

**MINUTES**  
**MARIN COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**  
**Monday, October 25, 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, October 25, 2004.
2. Mr. Bridges convened the meeting at 5:00 p.m. The staff was represented by Ms. Batchelder and Ms. Galbreath. Joanne Frazier, Instructional Assistant, was also present. **Call to Order**
3. Present for the meeting were Commissioners Bridges, Pettijohn. Commissioner Pollock was absent. **Roll Call/Guests**
4. M/s/c Pettijohn, Bridges to approve the Agenda. **Agenda Approved**
5. M/s/c Pettijohn, Bridges to approve the Minutes for the meeting held September 27, 2004. **Minutes Approved**
6. Ms. Batchelder distributed and reviewed salary survey and supporting document for the Occupational Therapist position. M/s/c Pettijohn, Bridges to approve salary classification of Occupational Therapist at Labor Grade 22, Salary Range 66. **Recommendation for Classification of Occupational Therapist on the 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 September 27 – October 25, 2004. Reviewed the current vacancies and resignations.
  - Distributed and reviewed Personnel Commission budget.
8. Commissioner Bridges reported on the October SPCA/NC 2004 Annual Conference to Commissioner Pettijohn. **Commissioners' Reports/Items**
9. M/s/c Pettijohn, Bridges. The next meeting will be held on Monday, November 22, 2004 at 5:00 p.m. in the Board Room. **Adjournment**
10. The meeting was adjourned at 5:17 p.m.

Mary Batchelder  
Secretary