

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

**MINUTES  
June 12, 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 5:34 p.m.

2. Pledge of Allegiance

3. Roll Call

Members: Ms. Valeria Dixon, Chairperson  
Mr. Michael Salazar, Vice Chairperson - absent  
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 May 2, 2024, Regular Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

**B. PUBLIC COMMENTS:**

Carl Greenwood, District Employee, expressed concerns to the Commission regarding the hiring process for the Maintenance and Operations Department. When an individual goes through the hiring process and comes in to submit paperwork sometimes the paperwork is kicked back for anything from not having enough experience; when we work this job every day, we have been doing this job for several years. Mr. Greenwood asked, why is district personnel not given the first opportunity since working here for so long? The second question is once you have passed all that and you go to your place on the list; if they want #5, and your number #3, they will exercise and pass it to get to #5 and they get to #5. I know PC might send three folks; they want #5 they go 1, 2, 3, then 4, 5, 6, they pulled that one. Then we have to work with this individual with no experience, and I have two or three times more experience

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than the person coming in. How come we were not considered? That happens quite often at Maintenance & Operations. We need to at least be given an opportunity because we are already here. We are being supervised by people who do not have the knowledge we have. We are supervised by people who are asking us “how do you do this?” then we are getting in trouble when we say, “hey they picked you, you should know.” Now you are not a team player, now you are not getting along, well you hired them I am a subordinate, he is a supervisor. This is what is going on right now, and we need to, in my opinion, make it a fair process for everybody. We can see what is going on. The other thing is we have people working in the yard who are being supervised by their fathers, uncles, and cousins, how does that work? All the years that Mr. Norton was here that did not happen. How can I be treated fairly or with respect if I see you are not going to do the same to this individual because it’s your son, or nephew. Some of the things that are going on right now. I never thought would happen to see nepotism, cronyism and the games that are played every day. Evaluations, they wait until the end of the year to say something, and it is happening to a lot of my fellow workers. Evaluators would say “this needs to be corrected” and wait until evaluation time. That is not fair. You do not have a chance for the person to correct the situation. Well did you write down what you did? Did you say what you did to provoke the situation? Well, I do not have to I’m a manager, I don’t have to, I’m a supervisor. Yes, you do. It’s always two sides to every story. If I am having problems with the supervisor, then get a manager to come in and rectify the situation. Do not wait until May or June and say remember the little conversation we had, or how come it was not rectified then? How come it did not stop then and that is my issue. Thank you.

Reyna Medina, District Employee, addressed the Commission on the recent disqualification for Energy and Sustainability Manager. She would like to understand how applications were screened and who would make the final decision on the disqualification. She inquired to explain the criteria of the process used for screening government jobs and how it compares to submitting a resume. She also mentioned that she has relevant experience and not enough space to put all the experience that you have in the field, it is limited to 500 words. The resume you can describe and explain all the fields. I would like to know what kind of screening you use to judge my paper and evaluate my application. I want to know if you use AI software or your own opinion or own judgment to screen the application. How does PC ensure that this tool is used accurately to fairly assess my application?

Ms. Dixon asked Ms. Medina, what gave the assumption that PC staff used AI software? Ms. Dixon shared that AI is not used in this office. She explained that she has been working for public schools for the past 30 years and most school districts do not accept resumes. When you use NeoGov or Edjoin you must be precise, you have to learn how to put specifics in those small boxes. Ms. Dixon asked Ms. Medina if she is now or has ever been a supervisor for three years? Ms. Medina responded, ‘yes’. Ms. Dixon, have you worked in the field where you do

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large utilities evaluations and deal with budgets? Ms. Medina responded “yes, I work for funds so as you can see my application. Yes, I did, it was a large division, satellite division expansion of spaces. It was a private industry.” Ms. Dixon asked if that was written on the application. Ms. Medina responded ‘yes’. Ms. Dixon, those are all the questions I have. Thank you.

Eduardo Fimbres, Applicant, addressed the Commission on the recent disqualification of his application for Nutrition Services Manager II. He shared that he had requested his transcripts on April 25, 2024, through a company called parchment. He requested for transcripts to be expedited and did not receive them in a timely manner. Meanwhile the application was denied and received email from Irma and Tamara due to not receiving the education. I understood I was missing my transcripts hoping that I had the transcripts before the closing of May 21<sup>st</sup> which was clearly stated on the application. I received an email on May 31, 2024, from the company saying that the transcript was ready for download. At that point, I sent an email to Ms. Irma Garcia, requesting if I could appeal. On June 4, 2024, I emailed Ms. Irma Garcia just simply thanking her for her reply and if there were any opportunities in Nutrition Services. I do feel that I have all the credentials and experience to meet the job requirements. June 4, 2024, I received an email from Irma again maintaining that the rejection was sustained along with the appeal information for June 12, 2024. I am simply requesting the Commission to consider the submittal of my transcripts, which was the only thing missing from my application and allow me to test for the position.

Miguel Villalobos, District Employee, addressed the Commission regarding the rejection of the application for Computer Support Specialist. One of the requirements stated I did not have two (2) years of paid experience. So, part of my appeal was that in every position I have been doing those duties. I do those duties to make sure that the operation in the department is flowing smoothly. I do have some background in technology and taking courses in High School which I stated on the appeal computer applications business, troubleshooting and there I took classes in networking in college and programing, and other business applications as well. I did state that in my resume and in NeoGov. My appeal is because of my paid experience. I have been in the administrative support field for so long it’s kind of hard anywhere to get your foot in the door. I have updated computers, set up workstations, put on network, mostly what specialists do at sites. I am the go-to person at my department and at the previous work site even the teachers that had stipend for technology would ask me how to do the job. I wanted to appeal so I can have the opportunity to interview. I understand there are others who are more qualified, but I wanted to appeal and at least take the test. One of the district’s motto is to hire the best and keep the best. My request to have the Commission consider my appeal and allow me the opportunity to test for the Computer Support Specialist. Thank you.

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**C. CONSENT ACTION ITEMS:**

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

**D. ACTION ITEMS:**

1. Community Engagement Manager, Salary Range 45

Ms. Dixon moved to approve the revisions to the Community Engagement Manager classification specification, salary range 45. Mr. Bohn second the motion.

Ms. Irma Garcia briefly shared that the district is planning to repurpose the Community Engagement Manager classification to be placed under the Family Engagement department. The classification was established in September of 2021; it is linked to Community Schools Grant. Staff recommends revisions to the minimum qualifications to remove substitution section and revisions to supervision section. Ms. Dixon asked about any incumbents and or salary revisions. Ms. Garcia shared that there are no incumbents and no salary changes.

Motion carried.

2. Lin & Associates Professional Service Agreement for 2024-2025 Fiscal Year

Ms. Dixon moved to approve Lin & Associates Professional Service Agreement for the 2024-2025 Fiscal Year. The cost not to exceed \$20,000.00. Mr. Bohn second the motion.

Ms. Irma Garcia briefly shared that staff requests consideration to continue the consulting services with Lin & Associates for this incoming Fiscal Year, 2024-2025.

Motion carried.

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3. NEOGOV 2024 Conference

Ms. Dixon moved to approve Personnel Commission staff attendance to the NEOGOV 2024 conference on Tuesday, October 1, 2024, through Thursday, October 3, 2024. The cost does not exceed \$4,500.00. Mr. Bohn second the motion.

Ms. Irma Garcia shared that two (2) staff members will be in attendance this year.

Motion carried.

4. Canon Solution America Inc. for 2024-2025 Fiscal Year

Ms. Dixon moved to approve the Maintenance Agreement Membership for Canon Solutions America Inc. for 2024-2025 Fiscal Year. The cost not to exceed \$1,200.00. Mr. Bohn second the motion.

Motion carried.

5. CODESP Annual Membership for 2024-2025 Fiscal Year

Ms. Dixon moved to approve the CODESP Annual Membership for 2024-2025 Fiscal Year. The cost is \$3,200.00. Mr. Bohn second the motion.

Motion carried.

6. Personnel Commissions Association of Southern California (PCASC) Annual Membership for the 2024-2025 Fiscal Year

Ms. Dixon moved to approve Personnel Commissions Association of Southern California (PCASC) Annual Membership for the 2024-2025 Fiscal Year. The cost is \$100.00. Mr. Bohn second the motion.

Motion carried.

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7. California School Personnel Commissioners Association (CSPCA) Annual Membership for the 2024-2025 Fiscal Year

Ms. Dixon moved to approve the California School Personnel Commissioners Association (CSPCA) Annual Membership for the 2024-2025 Fiscal Year. The cost is \$1,200.00. Mr. Bohn second the motion.

Motion carried.

8. Water Service Delivery from Master Water Company for the 2024-2025 Fiscal Year

Ms. Dixon moved to approve the Water Service Delivery from Master Water Company for the 2024-2025 Fiscal Year. The cost not to exceed \$400.00. Mr. Bohn second the motion.

Motion carried.

9. Classifications – Salary Range Increase

Ms. Dixon moved to approve the salary range increase for the following classifications specifications. Mr. Bohn second the motion.

<b>CLASSIFICATIONS</b>	<b>CURRENT RANGE</b>	<b>NEW RANGE</b>
Instructional Tutor-LH/PH	Range 34A	Range 36A
Bilingual Instructional Tutor-LH/PH		
Instructional Aide- Bilingual Instructional Aide	Range 28A	Range 30A

Ms. Irma Garcia briefly shared with the Commission that these two classifications were omitted from the last Personnel Commission meeting agenda. We just want to formalize the approval.

Motion carried.

10. Reclassification Recommendation

Education Assistant III (Spanish) - 1 Incumbent

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Ms. Dixon moved to approve the reclassification recommendation from Education Assistant III (Spanish) (salary range 34) to Student Recovery Specialist (salary range 41A). The recommended effective date is July 1, 2024. Mr. Bohn second the motion.

Mrs. Tamara Booker briefly shared with the Commission information pertaining to the position study and based on the findings staff is recommending that Ms. Karina Lopez's position be reclassified to Student Recovery Specialist. Motion carried.

**E. INFORMATION ITEMS AND REPORTS:**

Ms. Irma Garcia shared information on the Paraprofessional Job Fair taking place on Saturday, July 20, 2024, at the BOE. It will be focused on the instructional series. Mail outs to every household in the cities of San Bernardino, Highland, and Colton. Targeting candidates interested in beginning careers with SBCUSD. School begins on August 5, 2024, hoping to process interested applicants as substitutes.

**F. DISCUSSION:**

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

**G. COMMENTS FROM THE PERSONNEL COMMISSIONERS:**

Mr. Bohn shared that PC staff stays busy as always. He expressed appreciation for coming to the award ceremony last month.

Ms. Dixon shared that the ceremony last month was nice. She wished all the dads a Happy Father's Day and a safe Fourth of July. She thanked everybody that provided a public comment and staff will get back to you; the Commission will discuss matters in Closed Session.

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**H. CLOSED SESSION:**

The Commission adjourned to closed session at 6:15 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 #24-0612-01
  - b. Applicant #24-0612-02
  - c. Applicant #24-0612-03
  - d. Applicant #24-0612-04
  - e. Applicant #24-0612-05
  - f. Applicant #24-0612-06
  - g. Applicant #24-0612-07
  - h. Employee #24-0612-08

The Commission reconvened to open session at 7:06 p.m. and reported on the following action(s) taken in closed session.

- a. Applicant #24-0612-01 - Appeal Denied
- b. Applicant #24-0612-02 - Appeal Denied
- c. Applicant #24-0612-03 - Appeal Granted
- d. Applicant #24-0612-04 - Appeal Granted
- e. Applicant #24-0612-05 - Appeal Denied
- f. Applicant #24-0612-06 - Appeal Denied
- g. Applicant #24-0612-07 - Appeal Denied
- h. Employee #24-0612-08 - The Commission unanimously voted to appoint a Hearing Officer

**H. ADJOURNMENT:**

The Commission adjourned the meeting at 7:08 p.m.

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