

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, May 19, 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, May 19, 2008.
2. Mr. Bridges convened the meeting at 5:09 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 McKown, Bridges to approve the Agenda. **Agenda Approved**
5. Mr. Bridges invited public comment on items not on the agenda:
 - There were no public comments.**Public Comment**
6. M/s/c McKown, Bridges to approve the Minutes for the meeting held April 28, 2008. **Minutes Approved**
7. Distributed to Commissioners the draft 2008-09 Personnel Commission meeting dates for their review. Commissioners will propose changes prior to the June meeting. **Proposed 2008-09 Meeting Schedule**
8. Discussed 2008-09 goals:
 - Update Personnel Commission handbook. Ms. Batchelder to develop a draft schedule for review.
 - Design a one-page, double-sided Personnel Commission informational brochure.**2008-09 Goals**
9. M/s/c McKown, Bridges to approve the 2008-09 Personnel Commission budget. **Budget Review**
10. Ms. Batchelder, Personnel Director, reported on the following:
 - Reviewed the Classified Status Report for the period April 28 – May 19, 2008. Reviewed the current vacancies and resignations.
 - Reported on Personnel activities in support of the Summer School program.
 - Updated Commissioners on the employee reclassification request for the Accounting Assistant position handling payroll. At the commissioner's request, Ms. Batchelder will develop a draft schedule for a reclassification study request.**Personnel Director's Report**
11. There were no other items introduced by the Commissioners. **Commissioners' Reports/Items**
12. M/s/c McKown, Bridges to adjourn meeting at 6:14 p.m. **Adjournment**
13. The next meeting will be held on Monday, June 23, 2008 at 5:00 p.m. in the Board Room.



Mary Batchelder
Secretary