

PLEASE POST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
November 14, 2017

4:30 p.m.

Torrance Unified School District Classified Conference Center
2336 Plaza del Amo, Torrance

Huntington Beach Unified School District (via video conference)
5832 Bolsa Avenue, Huntington Beach

AGENDA

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF MINUTES – Regular Meeting of October 17, 2017
- IV. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- V. NEW BUSINESS
 - A. Approval of Eligibility Lists –
 - Adult Education Assessment and Attendance Technician
 - Behavior Analyst
 - Child Development Instructor
 - College-Career Counseling Coordinator
 - Director-Purchasing and Communication Services
 - Licensed Vocational Nurse
 - Paraeducator-Tier I/Tier II
 - Pool Maintenance Technician
 - Pool Supervisor
 - School Bus Driver
 - School-to-Career Employment Assistant
 - B. Approval of Advanced Step Placement – Director-Purchasing and Communication Services
- VI. INFORMATION ITEMS
 - Job Announcements:
 - Adult Education Instructional Assistant-Computer Science
 - Heavy Duty Diesel Mechanic
 - Instructional Assistant
 - Language Assessment Proctor-Tier II (Farsi, Spanish, Vietnamese)
 - Nutrition Services Assistant I
 - School Bus Driver
 - Senior Fiscal Services Specialist
 - Next Regular Commission Meetings (2017) –
Wednesday, December 13, 2017 4:30 p.m. – Classified Conference Center
- VII. COMMENTS FROM STAFF
- VIII. COMMENTS FROM PERSONNEL COMMISSIONERS
- IX. COMMENTS FROM THOSE IN ATTENDANCE #2
- X. CLOSED SESSION – Pursuant to Section 54954.5(e) to 54957 –
Public Employee Discipline/Dismissal/Release
- XI. ADJOURNMENT

**Minutes of the Regular Meeting of the Personnel Commission
October 17, 2017**

CALL TO ORDER	The meeting was called to order by Dr. Muhammed at 4:31 p.m.
PRESENT	Personnel Commissioners: Anil S. Muhammed, Ed.D., Chair Terry K. Furey, Vice-Chair Gary Kuwahara, CPA, Member Marion Schugt, Director-Personnel Commission
PLACE AND DATE OF MEETING	Classified Conference Center, 2336 Plaza del Amo, Torrance, October 17, 2017.
PLEDGE OF ALLEGIANCE	The Pledge of Allegiance was led by Commissioner Kuwahara.
PUBLIC HEARING – APPOINTMENT OF COMMISSIONER	Commissioner Furey opened the public hearing requesting input on the appointment of Dr. Muhammed as Personnel Commissioner. Hearing no comment, Commissioner Furey requested a motion to close the public hearing. Commissioner Kuwahara moved, seconded by Commissioner Furey, that the public hearing be closed. Motion carried 2/0.
APPROVAL OF MINUTES – Special Meeting of September 18, 2017 and Regular Meeting of September 19, 2017	Commissioner Kuwahara moved, seconded by Commissioner Furey, that the Minutes of the Special Meeting of September 18, 2017 and the Regular Meeting of September 19, 2017, be approved. Motion carried 3/0.
APPROVAL OF APPOINTMENT OF COMMISSIONER	Commissioner Furey moved, seconded by Commissioner Kuwahara, that Dr. Muhammed be appointed to the Personnel Commission of the Torrance Unified School District to serve a three-year term to the first meeting in December 2020. Motion carried 2/0. Commissioner Furey administered the Oath of Allegiance to Dr. Muhammed (see Attached Oath of Allegiance).
APPROVAL OF ELIGIBILITY LIST – Budget Specialist, Computer Support Technician, Health Services Assistant, Nutrition Services Assistant II, Paraeducator-Tier I/Tier II	Commissioner Kuwahara moved, seconded by Commissioner Furey, that the eligibility lists of Budget Specialist, Computer Support Technician, Health Services Assistant, Nutrition Services Assistant II, Paraeducator-Tier I/Tier II, be approved. Motion carried 3/0.
APPROVAL OF ADVANCED STEP PLACEMENT – COMPUTER SUPPORT TECHNICIAN	Commissioner Furey moved, seconded by Commissioner Kuwahara, that Anibal Corsi receive advanced step placement to Step 3, Range 23, on the Classified Operations and Support Salary Schedule, effective as of the date of hire. Motion carried 3/0.
APPROVAL OF REVISED JOB DESCRIPTION – HEAVY DUTY DIESEL MECHANIC	Commissioner Kuwahara moved, seconded by Commissioner Furey, that the revised job description for Heavy Duty Diesel Mechanic, be approved. Motion carried 3/0.
INFORMATION ITEMS	Next Regular Commission Meeting (2017) – November 14, 2017 4:30 p.m. – Classified Conference Center December 13, 2017 4:30 p.m. – Classified Conference Center
REPORT FROM CLOSED SESSION – Pursuant to Section 54954.5(e) to 54957 – Public Employee Discipline/Dismissal/Release	The Commission unanimously voted to affirm the Board's decision. Commissioner Furey – Yes Commissioner Kuwahara – Yes Commissioner Muhammed – Yes
ADJOURNMENT	Meeting adjourned at 5:07 p.m.

**TORRANCE UNIFIED SCHOOL DISTRICT
Personnel Commission**

OATH OF ALLEGIANCE FOR PERSONNEL COMMISSION MEMBERS

ANIL S. MUHAMMED, You have been appointed by the Commissioner appointed by the Board of Education and the Commissioner appointed by the classified employees to serve a term to the first meeting in December 2020, as a Personnel Commissioner in the TORRANCE UNIFIED SCHOOL DISTRICT.

You were appointed because you are an adherent to the principle of the Merit (Civil Service) System by the nature of your prior public service. You have given evidence that you support the concept of employment, continuance in employment, in-service promotional opportunities, and other related matters on the basis of merit and fitness. You have clearly demonstrated through your actions that you do, in fact support the Merit (Civil Service) System and its operation.

OATH OF ALLEGIANCE

(Ed. Code Sections 7000/7001 of California
Constitution Article 20, Section 3)

"I, **ANIL S. MUHAMMED**, do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will faithfully discharge the duties upon which I am about to enter."

Signature of Appointee



Subscribed and affirmed to, before me, this 17th day of October, 2017

Signature and Title of Certifying Officer



Terry K. Furey
Vice-Chair

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

November 7, 2017

TO: PERSONNEL COMMISSIONERS
Anil Muhammed, Ed.D., Chair
Terry Furey, Vice-Chair
Gary Kuwahara, CPA , Member

FROM: DIRECTOR-PERSONNEL COMMISSION
MARION SCHUGT

SUBJECT: ADVANCED SALARY PLACEMENT – Director-Purchasing and Communication Services

BACKGROUND:

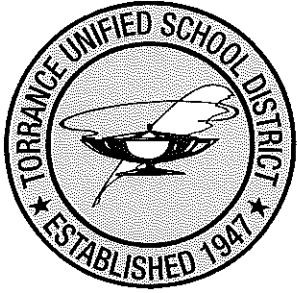
Attached is memorandum from Dr. Tim Stowe, Deputy Superintendent-Administrative Services, requesting advanced salary placement for the new Director-Purchasing and Communication Services, Gioconda Rodriguez-Padilla. In accordance with Personnel Commission Rule 17.2.1, Dr. Stowe is requesting that the new Director-Purchasing and Communication Services be granted advanced step placement at Step 5, Range M5, on the Classified Management Salary Schedule.

The request is based on substantial years of valuable experience in the area of procurement from a comparable public school district.

There have been previous instances in which the Personnel Commission approved advanced salary placement. In each of these circumstances, the prospective employees qualified in at least one or more of the following categories: (1) extensive school district experience; (2) District salary reflected a decrease for the valued applicant; and/or (3) extreme difficulty in recruitment for the particular position.

DIRECTOR RECOMMENDATION:

Approve advanced step placement, as requested by Dr. Tim Stowe, Deputy Superintendent-Administrative Services for Gioconda Rodriguez-Padilla to Step 5, Range M5, on the Classified Management Salary Schedule for the position of Director-Purchasing and Communication Services, effective as of the date of hire.



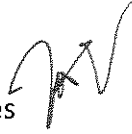
TORRANCE UNIFIED SCHOOL DISTRICT

2335 PLAZA DEL AMO
P.O. BOX 2954
TORRANCE, CALIFORNIA 90509-2954
TELEPHONE (310) 972-6500
www.tusd.org

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**SUPERINTENDENT
OF SCHOOLS**
GEORGE W. MANNON, Ed.D.

TO: Marion Schugt
Director – Personnel Commission

FROM: Tim Stowe, Ed.D.
Deputy Superintendent – Administrative Services 

DATE: November 6, 2017

SUBJECT: Gioconda Rodriguez – Advance Step Placement

I am recommending Gioconda Rodriguez advance to Step 5 on the Classified Management Salary Schedule for Director – Purchasing and Communications. Ms. Rodriguez has served as Director of Purchasing at two school districts for the past 17 years and has extensive experience in this field.