

**PLEASE POST**

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting  
January 19, 2021

4:30 p.m.

Personnel Commission Office  
2335 Plaza del Amo, Torrance

**AGENDA**

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. PUBLIC HEARING – APPOINTMENT OF COMMISSIONER
- IV. APPROVAL OF APPOINTMENT OF COMMISSIONER – COMMISSIONERS' APPOINTMENT
- V. APPROVAL OF MINUTES – Regular Meeting of December 15, 2020
- VI. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- VII. NEW BUSINESS
  - A. Election of Officers
  - B. Approval of Eligibility Lists
    - Benefits Technician
    - Health Services Assistant
    - Human Resources Technician (Substitutes)
    - Student Supervision Assistant
- VIII. INFORMATION ITEMS
  - Job Announcements:
    - Benefits Technician
    - Campus Security
    - Director-Purchasing and Communication Services
    - Nutrition Services Assistant Supervisor
  - Next Regular Commission Meetings (2021) –
    - 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
- IX. COMMENTS FROM STAFF
- X. COMMENTS FROM PERSONNEL COMMISSIONERS
- XI. 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.

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

January 13, 2021

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

FROM: DIRECTOR-PERSONNEL COMMISSION  
Marion Schugt

SUBJECT: APPOINTMENT OF COMMISSIONER – COMMISSIONERS' APPOINTMENT

At the Regular Meeting of the Personnel Commission on December 15, 2020, Commissioner Furey nominated Mark Steffen as the candidate to serve as the Personnel Commissioners' appointee.

The public hearing is being held at the Regular Meeting of the Personnel Commission on January 19, 2021.

**Minutes of the Regular Meeting of the Personnel Commission  
December 15, 2020**

**CALL TO ORDER** The meeting was called to order by Commissioner Furey at 4:31 p.m.

**PRESENT** Personnel Commissioners:  
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 15, 2020.

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

**APPROVAL OF MINUTES – Special Meeting of December 8, 2020** Commissioner Kuwahara moved, seconded by Commissioner Furey, that the Minutes of the Special Meeting of December 8, 2020, be approved. Motion carried 2/0.

**ELECTION OF OFFICERS** Commissioner Kuwahara moved, seconded by Commissioner Furey, to table the item until the Commissioners’ appointee to the Personnel Commission is appointed. Motion carried 2/0.

**APPROVAL OF ELIGIBILITY LIST –**  
Child Development Program Assistant-Tier II, Educational Assistant-Specialist Education-ASSISTT, Instructional Assistant, Paraeducator-Tier I/Tier II, School Custodial Supervisor, Student Supervision Assistant  
Commissioner Kuwahara moved, seconded by Commissioner Furey that the eligibility lists of Child Development Program Assistant-Tier II, Educational Assistant-Specialist Education-ASSISTT, Instructional Assistant, Paraeducator-Tier I/Tier II, School Custodial Supervisor, Student Supervision Assistant, be approved. Motion carried 2/0.

**APPOINTMENT OF COMMISSIONER – The Commissioners’ Appointment** Commissioner Furey nominated Mark Steffen as the candidate to serve as the Personnel Commissioners’ appointee. A public hearing will be held at the regular meeting of the Personnel Commission on January 19, 2021, to provide an opportunity to express views on the qualifications of Mr. Steffen.

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

**ADJOURNMENT** Meeting adjourned at 4:40 pm

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

January 13, 2021

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

FROM: DIRECTOR-PERSONNEL COMMISSION  
Marion Schugt

SUBJECT: ELECTION OF OFFICERS

At the Regular Meeting of the Personnel Commission on December 15, 2020, the Commissioners voted to table this item until the Commissioners' appointee to the Commission is appointed.

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.