

PERSONNEL COMMISSION MEETING
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION OFFICE

MINUTES

December 3, 2014

I. CALL TO ORDER

A. The meeting was called to order at 5:33 p.m. by Commissioner Dixon.

B. Roll-Call

1. Commissioner Valeria Dixon, Vice-Chairperson
2. Commissioner Michael Salazar, Member

C. Pledge of Allegiance

D. Administration of Oath of Office for George Bohn, Classified Employee's Appointee, not to exceed sixty (60) days. We were going to administer the oath to the concern

Mr. Salazar requested for item on the Oath for George Bohn to be pulled according to rule 2.1.2.2.3 and wait for approval from the board. Mr. Salazar also requested for a special meeting for the PC calendar dates for new school year to be approved by the commission.

II. APPROVAL OF AGENDA

A motion was made by Vice-Chair Ms. Dixon, and seconded by Commissioner Mr. Salazar to approve the agenda.

The motion unanimously carried.

III. PUBLIC COMMENTS

Carl Greenwood stated that CSEA would like to make sure the duties that belong to the district stay with the district and the duties that belong to the PC office stay with the PC office.

IV. ACTION ITEMS

A. The commissioners made nominations and voted for officers for 2015.

1. It is moved that Valeria Dixon be approved by the Commissioners as Chairperson for the 2015 term.

The motion carried the vote was unanimous with all members present Participating in the vote.

2. It is moved that Michael Salazar be approved by the Commissioners as

Vice-Chairperson for the 2015 term.

The motion carried the vote was unanimous with all members present participating in the vote.

B. RATIFYING ELEGIBILITY LIST(S)

It was moved by Chair Ms. Dixon and seconded by Vice-Chair Mr. Salazar to approve the following eligibility list.

1. Digital Content Producer (Exam #14-077)
2. Education Assistant III (Severe Impairments) Bilingual (Exam #14-078)
3. Education Assistant III (Spanish) (Exam #14-079)
4. Human Resources Director (Exam 14-087)
5. Marketing Graphic Designer (Exam #14-080)
6. Nutrition Program Manager (Exam #14-082)
7. Nutrition Services Business Manager (exam #14-083)
8. Nutrition Services Supervisor (Exam #14-084)

Mr. Salazar requested to approve the revision of the eligibility list for Nutrition Program Manager.

The motion carried to approve the revision and the eligibility list(s). The vote was unanimous with all members present in the vote.

C. EXTENSION OF ELIGIBILITY LIST(S)

It was moved by Chair Ms. Dixon and seconded by Vice-Chair Mr. Salazar to approve the extension of following eligibility list(s) for an additional year as submitted.

- A. Athletic Equipment Attendant (Exam #13-029)

The motion carried. The vote was unanimous with all members present participating in the vote.

D. REVISIONS TO CLASSIFICATION SPECIFICATION(S).

It was moved by Chair Ms. Dixon and seconded by Vice-Chair Mr. Salazar to approve the revisions to classification Specification(s) as submitted.

- A. Account Analyst
- B. Instructional Tutor (LH/PH)/Bilingual Instructional Tutor (LH/PH)

The motion carried. The vote was unanimous with all members present to Participate in the vote.

E. RECRUITMENTS

It was moved by Chair Ms. Dixon and seconded by Vice-Chair Mr. Salazar to open the following recruitment list(s).

- A. Account Analyst
- B. Electrician
- C. Food Production Worker
- D. Instructional Tutor (LH/PH)/Bilingual Instructional Tutor (LH/PH)
- E. Painter
- F. Roofer

The motion carried. The vote was unanimous with all members present participating in the vote.

- F.** The commission considered approving the second reading the proposed reformatting and revisions of the Personnel Rules, as submitted.

The motion was carried the vote was unanimous with all members present participating in the vote.

G. APPROVAL OF THE MINUTES

A motion was made by Ms. Dixon, and seconded by Mr. Salazar to accept and approve the meeting minutes as submitted for November 5, 2014.

The motion unanimously carried. The vote was unanimous with all Members present participating in the vote.

H. APPROVAL OF THE MINUTES

The motion was made by Ms. Dixon, and seconded by Mr. Salazar to accept and approve the meeting minutes as submitted for November 12, 2014.

The motion was unanimously carried. The vote was unanimous with all members present participating in the vote.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Ms. Byrd commented that she is looking forward to holidays.

Mr. Salazar – thanked the staff, Ms. Dixon, and Dr. Wiseman for the work that has been done this year. He also wished happy holidays to everyone.

Ms. Dixon stated that she enjoyed her time here at Personnel Commission. It marks her one year anniversary and she very happy to be part of the commission for the school district. She wishes everyone happy holidays.

Meeting adjourned at 5:47 p.m.

VI. CLOSED SESSION

The commission adjourned into closed session at 5:47p.m. for:

Pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE APPOINTMENT

Title: Personnel Commission Director (Provisional)

The commission reconvened into open session at 7:30 p.m. and announced the following Action taken in closed session.

Ms. Dixon There was no action taken on closed session.

VII. ADJOURNMENT

The commission adjourned the meeting at 7:30 p.m.