

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, April 23, 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, April 23, 2018.

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| 1. Mr. Bridges convened the meeting at 3:35 p.m. | <u>Call to Order</u> |
| 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: Raquel Rose, Vicki Ascher, and Christine Franceschi. | <u>Roll Call/Guests</u> |
| 3. M/s/c/McKown/Zerkel; the matter passed 3-0 to approve and adopt the agenda. | <u>Agenda Approved</u> |
| 4. Mr. Bridges invited the public to comment on items not on the agenda. | <u>Public Comment</u> |
| 5. M/s/c/Zerkel/McKown; the matter passed 3-0 to approve the minutes for the meeting held March 26, 2018. | <u>Minutes Approved</u> |
| 6. Ms. Rose reported on the Classification Study of the Building Series, noting all of the surveys have been returned and all four of the incumbents met with consultant Mary Batchelder to review their responses. Ms. Batchelder will be meeting with the Maintenance and Operations Administrative staff to review the survey responses on April 25, 2018. | <u>Classification Study</u> |
| 7. M/s/c/Zerkel/McKown; the matter passed 3-0 to approve the 2018-19 proposed budget and public hearing date. | <u>2018-19 Meeting Calendar</u> |
| 8. Ms. Edmunds reported on the following: <ul style="list-style-type: none">• MCOE will be hosting a Job Fair on May 17 from 3:30pm and 5pm.• The Golden Bell awards will be held May 24 and will celebrate our own classified staff, Ashley Markovich (Paraeducator) and Michele Wagonner (Accounting Assistant). The Classified Employee of the Year will be announced at the end of April. Invitations will be forwarded to Commissioners.• New hire orientation will be held April 25.• Kate Lane will discuss the State Budget at either the May or June Personnel Commission meeting.• Reviewed status report for the period of March 26, 2018 – April 25, 2018. Current leaves, resignations, and vacancies were reviewed. | <u>Personnel Director's Report</u> |
| 9. Mr. Bridges invited Commissioners to report on items not on the agenda. | <u>Commissioners' Reports/Items</u> |
| 10. M/s/c/Zerkel/McKown; the matter passed 3-0 to adjourn the meeting. Mr. Bridges adjourned the meeting at 4:04pm. | <u>Adjournment</u> |



Tracee Edmunds
Secretary