

**MINUTES**  
**MARIN COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**  
**Monday, January 22, 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, January 22, 2018.

- |  |                                     |
|--|-------------------------------------|
| 1. Mr. Bridges 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: Adriane Lommel.  | <u>Roll Call/Guests</u>             |
| 3. M/s/c/Zerkel/McKown; 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 as amended for the meeting held December 18, 2017.  | <u>Minutes Approved</u>             |
| 6. Ms. Edmunds discussed classifications for the next study. Discussion with continue in April.  | <u>Classification Study</u>         |
| 7. Ms. Edmunds reported on the following: <ul style="list-style-type: none"><li>• The Business Office is going through a reorganization, resulting in an open Director position due to an incumbent promotion to Senior Director and two accountants working out of class as Business Services Manager.</li><li>• The California Commission on Teacher Credentialing Classified school employee teacher credentialing grant. 37 people have applied, 6 of whom are MCOE employees.</li><li>• Project is moving forward to update the front of MCOE to create an accessible outdoor working space.</li><li>• Identified potential conflicts regarding the June and September 2018 Personnel Commission meeting dates. Meeting calendar revision discussion and approval to be placed on the February 26<sup>th</sup> agenda.</li><li>• New hire orientation monthly tour will be held January 31.</li><li>• Reviewed status report for the period of December 18, 2017 – January 22, 2018. Current leaves, resignations, and vacancies were reviewed.</li></ul> | <u>Personnel Director's Report</u>  |
| 8. Mr. Bridges invited Commissioners to report on items not on the agenda.   | <u>Commissioners' Reports/Items</u> |
| 9. M/s/c/McKown/Zerkel; the matter passed 3-0 to adjourn the meeting. Mr. Bridges adjourned the meeting at 4:10pm.   | <u>Adjournment</u>                  |



Tracee Edmunds  
Secretary