

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, April 28, 2008

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 28, 2008.
2. Mr. Pollock convened the meeting at 5:05 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, Pat Pollock and Catherine McKown. Roll Call/Guests
4. M/s/c McKown, Bridges to approve the Agenda. Agenda Approved
5. Mr. Pollock 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 24, 2008. Minutes Approved
7. Ms. Batchelder, Personnel Director, reported on the following: Personnel Director's Report
 - Reviewed the Classified Status Report for the period March 24 – April 28, 2008. Reviewed the current vacancies and resignations.
 - Presented a memo from an employee requesting reclassification of the Accounting Assistant position. At the commissioner's request, Ms. Batchelder will report on the following items:
 - a) Speak with the employee to clarify the request.
 - b) Examine the job title and description of the equivalent payroll position at the Sonoma County Office of Education.
 - Distributed and reviewed the proposed 2008-09 Personnel budget. Will bring the 2008-09 budget to the May meeting as an action item.
 - Reported on Personnel activities in support of the Summer School program.
 - Reported that June 6, 2008 is the date of the End-of-Year/Retiree Party to be held from 4 – 6 p.m. at Superintendent Burke's home.
 - Invited the input of the commissioners regarding work goals for the 2008-09 school year.
8. There were no other items introduced by the Commissioners. Commissioners' Reports/Items
9. M/s/c Bridges, McKown to adjourn meeting at 5:50 p.m. Adjournment
10. The next meeting will be held on Monday, May 19, 2008 at 5:00 p.m. in the Board Room.



Mary Batchelder
Secretary