

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA
December 3, 2020 – 5:30 p.m.
TELECONFERENCE MEETING**

TELECONFERENCE: <https://www.youtube.com/SanBdoCitySchools>

PLEASE NOTE: On March 17, 2020, Governor Newsom issued Executive Order N-29-20, which among other things, specifically eliminates the requirement to make a physical location available for the public for meetings under the Brown Act. The Personnel Commission can comply with public attendance and comment requirements holding a meeting via "teleconferencing" and allowing members of the public to observe and comment either telephonically, or otherwise electronically. The Commission is doing its part to help in the efforts to reduce the spread of COVID-19 by encouraging members of the public to watch/listen to the Personnel Commission meetings live online.

If members of the public would like to contact the Personnel Commission about this upcoming agenda, please send an email to nersidalia.garcia@sbcusd.k12.ca.us prior to the start of the Personnel Commission meeting. These comments will be shared with the Personnel Commissioners. If you wish for your written comment to be read aloud, please indicate this specifically in your communication. Requests for written comments to be read aloud will be honored, subject to the Personnel Commission's time limits on public comments.

The Commission is temporarily suspending public access to the Personnel Commission office until further notice.

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

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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.

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.

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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. Irma Garcia	_____
Personnel Analyst	Mrs. Tamara Booker	_____
Secretary III	Ms. Nersidalia Garcia	_____

4. Administration of Oath to George Bohn, California School Employees Association (CSEA) Appointee to the Personnel Commission for a three (3) year term commencing December 1, 2020 through December 1, 2023.

Motion: _____ Second _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

5. Approval of agenda, as submitted or amended:

Motion: _____ Second _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

6. Approval of minutes from the November 12, 2020 Regular Personnel Commission meeting, as submitted or amended.

Motion: _____ Second _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

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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 members of the public would like to contact the Personnel Commission about this upcoming agenda, please send an email to nersidalia.garcia@sbcusd.k12.ca.us prior to the start of the Personnel Commission meeting. These comments will be shared with the Personnel Commissioners. If you wish for your written comment to be read aloud, please indicate this specifically in your communication. Requests for written comments to be read aloud will be honored, subject to the Personnel Commission's time limits on public comments. (Government Code sections 54954.2, 54954.3, and 54957.9)*

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. Instructional Tutor - Deaf and Hard of Hearing (DHH) | Open/Promotional | 11/18/2020-12/15/2020 |
| b. School Licensed Vocational Nurse (LVN) | Open/Promotional | 11/18/2020-12/15/2020 |

2. Ratification of eligibility list(s):

- | | |
|-------------------|--------------|
| a. Pool Attendant | Exam #20-050 |
|-------------------|--------------|

3. Approval of certifications as submitted:

See attached report.

Approval of Consent Action Items as submitted or amended.

Motion: _____ Second _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

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D. ACTION ITEMS:

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

1. The Commission will make nominations and vote for Chairperson for 2021. It is recommended that the Personnel Commission approve _____ as Chairperson for 2021.

Motion: _____ Second _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

2. The Commission will make nominations and vote for Vice Chairperson for 2021. It is recommended that the Personnel Commission approve _____ as Vice Chairperson for 2021.

Motion: _____ Second _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

3. The Commission will consider approving the Personnel Commission Meeting Calendar for 2021, as per P.C. Rule 2.2. The Personnel Commission shall regularly meet on a date and time determined by the Personnel Commission of the San Bernardino City Unified School District and meetings shall be held in the Personnel Commission office, 777 North F Street, Portable B, San Bernardino, CA 92410, or other location as deemed appropriate by the Personnel Commission.

January 7, 2021	July 1, 2021
February 4, 2021	August 5, 2021
March 4, 2021	September 2, 2021
April 1, 2021	October 7, 2021
May 6, 2021	November 4, 2021
June 3, 2021	December 2, 2021

E. INFORMATION ITEMS AND REPORTS:

1. Essential Positions
2. Application Workshop
3. Distance Learning for Remainder of 2020-2021 FY

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F. DISCUSSION:

The next Personnel Commission meeting will be held on January 7, 2021, at 5:30 p.m., via Teleconference.

G. CLOSED SESSION:

The Commission adjourned to closed session at _____ to discuss:

Pursuant to California Government Code §54956.9 and §54957:

1. Consideration of legal matters coming within the purview of the attorney/client relationship.
2. Consideration of appointment, employment, dismissal, or evaluation of an employee.

The Commission reconvened to open session at _____ and reported on the following action(s) taken in closed session:

H. COMMENTS FROM PERSONNEL COMMISSIONERS:

I. ADJOURNMENT:

The Commission adjourned the meeting at _____.

OATH OF OFFICE

GEORGE BOHN

"I, George Bohn, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter." "And I do further swear (or affirm) that I do not advocate, nor am I a member of any party or organization, political or otherwise, that now advocates the overthrow of the Government of the United States or of the State of California by force or violence or other unlawful means; that within the five years immediately preceding the taking of this oath (or affirmation) I have not been a member of any party or organization, political or otherwise, that advocated the overthrow of the Government of the United States or of the State of California by force or violence or other unlawful means except as follows:

No Exceptions

(If no affiliations, write in the words "No Exceptions")

and that during such time as I hold the office of District-Appointee to the Personnel Commission, I will not advocate nor become a member of any party or organization, political or otherwise, that advocates the overthrow of the Government of the United States or of the State of California by force or violence or other unlawful means."

George Bohn

December 3, 2020
Date

Attest:

I attest that on December 3, 2020, I administered the above oath to George Bohn.

Signature of Person Administering Oath

December 3, 2020
Date

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

MINUTES

November 12, 2020 at 5:30 p.m.

A. PRELIMINARY FUNCTIONS:

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 5:30 p.m.

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. Irma Garcia, Personnel Director
 Ms. Tamara Booker, Personnel Analyst
 Ms. Nersidalia Garcia, Secretary III

4. Approval of Agenda

Ms. Dixon moved to approve the agenda. Mr. Bohn second the motion. Motion carried.

5. Approval of Minutes

Ms. Dixon moved to approve the minutes from the October 1, 2020 Regular Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

6. Approval of Minutes

Ms. Dixon moved to approve the minutes from the October 15, 2020 Special Personnel Commission meeting. Mr. Salazar second the motion. Motion carried.

B. PUBLIC COMMENTS:

No public comments.

C. CLOSED SESSION:

The Commission adjourned to closed session at 5:32 p.m. to discuss:

1. Consideration of legal matters coming within the purview of the attorney/client relationship.
2. Consideration of appointment, employment, dismissal, or evaluation of an employee.

The Commission reconvened to open session at 5:59 p.m.

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**MINUTES
November 12, 2020 at 5:30 p.m.**

D. CONSENT ACTION ITEMS:

Ms. Dixon moved to pull Consent Action Item D (1) (b), Lead Public Safety Dispatcher, for consideration at a later date and approve all other matters listed. Mr. Salazar second the motion. Motion carried.

E. INFORMATION ITEMS AND REPORTS:

1. Essential Positions –

Ms. Irma Garcia informed the Commission that staff continues to stay abreast of budget restrictions and moving forward with filling essential positions, as determined by the cabinet.

2. Application Workshop –

Ms. Booker thanked the Commission for the opportunity to serve in the capacity of the Personnel Analyst. She informed the Commission about the virtual application workshop scheduled on Monday, November 16, 2020 at 5:00 p.m., via Zoom. Staff has advertised the workshop on the employment opportunities bulletin, the website, CSEA newsletter, and the “Daily What’s Happening.” Ms. Dixon requested that the Commissioners receive the Zoom link.

F. DISCUSSION:

The next Personnel Commission meeting will be held on December 3, 2020 at 5:30 pm. via Teleconference.

G. COMMENTS FROM PERSONNEL COMMISSIONERS:

Mr. Salazar wished everyone a happy holiday season. He congratulated Ms. Booker in her new position and wished her well.

Ms. Dixon congratulated Ms. Booker in her new position as a Personnel Analyst. She wished everyone Happy Thanksgiving and thanked staff for the hard work.

H. ADJOURNMENT:

The Commission adjourned the meeting at 6:07 p.m.

In compliance with Government Code §54957.5, any public records, which can be disclosed, related to an open session item on the agenda that have been submitted to the Commission are available for public inspection in the Personnel Commission office during normal business hours, no sooner than 72 hours prior to the meeting. A copy of a previous month's agenda and attachments may be requested by email communication to the Director at any time.

Exam #: 20-050		Exam Title: POOL ATTENDANT			
Recruitment Open Date	Recruitment Closed Date	# Applicants Applied	# Applicants Met Minimum Qualifications	# Eligible Ranks	Eligibility List Expiration Date
9/16/2020	10/13/2020	10	5	4	12/4/2021

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.

Irma Garcia

November 18, 2020

Personnel Director

Date

Certification of Classified Personnel Actions 12/3/2020 Agenda

Name	Classification	Location
Approval of the selection of the following from Eligibility List(s) for 12/3/2020		
Ortega, Vincent	Power Mower Operator	Maintenance & Operations
Stater, Gary	Glazier	Maintenance & Operations
Approval of the Promotion of the following for 12/3/2020		
Sosa-Bolanos, Nadia	Bilingual Office Assistant I (Health Aide)	Bonnie Oel Elementary School
Approval of the employment of the following substitutes -Limited Term for 12/3/2020		
Barragan, Maria	Custodian I	Personnel Services
Cortez, Gage	Custodian I	Personnel Services
Dowdy, Kesha	Custodian I	Personnel Services
Approval of the employment of the following substitutes -Provisional Term for 12/3/2020		
Avila, Dora	Custodian I	Personnel Services
Barajas, Isabel	Custodian I	Personnel Services
Benett, James	Custodian I	Personnel Services
Dorado, John	Custodian I	Personnel Services
Eskew, Jasmin	Custodian I	Personnel Services
Eskew, Jasmin	Groundsworker	Personnel Services
Garcia, Richard	Custodian I	Personnel Services
Kroll, Peter Andreas	Groundsworker	Personnel Services
Madridgal, Robert	Custodian I	Personnel Services

**PERSONNEL COMMISSION
MEETING CALENDAR
JANUARY 2021 - DECEMBER 2021**

Date of Meeting	Place of Meeting*	Time
Thursday, January 7, 2021	Teleconference Meeting	5:30 P.M.
Thursday, February 4, 2021	Teleconference Meeting	5:30 P.M.
Thursday, March 4, 2021	Teleconference Meeting	5:30 P.M.
Thursday, April 1, 2021	Teleconference Meeting	5:30 P.M.
Thursday, May 6, 2021	Teleconference Meeting	5:30 P.M.
Thursday, June 3, 2021	Teleconference Meeting	5:30 P.M.
Thursday, July 1, 2021	Personnel Commission Office, Portable B	5:30 P.M.
Thursday, August 5, 2021	Personnel Commission Office, Portable B	5:30 P.M.
Thursday, September 2, 2021	Personnel Commission Office, Portable B	5:30 P.M.
Thursday, October 7, 2021	Personnel Commission Office, Portable B	5:30 P.M.
Thursday, November 4, 2021	Personnel Commission Office, Portable B	5:30 P.M.
Thursday, December 2, 2021	Personnel Commission Office, Portable B	5:30 P.M.

*Note, the Place of Meeting may change as deemed appropriate by the Personnel Commission.