

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

**MINUTES
April 3, 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 March 6, 2025, Regular Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

B. PUBLIC COMMENTS:

Craig Redelsperger, Payroll Technician, thanked staff for the information he received and commended Ms. Irma Garcia and Mrs. Tamara Booker for the professionalism, responding to email, and outstanding customer service. Mr. Redelsperger shared with the Commission why he applied for Payroll Manager. Prior to joining SBCUSD, he worked as a program director for a non-profit organization in Riverside County, where he gained significant leadership experience. In this role, Mr. Redelsperger shared that he collaborated with local officials and other non-profits, overseeing a team of 25 staff members across various programs. His leadership experience included directing staff, processing information, and providing reports to elected officials and county administration. Upon joining SBCUSD, he assumed responsibilities in a payroll position and recognized two key definitions of leadership. The first was that leadership involves instructing others on what to do. After becoming familiar with the payroll process, Mr. Redelsperger identified opportunities for improvement. He noticed that certain duties were managed by a single person and were

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overwhelming. At that point, he learned how to process benefits for teachers and took on that responsibility without additional pay or title. Mr. Redelsperger worked for the Ontario-Montclair School District for about four years, and learned that working payroll isn't just about following orders. He shared an example when a customer comes to the front window to complete a W-4, his experience allows him to help and explain the forms.

When Mr. Redelsperger transitioned into SBCUSD about five months ago there were several positions in the Payroll department became vacant causing the workload to fall heavily on the Payroll Manager. As a result, Mr. Redelsperger offered help and continued to assist for over four months. He sees leadership more than just delegating tasks – it involves understanding the work.

Mr. Redelsperger wanted to share that specific to his Payroll Manager application as he believes he's a good fit for the position. He thanked the Commission for their time and professionalism.

Ms. Dixon, Commission Chair, asked Mr. Redelsperger how long and what position they worked for in the Ontario-Montclair School District. Mr. Redelsperger shared that he worked there for six years as a payroll technician; and has been working for SBCUSD as a Payroll Technician for one year. Ms. Dixon thanked Mr. Redelsperger for being present to speak.

C. CONSENT ACTION ITEMS:

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

D. ACTION ITEMS:

1. Proposed Budget for 2025-2026 – Preliminary Draft – First Reading:

Ms. Dixon moved that the Personnel Commission set a Public Hearing for the Budget for 2025-2026 to be held on May 1, 2025. Mr. Salazar second the motion.

Ms. Garcia provided information to the Commission about the proposed Personnel Commission Budget for the 2025-2026 FY. The budget does not have significant changes as compared to the 2024-2025 FY. The 2000 and 3000 series include Classified Salaries and Employee Benefits. Classified Management received a 2% increase effective 7/1/2024 – which adjustments are reflected. Based on discussion with Dr. Funchess, the PC is approved to fill one Personnel Specialist position and recruitment can open as early as next Wednesday. That additional position is not reflected on this budget, but will be included in next year's budget.

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Mr. Salazar asked if the addition would be reflected in the final budget next month. Ms. Garcia does not anticipate the budget to reflect it but will update the Commission if anything changes.

Ms. Garcia shared that the 4000, 5000, and 6000 series of the budget did not change at all. She shared that staff had sufficient funding to cover all expenses for the current fiscal year. Staff received some support from the LCAP budget which allowed us to fund the Paraprofessional Job Fair in July and March. Mr. Salazar asked if, without additional funding support, we would be able to host two (2) job fairs during the fiscal year. Ms. Garcia shared that we may conduct at least one. We had one discipline hearing, paid for consulting services with Dr. Lin and Associates, paid for major annual conferences such as NeoGov, CSPCA, staff retreat-which is a plan in progress. We have expenses related to software programs.

Ms. Dixon asked if we are planning to hold another Saturday job fair. Ms. Garcia confirmed that it will take place in the summer, focusing on paraprofessionals in the classroom, which is highly needed in our District.

Motion carried.

2. Reclassification Recommendation:

Account Clerk I (Sierra High School – 1 incumbent)

Ms. Dixon moved to approve the reclassification of the Account Clerk I position (Salary Range 32A) at Sierra High School to School Accounting Technician II – High School (Salary Range 38A). The recommended effective date is May 1, 2025. Mr. Salazar second the motion.

Ms. Garcia shared with the Commission a brief synopsis of the Reclassification Desk Audit for the Account Clerk I position at Sierra High School. Based on the comprehensive study job analysis, including interviews, duty comparisons, classification alignment, and organizational intent, staff is recommending that the Commission approve the reclassification from Account Clerk I to School Accounting Technician II – High School effective May 1, 2025.

Ms. Dixon inquired to find out if San Andreas High School is also performing Accounting Clerk duties as other High Schools as She wants to ensure equity across the board. Ms. Garcia will verify. Mr. Salazar asked about the effective date of May 1, 2025. Ms. Garcia shared that staff is following the Personnel Commission Rules.

Motion carried.

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E. INFORMATION ITEMS AND REPORTS:

2025 CSPCA Annual Conference

Ms. Irma Garcia shared that staff attended the 2025 CSPCA Annual Conference in Napa Valley, California. Mr. Bohn and I represented SBCUSD. Attending was very information as we learn something new during the multiple sessions and meeting lots of new people from other Merit System School Districts. The next CSPCA Annual Conference will be held in San Diego, CA.

Mr. Bohn shared that it was very informative. He brought materials to share with staff. He was able to attend the session on negotiations with the union and how it collaborated with the merit system.

F. DISCUSSION:

The next Personnel Commission meeting will be held in person on May 1, 2025, at 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

G. COMMENTS FROM PERSONNEL COMMISSIONERS:

H. CLOSED SESSION

The Commission adjourned to closed session at 6:06 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 #25-0403-01
 - b. Applicant #25-0403-02
 - c. Applicant #25-0403-03
 - d. Applicant #25-0403-04
 - e. Applicant #25-0403-05
 - f. Applicant #25-0403-06
 - g. Applicant #25-0403-07
 - h. Applicant #25-0403-08
 - i. Applicant #25-0403-09
 - j. Applicant #25-0403-10

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The Commission reconvened to open session at 7:31 p.m. and reported on the following action(s) taken in closed session.

- a. Applicant #25-0403-01 – Denied
- b. Applicant #25-0403-02 – Denied
- c. Applicant #25-0403-03 – Denied
- d. Applicant #25-0403-04 – Denied
- e. Applicant #25-0403-05 – Denied
- f. Applicant #25-0403-06 – Denied
- g. Applicant #25-0403-07 – Denied
- h. Applicant #25-0403-08 – Denied
- i. Applicant #25-0403-09 – Denied
- j. Applicant #25-0403-10 – Denied

I. ADJOURNMENT:

The Commission adjourned the meeting at 7:33 p.m.