

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, September 23, 2013

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 23, 2013.
2. Ms. McKown convened the meeting at 5:00 p.m.
3. Present for the meeting were Commissioners Catherine McKown, Arline Zerkel and Bill Bridges. The staff was represented by Ms. Tracee Edmunds and Ms. Carol Toepfer.
4. M/s/c /Zerkel/Bridges approved the agenda.
5. Ms. McKown invited public comment on items not on the agenda.
6. M/s/c /Bridges/Zerkel approved the minutes for the meeting held August 26, 2013.
7. M/s/c Bridges/Zerkel approved the Revised 2013-14 Personnel Commission Meeting calendar.
8. A public hearing was held on nomination of Personnel Commissioner Vacancy for 3 year term beginning December 1, 2013 – December 1, 2016.
9. M/s/c Bridges/Zerkel approved the appointment of Ms. McKown filling the jointly appointed Personnel Commissioner vacancy for the 3 year term beginning December 1, 2013 – December 1, 2016.
10. M/s/c Bridges/Zerkel approved the 2012-13 Annual Personnel Commission Report with the discussed revisions as requested by the commissioners.
11. Ms. Edmunds, Personnel Director, reported on the following:
 - Reviewed details of the October 12th NCSPCA meeting.
 - Provided details of Special Education classroom transfers back to districts for 2013-14, and resulting layoff of 4 employees who were subsequently rescinded. Also mentioned that program transfers are possible for the 2014-2015 school year.
 - Updated the Commission on the status of the classification study and will continue to update the commission as new information is available.
 - Provided paraeducator training manuals for the commissioners, and informed them that a follow-up training will be held for those paraeducators not able to attend on August 16th.
 - Provided a CCS construction update indicating that work will start as early as September 30th, and students anticipated to move in around mid-February 2014.
 - Reviewed the status report for the period of August 26 – September 23, 2013. Current leaves, terminations, resignations and vacancies were reviewed.

12. Ms. McKown invited Commissioner items or reports not on the agenda:
 - None to report

13. M/s/c /Bridges/Zerkel requested to adjourn at 5:40 p.m.
14. The next meeting will be held on Monday, October 21, 2013 at 5:00 p.m. in the Board Room.

Call to Order

Roll Call/Guests

Agenda Approved

Public Comment

Minutes Approved

**Revised Personnel
Commission Meetings
2013-14**

**Hearing on Nomination
of Personnel
Commission Vacancy
Personnel
Commissioner
Appointment**

**Annual 2012-13
Personnel
Commission Report
Personnel Director's
Report**

**Commissioners'
Reports/Items**

Adjournment


Tracee Edmunds
Secretary