

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

**MINUTES**

February 15, 2018

**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 - Absent
  - 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. Kimberly Quiel addressed the Commission regarding the denial of her application for Serving Kitchen Operator. She shared with the Commission that she recently worked out of classification in the position. She is requesting reconsideration.

Ms. Dixon thanked Ms. Quiel and informed her that the Personnel Commission Director will get back to her with an answer.

**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. Accounts Payable Technician                  | Exam # 17-090 |
| 2. Computer Specialist I                        | Exam # 17-091 |
| 3. Computer Specialist I – MAC                  | Exam # 17-099 |
| 4. Computer Specialist V                        | Exam # 17-094 |
| 5. Instructional Aide                           | Exam # 17-098 |
| 6. Instructional Assistant (Tutorial Assistant) | Exam # 17-097 |
| 7. Maintenance Trades Helper                    | Exam # 17-096 |

- |                                 |               |
|---------------------------------|---------------|
| 8. Maintenance Worker II        | Exam # 17-105 |
| 9. Public Safety Dispatcher     | Exam # 17-086 |
| 10. Secretary II                | Exam # 17-093 |
| 11. Serving Kitchen Operator    | Exam # 17-104 |
| 12. Sheet Metal Worker          | Exam # 17-095 |
| 13. Student Recovery Specialist | Exam # 17-100 |

Motion carried.

**B. RECRUITMENTS:**

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

- |  |                    |                       |
|--|--------------------|-----------------------|
| 1. Assistant Nutrition Services Director                 | Dual Certification | 01/31/2018-02/27/2018 |
| 2. Bilingual Education Assistant III (SI) (Spanish Only) | Open/Promotional   | 01/10/2018-02/06/2018 |
| 3. Cafeteria Worker                                      | Open/Promotional   | 01/03/2018-01/30/2018 |
| 4. Campus Security Officer I                             | Open/Promotional   | 02/07/2018-03/06/2018 |
| 5. Custodian I   | Open/Promotional   | 02/07/2018-03/06/2018 |
| 6. Education Assistant III (Arabic)                      | Open/Promotional   | 02/07/2018-03/06/2018 |
| 7. Education Assistant III (Cambodian)                   | Open/Promotional   | 02/07/2018-03/06/3018 |
| 8. Education Assistant III (Spanish)                     | Open/Promotional   | 01/31/2018-02/27/2018 |
| 9. Education Assistant III (SI)                          | Open/Promotional   | 02/07/2018-03/06/2018 |
| 10. Instructional Assistant (SDC)                        | Open/Promotional   | 02/07/2018-03/06/2018 |
| 11. Lifeguard  | Open/Promotional   | 01/03/2018-01/30/2018 |
| 12. Maintenance and Operations Director                  | Dual Certification | 01/10/2018-02/06/2018 |
| 13. Nutrition Computer Analyst                           | Open/Promotional   | 01/10/2018-Continuous |
| 14. Program Clock and Fire Alarm Technician              | Open/Promotional   | 01/10/2018-Continuous |
| 15. Public Safety Dispatcher                             | Open/Promotional   | 02/07/2018-03/06/2018 |
| 16. Quality Control Technician                           | Open/Promotional   | 01/31/2018-02/27/2018 |
| 17. Registered Behavior Technician                       | Open/Promotional   | 01/31/2018-02/27/2018 |
| 18. School Licensed Vocational Nurse (LVN)               | Open/Promotional   | 02/07/2018-03/06/2018 |
| 19. School Police Officer                                | Open/Promotional   | 01/10/2018-02/06/2018 |

Motion carried.



unable to vote to approve the item. Mr. Bohn seconded the motion.

Motion tabled.

**V. COMMISSIONER'S/DIRECTOR'S COMMENTS:**

Mr. Bohn appreciates the amount of time it took to retype the Rules. Thanks staff for their commitment.

Ms. Dixon inquired about the length of time to revise the Rules. Ms. Byrd shared that the original draft was submitted to the District in November. She shared that there was a lot of research that took place.

Ms. Dixon asked about the Rules being consistent with the Classified Bargaining Agreement. Ms. Byrd stated that sometimes the contract may not be in line with the Education Code and the Rules will continue to be in line with the Education Code.

Ms. Dixon requested staff to look into the purchase of a new audio system. She also mentioned the CSPCA conference and appreciates the opportunity.

Ms. Byrd commented that we are moving forward taking some district duties that belong to PC. The team would like to attend a 1.5-day office retreat, looking for avenues to sit down and brainstorm and plan new changes for the department, away from the office. It will be placed on the agenda for March for Commissioner's approval.

**VI. CLOSED SESSION:**

The Commission adjourned 5:50 p.m. to closed session. The Commission reconvened into open session at 6:05 p.m. with no report out.

**ADJOURNMENT:**

The Commission adjourned the meeting at 6:06 p.m.