

PERSONNEL COMMISSION MEETING
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION, COMMUNITY ROOM

MINUTES

October 11, 2017

I. CALL TO ORDER

- A. The meeting was called to order at 5:30 p.m. by Commissioner Dixon.
- B. Pledge of Allegiance
- C. Roll-Call
 - 1. Commissioner Valeria Dixon, Chairperson
 - 2. Commissioner Michael Salazar, Vice Chairperson
 - 3. Commissioner George Bohn, Member

II. APPROVAL OF AGENDA

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

Motion carried.

III. PUBLIC COMMENTS

Dr. Wiseman recognized the Commissioners and staff for doing an outstanding, and professional job. He shared that as of November this will be his 4th year as the Assistant Superintendent for Human Resources Department, recalling when he first came on board it was very dysfunctional but, since then it has made a significant progress. Dr. Wiseman shared with Commissioners that HR management team meets daily and Ms. Byrd and Ms. Irma Garcia are always part of the team. He stated Dr. Funchess has been the Certificated Director and now it has been merged for him to take over Human Resources Certificated and Classified. He has been doing a tremendous job. Recently, Alexis Jenks became an HR Officer, she is now working with Dr. Funchess and both are doing a fantastic job with recruiting and promoting. He thanked the Commission and staff and looks forward to a great future.

IV. ACTION ITEMS

A. BILINGUAL AND NON BILINGUAL CLASSIFICATIONS

A motion was made by Ms. Dixon and seconded by Mr. Salazar to discuss the bilingual and non-bilingual classifications /positions.

Ms. Dixon shared her concerns surrounding bilingual recruitments. She noted the disparity between bilingual staff and non-bilingual staff in school offices. She mentioned that there is a lack of diversity as it seems that most hires are bilingual. She indicated that equal opportunity employment is not being adhered to. She recently visited San Bernardino High School and noticed the lack of diversity in the office. Students are expected to relate to people who look like them. She is asking the District to be mindful of their hiring process; and asks that all applicants be afforded the same

employment opportunity.

Mr. Salazar raised concerns with the lack of consistency between bilingual and non-bilingual positions. He is asking for those who possess the skill to be compensated accordingly. He hopes for consistency and uniformity in the process.

Mr. Bohn expressed concerns on the fairness of distribution of employees of same size same student ratio. There should be an even distribution of bilingual people across all categories of schools. He does not have a problem with bilingual positions, it is the process that is his concern.

Ms. Dixon further commented that she would like to see the district with some kind of formula that is fair and equitable, to give all people the same opportunity.

Dr. Wiseman spoke on the concerns on items the commissioners mentioned. He stated the district can't go against the law to hire base on race, the language is a skill, and there is a need for bilingual. There are some schools that have zero bilingual. He agrees with the Commission but, it is the principal's decision in regards to staff needs, citing from the CSEA 183 agreement, page 12#G," The District retains the sole right to determine the number and placement of positions to be paid the bilingual differential." He shared information of each school site in reference to bilingual to non-bilingual staff. Noting that Muscoy and Vermont Elementary Schools are the only schools that have 100% Spanish speaking.

Ms. Dixon stated to make sure that the centralized service for parents is diversity to serve all ethnicities.

Dr. Wiseman, stated that he understands the concerns that the Commissioners expressed, they are working on a formula. He and Dr. Funchess are focusing on having better customer service with training and expectations in the front office, where people feel welcome at all times. He shared an example showing at the bottom of the page there are 243 bilingual staff members and 220 non bilingual, which is 52 % bilingual clerical positions at school sites and, 48% non-bilingual clerical positions at school sites and offices. There are more than 52% bilingual speaking students. He explained how sometimes there are recommendations to abolish positions, and HR examines the situation carefully before making any decisions on abolishments. The goal is to make sure all job efforts are done properly to fit what is best for the school.

Ms. Dixon expressed concerns that she does not feel this district is neutral. Ms. Dixon stated that she receives different calls and text messages regarding the services that are at the school sites. She would like to see collaboration on recruitment tactics.

Dr. Wiseman stated that HR recently contracted an outside firm to bring teacher diversity.

Mr. Bohn stated, it would be nice for the district to keep certain representation with some kind of consistency across the district.

Mr. Salazar thanked Dr. Wiseman for the breakdown list.

Mr. Bohn thanked him for the report.

B. RATIFYING ELIGIBILITY LIST(S):

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the following eligibility list(s):

- | | |
|---|---------------|
| 1. Account Clerk | Exam # 17-052 |
| 2. Attendance Assistant | Exam # 17-054 |
| 3. Education Assistant III/SI | Exam # 17-056 |
| 4. HVACR Mechanic | Exam # 17-044 |
| 5. Instructional Assistant (CAI) | Exam # 17-053 |
| 6. Lead Sheet Metal Worker | Exam # 17-057 |
| 7. Microcomputer Specialist II | Exam # 17-061 |
| School Accounting Technician II – High School | Exam # 17-055 |

Motion carried.

C. CERTIFICATION RATIFIED ELIGIBILITY LISTS:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the ratified eligibility lists to fill bilingual positions:

- | | |
|----------------------------------|---------------|
| 1. Attendance Assistant | Exam # 17-054 |
| 2. Education Assistant III/SI | Exam # 17-056 |
| 3. Instructional Assistant (CAI) | Exam # 17-053 |

Motion carried.

D. CERTIFICATION FROM OTHER ELIGIBILITY LISTS:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the certification from other eligibility lists to fill vacancies as follows:

From:	To:
HVACR Mechanic	Water Cooling/Heating Specialist

Mr. Bohn asked what the difference in the two positions.

Ms. Byrd stated there is no difference, it's difficult to obtain applicants for Water Cooling/Heating Specialist, and this is why they are both being combined.

Reference: PC Rule(s) 5.23, 5.23., 1, 5.23.2.5.23.3.

Motion carried.

E. EXTENSION OF ELIGIBILITY LIST FOR AN ADDITIONAL YEAR:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the extension of eligibility lists for an additional year.

Title	Exam	Eligible Ranks	From:	To:
Account Clerk I	#16-075	12	11/10/17	11/10/18

Ms. Dixon asked if the position has been canvassed.

Ms. Irma Garcia stated there were 64 applicants and only 30 remain interested, total of 12 ranks. Ms. Byrd stated the position rarely opens, there should not be any problems in filling vacancies.

Motion carried.

F. RECRUITMENTS:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the following recruitments:

- | | | |
|---|------------------|-----------------------|
| 1. Bilingual Senior Clerk | Open/Promotional | 10/04/2017-10/31/2017 |
| 2. Buyer | Open/Promotional | 10/04/2017-10/31/2017 |
| 3. Cafeteria Worker | Open/Promotional | 10/04/2017-10/31/2017 |
| 4. Clerk II | Open/Promotional | 09/27/2017-10/24/2017 |
| 5. Community Relations Worker
II/Parent Involvement | Open/Promotional | 09/27/2017-10/24/2017 |
| 6. Computer Specialist V | Open/Promotional | 09/20/2017-10/17/2017 |
| 7. Drywall/Ceiling Grid Installer | Open/Promotional | 09/13/2017-10/10/2017 |
| 8. Education Assistant III/SI | Open/Promotional | 09/27/2017-10/24/2017 |
| 9. Electrician | Open/Promotional | 09/06/2017-10/03/2017 |
| 10. Electronics Technician | Open/Promotional | 09/27/2017-10/24/2017 |
| 11. Food Production Worker | Open/Promotional | 09/20/2017-10/17/2017 |
| 12. Nutrition Center Lead Delivery
Driver/Warehouse Worker | Promotional Only | 10/04/2017-10/31/2017 |
| 13. Nutrition Computer Analyst | Open/Promotional | 10/04/2017-Continuous |
| 14. Nutrition Specialist | Open/Promotional | 09/13/2017-10/10/2017 |
| 15. Power Mower Operator | Open/Promotional | 09/13/2017-10/10/2017 |
| 16. School Computer Specialist | Open/Promotional | 09/20/2017-10/17/2017 |
| 17. School Licensed Vocational
Nurse (LVN) | Open/Promotional | 09/13/2017-10/10/2017 |
| 18. Student Services Specialist II | Open/Promotional | 10/04/2017-10/31/2017 |

Motion carried.

G. REVISIONS OF CLASSIFICATONS:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the following classifications as submitted:

1. Computer Specialist IV

Motion carried.

A separate motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the following classifications with additional changes:

2. Computer Specialist V

Motion carried.

H. NEW CLASSIFICATIONS:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the new classifications specifications as submitted.

Telecommunications Specialist

Motion carried.

I. APPROVAL OF MINUTES FOR SEPTEMBER 6, 2017:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the minutes for September 6, 2017.

Motion carried.

V. COMMISSIONER'S/DIRECTOR'S COMMENTS:

Mr. Salazar thanked Dr. Wiseman for the kind remarks on the public comments section. Collectively the Commission is in business in collaboration with the District and the Union. Additionally, he welcomed Alexis Jenks back to the district, and hoping that now she can see how the commission is functioning and enjoy her welcome back to the district.

Mr. Bohn thanked Dr. Wiseman for providing information and listening to the Commission. He thanked John Simpson, CSEA President, and Kenny Wilson, CSEA Labor Representative for inviting him to the first CSEA, Chapter 183 meeting. He mentioned that it was the first time he has been invited to CSEA Chapter 183 meeting after six years as a Commissioner.

Ms. Dixon thanked Dr. Wiseman and Dr. Funchess for being at the meeting. She welcomed back Alexis Jenks. She stated she receives phone calls on positions being held through the 610 process. She explained back when she used to work for the district it was about getting jobs for the district.

John Simpson, stated that he and Kenny Wilson are working closely with Ms. Byrd and team to speed up the process.

Mr. Kenny Wilson stated they are interested on expediting the process but wants to make sure it is clean, and they are working diligently to do that. He stated that he goes to Ms. Byrd for advice on the rules, this is to protect the classified employees once that happens they bless it and run through the 610 process. He explained he wants to make sure the process works.

Ms. Dixon asked if there was anyone else that would like to speak.

Travon Martin expressed his concern on his job reclassification process. Last year, he asked to be reclassified. He explained his job is Community Relations, African Relations Worker II. Mr. Martin stated he is always performing jobs outside his job classification, he even works weekends. He would like to be compensated for going above and beyond his job duties.

Mr. Bohn asked if he had anything in writing of the duties currently performed outside the job duties classification.

Travon Martin said, yes, and it has been submitted to Personnel Commission.

Ms. Dixon told him the Commission will get back to him.

John Simpson, CSEA Chapter 183 President stated that the members for CSEA endorsed Mr. Bohn to represent the Classified members as a commissioner representative.

VI. CLOSED SESSION:

The Commission adjourned into closed session at 6:34 p.m. and reconvened into open session at 7:00 p.m. with a report out, the Commission determined they would abide by the Personnel Commission Rules regarding the appeal notification process as per PC rule:

10.4.5 Action If Appeal Is Not Filed:

If the employee does not respond and request a Personnel Commission Appeal Hearing within the fourteen (14) calendar days outlined in the Notice of Disciplinary Action, the action of the Board of Education shall be final and conclusive, and no further appeal rights shall be allowed. The commission adjourned at 7:10 p.m.