

**Minutes of the Regular Meeting of the Personnel Commission
June 7, 2005**

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 Ms. Kris Koga, Director-Personnel Commission Mr. Walt Heath, Associate Personnel Analyst Ms. Hiroko Sumi, Staff Assistant-Personnel Commission
PLACE AND DATE OF MEETING	Torrance Unified School District Office Board Room, 2336 Plaza del Amo, Torrance, June 7, 2005.
PLEDGE OF ALLEGIANCE	The Pledge of Allegiance was led by Mr. Busch.
APPROVAL OF MINUTES –Regular Meeting of May 17, 2005.	Mr. Busch moved, seconded by Dr. Griffith, that the Minutes of the Regular Meeting of May 17, 2005 be approved. Motion carried 3/0.
APPROVAL OF ELIGIBILITY LISTS – Campus Security, Child Development Instructor and Instructional Assistant-Computer Lab	Dr. Griffith moved, seconded by Mr. Busch, that the Eligibility Lists – Campus Security, Child Development Instructor and Instructional Assistant-Computer Lab be approved. Motion carried 3/0.
APPROVAL OF REVISION OF JOB DESCRIPTION – Job Developer	Dr. Griffith moved, seconded by Mr. Busch, that the Revision of Job Description-Job Developer be approved. Motion carried 3/0. Maureen Schweisinger, Coordinator of School-to-Career Programs, described the requested changes to the Personnel Commission.
APPROVAL OF RECLASSIFICATION REPORT-FISCAL SERVICES – Richard Ide, Consultant	Mr. Busch moved, seconded by Dr. Griffith, that the Reclassification Report-Fiscal Services from Richard Ide, Consultant, be approved. Motion carried 3/0.
APPROVAL OF SALARY SURVEY, 2005-2006	Dr. Griffith moved, seconded by Mr. Busch, that the Salary Survey, 2005-2006 be approved as revised. Motion carried 3/0.
APPROVAL OF EXTENSION OF ELIGIBILITY LIST - Custodian	Mr. Busch moved, seconded by Dr. Griffith, that the Extension of Eligibility List – Custodian be approved for a period of six months with an expiration date of December 30, 2005. Motion carried 3/0.
APPROVAL OF 2005-2006 PERSONNEL COMMISSION CONFERENCE ATTENDANCE AUTHORIZATION	Dr. Griffith moved, seconded by Mr. Busch, that the 2005-2006 Personnel Commission Conference Attendance Authorization be approved. Motion carried 3/0.

INFORMATION ITEMS

Job Announcements: Child Development Program Assistant-Tier I/Tier II, Educational Assistant-Special Education-ASSISTT, Electrician, Food Services Satellite Operator and Job Coach.

Personnel Commissioners Association of Southern California (PCASC) Quarterly Meeting – June 22, 2005, 6:30 p.m. – Downey, CA.

Next Commission Meeting:
June 21, 2005, 3:30 p.m. – District Office Board Room.

COMMENTS FROM STAFF

Ms. Koga noted that pursuant to Commissioner request, letters were sent to the Daily Breeze Education Writer, Ian Hanigan, and the City of Torrance City Clerk, Sue Herbers, outlining information from the Los Angeles County Registrar-Recorder's Office. (attached)

Ms. Koga outlined the Personnel Commission process on the calling of ranks.

**COMMENTS FROM
THOSE IN ATTENDANCE**

The following individuals addressed the Personnel Commission requesting a written policy on the calling of ranks from an eligibility list:

1. Jennifer Noble
2. Shannon Paul
3. Cathy Paul
4. Maribel Mena
5. Dea Hackett
6. Deborah Jones
7. Roberta Beylea
8. Angela Fiorante
9. Cathy Paul

ADJOURNMENT

The meeting was adjourned 4:48 p.m.