

SONOMA COUNTY OFFICE OF EDUCATION  
**Personnel Commission**  
**Regular Meeting Agenda**  
**November 21, 2016, 3:00 p.m.**  
**Human Resources Creekside Conference Room**

Commissioners: Theresa Cunningham, Gerald Klor (Vice-Chair), Gail Whooley (Chair), and Fran Elm (Alternate); Staff: Michael Juric, Ed.D., and Patti Springer

**Regular Meeting**

1. Call to Order
2. Approval of the November 21, 2016 Regular Meeting Agenda
3. Approval of the October 17, 2016 Regular Meeting Minutes
4. 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.*
5. Action Items
  - a. Request Approval for Advanced Step Placement for newly hired Special Education Teaching Assistant from Step 1 (\$14.58) to Step 2 (\$15.31) of Range 13 on the SEIU salary schedule.
  - b. Request Approval for Change of Classification for Director Fiscal Services to Director External Fiscal Services and 3% increase to Range 1, Steps 1 - 6 on the Classified Management Salary Schedule; effective retroactive to July 1, 2016.
  - c. Request Approval for New Classified Management Position of North Coast School of Education Registrar/Advisor and placement on Range 13 of the Classified Management Salary Schedule.
6. Information/Discussion Items
  - a. Site Visit Report
  - b. Update on Expiring Term of Personnel Commissioner Gail Whooley – December 1, 2016
  - c. Classified Recruiting Update October 6, 2016 – November 10, 2016
7. Assistant Superintendent Update
8. Announcements
9. Next Meeting - The next meeting is scheduled for Monday, December 19, 2016, at 3:00 p.m. in the Human Resources Conference Room.

*2016-17 meetings are normally scheduled for the 3rd Monday of each month. Future meetings are scheduled for December 19, January 23 (fourth Monday), February 27 (fourth Monday), March 20, April 17, May 15, and June 19. All meetings will begin at 3:00 p.m. and will be held in the Human Resources Conference Room.*

10. Adjournment