

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, December 13, 2010

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, December 13, 2010.
2. Mr. Pollock convened the meeting at 5:06 p.m. The staff was represented by Ms. Mary Jane Burke, Ms. Mary Batchelder, Ms. 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 McKown, Bridges to approve the Agenda as revised. **Agenda Approved**
5. Mr. Pollock invited public comment on items not on the agenda:
 - Marin County Superintendent of Schools Mary Jane Burke spoke about the state budget, AB3632 related to mental health funding, and Marin County Office of Education layoff resolutions that the Marin County Board of Education approved at their December 7, 2010 meeting.**Public Comment**
6. M/s/c Bridges, McKown to approve the Minutes for the meeting held November 22, 2010. **Minutes Approved**
7. Ms. Burke administered the Oath of Office to Ms. McKown for reappointment on the Personnel Commission. **Oath of Office**
8. M/s/c Pollock, Bridges to elect Ms. McKown as Chairperson.
M/s/c Bridges, McKown to elect Mr. Pollock as Vice Chairperson. **Election of Chairperson and Vice Chairperson**
9. Ms. Burke discussed the 2010-11 interim staffing plan for the Personnel Director position. See attached plan prepared by Ms. Batchelder. This will be discussed at the January 24 meeting.
10. Ms. Edmunds, Interim Personnel Director, reported on the following:
 - Reported that the Merit System Rules were ratified by the Board at their December 7, 2010 meeting.
 - Reviewed the Classified Status Report for the period November 22 – December 13, 2010. Reviewed the current leaves, terminations, resignations and vacancies.
 - Reported that the holiday dinner celebration will be held after tonight's meeting at MCOE.**Personnel Director's Report**
11. Mr. Pollock invited Commissioner items or reports not on the agenda:
 - Mr. Bridges reported that the Merit System Rules state the rules should be given to probationary and permanent employees and posted on the website.**Commissioners' Reports/Items**
12. M/s/c Bridges/McKown to adjourn meeting at 6:08 p.m. **Adjournment**
13. The next meeting will be held on Monday, January 24, 2011 at 5:00 p.m. in the Board Room.



Tracee Edmunds
Secretary