

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

MINUTES

March 4, 2021 at 5:30 p.m.

A. PRELIMINARY FUNCTIONS:

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 5:30 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
Mrs. Tamara Booker, Personnel Analyst
Ms. Nersidalia Garcia, Secretary III

4. Approval of Agenda

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

5. Approval of Minutes

Ms. Dixon moved to approve the minutes from the February 4, 2021 Regular Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

B. PUBLIC COMMENTS:

Lourdes Cruz, CSEA Labor Representative, thanked the Commission for the invitation to the PC meeting. She briefly shared that CSEA concluded the Return to Work MOU with the district regarding COVID-19. She clarified some concerns regarding the progressive discipline, wants to make sure that it is followed correctly. Moving forward she will keep the Commission updated on progressive discipline.

Ms. Dixon thanked Ms. Lourdes Cruz for her presence at the meeting and welcomed her any time.

C. CONSENT ACTION ITEMS:

Ms. Dixon moved to approve Consent Action Items. Mr. Bohn second the motion. Motion carried.

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D. ACTION ITEMS:

1. Public Hearing for the Proposed Personnel Commission Budget 2021-2022

Ms. Dixon proposed the public hearing date for first reading for the proposed Personnel Commission Budget for 2021-2022 to be on April 1, 2021 at 5:30 p.m. via Teleconference. Mr. Salazar second the motion. Motion carried.

2. Reclassification Study – School Police Clerk

Ms. Dixon moved to discuss the reclassification study for School Police Clerk. Mr. Salazar second the motion.

Ms. Irma Garcia indicated that staff conducted additional research on the classification and met with Ms. Lourdes Cruz, CSEA Labor Representative, as per their request. She responded to questions and concerns brought up at the previously held meeting. Briefly shared a recap on what a reclassification study entails. She clarified that when a recruitment is opened for School Police Clerk, the job posting is clear about the background process. Staff concluded that a reclassification is not recommended.

Shane Dishman, former administrator for CSEA, explained that Onelia Jimenez does hold a P.O.S.T. certificate and believes that there needs to be further investigation. School Police Clerks have beyond access availability looking at computer system control by FBI rules and responsibilities and some of the results can be termination or arrest. He requested for the Commission to look into this further for the two employees currently in this role, the position needs to be reclassified.

Ms. Dixon clarified that she requested for staff to verify with additional school districts not police departments. According to the backup material there was additional research with district school police departments.

Ms. Dixon moved to approve the recommendation. Mr. Salazar second the motion. Motion carried.

E. DISCUSSION:

The next Personnel Commission meeting will be held on April 1, 2021, at 5:30 p.m., via Teleconference.

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F. COMMENTS FROM PERSONNEL COMMISSIONERS:

Mr. Bohn appreciates the extra work that the director and staff for the reclassification study for School Police Clerk. Mr. Salazar, echoed what Mr. Bohn said, and he thanked staff for the extra work project. Special thanks to our visitors Ms. Lourdes Cruz and Mr. Shane Dishman.

G. CLOSED SESSION:

The Commission adjourned to a closed session at 5:50 p.m. with nothing to report out.

H. ADJOURNMENT:

The Commission adjourned the meeting at 5:50 p.m.