

**Minutes of the Meeting of the Personnel Commission
May 18, 2004**

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

PRESENT Personnel Commissioners:

Dr. Harold M. Klonecky
Dr. Owen H. Griffith
Mr. Steven M. Busch

Dr. Donald R. McCann, Director-Personnel Commission
Ms. Kris Koga, Personnel Analyst

PLACE AND DATE OF MEETING Torrance Unified School District Board Room, 2336 Plaza del Amo, Torrance, May 18, 2004.

PLEDGE OF ALLEGIANCE The Pledge of Allegiance was led by Ms. Koga.

APPROVAL OF MINUTES – May 4, 2004 Mr. Busch moved, seconded by Dr. Griffith, that the minutes of the regular meeting of May 4, 2004 be approved. Motion carried 3/0.

APPROVAL OF ELIGIBILITY LISTS- Paraeducator Tier I/Tier II, Educational Assistant-Special Education-ASSISTT, and Audio-Visual & Telecommunications Equipment Technician Dr. Griffith moved, seconded by Mr. Busch, that the Eligibility Lists - Paraeducator Tier I/Tier II, Educational Assistant-Special Education-ASSISTT, and Audio-Visual & Telecommunications Equipment Technician be approved: Motion carried 3/0.

APPROVAL OF PROPOSED CLASSIFICATION FOR THE NEW CLASS OF HIGH SCHOOL SITE SUPERVISOR Dr. Griffith moved, seconded by Mr. Busch, that the Proposed Classification for the New Class of High School Site Supervisor be approved: Motion carried 3/0.

APPROVAL OF VOLUNTARY DEMOTION Mr. Busch moved, seconded by Dr. Griffith, that the Voluntary Demotion be approved: Motion carried 3/0.

COMMENTS FROM STAFF Dr. McCann reported that the Los Angeles County Office of Education approved the 2004-2005 Torrance Unified School District Personnel Commission Budget on May 12, 2004.

INFORMATION ITEMS Job Announcements –
Child Development Program Assistant and Custodian

Next Regular Commission Meeting:
June 1, 2004 at 3:30 p.m. – District Office Board Room

ADJOURNMENT The meeting was adjourned at 4:13 p.m.