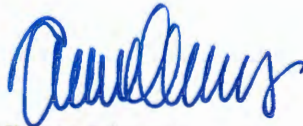


MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, December 18, 2017

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, December 18, 2017.

- | | | |
|-----|---|---|
| 1. | Ms. Zerkel convened the meeting at 3:30 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: Vicki Ascher. | <u>Roll Call/Guests</u> |
| 3. | M/s/c/McKown/Bridges; the matter passed 3-0 to approve and adopt the agenda. | <u>Agenda Approved</u> |
| 4. | Ms. Zerkel invited the public to comment on items not on the agenda. | <u>Public Comment</u> |
| 5. | M/s/c/Bridges/McKown; the matter passed 3-0 to approve the minutes for the meeting held November 27, 2017. | <u>Minutes Approved</u> |
| 6. | Ms. Edmunds reported that the Board approved CSEA and Walker Creek Ranch CSEA salary schedules at the December 12 meeting, thus completing the classification study for the Ranch positions. The next job family to be studied is the Building Series, including Maintenance and Custodial positions. | <u>Classification Study</u> |
| 7. | Ms. Edmunds reported on the following: <ul style="list-style-type: none">• The California Commission on Teacher Credentialing Classified school employee teacher credentialing grant. An information meeting was held November 28 with 40+ participants. To date, 20 people have applied for one of the 30 spots, 3 of whom are MCOE employees.• New hire orientation monthly tour and meeting was held November 29 with 3 classified attendees.• Reviewed status report for the period of November 27, 2017 to December 18, 2017. Current leaves, resignations, and vacancies were reviewed. | <u>Personnel Director's Report</u> |
| 8. | Ms. Zerkel nominated Mr. Bridges for Chairperson and Ms. McKown for Vice Chairperson. M/s/c/Zerkel/McKown; the matter passed 3-0 to elect Bill Bridges as Chairperson and Catherine McKown as Vice Chairperson. | <u>New Chairperson/Vice Chairperson</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 3:49 pm. | <u>Adjournment</u> |



Tracee Edmunds
Secretary