

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

777 N F Street
Personnel Commission Office – Portable B

**MINUTES
July 11, 2019**

A. PRELIMINARY FUNCTIONS

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 5:30 p.m. in the Personnel Commission office, Portable B.

2. Pledge of Allegiance

3. Roll Call

Members Present: Ms. Dixon, Chairperson
Mr. Michael Salazar, Vice Chairperson
Mr. George Bohn, Member

Staff Present: Ms. Gladys Byrd, Personnel Director
Ms. Irma Garcia, Senior Personnel Analyst
Ms. Nersidalia Garcia, Secretary III (Bilingual)

4. Ms. Dixon moved to approve the agenda as submitted. Mr. Bohn second the motion. Mr. Salazar motioned to move Item G, Personnel Commissioner Comments, to the beginning of the agenda. Ms. Dixon moved to amend the agenda and to move Item G to the beginning. Mr. Bohn seconded. Motion carried.

5. Approval of Minutes

Ms. Dixon moved to approve the minutes from the June 6, 2019 Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

- B. Comments from Personnel Commissioners:** Ms. Dixon spoke on Recognition of Deceased Personnel Commissioner. Members of the audience and the Personnel Commission observed a moment of silence for former member of the Personnel Commission, Rhonda Early, who passed away on July 7, 2019. Mrs. Early served on the Personnel Commission from 02/28/2007 to 12/8/2013. The Personnel Commission of the San Bernardino City Unified School District and staff takes this opportunity to extend its deepest sympathy to her family.

Mr. Salazar shared that he had the privilege of serving as Personnel Commissioner with Rhonda Early and she was a kind person; she served as a commissioner with honor ad distinction and for the record would like to send condolences to her family.

Ms. Dixon shared that she served on other committees with Rhonda Early. Her children's and Rhonda's children went to school together, lived in same neighborhood, and grew up with Ms. Dixon's older siblings. This incident did happen during family reunion vacation. Our family also sent condolences to her family.

In compliance with Government Code §54957.5, any public records, which can be disclosed, related to an open session item on the agenda that have been submitted to the Commission are available for public inspection in the Personnel Commission office during normal business hours, no sooner than 72 hours prior to the meeting. A copy of a previous month's agenda and attachments may be requested by email communication to the Director at any time.

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C. PUBLIC COMMENTS

Samuel Rodriguez, Custodial Supervisor, applicant, asked the Commission for consideration to remain on the eligibility list. He explained he has over 12 years of experience and 9 out of 12 years is in custodial management. He believes he is qualified for the position. He stated the reason for disqualification is not accurate.

Michael Leon, Labor Representative for CSEA 183 introduced himself.

D. CONSENT ACTION ITEMS

Ms. Dixon moved to approve all items listed under consent action items. Ms. Dixon moved to remove action item 2D for Custodial Supervisor until Commissioner discuss. Mr. Bohn second the motion. Ms. Dixon called for the vote to ratify the rest of the items on the list. Motion carried.

E. ACTION ITEMS

1. Ms. Dixon moved to approve the CSPCA Membership Service Agreement. The cost is \$1,200.00 for fiscal year 2019-2020. Mr. Salazar second the motion. Motion carried.
2. Ms. Dixon moved to approve Commissioner's and Personnel Commission staff attendance to the 2020 CSPCA Annual Conference, Thursday, February 20, 2020 through Saturday, February 22, 2020 at Westin St. Francis, San Francisco, CA. The conference and hotel cost not to exceed \$12,000.00. Mr. Salazar second the motion. Motion carried.

F. INFORMATION ITEMS AND REPORTS

Director/Personnel Analyst – Substitute Recruitments: Ms. Irma Garcia shared with the Commission information on substitute recruitments for custodians and cafeteria worker to fill absences. Forty-five (45) applications for Substitute Custodians and one-hundred (100) applications for Substitute Cafeteria Worker were referred to Human Resources for processing.

Ms. Dixon inquired about data on absences during school time vs summer time, which one is highest.

Mr. Greenwood explained its during school time, especially Christmas time. He also explained that we do have good subs but stay long enough to train and then after they apply at other districts for higher pay.

Ms. Dixon shared she mentioned to district management that it would be logical to make cafeteria workers 4 hours and people would be more receptive to the job.

Mr. Bohn requested the vacancy log to be sent to Commissioners, and requested an outline pay study of surrounding school district boundaries.

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Ms. Dixon stated Personnel Commission can do a study on the pay and presented at a later meeting. She requested a report for the September Personnel Commission meeting.

G. DISCUSSION

The next Personnel Commission Meeting will be held on August 1 2019, at 5:30 p.m., in the Personnel Commission Office, 777 North F Street, San Bernardino, CA 92410, Portable B.

H. ADJOURNMENT:

The Commission adjourned the meeting at 6:02 p.m.