

**Minutes of the Meeting of the Personnel Commission  
September 7, 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, September 7, 2004.

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

**APPROVAL OF MINUTES – August 10, 2004** Dr. Griffith moved, seconded by Mr. Busch, that the minutes of the regular meeting of August 10, 2004 be approved. Motion carried 3/0.

**APPROVAL OF ELIGIBILITY LISTS- Office Assistant I, II, III** Mr. Busch moved, seconded by Dr. Griffith, that the Eligibility Lists – Office Assistant I, II, III be approved: Motion carried 3/0.  
  
Mr. Busch commended staff on a successful recruitment after testing over 400 applicants.

**FIRST READING – PROPOSED REVISION- PERSONNEL COMMISSION RULE 2.2.1** Mr. Busch moved, seconded by Dr. Griffith, that the First Reading-Proposed Revision-Personnel Commission Rule 2.2.1 be closed: Motion carried 3/0.

**COMMISSIONER’S APPOINTMENT – BOARD OF EDUCATION’S APPOINTEE** Dr. Griffith's term of appointment to the Commission is scheduled to expire in December 2004. Rule 2.1.2.1 requires that the Board of Education, by September 30, announce the name of the person they intend to appoint. Dr. McCann will communicate with the appropriate parties regarding this item.  
  
Dr. Klonecky commended Dr. Griffith for his dedication and willingness to continue his support of the Personnel Commission.

**MOTION TO ADD ITEM – CLOSED SESSION** Mr. Busch moved, seconded by Dr. Griffith, that Closed Session-Board of Education Agenda Item II-57 (Resolution to Approve a Title and Summary for a Citizens' Initiative to Terminate the Merit System and Personnel Commission) be added. Motion carried 3/0.  
  
Personnel Commissioners resumed open session at 4:45 p.m.  
  
Dr. Griffith moved, seconded by Mr. Busch, that a letter be sent to the Board of Education and Superintendent regarding Agenda Item II-57. (Correspondence is attached)

**INFORMATION ITEMS** Next Regular Commission Meetings:  
September 21, 2004, 3:30 p.m. – District Office Board Room

**COMMENTS FROM PERSONNEL COMMISSIONERS**

**ADJOURNMENT** The meeting was adjourned 4.52 p.m.