

**Minutes of the Meeting of the Personnel Commission
December 2, 2003**

CALL TO ORDER The meeting was called to order by Dr. Klonecky at 5:40 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
 Mrs. Hiroko Sumi, Staff Secretary

**PLACE AND DATE
OF MEETING** Torrance Unified School District Board Room, 2336 Plaza del Amo,
 Torrance, December 2, 2003.

**PLEDGE OF
ALLEGIANCE** The Pledge of Allegiance was led by Dr. Griffith.

**APPROVAL OF
MINUTES –
November 18, 2003** Dr. Griffith moved, seconded by Dr. Klonecky, that the minutes of
 the regular meeting of November 18, 2003 be approved. Motion
 carried 2/0.

**SEATING OF
COMMISSIONER –
Mr. Steven M. Busch** Dr. Klonecky administered the Oath of Allegiance to Mr. Busch.

 Mr. Busch thanked everyone in attendance for their support and
 expressed enthusiasm for his new endeavor (attached as
 reference).

 Dr. Klonecky welcomed Mr. Busch to the Personnel Commission.

**ELECTION OF
OFFICERS** Dr. Klonecky requested nominations for Chairperson of the
 Personnel Commission.

 Dr. Griffith nominated Dr. Klonecky, seconded by Mr. Busch, that
 Dr. Klonecky serve as Chair of the Personnel Commission. Motion
 carried 3/0.

 Mr. Busch nominated Dr. Griffith for Vice-Chair of the Personnel
 Commission, seconded by Dr. Klonecky, that Dr. Griffith serve as
 Vice-Chair of the Personnel Commission. Motion carried 3/0.

 Dr. Klonecky noted that Dr. McCann as the Director-Personnel
 Commission will serve as Secretary to the Personnel Commission
 as stipulated under Education Code §45266.

**APPROVAL OF
SECOND READING –
Proposed Revision to
Chapters 4 and 7, Rules
and Regulations**

Mr. Busch moved, seconded by Dr. Griffith, that the Second Reading – Proposed Revision to Chapters 4 and 7, Rules and Regulations be approved. Motion carried 3/0.

**APPROVAL OF
REVISION OF JOB
DESCRIPTION –
Child Development
Program Assistant**

Mr. Busch moved, seconded by Dr. Griffith, that the Revision of Job Description – Child Development Program Assistant be approved. Motion carried 3/0.

INFORMATION ITEMS

Job Announcements: Carpenter, Child Development Preschool Instructor, Instructional Assistant-Computer Lab, Painter, Plumber.

Next Regular Commission Meeting – January 13, 2004, 5:30 p.m.
Personnel Commission Meeting Dates – Calendar Year 2004

**COMMENTS FROM
STAFF**

Dr. McCann noted that a communication was received from Superintendent Fish dated November 26, 2003 suggesting that mid-year budget reductions would be proposed to the Board of Education in January 2004 (copy attached as reference).

**COMMENTS FROM
PERSONNEL
COMMISSIONERS**

The Commissioners requested that Dr. McCann develop budget alternatives for the Personnel Commission to review at their next meeting.

Dr. Griffith welcomed Mr. Busch to the Personnel Commission. He also noted that at the recent ECT Holiday Program, Heidi Ashcraft and Terri Ragins were recognized as the re-elected and newly elected Board members.

**COMMENTS FROM
THOSE IN
ATTENDANCE**

Mr. Walt Heath, President of the California School Employees Association (CSEA), welcomed Mr. Busch to the Personnel Commission and offered support of the classified employees.

Mr. Allan Mitchell, member of the City of Torrance Civil Service Commission, described Mr. Busch as a person of integrity, and a good judge of character noting that he would make a good Personnel Commissioner.

Ms. Cinda Herring, Chair of the City of Torrance Civil Service Commission, described Mr. Busch as a compassionate person who had always provided good input to the Torrance Civil Service Commission.

ADJOURNMENT

The meeting was adjourned at 5:55 p.m.