

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Minutes -Adopted
May 22, 2017, 3:00 p.m.
Human Resources Creekside Conference Room

Present: Gerald Klor (Chair); Gail Whooley, Staff: Michael Juric, Ed.D., and Nicole Rosaschi

Regular Meeting

1. **Call to Order** – Mr. Klor called the meeting to order at 3:00 p.m.
2. **Approval of the May 22, 2017 Regular Meeting Agenda** – On motion by Ms. Whooley and seconded by Mr. Klor, the motion carried to approve the agenda.
3. **Approval of the April 24, 2017 Regular Meeting Minutes** - On motion by Ms. Whooley and seconded by Mr. Klor, the motion carried to approve the minutes.
4. **Public Comment** – None.
5. Action Items
 - a. **Request Approval for Advanced Step Placement of Executive Administrative Assistant New Hire to Step 3 of Range 25 on the Confidential Salary Schedule** – On motion by Mr. Klor and seconded by Ms. Whooley, the motion carried to approve this extension to the Advanced Step Placement of Kimberly Vallee.
6. Information/Discussion Items
 - a. **Classified Recruiting Update April 18, 2017 – May 9, 2017**: Dr. Juric gave an update for hiring.
 - b. **Annual Goals & Objectives**: June presentation to the Board. Reviewed and updated Goals and Objectives. The Commissioners will continue visiting programs, continue coordinate the evaluation of Assistant Superintendent, internal business practices – increase support to staff in VeriTime and Attendance Reporting System and to attend the annual conference.
 - c. **Budget Review**: Last year’s actual and next year’s projected budgets were reviewed. No changes were proposed.
 - d. **SCOE Retiree Reception, May 23rd**: Date was announced as a reminder.
7. **Assistant Superintendent Update** – The Library Media Clerk position to be funded at 70%, not 50%. This position will be processing mail. Next month there will be a job description coming forward from SELPA. Human Resources is busy with lots of hiring.
8. **Announcements** – Our Back to School event will be on August 10th.
9. **Next Meeting** - The next meeting is scheduled for June 26, 2017, at 3:00 p.m. in the Human Resources Conference Room. Dates to be set for 2017-18. July meeting will be July 24th.
10. **Adjournment** – Upon motion by Dr. Juric and seconded by Mr. Klor, the meeting was adjourned at 3:24 p.m.