

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, January 22, 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 December 18, 2023 Minutes Ms. McKown
6. Review of Amended September 25, 2023, October 23, 2023, and
November 20, 2023 Minutes Mr. Richardson
7. Approval of Amended September 25, 2023, October 23, 2023, and
November 20, 2023 Minutes Ms. McKown
8. Classification Study Update Mr. Richardson
9. Appointment of Personnel Commissioner to Participation in the Classification
Study Stakeholder Committee..... Ms. McKown
10. Personnel Director's Report Mr. Richardson
11. Reports and Items Introduced by Commissioners Ms. McKown
12. 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 www.marinschools.org under Personnel Commission.

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, December 18, 2023**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, December 18th, 2023.

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| <p>1. Dr. Zerkel convened the meeting at 3:33p.m.</p> | <u>Call to Order</u> |
| <p>2. Present for the meeting were Commissioners Paulette Foster, Catherine McKown, and Dr. Arline Zerkel.
The staff was represented by Jason Richardson and Mirna Errou.
Guests: Sarah Rincon – CSEA Secretary and Nancy Malcom – CSEA Area B Representative.</p> | <u>Roll Call/Guests</u> |
| <p>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.</p> | <u>Agenda Approved</u> |
| <p>4. Dr. Zerkel invited the public to comment on items not on the agenda.</p> | <u>Public Comment</u> |
| <p>5. Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to approve the minutes. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.
Commissioner McKown noted an error in the previous minutes' last items.</p> | <u>Minutes Approved</u> |
| <p>6. Dr. Zerkel nominated:
Catherine McKown for Chairperson: Motion, seconded, and carried, Foster/Zerkel, the matter passed 3-0 to elect Catherine McKown as Chairperson.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.
Paulette Foster for Vice Chairperson: Motion, seconded, and carried, McKown/Zerkel, the matter passed 3-0 to elect Paulette Foster as Vice Chairperson.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.</p> | <u>Election of Chairperson and Vice Chairperson</u> |
| <p>7. Mr. Richardson reported that the MCOE has engaged with Educational Management Systems (EMS) to conduct a Classification / Compensation Study to include all Classified Job Descriptions and Salary Schedules. (In addition to all Certificated and Administrative positions.) The project will take 4-6 months to complete. It is recommended that the Commission appoint a commissioner to participate in the Stakeholder Committee.</p> | <u>Classification Study Update</u> |
| <p>8. Mr. Richardson reported on the following:</p> <ul style="list-style-type: none">• He just completed the professional development series from the California Schools Personnel Commission Association.• 2024 CSPCA annual conference- March 3-5 in Monterey- Cultivating Talent, Building Leaders and Elevating the Future through Synergy.• Personnel Department Update.• Review of status report for the period of November 16 – December 12, 2023. Current leaves, resignations, and vacancies were reviewed. | <u>Personnel Director's Report</u> |
| <p>9. Dr. Zerkel invited Commissioners to report on items not on the agenda.</p> | <u>Reports/Items</u> |
| <p>10. 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 4:02pm.</p> | <u>Adjournment</u> |

Jason Richardson
Secretary

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**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, September 25, 2023**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, September 25th, 2023.

1. Dr. Zerkel convened the meeting at 3:30 p.m.
2. Present for the meeting were Commissioners Paulette Foster, Catherine McKown, and Dr. Arline Zerkel.
The staff was represented by Jason Richardson and Mirna Errou.
Guests: Laura Gonzalez – CSEA Interim President and Christine Franceschi – CSEA 2nd Vice President.
3. Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to approve and adopt the agenda as recommended.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.
4. Dr. Zerkel invited the public to comment on items not on the agenda.
5. Motion, seconded, and carried, Zerkel/Foster; abstained, McKown, the matter passed 2-0 to approve the minutes. Ayes: Foster, Zerkel; Noes: None; Absent: None.
6. A comprehensive report has been received and is under staff review. CSEA is reviewing the report and has expressed interest in discussing. Take-aways and next steps will be presented in a future meeting.
7. Proposed changes to the format of the monthly Status Report were presented for feedback. Motion, seconded, and carried, Foster/McKown, the matter passed 3-0 to approve the proposed changes for the status report.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.
8. An update was provided on the status of the classification studies currently in process. Licensed Vocational Nurse, Occupational Therapist, and Paraeducator Job Descriptions are awaiting CSEA negotiations process to begin.
9. Five new job descriptions were presented to the Commission for approval of title. Dr. Zerkel recused herself from the presentation. Janelle Campbell, Assistant Superintendent, presented the Sr. Director of Personnel job description
10. Motion, seconded, and carried, Foster/McKown, absent, Zerkel, the matter passed 2-0 to approve the position title for the drafted job description for the five new positions.
Ayes: Foster, McKown; Noes: None; Absent: Zerkel.
11. Four amendments to the Merit Rules were presented for consideration in the following categories:
 - References to “Superintendent/Board”
 - Placing proposed job descriptions on Board’s agenda
 - Re-taking of examinations for employment and promotion
 - Education Code requirements regarding notice of layoff
12. Motion, seconded, and carried, Foster/McKown, the matter passed 3-0 to approve the Proposed Merit Rule Amendments.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.
13. Mr. Richardson reported on the following:
 - New fleece vests with the MCOE logo were provided to commissioners. All staff received them in August.
 - Window projects in 3rd Phase—Personnel Department is waiting for next phase before moving.
 - Important Dates:
 - 2024 CSPCA annual conference- March 3-5 in Monterey- Cultivating Talent, Building Leaders, and Elevating the Future through Synergy

Call to Order

Roll Call/Guests

Agenda Approved

Public Comment

Minutes Approved

FCMAT Study Update

**Discussion of Status
Report Changes**

Classification Study Update

**Review of proposed drafted
job descriptions for new
positions in the Personnel
Department**

**Position titles for the new
drafted positions approved**

**Second Reading for Proposed
Merit Rule Amendments**

**Proposed Merit Rule
Amendments Approved**

**Personnel Director’s
Report**

- Personnel Department Update.
- Update on Assembly Bill 1699
- Review of status report for the period of August 23 – September 20, 2023.
Current leaves, resignations, and vacancies were reviewed.

14. Dr. Zerkel invited Commissioners to report on items not on the agenda.
15. 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 4:21pm.

Reports/Items

Adjournment

Jason Richardson

Secretary

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**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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**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, November 20, 2023**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, November 20th, 2023.

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| <p>1. Dr. Zerkel convened the meeting at 3:30p.m.</p> | <p><u>Call to Order</u></p> |
| <p>2. Present for the meeting were Commissioners Paulette Foster, Catherine McKown, and Dr. Arline Zerkel.
The staff was represented by Jason Richardson, and Mirna Errou.
Guests: Sarah Rincon – CSEA Secretary and Nancy Malcom – CSEA Council 5013 President and CSEA Regional Communication Officer.</p> | <p><u>Roll Call/Guests</u></p> |
| <p>3. Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to approve and adopt the agenda as recommended.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.</p> | <p><u>Agenda Approved</u></p> |
| <p>4. Dr. Zerkel invited the public to comment on items not on the agenda.</p> | <p><u>Public Comment</u></p> |
| <p>5. Motion, seconded, and carried, Foster/McKown; the matter passed 3-0 to approve the minutes. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.</p> | <p><u>Minutes Approved</u></p> |
| <p>6. Current and future classification studies were discussed. Recommendations will be going forward to Superintendent for selection of classification study consulting firm.</p> | <p><u>Classification Study Update</u></p> |
| <p>7. A new job description was presented to the Commission for approval of title.</p> | <p><u>Review of proposed drafted
job description for new
position</u></p> |
| <p>8. 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.</p> | <p><u>Position title for new drafted
position approved</u></p> |
| <p>9. Mr. Richardson reported on the following:</p> <ul style="list-style-type: none">• 2024 CSPCA annual conference- March 3-5 in Monterey- Cultivating Talent, Building Leaders, and Elevating the Future through Synergy• Personnel Department Update• Review of status report for the period of October 19 – November 15, 2023. Current leaves, resignations, and vacancies were reviewed. | <p><u>Personnel Director's
Report</u></p> |
| <p>10. Dr. Zerkel invited Commissioners to report on items not on the agenda.</p> | <p><u>Reports/Items</u></p> |
| <p>11. 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 4:14pm.</p> | <p><u>Adjournment</u></p> |

Jason Richardson
Secretary

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New Hires

As of 01/16/24

Classified New Hires & Changes

Jessica Demitro – Senior Administrative Secretary

- Started with us as a temp 3 months ago.
- Fluent in Spanish and English.
- Worked as a School Coordinator for 3 years.

Hilda McCann – Senior Administrative Secretary

- Started with us as a temp 4 months ago.
- Fluent in Spanish and English.
- Worked as an Office Manager for over 20 years.

Patricia Miesch – Administrative Secretary

- Started with us as a temp 4 months ago.
- Fluent in Spanish and English.
- Worked as a Preschool Teacher for over 3 years and Preschool Head Teacher for 6 years.

STATUS OF OPEN CLASSIFIED POSITIONS - December 13, 2023 – January 18, 2023

POSITION	# OF OPENINGS	POSTING DATE	CLOSING DATE	POSITION STATUS (EXAMINATION/SCREENING/1ST INTERVIEW/2ND INTERVIEW/ REFERENCE CHECKS/FINAL INTERVIEW/ HIRED)
Accounting Technician II	1 (1FTE)	01/09/24	Open Until Filled	TBD
Administrative Secretary	1 (1FTE)	10/18/23	Open Until Filled	INTERVIEW: 1 CANDIDATE FINAL INTERVIEW: 1 CANDIDATE HIRED: PATRICIA MIESCH (0FTE OPENING REMAINING)
Assistant Special Projects Manager	1 (1FTE)	12/20/23	01/10/2024	SCREENING: 34 CANDIDATES PRE-INTERVIEW EXAMINATION: 14
Human Resources Technician Full Time Promotional	1 (1FTE)	12/8/23	1/8/2024	SCREENING: 14 CANDIDATES INTERVIEW: 8 CANDIDATES
Paraeducator SPED	8 (8FTE)	12/4/23	Open Until Filled	INTERVIEW: 3 CANDIDATES FINAL INTERVIEW: 1 CANDIDATE ONBOARDING: 1 CANDIDATE (7FTE OPENING REMAINING)
Senior Administrative Secretary	3 (3FTE)	6/13/23	12/13/2023	INTERVIEW: 8 CANDIDATES REFERENCE CHECKS: 4 CANDIDATES HIRED: JESSICA DEMITRO HIRED: HILDA MCCANN ONBOARDING: 1 CANDIDATE (0 REMAINING OPENING)
Ranch Helper	1 (1FTE)	12/11/23	01/07/2024	INTERVIEW: 4 CANDIDATES REFERENCE CHECKS: 1 CANDIDATE

LEAVES	RESCINDS (ACCEPTED)	RESIGNATIONS/RETIREMENTS/TERMINATIONS
GRIZELLE PUENTE – Education Services 01/29/24 – 02/16/2024		LUZ LOPEZ (Paraeducator, 22 years and 4 months) 12/22/2023 JOHN GAMBON (Paraeducator, 4 months) 12/21/2023 DAVID MATTHIES (Paraeducator, 1 year and 3 months) 01/10/2024