

**Minutes of the Regular Meeting of the Personnel Commission
June 19, 2007**

CALL TO ORDER The meeting was called to order by Dr. Griffith at 3:30 p.m.

PRESENT Personnel Commissioners:
Owen H. Griffith, Ph.D.
Harold M. Klonecky, Ed.D.
Patrick J. Furey, Esq.
Kris Koga, Ed.D., Director-Personnel Commission
Liane Kwan, Personnel Analyst
Brandon Tietze, Associate Personnel Analyst

PLACE AND DATE OF MEETING Torrance Unified School District Office Conference Room, 2335 Plaza del Amo, Torrance, June 19, 2007.

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

APPROVAL OF MINUTES –Regular Meeting of June 5, 2007 Dr. Klonecky moved, seconded by Mr. Furey, that the Minutes of the Regular Meeting of June 5, 2007. Motion carried 3/0.

APPROVAL OF ELIGIBILITY LISTS- Adult Education Specialist, Food Services Transport Assistant, Instructional Assistant, Maintenance Supervisor (Electrical), Office Assistant II, III Dr. Klonecky moved, seconded by Mr. Furey, that the Eligibility Lists – Adult Education Specialist, Food Services Transport Assistant, Instructional Assistant, Maintenance Supervisor (Electrical), Office Assistant II, III be approved. Motion carried 3/0.

APPROVAL TO PAY INVOICE NO. 10658596- LEGAL SERVICES- KRISTINE KWONG, Esq., HINSHAW & CULBERTSON LLP Dr. Klonecky moved, seconded by Mr. Furey, that Invoice No. 10658596 for legal services-Kristine Kwong, Esq., Hinshaw & Culbertson LLP, be approved for payment. Motion carried 3/0.

APPROVAL OF 2007-2008 PERSONNEL COMMISSION CONFERENCE ATTENDANCE AUTHORIZATION Dr. Klonecky moved, seconded by Mr. Furey, that 2007-2008 Personnel Commission Conference Attendance Authorization be approved. Motion carried 3/0.

INFORMATION ITEMS Job Announcements:
Public Information Officer
School Bus Driver
Technology Support Specialist

Next Regular Commission Meeting (Summer Schedule)-
July 10, 2007, 3:30 p.m.-**District Office Conference Room**
August 14, 2007, 3:30 p.m.-District Office Board Room

COMMENTS FROM STAFF Dr. Koga announced several new recruitments for the summer season to fill anticipated openings in the upcoming school year.

Ms. Kwan reported on a training session that she and Mr. Tietze attended, entitled “Basics of Job Analysis, Classification and Compensation.” She

added that the session reviewed the steps to creating a job description by conducting a thorough job analysis and surveying other agencies to create a compensation package attractive to quality employees.

Dr. Koga noted that attendance at workshops such as job analysis ensure that Personnel Commission staff remain current on all functions performed for classified employees. She added that attendance at these trainings were of little or no cost since they were all sponsored by organizations to which the Personnel Commission retained membership.

**COMMENTS FROM
PERSONNEL
COMMISSIONERS**

Mr. Furey noted his attendance at the Shery High School graduation where he presented a \$1000 scholarship from the Torrance Education Foundation.

Dr. Griffith announced the participation of his Rusty Steel Drum band in the Southern California Regional Occupational Center (SCROC) graduation ceremony on Friday, June 22, 2007 and in the City of Lomita Centennial Events on Saturday, June 30, 2007.

Dr. Griffith thanked Dr. Koga and staff for the updated employee handbook. He reminded everyone that the Classified Rules and Regulations may be found online on the District website.

**COMMENTS FROM
THOSE IN ATTENDANCE**

Ms. Terry Ragins, TUSD Board Member, summarized Board of Education current and upcoming activities such as the Governor's Budget, the upcoming TUSD Bond Measure, current condition of facilities and community newsletters.

Judy Vega, SEIU Local 99 Labor Representative, introduced the new Local 99 Lobbyist, Frank Torres.

ADJOURNMENT

Meeting adjourned at 4:07 p.m.