

**MINUTES**  
**MARIN COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**  
**Monday, February 28, 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, February 28, 2005.
2. Mr. Pollock convened the meeting at 5:10 p.m. The staff was represented by Ms. Batchelder and Ms. Galbreath. **Call to Order**
3. Present for the meeting were Commissioners Pollock, Bridges and Pettijohn. **Roll Call/Guests**
4. M/s/c Pettijohn, Bridges to approve the Agenda. **Agenda Approved**
5. M/s/c Bridges, Pettijohn to approve the Minutes for the meeting held January 24, 2005. **Minutes Approved**
6. M/s/c Bridges, Pettijohn approve the initiation of a reclassification study for the Walker Creek Ranch, Ranch Helper position. **Mr. Pollock**
7. Ms. Batchelder, Personnel Director, reported on the following: **Personnel Director's Report**
  - Reviewed the Classified Status Report for the period of January 24, 2005 – February 28, 2005. Reviewed the current vacancies and resignations.
  - Distributed Statement of Economic Interest to Personnel Commissioners.
8. Commissioner Bridges presented a plaque on behalf of the California School Personnel Commission Association to Ms. Pettijohn for her 20 years of service in the Personnel Commission. **Commissioners' Reports/Items**

Commissioner Bridges distributed a pamphlet, Legal Updates, to the Commissioners that he received from the SPCA/NC 2004 Annual Conference.
9. M/s/c Pettijohn, Bridges next meeting will be held on Wednesday, March 23, 2005 at 5:00 p.m. in the Board Room. **Adjournment**
10. The meeting was adjourned at 5:30 p.m.

Mary Batchelder  
Secretary