

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Agenda
September 15, 2014 - 3:00 p.m.
Human Resources Conference Room

Commissioners: Theresa Cunningham (Vice-Chair), Gerald Klor (Chair), Gail Whooley, and Fran Elm (Alternate); Staff: Jeffrey L. Heller, Ed.D., and Patti Springer

Regular Meeting

1. Call to Order
2. Approval of the September 15, 2014 Regular Meeting Agenda
3. Approval of the July 21, 2014 Regular Meeting Minutes
4. Public Comment - *At this time any person wishing to speak will be given up to three minutes to make a presentation to the Personnel Commission on any agenda item or a non-agenda item so long as it is within the subject matter jurisdiction of the Personnel Commission. The Commission may not discuss or take action on any issue not on the agenda, except to ask questions or refer matters to staff. The public may also address items on the agenda when such items are being considered.*
5. Action Items
 - a. Approval of new job description for Assistive Technology Specialist, SELPA and placement on SEIU salary schedule, Range 51
 - b. Approval of revisions to Executive Secretary job title and description
6. Discussion/Action Items
 - a. Expiring Term of Alternate Personnel Commissioner, Fran Elm, December 1, 2014
7. Information/Discussion Items
 - a. Update on Classification Study Phases IV a & b
 - b. Classified Recruiting Update July 11, 2014 – September 5, 2014
 - c. Personnel Commissioner Gerry Klor’s Reappointment to new three-year term (letters of support)
 - d. SCOE’s Annual Back-to-School Event
8. Announcements
9. Next Meeting - The next meeting is scheduled for Monday, October 20, 2014 at 3:00 p.m. in the Human Resources Conference Room.

2014-15 meetings are normally scheduled for the 3rd Monday of each month. The scheduled meeting dates are July 21, August 18, September 15, October 20, November 17, December 15, January 12 (second Monday), February 23 (fourth Monday), March 16, April 20, May 18, and June 15. All meetings will begin at 3:00 p.m. and will be held in the Human Resources Conference Room.
10. Adjournment