MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, March 28, 2011

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, March 28, 2011.

2. Ms. McKown convened the meeting at 5:05 p.m. The staff was represented by Ms. Mary Batchelder, Ms. Tracee Edmunds 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 Pollock, Bridges to approve the Agenda. **Agenda Approved**

5. Ms. McKown invited public comment on items not on the agenda: **Public Comment**
   - There were no public comments.

6. M/s/c Bridges, Pollock to approve the Minutes for the meeting held February 28, 2011 as amended. **Minutes Approved**

7. Ms. Batchelder discussed the selection process related to the Personnel Director vacancy. **2010-11 Interim Staffing Plan for Personnel Director**

8. Ms. Edmunds, Interim Personnel Director, reported on the following: **Personnel Director's Report**
   - Reported that a Senior Administrative Secretary worked out of classification as an Executive Secretary for two weeks as leave replacement with Commissioners agreeing to recommended reasonable adjustment at appropriate step for Executive Secretary.
   - Reviewed the Classified Status Report for the period February 28 – March 28, 2011. Reviewed the current leaves, terminations, resignations and vacancies.
   - Provided ADA information as follow up to the commissioner's request at the February meeting.
   - Reported that the Northern California meeting of the School Personnel Commissioners Association was rescheduled to May 7.

9. The Personnel Commission goals for the year were finalized. **Personnel Commission goals**

10. Ms. McKown invited Commissioner items or reports not on the agenda: **Commissioners' Reports/Items**
    - There were no comments.

11. M/s/c Pollock, Bridges to adjourn meeting at 5:52 p.m. **Adjournment**

12. The next meeting will be held on Monday, April 25, 2011 at 5:00 p.m. in the Board Room.

Tracee Edmunds
Secretary