

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
August 18, 2020

4:30 p.m.

Personnel Commission Office
2335 Plaza del Amo, Torrance

AGENDA

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF MINUTES – Regular Meeting of July 21, 2020
- IV. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- V. NEW BUSINESS
 - A. Approval of Eligibility Lists
 - Benefits Specialist
 - Human Resources Specialist
 - Office Assistant
 - Senior Office Assistant
- VI. INFORMATION ITEMS
 - Job Announcements:
 - Custodian
 - School Staff Assistant II
 - Technology Support Specialist
 - Next Regular Commission Meetings (2020) –
 - 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. CLOSED SESSION
 - A. Pursuant to Government Code Section 54956.8, Public Employee Performance Evaluation,
Title: Director-Personnel Commission
- 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
July 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, July 21, 2020.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Ms. Furey.

**APPROVAL OF MINUTES – Regular
Meeting of June 16, 2020**

Commissioner Furey moved, seconded by Commissioner Muhammed, that the Minutes of the Regular Meeting of June 16, 2020, be approved. Motion carried 2/0.

**APPROVAL OF ELIGIBILITY LIST –
Chief Business Officer, Educational
Assistant-Special Education-ASSISTT,
Technology Support Specialist**

Commissioner Furey moved, seconded by Commissioner Muhammed that the eligibility lists of Chief Business Officer, Educational Assistant-Special Education-ASSISTT, Technology Support Specialist, be approved. Motion carried 2/0.

INFORMATION ITEMS

Job Announcements:

Benefits Specialist
Human Resources Specialist
Office Assistant
Senior Office Assistant
School Bus Driver
School Staff Assistant I
School Staff Assistant II

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ADJOURNMENT

Meeting adjourned at 4:38 pm