

**Minutes of the Regular Meeting of the Personnel Commission
October 16, 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, October 16, 2007.

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

APPROVAL OF MINUTES –Regular Meeting of October 2, 2007 Dr. Klonecky moved, seconded by Mr. Furey, that the Minutes of the Regular Meeting of October 2, 2007 be approved. Motion carried 3/0.

APPROVAL OF ELIGIBILITY LISTS- HVAC Mechanic, HVAC Mechanic Trainee, Painter, School Bus Driver Dr. Klonecky moved, seconded by Mr. Furey, that the Eligibility Lists – HVAC Mechanic, HVAC Mechanic Trainee, Painter, School Bus Driver be approved. Motion carried 3/0.

APPROVAL OF ADVANCED PLACEMENT - Job Developer Dr. Klonecky moved, seconded by Mr. Furey, that the advanced salary placement to Step 3 of Range 24 on the Classified Unrepresented Salary Schedule for Donna Schott, Job Developer, be approved. Motion carried 3/0.

INFORMATION ITEMS Job Announcements:
Behavior Analyst
Campus Security
Language Assessment Proctor - Tier I/Tier II
School Bus Driver

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

CSPCA Annual Conference-February 21-24, 2008, Westin Hotel, Millbrae, CA

PCASC Spring Conference-April 25-26, 2008-Hilton Irvine/Orange County Airport

COMMENTS FROM STAFF Dr. Koga stated she has completed the majority of reclassification interviews to certify employees who have served less than two years in their classification. She noted it was a pleasure to meet with employees to discuss their positions and how they enjoy working for the District.

Dr. Koga noted that she has requested that all the school sites insert a brief article in their newsletters to remind their readers to contact the Personnel Commission regarding classified job opportunities within the District.

Dr. Koga reported that after meeting with representatives from SEIU Local 99, CSEA Chapters 845 and 19, Unrepresented, Classified Management, Classified Supervisory and Confidential, and ATSA, they have completed the first draft of the revised reclassification application. If at the next meeting of this Committee, it is approved, it will appear on the Commission agenda for the regular meeting of November 20, 2007.

**COMMENTS FROM
PERSONNEL
COMMISSIONERS**

Mr. Furey announced the Northwest Torrance Homeowner's Association will hold a Candidate Forum for School Board Candidates on October 25, 2007, 7:00 p.m. at the North High School Library.

Mr. Furey announced that on October 27, 2007 the Northwest Torrance Homeowner's Association, in conjunction with the City of Torrance, will plant Cork Oak Trees – the official tree of Torrance – along Crenshaw Boulevard between 177th and 180th Streets.

Dr. Griffith reported on the PTA Open Council Meeting on October 3, 2007 in the Sam Levy at Hull Adult School Cafeteria where a consultant discussed how to run bond programs. He noted that Mr. Furey and Dr. Koga were also in attendance.

Dr. Griffith announced that the Torrance Symphony's *Premiere Musique*, featuring winners from The Torrance Symphony Young Artists Concerto Competition, will be held on October 20, 2007, 8:00 p.m., at the James Armstrong Theatre.

Dr. Griffith noted that the South Bay Conservatory's West Coast premiere of *Rumpelstiltskin's Daughter* will be held on November 2-3, 2007 at the James Armstrong Theatre.

**COMMENTS FROM
THOSE IN ATTENDANCE**

Ms. Anna San Roman, CSEA Chapter 19 President, praised the Personnel Commission on the newsletter and expressed interest in more frequent editions. In addition, she reported that CSEA Chapter 19 has been posting classified job listings in their monthly newsletters.

Mr. Frank Torres, SEIU Local 99 Labor Representative, commended the TUSD Personnel Commission as one of the best that he has seen.

ADJOURNMENT

Meeting adjourned at 4:15 p.m.