

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, April 27, 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, April 27, 2009.
2. Ms. McKown convened the meeting at 5:16 p.m. The staff was represented by Ms. Mary Batchelder 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, postponing agenda items 8 & 9 until the next meeting. 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 Bridges, McKown to approve the Minutes for the meeting held March 30, 2009. Minutes Approved
7. Distributed to Commissioners the draft 2009-10 Personnel Commission meeting dates for their review. McKown suggested that the July date be changed to Tuesday, July 28. Commissioners will propose changes prior to the May meeting. Proposed 2009-10 Meeting Schedule
8. Ms. Batchelder, Personnel Director, reported on the following: Personnel Director's Report
 - Reviewed the Classified Status Report for the period March 30, 2009 – April 27, 2009. Reviewed the current leaves, resignations and vacancies.
 - Discussed layoffs related to three Marin County Board of Education resolutions: No. 757, No. 758 and No. 763. The resolutions identified more positions than were laid off. Positions that were reduced include:
 - 5.5 Business Education Liaison
 - 2.0 Administrative Secretary
 - .5 Custodian/Groundskeeper
 - 1.0 IS Support Technician
 - .2 Senior Systems/Programmer Analyst
 - 1.0 Ranch Naturalist Supervisor
 - 10.0 Paraeducator
 - 14 hour Paraeducator/Auto Technology
 - 37 hour Paraeducator/Business Office Technology
 - 20 hour Paraeducator/Video Occupations
 - Updated Commissioners about the COBRA benefits under the American Recovery and Reinvestment Act for individuals with an involuntary job loss.
 - Updated Commissioners about the Swine Flu at the request of Mary Jane Burke. The Marin County Office of Education is in close contact with the Marin County Department of Public Health and other agencies to provide information about swine flu to our school districts, parents and the community.
 - Provided the Commissioners with an invitation to the Golden Bell Awards on May 28, 2009 at 4:30 p.m. at Dominican University of California – Angelico Hall.
 - 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.
 - 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 desk audit for the Senior Administrative Secretary/General Services was completed and a settlement arrangement was reached. The duties of the position have been modified to reflect the current position description.

- Ms. Batchelder updated the Commissioners on the reclassification study for the Accounting control series.

9. The Commissioners postponed examining the changes made to the Merit System Rules Sections 3.300.3, 4.200.1 – 4.200.3. Also postponed was the discussion of the rest of Chapter 4 beginning from Section 4.200.4. These items will be discussed at the May meeting.
10. Mr. Bridges reported that George Cole has been selected as the Executive Director of the California School Personnel Commissioners Association (CSPCA).
11. M/s/c Bridges/McKown to adjourn meeting at 6:35 p.m.
12. The next meeting will be held on Monday, May 18, 2009 at 5:00 p.m. in the Board Room.

Merit System Rules

**Commissioners'
Reports/Items**

Adjournment



Mary Batchelder
Secretary