#### **PLEASE POST**

## PERSONNEL COMMISSION TORRANCE UNIFIED SCHOOL DISTRICT

Regular Meeting
Tuesday, October 7, 2008, 3:30 p.m.
District Office Board Room
2336 Plaza del Amo, Torrance

#### **AGENDA**

- CALL TO ORDER/PLEDGE OF ALLEGIANCE
- II. APPROVAL OF MINUTES Regular Meeting of September 16, 2008
- III. NEW BUSINESS
  - A. Approval of Eligibility Lists-

Accounting Specialist

Behavior Analyst

Carpenter

Educational Assistant-Special Education-ASSISTT

Food Services Assistant

Plumber

Senior Administrative Assistant-Educational Services

School Bus Driver

**Testing Specialist** 

- B. Approval of New Job Description Health Services Technician
- C. Approval of 2009 Proposed Personnel Commission Meeting Schedule
- IV. INFORMATION ITEMS

Job Announcements:

Adult Education Distance Learning Specialist

Adult Education Technology Support Specialist

Health Services Assistant

Language Assessment Proctor-Tier I/Tier II

Staff Assistant-Special Education

Next Regular Commission Meeting -

October 21, 2008, 3:30 p.m.-District Office Board Room

November 10, 2008, 3:30 p.m.-District Office Board Room

(Only meeting in November due to Closed Session Hearing)

December 2, 2008, 3:30 p.m.-District Office Board Room

(Only meeting in December due to Holiday Schedule)

2009 Statewide CSPCA Conference - February 5-8, 2009, San Diego, CA

- V. COMMENTS FROM STAFF
- VI. COMMENTS FROM PERSONNEL COMMISSIONERS
- VII. COMMENTS FROM THOSE IN ATTENDANCE
- VIII. ADJOURNMENT

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## II. APPROVAL OF MINUTES

Regular Meeting – September 16, 2008

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#### Minutes of the Regular Meeting of the Personnel Commission September 16, 2008

CALL TO ORDER

The meeting was called to order by Dr. Klonecky at 3:30 p.m.

**PRESENT** 

Personnel Commissioners:

Harold M. Klonecky, Ed.D. Owen H. Griffith, Ph.D.

Kris Koga, Ed.D., Director-Personnel Commission

Liane Kwan, Personnel Analyst

Vanessa Martinez, Associate Personnel Analyst

PLACE AND DATE OF MEETING

Torrance Unified School District Board Room, 2336 Plaza del Amo.

Torrance, September 16, 2008.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Dr. Griffith.

**APPROVAL OF MINUTES** -Regular Meeting of September 2, 2008

Dr. Griffith moved, seconded by Dr. Klonecky, that the Minutes of the Regular Meeting of September 2, 2008 be approved. Motion carried 2/0.

**SEATING OF** COMMISSIONER - MS. MARCIA CRIBBS

Dr. Klonecky introduced new Personnel Commissioner, Marcia Cribbs (see attached Biography of Marcia Cribbs).

Dr. Klonecky administered the Oath of Allegiance to Ms. Cribbs. (see attached Oath of Allegiance)

APPROVAL OF **ELIGIBILITY LISTS-**Behavior Analyst, Food Services Assistant, Senior Administrative Assistant-Educational Services, Supervisor-District Night **Custodial Services** 

Dr. Griffith moved, seconded by Ms. Cribbs that the Eligibility Lists-Behavior Analyst, Food Services Assistant, Senior Administrative Assistant-Educational Services, Supervisor-District Night Custodial Services be approved. Motion carried 3/0.

APPROVAL OF NEW JOB DESCRIPTION- ADULT **EDUCATION DISTANCE** LEARNING SPECIALIST

Ms. Cribbs moved, seconded by Dr. Griffith, that the new job description for Adult Education Distance Learning Specialist be approved. Motion carried 3/0.

APPROVAL OF NEW JOB DESCRIPTION- ADULT EDUCATION **TECHNOLOGY SUPPORT** SPECIALIST

Dr. Griffith moved, seconded by Ms. Cribbs, that the new job description for Adult Education Technology Support Specialist be approved. Motion carried 3/0.

APPOINTMENT OF COMMISSIONER

No action taken.

Dr. Koga explained that Dr. Klonecky's term is up for reappointment, and that he has expressed interest in serving another term.

Ms. Kathy Kelley, CSEA Chapter 845 President, Dr. Griffith, and Dr. Koga expressed their recommendation and support for Dr. Klonecky's reappointment to the Personnel Commission.

INFORMATION ITEMS

Job Announcements: Library Media Technician

School Bus Driver

Next Regular Commission Meeting-

October 7, 2008, 3:30 p.m. - District Office Board Room

2009 Statewide CSPCA Conference - February 5-8, 2009, San Diego, CA

#### COMMENTS FROM STAFF

Dr. Koga notified the Commissioners of an upcoming hearing scheduled for November 12-14, 2008.

Dr. Koga stated she attended services for Ms. Gene Drevno and reminded everyone of Ms. Drevno's dedication and service as a classified employee.

# COMMENTS FROM PERSONNEL COMMISSIONERS

Ms. Cribbs stated that she looks forward to working again with the other commissioners, Personnel Commission staff, and TUSD employees.

Dr. Griffith distributed 2008-2009 performance schedules for the Torrance Cultural Arts Center Foundation and informed everyone that the season will start with "Capitol Steps" on October 3-4, 2008.

#### **ADJOURNMENT**

Meeting adjourned at 3:50 p.m.

## TORRANCE UNIFIED SCHOOL DISTRICT Office of the Superintendent

Following are excerpts from the Minutes of the Regular Meeting of the Board of Education of the Torrance Unified School District held on September 15, 2008:						
Authorization for the Appointment of the Classified Employee Organization's Nominee to the Personnel Commission	Motion was made by Mrs. Ragins, seconded by Mr. Muratsuchi, that approval be given for the appointment of Marcia Cribb's as the classified employee organization's nominee to fulfill the remainder of the current term on the Torrance Unified School District Personnel Commission, commencing September 16, 2008 through December 31, 2009.					
	Motion unanimously carried.					
I hereby certify that the foregoing is a true and exact copy of a portion of the Minutes of the Regular Meeting of the Board of Education of the Torrance Unified School District held on September 15, 2008.						
George Mannon, Ed.D.						
Superintendent and Secretary to	o the Board					
Dated: September 16	5, 2008					



### California School Employees Association

www.csea.com

Member of the AFL-CIO

The nation's largest independent classified employee association

Member of the National Association of Classified School Employees (NACSE), representing independent public employees throughout the nation

(AEU)

September 05, 2008

Torrance Unified Sch0ol District
2335 Plaza Del Amo
Torrance, CA 90509
Attn: Dr. Kris Koga
Director – Personnel Commission

Please be advised that CSEA Chapter 19 and CSEA Chapter 845 have selected Marsha Cribbs as the union appointee to fulfill the remainder of the current term of the Classified Personnel Commissioner to the Torrance Unified School District.

Anna San Roman

President

CSEA Chapter 19

Kathy Kelley

President

CSEA Chapter 845

cc: Mike Ford, CSEA Field Director Peggy Shannon, CSEA LRR

# OATH OF ALLEGIANCE PERSONNEL COMMISSION MEMBERS

MARCIA CRIBBS. You have been appointed by CSEA, the classified employee organization which represents the largest number of the District's classified employees, Torrance Unified School District, to serve a term to the first meeting in December 2009, as a Personnel Commissioner in the TORRANCE UNIFIED SCHOOL DISTRICT.

You were appointed because you are an adherent to the principle of the Merit (Civil Service) System by the nature of your prior public service. You have given evidence that you support the concept of employment, continuance in employment, in-service promotional opportunities, and other related matters on the basis of merit and fitness. You have clearly demonstrated through meeting attendance and actions that you do, in fact support the Merit (Civil Service) System and its operation.

#### OATH OF ALLEGIANCE

(Ed. Code Sections 7000/7001 of California Constitution Article 20, Section 3)

"I, MARCIA CRIBBS, do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will faithfully discharge the duties upon which I am about to enter."

Laren Cibs

Signature of Appointee

Subscribed and affirmed to, before me, this 16th day of September, 2008.

Signature and Title of Certifying Officer

Harold M. Klonecky, Ed.D. Chair, Personnel Commission

#### BIOGRAPHY Marcia Cribbs

Marcia Cribbs is the classified union appointee to the Commission. Ms. Cribbs is a retired Chief Financial Officer and CPA. Her many accomplishments include serving as a Torrance Unified School District Personnel Commissioner (1992-1994), Torrance City Council Member (1994-2002), City of Torrance Civil Service Commission, City of Torrance Library Commission, Torrance Education Foundation, League of Women Voters, and the City of Torrance Strategic Planning Committee.

She is mother of 4 children who are all graduates of the Torrance schools and has been a resident of the City of Torrance for over 50 years.

Ms. Cribbs is appointed by the classified unions to fill the vacant seat that occurred due to Patrick Furey's election to the Torrance City Council effective July 1, 2008.

### III. NEW BUSINESS

A. Approval of Eligibility Lists:
 Accounting Specialist
 Behavior Analyst
 Carpenter
 Educational Assistant-Special Education-ASSISTT
 Food Services Assistant
 Plumber
 Senior Administrative Assistant-Educational Services
 School Bus Driver
 Testing Specialist

## III. NEW BUSINESS

B. Approval of New Job Description – Health Services Technician

## PERSONNEL COMMISSION TORRANCE UNIFIED SCHOOL DISTRICT

October 1, 2008

TO:

PERSONNEL COMMISSIONERS

Hal Klonecky, Ed.D. Owen Griffith, Ph.D. Marcia Cribbs

FROM:

KRIS KOGA, Ed.D.

**DIRECTOR - PERSONNEL COMMISSION** 

SUBJECT:

APPROVAL OF NEW JOB DESCRIPTION-

Health Services Technician

#### Background

The enclosed memorandum from Dr. Laurie Love, Chief Academic Officer, encompasses a request to create a new job description based upon the current needs of a sector of students requiring specific health services.

It is duly noted that the current Health Services Assistant provides health services to students throughout the K-12 school district. There are currently sectors of both regular and special education students who require specific health services related to their individual condition. Some students who may have a seizure disorder which may require *Diastat* injections or other students may have rare medical conditions requiring other specific medical treatments that must be administered within minutes to prevent further injurious health issues.

<u>The proposed new job description does not replace the current Health Services Assistant</u> but merely serves as a template to point out the vast changes made to the technical expertise required for such a medically-comprehensive classification.

It is further noted that this position, if approved, would be a six (6) hour position in order to provide full school day service to the student(s) in need of individualized services. Successful candidates in this recruitment would receive medical training from a District-approved physician.

Additional instructional assistance may be required only as stipulated by the Individual Health Services Plan (IHSP).

Recommended salary placement of Range 17 (\$3156-\$3836) on the Classified Salary Schedule Bargaining Unit B-Clerical/Technical 2008-2009 is based upon comparison from school districts providing such services.

The Board of Education and Personnel Commission are duly providing concurrent approval in order to expedite these required services to the sector of students requiring such services.

#### Recommendation

Approve the new job description of Health Services Technician with a recommended salary placement of Range 17 (\$3156-\$3836) on the Classified Salary Schedule Bargaining Unit B-Clerical/Technical 2008-2009.

October 1, 2008

To:

Kris Koga, Ed.D.

Director – Personnel Commission

From:

Laurie Love, Ed.D.

Chief Academic Officer

Subject:

Job description - Health Services Technician

The Torrance Unified School District (TUSD) has students in need of health services on a full time basis to allow them access to a Free and Appropriate Education (FAPE). Courts and hearing officers have ruled that schools are required to ensure that medications are administered to comply with the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and ADA. These laws require schools administrators to ensure that health services and accommodations are provided for children with special health care needs.

Because we have students with special health care needs and because we need to be in compliance with the aforementioned, I am requesting that a job description for Health Services Technician be approved.

Thank you for your assistance.

#### TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: HEALTH SERVICES ASSISTANT-TECHNICIAN

#### **BASIC FUNCTION:**

Under direct supervision, perform required duties as outlined in the Individual Health Services Plan (IHSP) for the student(s), such as monitoring seizures, administering injections as appropriate, assisting with student's personal hygiene, and providing instructional assistance as stipulated; provide first aid and emergency health assistance to students; perform a variety of clerical work in updating and maintaining student health records, and do related work as required.

#### REPRESENTATIVE DUTIES:

Under direct supervision, perform or assist supervising medical personnel with basic nursing care and protocols which may include: administering intrademal, subcutaneous, or intramuscular injections (only), oral suctioning (at opening only), ostomy care, and other basic patient care procedures stipulated in the Individual Health Services Plan (IHSP). E

Monitor individual student(s) health thereby providing assistance when appropriate including personal hygiene procedures. E

Perform a variety of activities pertinent to training, disciplining, and tutoring in order to inculcate habits, knowledges, and skills in students. *E* 

As stipulated by the IHSP, provide instructional assistance to individual student(s) during classroom activities, lunch, physical education periods, field trips, recess and various other activities. *E* 

As stipulated by the IHSP, reinforce instruction to student(s) with learning disabilities and language, communication and behavioral problems; confer with teachers concerning programs and materials to meet the individual needs of student(s). *E* 

As stipulated by the IHSP, observe and control behavior of student(s) according to approved procedures; report progress and problems regarding student performance and behavior to the teacher. *E* 

Attend mandatory training relating to the health services needs of students. E

Establishes and maintains confidential student health records. E

Maintains health office and facilities in a clean and orderly condition. E

Reviews and records current information on immunizations, physical, screening, medications, serious illnesses, and dental checkups; notifies District nurse and/or school administrator when immunizations are not in compliance with state laws; sets up and maintains first aid kits. *E* 

Schedules physical checkups, immunizations, dental examinations, and other health problems. E

Maintains lists of students with special health problems and provides relevant information to school and instructional staff in order to provide appropriate assistance to students. *E* 

Report child abuse to proper personnel and authorities according to District policy. E

Provides first aid services and emergency assistance to school children and others who are hurt or become ill at school, assist students with toileting, recording temperature readings; administer prescribed medications as directed by medical doctor's prescription. *E* 

Contacts parents, paramedics, and professional medical personnel as required by the nature of the emergency. E

Treats minor cuts, bruises, splinters, and bites. E

May apply splints and slings and stop bleeding in more serious emergencies. E

Orders necessary supplies and assists other school personnel. E

As stipulated in the IHSP, assist in loading and unloading of students from buses as assigned. May transport school children home. E

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

Child guidance principles and practices, especially as they relate to students.

Behavior of emotionally-disturbed students.

Child Abuse reporting requirements and procedures.

Basic record-keeping techniques.

Modern office procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Health problems of school children.

First aid procedures and practices and cardiopulmonary resuscitation (CPR) techniques.

Safe practices in classroom and playground activities.

#### ABILITY TO:

Learn appropriate health-related techniques in administering injections or other procedures outlined in the IHSP.

Learn to monitor student(s) health status recognizing seizures or other health related issues.

Learn to recognize student health issues such as seizure disorder, diabetes disorder, and other rare medical conditions.

Compile and maintain accurate and complete student health records.

Perform a variety of clerical work.

Provide first aid and emergency assistance as needed.

Demonstrate a patient, understanding and receptive attitude toward children with an illness or injury.

Work confidentially with discretion.

Understand and follow oral and written directions.

Understand and apply rules, regulations, policies and procedures.

Establish and maintain effective working relationships with others.

Learn the procedures, functions and limitations of assigned duties.

#### **EDUCATION AND EXPERIENCE:**

Equivalent to: Graduation from high school and one year two years of experience in a health or hospital related position and clerical experience. Experience in a public school district with special education students is desirable.

#### LICENSES AND OTHER REQUIREMENTS:

Possession of valid first aid qualification comparable to the Standard Red Cross First Aid Certificate. Possession of an EMT-I or II Certificate preferred. Possession of an appropriate operator's license issued by the California Department of Motor Vehicles. Hold valid CPR card or other valid procedure for resuscitation of an injured person.

#### WORKING CONDITIONS:

#### **ENVIRONMENT:**

Office environment; subject to driving a vehicle to conduct work.

#### PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a variety of specialized health care equipment, lifting, bending, pushing, and moving objects weighing up to 50 pounds, hearing and speaking to exchange information, sitting or standing for extended periods of time, and pushing or pulling.

#### HAZARDS:

Exposure to contact with blood and other body fluids.

## III. NEW BUSINESS

C. Approval of *Proposed* Personnel Commission Meeting Schedule

## PERSONNEL COMMISSION TORRANCE UNIFIED SCHOOL DISTRICT

#### 2009 PROPOSED PERSONNEL COMMISSION MEETING SCHEDULE

Site: District Board Room, 2336 Plaza del Amo, Torrance Calendar Year – 2009 First & Third Tuesdays (Except Holidays/Summer)

January 13 (Holiday Schedule)

February 3

February 17 (Classified Conference Center-CCC)

March 3

March 17

April 21 (Spring Break Schedule)

May 5

May 19

June 2

June 16

July 14 (Summer Schedule)

August 11 (Summer Schedule)

September 1

September 15

October 6

October 20

November 3

November 17

December 8 (Holiday Schedule)