

**MINUTES**  
**MARIN COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**  
**Monday, September 22, 2014**

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, September 22, 2014.
2. Ms. Zerkel convened the meeting at 5:00 p.m. **Call to Order**
3. Present for the meeting were Commissioners Arline Zerkel, Catherine McKown and Bill Bridges. The staff was represented by Ms. Tracee Edmunds and Ms. Deanne Carter. **Roll Call/Guests**
4. M/s/c /Bridges/McKown; the matter passed 3-0 to approve and adopt the agenda. **Agenda Approved**
5. Ms. Zerkel invited public comment on items on the agenda. **Public Comment**
6. M/s/c /McKown/Bridges; the matter passed 3-0 to approve the minutes for the meeting held August 25, 2014. **Minutes Approved**
7. M/s/c/Bridges/McKown; the matter passed 3-0 to approve the salary adjustment for Work Out of Classification for current employee and for future practice. **Salary Adjustment Approved**
8. Ms. Edmunds updated the commissioners on the classification study for classified personnel. **Classification Study**
9. Ms. Edmunds updated the commissioners on the proposed changes for Merit rule section 6.900. **Merit Rule 6.900 Review**
10. M/s/c/Bridges/McKown; the matter passed 3-0 to approve the 2013-14 Personnel Commission Annual Report with changes. **2013-14 Personnel Commission Annual Report**
11. M/s/c/McKown/Bridges; the matter passed 3-0 to make adjustments to Personnel Commission schedule for January and February 2015. **2014-15 Personnel Commission Meeting Schedule**
12. Ms. Edmunds, Personnel Director, reported on the following:
  - Updated the commissioners on Ms. Edmunds and Mr. Bridges audit of the SPCA/NC's financial books.
  - Reported on open enrollment, Marin's Community School grand opening and flu shot clinic events.
  - Confirmed with the commissioners travel and attendance for the SPCA mini-conference.
  - Reviewed the status report for the period of August 25, 2014 to September 22, 2014. Current leaves, terminations, resignations and vacancies were reviewed.
13. Ms. Zerkel invited Commissioner items or reports not on the agenda.
  - Commissioner Zerkel reported on Marin's Community School grand opening.
14. M/s/c/McKown/Bridges; the matter passed 3-0 to adjourn the meeting. Commissioner Zerkel adjourned the meeting at 5:55pm. **Commissioners' Reports/Items**
15. The next meeting will be held on Monday, October 20, 2014 at 5:00 p.m. in the Board Room. **Adjournment**



Tracee Edmunds  
Secretary