

**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, May 20, 2024**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, May 20, 2024.

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| 1. Ms. McKown convened the meeting at 3:30 p.m. | <u>Call to Order</u> |
| 2. Present for the meeting were Commissioners Paulette Foster, Catherine McKown, and Dr. Arline Zerkel.
The staff was represented by Jason Richardson and Alicia Green.
Guests: Nancy Malcolm – CSEA Area B Representative, Sarah Rincon – Senior Administrative Secretary, Christine Franceschi – Executive Secretary, Dan Phillips – Teacher/Speech Therapist, and Karin Hern. | <u>Roll Call/Guests</u> |
| 3. Motion, seconded, and carried, Foster/Zerkel; the matter passed 3-0 to approve and adopt the agenda as recommended.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None | <u>Agenda Approved</u> |
| 4. Ms. McKown invited the public to comment on items not on the agenda. | <u>Public Comment</u> |
| 5. Motion, seconded, and carried, Zerkel/Foster; the matter passed 2-0 to approve the minutes. Ayes: Foster and Zerkel; Noes: None; Abstain: McKown | <u>Minutes Approved</u> |
| 6. Mr. Richardson updated the Commission on the status and progress of the Classification Study being conducted by Educational Management Systems (EMS). | <u>Classification Study Update</u> |
| 7. Mr. Richardson reviewed the 23-24 budget and proposed the 24-25 Personnel Commission Operating Budget | <u>Discussion of the 24-25 Personnel Commission Operating Budget</u> |
| 8. Held public hearing for public comment on the proposed 24-25 Personnel Commission Operating Budget | <u>Public Hearing of 24-25 Personnel Commission Operating Budget</u> |
| 9. 24-25 Personnel Commission Operating Budget was approved | <u>Approval of the 24-25 Personnel Commission Operating Budget</u> |
| 10. Mr. Richardson presented 5 draft amendments to the Merit Rules for first reading. Commission waived second reading for amendment number 5. Amendment number 5 was approved. | <u>First Reading for Proposed Merit Rule Amendments</u> |
| 11. Date of June 24, 2024, was set for the Second Reading / Approval of Proposed Merit Rule amendments 1-4 | <u>Set Date for Second Reading Approval of Proposed Merit Rule Amendments</u> |
| 12. Mr. Richardson presented the results of a Position Review with 2 recommendations | <u>Discussion of Position Review -Professional Expert: Technology Resource Center/Dedication to Special Education Office</u> |
| 13. The Commission took no action on the reclassification of Professional Expert: Technology Resource Center/Dedication to Special Education Office into the Classification of Executive Secretary, on the Classified Services Salary Schedule (CSEA) | <u>Approval of Reclassification -Professional Expert: Technology Resource Center/ Dedication to Special Education Office into the Classification of Executive Secretary on the Classified Services Salary Schedule (CSEA)</u> |
| 14. Mr. Richardson recommended the placement of an incumbent on the Classified Service Salary Schedule after reclassification | <u>Discussion of Salary Placement Recommendation</u> |
| 15. The Commission took no action on the placement of the incumbent Lisa Cooper on step 4 in the classification of Executive Secretary on the Classified Service Salary Schedule (CSEA) with a "Y" rating maintaining her current hourly rate of \$35/hour until a higher rate of pay is authorized | <u>Approval of Salary Placement Recommendation</u> |

16. Mr. Richardson report on the following:

- Review of status report for the period of April 18-May 16, 2024. Current leaves, separations, and vacancies were reviewed

**Personnel Director's
Report**

17. Ms. McKown invited Commissioners to report on items not on the agenda

Reports/Items

18. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to adjourn the meeting. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Ms. McKown adjourned the meeting. at 4:50 p.m.

Adjournment



Jason Richardson
Secretary

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