

**PLEASE POST**

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting  
October 20, 2020

4:30 p.m.

Personnel Commission Office  
2335 Plaza del Amo, Torrance

**AGENDA**

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. PUBLIC HEARING – APPOINTMENT OF COMMISSIONER
- IV. APPROVAL OF MINUTES – Regular Meeting of September 15, 2020
- V. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- VI. NEW BUSINESS
  - A. Approval of Appointment of Commissioner – Commissioners' Appointment
  - B. Approval of Eligibility Lists
    - Health Services Assistant
    - Occupational Therapist
    - Paraeducator-Tier I/Tier II
  - C. Approval of Re-Employment Lists
    - Adult Education Instructional Assistant
    - Adult Education Instructional Assistant-Child Care
    - Instructional Assistant-Computer Lab
  - D. Approval of Advanced Step Placement – Technology Support Specialist
- VII. INFORMATION ITEMS
  - Job Announcements:
    - Administrative Assistant
    - ASB Accounting Specialist
    - Behavior Analyst
    - Credential Specialist
    - Electrician
    - Instructional Assistant
    - Nutrition Services Supervisor II
    - Occupational Therapist
    - Registered Behavior Technician
    - School Bus Driver
    - Student Supervision Assistant
  - Next Regular Commission Meetings (2020) –
    - 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/87587014346?pwd=Y3ZjYjlyY013eGJaTmPBMkQwdy9GZz09>. 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  
September 15, 2020**

<b>CALL TO ORDER</b>	The meeting was called to order by Commissioner Muhammed at 4:30 p.m.
<b>PRESENT</b>	Personnel Commissioners:  Anil S. Muhammed, Ed.D., Chair Terry K. Furey, Vice-Chair Gary Kuwahara, CPA, Member  Marion Schugt, Director-Personnel Commission
<b>PLACE AND DATE OF MEETING</b>	Torrance Unified School District, Personnel Commission Office, 2335 Plaza del Amo, Torrance, September 15, 2020.
<b>PLEDGE OF ALLEGIANCE</b>	The Pledge of Allegiance was led by Ms. Schugt.
<b>APPROVAL OF MINUTES – Regular Meeting of August 15, 2020</b>	Commissioner Kuwahara moved, seconded by Commissioner Furey, that the Minutes of the Regular Meeting of August 15, 2020, be approved. Motion carried 3/0.
<b>APPROVAL OF ELIGIBILITY LIST – Child Development Instructor, Child Development Program Assistant-Tier II, Custodian, School Staff Assistant I, School Staff Assistant II, Technology Support Specialist</b>	Commissioner Furey moved, seconded by Commissioner Kuwahara that the eligibility lists of Child Development Instructor, Child Development Program Assistant-Tier II, Custodian, School Staff Assistant I, School Staff Assistant II, and Technology Support Specialist, be approved. Motion carried 3/0.
<b>APPROVAL OF PROPOSED 2021 PERSONNEL COMMISSION MEETING SCHEDULE</b>	Commissioner Furey moved, seconded by Commissioner Kuwahara that proposed 2021 Personnel Commission Meeting schedule, be approved. Motion carried 3/0.
<b>APPOINTMENT OF COMMISSION – THE COMMISSIONERS’ APPOINTMENT</b>	Commissioner Furey and Commissioner Kuwahara announced that they intend to reappoint Commissioner Muhammed. A public hearing will be held on October 20, 2020.
<b>APPROVAL OF 2019-2020 ANNUAL REPORT</b>	Commissioner Kuwahara moved, seconded by Commissioner Furey that the 2019-2020 Annual Report with an amendment to include verbiage that recruiting was put on hold due to COVID-19, be approved. Motion carried 3/0.
<b>INFORMATION ITEMS</b>	Job Announcements: Occupational Therapist School Staff Assistant II  Next Regular Commission Meetings (2020) – 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
<b>ADJOURNMENT</b>	Meeting adjourned at 4:44 pm

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

October 13, 2020

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

FROM: DIRECTOR-PERSONNEL COMMISSION  
Marion Schugt

SUBJECT: ADVANCED SALARY PLACEMENT – Technology Support Specialist

**BACKGROUND:**

Attached is memorandum from Mr. Gil Mara, Chief Education Technology and Information Services Officer and Dr. Wayne Diulio, Director of Adult and Alternative Education. In accordance with Personnel Commission Rule 17.2.1, Mr. Mara and Dr. Diulio are requesting that Diego Garcia be granted advanced step placement at Step 3, Range 29, on the Classified Employees Salary Schedule Bargaining Unit B.

The request is based on possession of several years of experience in an equivalent position with a school district.

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. Gil Mara, Chief Education Technology and Information Services Officer and Dr. Wayne Diulio, Director of Adult and Alternative Education, for Diego Garcia to Step 3, Range 29, on the Classified Employees Salary Schedule Bargaining Unit B, for the position of Technology Support Specialist, effective as of the date of hire.



Marion Schugt <schugt.marion@tUSD.org>

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**Diego Garcia**

1 message

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**Gil Mara** <mara.gil@tUSD.org>

Tue, Sep 22, 2020 at 9:26 PM

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

Cc: Wayne Diulio <Diulio.Wayne@tUSD.org>

Marion,

On behalf of myself and Dr. Diulio, I would like to request an advanced step placement to step 3 for Adult Ed's new technology support specialist, Diego Garcia brings with him six years of highly skilled experience from the Hawthorne School District. Thank you for your consideration.

Gil Mara  
Chief Ed Tech and Information Services Officer  
Torrance Unified School District  
2336 Plaza Del Amo | Torrance, CA 90509  
310-972-6500  
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