

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, November 27, 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, November 27, 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, Erin Feely, Mary Jane Burke, Raquel Rose and Mike Grant. 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/Bridges/McKown; the matter passed 3-0 to approve the minutes for the meeting held October 23, 2017. | <u>Minutes Approved</u> |
| 6. | Ms. Burke administered the Oath of Office to Bill Bridges for reappointment to the Personnel Commission. | <u>Oath of Office</u> |
| 7. | Ms. Burke provided an update on current events in the education community. | <u>Superintendent Update</u> |
| 8. | M/s/c/McKown/Bridges; the matter passed 3-0 to approve the position title for Naturalist. | <u>Classification Study/Job Title Approval</u> |
| 9. | M/s/c/Bridges/McKown; the matter passed 3-0 to approve the Allocation of Walker Creek Ranch classes (position titles) to the Classified Walker Creek Ranch Salary Schedule. | <u>Classification Study Salary Approval</u> |
| 10. | Ms. Edmunds reported on the following: <ul style="list-style-type: none">• Mike Grant provided an update on the effects of the Sonoma County wild fires.• Invitation to the Holiday Party for staff, family and friends on December 11th.• Provided an update on the grant from the Commission on Teacher Credentialing to fund a Classified Service Employee Teacher Credentialing program with 69 people showing interest countywide, including 5 slots for MCOE. An information meeting is scheduled for November 28. More information will be reported at the December meeting.• New hire orientation monthly tour and meeting was not held in October; next one will be November 29th.• Reviewed status report for the period of October 23, 2017 to November 27, 2017. Current leaves, resignations, and vacancies were reviewed. | <u>Personnel Director's Report</u> |
| 11. | Ms. Zerkel invited Commissioners to report on items not on the agenda. | <u>Commissioners' Reports/Items</u> |
| 12. | M/s/c/McKown/Bridges; the matter passed 3-0 to adjourn the meeting. Ms. Zerkel adjourned the meeting at 4:29 pm. | <u>Adjournment</u> |

Tracee Edmunds
Secretary