

**PLEASE POST**

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

Special Meeting  
December 8, 2020

4:30 p.m.

Personnel Commission Office  
2335 Plaza del Amo, Torrance

**AGENDA**

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF MINUTES – Regular Meeting of November 17, 2020
- IV. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- V. NEW BUSINESS
  - A. Vacancy – Commissioners' Appointment
- VI. INFORMATION ITEMS
  - Next Regular Commission Meeting (2020) –  
December 15, 2020, 4:30 p.m. – Classified Conference Center
- VII. COMMENTS FROM STAFF
- VIII. COMMENTS FROM PERSONNEL COMMISSIONERS
- IX. 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/87587014346?pwd=Y3ZjYjlyY013eGJaTm9BMkQwdy9GZz09>. Meeting ID: 875 8701 4346 / Password: 6a9Jdm. Members of the public may make comments by following the instructions listed in the Personnel Commission Teleconference Notice found via the Personnel Commission homepage.

**Minutes of the Regular Meeting of the Personnel Commission  
November 17, 2020**

**CALL TO ORDER** The meeting was called to order by Commissioner Muhammed at 4:31 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, Personnel Commission Office, 2335 Plaza del Amo, Torrance, November 17, 2020.

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

**APPROVAL OF MINUTES – Regular Meeting of October 20, 2020** Commissioner Kuwahara moved, seconded by Commissioner Furey, that the Minutes of the Regular Meeting of October 20, 2020, be approved. Motion carried 3/0.

**APPROVAL OF ELIGIBILITY LIST – Administrative Assistant (Confidential), ASB Accounting Specialist, Credential Specialist, Behavior Analyst, Electrician, Health Services Assistant, Instructional Assistant, Nutrition Services Supervisor II, Paraeducator-Tier I/Tier II, Registered Behavior Technician, School Bus Driver, School Staff Assistant II, Student Supervision Assistant** Commissioner Furey moved, seconded by Commissioner Kuwahara that the eligibility lists of Administrative Assistant (Confidential), ASB Accounting Specialist, Credential Specialist, Behavior Analyst, Electrician, Health Services Assistant, Instructional Assistant, Nutrition Services Supervisor II, Paraeducator-Tier I/Tier II, Registered Behavior Technician, School Bus Driver, School Staff Assistant II, and Student Supervision Assistant, be approved. Motion carried 3/0.

**APPROVAL OF ADVANCED STEP PLACEMENT – Occupational Therapist** Commissioner Furey moved, seconded by Commissioner Kuwahara that the request for Emily Kershner to receive advanced step placement to Step 2, Range A40, on the Classified Employees Salary Schedule, Bargaining Unit C, effective as of the date of hire, be approved. Motion carried 3/0.

**INFORMATION ITEMS**  
Job Announcements:  
Child Development Program Assistant-Tier II  
Educational Assistant-Specialist Education-ASSISTT  
Grounds Maintenance Worker  
School Custodial Supervisor  
Next Regular Commission Meetings (2020) –  
December 15, 2020, 4:30 p.m. – Classified Conference Center

**ADJOURNMENT** Meeting adjourned at 4:41 pm

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

December 1, 2020

TO: PERSONNEL COMMISSIONERS  
Terry K. Furey, Vice-Chair  
Gary Kuwahara, CPA, Member

FROM: DIRECTOR-PERSONNEL COMMISSION  
Marion Schugt

SUBJECT: APPOINTMENT OF COMMISSIONER – Commissioners' Appointment

The Personnel Commissioners' current appointee to the Commission, Dr. Anil Muhammed will resign effective December 11, 2020. The position is now vacant pursuant to Personnel Commission Rule 2.1.8.3.

**2.1.8 EVENTS CAUSING VACANCY BEFORE EXPIRATION OF TERM:**

Personnel Commissioners shall be expected to attend all regular and special meetings of the Personnel Commission. If a member is unable to attend a scheduled meeting, the member shall contact the Director-Personnel Commission to inform the Commission of the expected absence. A member of the Personnel Commission shall be deemed to have vacated the seat of the Commission on the happening of any of the following events before the expiration of the prescribed term:

**2.1.8.3 The commissioner's resignation.**

In accordance with Personnel Commission Rule 2.1.9, FILING A VACATED POSITION: Upon a Personnel Commission position becoming vacant pursuant to Government Code 1770, the Commission shall be required to declare the position vacant pursuant to this Rule.

It is suggested that this memorandum serve as the notification to the relevant parties indicated above.

It is noted that by publishing this memorandum with the Commission's special meeting agenda for December 8, 2020; it is assumed that all parties acknowledge that there has been substantial compliance with all procedural issues concerning this matter.