

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, May 18, 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, May 18, 2009.
2. Mr. Pollock convened the meeting at 5:05 p.m. The staff was represented by Ms. Mary Batchelder and Ms. Christie Colón.
3. Present for the meeting were Commissioners Patrick Pollock, Bill Bridges and Catherine McKown.
4. M/s/c McKown, Bridges to approve the Agenda.
5. Ms. McKown invited public comment on items not on the agenda:
 - There were no public comments.
6. M/s/c Bridges, McKown to approve the Minutes for the meeting held April 27, 2009.
7. M/s/c McKown, Bridges to approve the 2009-10 Personnel Commission meeting dates.
8. Ms. Batchelder, Personnel Director, reported on the following:
 - Reviewed the Classified Status Report for the period April 27, 2009 – May 18, 2009. Reviewed the current leaves, terminations, resignations and vacancies.
 - Reported that the 2009-10 projected budget is on hold for all divisions until further financial information is known. A draft budget will be distributed to the Commissioners when available.
 - Reported that the classification study for the accounting control series was completed and discussed with all employees working in that series. Ms. Batchelder will draft revised job descriptions for the commission to approve at the June 22, 2009 meeting.
 - Reported an employee inquiry regarding reclassification of the Ranch Cook position. Upon receipt of the formal request from the employee identifying duties performed outside the current position, the request will be forwarded to the Personnel Commission.
 - Reported that June 5, 2009 is the date of the End-of-Year/Retiree Party to be held from 4 – 6 p.m. at Mary Jane Burke's home.
9. The Commissioners reviewed the changes made to the Merit System Rules Sections 3.300.3, and section 4 through 4.200.3.

Commissioners discussed Chapter 4, Sections 4.200.4 - 4.200.6E.

The annotations covering these items are attached to and made a part of the original minutes of this meeting.
10. There were no items to report.
11. M/s/c Bridges/McKown to adjourn meeting at 7:29 p.m.
12. The next meeting will be held on Monday, June 22, 2009 at 5:00 p.m. in the Board Room.

Call to Order

Roll Call/Guests

Agenda Approved

Public Comment

Minutes Approved

Proposed 2009-10 Meeting Schedule Personnel Director's Report

Merit System Rules

Commissioners' Reports/Items Adjournment



Mary Batchelder
Secretary