

**Minutes of the Regular Meeting of the Personnel Commission
August 14, 2007**

- CALL TO ORDER** The meeting was called to order by Dr. Griffith at 3:36 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, August 14, 2007.
- PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was led by Mr. Furey.
- APPROVAL OF MINUTES –Regular Meeting of July 10, 2007** Dr. Klonecky moved, seconded by Mr. Furey, that the Minutes of the Regular Meeting of July 10, 2007 be approved. Motion carried 3/0.
- APPROVAL OF ELIGIBILITY LISTS- Carpenter, Child Development Program Assistant-Tier I/Tier II, Computer Repair Technician, Director-Food Services, Electrician, Painter, Paraeducator-Tier I/Tier II, Public Information Officer, School Bus Driver, and Stock Delivery Clerk** Dr. Klonecky moved, seconded by Mr. Furey, that the Eligibility Lists – Carpenter, Child Development Program Assistant-Tier I/Tier II, Computer Repair Technician, Director-Food Services, Electrician, Painter, Paraeducator-Tier I/Tier II, Public Information Officer, School Bus Driver, and Stock Delivery Clerk be approved. Motion carried 3/0.
- APPROVAL OF ANNUAL REPORT-PERSONNEL COMMISSION, 2006-2007** Dr. Klonecky moved, seconded by Mr. Furey, that the Annual Report-Personnel Commission, 2006-2007 be approved. Motion carried 3/0.
- APPROVAL OF REVISED 2006-2007 RECLASSIFICATION STUDY** Motion was made by Dr. Klonecky seconded by Dr. Griffith, that the Reclassification Consultant's 2006 recommendation be approved effective September 1, 2007, as follows: (1) Rita Anderson, Administrative Assistant (Confidential), Range B11; (2) Lorna Blain, Senior Administrative Assistant, Range B12; (3) Phil Fielding, Director-Facilities/Operations, Range M8; (4) Karen Gebhard-Claire Hirata, Executive Assistant, Range B14; (5) Joan Grudt, Risk Management Analyst, Range 80; (6) Charlie Russell, Supervisor-Transportation, Range 87; (7) Connie Wu (Trang Nguyen), Manager-Accounting & Finance, Range 97; and (8) Janet Colmerauer-Cynthia Iwai-Pam Loof, Administrative Assistant, Range 29. Motion carried; 2 ayes, 1 abstention.
- Dr. Koga explained that the Board of Education tabled the 2007-2008 Reclassification Study requesting that the Personnel Commission review the 2006-2007 Reclassification Study in order to ensure equitable outcomes. She further explained the reclassification process and the legal counsel opinion as it pertains to the Personnel Commission.
- Mr. Furey expressed his displeasure with comments made about equity at the Board meeting. He stated the Personnel Commission has always been equitable in its recommendations.

Ms. Peggy Shannon, CSEA Labor Representative, spoke on behalf of Ms. Anna San Roman, CSEA Chapter 19 President, to suggest this item not be approved. She noted that, if approved, the cost of this year's study would not differ dramatically from last year's study that affected fewer employees, which highlights more District funds distributed to fewer employees in last year's study.

Ms. Shannon added that the Board needs to be educated more on the purpose and function of the Personnel Commission and its relationship with the Board. She also commented on the heavy workload and inadequate staffing levels at the school sites, and the importance of proper compensation for employees working above their classification levels.

Dr. Koga noted appreciation for Ms. Shannon's comments about equity for all classified employees. Dr. Koga further noted her efforts to the Board to adopt a long-term restructuring plan in order to provide fair compensation to all employees.

**APPROVAL OF SCHOOL
EMPLOYMENT LAW
CONSORTIUM
MEMBERSHIP, 2007-2008**

Dr. Klonecky moved, seconded by Mr. Furey, that the School Employment Law Consortium Membership, 2007-2008 be approved. Motion carried 3/0.

**APPROVAL OF
ADVANCED SALARY
PLACEMENT-DIRECTOR-
FOOD SERVICES**

Dr. Klonecky moved, seconded by Mr. Furey, that the advanced salary placement of Step 3 of Range M3 of the Classified Management Salary Schedule for Director-Food Services be approved. Motion carried 3/0.

INFORMATION ITEMS

Job Announcements:
Account/Payroll Clerk
Carpenter
Electrician
Mechanic-Parts Technician
Painter
Job Developer
School-to-Career Coordinator

Next Regular Commission Meeting-
September 4, 2007, 3:30 p.m. – **Public Information Center/EMB**

COMMENTS FROM STAFF

Dr. Koga announced that the Personnel Commission and Special Education staff will hold Paraeducator-Tier I/Tier II group interviews on Thursday, August 16, 2007. She noted that group interviews allow the Personnel Commission to efficiently staff open Paraeducator positions before the start of the school year.

Dr. Koga reported that she and Mr. Tietze attended a seminar on "Gender and Sexuality in the Workplace," presented by Dr. Christopher Warren, who is also Mr. Tietze's thesis chair.

Ms. Kwan and Mr. Tietze reported on the first session of the Merit Academy on August 4, 2007. Ms. Kwan noted that this eight-hour session outlined the creation of the merit system, interpretation of the California Education Code and the budgeting process. Mr. Tietze pointed out that the hands-on experience interpreting the Education Code to justify policies was extremely valuable.

**COMMENTS FROM
PERSONNEL
COMMISSIONERS**

Dr. Griffith reminded everyone of the Torrance Symphony's Annual Pops Concert in the Park on Sunday, August 26, 2007, 1:30 p.m. at Wilson Park.

Dr. Griffith discussed his experience at the first session of the Merit Academy. He noted that Torrance USD was well represented by one commissioner, two staff members, and one union representative. He stated he enjoyed meeting professionals from various school districts around Southern California.

**COMMENTS FROM
THOSE IN ATTENDANCE**

Ms. Shannon requested an interpretation of PC Rule 9.2.2 Change of Assignment and its relation to PC Rules Chapter 10 Hours of Employment and Overtime. She stated that since the contract is silent on assignment changes, she inquired into past practice for which she received conflicting answers from different parties.

Ms. Judy Vega, SEIU Local 99 Labor Representative, introduced the newest Local 99 Board Member, Vilma Carrizales.

Ms. Vega requested an investigation into the employment status of Mr. Alberto Romo, Custodian. She stated he never received a Skelly Hearing for the disciplinary action against him and her calls to the District were never returned.

ADJOURNMENT

Meeting adjourned at 5:02 p.m.