

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

**MINUTES
May 1, 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

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 April 3, 2025, Regular Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

Ms. Dixon moved to approve the minutes from the April 24, 2025, Special 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.

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

**MINUTES
May 1, 2025 at 5:30 p.m.**

Ms. Irma Garcia asked the Commission to revise item (C)(2)(d) for Instructional Tutor Deaf and Hard of Hearing (DHH) Exam #25-027 to Exam #24-149. She also shared that a couple of items were reordered and Ms. Nersidalia Garcia provided copies.

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

D. ACTION ITEMS:

1. Proposed Budget for 2025-2026 – Second Reading:

Ms. Dixon moved to approve the proposed budget for 2025-2026 as submitted. Mr. Bohn second the motion.

Ms. Irma Garcia shared with the Commission that there have been some brief revisions to the classified salaries section made by Fiscal Services. The operating budget remains the same. The new Personnel Specialist position is not reflected on the budget; those are ongoing discussions with Dr. Marcus Funchess.

Motion carried.

2. Classification Specification Revisions:

a. Campus Security Officer I, Salary Range 37

Ms. Dixon moved to approve the classification specification revisions for Campus Security Officer I, Salary Range 37. Mr. Bohn second the motion.

Ms. Irma Garcia briefly shared that the Campus Security Officer classification series revised section was the probationary period going from 180 days to 130 days. The PC Rules were revised to reflect the probationary days on January 11, 2024. The Board approved the MOU on December 2024.

Motion carried.

b. Campus Security Officer II, Salary Range 39A

Ms. Dixon moved to approve the classification specification revisions for Campus Security Officer II, Salary Range 39A. Mr. Bohn second the motion.

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

**MINUTES
May 1, 2025 at 5:30 p.m.**

Motion carried.

- c. Campus Security (Bicycle Maintenance), Salary Range 38

Ms. Dixon moved to approve the classification specification revisions for Campus Security (Bicycle Maintenance), Salary Range 38. Mr. Salazar second the motion.

Motion carried.

E. INFORMATION ITEMS AND REPORTS:

Vacancy Log Report

Mrs. Booker shared with the Commission that the number of vacancies within the Personnel Commission remains highly fluid and often changing by the hour as positions are filled or new requisitions are received. We have consistently maintained well over 200 vacancies and reaching less than 200 vacancies is short-lived, but remains a milestone worth recognizing. Staff is pleased to inform the Commissioners that the April 7, 2025, vacancy log reflected 187 vacancies. Although the count rose above 200 the following weeks, we have reduced it again to 195 as of this week. Staff remains committed to filling as many positions as possible in support of the District and our students.

There was additional discussion with the Commission as to the positions that are being either vacated due to resignations/retirements/promotions/etc. or new positions being established that create hard to fill positions.

Ms. Dixon congratulated staff because the team has been very short-staffed.

F. DISCUSSION:

The next Personnel Commission meeting will be held in person on June 11, 2025, at 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

G. COMMENTS FROM PERSONNEL COMMISSIONERS:

Mr. Salazar congratulated staff for the milestone and vacancy log progress. Mr. Salazar would like the message relayed to staff.

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

**MINUTES
May 1, 2025 at 5:30 p.m.**

H. 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.
2. Consideration of appointment, employment, dismissal, or evaluation of an employee.
 - a. Applicant #25-0501-01
 - b. Applicant #25-0501-02

The Commission reconvened to open session at 6:15 p.m. and reported on the following action(s) taken in closed session.

- a. Applicant #25-0501-01 – Appeal Granted, vote 2 to 1
- b. Applicant #25-0501-02 – No action taken

I. ADJOURNMENT:

The Commission adjourned the meeting at 6:16 p.m.