

**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, July 22, 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, July 22, 2019.

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| 1. Ms. McKown convened the meeting at 3:30 p.m. | <u>Call to Order</u> |
| 2. Present for the meeting were Commissioners Paulette Foster, Catherine McKown, and Dr. Arline Zerkel. The staff was represented by Tracee Edmunds and Erin Feely. Guests: Mary Jane Burke, Vicki Ascher, and Christine Franceschi. | <u>Roll Call/Guests</u> |
| 3. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to approve and adopt the agenda. | <u>Agenda Approved</u> |
| 4. Ms. McKown invited the public to comment on items not on the agenda. | <u>Public Comment</u> |
| 5. Motion, seconded, and carried, Foster/Zerkel; the matter passed 3-0 to approve the minutes for the meeting held June 24, 2019. | <u>Minutes Approved</u> |
| 6. Ms. Edmunds provided an update on the Classification Study. Work continues on the Accounting Control Series. The revised job descriptions have been reviewed by the incumbents and all have replied with their agreement. The drafted job descriptions are under review with CSEA and management. | <u>Classification Study</u> |
| 7. Reviewed the Personnel Commission goals for 2019-20. | <u>Goals Report</u> |
| 8. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to approve, as amended, the Personnel Commission goals for 2019-20. | <u>Goals Report</u> |
| 9. Reviewed the draft 2018-19 Personnel Commission Annual Report. The report will be brought forward for approval at the August 2019 Personnel Commission Meeting. | <u>Goals Report</u> |
| 10. Ms. Edmunds reported on the following: <ul style="list-style-type: none">• Schools Rule Marin held a successful event on July 1, bringing their annual distribution close to \$1 million.• The Back to School event will take place on August 19.• The Paraeducator Training Series is scheduled for July 30-August 2 for those new to Special Education and September-December for those currently in Paraeducator positions.• Northern California CSPCA will be on October 24 at Fremont Unified.• CSPCA Annual Conference will take place February 20-22, 2020 in San Francisco.• Based on public participation at prior meetings, we have identified that we currently do not have the rules of order identified to easily support members of the public wishing to address the Commission. Staff will study to review how to best incorporate best practices for addressing items on the agenda into the Commission rules.• A reclassification request has been received from an individual Administrative Secretary. Review will be reported at a future meeting.• Reviewed status report for the period of June 24, 2019 – July 22, 2019. Current leaves, resignations, and vacancies were reviewed. | <u>Personnel Director's Report</u> |
| 11. Ms. McKown invited Commissioners to report on items not on the agenda. | <u>Reports/Items</u> |
| 12. Motion, seconded, and carried, Zerkel/Foster the matter passed 3-0 to adjourn the meeting. Ms. McKown adjourned the meeting at 4:56 p.m. | <u>Adjournment</u> |



Tracee Edmunds
Secretary