

Personnel Commission
Sonoma County Office of Education
Human Resources Conference Room
5340 Skylane Blvd., Santa Rosa, CA 95403
February 26, 2018 3:00 PM
Meeting Minutes – Adopted

Present:

Adriana Arrizon
Theresa Cunningham
Mary Downey
Stephen Jackson
John Laughlin
Deborah Muchmore
Nicole Rosaschi
Jennie Snyder
Kimberly Vallee

Absent:

Gail Whooley

1. Call to Order

Minutes:

Meeting was called to order at 3:02 p.m.

2. Oath of Office

Minutes:

Ms. Downey administered the Oath of Office to Ms. Muchmore for her appointment as Commissioner to the Personnel Commission.

3. Approval of the February 26, 2018 Meeting Agenda

Minutes:

On motion by Ms. Muchmore, and seconded by Adriana Arrizon, the motion carried to approve the Agenda.

4. Approval of the January 22, 2018 Meeting Minutes

Minutes:

On motion by Ms. Cunningham and seconded by Ms. Arrizon, the motion carried to approve the minutes.

5. Public Comment

Minutes:

There was no public comment.

6. Action Items

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

Minutes:

Mr. Jackson spoke to the requested changes. There was discussion about some of the items. It was decided to take out two items and add an additional item. Ms. Muchmore made a motion to approve the job description with the edits. Ms. Arrizon seconded the motion and the motion carried to approve the job description for Teaching Assistant - Bilingual Adult Education (Construction).

6.2. Request Approval of Program Specialist Technician III Job Description

Minutes:

Ms. Snyder reviewed the changes requested to the Program Specialist Technician III. The Commission reviewed the salary schedule and suggested changes to the Program Specialist Technician III job description. The commission also suggested that the Program Specialist Technician I & II job descriptions be brought forward at the next meeting to be updated for clarification and to align with each other. Ms. Arrizon made a motion to approve the job description to Program Specialist Technician III, with the discussed changes and the direction to bring back the lower classifications to the next meeting. Ms. Muchmore and Ms. Cunningham seconded and the motion carried to approve the job description for Program Specialist Technician III.

7. Information/Discussion Items

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

Minutes:

Mr. Laughlin shared the changes in the recruiting update.

7.2. Site Visit

Minutes:

Ms. Cunningham talked about her tour of Amarosa Academy. Director Georgia Ioakimedes met her and gave her a tour of the facility. There was a remarkable daycare room and Saul Huerta was working there, even though it is not his assignment. Ms. Cunningham was impressed by the flexibility of the staff. She also visited a math class and an Independent Study class. It was clear that the students felt very secure there.

8. Associate Superintendent Update

Minutes:

Mr. Laughlin announced that we will be holding our annual Job Fair this weekend on Saturday. We have 16 districts scheduled to attend. There are award ceremonies coming up for Classified School Employee of the Year (CSEY) and the Sonoma County Classified Team award. There was discussion about the Personnel Commission's Team Player Award and the form was reviewed for updates. The Commission decided to have it indicated on the Criteria that at least one year employment with SCOE is required. This event will be held in May after the regularly scheduled May meeting.

9. Announcements

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

Minutes:

The Board meeting is this Thursday, Ms. Cunningham, Ms. Muchmore and Ms. Arrizon can all attend.

10. Adjournment

Minutes:

The meeting was adjourned at 4:15 p.m.