

**Minutes of the Regular Meeting of the Personnel Commission
June 21, 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 21, 2005.

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

APPROVAL OF MINUTES –Regular Meeting of June 7, 2005. Mr. Busch moved, seconded by Dr. Griffith, that the Minutes of the Regular Meeting of June 7, 2005 be approved as corrected. Motion carried 3/0.

APPROVAL OF ELIGIBILITY LIST – Job Coach Dr. Griffith moved, seconded by Mr. Busch, that the Eligibility List – Job Coach be approved. Motion carried 3/0.

APPROVAL OF JOB DESCRIPTION – Categorical Funding Specialist Mr. Busch moved, seconded by Dr. Griffith, that the Revision of Job Description-Categorical Funding Specialist be approved. Motion carried 3/0.

PERSONNEL COMMISSION RECRUITMENT PROCESS Mr. Busch moved, seconded by Dr. Griffith, that the Personnel Commission Recruitment Process, be approved. Motion carried 3/0.
Debbie Jones and Leah Wolverton requested clarification on the phone number provided by the applicants.
Ms. Koga noted that applicants provide a phone number at the written examination.
Mr. Busch thanked everyone for their valuable input.

INFORMATION ITEMS Job Announcements: Instructional Assistant-Bilingual, Campus Security, and Software Specialist.
Personnel Commissioners Association of Southern California (PCASC) Quarterly Meeting – June 22, 2005, 6:30 p.m. – Downey, CA.
Summer Schedule - Next Commission Meeting:
July 12, 2005, 3:30 p.m. – District Office Board Room
August 9, 2005, 3:30 p.m. – District Office Board Room

COMMENTS FROM STAFF Ms. Koga noted that the Superintendent sent a memorandum notifying the Personnel Commission of the receipt of the petition (attached). She also pointed out the need to inform all parties of the Registrar Recorder/County Clerk’s letter qualifying the “supermajority” requirement which denotes a majority “yes” of the total number of registered voters (attached).

COMMENTS FROM COMMISSIONERS Mr. Busch pointed out the G. Rick Marshall had turned in a petition to terminate the Personnel Commission. He further reiterated the need to monitor the process with the Registrar/County Clerk’s office.
Dr. Klonecky requested that staff contact the Registrar/County Clerk’s office.

ADJOURNMENT The meeting was adjourned 4:00 p.m.