

**Minutes of the Regular Meeting of the Personnel Commission  
August 5, 2003**

<b>CALL TO ORDER PRESENT</b>	<p>The meeting was called to order by Dr. Klonecky at 7:30 p.m. Personnel Commissioners:</p> <p>Dr. Harold M. Klonecky Mrs. Geraldine B. McCalman Dr. Owen H. Griffith</p> <p>Dr. Donald R. McCann Mrs. Hiroko Sumi, Staff Secretary Ms. Kris Koga, Personnel Analyst (Excused Absence)</p>
<b>PLACE AND DATE OF MEETING</b>	<p>Torrance Unified School District Board Room, 2336 Plaza del Amo, Torrance, August 5, 2003.</p>
<b>PLEDGE OF ALLEGIANCE</b>	<p>The Pledge of Allegiance was led by Dr. Griffith.</p>
<b>APPROVAL OF MINUTES 7/8/03</b>	<p>Mrs. McCalman moved, seconded by Dr. Griffith, that the minutes of the regular meeting of July 8, 2003 be approved. Motion carried 3/0.</p>
<b>APPROVAL OF ELIGIBILITY LISTS</b>	<p>Dr. Griffith moved, seconded by Mrs. McCalman, that the eligibility lists for Staff Secretary, and Educational Assistant-Special Education (Promotional) be approved. Motion carried 3/0.</p>
<b>RENEWAL OF AGREEMENT FOR RECLASSIFICATION STUDY</b>	<p>Mrs. McCalman moved, seconded by Dr. Griffith, that the contract to hire Mr. Richard Ide to conduct a reclassification study for Information Technologies and Fiscal Services be approved as submitted. Motion carried 3/0.</p>
<b>APPROVAL OF PROPOSED REVISIONS TO CHAPTERS 15,16,17</b>	<p>Mrs. McCalman moved, seconded by Dr. Griffith, that the <u>First Reading</u> of proposed revisions to Rules and Regulations, Chapters 15, 16, and 17, be approved as submitted. Motion carried 3/0.</p>
<b>APPROVAL OF 2002-2003 ANNUAL REPORT</b>	<p>Dr. Griffith moved, seconded by Mrs. McCalman that the 2002-2003 Annual Report be approved. Motion carried 3/0. Dr. McCann will present the Report to the Board of Education at its next regular meeting.</p>
<b>APPROVAL OF PERSONNEL COMMISSION CONFERENCE ATTENDANCE AUTHORIZATION</b>	<p>Mrs. McCalman moved, seconded by Dr. Griffith, that the 2003-2004 Personnel Commission Conference Attendance Authorization be approved as submitted. Motion carried 3/0.</p>
<b>INFORMATIONAL ITEMS</b>	<p>Next Commission meeting - September 2, 2003, 5:30 p.m., District Board Room</p>
<b>ADJOURNMENT</b>	<p>Meeting adjourned at 8:05 p.m.</p>