

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

**MINUTES
March 5, 2026 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

4. Approval of Agenda

Ms. Dixon moved to approve the agenda. Mr. Salazar second the motion.

Ms. Irma Garcia requested that item C(2)(1), Telecommunications Specialist, be pulled from tonight's agenda. It will be included in the April PC Agenda.

Ms. Dixon moved to approve the agenda as amended. Mr. Salazar second the motion.

Motion carried.

5. Approval of Minutes

Ms. Dixon moved to approve the minutes from the February 5, 2026, Regular Personnel Commission meeting. Mr. Bohn second the motion.

Motion carried.

B. PUBLIC COMMENTS:

None

C. CONSENT ACTION ITEMS:

In compliance with Government Code §54957.5, any public records, which can be disclosed, related to an open session item on the agenda that have been submitted to the Commission are available for public inspection in the Personnel Commission office during normal business hours, no sooner than 72 hours prior to the meeting. A copy of a previous month's agenda and attachments may be requested by email communication to the Director at any time.

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

Motion carried.

D. ACTION ITEMS:

1. Public Hearing Date for the 2026–2027 Proposed Personnel Commission Budget

The Commission set a Public Hearing date for the Proposed Personnel Commission Budget for 2026–2027 on April 2, 2026, 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 shared that the first reading will be presented on April 2, 2026, and the second reading on May 7, 2026.

Motion carried.

2. Classification Specification

Approval of title change, revisions, and salary adjustment for the following classification specification:

From: Accounts Payable Supervisor, Management Salary Range 45
To: Accounts Payable Manager, Management Salary Range 51

Ms. Dixon moved to approve the recommended title change, revisions, and salary adjustment for the following specification. Mr. Bohn second the motion.

Ms. Irma Garcia briefly shared that staff is requesting approval as revise, which includes title change, and management salary range adjustment to align with the Payroll Manager (management salary range 51). The request is based on the comparable scope of responsibility, leadership expectations, complexity of work, and organization impact. Both, Payroll Manager and Accounts Payable Supervisor report directly to the Accounting Services Director and are the only two management-level positions within the Accounting Services department that independently lead and supervise separate functional teams. Given that both classifications operate at the same organization level, it is recommended to align the management salary range with the Payroll Manager (from range 45 to 51), in addition to considering approving job description revisions. It was also shared that the Board approved the title change, revisions, and salary adjustment on February 17, 2026.

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Motion carried.

3. New Classification Specification

Approval of the new classification specification for the following:

Central Kitchen Manager, Management Salary Range 38

Ms. Dixon moved to approve the new classification specification as submitted. Mr. Salazar second the motion.

Ms. Irma Garcia shared that the Nutrition Services Department requested the establishment of the Central Kitchen Manager job classification to address a critical operation gap between site-level cafeteria management and district-level management within the Nutrition Services center. She shared that there are several management levels within the Nutrition Services department, but currently there is no classification responsible for the daily leadership and operations of the centralized food production facility, which functions as a high-volume production center serving multiple programs and sites. The Central Kitchen Manager job classification would provide focused, on-site operational leadership under an assigned Nutrition Services Supervisor. It was also shared that the Board approved the new classification specification on February 17, 2026.

Ms. Dixon asked if there was an incumbent in this position. Ms. Garcia shared that there are no incumbents in the position. Ms. Garcia also shared that there was a change to the minimum qualifications after the Board approval (on February 17, 2026) and as the minimum qualifications fall under the purview of Personnel Commission, staff revised as follows:

From: Two (2) years of experience equivalent to a *Nutrition Services Manager I* or higher food service classification in the San Bernardino City Unified School District.

To: Two (2) years of experience equivalent to a *Nutrition Services Manager II* or higher food service classification in the San Bernardino City Unified School District.

Motion carried.

E. INFORMATION ITEMS AND REPORTS:

1. Paraprofessional Job Fair (February 11, 2026)

Mrs. Booker provided a brief report about the Paraprofessional Job Fair on February 11, 2026 with the following information:

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- Staff hosted our annual paraprofessional job fair on Wednesday, February 1, 2026, from 9:00 – 1:00 p.m.
- Hosted in-house (PC Office) with similar flow as previous years at the BOE.
- Covered eight (8) paraprofessional recruitments highly focused on SPED positions.
- Welcomed 72 attendees.
- We had approximately 15 volunteers over several departments (SPED, Affirmative Action, HR, Environmental Compliance and Safety Office, and School Police).
- Staff submitted applications to HR for those interested in substituting (approximately 39 applications).
- Staff also participated in the Certificated Job Fair on Saturday, February 28, 2026, at Indian Springs High School; staff set up an informational table for those that didn't meet the credential requirement and greeted approximately 70 visitors at the Personnel Commission table.
- Mrs. Booker also shared that the paraprofessional vacancies have reduced significantly this school year and reported that the list is down to 60 vacancies and the vacancy log as a whole has been under 150 vacancies for the last several weeks; the team is very proud of all the hard work behind these data numbers.

2. **Reclassification Submissions Update**

Ms. Irma Garcia provided an update on the reclassification application submissions. Staff received a total of 17 applications for various positions. This includes seven (7) from the Human Resources departments. She also shared that Dr. Lin will be assisting with the HR reclassifications applications.

F. DISCUSSION:

The next Personnel Commission meeting will be held in person on April 2, 2026, at 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

G. COMMENTS FROM PERSONNEL COMMISSIONERS:

Mr. Bohn requested that staff conduct an analysis on the historical employment data and staffing trends within the district, specifically comparing classified and certificated staff. He expressed interest in understanding changes over time, including the number of classified versus certificated employees and the staffing levels of the Commission approximately 25 years ago. Mr. Bohn emphasized the importance of also analyzing trends in classified staffing. He stated that if the data supports a need, it could justify establishing additional positions within the Personnel Commission.

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Ms. Dixon added that any such analysis should account for the district's growth in facilities and schools over the years, including the addition of several high schools and numerous elementary and middle schools. She noted that this expansion likely contributed to an increase in classified staff. She emphasized the importance of evaluating the overall district data, including workload and operational demands, when considering staffing needs.

H. CLOSED SESSION:

The Commission adjourned to closed session at 6:03 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 #26-0305-01
 - b. Applicant #26-0305-02
 - c. Employee #26-0305-03

The Commission reconvened to open session at 6:22 p.m. and reported on the following action(s) taken in closed session.

- a. Applicant #26-0305-01 – Denied
- b. Applicant #26-0305-02 – Denied
- c. Employee #26-0305-03 – The Commission unanimously voted to appoint a Hearing Officer.

I. ADJOURNMENT:

The Commission adjourned the meeting at 6:23 p.m.