

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting  
December 3, 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 November 5, 2019
- IV. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- V. NEW BUSINESS
  - A. Seating of Commissioner – Gary S. Kuwahara, CPA
  - B. Election of Officers
  - C. Approval of Eligibility Lists
    - 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
- VI. 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
- VII. COMMENTS FROM STAFF
- VIII. COMMENTS FROM PERSONNEL COMMISSIONERS
- IX. ADJOURNMENT

**Minutes of the Regular Meeting of the Personnel Commission  
November 5, 2019**

<b>CALL TO ORDER</b>	The meeting was called to order by Commissioner Kuwahara at 4:30 p.m.
<b>PRESENT</b>	Personnel Commissioners:  Gary S. Kuwahara, CPA, Chair Anil S. Muhammed, Ed.D., Vice-Chair Terry K. Furey, Member  Marion Schugt, Director-Personnel Commission
<b>PLACE AND DATE OF MEETING</b>	Torrance Unified School District, Classified Conference Center, 2336 Plaza del Amo, Torrance, November 5, 2019.
<b>PLEDGE OF ALLEGIANCE</b>	The Pledge of Allegiance was led by Commissioner Furey.
<b>APPROVAL OF MINUTES – Regular Meeting of October 15, 2019</b>	Commissioner Muhammed moved, seconded by Commissioner Furey, that the Minutes of the Regular Meeting of October 15, 2019, be approved. Motion carried 3/0.
<b>APPROVAL OF ELIGIBILITY LIST – 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</b>	Commissioner Furey moved, seconded by Commissioner Muhammed, that the eligibility lists of Adult Education Instructional Assistant, Benefits Specialist, Campus Security, Child Development Instructor, Nutrition Services Assistant I, Nutrition Services Assistant II, Nutrition Services Operations Supervisor, and Paraeducator-Tier I/Tier II, be approved. Motion carried 3/0.
<b>INFORMATION ITEMS</b>	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 Meeting (2019) – December 3, 2019, 4:30 p.m. – Classified Conference Center
<b>ADJOURNMENT</b>	Meeting adjourned at 4:33 p.m.

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

November 26, 2019

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

FROM: DIRECTOR-PERSONNEL COMMISSION  
Marion Schugt

SUBJECT: SEATING OF COMMISSIONER – Gary S. Kuwahara, CPA

Pursuant to Education Code §45245, the Board of Education at its meeting on October 21, 2019 approved the reappointment of Mr. Gary S. Kuwahara as the Board appointee to the Personnel Commission effective December 1, 2019.

Before assuming the office of the Board-appointed Commissioner, Mr. Kuwahara will take an Oath of Allegiance (Education Code §7000/7001) administered by Dr. Anil S. Muhammed, Vice-Chair, Personnel Commission.

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

November 26, 2019

TO: PERSONNEL COMMISSIONERS  
Gary S. Kuwahara, CPA, Chair  
Anil S. Muhammed, Ed.D., Vice-Chair  
Terry Furey, 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 Secretary to the Personnel Commission.