

**PLEASE POST**

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting  
March 17, 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 February 18, 2020
- IV. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- V. NEW BUSINESS
  - A. Approval of Eligibility Lists
    - 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
  - B. Request for Advanced Step Placement – ASB Accounting Specialist
- VI. INFORMATION ITEMS
  - Job Announcements:
    - Risk Management Analyst
  - Next Regular Commission Meetings (2020) –
    - April 21, 2020, 4:30 p.m. – Classified Conference Center
    - 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  
February 18, 2020**

**CALL TO ORDER** The meeting was called to order by Commissioner Muhammed at 4:39 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, February 18, 2020.

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

**APPROVAL OF MINUTES – Regular Meeting of January 21, 2020** Commissioner Furey moved, seconded by Commissioner Kuwahara, that the Minutes of the Regular Meeting of January 21, 2020, be approved. Motion carried 2/1 Abstention.

**APPROVAL OF MINUTES –Special Meeting of February 12, 2020** Commissioner Furey moved, seconded by Commissioner Kuwahara, that the Minutes of the Special Meeting of February 12, 2020, be approved. Motion carried 3/0.

**APPROVAL OF ELIGIBILITY LIST – ASB Accounting Specialist, Child Development Instructor, Child Development Program Assistant Tier II, Health Services Assistant, Nutrition Services Assistant I, Nutrition Services Assistant II, Paraeducator-Tier I/Tier II, Paraeducator-Tier II (Sign Language), Registered Behavior Technician, Student Supervision Assistant** Commissioner Kuwahara moved, seconded by Commissioner Furey that the eligibility lists of ASB Accounting Specialist, Child Development Instructor, Child Development Program Assistant Tier II, Health Services Assistant, Nutrition Services Assistant I, Nutrition Services Assistant II, Paraeducator-Tier I/Tier II, Paraeducator-Tier II (Sign Language), Registered Behavior Technician, and Student Supervision Assistant, be approved. Motion carried 3/0.

**INFORMATION ITEMS**  
Job Announcements:  
Adult Education Student Support Services Technician  
Custodian Trainer  
Educational Assistant-Special Education-ASSISTT  
Supervisor-Electrical Maintenance

Next Regular Commission Meetings (2020) –  
March 17, 2020, 4:30 p.m. – Classified Conference Center  
April 21, 2020, 4:30 p.m. – Classified Conference Center  
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

**ADJOURNMENT** Meeting adjourned at 4:42 p.m.

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

March 11, 2020

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

**FROM:** DIRECTOR-PERSONNEL COMMISSION  
Marion Schugt

**SUBJECT:** REQUEST FOR ADVANCED SALARY PLACEMENT – ASB Accounting Specialist

**BACKGROUND:**

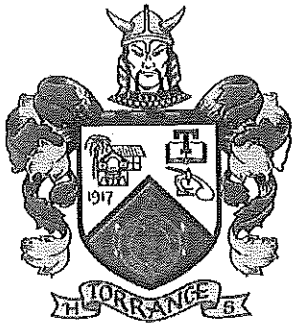
Attached is memorandum from Mr. Karim Girgis, Principal-Torrance High School, requesting advanced salary placement for the new ASB Accounting Specialist – Cristina Garcia. In accordance with Personnel Commission Rule 17.2.1, Mr. Girgis is requesting that the new ASB Accounting Specialist be granted advanced step placement at Step 4, Range 20, on the Classified Clerical/Technical Employee Salary Schedule.

The request is based on years of valuable experience in the area related to ASB accounting in a high school setting and possession of an additional related degree.

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 experience beyond what is minimally required; (2) additional education beyond what is minimally required; and/or (3) extreme difficulty in recruitment for the particular position.

**DIRECTOR RECOMMENDATION:**

Approve advanced step placement, as requested by Mr. Karim Girgis, Principal-Torrance High School, to Step 4, Range 20, on the Classified Clerical/Technical Employees Salary Schedule for the position of ASB Accounting Specialist, effective as of the date of hire.



# TORRANCE HIGH SCHOOL

February 21, 2020

TO: Marion Schugt, Director – Personnel Commission

RE: Cristina Garcia, ASB Accounting Specialist

Dear Ms. Schugt,

Cristina Garcia is the new ASB Accounting Specialist at Torrance High. Her start date is 2/24/20. Here are some of her experiences and specific skills:

- More than 3 years of experience at a high school in preparing and processing financial records, analyzing statistical analytical reports, and secretarial, clerical, and bookkeeping skills.
- Fluent in both English and Spanish in reading and writing
- Successfully generated \$150,000 in revenue for Inglewood High School in 10 months by depositing daily funds from Senior Event funds, Advanced Placement Exams, Yearbooks, Fundraisers and Sports' Games.
- More than 3 years of experience preparing for external audits, creating reports, reconciling bank records for transactions, and monitoring funds in Associated Student Body fund accounts.
- Bachelor's Degree in Finance

Upon evaluation of this experience I am requesting her monthly salary range to start at Step 4 on the Salary Schedule.

Thank you for your time.

Sincerely,

Karim Girgis

Principal



2200 West Carson Street • Torrance, California 90501

