

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

MINUTES
Thursday, October 8, 2020

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: 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 were all present in the Board Room.

Observation of those present: Director Patricia Duwel, Assistant Superintendent, Personnel Services Derrick Delton and Classified employee Tech Assessment Ashly Dishmon were present.

4. Public Comment: No comments

5. Reports/Updates/Announcements:

- a. Commissioner Reports:
Beverly Stoops said she has nothing to report.

Raynette Greaver said she has nothing to report. However, Ms. Greaver is requesting a copy of the newest classified salary schedule and a list of active classifications.

Julie Grounds, Human Resources Technician, will provide a copy of the district's current classified salary schedule and an active classification list to Commissioners.

Larry Notario would like to recognize of Mr. Gilbert Saiz for his 45 years of service with Barstow Unified School District. Mr. Saiz was acknowledged yesterday, Wednesday, October 7, 2020.

- b. CSEA Updates:
Ms. Duwel said she did not receive anything from CSEA.

- c. District Updates:
Mr. Delton spoke:

Good afternoon Ms. Duwel and Commissioners. The district is happy to report that we are continuing to find accommodations for those members of CSEA that have been impacted by COVID-19. We are working collaboratively with the association to complete the 2019-2022 negotiated contract, which will be ready for publication within

the next week. We are continually working with members of CSEA to ensure that our campuses and workstations remain safe and secure during these trying times.

CSEA has been more than accommodating to some of the changes the district has had to make with MOU's for members safety.

Beverly Scoops ask Mr. Delton, what kind of changes have had to be made? Mr. Delton referred to an incident that happen today, there was a power outage at Crestline Elementary and both associations were contacted, and MOU's were negotiated for members to work from home.

Larry Notario asked Mr. Delton, has the district been using substitute teachers thus far? Mr. Delton replied, yes, a few contract teachers have gone out on maternity leave and the district has filled them with a long-term substitute teacher. Usually if a teacher is out for a day or two a team member within their staff or principal will take the class for the day. For the most part the district is not using substitute teacher like we did last year.

- d. Director Report: Ms. Duwel reports the breakdown of total classified employees, position(s) vacant and open, current testing and recruitments, layoff, and exhaustion of benefits status.

There are seven (7) interviews in process, six (6) recruitments are in the testing stage and one (1) recruitments are open. Currently we have 379 classified employees; 146 (8 hrs.) full-time and 93 (benefited) part-time (4-7.75 hrs.); 140 (non-benefited) part-time (less than 4 hrs.) Of the 379 classified employees; 103 are 12 months, 276 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.

Ms. Duwel mentioned that Classified Personnel did attend the 45 year of service celebration yesterday (10/07/2020) for Mr. Gilbert Saiz and she thanks the Commissioners for attending. And two (2) board members were in attendance and she is grateful for them attending.

Monday, October 12th is a holiday – Columbus Day, Discovers Day, also Tuesday is the Navy's 245th Birthday, and Julie Grounds' son Zackary Grounds became a sailor today, graduated boot camp.

Raynette Greaver and Ms. Duwel stated on Saturday, October 10, from 11:35 a.m. to 12:45 p.m. the Air Force is doing their Hybrid Air Show out of Edward Air Base, where they will be flying over the high desert.

6. Adoption of the Agenda: moved by Stoops, seconded by Greaver, and unanimously carried to adopt the agenda.

Ayes: 3 Nays: 0

7. Discussion/Information: None

8. Consent List:

a. Approve Minutes of September 10, 2020 – Regular meeting.

b. Certify the following Eligibility Lists:

i. Executive Assistant (Confidential)

ii. Nutrition Services Delivery Driver

iii. Paraeducator, English Language Learner

Moved by Greaver and seconded by Stoops to approve

Ayes: 3 Nays: 0

9. Conference/Action Items

a. Approve Personnel Commission Rule, Chapter 170 – Second Reading.

Moved by Greaver and seconded by Stoops to approve.

Ayes: 3 Nays: 0

b. Approve Personnel Commission Rule, Chapter 180 – Second Reading.

Moved by Greaver and seconded by Stoops to approve.

Ayes: 3 Nays: 0

c. Approve Personnel Commission Rule, Chapter 190 – Second Reading.

Moved by Stoops and seconded by Greaver to approve.

Ayes: 3 Nays: 0

d. Approve Personnel Commission Rule, Chapter 200 – First Reading.

Moved by Greaver and seconded by Stoops to approve to go to Second Reading.

Ayes: 3 Nays: 0

e. Approve Personnel Commission Rule, Chapter 210 – First Reading.

Moved by Greaver and seconded by Stoops to approve to go to Second Reading.

Ayes: 3 Nays: 0

f. Approve 2019/2020 Personnel Commission Annual Report (Draft) – First Reading to move forward to the Second Reading for final approval.

Moved by Stoops and seconded by Greaver to approve.

Ayes: 3 Nays: 0

g. Reclassification Request Desk Audit – Technology Assessment and Curriculum Technician.

The Personnel Commission may accept the recommendations and deny the reclassification request. An employee who has had their reclassification denied may request a reclassification after one (1) year.

Moved by Greaver and seconded by Stoops

Ayes: 3 Nays: 0

The Personnel Commission may not accept the recommendation and return the audit to the Direct for additional information.

M _____ S _____ V _____

The Personnel Commission may not accept the recommendation and approve the reclassification request.

M _____ S _____ V _____

Discussion:

Verbal statement to commissioners by Ashly J. Dishmon to accompany documentation in the appeal.

- *Firstly, I want to thank Ms. Duwel & the commissioners for your time and addressing this appeal from 2019. I realize general background information is already provided in the agenda; however, I appreciate the opportunity to expand upon this appeal in person.*
- *This is my 2nd appeal for reclassification of my position that was created during the 2018 classification study. I have been progressively working out of class in my position not too long after I started it in 2012 due to the gradual implementation of the California common core state standards and transition to online assessments. I was final able to receive a stipend in the 2015-2016 & 2016-2017 school years for performing advanced technical duties well beyond my clerical classification and position as a departmental administrative assistant.*
- *The assistant superintendent of personnel at the time rejected consideration for re-classification based on the upcoming classification study, hence the stipends, and eventually refused the stipend starting in 2017-2018 that was requested by my supervisor, reasoning that the classification study would finally resolve my working out of class for that year. After years of oppressively working out of class, I was elated to be so close to having a job description that actually reflected my duties and would receive equal compensation as other positions with the same levels of difficulty and responsibility and not have to rely on a stipend.*
- *My position was brand new as presented for approval in the 2018 classification study. Little feedback that I continuously forwarded to the Personnel Department & expressed while serving on the classification committee ended up on the description. No collaboration was performed with myself or supervisor to ensure its accuracy. Evidence of the description's unrefined state is clear due to the numerous spelling & grammatical error throughout which were miraculously negotiated & approved by the local & county union and board of trustees have remained on it to date- despite my previous appeal and pleas in attempts to correct them.*
- *Not only did I receive a deficient job description I received no change in salary- remaining at the same range. Advanced technical duties & responsibilities were all officially applied and yet I remain un-compensated.*
- *I genuinely would like to know why is it that my position, a brand new position, was solely & deliberately ignored in all aspects of development & restitution and consciously remains un-addressed to date?*
- *The same reason for denial referenced in my 1st appeal, which was "lack of gradual accretion of duties" looks to be used again. Forgive me but at this point, I can only conclude that this statement is arbitrarily being used to avoid accountability for this situation and*

ignores the fact that the position was mishandled in the first place. Duties within my position have not included sudden changes and are continually progressive based on state & federal requirements of assessments & programs of which I have provided through documentation of throughout the years.

- *It is my hope that with the return of the merit system, fair and efficient methodologies could be upheld again for the classified employees of BUSD.*
- *In conclusion, I am asking you to not accept the recommendation to deny this request of appeal and instead definitively enforce accurate and equitable modification to this position's description and or class and range.*
- *Thank you again for your time, I sincerely appreciate the opportunity to voice my concerns.*

Provided by Ashly J. Dishmon

After Ms. Dishmon read her statement, the Commissioners, Mr. Notario, Ms. Greaver and Ms. Stoops asked questions and needed clarification from Ms. Dishmon and Ms. Duwel regarding the reclassification. The discussion lasted about twenty (20) minutes. Here is the Personnel Commission meeting link for 10/08/2020 recording:

<https://barstow.rev.vbrick.com/#/videos/655ec474-5f31-45fb-844d-3488765ea9e9>

Mr. Notario pointed out that an employee who has had their reclassification denied may request a reclassification after one (1) year. What that statement means is a year from now if Ms. Dishmon still feels that way and gathers additional information or a new packet, she can represent a reclassification request.

Ms. Duwel stated that by June 2021 there should be enough information to help support Ms. Dishmon next reclassification request.

10. Closed Session. None at this time.

11. Adjournment. There being no further business to come before the Commission, motion by Stoops and seconded by Greaver to adjourn at 5:09 p.m.

Respectfully submitted by:



Patricia L. Duwel
Secretary to the Personnel Commission

PD:dp/jg