

PLEASE POST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting

July 20, 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 June 15, 2021
- IV. COMMENTS FROM THOSE IN ATTENDANCE (Limited to 30 Minutes)
- V. NEW BUSINESS

A. Approval of Eligibility Lists

Campus Security
Child Development Enrollment Clerk Tier I
Child Development Instructor
Child Development Program Assistant Tier II
Facilities and Planning Specialist
Health Services Assistant
Paraeducator-Tier I/Tier II
School Bus Driver
Transportation Dispatcher/Scheduler

VI. INFORMATION ITEMS

Job Announcement:

Benefits Specialist
Campus Security
Child Development Instructor
Child Development Program Assistant Tier II
College-Career Counseling Coordinator
Custodian
Fiscal Services Specialist
Health Services Assistant
Instructional Assistant
Library/Media Specialist
Licensed Vocational Nurse
Nutrition Services Assistant II
Paraeducator-Tier I/Tier II
Personnel Analyst
School Bus Driver
Student Supervision Assistant

Next Regular Commission Meetings (2021) –

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

**Minutes of the Regular Meeting of the Personnel Commission
June 15, 2021**

CALL TO ORDER	The meeting was called to order by Commissioner Furey at 4:30 p.m.
PRESENT	Personnel Commissioners: Terry K. Furey, Chair Gary Kuwahara, CPA, Vice-Chair Mark Steffen, Member Marion Schugt, Director-Personnel Commission
PLACE AND DATE OF MEETING	Torrance Unified School District, Personnel Commission Office, 2335 Plaza del Amo, Torrance, June 15, 2021
APPROVAL OF MINUTES – Regular Meeting of May 18, 2021	Commissioner Steffen moved, seconded by Commissioner Kuwahara, that the Minutes of the Regular Meeting of May 18, 2021, be approved. Motion carried 3/0.
APPROVAL OF ELIGIBILITY LIST – Child Development Program Assistant Tier II, Instructional Assistant, Nutrition Services Satellite Operator I, Paraeducator-Tier I/Tier II, Student Supervision Assistant	Commissioner Kuwahara moved, seconded by Commissioner Steffen that the eligibility lists of Child Development Program Assistant Tier II, Instructional Assistant, Nutrition Services Satellite Operator I, Paraeducator-Tier I/Tier II and Student Supervision Assistant, be approved. Motion carried 3/0.
APPROVAL OF ADVANCED STEP PLACEMENT – Staff Assistant-Human Resources	Commissioner Steffen moved, seconded by Commissioner Kuwahara that the request for Kerrie Nakayama to receive advanced step, be approved. Motion carried 3/0.
APPROVAL OF JOB DESCRIPTION REVISION AND TITLE CHANGE – Library Media Technician	Commissioner Steffen moved, seconded by Commissioner Kuwahara that the job description revision, title change to Library/Media Specialist and salary increase to Range 14 on the Classified Employees Clerical/Technical Salary Schedule, be approved. Motion carried 3/0.
APPROVAL OF ABOLISHMENT OF CLASSIFICATIONS	Commissioner Steffen moved, seconded by Commissioner Kuwahara that the abolishment of classifications, be approved. Motion carried 3/0.
INFORMATION ITEMS	Next Regular Commission Meetings (2021) – 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
ADJOURNMENT	Meeting adjourned at 4:47 pm