

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA
June 3, 2021 – 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. Approval of agenda, as submitted or amended:

Motion: _____ Second _____
Discussion: _____
Action: Aye: _____ Nay: _____ Abstain: _____

5. Approval of minutes from the May 6, 2021 Regular Personnel Commission meeting, as submitted or amended.

Motion: _____ Second _____
Discussion: _____
Action: Aye: _____ Nay: _____ Abstain: _____

6. Approval of minutes from the May 26, 2021 Special 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. Assistant Nutrition Services Director	Open/Promotional	05/26/2021-06/22/2021
b. Education Assistant III (Samoan)	Open/Promotional	05/19/2021-06/15/2021
c. Student Recovery Specialist	Promotional Only	05/12/2021-06/08/2021

2. Ratification of eligibility list(s):

a. Account Analyst	Exam #20-012
b. Accounts Payable Technician	Exam #20-013
c. Instructional Tutor LH/PH	Exam #20-054
d. Lead Offset Duplicating Equipment Operator	Exam #21-016
e. Library Assistant	Exam #21-002
f. Maintenance Trades Helper	Exam #20-043
g. School Police Officer	Exam #21-010
h. School Police Officer	Exam #20-016
i. Speech Language Pathology Assistant	Exam #21-001

3. Approval of eligibility list extension(s)

a. Instructional Assistant (Tutorial Assistant)	Exam #19-025	06/07/2021-06/07/2022
b. Lead Groundsworker	Exam #19-033	06/07/2021-06/07/2022
c. Microcomputer Specialist I (PC)	Exam #19-026	06/07/2021-06/07/2022
d. School Accounting Technician I– MS	Exam #19-019	06/07/2021-06/07/2022
e. School Outreach Worker	Exam #19-023	06/07/2021-06/07/2022

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4. Approval of certifications 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. Reclassification Studies:

- a. Office Assistant I (SAP), Maintenance & Operations

It is recommended that the Office Assistant I/SAP position, held by Maria De La Cruz at Maintenance and Operations, be reclassified to Senior Clerk. The recommended effective date is July 1, 2021.

Motion: _____ Second _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

- b. Office Assistant I (SAP), Warehouse Department

It is recommended that the Office Assistant I/SAP position, held by Maria Salas at the Warehouse, be reclassified to Mail Clerk. The recommended effective date is July 1, 2021.

Motion: _____ Second _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

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2. NEOGOV 3-YEAR TERM – 3% Annual Increase

- a. NEOGOV Insight Enterprise Software Subscription, initial term: 11/16/2021 - 11/15/2024.

It is moved that the Personnel Commission consider approving the NEOGOV Insight Enterprise Software. The cost is \$23,855.92 for fiscal year 2021-2022.

Motion: _____ Second _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

- b. Biddle Online Software License Subscription (TestGenius), initial term: 07/20/2021 - 07/19/2024.

It is moved that the Personnel Commission consider approving the Biddle Online Software License (TestGenius) Subscription. The cost is \$14,871.14 for fiscal year 2021-2022.

Motion: _____ Second _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

- c. GovernmentJobs.com Subscription, initial term: 07/01/2021 - 06/30/2024.

It is moved that the Personnel Commission approve GovernmentJobs.com Subscription (Advertising). The cost is \$5,353.43 for fiscal year 2021-2022.

Motion: _____ Second _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

- d. Candidate Text Messaging, initial term: 12/11/2021 - 12/10/2024.

It is moved that the Personnel Commission approve Candidate Text Messaging. The cost is \$1,102.10 for fiscal year 2021-2022.

Motion: _____ Second _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

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3. It is moved that the Personnel Commission consider approving the Maintenance Agreement Membership for Canon Solutions America Inc. The cost is \$1,000.00 for fiscal year 2021-2022.

Motion: _____ Second _____
Discussion: _____
Action: Aye: _____ Nay: _____ Abstain: _____

4. It is moved that the Personnel Commission consider approving the CODESP Membership Service Agreement. The cost is \$3,000.00 for fiscal year 2021-2022.

Motion: _____ Second _____
Discussion: _____
Action: Aye: _____ Nay: _____ Abstain: _____

5. It is moved that the Personnel Commission consider approving the Personnel Commission Association of Southern California (PCASC) Annual Membership Service Agreement. The cost is \$100.00 for fiscal year 2021-2022.

Motion: _____ Second _____
Discussion: _____
Action: Aye: _____ Nay: _____ Abstain: _____

6. It is moved that the Personnel Commission consider approving the California School Personnel Commissioners Association (CSPCA) Annual Membership Agreement. The cost is \$1,200.00 for fiscal year 2021-2022.

Motion: _____ Second _____
Discussion: _____
Action: Aye: _____ Nay: _____ Abstain: _____

E. INFORMATION ITEMS AND REPORTS:

Essential Positions

F. DISCUSSION:

The next Personnel Commission meeting will be held on July 1, 2021, at 5:30 p.m., via Teleconference or in person at 1525 W. Highland Ave., San Bernardino, CA 92411.

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G. COMMENTS FROM PERSONNEL COMMISSIONERS:

H. 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.
 - a. Applicant #21-0603

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

I. ADJOURNMENT:

The Commission adjourned the meeting at _____