

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, August 27, 2018

The regular meeting of the Marin County Office of Education Personnel Commission was held at the Marin County Office of Education, 1111 Las Gallinas Avenue, San Rafael, CA 94903 on Monday, August 27, 2018.

1. Mr. Bridges convened the meeting at 3:30 p.m.
2. Present for the meeting were Commissioners Catherine McKown, Bill Bridges and Dr. Arline Zerkel. The staff was represented by Tracee Edmunds and Erin Feely. Guests: Christine Franceschi, Adriane Lommel.
3. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve and adopt the agenda.
4. Mr. Bridges invited the public to comment on items not on the agenda.
5. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve the minutes for the meeting held July 23, 2018.
6. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve the Personnel Commission goals for 2018-19.
7. Ms. Edmunds reviewed the draft 2017-18 Personnel Commission Annual Report.
8. Ms. Edmunds reported that the Classification Study for the Building Series is moving forward and the job descriptions are going for approval with the Board.
9. Ms. Edmunds reported on the following:
 - Shared a sample of the changes to the Personnel Commission agenda, minutes, and MCOE website to make them ADA accessible.
 - Discussed grammar research regarding semicolons and serial comas from the July 23 meeting.
 - Progression specific to landscaping project to create useable workspace.
 - Back to School was held on August 20, 2018, welcoming 15 new classified staff members. Walker Creek Ranch Back to School will be held on September 6.
 - Classified new hire orientation welcomed 7 new employees.
 - CSPCA/NC Fall Conference taking place October 7 through October 9 in Reno. Commissioners confirmed they will not attend.
 - Reviewed status report for the period of July 23, 2018 – August 27, 2018. Current leaves, resignations, and vacancies were reviewed.
10. Mr. Bridges invited Commissioners to report on items not on the agenda.
11. Motion, seconded, and carried, Zerkel/McKown the matter passed 3-0 to adjourn the meeting. Mr. Bridges adjourned the meeting at 4:20pm.

Call to Order

Roll Call/Guests

Agenda Approved

Public Comment

Minutes Approved

2018-19 Goals Approved

2017-18 Annual Report

Classification Study

Personnel Director's Report

Commissioners' Reports/Items

Adjournment



Tracee Edmunds
Secretary