

**MINUTES**  
**MARIN COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**  
**Monday, November 22, 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, November 22, 2010.
2. Ms. McKown convened the meeting at 5:01 p.m. The staff was represented by Ms. Mary Jane Burke, Ms. Mary Batchelder, Ms. Tracee Edmunds and Ms. Christie Colón. **Call to Order**
3. Present for the meeting were Commissioners Bill Bridges and Catherine McKown. **Roll Call/Guests**
4. M/s/c Bridges/McKown to approve the Agenda as revised. **Agenda Approved**
5. Ms. Burke reported on the following:
  - Discussed the 2010-11 interim staffing plan for the Personnel Director position. Ms. Burke suggested Ms. Edmunds take more of a lead role during the commission meetings.
  - Stated that at the December meeting, she would administer the Oath of Office to Ms. McKown for reappointment on the Personnel Commission.
  - Invited the Personnel Commission to the State Budget Presentation on November 30.
  - Invited the Personnel Commission to a holiday gathering and celebration of Mr. Bridges retirement that will be held after the December 13 meeting.
6. Ms. McKown invited public comment on items not on the agenda:
  - There were no public comments.**Public Comment**
7. M/s/c Bridges/McKown to approve the Minutes for the meeting held October 25, 2010. **Minutes Approved**
8. Mr. Robert Henry, Counsel reviewed the recommendations for changes to the Merit System Rules. **Merit System Rules**
9. M/s/c Bridges/McKown to approve the Merit System Rules as revised. **Merit System Rules**
10. Ms. Edmunds reported on the following:
  - Reviewed the Classified Status Report for the period October 25– November 22, 2010. Reviewed the current leaves, terminations, resignations and vacancies.
  - Discussed the 2011 CSPCA Annual Conference which will be held on February 25-27 at the Sacramento Holiday Inn.
  - Presented Ms. McKown with her Commission business cards.
  - Discussed possible locations for the December 13 holiday gathering.**Personnel Director's Report**
11. Ms. McKown invited Commissioner items or reports not on the agenda:
  - There were no comments.**Commissioners' Reports/Items**
12. M/s/c Bridges/McKown to adjourn meeting at 5:41 p.m. **Adjournment**
13. The next meeting will be held on Monday, December 13, 2010 at 5:00 p.m. in the Board Room.



Mary Batchelder  
Secretary