

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, May 23, 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, May 23, 2011.
2. Ms. McKown convened the meeting at 5:05 p.m. The staff was represented by Ms. Mary Batchelder, Ms. Tracee Edmunds and Ms. Christie Colón. **Call to Order**
3. Present for the meeting were Commissioners Bill Bridges, Catherine McKown and Pat Pollock. **Roll Call/Guests**
4. M/s/c Bridges, McKown to approve 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 to approve the Minutes for the meeting held April 25, 2011. **Minutes Approved**
7. M/s/c Bridges, Pollock to appoint Tracee Edmunds as the Personnel Director. **Personnel Director Position Update**
8. Ms. Edmunds, Personnel Director, reported on the following:
 - Announced that Christie Colón, Senior Administrative Secretary, was promoted to Executive Secretary effective June 1.
 - Discussed a summary of classified layoffs relating to resolution 799.
 - Reported that June 3, 2011 is the date of the End-of-Year/Retiree Party to be held from 4 – 6 p.m. at the Marinwood Community Center.
 - Reviewed membership costs related to Association of California School Administrators (ACSA). The Commissioners declined membership at this time.**Personnel Director's Report**
9. Distributed and reviewed the proposed 2011-12 Personnel budget. The public hearing will be held at the next meeting. **Budget Review**
10. Ms. McKown invited Commissioner items or reports not on the agenda:

Mr. Bridges reported that Senior Administrative Secretary Adriane Lommel was presented California School Employees Association's Continued Service Award on May 14 for her work as a chapter officer at the Marin County Office of Education. This was the first year that the CSEA North Bay Field Office presented such an award. The Continued Service Award honors veterans in their field as activists, based on their work to improve the lives of others on a daily basis and on their continued dedication to CSEA.

Commissioners' Reports/Items
11. M/s/c Bridges, Pollock to adjourn meeting at 5:55 p.m. **Adjournment**
12. The next meeting will be held on Monday, June 27, 2011 at 5:00 p.m. in the Board Room.

Tracee Edmunds
Secretary