

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

MINUTES  
Thursday, March 11, 2021

1. Call to Order. Chair Larry Notario called to order the regular meeting of the Personnel Commission at 4:28 p.m.
2. Pledge of Allegiance. Chair Larry Notario led the audience in the Pledge of Allegiance.
3. Roll Call/Establishment of Quorum. Chair Larry Notario, Vice Chair Raynette Greaver and Member Beverly Stoops present.

Observation of those present: Director Patricia Duwel and Assistant Superintendent, Personnel Services Derrick Delton.

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

a. Commissioner Reports.

Vice Chair R. Greaver stated nothing at this time

Member B. Stoops expressed her gratitude when she reached out to Classified Personnel and received answers to her questions from Classified staff. Other than that, there is nothing else at this time.

Chair L. Notario avowed that tomorrow, March 12, 2021 @ 10:30 a.m., there will be a virtual service for Alice Schumacher. She was a retired long-time employee with Barstow Unified School District.

b. CSEA Updates. President Rene Gonzales by email, read by Director P. Duwel.

*Good Afternoon Commissioners,  
CSEA has been busy this year with new Executive Board Members learning their roles and responsibilities and attending trainings. The new EBoard officers are; Vice President Rebekah Michelson, Secretary Melinda Vargas, Treasurer Julie Grounds, Communications (CCO) Jackie Riendeau, and returning as Sgt. At Arms Monica Chong. We also have some new member to our Negotiations Team. The Negotiations Team Members are Bob Drew, Cary Thomas, Leticia Ortiz, Briana Simonaitis and myself. It is nice to have new people within the leadership teams to bring new ideas and fresh eyes and ears to situations to better serve our members.*

*Our Negotiations Team has been very busy with making sure our members wants and needs are being met. There are many meetings with the District*

*to discuss safety matters, especially as it relates to Covid-19. We are also in discussions of contract items and the creation and effects of new job classifications and positions, that your director has been a part of as well. We have had positive outcomes of those discussions, which will lead to positive benefits for our members. We will be meeting again next Thursday, March 18<sup>th</sup> at pm, to continue discussions.*

*Stay safe and healthy.*

*Renee A. Gonzales  
CSEA President  
Barstow Chapter #306*

c. District Updates.

Asst. Supt. Derrick Delton, wanted to say, thank the commission, especially Patty Duwel for allowing Certificated Personnel to split the services of the Human Resources Technician, it was very beneficial, but moving forward we found that both our offices were being inundated with lots of work. Certificated Personnel is looking at bringing back a full-time Human Resources Technician in the certificated department; and this will allow Classified Personnel to have their full-time HR Technician back. We are thankful for the work that took place during that Interim.

Derrick Delton mentioned that the Work from Home MOU for both Classified and Certificated members expired February 26, 2021, as a District, we continued to offer Families First Coronavirus Response Act (FFCRA), which allowed those members that had received COVID related accommodations to continue those accommodations through March 31, 2021, at that point all employees in the district, both Classified and Certificated will be working on site.

D. Delton also mentioned, on March 15, 2021, our acute needs, student's cohort would be on four campuses, six classrooms, and they would be at Barstow Jr. High, Barstow High School; and Crestline and Cameron elementary schools. We were able to get 35 students; and families to commit to sending their students back to school. District coordinated with transportation and nutrition services to make sure that everything is in accordance with CDC guidelines.

Chair R. Greaver asked about the rate of percentage of people who received the vaccination with in the district.

D. Delton answered it was close to 60%.

Delton added that cohort 4K thru second grade students would be coming back to campus on April 12, 2021. In addition, hoping to bring back the third thru sixth the following week.

D. Delton stated that Athletics has started at Barstow High School.

d. Director Report.

P. Duwel gave a breakdown of total classified employees, position(s), vacant and open, current testing and recruitments, layoff and exhaustion of benefits status.

There are 2 interviews in process, 0 recruitments are in the testing stage and 8 recruitments are open.

Currently we have 370 classified employees; 146 (8hr) full-time and 94 (benefited) part-time (4-7.75 hr.); 130 (non-benefited) part-time (less than 4 hr.). Of the 370 classified employees; 101 are 12 months, 269 are less than 12 months.

There are currently 0 individuals in layoff status; another 0 in reduced status; we have 6 individuals in exhaustion of benefits status.

P. Duwel continued her report mentioning that the Acute Needs classes will begin next week and; the K thru 2nd grade classes begin April 12, 2021.

P. Duwel remembered everybody that its spring forward and to set clocks ahead on Saturday.

6. Adoption of the Agenda. Moved by R. Greaver, seconded by B. Stoops, and unanimously carried to adopt the agenda.

Ayes: 3

Nays: 0

7. Discussion/Information. None

8. Consent List.

- a. Approve Minutes of January 14, 2021 – Regular Meeting
- b. Ratify the Buyer Eligibility List
- c. Ratify the Credentials Technician Eligibility List

Discussion: R. Greaver asked P. Duwel if you have open/promotional, why is it open when there were plenty of promotional.

P. Duwel stated that we do not know how well the promotional candidates will do in the testing process and you can draw Limited Term Substitute from the open candidates (external). Promotional candidates are always first for interviews.

P. Duwel stated a message is sent to open candidates (external) saying thank you but you are not moving forward, before the testing part of the process; when there are large amount of promotional candidates (internal).

- d. Ratify the Custodian Eligibility List
- e. Ratify the Paraeducator Special Needs Eligibility List
- f. Ratify the School Accounting Technician Eligibility List
- g. Ratify the List of Eligible for Limited Term COVID-19 Custodian Training Coordinator

Moved by B. Stoops and seconded by R. Greaver

Ayes: 3

Nays: 0

9. Conference/Action Items.

- a. Ratify Personnel Commission Director Cal GOVHR Webinar Attendance at the 2021 California Public Sector Labor & Employment Law Updates.  
Moved by R. Greaver and seconded by B. Stoops

Ayes: 3      Nays: 0

- b. First Reading of the 2021/2022 Personnel Commission Budget (Draft)  
Moved by R. Greaver and seconded by B. Stoops to second reading.

Ayes: 3      Nays: 0

Discussion: P. Duwel commented that Classified Personnel will go back to two full-time Human Resources Technicians and both of these Technicians are stepping up in salary this year and benefits will change; the budget will show an increase.

- c. Approve Revised Minimum Qualifications for the School Site Special Educations 504 Liaison.

Moved by R. Greaver and seconded by B. Stoops.

Ayes: 3      Nays: 0

Discussion: P. Duwel states the minimum qualifications were adjusted to reflect changes from the negotiation process; these changes are what are coming back to the Personnel Commission.

10. Closed Session. None

11. Adjournment. There being no further business to come before the Commission, it is recommended that the meeting be adjourned at 4:51 p.m.

Moved by B. Stoops and seconded by R. Greaver

Respectfully submitted by:



Patricia L. Duwel  
Secretary to the Personnel Commission

PD:dp