

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, September 24, 2012

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 24, 2012.
2. Mr. Bridges convened the meeting at 5:03 p.m. Call to Order
3. Present for the meeting were Commissioners Bill Bridges, Catherine McKown and Arline Zerkel. The staff was represented by Ms. Tracee Edmunds, Ms. Barbara Kohrt and Ms. Mary Jane Burke. Roll Call/Guests
4. M/s/c/Zerkel/McKown approved the agenda. Agenda Approved
5. Mr. Bridges invited public comment on items not on the agenda:
 - Ms. Burke discussed a classification study and the budget.Public Comment
6. M/s/c /McKown/Zerkel approved the minutes for the meeting held August 27, 2012. Minutes
Approved
7. Discussed how donations for the Patrick Pollock Memorial/Staff Development Scholarship/Fund Option will be handled. Verbiage to be prepared for the website and forwarded to CSEA for possible inclusion in the CSEA Newsletter. Memorial
Scholarship
8. Ms. Edmunds, Personnel Director, reported on the following:
 - Reported that Ms. McKown would be attending the CSPCA Merit System Workshop, October 2, 2012 in Santa Cruz.
 - Announced that Ms. McKown, Mr. Bridges and Ms. Edmunds would be attending the Northern California SPCA Conference October 5th & 6th in San Jose.
 - Presented information about the CSPCA Conference taking place February 21-24, 2013 at the Paradise Pier Hotel in Anaheim, CA.
 - Suggested that since Mr. Bridges will not be attending the October Personnel Commission meeting, that the 2011-2012 Personnel Commission Annual Report be approved at the November 2012 meeting.
 - Announced that she was invited to address the CSEA Executive Board Meeting on October 24, 2012.
 - Reviewed the status report for the period August 27 – September 24, 2012. Current leaves, terminations, resignations and vacancies were reviewed.Personnel
Director's Report
9. Mr. Bridges invited Commissioner items or reports not on the agenda:
 - Commissioner Zerkel expressed her gratitude in being appointed a Personnel Commissioner and is happy to be continuing in this role.Commissioners'
Reports/Items
10. M/s/c /Zerkel/McKown requested to adjourn the meeting at 5:50 p.m. Adjournment
11. The next meeting will be held on Monday October 29, 2012 at 5:00 p.m. in the Board Room.



Tracee Edmunds
Secretary