

**PERSONNEL COMMISSION MEETING
MINUTES
SAN BERNARDINO UNIFIED SCHOOL DISTRICT**

May 28, 2008

A meeting of the Personnel Commission was held in the Community Room at the Board of Education Building. Present were Mr. George Bohn, Commissioner; Ms. Rhonda Early.

I. CALL TO ORDER

Mr. Bohn called the meeting to order at 5:00 p.m. and led the Pledge of Allegiance.

Mr. Bohn: We are going to change the agenda a bit and move to a closed session for a brief period of time to work on some Personnel matters according to the Public Employee Appointment/Employment (Government Code Section 54957). We expect to be out in about half an hour.

II. APPROVAL OF MINUTES

Mr. Bohn: We will continue with the agenda with Item II approval of the minutes. We seem do not have our chairman here so the minutes of the November are waiting to be approved hopefully it will surface again at some particular time at so we will look at the April of 23 2008 minutes and will entertain a motion to approve those.

Ms. Early moved to approve. Mr. Bohn seconded. The minutes were approved unanimously.

III. APPROVAL OF THE AGENDA

Mr. Bohn moved to approve April 23, 2008 minutes; Ms. Early seconded. The minutes were approved unanimously.

IV. ACTING DIRECTOR'S REPORT

Mr. Josserand: The California School Personnel Commissioners Association is here with two members tonight to assist the Commission in running the meeting. I'm pleased to be here in that capacity. There was a minor issue in the agenda tonight in that two items through error didn't make it in and that's the public hearing for the Commission's budget and the Adoption of the Commissions budget. If you recommend an increase that goes to the Board and they can go to the Superintendent of Schools and the Superintendent of Schools can either adopt your proposed budget or choose to hold a public hearing and make a determination whether to disapprove your budget. If he or she disapproves your budget they hold at the existing budget. It's staff's recommendation for you anyway to hold at the existing budget. There is some

Mr. Bohn: D. Discussion and necessary action of the establishment of the new job description for Executive Director of Classified Personnel and the Personnel Commission, *with the recommended annual salary*. I would recommended that this be turned back over to the District to work with the District in defining the actual salaries and s and that we not approve any set amounts at this particular time taking of coarse into consideration concern of the public about salaries and so at this particular time.

Mr. Bohn: Would that require a motion to move that?

Mr. Josserand: Salaries, as I understand that you've approved the new classification Executive Director of the Personnel Commission. Salary is the purview of management.

Mr. Bohn: So what you mean we don't need to make a motion to send anything back to management the management knows we have a new job description. I just hope we can move forward quickly and fill that position so that we are on a fully operational status.

E. Discussion and necessary action of the establishment of the new job description for Youth Services Specialist.

Ms. Hoch: Good Evening. My name is Karen Hoch. I'm the Director of Human Resources. On the Youth Services Specialist it's been brought to our attention the minimum qualification two years full time in attendance and interpreting the education of attendance might be difficult to recruit for and fill this position. We are, we've discussed it with CSEA and the have given there consent also. We are asking to add substitution of an AA degree, maybe substituted for the two years required experience. So it would be two years of the full time paid experience and a high school diploma or an AA degree.

Mr. Bohn: So it will be two years of full time in attendance and a high school diploma or a high school diploma and AA degree. So I assume with a high school graduation and lots of experience, and AA with a different amount of experience will come out being enough. I'll move the approval of the Youth Service Specialist with the changes as mentioned by the District to the qualification section.

Mr. Bohn moved to approve; Ms. Early seconded. The new job description for Youth Services Specialist with the changes was approved unanimously.

VII. CLOSED SESSION

Mr. Bohn: We reached that point where we go into closed session. We do not anticipate any other actions that would involve voting on anything this evening. We probably will look at a special meeting probably before the June meeting. That would

involve looking at future clarifying the hiring procedures and so on of an Executive Director. Mr. Richards.

Mr. Richards: You said that you went correct? Is it proper protocol to report on the actions on that or is it extended on this one also?

Mr. Bohn: We went into closed session as per B of the closed session. We are going back into closed session for a Public Employee Performance Evaluation: Director of Personnel Commission.

Mr. Richards: Maybe I missed it. Did you report on that closed session?

Mr. Bohn: We only report on vote and there was no vote. Thank you for coming.

Adjourned: 5:30 p.m.