

PLEASE POST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting

April 16, 2019

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 – 2019-2020
- IV. APPROVAL OF MINUTES – Regular Meeting of March 19, 2019
- V. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- VI. NEW BUSINESS
 - A. Approval of Eligibility Lists –
 - Behavior Analyst
 - Child Development Instructor
 - Child Development Program Assistant-Tier II
 - Custodian
 - Licensed Vocational Nurse
 - Nutrition Services Assistant I
 - Nutrition Services Assistant II
 - Nutrition Services Satellite Operator II
 - Paraeducator-Health Care
 - Paraeducator-Tier I/Tier II
 - Paraeducator-Tier II (Sign Language)
 - Plumber
 - Student Supervision Assistant
 - B. Approval of Advanced Step Placement – Occupational Therapist
 - C. Approval of Advanced Step Placement – Paraeducator-Tier II
 - D. Approval of Personnel Commission Budget – 2019-2020
- VII. INFORMATION ITEMS
 - Job Announcements:
 - Campus Security
 - Clerical Battery Level I, II and III
 - Carpenter
 - Fiscal Services Specialist
 - Grounds Maintenance Worker
 - Material Support Technician
 - Next Regular Commission Meetings (2019) –

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
- VIII. COMMENTS FROM STAFF
- IX. COMMENTS FROM PERSONNEL COMMISSIONERS
- X. COMMENTS FROM THOSE IN ATTENDANCE #2
- XI. ADJOURNMENT



Business Advisory Services
Annual Budget of Personnel Commission
Fiscal Year 2019-2020
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

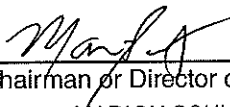
The Public Hearing on this proposed budget will be held at

TORRANCE UNIFIED SCHOOL DISTRICT - CLASSIFIED CONFERENCE CENTER - 2336 Plaza del Amo, Torrance

(Place)

on APRIL 16, 2019 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 APRIL 16, 2019

Signature of Chairman or Director of Personnel Commission
MARION SCHUGT
Print Name
DIRECTOR-PERSONNEL COMMISSION
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 2019-2020**

Name of Local Educational Agency: TORRANCE UNIFIED SCHOOL DISTRICT

Expenditure by Object	2017-2018 Actual*	2018-2019 Actual or Estimated*	2019-2020 Budget*
2000 Classified Salaries ⁽¹⁾			
Commission Members ⁽²⁾	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
Director	129,597.00	136,056.00	139,344.00
Secretaries, Clerks	209,181.00	213,962.00	210,684.00
Other	9,913.00	9,913.00	9,913.00
3000 Employee Benefits	146,780.00	158,054.00	168,666.00
Subtotal	499,071.00	521,585.00	532,207.00
4000 Supplies and Equipment Replacement	6,600.00	6,600.00	6,600.00
5000 Operating Expenses	49,497.00	49,497.00	49,497.00
6000 Equipment	7,000.00	7,000.00	7,000.00
Subtotal	63,097.00	63,097.00	63,097.00
Appropriation for Contingencies ⁽³⁾			
Total Expenditures	\$ 562,168.00	\$ 584,682.00	\$ 595,304.00

* 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
March 19, 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, February 19, 2019.

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

APPROVAL OF MINUTES – Regular Meeting of February 19, 2019 Commissioner Furey moved, seconded by Commissioner Muhammed, that the Minutes of the Regular Meeting of February 19, 2019, be approved. Motion carried 3/0.

COMMENTS FROM THOSE IN ATTENDANCE Kathy Kelley, CSEA 845 President, discussed an employee request for advanced step placement. The Commissioners asked a discussion item be included on the agenda for the Regular Meeting of the Personnel Commission on April 16, 2019.

APPROVAL OF ELIGIBILITY LIST – ASB Accounting Specialist, Educational Assistant-Special Education-ASSISTT, Licensed Vocational Nurse, Occupational Therapist, Office Assistant, Paraeducator-Health Care, Paraeducator-Tier I/Tier II, School-to-Career Employment Assistant, Senior Office Assistant, Staff Assistant-Special Education, Student Supervision Assistant, Supervisor-District Night Custodial Services Commissioner Muhammed moved, seconded by Commissioner Furey, that the eligibility lists of ASB Accounting Specialist, Educational Assistant-Special Education-ASSISTT, Licensed Vocational Nurse, Occupational Therapist, Office Assistant, Paraeducator-Health Care, Paraeducator-Tier I/Tier II, School-to-Career Employment Assistant, Senior Office Assistant, Staff Assistant-Special Education, Student Supervision Assistant, Supervisor-District Night Custodial Services, be approved. Motion carried 3/0.

APPROVAL OF BOARD CERTIFIED BEHAVIOR ANALYST STIPEND Commissioner Furey moved, seconded by Commissioner Muhammed, that the request for the BCBA stipend, be approved. Motion carried 3/0.

INFORMATION ITEMS Job Announcements:
Behavior Analyst
Custodian
Nutrition Services Satellite Operator II
Plumber

Next Regular Commission Meeting (2019) –
April 16, 2019, 4:30 p.m. – Classified Conference Center
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November 5, 2019, 4:30 p.m. – Classified Conference Center
December 3, 2019, 4:30 p.m. – Classified Conference Center

ADJOURNMENT Meeting adjourned at 4:42 p.m.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

April 10, 2019

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

FROM: DIRECTOR-PERSONNEL COMMISSION
Marion Schugt

SUBJECT: ADVANCED SALARY PLACEMENT – Occupational Therapist

BACKGROUND:

Attached is memorandum from Dr. Kumi Smart, Coordinator, requesting advanced salary placement for the new Occupational Therapist. In accordance with Personnel Commission Rule 17.2.1, Dr. Smart is requesting that Tricia Mimaki be granted advanced step placement at Step 2, Range A40, on the Classified Employees Salary Schedule Bargaining Unit C.

The request is based on possession of an advanced degree beyond the minimum requirements.

There have been previous instances in which the Personnel Commission approved advanced salary placement. In each of these circumstances, the prospective employees qualified in at least one or more of the following categories: (1) extensive school district experience and/or (2) extreme difficulty in recruitment for the particular position.

It is duly noted that the number of recruitment candidates within the classification of Occupational Therapist are severely limited due to the technical expertise and experience required.

DIRECTOR RECOMMENDATION:

Approve advanced step placement, as requested by Dr. Kumi Smart, Coordinator, for Tricia Mimaki to Step 2, Range A40, on the Classified Employees Salary Schedule Bargaining Unit C, for the position of Occupational Therapist, effective as of the date of hire.



Marion Schugt <schugt.marion@tUSD.org>

Advanced Salary Placement

Kumi Smart <Smart.Kumi@tUSD.org>
To: Marion Schugt <schugt.marion@tUSD.org>
Cc: Justine Lang <lang.justine@tUSD.org>

Tue, Apr 9, 2019 at 9:55 AM

Under Personnel Commission Rule 17.2.1, I respectfully request that Tricia Mimaki, our new Occupational Therapist, be granted advanced step placement at Step 2, range 40 on the Occupational Therapist Salary Schedule.

Ms. Mimaki has her Master's Degree which is beyond the minimum requirements established for entry into her job classification.

[Quoted text hidden]

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

April 10, 2019

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

FROM: DIRECTOR-PERSONNEL COMMISSION
Marion Schugt

SUBJECT: ADVANCED SALARY PLACEMENT – Paraeducator-Tier II

BACKGROUND:

Attached is memorandum from Mr. Jonathan Kaneshiro, Assistant Principal-South High School, requesting advanced salary placement for the Paraeducator-Tier II. In accordance with Personnel Commission Rule 17.2.1, Mr. Kaneshiro is requesting that Janet Murray Roberts be granted advanced step placement at Step 5, Range A11, on the Classified Employees Salary Schedule Bargaining Unit C.

The request is based on possession of over 20 years of experience in an equivalent position with the Los Angeles County Office of Education.

There have been previous instances in which the Personnel Commission approved advanced salary placement. In each of these circumstances, the prospective employees qualified in at least one or more of the following categories: (1) extensive school district experience and/or (2) extreme difficulty in recruitment for the particular position.

DIRECTOR RECOMMENDATION:

Approve advanced step placement, as requested by Mr. Jonathan Kaneshiro, Assistant Principal-SHS, for Janet Murray Roberts to Step 5, Range A11, on the Classified Employees Salary Schedule Bargaining Unit C, for the position of Paraeducator-Tier II, effective as of the date of hire.



Marion Schugt <schugt.marion@tUSD.org>

Janet Murray Roberts

Jonathan Kaneshiro <jkaneshiro@tUSD.org>
To: Marion Schugt <schugt.marion@tUSD.org>

Wed, Apr 10, 2019 at 4:41 PM

TO: Marion Schugt, Director-Personnel Commission

FROM: Jonathan Kaneshiro, Assistant Principal-South High School

SUBJECT: Salary Step Advance Placement for Janet Murray Roberts

This email is requesting an advance step placement for Janet Murray Roberts, Paraeducator Tier II.

Ms. Murray Roberts has over 20 years of classroom experience with LACOE with students ranging from mild to severe disabilities. For this reason I am requesting that Ms. Murray Roberts start at Step 5 on the salary scale.

Sincerely,

Jonathan Kaneshiro