

**MINUTES**  
**MARIN COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**  
**Monday, August 22, 2005**

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 22, 2005.
2. Mr. Pollock convened the meeting at 4:00 p.m. The staff was represented by Ms. Batchelder and Ms. Galbreath. **Call to Order**
3. Present for the meeting were Commissioners Bridges, Pettijohn and Pollock. **Roll Call/Guests**
4. M/s/c Bridges, Pettijohn to approve the Agenda. **Agenda Approved**
5. M/S/c Pettijohn, Bridges to approve the Minutes for the meeting held July 25, 2005. **Minutes Approved**
6. Ms. Batchelder distributed and reviewed salary and supporting documents for the Ranch Helper position. M/s/c Bridges, Pettijohn to approve salary classification of Ranch Helper at Labor Grade 4, Salary Range 30. **Recommendation for Classification of Ranch Helper on the WCR Classified Salary Schedule**
7. Ms. Batchelder, Personnel Director, reported on the following: **Personnel Director's Report**
  - Reviewed the Classified Status Report for the period of July 25 – August 22, 2005. Reviewed the current vacancies and resignations.
  - Reported on August 22, 2005 Back-to-School day.
8. There were no items introduced by the Commissioners. **Commissioners' Reports/Items**
9. M/s/c Pettijohn, Bridges to adjourn meeting at 4:25 p.m. **Adjournment**
10. The next meeting will be held on Monday, September 26, 2005 at 5:00 p.m. in the Board Room.

Mary Batchelder  
Secretary