

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Friday, June 15, 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 Friday, June 15, 2018.

1. Mr. Bridges convened the meeting at 1:00 p.m.
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.
3. M/s/c/McKown/Zerkel; the matter passed 3-0 to approve and adopt the agenda.
4. Mr. Bridges invited the public to comment on items not on the agenda.
5. M/s/c/Zerkel/McKown; the matter passed 3-0 to approve the minutes for the meeting held May 21, 2018.
6. Ms. Rose reported on the Classification Study of the Building Series, noting that she and consultant, Mary Batchelder, had met with CSEA on June 15 to review job descriptions. The Commission will review the proposed job descriptions for approval of job titles at a future meeting.
7. Ms. Edmunds reported on the following:
 - Attended the first annual San Rafael Community Job Fair on June 7.
 - The Golden Bell awards were held May 24 and celebrated our own classified staff, Ashley Markovich (Paraeducator) and Michele Wagonner (Accounting Assistant). The Classified Employee of the Year was announced in April to be MCOE's own John Narvaez.
 - The Year End Celebration was held on June 5 at County Superintendent, Mary Jane Burke's house.
 - Save the date – October 7-9, 2018, SPCA/NC Conference in Reno.
 - Reviewed status report for the period of May 21, 2018 – June 15, 2018. Current leaves, resignations, and vacancies were reviewed.
8. Mr. Bridges invited Commissioners to report on items not on the agenda.
 - Ms. Zerkel reported that she had attended the End of Year Celebration on June 5th.
9. M/s/c/Zerkel/McKown; the matter passed 3-0 to adjourn the meeting. Mr. Bridges adjourned the meeting at 1:28pm.

Call to Order

Roll Call/Guests

Agenda Approved

Public Comment

Minutes Approved

Classification Study

Personnel Director's Report

Commissioners' Reports/Items

Adjournment



Tracee Edmunds
Secretary