

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, February 24, 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, February 24, 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 not on the agenda. Public Comment
6. Prior to approval of January minutes, at Commissioner Zerkel's request, Ms. Edmunds updated the Commissioners on the following: Research Report
 - The research of organizational practice in the use of a comma in recorded minutes.
 - Changes in the Brown Act requiring all elected official votes to be recorded in the manner in which they voted.
7. M/s/c /McKown/Bridges; the matter passed 3-0 to approve the minutes for the meeting held January 27, 2014. Minutes Approved
8. Ms. Edmunds addressed the commissioners with an update of the Classification Study for classified personnel. Classification Study
9. Ms. Edmunds, Personnel Director, reported on the following: Personnel Director's Report
 - CSPCA Annual Conference follow up.
 - Noted the Commissioners submission of Form 700 for the Economic Disclosure.
 - Provided an update on Senior Administrative Secretary limited term appointment (filled with a regular employee approved for work out of class) made permanent.
 - Reviewed the status report for the period of January 27, 2014 to February 24, 2014. Current leaves, terminations, resignations and vacancies were reviewed.
9. Ms. Zerkel invited Commissioner items or reports not on the agenda: Commissioners' Reports/Items
 - At Ms. McKown's request, the Commissioners offered feedback in regards to the CSPCA conference
10. M/s/c/Bridges/McKown; the matter passed 3-0 to adjourn the meeting. Commissioner Zerkel adjourned the meeting at 5:35pm. Adjournment
11. The next meeting will be held on Monday, March 24, 2014 at 5:00 p.m. in the Board Room.



Tracee Edmunds
Secretary