

**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, March 23, 2020**

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 23, 2020 and via video conference.

1. Ms. Zerkel convened the meeting at 3:33 p.m.

Call to Order

2. Present for the meeting via video conference were Commissioners Catherine McKown, Paulette Foster, and Dr. Arline Zerkel. The staff was represented by Tracee Edmunds and via video conference Erin Feely. Guests: Vicki Ascher and Mary Jane Burke.

Roll Call/Guests

3. Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to approve and adopt the agenda.

Agenda Approved

4. Ms. Zerkel invited the public to comment on items not on the agenda.

Public Comment

5. Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to approve the minutes for the meeting held February 24, 2020.

Minutes Approved

6. Motion, seconded, and carried, Foster/McKown; the matter passed 3-0 to approve the 2020-21 Personnel Commission meeting calendar.

**2020-21 Meeting
Calendar**

7. Ms. Edmunds reported the Marin County Board of Education approved the Salary Schedules reflecting the new labor grade and salary range placements for the Accounting Control Series classifications at the March 10 meeting, completing the classification study. The updated salary schedules and job descriptions have been updated on the MCOE website. The list of classified positions by date they were last reviewed was presented and will be brought forward at a future meeting.

Classification Study

8. Ms. Burke provided updates on the local handling of the Covid-19 pandemic. Schools are closed through May 1, 2020. Teachers are providing distance learning. MCOE has a skeleton crew in the main office with most employees working remotely. Ms. Edmunds provided an update on the layoff of Walker Creek Ranch employees effective March 31, 2020.

COVID-19 Update

9. Ms. Edmunds reported on the following:

**Personnel Director's
Report**

- We anticipate bringing forward a budget for the Personnel Commission at the April meeting.
- Confirmation of the Personnel Commission letter sent to the family of Belinda Hayes.
- Follow up on Organizational Justice Audit will be completed in the future.
- Reviewed status report for the period of February 24, 2020 – March 23, 2020. Current leaves, resignations, and vacancies were reviewed.

10. Ms. Zerkel invited Commissioners to report on items not on the agenda. Commissioners provided updates on their status of sheltering at home.

Reports/Items

11. Motion, seconded, and carried, McKown/Foster the matter passed 3-0 to adjourn the meeting. Ms. Zerkel adjourned the meeting at 4:35 p.m.

Adjournment



Tracee Edmunds
Secretary