

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

MINUTES

Thursday, November 9, 2023

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

Observation of those in attendance: Director Duwel, Sr. Executive Assistant Christina Crain, CSEA President Renee Gonzales, HR Technician Maria Saucedo Cerda was present.

4. Public Comment: None.

5. Reports/Updates/Announcements:

- a. Commissioner Reports:

Olga Prindle welcomed Ben Rosenberg and wished a Happy Birthday to all Marines, and also a Happy Veterans Day. Ms. Prindle also asked about the Reclassification status. Jason Gee also wished everyone a Happy Veteran's Day and wished everyone a happy Three-day weekend.

Ben Rosenberg wished everyone a good Veteran's Day and happy Thanksgiving as well.

- b. CSEA Updates: CSEA President Renee wished everyone a happy Veterans Day as well as Thanksgiving. Second Noon Duty Supervisor meeting on Monday to discuss bringing them into the bargaining unit. The meeting is scheduled for 5:00 p.m. In order to move forward the membership must have 50% of signed applications in hand before they can consider bringing into the unit. There also will be an attempt to visit all sites to try to reach out to individuals. Ben Rosenberg asked how many applications have been turned in, Renee responded that currently about 10 with the requirement roughly about 20. November general meeting will be next Thursday, nominations are still open for President, Secretary and Sergeant at Arms, and negotiations team. Voting will be taking place on the December 21st meeting. An employee appreciation gathering will be held at Barstow Jr High School MPR, on December 16, at 5:00 pm to include raffles, food, and music. Working with HR in regard to the vacancies. There are members that have asked about the timelines, communications with filling vacancies and appreciates that she can come to Patty to talk about those concerns. Renee also mentioned working with District in regard to new job reclassifications.

c. District Updates: Assistant Superintendent is in Sacramento at a conference.

d. Director Report:

Director Duwel gave a breakdown of total classified employees.

Patty informed of the 248th Birthday of the United States Marine Corp, Veteran’s Day on November 11, Thanksgiving November 23. Patty shared that she recently attended the Workforce Job Fair at the Cora Harper Center on October 26. Another job fair is scheduled for November 29 in Hesperia that is sponsored by San Bernardino County Workforce. Reclass information is attached to Commissioner folders; Patty is still awaiting some information from other districts but should have the information ready by December a week in advanced so the information can be reviewed by commissioners ahead of the meeting. Director Duwel informed that when someone requests a reclassification when others are in the same classification, she has the diligence to look at everyone in the same classification. Ben Rosenberg asked if one classification has 5 employees in the same classification and one asks for a reclass would the reclass apply for all 5 individuals. Patty explained that if only one can explain the increase in duties that only that one would change however, they would all be evaluated. Ben Rosenberg asked how it would bear in morale as far as the membership, when there is an increase in reclassification requests is when a reclassification study considered. The last classification study was back in 2016. Renee explained that this would be something she would bring to the E-Board, the contract mentions that a classification study should be done once every decade. Renee informed that this topic is negotiable, and she will bring back to the e-board to discuss. Renee informed that there are currently 40 non-members in the classified employee side. Patty informed that attended California Schools Joint Power Authority (CSJPA) at the Disney Grand California Hotel as part of the CEBA and CSRM as the management representative for CEBA board of directors. Ben Rosenberg asked about the timeline in hiring. Patty Duwel explained that with recruitment, screening applications, testing and interviews; ideally a five (5) week process to get to interviews. Once interviews have occurred there is another timeline for fingerprints, transfers, it will be approximately 7 weeks. Patty shared that additionally the recruitment will need to be open for 3 weeks on top of the 7 weeks. Patty informed that the process could vary depending on several factors that can prolong the hiring process. Patty and commissioners discussed the different variables that can delay the process in hiring.

6. Adoption of the Agenda:

M: J. Gee

S: O. Prindle

A: 3

N: 0

7. Discussion/Information: - None at this time

Consent/Action/Conference Session

8. Consent List:

- a. Approve the Minutes of October 12, 2023

M: J. Gee
A: 3

S: O. Prindle
N: 0

Commissioner Rosenberg pulled items b, c, d, e, f to discuss.

Ben Rosenberg would like to figure out a way to better qualify our employees to move up, promote so they have an advantage over external applicants. Renee informed us that trainings are offered to help current employees as far as professional development. Renee also informed that she shares the information with the membership in union meetings and in newsletters. Patty shared that she is willing to come in on a Saturday to give a testing workshop to help current employees as well. After discussion, motion to approve items 8b through f was called for.

- b. Ratify the Library Media Assistant Eligibility List
- c. Ratify the Nutrition Services Worker I Eligibility List
- d. Ratify the Paraeducator Eligibility List
- e. Ratify the Paraeducator – Special Needs Eligibility List
- f. Ratify the Translator/ Interpreter Spanish-English Eligibility List

M: J. Gee
A: 3

S: O. Prindle
N: 0

9. Conference/Action Items: -

- a) Second Reading of the 2022/2023 Personnel Commission Annual Report.

Patty asked the commission to approve the report and once approved it can be taken to the board of trustees in December meeting. Mr. Rosenberg asked if they needed to report to the board meeting, Patty shared that they are welcome to come by.

M: J. Gee
A: 3

S: O. Prindle
N:0

- b) Approve attendance and costs associated for four (4) attendees to the CSPCA Conference in Monterey California March 3-4, 2024.

Patty informed that she has already signed all attendees for the conference and all information is included in their folders.

M: J. Gee
A: 3

S: O. Prindle
N:0

10. Closed Session:

- a) Annual Performance Evaluation Discussion – Director

Time into Closed: 5:05pm

Time return to Open: 5:19pm

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

Time: 5:22 p.m.

Respectfully submitted by:



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