

**SONOMA COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**  
**Regular Meeting Minutes - Adopted**  
**November 21, 2016, 3:00 p.m.**

*Present* - Commissioners: Theresa Cunningham, Gerald Klor (Vice-Chair), and Gail Whooley (Chair); Staff: Michael Juric, Ed.D., and Patti Springer; Guests: Mary Downey, Yolanda Galvez, Maria Peluso, and Karen Ricketts

Due to a scheduling conflict, the meeting was moved to the Business Services Conference Room.

**Regular Meeting**

1. **Call to Order** – Ms. Whooley called the meeting to order at 3:05 p.m.
2. **Approval of the November 21, 2016 Regular Meeting Agenda** – On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the agenda.
3. **Approval of the October 17, 2016 Regular Meeting Minutes** – On motion by Ms. Cunningham, seconded by Mr. Klor, the motion carried to approve the minutes.
4. **Public Comment** – Ms. Galvez said she would reserve her comments until the items are addressed.
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** – Dr. Juric stated that the placement on Step 2 is appropriate as the new hire comes to SCOE with one year of experience and had been a classroom volunteer for eight years. On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to place the newly hired Special Education Teaching Assistant on Step 2 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** – Dr. Juric reviewed the memo requesting the change in classification and stated that the job description hasn't been revised since 1995. Mr. Klor commented that he noticed a substantial expansion of duties per the revised job description. Ms. Downey reviewed some of those expanded duties, i.e., LCFF funding and LCAP priorities. These new duties require increased planning, implementation, programing, group meetings, etc. Additionally, the duties include working closely with FCMAT, the Business Support Program, and 56 charter schools – dependent and independent. Ms. Downey stated that the incumbent has been with SCOE for 15 years and is a licensed CPA. Ms. Galvez asked about funding, if the Class III County Offices were surveyed in the setting of the salary, and why the increase retroactive. Ms. Downey responded, funding comes from the State, the incumbent has been performing these duties for some time that's why the increase is retroactive, and that they have not used Class III County Office comparisons for director positions in the past because services provided vary between counties. Dr. Juric stated that we do make comparisons but we make considerations for our own uniqueness, in this case we did not use comparisons to Class III Counties when setting the salary range. Ms. Cunningham and Mr. Klor stated that they did not recollect comparisons being provided in the past for director positions. Ms. Galvez stated she would like to see the request put on hold until Class III Counties job descriptions and salary comparisons are received and reviewed. Ms. Downey said that she hears from other county offices that SCOE provides more, higher quality services, and that the incumbent designs and develops workshop materials. Ms. Ricketts commented that NCSOE's future grants would also require additional fiscal oversight from this position. Ms. Downey concluded with her feelings that the 3% increase is warranted. On motion by Mr. Klor,

seconded by Ms. Cunningham, the motion carried to approve the change in classification from Director Fiscal Services to Director External Fiscal Services and a 3% increase to Range 1, Steps 1 through 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.** – Ms. Ricketts spoke about the development of the North Coast School of Education and that they were approved for 3 additional programs, and spoke about future considerations for other programs. This newly created position is comparable to a Registrar/Advisor at the University level. In creating this position comparisons were made to CSU job descriptions, partner universities, etc., i.e., San Joaquin, Tulare, Los Angeles. Dr. Juric commented that salary comparisons were made within the County, along with the CSUs. Ms. Ricketts said the salary was set at the median level of those comparisons. Ms. Galvez inquired about the existing classified SEIU staff and if, with the development of new grants/programs, additional SEIU positions will be added to help the existing staff that are currently being impacted by program changes. She commented that at the February 24, 2016 SCOE Labor Management meeting that Dr. Herrington did say additional classified SEIU positions would be added if grants were received and she suggested Ms. Ricketts talk to Dr. Herrington. Dr. Juric stated that we would continue to look at positions and needs. Ms. Ricketts stated that if the Personnel Commission approves this new position, recruitment would begin immediately. On motion by Ms. Cunningham, seconded by Mr. Klor, the motion carried to approve the 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** – Ms. Cunningham reported that on November 10 she met with Debbie Shepherd in Business Services and reviewed both internal and external aspects and realized what an integral part of SCOE the Business Services Department is and how crucial it is for staff to be paid on time. Ms. Cunningham was impressed and inspired how everyone covers for each other when necessary and she reviewed information on staff meetings, Veritime, various types of payroll, etc. Additionally she spent some time with Judy Thomson and reviewed AB1200, unaudited actuals, interim reports, etc.

On October 20 she visited Kawana Springs as she has a general interest in the Autism Spectrum. She came to realize the difference between classes, the structure involved in running those programs, and the student interactions. Ms. Cunningham then went to the Medically Fragile class at Matanzas Creek on their Earthquake Preparedness Day. In that class there were two 6<sup>th</sup> grade student aides, and she was able to view the staff and students at recess. Her third visit was to Oliver's where she met the students with their Transition TA; and her final visit was to Maria Carrillo High School to the Medically Fragile class. Ms. Galvez commented that the TAs, SCOE lowest paid employees, have to interpret what these autistic and medically fragile students are trying to say or communicate. Ms. Cunningham noted, as a result of her visits, that the TAs have a tough job and are compassionate about their students, Ms. Galvez concurred.

- b. **Update on Expiring Term of Personnel Commissioner Gail Whooley – December 1, 2016** – The official request for reappointment has been sent to the California Department of Education and we are awaiting the official reappointment letter.
- c. **Classified Recruiting Update October 6, 2016 – November 10, 2016** – Dr. Juric reviewed the report with the Commissioners.

7. **Assistant Superintendent Update** – Dr. Juric provided information on PARS, the deadline being December 9 for employees to turn in their packets, and the Superintendent's decision by December 16. Dr. Juric also discussed the 180-day waiver for both STRS and PERS retirees and that in addition to having a critical need to request a waiver, the member must not have received any retirement incentive.

- 8. Announcements** – None. Ms. Galvez inquired as to why the Temporary Promotion in SELPA didn't come before the Personnel Commission. Dr. Juric stated that Temporary Promotions are not addressed in the Merit System Rules but are addressed in Article 9 - Compensation, Section 12 of the SEIU Contract, so it was not necessary to bring it to the Personnel Commission for approval.
- 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** – Ms. Whooley adjourned the meeting at 4:03 p.m.