

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

MINUTES

September 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 5:31 p.m.

2. Pledge of Allegiance

3. Roll Call

Members: Ms. Valeria Dixon, Chairperson
Mr. Michael Salazar, Vice Chairperson – absent
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 August 6, 2026, Regular Personnel Commission meeting. Mr. Bohn second the motion.

Motion carried.

B. PUBLIC COMMENTS:

None

C. CONSENT ACTION ITEMS:

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

Motion carried.

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D. ACTION ITEMS:

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 presented additional information regarding the proposed purchase of two medium Studio Pods. She explained that the item had been tabled during the August 6, 2026, Personnel Commission Meeting pending further review of permanent office construction as an alternative. Staff contacted the Facilities Management and Maintenance and Operations departments to assess the feasibility and cost-effectiveness of constructing permanent offices. The Assistant Director of Maintenance and Operations did not support adding offices because of limited space, doorway clearance, accessibility requirements, the location of existing workstations, and potential fire-code concerns. Ms. Garcia explained that the proposed pods would be considered movable furniture rather than permanent offices and could be relocated if the department moved. In addition, Ms. Garcia shared on behalf of Commissioner Salazar that he personally viewed the pods at the Paxam Paxam Welcome Center and was satisfied with their size, compact design, lighting, ventilation, seating for two, and center table. He expressed his support for the purchase.

In response to Mr. Bohn's questions, Ms. Garcia confirmed that staff was requesting two medium pods and had secured both for the price of one through pricing available to the District. Mrs. Booker noted that the sample invoice indicated that the District had previously purchased three pods. Ms. Garcia stated that she had only seen the pods at the Paxam Paxam Welcome Center and is unaware of whether they had been installed at other District locations.

Mr. Bohn asked about soundproofing and privacy. Ms. Garcia stated that the pods provide sound reduction, although they were not completely soundproof. In addition, staff could explore adding blinds or other window coverings as needed.

Mrs. Booker explained that the pods would be used for testing accommodations, examination reviews, virtual interviews, and other activities requiring privacy, provides a quiet space when existing rooms are unavailable. Ms. Garcia added that staff and guests would utilize primarily laptops.

Ms. Dixon suggested purchasing noise-canceling headphones to further reduce distractions, protect the confidentiality of interview or examination content, and address privacy concerns. She recommended headphones because they could be cleaned between users. Ms. Garcia shared that staff would consider her suggestion.

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In response to Mr. Bohn's question regarding color selection, Ms. Garcia stated that staff would likely select the colors consistent with the pods already purchased by the District, although other options were available.

Ms. Dixon called for the vote. Motion carried.

E. DISCUSSION:

The next Personnel Commission meeting will be held in person on October 1, 2026, at 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

F. COMMENTS FROM PERSONNEL COMMISSIONERS:

Ms. Dixon thanked staff for rescheduling the Personnel Commission Meeting as the event she attended was very important to her.

G. CLOSED SESSION:

The Commission adjourned to closed session at 5:45 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 #26-0903-01
 - b. Applicant #26-0903-02
 - c. Applicant #26-0903-03
 - d. Applicant #26-0903-04

The Commission reconvened to open session at 6:15 p.m. and reported on the following action(s) taken in closed session.

- a. Applicant #26-0903-01 – Denied
- b. Applicant #26-0903-02 – Denied
- c. Applicant #26-0903-03 – Denied
- d. Applicant #26-0904-04 – Granted

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H. ADJOURNMENT:

The Commission adjourned the meeting at 6:16 p.m.