

PLEASE POST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
September 21, 2021

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 August 17, 2021
- IV. COMMENTS FROM THOSE IN ATTENDANCE (Limited to 30 Minutes)
- V. NEW BUSINESS
 - A. Approval of Eligibility Lists
 - Campus Security
 - Child Development Instructor
 - Child Development Program Assistant-Tier II
 - College-Career Counseling Coordinator
 - Custodian
 - Educational Assistant-Specialist Education-ASSISTT
 - Glazier
 - Health Services Assistant
 - Human Resources Specialist
 - Instructional Assistant
 - Library/Media Specialist
 - Nutrition Services Assistant II
 - Occupational Therapist
 - Paraeducator-Health Care
 - Paraeducator-Tier I/Tier II
 - Pest Control Technician
 - Staff Assistant-Facilities
 - Student Supervision Assistant
 - Supervisor-Facilities Usage
 - B. Approval of Advanced Step Placement – Benefits Specialist
 - C. Approval of Advanced Step Placement – College-Career Counseling Coordinator
- VI. INFORMATION ITEMS
 - Job Announcements:
 - Adult Education Specialist
 - Fiscal Services Specialist
 - Grounds Maintenance Worker
 - Human Resources Specialist
 - Personnel Analyst
 - Nutrition Services Operations Supervisor
 - Nutrition Services Transport/Stock Assistant
 - Office Assistant
 - Painter
 - Pool Maintenance Technician
 - School Staff Assistant I
 - Senior Office Assistant
 - Supervisor-Facilities Usage

INFORMATION ITEMS (CONTINUED)

Next Regular Commission Meetings (2021) –

- October 19, 2021, 4:30 p.m. – Classified Conference Center
- November 16, 2021, 4:30 p.m. – Classified Conference Center
- December 7, 2021, 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

**Minutes of the Regular Meeting of the Personnel Commission
August 17, 2021**

CALL TO ORDER	The meeting was called to order by Commissioner Kuwahara at 4:30 p.m.
PRESENT	Personnel Commissioners: Terry K. Furey, Chair [Excused Absence] Gary Kuwahara, CPA, Vice-Chair Mark Steffen, Member Marion Schugt, Director-Personnel Commission
PLACE AND DATE OF MEETING	Torrance Unified School District, Classified Conference Center, 2336 Plaza del Amo, Torrance, August 17, 2021
APPROVAL OF EXCUSED ABSENCE OF PERSONNEL COMMISSIONER	Commissioner Steffen moved, seconded by Commissioner Kuwahara that the excused absence of Commissioner Furey, be approved. Motion carried 2/0.
APPROVAL OF MINUTES – Regular Meeting of July 20, 2021	Commissioner Steffen moved, seconded by Commissioner Kuwahara, that the Minutes of the Regular Meeting of July 20, 2021, be approved. Motion carried 2/0.
APPROVAL OF ELIGIBILITY LIST – Benefits Specialist, Fiscal Services Specialist, Instructional Assistant, Nutrition Services Assistant II, Student Supervision Assistant	Commissioner Steffen moved, seconded by Commissioner Kuwahara that the eligibility lists of Benefits Specialist, Fiscal Services Specialist, Instructional Assistant, Nutrition Services Assistant II and Student Supervision Assistant, be approved. Motion carried 2/0.
APPROVAL OF NEW JOB DESCRIPTION – Supervisor-Facilities Usage	Commissioner Steffen moved, seconded by Commissioner Kuwahara that the new job description of Supervisor-Facilities Usage, be approved. Motion carried 2/0.
INFORMATION ITEMS	Job Announcements: Educational Assistant-Special Education-ASSISTT Glazier Occupational Therapist Paraeducator-Health Care Pest Control Technician Registered Behavior Technician Staff Assistant-Facilities Next Regular Commission Meetings (2021) – September 21, 2021, 4:30 p.m. – Classified Conference Center October 19, 2021, 4:30 p.m. – Classified Conference Center November 16, 2021, 4:30 p.m. – Classified Conference Center December 7, 2021, 4:30 p.m. – Classified Conference Center
ADJOURNMENT	Meeting adjourned at 4:35 pm

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

September 15, 2021

TO: PERSONNEL COMMISSIONERS
Terry K. Furey, Chair
Gary Kuwahara, CPA, Vice-Chair
Mark Steffen, Member

FROM: DIRECTOR-PERSONNEL COMMISSION
Marion Schugt

SUBJECT: ADVANCED SALARY PLACEMENT – Benefits Specialist

BACKGROUND:

Attached is memorandum from Kathy Kasai, Manager-Health and Welfare Benefits. In accordance with Personnel Commission Rule 17.2.1, Ms. Kasai is requesting that Rocio Mendoza be granted advanced step placement at Step 3, Range 18, on the Classified Employees Salary Schedule Bargaining Unit B – Clerical/Technical.

The request is based on possession of several years of related experience and direct experience within 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 Kathy Kasai, Manager-Health and Welfare Benefits to Step 3, Range 18, on the Classified Employees Salary Schedule Bargaining Unit B – Clerical/Technical, for the position of Benefits Specialist, effective as of the date of hire.



Marion Schugt <schugt.marion@tUSD.org>

Step Increase request for Rocio Mendoza

1 message

Kathy Kasai <kasai.kathy@tUSD.org>
To: Marion Schugt <schugt.marion@tUSD.org>

Thu, Sep 2, 2021 at 4:00 PM

Marion,

I am respectfully requesting a step increase to Step 3 for Rocio Mendoza, our new Benefits Specialist. This request is based upon her extensive experience within a school district, over 25 years and her knowledge thereof. Please let me know if you need more information.

Thank you,

Kathy Kasai
Manager - Health & Welfare Benefits
310-972-6089
<https://www.tUSD.org/benefits>

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

September 15, 2021

TO: PERSONNEL COMMISSIONERS
Terry K. Furey, Chair
Gary Kuwahara, CPA, Vice-Chair
Mark Steffen, Member

FROM: DIRECTOR-PERSONNEL COMMISSION
Marion Schugt

SUBJECT: ADVANCED SALARY PLACEMENT – College-Career Counseling Coordinator

BACKGROUND:

Attached is memorandum from Michelle Fournier, Principal-South High School. In accordance with Personnel Commission Rule 17.2.1, Ms. Fournier is requesting that Doris Lee be granted advanced step placement at Step 5, Range B1, on the Classified Employees Salary Schedule Bargaining Unit B – Clerical/Technical.

The request is based on possession of extensive years of related experience and direct experience working at the collegiate level.

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 Michelle Fournier, Principal-South High School to Step 5, Range B1, on the Classified Employees Salary Schedule Bargaining Unit B – Clerical/Technical, for the position of College-Career Counseling Coordinator, effective as of the date of hire.



SOUTH HIGH SCHOOL

4801 PACIFIC COAST HIGHWAY
TORRANCE, CALIFORNIA 90505
(310)533-4352

LEO KLEMM, DEAN OF STUDENTS
VICKI HILDRETH, STUDENT ACTIVITIES
KEVIN VAN WAARDENBURG, ATHLETIC DIRECTOR
JOVAN BELTRAN, SITE SUPERVISOR

MICHELLE FOURNIER, PRINCIPAL
JIM EVANS, ASSISTANT PRINCIPAL
JACKIE RYAN, ASSISTANT PRINCIPAL
JON KANESHIRO, ASSISTANT PRINCIPAL

September 15, 2021

To Whom it May Concern: Personnel Commission,

South High School has chosen Doris Lee to fill the position of College and Career Coordinator. I am petitioning to start Doris at step 5 due to her additional education and extensive experience in the field.

Her experience is over a period of 22 years. She has worked in college admissions over this time for a private university, international school and study abroad program, and most recently with the California State University system. These are exactly the skills we have been looking for in our College Career Coordinator.

As a district, we have been tasked to increase both our A-G completion rate and our 4 year college going rate. Doris brings a wealth of knowledge and experience to this job that is unparalleled and her salary should be commensurate with her level of experience. Please see below for supporting proof.

Experience

Associate Director of Outreach & School Relations | 2018 – Present California State University, Dominguez Hills | Carson, CA

- Organize Fall recruitment efforts with over 300 area high schools as well as 20 community colleges.
- Supervise, train and oversee 8 staff members and 40 student interns
- Partner with campus administrators to ensure enrollment management targets are on track and brought in the largest incoming class for Fall 2019
- Transitioned the department to a new CMS software and the campus to a new Intent to Enroll deposit as well as developed BPG's to guide staff
- Develop a cloud based communication center to support Toro One Stop in order to serve our 17,000 students
- Organize and run all spring yield events and summer New Student Orientation events, bringing in over 6,500 new undergraduates per year
- Manage the running of daily reports as well as provide analytics to make data informed decisions regarding recruitment
- Awarded two grants to support and transition our Asian and African American students for the Fall 2019 academic year
- Responsible for the outlining, implementation and training of all systems and procedures within Outreach & School Relations

Director of International Admissions | 2015 – 2018 California State University, Long Beach | Long Beach, CA

- Manage a staff of five evaluators, one processor and student assistants
- Determine, create and implement systems and procedures regarding international transcript evaluation
- Collaborate with recruitment to implement strategies that align and meet international targets and goals
- Oversee all processing and decision for over 7,000 international undergraduate and graduate applicants per year as well as domestic applicants with foreign credentials
- Represent Center for International Education at fairs, events and build relationships with outside communities

Admissions Consultant | 2013 – 2014 Transcend Admissions | Taipei, Taiwan

- Advise Taiwanese students interested in studying abroad regarding programs, schools and campus life as well as I-20 process
- Assist with editing and brainstorming application requirements such as resume, essays and application form

- Work with students on preparing for graduate interviews as well as run mock interviews and prepare them for visa application
- Create and maintain application goals so students apply well before application deadline
- Manage multiple applications for students applying to multiple institutions and advise students on school of choice upon acceptance Maintain an average of 95% and higher acceptance rate

Director of University Outreach | 2012 – 2013 Resume Companion/Resumes for America | Taipei, Taiwan

- Established and managed the non-profit section, partnering with over 50 career service centers providing support as well as training
- Created and wrote all PR announcements as well as represent Resumes For America at the NACE conference
- Worked with University staff on training and implementing of software as well as educating career service counselors on resume/career trends
- Assisted students and alumni in creating over 3,000 resumes as a Certified ResumeWriter
- Managed all SEO for Resumes For America as well as assisted in SEO for Resume Companion
- Initiated programs and strategies to help counselors better serve students, alumni and veterans

Assistant Director of Graduate Admission | 2008 – 2012 Pace University | New York, NY

- Assisted Director in the daily running of recruitment, operations, and admissions of over 5,000 yearly applicants, with over 40% being MBA applications
- Reviewed graduate applications, handled entrance interviews and worked with faculty in determining admission decisions
- Provided service and support to prospective students and applicants for all 47 graduate programs as well as DSO for graduate department
- Managed a support staff of five and four graduate student aides
- Lead and executed our virtual/paperless admissions process transition, converting over 10,000 paper applications as well as maintain all incoming applications
- Collaborated with graduate faculty on recruitment events, information sessions, and online chats
- Facilitated Graduate Admissions in obtaining a 14% increase in, both, domestic and international applications
- Ran and analyzed weekly reports and created yearly proposals based on the reports for the next academic calendar year
- Represented Pace at all MBA Fairs, domestically and internationally, as well as analyze and disseminate all leads to staff to increase outreach
- Responsible for hiring and training of all staff positions and graduate student aides

I thank you for your time and consideration,



Michelle Fournier