

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, September 25, 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, September 25, 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/Bridges/McKown; 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/McKown/Bridges; the matter passed 3-0 to approve the minutes for the meeting held August 28, 2017. | <u>Minutes Approved</u> |
| 6. | Review of Personnel Commission Annual Report 2016-17. | <u>Annual Report Reviewed</u> |
| 7. | M/s/c/Bridges/McKown; the matter passed 3-0 to approve Personnel Commission Annual Report 2016-17 with changes. | <u>Annual Report Approved</u> |
| 8. | Ms. Edmunds provided an update on the classification study for Walker Creek Ranch positions. | <u>Classification Study</u> |
| 9. | Ms. Edmunds reported on the following: <ul style="list-style-type: none">• WCR Back to School events on September 7.• California School Personnel Commissioners Association (CSPCA) conferences:<ul style="list-style-type: none">○ CSPCA- Northern California conference scheduled for October 13○ State-wide conference to be held in San Diego the first week of February 2018; more information will be forth-coming• Work out of class for Alternative Education Administrative Secretary working as Senior Administrative Secretary.• Open Enrollment notices for benefits mailed. Changes must be submitted by Friday, September 29.• CSEA recommended and MCOE Board approved Bill Bridges for a new term from December 1, 2017 – December 1, 2020.• Classified Job Fair scheduled for October 24th.• New hire orientation tour and meetings are now scheduled monthly.• Reviewed status report for the period of August 28, 2017 to September 25, 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/Bridges/McKown; the matter passed 3-0 to adjourn the meeting. Ms. Zerkel adjourned the meeting at 3:59 pm. | <u>Adjournment</u> |


Tracee Edmunds
Secretary