

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

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| 1. Mr. Bridges convened the meeting at 3:32 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: Alex Young, Mary Batchelder | <u>Roll Call/Guests</u> |
| 3. Motion, seconded, and carried, 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. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve the amended minutes for the meeting held June 15, 2018. | <u>Minutes Approved</u> |
| 6. Ms. Batchelder reported on the Classification Study of the Building Series, providing a summary of work done to date. | <u>Classification Study</u> |
| 7. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve job titles as they pertain to the drafted job descriptions for the Building Series (Office Utility Worker, Custodian/Groundskeeper; Maintenance Custodian, Maintenance Worker classifications). | <u>Classification Study/Job Title Approval</u> |
| 8. Ms. Edmunds reported on Personnel Commission goals for 2017-18. | <u>2017-18 Goals Report</u> |
| 9. Ms. Edmunds reviewed drafted Personnel Commission goals for 2018-19. | <u>2018-19 Goals Review</u> |
| 10. Ms. Edmunds reported on the following: <ul style="list-style-type: none">• Changes in the Administrative structure; Raquel Rose acting as Interim Superintendent for Mill Valley, Jon Lenz is Assistant Superintendent of SPED/SELPA and will oversee Personnel.• Changes to the Personnel Commission agenda, minutes, and MCOE website to make them ADA accessible.• Progression of new landscaping project to create useable workspace.• Back to School taking place on August 20, 2018.• CSPCA/NC Fall Conference taking place October 7 through October 9 in Reno. Commissioners will confirm attendance at future meeting.• Reviewed status report for the period of June 15, 2018 – July 23, 2018. Current leaves, resignations, and vacancies were reviewed. | <u>Personnel Director's Report</u> |
| 11. Mr. Bridges invited Commissioners to report on items not on the agenda. | <u>Commissioners' Reports/Items</u> |
| 12. M/s/c/McKown/Zerkel; the matter passed 3-0 to adjourn the meeting. Mr. Bridges adjourned the meeting at 4:22pm. | <u>Adjournment</u> |

Tracee Edmunds
Secretary