

SONOMA COUNTY OFFICE OF EDUCATION

Personnel Commission

Regular Meeting Minutes - Adopted

October 20, 2014 - 3:00 p.m.

Present - Commissioners: Theresa Cunningham (Vice-Chair), Gerald Klor (Chair), and Gail Whooley; Staff: Jeffrey L. Heller, Ed.D., and Patti Springer; Guest: Carol Simmons

Regular Meeting

1. **Call to Order** – Mr. Klor called the meeting to order at 3:00 p.m.
2. **Approval of the October 20, 2014 Regular Meeting Agenda** – On motion by Ms. Whooley, seconded by Ms. Cunningham, the motion carried to approve the agenda.
3. **Approval of the September 15, 2014 Regular Meeting Minutes** – On motion by Ms. Cunningham, seconded by Ms. Whooley, the motion carried to approve the minutes.
4. **Public Comment** - None
5. **Action Items**
 - a. **Request for Advanced Step Placement of Executive Administrative Assistant Position in Administration at Step 3 of the Confidential Salary Schedule Range 25** – Dr. Heller presented the request citing the reasoning for the advanced step placement. On motion by Ms. Cunningham, seconded by Ms. Whooley, the motion carried to approve the request for advanced step placement to Step 3 of salary range 25.
 - b. **Request for Advanced Step Placement of Program Assistant Position in Child Care Planning at Step 3 of the SEIU Salary Schedule Range 23** – Ms. Simmons presented the request citing the reasoning for the advanced step placement. On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the request for advanced step placement to Step 3 of salary range 23.
 - c. **Correction to SEIU salary range placement of Assistive Technology Specialist, SELPA from Range 51 to Range 52; and Request for Advanced Step Placement at Step 3** – Dr. Heller stated that the request for salary range placement was inadvertently requested at Range 51, which was approved at the September meeting. The correct placement should have been at Range 52, in addition he presented the request for advanced step placement, citing the reasoning. On motion by Ms. Cunningham, seconded by Ms. Whooley, the motion carried to correctly place the position on Range 52 of the SEIU salary schedule and approve the request for advanced step placement to Step 3.
 - d. **Approval of revised job description for Program Assistant, Child Care Planning** – Ms. Simmons presented the revised job description, stating that the revisions consist of job title changes and updated technology language and required abilities. On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the revised job description.
6. **Information/Discussion Items**
 - a. **Update on Classification Study Phases IV a & b** – Dr. Heller stated that he expected to receive the draft report from the consultants today but it is delayed due to obtaining salary comparables for the IT jobs that were studied. As soon as he receives the study he will send it to the Commissioners. The final phase, IVb, will begin soon after.

- b. Classified Recruiting Update September 6, 2014 – October 10, 2014** – Dr. Heller reviewed the report with the Commissioners, stating that the LVN/TA has been hired and interviews for the Regional Program Assistant are being held this Wednesday. In addition, all laid-off Special Education Teaching Assistants have been reinstated.
 - c. Update on Personnel Commissioner Gerry Klor’s Reappointment to new three-year term** – Dr. Heller provided a brief overview of the process, stating that the Superintendent of Public Instruction will officially appoint Mr. Klor once the application and other required documents are sent in to the State.
- 7. Announcements** – 1) Petaluma is the lead district for the South County Consortium and they, along with 4 other districts, are looking to take back approximately 22 special education classrooms for 2015-16. 2) Melinda Susan was hired as the South County Consortium director for special education and will be leaving SCOE. 3) Beginning in December the County Board will be reduced to 5 members, 4 of which will be brand new to the Board.
- 8. Next Meeting** - The next meeting is scheduled for Monday, November 17, 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.

- 9. Adjournment** – Mr. Klor adjourned the meeting at 3:25 p.m.