

**MINUTES**  
**MARIN COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**  
**Monday, December 17, 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 Monday, December 17, 2018.

1. Mr. Bridges 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: Vicki Ascher.
3. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve and adopt the agenda.
4. Mr. Bridges invited the public to comment on items not on the agenda.
5. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve the minutes for the meeting held November 26, 2018.
6. Ms. Edmunds reported that negotiations continue regarding the Building Series. Recommendation for placement on the salary schedule will go to the Commission at a future meeting. Discussion of the next classification will be reviewed after finalizing the current classification study.
7. Ms. Edmunds reported on the following:
  - The MCOE holiday party was a success with 150 participants.
  - Bargaining was completed for WCR CSEA for three years providing a 2.15% increase to the salary scheduled each year.
  - Mandated Sexual Harassment Prevention training for all staff is required by January 1, 2020. Training will be held for all staff by Fall 2019
  - Suicide Preparedness Manual is available for review online.
  - MCOE is not participating in the Classified Employee Assistance Program.
  - Annual CSPCA conference will not be attended by commissioners.
  - Reviewed status report for the period of November 26, 2018 – December 17, 2018. Current leaves, resignations, and vacancies were reviewed.
8. Mr. Bridges nominated Catherine McKown for Chairperson and Arline Zerkel for Vice Chairperson. Motion, seconded, and carried, Bridges/Zerkel; the matter passed 3-0 to elect Catherine McKown as Chairperson and Arline Zerkel as Vice Chairperson.
9. Ms. McKown invited Commissioners to report on items not on the agenda.
10. Motion, seconded, and carried, Bridges/Zerkel the matter passed 3-0 to adjourn the meeting. Ms. McKown adjourned the meeting at 3:53 p.m.

**Call to Order**

**Roll Call/Guests**

**Agenda Approved**

**Public Comment**

**Minutes Approved**

**Classification Study**

**Personnel Director's Report**

**New Chairperson/Vice Chairperson**

**Commissioners' Reports/Items**

**Adjournment**



Tracee Edmunds  
Secretary