

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, February 24, 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 January 27, 2025, Minutes Ms. Foster
6. Update on Personnel Commission Webpage.....Mr. Richardson
7. Classification Study Update.....Mr. Richardson
8. Personnel Director's Report Mr. Richardson
9. Reports and Items Introduced by Commissioners Ms. Foster
10. 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, January 27, 2025**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, January 27, 2025.

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| 1. Ms. Foster 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 Council 5013 President, Nancy Duns – CSEA Treasurer. | <u>Roll Call/Guests</u> |
| 3. Motion, seconded, and carried, Zerkel/McKown; 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. Foster invited the public to comment on items not on the agenda. | <u>Public Comment</u> |
| 5. Motion, seconded, and carried, McKown/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. Mr. Richardson presented two options for Amending the 2024-2025 Personnel Commission Meeting Schedule. | <u>Meeting Schedule Review</u> |
| 7. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve the 2024-2025 Personnel Commission Meeting Schedule. Ayes: Zerkel, Foster, McKown; Noes: None; Absent: None. | <u>Meeting Schedule Approval</u> |
| 8. Mr. Richardson updated the Commission on the status of the Personnel Commission Webpage. | <u>Webpage Updates</u> |
| 9. Mr. Richardson updated the Commission on the status and progress of the Classification Study being conducted by Education Management Systems (EMS). | <u>Classification Study</u> |
| 10. Mr. Richardson reported on the following: <ul style="list-style-type: none">• Personnel Department Staffing Updates.• Classified and Certificated Job Fair on March 8th from 9:00 – 11:00.• CSPCA Annual Conference March 16-18, 2025 Napa Valley Marriot Hotel and Spa.• Review of status report for the period of December 16, 2024 – January 27, 2025.• Current leaves, separations, and vacancies were reviewed | <u>Personnel Director's Report</u> |
| 15. Ms. Foster invited Commissioners to report on items not on the agenda | <u>Reports/Items</u> |
| 16. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to adjourn the meeting. Ayes: Zerkel, Foster, McKown; Noes: None; Absent: None. Ms. McKown adjourned the meeting at 4:17 p.m. | <u>Adjournment</u> |

Jason Richardson
Secretary

STATUS OF OPEN CLASSIFIED POSITIONS – January 24, 2025 – February 14, 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: 01/30/25 FINAL INTERVIEW: 02/10/25 HIRED: Chantal Herbert
Mental Health Counseling Specialist	1(FTE)	10/15/24	11/5/24	INTERVIEW: 01/16/25 FINAL INTERVIEW: 01/24/25 HIRED: Ben Buckner
Paraeducator SPED	5(FTE)	12/04/23	Until Filled	INTERVIEW: TBD
Ranch Cook	1(FTE)	01/06/25	Until Filled	INTERVIEW: 01/17/25 HIRED: RJ Vergara
Senior Systems Programmer Analyst	1(FTE)	01/17/25	02/02/25	INTERVIEW: 02/19/25
Special Projects Manager College and Career Readiness	1(FTE)	02/13/25	03/03/25	INTERVIEW: 03/19/25
Special Projects Manager (Student Support Specialist)	1(FTE)	01/14/25	02/05/25	INTERVIEW: 02/14/25 PROMOTED: Kathleen Mira
Superintendent's Secretary/Administrative Assistant	1(FTE)	12/06/24	01/05/25	INTERVIEW: 01/28/25 2 nd Round: 02/12/25

CURRENT LEAVES AS OF 12/16/2024	RESCINDS (ACCEPTED)	RETIREMENTS/SEPARATIONS
1 Accounting Technician 6 Paraeducator 1 Senior Director Business Services 1 Special Projects Manager		Retirements: 0 Separations: 3

New Hires

January 24, 2025 – February 14, 2025

Classified New Hires & Promotions

Ben Buckner – Mental Health Counseling Specialist – HSS

- Ben joined us as a Mental Health Counseling Specialist in the HSS department.
 - Has a MA of Social Work.
 - Has worked as a Mental Health Clinician for 6 years.

Chantal Herbert – Accounting Assistant – Business Office

- Chantal joined us as an Accounting Assistant in our Business Office.
 - Is the owner of a property management company.
 - Will receive her AA in Social and Behavioral Sciences this year.

Kathleen Mira – Special Projects Manager (Student Support Specialist) – MCS

- Was promoted from Assistant Project Supervisor.
 - Has a BA in Communication Disorders and a Minor in Special Education.
 - Is fluent in Spanish.

RJ Vergara – Ranch Cook – Walker Creek Ranch

- RJ joined us as a Ranch Cook at Walker Creek Ranch.
 - Has worked as a Line Cook and Sous Chef for 8 years.
 - Areas of expertise include butchering, sauté, and grilling.