

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, October 28, 2024, beginning at **3:30 p.m.**
in the Board Room and via teleconference / videoconference.

To join by phone: dial (669) 444-9171, Meeting ID: 834 368 9903
(if asked for a participant ID- press #)

To join by videoconference: click <https://us02web.zoom.us/j/8343689903>

AGENDA

1. Call to Order Ms. McKown
2. Roll Call Mr. Richardson
3. Approval and Adoption of Agenda..... Ms. McKown
4. Introduction of Guests and Identification of Persons Wishing to address the
Commission on items not on the agenda.....Ms. McKown

This is an opportunity for the public to make comments related to Personnel
Commission business concerning matters not on the agenda. The time allotted for a
comment shall be five (5) minutes. No action can be taken by the Personnel
Commission unless the matter is placed on a subsequent agenda.

5. Approval of September 23, 2024 Minutes Ms. McKown
6. Classification Study Update Mr. Richardson
7. Personnel Director's Report Mr. Richardson
8. Reports and Items Introduced by Commissioners Ms. McKown
9. Adjournment Ms. McKown

Notices:

Members of the public shall have the opportunity to address the Personnel Commission on items on
the agenda before or during the Commission's consideration of the item. The time allotted for
comment shall be five (5) minutes.

Additional materials available in the Personnel Office between 8:00am and 4:00pm and at our
[Personnel Commission website](#).

The Marin County Office of Education adheres to the Americans with Disabilities Act. Should you
require special accommodations, or more information about accessibility, please contact Jason
Richardson at 415-499-5854. All efforts will be made for reasonable accommodations.

**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, September 23, 2024**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, September 23, 2024.

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| 1. Ms. McKown convened the meeting at 3:32 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 Erin Feely.
Guests: Nancy Malcolm – CSEA Area B Representative, Laura Gonzalez – CSEA President. | <u>Roll Call/Guests</u> |
| 3. Motion, seconded, and carried, Zerkel/Foster; 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, Foster/Zerkle; the matter passed 3-0 to approve the minutes. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None | <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 discussed options to include one or two CSEA representatives as attendees to the Statewide CSPCA Annual Conference in Reno, NV, planned for March of 2025 and or the Northern California Conference in October. | <u>Discussion of CSPCA Regional Conference & State Conference</u> |
| 8. Mr. Richardson presented draft job descriptions for two new CSEA represented positions for review and approval of Title. | <u>Review of proposed drafted job descriptions for new positions in the Special Education Department</u> |
| 9. Commission approved Titles of Associate Mental Health Counseling Specialist and Mental Health Counseling Specialist. | <u>Approval of proposed drafted job descriptions for new positions in the Special Education Department</u> |
| 10. Mr. Richardson recommended the Allocation of Associate Mental Health Counseling Specialist and Mental Health Counseling Specialist to the CSEA Classified Services (Exempt Services) Salary Schedule. | <u>Classification Study Recommendation</u> |
| 11.. Commission approved the Allocation of Associate Mental Health Counseling Specialist and Mental Health Counseling Specialist to the CSEA Classified Services (Exempt Services) Salary Schedule. | <u>Classification Study Approval</u> |
| 10. Mr. Richardson reported on the following: <ul style="list-style-type: none">• The Marin County Board of Education held a public hearing on September 10, 2024 and re-appointed Commissioner Arline Zerkel to a 3 year term beginning December 1, 2024.• Review of status report for the period of August 26th – September 20th, 2024. Current leaves, separations, and vacancies were reviewed. | <u>Personnel Director's Report</u> |
| 11.. Ms. McKown invited Commissioners to report on items not on the agenda | <u>Reports/Items</u> |
| 12. 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 4:43 p.m. | <u>Adjournment</u> |

Jason Richardson
Secretary

STATUS OF OPEN CLASSIFIED POSITIONS – September 20, 2024 – October 24, 2024

POSITION	# OF OPENINGS	POSTING DATE	CLOSING DATE	POSITION STATUS (EXAMINATION/SCREENING/1ST INTERVIEW/2ND INTERVIEW/ REFERENCE CHECKS/FINAL INTERVIEW/ HIRED)
Accountant	1(FTE)	10/08/24	10/31/24	EXAMINATION: 4 INTERVIEW: TBD
Business Services Manager	1(FTE)	08/16/24	09/13/24	INTERVIEW: 2 CANDIDATES REFERENCE CHECKS: 1 CANDIDATE FINAL INTERVIEW: 1 CANDIDATE HIRED: OWEN CLAPP
Human Resources Specialist	1(FTE)	10/23/24	11/6/24	INTERVIEW: TBD
Mental Health Counseling Specialist	1(FTE)	10/15/24	11/5/24	INTERVIEW: TBD
Paraeducator SPED	7(FTE)	12/04/23	Open Until Filled	INTERVIEW: 4 CANDIDATES REFERENCE CHECKS: 2 CANDIDATES FINAL INTERVIEW: 2 CANDIDATES HIRED: JESSICA MUNGUIA (7 FTE REMAINING OPENING)
Senior Director of Business Services	1(FTE)	09/25/24	10/31/24	TBD

CURRENT LEAVES AS OF 10/24/2024	RESCINDS (ACCEPTED)	RETIREMENTS/SEPARATIONS
1 Executive Secretary 1 Licensed Vocational Nurse 1 Occupational Therapist 2 Paraeducator 1 Senior Director Business Services 1 Special Projects Manager		Retirements: 0 Separations: 2 Paraeducators; 1 Ranch Naturalist; 1 Superintendent's Secretary

New Hires

September 20, 2024 – October 24, 2024

Classified New Hires & Promotions

Adolfo Juarez – Ranch Cook – Walker Creek Ranch

- Adolfo joined us as a Ranch Cook at Walker Creek Ranch.
 - Has worked as a gardener.
 - Would like to live in the mountains of Switzerland.

Jessica Munguia - Paraeducator – San Jose Middle School

- Jessica joined us as a Paraeducator at San Jose Middle School.
 - Has been coaching soccer since 2019.
 - Is fluent in English and Spanish.

Maria Ortega – Ranch Helper – Walker Creek Ranch

- Maria joined us as a Ranch Helper at Walker Creek Ranch.
 - Has worked in the food service industry since 1994.
 - Is very experienced as a prep cook.

Owen Clapp – Business Services Manager – Business

- Owen promoted to Business Services Manager.
 - Has worked for MCOE as an Accountant since 2023.
 - Has worked in Marin school districts for 5 years.

Patty Chelini – Sr. Administrative Secretary – Education Services

- Patty joined us as a Sr. Administrative Secretary in Education Services.
 - Has worked as a Youth Development Programmer at Boys and Girls Club of Ada County.
 - Favorite animal is a leafy sea dragon because it looks cool and sounds like a mythical creature.