

**PLEASE POST**

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting  
February 19, 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 January 15, 2019
- IV. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- V. NEW BUSINESS
  - A. Approval of Eligibility Lists –
    - Carpenter
    - Child Development Instructor
    - Child Development Program Assistant-Tier II
    - Grounds and Operations Supervisor
    - Human Resources Technician (Substitute)
    - Nutrition Services Assistant I
    - Nutrition Services Assistant II
    - Nutrition Services Transport/Stock Assistant
    - Paraeducator-Tier I/Tier II
    - School-to-Career Employment Assistant
    - Student Supervision Assistant
  - B. Approval of Board Certified Behavior Analyst Stipend
- VI. INFORMATION ITEMS
  - Job Announcements:
    - ASB Accounting Specialist
    - Educational Assistant-Special Education-ASSISTT
    - Occupational Therapist
    - Office Assistant
    - Paraeducator-Health Care
    - School-to-Career Employment Assistant
    - Senior Office Assistant
    - Staff Assistant-Special Education
    - Supervisor-District Night Custodial Services
  - Next Regular Commission Meetings (2019) –

March 19, 2019,	4:30 p.m. – Classified Conference Center
April 16, 2019,	4:30 p.m. – Classified Conference Center
May 21, 2019,	4:30 p.m. – Classified Conference Center
June 18, 2019,	4:30 p.m. – Classified Conference Center
July 16, 2019,	4:30 p.m. – Classified Conference Center
August 20, 2019,	4:30 p.m. – Classified Conference Center
September 17, 2019,	4:30 p.m. – Classified Conference Center
October 15, 2019,	4:30 p.m. – Classified Conference Center
November 5, 2019,	4:30 p.m. – Classified Conference Center
December 3, 2019,	4:30 p.m. – Classified Conference Center
- VII. COMMENTS FROM STAFF
- VIII. COMMENTS FROM PERSONNEL COMMISSIONERS
- IX. COMMENTS FROM THOSE IN ATTENDANCE #2
- X. ADJOURNMENT

**Minutes of the Regular Meeting of the Personnel Commission  
January 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, January 15, 2019.

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

**APPROVAL OF MINUTES – Regular Meeting of December 4, 2018** Commissioner Furey moved, seconded by Commissioner Muhammed, that the Minutes of the Regular Meeting of December 4 2018, be approved. Motion carried 3/0.

**APPROVAL OF ELIGIBILITY LIST – Assistant Director-Nutrition Services, Job Developer, Nutrition Services Assistant I, Nutrition Services Assistant II, Paraeducator-Tier I/Tier II, School Staff Assistant II, Student Supervision Assistant** Commissioner Muhammed moved, seconded by Commissioner Furey, that the eligibility lists of Assistant Director-Nutrition Services, Job Developer, Nutrition Services Assistant I, Nutrition Services Assistant II, Paraeducator-Tier I/Tier II, School Staff Assistant II, Student Supervision Assistant, be approved. Motion carried 3/0.

**APPROVAL OF REVISED JOB DESCRIPTION-Behavior Analyst** Commissioner Furey moved, seconded by Commissioner Muhammed, that the revised job description of Behavior Analyst with the following amendments: Representative Duty #2: delete "for students with a diagnosis of autism" and replace with "based on the unique needs of students"; Representative Duty #7: replace "or" with "of"; Representative Duty #10: delete "or BRIDGE assessments"; placement on Range A34 on the Classified Salary Schedule, Bargaining Unit C, \$5887-\$7156; and a stipend of \$932/year dependent on relevance to assignment, be approved. Motion carried 3/0.

**APPROVAL OF ADVANCED STEP PLACEMENT-Behavior Analyst** Commissioner Muhammed moved, seconded by Commissioner Furey, that Heather Bae receive advanced step placement to Step 2, Range A34, on the Classified Salary Schedule, Bargaining Unit C, effective as of the date of hire. Motion carried 3/0.

**INFORMATION ITEMS** Job Announcements:  
Carpenter  
Child Development Program Assistant-Tier II  
Grounds and Operations Supervisor  
Human Resources Technician (Substitute)  
Nutrition Services Assistant II  
Nutrition Services Transport/Stock Assistant  
Pool Maintenance Technician  
Student Supervision Assistant  
School-to-Career Employment Assistant

Next Regular Commission Meeting (2019) –  
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**ADJOURNMENT** Meeting adjourned at 4:46 p.m.

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

February 13, 2019

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

FROM: DIRECTOR-PERSONNEL COMMISSION  
Marion Schugt

SUBJECT: Approval of Board Certified Behavior Analyst (BCBA) Stipend

At the Regular Meeting of the Personnel Commission on January 15, 2019, the Commissioners approved a stipend of \$932 per year for possession of BCBA certification, dependent on relevance to the current assignment.

Upon evaluation of the assignments held by those that possess a BCBA, Dr. Elaine Semple has requested the stipend be approved for the following employees:

	<b>Name</b>	<b>Classification</b>
1.	Heather Bae	Behavior Analyst
2.	Jason Corcoran	Behavior Analyst
3.	Shaun Dukes	Behavior Analyst
4.	Eric Ishijima	Behavior Analyst
5.	Mandy Nicholson	Behavior Analyst
6.	Daisy Santilian	Behavior Analyst

**Recommendation:**

Approve the request for a stipend for those listed that hold BCBA certification, effective March 1, 2019.