

PLEASE POST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
April 17, 2018

4:30 p.m.

Classified Conference Center
2336 Plaza del Amo, Torrance

AGENDA

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. PUBLIC HEARING – Personnel Commission Budget – 2018-2019
- IV. APPROVAL OF MINUTES – Regular Meeting of March 20, 2018
- V. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- VI. NEW BUSINESS
 - A. Approval of Eligibility Lists –
 - Adult Education Specialist
 - Budget Specialist
 - Campus Security
 - Child Development Program Assistant-Tier II
 - Language Assessment Proctor-Tier II (Korean)
 - Language Assessment Proctor-Tier II (Spanish)
 - Material Support Technician
 - Nutrition Services Assistant I
 - Occupational Therapist
 - Paraeducator-Tier I/Tier II
 - B. Approval of Revised Job Description – Testing Coordinator
 - C. Approval of Personnel Commission Budget – 2018-2019
- VII. INFORMATION ITEMS
 - Job Announcements:
 - Licensed Vocational Nurse
 - Occupational Therapist
 - Next Regular Commission Meetings (2018) –

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
- VIII. COMMENTS FROM STAFF
- IX. COMMENTS FROM PERSONNEL COMMISSIONERS
- X. COMMENTS FROM THOSE IN ATTENDANCE #2
- XI. ADJOURNMENT



**Business Advisory Services
Annual Budget of Personnel Commission
Fiscal Year 2018-2019
Education Code Section 45253 (K-12 Districts) or 88073 (CC Districts)**

TORRANCE UNIFIED SCHOOL DISTRICT, Los Angeles County, California.

Notice of Public Hearing by the Personnel Commission

To: Governing Board and District Administration

The Public Hearing on this proposed budget will be held at

TORRANCE UNIFIED SCHOOL DISTRICT - CLASSIFIED CONFERENCE CENTER - 2336 PLAZA DEL AMO, TORRANCE

(Place)

on April 17, 2018 at 4:30 o'clock P. M.

You are invited to attend and present your views.

Signature of Chairman or Director of Personnel Commission

MARION SCHUGT

Print Name

DIRECTOR-PERSONNEL COMMISSION

Title

Adopted Annual Budget of Personnel Commission

To: Los Angeles County Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting _____, 20____

Signature of Chairman or Director of Personnel Commission

Print Name

Title

Approval of Annual Budget of Personnel Commission

To: Governing Board and Personnel Commission

This report has been examined and approved by

Date _____

**Annual Financial and Budget Report
Fiscal Year 2018-2019**

Name of Local Educational Agency: TORRANCE UNIFIED SCHOOL DISTRICT

Expenditure by Object	2016-2017 Actual*	2017-2018 Actual or Estimated*	2018-2019 Budget*
2000 Classified Salaries ⁽¹⁾			
Commission Members ⁽²⁾	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
Director	118,653.00	129,597.00	136,056.00
Secretaries, Clerks	193,550.00	209,181.00	213,962.00
Other	9,913.00	9,913.00	9,913.00
3000 Employee Benefits	129,452.00	146,780.00	158,054.00
Subtotal	455,168.00	499,071.00	521,585.00
4000 Supplies and Equipment Replacement	6,600.00	6,600.00	6,600.00
5000 Operating Expenses	49,497.00	49,497.00	49,497.00
6000 Equipment	7,000.00	7,000.00	7,000.00
Subtotal	63,097.00	63,097.00	63,097.00
Appropriation for Contingencies ⁽³⁾			
Total Expenditures	\$ 518,265.00	\$ 562,168.00	\$ 584,682.00

* Round to the nearest dollar.

(1) Include expenditures only directly attributable to the activities of the Commission and their employees.
For example: salaries of administrators having a line responsibility for all district operations **should not** be prorated even though some time may be spent working with the personnel director.

(2) Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (Education Code Section 45250)

(3) Include in Appropriation for Contingencies only amounts that may seem necessary for unforeseen requirements.

**Minutes of the Regular Meeting of the Personnel Commission
March 20, 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, March 20, 2018.

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

APPROVAL OF MINUTES – Regular Meeting of February 20, 2018 Commissioner Muhammed moved, seconded by Commissioner Kuwahara, that the Minutes of the Regular Meeting of February 20, 2018, be approved. Motion carried 3/0.

APPROVAL OF ELIGIBILITY LIST – Adult Education Instructional Assistant, Child Development Program Assistant-Tier II, High School Site Supervisor, Paraeducator-Tier I/Tier II, Senior Office Assistant, Staff Assistant Commissioner Kuwahara moved, seconded by Commissioner Muhammed, that the eligibility lists of Adult Education Instructional Assistant, Child Development Program Assistant-Tier II, High School Site Supervisor, Paraeducator-Tier I/Tier II, Senior Office Assistant, Staff Assistant, be approved. Motion carried 3/0.

APPROVAL OF NEW JOB DESCRIPTION – Paraeducator-Health Care Commissioner Muhammed moved, seconded by Commissioner Kuwahara, that the new job description of Paraeducator-Health Care with an amendment to representative duty seven, be approved. Motion carried 3/0.

APPROVAL OF DIFFERENTIAL SALARY RATE – Paraeducator-Tier I/Tier II Commissioner Kuwahara moved, seconded by Commissioner Muhammed, that the differential salary rate for Paraeducator-Tier I/Tier II, be approved. Motion carried 3/0.

APPROVAL OF ADVANCED STEP PLACEMENT – Director-Nutrition Services Commissioner Muhammed moved, seconded by Commissioner Kuwahara, that Marc Milton receive advanced step placement to Step 2, Range M5, on the Classified Management Salary Schedule, effective as of the date of hire. Motion carried 3/0.

INFORMATION ITEMS

Next Regular Commission Meeting (2018) –

April 17, 2018,	4:30 p.m. – Classified Conference Center
May 15, 2018,	4:30 p.m. – Classified Conference Center
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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

ADJOURNMENT Meeting adjourned at 4:48 p.m.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

April 11, 2018

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

FROM: DIRECTOR-PERSONNEL COMMISSION
MARION SCHUGT

SUBJECT: APPROVAL OF REVISED JOB DESCRIPTION – Testing Coordinator

BACKGROUND

The attached request from Dr. Kati Krumpke encompasses a request to revise the classified job description of Testing Coordinator.

The proposed revisions include a rewording of existing duties and requirements to reflect changes that have been implemented in the area of student testing. It has been several years since the job description has been revised and more appropriate terminology has been included to closely align with current needs of the position. As the basic function has remained the same, these changes are not sufficient to alter the salary allocation.

DIRECTOR RECOMMENDATION

It is recommended that the revised job description of Testing Coordinator be approved with no change in salary.



Marion Schugt <schugt.marion@tUSD.org>

Job Description Update

Kati Krumpe <krumpe.kati@tUSD.org>
To: Marion Schugt <schugt.marion@tUSD.org>

Tue, Nov 28, 2017 at 8:43 AM

Hi

Please review the testing coordinator position so we can revise for currency and relevant tasks.

Thank you

Kati Krumpe Ed.D.
Chief Academic Officer
Torrance Unified School District

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: TESTING COORDINATOR

BASIC FUNCTION:

Under the direction of an assigned supervisor, coordinate the administration of the student testing program; request data for reports and act as a resource person in the area of administering student testing.

REPRESENTATIVE DUTIES:

Coordinate State, Federal and District testing with related departments within the District and at the State level. E

Coordinate and implement the ordering, use and distribution of testing materials according to established procedures and timelines by contacting vendors and District personnel; schedule meetings and coordinate District testing calendars, pick-up and delivery of materials. E

Prepare and maintain records and reports related to test assessments, programs, data and calendars; prepare a variety of charts and tables related to testing and student data, assist with preparation of Board reports as requested. E

Assist in data management and collection of staff and student demographic data to create or maintain accounts in various state and district testing programs; assist in coordinating the flow of information between the District and various agencies; prepare test data for processing by outside test vendors. E

Develop documents and implement procedures for processing test booklets, tests and capturing student demographic information. E

Prepare and distribute testing flow charts and schedules of tests to be administered. E

Maintain currency with legal issues and the California Education Code as related to mandated testing. E

Attend conferences at the County and State levels to keep current with compliance and State regulation issues for testing; provide information to district personnel, educational agencies and the public concerning District and State student testing procedures and programs; consult with staff regarding compliance with regulations. E

Serve as a resource person for District staff; assist teachers and staff with performing a variety of technical duties related to District testing and data management and manipulation. E

Prepare and distribute information on District student testing procedures, State student testing requirements and quality control procedures. E

Communicate with public agencies, District employees and the California Department of Education to exchange information and resolve issues or concerns related to testing materials, timelines, data, calendars, procedures, regulations and related matters. E

Provide training and assistance to school sites and departments. E

Provide testing information for presentations to parent and community groups, as needed. E

Operate a computer and peripheral equipment, using modern software, including word processing and data input, as necessary, to process the District testing program and other testing programs as directed; operate a variety of modern office machines and equipment. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Student testing procedures and State student testing requirements.

Methods, practices and terminology used in test administration.

Modern office practices, procedures and equipment.

Operation and use of computer work station and peripheral equipment including word processing and data management software.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Record-keeping, report preparation, filing and proofing techniques.

ABILITY TO:

Coordinate the administration of tests in support of the District's student testing program.

Maintain effective working relationships with a wide variety of groups and individuals, including District and Site administrators and school staff.

Follow District, State and Federal rules, regulations and guidelines.

Compile and prepare data for mandated reporting requirements and special reports as needed.

Communicate query parameters for data extraction and to generate reports.

Work independently with minimal direction.

Learn and interpret rules and regulations related to testing programs.

Operate a variety of office equipment.

Communicate effectively both orally and in writing.

Analyze situations accurately and adopt an effective course of action.

Maintain comprehensive files and records.

Meet schedules and timelines.

Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Bachelor's degree in business administration or related field supplemented by coursework in statistics, testing or related field and three years of professional testing or statistical data experience including data management.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

WORKING CONDITIONS:**ENVIRONMENT:**

Testing office environment; subject to constant interruptions from District personnel.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate microcomputers and office equipment, sitting or standing for extended periods of time, reaching to retrieve and maintain files, bending, pushing, lifting, moving objects weighing up to 25 pounds, and hearing and speaking to exchange information.

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: TESTING COORDINATOR

BASIC FUNCTION:

~~Under the direction of the Assistant Superintendent Educational Services an assigned supervisor, coordinate the administration of the student testing program; of all students as required by State and District mandate. Collect pertinent student data and prepare reports as required by the State; coordinate and provide training for site administrators. Provide test-related data to site and District administrators as needed. request data for reports and act as a resource person in the area of administering student testing.~~

REPRESENTATIVE DUTIES:

~~Coordinate State, Federal, and District-mandated testing with related departments within the District, and at the State level. E~~

~~Coordinate and implement the ordering, use and distribution of testing materials according to established procedures and timelines by contacting vendors and District personnel; schedule meetings and coordinate District testing calendars, pick-up and delivery of materials. E~~

~~Facilitate the administration of testing; including acquisition of testing materials and coordination with school sites regarding their participation in the testing procedures. E~~

~~Prepare and maintain records and reports related to test assessments, programs, data and calendars; prepare a variety of charts and tables related to testing and student data, assist with preparation of Board reports as requested. E~~

~~Receive, inspect, count, number and distribute testing materials; package tests and manuals and prepare directives for staff for each test administration and distribute to appropriate administrators according to established schedules; compose, type and distribute reports and other correspondence related to the testing process. E~~

~~Assist in data management and collection of staff and student demographic data to create or maintain accounts in various state and district testing programs; assist in coordinating the flow of information between the District and various agencies; prepare test data for processing by outside test vendors. E~~

~~Coordinate the processing and scanning of tests; assure tests are prepared for processing and assure required information is complete and accurate; obtain and complete missing information; review scanned test results and coordinate with Information Technologies to resolve errors, questions, and other issues. E~~

~~Develop documents and implement procedures for processing test booklets, tests and capturing student demographic information. E~~

~~Inspect testing materials and maintain the security of testing materials, related data, and confidential student information. E~~

~~Prepare and distribute testing flow charts and schedules of tests to be administered. E~~

~~Maintain currency with legal issues and the California Education Code, as related to the State and District-mandated testing; work with staff to resolve legal issues. E~~

~~Attend conferences at the County and State levels to keep current with compliance and State regulation issues for State-mandated testing; provide information to District personnel, educational agencies and the public concerning District and State student testing procedures and programs; consult with staff regarding compliance with State regulations. E~~

~~Serve as a resource person for District staff; assist teachers and staff with performing a variety of technical duties related to District testing and data management and manipulation. E~~

Prepare and distribute information on District student testing procedures, State student testing requirements and quality control procedures. E

~~Facilitate appropriate approval of forms/materials as necessary to meet State requirements for testing. E~~

Communicate with public agencies, District employees and the California Department of Education to exchange information and resolve issues or concerns related to testing materials, timelines, data, calendars, procedures, regulations and related matters. E

~~Facilitate data collection and reporting for State documentation; assist District departments as necessary in gathering information for reports and presentations. E~~

Provide training and direction for site administrators for State and District mandated tests. assistance to school sites and departments E

~~Act as liaison for the Testing Office and Information Technologies related to the collection, maintenance, and distribution of mandated tests. E~~

~~Serve as liaison for the Testing Office to school sites and District offices related to the completion of required reports as needed to meet State and Federal requirements. E~~

~~Mail tests to scoring companies and verify receipt of test results. E~~

~~Coordinate the scoring of writing prompts for students; secure teachers to be chief readers and to score the writing prompts and math open-ended problems.; develop and distribute related lists; arrange for facilities and organize materials needed for scoring sessions. E~~

Present Provide testing information for presentations to parent and community groups as needed. E

~~Coordinate communication between school sites, parents/guardians, and the community. E~~

Operate office equipment including a microcomputer, terminal, typewriter, copier, and burster; operate various software applications to store and retrieve data. a computer and peripheral equipment, using modern software, including word processing and data input, as necessary, to process the District testing program and other testing programs as directed; operate modern office machines and equipment. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State and Federal Laws as they pertain to mandated testing. Student testing procedures and State student testing requirements.

Methods, practices and terminology used in test administration.

Modern office practices, procedures and equipment.

Technical aspects of the school testing field.

Operation and use of computer work station and peripheral equipment including word processing and data base management software applications.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Record-keeping, report preparation, filing and proofing techniques.

Oral and written communication skills.

ABILITY TO:

~~Plan, organize, schedule and perform technical duties in support of the District's student testing program.~~

Coordinate the administration of tests in support of the District's student testing program.

~~Assure that tests are scheduled, conducted, scored, recorded, analyzed and reported according to established procedures and time lines.~~

Maintain effective working relationships with a wide variety of groups and individuals, including District and Site administrators, Board of Education, parents and community members and school staff.

~~Interpret and communicate~~ Follow District, State and Federal rules, regulations, and guidelines.
~~Compile and prepare data for mandated reporting requirements and special reports as needed.~~
~~Develop queries to gather and extract~~ Communicate query parameters for data extraction and to generate reports.
~~Provide lead direction to assigned staff.~~
Work independently with minimal direction.
Learn and interpret rules and regulations related to testing programs.
~~Operate a variety of office equipment including a computer equipment.~~
Communicate effectively both orally and in writing.
Analyze situations accurately and adopt an effective course of action.
Maintain comprehensive files and records.
Meet schedules and time-lines.
Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to:~~ Bachelor's degree in business administration or related field supplemented by coursework in statistics, testing or related field and three years of professional testing and/or statistical data experience involving data base management.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Testing office environment; subject to constant interruptions from District personnel.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate microcomputers and office equipment, sitting or standing for extended periods of time, reaching to retrieve and maintain files, bending, pushing, lifting, moving objects weighing up to 25 pounds, and hearing and speaking to exchange information.