

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Minutes - Adopted
January 22, 2018, 3:00 p.m.
Human Resources Creekside Conference Room

Present: Theresa Cunningham, Gail Whooley, Adriana Arrizon, John Laughlin, Nicole Rosaschi, Deborah Muchmore and Debbie Shepherd.

Regular Meeting

1. **Call to Order** – Ms. Cunningham called the meeting to order at 3:00 p.m.
2. **Approval of the January 22, 2018 Meeting Agenda** – On motion by Ms. Cunningham and seconded by Ms. Whooley, the motion carried to approve the agenda.
3. **Approval of the December 18, 2017 Regular Meeting Minutes** – There was discussion about Action Item 5a and the language that a candidate was invited to apply. A suggestion was made to clarify that the candidate proceeded through the open recruitment process. On motion by Ms. Whooley to approve the minutes with the suggested changes and seconded by Ms. Cunningham, the motion carried to approve the minutes.
4. **Public Comment** – Ms. Shepherd will address comments as we discuss related items.
5. **Information/Discussion Items**
 - a. **Classified Recruiting Update December 13, 2017 – January 17, 2018** – Mr. Laughlin discussed the Classified Recruiting Update and shared that we are fully staffed in Special Education for the first time this school year. There are a few open positions in other departments. Ms. Tinelli from SCOE Special Education moved to the Legal Department and Mr. Vallee of the Legal Department is coming to SCOE Business Services.
 - b. **Personnel Commission Update to Annual Report 2017-18** – The prepared report was reviewed. Ms. Cunningham asked about the AppliTrack program. The name had changed to Recruiting & Hiring, so it was reflected on the report, but under the new name. Ms. Cunningham requested suggestions on where to go for site visits. Mr. Laughlin stated he would make an introduction of the Commissioners to Ms. Corbin, Interim Superintendent of Special Ed and Georgia Ioakimedes, Director of Alternative Education.

Ms. Whooley spoke about the great quality of the programs. Ms. Shepherd suggested they may want to visit the North Coast School of Education. Mr. Laughlin shared that North Coast School of Education is part of Human Resources Services and they focus on educator training. We were the recipients of a grant for Classified School Employees who are seeking to transition to a career in teaching. Ms. Whooley shared that the North Coast program is a regional program and is known to be exemplary. Ms. Shepherd shared that SCOE has a partnership with Sonoma Land Trust for teacher housing.

In discussing other proposed goals the Commissioners expressed interest in attending a conference. Ms. Rosaschi will provide conference information to the Commissioners.

- c. **Personnel Commission Officers** – Ms. Whooley nominated Ms. Cunningham for Chair. Ms. Cunningham nominated Ms. Whooley as Vice-Chair. A motion was made and carried to approve Ms. Cunningham as Chair and Ms. Whooley as Vice-Chair.

6. **Associate Superintendent Update** – Mr. Laughlin shared that he appreciates having all the Personnel Commissioners and the SEIU representative present. The service for Beverly Herrington was a lovely service. The fire relief continues. Computers were donated and designated for school staff and students who lost their homes in the fire. It has been a great service and largely coordinated by Angie Duplicki in IT. We have a backpack surplus. Ms. Muchmore suggested coordinating with Rotary for backpack distribution. There has also been a large volume of bicycle donations. Ms. Shepherd asked if we checked with the Mendocino community. Mr. Laughlin will confirm that Mendocino and Napa were contacted.
7. **Announcements**
 - a. Board Meeting, Thursday, February 1, 2018 at 3:00 p.m. and Ms. Whooley will be gone next month, but Ms. Arrizon will be in attendance.
8. **Next Meeting** - The next meeting is scheduled for February 26, 2018, at 3:00 p.m. in the Human Resources Conference Room.
9. **Adjournment** – Ms. Cunningham adjourned the meeting at 3:39 p.m.