

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

MINUTES

Thursday, June 11, 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: Chair Notario lead 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 present.

Observation of those present: Director Patricia Duwel was present.

4. Public Comment: No public comment.
5. Reports/Updates/Announcements:
  - a. Commissioner Reports: Vice Chair Greaver and Member Stoops, nothing to report. Chair Notario reports the last meeting, which was on online, from his perspective went very well. The Merit Academy worked out great for him. Matter of fact, since we are all in the save money mode, The Merit Academy should do it online and save money. The Merit Academy used Go To Meeting.

Chair Notario states that he looked at the graduation ceremonies from Central High, Barstow High, and 8<sup>th</sup> grade promotions were very nice. Peter Perez from Barstow Junior High keeps him updated on activities.

- b. CSEA Updates: Director P. Duwel read an email from Bob Drew CSEA President:

*Good Afternoon Board members: I am very pleased to report that CSEA Barstow Chapter #306 has completed its agreement with the District for contract dated July 1, 2019-June 30, 2022. Although it has passed 610, it still needs to be ratified, then sent to the Board of Trustees for their approval, we feel confident it its ultimate printing. We are currently polling the members on articles to be negotiated for the 20-21 contract reopens. We are working with the district and BEA to determine the safest course of action, for student and staff, in the reopening of schools. The district has assured us that at this time they firmly believe in being able to recover from the financial crisis without the need for lay-offs.*

*As we begin returning to work, we are all anxious to welcome a new normal safer living and learning experience for all. We are all aware that the district will look for creative ways to cut expenses, and to avoid layoffs, we are willing to give some. It is very reassuring to know that the Merit System will help guide both parties through these challenges. Thank you all. Stay Safe and Stay Strong.*

*Bob Drew  
President of CSEA Barstow Chapter 306*

- c. District Updates: Director P. Duwel states she does not have anything from the District, but she will say Superintendent Mr. Malan gave a really good update at the board meeting on Tuesday and that is online. He would probably mirror that if he were attending. Welcome to watch it online; and this PC meeting is also online.

Director Report: Director P. Duwel gave a breakdown of total classified employees, position(s) vacant and open, current testing and recruitments, layoff, and exhaustion of benefits status. Currently have two (2) interviews in process. Numbers are slightly smaller, only been able to pull some; there are 384 employees right now. Other items – P. Duwel reports tomorrow they will be conducting a virtual google meet for selection of the “Classified of the Year” for the school District, Raynette Greaver is going to be part of the selecting, about 12 people that have submitted their affidavit. Working on getting everything back up to speed in the office and back up full-time next week.

Classified Personnel Human Resources Technicians are learning the Vbrick system and operations, in the future and moving forward we will be using Vbrick. In the next couple of months, P. Duwel still has some technology pieces that she needs to get which include Chromebooks for each Commissioner this way everything will be done online.

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

7. Discussion/Information:

- a. Agenda Item Deadline and Preliminary Packet Submission to Commissioners.

It was discussed to move the cut-off date for agenda items to the close or end of business day of Wednesday – seven (7) calendar days - prior to Personnel Commission meeting then Commissioners will receive preliminary packet Friday before meeting.

Director P. Duwel will agendaize for an Action Item because she needs to find out where it may be modifying one of the rules. Moved by Greaver seconded by Stoops.

Ayes: 3 Nays: 0

8. Consent List: Approve the Minutes of May 14, 2020 – Regular meeting. Moved by Stoops and seconded by Greaver to approve.  
Ayes: 3    Nays: 0
  
9. Conference/Action Items
  - a. Approve Personnel Commission Rule, Chapter 50 – Second Reading. Moved by Greaver and seconded by Stoops to approve.  
Ayes: 3        Nays: 0
  
  - b. Approve Personnel Commission Rule, Chapter 60 – Second Reading. Moved by Stoops and seconded by Greaver to approve.  
Ayes: 3        Nays: 0
  
  - c. Approve Personnel Commission Rule, Chapter 70 – Second Reading. Moved by Greaver and seconded by Stoops to approve.  
Ayes: 3        Nays: 0
  
  - d. Approve Personnel Commission Rule, Chapter 80 – First Reading. Moved by Stoops and seconded by Greaver to approve.  
Ayes: 3        Nays: 0
  
  - e. Approve Personnel Commission Rule, Chapter 90 – First Reading. Director P. Duwel will change last sentence of 90.3.3.1 to read “than” instead of “that.”  
Moved by Greaver and seconded by Stoops to approve.  
Ayes: 3        Nays: 0
  
  - f. Approve Personnel Commission Rule, Chapter 100 – First Reading.  
Moved by Greaver and seconded by Stoops to approve.  
Ayes: 3        Nays: 0
  
  - g. Each individual Commissioner read the Stipend Waiver for 2019-2020 Fiscal Year

*“I, Commissioner Stoops, hereby DO voluntarily agree to forego my monthly stipend for attendance at regularly scheduled meetings of the Personnel Commission from July 2019 through June 2020.”*

*“I, Commissioner Greaver, hereby DO voluntarily agree to forego my monthly stipend for attendance at regularly scheduled meetings of the Personnel Commission from July 2019 through June 2020.”*

*“I, Commissioner Notario, hereby DO voluntarily agree to forego my monthly stipend for attendance at regularly scheduled meetings of the Personnel Commission from July 2019 through June 2020.”*

Moved by Greaver and seconded by Stoops

- h. Each individual Commissioner read the Stipend Waiver for 2020-2021 Fiscal Year

*“I, Commissioner Stoops, hereby DO voluntarily agree to forego my monthly stipend for attendance at regularly scheduled meetings of the Personnel Commission from July 2020 through June 2021.”*

*“I, Commissioner Greaver, hereby DO voluntarily agree to forego my monthly stipend for attendance at regularly scheduled meetings of the Personnel Commission from July 2020 through June 2021.”*

*“I, Commissioner Notario, hereby DO voluntarily agree to forego my monthly stipend for attendance at regularly scheduled meetings of the Personnel Commission from July 2020 through June 2021.”*

Director P. Duwel made a point of these waivers; these are voluntary, and this only applies to regular scheduled meetings it does not apply to special meetings or discipline hearing meetings. It is just the regular scheduled meetings that Commissioners are waiving.

Moved by Greaver and seconded by Stoops

- i. Approve draft Staffing MOU between Barstow Unified School District and the Personnel Commission.

Moved by Greaver and seconded by Stoops to approve.

Ayes: 3      Nays: 0

10. Public Hearing.

- a. Public Hearing on Personnel Commission Budget.

Director P. Duwel addressed the Commissioners that they just approved waiving their stipend for this year meetings and that money will go back in budget but going back there were a couple of special meetings in July, August and November 2019; Commissioners will receive payment for special meetings. No special meetings are planned for 2020-2021. The proposed budget has a listing of \$1,800 line item 2320 – Commission member payment(s). Based upon the discussion all three (3) Commissioners waived payment will be reduced to \$0. Director P. Duwel is recommending leaving \$600 in line item for Commissioners. Proposed budget 2020-2021 will be amended to reflect \$600.

Director P. Duwel introduced CBO Deanne Dibble she has been with BUSD since February 2020 and comes from Helendale. She already has a copy of Personnel Commission budget

Time Opened: 2:23 p.m.

Time Closed: 2:27 p.m.

a.1. Approve the Personnel Commission Budget as amended for 2020-2021.

Moved by Stoops and seconded by Greaver to approve.

Ayes: 3      Nays: 0

11. Closed Session. None at this time

12. Adjournment. There being no further business to come before the Commission, motion by Greaver, seconded by Stoops to adjourn at 2:28 p.m.

Respectfully submitted by:



Patricia L. Duwel

Secretary to the Personnel Commission

PD:dp/jg