

SONOMA COUNTY OFFICE OF EDUCATION  
**Personnel Commission**  
**Regular Meeting Minutes – Adopted**  
**March 27, 2017, 3:00 p.m.**  
**Human Resources Creekside Conference Room**

**Present** - Commissioners: Theresa Cunningham (Vice-Chair), Gerald Klor (Chair); Staff: Michael Juric, Ed.D., and Nicole Rosaschi. Guests: Dr. Herrington and Debbie Shepherd.

**Regular Meeting**

1. Call to Order – Mr. Klor called the meeting to order at 3:01 p.m.

The open session was adjourned to closed session at 3:01 p.m. by Mr. Klor.

**Closed Session: Adjournment to closed session to consider and/or take action upon any of the following items:**

With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54957;

1. Public Employee Performance Evaluation
2. Public Employee Discipline/Dismissal/Release

**Open Session**

Reconvened to open session at 3:18 p.m.

2. **Report out of reportable action for closed session, if any** – Dr. Herrington briefed the Commission on the Assistant Superintendent’s Evaluation. There was successful resolution regarding employment matters that resulted with a resignation.
3. **Approval of the March 27, 2017 Regular Meeting Agenda** – On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the agenda.
4. **Approval of the February 27, 2017 Regular Meeting Minutes** - On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the minutes.
5. **Public Comment** – Ms. Shepherd stated that she would comment when the item was addressed.
6. **Action Items**
  - a. **Request Approval of Revisions to Library/Media Clerk/Driver Job Description** – Dr. Juric indicated there was only one small change to this job description. On motion by Ms. Cunningham to approve the change, and seconded by Mr. Klor, the motion carried to approve the revisions to the Library/Media Clerk/Driver Job description.
  - b. **Request Approval for Working Out-of-Class for Special Education Administrative Support Secretary III from March 3, 2017 through March 31, 2017** – Dr. Juric explained that there was only one candidate. This working-out-of class was to cover the position Anne Layton vacated until a new hire can be brought on. The applicant, Neisha Smith, is doing her job and Anne’s. Ms. Shepherd asked about whether this should have been a temporary promotion. There was discussion about what would be a working-out-of-class and what would be a temporary promotion. There was discussion about how to establish for a manager when a working-out-of-class would be used verses a temporary promotion. Dr. Juric stated it would be a good idea to look at the form and consider revising for clarification. The related Ed Code section will also need to be looked at. On motion by Ms. Cunningham to approve this working-

out-of-class, and seconded by Mr. Klor, the motion carried to approve the working-out-of-class for Ms. Smith.

**7. Information/Discussion Items**

a. **Classified Recruiting Update February 18, 2017 – March 18, 2017** – Dr. Juric gave an update for hiring, including hiring in the Human Resources department.

**8. Assistant Superintendent Update** – Dr. Juric shared that it was a successful Job Fair on March 11<sup>th</sup>, with 186 attendees. There is consideration of holding a Classified Job Fair this summer. He shared that he has been meeting with the Human Resource Directors of the “Big 6” school districts in Sonoma County. They have a meeting this week. They discuss current issues, concerns and ideas. We are currently running Superintendent Searches for Oak Grove and Windsor. It is possible that more staffing in the Credentials department next year due to the increase in programs that are offered by the North Coast program and Educational Support Service’s Administrative programs. We are hoping to see how this year goes to determine the need for next year.

**9. Announcements** – Ms. Cunningham asked about the May meeting and what time the Awards Ceremony would start. Last year it started later, but if it works for the recipient’s schedule, then it was agreed by the Commissioners, we would begin at the end of the May meeting. Mr. Klor stated they would be extending the recruitment for the Personnel Commission Alternate position. We need a bigger pool and will advertise in the local newspaper(s). Dr. Juric and Ms. Rosaschi are to set a new timeline for that extension. Dr. Juric mentioned that we are in the process of confirming the date for the SCOE staff appreciation event. It may possibly be on May 1<sup>st</sup>.

**10. Next Meeting** - The next meeting is scheduled for Monday, April 24, 2017, at 3:00 p.m. in the Human Resources Conference Room.

**11. Adjournment** – Mr. Klor adjourned the meeting at 3:43 p.m.