

**Minutes of the Regular Meeting of the Personnel Commission  
September 21, 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 (excused absence)  
  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 21, 2004.

**PLEDGE OF ALLEGIANCE**    The Pledge of Allegiance was led by Ms. Koga.

**APPROVAL OF MINUTES  
– Regular Meeting of  
September 7, 2004**            Motion was made by Mr. Busch, seconded by Dr. Griffith, that the Minutes  
  of the Regular Meeting of September 7, 2004, be approved. Motion  
  carried 2/0.

**APPROVAL OF  
RECOMMENDED TITLE  
CHANGE AND SALARY  
PLACEMENT FOR THE  
CURRENT  
CLASSIFICATION OF  
CHIEF BUSINESS  
OFFICER**                    Dr. Griffith moved, seconded by Mr. Busch, that Approval of  
  Recommended Title Change and Salary Placement for the Current  
  Classification of Chief Business Officer be approved. Motion carried 2/0.

  Mr. Busch noted that the Board of Education approved their portion of the  
  classification change and salary adjustment on a vote of 5/0 at the Board  
  meeting on September 20, 2004.

  Dr. McCann reiterated the need to be competitive in a tight labor market.  
  He referred to the salary survey (see attached) recently conducted by  
  Personnel Commission staff comparing this position and salary in similar  
  size school districts in this region.

**SECOND READING –  
PROPOSED REVISION-  
PERSONNEL  
COMMISSION RULE 2.2.1**    Mr. Busch moved, seconded by Dr. Griffith, that the Proposed Revision-  
  Personnel Commission Rule 2.2.1, be approved. Motion carried 2/0.

  Mr. Busch noted that this meeting time change reflected a cost savings to  
  the Personnel Commission budget since staff overtime would not be  
  incurred at the 3:30 p.m. meeting time.

  Local 99 representatives, Terry Palmer and Isidro Herrera, agreed that the  
  time change is beneficial for facilitating increased attendance.

**INFORMATION ITEMS**           Next Regular Commission Meetings:  
  October 5, 2004, 3:30 p.m. – District Office Board Room

  Job Announcements – Paraeducator-Tier I/Tier II and Plumber.

**COMMENTS FROM  
PERSONNEL  
COMMISSIONERS**            Mr. Busch congratulated Dr. Griffith on being re-nominated as the Board of  
  Education’s appointee to the Personnel Commission.

  Dr. Griffith thanked Mr. Busch for his kind comments.

**ADJOURNMENT**                   The meeting was adjourned 4:17 p.m.