

**MINUTES  
MARIN COUNTY OFFICE OF EDUCATION  
Personnel Commission  
Monday, February 27, 2023**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, February 27<sup>th</sup>, 2023.

1. Dr. Zerkel convened the meeting at 3:35 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: Christine Franceschi – CSEA 2<sup>nd</sup> Vice President, Debbie Airon – CSEA Secretary, and Margaret (Peggy) Allen-Winslow – Paraeducator, CSEA member.

**Roll Call/Guests**

3. Motion, seconded, and carried, Foster/McKown; the matter passed 3-0 to approve and adopt the agenda as recommended.  
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.

**Agenda Approved**

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.  
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.

**Minutes Approved**

6. Ms. Edmunds reported on the following:

**Personnel Director's Report**

- CSPCA Annual Conference presentation links were sent out to commissioners on Monday, February 27, 2023.
- FCMAT (Fiscal Crisis & Management Assistance Team) will start a study in March to ensure that we are employing best practices/efficiencies and have an appropriate staffing structure. We are not filling the open department position until the study is complete.
- The classification studies are moving forward for Paraeducator, LVN, and Occupational Therapist. There may be a need to add classifications to the study plan. The commission will be updated when information is available.
- The Business Office is currently reviewing its staffing structure to determine the appropriate positions that needs to be staffed to meet the needs of MCOE and the districts.
- Walker Creek Ranch has had a successful re-entry into serving students with 21 weeks of student programs in the first half of the year, serving 2,400 kids. There will be a review to the pilot program in the spring to determine if all openings become permanent.
- Updates on local handling of the Covid-19 pandemic. MCOE main office has seen an uptick in cases. We were able to demonstrate the calm approach to dealing with COVID.
- Review status report for the period of January 27<sup>th</sup>, 2023 – February 17, 2023. Current leaves, resignations, and vacancies were reviewed.

7. Dr. Zerkel invited Commissioners to report on items not on the agenda.

**Reports/Items**

8. Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to adjourn the meeting.  
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Dr. Zerkel adjourned the meeting at 4:02 p.m.

**Adjournment**

  
Tracee Edmunds  
Secretary

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