

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on

Monday, January 27, 2025, beginning at **3:30 p.m.**

in the Board Room and via teleconference / videoconference.

To join by phone: dial (669) 444-9171, Meeting ID: 834 368 9903

(if asked for a participant ID- press #)

To join by videoconference: click <https://us02web.zoom.us/j/8343689903>

AGENDA

1. Call to Order Ms. Foster
2. Roll Call Mr. Richardson
3. Approval and Adoption of Agenda..... Ms. Foster
4. Introduction of Guests and Identification of Persons Wishing to address the
Commission on items not on the agenda.....Ms. Foster
- This is an opportunity for the public to make comments related to Personnel
Commission business concerning matters not on the agenda. The time allotted for a
comment shall be five (5) minutes. No action can be taken by the Personnel
Commission unless the matter is placed on a subsequent agenda.
5. Approval of December 16, 2024 Minutes Ms. Foster
6. Discussion of Draft Amended 2024-2025 Personnel Commission Meeting Schedule...Mr. Richardson
7. Approval of Amended 2024-2025 Personnel Commission Meeting Schedule.....Ms. Foster
8. Update on Personnel Commission Webpage.....Mr. Richardson
9. Classification Study Update.....Mr. Richardson
10. Personnel Director's Report Mr. Richardson
11. Reports and Items Introduced by Commissioners Ms. Foster
12. Adjournment Ms. Foster

Notices:

Members of the public shall have the opportunity to address the Personnel Commission on items on the agenda before or during the Commission's consideration of the item. The time allotted for comment shall be five (5) minutes.

Additional materials available in the Personnel Office between 8:00am and 4:00pm and at our [Personnel Commission website](#).

The Marin County Office of Education adheres to the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact Jason Richardson at 415-499-5854. All efforts will be made for reasonable accommodations.

**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, December 16, 2024**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, December 16, 2024.

1. Ms. McKown convened the meeting at 3:30 p.m. **Call to Order**
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 Retiree Council President 5013, Laura Gonzalez – CSEA President. **Roll Call/Guests**
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 **Agenda Approved**
4. Ms. McKown invited the public to comment on items not on the agenda. **Public Comment**
5. Motion, seconded, and carried, Foster/Zerkel; the matter passed 3-0 to approve the minutes after review. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. **Minutes Approval**
6. Motion, seconded, and carried, Foster/Zerkel; the matter passed 3-0 to approve the 2023-2024 Personnel Commission Annual Report. Ayes: Zerkel, Foster, McKown; Noes: None; Absent: None. **Annual Report Approval**
7. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to approve the 2024-2025 Personnel Commission Goals. Ayes: Zerkel, Foster, McKown; Noes: None; Absent: None. **2024-25 Goals Approval**
8. Mr. Richardson updated the Commission on the status and progress of the Classification Study being conducted by Educational Management Systems (EMS). **Classification Study Update**
6. Dr. Zerkel nominated:
Paulette Foster for Chairperson: Motion, seconded, and carried, Zerkel/McKown, the matter passed 3-0 to elect Paulette Foster as Chairperson.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.
Paulette Foster nominated:
Dr. Arline Zerkel for Vice Chairperson: Motion, seconded, and carried, Foster/McKown, the matter passed 3-0 to elect Dr. Arline Zerkel as Vice Chairperson.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. **Election of Chairperson and Vice Chairperson**
9. Superintendent John Carroll presented information on the new job description for General Counsel. **Job Description Review**
10. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to approve the Job Description for General Counsel. Ayes: Zerkel, Foster, McKown; Noes: None; Absent: None **Job Description Approval**
11. Superintendent John Carroll presented his recommendation for the Allocation of the new position of General Counsel to the Classified Senior Management Salary Schedule. **Allocation Review**
12. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to approve the Allocation of the new position of General Counsel to the Classified Senior Management Salary Schedule.
Ayes: Zerkel, Foster, McKown; Noes: None; Absent: None. **Allocation Approval**
13. Mr. Richardson reported on the following:
 - 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 November 25, 2024 – December 16, 2024.
 - Current leaves, separations, and vacancies were reviewed**Personnel Director's Report**
14. Ms. McKown invited Commissioners to report on items not on the agenda **Reports/Items**

15. 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 4:25 p.m.

Adjournment

Jason Richardson
Secretary

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DRAFT

2024-2025
Meeting Schedule

DRAFT AMENDED SCHEDULE #1

MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION

Meeting Dates School Year 2024-25
4th Monday of the month at 3:30p.m. (except as noted with *)

DATE	LOCATION
July 22, 2024	Board Room
August 26, 2024	Board Room
September 23, 2024	Board Room
October 28, 2024	Board Room
November 25, 2024	Board Room
December 16, 2024 *	Board Room
January 27, 2025	Board Room
February 24, 2025	Board Room
~~March 24, 2025~~ **	Cancelled** option to call a special meeting on 3/31 if needed
April 28, 2025	Board Room
May 19, 2025*	Board Room
June 23, 2025	Board Room

2024-2025
Meeting Schedule

DRAFT AMENDED SCHEDULE #2

MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION

Meeting Dates School Year 2024-25
4th Monday of the month at 3:30p.m. (except as noted with *)

DATE	LOCATION
July 22, 2024	Board Room
August 26, 2024	Board Room
September 23, 2024	Board Room
October 28, 2024	Board Room
November 25, 2024	Board Room
December 16, 2024 *	Board Room
January 27, 2025	Board Room
February 24, 2025	Board Room
~~March 24, 2025~~	~~Board Room~~ Rescheduled to 3/31
~~March 31, 2025~~	~~Board Room~~
April 28, 2025	Board Room
May 19, 2025*	Board Room
June 23, 2025	Board Room

STATUS OF OPEN CLASSIFIED POSITIONS – December 16, 2024 – January 24, 2025

POSITION	# OF OPENINGS	POSTING DATE	CLOSING DATE	POSITION STATUS (EXAMINATION/SCREENING/1ST INTERVIEW/2ND INTERVIEW/ REFERENCE CHECKS/FINAL INTERVIEW/ HIRED)
Accounting Assistant	1.0(FTE)	11/27/24	12/18/24	INTERVIEW: 01/07/25 FINAL INTERVIEW: 01/13/25 HIRED: SARA SMITH
Custodian/Groundskeeper	.375(FTE)	10/31/24	Until Filled	INTERVIEW: 07/10/24 HIRED: JUAN CARCAMO
General Counsel	1.0(FTE)	12/18/24	1/1/25	INTERVIEW: 01/8/25 HIRED: DANIELLE HOUCK
Mental Health Counseling Specialist	1(FTE)	10/15/24	11/5/24	INTERVIEW: 01/16/25 FINAL INTERVIEW: 01/24/25 HIRED: TBD PENDING CLEARANCE
Paraeducator SPED	5(FTE)	12/04/23	Open Until Filled	INTERVIEW: 11/22/24 FINAL INTERVIEW: 01/21/25 HIRED: ETHAN SINGLETON (5 FTE REMAINING OPENINGS)
Ranch Cook	1(FTE)	01/06/25	Until Filled	INTERVIEW: 01/17/25 HIRED: TBD PENDING CLEARANCE
Ranch Helper	1(FTE)	11/8/24	12/3/24	INTERVIEW: 12/12/24 FINAL INTERVIEW: 12/18/24 HIRED: VICTOR LATRONICA FINAL INTERVIEW: 01/24/25 HIRED: JOHN DULGER-SHEIKIN
Ranch Naturalist	1(FTE)	10/24/24	12/20/24	INTERVIEW: 12/05/24 FINAL INTERVIEW: 12/13/24 HIRED: TESS KREMER FINAL INTERVIEW: 12/17/24 HIRED: AUDRE'ANNA ELLIS
Senior Systems Programmer Analyst	1(FTE) 1(FTE)	11/15/24 01/17/25	12/10/24 02/02/25	INTERVIEW: 01/10/25 INTERVIEW: TBD
Special Projects Manager (Student Support Specialist)	1(FTE)	01/14/25	02/05/25	INTERVIEW: TBD
Superintendent's Secretary/Administrative Assistant	1(FTE)	12/06/24	01/05/25	INTERVIEW: 01/28/25

STATUS OF OPEN CLASSIFIED POSITIONS – December 16, 2024 – January 24, 2025

CURRENT LEAVES AS OF 12/16/2024	RESCINDS (ACCEPTED)	RETIREMENTS/SEPARATIONS
1 Accounting Assistant 1 Accounting Technician 1 Executive Secretary 7 Paraeducator 1 Ranch Naturalist 1 Senior Director Business Services 1 Special Projects Manager		Retirements: 0 Separations: 3

New Hires

December 16, 2024 - January 24, 2025

Classified New Hires & Promotions

Juan Carcamo – Custodian/Groundskeeper – M&O

- Juan joined us as a Custodian/Groundskeeper in the Maintenance and operation department.
 - Worked as a carpet installer since 2019.
 - Is bilingual in English and Spanish.

John Dulger-Sheikin – Ranch Helper – Walker Creek Ranch

- John joins us as a Ranch Helper at Walker Creek Ranch.
 - Was awarded Volunteer of the year for (2024) Environmental Action Committee of West Marin.
 - Is a Piano and Music Teacher.

Audre'anna Ellis – Ranch Naturalist – Walker Creek Ranch

- Audre'anna joined us as a Ranch Naturalist at Walker Creek Ranch.
 - Has a BS in Environmental Studies from Howard University.
 - Has worked as an Outdoor Educator and a Park Ranger.

Danielle Houck – General Counsel – Superintendent's Office

- Danielle joined us as General Counsel for MCOE.
 - Has been practicing Law for 26 years.
 - Was General Counsel for SFUSD for 8 years.

Tess Kremer – Ranch Naturalist – Walker Creek Ranch

- Tess joins us as a Ranch Naturalist at Walker Creek Ranch.
 - Has a BA in Environmental Studies.
 - Was a Ski Coach at Palisades Tahoe.

Victor Latronica – Ranch Helper – Walker Creek Ranch

- Victor joins us as a Ranch Helper at Walker Creek Ranch.
 - Has a twin sister.
 - Favorite hobby is Golf.

Ethan Singleton – Paraeducator – Special Education

- Ethan joined us as a Paraeducator in our Special Education department.
 - Attended Manor Elementary school.
 - Wanted to be a Journalist as a kid.

Sara Smith – Accounting Assistant – Business

- Sara joins us as an Accounting Assistant in Business Services.
 - Has worked in accounting for 3 years.
 - Has a BS in Business Administration and is a licensed CPA.