

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

**MINUTES
March 6, 2025 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 - absent

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 February 6, 2025, Regular Personnel Commission meeting. Mr. Salazar second the motion. Motion carried.

B. PUBLIC COMMENTS:

None

C. CONSENT ACTION ITEMS:

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

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D. ACTION ITEMS:

1. Public Hearing Date for the Proposed Personnel Commission Budget for 2025-2026:

Ms. Dixon moved to recommend that the Commission's Public Hearing date for the Proposed Personnel Commission Budget for 2025-2026 be set on April 3, 2025, at 5:30 p.m. at the Personnel Commission Office, 1525 W. Highland Ave., San Bernardino, CA 92411. Mr. Salazar second the motion.

Ms. Irma Garcia indicated that the preliminary budget and First Reading will be presented to the Commission on April 3, 2025. The second and final reading is scheduled on May 1, 2025.

Ms. Dixon requested that new positions be added to the funding of the budget.

Ms. Irma Garcia explained that the establishment of additional positions is on the next agenda item and shared that if the district provides additional established positions in our department then the budget would be increased to meet the needs of the Commission.

Motion carried.

2. Establishment of two (2) Personnel Specialist position and one (1) Senior Clerk position:

Ms. Dixon moved to approve the establishment of two (2) Personnel Specialist positions and one (1) Senior Clerk position, the effective date is to be determined. Mr. Bohn seconded the motion.

Ms. Garcia indicated that this is an item added to the agenda as initially requested to the district, regarding the request for additional positions within our department. Discussions have taken place with Dr. Funchess, Assistant Superintendent, Human Resources, and Mr. Terry Connick, Associate Superintendent, Business, Facilities, and Operations. The Commission had discussion as to the intent to establish new position within the department.

Motion carried.

3. 2025 CSPCA Merit Academy:

Ms. Dixon moved to approve the Personnel Commission Staff attendance to the 2025 CSPCA Merit Academy, beginning Thursday, March 27, 2025, through Thursday, July 10, 2025. The cost not to exceed \$600.00 per registered attendee. Mr. Salazar second the motion.

Ms. Irma Garcia shared that the Bilingual Clerk II, Andrea Mussolo, will be participating.

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Motion carried.

4. Personnel Commission Staff Retreat

Ms. Dixon moved to approve the Personnel Commission staff attendance to an office retreat conference on Sunday, June 8, 2025, and Monday, June 9, 2025, location to be determined. The hotel cost not to exceed \$6,000.00. Mr. Bohn second the motion.

Ms. Irma Garcia shared that staff is requesting approval to participate in our second PC staff retreat at the end of school year. The goal is to foster collaboration with the team, break down any barriers, sharpen team focus, increase productivity and improve employee well-being. The retreat agenda is currently a work-in-progress. Ms. Dixon asked staff to share what has been implemented since the last staff retreat. Ms. Irma Garcia shared that staff participates in daily standing meetings daily for 10-15 minutes to update on daily schedules and discuss any pressing matters.

Motion carried.

5. Revisions to the Personnel Commission Meeting Calendar:

From: June 5, 2025
To: June __, 2025

Ms. Dixon moved to approve the revisions to the Personnel Commission meeting calendar from June 5, 2025, to June __, 2025. Mr. Bohn second the motion.

Mr. Salazar asked the Commission to consider revising the original June Personnel Commission meeting date to June 11, 2025. Ms. Dixon moved to approve the revisions to the Personnel Commission meeting calendar.

Motion carried.

Ms. Dixon asked staff to update the calendar and sent to the Commissioners.

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E. INFORMATION ITEMS AND REPORTS:

1. Paraprofessional Job Fair

Mrs. Booker informed the Commission that staff is pleased to report on the third Paraprofessional Job Fair held on March 1, 2025. The event was a success. Staff greeted 167 visitors and certified 96 candidates that were interested in substitute employment. Applications were submitted to the Human Resources-Classified team the same day and they were able to fingerprint 56 candidates out of 96 certified. Staff would like to extend appreciation to Dr. Funchess and the Human Resources-Classified team. Furthermore, we would like to extend our appreciation to the event staff, volunteer staff, the Special Education Department, Information Technology, Warms Springs, School Police and the Board of Education staff, along with the two custodians who facilities' maintenance. Additionally, our PC team made significant efforts to prepare for and manage a very busy day with a cheerful smile. We would also like to convey our appreciation to Ms. Dixon for visiting and observing community members as they arrived; it was an incredibly successful event.

Mr. Bohn inquired how the thank-you message was delivered. Mrs. Booker clarified that she sent out a gratitude email. Additionally, we are working on distributing a survey to gather their feedback. Many volunteers had attended previously, allowing them to acclimate to their roles fairly smoothly. We still value their feedback since there is always room for improvement. We are collaborating on an after-action review with Human Resources-Classified team as well.

F. DISCUSSION:

The next Personnel Commission meeting will be held in person on April 3, 2025, at 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

G. COMMENTS FROM PERSONNEL COMMISSIONERS:

Ms. Dixon shared that she arrived at the job fair. The parking lot was full, the line was out the door on both sides. It was interesting to hear people not only for classified jobs but also for teaching jobs. The teacher's recruitment job fair was taking place at the same time at Indian Springs High School; people visited both events. Staff performed exceptionally well. Ms. Dixon requested to consider creating a thank you card with a PC logo for Commission and staff to write a personalized note for each volunteer who assisted.

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H. CLOSED SESSION

The Commission adjourned to closed session at 5:53 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 #25-0306-01
 - b. Applicant #25-0306-02
 - c. Applicant #25-0306-03
 - d. Applicant #25-0306-04
 - e. Applicant #25-0306-05

The Commission reconvened to open session at 6:51 p.m. and reported on the following action(s) taken in closed session.

- a. Applicant #25-0306-01 – Denied
- b. Applicant #25-0306-02 – Denied
- c. Applicant #25-0306-03 – No Action Taken
- d. Applicant #25-0306-04 – Denied
- e. Applicant #25-0306-05 – Denied

I. ADJOURNMENT:

The Commission adjourned the meeting at 6:51 p.m.