

**MINUTES**  
**MARIN COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**  
**Monday, October 29, 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, October 29, 2012.
2. Ms. McKown convened the meeting at 5:01 p.m.
3. Present for the meeting were Commissioners Catherine McKown and Arline Zerkel. Commissioner Bill Bridges was absent. The staff was represented by Ms. Tracee Edmunds, Ms. Carol Toepfer.
4. M/s/c/McKown/Zerkel approved the agenda.
5. Ms. McKown invited public comment on items not on the agenda.
  - None presented
6. M/s/c /Zerkel/McKown approved the minutes for the meeting held September 24, 2012.
7. Ms. Edmunds informed the commissioners that page 3 of the Personnel Commission Handbook will be updated at the November 26<sup>th</sup> meeting.
8. Ms. Edmunds, Personnel Director, reported on the following:
  - Reviewed the NCSPCA Conference October 5-6, 2012. Very good panel sessions and budget impact of propositions, legal updates and goal setting.
  - Reminded commissioners about the CSPCA Annual Conference –February 21-24, 2013 in Anaheim, CA. Will finalize attendees and registration at the November 26<sup>th</sup> meeting.
  - Informed commissioners that layoff letters were mailed out 10/29/2012 to all CSEA, and WCR CSEA employees of up to 15 days. Referenced Resolution 831 pertaining to this layoff.
  - Reported on presenting the Personnel Commission Rules to the CSEA Chapter Meeting October 24<sup>th</sup> with 5 classified employees in attendance.
  - Informed the commissioners about Schools Rule Marin – over \$200K distributed by ADA in districts that will be used for music programs, library support and technology upgrades.
  - Reported on the MCOE October Board Meeting held at Walker Creek Ranch.
  - Presented the draft of the 2011-12 Personnel Commission Annual Report. The final version will be submitted at the November 26<sup>th</sup> meeting for approval.
  - Reviewed the wording for donations in honor of Commissioner Pollock to be posted on the website.
  - Reviewed the status report for the period September 24 – October 29, 2012. Current leaves, terminations, resignations and vacancies were reviewed.
9. Ms. McKown 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.
10. M/s/c /Zerkel/McKown requested to adjourn at 6:00 pm in honor of classified retiree Diane Draper who passed away in September 2012.
11. The next meeting will be held on Monday November 26, 2012 at 5:00 p.m. in the Board Room.

Call to Order

Roll Call/Guests

Agenda Approved

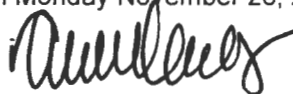
Public Comment

Minutes  
Approved

Personnel  
Commission  
Handbook  
Personnel  
Director's Report

Commissioners'  
Reports/Items

Adjournment



Tracee Edmunds  
Secretary