

**Minutes of the Regular Meeting of the Personnel Commission
October 5, 2004**

CALL TO ORDER The meeting was called to order by Dr. Griffith 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, October 5, 2004.

PLEDGE OF ALLEGIANCE The Pledge of Allegiance was led by Dr. Mc Cann.

**APPROVAL OF MINUTES
– Special Meeting of
September 17, 2004 and
Regular Meeting of
September 21, 2004** Dr. Griffith moved, seconded by Mr. Busch, that the Minutes of the Special
 Meeting of September 17, 2004 and the Regular Meeting of September
 21, 2004, be approved. Motion carried 3/0.

**APPROVAL OF
COMMUNICATION FROM
ATTORNEY BETTY ANN
DOWNING** Mr. Busch moved, seconded by Dr. Griffith, that Approval of
 Communication from Attorney Betty Ann Downing, dated September 17,
 2004, be approved. Motion carried 3/0.

 Mr. Busch requested that a copy of this communication be sent to the Los
 Angeles County Registrar Recorder, Los Angeles County Counsel office
 and that the Board of Education place this in the Information section of the
 Board Agenda so that members of the public are aware of the situation.

**APPROVAL OF REVISED
JOB DESCRIPTION-CHILD
DEVELOPMENT
PRESCHOOL
INSTRUCTOR** Dr. Griffith moved, seconded by Mr. Busch, that the Revised Job
 Description-Child Development Preschool Instructor, be approved. Motion
 carried 3/0.

INFORMATION ITEMS Next Regular Commission Meetings:
 October 19, 2004, 3:30 p.m. – District Office Board Room

 Job Announcement: Deputy Superintendent-Business Services

**COMMENTS FROM
THOSE IN ATTENDANCE** Ms. Judith Vega, Union Representative, SEIU Local 99, requested
 additional information concerning proposed Title and Summary recently
 approved by the TUSD Board of Education.

 Isidro Herrera, Local 99 Shop Steward, requested that additional
 information be circulated concerning the Personnel Commission. He
 noted that the Personnel Commission does a great job and others need to
 be aware of their function.

ADJOURNMENT The meeting was adjourned 4:20 p.m.