

Berkeley Unified School District
2020 Bonar Street, The Tech Lab, Room 126
Berkeley, CA 94702

~~Personnel Commission Meeting Minutes~~

May 3, 2018 – 4:30 pm

1. Call to Order

The meeting was called to order at 4:34 pm.

2. Roll Call & Establishment of Quorum

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

3. Public Comments

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6. Consent Items

~~Definition of Eligibility Lists~~

- a) Assistant Superintendent of Business Services
- b) Custodian II
- c) Payroll Specialist
- d) Nutrition Services Assistant

Chairperson Goldstein pointed out the short intervals between the exams.

~~Chairperson Goldstein made a motion to approve the lists. Vice-Chairperson Ortiz seconded the motion~~

Approved, 2-0

7. Conference Items

- a) Agenda Item Request- Advanced Step Request, K. O' Guinn

Goldstein cited data from the personnel reports that have been approved at the school board meetings since the start of the academic year. She reported that just over 47% of all staffing changes for that period involved these particular job classes. She observed that such repeated transactions are costly and that the public perception of Para-educator performance is not good. Chairperson Goldstein explained that the proposed allocation is meant to bring stakeholders together to develop training or programs to reduce turnover, bolster retention and improve performance in key areas. She also noted that other merit districts include a training allocation in the Personnel Commission budget and that the total budget for the BUSD Personnel Commission, as a percentage of overall operating costs, is lower than the average for merit districts in California, according to research conducted by the California School Personnel Commission Association (CSPCA). Vice-Chairperson Ortiz asked Secretary Duwel if the amount of money for the training allocation is an appropriate amount to request. Secretary Duwel responded that it depends on the training.

Interim Assistant Superintendent Follansbee voiced agreement with the need for additional classified staff training, and observed that for FY'19 the District had to make \$1.8 million in program or staffing cuts from the general fund. She added that the Personnel Commission budget is sourced from the general fund, and the District was juggling competing funding demands including: salary increases, PERS and STRS contributions, and management of Special Education costs. Ms. Follansbee reported that all departments had been instructed to cut 6% from their FY'19

understand what works. She said that a trauma-informed framework would be an incredibly beneficial overlay to the sexual harassment training currently offered, and that such training should include the staff who supervise

students.

Peggy Scott, BUSD Sexual Harassment Advisory Committee member clarified that currently BUSD provides sexual harassment training only to supervisors. She urged the District to consider providing such training, and other professional development opportunities, to any staff who supervise students.

Leslie Lippard, BUSD parent, commented that she works with a company that had to make significant cuts, and

encouraged the District to make the system sustainable for the people that are working for our children.

Ms. Follansbee sought clarification as to how the requested training funds would be utilized and emphasized the need to maximize the current training resources. She expressed concern over support for an augmented training budget at the same time that School Safety Officer layoffs are being considered

Mara Kolesas, President of Berkeley PTA Council, commented that she supports the budget item for training classified personnel who support students and observed that such funding would elevate the quality of the training

Chairperson Goldstein made a motion to move this item to a special meeting; Vice-Chairperson Ortiz seconded the motion,
Approved, 2-0

9. Closed Session (2 matters)

- a) Employee Discipline and Legal Matters - Government Code § 54954.5 (2017-D-01) (2017-D-02)

The Personnel Commission went into closed session at 6:02 p.m.

[REDACTED]

10. Report from Closed Session

The Personnel Commission came out of closed session at 6:20 pm. Chairperson Goldstein reported that Secretary Duwel will receive an eight-month performance evaluation during the June meeting Closed Session, and will provide alternate performance evaluation formats to the Commissioners beforehand. She also reported that the

Commission discussed two pending appeals and gave direction to Secretary Duwel.

11. Reports

- a) Union

President Phillips commented that the Union is bargaining for a successor agreement because the contract

is expiring. She identified outstanding issues including lack of agreement regarding workday leaders



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Personnel Commission Meeting Minutes

June 7, 2018 – 4:30 pm

1. Call to Order

The meeting was called to order at 4:31 pm.

2. Roll Call & Establishment of Quorum

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

Ortiz was absent.

3. Public Comments

Paula Phillips, BCCE President, commented on an item scheduled for the closed session, regarding the suspension of a BCCE member. She requested that the Personnel Commission amend that original determination to reflect a suspension counted in calendar days, for consistency with the general application of suspension periods under the

June 7, 2018 – 4:30 pm
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7. Conference Items

a) Personnel Commission Budget for the Fiscal Year 2018-2019

Secretary Duwel commented that she stood by her previous recommendation to move the budget forward excluding the training funds because they would be added at a later date. Chairperson Goldstein informed Commissioner Carter of the robust discussion around the budget and professional development training at

the May 3rd Commission meeting. She advised that she met with Pauline Follansbee, Assistant Superintendent of Business Services, in late May and that Ms. Follansbee had identified resources from a restricted fund that would be released to the Personnel Commission on July 9th to support the proposed training. Chairperson Goldstein recommended reverting to the draft budget presented during the hearing at the April Commission meeting for approval. Secretary Duwel recommended excluding the restricted

10. Reports

a) Union

President Phillips commented that the Union is excited that Secretary Duwel is at BUSD and it has been a pleasure working with her and that she deserves a positive evaluation. She advised that Secretary Duwel and HR Director Brent Daniels were able to work out a solution with BCCF regarding summer recess

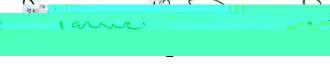
maintenance and operations assignments. President Phillips said that they are still working with the District on the 20 workday rule and that a letter was provided to the District outlining the Union's position on the

matter. She requested moving the reports segment of the meeting to follow the first public comment

segment in the agenda. She advised that the June 7th meeting was the last she will attend as the BCCF

with Secretary Duwel, Chairperson Goldstein, and Commissioner Carter. She also said HR Director Daniels

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12. 

The next regular meeting to be held on July 12th at 4:30 pm.

The meeting was adjourned at 6:23 pm.

Respectfully Submitted,

Patricia Duwel
Secretary, Personnel Commission

7/9/18
Date

Approved,

Heidi Goldstein
Chairperson, Personnel Commission

Date

Berkeley Unified School District
Merit System

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

Written Examination: **May 22, 2018**

Oral Examination: **June 6, 2018**

List Established by Personnel Commission: **July 12, 2018 to expire July 11, 2019**

Promotional

Open

- 1 Dawn Scuteri
- 2 Stephnie du Pont-Pensa*
- 3 Tanesha Fellows*
- 4 Michael Hammonds
- 5 Sokvannary Damlong*
- 6 Charlette Richardson*
- 7 Tanisha Wilson
- 7 Tamar Wilerford*
- 8 MyNesha Edwards
- 9 Ana Tudose
- 10 Patience Lytle-Frazier

Patricia Duwel

7/9/18

Date

Merit System

Eligibility List for : Custodian I
 (Open)

Oral Examination: June 29, 2018

List Established by Personnel Commission: July 12, 2018 to expire July 11, 2019

Open

- 1 Anthony Orosco*
- 2 Hector Hernandez*
- 3 Daniel Andrade Aguila*

4 [REDACTED]

- 3 Adam Nardine
- 4 Harold Dean Douglas**
- 5 Willie Harris*

6 [REDACTED] **

- 6 Dionte Tatmon*

- 8 William Gray*
- 9 Kittara Hunter
- 10 Thomas Nunn*
- 11 Walter Kirby*
- 12 Pascual Buendia*
- 13 Denise Etheridge*
- 14 Cesar Perez*

Merit System

Eligibility List for : **Employee Benefits Specialist
(Open)**

Written Examination: **June 14, 2018**

Oral Examination: **July 2, 2018**

List Established by Personnel Commission: **July 12, 2018 to expire July 11, 2019**

Open
1 Brenda Johnson



Patricia Duwel
Secretary, Personnel Commission

7/9/18
Date

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Merit System

**Eligibility List for : Grounds Gardener
(Open and Promotional)**

Written Examination: June 20, 2018

Oral Examination: June 20, 2018

[Redacted area]

- Promotional**
1 Jeremiah Mitchell
2 Luis Reyna*
3 Lori Adams

Open

(Open and Promotional)

Written Examination: June 27, 2013



List Established by Personnel Commission: July 12, 2018 to expire July 11, 2019

Promotional

- 1 Monique Jordan -Araujo
- 2 Courtney King

Open

- 1 Elizabeth Pizarro*
- 2 Gurisman Kaur*
- 2 Andrew Stewart*
- 3 Renita Underwood-Hackett
- 4 Alexandria Williams*

Examinations Administered in the Month of June:

| <u>Classification</u> | <u>Written</u> | <u>Oral</u> | <u>Performance</u> |
|------------------------------------|----------------|-------------|--------------------|
| Nutrition Services Assistant | 2 | | 1 |
| Administrative Assistant I | 15 | 10 | |
| Custodian I | 10 | 5 | |
| School Safety Officer | 5 | | |
| Instructional Assistant II, SPED | 20 | | |
| Educational Occupational Therapist | 5 | | |
| Grounds Gardener | | 5 | 5 |
| Instructional Technician, BASP | 6 | | |
| Human Resources Technician | 6 | 5 | |

| <u>Name-</u> | <u>Employment Type-</u> | <u>Classification-</u> | <u>Location/Dent.</u> |
|-----------------|-------------------------|----------------------------------|-----------------------|
| Margaret Ludwig | Promotion | Instructional Assistant II, SPED | Cragmont |
| Nabilah Alwasim | New-Hire | Instructional Assistant, ECE | King, CDC |
| Nicholas Tyler | New-Hire | Instructional Assistant, ECE | King, CDC |

PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT

July 12, 2018

AGENDA ITEM

SUBJECT: REQUEST FOR ADVANCED STEP PLACEMENT AS PAYROLL SPECIALIST IN THE
CASE OF VICTORIA SESSIONS

BACKGROUND INFORMATION

Clerical Assistant III Victoria Sessions was selected for a Limited Term assignment Working Out of Class as

Payroll Specialist in spring 2017. She worked as a Payroll Specialist until January 2019. She was again

Widgor, Allison
widgor@berkeley.edu

Increase in Support of the Classroom Salary Schedule

This letter is regarding a recent survey of the Berkeley community regarding the proposed salary schedule for the 2019-2020 academic year.

The survey results show a significant increase in support for the proposed salary schedule, particularly among faculty members. This indicates a strong consensus within the academic community regarding the need for a fair and competitive salary structure.

The proposed salary schedule is designed to ensure that faculty members are adequately compensated for their expertise and contributions to the university. It takes into account the current market rates for similar positions and the university's financial capabilities.

It is important to note that the survey also highlighted the need for transparency in the salary setting process. We will continue to engage with the community to ensure that the final salary schedule is fair and equitable for all.

We appreciate your interest in this matter and look forward to your feedback on the proposed changes.

Thank you for your support and commitment to the university's success.

Allison Widgor

Director of Faculty Relations
Berkeley