

**Minutes of the Regular Meeting of the Personnel Commission
September 18, 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, September 18, 2007.
- PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was led by Mr. Tietze.
- APPROVAL OF MINUTES –Regular Meeting of September 4, 2007** Dr. Klonecky moved, seconded by Mr. Furey, that the Minutes of the Regular Meeting of September 4, 2007 be approved. Motion carried 3/0.
- APPROVAL OF ELIGIBILITY LISTS- Child Development Instructor, HVAC Mechanic Trainee, Job Developer, Mechanic-Parts Technician, Painter, Public Information Officer, School Bus Driver-Behind-the-Wheel Trainer, School Bus Driver, Software Specialist** Dr. Klonecky moved, seconded by Mr. Furey, that the Eligibility Lists – Child Development Instructor, HVAC Mechanic Trainee, Job Developer, Mechanic-Parts Technician, Painter, Public Information Officer, School Bus Driver – Behind-the-Wheel-Trainer, School Bus Driver, Software Specialist be approved. Motion carried 3/0.
- COMMISSIONER APPOINTMENT-BOARD OF EDUCATION'S APPOINTEE** Dr. Koga stated that Dr. Griffith would seek reappointment to the Personnel Commission as the Board of Education's appointee.
She added that under PC Rule 2.1.2.1 the Board of Education is required to announce the name of the person it intends to appoint or reappoint by September 30th. However, Dr. Koga noted that she agreed to extend the deadline to October 30th and that the Board will announce their appointee at their October 22nd meeting.
- APPROVAL OF ADVANCED PLACEMENT – ACCOUNT-PAYROLL CLERK** Dr. Klonecky moved, seconded by Mr. Furey, that the advanced salary placement to Step 3 of Range 16 on the Classified Salary Schedule-C Bargaining Unit B-Clerical/Technical for Marie Brashears, Account-Payroll Clerk, be approved. Motion carried 3/0.
- INFORMATION ITEMS** Job Announcements:
Food Services Satellite Operator
Next Regular Commission Meeting-
October 2, 2007, 3:30 p.m. – District Office Board Room
September 26, 2007, 5:30 p.m. – Personnel Commissioners Association of Southern California (PCASC) Dinner Meeting, Downey, CA
- COMMENTS FROM STAFF** Dr. Koga reported on the progress of the reclassification testing for employees who have served less than two years in a position included in the reclassification study. She noted that employees are voluntarily contacting her to take the examination, and she will email those who have not yet contacted her about testing.

Dr. Koga highlighted the Classified job postings in the Torrance Council of PTA's newsletter, *The Communicator*, which demonstrated Personnel Commission's expanding recruitment efforts.

Dr. Koga announced that she would like to send an analyst to the Personnel Testing Council-Southern California 2007 Fall Conference on November 15th and 16th in Garden Grove. She noted the value of training especially in the key areas of recruitment and selection.

Ms. Kwan reported on her experience at the second session of the Merit Academy in Oceanside. She commended Mr. Dick Ide and Mr. John Jarboe on their presentation of the Brown Act, Robert's Rules, Skelly Hearing and other disciplinary procedures.

**COMMENTS FROM
PERSONNEL
COMMISSIONERS**

Dr. Griffith noted that he thoroughly enjoyed the second session of the Merit Academy and looks forward to the third session on October 6th. He appreciated that the curriculum and content have been updated by directors who have attended past Merit Academy sessions.

Dr. Griffith announced that the Educational Council of Torrance (ECT) Luncheon will take place on Monday, October 1st at the Ken Miller Recreation Center, where Torrance High School will be the honored school, along with the TUSD Employees of the Year.

Dr. Griffith noted in *The Communicator* the American Cancer Society's 6th Annual "Relay for Life of Torrance" on May 3-4, 2007 at 9:00 a.m. at South High Stadium.

Mr. Furey announced the North Torrance Homeowners Association Candidate Forum for school board candidates would take place on October 25, 2007, 7:00 p.m. at the North High School Library.

Mr. Furey reported on the various donations Torrance Education Foundations received from: Kiwanis and Enterprise Rent-a-Car, Ralph's Supermarket, and HSBC Bank of Torrance.

Mr. Furey also noted that plans had begun for Torrance Education Foundation's annual Celebrate Education Dinner on May 10, 2008, 7:00 p.m. at the Marriott.

**COMMENTS FROM
THOSE IN ATTENDANCE**

Ms. Judy Vega, SEIU Local 99 Labor Representative, referred to PC Rule 3.2.8.2 in reference to Mr. Isidro Herrera, Custodian, working out of his classification. She mentioned Mr. Herrera spoke with his supervisor, who was unable to resolve the situation.

In addition, Ms. Vega voiced concern that custodians have not received proper training in servicing portable lavatory units.

Ms. Vega inquired into the recruitment for Food Services Satellite Operator when some candidates on the current eligibility list have not been contacted. Dr. Koga responded that the purpose of the current recruitment is to hire Food Services Satellite Operator substitutes, while the current eligibility list was used to fill the open position at the Children's Center. Dr. Koga further clarified Personnel Commission's policies and procedures on contacting candidates for open positions.

In reference to the open position at the Children's Center, Ms. Kathy Kelley, CSEA Chapter 845 Treasurer, questioned if the administrator had the ability to reduce the hours and recalled that such action would require union negotiations. She shared her understanding that work hours can only be cut for lack of work. Ms. Kelley questioned if this action violated the Education Code.

ADJOURNMENT

Meeting adjourned at 4:12 p.m.