

**Minutes of the Regular Meeting of
The Personnel Commission**

July 25, 2006

Calexico Unified School District, Calexico, California

Call to Order: The meeting was called to order by Commissioner Romero at 5:00 p.m. in the District Office Boardroom.

Present: Richard Cordero, Shannon Roberts and Richard Romero

Commissioners

Absent: None

Others: David Alvarez, Superintendent, Lewis Pacheco, Asst. Supt. of Human Resources, Ruth V. Duarte, CSEA President, Daniel Shinoff, Esquire, Aldo Monge, Eduardo Perez

Agenda Approved: On motion of Commissioner Cordero, seconded by Commissioner Roberts and carried unanimously, the item E. 1. Legal Recommendations was moved to Closed Session, with that modification the Agenda of the Regular Meeting of July 25, 2006 was approved.

Delegations: Mr. Alvarez addressed the Commissioners on the following issues and requested they be placed on the agenda for the next regular meeting:

1. Augmentation of testing modules to include English language assessment skills;
2. High school diploma or its equivalency requirement for all classifications.

Mr. Alvarez mentioned that his assessment for the past 4 years has been that many employees pass the written exams provided in English but are not able to communicate or have conversations in English.

Another issue Mr. Alvarez spoke of was his review of the June meeting minutes where it indicated that the Commission had acted on the Director's salary in closed session. Mr. Alvarez indicated that the item should have been handled in open session. Mr. Alvarez also brought to the Commissioners' attention the assumed format error on the agenda – specifically on the Closed Session section, indicating that the agenda should include an opportunity for delegations from the public prior to going into the Closed Session items.

Commissioner Romero interjected on the issue of placing a delegation section for Closed Session, stating that the items are confidential and the agenda should only give a general nature of the topic – but no specifics; thereby not giving the public any indication as to what employee it may affect therefore no public comments should be invited. Commissioner Romero gave the directive to pursue legal recommendation on the issues regarding the agenda brought up by Mr. Alvarez.

Mrs. Estrada made comments in regards to the issues Mr. Alvarez presented indicating that she had met with Mr. Alvarez re: the English proficiency and had also spoken with Cecilia Castañeda, Director of Curriculum, requesting language skills assessments. Commissioner Cordero inquired if the candidates went through the process of oral interviews, and if they were held in English. Mrs. Estrada indicated affirmatively that they were held in English. Mrs. Estrada mentioned that several of the candidates provided services as substitutes and the administrators and supervisors were aware of the quality of work they provided. On some occasions, at the time of selecting the candidates, the supervisors weighed all factors and opted to select the higher quality performance candidate, in-lieu of the more English proficient candidates. Mrs. Estrada recommended that administrators should also abide by the district's interest to hire English proficient candidates, if that was the interest of the district.

Consent Agenda: On motion of Commissioner Roberts, seconded by Commissioner Cordero and carried unanimously, the minutes of the regular meeting of June 27, 2006 were approved.

Assessment Assistant – New Job Description

On motion of Commissioner Roberts, seconded by Commissioner Cordero and carried unanimously, the new Assessment Assistant job description was approved.

Mrs. Duarte inquired from the district representatives present if there were plans to establish an assessment center in the future. Mr. Alvarez responded that there was a long-term goal to establish an assessment center with the future enrollment center. Mrs. Duarte was confirming that the future assessment assistants would not be utilized in a classroom setting.

Mr. Alvarez brought up the fact that the new job description being considered for approval had a high educational requirement, as should the Instructional Assistant classifications.

Approval of Eligibility Lists

On motion of Commissioner Roberts seconded by Commissioner Cordero, and carried unanimously the following eligibility list was approved:

Custodian – open/promotional – 1-year eligibility

Information Report: Mrs. Estrada informed the Commissioners that the back room was finally emptied-out, and that some minor maintenance work needed to be completed to accommodate the room for testing. Commissioners were also informed of the normal office activity.

Regular meeting ended @ 5:55 p.m.

Closed Session: Commissioners gave direction to the Director to issue a letter to the District re: the working-out of classification Albañez & Vega issue.

Adjournment: The meeting adjourned at 6:13 p.m.

APPROVED:

Richard Romero, Chairperson