

SONOMA COUNTY OFFICE OF EDUCATION  
**Personnel Commission**  
**Regular Meeting Agenda**  
**March 27, 2017, 3:00 p.m.**  
**Human Resources Creekside Conference Room**

Commissioners: Theresa Cunningham, Gerald Klor (Vice-Chair), Gail Whooley (Chair); Staff: Michael Juric, Ed.D., and Nicole Rosaschi

**Regular Meeting**

1. Call to Order

**Closed Session: Adjournment to closed session to consider and/or take action upon any of the following items:**

With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54957;

1. Public Employee Performance Evaluation
2. Public Employee Discipline/Dismissal/Release

**Open Session**

2. Report out of reportable action for closed session, if any
3. Approval of the March 27, 2017 Regular Meeting Agenda
4. Approval of the February 27, 2017 Regular Meeting Minutes
5. Public Comment - *At this time any person wishing to speak will be given up to three minutes to make a presentation to the Personnel Commission on any agenda item or a non-agenda item so long as it is within the subject matter jurisdiction of the Personnel Commission. The Commission may not discuss or take action on any issue not on the agenda, except to ask questions or refer matters to staff. The public may also address items on the agenda when such items are being considered.*
6. Action Items
  - a. Request Approval of Revisions to Library/Media Clerk/Driver Job Description
  - b. Request Approval for Working Out-of-Class for Special Education Administrative Support Secretary III from March 3, 2017 through March 31, 2017
7. Information/Discussion Items
  - a. Classified Recruiting Update February 18, 2017 – March 18, 2017
8. Assistant Superintendent Update
9. Announcements
10. Next Meeting - The next meeting is scheduled for Monday, April 24, 2017, at 3:00 p.m. in the Human Resources Conference Room.

*2016-17 meetings are normally scheduled for the fourth Monday of each month. Future meetings are scheduled for April 24, May 22, and June 26. All meetings will begin at 3:00 p.m. and will be held in the Human Resources Conference Room.*

11. Adjournment