

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
SPECIAL PERSONNEL COMMISSION MEETING**

777 N F Street  
Personnel Commission Office – Portable B

**MINUTES  
December 13, 2018**

**A. PRELIMINARY FUNCTIONS**

1. Call to Order

The Special Personnel Commission meeting was called to order at 12:01 p.m. in Personnel Commission office, Portable #B.

2. Pledge of Allegiance

3. Roll Call

Members Present: Ms. Valeria Dixon, Chairperson  
Mr. Michael Salazar, Vice Chairperson  
Mr. George Bohn, Member  
Ms. Gladys Byrd, Personnel Director  
Ms. Irma Garcia, Personnel Analyst  
Ms. Nersidalia Garcia, Bilingual Secretary III

4. It was moved by Ms. Dixon, seconded by Mr. Salazar, to approve the agenda as submitted.  
Motion carried.

**B. COMMENTS**

No Comments

**C. CONSENT ACTION ITEMS**

Mr. Dixon made a motion to approve all Consent Action items for the list. Motion carried.

**D. ACTION ITEMS**

1. It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the establishment of the job classification Preschool Aide.

Discussion: Mr. Bohn expressed concerns over the new recreational establishments for the classified budget. He stated that it looks as if it is creating a new level of bureaucracy within school district with dozens of employees. He asked how many elementary schools and middle schools are in the district? His concern was about where the funds would come and if benefits are included. He stated that he read budgets, and will be either losing or eliminating jobs or, not fill them when employees retire or resign.

Ms. Byrd stated the bill passed on September and is effective January 1, 2019. The jobs will be grandfathered as classified employees by the Board of Education. There are currently approximately 400 employees that may be classified employees some will be separated.

Ms. Dixon asked if there are certain hours' employees have to work to receive benefits. Ms. Byrd stated they have to work six (6) hours or more to receive benefits. Mr. Bohn expressed that it bothers him that the funds have to come out of current classified employees budget. Ms. Byrd

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explained funds will be moved to sites to cover for the positions. The job descriptions are new and they are to monitor students on playgrounds.

Mr. Bohn asked if there are people working in classifications now. Ms. Byrd stated yes, a query was done for senior recreation leader and is now in range 23. Preschool aides will be working eight (8) hours a day, five (5) days per week.

Mr. Salazar asked if all employees were at will. Ms. Byrd stated Human Resources Classified will be having a meeting with the recreation aides to explain the process, and uniform them that as of January 1<sup>st</sup> they are permanent employees. Ms. Byrd explained the job descriptions were researched by her and Ms. Irma Garcia, and shared with the District. Mr. Salazar asked about the amount of funds needed for the positions. Ms. Byrd stated \$4 million dollars has to go to Board to finalized the salary schedule.

2. It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the establishment of the Recreation Aide job classification specification. Motion carries.
3. It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the establishment of the Recreation Leader job classification specification. Motion carries.
4. It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the establishment of the Senior Recreation Leader job classification specification. Motion carries.
5. It was moved by Ms. Dixon and seconded by Mr. Salazar the next Personnel Commission Meeting is January 10, 2019 at 5:30 p.m., in the Personnel Commission Office, 777 N. F Street, San Bernardino, CA92410, Portable #B.

**E. PERSONNEL COMMISSIONERS COMMENTS:**

Ms. Dixon wished everyone happy holidays.

**F. CLOSED SESSION**

None

**G. ADJOURNMENT**

The Commission adjourned the meeting at 12:22 p.m.