

PERSONNEL COMMISSION MEETING
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION OFFICE, PORTABLE #B

AGENDA

April 20, 2017

5:30 P.M.

I. Call to Order

- A. The meeting was called to order at _____.
- B. Pledge of Allegiance
- C. Roll-Call
 - Commissioner Valerie Dixon, Chairperson Present _____
 - Commissioner Michael Salazar, Vice Chairperson Present _____
 - Commissioner George Bohn, Member Present _____

II. Approval of Agenda

Moved: _____ Seconded _____
Discussion: _____
Vote: Dixon: _____ Salazar: _____ Bohn: _____

III. Public Comments

- Note*
- 1. The public may address the Commission on any matter pertaining to the Personnel Commission that is not on the agenda. The Commission may not discuss or take action on an issue not on the agenda, except to ask questions or refer matters to staff. The public may address items on the agenda when such items are being considered. (Government Code 45954.3)
 - 2. Each speaker may speak only once.
 - 3. A five (5) minute time limit will be allotted to each speaker, unless extended by the Chairperson.
 - 4. A **Request to Speak** form must be completed before the meeting is called to order and submitted to the Chair in order to speak.

IV. Action Items

- A. The commission will consider approving Eligibility List(s). It is moved that the commission ratify Eligibility List(s) for:

- 1. Bilingual Secretary II (Spanish Only) Exam # 16-103
- 2. Cafeteria Worker Exam # 16-105
- 3. Community Resource Worker Exam # 17-008
- 4. Delivery Driver/Warehouse Worker Exam # 17-005
- 5. Education Assistant III (SI) Exam # 17-009
- 6. Floor Covering Mechanic Exam # 16-107
- 7. HVACR Mechanic Exam # 16-087
- 8. Occupational Therapist Exam # 17-002
- 9. School Police Officer Exam # 17-004
- 10. Senior Cafeteria Worker Exam # 17-007

Moved: _____ Seconded _____
Discussion: _____
Vote: Dixon: _____ Salazar: _____ Bohn: _____

B. The commission will consider approving the following recruitments:

1. Accountant	Open/Promotional	03/08/2017-04/04/2017
2. Account Analyst	Open/Promotional	04/19/2017-05/16/2017
3. Attendance Technician	Open/Promotional	03/08/2017-04/04/2017
4. Bilingual Transportation Scheduler	Open/Promotional	03/29/2017-04/25/2017
5. Cafeteria Worker	Open/Promotional	04/05/2017-05/02/2017
6. Campus Security Officer I	Open/Promotional	03/08/2017-04/04/2017
7. Carpenter	Open/Promotional	03/29/2017-04/25/2017
8. Food Worker Trainee	Open	04/05/2017-05/02/2017
9. Help Desk Technician	Open/Promotional	03/08/2017-04/04/2017
10. Instructional Assistant (SDC)	Open/Promotional	03/08/2017-04/04/2017
11. Instructional Tutor – LH/PH	Open/Promotional	03/08/2017-04/04/2017
12. Lead Carpenter	Open/Promotional	03/29/2017-04/25/2017
13. Lead School Police Dispatcher	Open/Promotional	04/05/2017-05/02/2017
14. Lifeguard	Open/Promotional	04/19/2017-05/16/2017
15. Public Safety Dispatcher	Open/Promotional	03/08/2017-04/04/2017

Moved: _____ Seconded _____
Discussion: _____
Vote: Dixon: _____ Salazar: _____ Bohn: _____

C. The commission will consider approving certification from other eligibility lists to fill vacancies as follows:

From:	To:
1. Community Resource Worker	Bilingual Community Resource Worker

Moved: _____ Seconded _____
Discussion: _____
Vote: Dixon: _____ Salazar: _____ Bohn: _____

D. The commission will consider approving the new classification specification as submitted:

1. Energy and Sustainability Manager
2. Grant Manager

Moved: _____ Seconded _____
Discussion: _____
Vote: Dixon: _____ Salazar: _____ Bohn: _____

E. **PROPOSED BUDGET 2017-2018 PRELIMINARY DRAFT – FIRST READING:**
The Personnel Commission will receive the Director’s recommendation to review and discuss a date to conduct the required public hearing on the budget.

A proposed motion is:

It is moved that the Personnel Commission set the public hearing for the budget on May ____2017 and the Personnel Commission Director be directed to ensure that all legal notices, “invitations” and other requirements be completed to ensure that the commission may act legally on the budget at the date, as well as providing any responses that the commissioners may have about this draft budget proposal to commissioners prior to that date.

Moved: _____ Seconded _____
Discussion: _____
Vote: Dixon: _____ Salazar: _____ Bohn: _____

F The commission will discuss purchasing 30 Dell Laptops Computers not to exceed \$20,000.
Moved: _____ Seconded _____
Discussion: _____
Vote: Dixon: _____ Salazar: _____ Bohn: _____

G. The commission will discuss purchasing Computer Charging Cart not to exceed \$2,000.
Moved: _____ Seconded _____
Discussion: _____
Vote: Dixon: _____ Salazar: _____ Bohn: _____

H. The commission will consider purchasing a 50" Smart TV for job postings, not to exceed \$1,000.
Moved: _____ Seconded _____
Discussion: _____
Vote: Dixon: _____ Salazar: _____ Bohn: _____

I. The commission will consider approving the minutes for February 8, 2017.
Moved: _____ Seconded _____
Discussion: _____
Vote: Dixon: _____ Salazar: _____ Bohn: _____

J. The commission will consider approving the minutes for March 1, 2017.
Moved: _____ Seconded _____
Discussion: _____
Vote: Dixon: _____ Salazar: _____ Bohn: _____

V. Commissioner's/Director's Comments

VI. Closed Session:

The commission adjourned into closed session at _____ pursuant to Government Code Section 54957 to discuss:

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Personnel Commission Director
Personnel Analyst

The commission reconvened into open session at _____ and announced the following action taken in closed session.

Adjournment:

The commission adjourned the meeting at _____.

Exam #	16-103	Exam Title	BILINGUAL SECRETARY II			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
12/14/2016	1/17/2017	4/21/2018	40	25	300	124

I certify that these eligibility lists are based upon examination requirements completed and compiled in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.

Gladys Boyd Director 4/17/17 Date

Exam #	17-002	Exam Title	OCCUPATIONAL THERPIST			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
1/11/2017	2/28/2017	4/21/2018	3	3	6	3

*To be merged with exam # 16-080

I certify that these eligibility lists are based upon examination requirements completed and compiled in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.

Madep Byrd
Director

4/17/17
Date



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code:	Work Year: 228 Days	Salary Range: 54M
Job Family: Service/Maintenance		HR/Day: 8 hours
FLSA Status: Exempt		EEOC Occupational Group: 1 - Management

ENERGY AND SUSTAINABILITY MANAGER

JOB SUMMARY:

Assists in the planning, designing, coordinating, monitoring, and executing projects related to the maintenance, grounds, and improvement of district's utility systems.

SUPERVISION:

Receives general supervision from the Administrator of Operations.

Gives work instructions to technical and/or office support staff.

DISTINGUISHING CHARACTERISTICS:

There are no distinguishing characteristics for this classification.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Analyze district gas, water and electrical consumption to identify usage trends, including energy and water waste, and develop recommendations regarding energy consumption.
- Serves as a liaison with regulatory agencies regarding the permitting, record keeping and testing of district energy consuming equipment.
- Assists in analyzing utility rates to insure district is on proper utility rate schedule and verify billing; when possible/applicable, participate in energy rebate programs offered.
- Assists with the formulation of policies and procedures pertinent to energy use and conservation.
- Arranges workshops for district staff and presents energy and water conservation programs to students and school staff.
- Develop and maintain contact with federal and state agencies and monitor state and national energy policy trends.
- Monitor federal energy conservation grants received by the district; maintain related records and data as necessary; provide energy and water consumption reports as required.
- Coordinate usage of facilities and insure proper space utilization consistent with energy conservation.
- Implement weekday, weekend, holiday and summer shutdown checklists for district buildings; direct night setback program for district buildings on weeknights, weekends, holidays and summer recess.
- Work with local utility companies to identify energy efficiency measures and opportunities available.
- Oversee and perform regular walk through audits of all district facilities to ensure operating efficiency, optimum educational environment and compliance with the district's energy policy.
- Work with custodial staff to ensure efficient energy usage throughout the year.
- Organize district-wide meter reading program.

- Establish a program to promote energy conservation through positive feedback to all levels of the district and involve personnel and students in taking ownership for the success of the program.
- Develop and implement sustainability initiatives by providing support to existing sustainability programs.
- Identify, apply for, and administer grants related to sustainability.
- Consults with the directors of maintenance and facilities regarding major maintenance and facilities improvement projects.
- Assists with planning and scheduling of projects.
- Oversees projects in progress, inspects work, coordinates work within the framework of site activities, and serves as liaison and point of contact between the site administrator, Maintenance & Operations, and the contractor performing the work.
- Provides cost estimates for improvement projects, assists Maintenance & Operation and Facilities Directors in formulating project proposals.
- Conducts contractor job walks, provides facility information, and assists in the public works project process.
- Meets with vendors, investigates and evaluates products and equipment, provides recommendations regarding product quality, price and suitability for use by the District.
- Participates in requisitioning of materials and/or contract services, writes work specifications, scope summaries, and receives and evaluates proposals from outside contractors.
- Maintains records, provides performance and cost data reports, authors internal maintenance related correspondence and memoranda.
- Review, plan, estimate and schedule work assignments on school site improvements, modification of facilities.
- Prepare and/or assist with construction project bid documents, study and analyze the terms and conditions of contract agreements, plans, specifications, addenda, and interpretations.
- Confer with prospective contractors and participate in soliciting formal and informal bids.
- Oversee the maintenance of project records, and site files.
- Respond to emergency situations as necessary.
- Prepare reports, maintain records, and ensure compliance with current standards, codes and ordinances.
- Coordinate and maintain communication and cooperative working relationships with site Administrators and other District personnel.
- Receive, review, and investigate request for school site improvements and building modifications related to energy efficiency.
- Coordinate with District's Communications Department to utilize all media and communications opportunities that promote the District's energy management program successes.
- Obtain a current calendar of events or schedule for each facility to ensure they are operating according to energy guidelines.
- Supervises and evaluates the performance of assigned staff
- Ensure District is participating in any rebate programs.
- Assist with energy management systems (EMS) scheduling to ensure operating efficiency and update programs as necessary.
- Attends and participate in a variety of local and national meetings, conferences and in-services.
- Effectively communicate with staff to address any comfort issues.
- Advise, assist and make recommendations regarding energy savings measures.
- May submit work orders to correct issues with EMS, HVAC, plumbing, irrigation, lighting or other utility sources.
- Review and approve utility consumption records utilizing approved software.
- Track and analyze data to ensure accuracy and savings are meeting or exceeding expectations.
- Report hazards, equipment tampering, vandalism or other safety concerns.
- Performs job related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of organizational, time management, and leadership skills.
- Knowledge of administration and record keeping.
- Knowledge of school district organization, operations, policies and objectives.
- Knowledge of pertinent federal, state and local laws, codes and regulations.
- Knowledge of energy management systems.
- Knowledge of conservation practices, applications and policies.
- Knowledge of principles, practices, procedures, equipment, tools and materials common to the building trades.
- Knowledge of cost effective practices in the field of building maintenance.
- Knowledge of general industry safety practices and standards within the building trades.
- Knowledge of principles of supervision and leadership.
- Knowledge of related codes of regulations as may be required in application to construction and/or modification of school facilities.
- Knowledge of current technology, software applications.
- Knowledge of current office methods and practices.
- Ability to conduct meetings and make effective presentations.
- Ability to work effectively with representatives of government agencies, private contractors, facilities designers, equipment manufacturers and district staff.
- Ability to prepare clear and concise reports and make recommendations.
- Ability to research, read and interpret local, state, and federal building codes and regulations.
- Ability to read and interpret blueprints, technical drawings and equipment manuals.
- Ability to estimate job costs, perform shop math functions, and apply control procedures within the scope of projects.
- Ability to apply tact and courtesy to establish and maintain productive working relationships.
- Ability to exercise leadership.
- Ability to understand, communicate, and carry out oral and written directions.
- Ability to plan, organize, and administer a comprehensive conservation program.
- Ability to present oral and written reports and findings.
- Ability to maintain a variety of files and records.
- Ability to meet schedules and time lines; plan and organize work.
- Ability to work independently with minimal supervision.
- Ability to demonstrate initiative and sound judgment.
- Ability to interact with others with courtesy and respect.
- Ability to provide effective management.
- Ability to accept supervision and constructive criticism.
- Ability to appear for work on time.

EXPERIENCE:

Three (3) years of fulltime paid experience with large utility programs and budgets; and developing and implementing sustainability programs; which includes at least one (1) year of lead or supervisory experience, preferably in a large public school or government entity.

EDUCATION/TRAINING:

High School graduation or the equivalent.

A bachelor's degree from an accredited college or university is desired. Coursework in energy management desirable.

LICENSES/CERTIFICATES/REGISTRATIONS (At time of appointment and during employment)

Possession of a valid California driver's license, liability auto insurance, personal vehicle for transportation to sites/meetings, must be presented/available upon acceptance of offer of employment and maintained throughout employment.

Leadership in Energy and Environmental Design Accredited Professional (LEED AP) or similar certification desirable, but not required.

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Occasionally works around machinery with moving parts. The noise level in the work environment is usually moderate. Indoor and outdoor working environment. Seasonal heat and cold or adverse weather conditions. Driving a vehicle to conduct work. Traffic hazards.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals to perform the essential functions.

Strength and endurance as required to perform sustained heavy labor; stand, walk, and sit for extended periods of time; sit at a desk or computer terminal, use a mouse and keyboard if at a computer terminal; lift, carry, move, transfer, and position objects weighing up to 50 pounds; manipulate hands and fingers to operate equipment, tools, and materials relevant to position requirements; maneuver, carry, push, or pull job equipment assigned to the position, such as lifting, positioning, moving and transferring objects; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel, stoop, and crouch; run; climb and descend ladders; crawl in tight spaces; see to monitor work environment and accomplish assigned tasks; hear and speak clearly to exchange information.

AMERICANS WITH DISABILITIES ACT:

Persons with certain disabilities may be capable of performing the duties of the class. Such determination must be made on an individual basis by the District's medical examiner taking into consideration the nature of the disability, prosthetic aid, available accommodations and the duties of the position.

SPECIAL REQUIREMENTS:

NONE

APPOINTMENT:

Persons appointed to this class are subject to a probationary period of one (1) year in accordance with Education Code



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code: Work Year: 228 Days Salary Range: 58M
Job Family: Management HR/Day:
FLSA Status: Exempt EEOC Occupational Group: 1 - Management

GRANT MANAGER

JOB SUMMARY:

Performs a wide variety of research, coordination and development activities, develops and writes funding proposals, and performs administrative support tasks related to grant funding and partnership development.

SUPERVISION:

Receives direction from the Executive Director of Community Engagement.

Exercises direct supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS:

There are no distinguishing characteristics for this classification.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Develop and maintain an effective system to identify and catalog district school needs and match those needs with potential grant resources and partnership opportunities.
- Facilitate a process that assures that the grant writing efforts of individual schools directly corresponds to the District's focus and objectives.
- Write grants on the behalf of the San Bernardino City Unified School Districts' programs.
- ~~and assist schools with their grant writing efforts.~~
- Develop and maintain an effective system to identify and cultivate grant resources and distribute this information to appropriate district departments/schools.
- Develops grant applications and related documents for the purpose of submitting to the appropriate funding agency.
- Monitors proposals and funding application requirements.
- Assist departments, schools, and other agencies, ~~as directed~~, with grant writing ~~requirements~~ efforts.
- Write proposals and grant applications ~~as directed and approved~~, in support of District community engagement and strategic plan programs. Focus and attention will be given to the District's "Blueprint for Student Success".
- Participates in meetings and workshops to convey and/or gather information required to perform functions.
- Provide a variety of presentations, in-service activities, workshops, and conferences to improve the grant writing skills of district attendees.
- Research grant opportunities to develop additional funding resources for current and proposed

DATE ESTABLISHED BY PERSONNEL COMMISSION: 1-18-2006
GrantManager1306.doc

JOB CODE Jobdes

- services, programs, and administrative operations.
- ~~Selects, supervises, trains and evaluates department staff.~~
- Assist in budget development, ~~grant monitoring and legislative review.~~
- Utilize modern technology in carrying out job duties.
- Uses personal transportation to and from various work sites.
- Perform job related duties as required.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of grant writing and evaluation techniques.
- ~~Knowledge of correct English usage, spelling, grammar, vocabulary and punctuation. Understand English usage, spelling, grammar and punctuation.~~
- Knowledge of applicable federal, state, and local laws, regulations, and procedures.
- Knowledge of State and federally funded related programs.
- Knowledge of Principles principles and practices of supervision.
- Knowledge of organizational, time management, and leadership skills.
- Knowledge of school district organization, operations, policies and objectives.
- Knowledge of current technology, software applications.
- Knowledge of current office methods and practices.
- Ability to demonstrate effective writing skills. Demonstrate ability to write effectively.
- Ability to Communicate communicate effectively orally and in writing.
- Ability to Conduct conduct workshops and public presentations.
- Ability to Demonstrate demonstrate qualities such as high integrity, professional ability, positive interpersonal relationships, effective decision-making skills, and manage time effectively.
- Ability to Interact interact with others with courtesy and respect and maintain cooperative working relationships with those contacted in the course of work.
- ~~Ability to Understand understand and follow oral and written instructions,~~ work rules, regulations and procedures.
- Ability to review District grant proposals to ensure continuity with current District policy
- Ability to Distinguish and identify funding opportunities for District programs.
- Ability to Accept accept supervision and constructive criticism.
- Ability to Prepare prepare and edit ~~clear, complete and concise~~ reports and other written materials.
- Ability to Maintain maintain funding records.
- Ability to conduct meetings and make effective presentations.
- Ability to research, coordinate and develop activities related to funding programs.
- Ability to meet schedules and time lines; plan and organize work.
- Ability to demonstrate initiative and sound judgment.

EDUCATION/TRAINING:

A Bachelor's Degree, from an accredited college or university, ~~with major coursework in public or business~~ administration, ~~communications, humanities,~~ or closely related field.

Master's degree in public or business administration preferred.

EXPERIENCE:

Three (3) years of ~~successful fulltime paid~~ executive or advocacy writing experience, which including includes grant writing in a ~~school district or County Office of Education public or private agency.~~

LICENSES/CERTIFICATES/REGISTRATIONS (At time of appointment and during employment)

A valid California driver's license and auto liability insurance which must be submitted/available upon offer of employment and maintained throughout employment in this position.

WORKING ENVIRONMENT:

Indoor and outdoor shop environment.

Office environment; subject to constant interruptions.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals to perform the essential functions.

Positions in this physical level may require the following physical demands:

Stand and walk for extended periods of time, sit at a desk or computer terminal for extended periods of time; use a mouse and keyboard for extended periods of time, if at a computer terminal; lift, carry, move, transfer, and position objects weighting up to 35 pounds; manipulate hands and fingers to operate office equipment; reach overhead, above the shoulder, and horizontally; bend at the waist, kneel, stoop, and crouch; see to monitor work environment and accomplish assigned tasks; hear and speak clearly for information exchange.

AMERICANS WITH DISABILITIES ACT:

Persons with certain disabilities may be capable of performing the duties of the class. Such determination must be made on an individual basis by the District's medical examiner taking into consideration the nature of the disability, prosthetic aid, available accommodations and the duties of the position.

SPECIAL REQUIREMENTS:

Personal transportation for incidental travel related to job duties.

APPOINTMENT:

Persons appointed to this class are subject to a probationary period of one (1) year in accordance with Education Code

2017-2018 PERSONNEL COMMISSION BUDGET

DISTRICT San Bernardino City Unified School District

Please complete the following Account Code Information:

FUND	RESOURCE	PROGRAM	FUNCTION	OBJECT	SCHOOL	MANAGEMENT
01	0000	0000	7490		842	071

Please submit the completed budget on or before June 1, 2017 to SBCSS- Business Advisory Services, 760 E. Brier Dr., San Bernardino, CA 92408, Attention: Lupe Saldivar.

	COLUMN 1 2016-17 ADOPTED BUDGET	COLUMN 2 2016-17 ACTUAL OR ESTIMATED	COLUMN 3 2017-18 BUDGET
2000 CLASSIFIED SALARIES:			
District Administrative Personnel	\$76,882.00	\$76,882.00	\$102,618.00
Commission Members	3,600.00	\$3,600.00	\$3,600.00
Director	\$132,477.12	\$132,477.12	\$145,373.00
Secretaries/Clerks	209,496.70	\$209,496.70	\$221,380.00
Clerical and sub Other: 2340 – sub management	\$20,000.00 \$20,942.79	\$20,000.00 \$20,942.79	\$20,000.00 \$20,000.00
SUBTOTAL (2000):	\$463,398.61	\$463,398.61	\$512,971.00
3000 EMPLOYEE BENEFITS:			
3100 STRS			
3200 PERS	\$57,740.00	\$57,740.00	\$79,675.00
3300 OASDI/ARS/MEDICARE	\$43,128.37	\$43,128.37	\$38,577.00
3400 Health and Welfare	\$84,194.28	\$84,194.28	\$95,291.00
3500 Unemployment Insurance	\$221.00	\$221.00	\$252.00
3600 Workers' Compensation Insurance	\$7,876.00	\$7,876.00	\$8,976.00
3700 Other Benefits	\$9713.00	\$9,713.00	\$10,896.00
SUBTOTAL (3000):	\$202,872.65	\$202,872.65	\$233,667.00

Updated 3/28/2017 at 2:16 p.m.

	COLUMN 1 2016-17 ADOPTED BUDGET	COLUMN 2 2016-17 ACTUAL OR ESTIMATED	COLUMN 3 2017-18 BUDGET
4000 BOOKS AND SUPPLIES:			
4200 Other Books	\$3,000.00		\$2,000.00
4300 Other Supplies	\$4,000.00	\$4,000.00	\$4,000.00
Literature/Periodicals			
Printing and Forms			\$4,000.00
Office Supplies	\$7,000.00	\$7,000.00	\$10,000.00
Miscellaneous	\$7,000.00	\$7,000.00	\$2,000.00
Other:	\$4,000.00	\$4,000.00	
SUBTOTAL (4000):	\$25,000.00	\$22,000.00	\$22,000.00
5000 SERVICES, OTHER OPERATING EXPENSES			
5200 Travel, Conference & Other Reimbursement	\$15,000.00	\$15,000.00	\$27,000.00
Mileage	\$1,400.00	\$1,400.00	\$2,000.00
Conference			
Other	\$400.00	\$4,00.00	\$1,000.00
5300 Dues and Memberships	\$5,500.00	\$4,900.00	\$6,000.00
5500 Utilities and Housekeeping Services			
Telephone			
Other	\$5,000.00	\$5,000.00	
5600 Rentals, Leases, Repairs			
Advertising			
Machine Maintenance Contracts	\$4,000.00	\$3,000.00	\$5,000.00
Consultants	\$15,000.00		\$15,000.00
5700 Inter-Program Services (Printing, Repairs)	\$15,000.00	\$15,000.00	\$9,000.00

	COLUMN 1 2016-17 ADOPTED BUDGET	COLUMN 2 2016-17 ACTUAL OR ESTIMATED	COLUMN 3 2017-18 BUDGET
Other	\$5,000.00	\$5,000.00	\$5,000.00
5800 Other Services and Expenditures	\$15,000.00	\$15,000.00	\$30,000.00
Advertising	\$20,000.00	\$7,450.00	\$10,000.00
Consultants	\$15,000.00	\$15,000.00	\$15,000.00
Other	\$10,093.40		\$5,000.00
SUBTOTAL (5000):	\$126,800.00	\$83,150.00	\$130,000.00
6000 CAPITAL OUTLAY			
6400 Equipment (Audio Visual Equipment)	\$3,715.00	\$3,715.00	\$3,715.00
6500 Equipment Replacements	\$5,000.00	\$5,000.00	\$5,000.00
SUBTOTAL (6000):	\$8,715.00	\$8,715.00	\$8,715.00
TOTAL EXPENDITURES	\$826,786.26	\$780,136.00	\$907,353.00

Certification

I, Personnel Commission Chairman, hereby certifies that in accordance with Education Code section 45253, a public hearing was held on **May _____ 2017**, following which this budget was adopted by the Personnel Commission of the **San Bernardino City Unified School District**. I further certify that the Personnel Commission has discharged all of its responsibilities in accordance with Education Code Section 45253.

The District's Chief Business Official certifies to above budget being completely and accurately reflected in District's Adopted Budget.

PERSONNEL COMMISSION CHAIRMAN
(Signature)

APPROVED BY: *(Signature)*
SAN BERNARDINO COUNTY
SUPERINTENDENT OF SCHOOL

Date : _____

Date : _____

DISTRICT CHIEF BUSINESS OFFICIAL *(Signature)*

Date: _____

Garcia, Nersidalia

From: Dell (please do not reply) <automated_email@dell.com> on behalf of Dell Inc.
<dell_automated_email@dell.com>
Sent: Monday, April 17, 2017 8:35 AM
To: Ramirez, Evangelina
Cc: Garcia, Nersidalia
Subject: Dell Computer - Saved Quote Information - 1026980158707



You have saved an eQuote 1026980158707

An eQuote is now saved in your Dell Online Store.
This will be held for 90 days and will expire on 07/16/2017

Your eQuote has been sent to:

Emailed to: Evangelina.Ramirez@sbcusd.k12.ca.us
Nersidalia.Garcia@sbcusd.k12.ca.us
Evangelina.Ramirez@sbcusd.k12.ca.us
Evangelina.Ramirez@sbcusd.k12.ca.us

To retrieve this eQuote

Login to [Premier](#)
Sign in to SBCUSD: NASPO Contract # WN03AGW/7-15-70-34-003
Click on "Quotes" in the top menu bar and search for eQuote number 1026980158707

eQuote Name	Personnel Commission
Saved By	Evangelina.Ramirez@sbcusd.k12.ca.us
eQuote Description	
Authorized Buyer	
Notes/Comments	
Account Name	SBCUSD: NASPO Contract # WN03AGW/7-15-70-34-003
Contract Code	WN03AGW

Shipping Info

Evangelina Ramirez
871 NORTH J STREET
SAN BERNARDINO, US 92411
(909) 381-1131

Billing Info

ACCOUNTS PAYABLE
777 N F ST
SAN BERNARDINO, US 92410-3017

eQuote Summary

Description	Quantity	Unit Discounted Price	Subtotal Discounted Price
Ergotron Zip40 Charging Cart	1	\$0.00	\$0.00
Ergotron Zip40 Charging Cart - Cart for 40 tablets / Laptops - steel - black, silver - screen size: up to 15.6-inch	1	\$1,933.19	\$1,933.19
Dell Latitude 3380	30	\$526.00	\$15,780.00

eQuote Subtotal	\$17,713.19
Shipping*	\$0.00
Shipping Discount*	\$0.00
Tax*	\$1,166.69
Environmental Disposal Fee*	\$150.00

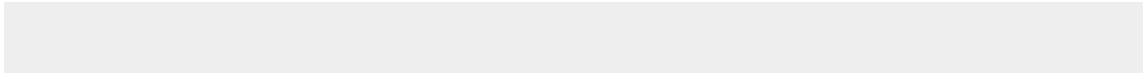
eQuote Total* \$19,029.88

*The eQuote total, including applicable taxes and additional fees, may be viewable online.

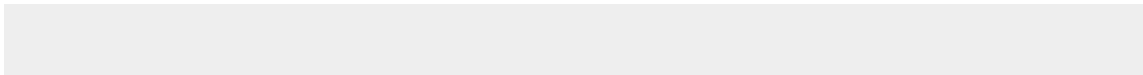
eQuote Details

Description	Quantity	Price
rcrc973787-4160968 Ergotron Zip40 Charging Cart	1	\$0.00

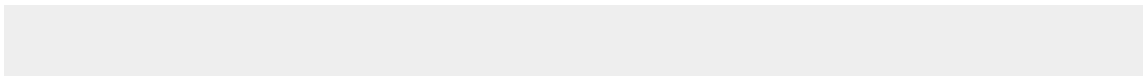
Module	Description	Product Code	Sku	ID
Dellware Only Config	Dellware Only Config	DWC	[DWC]	1



Ergotron Zip40 Charging Cart - Cart for 40 tablets / Laptops - steel - black, silver - screen size: up to 15.6-inch Sku [A8180686]	1	\$2,147.99	
Premier Discount		-\$214.80	
		<hr/>	\$0.00



rcrc973787-4536243 Dell Latitude 3380	30	\$31,290.00	
Premier Discount		-\$15,510.00	
(Unit Price after discount: \$526.00 ea.)		<hr/>	\$15,780.00



Module	Description	Product Code	Sku	ID
Dell Latitude 3380	Dell Latitude 3380 XCTO	3380XT	[210-ALWB]	1
Processor	Intel® Core™ i5-7200U Processor (3M Cache, up to 3.10 GHz), supports only Windows 10	I57200	[379-BCSD]	146
Operating System	Win10 Pro 64bit Nat'l Aca Std. K12 EDU only. MSFT LOE Approval req'd. ENG/FR/SP MUI	N10PSM	[619-AKCZ]	11
Office Productivity Software	Microsoft Office 30 Day Trial	16MUI	[658-BCSB]	1002
Base Options	Core i5-7200U Kabylake	I57200	[338-BLEE]	149
Systems Management	No Out-of-Band Systems Management	NOVPRO	[631-ABIE]	49
Memory	4GB (1x4GB) 2133MHz DDR4 Memory	4GB1D	[370-ADHZ]	3
Hard Drive	500GB 2.5" SATA 7200 RPM Hard Drive	500G	[400-AOWD]	8
LCD	13.3" HDF Display for Non-TOUCH	NLCD	[391-BDDW]	760

Keyboard	82 Key English Keyboard	KBENG	[583-BDTG]	4
Mouse	No Mouse Selected	NOMSE	[570-AADK]	12
Driver	Dell Wireless™ 1820 Wireless Card Driver	1820	[555-BDMK]	7
Wireless	Dell Wireless™ 1820 802.11AC Dual-Band Wi-Fi + BT 4.1 Wireless Card (2x2)	1820	[555-BCMWW]	19
Mobile Broadband	No Wireless WAN Card	NOWWW	[362-BBBB]	114
Primary Battery	4 Cell 56WHR Battery	4C	[451-BBYR]	112
Power Supply	65 Watt AC Adaptor	65W	[492-BBDD]	1015
Dell Data Security Suites Encryption and Threat Pr	No Dell Data Protection Endpoint Security Suite Software	NODDP	[634-BENZ]	593
Dell Data Security Encryption	No DDPE Encryption Software	NODDPE	[954-3465]	156
Operating System Recovery Options	No Media	NOMEDIA	[620-AAOH]	200013
FGA Module	No FGA	NOFGA	[817-BBBB]	572
Cable	US Power Cord	US125V	[537-BBBL]	20
Documentation/Disks	Safety/Environment and Regulatory Guide (English/French Multi-language)	EFDOC	[340-AGIK] [640-BBJB]	21
TAA	No TAA	NOTAA	[340-ACQQ]	97
Canada Ship Options	US No Canada Ship Charge	USNONE	[332-1286]	111
Placemat	No Quick Reference Guide	NOTSH	[340-AASE]	60
Chassis Orientation Options	No Docking Station	NONE	[452-BBSE]	271
E-Star	eStar 6.1	ESTAR	[387-BBML]	122
Support Tech Sheet and Powercord	No UPC Label	NOLBL	[389-BCGW]	292
Processor Branding	Intel® Core™ i5 Label	CI5SML	[389-BLSV]	749
Non-Microsoft Application Software	Windows 10 Software	WIN10	[525-0131] [658-BDLT] [525-BBCL] [658-BCUV] [658-BBMR] [422-0007] [658-BBRB] [640-BBLW]	1003
Diagnostic CD / Diskette	No Resource DVD	NRDVD	[430-XXYG]	50
Packaging	Mix Model Packaging DAO	SHPMX	[340-AASO] [340-BKXW]	465
Transportation from ODM to region	BTO Standard Shipment	STND	[800-BBGT]	200080
Color Choice	Black Non-Touch WLAN LCD Cover	BLKNTL	[320-BCEU]	380
Service	1 Year Mail In Service	MI1	[997-6727] [997-6728]	29
Carrying Cases	No Carrying Case	NONE	[460-BBEX]	118

eQuote Subtotal \$17,713.19
Shipping* \$0.00

Shipping Discount*	\$0.00
Tax*	\$1,166.69
Environmental Disposal Fee*	\$150.00

eQuote Total* \$19,029.88

*The eQuote total, including applicable taxes and additional fees, may be viewable online.

Let's connect.



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GHA Technologies, Inc.
 8998 E. Raintree Drive
 Scottsdale, Arizona 85260
 United States
<http://www.gha-associates.com>
 (P) 480-951-6865
 (F) 480-951-6956

Quotation (Open)



Date Mar 31, 2017 02:04 PM PDT
Doc # 1517623 - rev 1 of 1
Description 50" SMART TV
SalesRep Guerrero, Richard (P) 805-288-7062 (F) 480-951-6956
Customer Contact Garcia, Nersidalia (P) 909-381-1182 Nersidalia.Garcia@sbcusd.k12.ca.us

Customer
 San Bernardino City Unified
 School District (SBCUSD)
 Garcia, Nersidalia
 777 North F Street
 San Bernardino, CA 92410
 United States
 (P) (909) 381-1131

Bill To
 San Bernardino City Unified
 School District
 Payable, Accounts
 777 North "F" Street
 San Bernardino, CA 92410
 United States
 (P) (909) 381-1131

Ship To
 San Bernardino City Unified
 School District
 Recieving, PO 567391
 871 North J Street
 San Bernardino, CA 92411
 United States
 (P) (909) 381-1131

Customer PO:	Terms: Net 30 Days	Ship Via: FedEx Ground
Special Instructions:		Carrier Account #:

#	Image	Description	Part #	Tax	Qty	Unit Price	Total
1		Samsung UN50KU6300F 50" Class (49.5" viewable) - KU6300 Series LED TV - Smart TV - 4K UHD (2160p) - direct-lit LED, UHD dimming, Micro Dimming Pro	UN50KU6300FXZA	Yes	1	\$754.10	\$754.10
2		VIZIO E50X-E1 50" Class (49.5" viewable) - E Series LED TV - Smart TV - 4K UHD (2160p) - direct-lit LED	E50X-E1	Yes	1	\$628.59	\$628.59

Subtotal:	\$1,382.69
Tax (8.000%):	\$110.62
Shipping:	\$0.00
Misc:	\$0.00
Total:	\$1,493.31

Sales tax calculation is estimated and subject to change. Terms Definition: Unless agreed upon otherwise; Net 30 terms, cash in the GHA bank 30 days from the date of shipment. Lease payment calculations are estimated and may include sales tax in the payment amount. You can obtain an accurate lease quote from our leasing company. Rates are subject to change without notice.

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PERSONNEL COMMISSION MEETING
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION, COMMUNITY ROOM

MINUTES

February 8, 2017

I. CALL TO ORDER

- A. The meeting was called to order at 5:30 p.m. by Commissioner Dixon.
- B. Pledge of Allegiance
- C. Roll-Call
 - 1. Commissioner Valeria Dixon, Chairperson
 - 2. Commissioner Michael Salazar, Vice – Chairperson
 - 3. Commissioner George Bohn, Member

II. APPROVAL OF AGENDA

Ms. Dixon moved to approve the agenda as submitted. Mr. Bohn seconded.

Motion carried.

III. PUBLIC COMMENTS

None

IV. ACTION ITEMS

A. RATIFYING ELIGIBILITY LIST(S).

Motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the following eligibility list(s).

- | | |
|---|---------------|
| 1. Computer Specialist I - MAC | Exam #16-095 |
| 2. Custodian I | Exam # 16-100 |
| 3. Custodian II (Promotional Only) | Exam # 16-093 |
| 4. Education Assistant III (Severe Impairments) | Exam # 16-101 |
| 5. Registered Behavior Technician | Exam # 16-083 |

Motion carried.

B. RECRUITMENTS.

Motion was made by Ms. Dixon, and seconded by Mr. Bohn to open the following recruitments:

- | | | |
|-------------------------------------|------------------|-----------------------|
| 1. Delivery Driver/Warehouse Worker | Open/Promotional | 01/25/2017-02/21/2017 |
| 2. Occupational Therapist | Open/Promotional | 01/11/2017-02/28/2017 |

- | | | |
|-----------------------------|------------------|-----------------------|
| 3. School Police Officer | Open/Promotional | 01/18/2017-02/14/2017 |
| 4. Senior Personnel Analyst | Open/Promotional | 01/18/2018-02/14/2017 |

Motion carried.

C. ELIGIBILITY LIST TO FILL VACANCIES:

It was moved by Ms. Dixon and seconded by Mr. Bohn to certify eligibility list to fill vacancies for:

From: Senior Clerk To: Bilingual Senior Clerk

Motion carried.

D. MINUTES JANUARY 11, 2017:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the Minutes for January 11, 2017.

Motion carried.

V. COMMISSIONER’S AND DIRECTOR’S COMMENTS:

Mr. Salazar stated that he attended the CSPCA Conference in San Francisco and found it very interesting and informative. He thanked the staff for all the work that is done.

Mr. Bohn mentioned how the conference was very organized, well detailed and informative on the new changes that are surrounding the districts. He was very happy to be part of this conference. One of the workshop left out was on evaluating the director at the same time you evaluate the district. A question he had, was regarding ascension planning, is preparing for retirements or someone leaving and ensuring qualified individuals can move up in that position. He was glad to see that the marijuana laws are in place at the work place.

Ms. Byrd concurred that the conference was very well put together and informative. She was very happy to see that two administrators from the district were able to attend, Iris Guzman, Assistant Affirmative Action Officer and Sandra Rodriguez, Employee Relations Director. Ms. Byrd introduced Dr. Marcus Funchess who is currently overseeing Human Resources Classified Department for the mean time.

Ms. Dixon stated that she was glad everyone enjoyed the conference. She received a telephone call from a concerned administrator questioning that if a group is interviewed, what is the process of choosing the candidate by order? Should it be where the administrator has his or her own interview at the school site instead of interviewing as a group? Mr. Salazar asked if there is a procedure in place. Ms. Byrd stated it comes from HR classified and Dr. Funchess will work on a plan to see what is best for the district. Ms. Garcia mentioned the process was in place a long time ago and maybe it’s time for a change. Ms. Dixon would like for Dr. Funchess and Ms. Byrd to put together a process, and she would join the meeting if needed. She would like clarification of what the procedure should be.

Ms. Dixon thanked everyone for coming. The meeting adjourned at 5:48 p.m.

VI. ADJOURNMENT

The commission adjourned the meeting at 5:48 p.m.

PERSONNEL COMMISSION MEETING
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION, COMMUNITY ROOM

MINUTES

March 1, 2017

I. CALL TO ORDER

- A. The meeting was called to order at 5:30 p.m. by Commissioner Dixon.
- B. Pledge of Allegiance
- C. Roll-Call
 - 1. Commissioner Valeria Dixon, Chairperson
 - 2. Commissioner Michael Salazar, Vice – Chairperson
 - 3. Commissioner George Bohn, Member

II. APPROVAL OF AGENDA

Ms. Dixon moved to approve the agenda as submitted. Mr. Bohn seconded.

Motion carried.

III. PUBLIC COMMENTS

None

IV. ACTION ITEMS

A. RATIFYING ELIGIBILITY LIST(S).

Motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the following eligibility list(s).

- | | |
|--|---------------|
| 1. Bilingual Clerk II (Spanish Only) | Exam # 16-097 |
| 2. Carpentry and Related Trades Supervisor | Exam # 17-001 |
| 3. Electrician | Exam # 16-102 |
| 4. Food Worker Trainee | Exam # 16-104 |
| 5. Public Safety Dispatcher | Exam # 16-092 |
| 6. School Police Clerk | Exam # 16-096 |
| 7. Secretary III | Exam # 16-098 |

Motion carried.

Motion was made by Ms. Dixon, and seconded by Mr. Bohn to remove Eligibility List Certified Athletic Trainer until CSEA membership approves the job description.

Motion carried.

B. RECRUITMENTS.

Motion was made by Ms. Dixon, and seconded by Mr. Bohn to open the following recruitments:

- | | | |
|---|------------------|-----------------------|
| 1. Bilingual Community Relations II/PI | Open/Promotional | 02/22/2017-03/21/2017 |
| 2. Community Resource Worker | Open/Promotional | 02/15/2017-03/14/2017 |
| 3. Education Assistant III-Severe Impairments | Open/Promotional | 02/15/2017-03/14/2017 |
| 4. HVACR Mechanic | Open/Promotional | 02/08/2017-Continuous |
| 5. Lead School Police Dispatcher | Open/Promotional | 02/22/2017-03/21/2017 |
| 6. Occupational Therapist | Open/Promotional | 01/11/2017/02/28/2017 |
| 7. Senior Cafeteria Worker | Open/Promotional | 02/15/2017-03/14/2017 |
| 8. Senior Personnel Analyst | Open/Promotional | 01/18/2017-02/28/2017 |
| 9. Water Cooling/Heating Specialist | Open/Promotional | 03/01/2017-Continuous |

Motion carried.

C. ELIGIBILITY LIST TO FILL VACANCIES:

It was moved by Ms. Dixon and seconded by Mr. Bohn to certify eligibility list to fill vacancies for:

From: Office Assistant I/Health Aide To: Bilingual Office Assistant I/Health Aide)

Motion carried.

D. CLASSIFICATION REVISIONS:

It was moved by Ms. Dixon and seconded by Mr. Bohn to approve revisions to the following classification specification:

1. Accountant
2. Cafeteria Worker

Motion carried

D. MINUTES JANUARY 11, 2017:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to pull the minutes for February 8, 2017.

Motion carried.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Ms. Dixon thanked everyone for coming. Meeting adjourned at 5:40 p.m.

VI. ADJOURNMENT

The commission adjourned the meeting at 5:40 p.m.