

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING
TELECONFERENCE MEETING
MINUTES
September 3, 2020 – 5:30 p.m.**

A. PRELIMINARY FUNCTIONS:

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 5:32 p.m.

2. Pledge of Allegiance

3. Roll Call

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

Staff Present: Ms. Irma Garcia, Personnel Director
Ms. Nersidalia Garcia, Secretary III

4. Approval of Agenda

Mr. Bohn moved to approve the agenda. Mr. Salazar second the motion. Motion carried.

5. Approval of Minutes

Mr. Salazar moved to approve the minutes from the August 6, 2020 Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

B. PUBLIC COMMENTS:

Ms. Nersidalia Garcia read to the Commission a written statement submitted by Leticia Barrios, Custodial Crew Leader applicant, requesting reconsideration of her qualifications.

C. CONSENT ACTION ITEMS:

Ms. Dixon moved to approve all matters listed under Consent Action Items. Mr. Salazar second the motion. Motion carried.

D. ACTION ITEMS:

California School Personnel Commission Association (CSPCA):

Ms. Dixon moved to approve the California School Personnel Commission Association (CSPCA) annual membership of \$1,200 for the fiscal year 2020-2021. Mr. Salazar second the motion. Motion carried.

E. INFORMATION ITEMS AND REPORTS:

1. Essential Positions:

Ms. Irma Garcia informed the Commission that weekly discussions continue with Human Resources pertaining to essential positions.

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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2. Conducting Tests and Interviews:

Ms. Irma Garcia informed the Commission the team is conducting tests and will be moving towards administering online written exams. Staff has also reached out to our Incident Management Team representative regarding preparations to test onsite. Plans include obtaining plexiglass partition options for test takers. Regarding employment interview processes, staff continues to coordinate with sites to schedule; it is an ongoing process.

3. Ewing Compensation Study:

Ms. Irma Garcia provided the Commission with an update on the compensation study. Ms. Dixon inquired about the classifications the compensation study applied to. Ms. Garcia stated that the study was for classified classifications; the study didn't apply to classified managers. She also explained that the compensation study recommendations may affect the salary relationships with classified management.

Mr. Salazar inquired about the cost for the study and asked when the Commission will expect to receive a copy. Ms. Garcia stated the costs were covered by the district and the study is currently being negotiated between District and CSEA.

Ms. Dixon inquired about the Personnel Commission's role in this study and who requested the study. Ms. Garcia stated that compensation for classified positions falls under the purview of Personnel Commission in terms of making recommendations based on occupational clusters. The compensation study was a mutual agreement between District and CSEA.

DISCUSSION:

The next Personnel Commission meeting will be held on October 1, 2020, at 5:30 p.m. via Teleconference.

F. COMMENTS FROM PERSONNEL COMMISSIONERS:

Ms. Dixon understands it is difficult to meet virtually and realizes working remotely from home people tend not to make any comments during our PC Meeting. Ms. Dixon invited the public to make comments and feel comfortable to ask questions. The Commission will continue to follow the lead of the school board and eventually go back to in-person meetings when it is safe to do so. Ms. Dixon appreciates the hard work of staff and is looking forward to creative ways of making sure that we continue to test and establish eligibility lists to fill essential positions.

G. CLOSED SESSION:

The Commission adjourned to closed session at 5:49 p.m. to discuss:

Pursuant to California Government Code §54956.9 and §54957:

1. Consideration of legal matters coming within the purview of the attorney/client relationship.
2. Consideration of appointment, employment, dismissal, or evaluation of an employee.
 - a. Applicant #20-090301

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The Commission reconvened in open session at 6:17 p.m. and reported on the following action(s) taken in closed session:

Applicant #20-090301 - Appeal granted.

H. ADJOURNMENT:

The Commission adjourned the meeting at 6:17 p.m.