

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

**MINUTES  
July 10, 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 June 11, 2025, Regular Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

**B. PUBLIC COMMENTS:**

None

**C. CONSENT ACTION ITEMS:**

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

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**D. ACTION ITEMS:**

1. Revisions to the Meeting Calendar:

Ms. Dixon moved to approve the proposed revisions to the Personnel Commission Meeting Calendar. Mr. Bohn seconded the motion. Ms. Dixon requested for the calendar invitation to be updated.

From: September 11, 2025  
To: September 4, 2025

Motion carried.

**E. INFORMATION ITEMS AND REPORTS:**

1. Status of two (2) PC positions

Ms. Irma Garcia provided the status of the two (2) PC positions. The Senior Personnel Analyst establishment made it through Cabinet and is pending approval by the Board on 7/15/2025. The Personnel Specialist position is currently pending Cabinet approval. Eligibility lists for both positions have been approved by the Commission tonight.

2. Recreation Aide Job Fair, June 18, 2025

Mrs. Booker provided a brief report about the Recreation Aide Job Fair on June 18, 2025, from 8:00 a.m. – 12:00 p.m. at the Personnel Commission Office. The event exceeded expectations, with 372 individuals registered, 270 in attendance, and 173 completing the examination on-site. The recruitment officially closed this week, and staff is currently finalizing the testing process. In the meantime, PC staff has provided HR with 135 certified applications eligible for provisional substitute work while we await the interview and selection process for permanent placement. There are 52 Recreation Aide vacancies that staff has planned out set mass interviews.

**F. DISCUSSION:**

The next Personnel Commission meeting will be held in person on August 7, 2025, at 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

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**G. COMMENTS FROM PERSONNEL COMMISSIONERS:**

Mr. Salazar shared that he appreciates the staff for the great work done at the job fair and shared his observations when he stopped by during an unexpected visit.

Ms. Dixon requested for an item to be placed on the next Personnel Commission agenda for discussion regarding continuous recruitments either for the August or September agenda. Mr. Salazar suggested to place an allotted timeframe for discussion. Ms. Irma Garcia shared that it can be placed under the Information Items and Reports.

**H. CLOSED SESSION**

The Commission adjourned to closed session at 5:57 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 #25-0710-01
  - b. Applicant #25-0710-02

The Commission reconvened to open session at 6:12 p.m. and reported on the following action(s) taken in closed session.

- a. Applicant #25-0710-01 – Denied
- b. Applicant #25-0710-02 – Granted

**I. ADJOURNMENT:**

The Commission adjourned the meeting at 6:13 p.m.