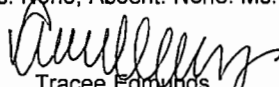


MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, October 24, 2022

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, October 24, 2022.

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| 1. Ms. Foster convened the meeting at 3:31 p.m. | <u>Call to Order</u> |
| 2. Present for the meeting were Commissioners Catherine McKown, Paulette Foster, and Dr. Arline Zerkel. The staff was represented by Tracee Edmunds and Josie Chavez. Guests: Mary Jane Burke – Superintendent, John Carroll - incoming Superintendent, John Lenz - Deputy Superintendent, Nancy Duns – CSEA Treasurer, and Debbie Aviron - CSEA Secretary. | <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 (dates on agenda item 6 updated to 12/1/22-12/1/25). Ayes: Foster, McKown, Zerkel; 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. Ms. Burke provided an update on current events in the education community. | <u>Superintendent Update</u> |
| 6. Ms. Burke administered the Oath of Office to Catherine McKown for reappointment to the Personnel Commission. | <u>Oath of Office</u> |
| 7. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve the minutes for the meeting held September 19 th , 2022 as amended. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Minutes Approved</u> |
| 8. The Commission reviewed the drafted 2021-22 Personnel Commission Annual Report. | <u>2021-2022 Annual Report</u> |
| 9. Motion, seconded and carried, McKown/Zerkel, the matter passed 3-0 to approve the revised Personnel Commission Annual Report for 2021-22. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Annual Report Approval</u> |
| 10. Ms. Edmunds presented and reported the Credentials Analyst classification study. | <u>Classification Study Update</u> |
| 11. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve the Credentials Analyst position titles. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Classification Study/Job Title Review</u> |
| 12. Ms. Edmunds reported on the following: <ul style="list-style-type: none">• The CSPCA-NC conference will be held on January 22-24, 2023.• The soft opening of WCR for conference events this fall is moving forward with a full rescind of the Ranch Administrative Assistant and offering of extra hire work to laid off employees.• Update on recruiting efforts• Placement of reemployed staff member on the salary schedule per merit rules 7.100.1.C and 6.200.3.D• Updates on local handling of the Covid-19 pandemic. Review of Marin County positive case numbers and the extension of the Covid-19 supplemental paid sick leave to December 31st, 2022.• Review status report for the period of September 16th – October 21st, 2022. Current leaves, resignations, and vacancies were reviewed. | <u>Personnel Director's Report</u> |
| 13. Ms. Foster invited Commissioners to report on items not on the agenda. | <u>Reports/Items</u> |
| 14. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to adjourn the meeting. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Ms. Foster adjourned the meeting at 5:17 p.m. | <u>Adjournment</u> |


Tracee Edmunds
Secretary