

**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, November 25, 2024**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, November 25, 2024.

- | | |
|---|--|
| 1. Ms. McKown convened the meeting at 3:31 p.m. | <u>Call to Order</u> |
| 2. Present for the meeting were Commissioners Paulette Foster, Catherine McKown, and Dr. Arline Zerkel.
The staff was represented by Jason Richardson and Erin Feely.
Guests: Nancy Malcolm – Marin Council President 5013, Sarah Rincon – CSEA Secretary. | <u>Roll Call/Guests</u> |
| 3. Motion, seconded, and carried, Foster/Zerkel; the matter passed 3-0 to approve and adopt the agenda as recommended.
Ayes: Zerkel, Foster, McKown; Noes: None; Absent: None | <u>Agenda Approved</u> |
| 4. Ms. McKown invited the public to comment on items not on the agenda. | <u>Public Comment</u> |
| 5. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to approve the minutes. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None | <u>Minutes Approved</u> |
| 6. Superintendent John Carroll administered the Oath of Office to officially re-appoint Commissioner Zerkel to the Commission. | <u>Oath of Office</u> |
| 7. Mr. Richardson presented the Final Report on the 2023-2024 Personnel Commission Goals. | <u>Review 2023-24 Goals</u> |
| 8. The Commission approved the Final Report on the 2023-2024 Personnel Commission Goals. | <u>Approval 2023-24 Goals</u> |
| 9. Mr. Richardson presented a draft of the 2023-2024 Personnel Commission Annual Report. | <u>Review Annual Report 2023-24</u> |
| 10. Mr. Richardson presented a draft of the 2024-2025 Personnel Commission Goals. | <u>Review 2024-25 Goals</u> |
| 11. Mr. Richardson updated the Commission on the status and progress of the Classification Study being conducted by Educational Management Systems (EMS). | <u>Classification Study Update</u> |
| 7. Mr. Richardson reported on the following: <ul style="list-style-type: none">• Personnel Department Staffing Updates• CSPCA Annual Conference March 16-18, 2025 Napa Valley Marriot Hotel and Spa• Review of status report for the period of October 24 – November 25, 2024. Current leaves, separations, and vacancies were reviewed | <u>Personnel Director's Report</u> |
| 8. Ms. McKown invited Commissioners to report on items not on the agenda | <u>Reports/Items</u> |
| 9. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to adjourn the meeting.
Ayes: Zerkel, Foster, McKown; Noes: None; Absent: None. Ms. McKown adjourned the meeting at 3:58 p.m. | <u>Adjournment</u> |



Jason Richardson
Secretary