

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
May 7, 2024

4:30 p.m.

Classified Conference Center
2336 Plaza del Amo, Torrance

AGENDA

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. PUBLIC HEARING – 2024-2025 PERSONNEL COMMISSION BUDGET
- IV. APPROVAL OF MINUTES – Regular Meeting of April 9, 2024 and Special Meeting on April 24, 2024
- V. COMMENTS FROM THOSE IN ATTENDANCE (Limited to 30 Minutes)
- VI. NEW BUSINESS
 - A. Approval of Eligibility Lists
 - Behavior Support Assistant
 - Computer Support Technician
 - Custodian
 - Health Services Assistant
 - Instructional Assistant
 - Lead Instructional Assistant - Expanded Learning Opportunities Program
 - Licensed Vocational Nurse
 - Manager-Enrollment Services
 - Nutrition Services Assistant
 - Nutrition Services Satellite Operator II
 - Nutrition Services Transport/Stock Assistant
 - Painter
 - Paraeducator – Health Care
 - Paraeducator - Tier I/Tier II
 - Pest Control Technician
 - Staff Assistant
 - Student Supervision Assistant
 - B. Approval of 2024-2025 Personnel Commission Budget
 - C. Approval of Advanced Salary Placement
- VII. INFORMATION ITEMS
 - Job Announcements –
 - Language Assessment Proctor II (Spanish)
 - Nutrition Services Transport Stock/Assistant
 - Registered Behavior Technician
 - Senior Office Assistant
 - Staff Secretary
 - New Announcements –
 - Clerical Battery Level I
 - Clerical Battery Level II
 - Clerical Battery Level III
 - Next Regular Commission Meeting (2024) –
 - June 4, 2024, 4:30 p.m. – Classified Conference Center
 - July 2, 2024, 4:30 p.m. – Classified Conference Center
 - August 6, 2024, 4:30 p.m. – Classified Conference Center
 - September 3, 2024, 4:30 p.m. – Classified Conference Center
 - October 1, 2024, 4:30 p.m. – Classified Conference Center
 - November 5, 2024, 4:30 p.m. – Classified Conference Center
 - December 3, 2024, 4:30 p.m. – Classified Conference Center
- VIII. COMMENTS FROM STAFF
- IX. COMMENTS FROM PERSONNEL COMMISSIONERS
- X. ADJOURNMENT



**Business Advisory Services
Annual Budget of Personnel Commission
Fiscal Year 2024-2025**

Education Code Section 45253 (K-12 Districts) or 88073 (CC Districts)

TORRANCE UNIFIED SCHOOL DISTRICT, Los Angeles County, California.
Name of Local Educational Agency (LEA)

Notice of Public Hearing by the Personnel Commission - Completed by LEA Personnel Commission

To: Governing Board and District Administration

The Public Hearing on this proposed budget will be held at

TUSD CLASSIFIED CONFERENCE CENTER, 2336 PLAZA DEL AMO, TORRANCE, CA

(Place)

on May 7, 2024 at 4:30 o'clock P. M.

You are invited to attend and present your views.

Signature of Chairman or Director of Personnel Commission

MARION SCHUGT

Print Name

DIRECTOR-PERSONNEL COMMISSION

Title

Adopted Annual Budget of Personnel Commission - Completed by LEA Personnel Commission

To: Los Angeles County Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting _____, 20____

Signature of Chairman or Director of Personnel Commission

Print Name

Title

Approval of Annual Budget of Personnel Commission - For LACOE Use Only

To: Governing Board and Personnel Commission

This report has been examined and approved by

Date _____

**Annual Financial and Budget Report
Fiscal Year 2024-2025**

Name of Local Educational Agency: TORRANCE UNIFIED SCHOOL DISTRICT

Expenditure by Object	2022-2023 Actual*	2023-2024 Actual or Estimated*	2024-2025 Budget*
2000 Classified Salaries ⁽¹⁾			
Commission Members ⁽²⁾	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
Director	160,731.00	174,821.00	173,821.00
Secretaries, Clerks	218,204.00	267,373.00	264,373.00
Other	9,913.00	9,913.00	9,913.00
3000 Employee Benefits	197,861.00	232,861.00	231,961.00
Subtotal	590,309.00	688,568.00	683,668.00
4000 Supplies and Equipment Replacement	6,600.00	6,600.00	6,600.00
5000 Operating Expenses	52,197.00	53,300.00	61,726.00
6000 Equipment	7,000.00	7,000.00	7,000.00
Subtotal	65,797.00	66,900.00	75,326.00
Appropriation for Contingencies ⁽³⁾	0.00	0.00	0.00
Total Expenditures	\$ 656,106.00	\$ 755,468.00	\$ 758,994.00
Variance from PY (DOLLARS)		\$ 99,362.00	\$ 3,526.00
Variance from PY (%)		15%	0.5%

* Round to the nearest dollar.

(1) Include expenditures only directly attributable to the activities of the Commission and their employees. **For example:** salaries of administrators having a line responsibility for all district operations **should not** be prorated even though some time may be spent working with the personnel director.

(2) Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (Education Code Section 45250)

(3) Include in Appropriation for Contingencies only amounts that may seem necessary for unforeseen requirements.

**Minutes of the Regular Meeting of the Personnel Commission
April 9, 2024**

CALL TO ORDER

The meeting was called to order by Commissioner Ragins at 4:30 p.m.

PRESENT

Personnel Commissioners:

Terry Ragins, Chair
Mark Steffen, Vice-Chair
Terry K. Furey, Member

Marion Schugt, Director-Personnel Commission

**PLACE AND DATE
OF MEETING**

Torrance Unified School District, Classified Conference Center,
2336 Plaza del Amo, Torrance, April 9, 2024

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Ms. Schugt.

**APPROVAL OF MINUTES – Regular
Meeting of March 12, 2024**

Commissioner Steffen moved, seconded by Commissioner Furey, that the Minutes of the Regular Meeting of March 12, 2024 be approved. Motion carried 3/0.

APPROVAL OF ELIGIBILITY LIST –

Behavior Support Assistant, Custodian, Licensed Vocational Nurse, Multimedia Specialist, Nutrition Services Assistant, Nutrition Services Satellite Operator I, Paraeducator - Tier I/Tier II, Pest Control Technician, Technology Support Specialist

Commissioner Furey moved, seconded by Commissioner Steffen that the eligibility lists of Behavior Support Assistant, Custodian, Licensed Vocational Nurse, Multimedia Specialist, Nutrition Services Assistant, Nutrition Services Satellite Operator I, Paraeducator - Tier I/Tier II, Pest Control Technician, and Technology Support Specialist, be approved. Motion carried 3/0.

**APPROVAL OF ADVANCED SALARY
PLACEMENT**

Commissioner Furey moved, seconded by Commissioner Steffen that the requests for advanced salary placement be approved. Motion carried 3/0.

INFORMATION ITEMS

Job Announcements –

Behavior Analyst
Computer Support Technician
Manager – Enrollment Services
Nutrition Services Transport Stock/Assistant
Painter
Staff Assistant

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**COMMENTS FROM PERSONNEL
COMMISSIONERS**

Commissioner Steffen commended the Personnel Commission staff for an informative presentation at the Spring Classified Employee Conference.

ADJOURNMENT

Meeting adjourned at 4:39 p.m.

**Minutes of the Special Meeting of the Personnel Commission
April 24, 2024**

CALL TO ORDER The meeting was called to order by Commissioner Ragins at 2:00 p.m.

PRESENT Personnel Commissioners:
Terry Ragins, Chair
Mark Steffen, Vice-Chair
Terry K. Furey, Member
Marion Schugt, Director-Personnel Commission

PLACE AND DATE OF MEETING Torrance Unified School District, District Office Board Room,
2336 Plaza del Amo, Torrance, April 24, 2024

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

CLOSED SESSION Commissioner Ragins adjourned the meeting into Closed Session.

The Commissioners met in closed session pursuant to Section 54954.5€ to 54957 –
Public Employee Discipline/Dismissal/Release

ADJOURNMENT Meeting adjourned at 2:49 p.m.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

May 2, 2024

TO: PERSONNEL COMMISSIONERS
Terry Ragins, Chair
Mark Steffen, Vice-Chair
Terry Furey, Member

FROM: DIRECTOR-PERSONNEL COMMISSION
Marion Schugt

SUBJECT: PROPOSED 2024-2025 PERSONNEL COMMISSION BUDGET

Enclosed is the proposed 2024-2025 Personnel Commission budget reflecting a 0.5% variance from the previous year.

**Annual Financial and Budget Report
Fiscal Year 2024-2025**

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**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

May 2, 2024

TO: PERSONNEL COMMISSIONERS
Terry Ragins, Chair
Mark Steffen, Vice-Chair
Terry K. Furey, Member

FROM: DIRECTOR-PERSONNEL COMMISSION
Marion Schugt

SUBJECT: ADVANCED SALARY PLACEMENT

BACKGROUND:

In accordance with Personnel Commission Rule 17.2.1, the hiring authority has requested advanced salary placement for the following:

Classification	Name	Step	Range	Unit
Custodian	Vanessa Yopez Flores	5	10	Unit A – Operations & Support
Office Assistant	Yesenia Morado	5	10	Unit B – Clerical/Technical
Systems Support Specialist	Joseph Song	5	24	Unit B – Clerical/Technical
Paraeducator – Tier II	Tana Durbin	3	A11	Unit C – Student Support Staff
Paraeducator – Tier II	Maya Ross	3	A11	Unit C – Student Support Staff
Student Supervision Assistant	Linda Radakovic	5	A5	Unrepresented

The request is based on possession of relevant education and experience beyond what is minimally required of this position.

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 related education or experience and/or (2) extreme difficulty in recruiting for the particular position.

DIRECTOR RECOMMENDATION:

Approve advanced salary placement, as requested, effective as of date of hire.