

**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, December 15, 2014**

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| 1. 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, December 15, 2014. | |
| 2. Mr. Bridges convened the meeting at 5:00 p.m. | <u>Call to Order</u> |
| 3. Present for the meeting were Commissioners Bill Bridges, Arline Zerkel and Catherine McKown. The staff was represented by Ms. Tracee Edmunds and Ms. Deanne Carter. | <u>Roll Call/Guests</u> |
| 4. M/s/c /Zerkel/McKown; the matter passed 3-0 to approve and adopt the agenda. | <u>Agenda Approved</u> |
| 5. Mr. Bridges invited public comment on items on the agenda. | <u>Public Comment</u> |
| 6. M/s/c/McKown/Zerkel; the matter passed 3-0 to approve the minutes as amended for the meeting held November 24, 2014. | <u>Minutes Approved</u> |
| 7. Ms. Edmunds updated the commissioners on the classification study for classified personnel. | <u>Classification Study</u> |
| 8. The Commissioners reviewed the proposed changes for Merit rule section 6.900. | <u>Merit Rule 6.900
Review</u> |
| 9. Ms. Edmunds updated the commissioners on recruitment for Personnel Staffing due to the promotion of staff Deanne Carter to Credentials Analyst. | <u>Personnel Staffing</u> |
| 10. Ms. Edmunds, Personnel Director, reported on the following: <ul style="list-style-type: none">• Confirmed Commissioner McKown's registration and attendance at the CSPCA Annual Conference January 22-25, 2015 in San Diego, CA.• Updated the Commissioners on requested changes to the SPCA phonebook on behalf of MCOE.• Reported on the Board Resolution No. 872 and the ratification of Superintendent's decision to serve classified employees with notice of reduction/discontinuance.• Reported on an employee inquiry into the Senior Systems Programmer Analyst position announcement and recruitment process.• Reviewed the status report for the period of November 24, 2014 to December 15, 2014. Current leaves, terminations, resignations and vacancies were reviewed. | <u>Personnel Director's
Report</u> |
| 11. Mr. Bridges invited Commissioner items or reports not on the agenda. | <u>Commissioners'
Reports/Items</u> |
| 12. M/s/c/McKown/Zerkel; the matter passed 3-0 to adjourn the meeting. Commissioner Bridges adjourned the meeting at 5:45pm. | <u>Adjournment</u> |
| 13. The next meeting will be held on Monday, January 12, 2015 at 5:00 p.m. in the Board Room. | |

Tracee Edmunds

Tracee Edmunds
Secretary

*by M. J. R.
1.12.15*