

**MINUTES**  
**MARIN COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**  
**Monday, August 23, 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, August 23, 2004.

2. Mr. Bridges convened the meeting at 5:01 p.m. The staff was represented by Ms. Batchelder and Ms. Galbreath. Superintendent Burke was also present to address the Commissioners.

**Call to Order**

3. Present for the meeting were Commissioners Bridges, Pettijohn and Pollock.

**Roll Call/Guests**

4. M/s/c Pettijohn, Pollock to approve the Agenda.

**Agenda Approved**

5. M/s/c Pollock, Pettijohn to approve the Minutes as corrected for the meeting held July 26, 2004.

**Minutes Approved**

6. Superintendent Mary Jane Burke welcomed the Commissioners to the 2004-05 school year. She congratulated Commissioner Bridges for receiving the CSEA Member of the Year Maintenance and Operations Services award along with Joanne Frazier as CSEA Member of the Year Paraeducator/Instructional Assistant Services award.

Superintendent Burke updated Commissioners on upcoming challenges and transitions in Marin County school districts including several school board and parcel tax measures at the November election.

Superintendent Burke also reported on the activities of the Governor's State Performance Review Committee and the increased responsibilities for County Superintendents in monitoring public education issues.

7. Ms. Batchelder, Personnel Director, reported on the following:

**Personnel**  
**Director's Report**

- Reported on Back-to-School day luncheon, health benefits and Wellness Fair for Marin County Office of Education employees. Walker Creek Ranch Back-to-School day will be on August 30, 2004.
- Reported that CPR training has been scheduled for all Marin County Office of Education employees.
- Reviewed the Classified Status Report for the period of July 26 – August 23, 2004. Reviewed the current vacancies and resignations.
- Updated Commissioners on the Occupational Therapist reclassification study. Currently Personnel is completing the salary survey, which will then go to CSEA for negotiations and then be submitted to the Personnel Commission for their approval.
- Responded to Mr. Bridges inquiry regarding why MCOE was overstaffed with Instructional Assistants at the end of 2003-04. She explained the variety of changes that occurred (district takeback, students returning to district, aging out), which accounted for the overstaffing and that currently we are fully staffed.

8. M/s/c Pollock, Bridges to approve reappointment of Ms. Pettijohn to the Personnel Commission for the three-year term beginning December 1, 2004 to December 1, 2007.
9. Mr. Pollock requested that he would like to review the Occupational Therapist salary information before and after negotiations with CSEA.
10. M/s/c Pettijohn, Pollock. The next meeting will be held on Monday, September 27, 2004 at 5:00 p.m. in the Board Room.
11. The meeting was adjourned at 5:30 p.m.

**Commissioners'**  
**Reports/Items**

**Adjournment**

Mary Batchelder  
Secretary