MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, June 27, 2011

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, June 27, 2011.

1. Ms. McKown convened the meeting at 5:05 p.m. The staff was represented by Ms. Susan Markx, Ms. Mary Batchelder, Ms. Tracee Edmunds and Ms. Christie Colón. — **Call to Order**

2. Present for the meeting were Commissioners Bill Bridges, Catherine McKown and Pat Pollock. — **Roll Call/Guests**

3. M/s/c Bridges, McKown to approve the Agenda. — **Agenda Approved**

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

5. M/s/c Bridges, McKown to approve the Minutes for the meeting held May 23, 2011 — **Minutes Approved**

6. Ms. Markx, Deputy Superintendent provided updates on secretarial staffing. — **Deputy Superintendent**
   - Layoffs only affected paraeducators and Walker Creek Ranch Naturalists.
   - Reported that we did not have to do secretarial layoffs due to additional grants, however since some programs experienced cuts, there were some staff that needed to be administratively transferred.
   - Carol Toepfer, Senior Administrative Secretary, needed to be transferred to Personnel to cover the .5 FTE Personnel Commission work.

7. Ms. Edmunds, Personnel Director, Reported on the following: — **Personnel Director's Report**
   - Reported that the end of the year party attended by Commissioner Bridges was a fitting celebration for the careers of four classified staff.
   - Announced that the CSPCA Conference is set for January 26 – 29, 2012 in San Diego
   - Discussed the board resolution effective 6/30/11, identifying 22.6 FTE and confirmed only 9 staff members (equal to 4.93 FTE) actually received layoff notices.
   - Discussed the June 28th Resolution for 3 more paraeducators effective August 12, 2011.
   - Reported that a Walker Creek Helper worked out of class as Ranch Cook and was paid the rate closest to the equivalent of one step higher
   - Reviewed the status report for the period of May 24 – June 27, 2011. Reviewed the current leaves, terminations, resignations and vacancies.

8. Ms. Edmunds opened the public hearing on the 2011-2012 Personnel Commission Operating Budget. — **Personnel Director Budget Review**
   M/s/c Pollock, Bridges to close the public hearing
   M/s/c Pollock, Bridges to adopt the Personnel Commission Operating Budget

9. Mr. Bridges, reported that he enjoyed the end of the year party and thought it was well coordinated. — **Commissioner's Reports/Items**

10. M/s/c Bridges, Pollock to adjourn meeting at 5:49 p.m. — **Adjournment**
11. The next meeting will be held on Monday, August 22, 2011 at 5:00 p.m. in the Board Room.

Tracee Edmunds
Secretary