

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
REGULAR PERSONNEL COMMISSION MEETING  
1525 W. Highland Ave.  
San Bernardino, CA 92411**

**MINUTES  
March 9, 2023, 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: Ms. Valeria Dixon, Chairperson  
Mr. Michael Salazar, Vice Chairperson  
Mr. George Bohn, Member

Staff: 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 2, 2023, Regular Personnel Commission meeting. Mr. Salazar second the motion. Motion carried.

6. Approval of Minutes

Ms. Dixon moved to approve the minutes from the February 16, 2023, Special Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

**B. PUBLIC COMMENTS:**

Lucio Chaparro, Associate Personnel Analyst introduced himself and thanked the Commission for the great opportunity to join the Personnel Commission team. The Commission welcomed Mr. Chaparro to the department.

**C. CONSENT ACTION ITEMS:**

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

---

*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.*

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
REGULAR PERSONNEL COMMISSION MEETING  
1525 W. Highland Ave.  
San Bernardino, CA 92411**

**MINUTES  
March 9, 2023, at 5:30 p.m.**

**D. ACTION ITEMS:**

1. Public Hearing Date for the Proposed Personnel Commission Meeting Budget 2023-2024:

Ms. Dixon moved to set a Public Hearing date for the Proposed Personnel Commission Budget for 2023-2024 on April 13, 2022, at 5:30 p.m. at the Personnel Commission Office, 1525 W. Highland Ave., San Bernardino, CA 92411. Mr. Salazar second the motion.

Ms. Garcia indicated that the preliminary budget will be on the agenda on April 13, 2023. The second and final reading approval will be on May 4, 2023. Motion carried.

2. Revisions to the following classification specification

Ms. Dixon moved to approve the revisions to the Facilities Use Supervisor classification specification, Management Salary Range 41. Mr. Bohn second the motion.

Ms. Garcia shared that staff is recommending revisions mainly to the qualifications section of the Facilities Use Supervisor classification. This would help in the recruitment efforts and filling the position as soon as possible.

Commissioners inquired about the education and substitution requirements. Ms. Garcia shared that the suggested qualifications will increase the qualified applicant pool. Ms. Dixon suggested reaching out to applicants who had previously applied and give them the opportunity to apply for this position.

Motion carried

**E. INFORMATION ITEMS AND REPORTS**

Succession Planning

Ms. Dixon suggested that classified managers cross train their staff. This is an opportunity for employees to build on their skills and potentially get promoted within the school district. A leader is supposed to encourage people to grow and do better. Some employees remain comfortable right where they are; while others would like to use the opportunity to excel. A suggestion is to meet with your team to see how you can help develop their skills. Write down goals for the department. Ms. Dixon read about the importance of succession planning. You want to promote your employees within your organization and give opportunities.

---

*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.*

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
REGULAR PERSONNEL COMMISSION MEETING  
1525 W. Highland Ave.  
San Bernardino, CA 92411**

**MINUTES  
March 9, 2023, at 5:30 p.m.**

Mr. Salazar suggested to develop an exit strategy. We benefit from training and cross-training of others who have developed new skills in other departments. The Personnel Commission is the best unit in the district. He encouraged and suggested getting out of that narrow alley and understanding that the school district is an organization. As a manager you may have the opportunity to participate in performance evaluations.

Ms. Irma Garcia appreciates the Commission's advice as her career growth over the years in the school district is due to the vast opportunities such new learned skills, training, and opportunities available to her. Altogether, helped her transition into Personnel Commission department.

Mr. Bohn suggested that if the department plans to expand to different levels of responsibilities. This is a good time to expand.

**F. DISCUSSION:**

The next Personnel Commission meeting will be held in person on April 13, 2023, at 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

**G. COMMENTS FROM PERSONNEL COMMISSIONERS:**

No discussion.

**H. CLOSED SESSION:**

The Commission adjourned to closed session at 6:22 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. Employee #23-0202-02
  - b. Applicant #23-0309-01
  - c. Applicant #23-0309-02
  - d. Applicant #23-0309-03
  - e. Applicant #23-0309-04

The Commission reconvened to open session at 6:47 p.m. and reported on the following action(s) taken in closed session:

---

*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.*

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
REGULAR PERSONNEL COMMISSION MEETING  
1525 W. Highland Ave.  
San Bernardino, CA 92411**

**MINUTES  
March 9, 2023, at 5:30 p.m.**

- a. Employee #23-0202-02 - No action taken
- b. Applicant #23-0309-01 – Appeal Denied
- c. Applicant #23-0309-02 - Appeal Denied
- d. Applicant #23-0309-03 - Appeal Denied
- e. Applicant #23-0309-04 - Appeal Denied

**I. ADJOURNMENT:**

The Commission adjourned the meeting at 6:48 p.m.