

**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, June 26, 2023**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday June 26th, 2023.

1. Dr. Zerkel convened the meeting at 3:31 p.m.

Call to Order

2. Present for the meeting were Commissioners Catherine McKown, Paulette Foster, and Dr. Arline Zerkel. The staff was represented by Tracee Edmunds, Jason Richardson, and Mirna Errou. Guests: Christine Franceschi – CSEA 2nd Vice President, Debbie Airon – CSEA Secretary, and Nancy Malcom – CSEA Council 5013 President and CSEA Regional Communication Officer.

Roll Call/Guests

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.

Agenda Approved

4. Dr. Zerkel invited the public to comment on items not on the agenda.

Public Comment

5. Motion, seconded, and carried, Foster/ McKown; the matter passed 3-0 to approve the minutes.

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

Minutes Approved

6. FCMAT study Update. Draft report has not yet been received by MCOE.

FCMAT Study Update

7. Ms. Edmunds and Mr. Richardson provided an update on the classification study for the Occupational Therapist (OT), Licensed Vocational Nurse (LVN), and Paraeducator. The Board Approved the Job Descriptions for the Occupational Therapist (OT) and Licensed Vocational Nurse (LVN). The salary placement survey is in process.

Paraeducator Survey is progressing through department and cabinet review.

The Board approved the new Cabinet Support Positions: Administrative Specialist I, Administrative Specialist II, Assistant Special Projects Manager, and Special Projects Manager. The salary survey is in process.

**Classification Study
Update**

8. Discussion of Personnel Commission 2022-23 Final Goals Report was held.

2022-23 Final Goals

9. Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to approve the 2022-23 Personnel Commission Final Goals Report.

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

**2022-23 Final Goals
Approval**

10. Ms. Edmunds & Mr. Richardson reported on the following:

**Personnel Director's
Report**

- Update on the window project. Started on June 26 for Zone 1.
- Merit Rules Changes planned regarding classified employees' layoff notification requirements.
- Annual Report will be drafted for next meeting.
- 2023-24 Goals. Jason will draft a new set of goals for the next meeting.
- Important dates: Year end retirement celebration (June 1), Back to School- All Staff (August 22), 2024 CSPCA Conference will be held on March 3 -5, 2024.
- Personnel Department update.
- Review of the status report for the period of May 20, 2023 to June 23, 2023. Current leaves, resignations, and vacancies were reviewed.

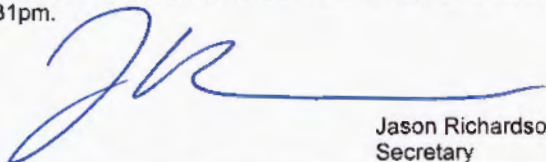
11. Dr. Zerkel invited Commissioners to report on items not on the agenda.

Reports/Items

12. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to adjourn the meeting.

Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Dr. Zerkel adjourned the meeting at 4:31pm.

Adjournment



Jason Richardson
Secretary