

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

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| 1. Ms. McKown convened the meeting at 3:33 p.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, and Terri Nadell.  | <b><u>Roll Call/Guests</u></b>            |
| 3. Motion, seconded, and carried, Zerkel/Bridges; the matter passed 3-0 to approve and adopt the agenda.   | <b><u>Agenda Approved</u></b>             |
| 4. Ms. McKown invited the public to comment on items not on the agenda.  | <b><u>Public Comment</u></b>              |
| 5. Motion, seconded, and carried, Bridges/Zerkel; the matter passed 3-0 to approve the minutes for the meeting held February 25, 2019.   | <b><u>Minutes Approved</u></b>            |
| 6. Ms. Edmunds provided an update on the classification study, noting that the Board approved salary placement for the Building Series. Job descriptions and the new salary schedule have been updated on the website. The group selected next for review is the Accounting Control Series. Instructional positions will be in future classification studies.  | <b><u>Classification Study</u></b>        |
| 7. Motion, seconded, and carried, Bridges/Zerkel; the matter passed 3-0 to approve the 2019-20 Personnel Commission meeting calendar.  | <b><u>2019-20 Meeting Calendar</u></b>    |
| 8. Ms. Edmunds reported on the following: <ul style="list-style-type: none"><li>• CSEA is moving forward with interviews this week for the CSEA-appointed Commissioner position.</li><li>• Prior meeting follow up: Began research on letters of recommendation based on the direction of the commission. Trends and responses from colleagues are showing flexibility around the requirement of letters of recommendation. Working to survey CSPCA. More information at the next meeting.</li><li>• Goals:<ul style="list-style-type: none"><li>○ Scanning project progress – files from 1970's – early 2000's, and late 2000's – current have been scanned.</li><li>○ Job Fairs are scheduled for May 8<sup>th</sup> at MCOE and May 15<sup>th</sup> at San Rafael Community Center.</li></ul></li><li>• Reviewed status report for the period of February 25, 2019 – March 25, 2019. Current leaves, resignations, and vacancies were reviewed.</li></ul> | <b><u>Personnel Director's Report</u></b> |
| 9. Ms. McKown invited Commissioners to report on items not on the agenda.<br>- Ms. McKown discussed the Commission member nominations for the chair rotation.  | <b><u>Reports/Items</u></b>               |
| 10. Motion, seconded, and carried, Bridges/Zerkel the matter passed 3-0 to adjourn the meeting. Ms. McKown adjourned the meeting at 4:11 p.m.  | <b><u>Adjournment</u></b>                 |



Tracee Edmunds  
Secretary