

Barstow Unified School District

A Merit System District

An Equal Opportunity Employer

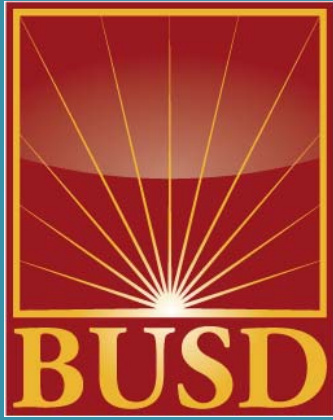
*The
Personnel Commission*

ANNUAL REPORT



*July – June
2019 - 2020*

Working To Support Those Who Support Our Students!



**THE
PERSONNEL
COMMISSION
2019 - 2020**

Board of Trustees Appointee -



Larry Notario
July 2019—December 2022

Larry Notario moved to Barstow in 1989 while still a member of the USAF. Upon his retirement in 1991 he was employed as a PE and fifth grade teacher at Newberry Elementary School. Larry became an Assistant Principal at Kennedy Middle School in 1998 and moved to Barstow High School in 2000 in the same capacity.

He was assigned as the principal of the newly established Barstow Intermediate School in 2004 and served in that capacity until 2009 when he retired. He returned to be the principal of Hinkley School in 2012 and again retired at the end of the school year when the school was closed. Since then Larry has been a substitute for both Barstow and Silver Valley Unified; tutoring Montara Elementary students in math and volunteering as a member of the Barstow Unified Student Attendance Review Board (SARB). He has undergraduate degrees from Northeastern Jr. College and the University of Northern Colorado. Larry also holds Master's Degrees in Education and School Administration from the University of the Philippines, Cal State San Bernardino, and University of Redlands.

Employee Association Appointee -



**Raynette
Greaver**
July 2019—December 2021

A resident of Barstow CA for 46 years, Raynette retired after working 31 years for and with all the wonderful Barstow Unified School District staff and students. While an employee for Barstow Unified; she was an active member of CSEA Chapter 306, holding positions of Chief Job Steward, Lead Negotiator and Treasurer. During this time, Raynette learned the Collective Bargaining Agreement (contract), the Personnel Commission Rules & Regulations as well as a great deal of the California Education Code. All her children attended K-12 schools in Barstow Unified and have become successful adults. Raynette continues her education by taking Adult Education and Regional Occupation Program classes through Barstow Unified, learning Spanish and computers. She volunteers with the Barstow Senior Citizen's Center, serving as a Board Member and is currently the Vice-President of the Board of Directors. Raynette also manages the two Thrift Stores that support the Senior Center.

Joint Appointee -



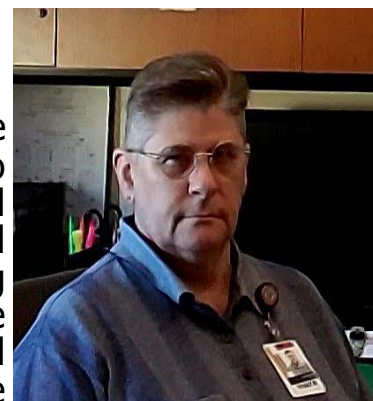
Beverly Stoops
July 2019—December 2020

Born in Long Beach, Beverly moved with her family to Hinkley in 1952. In 1968, she graduated from Barstow Community College with her AA degree and left for the City of Angels. After three years in Los Angeles, Beverly returned to her roots here in the high desert. In 1974 she accepted a position with Barstow Unified working in the District Library. During her thirty plus years with the school district; Beverly worked at five different sites; taking the knowledge she learned in each position on to each new location. An active member of CSEA while working for BUSD; Beverly held the office of President, Treasurer, Sgt at Arms and Chief Negotiator. Since retiring from Barstow Unified in 2002, Beverly has believed in giving back to the community. She currently sits on both the Barstow Cemetery Board and since 2008, has held many offices for the Barstow Women's Club. Always active in civic affairs, Beverly was a County Probation Volunteer from 1995-2010 as well as a Board member on the former Elderhaven Senior Daycare from 1996-1999. She and her children attended the schools in Barstow Unified and for over 25 years, she and her husband Gene ran field trips in the Mojave Desert for the Mojave River Valley Museum. Beverly has had a good retirement, encouraging anyone to work for BUSD and is proud to be on the Personnel Commission, representing the Classified employees of Barstow Unified.

**SECRETARY TO
THE PERSONNEL
COMMISSION**

**Director, Classified
Personnel -**

Patricia Duwel retired from the U.S. Navy in 1999 and went to work for the Berkeley Unified School District as a classified employee. Originally from Long Beach, in 2004 she accepted the position of Director of Classified Human Resources with the Apple Valley Unified School District. In 2007, Patty received her Masters Degree in Human Resources Management from Keller Graduate School of Management and is a member of the Society for Human Resources Management. She took her CalPERS retirement in June 2014 and went to work for the Federal Government in Adelanto. In 2017, she came out of retirement and accepted a position as the Classified Director for Berkeley Unified. In November 2019, Patty accepted the position of Director, Classified Personnel, bringing over 13 years as a Merit System Director to Barstow Unified.



A MESSAGE FROM THE DIRECTOR. . .

The 2019-2020 school year has been a roller coaster for the District, the Commission and Staff. *My main focus was to provide quality support and service to all the Classified Employees of the District. Within three months of my start date, we were social distancing and working from home. We now have a new normal of Digital Learning and all that encompasses.*

The 2020-2021 school year will likely mirror this past year as our community slowly continues to recover from this pandemic. The staff and I look forward to this challenge.

I want to thank those who have gone that extra mile to ensure the Commissioners, Staff and myself have the support that we need. I would also like to thank the Barstow Unified Family for all that they have done in support of the students, the families and the employees.

Sincerely,

Patricia L. Duwel
Patty Duwel, Director

ORGANIZATION OF THE PERSONNEL COMMISSION

The Personnel Commission is a nonpartisan public body responsible for the administration of a "merit system" for the selection, retention, and promotion of classified (non-teaching) employees of the Barstow Unified School District. By law, it is composed of three members appointed for three-year staggered terms. Commissioners are Barstow residents and registered voters who are known adherents to the principles of the merit system. Providing for a neutral structure, the Education Code requires that the Commission be composed of one member appointed by the Barstow Classified School Employees Association, one member appointed by the Board of Trustees, and one member appointed jointly by the other two Commissioners.

PERSONNEL COMMISSION STATEMENT OF ETHICS

We, the members of the Barstow Unified School District Personnel Commission, believe:

As a member of an organization incorporated under the Statutes of the State of California, that the final arbiters of the judgments we make, as we exercise our responsibilities, are the Federal Constitution and the statutes of the State of California.

That public school service is the noblest of all services; that stewardship is one of public trust; and, that we should endeavor to perform our duties in a manner to bring honor and credit to education.

That excellence in the support of public education is the ultimate goal of the Merit System.

In equal opportunity for ALL and will allow ALL to present their qualifications under a system of merit selection.

That efficiency of the classified service begins with individual responsibility to a shared ethical and work-related commitment by all employees in the workplace.

That as leaders in support of the Merit System, we set the ethical tone by our personal conduct and our institutional leadership.

That implicit in our support of the Merit System is our obligation to administer state and federal laws honestly in the mutual interest of the citizens, elected representatives, management and employees.

That we should continue to seek, through state legislation and local policies, rules and processes, which will further the interest of efficiency and fairness under Merit System guidelines.

In acting in accordance with the best interests of sound personnel management; in refraining from partisanship and from pressure brought on by special interest groups; and, in upholding the public interest as opposed to individual, private, or group interest.

In conducting ourselves both on and off the job in such a manner as to create faith in the objectivity and impartiality of our decisions, and we will not engage in an activity or enterprise which would impair this standard.

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. As part of a career service, examinations are given on a "promotional only" basis whenever possible with only district employees allowed to compete.

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.

The Merit (or Civil Service) System is not new. Early in the 1800's the "spoils" system was a well-established method of filling government jobs. Most public sector jobs were filled by "patronage" whereby a politician would win office and fill government jobs with friends, relatives and campaign contributors. Reacting to these abuses, the Federal Congress in 1883 passed the Federal Civil Service Act, establishing for federal employees a civil service system to guard against patronage appointments.

WHY A PERSONNEL COMMISSION?

Following public outrage at the firing of over 700 classified employees the day after an election in the Los Angeles City Schools system to make room for political "spoilsmen," the California Legislature amended the Education Code in 1936 to make a Merit System structure available to its schools districts. A Personnel Commission is charged with the responsibility for carrying forth the principles of employment based upon merit, as set forth in the Education Code, and other laws, ordinances and regulations affecting employment in the public sector. The Personnel Commission is politically, financially, and operationally independent of the school district and the Board of Trustees.

Basically, Barstow's Personnel Commission ensures that fair and efficient methodologies are employed to obtain and retain the most qualified classified employees based upon merit and fitness, and regardless of race, color, religion, gender, sexual preference, age, marital status, political affiliation or national origin. The Commission mandates that reasonable accommodation be provided to address known applicant and employee handicaps and legally cognizable disabilities.

The Personnel Commission works on writing operative Rules and Regulations, establishing written job descriptions and classification relationships. Updating that work continues to be a major focus of the Commission and its professional staff.

Regular meetings of the Personnel Commission are normally held in the District Boardroom on the second Thursday of each month. The meeting Agenda is posted on line on the district's website indicating the exact time, date and place of the meeting, and all matters which the Commission plans to discuss and/or act upon. All employees and members of the general public are invited and welcome to attend Commission meetings.

The Personnel Commission functions through its staff, located in the Personnel Commission Office at the District Office. The office is open from 7:30 a.m. to 4:30 p.m., Monday through Friday. The office phone number is (760) 255-xxxx, with the staff's respective extension listed below;

ext. 6033 – Patty Duwel, Director
ext. 6034 - Julie Grounds, Human Resources Technician
ext. 6035—Dana Pontius, Human Resources Technician

ACTIVITY REPORT

MEETINGS 2019-2020

Regular Meetings	12
Special Meetings	2

ACTIONS

Reclassifications	0
Salary Realignment	0
Rules Implemented/Changed	7
Appeals	0

EXAMINATIONS 2019-2020

Total Recruitments Conducted	21
Open Recruitments Conducted	0
Promotional Recruitments Conducted	1
Open/Promo Recruitments Conducted	20
Applications Received	672
Written/Multiple Choice Tests	14
Oral Panels Conducted	1
Performance Tests	1
Candidates Qualified	104
Selection Interviews	63

At a Glance
7/1/2019—6/30/2020

39 New Employees
45 New Limited Term Subs
14 Employees Promoted

10 Current Classified Employees
have worked at Barstow Unified
for more than 30 years!

EMPLOYMENT

ADA Placements	0
New Employees	39
Promotions	14
Reinstatements	0
Transfers	38
Terminations	0
Probationary Release	6
Resignations	25
Retirements	9
Exhaustion of Benefits	4
Deceased	0
Limited Term (Subs) Certified	45
New Positions Established	4
Limited Term/Provisional	0
Differential	0
Voluntary Demotions	1
Reemployment	0
Working Out of Class	71
Leaves	2

EMPLOYEE SEPARATIONS

YEARS OF SERVICE

2019-2020

Less than 6 months	16
6 months to 5 years	15
6 years to 10 years	4
11 years to 15 years	1
16 years to 20 years	2
21 or more years	8

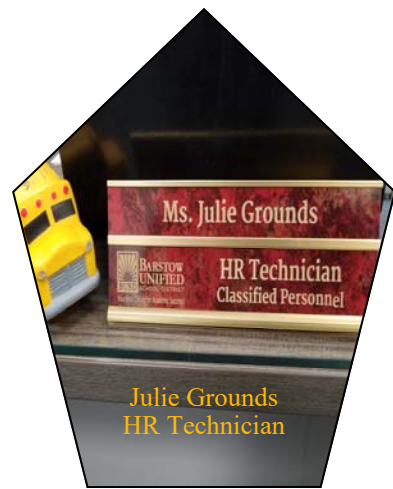
LAYOFFS 2019-2020

Incumbent Positions	0
Vacant Positions Abolished	16
Restored Positions	0
Created Positions	0
Employees Laid Off	0
Transferred in Lieu of Layoff	0
Reduced in Lieu of Layoff	0
Retired in Lieu of Layoff	0
Employees Restored/Rescinded	0

**Classified Employees
as of June 30: 387**

Full Time (8 hour) 148
Part Time (less than 8 hour) 239

*A special thank you to
the District for
allowing the use of
facilities and staff in
support of testing
and
Commission
meetings.*



*Working to
support those
who support
our students.*



*A warm appreciation
to all the Central
Service Departments
for their support
throughout the
school year.*

