

**Minutes of the Regular Meeting of the Personnel Commission
September 19, 2006**

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

Dr. Kris Koga, Director-Personnel Commission
Mr. Walt Heath, Associate Personnel Analyst
Ms. Denise Aguayo, Associate Personnel Analyst

PLACE AND DATE OF MEETING Torrance Unified School District Office Board Room, 2336 Plaza del Amo, Torrance, September 19, 2006.

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

APPROVAL OF MINUTES –Regular Meeting of September 5, 2006 Mr. Busch moved, seconded by Dr. Griffith, that the Minutes of the Regular Meeting of September 5, 2006 be approved. Motion carried 3/0.

APPROVAL OF ELIGIBILITY LISTS – Educational Assistant-Special Education-ASSISTT, Food Services Assistant, Plumber Dr. Griffith moved, seconded by Mr. Busch, that the Eligibility Lists – Educational Assistant-Special Education-ASSISTT, Food Services Assistant, Plumber be approved. Motion carried 3/0.

APPOINTMENT OF COMMISSIONER-CLASSIFIED EMPLOYEES’ APPOINTMENT Dr. Koga reviewed the process specified under Personnel Commission Rules 2.1.2 and 2.1.2.2 regarding the Classified Employees’ Appointment to the Personnel Commission.

INFORMATION ITEMS Job Announcements:
Child Development Program Assistant-Tier II
Office Assistant II,III
School Secretary II

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

Next Regular Commission Meeting:
October 3, 2006, 3:30 p.m.- District Office Board Room

COMMENTS FROM STAFF Dr. Koga noted attendance by the Personnel Commissioners and herself at the September 5, 2006, meeting of the Board of Education in order to review for the Board members the results of the Reclassification Study. Additionally, Dr. Koga announced that all Job Descriptions affected by Reclassification have now been updated on both the District website and Outlook for reference.

Dr. Koga noted that she had provided information pertaining to job announcements and transfer requests to CSEA Chapter 19 and District negotiators during their negotiation discussions.

Dr. Koga pointed out that recruitments for the position of Paraeducator – Tier I/Tier II have now evolved into an ongoing process. She added that the continued growth in the need for qualified employees in this area underscored the importance of the Merit System processes and adequate staff to oversee them.

COMMENTS FROM THOSE IN ATTENDANCE Ms. Kathy Kelley from CSEA Chapter 845 thanked the Personnel Commissioners and Dr. Koga for their presentation to the Board of Education and commended them for a job well done.

Dr. Klonecky thanked the classified employees for their support of the Personnel Commission.

ADJOURNMENT The meeting adjourned at 3:45 p.m.