

HUMBOLDT COUNTY OFFICE OF EDUCATION

PERSONNEL COMMISSION

Chris N. Hartley, Ed.D., *Superintendent*
Debra Kingshill, *Coord. of Personnel Services*

COMMISSION MEMBERS:

Sheila Porterfield

Danette Demello

Will Folger

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THE PERSONNEL COMMISSION OF HUMBOLDT COUNTY OFFICE OF EDUCATION

September 12, 2017

REGULAR SESSION: 5:15 P.M./ALDER

- 1.0 CALL MEETING TO ORDER/ROLL CALL
- 2.0 REVIEW/APPROVE MINUTES OF August 2, 2017 MEETING
- 3.0 PUBLIC COMMENT
- 4.0 PERSONNEL UPDATES
 - 4.1 NEW HIRES
 - Senior Account Technician (1.0 FTE)
 - Intermediate Account Technician (1.0 FTE)
 - Program Aide, Glen Paul (.86 FTE) 3 positions
 - Program Aide, Glen Paul Preschool (.43 FTE)
 - Program Aide, Glen Paul Preschool (.86 FTE)
 - SCIA, Glen Paul, FUHS SDC (.86 FTE)
 - Program Aide, Fortuna TLC (.86 FTE)
 - Program Aide, Special Beginnings, DN Preschool (.86 FTE) 2 positions
 - Program Aide, Special Beginnings, Peninsula (.86 FTE)
 - Program Aide, Special Beginnings, FJA (.86 FTE)
 - Program Aide, Special Beginnings, Itinerant/Preschool (.86 FTE)
 - 4.2 POSITIONS UNDER REVIEW
 - Program Aide, Special Beginnings, FJA Infant (.69 FTE)
 - Program Aide, Special Beginnings, FJA Infant (.52 FTE)
 - Program Aide, Special Beginnings, Winzler (.86 FTE)
 - Anticipated Opening, COTA (10 mo., 1.0 FTE)
 - Program Aide, Glen Paul Preschool (.86 FTE)
 - Program Aide, Eagle Point (.86 FTE)
 - Behavior Support Assistant, Eagle Point (1.0 FTE)
- 5.0 ACTION ITEM
 - 5.1 REVIEW JOB DESCRIPTIONS FOR APPROVAL
 - Certified Occupational Therapy Assistant (COTA)
 - Special Education Program Secretary
- 6.0 NEW LEGISLATION
- 7.0 SUPERINTENDENT'S REPORT
- 8.0 REVIEW TRAVEL CLAIM
- 9.0 ADJOURNMENT