

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, July 28, 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, July 28, 2014. | |
| 2. Ms. Zerkel convened the meeting at 5:00 p.m. | <u>Call to Order</u> |
| 3. Present for the meeting were Commissioners Arline Zerkel, Catherine McKown and Bill Bridges. The staff was represented by Ms. Tracee Edmunds, Ms. Deanne Carter and consultant Ms. Mary Batchelder. | <u>Roll Call/Guests</u> |
| 4. M/s/c /Bridges/McKown; the matter passed 3-0 to approve and adopt the agenda. | <u>Agenda Approved</u> |
| 5. Ms. Zerkel invited public comment on items on the agenda. | <u>Public Comment</u> |
| 6. M/s/c /Bridges/McKown; the matter passed 3-0 to approve the minutes for the meeting held June 23, 2014. | <u>Minutes Approved</u> |
| 7. M/s/c/McKown/Bridges; the matter passed 3-0 to approve the minutes for the special meeting held July 11, 2014. | <u>Minutes Approved</u> |
| 8. Ms. Batchelder reviewed with the commissioners the drafted job descriptions for the secretarial series of the Classification Study for classified personnel. | <u>Classification Study</u> |
| 9. M/s/c /Bridges/McKown; the matter passed 3-0 to approve the position titles for the drafted secretarial series job descriptions. | <u>Classification Study</u>
<u>Position Titles</u>
<u>Approved</u> |
| 10. M/s/c /McKown/Bridges; the matter passed 3-0 to approve the Personnel Commission Goals for 2014-15 with changes. | <u>Personnel</u>
<u>Commission Goals for</u>
<u>2014-15 Approved</u> |
| 11. Ms. Edmunds reviewed Merit rule section 6.900 with the commissioners and discussed changes. | <u>Merit Rule 6.900</u>
<u>Review</u> |
| 12. Ms. Edmunds, Personnel Director, reported on the following: <ul style="list-style-type: none">• Updated the commissioners on Ms. Edmunds and Mr. Bridges audit of the SPCA/NC's financial books• Updated the commissioners on classified layoffs• Reported on the Schools Rule fundraiser event and Back to School event• Reviewed the status report for the period of June 23, 2014 to July 28, 2014. Current leaves, terminations, resignations and vacancies were reviewed. | <u>Personnel Director's</u>
<u>Report</u> |
| 13. Ms. Zerkel invited Commissioner items or reports not on the agenda. | <u>Commissioners'</u>
<u>Reports/Items</u> |
| 14. M/s/c/Bridges/McKown; the matter passed 3-0 to adjourn the meeting. Commissioner Zerkel adjourned the meeting at 6:19pm | <u>Adjournment</u> |
| 15. The next meeting will be held on Monday, August 25, 2014 at 5:00 p.m. in the Board Room. | |



Tracee Edmunds
Secretary