

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, August 22, 2011

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, August 22, 2011.
2. Ms. McKown convened the meeting at 5:07 p.m. The staff was represented by Ms. Christie Colón, 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 agenda. **Agenda Approved**
5. Ms. McKown 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 July 25, 2011. **Minutes Approved**
7. Ms. Edmunds, Personnel Director, reported on the following:
 - Welcomed and introduced Barbara Kohrt, Senior Director of Business Services who answered questions about the revised 2011-2012 adopted Personnel Commission budget.
 - Discussed attending the CSPCA Northern California Conference, October 21st and 22nd, 2011. Ms. Edmunds, and Commissioners McKown and Bridges confirmed that they will attend.
 - Reported that the Back to School Event was a success and thanked the commissioners for their attendance and support on behalf of the Superintendent.
 - Reviewed the status report with the commissioners for the period of July 25 – August 22, 2011. Reviewed the current leaves, terminations, resignations and vacancies.
 - Ms. Edmunds reported that the website changes discussed at the July meeting were incorporated into the new website and would be viewed at the first Personnel Commission meeting following the publish date of the new website. Ms. Edmunds confirmed changes requested by Ms. McKown would also be updated on the current site.
 - Discussed the completion of the Personnel Commission goals set at the February 2011 meeting and committed to incorporating presentations regarding the revised Merit System Rules in the Personnel Department goals for the 2011-2012 School Year.**Personnel Director's Report**
8. Ms. McKown invited Commissioner items or reports not on the agenda:
 - Ms. McKown suggested having a table for the Personnel Commission at next year's 2012-2013 Back to School event.**Commissioners' Reports/Items**
9. M/s/c/ McKown/Bridges to adjourn meeting at 5:46 p.m. **Adjournment**
10. The next meeting will be held on Monday, September 26, 2011 at 5:00 p.m. in the Board Room.



Tracee Edmunds
Secretary