

**PLEASE POST**

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting  
November 5, 2019

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 October 15, 2019
- IV. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- V. NEW BUSINESS
  - A. Approval of Eligibility Lists
    - Adult Education Instructional Assistant
    - Benefits Specialist
    - Campus Security
    - Child Development Instructor
    - Nutrition Services Assistant I
    - Nutrition Services Assistant II
    - Nutrition Services Operations Supervisor
    - Paraeducator-Tier I/Tier II
- VI. INFORMATION ITEMS
  - Job Announcements:
    - Benefits Technician
    - Clerical Battery Level I, II, III
    - Fiscal Services Specialist
    - Nutrition Services Satellite Operator I
    - Nutrition Services Satellite Operator II
  - Next Regular Commission Meetings (2019) –  
December 3, 2019, 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  
October 15, 2019**

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

**PRESENT** Personnel Commissioners:  
Gary Kuwahara, CPA, Chair  
Anil S. Muhammed, Ed.D., Vice-Chair  
Terry K. Furey, Member  
Marion Schugt, Director-Personnel Commission

**PLACE AND DATE OF MEETING** Torrance Unified School District, Classified Conference Center,  
2336 Plaza del Amo, Torrance, October 15, 2019.

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

**APPROVAL OF MINUTES – Regular Meeting of September 17, 2019** Commissioner Muhammed moved, seconded by Commissioner Furey, that the Minutes of the Regular Meeting of September 17, 2019, be approved. Motion carried 3/0.

**APPROVAL OF ELIGIBILITY LIST – Child Development Program Assistant-Tier II, Health Services Assistant, Instructional Assistant, Licensed Vocational Nurse, Nutrition Services Assistant I, Nutrition Services Assistant II, Paraeducator-Tier I/Tier II, Student Supervision Assistant** Commissioner Furey moved, seconded by Commissioner Muhammed, that the eligibility lists of Child Development Program Assistant-Tier II, Health Services Assistant, Instructional Assistant, Licensed Vocational Nurse, Nutrition Services Assistant I, Nutrition Services Assistant II, Paraeducator-Tier I/Tier II and Student Supervision Assistant, be approved. Motion carried 3/0.

**APPROVAL OF 2018-2019 Annual Report** Commissioner Muhammed moved, seconded by Commissioner Furey, that the 2018-2019 Annual Report, be approved. Motion carried 3/0.

**INFORMATION ITEMS** Job Announcements:  
Adult Education Instructional Assistant  
Benefits Specialist  
Campus Security  
Child Development Enrollment Clerk II  
Custodian  
Paraeducator-Tier II (Russian)  
Paraeducator-Tier II (Ukrainian)

Next Regular Commission Meeting (2019) –  
November 5, 2019, 4:30 p.m. – Classified Conference Center  
December 3, 2019, 4:30 p.m. – Classified Conference Center

**ADJOURNMENT** Meeting adjourned at 4:39 p.m.