

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

MINUTES

Thursday, February 10, 2022

1. Call to Order: Chairperson Larry Notario called the regular meeting of the Personnel Commission to order at 4:29 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, Commissioner, Raynette Greaver were present;

Observation of those in attendance: Director Duwel, Director, Assistant Superintendent Jorge Gutierrez, CSEA President Renee Gonzales and HR Technician Julie Grounds and Maria Saucedo Cerda.

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

a. Commissioner Reports:

Raynette Greaver, states nothing at this time.

Beverly Stoops, mention being amazed at all the great work going on.

Larry Notario, states nothing at this time.

b. CSEA Updates:

President R. Gonzales informed that she just came from the first Negotiations meeting for 2022 on the 2021-22 contract Articles and it went well. Ms. Gonzales said they introduced two (2) new members of the negotiating team; Julie Grounds from Classified Personnel and Suzanne Museitef from Payroll Department. Ms. Gonzales said the meeting went well, just to open up conversation and discussion; they also set three (3) more dates on the books to continue the process. As for CSEA, she said a lot things were going on with members and questions trying to resolve some issues that are being brought to the Union. Still looking to fill the Treasure position, and possibly having a change with another member and also looking to get an Audit done. Looking forward 4-day weekend, getting some rest from the workload for those that are working and helping in other departments. Trying to get the vacancies filled, and also make sure that those that are working are able to continue working and not get sick and move forward with the year.

Chairperson L Notario asked if attendance is getting better from last month. Ms. Gonzales said that it is getting better however there are still people that out and substitutes that don't pick up the positions. She gave an example that in her office which she shares with Discipline, there was a vacancy that was not filled so she

stepped up to assist in managing both offices for the day while also taking Union calls as well. Ms. Gonzales said she has been talking with union members and explaining the process/procedure. As for the COVID, she mentioned she deals with making the calls and she has notices it is on a downwards trend and hoping it will stay.

C. District Updates:

Assistant Superintendent Gutierrez I also spoke about the negotiations and was looking forward in continuing the open dialogue. He also wanted to announce how proud the district is of the Classified Employees, especially in the last 6 weeks due to COVID with people being out. He applauded the efforts of the classified staff that have been able to fill roles and support each other.

d. Director Report:

Director Duwel gave a breakdown of total classified employees, mentioned CSPCA conference is next month. March 6-8, Director Duwel, Commissioner Stoops, Assistant Superintendent Gutierrez, and Ms. Saucedo Cerda will be attending in Monterey. The Merit Academy starts on the March 10th with orientation and will continue into June with eight (8) virtual sessions. Upcoming President’s Day weekend on 18th and 21st hoping all have a safe and quiet weekend. Director Duwel and Dana from Personnel Services recently attended Barstow Job Fair and Record Clearing Event yesterday (February 9th) at the Cora Harper Center and had over 80 sign ins. Dana had about 25 interactions for those interested in teaching/substitute positions. Director Duwel had about 60 individuals interact about current recruitments. Information on Ed Join applications as well as Custodian and Translator recruitments were handed out. It was a good career fair hiring event.

Vice Chair Stoops, asked Director Duwel is she had a few Nutrition Services positions open? Director Duwel said yes, and that testing had recently finished; Eligibility List created and interviews are being set up to fill the vacancies. She mentioned having some candidates that have accepted the offers but they never followed through to come in and fill out paperwork.

Vice Chair Stoops also asked how Director Carter at Nutrition Services is doing. Director Duwel said she believes Ms. Carter is doing a good job.

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| 6. | <u>Adoption of the Agenda:</u> | M: B. Stoops | S: R. Greaver |
| | | Ayes: 3 | Nays: 0 |
| 7. | <u>Discussion/Information</u> – None | | |

Consent/Action/Conference Session

8. Consent List:

- a. Approve the Minutes of December 9, 2021 – Regular Meeting
- b. Approve the Minutes of January 13, 2022 – Regular Meeting

- c. Ratify the Administrative Assistant - Department Eligibility List
- d. Ratify the Merged Nutrition Services Worker I Eligibility List
- e. Ratify the Office Assistant Eligibility List
- f. Ratify the Merged Paraeducator Eligibility List
- g. Ratify the Secretary Eligibility List

Motion to approve the Consent List as presented:

M: R. Greaver S: B. Stoops
Ayes: 3 Nays: 0

B. Stoops Abstained from Item b

9. Conference/Action Items:

- a. Second reading of Personnel Commission Rule # 90.3.3 and #170.2.1

Motion to approve the 2nd Reading:

M: R. Greaver S: B. Stoops
Ayes: 3 Nays: 0

- b. Personnel Commission Meeting Schedule – Adjustment to the April 2022 Meeting Date

Discussion: Director Duwel asked to adjust the April meeting from Thursday April 14th to Thursday April 21st and to adjust the start time from 4:30pm to 4:00pm as she will be in Arlington Virginia on April 14th for her Uncle’s Funeral.

Motion to approve Adjustment Date April 2022 Meeting Date:

M: R. Greaver S: B. Stoops
Ayes: 3 Nays: 0

10. Closed Session: None at this time

11. Adjournment: M. B. Stoops S: R. Greaver

Chair L. Notario adjourned meeting at 4:41

Respectfully submitted by:



Patricia L. Duwel
Secretary to the Personnel Commission

PD: msc