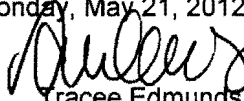


MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, April 23, 2012

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, April 23, 2012.
2. Mr. Bridges convened the meeting at 5:00 p.m. The staff was represented by Ms. Mary Jane Burke, Ms. Tracee Edmunds and Ms. Carol Toepfer. **Call to Order**
3. Ms. Burke introduced Dr. Arline Zerkel who was appointed to fill the Personnel Commission vacancy on April 17, 2012 at the MCOE Board Meeting. **New Commissioner**
4. Present for the meeting were Commissioners Bill Bridges, Catherine McKown and Arline Zerkel. **Roll Call/Guests**
5. M/s/c/ McKown/Zerkel approved the agenda. **Agenda Approved**
6. Mr. Bridges invited public comment on items not on the agenda:
 - Adriane Lommel represented CSEA Chapter 327 in speaking to the contributions of Commissioner Pollock and the Personnel Commission. **Public Comment**
7. M/s/c McKown/Bridges to approve the Minutes as revised for the meeting held March 26, 2012. **Minutes Approved**
8. A resolution to posthumously honor Patrick Pollock was unanimously approved.
9. Mr. Bridges discussed naming a fund in Patrick Pollock's name as a memorial/staff development/scholarship/fund option. Ms. McKown agreed to discuss at the NC-CSPCA board meeting.
10. A resolution honoring Adriane Lommel for exemplary service was unanimously approved.
11. Ms. Edmunds, Personnel Director, reported on the following: **Personnel Director's Report**
 - Invited Commissioners to the MCOE May 8th Board Meeting at Marindale School starting at 3:00 PM.
 - Announced the Golden Bell Celebration: May 17th, 4:30 p.m. at Dominican College.
 - Provided a budget update; noted that due to parameters not yet being set for 2012-13, a draft Personnel Commission budget will be presented at the May 21st Meeting.
 - Reported on Ranch Helper Qun Zhao, Ranch Helper working as a Ranch Cook during recruitment (currently open until filled) consistent with PC Rule 3.200.6.
 - Reported on board meeting activity pertaining to the commission/classified employees.
 - Reported on Employee/Employer Relations Committee.
 - Reviewed the status report for the period March 26, 2012 – April 23, 2012. Current leaves, terminations, resignations and vacancies were reviewed.
12. Mr. Bridges invited Commissioner items or reports not on the agenda:
 - There were none to report. **Commissioners' Reports/Items**
13. M/s/c /Zerkel/McKown requested to adjourn the meeting at 5:50 p.m. **Adjournment**
14. The next meeting will be held on Monday, May 21, 2012 at 5:00 p.m. in the Board Room.


Tracee Edmunds
Secretary