

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