

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

**MINUTES
May 7, 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, Senior Personnel Analyst

4. Approval of Agenda

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

Ms. Garcia requested that two items be pulled from the Consent Action Items: C(2)(J) and Item C(2)(M).

Mr. Salazar inquired as to the reason for the request. Ms. Garcia explained that an eligibility list had not yet been established for one recruitment, as testing processes were ongoing through the date of the Personnel Commission meeting. The second item required further review of the recruitment process before presenting it for Commission consideration.

Ms. Dixon then asked whether there were any other proposed adjustments to the agenda. Ms. Garcia indicated there were no additional changes.

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 April 2, 2026, Regular Personnel Commission meeting. Mr. Bohn second the motion.

Motion carried.

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B. PUBLIC COMMENTS:

None

C. CONSENT ACTION ITEMS:

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

Motion carried.

D. ACTION ITEMS:

1. Proposed Budget for 2026–2027 – Second Reading:

Ms. Dixon moved to approve the proposed budget for 2026-2027 as submitted. Mr. Bohn second the motion.

Ms. Dixon inquired about the negative balance that had been discussed during the first reading.

Ms. Garcia reported that staff worked with the Fiscal Services Director and the assigned Budget Analyst the issue. It was determined that the negative amount originated from budget development data carried forward from a prior fiscal year. Following the review, the discrepancy was corrected and removed from the 2026-2027 proposed budget. Ms. Garcia noted that the negative balance no longer appeared in the final budget document.

Ms. Garcia further explained that staff updated the year-to-date expenditure figures reflected in the second column of the budget and corrected funding allocations related to salaries and benefits. She stated that concerns raised during the first reading regarding the amount budgeted for salaries had been addressed through revisions and corrections. The budget accurately reflects the 5% salary increase for both classified management and classified non-management employees.

Ms. Dixon asked whether the classified salary increase was incorporated in the budget. Ms. Garcia responded that Fiscal Services included the increase in the budget projections in anticipation of Board approval.

Ms. Dixon asked if there were any additional questions from the Commission or staff. Hearing none, she called for the vote.

Motion carried.

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E. INFORMATION ITEMS AND REPORTS:

1. Staff Retreat

Mrs. Booker provided an overview on the Personnel Commission Department's third annual staff retreat, which was held on March 31 and April 1, 2026, at the DoubleTree Hotel in San Bernardino, CA. The retreat theme, "Plant, Grow, Thrive," focused on cultivating growth, nurturing the team, and strengthening the department's work and relationships.

Mrs. Booker also shared that the District's Assistant Superintendent of Human Resources, Dr. Tasha Doizan, facilitated a session centered on StrengthsFinder coaching. Prior to the retreat, staff members completed individual assessments designed to identify their personal strengths and how those strengths contribute to effective collaboration within a team environment. The presentation included interactive activities and was well received by staff.

Mrs. Booker shared that the assessment identified each employee's top five strengths from a total of 30 possible strengths, grouped into categories including Strategic Thinking, Relationship Building, Influencing, and Executing. She noted that the department demonstrated particular strengths in the areas of Relationship Building and Executing, which align with the department's responsibilities in working with applicants, stakeholders, administrators, and employees while successfully carrying out the work. Staff were also provided with resources to better understand their individual strengths and how to work effectively with colleagues whose strengths may differ.

In addition to the strengths-based activities, staff participated in several team-building exercises designed to strengthen communication and collaboration. Mrs. Booker further shared that on the second day of the retreat, Dr. Lin conducted a professional development session focused on test development. The session provided training for analysts on best practices and considerations in the development of employment examinations. Clerical staff participated in separate, individualized training opportunities during that time.

Ms. Garcia also shared that staff participated in a plant-potting activity that reflected the retreat's theme. The plants growth is displayed in the office and serve as a reminder of the continued efforts. She noted that the activity has become a visible representation of the team's continued progress and collaboration.

Mrs. Booker stated that the retreat provided staff with an opportunity to step away from their daily responsibilities, strengthen working relationships, and focus on professional growth in a collaborative environment.

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Mr. Salazar inquired about the StrengthsFinder categories and the meaning of certain strengths reflected in the assessment results. Mrs. Booker explained that the categories represent different approaches to processing information, decision-making, relationship building, and execution. She also clarified that the strength identified as “Woo” refers to an individual’s ability to connect with others, enjoy social interaction, and build relationships easily. Staff noted that while assessment results may change slightly over time, an individual’s primary strengths generally remain consistent.

Mr. Salazar thanked staff for sharing and expressed appreciation for the information provided.

F. DISCUSSION:

The next Personnel Commission meeting will be held in person on June 4, 2026, at 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

G. COMMENTS FROM PERSONNEL COMMISSIONERS:

Mr. Salazar expressed condolences for the recent passing of a staff member’s father and requested that the Commission’s thoughts and sympathies be formally extended to Nersi and her family.

Mr. Salazar also thanked staff for the information presented regarding the retreat and team-building activities. He commented that such exercises provide valuable opportunities for professional growth and collaboration while reinforcing the department’s mission. He noted that the activities offered a meaningful balance between team engagement and organizational development.

Ms. Dixon echoed Mr. Salazar’s condolences and extended her sympathies to Nersi and her family during their time of loss.

H. CLOSED SESSION:

The Commission adjourned to closed session at 5:46 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. Employee #26–0507–01
 - b. Applicant #26–0507–02

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- c. Applicant #26-0507-03
- d. Applicant #26-0507-04
- e. Applicant #26-0507-05

The Commission reconvened to open session at 7:01 p.m. and reported on the following action(s) taken in closed session.

- a. Employee #26-0507-01 – The Commission unanimously voted to appoint Hearing Officer, Patricia Barrett.
- b. Applicant #26-0507-02 – Denied
- c. Applicant #26-0507-03 – Denied
- d. Applicant #26-0507-04 – Denied
- e. Applicant #26-0507-05 – Denied (2 votes to deny, 1 to grant)

I. ADJOURNMENT:

The Commission adjourned the meeting at 7:02 p.m.