

**Sonoma County Office of Education  
February 26, 2018 3:00 PM  
Personnel Commission Meeting**

**Human Resources Conference Room 5340  
Skylane Blvd., Santa Rosa, CA 95403**

**1 Call to Order**

**2 Oath of Office**

Rationale:

The Oath of Office will be administered to appoint Personnel Commissioner Ms. Deborah Muchmore, by Ms. Mary Downey, Deputy Superintendent.

**3 Approval of the February 26, 2018 Meeting Agenda**

**4 Approval of the January 22, 2018 Meeting Minutes**

Attachments:

[January 22, 2018 Unadopted Minutes](#)

**5 Public Comment**

Rationale:

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 non-agenda item so long as it is within the subject matter 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 the matter to staff. The public may also address items on the agenda when such items are being considered.

**6 Action Items**

**6.1 Request Approval of Revisions to Teaching Assistant - Bilingual Job Description**

Attachments:

[TA - Bilingual Adult Ed Construction](#)

**6.2 Request Approval of Program Specialist Technician III Job Description**

Attachments:

[Program Specialist Technician III](#)

**7 Information/Discussion Items**

**7.1 Classified Recruiting Update January 18, 2018 - February 14, 2018**

Attachments:

[PC - Classified Recruiting Update](#)

## 7.2 Site Visit

### Rationale:

Ms. Cunningham visited Amarosa Academy and will provide a quick summary to the Commission.

## 8 Associate Superintendent Update

## 9 Announcements

### 9.1 Board Meeting, Thursday, March 1, 2018 at 3:00 p.m.

## 10 Adjournment

### *Disability Information*

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### *Agenda Materials*

*Written materials distributed to the Board of Education within 72 hours of the Board meeting are available for public inspection immediately upon distribution at the Office of the County Superintendent, Sonoma County Office of Education, 5340 Skylane Blvd., Santa Rosa, CA 95403.*

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