

**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, February 24, 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, February 24, 2020.

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| <p>1. Ms. Zerkel convened the meeting at 3:39 p.m.</p> | <p><u>Call to Order</u></p> |
| <p>2. Present for the meeting were Commissioners Catherine McKown, Paulette Foster, and Dr. Arline Zerkel. The staff was represented by Tracee Edmunds and Erin Feely. Guests: Vicki Ascher</p> | <p><u>Roll Call/Guests</u></p> |
| <p>3. Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to approve and adopt the agenda.</p> | <p><u>Agenda Approved</u></p> |
| <p>4. Ms. Zerkel invited the public to comment on items not on the agenda.</p> | <p><u>Public Comment</u></p> |
| <p>5. Motion, seconded, and carried, McKown/Zerkel; the matter passed 2-0-1 to approve the minutes for the meeting held January 27, 2020.</p> | <p><u>Minutes Approved</u></p> |
| <p>6. Motion, seconded, and carried, Foster/McKown; the matter passed 3-0 to approve the recommendation for the Allocation of Accounting Control Series classes (position titles) to the Classified Salary Schedule.</p> | <p><u>Classification Study</u></p> |
| <p>7. Motion, seconded, and carried, Foster/McKown; the matter passed 3-0 to approve the changes to 2019-20 Personnel Commission meeting calendar.</p> | <p><u>2019-20 Meeting Calendar</u></p> |
| <p>8. The Commission reviewed the drafted 2020-21 Personnel Commission meeting calendar. It will be put on the agenda for approval at the March 2020 meeting.</p> | <p><u>2020-21 Meeting Calendar</u></p> |
| <p>9. Ms. Edmunds reported on the following:</p> <ul style="list-style-type: none">• Highlights of the CSPCA Annual Conference held February 20-22, 2020 in San Francisco.• The passing of previous Director of Personnel – Belinda Hayes.• Reviewed status report for the period of January 27, 2020 – February 24, 2020. Current leaves, resignations, and vacancies were reviewed. | <p><u>Personnel Director's Report</u></p> |
| <p>10. Ms. Zerkel invited Commissioners to report on items not on the agenda.</p> | <p><u>Reports/Items</u></p> |
| <p>11. Motion, seconded, and carried, Zerkel/McKown the matter passed 3-0 to adjourn the meeting in honor of Belinda Hayes. Ms. Zerkel adjourned the meeting at 4:30 p.m.</p> | <p><u>Adjournment</u></p> |



Tracee Edmunds
Secretary