

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, July 24, 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, July 24, 2017.

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| 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: Adriane Lommel. | <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 as amended for the meeting held June 16, 2017. | <u>Minutes Approved</u> |
| 6. | Ms. Edmunds provided an update on the Classification Study, affirming the Ranch Cook reclassification was approved by the Board and is now complete. Work continues on the remaining Ranch classifications. | <u>Classification Study</u> |
| 7. | Reported on Personnel Commission goals for 2016-17. | <u>Goals Report</u> |
| 8. | Discussed and moved forward Personnel Commission goals for 2017-18 to August 28, 2017 Personnel Commission meeting. | <u>Goals Report</u> |
| 9. | Ms. Edmunds reported on the following: <ul style="list-style-type: none">• Ransomware attack discovered Friday 7/14 and resolved by IT.• Paraeducator Training completed in partnership with the Marin Employment Connection.• Extended School Year report – School to Career and Special Education.• CCEE – on boarded 10 CCEE professional experts effective 7/1/17.• Back to School taking place 8/14/17.• New Hire Orientation per AB119 – working with unions to schedule their time with employees. Providing a list of new hires and terminations monthly.• Recruitments in high volume this summer. Paraeducators, Ranch positions, Secretarial positions and Accounting Technician.• Reviewed status report for the period of June 16, 2017 to July 24, 2017. Current leaves, resignations, and vacancies were reviewed. | <u>Personnel Director's Report</u> |
| 10. | Ms. Zerkel invited Commissioners to report on items not on the agenda. | <u>Commissioners' Reports/Items</u> |
| 11. | M/s/c/McKown/Bridges; the matter passed 3-0 to adjourn the meeting. Ms. Zerkel adjourned the meeting at 4:27 pm. | <u>Adjournment</u> |



Tracee Edmunds
Secretary