

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, October 23, 2023

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, October 23rd, 2023.

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| 1. Dr. Zerkel convened the meeting at 3:34 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, Janelle Campbell, and Mirna Errou.
Guests: Laura Gonzalez – CSEA President, Christine Franceschi – CSEA Vice President, and Danny Bauer – CSEA Communication Officer. | <u>Roll Call/Guests</u> |
| 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. | <u>Agenda Approved</u> |
| 4. Dr. Zerkel invited the public to comment on items not on the agenda. | <u>Public Comment</u> |
| 5. Superintendent John Carroll reported that Commissioner Paulette Foster was re-appointed to the Personnel Commission by the Classified union (CSEA). | <u>Superintendent's Remarks</u> |
| 6. Superintendent John Carroll swore in Commissioner Paulette Foster. | <u>Oath of Office</u> |
| 7. Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to approve the minutes. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Minutes Approved</u> |
| 8. Mr. Richardson summarized take-aways and next steps from the FCMAT report. | <u>FCMAT Study Update</u> |
| 9. An update was provided on the status of the classification studies currently in process. | <u>Classification Study Update</u> |
| 10. A recommendation for allocation of two new positions on the Classified Salary Schedule was made and discussed. | <u>Recommendation for the allocation of new positions to the Classified Salary Schedule</u> |
| 11. Motion, seconded, and carried, Foster/McKown, the matter passed 3-0 to approve the recommendation for the allocation of new positions to the Classified Salary Schedule.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Recommendation for the allocation of new positions to the Classified Salary Schedule approved</u> |
| 12. A recommendation for allocation of new position on the Classified Management / Confidential Non-Exempt Salary Schedule was made and discussed. | <u>Recommendation for the allocation of new position to the Classified Management/ Confidential Non-Exempt Salary Schedule</u> |
| 13. Motion, seconded, and carried, McKown/Foster, the matter passed 3-0 to approve the Recommendation for the allocation of new positions to the Classified Management / Confidential Non-Exempt Salary Schedule.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Recommendation for the allocation of new position to the Classified Management/ Confidential Non-Exempt Salary Schedule approved</u> |
| 14. A recommendation for allocation of two new positions on the Classified Management / Confidential Exempt Salary schedule was made and discussed.
Dr. Zerkel recused herself from the recommendation. | <u>Recommendation for the allocation of new positions to the Classified Management/ Confidential Exempt Salary Schedule</u> |
| 15. Motion, seconded, and carried, Foster/McKown, absent, Zerkel, the matter passed 2-0 to approve the recommendation for the allocation of new positions to the Classified Management / Confidential Exempt Salary Schedule
Ayes: Foster, McKown; Noes: None; Absent: Zerkel. | <u>Recommendation for the allocation of new position to the Classified Management/ Confidential Exempt Salary Schedule approved</u> |
| 16. A new job description was presented to the Commission for approval of title. | <u>Review of proposed drafted job description for new position</u> |

17. Motion, seconded, and carried, Foster/McKown, the matter passed 3-0 to approve the Position title for new drafted position.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.

Position title for new drafted position approved

18. A recommendation for allocation of a new position on the Classified Management / Confidential Exempt Salary Schedule was made and discussed.

Recommendation for the allocation of new position to the Classified Management/ Confidential Exempt Salary Schedule

19. Motion, seconded, and carried, McKown/Foster, the matter passed 3-0 to approve the Recommendation for the allocation of new position to the Classified Management / Confidential Exempt Salary Schedule.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.

Recommendation for the allocation of new position to the Classified Management/ Confidential Exempt Salary Schedule approved

20. Mr. Richardson reported on the following:

Personnel Director's Report

- 2024 CSPCA annual conference- March 3-5 in Monterey- Cultivating Talent, Building Leaders, and Elevating the Future through Synergy
- Personnel Department Update.
- MCO... We Personnel Newsletter.
- Update on Assembly Bill 1699 (McCarty). VETOED by Gov.
- Review of status report for the period of September 21 – October 18, 2023. Current leaves, resignations, and vacancies were reviewed.

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

Reports/Items

22. 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 4:38pm.

Adjournment



Jason Richardson
Secretary

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