

PLEASE POST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
February 20, 2018

4:30 p.m.

Classified Conference Center
2336 Plaza del Amo, Torrance

AGENDA

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF MINUTES – Regular Meeting of January 16, 2018
- IV. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- V. NEW BUSINESS
 - A. Approval of Eligibility Lists –
 - Adult Education Instructional Assistant-Computer Science
 - Educational Assistant-Special Education-ASSISTT
 - Job Coach
 - Language Assessment Proctor-Tier II (Farsi)
 - Licensed Vocational Nurse
 - Nutrition Services Assistant II
 - Nutrition Services Satellite Operator II
 - Office Assistant
 - Paraeducator-Tier I/Tier II
 - Pool Maintenance Technician
 - School Bus Driver
- VI. INFORMATION ITEMS
 - Job Announcements:
 - Adult Education Instructional Assistant
 - Child Development Program Assistant-Tier II
 - High School Site Supervisor
 - Staff Assistant
 - Next Regular Commission Meetings (2018) –

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
January 16, 2018**

CALL TO ORDER The meeting was called to order by Commissioner Furey at 4:30 p.m.

PRESENT Personnel Commissioners:

Terry K. Furey, Chair
Gary Kuwahara, CPA, Vice-Chair
Anil S. Muhammed, Ed.D., Member

Marion Schugt, Director-Personnel Commission

PLACE AND DATE OF MEETING Torrance Unified School District, Classified Conference Center,
2336 Plaza del Amo, Torrance, January 16, 2018.

PLEDGE OF ALLEGIANCE The Pledge of Allegiance was led by Commissioner Muhammed.

APPROVAL OF MINUTES – Regular Meeting of December 13, 2017 Commissioner Muhammed moved, seconded by Commissioner Kuwahara, that the Minutes of the Regular Meeting of December 13, 2017, be approved. Motion carried 3/0.

APPROVAL OF ELIGIBILITY LIST – Director-Nutrition Services, Language Assessment Proctor-Tier II (Spanish), Language Assessment Proctor-Tier II (Vietnamese), Paraeducator-Tier I/Tier II, Staff Assistant-Special Education Commissioner Kuwahara moved, seconded by Commissioner Muhammed, that the eligibility lists of Director-Nutrition Services, Language Assessment Proctor-Tier II (Spanish), Language Assessment Proctor-Tier II (Vietnamese), Paraeducator-Tier I/Tier II, Staff Assistant-Special Education, be approved. Motion carried 3/0.

APPROVAL OF ADVANCED STEP PLACEMENT – Budget Specialist and Senior Fiscal Services Specialist Commissioner Muhammed moved, seconded by Commissioner Kuwahara, that Joseph Schugt, Budget Specialist, and Jasmine Bassett, Senior Fiscal Services Specialist, receive advanced step placement to Step 2, Range 21, on the Classified Clerical/Technical Employees Salary Schedule, effective as of the date of hire. Motion carried 3/0.

INFORMATION ITEMS Next Regular Commission Meeting (2018) –

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ADJOURNMENT Meeting adjourned at 4:35 p.m.