

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, October 23, 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, October 23, 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 Batchelder and Raquel Rose. | <u>Roll Call/Guests</u> |
| 3. | M/s/c/McKown/Bridges; 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 September 25, 2017. | <u>Minutes Approved</u> |
| 6. | Mary Batchelder provided an update on the progress of the classification studies for Walker Creek Ranch positions and reviewed the drafted job titles. | <u>Classification Study/Job Title Review</u> |
| 7. | M/s/c/Bridges/McKown; the matter passed 3-0 to approve the position titles of Ranch Administrative Assistant, Ranch Helper, Ranch Naturalist and Ranch Worker. | <u>Classification Study/Job Title Approval</u> |
| 8. | Ms. Edmunds reported on the following: <ul style="list-style-type: none">• Provided a final copy of Personnel Commission Annual Report.• MCOE received a grant from the Commission on Teacher Credentialing to fund a Classified Service Employee Teacher Credentialing program with 30 slots allocated.• Classified Job Fair scheduled for October 24th.• New hire orientation monthly tour and meeting held September 27, next one will be October 25.• Reviewed status report for the period of September 25, 2017 to October 23, 2017. Current leaves, resignations, and vacancies were reviewed. | <u>Personnel Director's Report</u> |
| 9. | Ms. Zerkel invited Commissioners to report on items not on the agenda. | <u>Commissioners' Reports/Items</u> |
| 10. | M/s/c/Bridges/McKown; the matter passed 3-0 to adjourn the meeting. Ms. Zerkel adjourned the meeting at 3:55 pm. | <u>Adjournment</u> |



Tracee Edmunds
Secretary