

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

**MINUTES
May 26, 2021 at 5:30 p.m.**

A. PRELIMINARY FUNCTIONS:

1. Call to Order:

The special 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.

B. PUBLIC COMMENTS:

None

C. ACTION ITEMS:

Approval of revisions to the Superintendent's Assistant classification specification.

Ms. Dixon moved to approve the revisions to the Superintendent's Assistant classification specification. Mr. Salazar second the motion.

Ms. Irma Garcia shared with the Commission a statement from the district pertaining to the revisions. Mr. Doc Ervin, the San Bernardino City Unified School District's newly appointed Superintendent, will begin his tenure with the District on June 1, 2021. As part of the Superintendent's entry plan, Mr. Ervin has assessed his office support staff structures and has evaluated the need to revise the existing organizational set up. Possible support staff restructuring may include the transition of the Superintendent's Assistant support to the Deputy Superintendent. This would allow the Superintendent to exercise flexibility with restructuring staff support at the Executive Cabinet level.

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Ms. Garcia also indicated that the Superintendent's Assistant classification is considered an executive secretary position. Ms. Dixon inquired if the position was a CSEA position. Ms. Garcia stated that it is a management position.

Motion carried.

Dr. Funchess, Assistant Superintendent of Human Resources, shared with the Commission that the revisions to Superintendent's Assistant classification specification are to better serve both the Superintendent and Deputy Superintendent to maximize efficiency across the executive cabinet level. Also indicated that Mr. Ervin will begin his tenure on June 1, 2021, and this is the right opportunity to look at the structure within the office to meet the maximum efficiency. He appreciates the work of the Commission and the relationship between the Commission and the district.

D. DISCUSSION:

The next Regular Personnel Commission Meeting will be held on June 3, 2021 at 5:30 p.m. via Teleconference or in person at 1525 W. Highland, Ave., San Bernardino, CA 92411.

E. CLOSED SESSION:

The Commission adjourned to closed session at 5:39 p.m. to discuss the following:

Consideration of appointment, employment, dismissal, or evaluation of an employee.

1. Employee #21-0107 – Unanimously acted to sustained the hearing officer's recommendation
2. Employee #21-0204 – Unanimously acted to Sustained the hearing officer's recommendation

The Commission reconvened into open session at 5:53 p.m.

F. ADJOURNMENT:

The Commission adjourned the meeting at 5:54 p.m.