

**Minutes of the Regular Meeting of the Personnel Commission
December 4, 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, December 4, 2007.
- APPROVAL OF MINUTES –Regular Meeting of November 6, 2007** Dr. Klonecky moved, seconded by Mr. Furey, that the Minutes of the Regular Meeting of November 6, 2007 be approved. Motion carried 3/0.
- SEATING OF COMMISSIONER** Dr. Koga noted that the Board of Education moved to reappoint, Owen Griffith, Ph.D.

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

Dr. Griffith thanked everyone for their support of his reappointment and pledged to continue to do his best for the classified employees of TUSD.
- PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was led by Mrs. Griffith.
- ELECTION OF OFFICERS** Dr. Griffith requested nominations for Chair of the Personnel Commission.

Dr. Klonecky nominated Pat Furey, Esq., seconded by Dr. Griffith. Motion carried: 2-Yes/1 Abstention.

Mr. Furey requested nominations for Vice-Chair of the Personnel Commission.

Dr. Griffith nominated Dr. Klonecky, seconded by Mr. Furey. Motion carried: 2-Yes/1-Abstention.

Mr. Furey, on behalf of the Commissioners, then appointed Dr. Koga as Secretary to the Commission.
- APPROVAL OF ELIGIBILITY LISTS- Custodian, Language Assessment Proctor-Tier I /Tier II, Pre-Employment Technician** Dr. Klonecky moved, seconded by Dr. Griffith, that the Eligibility Lists – Custodian, Language Assessment Proctor-Tier I/Tier II, Pre-Employment Technician be approved. Motion carried 3/0.
- APPROVAL OF REVISION TO JOB DESCRIPTION – Heavy Duty Diesel Mechanic** Dr. Klonecky moved, seconded by Dr. Griffith, that the Revision to Job Description-Heavy Duty Diesel Mechanic be approved. Motion carried 3/0.

Mr. Paul Belknap, Grounds Maintenance Worker, SEIU Local 99, inquired whether an employee may be granted an extension if they do not receive the required certificate endorsement before the six (6) month period deadline. Dr. Koga responded that the employee would be dismissed for not meeting District requirements. Mr. Furey clarified that this revision broadens, not narrows, the provisions afforded the applicant.

APPROVAL OF NEW APPLICATION FOR RECLASSIFICATION-JOB DESCRIPTION QUESTIONNAIRE

Dr. Griffith moved, seconded by Dr. Klonecky, that the New Application for Reclassification-Job Description Questionnaire be approved. Motion carried 3/0.

Ms. Judy Vega, SEIU Local 99 Labor Representative, asked: (1) Would the Personnel Commission accept an application if an employee's supervisor refused to sign; and (2) Does the supervisor have the right to change an employee's comments on the application.

Dr. Koga replied that supervisors/managers must sign the application as an acknowledgement that they have read the employee's comments. She further added that the supervisor may not change an employee's comments, but retains the opportunity to stipulate his/her own comments at the end of the application.

Mr. Belknap thanked Dr. Koga for her leadership throughout this process.

APPROVAL OF REVISION TO JOB DESCRIPTION – Staff Assistant-Staff Development

Dr. Klonecky moved, seconded by Dr. Griffith, that the Revision to Job Description-Staff Assistant-Staff Development be approved. Motion carried 3/0.

INFORMATION ITEMS

Job Announcements:
Child Development Instructor
Child Development Program Assistant-Tier II
Food Services Assistant
Grounds Maintenance Worker
School Bus Driver

Next Regular Commission Meeting-
January 15, 2008, 3:30 p.m. – District Office Board Room

PCASC Quarterly Dinner Meeting-December 5, 2007, 5:30 p.m.-Downey, CA

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

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

Mr. Furey noted that the reception honoring Mrs. Heidi Ashcraft for her many years of service as a TUSD Board member would be held on December 5, 2007, 6:00 p.m.

Dr. Koga noted that she would be attending Mrs. Ashcraft's reception in lieu of the PCASC Dinner Meeting. She further added that she had had the honor of working closely with Mrs. Ashcraft during her tenure in the Superintendent's Office.

Mr. Furey and Dr. Griffith also noted their preference in attending Mrs. Ashcraft's reception.

COMMENTS FROM STAFF

Dr. Koga pointed out that the Commissioners were in receipt of the draft of the next Classified Connection Newsletter which outlined the reclassification process and announced the newly revised application. She added that Mr. Richard Ide, Reclassification Consultant, had confirmed his availability for the 2008 Reclassification process.

Dr. Koga noted that she attended the second session of the School Employment Law Consortium in which the topic was the Brown Act and presented by Kristine Kwong, Personnel Commission Legal Counsel.

Dr. Koga announced that she recently attended the kickoff campaign for Mr. Pat Furey as a candidate for the Torrance City Council. She expressed pride and appreciation to Mr. Furey for all of the wonderful contributions he has made throughout the City of Torrance.

Dr. Koga then announced that Mr. Brandon Tietze, Associate Personnel Analyst, was offered and had accepted an offer of employment with Bassett Unified School District as a Personnel Analyst. She further added that since TUSD salaries were so low, it is difficult to retain employees when a smaller school district like Bassett offers a salary substantially higher. She wished Mr. Tietze success in his future endeavors.

Mr. Tietze noted that he enjoyed his time with TUSD and appreciated the training and knowledge he received during his employment.

The Personnel Commissioners thanked him for his service and wished him well.

**COMMENTS FROM
PERSONNEL
COMMISSIONERS**

Dr. Griffith reported that he was impressed with the presentation and children's performance at the Education Council of Torrance Luncheon on December 3, 2007 at the Ken Miller Recreation Center. He also expressed great honor that he, Dr. Koga and the Personnel Commission were recognized at the luncheon.

Dr. Griffith noted he was very impressed with all the teachers and students at Exxon-Mobil's 8th Annual Pegasus Awards on November 14, 2007 at the Torrance Cultural Arts Center, where \$100,000 went directly to Torrance school programs.

Mr. Furey reported on the success of the Torrance Education Foundation's Middle School Leadership Conference, on November 15, 2007, with Police Chief John Neu as keynote speaker.

Mr. Furey announced that the PTSA and PTA will hold a screening of *Rachel's Challenge* on December 7, 2007, 7:00 p.m. at North High School Library and will discuss solving the problem of bullying and school violence.

**CLOSED SESSION-
Pending Litigation,
Case No. BC 375230
[§ 54956.9]**

Personnel Commission adjourned to Closed Session at 4:40 p.m. and reconvened to Open Session at 4:58 p.m.

Dr. Klonecky moved, seconded by Dr. Griffith, that under Personnel Commission Rule 2.7.1 Legal Counsel, the cost for legal services in Case No. BC 375230 would be incurred by the District Board of Education General Fund due to the possibility of a conflict of interest.

Motion carried 3/0.

ADJOURNMENT

Meeting adjourned at 5:00 p.m.