

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, February 2, 2015

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 on Monday, February 2, 2015.

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| 1. Mr. Bridges convened the meeting at 5:00 p.m. | <u>Call to Order</u> |
| 2. Present for the meeting were Commissioners Bill Bridges, Arline Zerkel and Catherine McKown. The staff was represented by Ms. Mary Jane Burke, Ms. Terena Mares, Ms. Deanne Carter and Ms. Felecia Lindsay. | <u>Roll Call/Guests</u> |
| 3. M/s/c /McKown/Zerkel; the matter passed 3-0 to approve and adopt the agenda. | <u>Agenda Approved</u> |
| 4. Mr. Bridges invited public comment on items on the agenda. <ul style="list-style-type: none">• Ms. Burke introduced Ms. Karen Ayala, CSEA Chapter 327 President, and Ms. Terri Nadell, CSEA Chapter 327 Vice President.• Ms. Burke and Mr. Bridges presented Deanne Carter with a Certificate of Achievement in recognition of her promotion to the Credentials Analyst Position. | <u>Public Comment</u> |
| 5. M/s/c/Zerkel/McKown; the matter passed 3-0 to approve the minutes as amended for the meeting held January 12, 2015. | <u>Minutes Approved</u> |
| 6. M/s/c/McKown/Zerkel; the matter passed 3-0 to approve the Recommendation for the Secretarial Series positions on the Classified Salary Schedule. | <u>Classification Study:
Secretarial Series
Positions on the
Classified Salary
Schedule</u> |
| 7. Ms. McKown opened discussion on the cost of the classification study. <ul style="list-style-type: none">• Ms. Burke will report on the cost of the Classification Study at the meeting to be held on Monday, March 23rd, 2015. | <u>Cost for the
Classification Study</u> |
| 8. M/s/c/McKown/Zerkel; the matter passed 3-0 to approve the Recommendation for Classification of the Secretarial Series positions on the Classified Management and Confidential Employees (Non-Exempt) Salary Schedule. | <u>Classification Study:
Secretarial Series
Positions on the
Classified Management
and Confidential
Employees (Non-
Exempt) Salary Schedule</u> |
| 9. Ms. Burke reported on the following: <ul style="list-style-type: none">• Reviewed the status report for the period of January 12, 2015 to February 2, 2015. Current leaves, terminations, resignations and vacancies were reviewed.• Discussed measles immunizations.• Discussed the immunization video to be forwarded to the Personnel Commission on Tuesday, February 3, 2015. | <u>Personnel Director's
Report</u> |
| 10. Mr. Bridges invited Commissioner items or reports not on the agenda. | <u>Commissioners'
Reports/Items</u> |
| 11. M/s/c/Zerkel/McKown; the matter passed 3-0 to adjourn the meeting. Commissioner Bridges adjourned the meeting at 5:40 p.m. | <u>Adjournment</u> |
| 12. The next meeting will be held on Monday, March 23, 2015 at 5:00 p.m. in the Board Room. | |



Mary Jane Burke
Marin County Superintendent of Schools