

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, August 28, 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, August 28, 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: Vicki Ascher. | <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 July 24, 2017. | <u>Minutes Approved</u> |
| 6. | Review of Personnel Commission Annual Report. | <u>Annual Report</u> |
| 7. | Review of Personnel Commission goals for 2017-18. | <u>Goals Report</u> |
| 8. | M/s/c/Bridges/McKown; the matter passed 3-0 to approve Personnel Commission goals for 2017-18. | <u>Goals Approved</u> |
| 9. | Ms. Edmunds provided an update on the Classification study and incumbents in Ranch positions. | <u>Classification Study</u> |
| 10. | Ms. Edmunds reported on the following: <ul style="list-style-type: none">• The 2017 Back To School events.• Held Classified new hire orientation on August 11th with 14 classified employees attending.• News of the passing of retired paraeducator, Mary Ellen Maurer.• Reviewed status report for the period of July 24, 2017 to August 28, 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/Bridges/McKown; the matter passed 3-0 to adjourn the meeting in honor of Mary Ellen Maurer. Ms. Zerkel adjourned the meeting at 4:10 pm. | <u>Adjournment</u> |



Tracee Edmunds
Secretary