

**MINUTES  
MARIN COUNTY OFFICE OF EDUCATION  
Personnel Commission  
Monday, June 24, 2024**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, June 24, 2024.

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| 1. Ms. McKown convened the meeting at 3:32 p.m.   | <u><b>Call to Order</b></u>  |
| 2. Present for the meeting were Commissioners Paulette Foster, Catherine McKown, and Dr. Arline Zerkel.<br>The staff was represented by Jason Richardson and Alicia Green.<br>Guests: John A. Carroll –Superintendent, Nancy Malcolm – CSEA Area B Representative, Sarah Rincon – Senior Administrative Secretary, Christine Franceschi – Executive Secretary, and Lisa Cooper—TRC Office Manager | <u><b>Roll Call/Guests</b></u>   |
| 3. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to approve and adopt the agenda as recommended.<br>Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None  | <u><b>Agenda Approved</b></u>  |
| 4. Ms. McKown invited the public to comment on items not on the agenda.   | <u><b>Public Comment</b></u>   |
| 5. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to approve the minutes. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None   | <u><b>Minutes Approved</b></u>   |
| 6. Mr. Richardson updated the Commission on the status and progress of the Classification Study being conducted by Educational Management Systems (EMS).  | <u><b>Classification Study Update</b></u>  |
| 7. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to approve Merit Rules 1-4<br>Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None   | <u><b>Second Reading/Approval of Proposed Merit Rule Amendments 1-4</b></u>  |
| 8. Mr. Richardson presented a draft job description of Assistant Superintendent, Business Services for review and approval of title.  | <u><b>Review of Position Title for the Drafted Job Description for Assistant Superintendent, Business Services</b></u>   |
| 9. Motion, seconded, and carried, Foster/Zerkel; the matter passed 3-0 to approve the position title for the drafted job description for Assistant Superintendent, Business Services.<br>Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None   | <u><b>Approval of Position Title for the Drafted Job Description for Assistant Superintendent, Business Services</b></u>   |
| 10. Mr. Richardson presented a draft Classified Senior Management Salary Schedule.  | <u><b>Discussion of the Establishment of a Classified Senior Management Salary Schedule</b></u>  |
| 11. Motion, seconded, and carried, Foster/Zerkel; the matter passed 3-0 to approve the establishment of a Classified Senior Management Salary Schedule.<br>Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None   | <u><b>Approval of Recommendation from the Superintendent to Establish a Classified Senior Management Salary Schedule</b></u>   |
| 12. Mr. Richardson recommended the Allocation of Assistant Superintendent, Business Services to the Classified Senior Management Salary Schedule.   | <u><b>Recommendation for the Allocation of Assistant Superintendent, Business Services to the Classified Senior Management Salary Schedule</b></u>                           |
| 13. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to approve the recommendation for the allocation of Assistant Superintendent, Business Services to the Classified Senior Management Salary Schedule.<br>Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None  | <u><b>Approval of Recommendation for the Allocation of Assistant Superintendent, Business Services to the Classified Senior Management Salary Schedule</b></u>               |
| 14. Mr. Richardson reported to the commission that there is no longer a need for a reclassification or placement of an incumbent into a new position. The Superintendent will recruit an Executive Secretary position with competitive promotional recruitment.   | <u><b>Discussion of Agenda Item from May 20, 2024, Meeting: Position Review – Professional Expert: Technology Resource Center/Dedication to Special Education Office</b></u> |

15. Mr. Richardson recommended that the commission approve out of class pay to two Accounting Assistants for working out of class temporarily

**Recommendation on Salary Adjustment for Work Out Classification**

16. Motion, seconded, and carried, Foster/Zerkel; the matter passed 3-0 to approve the salary adjustment for two Accounting Assistants for working out of class for a total of 8 days each between the period of May 6 and June 21, 2024.

**Approval of Salary Adjustment for Work Out of Classification**

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

17. Mr. Richardson report on the following:

- Review of status report for the period of May 17–June 19, 2024. Current leaves, separations, and vacancies were reviewed

**Personnel Director's Report**

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

**Reports/Items**

19. 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 4:29 p.m.

**Adjournment**



Jason Richardson  
Secretary

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