

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
REGULAR PERSONNEL COMMISSION MEETING AGENDA**

**February 13, 2020 – 5:30 p.m.**

777 N F Street, San Bernardino, CA 92410

Personnel Commission Office – Portable B

**A. PRELIMINARY FUNCTIONS:**

1. Call to Order - Meeting called to order at \_\_\_\_\_ p.m.
2. Pledge of Allegiance
3. Roll Call:

Chairperson	Ms. Valeria Dixon	_____
Vice Chairperson	Mr. Michael Salazar	_____
Member	Mr. George Bohn	_____

Personnel Director	Ms. Gladys Byrd	_____
Senior Personnel Analyst	Ms. Irma Garcia	_____
Secretary III	Ms. Nersidalia Garcia	_____

4. Approval of agenda, as submitted or amended:

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Discussion: \_\_\_\_\_

Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

5. Approval of minutes from the January 14, 2020 Personnel Commission meeting, as submitted or amended.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Discussion: \_\_\_\_\_

Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

**B. PUBLIC COMMENTS:**

**Public Comments pertaining to non-agenda items:** *Members of the public may address the Personnel Commission on items not listed on the agenda. The Brown Act restricts the Commissioners responses to non-agenda topics to: clarifying questions, brief announcements, brief report of personal related activities, or to refer the matter to staff. If you wish to speak during Public Comment, please submit a speaker slip to staff ahead of the meeting. We ask that those who address the Commission limit their remarks to three minutes, as established by the Commission Chairperson. This may be extended up to five minutes by consensus of the Commission. Any person may address the Commission concerning any item on the agenda and may be granted three minutes to make a presentation to the Commission at the time a specific item is under discussion, or, in the case of a closed session item, prior to the Commission. No action may be taken on items of business not appearing on the agenda. (Government Code sections 54954.2, 54954.3, and 54957.9)*

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**C. CONSENT ACTION ITEMS:**

*All matters listed under Consent Action Items are to be considered for ratification and will be enacted by one motion followed by a roll call vote. There will be no separate discussion of these items unless the Commission, audience, or staff request specific items to be removed from the Consent Item for separate action.*

**1. Ratification of recruitment(s):**

a. Account Analyst	Open/Promotional 01/29/2020-02/25/2020
b. Accounts Payable Technician	Open/Promotional 01/29/2020-02/25/2020
c. Cafeteria Worker	Open/Promotional 01/25/2020-02/25/2020
d. Education Assistant III (Severe Impairments)	Open/Promotional 01/08/2020-02/04/2020
e. Education Assistant III (Spanish)	Open/Promotional 02/05/2020-03/03/2020
f. Educational Interpreter III	Open/Promotional 07/22/2015-02/05/2020
g. Instructional Aide	Open/Promotional 02/05/2020-03/03/2020
h. Microcomputer Specialist II	Open/Promotional 01/15/2020-02/11/2020
i. Nutrition Services Equipment Mechanic	Open/Promotional 09/18/2019-02/04/2020
j. Personnel Director	Dual Certification 01/15/2020- 02/11/2020
k. Senior Clerk	Open/Promotional 01/29/2020-02/25/2020
l. Senior Language Translator Interpreter (Spanish)	Open/Promotional 01/22/2020-02/18/2020

**2. Ratification of eligibility list(s):**

a. Applications Analyst II	Exam # 19-077
b. Attendance Assistant	Exam # 19-079
c. Clerk II	Exam # 19-078
d. Custodian I	Exam # 19-083
e. Facilities Analyst	Exam # 19-086
f. Lead Public Safety Dispatcher	Exam # 19-076
g. Nutrition Computer Analyst	Exam # 19-091
h. Recreation Aide	Exam # 19-090
i. School Computer Specialist	Exam # 19-085
j. School Police Sergeant	Exam # 19-087

**3. Approval of amendment to the ranks of eligibility list for  
Facilities Use Supervisor** Exam # 19-078

**4. Certification from other Eligibility list(s):**

a. Attendance Assistant to fill Bilingual Attendance Assistant	Exam #19-079
b. Clerk II to fill Bilingual Clerk II	Exam # 19-078
c. Library Assistant to fill Bilingual Library Assistant	Exam # 19-082
d. Secretary to fill Bilingual Secretary	Exam # 19-070

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- e. Secretary II  
to fill Bilingual Secretary II

Exam # 19-071

5. Approval of Eligibility List Extension  
Groundswoker

Exam # 19-017 04/17/2020-04/17/2021

6. Certifications of hire, as submitted: (*See attached report*)

Approval of Consent Action Items as submitted or amended.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Discussion: \_\_\_\_\_

Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

**D. ACTION ITEMS:**

*The Commission shall discuss the following recommendations. Items will be voted separately:*

1. The Commission will consider the termination of the Preschool Recreation Aide (Exam # 19-008) eligibility list effective February 14, 2020 agenda based on PC Rule 6.1.8.2

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Discussion: \_\_\_\_\_

Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

2. The Commission will consider approving Personnel Commissions staff attendance to the CASBO Annual Conference & California School Business Expo 2020 Sunday, March 29, 2020 through Wednesday, April 1, 2020 at Palm Springs Convention Center. The conference and hotel cost not to exceed \$10,000.00.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Discussion: \_\_\_\_\_

Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

**E. INFORMATION ITEMS AND REPORTS:**

1. Merit System Academy 2/1/2020
2. Annual Report Pamphlet

**F. DISCUSSION:**

The next Personnel Commission meeting will be held on March 5, 2020, at 5:30 p.m., in the Personnel Commission office, 777 North F Street, San Bernardino, CA, 92410, Portable B.

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Personnel Commission Office – Portable B

**G. COMMENTS FROM PERSONNEL COMMISSIONERS:**

**H. CLOSED SESSION:**

The Commission adjourned to closed session at \_\_\_\_\_ to discuss the following:

- a. Pursuant to Government Code 54954.5 (e) and 54957: Public Employee Discipline/Dismissal/Release/Appeals.

1. Applicant # 33931111
2. Applicant # 34737476
3. Applicant # 3991654
4. Applicant # 7933296
5. Applicant # 3781384
6. Applicant # 39269621

The Commission reconvene in open session at \_\_\_\_\_ and reported on the following action(s) taken in closed session:

**I. ADJOURNMENT:**

The Commission adjourned the meeting at \_\_\_\_\_.

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777 N F Street, San Bernardino, CA 92410  
Personnel Commission Office – Portable B

**MEETING OF THE PERSONNEL COMMISSION  
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT**

**Welcome! The following information is provided to assist persons who attend the meeting of the Personnel Commission and wish to participate in the meeting.**

**Assistance/Accommodations**

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the Personnel Commission, please contact the Personnel Commission Office at (909) 381-1280. Notification 72 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the Commission shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.

**Addressing the Commission:**

There are two ways to address the Commission during the meeting. These are, speaking to the Commission regarding an item already on the agenda, and/or speaking to the Commission about a new topic not on the agenda. Speakers will be asked to keep their comments brief, and allotted approximately 3 minutes per speaker, per topic.

**Items on the Agenda:**

Speakers may comment on any item on the meeting agenda in order to share information for consideration by the Commission immediately before the Commission begins deliberation on the item. A speaker slip must be completed and provided to the Director prior to the agenda item.

**Items not on the Agenda:**

Item B (Public Comments) provides the opportunity where individuals may address topics that are not listed on the agenda. The Brown Act restricts the Commissioners from engaging in a discussion of non-agenda items or issues raised during public comment except to acknowledge receipt of the information, refer it to staff for further study or refer the item to a future meeting. The Commission may not take any action on issues or topics presented during Public Comments.

**Placing Items on a Future Agenda:**

Any member of the public may request that a matter within the jurisdiction of the Commission be placed on the agenda of a regular meeting. The request must be in writing and must describe the item to be discussed with sufficient detail including the history of the issue and how it is related to the Personnel Commission. Also to be included is any information or material that the requestor wishes to be reviewed by the Commission regarding the issue. It must be submitted to the Personnel Director at least ten (10) working days before the scheduled meeting date. Items submitted less than ten (10) working days before the scheduled meeting date may be postponed to a later meeting date to allow sufficient time for consideration and research of the issue.

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The Commission Chair and the Director shall decide whether a request is within the subject matter jurisdiction of the Commission. Items not within the subject matter jurisdiction of the Commission may not be placed on the agenda. In addition, the Commission Chair and/or Director will determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative procedure before placing the item on the agenda.

The Commission Chair and/or Director shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item, information item, or under Public Comment.

**Closed Session**

The Personnel Commission may hold closed sessions only for purposes identified by law. The Commission may hold a closed session at any time during a regular or special meeting and during emergency meetings in accordance with law.

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT**  
**PERSONNEL COMMISSION MEETING**  
777 N F Street  
Personnel Commission Office – Portable B

**MINUTES**  
**January 14, 2020**

**A. PRELIMINARY FUNCTIONS:**

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 5:30 p.m. in the Personnel Commission office, Portable B.

2. Pledge of Allegiance

3. Roll Call

Members Present: Ms. Valeria Dixon, Chairperson  
Mr. Michael Salazar, Vice Chairperson  
Mr. George Bohn, Member

Staff Present: Ms. Gladys Byrd, Personnel Director  
Ms. Irma Garcia, Senior Personnel Analyst  
Ms. Nersidalia Garcia, Secretary III

4. Ms. Dixon moved to approve the agenda as submitted. Mr. Salazar second the motion. Motion carried.

5. Approval of Minutes

Ms. Dixon moved to approve the minutes from the December 3, 2019 Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

**B. PUBLIC COMMENTS:**

None

**C. CONSENT ACTION ITEMS:**

Ms. Dixon moved to approve all matters listed under consent action items. Mr. Bohn second the motion. Motion carried.

**D. ACTION ITEMS:**

1. The Personnel Commission considered the termination of the Recreational Aide eligibility list based PC Rule 6.1.8.2:

Ms. Irma Garcia shared with the Commission reason for the need to end the Recreation Aide eligibility list. Candidates on the list were not responding to interview invitations, others were no longer interested. Ms. Dixon inquired about new Recreation Aide recruitment. Ms. Garcia informed the Commission that the recruitment was currently open.

Ms. Dixon moved to approve the termination the eligibility list. Mr. Salazar second. Motion carried.

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PERSONNEL COMMISSION MEETING**

777 N F Street  
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**MINUTES  
January 14, 2020**

2. New job classification – Human Resources Staffing Assistant  
Ms. Dixon moved to approve the new job classification. Mr. Bohn second the motion. Motion carried.
3. New job classification –Security Specialist II  
Ms. Dixon moved to approve the new job classification specification. Mr. Salazar second the motion. Motion carried.
4. New job classification – Senior Language Translator Interpreter  
Ms. Dixon moved to approve the new job classification specification. Mr. Salazar second the motion. Motion carried.
5. Revision of job classification – Community Relations Worker II/Parent Involvement  
Ms. Dixon moved to approve the revisions to the job classification specification. Mr. Bohn second the motion. Motion carried.
6. Revision of job classification – Custodian I  
Ms. Dixon moved to approve the revisions to the job classification. Mr. Bohn second the motion. Motion carried.
7. Revision of job classification – Facilities Analyst  
Ms. Dixon moved to approve the revisions to the job classification specification. Mr. Salazar second the motion. Motion carried.
8. Revision of job classification – Instructional Assistant (Special Day Class)/Bilingual Instructional Assistant (Special Day Class)  
Ms. Dixon moved to approve the revisions to the job classification specification. Mr. Salazar second the motion. Motion carried.
9. Revision of job classification – Maintenance Trades Helper  
Ms. Dixon moved to approve the revisions to the job classification. Mr. Bohn second the motion. Motion carried.
10. Revision of job classification – Mobile Maintenance Trades Worker  
Ms. Dixon moved to approve the revisions to the job classification. Mr. Bohn second the motion. Motion carried.
11. Revision of job classification – Nutrition Center Lead Delivery Driver/Warehouse Worker  
Ms. Dixon moved to approve the revisions to the job classification specification. Mr. Salazar second the motion. Motion carried.

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**MINUTES  
January 14, 2020**

12. Revision of job classification – Personnel Director

Ms. Dixon moved to approve the revisions to the job classification specification. Mr. Salazar second the motion. Motion carried.

13. Revision of job classification – Quality Control Technician

Ms. Dixon moved to approve the revisions to the job classification specification. Mr. Bohn second the motion. Motion carried.

14. Abolishment of job classification – SAP/ABAP Program Analyst classification

Mr. Salazar inquired about incumbents in such position. Mr. Mike Tu, Information Technology Director, shared with the Commission that there is no need in his department for a position in the classification. He stated it does not affect anyone in the department.

Ms. Dixon moved to approve the abolishment of the job classification specification. Mr. Bohn second the motion. Motion carried.

15. Proposed Reclassification of Positions:

a. Ms. Dixon moved to approve the reclassification recommendation of the Enrollment Center Technician to the newly established classification specification of Human Resources Staffing Assistant for Ms. Delia Franco, effective January 15, 2020. Mr. Salazar second the motion. Mr. Bohn and Mr. Salazar inquired about the salary range difference. Ms. Byrd shared with the Commission that the salary will increase from salary range 38A to 41. Ms. Dixon inquired about the title change. Ms. Byrd informed the Commission that the employee would have a title change. Ms. Delia Franco, Enrollment Center Technician, thanked staff for the support and the work done on this matter. Motion carried.

b. Ms. Dixon moved to approve the reclassification recommendation of the Security Specialist to the newly established classification specification of Security Specialist II for Mr. Paolo Ortiz, effective January 15, 2020. Mr. Salazar second the motion. Mr. Bohn asked for information on the reclassification recommendation. Ms. Byrd explained that currently Mr. Ortiz is currently a Security Specialist and the recommendation is to reclassify the position to Security Specialist II; increasing his salary range from 44 to 46A. Mr. Mike Tu, Information Technology Director, shared with the Commission that the reason for this reclassification recommendation is as a result of an increase in duties. Motion carried.

**E. INFORMATION ITEMS AND REPORTS:**

1. Annual Report:

Ms. Irma Garcia shared with the Commission the annual report. She stated that the report will be in pamphlet format; to share with the public, it contains information pertaining to the Merit System and contain data such as the number of applications received, EEO reports, and ethnic summary by gender. Ms. Byrd invited a Commissioner to share the annual report with the Board.

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Ms. Dixon volunteered to present the information. Ms. Dixon requested that staff look into recruitment with other agencies. Ms. Garcia informed the Commission that recruitments are posted on Edjoin, governmentjobs.com, and that bulletins are distributed to various agencies, including unemployment offices and other community centers in our area and nearby cities. She also shared that NeoGov has enhanced the recruitment tracking system. This enhancement allows staff to track progress for each recruitment. Ms. Dixon asked to look at other avenues of recruitment. Mr. Salazar requested to pull the numbers from the Aries system to help us reach the community. Ms. Dixon requested staff to inquire with Communications on pamphlet options. The Commission was pleased with the report. They also asked to review the pamphlet before distributing to the public.

**2. Mission/Vision Statement:**

Ms. Irma Garcia shared with the Commission the mission and vision statement that staff worked on. Ms. Byrd asked the Commission for input on the statement. The Commission agreed to the following:

**Mission Statement**

*The San Bernardino City Unified School District Personnel Commission is committed to establish fair and equitable employment practices through the Merit System, in the effort to hire the most qualified classified support staff assisting in the education of District scholars from cradle to career.*

**Vision Statement:**

*The vision of the Personnel Commission is to provide professional, timely, efficient, and exceptional service to attract and retain the best-qualified employees.*

**3. Continuous Recruitment:**

Ms. Irma Garcia shared with the Commission about continuous recruitments for hard to fill positions, such as Educational Interpreter III, compared to continuous substitute recruitments as requested by district administrators. Ms. Garcia informed the Commission that substitute recruitments have been open for Cafeteria Worker and Custodian to help with sub coverage for absences at the school sites. Ms. Byrd shared that the Personnel Commission is committed to open recruitments to fill regular positions in a timely manner.

**4. Presentation of Demonstration of the application process**

Ms. Irma Garcia demonstrated to the Commission the online application process from an applicant's perspective. Ms. Dixon inquired about the required proof of education and how it is submitted for every application. Ms. Garcia explained that the applicant uploads copies of their diploma and/or transcripts; it is accessible and viewable to the applicant via their master profile account. In NeoGov, the document is also viewable to PC staff during the screening process. If proof is on file, they do not need to resubmit.

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777 N F Street  
Personnel Commission Office – Portable B

**MINUTES  
January 14, 2020**

**F. DISCUSSION:**

The next Personnel Commission meeting will be held on February 13, at 5:30 p.m., in the Personnel Commission office, 777 North F Street, San Bernardino, CA, 92410, Portable B.

**G. COMMENTS FROM PERSONNEL COMMISSIONERS:**

Ms. Byrd briefed the Commission regarding a meeting she had with Dr. Vollkommer. He was pleased with the progress staff has made in filling positions; the vacancies hit a new low falling under 100.

**H. CLOSED SESSION:**

The Commission adjourned to closed session at 6:43 p.m. to discuss the following:

Pursuant to Government Code 54954.5 (e) and 54957: Public Employee Discipline/Dismissal/Release/Appeals.

1. Applicant # 20-2001 - Denied
2. Applicant # 20-2002 - Denied
3. Applicant # 20-2003 - Denied
4. Applicant # 20-2004 - Denied
5. Applicant # 20-2005 - Tabled

The Commission reconvened into open session at 7:00 p.m. and reported on the following action(s) taken in closed session.

**I. ADJOURNMENT:**

The Commission adjourned the meeting at 7:01 p.m.

Exam #19-077		Exam Title: Applications Analyst II			
Recruitment Open Date	Recruitment Closed Date	# of Applicants	# of Applicants Met the Min. Qualifications	# of Eligible Ranks	Eligibility List Expiration Date
10/30/2019	11/26/2019	36	7	3	2/14/2021

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

  
 Personnel Director

1/27/2020  
 Date

Exam #: 19-079		Exam Title: Attendance Assistant			
Recruitment Open Date	Recruitment Closed Date	# Applicants Applied	# Applicants Met Minimum Qualifications	# Eligible Ranks	Eligibility List Expiration Date
10/30/2019	11/26/2019	552	110	27	2/14/2021

I certify that the eligibility list is based upon examination requirement 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.

  
 Personnel Director

1/30/2020  
 Date

Exam #: 19-078		Exam Title: Clerk II			
Recruitment Open Date	Recruitment Closed Date	# Applicants Applied	# Applicants Met Minimum Qualifications	# Eligible Ranks	Eligibility List Expiration Date
10/30/2019	11/26/2019	474	262	39	2/14/2021

I certify that the eligibility list is based upon examination requirement 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.

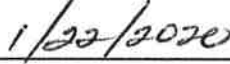
  
 Personnel Director

1/22/2020  
 Date

Exam #: 19-083		Exam Title: Custodian			
Recruitment Open Date	Recruitment Closed Date	# Applicants Applied	# Applicants Met Minimum Qualifications	# Eligible Ranks	Eligibility List Expiration Date
11/13/2019	12/10/2019	286	87	17	2/14/2021

I certify that the eligibility list is based upon examination requirement 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.

  
 Personnel Director

  
 Date

Exam #: <b>19-086</b>		Exam Title: <b>FACILITIES ANALYST</b>			
Recruitment Open Date	Recruitment Closed Date	# Applicants Applied	# Applicants Met Minimum Qualifications	# Eligible Ranks	Eligibility List Expiration Date
<b>11/20/2019</b>	<b>12/17/2019</b>	<b>21</b>	<b>4</b>	<b>3</b>	<b>2/14/2021</b>

I certify that the eligibility list is based upon examination requirement 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.

  
 Personnel Director

2/3/2020  
 Date



Exam #: 19-076		Exam Title: Lead Public Safety Dispatcher			
Recruitment Open Date	Recruitment Closed Date	# Applicants Applied	# Applicants Met Minimum Qualifications	# Eligible Ranks	Eligibility List Expiration Date
10/16/2019	11/12/2019	1	1	1	2/14/2021

I certify that the eligibility list is based upon examination requirement 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.

  
 Personnel Director

  
 Date

Exam #: <b>19-090</b>		Exam Title: <b>RECREATION AIDE</b>			
Recruitment Open Date	Recruitment Closed Date	# Applicants Applied	# Applicants Met Minimum Qualifications	# Eligible Ranks	Eligibility List Expiration Date
<b>12/18/2019</b>	<b>1/21/2020</b>	<b>240</b>	<b>240</b>	<b>9</b>	<b>8/14/2020</b>

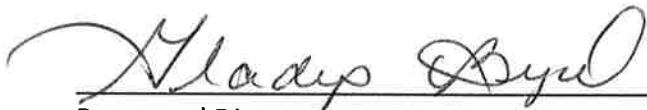
I certify that the eligibility list is based upon examination requirement completed and compiled in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.

  
 Personnel Director

2/5/2020  
 Date

Exam #: <b>19-085</b>		Exam Title: <b>SCHOOL COMPUTER SPECIALIST</b>			
Recruitment Open Date	Recruitment Closed Date	# Applicants Applied	# Applicants Met Minimum Qualifications	# Eligible Ranks	Eligibility List Expiration Date
<b>11/13/2019</b>	<b>12/10/2019</b>	<b>75</b>	<b>17</b>	<b>4</b>	<b>1/15/2021</b>

I certify that the eligibility list is based upon examination requirement 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.



Personnel Director



Date

Exam #19-087		Exam Title: School Police Sergeant			
Recruitment Open Date	Recruitment Closed Date	# of Applicants	# of Applicants Met the Min. Qualifications	# of Eligible Ranks	Eligibility List Expiration Date
12/11/2019	1/14/2020	2	2	2	2/14/2021

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



Personnel Director

1/29/2020

Date

Exam #19-080		Exam Title: AMENDED Facilities Use Supervisor			
Recruitment Open Date	Recruitment Closed Date	# of Applicants	# of Applicants Met the Min. Qualifications	# of Eligible Ranks	Eligibility List Expiration Date
10/23/2019	12/17/2019	20	2	2	1/15/2021

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

  
 Personnel Director

1/10/2020  
 Date

Certification of Classified Personnel Actions February 13, 2020 Agenda		
Name	Classification	Location
<b>Approval of the selection of the following from eligibility list(s) for 02/13/2020</b>		
Allen, Beverlee	Cafeteria Worker	Palm Elementary
Almos, Corinne	Recreation Aide	Rio Vista Elementary School
Alvarado, Roberto	Public Safety Dispatcher	School Police Department
Aparicio Cynthia	Bilingual Clerk I	Highland-Pacific Elementary
Brown, Shayla	Recreation Aide	Rodriguez Prep Hi Middle School
Burrows, Amanda	Recreation Aide	Davidson Elementary
Cardenas, Taylor	School Police Officer	School Police Department
Cardoval, Jannel	Recreation Aide	Urbita Elementary School
Castorena Tovar, Dora	Cafeteria Worker	Nutrition Services
Caves, Gabrielle	Cafeteria Worker	Bradley Elementary School
Coreas-Rosendo, Ava	Cafeteria Worker	Davidson Elementary
De Jesus Moreno, Maria	Pre-School Recreation Aide	Alred Child Development
De La Roca, Andrea	Education Assistant III (SI)	Special Education Department
De La Torre, Sergio	Power Mower Operator	Maintenance and Operations
Duran, Giselle	Cafeteria Worker	Belvedere Elementary
Ephraim, Frank	Education Assistant III (SI)	Special Education Department
Galloway, Laura	Cafeteria Worker	Martin Luther King Middle School
Gilbert, Cory	Custodian I	Personnel Services
Henry, Carolina	Cafeteria Worker	Ingraham Elementary
Huerta, Monica	Education Assistant III (SI)	Special Education Department
Jackson, Desiree	Cafeteria Worker	Nutrition Services
Jerrols, Kalea	Cafeteria Worker	Lincoln Elementary
Martinez, Ivory	Public Safety Dispatcher	School Police Department
Mackey, Domonique	Recreation Aide	Bing Wong Elementary
Martinez, Mayra	Ingraham Elementary	Recreation Aide
Miranda, Lily	Cafeteria Worker	Richardson Prep Hi
Morales, Elena	Education Assistant III (SI)	Jones Elementary
Ortiz, Katy	Cafeteria Worker	Thompson Elementary School
Parsons-Chaney, Rosie Marie	Cafeteria Worker	Barton Elementary
Rogers, Frank Demond	Recreation Aide	Del Rosa Elementary
Sosa, Jasmine	Cafeteria Worker	Martin Luther King Middle School
Stewart, Tabettha	Cafeteria Worker	Del Vallejo Middle School
Torres, Lilly	Instructional Aide	Richardson Prep Hi
Wagonseller, Brandi	Cafeteria Worker	Cypress Elementary School
<b>Approval of the promotion of the following for 02/13/2020</b>		
Cortez, Katherine	Senior Clerk	San Bernardino High School
Garcia, Kevin	Recreation Aide	Cole Elementary
Landeros, Athziry	Bilingual Secretary II	Rio Vista Elementary
Mirola, Toni	Office Assistant I Health Aide	Rodriguez Prep
Poole, Noel	Maintenance Worker I	M&O
Silverio Jr. Mario	Power Mower Operator	M&O
<b>Approval of the employment of the following substitutes -LimitedI for 02/13/2020</b>		
Azocar, Zullem	Clerk II	Personnel Services
Diaz Montes, Ailenes	Recreation Aide	Personnel Services
Elias De Chamorro, Maria Eugenia	Education Assistant III (SI)	Personnel Services
Enriquez, Espinoza	Cafeteria Worker	Personnel Services
Fulham, Latina Unique	Cafeteria Worker	Personnel Services
Haro Hernandez, Viviana	Instructional Aide	Personnel Services
Hernandez, Luis Fortino	Computer Specialist I	Personnel Services
Lawrence, Mark	Computer Specialist I	Personnel Services
Mcafee, Rhandi Marie	Recreation Aide	Personnel Services
Mora, Abigail	Instructional Tutor (LH/PH)	Personnel Services
Ojeda, Jennifer	Clerk I	Personnel Services
Paluzzi, Ryan	Instructional Assistant (SDC)	Personnel Services
Perez Calleros, Karen	Recreation Aide	Personnel Services
Ponce, Angel	Computer Specialist I	Personnel Services
Richardson, Magen D.	Clerk I	Personnel Services
Richardson, Magen D.	Clerk II	Personnel Services
Richardson, Magen D.	Senior Clerk	Personnel Services
Romero Reyes, Maria	Recreation Aide	Personnel Services
Solis Gutierrez, Mairsela	Cafeteria Worker	Personnel Services
Tinoco, Ezequiel	Campus Security Officer	Personnel Services
Vasquez, Emily	Clerk I	Personnel Services
Wynn, Camillee	Instructional Tutor (LH/PH)	Personnel Services
Yanez, Reina	Attendance Verifier	Personnel Services

<b>Approval of the employment of the following substitutes - Provisional for 02/13/2020</b>		
Acevedo, Michelle	Custodian I	Personnel Services
Agraz, Gonzalea Angel	Cafeteria Worker	Personnel Services
Agraz, Gonzalea Angel	Custodian I	Personnel Services
Azocar, Zulerma	Clerk II	Personnel Services
Barnes, Nicole	Cafeteria Worker	Personnel Services
Daughenbaugh, Cecilia	Custodian I	Personnel Services
Hernandez, Luis Fortino	Help Desk Technician	Personnel Services
Hernandez Rosales, Sandra	Custodian I	Personnel Services
Jimenez, Veronica	Library Assistant	Personnel Services
Lawrence, Mark	Help Desk Technician	Personnel Services
Ojeda, Jennifer	Campus Security Officer	Personnel Services
Paluzzi, Joshua	Custodian I	Personnel Services
Ponce, Angel	Help Desk Technician	Personnel Services
Reggie, James	Custodian I	Personnel Services
Savage, Donte	Custodian I	Personnel Services
Villanueva, Agustina	Cafeteria Worker	Personnel Services
<b>Re-hire 39 month for 2/13/2020</b>		
Flores, Pascuala	Cafeteria Worker	Nutrition Services
Ramirez-Adnrade, Rosie	Servink Kitchen Operator	Nutrition Services
<b>Approval of the Voluntary Transfers of the following for 02/13/2020</b>		
Butler, Victor	Recreation Aide	Jones Elementary
Alvarado, Lorena	Bilingual Clerk I	Gomez Elementary
Carver, Dawn Dee	Education Assistant III (SI)	Cypress Elementary School
Robles III, Daniel	Cafeteria Worker	Brown Elementary

# Conference Registration Information



## Register for Annual Conference Online at [casbo.org/AC2020](https://casbo.org/AC2020)

### For Employee Members and Associate Members\*

If registered on or before **January 15, 2020**: \$810 – 3 Day

If registered after **January 15, 2020**: \$910 – 3 Day

Single-day registration: \$530 – 1 Day

*\* Non-associate and associate members who are 2020 exhibitors are eligible to attend any non-ticketed conference event at no additional cost. Non-associate members who are **NOT** 2020 exhibitors and who are eligible to purchase a CASBO associate membership may **NOT** attend conference in any capacity. For more information about associate membership, please visit [casbo.org](https://casbo.org) > **Join** > **Associate**.*

### For Career Builder Members

If registered on or before **January 15, 2020**: \$1,030 – 3

Day If registered after **January 15, 2020**: \$1,180 – 3 Day

Single-day registration: \$580 – 1 Day

### For Retiree Members

If registered on or before **March 13, 2020**: \$200

### For Non-Members

All registrations: \$1,180 – 3 Day

Single-day registration: \$630 – 1 Day

### Registration Package Includes

- Attendance at all general sessions
- Approximately 175 workshop sessions
- Monday evening California School Business Expo  
Grand Opening Reception
- Monday night networking & social event
- Tuesday evening associate member-hosted hospitality suites
- Tuesday night Gala Cabaret & Casino

#### PLEASE NOTE:

This year, Annual Conference will be held Sunday through Wednesday, not Wednesday through Saturday, as in years past.

Attendees must be paid members prior to registration to enjoy member discounts. Before you register, join or renew on our website at [casbo.org](https://casbo.org) > **Join**.

### Ticketed Items

- Professional Council Lunches: \$60 each
- Third General Session Luncheon: FREE\* with full early-bird registration

*\* If you do not register during the early-bird period, you must purchase a separate ticket for the Third General Session Luncheon.*

Tickets for Professional Council Lunches and the Third General Session Luncheon may be purchased separately. We strongly recommend that you obtain your tickets in advance as onsite purchase of tickets for these events is limited and based on availability.

### Important Dates

**January 15, 2020**: Early-bird registration deadline

**March 13, 2020**: Registration deadline

**March 13, 2020**: Cancellation deadline

### After March 13, 2020, only onsite registration is available and includes increased fees as follows:

\$1,180 for full conference attendance for members, non-members and retired members.





# Register by January 15 for early-bird savings!



## Please Read – Important Information and Helpful Hints for Registering

### Guests

- You may register a guest at no additional charge if eligible.
- Ineligible guests include anyone (even a spouse of a member) who is eligible to purchase a CASBO membership.

### Confirmations

- For any registrations other than late/onsite registrations, CASBO will send you an email confirming registration fees and any additional ticketed items purchased, as well as your unique attendee QR code required for check-in.
- **NEW THIS YEAR:** You will receive hotel reservation information in your registration confirmation email (CASBO members and non-members); or from our exhibit manager, Laura Bohannon (CASBO exhibitors).
- You must bring your printed confirmation email with you or have it available on your mobile device when you check in at registration.

### Onsite Registration

- If you miss both the **January 15** early-bird registration deadline and the regular **March 13** registration deadline, you may still attend.
- Register onsite at the Palm Springs Convention Center, but remember that increased fees will apply, and space may be limited.
- Onsite registration must be accompanied by payment via any of the methods described below.

**RETURNING IN 2020! ExpressPass™ Self-Service Check-In For Pre-Registered Attendees**  
Skip the long lines this year! Visit our self-service kiosk to check into conference and print your badge & event tickets automatically!



If you have any questions or concerns about online registration, please call us at (916) 447-3783.

### Payment Methods and Returns/Refusals

- All invoices are due and payable 30 days from date of registration. CASBO accepts the following forms of payment: checks; money orders; and Visa, MasterCard, Discover and American Express credit cards. We regret that we are unable to accept cash payments of any kind.
- You must make your check or money order payable to CASBO and mail it to CASBO's office (faxed copies will not be accepted). *If payment is returned for insufficient funds, CASBO will charge you a \$25 fee.*
- CASBO will not process registration on credit cards declined by the bank, and you will be notified of the problem.
- Purchase orders (POs) must reference your invoice number(s) and be emailed to [purchaseorders@casbo.org](mailto:purchaseorders@casbo.org). If an invoice number is not available, you must provide registrant first and last name(s), along with the event name and date. CASBO will not recognize or accept a PO as a request for registration; the registrant (or registrant's agent) is responsible for completing registration for this event.

### Registration Changes

- **Cancellations: Requests must be in writing and will require a \$150 fee for each cancellation.** To waive the cancellation fee, a registrant may transfer his or her registration to another individual. Submit your cancellation or transfer request to [cancel@casbo.org](mailto:cancel@casbo.org) no later than **5:00 p.m. on March 13, 2020**, to avoid triggering the no-show clause (below). If you cancel or transfer after this date, the no-show clause will apply.
- **No-Shows: Full registration fees will be charged for any registrant who does not show up on the Annual Conference start date, and who has not requested a registration change as set forth above.** If the registration fee has already been paid, CASBO will not refund the fee. If the registration fee is due and payable, CASBO will enforce full payment.
- CASBO reserves the right to cancel Annual Conference in case of a catastrophic natural occurrence, such as earthquake, flood, fire, etc. If CASBO cancels Annual Conference due to such an event occurring in nature, it will refund previously paid registration fees to registrants or, in the case of unpaid registration fees, will not enforce full payment.

# CASBO Palm Springs

MARCH 29 – APRIL 1, 2020

*Learn. Inspire. Lead.*

Annual  
Conference  
&  
California  
School  
Business  
Expo

## SUNDAY, MARCH 29, 2020

- 6:30 a.m. - 12:00 p.m. Associate Member Committee Scholarship  
Golf Tournament and Community Service Day
- 2:30 p.m. - 4:30 p.m. Board of Directors Meeting
- 6:00 p.m. - 9:00 p.m. President's Leadership Recognition Dinner –  
*by invitation only*

## MONDAY, MARCH 30, 2020

- 8:00 a.m. - 9:00 a.m. Professional Council Workshops
- 9:15 a.m. - 10:45 a.m. First General Session – Presentation of Sky  
Joyner Award
- 11:00 a.m. - 12:00 p.m. Professional Council Workshops
- 12:15 p.m. - 1:30 p.m. Lunch on Your Own or Professional Council  
Lunches – *ticket required*
- 1:45 p.m. - 5:15 p.m. Professional Council Workshops
- 5:30 p.m. - 7:30 p.m. Grand Opening Reception – California School  
Business Expo\*
- 8:00 p.m. - 11:00 p.m. Networking & Social Event\*

## TUESDAY, MARCH 31, 2020

- 8:00 a.m. - 9:00 a.m. Professional Council Workshops
- 9:15 a.m. - 10:45 a.m. Second General Session
- 10:00 a.m. - 4:00 p.m. California School Business Expo
- 11:00 a.m. - 12:00 p.m. Professional Council Workshops
- 12:15 p.m. - 1:30 p.m. Lunch on Your Own or Professional Council  
Lunches – *ticket required*
- 1:45 p.m. - 3:45 p.m. Designated Expo Time – *no workshops  
in session*
- 4:00 p.m. - 5:00 p.m. Professional Council Workshops
- 5:30 p.m. - 7:30 p.m. Associate Member-Hosted Hospitality Suites\*
- 8:00 p.m. - 12:00 a.m. Gala Cabaret & Casino Night\*

## WEDNESDAY, APRIL 1, 2020

- 8:00 a.m. - 11:30 a.m. Professional Council Workshops
- 12:00 p.m. - 2:00 p.m. Third General Session Luncheon –  
*ticket required*
- 2:15 p.m. - 3:15 p.m. Targeted Education Session
- 2:15 p.m. - 3:15 p.m. Targeted Education Session