

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, April 24, 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, April 24, 2006.
2. Mr. Bridges convened the meeting at 5:04 p.m. The staff was represented by Ms. Batchelder and Ms. Galbreath. Also present at the meeting were the following guests: Dane Lancaster, Lisa Lanning, Richard Wilcher, Nick Mitchell and Adriane Lommel.
3. Present for the meeting were Commissioners Bridges, Pettijohn and Pollock.
4. M/s/c Pollock, Pettijohn to approve the Agenda.
5. M/s/c Pettijohn, Pollock to approve the Minutes for the meeting held March 27, 2006.
6. Ms. Batchelder, Personnel Director, reported on the following:
 - Summarized and updated the Commissioners on the reclassification process for Information Services. Distributed newly revised job descriptions for Information Systems Support, Information Systems Analyst and Information Systems Specialist. After review and discussion of the revised job descriptions, Commissioner Bridges suggested some grammatical changes and Commissioner Pollock suggested that "Technician" be considered in the job title of Information Systems Support.
 - The Information Systems Support, Information Systems Analyst and Information Systems Specialist job descriptions will be forwarded to the Marin County Board of Education for their approval and adoption.
 - Reported on the success of the NCLB ROP Math and Writing class offered during Spring Break. Reported to Commissioners that there are 4 MCOE Instructional Assistants who have not yet met the NCLB requirement. Employees who do not meet the requirement will be placed on a reemployment list as of July 1, 2006.
 - Reviewed the Classified Status Report for the period of March 27 - April 24, 2006. Reviewed the current vacancies.
7. Commissioner Pollock requested the May 15, 2006 agenda include an item to review the job title for the Information Systems Support position. Commissioner Pollock requested input from Dane Lancaster, Director of Information Services, regarding the addition of "Technician" to the position title.
8. M/s/c Pollock, Pettijohn to adjourn meeting at 5:45 p.m.
9. The next meeting will be held on Monday, May 15, 2006 at 5:00 p.m. in the Board Room.

Call to Order

Roll Call/Guests

Agenda Approved

Minutes Approved

**Personnel
Director's Report**

**Commissioners'
Reports/Items**

Adjournment