

**MINUTES**  
**MARIN COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**  
**Wednesday, September 26, 2018**

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 Wednesday, September 26, 2018.

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| 1. Mr. Bridges convened the meeting at 10:04 a.m.   | <b><u>Call to Order</u></b>                |
| 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: Vicki Ascher.   | <b><u>Roll Call/Guests</u></b>             |
| 3. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve and adopt the agenda.   | <b><u>Agenda Approved</u></b>              |
| 4. Mr. Bridges invited the public to comment on items not on the agenda.  | <b><u>Public Comment</u></b>               |
| 5. Motion, seconded, and carried, Zerkel/Bridges; the matter passed 3-0 to approve the minutes for the meeting held August 27, 2018.  | <b><u>Minutes Approved</u></b>             |
| 6. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve the 2017-18 Personnel Commission Annual Report.   | <b><u>2017-18 Annual Report</u></b>        |
| 7. Ms. Edmunds reported that the job descriptions for the Classifications in the Building Series were moved forward and approved by the Board. The next step will be to complete the salary survey.   | <b><u>Classification Study</u></b>         |
| 8. Ms. Edmunds reported on the following: <ul style="list-style-type: none"><li>• The Board ratified the appointment of Arline Zerkel to the Commission for another three year term (2018-2021). The swearing in date will be confirmed for the November or December Personnel Commission meeting.</li><li>• The landscaping project is almost complete and an open house will be held on October 9 revealing the area to the public.</li><li>• New Hire Orientation was held on September 26 with seven attendees.</li><li>• Walker Creek Ranch Back to School was held on September 5.</li><li>• The flu shot event will be held by Kaiser on October 18.</li><li>• Reviewed status report for the period of August 16, 2018 – September 26, 2018. Current leaves, resignations, and vacancies were reviewed.</li></ul> | <b><u>Personnel Director's Report</u></b>  |
| 9. Mr. Bridges invited Commissioners to report on items not on the agenda.  | <b><u>Commissioners' Reports/Items</u></b> |
| 10. Motion, seconded, and carried, McKown/Zerkel the matter passed 3-0 to adjourn the meeting. Mr. Bridges adjourned the meeting at 10:29am.  | <b><u>Adjournment</u></b>                  |



Tracee Edmunds  
Secretary

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