

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, August 28, 2006

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, August 28, 2006.
2. Mr. Bridges convened the meeting at 5:06 p.m. The staff was represented by Ms. Batchelder and Ms. Galbreath. Superintendent Mary Jane Burke also attended the meeting. **Call to Order**
3. Present for the meeting were Commissioners Bridges, Pettijohn and Pollock. **Roll Call/Guests**
4. Superintendent Burke addressed the Commission providing an overview of state and local issues impacting public education. Superintendent Burke requested that the Personnel Commission consider a reclassification review process for classified job descriptions. **Superintendent Burke**
5. M/s/c Pollock, Pettijohn to approve the Agenda. **Agenda Approved**
6. M/s/c Pettijohn, Pollock to approve the Minutes for the meeting held July 31, 2006. **Minutes Approved**
7. Ms. Batchelder, Personnel Director, reported on the following:
 - Reviewed the Classified Status Report for the period of July 31 – August 28, 2006. Reviewed the current vacancies and resignations. **Personnel Director's Report**
8. Personnel Commissioners reviewed the updated request for a reclassification study of the Ranch Cook position, the current position description, and pertinent rules regarding reclassification. After discussion it was determined by the Commissioners that based on the information available there was insufficient information provided about a change in duties to warrant a reclassification study at this time. The Commissioners will review future requests based on the changes in the duties of the position. **Request for Reclassification**
9. The Personnel Commissioners requested that Ms. Batchelder survey Merit System school districts to determine what timeline and procedures are used for review of classified job descriptions. **Commissioners' Reports/Items**
10. M/s/c Pettijohn, Bridges to adjourn meeting at 6:05 p.m. **Adjournment**
11. The next meeting will be held on Monday, September 25, 2006 at 5:00 p.m. in the Board Room.

Mary Batchelder
Secretary