

# HUMBOLDT COUNTY OFFICE OF EDUCATION PERSONNEL COMMISSION

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Garry T. Eagles, Ph.D., *Superintendent*  
Debra Kingshill, *Coord. of Personnel Services*

## COMMISSION MEMBERS:

Art Cardoza  
Danette Demello  
Sheila Porterfield

May 17, 2016

The Personnel Commission of the Humboldt County Office of Education met in the Alder conference room in regular session on May 17, 2016 at 5:15 p.m.

1.0 Art Cardoza, Chairperson called the meeting to order at 5:24 p.m.

Present: Art Cardoza, Chairperson; Sheila Porterfield, Vice Chairperson; Danette Demello, Personnel Commission Member.

Also present: Debra Kingshill, Coordinator of Personnel Services; Jon Sapper, Deputy Superintendent.

Guests: Cathy Dickerson, Coordinator Instructional Support, Colby Smart, E-Learning Specialist.

2.0 REVIEW OF THE MINUTES

The minutes of the April 12, 2016 meeting were reviewed. Commissioner Demello made a motion to approve the minutes. Commissioner Porterfield seconded the motion. Motion passed.

3.0 PUBLIC COMMENT

- Sandy Crawl, Instructional Aide Peninsula SDC, Room #4, stated she would be retiring the end of the summer session, July 31, 2016. She expressed her appreciation for the classified negotiated retirement option to receive one month of paid health benefits for every year of full-time service worked. She is hoping that HCOE will continue to offer this option for others retiring in the future.
- Mark Schaffner, former Vocational Caseworker, expressed concern regarding the re-hire rights of vocational caseworkers.

4.0 PERSONNEL UPDATES

4.1 RESIGNATION

- Instructional Aide, Special Beginnings Peninsula #1 SDC, (.57 FTE) *K. McNeill*

4.2 POSITIONS UNDER REVIEW

- Senior Account Technician
- SCIA, Glen Paul, Room 22, (.71 FTE)
- SCIA, Glen Paul, Peninsula SDC, (.86 FTE)
- Clerk for the Deaf and Hard of Hearing, (1.0 FTE)
- Custodian, (1.0 FTE)
- Bus Driver, 2 positions, (.8 FTE each)
- Behavior Support Assistant, 2 positions, (1.0 FTE each)
- Instructional Aide, Court/Community, 4 positions (.86 FTE each)

## 5.0 NEW LEGISLATION/SUPERINTENDENT REPORT

There was no discussion of new legislation.

## 6.0 ACTION ITEM

### 6.1 REVIEW JOB DESCRIPTIONS FOR APPROVAL

- **INSTRUCTIONAL RESOURCE ASSISTANT**
- **PROFESSIONAL DEVELOPMENT TECHNICIAN**
- **LIBRARY SYSTEMS TECHNICIAN**

Cathy Dickerson and Colby Smart first led the Commissioners and guests on a tour of the HERC to see firsthand some of the physical changes to the HERC. A new room within the HERC has been constructed that will hold about 40 participants for meetings, workshops and various professional development activities. Upon return to the Alder, Cathy discussed overall program and service changes that will be implemented in the HERC beginning with the 2016-17 school year. Each of the above job descriptions were discussed and reviewed. Changes and/or updates to each included corrections to typographical errors, spelling out of acronyms, etc.... with the exception of the Instructional Resource Assistant. That position was proposed at range 27, but Commissioners felt that it should be range 28 to be consistent with other HCOE jobs within that family.

**Instructional Resource Assistant:** Commissioner Demello made a motion to approve this job description with revisions. Commissioner Porterfield seconded the motion and it passed unanimously.

**Professional Development Technician:** Commissioner Porterfield made a motion to approve this job description with revisions and an increase from Range 27 to Range 28. Commissioner Demello seconded the motion and it passed unanimously.

**Library Systems Technician:** Commissioner Demello made a motion to approve this job description with revisions. Commissioner Porterfield seconded the motion and it passed unanimously.

## 7.0 SUPERINTENDENTS REPORT

Jon Sapper, Deputy Superintendent, distributed a document titled *Summary and Analysis of the Governor's 2016-17 May Revision*, prepared by the office of Christine Lizardi Frazier from the Kern County Office of Education. Dr. Sapper presented a summary of the document and shared his perspective on the salient points.

## 8.0 REVIEW TRAVEL CLAIMS

Travel claims were distributed, signed and returned.

## 9.0 DISCUSSION/ANNOUNCEMENTS

Debra Kingshill made the Commissioners aware of an upcoming move of the SELPA offices.

## 10.0 ADJOURNMENT

The meeting was adjourned at 6:35 p.m.

The next meeting will be held on June 14, 2016 in the Alder Room at 5:15 p.m.