

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

**MINUTES
August 6, 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. Bohn second the motion.

Motion carried.

5. Approval of Minutes

Ms. Dixon moved to approve the minutes from the July 9, 2026, Regular Personnel Commission meeting. Mr. Salazar second the motion.

Motion carried.

B. PUBLIC COMMENTS:

Charlotte Corliss, Education Assistant III (Severe Impairments) applicant, appealed the removal of her name from the eligibility list to the Commission and provided a copy of her termination letter from Colton Joint USD. She asserted that the stated reason for her dismissal was not listed in the policy as grounds for dismissal.

Ms. Corliss explained that the incident leading to her dismissal occurred on her first day in that classroom. During class, a female student had been in the restroom for approximately 10 minutes and because Ms. Corliss did not know the student's name, she asked another student to bring her back to class and described the student as a Black girl who was chubby and wearing a gray sweatshirt. A bystander overheard the description and reported it to the office. Ms. Corliss stated

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that the students involved did not complain and that the student being described was unaware of the comment. After the student returned, Ms. Corliss continued teaching the class and completed five math problems with the students without further incident. She was subsequently called to the office and directed to leave because of the words she had used to describe the student. Ms. Corliss stated that she did not intend any malice or offense and was merely attempting to identify a student whose name she did not know.

Ms. Corliss further stated that her initial claim for unemployment benefits was denied, but she appealed the decision and participated in a hearing. According to the Employment Development Department's (EDD) ruling, her words were intended to be descriptive rather than offensive, and she attempted to perform her duties to the best of her ability. The ruling determined that her poor choice of words constituted a good-faith error in judgment and did not rise to the level of misconduct. Therefore, she was found to have been discharged for reasons other than misconduct and was not disqualified from receiving unemployment benefits.

Ms. Corliss stated that the EDD ruling and related information had also been submitted to the CTC and that she was awaiting their decision. She referenced an email indicating that the basis for her placement on the District's do-not-hire list was a rule she recalled as PC Rule 4.3, relating to dismissal or misconduct.

Ms. Corliss stated that she had worked for SBCUSD for approximately 13 years—10 years in Food Services and 3 years as an Instructional Aide. She left the District in August 2025 to pursue substitute teaching opportunities with the Colton Joint USD because the District was not offering her a substitute teaching position at that time. She explained that she graduated in 2022 with the goal of pursuing a teaching career and left SBCUSD under the 39-month reemployment provision. She stated that, despite her prior service, she remained on the do-not-hire list because of her dismissal from Colton.

Ms. Dixon informed Ms. Corliss that her allotted speaking time had expired.

Ms. Corliss thanked Ms. Dixon and briefly added that SBCUSD substitute office had attempted to hire her during the summer. She stated that she was directed to complete fingerprinting and a tuberculosis test but was subsequently informed that she could not be hired after the District reviewed her CTC information.

Mr. Salazar thanked Ms. Corliss for her comments.

C. CONSENT ACTION ITEMS:

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

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Motion carried.

D. ACTION ITEMS:

1. 2027 CSPCA Annual Conference:

Ms. Dixon moved to approve Personnel Commission staff attendance to the 2027 CSPCA Annual Conference on Sunday, March 14, 2027, through Tuesday, March 16, 2027, at Long Beach, CA. The conference and hotel cost not to exceed \$6,000.00. Mr. Salazar second the motion.

Ms. Garcia shared briefly that there are four attendees confirmed, which include the three Commissioners and Director.

Motion carried.

2. Classification Specification Revisions:

Ms. Dixon moved to approve the proposed revisions to the following classification specification: School Police Lieutenant, Management Salary Range 51.
Mr. Salazar second the motion.

Ms. Garcia presented the proposed revisions to the existing School Police Lieutenant classification, noting that the position had not been filled since 2008. The classification specification was established in January 1994 and subsequently revised in February 1995 and October 2001.

The proposed revisions modernize the School Police Lieutenant job description to accurately reflect the position's current command-level, administrative, and operational responsibilities. The revisions more clearly distinguish the classification from School Police Sergeant by emphasizing its broader oversight of sworn and non-sworn personnel, policy development, administrative investigations, emergency management, and leadership within the District's Emergency Operations Center. Ms. Garcia further explained that the revised knowledge, skills, and abilities align with current POST standards, contemporary school-policing practices, and the District's evolving safety and emergency-preparedness needs.

Ms. Garcia also shared, that the Board approved the classification revisions and the establishment of one position on Tuesday, August 4, 2026. She stated that, if approved by the Commission, Personnel Commission staff planned to open the recruitment the following Wednesday.

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Motion carried.

3. Studio Pods (2)

Ms. Dixon moved to approve the purchase of two (2) Studio Pods (Medium) for office use as needed. The total cost not to exceed \$30,000. Mr. Bohn second the motion.

Ms. Garcia shared information pertaining to the specifications for the Studio Pods (medium) that staff proposed purchasing upon Commission approval. She explained that each pod was designed to accommodate up to two (2) people and included bench seating and a table.

Mr. Bohn asked about the intended purpose for the pods. Ms. Garcia stated that staff plans to use them as private spaces for virtual interviews, candidate testing, including reasonable accommodations. The pods would also provide staff with additional workspace. She noted that staff had tentatively secured two (2) pods for the price of one.

Ms. Dixon asked how the Personnel Commission was able to obtain two pods for the price of one. Ms. Garcia shared that the price resulted from an agreement secured by the District. Ms. Garcia also shared that Facilities Management assessed and approved the portable/location for placement.

Ms. Garcia also shared that although meeting rooms may be available in other locations (e.g. WHAA building) their limited availability and accessibility sometimes makes it difficult for staff to conduct essential business. The pods would be located near staff offices, they would save time and would be multiuse.

Mr. Bohn asked whether Facilities could evaluate the cost of constructing two (2) or three (3) offices and determine whether that option would cost more or less than purchasing the pods. Ms. Garcia assured Mr. Bohn that staff would obtain additional information regarding the building of additional office spaces.

The Commission inquired about the funding source. Ms. Garcia explained that the purchase would be funded through the PC's operating budget. She noted that since staff was not attending the NeoGov Conference this year there would be some savings. Ms. Garcia shared that Nersi and she had reviewed the budget and confirmed that sufficient funds were available to cover the proposed purchase.

Mr. Salazar stated that he would like to visit Paxam Paxam to view the pods in person and report his observations to the other Commissioners.

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The Commission tabled the item until the next Regular Personnel Commission meeting.

Motion tabled.

E. DISCUSSION:

The next Personnel Commission meeting will be held in person on September 3, 2026, at 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

Mr. Salazar informed the Chairperson that he would be traveling and unable to attend the September 3, 2026 meeting. He recommended leaving the meeting date unchanged. Mr. Salazar stated that he would follow up on the Studio Pods and provide input to Ms. Garcia.

Mr. Bohn confirmed that the meeting will be held on September 3, 2026.

F. COMMENTS FROM PERSONNEL COMMISSIONERS:

Ms. Dixon commented on an item discussed at the Board meeting and requested that it be placed on the agenda for the next Personnel Commission meeting to determine whether Commissioners are eligible to receive a five percent (5%) increase in compensation. Ms. Garcia confirmed that the item would be included in a future Personnel Commission meeting agenda.

G. CLOSED SESSION:

The Commission adjourned to closed session at 6:08 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. Employee #26-0806-01
 - c. Applicant #26-0806-02
 - d. Applicant #26-0806-03
 - e. Applicant #26-0806-04

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The Commission reconvened to open session at 6:40 p.m. and reported on the following action(s) taken in closed session.

- a. Applicant #26-0709-01 – Denied
- b. Employee #26-0806-01 – Unanimously voted to appoint a hearing officer.
- c. Applicant #26-0806-02 – Denied
- d. Applicant #26-0806-03 – No action taken
- e. Applicant #26-0806-04 – Denied

H. ADJOURNMENT:

The Commission adjourned the meeting at 6:41 p.m.