

**To: Members of the State Board of  
Education & Early Development**

**December 6, 2023**

**From: Dr. Deena Bishop, Commissioner**

**Agenda Item: 14**

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**◆ ISSUE**

The board is being asked to approve Commissioner Bishop's appointment of Kathijo Jolin as Executive Secretary to the Commissioner and board.

**◆ BACKGROUND**

- AS 14.07.145(e) states that the Commissioner may employ and remove personnel in exempt or partially exempt service subject to the board's approval.
- Commissioner Bishop has appointed Kathijo Jolin as Executive Secretary to the Commissioner and the board.
- Behind this cover memo are: 1) a copy of AS 14.07.145, and 2) Kathijo Jolin's resume.

**◆ OPTIONS**

Approve the appointment.  
Disapprove the appointment.  
Seek additional information.

**◆ ADMINISTRATION'S RECOMMENDATION**

Approve the appointment.

**◆ SUGGESTED MOTION**

I move the State Board of Education and Early Development approve the Commissioner's appointment of Kathijo Jolin as Executive Secretary to the Commissioner and the board, effective immediately.