

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, January 12, 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, January 12, 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. 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 new employee Felecia Lindsay, Senior Administrative Secretary for the Personnel Department. | <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 December 15, 2014. | <u>Minutes Approved</u> |
| 6. Ms. Burke updated the commissioners on the personnel department staffing transition. | <u>Personnel Staffing</u> |
| 7. Ms. Burke updated the commissioners on the classification study for classified personnel. | <u>Classification Study</u> |
| 8. M/s/c/Zerkel/McKown; the matter passed 3-0 to reschedule the February 17, 2015 meeting to February 2, 2015. | <u>Proposed February
Personnel
Commission Meeting
Reschedule</u> |
| 9. Ms. Burke reported on the following: <ul style="list-style-type: none">• Reviewed the status report for the period of December 15, 2014 to January 12, 2015. Current leaves, terminations, resignations and vacancies were reviewed.• Reported on Marin County Office of Education's December 2014 storm response including school closures and staff attendance.• Discussed the School Funding and Accountability Forum.• Reported on changes in school districts leadership. | <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 replace Ms. Edmunds' name on the agenda with Ms. Burke. | <u>Proposed Personnel
Commission
Secretary Name
Change</u> |
| 12. 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> |
| 13. The next meeting will be held on Monday, February 2, 2015 at 5:00 p.m. in the Board Room. | |



Mary Jane Burke
Marin County Superintendent of Schools