

**MINUTES  
MARIN COUNTY OFFICE OF EDUCATION  
Personnel Commission  
Monday, March 20, 2023**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, March 20<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: Kate Lane – Deputy Superintendent of Business, Christine Franceschi – CSEA 2<sup>nd</sup> Vice President, Debbie Aviron – CSEA Secretary, and Margaret (Peggy) Allen-Winslow – Paraeducator/ CSEA member, and Nancy Malcom – CSEA Council 5013 President and CSEA Regional Communication Officer.

**Roll Call/Guests**

3. Motion, seconded, and carried, McKown/ Foster; 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, Foster/ McKown; the matter passed 3-0 to approve the minutes.

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

**Minutes Approved**

6. Kate Lane, Deputy Superintendent of Business, provided an update on the governor's budget proposal.

**Governor's Budget Update**

7. Ms. Edmunds provided an update on the classification study for the Paraeducator, Licensed Vocational Nurse (LVN), and Occupational Therapist (OT), noting that work on all three has started. Updates will continue to be provided.

**Classification Study**

8. Held discussion of the 2023-24 Personnel Commission meeting calendar. Approval will be carried forward to the April 2023 Personnel Commission meeting.

**2023-24 Meeting Calendar**

9. Ms. Edmunds reported on the following:

**Personnel Director's Report**

- FCMAT (Fiscal Crisis & Management Assistance Team) scheduled interviews with Personnel staff on March 30 and 31. The study will take 6-8 weeks. We will hold all future department hiring decisions until the study is complete.
- 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.
- Upper Management (Cabinet) is reviewing their support needs. We will have more information in future meetings.
- Walker Creek Ranch is reviewing the efficacy of the pilot program and will be making recommendation for next steps in staffing. The Outdoor Education Manager job description had a non-substantive editorial change to delete an erroneous reference to a credential requirement. No duties of the job will change, therefore it does not require action by the Commission and is coming forward for information only.
- The Information Services department is offering 10 trainings to MCOE staff in Adobe, Excel, OneNote, Word for all levels. We have encouraged all staff to take advantage of the trainings.
- Updates on local handling of the Covid-19 pandemic.
- Review of the status report for the period of February 17, 2023 – March 17, 2023. Current leaves, resignations, and vacancies were reviewed.

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

**Reports/Items**

11. Motion, seconded, and carried, Foster/McKown; the matter passed 3-0 to adjourn the meeting.  
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Dr. Zerkel adjourned the meeting at 4:36pm

**Adjournment**



Tracee Edmunds  
Secretary

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