

**MINUTES  
MARIN COUNTY OFFICE OF EDUCATION  
Personnel Commission  
Monday, May 20, 2013**

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, May 20, 2013.
2. Ms. Zerkel convened the meeting at 5:02 p.m.
3. Present for the meeting were Commissioners Arline Zerkel and Bill Bridges. The staff was represented by Ms. Tracee Edmunds and Superintendent Mary Jane Burke.
4. M/s/c /Bridges/Zerkel approved the agenda.
5. Ms. Zerkel invited public comment on items not on the agenda.
  - Superintendent Burke updated the Commission on the budget, layoffs and the classification study.
6. M/s/c /Bridges/Zerkel approved the minutes for the meeting held April 22, 2013.
7. A public hearing was held on the 2013-14 Personnel Commission Budget. No one wished to speak at the hearing. M/s/c/ Bridges/Zerkel approved the 2013-14 Personnel Commission Budget.
8. The draft Personnel Commission meeting schedule was reviewed and moved to the June 24<sup>th</sup> meeting for approval.
8. Ms. Edmunds, Personnel Director, reported on the following:
  - Announced upcoming events: Golden Bell Ceremony, May 23, 2013, and Year End/Retirement Party June 7, 2013.
  - Followed up on annual goals for Personnel as presented at the April 2013 meeting in preparation for Personnel Commission goal discussion in June.
  - Reviewed offer of ACSA Personnel Commission membership offer- no membership will be pursued.
  - Provided updated information on classified layoffs.
  - Reviewed the status report for the period of April 22, 2013–May 20, 2013. Current leaves, terminations, resignations and vacancies were reviewed.
9. Ms. Zerkel invited Commissioner items or reports not on the agenda:
  - There were no comments.
10. M/s/c /Bridges/Zerkel requested to adjourn at 6:02 p.m.
11. The next meeting will be held on Monday, June 24, 2013 at 5:00 p.m. in the Board Room.

**Call to Order**

**Roll Call/Guests**

**Agenda Approved**

**Public Comment**

**Minutes  
Approved**

**Proposed 2013-14  
Personnel Comm.  
Budget**

**Proposed 2013-14  
Personnel Comm.  
Meeting Schedule  
Personnel  
Director's Report**

**Commissioners'  
Reports/Items**

**Adjournment**



Tracee Edmunds  
Secretary