

**BARSTOW UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**
District Office Board Room
551 South Avenue H, Barstow, California, 92311

AGENDA
REGULAR MEETING – May 11, 2023
PERSONNEL COMMISSIONERS

Jason Gee	Olga Prindle	Ms. Beverly Stoops
Board Appointee	Employee Appointee	Joint Appointee
<i>Member</i>	<i>Vice Chairperson</i>	<i>Chairperson</i>
Term Expires: 12/2025	Term Expires: 12/2024	Term Expires: 12/2023

THE REGULAR MEETING IS OPEN TO THE PUBLIC, HOWEVER THE WEARING OF FACE COVERINGS/MASKS IS ENCOURAGED. THE REMOTE VIEWING NOTICE ON PAGE THREE (3) WILL PROVIDE DIRECTIONS ON HOW TO VIEW THE MEETING."

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call/Establishment of Quorum**
4. **Public Comment – Audience:** A Personnel Commission meeting is a business meeting of the Commissioners held in a public form to comply with the Brown Act. This is an opportunity for citizens to make suggestions and identify concerns about matters on the agenda or other Classified Personnel matters or suggest topics for future agendas. Those in-person attendees wishing to address the Commission are invited to fill out a "Request to Speak" card and present it to the Secretary prior to this portion of the agenda. Individuals will be addressing the full Commission, *not individual Commissioners* and shall be asked to stand whenever possible while presenting their comments. For the record, any individual addressing the Commission shall first state their full name. The Commission has a policy limiting speakers to not more than three (3) minutes.
5. **Reports/Updates/Announcements**
 - a. Commissioner Reports
 - b. CSEA Updates
 - c. District Updates
 - d. Director Report
6. **Adoption of the Agenda**
7. **Discussion/Information** – 2023 Employee Appreciation Picnic Flyer

Next Regular Meeting Thursday, June 8, 2023 @ 4:30 p.m.

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission office, 551 South Avenue H, Barstow, California 92311. In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the Personnel Commission, please contact the Commission Office. **Please allow 72 hours prior notice to enable the District to accommodate such requests.**

Consent/Action/Conference Session

8. **Consent List.** 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.*** This procedure conserves meeting time for a full discussion of significant issues.

- a) Approve Minutes of April 13, 2023 – Regular Meeting
- b) Ratify the Maintenance Worker II Eligibility List
- c)

M_____ S_____ V_____

9. **Conference/Action Items - None**

Public Hearing

10. **Public Hearing**

- a. Public Hearing on Personnel Commission Budget

Time Opened: _____ M_____ S_____

Time Closed: _____ M_____ S_____

- a.1. Approve the Personnel Commission Budget for 2023-2024

M_____ S_____ V_____

11. **Closed Session.** None at this time

12. **Adjournment.** There being no further business to come before the Commission, it is recommended that the meeting be adjourned.

M_____ S_____ Time_____

Next Regular Meeting Thursday, June 8, 2023 @ 4:30 p.m.

Remote Access to Barstow Unified School District Personnel Commission Meeting


In accordance with new community guidelines from the Center for Disease Control to avoid gatherings of more than 10 persons, the Barstow Unified School District will allow for remote participation at the upcoming Personnel Commission meeting on Thursday, May 11, 2023, at 4:30 P.M. The public will be permitted to attend the meeting within the board room, or may utilize the chat feature while viewing the Personnel Commission Meeting via live stream at the following link:

[BUSD Personnel Commission Meeting May 11, 2023](#)

The public may view the Personnel Commission meetings live on the Barstow USD website at www.barstow.k12.ca.us.

Remote Public Comment

During the upcoming Personnel Commission Board meeting public comment will be accepted via chat while viewing the live meeting. If you would like to comment remotely, please follow the protocols below:

- Click on the "Chat"  symbol located on the right-hand side of your screen.
- Identify the item you wish to comment on in your message
- Comments on each Consent/Discussion/Public Hearing item will be accepted after the start of the meeting and up to when the Commission Chair announces that public comments are closed
- Each comment will be read aloud by a member of staff as received
- Comments received outside of the comment period outlined above will not be reflected in the minutes

**BARSTOW UNIFIED SCHOOL DISTRICT
EMPLOYEE APPRECIATION
PICNIC**



FOOD • GAMES • RAFFLE PRIZES

MUST BE PRESENT TO WIN

Batting Cages* and Playgrounds

*Waiver required to use batting cages.

**You are encouraged to bring lawn chairs,
blankets and umbrellas.**

No pets allowed.

WEDNESDAY, MAY 24, 1:30 P.M. to 4 P.M.

**Barstow Sports Park
2800 Mayor Katy Pkwy**

PERSONNEL COMMISSION
BARSTOW UNIFIED SCHOOL DISTRICT
May 11, 2023

AGENDA ITEM

SUBJECT: APPROVE MINUTES OF April 13, 2023 – REGULAR MEETING

BACKGROUND INFORMATION

DIRECTOR'S RECOMMENDATION

Approve minutes as presented.

DISPOSITION BY THE COMMISSION

Motion by:

Seconded by:

Vote:

Regular Meeting of the Personnel Commission
BARSTOW UNIFIED SCHOOL DISTRICT
District Office Board Room
551 Avenue H, Barstow, CA 92311

MINUTES
Thursday, April 13, 2023

1. Call to Order: Vice Chairperson Olga Prindle called the regular meeting of the Personnel Commission to order at 4:30 p.m.
2. Pledge of Allegiance: Commissioner Prindle led the audience in the Pledge of Allegiance.
3. Roll Call/Establishment of Quorum: Vice Chairperson Olga Prindle, Commissioner Jason Gee were present. Chairperson Beverly Stoops was absent.

Observation of those in attendance: Director Duwel, Rebekah Michelson Vice President CSEA, Assistant Superintendent of Personnel Jorge Gutierrez, HR Technicians Julie Grounds and Maria Saucedo Cerda were present.

4. Public Comment: None at this time.

5. Reports/Updates/Announcements:

- a. Commissioner Reports:

Jason Gee nothing at this time.

Olga Prindle nothing at this time.

- b. CSEA Updates: Rebekah Michelson Vice President for CSEA informed all 23-24 sunshine items initial proposals have been approved by the memberships and will be in the April 25th board agenda. There are 2 scholarships to disseminate, and applications have been turned in and the scholarship committee recommendations has been received. They will be taken to the membership to vote and then the results will be made public. There are 2 scholarships for \$500.00 each. Nominations for conferences have been accepted at the March and April meeting, voting will take place at the April meeting. First reading of the Constitution took place at the March meeting and second reading will take place in the April 27 meeting and voting will follow. There is also a proposal to raise chapter dues from \$2.00 a month per person to \$5.00. With the announcement of the opening of BIS, Director Duwel and staff are working on establishing the positions and getting staff hired as soon as possible. Rebekah also added that she would like to work closely with Personnel to establish more substitute lists.

- c. District Updates: Mr. Gutierrez informed that the sunshine items reopeners have been received and will be on the April 25th agenda as an information item. Looking forward to the meeting with CSEA.

d. Director Report:

Director Duwel gave a breakdown of total classified employees.

Next week will be spring break. Director Duwel informed that she has spoken to Beverly Stoops and she will be submitting her resignation. Once the resignation has been received recruitment will be open for the Joint Appointed Commissioner.

Vice Chair Prindle asked to explain the recruitment process Director Duwel answered that a recruitment will be opened to fill the joint commissioner vacancy.

6. Adoption of the Agenda:

M: J. Gee

S: O. Prindle

Ayes: 2

N: 0

7. Discussion/Information - None

Consent/Action/Conference Session

8. Consent List:

a. Approve Minutes of March 9, 2023 - Regular Meeting

M: J. Gee

S: O. Prindle

Ayes: 2

Nays: 0

9. Conference/Action Items:

a. Commissioner Stipend Waiver for 2023-2024 Fiscal year

"I, Commissioner Prindle, hereby DO voluntarily agree to forego my monthly stipend for attendance at regularly scheduled meetings of the Personnel Commission from July 2023 through June 2024."

"I, Commissioner Gee, hereby DO NOT voluntarily agree to forego my monthly stipend for attendance at regularly scheduled meetings of the Personnel Commission from July 2023 through June 2024."

b. Second Reading of the 2023/2024 Personnel Commission Budget (Draft).

Director Duwel shared in accordance with Ed Code, the Commission is required to prepare their annual budget for public hearing and submit the budget to County Superintendent of Schools. There are a couple statutory increases such as 8.3% increase in salaries due to actions approved by the school board in June 2022 as well as in March 2023. There is also an increase of 9.25% due to an increase in PERS, Social Security, Workers Comp and Medicare. In non-statutory accounts there was an increase in dues and fees from CODESP and CSPCA along with participation of Commissioners at the Merit Academy and the Annual CSPCA Conference resulting in a 23% increase.

Motion to schedule the public hearing at the regularly scheduled meeting of the Personnel Commission May 11, 2023

M: O. Prindle	S: J. Gee
Ayes: 2	Nays: 0

c. Proposed 2023-2024 Personnel Commission Monthly Meeting Schedule

Director Duwel shared the proposed meeting schedule and at this time is requesting no meeting in July.

M: O. Prindle	S: J. Gee
Ayes: 2	Nays: 0

10. Closed Session: none at this time.

11. Adjournment: There being no further business to come before the Commission, it is recommended that the meeting be adjourned.

M: J. Gee	S: O. Prindle
Ayes: 2	Nays: 0

Time: 4:42 p.m.

Respectfully submitted by:



Patricia L. Duwel
Secretary to the Personnel Commission
PD: ms

PERSONNEL COMMISSION
BARSTOW UNIFIED SCHOOL DISTRICT
May 11, 2023

AGENDA ITEM

SUBJECT: RATIFY ELIGIBILITY LIST – MAINTENANCE WORKER II

BACKGROUND INFORMATION

DIRECTOR'S RECOMMENDATION

Ratify list as presented.

DISPOSITION BY THE COMMISSION

Motion by:

Seconded by:

Vote:



BARSTOW UNIFIED SCHOOL DISTRICT – PERSONNEL COMMISSION MAINTENANCE WORKER II ELIGIBILITY LIST

Exam Title/Classification:	Maintenance Worker II	Total # of Applicants:	30
Exam #:	2022/23-13	# who met Minimum Qualifications:	21
Recruitment Dates:	02/23/23 to 03/15/23	# Passed Part 1 of Exam:	14
Type of Exam:	<input checked="" type="checkbox"/> Open <input checked="" type="checkbox"/> Promotional	# Passed Part 2 of Exam:	
List Effective Date:	04/06/2023		
Expiration Date:	04/06/2024	# Candidates on Eligibility List:	14
Extended Date:	N/A		
<u>Weighed Exam Parts /</u>		Exam (Part 1) Pass Point: <u>70</u>	
T&E-Training & Experience		Exam (Part 2) Pass Point: <u>NA</u>	
Written Test	100%	Hurdles: _____	
Performance-based			
Oral Board			
Prepared by:	 Julie Grounds, HR Technician	Date	04/26/23
Certified by:	 Patricia Duwel, Director Classified Pers.	Date	4/27/2023
Commission Ratification:	_____	Date	_____
	Chair		

RANK	APPLICANT NAMES ARE CONFIDENTIAL (Pursuant to Ed Code Section 45274 and PC Rule 4.1.6)	EXAM Part1 100%	Exam Part 2 100%	TOTAL SCORE (Rounded)	Veterans Points (for Entry- level, Open exams)	Preference (Seniority) Points	FINAL SCORE (Rounded)
INTERNAL CANDIDATES							
1	2280554	92		92			92 %
2	2282000	90		90			90 %
2	3040732	90		90			90 %
3	2385954	88		88			88 %
4	2330308	84		84			84 %
4	2491783	84		84			84 %
5	2748547	81		81			81 %
5	2969749	81		81			81 %
6	3020144	79		79			79 %
7	1692755	72		72			72 %
EXTERNAL CANDIDATES							
1	2679832	92		92			92 %
2	5050792	86		86			86 %
3	7020378	77		77			77 %
4	6464248	72		72			72 %

PERSONNEL COMMISSION
BARSTOW UNIFIED SCHOOL DISTRICT
May 11, 2023

AGENDA ITEM

SUBJECT: PUBLIC HEARING ON PERSONNEL COMMISSION BUDGET 2023-2024

BACKGROUND INFORMATION

Annually, in accordance with Education Code §45253, the Commission is required to prepare their annual budget for a public hearing and submit their annual budget to the County Superintendent of Schools. The Personnel Commission held a First Reading of the 2023-2024 Commission Budget at their March 2023 meeting and a Second Reading at their April 2023 meeting.

Note - salaries for staff were changed to reflect proposed changes to Salary Schedules that were either retro back to or effective July 1, 2022 which was after last year's public hearing. Other statutory cost increases have been reflected as well.

DIRECTOR'S RECOMMENDATION

Hold the public hearing as required by the California Education Code and approve the budget for submission to the County Superintendent of Schools.

DISPOSITION BY THE COMMISSION

Hearing Opened:

Hearing Closed:

Motion:

Seconded:

Vote:

2023-2024 PERSONNEL COMMISSION BUDGET

DISTRICT Barstow Unified School District

Please complete the following Account Code Information:

FUND	RESOURCE	PROGRAM	FUNCTION	OBJECT	SCHOOL	MANAGEMENT
01	0000		7400		845	0000

Please submit the completed budget on or before June 1, 2023 to the SBCSS, Business Advisory Services, 760 E. Brier Dr., San Bernardino, CA 92408; Attention: Beverly Pierce.

	COLUMN 1 2022-23 ADOPTED BUDGET	COLUMN 2 2022-23 <small>ACTUAL-OR</small> ESTIMATED	COLUMN 3 2023-24 PROPOSED BUDGET
2000 CLASSIFIED SALARIES:			
2310 Director	135,764	135,764	146,764
2320 Commission Members	600	300	600
2410 Technicians	120,279	116,341	130,938
2440 Other Clerical/Limited Term	750	445	650
SUBTOTAL (2000):	257,393	252,850	278,952
3000 EMPLOYEE BENEFITS:			
3202 PERS	51,500	63,087	64,100
3312 OASDI	13,924	15,411	15,500
3332 MEDICARE	3,300	3,605	3,620
3352 ARS		0	100
3412 Health and Welfare	12,000	3,000	6,000
3502 Unemployment Insurance	2,400	1,595	1,800
3602 Worker's Compensation Insurance	7,000	7,351	7,500
3800 PERS Reduction	0	0	0
SUBTOTAL (3000):	90,124	90,444	98,620
4000 BOOKS AND SUPPLIES:			
4330 Refreshments	200	0	100
4340 Software	200	0	100
4350 Office Supplies	2,500	1,213	1,500
Other:	500	0	300
4440 Computer Equipment	2,500	0	2,000
4450 Office Inventory/Furniture	200	0	100
SUBTOTAL (4000):	6,100	1,213	4,100
5000 SERVICES, OTHER OPERATING EXPENSES			
5210 Mileage	300	171	300
5220 Travel, Conference & Other	4,000	8,497	7,000
5310 Dues and Memberships	3,100	3,200	3,300
5610 Rentals	0	0	0
5630 Repairs & Maintenance	0	0	0
5640 Computer Repair & Maintenance	100	0	0
5711 Printing	400	80	400
5715 Postage	300	0	300
5810 Contract Services/Shredding	50	75	75
5830 Advertising	500	1,205	800
5840 Computer/Tech Services	0	0	0
5850 Consultant Services	4,000	0	4,000
5880 Other	100	0	100
5890 Other-Printing	400	268	400
5950 Postage/Mail Services	200	0	200
SUBTOTAL (5000):	13,450	13,496	16,575

	COLUMN 1 2022-23 ADOPTED BUDGET	COLUMN 2 2022-23 <small>ACTUAL-OR</small> ESTIMATED	COLUMN 3 2023-24 PROPOSED BUDGET
6000 CAPITAL OUTLAY	-0-	0	-0-
SUBTOTAL (6000):	0	0	0
TOTAL EXPENDITURES	367,067	358,003	398,247

Certification

I, Personnel Commission Chairman hereby certifies that in accordance with Education Code Section 45253, a public hearing was held on **May 11, 2023**, following which this budget was adopted by the Personnel Commission of the **Barstow Unified School District**. I further certify that the Personnel Commission has discharged all of its responsibilities in accordance with Education Code Section 45253.

District CBO certifies to above budget being completely and accurately reflected in District's Adopted Budget.

Beverly Stoops
PERSONNEL COMMISSION CHAIRPERSON

APPROVED BY:
SAN BERNARDINO COUNTY
SUPERINTENDENT OF SCHOOLS

Date: _____

Date: _____

Douglas Beaton
DISTRICT CHIEF BUSINESS OFFICIAL

Date: _____



Date April 21, 2023

Bulletin No. 23-036

TO: Personnel Commission Chairperson, Chief Business Official, and Director of
Fiscal Services
Barstow Unified School District
San Bernardino City Unified School District

SUBJECT: **2023-24 PERSONNEL COMMISSION BUDGET**

The procedure for adopting the annual budget of the Personnel Commission in a merit system district is outlined below in conformance with Education Code 45253.

1. The Commission shall prepare an annual budget for its own office which, upon the approval of the County Superintendent of Schools, shall be included by the governing board in the regular budget of the school district.
2. The budget shall be prepared for a public hearing by the Commission to be held not later than May 30 of each year, or a date agreed upon between the Governing Board and the Personnel Commission to coincide with the process of adoption of the school district budget.
3. The Commission shall forward a copy of its proposed budget to the governing board indicating the time, date, and place for the public hearing of the budget, and shall invite board and district administration representatives to attend and present their views. The Commission shall fully consider the views of the governing board prior to adoption of its proposed budget.
4. The budget must be signed by both the Personnel Commission Chairperson and the District Chief Business Official.
5. The Commission shall then forward its proposed budget to the County Superintendent of Schools for action.

Attached is the “2023-24 Personnel Commission Budget” form to complete your 2023-24 budget. Please note that the forms are no longer in Word format but are now in Excel format. If you have questions about the forms, please contact me. Please return two copies to Beverly Pierce of this office no later than May 31, 2023.

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If your hearing is in conjunction with the district's Adopted Budget Public Hearing, and it is agreed upon by the Governing Board and the Personnel Commission, please advise us of that date as soon as possible. After approval, one signed copy will be returned to you.

Sincerely,

Ted Alejandre
County Superintendent of Schools

Thomas G. Cassida, Jr.

Director
Business Advisory Services

TGC:bp

Attachments: 2023-24 Personnel Commission Budget Form
Education Code sections 45240-45320

J:\bulletin\2022-23\23-036 Personnel Commission Budget