

**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, February 25, 2019**

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 94903 on Monday, February 25, 2019.

1. Ms. McKown convened the meeting at 3:30 p.m.
2. Present for the meeting were Commissioners Catherine McKown, Bill Bridges and Dr. Arline Zerkel. The staff was represented by Tracee Edmunds and Erin Feely. Guests: Mary Jane Burke, Vicki Ascher, and Adriane Lommel.
3. Motion, seconded, and carried, Zerkel/Bridges; the matter passed 3-0 to approve and adopt the agenda.
4. Ms. McKown invited the public to comment on items not on the agenda.
5. Motion, seconded, and carried, Bridges/Zerkel; the matter passed 3-0 to approve the minutes for the meeting held January 29, 2019.
6. Mary Jane Burke provided an update on the results of the classification study, salary survey, and negotiations for the Building Series.
7. Motion, seconded, and carried, Zerkel/Bridges; the matter passed 3-0 to approve the recommendation for the Allocation of Building Series classes (position titles) to the Classified Salary Schedule.
8. The Commission reviewed the drafted 2019-20 Personnel Commission meeting calendar. It will be agendized for approval at the March Commission meeting.
9. Ms. Edmunds reported on the following:
 - Personnel Commission Form 700 received from Commissions.
 - Anticipated Classified Commissioner position. Working with CSEA to provide information on the process and potential candidates.
 - Reviewed status report for the period of January 28, 2019 – February 25, 2019. Current leaves, resignations, and vacancies were reviewed.
10. Ms. McKown invited Commissioners to report on items not on the agenda.
11. Motion, seconded, and carried, Zerkel/Bridges the matter passed 3-0 to adjourn the meeting. Ms. McKown adjourned the meeting at 3:58 p.m.

Call to Order

Roll Call/Guests

Agenda Approved

Public Comment

Minutes Approved

**Classification Study/
Recommendation for Salary
Allocation**

**Classification Study/Salary
Allocation Approval**

**2019-20 Meeting
Calendar**

**Personnel Director's
Report**

Reports/Items

Adjournment



Tracee Edmunds
Secretary