

**Minutes of the Regular Meeting of the Personnel Commission
December 5, 2006**

- CALL TO ORDER** The meeting was called to order by Dr. Klonecky 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
Mr. Walt Heath, Associate Personnel Analyst
Ms. Liane Kwan, Associate Personnel Analyst
- PLACE AND DATE OF MEETING** Torrance Unified School District Office Board Room, 2336 Plaza del Amo, Torrance, December 5, 2006.
- PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was led by Mr. Heath.

Dr. Koga introduced new Personnel Commission staff member Ms. Liane Kwan, Associate Personnel Analyst (see attached Biography of Liane Kwan)
- APPROVAL OF MINUTES –Regular Meeting of November 21, 2006** Dr. Griffith moved, seconded by Dr. Klonecky, that the Minutes of the Regular Meeting of November 21, 2006 be approved. Motion carried 2/0.
- SEATING OF COMMISSIONER - Patrick J. Furey, Esq.** Dr. Koga introduced new Personnel Commissioner, Patrick J. Furey, Esq. (see attached Biography of Patrick J. Furey, Esq.)

Dr. Klonecky administered the Oath of Allegiance to Mr. Furey. (see attached Oath of Allegiance)

Mr. Furey thanked CSEA for selecting him as the union appointee to the Personnel Commission on behalf of the classified employees. He noted that his civic leadership experience would help him to serve the needs of the hard working classified employees of the Torrance Unified School District.
- ELECTION OF OFFICERS** Dr. Klonecky requested nominations for Chair of the Personnel Commission.

Mr. Furey nominated Dr. Griffith, seconded by Dr. Klonecky, to serve as Chair of the Personnel Commission. Motion carried 3/0.

Dr. Griffith nominated Dr. Klonecky, seconded by Mr. Furey, to serve as Vice-Chair of the Personnel Commission. Motion carried 3/0.

Dr. Griffith noted that he considered this a special occasion after over six years of serving on the Personnel Commission. He stated he hoped to continue making a difference for the students and community of Torrance. Dr. Griffith then introduced his wife, Irene Griffith, who has supported him through his many years of service to the community.

**APPROVAL OF 2007
PERSONNEL
COMMISSION MEETING
SCHEDULE**

Dr. Klonecky moved, seconded by Mr. Furey, that the 2007 Personnel Commission Meeting Schedule be approved. Motion carried 3/0

Dr. Koga noted that the lateness of the January, 2007 meeting was due to the holiday schedule in January.

**APPROVAL TO PAY
INVOICE 10610703 FOR
\$646.50 – LEGAL
COUNSEL, HINSHAW &
CULBERTSON, LLP**

Dr. Klonecky moved, seconded by Mr. Furey, that Invoice 10610703 in the amount of \$646.50 for Legal Counsel, Hinshaw & Culbertson, LLP, be approved for payment. Motion carried 3/0.

Dr. Koga noted as background that this expenditure was incurred in response to an inquiry to the Personnel Commission by CSEA Labor Representative, Peggy Shannon, concerning “reversion rights” for employees who may not pass probation in a promotional classification.

INFORMATION ITEMS

Job Announcements:
Child Development Instructor
Food Services Cook
Food Service Satellite Operator
Food Services Supervisor I
Paraeducator – Tier I/Tier II

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

PCASC Dinner Meeting – December 6, 2006 – Downey, CA

Next Regular Commission Meeting –
January 23, 2007, 3:30 p.m.-District Office Board Room

COMMENTS FROM STAFF

Dr. Koga noted the continuing difficulty in recruitment efforts for classifications such as Paraeducator, Child Development Program Assistant and Food Services Assistant. She further noted that staff has incorporated visits to college campuses and sent vacancy flyers to each of the 31 school site PTA Presidents in an effort to enhance recruitment. Dr. Koga also suggested that future recruitments may require newspaper advertisements, which can be costly.

Dr. Koga noted the upcoming retirement of Associate Personnel Analyst, Walt Heath, and encouraged everyone to attend his retirement luncheon on December 20, 2006, 11:30 a.m. at the Depot Restaurant in Torrance.

Dr. Koga noted that both she and Dr. Griffith attended the Education Council of Torrance luncheon on December 4, 2006, in which Casimir Middle School students and the West High School Aristocracy provided an outstanding program.

Dr. Koga also noted that both she and Ms. Liane Kwan attended the District-sponsored workshop entitled Sexual Harassment Prevention Training on December 5, 2006. She further noted that Government Code § 12950.1 mandates this training for supervisors every two years.

Mr. Heath thanked the Commissioners and Dr. Koga for the opportunity to serve as Associate Personnel Analyst for the last two years and wished all the classified staff well.

Ms. Kwan stated that she was glad to be able to join the Personnel Commission staff.

**COMMENTS FROM
THOSE IN ATTENDANCE**

Ms. Peggy Shannon, CSEA Labor Representative, addressed the Personnel Commission concerning the matter of “reversion rights” discussed previously. She stated that CSEA legal counsel has cited a case *McGraw v. Huntington Beach* which they feel lends support to their position in which an employee who fails probation in a promotional position is entitled to return to their original position.

Ms. Anna San Roman, CSEA Chapter 19 President, welcomed Mr. Furey as the classified appointee to the Personnel Commission and invited him to the installation of CSEA officers to be held in January, 2007. She also thanked Mr. Heath for his service as CSEA Chapter President preceding her. She then thanked Dr. Koga for her attendance at the CSEA workshop outlining the reclassification process.

In response to Dr. Griffith’s inquiry as to when reclassification application forms would be available, Dr. Koga noted that availability would occur after winter break. She further noted that the reclassification window period is January 15-February 15 under Personnel Commission Rules.

ADJOURNMENT

The meeting was adjourned 4:05 p.m.