

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, January 23, 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 Monday, January 23, 2012.
2. Mr. Bridges convened the meeting at 5:01 p.m. The staff was represented by Ms. Tracee Edmunds and Ms. Carol Toepfer. Call to Order
3. Present for the meeting were Commissioners Bill Bridges and Catherine McKown. Roll Call/Guests
4. M/s/c/ Bridges/McKown approved the corrected agenda. Agenda Approved
5. Mr. Bridges invited public comment on items not on the agenda:
 - There were no public comments.Public Comment
6. M/s/c Bridges/McKown moved to approve the Minutes for the meeting held November 28, 2011. Minutes Approved
7. Ms. Edmunds, Personnel Director, reported on the following:Personnel
Director's Report
 - Discussed the resolution adopted at the MCOE Board Meeting on December 13, 2011 regarding Notice of Reduction/Discontinuance to Classified Employees effective 6/30/12, identifying the following classifications and fte outlined in the resolution: Admin. Secretary 1.0 fte; Business Ed. Liaison 2.0 fte; Clerk Typist .25 fte; Custodian .5 fte; Maintenance worker .5 fte; (1) Naturalist & (5) Ranch Naturalists 25 days less for (6) employees; Special Ed. & Alt. Ed. Paraeducators 10.0 fte.
 - Answered Commissioner Bridges question regarding the possibility of programs that might be taken back by districts in the next school year. There will be none.
 - Reviewed conference materials and presentations that both commissioners and the Director of Personnel will attend at the CSPCA Annual Conference being held on January 26-29, 2012 in San Diego, CA. Also explained that a flash drive will be issued to attendees that will contain materials for all presentations in the attempt to "Go-Green".
 - Reviewed the status report with the commissioners for the period of November 28, 2011 – January 23, 2012. Reviewed the current leaves, terminations, resignations, new hires and vacancies.
8. Mr. Bridges invited Commissioner items or reports not on the agenda:Commissioners'
Reports/Items
 - Ms. McKown attended a Personnel Commission meeting and reported that the Annual Personnel Commissioners Conference is tentatively proposed for October 12 – 13, 2012.
9. M/s/c McKown/Bridges requested to adjourn meeting at 5:55 p.m. Adjournment
10. The next meeting will be held on Monday, February 27, 2012 at 5:00 p.m. in the Board Room.



Tracee Edmunds
Secretary