

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

**MINUTES  
September 4, 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 August 7, 2025, Regular Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

**B. PUBLIC COMMENTS:**

Dr. Tasha Doizan, Assistant Superintendent, Human Resources, introduced herself and thanked PC staff for the invitation to the Personnel Commission meeting. Dr. Doizan looks forward to working with the Commission. She shared that she worked for SBCUSD for 21 years. Prior to her return to SBCUSD she worked four (4) years as the Assistant Superintendent, Educational Services, at Adelanto USD. She reiterated that she is excited to collaborate, to work together, and to learn.

Ms. Dixon welcomed Dr. Doizan and shared that she looks forward to working, collaborating, and compromising with Dr. Doizan. The Commission briefly introduced themselves.

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Mr. Bohn shared that he's been a part of the Commission for approximately 12 years, but prior to that worked with SBCUSD since 1967; teaching for 16 years, VP for 9 years, and was Principal at the time he retired in 2003. Mr. Bohn is happy to meet Dr. Doizan.

Mr. Salazar shared he was a student of the San Bernardino City Unified School District. His primary career is Wealth Manager for UBS Financial Services, and currently serving as a commissioner. He also shared that he serves as a Board Member for St. Bernardine Hospital. He welcomed Dr. Doizan and looks forward to collaborating and working together.

Ms. Dixon shared her background when she began working for SBCUSD at the age of 18 as a Recreation Aide and promoted to a position under the School Police department. Ms. Dixon left the school district to manage the security department at the Colton Joint Unified School District. She left Colton to manage the entire security department at Chino Valley Unified School District, then after that she worked for the San Bernardino County Superintendent of Schools as a Specialist and was promoted to Loss Control Manager for JPA, and officially retired in 2021. Ms. Dixon shared that she was appointed by the California State Superintendent of Public Instruction as a Commissioner in 2013. Ms. Dixon shared that at the time of her appointment, the District was not hiring, and it was important for her to fix the hiring dilemma. There is a better relationship with the District by compromising, collaborating. Ms. Dixon thanked Dr. Doizan for attending the PC meeting.

**C. CONSENT ACTION ITEMS:**

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

**D. ACTION ITEMS:**

**1. 2026 CSPCA Annual Conference:**

Ms. Dixon moved to approve Personnel Commission staff attendance to the 2026 CSPCA Annual Conference on Sunday, March 15, 2026, through Tuesday, March 17, 2026, at San Diego, CA. The conference and hotel cost not to exceed \$8,000.00. Mr. Salazar second the motion.

Ms. Irma Garcia extended an invitation to the Commission. The total allotment allows for five (5) members, including Commissioners. The location is at the Westin Hotel in San Diego. Mr. Salazar tentatively accepted and Mr. Bohn confirmed attendance. Motion carried.

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**E. INFORMATION ITEMS AND REPORTS:**

1. Public Announcement of Intended Appointment to the Personnel Commission:
  - a. Michael Salazar, the appointee of the Board of Education to the Personnel Commission, hereby publicly announces the intent to appoint/reappoint Valeria Dixon to the Personnel Commission.
  - b. George Bohn, the appointee of the Classified Employees to the Personnel Commission, hereby publicly announces the intent to appoint/reappoint Valeria Dixon to the Personnel Commission.

2. Updates: Vacancies and Recruitments

Ms. Irma Garcia provided updates on vacancies and recruitments at the request of the Commission. It was reported that the team has 268 vacancies across 59 classifications, with the largest concentrations in the following areas: recreation aides (23.1%), instructional aides (13%), cafeteria workers (10.1%), custodians (7.8%), and SPED-related instructional positions (9.7%).

Ms. Garcia also reported on part-time positions, recent meetings with SPED administrators regarding the possibility of increasing hours for certain positions, training video clips, revisions to written examinations, and other opportunities pertaining to the interviews and hiring processes. Additional efforts include position-focused job fairs (e.g., Paraprofessional, Recreation Aide).

The Commission inquired on visitor data for the last job fair, staff confirmed that approximately 300 visitors were greeted. The Commission recommended that staff communicates with high schools at the end of each semester to identify early graduates and employment opportunities. Staff also shared on training availability for newly hired paraprofessional staff for SPED-related positions.

The Commission inquired about the idea of offering two part-time positions to employees and requested that staff gather information from other school districts.

Finally, Ms. Garcia shared that, in order to accelerate the hiring process for high-need positions, the team continuously conducts mass interviews for Recreation Aide, Cafeteria Worker, Custodian, Instructional Assistants, Education Assistants, and many others.

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The Commission requested that vacancy and recruitment updates be provided to the Commission on a quarterly basis, with the next update scheduled for the January 2026 PC meeting. The Commission expressed appreciation to staff for the updates and their continued hard work.

**F. DISCUSSION:**

The next Personnel Commission meeting will be held in person on October 8, 2025, at 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

**G. COMMENTS FROM PERSONNEL COMMISSIONERS:**

Mr. Salazar thanked staff for the summary report. He also expressed his gratitude for the team and appreciates all the hard work. Mr. Salazar was delighted to have the opportunity to announce his intent to reappoint Ms. Dixon for the next three (3) years and also welcomes Dr. Doizan once again.

Mr. Bohn shared that Ms. Dixon has been an outstanding Chairperson and has done an excellent job.

Ms. Dixon shared that she grew up in this community where people are hired and who need jobs and is looking forward to making sure the best is done for the students and the district. Ms. Dixon expressed that this is her way of giving back to the community. She also thanked Dr. Doizan for being present and looks forward to meeting with her at another time and appreciates staff for the report and the hard work. Ms. Dixon wished a happy birthday to all the September birthdays.

**H. CLOSED SESSION**

The Commission adjourned to closed session at 6:23 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 #25-0904-01
  - b. Applicant #25-0904-02
  - c. Applicant #25-0904-03
  - d. Applicant #25-0904-04
  - e. Applicant #25-0904-05
  - f. Applicant #25-0904-06

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- g. Applicant #25-0904-07
- h. Applicant #25-0904-08
- i. Applicant #25-0904-09
- j. Applicant #25-0904-10

The Commission reconvened to open session at 6:56 p.m. and reported on the following action(s) taken in closed session.

- a. Applicant #25-0904-01 - Denied
- b. Applicant #25-0904-02 - Denied
- c. Applicant #25-0904-03 - Denied
- d. Applicant #25-0904-04 - Denied
- e. Applicant #25-0904-05 - Denied
- f. Applicant #25-0904-06 - Denied
- g. Applicant #25-0904-07 - Denied
- h. Applicant #25-0904-08 - Denied
- i. Applicant #25-0904-09 - Denied
- j. Applicant #25-0904-10 - Denied

**I. ADJOURNMENT:**

The Commission adjourned the meeting at 6:57 p.m.