

**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, December 18, 2023**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, December 18th, 2023.

1. Dr. Zerkel convened the meeting at 3:33p.m.
2. Present for the meeting were Commissioners Paulette Foster, Catherine McKown, and Dr. Arline Zerkel.
The staff was represented by Jason Richardson and Mirna Errou.
Guests: Sarah Rincon – CSEA Secretary and Nancy Malcom – CSEA Area B Representative.
3. Motion, seconded, and carried, Foster/McKown; the matter passed 3-0 to approve and adopt the agenda as recommended.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.
4. Dr. Zerkel invited the public to comment on items not on the agenda.
5. Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to approve the minutes. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.
Commissioner McKown noted an error in the previous minutes' last items.
6. Dr. Zerkel nominated:
Catherine McKown for Chairperson: Motion, seconded, and carried, Foster/Zerkel, the matter passed 3-0 to elect Catherine McKown as Chairperson.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.
Paulette Foster for Vice Chairperson: Motion, seconded, and carried, McKown/Zerkel, the matter passed 3-0 to elect Paulette Foster as Vice Chairperson.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.
7. Mr. Richardson reported that the MCOE has engaged with Educational Management Systems (EMS) to conduct a Classification / Compensation Study to include all Classified Job Descriptions and Salary Schedules. (In addition to all Certificated and Administrative positions.) The project will take 4-6 months to complete. It is recommended that the Commission appoint a commissioner to participate in the Stakeholder Committee.
8. Mr. Richardson reported on the following:
 - He just completed the professional development series from the California Schools Personnel Commission Association.
 - 2024 CSPCA annual conference- March 3-5 in Monterey- Cultivating Talent, Building Leaders and Elevating the Future through Synergy.
 - Personnel Department Update.
 - Review of status report for the period of November 16 – December 12, 2023. Current leaves, resignations, and vacancies were reviewed.
9. Dr. Zerkel invited Commissioners to report on items not on the agenda.
10. Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to adjourn the meeting. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Dr. Zerkel adjourned the meeting at 4:02pm.

Call to Order

Roll Call/Guests

Agenda Approved

Public Comment

Minutes Approved

Election of Chairperson and Vice Chairperson

Classification Study Update

Personnel Director's Report

Reports/Items

Adjournment



Jason Richardson
Secretary