

**Minutes of the Regular Meeting of the Personnel Commission
July 12, 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, July 12, 2005, 2005.

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

APPROVAL OF MINUTES –Regular Meeting of June 21, 2005. Dr. Griffith moved, seconded by Mr. Busch, that the Minutes of the Regular Meeting of June 21, 2005 be approved. Motion carried 3/0.

APPROVAL OF ELIGIBILITY LISTS – Child Development Program Assistant, Educational Assistant-Special Education-ASSISTT, Electrician, Food Services Satellite Operator, Instructional Assistant-Bilingual, and Software Specialist Mr. Busch moved, seconded by Dr. Griffith, that the Eligibility Lists – Child Development Program Assistant, Educational Assistant-Special Education-ASSISTT, Electrician, Food Services Satellite Operator, Instructional Assistant-Bilingual, and Software Specialist be approved. Motion carried 3/0.

INFORMATION ITEMS Job Announcements: Administrative Assistant, Categorical Funding Specialist and Job Developer.
Summer Schedule - Next Commission Meeting:
Special Meeting - July 26, 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 staff had contacted the Registrar Recorder/County Clerk's office regarding the G. Rick Marshall petition to terminate the Personnel Commission was informed that the Certification of Signatures was completed.
She further stated that the legal counsel for the Personnel Commission, Betty Ann Downing, had been contacted pursuant to Commissioner request. Attorney Downing would be available for a special meeting of the Personnel Commission on Tuesday, July 26, 2005, 3:30 p.m. in the District Office Board Room.

COMMENTS FROM THOSE IN ATTENDANCE Ms. Debbie Jones, Program Specialist, Torrance Tykes Preschool, noted that her preschool program would be growing. She requested and received information on upcoming recruitment plans for her program.
Ms. Kathy Kelly, Paraeducator, shared that the required signatures to form a CSEA Union Chapter had been obtained and turned in. She noted that she was hopeful for union membership soon. She inquired about the process to change the job description of Paraeducator and staff referred her to Aaron Benton, Director-Special Education.

CLOSED SESSION-Evaluation of Director-Personnel Commission The Personnel adjourned to Closed Session for the Evaluation of the Director-Personnel Commission.

ADJOURNMENT The meeting was adjourned 4:23 p.m.