

PLEASE POST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
April 21, 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 – Regular Meeting of March 17, 2020
- IV. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- V. NEW BUSINESS
 - A. Approval of Eligibility Lists
 - Risk Management Analyst
 - Supervisor-Electrical Maintenance
 - B. Approval of Re-Employment List – Instructional Assistant
- VI. INFORMATION ITEMS
 - Job Announcements:
 - Payroll-Position Control Coordinator
 - Next Regular Commission Meetings (2020) –
 - 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
March 17, 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

Marion Schugt, Director-Personnel Commission

PLACE AND DATE OF MEETING Torrance Unified School District, Classified Conference Center, 2336 Plaza del Amo, Torrance, March 17, 2020.

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

APPROVAL OF MINUTES – Regular Meeting of February 18, 2020 Commissioner Furey moved, seconded by Commissioner Kuwahara, that the Minutes of the Regular Meeting of February 18, 2020, be approved. Motion carried 3/0.

APPROVAL OF ELIGIBILITY LIST – Adult Education Student Support Services Technician, Campus Security, Child Development Program Assistant Tier II, Custodian Trainer, Health Services Assistant, Paraeducator-Tier I/Tier II, Paraeducator-Tier II (Russian), School Bus Driver, Student Supervision Assistant Commissioner Kuwahara moved, seconded by Commissioner Furey that the eligibility lists of Adult Education Student Support Services Technician, Campus Security, Child Development Program Assistant Tier II, Custodian Trainer, Health Services Assistant, Paraeducator-Tier I/Tier II, Paraeducator-Tier II (Russian), School Bus Driver, Student Supervision Assistant, be approved. Motion carried 3/0.

APPROVAL OF ADVANCED STEP PLACEMENT – ASB Accounting Specialist Commissioner Furey moved, seconded by Commissioner Kuwahara that the request for Cristina Garcia to receive advanced step placement to Step 4, Range 20, on the Classified Clerical/Technical Employees Salary Schedule, effective as of the date of hire, be approved. Motion carried 3/0.

INFORMATION ITEMS Job Announcements:
Risk Management Analyst

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ADJOURNMENT Meeting adjourned at 4:35 p.m.