

PLEASE POST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
December 13, 2017

4:30 p.m.

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

AGENDA

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF MINUTES – Regular Meeting of November 14, 2017
- IV. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- V. NEW BUSINESS
 - A. Election of Officers
 - B. Approval of Eligibility Lists –
 - Adult Education Instructional Assistant-Computer Science
 - Budget Specialist
 - Heavy Duty Diesel Mechanic
 - Instructional Assistant
 - Licensed Vocational Nurse
 - Nutrition Services Assistant I
 - Paraeducator-Tier I/Tier II
 - School Bus Driver
 - Senior Fiscal Services Specialist
 - Special Education Office Assistant
- VI. INFORMATION ITEMS
 - Job Announcements:
 - Director-Nutrition Services
 - Educational Assistant-Special Education-ASSISTT
 - Office Assistant
 - Senior Office Assistant
 - Staff Assistant-Special Education
 - Pool Maintenance Technician
 - Next Regular Commission Meetings (2018) –
 - January 16, 2018, 4:30 p.m. – Classified Conference Center
 - February 20, 2018, 4:30 p.m. – Classified Conference Center
 - March 20, 2018, 4:30 p.m. – Classified Conference Center
 - April 17, 2018, 4:30 p.m. – Classified Conference Center
 - May 15, 2018, 4:30 p.m. – Classified Conference Center
 - June 19, 2018, 4:30 p.m. – Classified Conference Center
 - July 17, 2018, 4:30 p.m. – Classified Conference Center
 - August 21, 2018, 4:30 p.m. – Classified Conference Center
 - September 18, 2018, 4:30 p.m. – Classified Conference Center
 - October 16, 2018, 4:30 p.m. – Classified Conference Center
 - November 6, 2018, 4:30 p.m. – Classified Conference Center
 - December 4, 2018, 4:30 p.m. – Classified Conference Center
- VII. COMMENTS FROM STAFF
- VIII. COMMENTS FROM PERSONNEL COMMISSIONERS
- IX. COMMENTS FROM THOSE IN ATTENDANCE #2
- X. ADJOURNMENT

**Minutes of the Regular Meeting of the Personnel Commission
November 14, 2017**

CALL TO ORDER	The meeting was called to order by Dr. Muhammed at 4:30 p.m.
PRESENT	Personnel Commissioners: Anil S. Muhammed, Ed.D., Chair (via video conference) Terry K. Furey, Vice-Chair Gary Kuwahara, CPA, Member Marion Schugt, Director-Personnel Commission Ceylida Lopez, Personnel Analyst
PLACE AND DATE OF MEETING	Torrance Unified School District, Classified Conference Center, 2336 Plaza del Amo, Torrance, November 14, 2017. Huntington Beach Unified School District (via video conference), 5832 Bolsa Avenue, Huntington Beach, November 14, 2017.
PLEDGE OF ALLEGIANCE	The Pledge of Allegiance was led by Commissioner Furey.
APPROVAL OF MINUTES – Regular Meeting of October 17, 2017	Commissioner Kuwahara moved, seconded by Commissioner Furey, that the Minutes of the Regular Meeting of October 17, 2017, be approved. Motion carried 3/0. Commissioner Furey – Yes Commissioner Kuwahara – Yes Commissioner Muhammed – Yes
APPROVAL OF ELIGIBILITY LIST – 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	Commissioner Furey moved, seconded by Commissioner Kuwahara, that the eligibility lists of 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, be approved. Motion carried 3/0. Commissioner Furey – Yes Commissioner Kuwahara – Yes Commissioner Muhammed – Yes
APPROVAL OF ADVANCED STEP PLACEMENT – DIRECTOR – PURCHASING AND COMMUNICATION SERVICES	Commissioner Furey moved, seconded by Commissioner Kuwahara, that Gioconda Rodriguez-Padilla receive advanced step placement to Step 5, Range M5, on the Classified Management Salary Schedule, effective as of the date of hire. Motion carried 3/0. Commissioner Furey – Yes Commissioner Kuwahara – Yes Commissioner Muhammed – Yes
INFORMATION ITEMS	Next Regular Commission Meeting (2017) – December 13, 2017 4:30 p.m. – Classified Conference Center
COMMENTS FROM STAFF	Ms. Lopez, Personnel Analyst, on behalf of the Personnel Commission staff wished all employees and the Commissioners to have a great Thanksgiving break. Commissioner Kuwahara spoke about the interesting issues addressed at the PTC-SC conference; in particular, the practice of being proactive rather than reactive. He also wished everyone a very happy thanksgiving. Commissioner Furey and Commissioner Muhammed wished everyone a Happy Thanksgiving.
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 4:48 p.m.

**TORRANCE UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

December 6, 2017

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

FROM: DIRECTOR - PERSONNEL COMMISSION
Marion Schugt

SUBJECT: ELECTION OF OFFICERS

The Personnel Commission's Rules and Regulations provide for the election of officers at this meeting.

Rule 2.1.5: "OFFICERS: At its first regularly scheduled meeting in December of each year, the Commission shall elect one of its members to serve as Chairperson and another of its members to serve as Vice-Chairperson for a period of one (1) year or until such time as their successors are duly elected. The Commission at this same meeting shall elect the Director-Personnel Commission as Secretary to the Personnel Commission."

The Commission is free to choose any one member as Chairperson and another member as Vice-Chairperson. The Director-Personnel Commission shall be elected as Secretary to the Commission.