

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, September 27, 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, September 27, 2004.
2. Mr. Bridges convened the meeting at 5:00 p.m. The staff was represented by Ms. Batchelder and Ms. Galbreath. Erin Hurley, Occupational Therapist and Joanne Frazier, Instructional Assistant, were also present. **Call to Order**
3. Present for the meeting were Commissioners Bridges, Pettijohn and Pollock. **Roll Call/Guests**
4. M/s/c Pettijohn, Pollock to delete Item #6 on the September 27, 2004 Agenda.
5. M/s/c Pettijohn, Pollock to approve the Agenda. **Agenda Approved**
6. M/s/c Pettijohn, Pollock to approve the Minutes for the meeting held August 23, 2004. **Minutes Approved**
7. Ms. Batchelder, Personnel Director, reported on the following: **Personnel Director's Report**
 - Reported that Marin County Board of Education was notified of reappointment of Ms. Pettijohn to the Personnel Commission for the term 12/1/04 – 12/1/07.
 - Updated Commissioners on the Occupational Therapist reclassification study. Personnel Services has completed the salary survey and MCOE is currently in negotiations with CSEA regarding placement on the salary schedule.
 - Reviewed the Classified Status Report for the period of August 23 - September 27, 2004. Reviewed the current vacancies and resignations.
 - Distributed current and proposed revised position description for Business Services Manager. Notified Personnel Commissioners of proposed revision to position description regarding qualifications before forwarding it to the Marin County Board of Education for action.
8. Commissioner Pollock inquired about Occupational Therapists assignments in Marin County schools. A discussion followed explaining that the Occupational Therapists are assigned to work at the Marin County Office of Education's preschools and that they are not contracted out to work in other Marin County school districts. **Commissioners' Reports/Items**
9. M/s/c Pettijohn, Pollock. The next meeting will be held on Monday, October 25, 2004 at 5:00 p.m. in the Board Room. **Adjournment**
10. The meeting was adjourned at 5:30 p.m.

Mary Batchelder
Secretary