

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

MINUTES

Thursday, January 14, 2021

1. Call to Order: Chair Larry Notario called to order the regular meeting of the Personnel Commission at 4:30 p.m.
2. Pledge of Allegiance: L. Notario led the audience in the Pledge of Allegiance.
3. Roll Call/Establishment of Quorum: Chair Larry Notario present via virtual. Vice Chair Raynette Greaver and Member Beverly Stoops present.

Observation of those present: Director Patricia Duwel.

4. Public Comment: None

5. Reports/Updates/Announcements:

- a. Commissioner Reports:

Member B. Stoops stated nothing at this time.
Vice Chair R. Greaver stated nothing at this time.
Chair L. Notario stated nothing at this time.

- b. CSEA Updates: President Renee Gonzales by email, read by Director P. Duwel.

Good Afternoon Commissioners,

Happy New Year! I hope that you all had a restful and enjoyable holiday season.

This new year brings new light to CSEA. We have new leaders joining our EBoard and our Negotiations Team. I am excited to see these new teams working together to serve our members to the best of our abilities. I look forward to what this year holds for us, even through this unprecedented time in our nation.

I believe that you all know by now, I am a big believer in open communication and transparency. So please feel free to contact me with any questions, concerns, or comments.

Have a Great Evening!

*Renee A Gonzales
CSEA President
Barstow Chapter 306*

- c. District Updates: Assistant Superintendent, Personnel Services Derrick Delton by a letter, read by Director P. Duwel.

January 14, 2021,

Good Afternoon Ms. Duwel and members of the Personnel Commission.

The Barstow Unified School District Personnel Department has been working hard to support the needs of members of CSEA. Through our combined efforts we have extended the Work from Home MOU, which allows those members that are able to do so, to coordinate with supervisors, to complete work from home and not have their health or pay compromised. We have also extended FFCRA to ensure our members coming to work are doing so, in a safe manner and that their leave banks are not negatively impacted due to COVID related issues.

We thank CSEA, and its leadership, for being supportive of changes that have occurred due to this new normal for education. As we get closer to having the vaccine readily available for members of our staff and community, it brings excitement to the thought that we may once again be able to hear the laughter and feel the energy of the students we serve in a face to face manner.

As we continue to move through this school year, we want to thank all members of CSEA and the Personnel Commission for doing their part in keeping our campuses in order in preparation for a safe return of our students.

*Thank you,
Derrick Delton
Asst. Superintendent, Personnel Services*

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 three (3) interviews in process, six (6) recruitments are in the testing stage and one (1) recruitment(s) are open.

Currently we have 372 classified employees; 146 (8hr.) full-time and 94 (benefited) part-time (4-7.75hr); 132 (non-benefited) part-time (less than 4 hr.) Of the 372 classified employees; 101 are 12 months, 271 are less than 12 months.

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

The Martin Luther King Jr. holiday is Monday, January 18, 2021; Inauguration Day is next week; and she (P. Duwel) will be out of the office on January 21, 2021.

P. Duwel mentioned that Superintendent Jeff Malan reported that we have experienced recent loss to our Barstow Unified School District family.

- Mr. Jose Hermosillo Morales served in the position of Custodian (substitute and permanent) for 4 years in our district at Lenwood Elementary and Ingels School (San Bernardino County School site) from May 2017 thru January 2021.

- Mr. Johnny Perez served the position of Custodian and Lead Custodian for 34 years in our district at Skyline North, Hinkley School, Barstow High School and Bartow Jr. High School from September 1985 thru August of 2019.

- Mrs. Mabel Vallejos served in the position of Noon Duty Supervisor at our Elementary Schools for 9 years from July 2007 thru June 2009.

- Mr. Andrew Vallejos served in the position(s) of Custodian/Grounds Maintenance Worker and Campus Safety Assistant for two years from July 2007 thru June 2009.

6. Adoption of the Agenda: Moved by B. Stoops and seconded by R. Greaver and unanimously carried to adopt the agenda. Ayes: 3 Nays: 0

7. Discussion/Information: None

Consent/Action/Conference Session

8. Consent List:

- a. Approve Minutes of December 10, 2020 – Regular Meeting
- b. Ratify the Translator/Interpreter – Spanish/English Eligibility List
Moved by R. Greaver and seconded by B. Stoops. Ayes: 3 Nays: 0

9. Conference/Action Items:

- a. Approve the new Limited Term COVID-19 Custodial Training Coordinator classification and salary placement recommendation at range 41 on the Classification Bargaining Unit (CSEA) schedule.
Moved by R. Greaver and seconded by B Stoops. Ayes: 3 Nays: 0

Discussion: B. Stoops asked is COVID custodial training a common item going on now for districts?

P. Duwel explained it may not be common because of COVID; it is common that you can create a classification that is filled with a Limited Term. There are two (2) meanings for Limited Term it applies to the person and applies to the position; and the classification cannot be more than 180 days at one time. There are exceptions if there is a current employee who is out long term (i.e., worker's comp. etc.), you can have a Limited Term employee fill that position for the duration of that absence.

- b. Approve the new School Site Special Education 504 Liaison classification and salary placement recommendation at range 37 on the Classified Bargaining Unit (CSEA) schedule.
Moved by R. Greaver and seconded by B. Stoops. Ayes: 3 Nays: 0

Discussion: R. Greaver asked what does this person do?

P. Duwel remarked that this is a State mandated requirement; a stipulated judgment from the Attorney General's Office for the next five (5) years. One (1) of the mandates was to put in place two (2) positions specifically to assist parents and sites; make home visits of special education students with 504 Plans to help and advise; and its required that a minimal of one (1) of the two (2) positions be bilingual.

P. Duwel's understanding is that these employees will be housed in Pupil Services.

10. Closed Session: No Need

11. Adjournment: There being no further business to come before the Commission, it is recommended that the meeting be adjourned at 4:43 p.m.
Moved by R. Greaver and seconded by B. Stoops. Ayes: 3 Nays: 0

Respectfully submitted by:



Patricia L. Duwel

Secretary to the Personnel Commission

PD:dp/jg