

PLEASE POST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
May 19, 2020
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 – 2020-2021
- IV. APPROVAL OF MINUTES – Regular Meeting of April 21, 2020
- V. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- VI. NEW BUSINESS
 - A. Approval of Eligibility List
Payroll-Position Control Coordinator
 - B. Approval of Classification Title Change – Deputy Superintendent-Administrative Services
 - C. Approval of Personnel Commission Budget – 2020-2021
- VII. INFORMATION ITEMS
 - Job Announcements:
Fiscal Services Specialist
 - Next Regular Commission Meetings (2020) –
 - 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
- VIII. COMMENTS FROM STAFF
- IX. COMMENTS FROM PERSONNEL COMMISSIONERS
- X. ADJOURNMENT

In accordance with Governor Newsom's Executive Order N-25-20(11), Personnel Commission Members may participate and vote remotely. Members of the public may observe the Personnel Commission meeting in real time by joining the meeting at <https://us02web.zoom.us/j/86325062492?pwd=Y292cGQ5cjZnVUI3UENGK25CZjMzZz09>. Members of the public may make comments by following the instructions listed in the Personnel Commission Teleconference Notice found via the Personnel Commission homepage.



Business Advisory Services
Annual Budget of Personnel Commission
Fiscal Year 2020-2021
Education Code Section 45253 (K-12 Districts) or 88073 (CC Districts)

TORRANCE UNIFIED SCHOOL DISTRICT, Los Angeles County, California.
Name of Local Educational Agency (LEA)

Notice of Public Hearing by the Personnel Commission - Completed by LEA Personnel Commission

To: Governing Board and District Administration

The Public Hearing on this proposed budget will be held at

TORRANCE USD - CLASSIFIED CONFERENCE CENTER - 2336 PLAZA DEL AMO, TORRANCE, CA

(Place)

on May 19, 2020 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 - Completed by LEA 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 - For LACOE Use Only

To: Governing Board and Personnel Commission

This report has been examined and approved by

Date _____

**Annual Financial and Budget Report
Fiscal Year 2020-2021**

Name of Local Educational Agency: TORRANCE UNIFIED SCHOOL DISTRICT

Expenditure by Object	2018-2019 Actual*	2019-2020 Actual or Estimated*	2020-2021 Budget*
2000 Classified Salaries ⁽¹⁾			
Commission Members ⁽²⁾	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
Director	136,056.00	139,344.00	148,537.00
Secretaries, Clerks	213,962.00	210,684.00	217,020.00
Other	9,913.00	9,913.00	9,913.00
3000 Employee Benefits	158,054.00	168,666.00	180,665.00
Subtotal	521,585.00	532,207.00	559,735.00
4000 Supplies and Equipment Replacement	6,600.00	6,600.00	6,600.00
5000 Operating Expenses	49,497.00	49,497.00	52,197.00
6000 Equipment	7,000.00	7,000.00	7,000.00
Subtotal	63,097.00	63,097.00	65,797.00
Appropriation for Contingencies ⁽³⁾			
Total Expenditures	\$ 584,682.00	\$ 595,304.00	\$ 625,532.00

* 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
April 21, 2020**

CALL TO ORDER The meeting was called to order by Commissioner Muhammed at 4:40 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, April 21, 2020.

PLEDGE OF ALLEGIANCE The Pledge of Allegiance was led by Ms. Schugt.

APPROVAL OF MINUTES – Regular Meeting of March 17, 2020 Commissioner Furey moved, seconded by Commissioner Kuwahara, that the Minutes of the Regular Meeting of March 17, 2020, be approved. Motion carried 3/0.

APPROVAL OF ELIGIBILITY LIST – Risk Management Analyst, Supervisor-Electrical Maintenance Commissioner Furey moved, seconded by Commissioner Kuwahara that the eligibility lists of Risk Management Analyst and Supervisor-Electrical Maintenance, be approved. Motion carried 3/0.

APPROVAL OF RE-EMPLOYMENT LIST – Instructional Assistant Commissioner Kuwahara moved, seconded by Commissioner Furey that the re-employment list of Instructional Assistant, be approved. Motion carried 3/0.

INFORMATION ITEMS Job Announcements:
Payroll-Position Control Coordinator

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December 15, 2020, 4:30 p.m. – Classified Conference Center

ADJOURNMENT Meeting adjourned at 4:49 p.m.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

May 7, 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 Classification Title Change from Deputy Superintendent-Administrative Services to Chief Business Officer

Background:

The enclosed memo from Dr. Tim Stowe, Deputy Superintendent-Administrative Services, request the classification title change from Deputy Superintendent-Administrative Services to Chief Business Officer.

The Superintendent oversees the Chief Academic Officer, the Chief Educational Technology and Information Services Officer, the Public Information Officer, the Director of Adult and Alternative Education and the Deputy Superintendent-Administrative Services.

The Deputy Superintendent-Administrative Services is a classified senior management position. Based on an evaluation of the function and overall scope of supervision of the position, the title of Chief Business Officer would bring consistency to the positions under the supervision of the Superintendent. This title change will not alter the primary function, tasks, knowledge and abilities required or minimum qualification requirements.

Beginning July 1, 2020, Dr. Stowe will be serving as Interim Superintendent for a two-year term ending on June 30, 2022. If the title change is approved by the Personnel Commission and Board of Education, the recruitment will begin immediately.

Recommendation:

Approve the request to change the classification title from Deputy Superintendent-Administrative Services to Chief Business Officer.



Marion Schugt <schugt.marion@tUSD.org>

Change of Job Title

1 message

Tim Stowe <stowe.tim@tUSD.org>

Tue, May 5, 2020 at 9:17 AM

To: "Schugt, Marion" <Schugt.Marion@tUSD.org>

Good Morning Marion,
I would like to request a title change for a current job description.

From: Deputy Superintendent - Administrative Services

To: Chief Business Officer

Please let me know the process as I would like to get on the Board agenda for 5/18 and the PC agenda for 5/19.

Thank you.

Tim

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ~~DEPUTY SUPERINTENDENT-ADMINISTRATIVE SERVICES~~ CHIEF BUSINESS OFFICER

BASIC FUNCTION:

Directly responsible to the Superintendent for the School District Human Resources and Business Division, including supervision of Human Resources Division, chief negotiator, chief business officer, budget preparation and control, fiscal planning and management, accounting and fiscal reporting, data processing, risk management, purchasing, food services management, transportation, and building operations and maintenance; to do related work as required, and participate as a member of the Superintendent's Cabinet. This position is designated as "Senior Management" according to Education Code 45108.5.

REPRESENTATIVE DUTIES:

Plans, organizes, and directs through subordinate supervisors and managers, the School District business programs. *E*

Responsible for the formulation of programs for the conduct of accounting, risk management, centralized data processing, purchasing, warehousing, custodial, food services, transportation, and maintenance activities, manage collective bargaining negotiations, and insures that such programs are efficiently and effectively administered. *E*

Selects, trains, and evaluates key staff. *E*

Develops procedures for business operation and reviews results. *E*

Prepares estimates of income and expenditures. *E*

Is responsible for the overall preparation of the School District budget. *E*

Is responsible for the work of accounting for School District funds with the attendant budget control. *E*

Prepares and examines contracts, getting legal advice on problems and technicalities. *E*

Monitors legislation and implements changes in the law in the Division. *E*

Confers with architects, contractors, and others in connection with new building construction alteration and deferred maintenance. *E*

Administers the use of school facilities. *E*

Monitors the use of energy throughout the District and directs reduction efforts. *E*

Conducts conferences with employees, officials, and the public. *E*

Coordinates the activities of the Business and Human Resources divisions along with other divisions and with other agencies. *E*

Attends the District Superintendent's Cabinet meetings. *E*

Attends meetings of the Board of Education and makes presentations on business, personnel, and classified and certificated negotiations matters. *E*

REPRESENTATIVE DUTIES continued:

Supervises the preparation of fiscal and related reports for the County Superintendent of Schools and the State Department of Education. *E*

Performs other duties as may be assigned by the Superintendent.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, trends and development of good business, human resources, and collective bargaining administration management, budgeting, accounting, auditing and payroll processing.

Methods of inventory control.

Basic financial analysis and research procedures.

Application of data processing technology.

Planning, programming, accounting and budgeting systems.

Problem solving and work simplification techniques.

Applicable sections of State Education Code and other applicable laws.

Principles and practices of administration, supervision and training.

ABILITY TO:

Administer, direct and coordinate Business Services, Human Resources, and collective bargaining administration involving financial management of the District, budget and financial records control and other functions and activities.

Participate as a member of the Superintendent's Cabinet assisting in the formulation of policies relating to the business and financial operation of the District as well as human resources and certificated and classified negotiations.

Interpret and apply provisions of State Education Code and various regulatory agencies.

Assemble and analyze data and make appropriate recommendations.

Plan, prepare and implement innovative actions.

Prepare and make clear and concise written and oral reports and presentations.

Provide guidance and direction to managers and other school personnel concerning various phases of their individual budgets and business operations.

Train, supervise and evaluate personnel.

EDUCATION AND EXPERIENCE:

Master's degree in Business Administration or other related field to include work in the area of school business management or institutional finance. Training and/or related training in data processing management as it applies to management information systems. A minimum of five years of administrative experience in governmental and/or institutional fiscal operation. Experience in performing leadership functions in school business.

WORKING CONDITIONS:

PHYSICAL ABILITIES:

Bending, pushing, moving, lifting objects weighing up to 25 pounds.

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: CHIEF BUSINESS OFFICER

BASIC FUNCTION:

Directly responsible to the Superintendent for the School District Human Resources and Business Division, including supervision of Human Resources Division, chief negotiator, chief business officer, budget preparation and control, fiscal planning and management, accounting and fiscal reporting, data processing, risk management, purchasing, food services management, transportation, and building operations and maintenance; to do related work as required, and participate as a member of the Superintendent's Cabinet. This position is designated as "Senior Management" according to Education Code 45108.5.

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PHYSICAL ABILITIES:

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ADOPTED: April 1994

REVISED: September 1996 Reviewed: January 2000

REVISED: November 2005