

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

**MINUTES
April 2, 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 5:31 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. Bohn second the motion.

Motion carried.

5. Approval of Minutes

Ms. Dixon moved to approve the minutes from the March 5, 2026, Regular 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.

Motion carried.

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D. ACTION ITEMS:

1. Proposed Budget for 2026-2027 – Preliminary Draft – First Reading:

The Personnel Commission will receive the Personnel Director’s recommendation to review and discuss a date to conduct the required public hearing on the budget.

Ms. Dixon moved that the Personnel Commission set the public hearing for the budget for 2026-2027 on May 7, 2026. The Personnel Director is directed to ensure that all legal notices, “invitation” and other requirements be completed to ensure that the Commission may act legally on the budget at the May 7, 2026, Personnel Commission Meeting, as well as providing any responses that the Commissioners may have about the draft budget proposal to Commissioners prior to that date.

Mr. Salazar second the motion.

Ms. Irma Garcia presented the first reading of the proposed Personnel Commission budget. It was shared that the proposed budget reflects no significant changes from the prior year’s adopted budget, with the exception of adjustments to classified salaries and benefits due to ongoing negotiated and natural wage increases, which are being implemented incrementally. It was also shared that increases in classified salaries and benefits are automatically applied by the District, and that the Commission has discretion only over the operational budget, which is allocated at a fixed amount as outlined in the supporting materials.

The Commission had discussion and follow up questions around a negative amount reflected in the budget. Staff indicated that this item has historically appeared as a negative and stated that further review will be conducted with Fiscal Services to determine the cause and provide clarification during the second reading.

Ms. Garcia shared that a 5% increase for classified managers and classified employees is being implemented in increments. It was noted that negotiations have concluded and are pending final Board approval. Ms. Garcia shared that staff confirmed that there are no new positions reflecting in our budget, though some increases may be attributed to promotions.

The Commission inquired about the increase in salary expenditures between the adopted budget (2025-2026) and proposed budget (2026-2027) years. Staff reiterated that the increase is primarily attributable to negotiated salary adjustments and associated benefits, and indicated bringing clarification during the second reading.

In addition, there was discussion around specific budget lines items, including classified supervisory salaries, substitute allocations, and overtime. Ms. Garcia explained that the District

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includes standard funding allocations for substitutes and overtime within department budgets, even if not fully utilized.

Commissioners also raised questions regarding discrepancies within the 5000 object code series, indicating that while subtotal amounts remained consistent, individual line items varied significantly. Staff acknowledged that discrepancies had been identified during budget preparation and stated that discussions with Fiscal Services are ongoing to correct any discrepancies and or errors. Ms. Garcia shared that she will review and update the number figures as necessary prior to the second reading. She further shared information regarding expenditures for travel, conferences, memberships dues, rentals, and contracted services and indicated that some variances may be due to timing of expenditures and pending transactions that had not yet been fully reflected in the system.

Staff confirmed that funds within certain object codes remain available (pre/encumbered) for use through the end of the fiscal year. It was noted that some expenses categorized under rentals relate to ongoing service contracts, such as copier agreements, etc.

Staff confirmed that additional information and clarification would be provided at the second reading.

Motion carried.

E. INFORMATION ITEMS AND REPORTS:

1. CSPCA 2026 Conference

Mrs. Tamara Booker provided a brief report on the CSPCA 2026 Conference held on March 15–17th. She shared that four team members attended the conference, along with Commissioner Salazar. She shared that the sessions were highly informative and included topics such as budget legislation, hearings and appeals, employee evaluations, discipline, artificial intelligence, testing and assessments, and pass point setting. Staff noted that they divided attendance among sessions.

Mr. Salazar reported that he attended the conference and highlighted the addition of a Commissioner-focused sessions, which provided targeted information and networking opportunities specifically for Commissioners. He shared that this component allowed for discussions regarding common responsibilities and challenges faced by Commissioners and shared that the conference was very well organized.

Ms. Irma Garcia stated that staff found value in networking with both large and small school districts and learning about shared challenges and practices. She added that the team appreciated the opportunity to attend and noted that the conference, held in San Diego, was well-organized

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with great logistics. Ms. Booker further reported that many of the practices discussed at the conference are already being implemented by the District, which staff found reassuring and indicative that the department is on track in certain areas.

Ms. Dixon inquired about the location of the next conference. Ms. Garcia indicated that the next conference is tentatively expected to be held in Long Beach, CA, but has yet to be confirmed.

2. Update: Vacancies and Recruitments:

Ms. Irma Garcia presented the quarterly report on vacancies and recruitment activities. She explained that the report was provided in a spreadsheet format to allow for comparison with prior reports presented in September and January.

Ms. Garcia reported that, to-date, the District employs 2,909 classified employees, which includes all regular full-time and part-time staff currently in the system. In addition, there are approximately 3,376 certificated employees; not including substitute teachers.

Ms. Garcia shared about recruitment efforts, noting that staff participated in five recruitment events since January. These included outreach at Superintendent Parent Advisory Committee (SPAC) meetings, the Paraprofessional Job Fair held on February 11th, the Certificated Job Fair on February 28th, and set up a recruitment table during San Andreas High School's Career Pathways Annual Health Fair on March 20th.

As of the report date, there were 26 open recruitments, including 16 continuous recruitments, and 21 tentative job offers pending. From January through March 31, 2026, the staff received 4,347 applications, opened 40 recruitments, and logged 170 total vacancies as of March 31, 2026. The Commission ratified 31 eligible lists during this period.

Ms. Garcia shared number figures relating to the most common vacancies. She also shared a new section summarizing vacancies by job family sharing that overall vacancies have decreased compared to prior reporting periods.

Commissioners discussed the presentation of vacancy data, including color-coding used to indicate increases or decreases compared to previous reports and suggested adding a legend and additional context, including total positions within each job category, to better interpret vacancy rates.

The Commission also discussed seasonal trends in vacancies. Staff indicated that vacancies tend to increase near the end of the calendar year and again at the end of the school year due to retirements and resignations. Additionally, hiring for nine-month positions requires thoughtful timing to avoid losing candidates during the summer months, which can temporarily increase

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the number of vacancies. Commissioners recommended that future reports include trend data or visual graphs to better illustrate these patterns. The Commission expressed interest in continued quarterly reporting to identify trends over time and emphasized the importance of providing vacancy rates as a percentage of the total number of positions to provide context.

Ms. Garcia informed the Commission that weekly vacancy and recruitment data are also being reported to the Assistant Superintendent of Human Resources.

Finally, Ms. Garcia reviewed vacancy data by workday length, reporting that 74 vacancies are full-time (eight hours per day), while the remaining vacancies are part-time positions. She noted that many vacancies are in positions with less than eight-hour workdays and that some less common classifications experience sporadic vacancies due to retirements and resignations.

F. DISCUSSION:

The next Personnel Commission meeting will be held in person on May 7, 2026, at 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

G. COMMENTS FROM PERSONNEL COMMISSIONERS:

Mr. Bohn commended staff and referenced the correspondence received from the Assistant Superintendent of Human Resources following her Shadow Day with Personnel Commission staff. He shared that the detailed response reflected a high level of recognition of the department's effectiveness and professionalism, indicating that such comprehensive feedback is typically only provided when exceptional work is observed.

Mr. Salazar also expressed appreciation for staff, noting that during the CSPCA conference it was evident that staff are well-regarded. He reported that numerous attendees engaged with staff to learn about practices in San Bernardino USD, reflecting positively on the department's expertise.

Ms. Dixon suggested the possibility of hosting a local Personnel Commission roundtable or similar event to bring together neighboring districts to discuss common issues and share best practices. She indicated that such an event could be held periodically. She also shared on the Assistant Superintendent's correspondence, stating that she was impressed by the level of detail and recognition provided for each staff member, and expressed pride in the team's work. In addition, Ms. Dixon shared a bit about her partial attendance at the recent staff retreat and commended staff for organizing the retreat and noted that Dr. Doizan facilitated a leadership strengths assessment activity. Ms. Dixon observed that the results reflected strong collaboration and teamwork within the department. She highlighted examples of staff supporting one another in daily tasks and maintaining a cooperative work environment.

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Ms. Dixon stated that, based on her observations and discussions with Dr. Doizan, the retreat was well received and staff were actively engaged. She encouraged staff to provide a more detailed update on the retreat at the next meeting.

H. CLOSED SESSION:

The Commission adjourned to closed session at 6:30 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 #26-0402-01
 - b. Applicant #26-0402-02
 - c. Applicant #26-0402-03
 - d. Applicant #26-0402-04
 - e. Applicant #26-0402-05
 - f. Applicant #26-0402-06
 - g. Applicant #26-0402-07
 - h. Applicant #26-0402-08

The Commission reconvened to open session at 7:23 p.m. and reported on the following action(s) taken in closed session.

- a. Applicant #26-0402-01 – Denied Unanimous
- b. Applicant #26-0402-02 – Denied Unanimous
- c. Applicant #26-0402-03 – Denied Unanimous
- d. Applicant #26-0402-04 – Denied Unanimous
- e. Applicant #26-0402-05 – Denied Unanimous
- f. Applicant #26-0402-06 – Denied Unanimous
- g. Applicant #26-0402-07 – Denied
(2 votes to deny: Valeria Dixon, George Bohn; 1 abstention: Michael Salazar)
- h. Applicant #26-0402-08 – Denied Unanimous

I. ADJOURNMENT:

The Commission adjourned the meeting at 7:25 p.m.