

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

**MINUTES  
September 14, 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 5:33 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 August 3, 2023, Regular Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

**B. PUBLIC COMMENTS:**

Demetrius Rogers, Campus Security Officer I applicant, share with the Commission that he received a removal notification. He shared with the Commission that he has been a victim of identity theft for the last four years. He has been working diligently to clear his name. He requests that the Commission grant his appeal to remain on the eligibility list.

**C. CONSENT ACTION ITEMS:**

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

**D. ACTION ITEMS:**

Regular Personnel Commission Meetings

Ms. Dixon moved to discuss the revision on the upcoming PC meeting dates. Mr. Bohn second the motion.

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Mr. Salazar requested to make modifications to the upcoming meeting dates due conflicts with his calendar. He requests that October 12, 2023, be rescheduled to Tuesday, October 10, 2023. There are no conflicts with November 9, 2023. He requests that December 12, 2023, be rescheduled to Thursday, December 14, 2023.

Motion carried.

**E. INFORMATION ITEMS AND REPORTS**

1. Meeting with the Superintendent

Ms. Irma Garcia shared with the Commission that she and Ms. Dixon had a meeting with Superintendent, Mr. Mauricio Arellano, regarding current hiring processes. Present during the meeting were members of the Cabinet. It was an informational meeting and a great outcome. We look forward to meeting more often. Ms. Dixon mentioned that she was pleased with the outcome of the meeting and that staff was able to answer questions from the Superintendent and Cabinet.

2. Instructional Aide Hiring Status

Mrs. Tamara Booker shared with the Commission that the district has implemented a new program that provides for funding of additional Instructional Aide positions for kindergarten classrooms. Interviews took place recently and that produced 55 selections. Ms. Dixon inquired about the interview process. Mrs. Booker shared that interviews took place via Zoom with two panels. Ms. Irma Garcia shared that follow up interviews were scheduled. Dr. Amy Coker, Elementary Instruction Director, gave great compliments to staff on how well organized the process was. Mr. Salazar asked if the 77 positions included bilingual. Mrs. Booker stated that it was 57 non-bilingual and 20 bilingual positions.

**F. DISCUSSION:**

The next Personnel Commission meeting will be held in person on Tuesday, October 10, 2023, at 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

**G. COMMENTS FROM PERSONNEL COMMISSIONERS:**

Ms. Dixon inquired about the additional Campus Security Officer positions that are reflected on the vacancy log. Mrs. Booker stated that staff has been continuously conducting interviews as they are scheduled for additional interviews very soon.

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Mr. Bohn mentioned that there needs to be a brief description explaining the meaning of ratification of recruitment and ratification for eligibility list. So, applicants understand the meaning of both terms.

Mr. Salazar thanked staff for an excellent job for the influx of positions of instructional aides; this helps serve to eliminate huge backlog. This work is innovative thinking.

Ms. Dixon mentioned that this should be on board correspondence.

**H. CLOSED SESSION:**

The Commission adjourned to closed session at 6:05 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 #23-0914-01
  - b. Applicant #23-0914-02
  - c. Applicant #23-0914-03
  - d. Applicant #23-0914-04
  - e. Applicant #23-0914-05
  - f. Applicant #23-0914-06
  - g. Applicant #23-0914-07
  - h. Applicant #23-0914-08
  - i. Applicant #23-0914-09
  - j. Applicant #23-0914-10
  - k. Employee #23-0202-02

The Commission reconvened to open session at 7: 36 p.m. and reported on the following action(s) taken in closed session:

- a. Applicant #23-0914-01 – Denied
- b. Applicant #23-0914-02 – Denied
- c. Applicant #23-0914-03 – Denied
- d. Applicant #23-0914-04 – Granted
- e. Applicant #23-0914-05 – Denied
- f. Applicant #23-0914-06 – No Action

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- g. Applicant #23-0914-07 - Tabled for more information
- h. Applicant #23-0914-08 – Denied
- i. Applicant #23-0914-09 – Denied
- j. Applicant #23-0914-10 – Denied
- k. Employee #23-0202-02 – No action at this time

**I. ADJOURNMENT:**

The Commission adjourned the meeting at 7:39 p.m.