

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, December 14, 2009

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 14, 2009.
2. Mr. Pollock convened the meeting at 5:00 p.m. The staff was represented by Ms. Mary Jane Burke, Ms. Mary Batchelder and Ms. Christie Colón. **Call to Order**
3. Present for the meeting were Commissioners Bill Bridges, Catherine McKown and Pat Pollock. **Roll Call/Guests**
4. M/s/c McKown, Bridges to approve the Agenda. **Agenda Approved**
5. Mr. Pollock invited public comment on items not on the agenda: **Public Comment**
 - Marin County Superintendent of Schools Mary Jane Burke informed the commission that the San Rafael City Schools and Novato Unified School districts are taking back their non-intensive preschool program for 2010. As a result, the Marin County Board of Education voted to approve layoff resolutions. Ms. Burke also reported further layoff resolutions by the Marin County Board of Education.
 - Ms. Burke announced the resignation of the Personnel Director at the end of the 2009-10 year. Ms Burke discussed her interest in considering an internal candidate as replacement, and invited the Commission to jointly consider this as a plan for 2010-11 staffing. The Commissioners requested that an item to discuss the staffing plan be put on the January meeting agenda. In addition, they asked that Tracee Edmunds, Business Services Manager, attend the January meeting for the purpose of an informal conversation of her interests as an internal candidate.
6. M/s/c Bridges, McKown to approve the Minutes for the meeting held November 23, 2009. **Minutes Approved**
7. Ms. Burke administered the Oath of Office to Mr. Pollock for reappointment on the Personnel Commission. **Oath of Office**
8. M/s/c Bridges, McKown to elect Mr. Pollock as Chairperson. M/s/c Bridges, Pollock to elect Ms. McKown as Vice Chairperson. **Election of Chairperson and Vice Chairperson**
9. Ms. Batchelder, Personnel Director, reported on the following: **Personnel Director's Report**
 - Reviewed the Classified Status Report for the period November 23 – December 14, 2009. Reviewed the current leaves, terminations, resignations and vacancies.
 - Discussed classified layoffs related to three Marin County Board of Education resolutions: No. 777, No. 778 and No. 779.
10. The Commissioners reviewed the changes made to the following Merit System Rules: **Merit System Rules**
 - Chapter 5 & 6: Sections 5.200.10; Sections 6.200.3C-6.600.1.

The annotations covering these items are attached to and made a part of the original minutes of this meeting.

11. Mr. Pollock invited Commissioner items or reports not on the agenda:
- Commissioners discussed attending the 2010 CSPCA Annual Conference, held February 18-21.

**Commissioners'
Reports/Items**

12. M/s/c McKown, Bridges to adjourn meeting at 5:58 p.m.

Adjournment

13. The next meeting will be held on Monday, January 25, 2010 at 4:00 p.m. in the Board Room.

Mary Batchelder
Secretary