

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Agenda Amended
August 15, 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 August 15, 2016 Regular Meeting Agenda
3. Approval of the July 18, 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. Approval of new job description for Teaching Assistant, Specialized Services; and placement on the SEIU Salary Schedule at Range 16. This new job description combines and replaces the Teaching Assistant – Visually Impaired and the Teaching Assistant – Deaf and Hard of Hearing job descriptions.
6. Information/Discussion Items
 - a. Expiring Term of Personnel Commissioner Gail Whooley – December 1, 2016
 - b. Classified Recruiting Update July 8, 2016 – August 5, 2016
 - c. Commission Site Visits
7. Announcements
8. Next Meeting - The next meeting is scheduled for Monday, September 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 September 19, October 17, November 21, 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.

9. Adjournment