SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA
October 1, 2026 – 5:30 p.m.
1525 W. Highland Ave.
San Bernardino, CA 92411
PERSONNEL COMMISSION OFFICE – WHAA PORTABLE

Welcome! The following information is provided to assist persons who attend the meeting of the Personnel Commission and wish to participate in the meeting.

If members of the public would like to contact the Personnel Commission about this upcoming agenda, please send an email to pc_public_comments@sbcusd.k12.ca.us prior to the start of the Personnel Commission meeting. These comments will be shared with the Personnel Commissioners. If you wish for your written comment to be read aloud, please indicate this specifically in your communication. Requests for written comments to be read aloud will be honored, subject to the Personnel Commission's time limits on public comments.

Assistance/Accommodations:
In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the Personnel Commission, please contact the Personnel Commission Office at (909) 381-1280. Notification 72 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the Commission shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.

Addressing the Commission:
There are two ways to address the Commission during the meeting. These are, speaking to the Commission regarding an item already on the agenda, and/or speaking to the Commission about a new topic not on the agenda. Speakers will be asked to keep their comments brief and allotted approximately five (5) minutes per speaker, per topic.

Items on the Agenda:
Speakers may comment on any item on the meeting agenda in order to share information for consideration by the Commission immediately before the Commission begins deliberation on the item. A speaker slip must be completed and provided to the Director prior to the agenda item.

Items not on the Agenda:
Item B (Public Comments) provides the opportunity where individuals may address topics that are not listed on the agenda. The Brown Act restricts the Commissioners from engaging in a discussion of non-agenda items or issues raised during public comment except to acknowledge receipt of the information, refer it to staff for further study or refer the item to a future meeting. The Commission may not take any action on issues or topics presented during Public Comments.

Placing Items on a Future Agenda:
Any member of the public may request that a matter within the jurisdiction of the Commission be placed on the agenda of a regular meeting. The request must be in writing and must describe the item to be discussed with sufficient detail including the history of the issue and how it is related to the Personnel Commission. Also, to be included is any information or material that the requestor wishes to be reviewed by the Commission regarding the issue. It must be submitted to the Personnel Director at least ten (10) working days before the scheduled

meeting date. Items submitted less than ten (10) working days before the scheduled meeting date may be postponed to a later meeting date to allow sufficient time for consideration and research of the issue.

The Commission Chair and the Director shall decide whether a request is within the subject matter jurisdiction of the Commission. Items not within the subject matter jurisdiction of the Commission may not be placed on the agenda. In addition, the Commission Chair and/or Director will determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative procedure before placing the item on the agenda.

The Commission Chair and/or Director shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item, information item, or under Public Comment.

Closed Session
The Personnel Commission may hold closed sessions only for purposes identified by law. The Commission may hold a closed session at any time during a regular or special meeting and during emergency meetings in accordance with law.

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A. PRELIMINARY FUNCTIONS:

1. Call to Order - Meeting called to order at _____ p.m.

2. Pledge of Allegiance

3. Roll Call:

Chairperson	Ms. Valeria Dixon	_____
Vice Chairperson	Mr. Michael Salazar	_____
Member	Mr. George Bohn	_____
Personnel Director	Ms. Irma Garcia	_____
Senior Personnel Analyst	Mrs. Tamara Booker	_____

4. Approval of agenda, as submitted or amended:

   Motion: _____ Second: _____
   Discussion: _____
   Action: Aye: _____ Nay: _____ Abstain: _____

5. Approval of minutes from the September 9, 2026, Regular Personnel Commission meeting, as submitted or amended.

   Motion: _____ Second: _____
   Discussion: _____
   Action: Aye: _____ Nay: _____ Abstain: _____

6. Approval of minutes from the September 15, 2026, Special Personnel Commission meeting, as submitted or amended.

   Motion: _____ Second: _____
   Discussion: _____
   Action: Aye: _____ Nay: _____ Abstain: _____

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B. PUBLIC COMMENTS:

Public Comments pertaining to non-agenda items: *Members of the public may address the Personnel Commission on items not listed on the agenda. The Brown Act restricts the Commissioners responses to non-agenda topics to: clarifying questions, brief announcements, brief report of personal related activities, or to refer the matter to staff. If members of the public would like to contact the Personnel Commission about this upcoming agenda, please send an email to* pc_public_comments@sbcusd.k12.ca.us *prior to the start of the Personnel Commission meeting. These comments will be shared with the Personnel Commissioners. If you wish for your written comment to be read aloud, please indicate this specifically in your communication. Requests for written comments to be read aloud will be honored, subject to the Personnel Commission's time limits on public comments. (Government Code sections 54954.2, 54954.3, and 54957.9)*

C. CONSENT ACTION ITEMS:

All matters listed under Consent Action Items are to be considered for ratification and will be enacted by one motion followed by a roll call vote. There will be no separate discussion of these items unless the Commission, audience, or staff request specific items to be removed from the Consent Item for separate action.

1. Ratification of recruitment(s):

a.	Account Clerk II	Open & Promotional	09/09/2026 – 10/06/2026
b.	Accounts Payable Technician	Open & Promotional	09/02/2026 – 09/29/2026
c.	HVACR Mechanic	Open & Promotional	09/23/2026 – Continuous
d.	Instructional Tutor Deaf and Hard of Hearing (DHH)	Open & Promotional	09/23/2026 – Continuous
e.	Nutrition Services Equipment Mechanic	Open & Promotional	09/23/2026 – Continuous
f.	Nutrition Services Manager II	Open & Promotional	09/16/2026 – 10/13/2026
g.	Office Technician Registrar	Open & Promotional	09/16/2026 – 10/13/2026

2. Ratification of eligibility list(s):

Cafeteria Worker	Exam #26–090
Clerk II	Exam #26–064
Education Assistant III (Spanish)	Exam #26–061
Food Production Worker	Exam #26–086
Human Resources Specialist	Exam #26–072
Network System Technician	Exam #26–039
Occupational Therapist	Exam #26–094
Pool Attendant	Exam #26–055

Power Mower Operator	Exam #26–071
School Police Lieutenant	Exam #26–091

3. Certification from other eligibility lists(s):
   a. Clerk II — Exam #26-064
      To fill Bilingual Clerk II

4. Approval of Certification of Classified Personnel Actions as submitted:
   See attached report.

Approval of Consent Action Items as submitted or amended.

Motion: _____ Second: _____
Discussion: _____
Action: Aye: _____ Nay: _____ Abstain: _____

D. ACTION ITEMS

The Commission shall discuss the following recommendations. Items will be voted separately:

1. NEOGOV

   a. Insight Enterprise Subscription (IN) – 11/16/2026 - 11/15/2027

      It is moved that the Personnel Commission consider approving the NEOGOV Insight Enterprise Subscription (IN). The cost is $30,143.13.

      Motion: _____ Second: _____
      Discussion: _____
      Action: Aye: _____ Nay: _____ Abstain: _____

   b. Candidate Text Messaging (CTM) – 12/11/2026 – 12/10/2027

      It is moved that the Personnel Commission consider approving the NEOGOV Candidate Text Messaging (CTM). The cost is $1,392.55.

      Motion: _____ Second: _____
      Discussion: _____
      Action: Aye: _____ Nay: _____ Abstain: _____

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E. INFORMATION ITEMS AND REPORTS:

1. Quarterly Personnel Commission Report
2. Commissioners' Compensation

F. DISCUSSION:

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

G. COMMENTS FROM PERSONNEL COMMISSIONERS:

H. CLOSED SESSION:

The Commission adjourned to closed session at _____ 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 #26–1001–01

The Commission reconvened to open session at _____ and reported on the following action(s) taken in closed session.

I. ADJOURNMENT:

The Commission adjourned the meeting at _____.

In compliance with Government Code §54957.5, any public records, which can be disclosed, related to an open session item on the agenda that have been submitted to the Commission are available for public inspection in the Personnel Commission office during normal business hours, no sooner than 72 hours prior to the meeting. A copy of a previous month's agenda and attachments may be requested by email communication to the Director at any time.