

**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, August 26, 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, August 26, 2019.

1. Ms. McKown convened the meeting at 3:32 p.m. **Call to Order**
2. Present for the meeting were Commissioners Paulette Foster and Catherine McKown. Commissioner Arline Zerkel was absent. The staff was represented by Tracee Edmunds and Erin Feely. Guests: Laura Gonzalez, and Nancy Malcolm. **Roll Call/Guests**
3. Motion, seconded, and carried, Foster/McKown; the matter passed 2-0-1 to approve and adopt the agenda. **Agenda Approved**
4. Ms. McKown invited the public to comment on items not on the agenda. Ms. Malcolm invited the Commissioners to an event hosted by the California Alliance for Retired Americans and Schools First on September 3 to review a proposed tax law change. **Public Comment**
5. Motion, seconded, and carried, Foster/McKown; the matter passed 2-0-1 to approve the minutes for the meeting held July 22, 2019. **Minutes Approved**
6. Ms. Edmunds provided an update on the Classification Study, noting that work continues on the Accounting Control Series. The drafted job descriptions are under review with CSEA and management. **Classification Study**
7. Reviewed the drafted 2018-19 Personnel Commission Annual Report. **Annual Report Review**
8. Motion, seconded, and carried, Zerkel/McKown; the matter passed 2-0-1 to approve the 2018-19 Personnel Commission Annual Report. **Annual Report Approval**
9. Ms. Edmunds reported on the following: **Personnel Director's Report**
 - The Back to School event took place on August 19 with two Commissioners attending. It was a successful half day of welcoming new staff, reviewing infographic presentations, and training on Annual Notices for staff.
 - The Paraeducator Training Series was held July 30-August 2 for those new to Special Education. There will be 4 sessions September-December for those currently in Paraeducator positions.
 - The Northern California CSPCA conference will be held on October 24 at Fremont Unified School District.
 - The CSPCA Annual Conference will take place February 20-22, 2020 in San Francisco.
 - Follow up research on what other Merit districts do to provide structure around public comment. Updates will be brought to the September meeting.
 - After the Director of Business position was open for a 14 weeks in the 2018-19 school year, the position was filled by new hire CH with a placement starting at Step 2, as permitted by Merit Rule 7.100.1.C.
 - There will be a hearing on the nomination for the Jointly Appointed Personnel Commissioner at the September meeting. Commissioner McKown has indicated her willingness to accept reappointment.
 - A reclassification request has been received from an individual Administrative Secretary. Steps taken include meeting with the employee and the supervisory chain. Review will be reported at a future meeting, anticipating September.
 - Reviewed status report for the period of July 22, 2019 – August 26, 2019. Current leaves, resignations, and vacancies were reviewed.
10. Ms. McKown invited Commissioners to report on items not on the agenda. **Reports/Items**
11. Motion, seconded, and carried, Foster/McKown the matter passed 2-0-1 to adjourn the meeting. Ms. McKown adjourned the meeting at 4:25 p.m. **Adjournment**



**Tracee Edmunds
Secretary**