

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Thursday, June 28, 2012

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 Thursday, June 28, 2012.
2. Mr. Bridges convened the meeting at 3:03 p.m.
3. Present for the meeting were Commissioners Bill Bridges, Catherine McKown and Arline Zerkel. The staff was represented by Ms. Tracee Edmunds, Ms. Carol Toepfer and Mr. Luke McCann. Mr. McCann spoke about his background with MCOE and his new role as Deputy Superintendent.
4. M/s/c/Zerkel/McKown approved the agenda.
5. Mr. Bridges invited public comment on items not on the agenda:
 - There were no public comments
6. M/s/c McKown/Zerkel to approve the Minutes for the meeting held May 21, 2012.
7. Discussion continued regarding the Patrick Pollock Memorial/Staff Development Scholarship/Fund option. Ms. Edmunds reported that CSEA will discuss details of this scholarship at their next executive board meeting. Ms. McKown explained that the NCSPCA will give a \$500 Merit Academy Scholarship this year in Pollock's honor.
8. M/s/c/Zerkel/McKown approved the Personnel Commission Meeting Schedule for 2012-13.
9. M/s/c/Zerkel/McKown approved the proposed 2012-13 Personnel Commission budget.
10. M/s/c/McKown/Zerkel approved a new classified management position and corresponding salary placement.
11. Ms. Edmunds, Personnel Director, reported on the following:
 - Board approval of 2% salary increase effective July 2012 & benefits increase effective January 2013.
 - Monthly employee employer relations committee (EERC) with CSEA.
 - NCSPCA Fall Conference scheduled for October 12th and 13th, 2012.
 - ACSA Personnel Commission membership (offer declined at this time).
 - Reviewed the status report for the period May 21, 2012 – June 28, 2012. Current leaves, terminations, resignations and vacancies were reviewed.
12. Mr. Bridges invited Commissioner items or reports not on the agenda:
 - Commissioner Zerkel spoke highly about the MCOE End of Year retirement party she attended on June 1, 2012.
 - Commissioner McKown reported that the NCSPCA Fall Conference will take place October 12-13, 2012 in San Jose. She also asked Tracee Edmunds if she would like to be on a panel at the conference. Ms. Edmunds agreed.
13. M/s/c /McKown/Zerkel requested to adjourn the meeting at 3:45 p.m.
14. The next meeting will be held on Monday July 16, 2012 at 5:00 p.m. in the Board Room.

Call to Order

Roll Call/Guests

Agenda Approved

Public Comment

Minutes Approved

**Memorial
Scholarship**

**Meeting Schedule
Approved**

**Personnel
Commission
Budget Approved
New Classified
Management
Position
Personnel
Director's Report**

**Commissioners'
Reports/Items**

Adjournment


Tracee Edmunds
Secretary