

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

June 12, 2018

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

- 1.0 CALL MEETING TO ORDER/ROLL CALL
- 2.0 REVIEW/APPROVE MINUTES OF MAY 8, 2018 MEETING
- 3.0 PUBLIC COMMENT
- 4.0 PERSONNEL UPDATES
 - 4.1 NEW HIRES
 - Personnel/Legal Secretary, (1.0 FTE)
 - 4.2 RESIGNATION/RETIREMENT
 - Foster Homeless Youth Caseworker (1.0 FTE)
 - Instructional Aide, Special Beginnings (.86 FTE)
 - Instructional Aide, Ct/ Community School (.86 FTE)
 - Printing and Graphics Communications Technician (1.0 FTE)
 - Foster Youth Data Technician (1.0 FTE) *retirement*
 - Instructional Aide, Ct/ Community School (1.00 FTE) *retirement*
 - 4.3 TERMINATION
 - Bus Driver, probationary (.80 FTE)
 - 4.4 POSITIONS UNDER REVIEW
 - Bus Driver (.80 FTE)
 - Insurance Benefits Clerk – JPA (1.0 FTE)
 - *Anticipated Opening* Early Literacy/HCOE Foundations/Admin. Assistant (1.0 FTE)
 - *Anticipated Opening* Foster Youth and Information Systems Data Technician (1.0 FTE)
 - Foster Youth Education Caseworker (1.0 FTE)
 - Printing and Graphics Communications Technician (1.0 FTE)
 - Instructional Aide, Ct/ Community School (.86 FTE)
 - Instructional Aide, Ct/ Community School (1.0 FTE)
 - Budget and Accounting Analyst (1.0 FTE)
- 5.0 ACTION ITEM
 - 5.1 REVIEW JOB DESCRIPTIONS FOR APPROVAL
 - Early Literacy/HCOE Foundations/Admin.
 - Foster Youth and Information Systems Data Technician
- 6.0 NEW LEGISLATION
- 7.0 SUPERINTENDENT'S REPORT
- 8.0 REVIEW TRAVEL CLAIM
- 9.0 ADJOURNMENT