

**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.

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| 1. Ms. McKown convened the meeting at 3:30 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 Retiree Council President 5013, Laura Gonzalez – CSEA President. | <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, Foster/Zerkel; the matter passed 3-0 to approve the minutes after review. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Minutes Approval</u> |
| 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. | <u>Annual Report Approval</u> |
| 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. | <u>2024-25 Goals Approval</u> |
| 8. 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> |
| 9. 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. | <u>Election of Chairperson and Vice Chairperson</u> |
| 10. Superintendent John Carroll presented information on the new job description for General Counsel. | <u>Job Description Review</u> |
| 11. 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 | <u>Job Description Approval</u> |
| 12. Superintendent John Carroll presented his recommendation for the Allocation of the new position of General Counsel to the Classified Senior Management Salary Schedule. | <u>Allocation Review</u> |
| 13. 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. | <u>Allocation Approval</u> |
| 14. 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 November 25, 2024 – December 16, 2024.• Current leaves, separations, and vacancies were reviewed | <u>Personnel Director's Report</u> |
| 15. Ms. McKown invited Commissioners to report on items not on the agenda | <u>Reports/Items</u> |
| 16. 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 | <u>Adjournment</u> |

at 4:25 p.m.

A handwritten signature in blue ink, consisting of a stylized 'J' followed by a horizontal line.

Jason Richardson
Secretary

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