

**Minutes of the Regular Meeting of the Personnel Commission  
May 6, 2008**

**CALL TO ORDER** The meeting was called to order by Mr. Furey at 3:30 p.m.

**PRESENT** Personnel Commissioners:  
Patrick J. Furey, Esq.  
Harold M. Klonecky, Ed.D.  
Owen H. Griffith, Ph.D. (Excused Absence)  
Kris Koga, Ed.D., Director-Personnel Commission  
Liane Kwan, Personnel Analyst  
Arturo Yopez, Associate Personnel Analyst

**PLACE AND DATE OF MEETING** Torrance Unified School District Office Board Room, 2336 Plaza del Amo, Torrance, May 6, 2008.

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

**APPROVAL OF MINUTES –Regular Meeting of April 15, 2008** Dr. Klonecky moved, seconded by Dr. Griffith, that the Minutes of the Regular Meeting of April 15, 2008 be approved. Motion carried 2/0.  
  
Mr. Furey requested a motion for an excused absence for Dr. Griffith due to recent injuries.  
  
Dr. Klonecky moved, seconded by Mr. Furey, that Dr. Griffith be granted an excused absence. Motion carried 2/0.

**APPROVAL OF ELIGIBILITY LIST- Audio-Visual Telecommunications Technician, Food Services Assistant, School Bus Driver** Dr. Klonecky moved, seconded by Mr. Furey that the Eligibility Lists- Audio-Visual Telecommunications Technician, Food Services Assistant, and School Bus Driver be approved. Motion carried 2/0.

**APPROVAL OF NEW JOB DESCRIPTION- TRANSITION PARAEDUCATOR** Dr. Klonecky moved, seconded by Mr. Furey that the New Job Description-Transition Paraeducator be approved as amended. Motion carried 2/0.  
  
Mr. Furey noted that he had forwarded to Dr. Koga the County of Los Angeles’ insurance program description dated February 28, 2005 (the document was to all L.A. County personnel officers from the L.A. County Chief Administrative Office). He asked her to provide the document to the Superintendent, the Deputy Superintendent, Director-Employee Resources and Director-Special Education, which Dr. Koga did. He stated that under his understanding of current California law, an employer must be the primary insurance carrier when an employee is using a personal vehicle to conduct official business, including travel between one worksite to another. He further explained that if an employee is involved in an accident while conducting work-related business and subsequently is sued, the plaintiff might also sue the District. He noted that it would be in an employer’s best interest to have control over the outcome of the litigation as the primary carrier.  
  
Mr. Furey included two hypothetical situations concerning District administrators who generally work at the District offices. However, from time to time they are required to travel to school sites throughout the city in the course and scope of their employment. Mr. Furey believes that those administrators and all District employees should be under the umbrella of TUSD, rather than be required to provide “primary” insurance coverage through their personal insurance policies.

**APPROVAL OF NEW JOB DESCRIPTION- TRANSITION PARAEDUCATOR - continued**

Mr. Furey suggested removal of language pertaining to “transporting students to worksites” and “travel to SCROC and work sites as assigned to job coach and assist students” in the proposed representative job duties. He further suggested that District’s Legal Counsel and Risk Management review the District’s insurance policies.

Ms. Roberta Belyea, CSEA Chapter 845 President, thanked everyone for doing the research and was glad that the job duty to transport students was removed from the job description.

**APPROVAL OF PROPOSED 2008-2009 BUDGET REDUCTION**

Dr. Klonecky moved, seconded by Mr. Furey, that the Proposed 2008-2009 Budget Reduction be tabled for the next Personnel Commission meeting on May 20, 2008. Motion carried 2/0.

Mr. Furey stated that it would be most prudent to vote for Option A with the greatest budget reduction of \$27,665. He added that the total from the budget reduction of Option A and the over \$13,000 the Personnel Commission froze from current accounts would equal approximately the 10% that the District is requesting the Personnel Commission to cut.

Ms. Anna San Roman, CSEA Chapter 19 President, requested that this item be tabled until the May 20<sup>th</sup> Personnel Commission meeting in order for the union to complete the negotiations of the effect of the layoffs first.

**INFORMATION ITEMS**

Job Announcements:

Electrician

Next Regular Commission Meeting-

May 20, 2008, 3:30 p.m.—District Office Board Room

PCASC Dinner Meeting – May 21, 2008, Downey, CA

Torrance Education Foundation Dinner-May 10, 2008, Torrance Marriott Hotel

2009 Statewide CSPCA Conference – February 5-8, 2009, San Diego, CA

**COMMENTS FROM STAFF**

Mr. Yopez reported that he and Ms. Kwan attended CODESP’s free training session on *Multiple Choice Tests*, which reviewed the process of selecting test questions and constructing multiple choice exams. He commented on the importance of employing valid and reliable tests to measure a candidate’s success in key aspects of the position.

Dr. Koga stated that she and Ms. Kwan attended a presentation on *Unproctored Employment Testing in Large Organizations* conducted at the County of Riverside. She noted that unproctored testing is valuable for large organizations. Ms. Kwan further noted that the County of Riverside implemented measures to mitigate cheating on unproctored tests.

**COMMENTS FROM PERSONNEL COMMISSIONERS**

Mr. Furey reminded everyone of the Torrance Education Foundation Dinner on May 10, 2008 at the Torrance Marriott Hotel, and that raffle tickets for a 2009 Toyota Prius are still available for purchase for \$20.

**CLOSED SESSION**

Evaluation of the Director-Personnel Commission. No action taken.

**ADJOURNMENT**

Meeting adjourned at 4:17 p.m.