

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA
December 13, 2023 – 5:30 p.m.
1525 W. Highland Ave.
San Bernardino, CA 92411
PERSONNEL COMMISSION OFFICE – WHAA PORTABLE**

Welcome! The following information is provided to assist persons who attend the meeting of the Personnel Commission and wish to participate in the meeting.

If members of the public would like to contact the Personnel Commission about this upcoming agenda, please send an email to nersidalia.garcia@sbcusd.k12.ca.us prior to the start of the Personnel Commission meeting. These comments will be shared with the Personnel Commissioners. If you wish for your written comment to be read aloud, please indicate this specifically in your communication. Requests for written comments to be read aloud will be honored, subject to the Personnel Commission's time limits on public comments.

Assistance/Accommodations:

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the Personnel Commission, please contact the Personnel Commission Office at (909) 381-1280. Notification 72 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the Commission shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.

Addressing the Commission:

There are two ways to address the Commission during the meeting. These are, speaking to the Commission regarding an item already on the agenda, and/or speaking to the Commission about a new topic not on the agenda. Speakers will be asked to keep their comments brief, and allotted approximately 3 minutes per speaker, per topic.

Items on the Agenda:

Speakers may comment on any item on the meeting agenda in order to share information for consideration by the Commission immediately before the Commission begins deliberation on the item. A speaker slip must be completed and provided to the Director prior to the agenda item.

Items not on the Agenda:

Item B (Public Comments) provides the opportunity where individuals may address topics that are not listed on the agenda. The Brown Act restricts the Commissioners from engaging in a discussion of non-agenda items or issues raised during public comment except to acknowledge receipt of the information, refer it to staff for further study or refer the item to a future meeting. The Commission may not take any action on issues or topics presented during Public Comments.

Placing Items on a Future Agenda:

Any member of the public may request that a matter within the jurisdiction of the Commission be placed on the agenda of a regular meeting. The request must be in writing and must describe the item to be discussed with sufficient detail including the history of the issue and how it is related to the Personnel Commission. Also, to be included is any information or material that the requestor wishes to be reviewed by the Commission regarding the issue. It must be submitted to the Personnel Director at least ten (10) working days before the scheduled

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meeting date. Items submitted less than ten (10) working days before the scheduled meeting date may be postponed to a later meeting date to allow sufficient time for consideration and research of the issue.

The Commission Chair and the Director shall decide whether a request is within the subject matter jurisdiction of the Commission. Items not within the subject matter jurisdiction of the Commission may not be placed on the agenda. In addition, the Commission Chair and/or Director will determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative procedure before placing the item on the agenda.

The Commission Chair and/or Director shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item, information item, or under Public Comment.

Closed Session

The Personnel Commission may hold closed sessions only for purposes identified by law. The Commission may hold a closed session at any time during a regular or special meeting and during emergency meetings in accordance with law.

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A. PRELIMINARY FUNCTIONS:

1. Call to Order - Meeting called to order at _____ p.m.

2. Pledge of Allegiance

3. Roll Call:

Chairperson	Ms. Valeria Dixon	_____
Vice Chairperson	Mr. Michael Salazar	_____
Member	Mr. George Bohn	_____
Personnel Director	Ms. Irma Garcia	_____
Personnel Analyst	Mrs. Tamara Booker	_____
Secretary III	Ms. Nersidalia Garcia	_____

4. Administration of Oath to George Bohn, CSEA Appointee to the Personnel Commission for a three (3) year term commencing December 2, 2023, through December 1, 2026.

5. Approval of agenda, as submitted or amended:

Motion: _____ Second: _____
Discussion: _____
Action: Aye: _____ Nay: _____ Abstain: _____

6. Approval of minutes from the November 9, 2023, Regular Personnel Commission meeting, as submitted or amended.

Motion: _____ Second: _____
Discussion: _____
Action: Aye: _____ Nay: _____ Abstain: _____

B. PUBLIC COMMENTS:

Public Comments pertaining to non-agenda items: *Members of the public may address the Personnel Commission on items not listed on the agenda. The Brown Act restricts the Commissioners responses to non-agenda topics to: clarifying questions, brief announcements, brief report of personal related activities, or to refer the matter to staff. If members of the public would like to contact the Personnel Commission about this upcoming agenda, please send an email to nersidalia.garcia@sbcusd.k12.ca.us prior to the start of the Personnel Commission meeting. These comments will be shared with the Personnel Commissioners. If you wish for your written comment to be read aloud, please indicate this specifically*

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in your communication. Requests for written comments to be read aloud will be honored, subject to the Personnel Commission's time limits on public comments. (Government Code sections 54954.2, 54954.3, and 54957.9)

C. CONSENT ACTION ITEMS:

All matters listed under Consent Action Items are to be considered for ratification and will be enacted by one motion followed by a roll call vote. There will be no separate discussion of these items unless the Commission, audience, or staff request specific items to be removed from the Consent Item for separate action.

1. Ratification of recruitment(s) *(Ratification definition: to approve and sanction formally):*

a. Administrator of Operations	Dual Certification	11/15/2023-12/12/2023
b. Attendance Verifier	Open & Promotional	12/06/2023-01/09/2024
c. Buyer	Open & Promotional	11/08/2023-12/05/2023
d. Cafeteria Worker	Open & Promotional	11/08/2023-12/05/2023
e. Custodian I	Open & Promotional	11/29/2023-01/02/2024
f. Education Assistant III (Severe Impairments)	Open & Promotional	11/08/2023-Continuous
g. Education Assistant III (Spanish)	Open & Promotional	11/08/2023-Continuous
h. Grounds Supervisor	Promotional Only	11/29/2023-01/02/2024
i. HVACR Mechanic	Open & Promotional	11/08/2023-Continuous
j. Instructional Tutor (Learning Handicapped/ Physically Handicapped (LH/PH)	Open & Promotional	11/22/2023-12/19/2023
k. Lead Groundsworker	Promotional Only	11/29/2023-01/02/2024
l. Pre-school Recreation Aide	Open & Promotional	12/06/2023-01/09/2024
m. Registered Behavior Technician	Open & Promotional	11/01/2023-11/28/2023
n. School Police Sergeant	Promotional Only	11/01/2023-01/02/2024
o. Senior Clerk	Open & Promotional	12/06/2023-01/09/2024
p. Senior Recreation Leader	Promotional Only	12/06/2023-Continuous
q. Small Engine Mechanic	Open & Promotional	11/29/2023-01/02/2024
r. Sprinkler System Specialist	Open & Promotional	11/29/2023-01/02/2024

2. Ratification of eligibility list(s) *(Ratification definition: to approve and sanction formally):*

a. Automatic Mechanic	Exam #22-149
b. Cabinet Maker	Exam #23-103
c. Catering and Cafeteria Operator	Exam #23-144
d. Education Assistant III (Severe Impairments)	Exam #23-125
e. Information Technology Director	Exam #23-147

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| f. Instructional Aide | Exam #23-150 |
| g. Instructional Assistant (Special Day Class) | Exam #23-127 |
| h. Library Assistant | Exam #23-148 |
| i. Maintenance Manager | Exam #23-158 |
| j. Office Assistant I (Health Aide) | Exam #23-149 |
| k. School Police Officer Trainee | Exam #23-154 |

3. Certification from other eligibility list(s):

- | | |
|--|--------------|
| a. Education Assistant III (Severe Impairment)
To fill Bilingual Education Assistant III (Severe Impairments) | Exam #23-125 |
| b. Instructional Aide
To fill Bilingual Instructional Aide | Exam #23-150 |
| c. Instructional Assistant (Special Day Class)
To fill Bilingual Instructional Assistant (Special Day Class) | Exam #23-127 |
| d. Library Assistant
To fill Bilingual Library Assistant | Exam #23-148 |
| e. Office Assistant I (Health Aide)
To fill Bilingual Office Assistant I (Health Aide) | Exam #23-149 |

4. Approval of certifications as submitted:
See attached report

Approval of Consent Action Items as submitted or amended.

Motion: _____ Second: _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

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D. ACTION ITEMS

The Commission shall discuss the following recommendations. Items will be voted separately:

1. First Reading to the revisions of the following Personnel Commission rule(s):

a. PC Rule 9.4, Probation Status

Deletion of PC Rule 9.4.1.3.1: The probationary period for the following shall be one hundred eighty (180) work days, excluding unpaid leave of absence:

Campus Security Officer I

Campus Security Officer II

School Security Officer

Motion: _____ Second: _____

Discussion: _____

b. PC Rule 17.3.3, Longevity Increments

Amendments to increase longevity increments from 2.5% to 3.5%; and addition of longevity increment for employees who have completed thirty-five (35) years of service. (See attached)

Motion: _____ Second: _____

Discussion: _____

2. The Commission will make nominations and vote for Chairperson for 2024. It is recommended that the Personnel Commission approve _____ as Chairperson for 2024.

Motion: _____ Second: _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

3. The Commission will make nominations and vote for Vice Chairperson for 2024. It is recommended that the Personnel Commission approve _____ as Vice Chairperson for 2024.

Motion: _____ Second: _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

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4. The Commission will consider approving the Personnel Commission Meeting Calendar for 2024, as per PC Rule 2.2. The Personnel Commission shall regularly meet on a date and time determined by the Personnel Commission of the San Bernardino City Unified School District and meetings shall be held in the Personnel Commission office, 1525 W. Highland Ave., WHAA Portable, San Bernardino, CA 92411, or other location as deemed appropriate by the Personnel Commission.

January 11, 2024
April 4, 2024
July 11, 2024
October 10, 2024

February 8, 2024
May 2, 2024
August 1, 2024
November 7, 2024

March 7, 2024
June 6, 2024
September 12, 2024
December 12, 2024

Motion: _____ Second: _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

E. DISCUSSION:

The next Personnel Commission meeting will be held in person on January 11, 2024, at 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

F. COMMENTS FROM PERSONNEL COMMISSIONERS:

G. CLOSED SESSION:

The Commission adjourned to closed session at _____ 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 #23-1213-01
 - b. Applicant #23-1213-02
 - c. Applicant #23-1213-03
 - d. Applicant #23-1213-04

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The Commission reconvened to open session at _____ and reported on the following action(s) taken in closed session.

H. ADJOURNMENT:

The Commission adjourned the meeting at _____.