

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

MINUTES
Thursday, August 13, 2020

1. Call to Order: Chair Larry Notario called to order the regular meeting of the Personnel Commission at 4:32 p.m.
2. Pledge of Allegiance: Chair Notario lead the audience in the Pledge of Allegiance.
3. Roll Call/Establishment of Quorum: Chair Larry Notario, Vice Chair Raynette Greaver via phone conference and Member Beverly Stoops were present.

Observation of those present: Director Patricia Duwel and Asst. Supt., Personnel Services Derrick Delton were present.

4. Public Comment: No comments.
5. Reports/Updates/Announcements:
- 6.

- a. Commissioner Reports:

Raynette Greaver commented on the rules that they are nice and updated and on the "Leaves," if you (employee) are going to take part in events at school you can take up to 48 hours a year, using your vacation or whatever, and it is allowed. She is pleased to see it updated. Stoops agrees.

Beverly Stoops mentioned winding down on the academy and, so glad she did it and learned a whole bunch; all the speakers are fantastic and looking forward to being able to use her knowledge.

Larry Notario wants to thank the Classified for all the work they did during the summer. He saw some of them around and was kept updated, it sounded like a lot of hard work was done by classified to make sure this school year got off on the right track. Also, good luck to everybody, both Classified and Certificated, for this school year. Online he sees people making comments, lot of positive comments, you see negatives, but it's nice to others online that will fire back at them as far as you know it's only the first day, give it a chance, keep working at it, overall, he has seen a lot of positive stuff online as far as what the school district is doing and opening of school.

He saw the email on three (3) previous teachers/classified that passed, the sad news, he worked with all of them in the past.

A couple of things that Chair Notario heard on the Merit Academy and asked how it's done here. One of the comments they made was how applicants apply, Notario knows we use EDJOIN, but what if a person comes up to the (district) office and wants to apply for a position, what does that person do? P. Duwel stated that we do not do paper applications anymore; they have to do it online. If that person does not have internet access to be able to do it online; they can use their smartphone with data, library and community college computers, and BUSD can facilitate a tablet or chrome book for them. Julie Grounds, Human Resources Technician, commented that Classified Personnel makes appointments for applicants if they need assistance with applying and will walk through each step with them on a laptop.

Chair Notario mentioned, tests: BUSD does not use scantrons; P. Duwel replied that is correct, but when BUSD does use bubbles, it is hand scored.

Chair Notario asked once the PC rules are all done are, they going to be posted on our website? P. Duwel stated yes, the entire set of rules will be downloaded on flash drives and will be given to each Classified employee, there will be paper copies that will go out to the departments and sites, so there are paper copies as well, as matter of fact she is working on getting the flash drives to a company to get the information on them and have them ready.

- b. CSEA Updates: Director P. Duwel read two (2) emails from Bob Drew CSEA President, Barstow Chapter #306:

1 of 2:

Good Afternoon Commissioners, I sincerely hope everyone is doing well both physically and emotionally. These are truly trying times. I am happy to report that we, Barstow Chapter 306, have been working closely with BEA to develop a unified plan for return to work/reopening of schools. We both feel that by working together we can create a safe and pleasant work environment for all. The District has been very helpful in fostering a fair and equitable process for accommodations meetings to address Covid related concerns. I wish to publicly thank Mr. Delton and his staff, I know that they have had their hands full. We will be ratifying the last of the Articles from our successor agreement as well as our Covid MOU, once board approved, we will finally print our 2019-2022 contract. We intend to meet with Ms. Duwel to ensure that all contradictory language has been removed, prior to printing.

We, myself and delegates Julie Grounds, Carolyn Barnett and Teresa Matteson, enjoyed a very successful virtual CSEA conference on July 20 and 21. There were a few glitches at the beginning, but it was very well done. We negotiated some changes in contract, which only under the Covid related changes to instructional format, allows for minor changes in duties, responsibilities and hours (begin and end time). So far, it is working out well and everyone understands that we need to be flexible in our effort to keep get the job done. We are grateful to have such a dedicated and caring work community. Thank You and stay well.

2 of 2:

If I may, I would like to say a few words about our fallen;

I am deeply saddened by news today of the passing of three members of the retirement family of Barstow Unified. I worked alongside Gary Olguin when I was first hired nearly thirty-four years ago. Gary was a very hard worker, who successfully parlayed his efforts into graduating college and becoming a great teacher. His devotion and dedication to the students, along with his work ethic, led to him becoming a great teacher: I did not know Kathy Alcantara as well, but she was always pleasant even when dealing with the pain she was suffering. She opened her eyes to the reality of the struggles everyday people have with the price of cancer medication. Cheryl Marino had a heart of gold. She was always smiling, but her smile lit up the Multi-purpose room at Cameron when she was putting on a play with her students. I knew them all, and I am a better man for it. May they be in peace.

- c. District Updates: Derrick Delton, Asst. Supt. wanted to say, thank you to CSEA for the entire negotiation season and we wrapped it all up and also, the MOU that was established to address the working conditions and the return to work, the things that we were going to have to put in place to insure safety for all the members of the CSEA staff. Mr. Drew and his team, along with my team, they worked so collaborative that they were able to knock out a 10-page MOU in 3 hours because Mr. Drew's team had foresight in going through and picking a part of the items that were specific to BUSD which made the process that much easier.

Asst. Supt. Delton relayed that also part of that agreement he has set up accommodations meetings to look at things that are relative to COVID-19 in relation to health and welfare things, like child care situations, caring for eldering parents or they are the primary care giver for high risk family members. He has been trying to navigate that and come up with accommodations; we have had about 25 accommodation meetings for CSEA members and for the most part we've been successful, there has been a couple times where based on their job description, we have not been able to accommodate, so we are trying to give resources and come up with plans of how to do the least amount of damage, (guess he can say), because our job and the intent of the Superintendent is to keep everyone employed at this time and make sure that we can continue servicing our community with education. Mr. Drew and his team have really been supportive with what we are trying to do as a District. He applauds their efforts totally.

- d. Director Report: Director P. Duwel reported the breakdown of total classified employees, position(s) vacant and open, current testing and recruitments, layoff, and exhaustion of benefits status. There is one (1) interview(s) in process two (2) recruitment(s) in the testing stage and three (3) recruitment(s) is open.

Currently we have 385 classified employees; 146 (8hr) full-time and 93 (benefited) part-time (4-7.75hrs.); 146 (non-benefited) part-time (less than 4hrs). Of the 385 classified employees; 102 are 12 months, 283 are less than 12 months.

There are currently zero (0) individuals in layoff status; another zero (0) in reduced status; we have five (5) individuals in exhaustion of benefits status.

Other items: going back to July 28th Board Meeting they announced the Classified Employee of the Year was Melissa Kruse, Executive Assistant, ~~who is~~ Confidential in Ed Services was selected this year.

District Cabinet Retreat was 7/20/2020 - in person in the board with social distancing; District Management Retreat was 7/23/2020 and 7/24/2020 – Google Meet; District Clerical Kick off meeting was 7/30/2020 – facilitated by Christina Peterson, Senior Executive Assistant - Microsoft Team; District Back to School Welcome Rally was 8/5/2020 – YouTube (pre-recorded); and the PC/District MOU for the H.R. Technician position to be split was signed at the board meeting on 8/11/2020. A reminder that Labor Day Holiday is 9/7/2020.

7. Adoption of the Agenda: Moved by Greaver and seconded by Stoops and unanimously carried to adopt the agenda.

Ayes: 3 Nays: 0

8. Discussion/Information: None

9. Consent List:

- a. Approve Minutes of July 9, 2020 – Regular meeting.
- b. Certify Eligibility List – Registrar

Moved by Greaver and seconded by Stoops to approve.

Ayes: 3 Nays: 0

10. Conference/Action Items

- a. Approve Personnel Commission Rule, Chapter 110 – Second Reading.
Moved by Stoops and seconded by Greaver to approve.

Ayes: 3 Nays: 0

- b. Approve Personnel Commission Rule, Chapter 120 – Second Reading.
Moved by Greaver and seconded by Stoops to approve.

Ayes: 3 Nays: 0

- c. Approve Personnel Commission Rule, Chapter 130 – Second Reading.
Moved by Stoops and seconded by Greaver to approve.

Ayes: 3 Nays: 0

- d. Approve Personnel Commission Rule, Chapter 140 – 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 150 – First Reading.
Moved by Stoops and seconded by Greaver to approve to go to Second Reading.

Ayes: 3 Nays: 0

Discussion: Page 150-21, 150.17.1, 150.18.1.1: Notario commented on the third (3rd) line: “custody of one (1) or more child in grades K – 12.”, should read TK - 12 because TK comes under our district. Director P. Duwel states no it does not, because it only applies to K – 12 under the Calif. Ed code, TK does not apply to Calif. Ed code. This comes out of the labor code as well. It’s a permissive, not mandatory. Chair Notario stated it is good as published.

Director P. Duwel caught numbering errors on Page 150-21, 150.17.1. The numbering 150.18.1.1 needs to read 150.17.1.1; and 150.18.1.2 needs to read 150.17.1.2. Corrections will be made by P. Duwel.

- f. Approve Personnel Commission Rule, Chapter 160 – First Reading.
Moved by Stoops and seconded by Greaver to approve to go to Second Reading.
Ayes: 3 Nays: 0

11. Closed Session. Performance Evaluation – Director, Classified Personnel – Eight (8) month probationary.

Open session adjourned at 4:58 p.m. to go into closed session. Moved by Stoops, seconded by Greaver.

Ayes: 3 Nays: 0

The Personnel Commission went into closed session at 4:59 p.m. The Personnel Commission came out of closed session at 5:06 p.m. and there was no action to report.

12. Adjournment. There being no further business to come before the Commission, motion by Greaver seconded by Stoops to adjourn at 5:07 p.m.

Respectfully submitted by:



Patricia L. Duwel
Secretary to the Personnel Commission

PD:dp/jg