

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

MINUTES  
March 12, 2020

Chair, Mr. Larry Notario called to order the regular meeting of the Personnel Commission at 4:30 p.m. and lead the audience in the Pledge of Allegiance.

Roll Call/Establishment of Quorum: Chair Notario and Vice Chair Greaver were present, Member Stoops was absent.

Observation of those present: CSEA members, Assistant Superintendent, Personnel Services, Delton and Director Duwel were present.

Public Comment: M. Chong inquired about filling Paraeducator Special Needs vacancies in the Challenges program and the need for additional help in Nutrition Services at Lenwood Elementary. M. Chong requesting Custodians work on Saturday to sanitize facility.

Commissioner Reports: Vice Chair Greaver, nothing to report. Thanked the district for the updates on Coronavirus. Chair Notario, CSPCA Conference in San Francisco and Merit Academy have been beneficial, learned a lot everything is tying together.

Union Updates: Nothing to report.

District Updates: Assistant Superintendent Delton reported with the ongoing changes our Superintendent along with other in the High Desert to work on a plan for Emergency Preparedness specific for our district. When plan established a sit down with CSEA and BEA to look at effectiveness and what impacts it may have on unit members.

Director Report: Director Duwel gave a breakdown of total classified employees, position(s) vacant and open, current testing and recruitments, layoff and exhaustion of benefits status. Testing going to put the 6 degrees of separation into effect for one (1) test in SDC. Screening to be modified online with yes/no questions for Office Assistant.

Other items – CSPCA may stop in person sessions, no decision yet. Open house in June, depending on Coronavirus status updates.

Adoption of the Agenda: Moved by Ms. Greaver and seconded by Mr. Notario and unanimously carried to adopt the agenda.

Ayes: 2 Nays: 0

Discussion/Information: None

Consent List:

- a. Approve the minutes of March 12, 2020 – Regular Meeting. Moved by Ms. Greaver and seconded by Mr. Notario to approve.

Ayes: 2 Nays: 0

- b. Certify Eligibility List – Nutrition Services Worker II. Moved by Ms. Greaver and seconded by Mr. Notario to approve.

Ayes: 2 Nays: 0

Conference/Action Items:

- a. Approve Personnel Commission Rules Cover Sheet – Second Reading. Moved by Ms. Greaver and seconded by Mr. Notario to approve.

Ayes: 2 Nays: 0

- b. Approve Personnel Commission Rules Inside Cover Page – Second Reading. Moved by Ms. Greaver and seconded by Mr. Notario to approve.

Ayes: 2 Nays: 0

- c. Approve Personnel Commission Rules Statement of Ethics – Second Reading. Moved by Ms. Greaver and seconded by Mr. Notario to approve.

Ayes: 2 Nays: 0

- d. Approve Personnel Commission Rules Fundamental Principles of the Code of Professional Conduct – Second Reading. Moved by Ms. Greaver and seconded by Mr. Notario to approve.

Ayes: 2 Nays: 0

- e. Approve Personnel Commission Rules Fundamental Canons – Second Reading. Moved by Ms. Greaver and seconded by Mr. Notario to approve.  
Ayes: 2 Nays: 0
- f. Approve Personnel Commission Rule, Chapter 10 – Second Reading. Moved by Ms. Greaver and seconded by Mr. Notario to approve.  
Ayes: 2 Nays: 0
- g. Approve Personnel Commission Rule, Chapter 20 – First Reading. Moved by Ms. Greaver and seconded by Mr. Notario to approve.  
Ayes: 2 Nays: 0
- h. Approve Personnel Commission Rule, Chapter 30 – First Reading. Moved by Ms. Greaver and seconded by Mr. Notario to approve.  
Ayes: 2 Nays: 0
- i. Approve Personnel Commission Rules, Chapter 40 – First Reading. Moved by Ms. Greaver and seconded by Mr. Notario to approve.  
Ayes: 2 Nays: 0

Closed Session: Performance Evaluation – Director, Classified Personnel – three (3) month probationary at 4:47 p.m.

Action Report: Special Meeting March 26, 2020 to continue discussion on Performance Evaluation – Director, Classified Personnel three (3) month probationary.

Adjournment: There being no further business to come before the Commission, motion by Ms. Greaver, seconded by Mr. Notario to adjourn at 5:13 p.m.

Respectfully submitted by:



Patricia L. Duwel  
Secretary to the Personnel Commission