
g) School Administrative Assistant III, p.13
h) School Campus Aide, p.14
i) Student Admissions Specialist, p.15

8. Discussion Item — **Chairperson Roter**

a) Reclassification Requests- Post Classification & Compensation Study

9. Conference Item — **Chairperson Roter**

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

a) Request for Reclassification – Library Media Specialist, ***Attachment A (p.16-33)***
b) Step Advance Request – M. Borden (Director Facilities, Maintenance & Operations), ***Attachment B (p.34-39)***
c) Step Advance Request – B. Ware (Accounting Technician), ***Attachment C (p.40-46)***
d) 2023-2024 Personnel Commission Annual Report, ***Attachment D (p.47-48)***

10. Closed Session (30-minute limit) — **Chairperson Roter**

a) Public Employment - Government Code § 54954.5

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

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

12. 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.

13. Next Meeting — **Chairperson Roter**

Follow-up items for the next Personnel Commission Meeting.

14. Adjournment — **Chairperson Roter**

Berkeley Unified School District
Personnel Commission Meeting Minutes

October 23rd, 2024 – 4:30 p.m.

Prior to the meeting, Mr. Soli Alpert took an Oath of Allegiance as the Union-Appointed Commissioner, administered by Ms. Ana Vasudeo, School Board President.

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 4:32 p.m.

2. Roll Call & Establishment of Quorum

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

3. Public Comments

Mardawn Wendt, Library Media Specialist, commented that she and her colleagues look forward to being on the next agenda to discuss a reclassification request.

4. Approval & Adoption of Agenda

Commissioner Goldstein asked pull items 7c -e and 7g for discussion.
Vice-Chairperson Carter moved to approve and adopt the agenda as amended;
Commissioner Goldstein seconded the motion,
Approved, 3-0

5. Approval of Meeting Minutes

a) September 23rd, 2024 Meeting Minutes
Chairperson Roter noted a typo in the second paragraph of item 7, suggested a correction and moved to approved item 5a as amended; Vice-Chairperson Carter seconded the motion,
Approved, 3-0
b) October 1st, 2024 Special Meeting Minutes
Commissioner Goldstein moved to approve item 5b as presented; Vice-Chairperson Carter seconded the motion,
Approved, 3-0

6. Reports

a) Unions
Mildred Scherr, BCCE Vice President, on behalf of the BCCE executive team and all classified employees, expressed gratitude for Vice-Chairperson Carter's service to BUSD and welcomed Soli Alpert as the newly appointed Personnel Commissioner.

b) District Reports
Samantha Tobias Espinosa, Assistant Superintendent of Human Resources, thanked Vice-Chairperson Carter for his service, welcomed Soli Alpert as the new Commissioner, and noted that the District is negotiating contracts with both BCCE and Local 21.

c) Commissioner Reports
Vice-Chairperson Carter expressed appreciation for the opportunity to serve again on the Commission and asked that discussion continue around cut scores and conducting

future Classification & Compensation Studies within the Personnel Commission. Commissioner Goldstein expressed gratitude to Mr. Carter for his service, reminded the Commission of Election Day on 11/5/24, thanked Commission staff for the amount and quality of work being done and expressed interest in knowing more about plans for presenting the Classification & Compensation Study recommendations to the School Board. Chairperson Roter thanked Mr. Carter for his service, noting his wisdom especially around cut scores and the step advance process.

d) Personnel Executive Director
Secretary Arinez thanked Mr. Carter for his service, noting his consistent fairness, desire for transparency, and empathy for all Classified employees. Secretary Arinez reviewed personnel activity for the month of September; announced that the Classification & Compensation Study recommendations had been referred to the District and will be presented to the Board on November 6th; welcomed Mr. Alpert to the Commission, who's first meeting coincides with the presentation of the 23/24 annual report; reported Chairperson Roter will attend the Northern California SCPA conference in Napa later this month and announced the annual CSPCA conference, to be held March 16-18,2025, also in Napa.

7. Consent Items

Ratification of eligibility lists.

a) Cook
b) Instructional Assistant II, SPED
c) Instructional Specialist, Art
d) Instructional Specialist, Drama
e) Instructional Technology Technician
f) School Bus Driver
g) Student Body Account Technician

Commissioner Goldstein moved to approve items 7a-b and 7f; Vice-Chairperson Carter seconded the motion,
Approved 3-0

Commissioner Goldstein questioned the longer than usual intervals for lists 7c-e and 7g. Secretary Arinez explained that the Subject Matter Experts (SMEs) for both Instructional Specialist, Art and Instructional Technology Technician are BUSD staff; the timing of the exams fell at the beginning of the school year so it took some additional time for them to be available. Secretary Arinez noted a typo on the Student Body Account Technician list; the written exam was administered September 25th, 2024, making the interval between exams only 8 days. Commissioner Goldstein expected more ranks for the Instructional Specialist, Drama eligibility list. Secretary Arinez explained there were very few applicants and it remains one of the more challenging recruitments.
Vice-Chairperson Carter moved to ratify eligibility list 7c-e and 7g; Chairperson Roter seconded the motion,
Approved 3-0

8. Conference Items

a*) Step Advance Request –M. Asano*
Secretary Arinez provided her rationale in not recommending a step advance for Musashi Asano, Communications Specialist. Mr. Asano is highly qualified for the position but the recruitmentdid not meet the criteria established in the step advance rubric, to

be considered difficult. The Commissioners agreed with Ms. Arinez's assessment and expressed gratitude to Mr. Asano for joining BUSD.
Vice-Chairperson Carter made a motion to deny Mr. Asano's step advance request; Commissioner Goldstein seconded the motion,
Approved, 3-0

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

Chairperson Roter opened the public hearing at 5:07PM. Members of the public, including Union stakeholders, spoke against and in favor of Ms. Goldstein's reappointment to the Personnel Commission. The hearing closed at 5:25 PM.

10. Motion to Appoint Heidi Goldstein as Personnel Commissioner for the Joint Appointed Term

Chairperson Roter motioned to appoint Heidi Goldstein as Personnel Commissioner for the Joint-Appointed term (December 1st 2024-December 1st 2027); Vice-Chairperson Carter seconded the motion,
Approved 2-0.

11. Closed Session

The Commissioners went into closed session at 5:30PM.

12. Report from Closed Session

The meeting resumed at 6:15PM. Chairperson Roter reported that the Commissioners had received an update from Philip Gordillo on the recruitment of the Executive Director, Classified Personnel. The Commissioners will hold a special meeting on November 12th, 2024, to approve an eligibility list. Interviews will be conducted at the time of the new Commissioner's tenure.

13. Public Comments

Ms. Diggs Ray expressed concerns regarding Ms. Goldstein's reelection to the Personnel Commission and the Classification & Compensation Study.

14. Next Meeting

A special meeting of the Personnel Commission will be held on Tuesday, November 12 from 10:00 – 12:00 PM at a location to be determined. The next regular meeting of the Personnel Commission will be held on Friday, November 22 from 4:30 – 7:30 PM in the Boardroom.

15. Adjournment

The meeting was adjourned at 6:22 PM.

Berkeley Unified School District
Personnel Commission Special Meeting Minutes

November 12th, 2024 – 10:00 am

1. **Call to Order**

   The meeting was held in the Parker Street Conference Room (1005 Parker Street) and was called to order at 10:05 a.m.

2. **Roll Call & Establishment of Quorum**

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

3. **Public Comments**

   Steven Thysell, School Bus Driver, thanked Vice-Chairperson Carter for his service and welcomed Soli Alpert to the Personnel Commission.

4. **Approval & Adoption of Agenda**

   Vice-Chairperson Carter made a motion to approve and adopt the agenda as presented; Commissioner Goldstein seconded the motion,

   Approved, 3-0.

5. **Closed Session**

   The Personnel Commission went into closed session at 10:08 am.

6. **Report from Closed Session**

   The meeting reconvened at 10:25 AM. Chairperson Roter reported that the Personnel Commission met with Philip Gordillo, Executive Director of the California School Personnel Commission Association (CSPCA) to discuss next steps and give direction.

7. **Consent Item – Ratification of Eligibility List**

   a.) Executive Director, Classified Personnel

   Chairperson Roter noted that Mr. Gordillo had certified this eligibility list to avoid a conflict of interest. Commissioner Goldstein disclosed she was familiar with one of the eligible candidates through prior interviews in her professional life and commended the tight intervals between examinations.

   Vice-Chairperson Carter made a motion to approve item 7a; Commissioner Goldstein seconded the motion,

   Approved, 3-0.

8. **Public Comment**

   Vice-Chairperson Carter thanked the Personnel Commission staff.

9. **Next Meeting**

   The Personnel Commission will hold a special meeting in the first two weeks of December to conduct selection interviews for the Executive Director, Classified Personnel; the date is to be determined. The next regular Personnel Commission meeting will be held on November 22nd, 2024, at 1:00 pm in the Boardroom.

10. **Adjournment**

    The meeting was adjourned at 10:37 am.

Examinations Administered in the Month of October 2024:

Classification	Training & Experience	Written	Oral	Performance
Director, Human Resources		6	2	
Student Body Account Technician			4	
Student Admissions Specialist		34		22
School Administrative Assistant II (Bilingual)			7	
Instructional Assistant (Bilingual)	5	3		
School Administrative Assistant III		12		
School Campus Aide	22	6		
District Services Assistant	28	13		
Executive Assistant I		17		

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

Name-	Employment Type-	Classification-	Location/Dept.
Adams, Benjamin	New Hire	Instructional Assistant	Washington
Bouaoud, Dabbia	New Hire	Instructional Assistant II - SPED	Special Education
Brito, Sarialberth	New Hire	Nutrition Services Assistant	Longfellow
Burke, Sheila	New Hire	Student Records Assistant	Berkeley High
Gould, Alison	New Hire	Instructional Specialist - Garden	Cooking & Gardening
Kennedy, Jamila	Re-Hire	Instructional Assistant II - SPED	Longfellow
Lira Bazan, Cristina	Re-Hire	Instructional Technician - BASP	Thousand Oaks
Loggins, Ameera	New Assignment	Instructional Technician - BASP	Thousand Oaks
Luu, Alex	New Hire	Media Technology Technician	Berkeley High
Nguyen, TJ Macoy	New Hire	Instructional Technology Technician	CTE
Noorzad, Shakeba	New Assignment	Instructional Assistant	Malcolm X
Omar, Cainan	New Hire	Nutrition Services Assistant	Nutrition Services
Wang, Lidong	Re-Hire	Instructional Assistant II - SPED	Willard
Zamora, Ma Cristina Sylvia	New Hire	Instructional Assistant	John Muir

Berkeley Unified School District

Merit System

Eligibility List for : **Director, Human Resources**
(Open)

Written Examination: **October 1, 2024**
Oral Examination: **October 24, 2024**

List Established by Personnel Commission: **November 22, 2024 to expire November 21, 2025**

Open

1 Jasleen Singh

Erin Arinez
Secretary, Personnel Commission

Date

Isaiah Roter
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

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

Training & Experience Examination: **October 18, 2024**
Written Examination: **October 25, 2024**

List Established by Personnel Commission: **November 22, 2024 to expire November 21, 2025**

Open

1 Melissa Cornett
1 Jared Woods
2 Tiffany Caine
2 Sage Matkin
3 Wigdan Moharram
3 D'Airis Whittington
4 Shawn Bailey
5 Jasmine Nicholson
6 Mayanah Mccullough

Erin Arinez — Date
Secretary, Personnel Commission

Isaiah Roter — Date
Chairperson, Personnel Commission

Berkeley Unified School District

Merit System

Eligibility List for : **Instructional Assistant-Bilingual (Spanish) (Open)**

Training & Experience Assessment: **October 8, 2024**
Written Examination: **October 15, 2024**

List Established by Personnel Commission: **November 22, 2024 to expire November 21, 2025**

Open

1 Lisa Windsor
2 Cristina Lira Bazan
3 Armando Galvez
4 Alondra Madrigal Ochoa*

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

Erin Arinez — Date
Secretary, Personnel Commission

Isaiah Roter — Date
Chairperson, Personnel Commission

Berkeley Unified School District

Merit System

Eligibility List for : **Instructional Assistant**
(Open)

Training & Experience Examination: **November 6, 2024**
Written Examination: **November 13, 2024**

List Established by Personnel Commission: **November 22, 2024 to expire November 21, 2025**

Open

1 Jada Lee
1 Dylan Petiprin
2 Kobi Appel-Bernstein
3 Katrina Siler*
3 Seung Hyun Yoo
4 Antonio Cadena
4 Jennifer Miller
5 Ashia Austin
6 Jasmine Nicholson
7 Li Wen*
7 Noa Norman
8 Hyun Kyung Kim**
9 Cheyenne Fletcher

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

Erin Arinez
Secretary, Personnel Commission

Date

Isaiah Roter
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

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

Training & Experience Examination: **November 5, 2024**
Written Examination: **November 12, 2024**

List Established by Personnel Commission: **November 22, 2024 to expire November 21, 2025**

Open

1 Emily Vo*
2 Mahleah Alammari
3 Emily Haus*
4 Analuisa Revolorio
4 Kemet Bender**
5 Samara Jones
6 Antonio Cadena
6 Logan Eungyul*
7 Cynthia Castro*

**** Eligibility to expire August 27, 2025***
*****Eligibility to expire October 22, 2025***

Erin Arinez — Date
Secretary, Personnel Commission

Isaiah Roter — Date
Chairperson, Personnel Commission

Berkeley Unified School District

Merit System

Eligibility List for : **School Administrative Assistant II (Bilingual)**
(Open and Promotional)

Written Examination: **September 25, 2024**
Oral Examination: **October 11, 2024**

List Established by Personnel Commission: **November 22, 2024 to expire November 21, 2025**

Promotional

1 Joni Loftin (Bilingual)
2 Briana Leja Garcia (Bilingual)

Open

1 Rachel Perez (Bilingual)
2 Krystal Ramirez (Bilingual)
3 Marbelly De Leon (Bilingual)
4 Mariah Foreman

Erin Arinez
Secretary, Personnel Commission

Date

Isaiah Roter
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **School Administrative Assistant III**
(Open and Promotional)

Written Examination: **October 17, 2024**
Oral Examination: **November 7, 2024**

List Established by Personnel Commission: **November 22, 2024 to expire November 21, 2025**

Promotional

1 Joann Marshall

Open

1 Chrystal Moore
2 Norma Rascon
3 Scheherazade Webster

Erin Arinez
Secretary, Personnel Commission

Date

Isaiah Roter
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **School Campus Aide**
(Open)

Training & Experience Examination: **October 15, 2024**
Written Examination: **October 22, 2024**

List Established by Personnel Commission: **November 22, 2024 to expire November 21, 2025**

Open

1 Sumood Aldhaheri
2 Charanjeet Kumar
3 Nikkia Bourn
4 Ali Houweidi

Charles Castillo
Secretary, Personnel Commission

Date

Isaiah Roter

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Student Admissions Specialist**
(Open and Promotional)

Written Examination: **October 9, 2024**
Technical Written Examination: **October 24, 2024**

List Established by Personnel Commission: **November 22, 2024 to expire November 21, 2025**

Promotional

1 Shaina Rush

Open

1 Audrey Song
2 Tylette Smith
3 KaTrina Clay*
3 Elaine Uwaechie
4 Chrystal Moore
4 Leslie Ramirez
5 Cinthia Hernandez*
6 Anne Hudson
7 Samuel Cantrell
8 Vanessa Lechuga*
8 Senait Yemane
8 Kimberly Rico
8 Michelle Rodriguez
9 Elisita Castanon-Hill*
9 Aaron Phelps
10 Tiffany Neal*
10 Shavonna Campbell*
11 Nancy Holt

**** Eligibility to expire November 28, 2024***

Erin Arinez — Date
Secretary, Personnel Commission

Isaiah Roter — Date
Chairperson, Personnel Commission

PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
November 22, 2024

AGENDA ITEM 9.a

SUBJECT: ***AGENDA ITEM REQUEST FOR RECLASSIFICATION, LIBRARY MEDIA SPECIALIST***

BACKGROUND INFORMATION

The Personnel Commission oversees the reclassification process for classified staff. In 2022, the District engaged EH & A to conduct a district-wide classification and compensation study. During this period, the Commission paused individual reclassification requests to allow the study to proceed without interruption. Now that the study has concluded and recommendations have been received, it is time to resume reclassification activities according to the process outlined in the merit rules. The Commission should proceed with reviewing incoming reclassification requests; reclassifications must be handled individually on their own merits and may go back to the unions for a meet and confer.

For BCCE positions, the reclassification process is outlined below.

6.11 Unit Member Request for Classification Study

(1) **A unit member or group of unit members may submit to the Director of Classified Personnel (a) a request for a classification study of their position or (b) a request for reclassification, together with a statement of the reasons for requesting the study or the reclassification, or both. Such request shall not be denied on the grounds the unit member did not identify, or misidentified, whether the request was for a study of their classification or a request for reclassification.**

(2) **The Director of Classified Personnel shall acknowledge the request and, if necessary, contact the unit member(s) to clarify the request and inform the unit member of whether or not they are eligible for reclassification consideration. If the request was received at least seven (7) days before the next Personnel Commission ("Commission") meeting, the Director of Classified Personnel shall put the request on the agenda for consideration at the next Commission meeting. If the request was received less than seven (7) days before the next Commission meeting, the Director of Classified Personnel shall put the request on the agenda for the subsequent Commission meeting. As provided for under section 4.5.5, unit members directly affected by the request shall be granted release time to attend the Commission meeting at which the request is considered.**

(3) **If the Commission approves the request, the Director shall request that the Commission complete the study or the reclassification process and submit a detailed, written recommendation to the District within six (6) months of the date the Commission approved the request.**

Examples of possible recommendations include, but are not limited to: (a) reclassification of the position to a new or existing classification in accordance with the Merit Rules; (b) revision of the existing class specification to better describe the duties and responsibilities of the position; (c) no change in the classification or duties; (d) determination that the unit member is not eligible for reclassification under the Merit Rules; etc.

(4) **Before implementation of any proposed changes to class specifications, BCCE shall be notified in writing of such changes and given the opportunity to bargain the impact of these changes, including, but not limited to, the appropriate range for the position.**

EXECUTIVE DIRECTOR'S RECOMMENDATION

Acknowledge the request for reclassification for Library Media Specialist and proceed with the reclassification process.

Berkeley PUBLIC SCHOOLS
Berkeley Unified School District

Office of the Personnel Commission
2020 Bonar Street, Suite 133
Berkeley, CA 94702
(510)644-8975

Agenda Item Request Form

You may fax this form to (510) 644-6151 attention to Personnel Commission, hand deliver it to the address above or scan and email to sarahgoodwin@berkeley.net The Personnel Commission office is open Monday through Friday from 8:00am to 4:00pm.

The deadline for submitting a request for items to be included in a Personnel Commission Meeting is 4:00pm, 7 calendar days prior to the Personnel Commission Meeting you are considering. This form can be obtained from Personnel Commission staff or by downloading the form from the Berkeley Unified School District website under the Personnel Commission.

Name of Person Requesting Item: Jennifer Gordon (Date) 10/16/24

Telephone Number: _____ Email Address: Jennifergordon@berkeley.net

Place on agenda as: ☑ Discussion Item (*This item is presented for discussion only and may be carried over from a prior meeting. No action will be taken on this item)*

☐ Conference Item *(This item is presented for discussion and action and may be carried over from a previous meeting)*

Description of Item:
Violation of BCCE CBA article 6.11 (1)(2)(3)

Background Information:
(Please attach or include some background information to assist the Personnel Commission in determining appropriate action.)
February 21, 2023 group of Library Media Specialist asked Charlie Castillo, Former Executive Director Personnel Commission for a reclass. They were denied due to the Class and Comp Study. According to BCCE CBA that is a violation of our contract.

For Personnel Commission Use Only:

Date of Chairperson Review: _____

Determination: ☐ Place on agenda for meeting of _____
Date of Personnel Commission Meeting

☐ Place on agenda as _____
Type of Item

☐ Do not place on agenda

Gmail

Mildred Scherr <mildredscherr@gmail.com>

Fwd: Library Media Specialist Job Reclassification

1 message

[redacted] Thu, Sep 26, 2024 at 4:37 PM

[redacted]

---------- Forwarded message ---------
From: **Jessica Lee** <jessicalee@berkeley.net>
Date: Tue, Feb 21, 2023 at 3:48 PM
Subject: Library Media Specialist Job Reclassification
To: Charlie Castillo <charliecastillo@berkeley.net>
Cc: Mardawn Wendt <mardawnwendt@berkeley.net>, Jess Reich <jessicareich@berkeley.net>, Jessica Neideffer <jessicaneideffer@berkeley.net>, Rachel Kadner <rachelkadner@berkeley.net>, Rachel Budge <rachelbudge@berkeley.net>, Zoe Williams <zoewilliams@berkeley.net>, Jennifer Gordon <jennifergordon@berkeley.net>, Karen Sasamoto <karensasamoto@berkeley.net>, Deborah Howe <deborahhowe@berkeley.net>, Gaddy Barbero-Reyes <gaddybarberoreyes@berkeley.net>, Jackie Overlid <jackieoverlid@berkeley.net>

Hello Charlie,
The Library Media Specialists as a group would like their positions to be reexamined. In particular, they find it odd that their jobs are separate from Instructional Specialists since their roles are so similar. It seems like now, during the job reclassification study, would be an ideal time to review their jobs and realign them with similar jobs in the district. At elementary schools, the library specialists perform jobs very similar to the instructional specialists at the schools. I was shocked to learn that their pay is lower than those of instructional specialists given the amount of technical knowledge they are expected to have and the instruction that they provide to students on a daily basis. The principals I have spoken to about this were equally surprised that library specialists are on a different pay scale from gardening and dance specialists, for example.

I believe it would make the most sense to include them in the role of Instructional Specialist, not as a separate job description. We would all like to understand what information and evidence the Personnel Commission would need in order to reevaluate their jobs.

Additionally, I would love to see the word "Media" removed from the job title as it is out-dated and sometimes confusing to applicants. They are Library Specialists - and all quite skilled and knowledgeable in their roles.

Thank you!
Jessica Lee, District Library Coordinator
Berkeley Unified School District
2020 Bonar St. #129
Berkeley, CA 94702
Pronouns: She/Her

RECLASSIFICATION REQUEST QUESTIONNAIRE

REQUESTING PARTY: Elementary Library Media Specialists:

- Jennifer Gordon at MX,
- Karen Sasamoto at Oxford,
- Mardawn Wendt at BAM,
- Gaddy Barbero-Reyes at Sylvia Mendez,
- Jessica Reich at Thousand Oaks
- Rachel Budge at Emerson
- Rachel Kadner at Ruth Acty
- Zoë Williams, John Muir
- Jessica Neideffer, Cragmont
- Jacqueline Overlid, Washington
- Deborah Howe, Rosa Parks

BACKGROUND INFORMATION

Name: Jennifer Gordon, lead contact for the above listed

Class/Title: Library Media Specialist

Name of School or Department: Library

Working Title: Library Media Specialist/Instructional Specialist

Work Telephone Number 510/644-6313 Ext. 44558

Work Day Begins: varies **Total Hours Per Day:** .8 to full time

Length of Time in Present Position: varies

Total Length of Time with the District: varies

Title of Immediate Supervisors: Library Services Director and Principal

Name of Immediate Supervisors: Jessica Lee and individual site principal

Does Your Current Class Title Accurately Describe Your Position? ~~Yes~~ **No**

If No, What Class Title Do You Believe Better Describes the Position?
(Please Give Reasons)

The Library Media Specialists are currently misclassified and request to be reclassified with the same pay and steps as Instructional Specialists.

In 2016, the elementary school library staff (classified, at the time, as Library Technicians) successfully argued for a reclassification as Library Media Specialists. However, instead of being grouped with other Instructional Specialists in Class 51, Library Media Specialists were grouped in Class 45 with staff who do not work directly with students, such as accounting and grounds staff. As a result, according to the BCCE Salary Schedule for 2023-24, Library Media Specialists make 16% less than Instructional Specialists. Their step 1 is our step 4. We have worked to fix this mistake for nearly two years, requesting equal pay for equal work.

We have the same (if not more) responsibilities as the other Instructional Specialists, which include gardening, dance, drama and some art instructors. For comparison, let's look at the gardening specialists. Like us, gardening specialists:

- are district employees.
- are at all sites.
- have schedules that include time with students and time to maintain their instructional space, equipment, etc.
- possess expertise in their specialized subject matter areas.
- provide instruction in their specialized areas.
- have a supervisor.
- have similar expectations regarding supporting teachers and grade-level curriculum.

Therefore, it makes no sense that Library Media Specialists are not in the same salary grouping as Instructional Specialists.

BASIC FUNCTION

What basic function does your position serve in assisting your school or department to fulfill its purpose; what is the major reason or purpose for your work?

Library Media Specialists plan and execute creative programs to promote literacy and a love of reading. Additionally, they lead weekly library classes and instruction for all TK-5th grade classes, and produce and implement lessons and material to support grade level curriculum. LMS collaborate with teachers at individual sites as well district library services to support special units of study with books and online resources. Working closely with lit coaches, RTI coordinators and ELD teachers, Library Media Specialist provide books for their students. Library classes always include at least one of the following: a read aloud and discussion, book talks, or library skill lessons.

With expertise in diverse authors and culturally responsive literature, Library Media Specialists play an essential role in supporting BUSD's mission. This position requires a strong knowledge of current children's literature with an emphasis on diverse stories, authors and illustrators as well as school-wide curriculum.

This knowledge is used to develop our libraries' collections which provide books for all students as well as classroom instruction.

SPECIFIC DUTIES AND RESPONSIBILITIES

Representative Duties and Responsibilities:

Describe in detail the regular duties and work that you perform describing each duty in a separate numbered statement. Begin with those duties that you consider to be most important. Describe each duty thoroughly by stating specifically what you do and how YOU do it. In the column on the right side, indicate the approximate percent of your total time you spend performing each duty *(total time should equal 100%).* If more space is needed, please attach additional sheet

- Plan and lead weekly library classes and instruction for all TK-5th grade classes. (daily)
- Prepare and execute creative programs and lessons to promote literacy and a love of reading. Library classes always include at least one of the following: a read aloud and discussion, book talks, library skill lessons. (daily)
- Produce and implement lessons and material to support grade level curriculum.(daily)
- Collaborate with teachers, lit coaches, RTI coordinators and ELD teachers to provide books for their students as well as specialized book lists to support curriculum. (daily)
- Manage the library's collection development and annual budget to ensure a diverse and up-to-date library collection that supports grade level curriculum and students' interests. (continuous)
- Responsible for finding, researching and purchasing books for the library to support multiple reading levels from early beginners to students reading beyond their grade level. Books are used by students for research projects, independent reading, and by teachers to support literacy, units of study, special projects and classroom read alouds. This requires a high level of expertise in childrens' literature, diverse authors and culturally responsive literature. (continuous)
- Maintain a strong knowledge of current children's literature, diverse authors and culturally responsive literature by reading professional and trade publications, and attending webinars and other professional development opportunities. (continuous)
- Collaborate with other library staff to create online resources including specialized book lists for the district's heritage celebrations such as, AAPI Month, Black History Month, Latine/x Heritage Month, LGBTQA+, to share with our communities – teachers, students and families. (continuous)
- Manage the day-to-day operation of a large school library
- Prepare and process books for circulation using special library software, check books in and out, shelve, prepare and distribute overdue notices to students. (daily) (The elementary school libraries have a yearly circulation of +/- 20,000 books.)
- Lead special clubs and activities during recess and/or afterschool. (weekly)

What machinery or equipment do you use in performing these tasks?

Standard office and A/V equipment, barcode scanners, photocopiers

CONTACT WITH OTHERS

Internal Contacts:

With what other District departments/positions do you come in contact? What is the reason for the contact? How frequently? If each day or so, use "continuous", if each week or so, use "frequent", if every several months, use "moderate", if once every six months or more, use "infrequent".

Department/Position	Reason	How Often
Site Teachers, Lit Coaches, RTI coordinators, and ELD teachers	Provide books and resources for their students and for supporting their teaching	Daily/Continuous
Site staff: (principal, admin, afterschool coordinators, specialists, etc.	Share information about students and their special needs, additional uses of the library space and studies	frequent
Other BUSD Library Media Specialists	Information and resource building and sharing, collaborating on specific library areas i.e. collection development, book clubs,	frequent, at least weekly
District Librarian	Approves orders, specific questions about site needs	frequent
Technology Department	Problem-solving tech issues	moderate
Site Custodian	Basic cleaning services	frequent
Maintenance	Repairing broken furniture, removing furniture, fixing windows, rodent abatement, water leaks during rainy season,etc.	moderate

Outside Contacts:

With what other organizations, agencies or authorities outside the District organization do you come in contact (if any) during the normal course or your duties? What is the reason for this contact? How frequently ("continuous", "frequent", "moderate" or "infrequent")?

Outside Organization	Reason for Contact	How Often
Parents	overdue notices, literacy events, volunteer Book lists for their students	Continuous
Community members	Volunteers	Continuous (depending on site)
Berkeley Public Library	Summer Reading Program, Library Card Drive, coordinating site visits at least twice a year	moderate
Vendors	Book orders	Moderate
Volunteers	Recruit and train parent and community volunteers to assist with reshelving and other library projects	frequent
Authors & Illustrators	Organize and manage site visit. These can be a couple of grades or full school assemblies.	Moderate (at least once a year, and possibly several times)

RECORDS AND REPORTS

Records

What records do you regularly maintain or prepare?

- Circulation of materials for every student and teacher at our sites,
- Overdue and Lost Notices, and Checked Out Materials
- Maintain and update class lists in Destiny
- Add books and materials to catalog
- Delete outdated or damaged materials from collection
- Informal running budget of library materials
- Read alouds and library programs

Reports

What reports do you prepare or supervise the preparation of? How often are these prepared?

Title of Report	Reason for Report	Sent to	How Often
End of Year Report	Summary of Library classes, themes, statistics	Our sites families, Library Coordinator, and Principal	Annually
Book Lists	Curriculum Support	Teachers	Frequently
Inventory Reports	Library statistics & maintenance	District Librarian	Annually
Lost Book Reports	Library statistics & maintenance	District Librarian	Annually
Circulation Reports	Library Development	District Librarian	Annually
Collection Analysis	Collection / library Development	For own use	Frequently

DECISIONS

Type

Describe the most difficult and/or major decisions you make in the course of your work.

Plan library programming to support and extend classroom and district curriculum; manage and plan collection development within budget constraints. (Collection development requires a high level of professional expertise in selecting books with curriculum and student needs in mind.).

Degree of independence

What review is made of your decisions by others? Who reviews? For what reason? Do you work independently or with your supervisor closely available?

We manage the day-to-day running of our libraries as well as plan and execute library programs with a great deal of independence, and provide our supervisors with regular reports.

Financial Impact

What is the amount of the budget for which you have direct accountability (include salaries of subordinates)?

Each of the Library Media Specialists manages their annual book budget. The amount each site receives is based on student enrollment. The budgets range from $3,000 - $5,898.

Many sites have additional PTA budgets which are overseen by LMS at the particular site. These amounts vary, but are generally in the $500 to $1,000 range.

Additionally, Library Media Specialists have pursued and were awarded large grants to support special programming. The last grant was $15,000 for audiobooks to support struggling 4th and 5th grade readers. This and the other grants were overseen by the LMS grant team leader with full oversight, including budgeting and implementation, of the grant.

What is the greatest expenditure you can authorize (signature authority)? See above

SUPERVISION

Subordinates

List the classification titles of employees whom you supervise directly (you are responsible to complete their performance appraisals) and indirectly. Indicate number of employees in each classification.

DIRECTLY Classification No.

INDIRECTLY Classification No.

Do you have responsibility for selection of personnel, appraisal of performance, and such actions as salary increases, promotions, discipline, reassignment or terminations? NO

KNOWLEDGE AND ABILITIES

Knowledge

List the specific areas of knowledge that a person must possess to successfully perform your job. Some of the areas to consider are laws, regulations, codes, technical aspects, policies, procedures, practices, terminology, software applications, equipment operation, materials, curriculum or subject matter.

LMS staff have specialized knowledge in the field of Library Science and perform the following duties:

- Strong knowledge of children's literature with expertise in diverse authors and culturally responsive literature.
- Knowledge of curriculum and literacy standards.
- Knowledge of ways to improve students' learning and access to literature through lesson plans, instructional materials, and creative programs that promote literacy and a love of reading.
- Knowledge of methods and practices of child instruction.
- Familiarity with library terminology and basic practices applicable to performing work in a school library.
- Management, development and evaluation procedures of library collection.

- Operation and uses of library equipment, systems and support tools, including standard business software, online reference tools and materials.
- Methods and techniques for conducting internet research.
- Basic book repair practices
- Methods and techniques for troubleshooting and resolving standard computer hardware and software problems.

Knowledge required for both LMS and IS positions according to their respective job descriptions:

- Possess expertise in their specialized subject matter areas
- Provide instruction in their specialized area
- Maintain and manage their learning spaces
- Have good oral and written communication skills
- Keep records of student work and progress

Abilities

List the specific abilities that a person must possess to successfully perform your job. Some of the areas to consider are abilities to perform certain functions; plan, create, explain, develop, prepare, maintain, repair, operate, administer, coordinate and review.

- Inspire children to discover the joy of reading.
- Design lessons to help further BUSD's equity and excellence goals
- Instruct students in grades TK-5 in how to use the library and the various databases and services both the school and public libraries offer.
- Conduct weekly sessions for classes
    - selecting and reading stories,
    - leading discussions,
    - teaching lessons on library skills
- Continuously manage and maintain a library space, which is an educational space in a safe, accessible and appealing manner.
    - Check books in and out
    - Repair worn or damaged materials
    - Catalog a variety of library materials
    - Maintain student records
- Develop the material collection by learning the scope and sequence curriculum, reading levels and to collaborate with teachers and district library staff
- Communicate effectively orally and in writing.
- Work collaboratively in a team environment.
- Work independently and to take leadership roles.
- Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

Indicate the qualifications and requirements for successful performance which should be required in filling a future vacancy in your classification. Describe what you believe is necessary for proper performance, not necessarily your own qualifications. Indicate your reasons for selecting these requirements.

Minimum Formal Education:

Bachelor degree. The demands of the position require broad knowledge as well as specific skills. At least one year of coursework in Library and Information Science or Library Technician or Reading Specialist or equivalent experience. You have to hit the ground running.

Specialized Training (Years and Type):

Some incumbents in this classification may be required to speak, read and write in a designated second language.

Previous Experience (Years and Type):

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS (cont.)

Licenses, Certification or Registration:

Training Period (required for a new employee possessing the qualifications above):

REQUESTING PARTY: Library Media Specialists

OTHER FACTORS

If you wish to present additional information about your job, use this space; additional sheets may be attached if needed.

At the 9/23/24 Personal Commission meeting, the Library Media Specialists presented a public comment about their misclassification and requested to be reclassified with Instructional Specialists now. (Our full comment is attached here.) During the meeting, the commissioners referenced our comment at 16:42:26 and agreed that cases like ours were exactly what they should be addressing and resolving. We believe that our reclassification will be an agenda item at the October meeting. We hope that this long standing issue can finally be rectified.

We know that the Classification and Compensation Study is under review and that we again have been asked to wait and told that once the review is complete that BUSD may consider a pay increase. However, the possibility of perhaps receiving higher pay will not resolve the problem because we are not correctly classified to begin with. We have the same responsibilities, specialized knowledge, and skills required of Instructional Specialists. Yet we are not classified as Instructional Specialists and therefore not receiving equal pay for equal work.

Our district library administrator, Jessica Lee, and school site administrators support our request for reclassification.

Attached letter of support from Jessica Lee.

RECLASSIFICATION REQUEST QUESTIONNAIRE

REQUESTING PARTY: Library Media Specialists

11

I HAVE READ THE INSTRUCTIONS AND TO THE BEST OF MY KNOWLEDGE, I BELIEVE THE INFORMATION PRESENTED HERE IS ACCURATE AND COMPLETE.

Mardawn Wendt, 9:35 a.m. Oct. 14, 2024
Jennifer Gordon, 9:36am, Oct. 14, 2024
Gaddy Barbero-Reyes, 10:19 a.m., Oct. 14,2024
Karen Sasamoto, 12:11pm, Oct. 14, 2024
Rachel Kadner, 5:29pm, Oct. 14, 2024
Zoë Williams, 5:00am, Oct. 15, 2024
Rachel Budge, 8:20 am, Oct. 15, 2024
Jessica Neideffer, 10:15 am, Oct. 15, 2024
Jacqueline Overlid, 10:32 am, Oct. 15, 2024
Jessica Reich, 11:10 am, Oct. 15, 2024
Deborah Howe, 12:03 pm, Oct. 15, 2024

To the Personnel Commission:

I write this letter in support of reclassification of Library Media Specialists. I find it odd that their jobs are separate from Instructional Specialists since their roles are so similar. At elementary schools, the library specialists perform jobs very similar to the instructional specialists at the schools. I was shocked to learn that their pay is lower than those of instructional specialists given the amount of technical knowledge they are expected to have and the instruction that they provide to students on a daily basis. The principals I have spoken to about this were equally surprised that library specialists are on a different pay scale from gardening and dance specialists, for example.

I believe it would make the most sense to include them in the role of Instructional Specialist, not as a separate job description. We would all like to understand what information and evidence the Personnel Commission would need in order to reevaluate their jobs.

As the manager of the BSEP Libraries budget, I have reserved funds in anticipation of an increase in salary. My recommendation is that Library Specialists move from BCCE Salary Range 45 to Salary Range 51, the current range of Instructional Specialists. Additionally, I would like to see all staff maintain their current step on the salary scale since I feel this is a correction of a past misclassification when the position was created in 2016. This increase in pay would draw from reserve funds which have been reserved for this purpose. The current fund balance is over $124,000, and the increase in pay is anticipated to be $80,000 with all current staff maintaining their step.

In support of high quality staff retention,

Jessica Lee

Jessica Lee, Coordinator of Library Services

Attachment: Modified job description for Instructional Specialists to include Library Specialists. Modified text in red.
https://kami.app/BqS-Xna-Hzw-McC

Comment to the Personnel Commission read at 9/23/24 meeting -

To the Personnel Commission:

Thank you for the opportunity to comment. I am speaking on behalf of BUSD's 11 Library Media Specialists. The full statement is in the chat.

The Library Media Specialists are currently misclassified and request to be reclassified with the same pay and steps as Instructional Specialists. This certainly seems more like a Personnel Commission agenda item rather than a comment. However, when we submitted our request to be on today's agenda, we were informed that there is a moratorium on reclassifications and our request to be put on the agenda was denied. For nearly two years we've been in communication with Charlie Castillo and our union about our request to be reclassified with Instructional Specialists, and neither mentioned a moratorium. We were told to participate in the Classification and Compensation study, which we all did, and to let the process play out, which we have. We followed the procedures, we have been patient and we have tried to be understanding. After all this time, we are frustrated that no action has been taken to address our misclassification. Instead, we are being asked again to wait. The Personnel Commission has heard and taken action on reclassification cases as recently as June 2024. Please see agenda item 8.e from the 6/26/24 PC meeting. We the Library Media Specialists wish and deserve to be reclassified now.

In our job, we lead weekly library classes and instruction for all TK-5th grade classes. Plan and execute creative programs to promote literacy and a love of reading. Produce and implement lessons and material to support grade level curriculum. Collaborate with teachers to support special units of study with books and online resources. Work closely with lit coaches, RTI coordinators and ELD teachers to provide books for their students. Library classes always include at least one of the following: a read aloud and discussion, book talks, or library skill lessons.

Library Media Specialists with our expertise in diverse authors and culturally responsive literature play an essential role in supporting BUSD's mission. This position requires a strong knowledge of current children's literature with an emphasis on diverse stories and voices as well as school wide curriculum. This knowledge is used to develop our libraries' collections which provide books for all our students as well as classroom instruction. (The current LMS job description is in the chat.)

In 2016, the elementary school library staff (classified, at the time, as Library Technicians) successfully argued for a reclassification as Library Media Specialists. However, instead of being grouped with other Instructional Specialists in Class 51, Library Media Specialists were grouped in Class 45 with staff who do not work directly with students, such as accounting and grounds staff. As a result, according to the BCCE Salary Schedule for 2023-24, Library Media

Specialists make 16% less than Instructional Specialists. Their step 1 is our step 4. We have worked to fix this mistake for nearly two years, requesting equal pay for equal work.

Equal Work

We have the same (if not more) responsibilities as the other Instructional Specialists, which include gardening, dance, drama and some art instructors. For comparison, let's look at the gardening specialists.

Like us, gardening specialists:

- are district employees.
- are at all sites.
- have schedules that include time with students and time to maintain their instructional space, equipment, etc.
- have a supervisor.
- see the same number of students/classes.
- have similar expectations regarding supporting teachers and grade-level curriculum.

Therefore, it makes no sense that Library Media Specialists are not in the same salary grouping as Instructional Specialists. Please tell us how we are different.

Equal Pay

The current Classification and Compensation report found that BUSD's Library Media Specialists are paid below the average and median rate when compared to their peer group. The study also recommended that BUSD consider an adjustment to the salary range when the wage is below the mid-range of the market median, which the report showed it is. Placing us in the correct pay range 51 with Instructional Specialists would not only rectify this issue but also benefit BUSD making it a more attractive district when recruiting and retaining qualified individuals for the position.

Since Library Media Specialist salaries come from BSEP, any increase to our pay scale as well as any adjustment to our classification would not impact the district's general fund.

We know that the Classification and Compensation Study is under review and that we again have been asked to wait and told that once the review is complete that BUSD may consider a pay increase. However, the possibility of perhaps receiving higher pay will not resolve the problem because we are not correctly classified to begin with. We have the same responsibilities, specialized knowledge, and skills required of Instructional Specialists. Yet we are not classified as Instructional Specialists and therefore not receiving equal pay for equal work.

We ask that the Commission make this an agenda item at their next meeting so we can begin the conversation on how to rectify this long-standing issue.

Our district library administrator, Jessica Lee, and school site administrators support our request for reclassification.

Respectfully,

Jennifer Gordon - Malcolm X Elementary

Karen Sasamoto - Oxford Elementary

Zoe Williams - John Muir Elementary

Mardawn Wendt - Berkeley Arts Magnet Elementary

Deborah Howe - Rosa Parks

Gaddy Barbero-Reyes-Sylvia Mendez

Rachel Kadner - Ruth Acty

Jessica Reich - Thousand Oaks

Jessica Neideffer - Cragmont

Jacqueline Overlid - Washington

Jessica Lee - BUSD Library Coordinator

PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
November 22, 2024

AGENDA ITEM 9.b

SUBJECT: ***REQUEST FOR ADVANCED STEP PLACEMENT FOR MAURICE BORDEN, DIRECTOR, FACILITIES, MAINTENANCE & OPERATIONS***

BACKGROUND INFORMATION
The attached request and supporting documents are for advanced step placement for Maurice Borden, who has accepted this position and seeks to be placed at Step 2 on the Classified Salary Schedule for the Director, Facilities, maintenance and Operations position in the Facilities department.

The recruitment has proven to be challenging. This was a newly created position by the District. It was posted in August 2023, and we had six candidates on the eligibility list. Four candidates on the list declined interviews or declined the position, and several cited the pay as an issue. We posted the recruitment again in June of this year and generated a list of six eligible candidates. A job offer was made and accepted by Mr. Borden.

Mr. Borden has held progressively responsible roles in facilities management for nearly two decades. Most recently, as **Director of Facilities Management** at the American Academy of Ophthalmology (2015–2024), he led facilities operations across multiple locations, including a $60M property in San Francisco and a site in Washington, D.C. He managed a $3.5M budget, led a $15M museum build-out, and oversaw capital projects like a $3.8M center renovation. His responsibilities spanned maintenance, security, real estate, renovations, and compliance. He also spearheaded a security upgrade to cloud-based systems, developed emergency preparedness protocols, and built a cohesive, high-performing team.

Previously, as **Facilities Operations Manager** at Samuel Merritt University (2008–2015), he managed a $1.1M budget, led a team of six, and improved campus security by revamping the master key system.

Mr. Borden's experience highlights significant accomplishments in private sector facilities oversight, budget management, safety enhancements, and strategic cost savings. However, he lacks experience in school district operations and will need to gain familiarity with bond programs and parcel taxes.

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**	**Step 2**	**Step 3**	**Step 4**	**Step 5**
Range 85	$11.965.28	$12,564.98	$13,187.07	$13,841.51	$ 14,537.01

EXECUTIVE DIRECTOR'S RECOMMENDATION
Grant the candidate's request for advanced step placement at Schedule 52/Range 85/ Step 2.

Advanced Step Placement Request

Name: Maurice Borden

Classification: Director - Facilities, Operations, & Maintenance

Hire Date: 11/4/2024 Site: Berkeley

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		
	Master's Degree		
	PhD/Doctorate		

		Employment Type *(Education, Government, Public, Private, etc)*
Experience Level:	1-2 years	
	3-5 years	
	6-9 years	
	10-15 years	
X	15+ years	Experience comes from private sector.

November 5, 2024

Request for Advance Step Placement

Commission Chairperson:

I would like to take this opportunity to request Advance Step Placement at Step 2 on the Classified Salary Schedule for the Director of, Facilities, Maintenance & Operations position. My attached resume reflects over 26 years of combined facilities experience, in the construction, college, and private sectors. My experience supports this request.

Once again, I would like to thank this committee for taking my request under consideration. I am here to answer any further questions you may have.

Thank you,

Maurice Borden

Director of Facilities, Maintenance, & Operations

BUSD

MAURICE BORDEN, FMP

[redacted]

EXPERIENCED DIRECTOR OF FACILITIES

MULTI-SITE FACILITIES & OPERATIONS MANAGEMENT | SECURITY | MAINTENANCE | TEAM LEADERSHIP

TRACK RECORD OF MANAGING $15M BUILD-OUT PROJECT, CONTRACT NEGOTIATIONS & ANNUAL BUDGETS

Proven success directing comprehensive facilities management plans across multiple locations

- **Accomplished Facilities & Operations Director** with extensive experience overseeing facilities, operations management, budget oversight, real estate, security, environmental, emergency preparedness, and staffing.
- **Proactive Problem Solver** skilled in directing facility management initiatives and maintenance services that significantly reduce costs while improving quality, streamlining operations, and ensuring safety. Proven ability to develop and execute strategic real estate plans, lease administration, and renovation project management.
- **Engaging Communicator & Team Builder** adept at developing and coaching high-performing teams. Excel at managing large-scale budgets, capital projects, and crossfunctional initiatives to deliver on business goals.

CAREER HISTORY

***DIRECTOR OF FACILITIES MANAGEMENT:* AMERICAN ACADEMY OF OPHTHALMOLOGY – San Francisco, CA 2015 – 2024**

Provided strategic leadership for facilities across multiple locations spanning San Francisco, CA and Washington, D.C. Created and implemented policies to ensure the safety, functionality, and regulatory compliance of facilities. Oversaw and analyzed large-scale capital projects, budgets, and staffing initiatives. Led vendor relationship management, negotiations, and contract administration with third-party service providers.

- Provided facilities management for $60M building asset with 70,000 sq. ft. office space and 60,000 sq. ft. garage.
- Directed comprehensive facilities management plans and daily operations management, including critical areas of maintenance, security, real estate, renovations, health and safety, and environmental services (EVS).
- Managed multiple budgets, including $3.5M annual budget and $1.7M annual budget; created financial summaries.
- Oversaw the successful $15M build out of a first-of-its-kind Museum of the Eye in San Francisco.
- Managed all aspects of the real estate management plan, including property leases, tenant management, and space planning impacting 225+ building occupants. Recognized for renegotiating D.C. lease to reduce price by 25%.
- Oversaw building system operations and maintenance, including HVAC, electrical, mechanical, plumbing, environmental services, construction, and energy management; ensured timely, cost-effective solutions.
- Established security protocols, emergency preparedness, access control, surveillance, and alarm systems.
- Led the successful modernization and transition of security systems from on-site servers to cloud-based systems.
- Hired, trained, and mentored a strong multidisciplinary team, including Facilities Managers, Facilities Coordinator, security, mailroom, janitorial, and parking staff. Established a positive environment focused on shared goals.
- Directed strategic planning and training for emergency preparedness, disaster response, and crisis management.
- Selected to present training course for active safety situations at American Academy of Ophthalmology Conference.
- Oversaw extensive renovations, including the $3.8M major renovation of Parke Center, $500K luxury C-suite office renovation, and $300K D.C. property renovation.

***FACILITIES OPERATIONS MANAGER:* SAMUEL MERRITT UNIVERSITY – Oakland, CA 2008 – 2015**

- Led facilities operations management, including physical plant control, environmental, safety, security, emergency management, procurement, scheduling, and maintenance. Managed a team of six employees and $1.1M budget.
- Revamped the campus-wide master key system, eliminating duplications and mitigating risks.

***SITE SUPERINTENDENT:* MERITAGE HOMES – Concord, CA 2004 – 2008**

- Managed $21M condominium construction project, overseeing 150+ subcontractors and vendors.

CERTIFICATIONS & TRAINING

Facilities Management Professional (FMP) | **Leadership in Educational Facilities,** APPA
Sustainability Certification, International Facility Management Association (IFMA) | **OSHA 30 Safety Course**
Project Management Training: UC Berkeley | **Train the Trainer Active Safety Situation Certification**

Joseph Carr

[redacted]

Dear Madame/Sir:

I have worked with Maurice Borden at the American Academy of Ophthalmology for nearly ten years. During this time, I have partnered with Maurice on large construction projects such as the Academy's Truhlsen-Marmor Museum of the Eye, business continuation efforts, and technology revamping in our conference rooms. Maurice handled these projects professionally and made the Academy look great in the process.

Maurice is not only a consummate professional but also a team player. His customer service-oriented attitude is evident in his willingness to go above and beyond. He is always ready to lend a hand in areas inside and outside of his core responsibilities. His collaborative spirit is a testament to his dedication to the success of the Facilities Management team.

Please feel free to contact me at [redacted] if you have any additional questions.

Sincerely,

Joseph Carr
Vice President – Information Technology
American Academy of Ophthalmology

April 26, 2024

A Reference for Mr. Maurice Borden

To whom this may concern:

I write to recommend Maurice Borden to you. I know Maurice well as an accomplished Director of Facilities, colleague and friend.

Maurice and I met at the American Academy of Ophthalmology where he expertly managed a team to facilitate all of the work needed to address the day to day maintenance on a large building, Academy headquarters, vendors, lessees, parking, maintenance and more while project managing building renovations, with complex budgets, and timelines to complete build out on our museum and new meeting center. I worked closely with Maurice as the fundraiser on these projects. He was always more than willing to partner with me and provide the necessary materials needed to raise needed funds to support the building projects. He managed competing priorities and a busy shop with a positive outlook. He brought innovative solutions to meetings with leadership and architects and consistently and effortlessly met deadlines.

On a personal note, Maurice was always smiling, friendly, warm, kind, and professional. Those who worked with him found him to be a supportive colleague, trustworthy and sensitive to his team's needs.

I am proud to know Maurice and highly recommend him to you for this wonderful opportunity.

If you have any questions, or would like additional information, please contact me at [redacted]

Best wishes,

Tina McGovern

PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
November 22, 2024

AGENDA ITEM 9.c

SUBJECT: ***REQUEST FOR ADVANCED STEP PLACEMENT FOR BRIA WARE, ACCOUNTING TECHNICIAN***

BACKGROUND INFORMATION
The attached request and supporting documents are for advanced step placement for Ms. Bria Ware, who seeks to be placed at Step 5 on the Classified Salary Schedule Accounting Technician position in the Special Ed department.

Ms. Ware has performed various technical accounting duties, including reviewing and adjusting accounts for accuracy, reconciling records, and auditing entries. She has also managed accounts payable, receivable, payroll, and purchasing processes, demonstrating a solid understanding of financial operations. Her experience includes verifying purchase orders and invoices, preparing payments, and ensuring transaction accuracy—skills relevant to her current position despite her primary background in restaurant and catering business management. In addition, she has completed relevant coursework at Peralta and Lane Community Colleges, including a course on Google Sheets, which supports her familiarity with technical accounting tasks.
The position in the Special Education department has faced significant turnover in recent years, with three incumbents since 2021. The first held the role for over a year, and the second for only eight months. We have conducted three recruitment cycles since 2021, but challenges persist. In the most recent recruitment, the eligibility list had five ranks; however, one candidate resigned during probation, and two others declined further consideration. This indicates a challenging recruitment environment for the role. This position was reviewed during the recent classification study, which recommended reclassification, as its duties do not fully align with those of the two other Account Technicians in Business Services. While her previous employment was not directly related to her current role, several of her duties were similar. Therefore, I recommend placement at Step 3.

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 45	$4,775.88	$ 29.39	$5,013.13	$30.85	$5,268.25	$32.42	$5,542.88	$34.11	$ 5,820.75	$35.82

EXECUTIVE DIRECTOR'S RECOMMENDATION
Grant the request for advanced step placement at Schedule 52/Range 45/Step 3.

Bria Ware

[redacted]

November 12th 2024

Re: Request for Advance Step Placement

Commission Chairperson:

I would like to take this opportunity to request Advance Step Placement at Step 5 on the Classified Salary Schedule for the Accounting Technician: Special Education Department Position. My attached resume reflects my over four years of experience and my transcripts show that I have completed an educational courses which gave me the tools to be an Accounting Technician and Book Keeper. I believe my experience and education supports this request.

If you would like additional information please contract me at the phone number listed above.

Thank you for your consideration,

Bria Ware

Account Technician

Special Education Department

District Office

Advanced Step Placement Request

Name:_Bria Ware _____

Classification:_Accounting Technician _____

Hire Date:___05/02/2024_____ Site:District Office: Sped Department _

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	56	Major: Political Science
	Associates Degree		
	Bachelor's Degree		
	Master's Degree		
	PhD/Doctorate		

		Employment Type *(Education, Government, Public, Private, etc)*
Experience Level:	1-2 years	
	3-5 years	Private- Management Positions
	6-9 years	
	10-15 years	
	15+ years	

BRIA WARE

[redacted]

PROFESSIONAL EXPERIENCE

Telecare Corporation

Oakland, CA

Office Coordinator

10/2023 - Present

Program Objective: Providing support to people with mental health challenges in order to bring them a better quality of life.

Skills obtained:

- Onboarding of all facility employees
- Employee Record keeping and updating
- New Hire Orientation oversight
- Technology update and configuration
- Expense Accounting and Reporting
- Planning Team meetings weekly and monthly
- Coordinating five programs with over 50 employees and 350 client partner
- Training and development of processes
- scheduling of on- call, overnight, afternoon, and business hour shifts.
- Contract Compliance and Compliance Training for Alameda County

Telecare Corporation

Oakland, CA

Peer Support Specialist

06/2023- Present

Program Objective: Providing support to people with mental health challenges in order to bring them a better quality of life.

Skills obtained:

- Conflict Prevention
- Talk Therapy and Support
- Social Services navigation
- Transportation to appointments
- Medical Billing

Oakland Public Works: Training Program

Oakland, CA

Academy Trainee, Cohort One

03/2023- 06/2023

Program Objective: Give young adults and youth skills to obtain jobs in varying branches of local government.

Skills obtained:

- Office and email etiquette
- Interoffice Mailing system
- Microsoft Office Systems
- Excel III: Pivot tables and Macros
- Printers, photocopiers, and other office equipment
- Oracle: Iprocurement , timesheets, Reports, and drill downs
- Budget Change request
- Billable Work Orders
- Contracts
- Requests for proposals

- Office Coordinator/ Admin work

MeloMelo Kava Bar

Admin, Multi- Unit Manager — Oakland , CA
10/2022 -01/2023
Monthly Sales: 23,000

- Training and Development of all regional staff members
- Administrative Duties
- Payroll
- Accounts payable and Receivable
- State and Federal Compliance
- Conflict Resolution/ Mediation
- Office Admin

(Reason for leaving: Position was not as described)

Warehouse Coordinator/ Event Manager:

Salt and Honey Catering — Oakland, CA

08/2022-10/2022

- Inventory and categorizing of materials
- Creating and executing Banquet Event Orders
- Logisticial packing and loading of material
- Logistical coordinating and time management
- Office Admin
- Hospitality and Fine dining services
- Material and Site clean up
- Attendance and Break policies

(Lack of work due declining sales)

10/2020 - 02/2021 — THE HABIT BURGER GRILL — ALBANY, CA
Assistant General Manager
Annual Sales Volume: $1.5M

- Hired as an AGM in 2020 and was placed into the GM training program in one month.
- Managing 32 servers, 3 shift supervisors and one AGM.
- Increased sales by 7% from previous year.
- Reducing costs by purchasing quality products, keeping close inventory on materials and budget and maintaining adequate staff coverage.
- Managed the marketing for the restaurant's DoorDash, Uber Eats, Grubhub and other various online ordering accounts.
- Responsible for increasing sales through fundraisers and working with community directors such as Berkeley.
- Increased sales with great food and customer service.

(Reason for looking: Not comfortable with operating standards.)

03/2019 – 05/2020 — BRAZIL CAFE — BERKELEY, CA
Manager

- Annual Sales Volume: $1M
- Hired as a Manager for a small family owned business restaurant
- Managed 8 employees.
- Responsible for staffing and training, P&L reporting, payroll, inventory, purchase ordering, audits, quarterly budgets and forecasting sales.
- Responsible for community recruiting and marketing.
- Responsible for social media outreach including customer email blasts and marketing planning.
- Helped with crisis management during covid and conflict resolution.

(Reason for leaving: Restaurant closed down due to Covid)

08/2016-12/2018 QDOBA MEXICAN EATS EUGENE, OR
02/2012 – 8/2016
Catering Manager

- Hired in as Shift Manager in Westland, MI
- Promoted to Catering Manager in Eugene, OR
- Responsible for direct sales, catering and delivering orders.
- Followed up with all accounts to ensure the highest level of service and quality of food.
- Responsible for brand recruiting and marketing for accounts including the University of Oregon.
- Managed weekly, monthly and quarterly goals in accordance with the restaurant's marketing budget.
- Responsible for monthly customer email blasts, market planning and execution of promotions.
- Worked as a clerk recorder (secret shopper) for 3 months for 10 locations. Responsible for data entry, customer service, telecommunications, team building and project management.

(Reason for leaving: Moved to California)

EDUCATION:
Attended University of Oregon, Eugene, OR
Major: Political Science Minor: Legal Studies,

Berkeley City College AAOT -2024 Pepsi Cohart Scholar 2024

High School Diploma St. Francis of Cabrini Allen Park, MI

Google Cloud

COURSE CERTIFICATE

Jun 19, 2024

Bria Alexis Ware

has successfully completed

Google Sheets

an online non-credit course authorized by Google Cloud and offered through Coursera

Google Cloud Training

Verify at:
https://coursera.org/verify/T96N7DW6EDZM

Coursera has confirmed the identity of this individual and their participation in the course.

ATTACHMENT D

Personnel Commission

2023-2024 Annual Report

Berkeley Unified School District

Personnel Commission

The Berkeley Unified School District Personnel Commission, established in 1943, is one of the oldest established personnel commissions in northern California. It is authorized by the Education Code and our Merit System rules and regulations. A "merit system" of employment is like a civil service system. It only applies to the District's classified employees (those employees who are not required to maintain a teaching credential). The purpose of the merit system is to ensure that classified employees are selected, promoted and retained on the basis of merit and fitness without favoritism or bias.

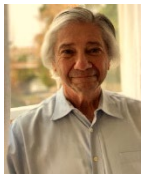
The Personnel Commission is an independent body composed of three members and is an entity separate from the BUSD Human Resource Office. One commissioner is selected by the governing board, one commissioner is selected by the largest classified employee collective bargaining unit, and one commissioner is selected by the other two commissioners. Commissioners are appointed for a staggered three-year term. The term of one commissioner expires each year.

PERSONNEL COMMISSION TRANSACTION	07/01/21 to 06/30/22	07/01/22 to 06/30/23	07/01/23 to 06/30/24
Promotional Appointments	18	27	20
New-Hire Appointments	90	94	87
Separation from Service	77	64	45
Layoffs	0	5 (partial)	1 (partial)
Rehires	2	2	1

RECRUITMENT/SELECTION ACTIVITY	07/01/21 to 06/30/22	07/01/22 to 06/30/23	07/01/23 to 06/30/24
Number of Recruitments	85	108	76
Applications Received	1367	1581	2264
Written Examinations	881	966	805
Training & Experience Assessments	497	464	579
Oral Examinations	191	251	198
Performance Examinations	132	42	56
Eligibility Lists Established	86	88	71

Personnel Commission

Isaiah Roter, *Chairperson*



Isaiah Roter has lived in Berkeley since attending UC Berkeley in 1969. He is a retired labor attorney and has served on the BUSD Audit Committee since its founding in 2005. He volunteers in a seventh-grade humanities class at King Middle School, where he helps with distance learning. Isaiah's son is a proud graduate of Berkeley High School, Class of 2004. Isaiah also served on the City of Berkeley's Personnel Board for 16 years. He was appointed to the BUSD Personnel Commission by the School Board in October 2020. Term expires in 2025.

Timothy Carter, *Vice-Chairperson*

Tim is a longtime Berkeley resident and his children are BUSD alumni. Tim was re-appointed to the Personnel Commission by B.C.C.E. in 2023, having previously served as Commissioner from 2012-2020. In his professional work, Tim owns and operates an insurance agency. Term expires in 2026.

Heidi Goldstein, *Commissioner*

Heidi Goldstein has lived in Berkeley since 1991. Her two children are BUSD alumni. She was appointed to the Personnel Commission by State Superintendent Torlakson in February 2016. She has served as a board member of the Berkeley HS Development Group (2014-2018) and is a member of the BUSD Sexual Harassment Advisory Committee (SHAC). She is currently the board chair of Stop Sexual Assault in Schools and an adult advisor to the nationally recognized student-led grassroots organization BHS Stop Harassing. Term expires 2024.

Personnel Commission

2023 – 2024 Annual Report

Berkeley Unified School District

What Is The Merit System?

Personnel Commissions are a part of a system of personnel administration termed the "merit system." Legal guidelines for the merit system in California school districts are outlined in Education Code Sections 45240 to 45320 and 88000 to 88180 and are based upon the following general principles:

Employment and promotion on the basis of merit as shown by competitive examination: Employees for positions in the classified service are to be chosen by impartial selection methods to ensure that merit is the prime factor in employment. In addition, the Personnel Commission shall establish recruitment methods that will reach all segments of eligible applicants within an appropriate geographical area.

Career service: Employees are encouraged to remain with and to promote within a given agency; thus, the School District has the benefit of retaining the services of qualified persons it has selected and trained. Like pay for like service: Positions in the public service are carefully delineated according to type and level so that all employees performing similar tasks at the same level of difficulty and responsibility are compensated equally.

Impartial hearing of appeals from disciplinary actions: An employee may appeal a disciplinary action (such as a suspension, demotion, or dismissal), and is entitled to request a hearing by the Personnel Commission to ensure that due process and fair play have been observed.

Prohibition against discrimination: No person can be denied a job or promotion because of affiliations, race, color, national origin, ancestry, age, religious beliefs, marital status, sex, sexual preference, sexual harassment, disability, medical condition, employee organization membership or non-membership, legal activities, political beliefs or acts as provided in the California Education Code.

As we close out 2024, I am proud to reflect on the projects we launched that are set to bring meaningful, lasting improvements to our classified workforce in the years ahead. Among the most impactful initiatives is the classification and compensation study, recently completed by Eric Hall & Associates.

Launched in 2022, this study has deepened our understanding of how best to support our workforce, ensuring that job classifications and pay stay competitive and aligned with industry standards. We're grateful for the invaluable feedback from both non-supervisory and supervisory employees, which helped us recognize the essential role classified staff play in the district's success. The Personnel Commission carefully reviewed the findings and forwarded recommendations to the District for further action.

This year has not been without challenges, particularly with budget uncertainties that led to notifications of potential layoffs and a hiring freeze for certain roles. Thankfully, only one partial layoff occurred. Amidst these difficulties, we've seen promising shifts in key performance indicators: separations decreased by 30%, pointing to stronger retention, and our new recruitment initiatives led to a 30% increase in applications over the last year. This marks a year of progress and highlights our commitment to strengthening the merit system and building a resilient workforce. I am incredibly proud of our team's collective efforts and the steadfast commitment of those involved in recruitment and retention in the District.

This year also brings a period of transition. Former Executive Director Charlie Castillo has moved on to a new role in public service, and in the interim, I am honored to step in as Acting Executive Director of Classified Personnel. The California School Personnel Commission Association (CSPCA) is leading the recruitment for a permanent replacement. I want to thank the Commissioners for their support during this time, and I'd like to extend special gratitude to Chairperson Timothy Carter for his leadership, integrity, and transparency. He has set a remarkable example in service to our classified employees and will be greatly missed. We look forward to welcoming Soli Alpert, the newly appointed Union Commissioner, to the Commission.

Our Personnel Commission team continues to perform efficiently and diligently through all these changes, working closely with the Human Resources team, who go above and beyond to support our staff. A special thank you goes to Brian, Olga, and Sarah—your skills, positivity, and thoughtfulness are deeply valued and make an incredible difference in our workplace. I am also grateful to continue collaborating with the Union, whose leadership exemplifies genuine care and passion for the classified service. Likewise, I deeply appreciate collaborating with BUSD stakeholders who work tirelessly and with unwavering dedication to support our students.

As we look ahead to 2025, I'm excited about the growth and opportunities in store. It's an honor to serve in this role, and I'm looking forward to all we will achieve together.

Erin Arinez
Executive Director, Classified Personnel (Interim)