

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

MINUTES

Thursday, December 10, 2020

1. Call to Order: Chair Larry Notario called to order the regular meeting of the Personnel Commission at 2:00 p.m.
2. Pledge of Allegiance: L. Notario lead 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 nothing at this time.  
Vice Chair R. Greaver nothing at this time.  
Chair L. Notario states he has been informed that Barstow Community Hospital's capacity is high; do all you can to stay healthy.
  - b. CSEA Updates: President Bob Drew by email, read by Director P. Duwel.

*On Behalf of the members of Barstow Chapter 306 Merry Christmas and Happy New Year! Thank you all for your commitment to service. This is my last report as Chapter President. Renee Gonzales is the new President as of January 1<sup>st</sup>. I have the utmost respect and confidence that she will have the best interest of all members in mind while faithfully fulfilling her duties. One of the first things that she will be facing, with the help of the new negotiation team, is to revise and update the contract articles 29, 30, and 31. These are the articles that address processes that are covered in the newly approved Commission Rules. I am sure that Patty and Renee will work to create language that is clear and concise. Our goal is to have both rules and contract that offer our staff guidance which works in tandem rather than contradiction. We will be ratifying our 2020-2021*

*openers, as well as electing our negotiations team at our Chapter meeting on December 17<sup>th</sup>. I am comfortable in the relationship and transparency between the Personnel Commission and the Chapter, and I thank Patty for developing that. In closing I want to express my deep gratitude to Larry, Raynette and Beverly. We all go back a way and it has been my pleasure to work with you all again.*

*Bob Drew  
President CSEA  
Barstow Chapter #306*

c. District Updates: None

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, five (5) recruitments are in the testing stage and two (2) recruitments are open.

Currently we have 379 classified employees; 147 (8hr.) full-time and 94 (benefited) part-time (4-7.75hr); 138 (non-benefited) part-time (less than 4 hr.) Of the 379 classified employees; 102 are 12 months, 277 are less than 12 months. There are currently 0 individuals in layoff status; another 0 in reduced status; we have five (5) individuals in exhaustion of benefits status.

P. Duwel continues report with the following...

- P. Duwel will be presenting in-person the Annual Report to the Board next Tuesday, 12/15/2020
- Winter break starts 12/21/2020 and everyone returns 1/4/2021
- Next Personnel Commission Meeting is 1/14/2021
- The District has gone to a “flex” schedule during this current “stay at home” order. There will be someone in the office through 12/21. The PC office will be closed 12/22/2020 and 12/23/2020; the District Office will be closed 12/24/2020 and 12/25/2020. The Personnel Commission office will be closed again 12/29/2020 thru 1/1/2021. P. Duwel will be working from home on 12/29/2020 and 12/30/2020. December 31, 2020 is a non-workday for all Personnel Commission Staff.

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. Public Hearing:

- a. Public Hearing on the continued selection of Ms. Beverly Stoops as Joint Appointee to the Personnel Commission for another term of three (3) years.

Time Opened: 2:07 p.m. Moved by R. Greaver and seconded by B. Stoops

Time Closed: 2:08 p.m. Moved by R. Greaver and seconded by L. Notario

Discussion: R. Greaver appreciates B. Stoop and mentions she has a great deal of experience and knowledge to offer and has done an excellent job.

L. Notario states he is glad B. Stoops wants to work for another 3 years.

- b. Approve Mrs. Beverly Stoops as the continuing Joint Appointee Personnel Commissioner. Moved by R. Greaver and seconded by L. Notario.

Ayes: 2      Nays: 0

- c. Administration of Oath of Office to Personnel Commissioner Member Beverly Stoops was conducted by Secretary to the Personnel Commission Patricia L. Duwel.

8. Discussion/Information: None

**Consent/Action/Conference Session**

9. Consent List:

- a. Approve Minutes of November 12, 2020 – Regular Meeting  
b. Ratify the Administrative Assistant – School Eligibility List  
c. Ratify the Fiscal Services Technician Eligibility List  
d. Ratify the Office Assistant Eligibility List

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

Ayes: 3      Nays: 0

10. Conference/Action Items:

- a. Election of Officers

Commissioner B. Stoops nominated and moved to elect Larry Notario as chairperson. Seconded by Vice Chairperson R. Greaver.

Ayes: 3      Nays: 0

Commissioner B. Stoops nominated and moved to elect Raynette Greaver as Vice Chairperson. Seconded by Chairperson L. Notario.  
Ayes: 3      Nays: 0

11. Closed Session: Called at 2:14 p.m.

- a. Performance Evaluation – Director, Classified Personnel – Eleven (11) month probationary

Closed Session adjourned at 2:16 p.m.

Open Session reconvened at 2:18 p.m.

12. Adjournment: There being no further business to come before the Commission, it is recommended that the meeting be adjourned at 2:19 p.m.

Moved by B. Stoops and seconded by R. Greaver

Ayes: 3      Nays: 0

Respectfully submitted by:



Patricia L. Duwel

Secretary to the Personnel Commission

PD:dp/jg