

**MINUTES**  
**MARIN COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**  
**Monday, November 22, 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, November 22, 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 October 25, 2004. **Minutes Approved**
6. Ms. Batchelder, Personnel Director, reported on the following: **Personnel Director's Report**
  - Reviewed the Classified Status Report for the period of October 25 – November 22, 2004. Reviewed the current vacancies and resignations.
  - Distributed and reviewed Summary of Officers chart for election of Chair and Vice Chair of the Personnel Commission for the December 2004 meeting.
  - Confirmed adjourn to annual dinner following regular meeting on December 13, 2004.
  - Distributed 2004-05 Marin County Office of Education Personnel Directory.
  - Distributed flyer regarding SPCA/NC Dinner Meeting on December 9, 2004.
7. • Messrs. Bridges and Pollock will attend CSPCA 2005 Annual Conference in Long Beach, California February 11-13, 2005. **Commissioners' Reports/Items**
  - Mr. Bridges reported his recent nomination for office by the California School Personnel Commissioners Association.
8. M/s/c Pettijohn, Pollock. The next meeting will be held on Monday, December 13, 2004 at 5:00 p.m. in the Board Room. **Adjournment**
9. The meeting was adjourned at 5:20 p.m.

Mary Batchelder  
Secretary