

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

**MINUTES  
May 2, 2024 at 5:30 p.m.**

**A. PRELIMINARY FUNCTIONS:**

1. Call to Order  
The regular meeting of the Personnel Commission was called to order at 5:31 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. Bohn second the motion. Motion carried.

5. Approval of Minutes

Ms. Dixon moved to approve the minutes from the April 4, 2024, Regular Personnel Commission meeting. Mr. Salazar second the motion. Motion carried.

6. Approval of Minutes

Ms. Dixon moved to approve the minutes from the April 18, 2024, Special Personnel Commission meeting. Mr. Salazar second the motion. Motion carried.

**B. PUBLIC COMMENTS:**

Kayla Glackin, District Employee, addressed the commission on the recent disqualification of her application for Account Analyst. The disqualification was due to failure to provide proof of college level coursework. She stated that the education qualifications states “or” the equivalent supplemented by college level course work in bookkeeping; meaning the college level coursework was only required with a GED. Ms. Glackin provided PC staff with a

---

*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  
May 2, 2024 at 5:30 p.m.**

complete unofficial transcript, the courses taken are aligned with Account Analyst qualifications. Ms. Glackin requests that the Commission considers the appeal and allow the opportunity to take the test for Account Analyst.

The Commission had some follow up questions regarding the submission of the required proof of education.

**C. CONSENT ACTION ITEMS:**

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

**D. ACTION ITEMS:**

1. Proposed Budget for 2024-2025 – Second Reading:

The Personnel Commission will discuss and conduct a public hearing on the proposed budget for the fiscal year 2024-2025. Members of the public, representatives from the collective bargaining units, employees of the district, and members of the Governing Board may comment on this proposed budget at this time.

Ms. Dixon moved to approve the proposed Personnel Commission Budget for 2024-2025, as submitted. Mr. Bohn second the motion.

Motion carried.

2. Patricia Barrett—Hearing Officer

Ms. Dixon moved to approve Patricia Barrett as the Hearing Officer for the 2024-2025 Fiscal Year. The recommended cost allotment is \$18,000.00. 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  
May 2, 2024 at 5:30 p.m.**

3. Personnel Commission Office Retreat

Ms. Dixon moved to approve Personnel Commission staff attendance to an office retreat conference on Sunday, June 23, 2024, and Monday June 24, 2024, location TBD. The hotel cost not to exceed \$3,000.00. Mr. Bohn second the motion.

Ms. Irma Garcia shared with the Commission that staff is requesting consent approval to participate in the first PC staff retreat with specific focus on *team building*. Retreat agenda is currently a work-in-progress.

Motion carried.

4. Classification Specification Revisions:

- a. Ms. Dixon moved to approve the revisions and salary adjustment for the following classification specification: Mr. Salazar second.

From:    Preschool Recreation Aide, Salary Range 01  
To:       Preschool Recreation Aide, Salary Range 26A (Job Family: Recreation Aide)

Ms. Irma Garcia shared with Commission that following sub section items are pertaining to the recreation aides job descriptions revisions that were recently MOU'd by the District and CSEA. The revisions include salary adjustment. The playground positions were on a one-step salary schedule and now they are on a six-step salary schedule. One of the provisions included in the MOU is that current district employees holding positions in any of the recreation aide classifications will be placed on step 3.

Motion carried.

- b. Ms. Dixon moved to approve the revisions and salary adjustment for the following classification specification. Mr. Salazar second the motion.

From:    Recreation Aide, Salary Range 01  
To:       Recreation Aide, Salary Range 26A (Job Family: Recreation Aide)

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  
May 2, 2024 at 5:30 p.m.**

- c. Ms. Dixon moved to approve the revisions and salary adjustment for the following classification specification. Mr. Bohn second the motion.

From: Recreation Leader, Salary Range 02  
To: Recreation Leader, Salary Range 27A (Job Family: Recreation Aide)

Motion carried.

- d. Ms. Dixon moved to approve the revisions and salary adjustment for the following classification specification. Mr. Bohn second the motion.

From: Senior Recreation Leader, Salary Range 03  
To: Senior Recreation Leader, Salary Range 28A (Job Family: Recreation Aide)

Motion carried.

5. Ms. Dixon moved to approve the salary range increase for the following classification specifications. Mr. Salazar seconds the motion.

<b>CLASSIFICATIONS</b>	<b>CURRENT RANGE</b>	<b>NEW RANGE</b>
Cafeteria Worker	Range26A	Range28A
Catering and Cafeteria Operator	Range 31	Range 33
Food Production Worker	Range 28A	Range 30A
Senior Cafeteria Worker	Range 30A	Range 32A
Senior Caterer	Range 33A	Range 35A
Senior Food Production Worker	Range 36	Range 38
Serving Kitchen Operator	Range 29	Range 31
Education Assistant III (Arabic)	Range 32	Range 34
Education Assistant III (Cambodian)	Range 32	Range 34
Education Assistant III (Samoan)	Range 32	Range 34
Education Assistant III (Spanish)	Range 32	Range 34
Education Assistant III (Vietnamese)	Range 32	Range 34
Education Assistant III/Community Day School	Range 32	Range 34
Education Assistant III/Severe Impairments-Bilingual Education Assistant III/Severe Impairments	Range 32	Range 34
Education Assistant IV- Native American Culture	Range 35A	Range 37A

*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  
May 2, 2024 at 5:30 p.m.**

Virtual Learning Instructional Assistant	Range 32	Range 34
Instructional Assistant (CAI)/Bilingual Instructional Assistant (CAI)	Range 32	Range 34
Instructional Tutor - LH/PH-Biliterate	Range 34A	Range 36A
Instructional Assistant (Special Day Class)/ Bilingual Instructional Assistant (Special Day Class)	Range 32	Range 34
Instructional Assistant/ Lifeguard	Range32	Range 34
Instructional Tutor- Deaf and Hard of Hearing (DHH)	Range 34A	Range 36A
Instructional Assistant (PE)	Range 32	Range 34
Instructional Assistant (Academic Intervention)	Range 32	Range 34
Instructional Assistant (TA)/Bilingual Instructional Assistant (TA)	Range 32	Range 34

Ms. Irma Garcia briefly shared with the Commission that this is an approved MOU between the District and CSEA to increase the Food Services and Instructional job cluster’s salary ranges by two (2) full ranges.

Motion carried.

**E. DISCUSSION:**

The next Personnel Commission meeting will be held in person on June 12, 2024, at 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

**F. COMMENTS FROM PERSONNEL COMMISSIONERS**

None

**G. CLOSED SESSION:**

The Commission adjourned to closed session at 5:52 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.

---

*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  
May 2, 2024 at 5:30 p.m.**

2. Consideration of appointment, employment, dismissal, or evaluation of an employee.
  - a. Applicant #24-0502-01
  - b. Applicant #24-0502-02
  - c. Applicant #24-0502-03
  - d. Applicant #24-0502-04
  - e. Applicant #24-0502-05
  - f. Applicant #24-0502-06
  - g. Applicant #24-0502-07
  - h. Applicant #24-0502-08
  - i. Applicant #24-0503-09

The Commission reconvened to open session at 7:41 p.m. and reported on the following action(s) taken in closed session.

- a. Applicant #24-0502-01- Appeal Denied
- b. Applicant #24-0502-02- Appeal Denied
- c. Applicant #24-0502-03- Appeal Denied
- d. Applicant #24-0502-04- Appeal Denied
- e. Applicant #24-0502-05- Appeal Granted
- f. Applicant #24-0502-06- Appeal Granted
- g. Applicant #24-0502-07- Appeal Denied
- h. Applicant #24-0502-08- Appeal Denied
- i. Applicant #24-0503-09- Appeal Denied

**H. ADJOURNMENT:**

The Commission adjourned the meeting at 7:43 p.m.