

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

**MINUTES
June 4, 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, Senior Personnel Analyst

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 May 7, 2026, Regular Personnel Commission meeting. Mr. Salazar second the motion.

Motion carried.

B. PUBLIC COMMENTS:

Laura Surace, Human Resources Specialist at HR-Certificated, addressed the Commission regarding the *Reclassifications Update* listed on the agenda. She hopes to hear an update on the reclassification requests for the Human Resources Specialist. Ms. Surace stated that the reclassification process had been ongoing since the initial denial of salary adjustments during the 2024-2025 FY. She requests an update on the reclassification request.

Ingrid Bolthausen, Human Resources Specialist at HR-Classified, addressed the Commission regarding the *Reclassifications Update*. She shared that the requests were submitted in February 2025. She indicated that no updates had been provided since the submission and that the matter had

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
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1525 W. Highland Ave.
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been repeatedly postponed without a specific timeframe. Ms. Bolthausen seeks an update regarding the status of the reclassification.

Alondra Lopez-Vejar, Budget Analyst at Fiscal Services, addressed the Commission regarding her disqualification from the Budget Officer recruitment. She stated that she understood her application had been disqualified based on a determination that she did not meet the education requirements. Ms. Lopez-Vejar explained that, at the time the recruitment closed on February 3, 2026, she had a bachelor's degree and had completed all graduate coursework required for a Master of Business Administration (MBA) degree. Ms. Lopez-Vejar stated that she submitted transcripts documenting her graduate-level coursework prior to the recruitment closing date. She noted that her coursework included accounting, financial management, organizational management, communications, marketing, ethical leadership, and other business-related subjects. She further stated that her undergraduate coursework included statistical analysis, methods of sociological inquiry, financial accounting and reporting, and business mathematics, which she believed provided substantial preparation in budgeting and financial analysis. Ms. Lopez-Vejar requested that the Commission consider her academic preparation rather than the title of her undergraduate degree. She stated that, although her bachelor's degree was in Sociology, her graduate-level coursework completed before the recruitment closing date satisfied the educational requirements for the Budget Officer. She further noted that she completed her MBA degree after the recruitment closed but before receiving notice of her disqualification, which she believed demonstrated that her educational preparation was substantially complete at the time of application. Ms. Lopez-Vejar clarified that she is not requesting a waiver of the minimum qualifications but requests that the Commission determine whether her combined educational background and to allow her application to advance in the process.

Ms. Dixon asked Ms. Lopez-Vejar whether she had submitted her MBA transcripts with her application. Ms. Lopez-Vejar confirmed that she had submitted the transcripts.

C. CONSENT ACTION ITEMS:

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

Motion carried.

D. ACTION ITEMS:

1. Reclassifications Recommendations:

a. Clerk I (1 incumbent)

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING
1525 W. Highland Ave.
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**MINUTES
June 4, 2026 at 5:30 p.m.**

Ms. Dixon moved to approve the reclassification of the Clerk I (Range 30A) position in the Child Development Program to Senior Clerk (Range 35A), effective July 1, 2026.

Mr. Salazar second the motion.

Ms. Irma Garcia provided a brief synopsis of the reclassification process related to the Clerk I desk audit, including a summary of the Clerk I and Senior Clerk classification characteristics, the reclassification desk audit review process, the findings, and the final recommendation.

Motion carried.

b. Clerk II (1 incumbent)

Ms. Dixon moved to approve the reclassification of the Clerk II (Range 33) position in the Human Resources-Classified department to Senior Clerk (Range 35A), effective July 1, 2026.

Mr. Salazar second the motion.

Mrs. Booker provided a brief synopsis of the reclassification process related to the Clerk II desk audit, including a summary of the Clerk II, Senior Clerk, and HR Technician classification characteristics, the reclassification desk audit review process, the findings, and the final recommendation.

Motion carried.

2. Classification Specification Revisions:

Ms. Dixon moved to approve the recommended title change, revisions, and salary adjustment for the following classification specification.

From: Facilities Use Supervisor, Management Salary Range 41
To: Facilities Use Manager, Management Salary Range 51

Mr. Bohn second the motion.

Ms. Irma Garcia provided the Commission with a brief synopsis of the recommendation as the revisions were prompted by the significant changes in the scope and responsibilities of the position following the District's decision to eliminate fees for public use of facilities, resulting

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REGULAR PERSONNEL COMMISSION MEETING
1525 W. Highland Ave.
San Bernardino, CA 92411**

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June 4, 2026 at 5:30 p.m.**

in a more than 30% increase in community use. This policy change significantly expanded the volume, complexity, and operational demands of facility scheduling and oversight.

Based on the increased workload, expanded scope of responsibility, decision-making authority, and program-level responsibility, the position best aligns with a Manager classification rather than Supervisor. The revisions reflect the current duties and organizational impact of the role. It was also noted that the Board approved the revisions on May 19, 2026.

Motion carried.

3. Hearing Officer, FY 2026–2027

Ms. Dixon moved to approve the appointment of Patricia D. Barrett, Hearing Officer, for FY 2026–2027, with a recommended cost allotment of \$18,000.00.

Mr. Salazar second the motion.

Ms. Dixon inquired if the cost for hearings scheduled in FY 2025-2026 and asked if those expenses will be deducted from the 2025-2026 budget. Ms. Irma Garcia shared that technically we did not utilize the Hearing Officer's services during the FY 2025-2026 and that expenses will most likely come out of FY 2026-2027.

Motion carried.

4. Lin & Associates Professional Service, FY 2026–2027

Ms. Dixon moved to approve the Lin & Associates Professional Service Agreement for FY 2026–2027, with a recommended cost allotment of \$20,000.00.

Mr. Bohn second the motion.

Ms. Dixon inquired about the services for the FY 2025-2026. Ms. Garcia shared that staff expended all funds available.

Motion carried.

5. Maintenance & Agreement Membership for Canon Solutions America Inc., FY 2026–2027

Ms. Dixon moved to approve the Maintenance & Agreement Membership for Canon Solutions America Inc., FY 2026–2027. The cost not to exceed \$3,000.00.

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING
1525 W. Highland Ave.
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June 4, 2026 at 5:30 p.m.**

Mr. Bohn second the motion.

Motion carried.

6. CODESP Annual Membership, FY 2026–2027

Ms. Dixon moved to approve the CODESP Annual Membership for FY 2026–2027. The total cost is \$4,275.00.

Mr. Salazar second the motion.

Mr. Bohn asked about the services provided by CODESP. Ms. Irma Garcia shared that it is the agency that provides testing material. She also noted that this year's membership cost went up by \$250 due to the number of classified employees.

Motion carried.

7. Personnel Commissions Association of Southern California (PCASC) Annual Membership, FY 2026–2027

Ms. Dixon moved to approve Personnel Commissions Association of Southern California (PCASC) Annual Membership, FY 2026–2027. The total cost is \$100.00.

Mr. Bohn second the motion.

Motion carried.

8. California School Personnel Commissioners Association (CSPCA), FY 2026–2027

Ms. Dixon moved to approve the California School Personnel Commissioners Association (CSPCA), FY 2026–2027. The cost is \$1,200.00.

Mr. Salazar second the motion.

Motion carried.

9. Water Service Delivery from Master Water Company, FY 2026–2027

Ms. Dixon moved to approve the Water Service Delivery from Master Water Company, FY 2026–2027. The cost not to exceed \$500.00.

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

**MINUTES
June 4, 2026 at 5:30 p.m.**

Mr. Salazar second the motion.

Motion carried.

10. NEOGOV – FY 2026–2027

a. Biddle Software Subscription – 07/20/2026–07/19/2027

Ms. Dixon moved to approve Biddle Software Subscription for FY 2026–2027. The total cost is \$17,195.89.

Mr. Bohn second the motion.

Ms. Dixon inquired about the contract year with NEOGOV. Ms. Irma Garcia shared that this would be year #3 (3 of 3). Mr. Salazar inquired about the subscriptions. Ms. Irma Garcia shared that these products are listed and invoiced separately.

Motion carried.

b. GovernmentJobs.com Subscription (GJC) – 07/01/2026–06/30/2027

Ms. Dixon moved to approve the GovernmentJobs.com Subscription (GJC) for FY 2026–2027. The total cost is \$6,764.32.

Mr. Bohn second the motion.

Ms. Dixon asked whether EdJoin would be less expensive. Ms. Irma Garcia shared that the District pays for EdJoin and that it is used by staff solely to advertise classified recruitments, with applicants redirected to the NEOGOV application platform. Ms. Irma Garcia also shared that NEOGOV provides the recruitment and applicant processing functions needed in our processes making it the better option. Ms. Dixon indicated further discussion would continue during the comments section.

Motion carried.

E. INFORMATION ITEMS AND REPORTS:

Reclassification Update

Ms. Irma Garcia provided the Commission with an update on the reclassification requests received during the year.

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
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June 4, 2026 at 5:30 p.m.**

It was reported that the Clerk II reclassification request in the Child Development Program had been reviewed and determined not to meet the established reclassification criteria. Staff will continue working with the department director to ensure assigned duties align with the current classification. Any additional updates will be presented to the Commission as they become available.

Ms. Irma Garcia also reported that the Secretary III reclassification request from Youth Services department remains under review. Staff recently met with the department director to discuss the department's operational needs and organizational structure. At this time, Personnel Commission staff does not believe a reclassification is warranted; however, discussions with the department will continue.

Regarding the Special Education Assistant II – Transition classification, Ms. Irma Garcia stated that the review of seven employee requests had been completed. Based on the information gathered, staff determined that the requests did not warrant reclassification. Staff will continue discussions with the department, and the affected employees will be notified of the outcome.

Ms. Irma Garcia further reported that there were no substantive updates regarding the reclassification requests submitted by Human Resources Specialists. She explained that the review involves multiple parties and because of the number of moving components involved, staff is unable to provide an update at this moment.

Ms. Dixon inquired which Human Resources classification Ms. Garcia was referencing. Ms. Garcia clarified that the update pertained to the Human Resources Specialist classification. Ms. Dixon thanked Ms. Garcia and noted that she wanted the clarification for the benefit of the public.

F. DISCUSSION:

The next Personnel Commission meeting will be held in person on July 9, 2026, at 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

G. COMMENTS FROM PERSONNEL COMMISSIONERS:

Ms. Dixon inquired about the NEOGOV annual conference pricing for next FY since it is in Orlando, Florida and asked about the district's travel policy. Ms. Irma Garcia shared that more information will be brought to the next meeting. Ms. Dixon also asked staff for a comparison on the use of the Edjoin software as it may be a savings in comparison to the NEOGOV expense.

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1525 W. Highland Ave.
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**MINUTES
June 4, 2026 at 5:30 p.m.**

H. CLOSED SESSION:

The Commission adjourned to closed session at 6:16 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 #26-0604-01
 - b. Applicant #26-0604-02
 - c. Applicant #26-0604-03
 - d. Applicant #26-0604-04

The Commission reconvened to open session at 6:39 p.m. and reported on the following action(s) taken in closed session.

- a. Applicant #26-0604-01 – Denied
- b. Applicant #26-0604-02 – Denied
- c. Applicant #26-0604-03 – Granted
- d. Applicant #26-0604-04 – Denied

I. ADJOURNMENT:

The Commission adjourned the meeting at 6:40 p.m.