

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, December 13, 2004

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, December 13, 2004.
2. Mr. Bridges convened the meeting at 5:00 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 Pollock, Pettijohn to approve the Agenda. **Agenda Approved**
5. M/s/c Pettijohn, Pollock to approve the Minutes for the meeting held November 22, 2004. **Minutes Approved**
6. M/s/c Bridges, Pettijohn to elect Mr. Pollock as Chairperson.
M/s/c Pollock, Bridges to elect Mrs. Pettijohn as Vice Chairperson. **Election of
Chairperson and
Vice Chairperson**
7. Ms. Batchelder, Personnel Director, reported on the following: **Personnel
Director's Report**
 - Reviewed the Classified Status Report for the period of November 22 - December 13, 2004. Reviewed the current vacancies and resignations.
 - Reported that the finalized classified seniority list dated as of February 29, 2004, will be mailed to each classified employee.
 - Reported that Nancy Klein of School and Legal Services gave a presentation on classified discipline at the Countywide Personnel Director's Meeting.
 - Invited the Commissioners to the employee holiday celebration on Wednesday, December 15, 2004 at 3:30 p.m.
8. There were no items introduced by the Commissioners. **Commissioners'
Reports/Items**
9. M/s/c Pettijohn, Pollock. The next meeting will be held on Monday, January 24, 2005 at 5:00 p.m. in the Board Room. **Adjournment**
10. The meeting was adjourned at 5:20 p.m.

Mary Batchelder
Secretary