

PERSONNEL COMMISSION MEETING
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION, PORTABLE #B

MINUTES

November 8, 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. Bohn, to approve the agenda.

Motion carried.

III. PUBLIC COMMENTS

Ms. Byrd shared with the Commission that the Board unanimously approved the re-appointment for Mr. Bohn.

IV. ACTION ITEMS

A. RATIFYING ELIGIBILITY LIST(S):

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

- | | |
|--|---------------|
| 1. Groundswoker | Exam # 17-062 |
| 2. Language Translator Interpreter (Spanish) | Exam # 17-064 |
| 3. Nutrition Specialist | Exam # 17-070 |
| 4. School Licensed Vocational Nurse (LVN) | Exam # 17-067 |

Motion carried.

B. CERTIFICATION OF 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:

School Licensed Vocational Nurse (LVN) Exam # 17-067

Motion carried.

C. RECRUITMENTS:

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

- | | | |
|----------------------------------|------------------|-----------------------|
| 1. Application Analyst III | Open/Promotional | 10/11/2017-11/07/2017 |
| 2. Curriculum Materials Clerk | Open/Promotional | 10/18/2017-11/14/2017 |
| 3. Lead School Police Dispatcher | Promotional Only | 10/18/2017-11/14/2017 |
| 4. Library Assistant | Open/Promotional | 10/18/2017-11/14/2017 |
| 5. Public Safety Dispatcher | Open/Promotional | 10/18/2017-11/14/2017 |
| 6. Telecommunications Specialist | Open/Promotional | 10/18/2017-11/14/2017 |

Motion carried.

D. REVISIONS OF CLASSIFICATIONS:

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

1. Maintenance Trades Helper
2. Telecommunications Specialist

Ms. Byrd informed the Commission that for Maintenance Trades Helper the changes were in the qualifications and experience section, and the union was informed.

Ms. Byrd stated for the record that the Telecommunications Specialist was not an establishment classification, it was a revised classification, and previously the salary range was Range 44 and it has been changed to Range 45A.

Motion carried.

E. DISCUSSION ON CAFETERIA WORKER RECRUITMENT:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to discuss the recruitment for Cafeteria Worker.

Ms. Irma Garcia provided the Commission with an update on a recent Cafeteria Worker recruitment. She explained to the Commission that certain recruitments within the

school district are hard to fill, including Cafeteria Worker; therefore, took a different approach to recruiting. Commission staff sent Cafeteria Worker post cards to school district volunteers in hopes to attract local applicants and school district parents. A total of 819 post cards were mailed; as a result there was an increase in phone calls and foot traffic in our office. The recruitment was open from October 4th through October 31st; a total of 243 applications were received and testing is currently in progress.

Mr. Bohn asked about the amount of turn over. Ms. Irma Garcia shared with the Commission that Cafeteria Worker hours range between 2 – 6 hours and 9 – 12 months.

Ms. Dixon asked about the hourly pay. Ms. Byrd stated that Cafeteria Worker salary range is approximately \$13.00 per hour; Nutrition Services is Federally funded not funded by the school District which is why the district is not able to increase the hours for these positions. Overall, Ms. Dixon is pleased with this new recruitment strategy.

Mr. Salazar inquired about the cost of the mailing. . Ms. Nersi Garcia informed the Commission that the cost was approximately \$300.

F. CSPCA CONFERENCE APPROVAL

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the Commissioners and PC Staff (6) to attend the 2018 Conference for California School Personnel Commissioners' Association on Thursday, February 1, 2018 through Sunday, February 4, 2018 in San Diego, California, total not to exceed \$8,000.

Ms. Dixon confirmed attendance. Mr. Bohn will not be able to attend. Mr. Salazar will check his calendar.

Motion carried.

G. APPROVAL OF MINUTES FOR OCTOBER 11, 2017:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the minutes for October 11, 2017.

Motion carried.

V. COMMISSIONER'S/DIRECTOR'S COMMENTS:

Ms. Byrd informed the Commission that PC staff is currently working with the District through the APQC training to streamline the hiring process. She mentioned the work being done in collaboration with Dr. Wiseman's mentor, Dennis Smith, retired Superintendent, and other key HR staff.

Ms. Irma Garcia stated that the APQC training provides the tools to streamline the process and to rid of redundancies.

Ms. Byrd informed the Commission of an upcoming meeting with Mr. Dennis Smith and Dr. Wiseman regarding transition of duties.

Ms. Dixon asked if streamlining the process means that recruitment and hiring will be less than 90 days. Ms. Byrd stated it is to make it at least to 90 days. The hope is to expedite the hiring process.

Mr. Salazar is very pleased with the creativity of the post cards for Cafeteria Worker. He also wished Ms. Irma Garcia a happy birthday.

Ms. Dixon shared with the Commission a recent meeting she was in attendance and received a refresher on the importance of adhering to the Brown Act. She is also pleased with the collaboration between the District and Commission.

VI. CLOSED SESSION:

The Commission adjourned into closed session at 5:52 p.m. The Commission reconvened at 5:55 p.m., there was no report out.