

Regular Meeting of the Personnel Commission

BARSTOW UNIFIED SCHOOL DISTRICT
551 Avenue H, Barstow, CA 92311
District Office Board Room

MINUTES

February 13, 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: Chair Notario and Member Stoops were present, Vice Chair Greaver was absent.

Observation of those present: CSEA members, Superintendent Malan and Director Duwel were present.

Public Comments: No public comments.

Commissioner Communications: Chair Notario mentioned he learned a lot from the first class of the Merit Academy that he attended and there are four more classes. He also mentioned that Director Duwel is scheduled to be an instructor for the next session.

Union Updates: CSEA Vice President R. Gonzales nothing to report. She thanked Ms. Duwel for her diligence in getting the eligibility list and new positions going, as well as getting the rules and regulations started.

District Updates: Superintendent Malan mentioned Lady Aztecs are having an evening playoff game vs Moreno Valley. Mr. Malan attended the groundbreaking ceremony at Gold Stone for the new antennae first built in 24 years, and in attendance were 17 STEM students invited along with Superintendent and other dignitaries. San Bernardino County Honor Band performing at Barstow Community College includes 24 Barstow USD students being represented from BHS, BJHS/STEM and Elementary. Mr. Malan reported PBIS training Skyline and will be putting out information educating parents on bullying prevention and practices and reporting. Superintendent Malan appreciates the monthly meeting updates as it pertains to support staff and classified staff from CSEA President Drew and CSEA Vice President Gonzales.

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. Other items –CSPCA conference and Merit Academy and upcoming holidays. Ms. Duwel spoke about reference binders with new and previous rules and regs along with CSEA/Barstow USD Agreement and CSPCA

Model Rules with a reference sheet. She also mentioned a Classified Personnel Open House after the June 11th meeting and that the wall in her office is now complete with the furniture to be delivered. Director's report attached

Adoption of the Agenda: Moved by Ms. Stoops and seconded by Mr. Notario and unanimously carried to adopt the agenda. Ayes: 2 Nays: 0

Discussion/Information: Chair moved to item 7. The following Discussion Items were presented:

- a. PIO Presentation on Best Practices for Public Official Communications and Social Media Use
- b. EC §45261 and CBA CSEA Local 306 Article 31.2.5 Certification
- c. Personnel Commission Sponsored Attendees at CSPCA Annual Conference
- d. Personnel Commission Sponsored Attendees at CSPCA Merit Academy

Consent List:

Approve the minutes of February 13, 2020 – Regular Meeting. Moved by Ms. Stoops and seconded by Mr. Notario to approve.

Ayes: 2 Nays: 0

Discussion/Conference/Action Items:

- a. Approve Request to Extend Eligibility List – Human Resources Assistant for one (1) year. Moved by Ms. Stoops and seconded by Mr. Notario to approve.
Ayes: 2 Nays: 0
- b. Approve Request to Extend Initial Commission Term Lengths by Six (6) months. Moved by Ms. Stoops and seconded by Mr. Notario to approve.
Ayes: 2 Nays: 0
- c. Approve Request to Realign Personnel Commission Office Staffing. Moved by Mr. Notario and seconded by Ms. Stoops to approve as presented.
Ayes: 2 Nays: 0
- d. Approve Personnel Commission Rules Cover Sheet – First Reading. Moved by Mr. Notario and seconded by Ms. Stoops to approve Directors recommendation and move to a second reading.
Ayes: 2 Nays: 0

- e. Approve Personnel Commission Rules Inside Cover Page – First Reading. Moved by Mr. Notario and seconded by Ms. Stoops to approve Directors recommendation and move to a second reading.
Ayes: 2 Nays: 0
- f. Approve Personnel Commission Rules Statement of Ethics – First Reading. Moved by Ms. Stoops and seconded by Mr. Notario to approve Directors recommendation and move to a second reading.
Ayes: 2 Nays: 0
- g. Approve Personnel Commission Rules Fundamental Principles of the Code of Professional Conduct – First Reading. Moved by Ms. Stoops and seconded by Mr. Notario to approve Directors recommendation and move to a second reading.
Ayes: 2 Nays: 0
- h. Approve Personnel Commission Rules Fundamental Canons – First Reading. Moved by Ms. Stoops and seconded by Mr. Notario to approve Directors recommendation and move to a second reading.
Ayes: 2 Nays: 0
- i. Approve Personnel Commission Rule, Chapter 10 – First Reading. Moved by Mr. Notario and seconded by Ms. Stoops to approve Directors recommendation and move to a second reading.
Ayes: 2 Nays: 0

Closed Session: none

Adjournment: There being no further business to come before the Commission, motion by Ms. Stoops, second by Mr. Notario to adjourn at 5:10 p.m.

Respectfully submitted by:



Patricia L. Duwel

Secretary to the Personnel Commission