

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, November 26, 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, November 26, 2012.
2. Mr. Bridges convened the meeting at 5:02 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/McKown/Zerkel approved the agenda.
5. Ms. McKown invited public comment on items not on the agenda.
 - Mary Jane Burke addressed the commissioners with a recap of Proposition 30 explained the concept of "Weighted Student Formula", and discussed the Program Transfer to occur at the end of the 2012-13 school year, resulting in a potential lay-off effective June 30, 2013.
6. M/s/c /Zerkel/McKown approved the minutes for the meeting held October 29, 2012.
7. Ms. Burke administered the Oath of Office to Arline Zerkel for reappointment on the Personnel Commission.
8. M/s/c Bridges/Zerkel to elect McKown as Chairperson.

M/s/c Bridges/McKown to elect Zerkel as Vice Chairperson
9. M/s/c/ Zerkel/McKown approved the 2011-2012 Personnel Commission Annual Report.
10. Ms. Edmunds and the commissioners agreed that page 3 of the Personnel Commission Handbook will be updated at the January 28th, 2013 meeting.
11. M/s/c Mckown/Zerkel moved to cancel the December 10, 2012 meeting.
12. Ms. Edmunds, Personnel Director, reported on the following:
 - Reminded commissioners about the CSPCA Annual Conference –February 21-24, 2013 in Anaheim, CA. Ms. Edmunds, Ms. Mckown and Ms. Zerkel will all be attending. Early Bird registration of \$250 each by December 13, 2012 is in place. Hotel reservations have been made for Ms. Edmunds and Ms. Zerkel. Ms. Mckown will make her own reservations.
 - Updated the commission on the status of the classification study. (Ms. Burke has assigned staff)
 - Provided a layoff update on funding for schools increased with passage of Proposition 30, and no additional layoff for the current school year (2012-13) is necessary.
 - Discussed the Dedication to Special Education fundraising efforts with a raffle for a Toyota Prius. Last year raised over \$60K for the classrooms.
 - Reviewed the status report for the period October 29 – November 26, 2012. Current leaves, terminations, resignations and vacancies were reviewed.
13. Mr. Bridges invited Commissioner items or reports not on the agenda:
 - Commissioner McKown spoke about the October 2, 2012 CSPCA Merit System Workshop and the October 5-6, 2012 CSPCA Conference. She applauded MCOE's representation on the director's panel, as well as the panel of commissioners at the latter conference.
14. M/s/c /McKown/Zerkel requested to adjourn at 6:03 p.m.
15. The next meeting will be held on Monday January 28, 2013 at 5:00 p.m. in the Board Room.

Call to Order

Roll Call/Guests

Agenda Approved

Public Comment

Minutes
Approved

Oath of Office

Election of
Chairperson and
Vice Chairperson

2011-12 Annual
Report

Personnel
Commission
Handbook

Cancellation
Dec. 12, 2012 Mtg
Personnel
Director's Report

Commissioners'
Reports/Items

Adjournment

Tracee Edmunds
Secretary

