


MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, March 26, 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, March 26, 2018.

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| 1. | Mr. Bridges convened the meeting at 3:31 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. Guests: Raquel Rose, Vicki Ascher, Christine Francheschi and Nancy Duns. | <u>Roll Call/Guests</u> |
| 3. | M/s/c/Zerkel/McKown; 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. | M/s/c/McKown/Zerkel; the matter passed 3-0 to approve the minutes for the meeting held February 26, 2018. | <u>Minutes Approved</u> |
| 6. | Raquel Rose reported on the Building series of the Classification Study. A meeting was held on March 16, 2018 with current staff and CSEA representatives to review the classification study process and provide the survey for employees to complete within three weeks. There was also discussion of the process for completing the study for the two unfilled classes (Office Utility Worker and Maintenance Custodian). | <u>Classification Study</u> |
| 7. | M/s/c/Zerkel/McKown; the matter passed 3-0 to approve the 2018-19 Personnel Commission meeting calendar. | <u>2018-19 Meeting Calendar</u> |
| 8. | Ms. Edmunds reported on the following: <ul style="list-style-type: none">• Provided an update on Commission goals specific to recruitment and participation in job fairs, identifying that MCOE attended the Red Cross Certified Nurse Assistant job fair and hosted a teacher job fair on Saturday where a number of participants came forward interested in classified instructional positions (i.e. paraeducator).• Reported on work out of class for a Ranch Helper working as a Ranch Cook.• New hire orientation was held February 28 with 2 participants. The next orientation will be held April 25.• Reviewed status report for the period of February 26, 2018 – March 26, 2018. Current leaves, resignations, and vacancies were reviewed. | <u>Personnel Director's Report</u> |
| 9. | Mr. Bridges invited Commissioners to report on items not on the agenda. | <u>Commissioners' Reports/Items</u> |
| 10. | M/s/c/Zerkel/McKown; the matter passed 3-0 to adjourn the meeting. Mr. Bridges adjourned the meeting at 3:56pm. | <u>Adjournment</u> |


Tracee Edmunds
Secretary