

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, February 28, 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, February 28, 2011.
2. Ms. McKown convened the meeting at 5:04 p.m. The staff was represented by Ms. Susan Markx, 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, Pollock 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 Pollock, Bridges to approve the Minutes for the meeting held January 24, 2011. Minutes Approved
7. Ms. Markx and Ms. Batchelder provided comments on questions raised by the Commission related to the 2010-11 Interim Staffing Plan for Personnel Director. 2010-11 Interim Staffing Plan for Personnel Director

M/s/c Bridges, Pollock to direct Ms. Batchelder to post a .40 fte vacancy for the Personnel Director position.

M/s/c Bridges, Pollock to extend the appointment of Ms. Edmunds as the Interim Personnel Director through May 23, 2011.
8. Ms. Edmunds, Interim Personnel Director, reported on the following: Personnel Director's Report
 - Reported that the Personnel Department distributed the Merit System Rules to all classified employees.
 - Reported that the 2012 CSPCA conference will tentatively be held on January 26-29, 2012 in San Diego.
 - Reviewed the Classified Status Report for the period January 24 – February 28, 2011. Reviewed the current leaves, terminations, resignations and vacancies.
9. Ms. McKown invited the Personnel Commissioners to discuss Personnel Commission goals for the year. Personnel Commission goals

Mr. Bridges would like to accomplish the following goals:
 - Set up a site visit to meet classified employees
 - Attend as many MCOE events as possible
 - Appoint a Personnel Director using proper Merit procedures
 - Presentation regarding the revised Merit System Rules at the back-to-school event.
Ms. McKown would like to accomplish the following goals:
 - Distribute handbook to all classified employees
 - Appoint a Personnel Director using proper Merit procedures
 - Attend trainings on subjects such as Ethics and Brown Act
10. Ms. McKown invited Commissioner items or reports not on the agenda:
 - There were no comments.Commissioners' Reports/Items

11. M/s/c Pollock, Bridges to adjourn meeting at 5:55 p.m.

Adjournment

12. The next meeting will be held on Monday, March 28, 2011 at 5:00 p.m. in the Board Room.

A handwritten signature in black ink, appearing to read 'Tracee Edmunds', with a long, sweeping horizontal stroke extending to the right.

Tracee Edmunds
Secretary