

PLEASE POST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
November 17, 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 October 20, 2020
- IV. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- V. NEW BUSINESS
 - A. Approval of Eligibility Lists
 - Administrative Assistant (Confidential)
 - ASB Accounting Specialist
 - Credential Specialist
 - Behavior Analyst
 - Electrician
 - Health Services Assistant
 - Instructional Assistant
 - Nutrition Services Supervisor II
 - Paraeducator-Tier I/Tier II
 - Registered Behavior Technician
 - School Bus Driver
 - School Staff Assistant II
 - Student Supervision Assistant
 - B. Approval of Advanced Step Placement – Occupational Therapist
- VI. INFORMATION ITEMS
 - Job Announcements:
 - Child Development Program Assistant-Tier II
 - Educational Assistant-Specialist Education-ASSISTT
 - Grounds Maintenance Worker
 - School Custodial Supervisor
 - Next Regular Commission Meetings (2020) –
December 15, 2020, 4:30 p.m. – Classified Conference Center
- VII. COMMENTS FROM STAFF
- VIII. COMMENTS FROM PERSONNEL COMMISSIONERS
- IX. 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
October 20, 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, Personnel Commission Office, 2335 Plaza del Amo, Torrance, October 20, 2020.

PLEDGE OF ALLEGIANCE The Pledge of Allegiance was led by Ms. Schugt.

PUBLIC HEARING – APPOINTMENT OF COMMISSIONER Commissioner Furey opened the public hearing requesting input on the appointment of Dr. Muhammed as Personnel Commissioner.
Hearing no comment, Commissioner Furey requested a motion to close the public hearing. Commissioner Kuwahara moved, seconded by Commissioner Furey, that the public hearing be closed. Motion carried 2/0.

APPROVAL OF MINUTES – Regular Meeting of September 15, 2020 Commissioner Kuwahara moved, seconded by Commissioner Furey, that the Minutes of the Regular Meeting of September 15, 2020, be approved. Motion carried 3/0.

APPROVAL OF APPOINTMENT OF COMMISSIONER Commissioner Kuwahara moved, seconded by Commissioner Furey, that Dr. Muhammed be appointed to the Personnel Commission of the Torrance Unified School District to serve a three-year term to the first meeting in December 2023. Motion carried 2/0.
Commissioner Furey administered the Oath of Allegiance to Dr. Muhammed (see attached Oath of Allegiance).

APPROVAL OF ELIGIBILITY LIST – Health Services Assistant, Occupational Therapist, Paraeducator-Tier I/Tier II Commissioner Kuwahara moved, seconded by Commissioner Furey that the eligibility lists of Health Services Assistant, Occupational Therapist and Paraeducator-Tier I/Tier II, be approved. Motion carried 3/0.

APPROVAL OF RE-EMPLOYMENT LIST – Adult Education Instructional Assistant, Adult Education Instructional Assistant-Child Care, Instructional Assistant-Computer Lab Commissioner Kuwahara moved, seconded by Commissioner Furey that the re-employment lists of Adult Education Instructional Assistant, Adult Education Instructional Assistant-Child Care and Instructional Assistant-Computer Lab, be approved. Motion carried 3/0.

APPROVAL OF ADVANCED STEP PLACEMENT – TECHNOLOGY SUPPORT SPECIALIST Commissioner Furey moved, seconded by Commissioner Kuwahara that the request for Diego Garcia to receive advanced step placement to Step 3, Range 29, on the Classified Employees Salary Schedule, Bargaining Unit B, effective as of the date of hire, be approved. Motion carried 3/0.

INFORMATION ITEMS
Job Announcements:
Administrative Assistant (Confidential)
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

ADJOURNMENT Meeting adjourned at 4:42 pm

**TORRANCE UNIFIED SCHOOL DISTRICT
Personnel Commission**

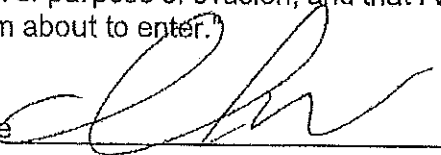
OATH OF ALLEGIANCE FOR PERSONNEL COMMISSION MEMBERS

ANIL S. MUHAMMED, You have been appointed by the Commissioner appointed by the Board of Education and the Commissioner appointed by the classified employees to serve a term to the first meeting in December 2023, as a Personnel Commissioner in the TORRANCE UNIFIED SCHOOL DISTRICT.

You were appointed because you are an adherent to the principle of the Merit (Civil Service) System by the nature of your prior public service. You have given evidence that you support the concept of employment, continuance in employment, in-service promotional opportunities, and other related matters on the basis of merit and fitness. You have clearly demonstrated through your actions that you do, in fact support the Merit (Civil Service) System and its operation.


OATH OF ALLEGIANCE
(Ed. Code Sections 7000/7001 of California
Constitution Article 20, Section 3)

"I, **ANIL S. MUHAMMED**, do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will faithfully discharge the duties upon which I am about to enter."

Signature of Appointee 

Subscribed and affirmed to, before me, this 20th day of October, 2020

Signature and Title of Certifying Officer


Terry K. Furey
Vice-Chair

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

November 10, 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 – Occupational Therapist

BACKGROUND:

Attached is memorandum from Dr. Kumi Smart, Coordinator-Special Education. In accordance with Personnel Commission Rule 17.2.1, Dr. Smart is requesting that Emily Kershner be granted advanced step placement at Step 2, Range A40, on the Classified Employees Salary Schedule Bargaining Unit C.

The request is based on possession of several years of experience in an equivalent position and an advanced 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 school district experience and/or (2) extreme difficulty in recruitment for the particular position.

DIRECTOR RECOMMENDATION:

Approve advanced step placement, as requested by Dr. Smart, Coordinator-Special Education, for Emily Kershner to Step 2, Range A40, on the Classified Employees Salary Schedule Bargaining Unit C, for the position of Occupational Therapist, effective as of the date of hire.



Marion Schugt <schugt.marion@tUSD.org>

Fwd: [External] Thank you and Request for Advanced Step Placement

1 message

Kumi Smart <Smart.Kumi@tUSD.org>
To: Marion Schugt <schugt.marion@tUSD.org>

Thu, Oct 15, 2020 at 2:39 PM

Under Personnel Commission Rule 17.2.1, I respectfully request that Emily Kershner, our new Occupational Therapist, be granted advanced step placement at Step 2, range 40 on the Occupational Therapist Salary Schedule.

Emily Kershner has her Master's Degree which is beyond the minimum requirements established for entry into her job classification.

See note below regarding her request.

Kumi Smart, Ed. D
Coordinator
Special Education
310 972-6124
310 892-1042 (cell)
310 972-6581 (Fax)
smart.kumi@tUSD.org