

**MINUTES  
MARIN COUNTY OFFICE OF EDUCATION  
Personnel Commission  
Monday, January 30, 2023**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, January 30<sup>th</sup>, 2023.

1. Dr. Zerkel convened the meeting at 3:30 p.m. Call to Order
  
2. Present for the meeting were Commissioners Catherine McKown, Paulette Foster, and Dr. Arline Zerkel. The staff was represented by Tracee Edmunds, Jason Richardson, and Mirna Errou. Guests: Laura Gonzalez – CSEA 1<sup>st</sup> Vice President, Christine Franceschi – CSEA 2<sup>nd</sup> Vice President, Debbie Aviron – CSEA Secretary, and Nancy Malcom – CSEA Council 5013 President and CSEA Regional Communication Officer. Roll Call/Guests
  
3. Motion, seconded, and carried, Foster/McKown; the matter passed 3-0 to approve and adopt the agenda as recommended. Agenda Approved  
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.
  
4. Dr. Zerkel invited the public to comment on items not on the agenda. Public Comment
  
5. Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to approve the minutes. Minutes Approved  
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.
  
6. Classification Study Update. Personnel Update  
The Credentials Analyst placement on the Classified Management schedule was approved by the Superintendent and the public disclosure were sent to the Board on 1/10/23. The Credential Analyst classification study is now complete. Classification Study
  
7. Ms. Edmunds reported on the following: Personnel Director's Report
  - Staffing changes in the Personnel Office. FCMAT (Fiscal Crisis & Management Assistance Team) will perform a study on the Personnel Office.
  - CSPCA Annual Conference was January 22-24. Ms. Edmunds, Mr. Richardson, Ms. Foster, and Ms. McKown attended.
  - Walker Creek Ranch staff have been hired in limited term capacity in preparation for the pilot to re-opening for student programs.
  - The Governor's budget was released for the 2023-2024 fiscal year. A presentation will be scheduled to update the commissioners at a future meeting.
  - Updates on local handling of the Covid-19 pandemic.
  - Review status report for the period of December 10<sup>th</sup>, 2022 – January 27<sup>th</sup>, 2023. Current leaves, resignations, and vacancies were reviewed.
  
8. Dr. Zerkel invited Commissioners to report on items not on the agenda. Reports/Items
  
9. Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to adjourn the meeting. Adjournment  
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Dr. Zerkel adjourned the meeting at 3:54 p.m.

  
Tracee Edmunds  
Secretary