

PLEASE POST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
December 15, 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 – Special Meeting of December 8, 2020
- IV. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- V. NEW BUSINESS
 - A. Election of Officers
 - B. Approval of Eligibility Lists
 - Child Development Program Assistant-Tier II
 - Educational Assistant-Specialist Education-ASSISTT
 - Instructional Assistant
 - Paraeducator-Tier I/Tier II
 - School Custodial Supervisor
 - Student Supervision Assistant
 - C. Appointment of Commissioner – The Commissioners' Appointment
- VI. INFORMATION ITEMS
 - Job Announcements:
 - Nutrition Services Supervisor I
 - Human Resources Technician (Substitutes)
 - Next Regular Commission Meetings (2021) –
 - January 19, 2021, 4:30 p.m. – Classified Conference Center
 - February 16, 2021, 4:30 p.m. – Classified Conference Center
 - March 16, 2021, 4:30 p.m. – Classified Conference Center
 - April 20, 2021, 4:30 p.m. – Classified Conference Center
 - May 18, 2021, 4:30 p.m. – Classified Conference Center
 - June 15, 2021, 4:30 p.m. – Classified Conference Center
 - July 20, 2021, 4:30 p.m. – Classified Conference Center
 - August 17, 2021, 4:30 p.m. – Classified Conference Center
 - 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
- 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 Special Meeting of the Personnel Commission
December 8, 2020**

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| 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, December 8, 2020. |
| PLEDGE OF ALLEGIANCE | The Pledge of Allegiance was led by Ms. Schugt. |
| APPROVAL OF MINUTES – Regular Meeting of November 17, 2020 | Commissioner Kuwahara moved, seconded by Commissioner Furey, that the Minutes of the Regular Meeting of November 17, 2020, be approved. Motion carried 3/0. |
| VACANCY – Commissioners’ Appointment | Commissioner Kuwahara moved, seconded by Commissioner Furey that the position of Personnel Commissioner – Commissioners’ Appointment, is now vacant. Motion carried 3/0. |
| INFORMATION ITEMS | Next Regular Commission Meetings (2020) – December 15, 2020, 4:30 p.m. – Classified Conference Center |
| ADJOURNMENT | Meeting adjourned at 4:44 pm |

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

December 9, 2020

TO: PERSONNEL COMMISSIONERS
Terry Furey, Vice-Chair
Gary S. Kuwahara, Member

FROM: DIRECTOR-PERSONNEL COMMISSION
Marion Schugt

SUBJECT: ELECTION OF OFFICERS

The Personnel Commission's Rules and Regulations provide for the election of officers at this meeting.

Rule 2.1.5: OFFICERS: At its first regularly scheduled meeting in December of each year, the Commission shall elect one of its members to serve as Chairperson and another of its members to serve as Vice-Chairperson for a period of one (1) year or until such time as their successors are duly elected. The Commission at this same meeting shall elect the Director-Personnel Commission as Secretary to the Personnel Commission.

The Commission is free to choose any one member as Chairperson and another member as Vice-Chairperson. The Director-Personnel Commission shall be elected Secretary to the Personnel Commission.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

December 9, 2020

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

FROM: DIRECTOR–PERSONNEL COMMISSION
Marion Schugt

SUBJECT: APPOINTMENT OF COMMISSIONER – Commissioners' Appointment

The Personnel Commissioners' appointee to the Commission, Dr. Anil Muhammed, will resign effective December 11, 2020. At the Special Meeting of the Personnel Commission, in accordance with Personnel Commission Rule 2.1.9, the Commissioners declared the position vacant.

In accordance with Personnel Commission Rules 2.1.3 and 2.1.3.3, notification to the Board of Education and the classified employee organization and the Personnel Commissioners, who have the authority to nominate, is required.

Additionally, Personnel Commission Rule 2.1.3.3 requires that within 15 days of notification of the vacancy, the appointee of the Board of Education and the appointee of the classified employees shall publicly announce the name of the person they intend to appoint to fill the vacancy. At a Personnel Commission meeting to be held after 30, and within 45, days of the date the Commission publicly announced its candidate, the Commission shall hold a public hearing to provide the public, employees, employee organizations, and members of the Board of Education the opportunity to express their views on the qualifications of the person recommended by the Commission for appointment. The Commission at that time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing.

It is suggested that this memorandum serve as the notification to the relevant parties indicated above.

The proposed schedule for compliance with the procedural aspects of the Rules is as follows:

1. Announce the candidate at the Regular Meeting of the Personnel Commission on December 15, 2020.
2. Conduct the public hearing at the Regular Meeting of the Personnel Commission on January 19, 2021.

It is noted that by publishing this memorandum with the Commission's regular meeting agenda for December 15, 2020; it is assumed that all parties acknowledge that there has been substantial compliance with all procedural issues concerning this matter.