

**Minutes of the Regular Meeting of the Personnel Commission  
December 7, 2004**

**CALL TO ORDER**                   The meeting was called to order by Dr. Klonecky at 3:40 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

**PLACE AND DATE  
OF MEETING**                   Torrance Unified School District Personnel Commission Conference  
  Room, 2335 Plaza del Amo, Torrance, December 7 2004.

**PLEDGE OF ALLEGIANCE**    The Pledge of Allegiance was led by Mr. Busch.

**APPROVAL OF MINUTES  
–Regular Meeting of  
December 7, 2004**            Mr. Busch moved, seconded by Dr. Griffith, that the Minutes of the  
  Regular Meeting of December 7, 2004, be approved. Motion carried 3/0.

**SEATING OF  
COMMISSIONER-OATH  
OF ALLEGIANCE –  
Dr. Owen Griffith**            Dr. Klonecky administered the Oath of Allegiance to Dr. Griffith.

**ELECTION OF OFFICERS**    Dr. Klonecky opened the nominations for Chair of the Personnel  
  Commission.

  Dr. Griffith moved, seconded by Mr. Busch, that Dr. Hal Klonecky be  
  elected Chair of the Personnel Commission. Motion carried 3/0.

  Dr. Klonecky then opened the nominations for Vice-Chair of the Personnel  
  Commission.

  Mr. Busch moved, seconded by Dr. Klonecky, that Dr. Owen Griffith be  
  elected Vice Chair of the Personnel Commission. Motion carried 3/0.

**APPROVAL OF  
ELIGIBILITY LISTS – Child  
Development Instructor,  
Child Development  
Program Assistant-Tier  
I/Tier II, Certificated  
Personnel Technician and  
Instructional Assistant-  
Bilingual**                    Dr. Griffith moved, seconded by Mr. Busch, that the Eligibility Lists - Child  
  Development Instructor, Child Development Program Assistant-Tier I/Tier  
  II, Certificated Personnel Technician and Instructional Assistant-Bilingual,  
  be approved. Motion carried 3/0.

**APPROVAL OF JOB  
DESCRIPTION – Site  
Coordinator**                   Mr. Busch moved, seconded by Dr. Griffith, that the Job Description – Site  
  Coordinator, be approved. Motion carried 3/0.

**APPROVAL OF 2005  
PROPOSED PERSONNEL  
COMMISSION MEETING  
SCHEDULE**                    Mr. Busch moved, seconded by Dr. Griffith, that the 2005 Proposed  
  Personnel Commission Meeting Schedule, be approved. Motion carried  
  3/0.

**MOTION TO ADD  
SPECIAL MEETING DATE**

Dr. Griffith moved, seconded by Mr. Busch, that the Personnel Commission meet for a Special Meeting on Friday, December 10, 2004, at 11:00 a.m. in the Personnel Commission Conference Room for the purpose of discussing the retirement and recruitment of the Director-Personnel Commission. Motion carried 3/0.

**INFORMATION ITEMS**

SERP Cost Analysis Update – Donald McCann, Ph.D.

Mr. Dan Keenan, Keenan & Associates, presented the Personnel Commission with an updated Fiscal Cost Analysis dated December 7, 2004. He indicated that he was appearing in response to Dr. McCann's memorandum dated November 29, 2004 at the District's request.

Mr. Keenan noted that his new SERP Cost Analysis was based upon the new assumptions as directed by the District. (See attached)

Next Commission Meetings:

Special Meeting:

December 10, 2004, 3:30 p.m.– Personnel Commission Conference Room

Regular Meeting:

January 11, 2005, 3:30 p.m. – District Office Board Room

January 12, 2005, 5:30 p.m. – PCASC Meeting – Downey, CA

February 10-13, 2005 – CSPCA Annual Conference – Long Beach, CA

**COMMENTS FROM  
COMMISSIONERS**

The Commissioners thanked Dr. McCann for his dedicated service to the classified employees of the Torrance Unified School District. They indicated he had served the District and community with outstanding service.

**ADJOURNMENT**

The meeting was adjourned 4:45 p.m.