

**Minutes of the Regular Meeting of the Personnel Commission
January 23, 2007**

- CALL TO ORDER** The meeting was called to order by Dr. Griffith at 3:30 p.m.
- PRESENT** Personnel Commissioners:
Dr. Owen H. Griffith
Dr. Harold M. Klonecky
Patrick J. Furey, Esq.

Dr. Kris Koga, Director-Personnel Commission
Ms. Liane Kwan, 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, January 23, 2007.
- PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was led by Dr. Klonecky.

Dr. Griffith presented Hiroko Sumi with her TUSD Certificate and pin signifying 20 years of dedicated service to the Torrance Unified School District.
- APPROVAL OF MINUTES –Regular Meeting of December 5, 2006** Dr. Klonecky moved, seconded by Mr. Furey, that the Minutes of the Regular Meeting of December 5, 2006 be approved. Motion carried 3/0.
- APPROVAL OF ELIGIBILITY LISTS-Child Development Program Assistant-Tier II, Food Services Assistant, Information Technologies Technician, Staff Assistant-Special Education, Supervisor-Drivers/Dispatcher** Dr. Klonecky moved, seconded by Mr. Furey, that the Eligibility Lists-Child Development Program Assistant-Tier II, Food Services Assistant, Information Technologies Technician, Staff Assistant-Special Education, Supervisor-Drivers/Dispatcher be approved. Motion carried 3/0.
- APPROVAL OF RE-EMPLOYMENT LIST-Instructional Assistant-Computer Lab** Dr. Klonecky moved, seconded by Mr. Furey, that the Re-employment List-Instructional Assistant-Computer Lab be approved. Motion carried 3/0.
- APPROVAL OF NEW JOB DESCRIPTIONS-CHILD DEVELOPMENT ENROLLMENT CLERK I AND CHILD DEVELOPMENT ENROLLMENT CLERK II** Dr. Klonecky moved, seconded by Mr. Furey, that the new job descriptions-Child Development Enrollment Clerk I and Child Development Enrollment Clerk II be approved. Motion carried 3/0.

**APPROVAL TO PAY
INVOICE FOR \$162.96 –
LEGAL COUNSEL,
HINSHAW &
CULBERTSON, LLP**

Dr. Klonecky moved, seconded by Mr. Furey, that Invoice in the amount of \$162.96 for Legal Counsel, Hinshaw & Culbertson, LLP, be approved for payment. Motion carried 3/0.

**LEGAL COUNSEL
OPINION ON REVERSION
RIGHTS-Personnel
Commission Rule 9.3.3**

Dr. Koga noted that Personnel Commission Legal Counsel, Kristine Kwong, sent additional clarification of interpretation of Personnel Commission Rule 9.3.3.

Dr. Koga distributed the updated opinion (see attached) noting that Legal Counsel Kwong stipulated that no rule change was required in order to comply with recent court cases in this area. She clarified that under our rules, a permanent employee who is promoted to another classified position within the District and does not subsequently pass probation in the higher classification, does in fact have rights to the previously held classification of permanency. She added that Attorney Kwong noted that the employee does not have rights to the exact same position but does have rights to the previously held classification, hours, salary, benefits.

Dr. Koga further suggested that meetings be set up with Peggy Shannon, CSEA Labor Representative, and the two CSEA Chapter 19 and 845 Presidents in order to reach consensus.

Ms. Peggy Shannon, CSEA Labor Representative, noted that she would meet with CSEA Legal Counsel and then contact Dr. Koga with any suggestions for a rule change if needed.

INFORMATION ITEMS

Job Announcements:
Child Development Program Assistant-Tier II
Instructional Assistant-Bilingual
Instructional Assistant-Computer Lab
Personnel Analyst

2007 CSPCA Annual Conference – February 15-18, 2007 – Long Beach, CA

Next Regular Commission Meeting –
February 6, 2007, 3:30 p.m.-District Office Board Room

COMMENTS FROM STAFF

Dr. Koga noted that the Personnel Commission was currently accepting Reclassification Request Applications during the designated period of January 15-February 15, 2007.

**COMMENTS FROM
PERSONNEL
COMMISSIONERS**

Mr. Furey, who is also the current Vice President of the Torrance Education Foundation (TEF), announced that TEF would be raffling off a Toyota Prius. He further noted that the raffle tickets may be purchased for \$20.00 and encouraged everyone to attend the upcoming Torrance Education Foundation Dinner on Saturday, March 31, 2007, 6:30 p.m. at the Torrance Marriott Hotel.

Dr. Griffith announced four upcoming important events: (1) ECT on Monday, February 5, 2007, at Levy Center; (2) PTA Open Council on February 7, 2007, 10:45 a.m., at Levy Center; and (3) Saturday, January 27, 2007, Torrance High School Open House at Zamperini Stadium honoring Mr. Zamperini; and (4) Torrance Television Awards, January 26, 2007.

**COMMENTS FROM
THOSE IN ATTENDANCE**

Ms. Anna San Roman, CSEA Chapter 19 President, congratulated Ms. Sumi on her 20 years of service, reminded Mr. Furey of the upcoming CSEA installation banquet on Saturday, January 27, 2007, and reminded each of the Commissioners of the upcoming PTA Open Council meeting on February 7, 2007 at Levy Center.

Ms. Peggy Shannon, CSEA Labor Representative, expressed concern with the newly approved job descriptions of Child Development Enrollment Clerk I and Child Development Enrollment Clerk II. She noted that these positions should include classroom assistance on a regular basis and not perform only clerical duties.

ADJOURNMENT

The meeting was adjourned 4:31 p.m.