

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, May 21, 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, May 21, 2018.

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| 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: Raquel Rose, Kate Lane, Vicki Ascher, Christine Franceschi and Debbie Aviron. | <u>Roll Call/Guests</u> |
| 3. M/s/c/Zerkel/McKown; the matter passed 3-0 to approve and adopt the agenda as amended to reflect the 2018-19 school year for the budget. | <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/McKown/Zerkel; the matter passed 3-0 to approve the minutes for the meeting held April 23, 2018. | <u>Minutes Approved</u> |
| 6. Ms. Lane provided an update on the Governor's budget. | <u>Governor's Budget</u> |
| 7. Mr. Bridges opened the public hearing on the 2018-19 Personnel Commission budget. | <u>Public Hearing on 2018-19 Budget</u> |
| 8. M/s/c/Zerkel/McKown; the matter passed 3-0 to approve the 2018-19 proposed budget. | <u>Approval of 2018-19 Budget</u> |
| 9. Ms. Rose reported on the Classification Study of the Building Series, noting that the consultant, Mary Batchelder, had reviewed the questionnaires with the division supervisor. Next steps are for the incumbents and representatives to review the drafted revised job descriptions. The unoccupied positions are not holding back the progress of the study. The Commission will review the proposed job descriptions for approval of job titles at a future meeting. | <u>Classification Study</u> |
| 10. Ms. Edmunds reported on the following: <ul style="list-style-type: none">• MCOE hosted a Job Fair on May 17 with 53 participants meeting representatives from 5 districts and 1 public preschool.• The Golden Bell awards will be held May 24 and will celebrate 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.• New hire orientation will be held May 30.• On May 9 all employees were celebrated with an afternoon ceremony in the courtyard at Marin's Community School, acknowledging Golden Bell winners, volunteers and those who had been awarded graduate degrees.• The Year End Event celebrating retirees will be held on June 5.• Reviewed status report for the period of April 23, 2018 – May 21, 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 4:03pm. | <u>Adjournment</u> |



Tracee Edmunds
Secretary