

Personnel Commission Meeting Minutes

April 7, 2016 - 4:30 pm

1. Call to Order

The meeting was called to order at 4:30 pm

2. Roll Call & Establishment of Quorum

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

3. Public Comments

None

4. Approval & Adoption of Agenda

Vice Chairperson Carter requested to pull item 8. a. to discuss in the next meeting. Commissioner Goldstein requested to pull items 6.a. and 6.g for further discussion.

Approved as amended, 3-0

5. Approval of Meeting Minutes

a) March 3, 2016, Regular Meeting Minutes

Michelle Payton, Clerical III, commented that she did not say that she "resigned" her FTE but that she "reduced" it. Secretary Perez responded that voluntarily reducing an FTE is considered the same thing as

resigning it.

b) March 17, 2016 Special Meeting Minutes

motion was made to approve both sets of minutes. Approved as amended, 3-0

report. Secretary Perez said he would send the report to the Commissioners.

Approval of lists: a and g

Approved, 3-0

President Phillips commented that Michelle Payton has provided a side by side comparison of the job

very similar and she held seniority in the Clerical Specialist position but was misinformed by Human Resources at the time and did not know that she would be permanently resigning her FTE. Vice Chairperson Carter asked her why she did not apply for the Clerical Specialist position when the commitment was over

Ms. Payton responded that she was more interested in applying to the Senior Personnel Assistant position instead. Secretary Perez commented that Ms. Sacks provided a legal opinion on the matter and said that if the position is at a higher classification with higher pay, then it is not considered a transfer. He also

spoke to the Compliance Officer and Title IX Coordinator and she will be discussing this with the Superintendent. Secretary Perez stated that he would inform the Commission once he received more information.

8. Old Business:

- a) Noon Supervisors
- b) Agenda Item Request – M. Payton
- c) Proposed Change to June's Meeting Date
June regular meeting to be held on 6/7/16 at 4:00 pm.

9. Conference Items

- a) Agenda Item Request – J. Helton –

that if a new list is generated, her name would be merged with the new list, but her eligibility will only be in effect for one more year from the date of the Commission's approval. Commissioner Carter commented that a new recruitment should be made to give current employees the opportunity to test. Secretary Perez

10. Reports

a) Union

President Phillips said that in regards to the classification study, the Union has thirty-two classifications that need to be revised and they hope to get those completed by the end of the month. Assistant Superintendent Ruiz said that they have already received 51 job descriptions from BCCE.

b) Commissioners Reports

c) Personnel Director

I. New Hires and Examinations administered in the month of March

Commissioner Goldstein asked how many candidates took the Instructional Assistant Special Ed Attendant and

Classical Consultant

Berkeley Unified School District
Personnel Commission Special Meeting Minutes

April 14, 2016 – 9:30 a.m.

1. Call to Order

The meeting was called to order at 9:30 am

2. Roll Call & Establishment of Quorum

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

3. Public Comment

Paula Phillips, BCCE President, commented that in regards to overpayments, the BCCE contract states that a notice must be sent to employees in advance listing the reasons for the overpayment and informing them that they have a

right to make a payment schedule with the District. She commented that District Computer Maintenance

Commission and not the District. Commissioner Goldstein commented that generally most entities manage unexpected expenses by keeping a reserve, but that she can ask for more information about how other Districts manage their money.

c. Working session: Revision of Personnel Commission Merit Rules and Regulations.

The Personnel Commission went into a working session to revise the Personnel Commission Merit Rules and

Regulations. Chapter six of the Merit Rules was reviewed by the Commissioners.

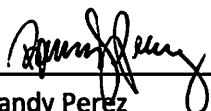
6. Public Comment

None

7. Adjournment

The meeting was adjourned at 11:29 am

Respectfully Submitted,



Randy Perez
Secretary to the Personnel Commission

4/29/2016
Date

Berkley Unified School District
Merit System

Eligibility List for :

Teacher - Second Grade

(12)

Performance Review Period:

March 1, 2015 to

April 6, 2016

Personnel Commission: May 5, 2016

List Form created by the

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DeKalb Unified School District
Merit System

Eligibility List for: _____

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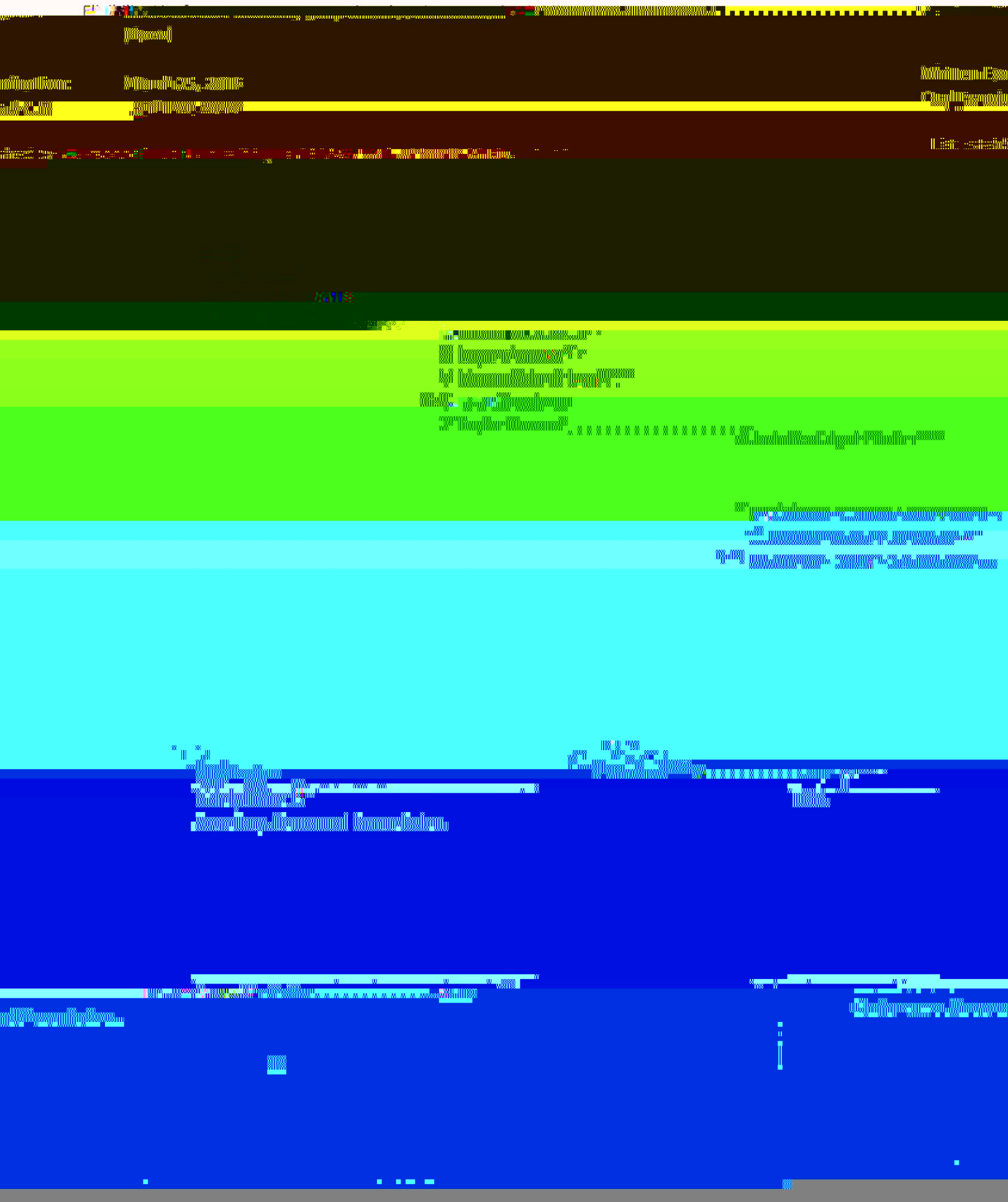
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Berkeley Unified School District

Merit System



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Department of Chemistry

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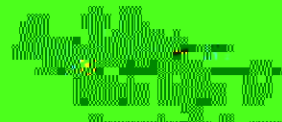
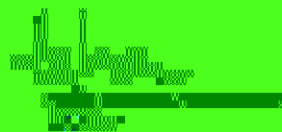
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Berkeley Unified School District

Human Resources

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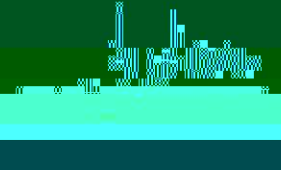
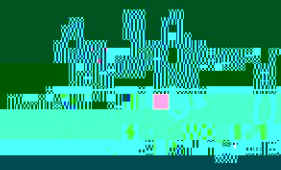
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Chairperson, Personnel Commission

Examinations Administered in the Month of April:

<u>Classification</u>	<u>Written</u>	<u>Oral</u>	<u>Performance</u>
Highschool Plant Operations Manager		2	
Maintenance Technician		1	
Food Service Assistant			2
Educational Occupational Therapist	6	5	
Student Welfare and Attendance Specialist	12		

~~Accounting Technician~~

School Bus Driver	3	3	
Senior Personnel Assistant	5		

Food Service Satellite Operator	3		2
School Secretary I	9		

From March

Clerical Specialist	7	4	
Instructional Assistant, Special Ed. Attendant	11	8	

New Hires/New Assignments Processed in the Month of April:



Agenda Item Request Form

Form to (510) 644-6141

The deadline for submitting requests for items to be included in a Personnel Commission Meeting is 4:00pm / calendar days prior to the Personnel Commission Meeting. If you are considering if this form can be obtained from the Secretary to the Personnel Commission or by downloading the form from the Berkeley Unified School District website under the Personnel Commission.

Name of Person Submitting Item: _____

William W. Johnson, Principal, Berkeley

34

Commission Meeting

Mylanne Johnson

11/11/15

Personnel Commission of the

Berkeley Unified School District



Human Resources, 2020 Bonaparte Street, 4th Floor, Berkeley, CA, 94701

The Human Resources Department is open Monday through Friday from 8:00am to 4:30pm.

Deadline for submitting a request for items to be included in a Personnel Commission Meeting

Request Form Summary

Personnel Commission Meeting Request Form

Commission

Request Form Summary

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CERTIFIED AND ELECTRONIC MAIL

March 30, 2016

**TO: Randy Perez, Classified Personal Director
2020 Bonar Street
Berkeley, CA 94704**

FROM: Marie Ferguson

RE: Interactive Process Status

02/25/16 with modifications due to several work related injuries. On 2/18, 02/19 and recently on 3/24/16 by fax. I provided the required ADA reasonable accommodation forms and medical notes

BERKELEY UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION BUDGET: FISCAL YEAR 2016-2017

DEPARTMENT: Personnel Commission

DATE: July 1, 2016 - June 30, 2017