

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
February 18, 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
 - A. Regular Meeting of January 21, 2020
 - B. Special Meeting of February 12, 2020
- IV. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- V. NEW BUSINESS
 - A. Approval of Eligibility Lists
 - ASB Accounting Specialist
 - Child Development Instructor
 - Child Development Program Assistant Tier II
 - Health Services Assistant
 - Nutrition Services Assistant I
 - Nutrition Services Assistant II
 - Paraeducator-Tier I/Tier II
 - Paraeducator-Tier II (Sign Language)
 - Registered Behavior Technician
 - Student Supervision Assistant
- VI. INFORMATION ITEMS
 - Job Announcements:
 - Adult Education Student Support Services Technician
 - Custodian Trainer
 - Educational Assistant-Special Education-ASSISTT
 - Supervisor-Electrical Maintenance
 - Next Regular Commission Meetings (2020) –
 - 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
January 21, 2020**

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

PRESENT Personnel Commissioners:

Anil S. Muhammed, Ed.D., Chair
Terry K. Furey, Vice-Chair
Gary Kuwahara, CPA, Member [Absent]

Marion Schugt, Director-Personnel Commission

PLACE AND DATE OF MEETING Torrance Unified School District, Classified Conference Center, 2336 Plaza del Amo, Torrance, January 21, 2020.

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

APPROVAL OF MINUTES – Regular Meeting of December 3, 2019 Commissioner Furey moved, seconded by Commissioner Muhammed, that the Minutes of the Regular Meeting of December 3, 2019, be approved. Motion carried 2/0.

APPROVAL OF ELIGIBILITY LIST – 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 Commissioner Furey moved, seconded by Commissioner Muhammed, that the eligibility lists of 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 and Student Supervision Assistant, be approved. Motion carried 2/0.

APPROVAL OF BOARD CERTIFIED BEHAVIOR ANALYST STIPEND Commissioner Furey moved, seconded by Commissioner Muhammed, that the request for BCBA stipend, be approved. Motion carried 2/0.

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 |

ADJOURNMENT Meeting adjourned at 4:35 p.m.

**Minutes of the Special Meeting of the Personnel Commission
February 12, 2020**

| | |
|---|--|
| CALL TO ORDER | The meeting was called to order by Commissioner Muhammed at 3:30 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, February 12, 2020. |
| PLEDGE OF ALLEGIANCE | The Pledge of Allegiance was led by Commissioner Furey. |
| CLOSED SESSION | Public Employee Discipline/Dismissal/Release |
| REPORT OF CLOSED SESSION ACTIONS | The Commissioners unanimously voted to grant the employee request. |
| ADJOURNMENT | Meeting adjourned at 3:45 p.m. |