

**MINUTES**  
**MARIN COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**  
**Monday, June 22, 2009**

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, June 22, 2009.
2. Mr. Pollock convened the meeting at 5:05 p.m. The staff was represented by Ms. Mary Jane Burke, Ms. Mary Batchelder and Ms. Christie Colón. **Call to Order**
3. Present for the meeting were Commissioners Patrick Pollock, Bill Bridges and Catherine McKown. **Roll Call/Guests**  
  
Staff members present in Closed Session:  
Burke, Batchelder  
  
Staff members who joined others for Open Session:  
Colón
4. The Personnel Commission met in Closed Session in compliance with Government Code Section 54954.2 and 54954.5 of the Brown Act. **Closed Session**
5. The Personnel Commission reconvened in Open Session at 5:30 p.m. **Reconvened**
6. Mr. Pollock reported on the Closed Session as follows: **Closed Session**  
    a. Gov. Code § 54957(b)(1) Public Employment **Action**  
        Title: Classified Personnel Director  
  
        ACTION TAKEN: None
7. M/s/c Bridges, McKown to approve the Agenda. **Agenda Approved**
8. Mr. Pollock invited public comment on items not on the agenda: **Public Comment**
  - There were no public comments.
9. M/s/c McKown, Bridges to approve the Minutes for the meeting held May 18, 2009. **Minutes Approved**
10. Ms. Batchelder, Personnel Director, reported on the following: **Personnel**  
    • Reported that she intends to retire June 2010. **Director's Report**  
    • Reported further pending layoff resolutions by the Marin County Board of Education. At the July meeting, the Commission will be provided a summary of the classified layoffs.  
    • Reported that the job descriptions in the accounting control series will not be revised. The administration is not moving forward with the revisions due to insubstantial and minimal editorial changes resulting from the review.  
    • Reviewed the Classified Status Report for the period May 18, 2009 – June 22, 2009. Reviewed the current leaves, terminations, resignations and vacancies.
11. Distributed and reviewed the proposed 2009-10 Personnel budget. The public hearing will be held at the next meeting. **Budget Review**
12. The Commissioners reviewed the changes made to the following Merit System Rules: **Merit System Rules**
  - 3.300.3
  - 4.100.5
  - 4.200.5-4.200.6E

Commissioners discussed Chapter 4, beginning from Sections 4.200.6F.

The annotations covering these items are attached to and made a part of the original

minutes of this meeting.

13. There were no items to report.
14. M/s/c Bridges/McKown to adjourn meeting at 6:45 p.m.
15. The next meeting will be held on Tuesday, July 28, 2009 at 5:00 p.m. in the Board Room.

**Commissioners'**  
**Reports/Items**  
**Adjournment**



Mary Batchelder  
Secretary