

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

MINUTES
Thursday, October 13, 2022

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

Observation of those in attendance: Director Duwel, Assistant Superintendent Jorge Gutierrez, CSEA President Renee Gonzales

4. Public Comment: None
5. Reports/Updates/Announcements:

a. Commissioner Reports:
Olga Prindle nothing at this time.

Beverly Stoops nothing at this time.

Larry Notario welcomed Ms. Olga Prindle to the commission panel. Mr. Notario informed O. Prindle that he appreciates of all her work specially at BIS while he was there and also at BHS with testing materials.

b. CSEA Updates:
R. Gonzales informed she did have some concerned members in presence, as well as members with concerns about timelines and vacancies. In another note, it is nice to see the new member representative on the board tonight. R. Gonzales informed that negotiations are still in process for the 2022-2023 school year and trying to find a date for both sides of the house to agree upon. Couple of member concerns that are being handled by union representatives but nothing at a grievance level.

c. District Updates:
Assistant Superintendent informed currently in the middle of negotiations and currently have a date for the 27th; the 19th date had to be rescheduled as one of the members was unavailable. Exchanged proposals and looking forward to agreeing with them so the membership can benefit from the agreements.

d. Director Report:

Director Duwel gave a breakdown of total classified employees. Director Duwel also wished a Happy Birthday to the US Navy 247th. Update on AB 2045 the Banding article. It was sent to the inactive file in August and not sent the Governor for signature. Also, two staff members Julie Grounds and Maria Saucedo Cerda are currently at the Codestack/EdJoin Conference in San Diego this week.

L. Notario asked a number of current classified vacancies. P. Duwel informed that at this moment there is no accurate number.

6. Adoption of the Agenda: M: B. Stoops S: O. Prindle
Ayes: 3 Nays: 0

7. Administration of Oath of Office to Personnel Commissioner:

a. Administer the Oath of Office to **Ms. Olga Prindle**, the California School Employee Association Local 306 Employee Appointee who was selected to fill the remainder of the term of Ms. Raynette Greaver who resigned in August.

Director Duwel read the Oath to Ms. Olga Prindle.

8. Discussion/Information

- a. First Reading of the 2021/2022 Personnel Commission Report (Draft)
- b. CSPCA Annual Conference – Save the Date
- c. Nutrition Services Staffing Status

Director Duwel informed that she had received a letter on Friday from a nutrition services staff member and she agendaized the item so they can have an item to speak to and express their frustrations over the lack of employees and filling of vacancies and to give them an opportunity to have their say.

Constance Stender – NSWII at Henderson expressed being shorthanded since COVID -19. It has been difficult to work the job of two to three people and only receiving the same wage while working the job of three, with or without the help of substitutes and pulling people from other schools which causes frustration for everyone including Main Kitchen. Ms. Stender also shared that they are trying their best to complete their duties in a timely manner however, they cannot disinfect or sanitize as thoroughly as they would like thus causing their jobs to be pushed to the limit. By not being able to complete the job thoroughly and then getting in trouble with higher ups because the tasks are not being completed but expressed it is difficult to complete all of what is expected in the time provided.

Maria Hernandez NSWII acting as a NSWIII at the Main Kitchen shared that she has been working with BUSD for 17 years and has enjoyed her job until now. The reason is because there used to be more employees as in the Main Kitchen where employees are being taken

out and moved around leaving only two people to prep 3,000 meals for the next day which is too much. Maria is coming home really tired, frustrated, and is asking for help in hiring more people. She informed that the current job she is taking on was done by four employees last year now only leaving two. Prepping, cooking everything, setting up the carts and everything else needed and it gets harder and harder every day. Last week most of the employees were moved from the site to substitute in other schools around the district. Also expressing that in one day seven people call off, there are no substitutes to help thus pulling staff from the Main Kitchen to help. Maria shared that with the previous Nutrition Services Director she would go inside the kitchen to help, the current acting director just checks in and does not provide the same help. She also shared that if the only two employees in the Main Kitchen were to call off at the same time who would be left to serve the students? Maria understands that everything is a process, but she would like to express the need for help.

Debra Sanders NSWII at Crestline, shared that there are currently only have two employees where they usually need three. Debra shared that they both stay together, voluntarily, to work on preparing everything so that they can be ready to serve the students at lunch time. Where normally the third person would help prepare in between breakfast and lunch. Also at times, they go over their work hours and call to get it approved before hand and others they do not.

Tamra Trujillo Office Assistant at Nutrition Services Center, in regard to Maria's statement she can explain for example if there is a need for instance there are 19 vacancies at the moment, if there is a need at a school staff has to be moved around to accommodate the student's needs. Tamra shared that BHS is at four employees where they usually have five, and one elementary school is currently at zero employees. She also shared that she herself has come up to help at Fine Arts to feed our students, Tammy Dittman as well. Tamra shared that everyone is exhausted, and it is not fair, and feels like they do not matter.

Tammy Dittman NSWII at Nutrition Services Center shared that she is frustrated and sympathizes with her peers on their concerns and frustration. Understands what Maria has shared and perhaps it may come to these women asking for a mental health day and so leaving nobody to help. Tamra shared that there are two substitutes, Tamra Trujillo added that we have one recent new substitute. Tammy Dittman mentioned having to go help at Fine Arts however she is falling behind in her own duties. Ms. Dittman mentioned needing help she shared that she has always helped and referenced back to Debby's statement where she felt she needed to stay after her shift to catch up. She also said that even the custodian at Fine Arts, even when he is out, they help out by taking out all the trash or anything else that may be needed in the Kitchen. She feels like it is not fair that an employee feels bad for calling off because it will affect everything. Patty mentioned that in the previous custodian for Fine Arts has helped when the Nutrition Services Custodian was out however the same custodian currently works at Nutrition Services and Tammy added that he is very good and is hardly off. Tamra has also shared that when there was a shortage in Delivery Driver for Nutrition Services, he has also stepped up to help because there were no substitutes available for that either.

**Person shared that Nutrition Services are not appreciated there has never been a back to school at Barstow High School, custodians were not welcomed back, Nutrition Services, it was all about the teachers and mentioned feeling like the "bottom of the barrel". Person

expressed that Food Service Workers are there, working tirelessly, every day, working for the kids and no one will come from any direction to help.

L. Notario asked about day one when the school year began, how was the staffing?

Debby responded that yes it has been this way for a while. Tamra responded, when Janice was the director staff was not calling off as much as they are now. After she left everyone seemed to call off, with seven a day call off minimum sometimes 10, 11 or 12. Tamra does not work in the kitchen but feels bad having to go in the kitchen to ask someone to go to another site to help.

Beverly Stoops mentioned this has not happened as of recently and mentioned that there may be a couple factors to that but since Director Duwel has just received this information. She would like for her to come back with information by next month's PC Meeting with a breakdown of what is going on. At this time, she would like to know if they are testing to hire NSW substitutes?

P. Duwel responded that in every test we administer a form is handed to all new and current substitutes asking if they are willing to become a substitute. As soon as the recent tests are administered, and the results are given we contact all interested in becoming a substitute to come in for onboarding. Recently two NSWI's substitutes were hired on. P. Duwel personally asked Maria to call them and let them know they can start Wednesday, day after board and one contacted back. Tamra added that yes, one has been working but the other has been hard to get a hold of. Tamra also asked about the safety trainings, and was wondering a individual has been calling since the beginning of school to try and get a job, she is also a cleared volunteer, TB and was ready to go to board but did not finish her Target Solutions because she was having issues so she couldn't get placed on the board. P. Duwel informed to have her reach out to her personally and Tamra shared that finally did get in touch with someone that was going to help Deidra.

B. Stoops asked for a report next month of all the potential reasons why this is happening. P. Duwel accepted the request and did want to mention that interviews are scheduled for October 24th for Nutrition Services Worker I.

**Person asked for all the 34 in the ranking sheet, P. Duwel mentioned 29, as some of the ones on the list have accepted another job.

**Person mentioned that it's been to long they have accepted another job.

P. Duwel responded that they already work for us, and are not looking for a part time job, they are seeking full time only. 29 eligible candidates, with two testing sessions one in July and another in August. Interviews were taken in July, but the job posting was kept open. There was a testing session for 60 applications, 40 qualified applicants, 20 applicants in each testing session. 11 showed in one session and four in the other. P. Duwel shared the frustrations and also that the position is being re-opened. The Director has also thought about making signs and posting them around businesses in town with a QR code to help facilitate finding the website. Maria H noted that it will be hard because other places pay better than the district.

Tamra Trujillo has one more question in regard to the NSWIII test is scheduled for the 25th at 9:00 am and said this does not work for many, as this is the time most sites are working at this time and said it was frustrating that this test was scheduled at this time when it is known that most of the interested parties are working on feeding the students. P. Duwel offered to reach out to the Testing Coordinator about rescheduling a testing time that works better. Tamra added that they shouldn't have to go out of their way to call to get it rescheduled and to be told that they get paid to take the test. Maria added that those that are planning to take the test will need to leave their peers working alone. P. Duwel mentioned that she can set testing on weekends, after 5:00 pm if needed. Maria H mentioned perhaps at 2:00 pm that would be a better time others agreed.

Rebekah Michelson would like to emphasize that employees that work two, two and half, two and three-quarters, three hours; are doing it out of love because there is no financial incentive. Another thing is for employees like Deborah that works in between her work hours, that extra time she works she is not being paid because of the schedule. The schedule they are supposed to prep, feed the students, and clean up and sanitize in just two hours by feeding around 600 students per school and also adding paperwork. Michelson mention that the Union stands by not having employees work during a time that they are not being paid, because it is not fair to them, but our employees continue to do so knowing that if they don't, a student will suffer. Rebekah would like to share that she is empathetic but would like to share to the employees to stop working if they are not being paid however if this happens it will shake up the place. People are going to need more hours to complete what the State of California requires of them; it is frustrating knowing that students who do not receive a meal at home get to look forward seeing that nice cafeteria lady at school with a meal. Which is why they should be appreciated more than they are, appreciated, paid more than they are.

Maria H shared that is why sometimes they cannot or choose not to take breaks because there is a rush to complete other tasks.

**Person would like to say that because she only works three and three-quarter hours, but because of the pay she does have financial responsibilities to take care of and the pay is not that great. It is difficult because she enjoys her job and realizes how important it is to many students struggling each on their own way and knows that sometimes they are not eating well at home, but she is looking into seeking other employment because the district is not paying enough and does not get enough hours and not mention the split shifts which are not beneficial.

**Person welcomed and invited all to come into any kitchen, main kitchen and to see what all they go through.

B. Stoops mentioned also going back to having eligibility list.

M. Hernandez mentioned that in the pandemic District Employees stepped up to help at the main kitchen but have yet to return.

**Person asked is there a way to change the pay when in other places like McDonalds are paying more than the district or even get more hours.

R. Gonzales mentioned that it is item that has to be brought to the Negotiating Table.

Tamra Trujillo asked how reclass works?

P. Duwel asked for clarification and Renee G responded that she was talking about a Salary Evaluation/Survey.

P. Duwel mentioned that the Labor Representative can bring that to the table.

Matt Minehart, a Custodian feels that there should be compensation and feels like it would make things much easier for the ladies to return to work. Matt has witnessed some crying in the kitchen, frustrated and overwhelmed and has shared this with many Administrators that they are always being stretched so thin and are always being asked to do more and never to do less. They are never given any sort of additional compensation, and at least for Matt Minehart on Thanksgiving they are given an opportunity to leave an hour early the day before Thanksgiving and Christmas. Also, all the extra COVID funding the District is getting and the salary money that they are saving. If when teachers have to take on more students, they get paid more money, there is no reason why there shouldn't be some kind of compensation for all they are doing right now. For the District, CSEA Matt would like for them to know that.

B. Stoops asked Mr. Gutierrez asked if the teachers received more students, do they get more pay? Mr. Gutierrez informed that as for Certificated, yes, it is part of the language in the contract.

O. Prindle shared that they have been invited to come by to visit the Nutrition Services and asked if they are allowed. Mr. Gutierrez mentioned that only to visit, but not to help.

M. Minehart mentioned that the substitute teachers are also being paid more because they are also short staffed, so they put an incentive for people to help support the certificated staff also mentioning if they do get more students, they don't get paid for that.

P. Duwel informed that it was not a debate between Certificated versus Classified, M. Minehart was just sharing the facts and understands it is not a debate.

**Person shared that maybe it would be a good idea to take the Food Handlers Card for all hires.

**Person shared in the past the district covered fingerprinting because there may be instances where people don't want to pay up front if they won't be given the job, or fear that they won't be given the job if they don't have to money to pay.

P. Duwel responded that no it has not been done since she started but also noting that it can be due to the cost difference since then. Duwel shared that in every district she has worked with she would have to pay for her own fingerprints since 1999. Not all school districts do this. And this would not be a role for the Commission but is the employer responsibility in which Duwel believes he is listening.

Mr. Gutierrez did inform he is listening.

Samantha Cottrell, Lead at Nutrition Services shared that because they are so short staffed the food product has lessened and more prepackaged food is being served to students. When the kitchen is fully staffed the Main Kitchen can provide higher quality of food but because of the short staff, prepackaged food is the alternative, but notices students don't enjoy as much. The goal is to get the staffing asked for.

P. Duwel summarized that she will be putting all this in the minutes and will be putting a presentation of the statistics and will be giving a breakdown of substitutes, new hires, and wants to reiterate that Interviews will be coming next week with 15 NSWI Vacancies and all 29 Eligible candidates will be called. Duwel also shared that for one of the more recent Paraeducator interview's part time three and three-quarter hour positions; we contacted all of the eligible candidates on the list and only one showed. People are seeking full-time benefitted jobs and we do not have full time. Entry jobs are mainly part time, and it may not be beneficial for people that commute. P. Duwel shared that some have applied to sub but did not get the fingerprint clearance.

R. Michelson asked when a job is kept in open continuous, the benefit is they have it opened but the downfall would mean that the testing is pushed back. P. Duwel shared we gather the applicants schedule a testing date and then move those forward while still keeping it open for any future applicants, but the process continues. Open Continuous was opened in July.

** Person asked that still no interviews were held. P. Duwel informed that the Director had also left.

**Person asked that one had taken on the responsibilities. P. Duwel shared still is not Supervisor capable who handles the paperwork.

**Person asked if there was a manager, what is the actual timeline of testing and getting people hired?

P. Duwel responded recruitment has to be open for 15 days, the next step is screening the applications and two staff members must screen every applicant, if by chance one application takes a yes and the other staff member says no it goes to P. Duwel as a tiebreaker. Once the screening has been done, we look at the SDC availability for testing with a minimum of 20 people per session post pandemic. Once the tests are done, they test scores are calculated then the results are sent out and the eligibility list is made or merged with current one. Substitutes are also being on-boarded, and that process can take about on average three months and for permanent is about six months or more.

**Person, asked if there is a way to change that? P. Duwel responded whether it be a Merit District or not it still takes time to test, on board etc.

**Person asked what can be done to help bring people on. P. Duwel responded sharing recruitment with friends while also informing them what it entitles. Director Duwel also shared that it would be great for parents with K-12 children who would like to work at the schools. All that would be needed is a food handler's card and for them to pass the pre-employment test which is entry level, not a difficult test and the score has been lowered to facilitate things. However, if they are looking for benefits this may take a while as it is offered to full time employees, but they have an opportunity to promote down the line.

B. Stoops, asked about the test that was scheduled, will be rescheduled to accommodate the working staff? P. Duwel responded that she would look to see if the room is available for a later time. L. Notario mentioned that maybe 3:00 pm seemed reasonable.

R. Gonzales mentioned that perhaps the current scheduled time should remain as there may be some candidates that have already reserved that time, while also scheduling a second session for those that are not able to make the 9:00 am test.

P. Duwel shared that it is nice to have everyone come out and share their experience because she does understand their frustrations and understands they have been working hard. B Stoops also can attest that she has witnessed Nutrition Services at Montara handing out food during COVID. L. Notario also shared a conversation with Mr. Malan and although many groups stepped up during COVID, Nutrition Services was really in his opinion the ones that worked the best.

P. Duwel shared her extension line, explained that she does not have voicemail at the time and leave a message with the girls.

Tamra Trujillo shared that she knows of people who apply to NSWI positions and are being told they do not qualify for a position, P. Duwel responded that they have an option to appeal, send an email and say they appeal.

Consent/Action/Conference Session

9. **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 the Minutes of August 11, 2022 – Regular Meeting
- b. Ratify Eligibility List – Grounds Maintenance Worker
- c. Ratify Merged Eligibility List – Nutrition Services Worker I
- d. Ratify Merged Eligibility List – Paraeducator English Language Learner

M O Prindle S B Stoops V

A: 3 N:0

8. **Conference/Action Items:** None at this time

9. **Closed Session:** None at this time

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

Chair L. Notario adjourned meeting at 5:29 pm.

M: B. Stoops S: L. Notario
Ayes: 3 Nays: 0

Respectfully submitted by:



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