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

MINUTES
October 1, 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 September 9, 2026, Regular Personnel Commission meeting. Mr. Bohn second the motion.

   Aye: Valeria Dixon, George Bohn
   Abstain: Michael Salazar

   Motion carried.

6. Approval of Minutes

   Ms. Dixon moved to approve the minutes from the September 15, 2026, Special Personnel Commission meeting. Mr. Bohn second the motion.

   Aye: Valeria Dixon, George Bohn
   Abstain: Michael Salazar

   Motion carried.

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

MINUTES
October 1, 2026 at 5:30 p.m.

B. PUBLIC COMMENTS:

None

C. CONSENT ACTION ITEMS:

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

Motion carried.

D. ACTION ITEMS:

1. NEOGOV

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

      Ms. Dixon moved to approve the NEOGOV Insight Enterprise Subscription (IN). The cost is $30,143.13. Mr. Bohn second the motion.

      Ms. Irma Garcia shared that this would be year three (3) of the agreement.

      Motion carried.

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

      Ms. Dixon moved to approve the NEOGOV Candidate Text Messaging (CTM). The cost is $1,392.55. Mr. Salazar second the motion.

      Ms. Irma Garcia stated this is the other product at three of the agreement.

      Motion carried.

E. INFORMATION ITEMS AND REPORTS:

1. Quarterly Personnel Commission Report

   Ms. Irma Garcia presented the first quarter report for July 1, 2026, through September 30, 2026. She reported that the District employed 2,926 regular classified employees, approximately 40

more than the previous quarter. She clarified that this total included full-time and part-time regular employees, excluding substitutes. In response to Commission questions, staff shared that Human Resources manages substitute placements and monitors work assignments. Ms. Dixon requested substitute employee counts for a future report.

Ms. Garcia reported that staff had participated in two recruitment events and anticipates attending additional school site events. During the quarter, staff opened 37 recruitments, received 4,882 applications, and presented 24 eligibility lists containing 141 eligible candidates for Commission ratification. At the time of the report, 13 recruitments were open, 46 tentative job offers were pending Human Resources processing, and 206 vacancies.

Ms. Garcia shared that the most common vacancies included 40 Instructional-Classroom support positions, 51 Nutrition Services positions, and 47 Playground positions, totaling 138 vacancies. Ms. Garcia explained that summer scheduling challenges had affected hiring, especially our playground and cafeteria worker position as most are nine (9) month positions and principals' availability was also a challenge. Staff piloted video recorded interviews for mass Instructional Aide hiring. In response to Commissioner Dixon's question regarding applicant interest, Ms. Garcia noted that promotions, resignations, etc., contributes to the number of instructional vacancies.

Ms. Garcia reported that 62 vacancies were 8-hour positions and 144 positions were fewer than 8 hours. Commissioners requested a modification to the workday length section in future reports.

The Commission discussed whether employees could fill multiple part-time assignments to increase their work hours and help reduce vacancies. Ms. Garcia shared that there are some administrative challenges with employees holding 2 regular positions. In addition to benefit costs allocations. Mrs. Booker noted that split shifts and overlapping schedules also require consideration. Commissioners expressed interest in further exploring combined assignments as a possible recruitment and retention strategy.

Ms. Garcia stated that the second-quarter report would be presented in January. Ms. Dixon thanked staff for the information.

2. Commissioners' Compensation

Ms. Irma Garcia presented comparative compensation data for Personnel Commissions across California school districts. She explained that the Education Code limited the Commission's compensation to $50 per meeting and noted that some commissions received less.

Mr. Salazar requested corresponding Board member compensation data for the school districts listed to provide a broader statewide comparison. Ms. Garcia agreed to attempt to obtain the information as requested.

The Commission discussed legislation (Assembly Bill 1390) permitting changes to Board member compensation increases. Ms. Garcia explained that allowable compensation was based on average daily attendance (ADA).

Ms. Dixon requested further research on the topic.

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:

Mr. Salazar thanked staff for the great report and asked to please thank the office staff for the great work done.

H. 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 #26–1001–01

The Commission reconvened to open session at 6:16 p.m. and reported on the following action(s) taken in closed session.

    a. Applicant #26–1001–01 – Denied

I. ADJOURNMENT:

The Commission adjourned the meeting at 6:17 p.m.