

**PLEASE POST**

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting  
January 21, 2020

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 December 3, 2019
- IV. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- V. NEW BUSINESS

- A. Approval of Eligibility Lists
  - Adult Education Specialist
  - Behavior Analyst
  - Benefits Technician
  - Campus Security
  - Child Development Instructor
  - Child Development Program Assistant Tier II
  - Facilities and Projects Specialist
  - Health Services Assistant
  - Nutrition Services Assistant I
  - Nutrition Services Assistant II
  - Nutrition Services Operations Supervisor
  - Nutrition Services Satellite Operator I
  - Nutrition Services Satellite Operator II
  - Paraeducator-Tier I/Tier II
  - Staff Secretary
  - Student Supervision Assistant
- B. Approval of Board Certified Behavior Analyst Stipend

VI. INFORMATION ITEMS

- Job Announcements:
  - ASB Accounting Specialist
  - Registered Behavior Technician

Next Regular Commission Meetings (2020) –

- February 18, 2020, 4:30 p.m. – Classified Conference Center
- March 17, 2020, 4:30 p.m. – Classified Conference Center
- April 21, 2020, 4:30 p.m. – Classified Conference Center
- May 19, 2020, 4:30 p.m. – Classified Conference Center
- June 16, 2020, 4:30 p.m. – Classified Conference Center
- July 21, 2020, 4:30 p.m. – Classified Conference Center
- August 18, 2020, 4:30 p.m. – Classified Conference Center
- September 15, 2020, 4:30 p.m. – Classified Conference Center
- October 20, 2020, 4:30 p.m. – Classified Conference Center
- November 17, 2020, 4:30 p.m. – Classified Conference Center
- December 15, 2020, 4:30 p.m. – Classified Conference Center

- VII. COMMENTS FROM STAFF
- VIII. COMMENTS FROM PERSONNEL COMMISSIONERS
- IX. ADJOURNMENT

**Minutes of the Regular Meeting of the Personnel Commission  
December 3, 2019**

**CALL TO ORDER** The meeting was called to order by Commissioner Kuwahara at 4:30 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** Torrance Unified School District, Classified Conference Center,  
2336 Plaza del Amo, Torrance, December 3, 2019.

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

**APPROVAL OF MINUTES – Regular Meeting of November 5, 2019** Commissioner Muhammed moved, seconded by Commissioner Furey, that the Minutes of the Regular Meeting of November 5, 2019, be approved. Motion carried 3/0.

**SEATING OF COMMISSIONER – Gary S. Kuwahara, CPA** Commissioner Muhammed administered the Oath of Allegiance to Commissioner Kuwahara as the Board's Appointee to the Personnel Commission of the Torrance Unified School District effective December 1, 2019.

**ELECTION OF OFFICERS** Commissioner Furey moved to nominate Commissioner Muhammed for Chair of the Personnel Commission, seconded by Commissioner Kuwahara. Motion carried 2/0.

Commissioner Kuwahara moved to nominate Commissioner Furey for Vice-Chair of the Personnel Commission, seconded by Commissioner Muhammed. Motion carried 2/0.

Commissioner Muhammed noted that as Director-Personnel Commission, Ms. Schugt will serve as Secretary to the Personnel Commission.

**APPROVAL OF ELIGIBILITY LIST – Child Development Enrollment Clerk II, Child Development Program Assistant Tier II, Custodian, Fiscal Services Specialist, Nutrition Services Assistant I, Nutrition Services Assistant II, Paraeducator-Tier I/Tier II** Commissioner Kuwahara moved, seconded by Commissioner Furey, that the eligibility lists of Child Development Enrollment Clerk II, Child Development Program Assistant Tier II, Custodian, Fiscal Services Specialist, Nutrition Services Assistant I, Nutrition Services Assistant II and Paraeducator-Tier I/Tier II, be approved. Motion carried 3/0.

**INFORMATION ITEMS** Job Announcements:  
Adult Education Specialist  
Behavior Analyst  
Campus Security  
Facilities and Projects Specialist  
Health Services Assistant  
Nutrition Services Operations Supervisor  
Student Supervision Assistant  
School Bus Driver  
Staff Secretary

Next Regular Commission Meetings (2020) –

- January 21, 2020, 4:30 p.m. – Classified Conference Center
- February 18, 2020, 4:30 p.m. – Classified Conference Center
- March 17, 2020, 4:30 p.m. – Classified Conference Center
- April 21, 2020, 4:30 p.m. – Classified Conference Center
- May 19, 2020, 4:30 p.m. – Classified Conference Center
- June 16, 2020, 4:30 p.m. – Classified Conference Center
- July 21, 2020, 4:30 p.m. – Classified Conference Center
- August 18, 2020, 4:30 p.m. – Classified Conference Center
- September 15, 2020, 4:30 p.m. – Classified Conference Center
- October 20, 2020, 4:30 p.m. – Classified Conference Center
- November 17, 2020, 4:30 p.m. – Classified Conference Center
- December 15, 2020, 4:30 p.m. – Classified Conference Center

ADJOURNMENT

Meeting adjourned at 4:38 p.m.

TORRANCE UNIFIED SCHOOL DISTRICT  
Personnel Commission

**OATH OF ALLEGIANCE FOR PERSONNEL COMMISSION MEMBERS**

**GARY KUWAHARA**, In accordance with Personnel Commission Rules and Regulations, Rule 2.1.2, you have been reappointed by the Board of Education to serve a term to the first meeting in December 2022, 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 meeting attendance and 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, **GARY KUWAHARA**, 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 *Gary Kuwahara*

Subscribed and affirmed to, before me, this 3<sup>rd</sup> day of December, 2019

Signature and Title of Certifying Officer *Dr. Anil Muhammed*  
Dr. Anil Muhammed.  
Vice-Chair

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

January 15, 2020

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

FROM: DIRECTOR-PERSONNEL COMMISSION  
Marion Schugt

SUBJECT: Approval of Board Certified Behavior Analyst (BCBA) Stipend

At the Regular Meeting of the Personnel Commission on January 15, 2019, the Commissioners approved a stipend of \$932 per year for possession of BCBA certification, dependent on relevance to the current assignment.

Upon evaluation of the assignments held by those that possess a BCBA, Dr. Kumi Smart has requested the stipend be approved for Alexandria Alvarado, Behavior Analyst.

**Recommendation:**

Approve the request for a stipend for Alexandria Alvarado, effective February 1, 2020.



Marion Schugt <schugt.marion@tUSD.org>

---

## BCBA Stipend

---

Kumi Smart <Smart.Kumi@tUSD.org>  
To: Marion Schugt <schugt.marion@tUSD.org>

Wed, Jan 8, 2020 at 8:41 AM

Upon the evaluation of the assignment held by Alexandria Alvarado (Behavior Analyst and BCBA), I request the BCBA stipend be approved. Ms. Alvarado provides relevant **BCBA** support to 4 schools and offers consultation (in the area of Behavior Analysis) to school staff.

Kumi Smart, Ed. D  
Coordinator  
Special Education  
310 972-6124  
310 972-6581 (Fax)  
smart.kumi@tUSD.org