

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, January 27, 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, January 27, 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. Ms. Edmunds addressed the commissioners with an update of the Classification Study for classified personnel. **Classification Study**
7. M/s/c /Bridges/McKown; the matter passed 3-0 to approve the minutes as corrected for the meeting held November 25, 2013. **Minutes Approved**
8. Ms. Edmunds, Personnel Director, reported on the following: **Personnel Director's Report**
 - Reviewed information on the CSPCA Annual Conference, February 6-9, 2014 in San Jose, CA. Ms. Mckown, Ms. Zerkel, Mr. Bridges, and Ms. Edmunds will be attending.
 - Reported on the Board Resolution No. 855 and the ratification of the Superintendent's decision to serve classified employees with notice of reduction/discontinuance.
 - Provided an update on the Novato Unified and Ross Valley program transfers.
 - Updated the Commission on a change to the Brown Act.
 - Reviewed the status report for the period of November 25, 2013 to January 27, 2014. Current leaves, terminations, resignations and vacancies were reviewed.
9. Ms. Zerkel invited Commissioner items or reports not on the agenda: **Commissioners' Reports/Items**
 - Mr. Bridges made note of the W-4 notice included with the paystub, confirming no action required.
10. M/s/c/McKown/Bridges; the matter passed 3-0 to adjourn the meeting. Commissioner Zerkel adjourned the meeting at 5:40pm **Adjournment**
11. The next meeting will be held on Monday, February 24, 2014 at 5:00 p.m. in the Board Room.



Tracee Edmunds
Secretary