

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

**MINUTES
July 9, 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 June 4, 2026, Regular Personnel Commission meeting. Mr. Bohn second the motion.

Motion carried.

B. PUBLIC COMMENTS:

Ms. Nyesha Williams introduced herself as the District's new Employee Relations Director, succeeding Luis Chavez. She shared that she lives locally and previously worked for the District as a history teacher and program facilitator beginning around 2010. Ms. Williams expressed appreciation for the warm welcome she had received from Personnel Commission staff and stated that she looks forward to developing positive working relationships.

In response to Ms. Dixon's follow up question about her professional experience after leaving the District, Ms. Williams explained that she initially experienced several layoffs while working as a history teacher. While at Pacific High School, she transitioned into a program facilitator position; however, she was subsequently laid off after her credential expired.

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Ms. Williams later joined the Ontario-Montclair School District, where she served as a Dean of Students and worked in positive behavioral intervention. She then accepted an Assistant Principal position at Hemet High School, where she remained for four years. Due to the lengthy commute, she later joined the Cucamonga School District, serving first as a middle school principal and then as Director of Expanded Learning for approximately seven years.

Ms. Williams shared that she holds a business degree and has a strong interest in human resources. Because the Cucamonga School District is relatively small, advancement opportunities in human resources were limited. Nevertheless, the variety of responsibilities she assumed provided her with experience in areas such as labor negotiations and allowed her to attend extensive human resources trainings. She explained that becoming an Assistant Superintendent of Human Resources is one of her long-term professional goals. She shared that a former Pacific High School colleague encouraged her to apply for the Employee Relations Director position, and although she had not originally planned to do so, she ultimately applied and accepted the position.

Ms. Williams also shared information about the Cucamonga School District's enrollment and funding. Ms. Williams explained that anticipated residential and commercial development had not produced the expected increase in student enrollment because housing costs remained unaffordable for many families. She noted that the district is community-funded, formerly referred to as a "basic aid" district, and receives substantial local property-tax revenue despite declining enrollment. It was also shared that the close proximity of the Rancho Cucamonga, Cucamonga, and Alta Loma school districts created confusion sometimes. Ms. Williams recalled an occasion when a parent's complaint about the principal of Cucamonga Middle School was initially mistaken as referring to her when she served as principal of Rancho Cucamonga Middle School.

The Commissioners welcomed Ms. Williams and offered their support and well wishes. Ms. Williams thanked them and reiterated her appreciation for the warm welcome.

C. CONSENT ACTION ITEMS:

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

Motion carried.

D. INFORMATION ITEMS AND REPORTS:

Annual Report (Vacancies and Recruitments)

Ms. Irma Garcia presented the Personnel Commission's Annual Report on vacancies, recruitments, and other activities for the 2025–2026 fiscal year. She explained that, in addition to the quarterly reports provided throughout the year, the annual report included complete year-end data.

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Commissioners received a trifold report containing statistical information, graphs, background on the Merit System, Commissioner biographies, a message from the Commission, and highlights of the Commission's work.

Ms. Garcia also reported that Personnel Commission staff participated in a Human Resources Division presentation to the Board of Education on June 16, 2026. The presentation included many of the statistics contained in the annual report, although the information presented to the Commission was more comprehensive.

During the 2025–2026 fiscal year, Personnel Commission staff:

- Conducted 143 recruitments;
- Received and processed 18,025 employment applications;
- Ratified 115 eligibility lists;
- Established candidate eligibility for 6,011 applicants;
- Certified 3,311 eligible candidates for interviews;
- Extended 771 tentative job offers;
- Processed and approved 248 out-of-classification assignments;
- Presented 5 reclassifications for Commission approval;
- Approved 11 new or revised classification specifications;
- Participated in 14 recruitment events, including two job fairs held at the District office;
- Conducted 12 regular Personnel Commission meetings;
- Attended the 2026 California School Personnel Commissioners Association Annual Conference in San Diego; and
- Conducted the third annual Personnel Commission staff retreat under the theme “Plant, Grow, and Thrive.”

Ms. Garcia noted that Ms. Dixon was reappointed to the Commission and sworn into office in December 2025. She stated that these accomplishments reflected staff's continued commitment to providing timely, equitable, and merit-based personnel services in support of the District and student success.

Ms. Garcia reported that the District averaged 205 classified vacancies during the fiscal year. The number of vacancies fluctuated as positions were filled, established, or became vacant, ranging from a low of 135 to a high of 280.

Ms. Tamara Booker provided additional information regarding vacancy rates by classification. She explained that comparing the number of vacancies with the total number of established positions provides a clearer understanding of the vacancy rate within each classification. For example, the Instructional Aide classification had 34 vacancies among 190 established positions, representing

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approximately 18 percent. By comparison, the Recreation Aide classification had 27 vacancies among 416 established positions, representing approximately 6 percent. She noted that, although the number of vacancies may initially appear high, the percentage of total positions provides important context.

Ms. Garcia stated that staff plans to continue providing quarterly reports for progress monitoring and to identify increases or decreases in vacancies throughout the year.

Ms. Dixon asked whether retirements affected the vacancy report and whether retirements tended to occur during particular times of the year. Ms. Garcia responded that employees retire throughout the year, but that retirements are generally more frequent at the end of the calendar year in December and at the end of the fiscal year. She confirmed that these retirements affect the District's vacancy rate. Ms. Dixon suggested that future reports include information regarding the effect of retirements on vacancies, including positions that administrators may elect not to fill.

The Commissioners discussed the June 16, 2026, presentation to the Board of Education. Ms. Garcia clarified that the Personnel Commission's information was included as part of the Human Resources Division's overall presentation. She stated that Board members asked few questions and that their primary interest were related to recruitment efforts. Most other questions concerned certificated recruitment and hiring processes.

Mr. Salazar asked whether the Board had received the complete annual report. Ms. Garcia explained that the Board received general information during the presentation but had not yet received the end-year report presented to the Commission. She stated that she planned to share the report with Dr. Doizan, who regularly communicates with the Board.

Mr. Bohn and Mr. Salazar recommended sending the report to the Board with a brief cover letter explaining that it served as a follow-up to the June 16, 2026, presentation. They commented that the report effectively conveyed the scope of the Personnel Commission's work. Mr. Bohn further suggested individually thanking the Board members for receiving the presentation.

Mr. Salazar asked whether the Board had responded positively to the Human Resources Division's presentation. Ms. Garcia confirmed that the presentation as a whole received positive feedback. She noted that, although the Personnel Commission had previously presented information to the Board, this was the first time it participated in a coordinated Human Resources Division presentation. She shared that the joint presentation would become an annual practice as indicated by Dr. Doizan.

Ms. Dixon emphasized the importance of demonstrating the Commission's recruitment efforts. Mr. Salazar noted that staff participated in 14 recruitment events overall. The Commissioners commended Ms. Garcia and Personnel Commission staff for their work. Ms. Garcia concluded by reaffirming that staff would continue presenting quarterly reports throughout the year.

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E. DISCUSSION:

The next Personnel Commission meeting will be held in person on August 6, 2026, at 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

F. COMMENTS FROM PERSONNEL COMMISSIONERS:

Mr. Bohn was pleased with the presentation on the annual report.

Ms. Dixon thanked Ms. Williams for attending the meeting and making the effort to meet the Commissioners. She assured Ms. Williams that Personnel Commission staff is available to provide support and acknowledged the challenges associated with her new position. Ms. Dixon also expressed concern regarding the two pending disciplinary appeals and indicated that she assumes the transition had been coordinated with Mr. Luis Chavez. Drawing upon her experience in risk management, she emphasized the importance of using a hearing officer to address potential liability concerns and ensure that the Commission fulfills its responsibilities. She clarified that the Commission would ultimately make its decisions based upon the facts presented. Ms. Dixon thanked Ms. Williams for attending.

G. CLOSED SESSION:

The Commission adjourned to closed session at 6:01 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 #26-0709-01
 - b. Applicant #26-0709-02

The Commission reconvened to open session at 6:31 p.m. and reported on the following action(s) taken in closed session.

- a. Applicant #26-0709-01 – Tabled for more information.
- b. Applicant #26-0709-02 – Appeal granted.

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H. ADJOURNMENT:

The Commission adjourned the meeting at 6:32 p.m.