

**MINUTES**  
**MARIN COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**  
**Monday, July 17, 2023**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday July 17<sup>th</sup>, 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 Jason Richardson and Ashley Braehmer. Guests: Christine Franceschi – CSEA 2<sup>nd</sup> Vice President and Debbie Aviron – CSEA Secretary. Roll Call/Guests
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. 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. 3 draft goals in the categories of Classification Studies, Recruiting Diverse Staff and Onboarding were presented and discussed. 2023-24 Personnel Commission Goals
7. Draft 2022-23 Personnel Commission Annual Report was presented and discussed. 2022-23 Personnel Annual Report
8. An Update was provided on the status of the classification studies currently in process: Classification Study
  - Licensed Vocational Nurse: Personnel Commission approved title, Board approved Job Description, Salary Study and negotiations with CSEA being scheduled
  - Occupational Therapist: Personnel Commission approved title, Board approved Job Description, Salary Study and negotiations with CSEA being scheduled
  - Paraeducator: Draft Job description under review by Cabinet, planned to go to Personnel Commission for approval of title in August
9. A recommendation for Allocation of 4 new positions on the Classified Management / Confidential Exempt Salary Schedule was presented and discussed: Recommendation for the Allocation of New Positions to the Classified Management Confidential Exempt Salary
  - Administrative Specialist I
  - Administrative Specialist II
  - Assistant Special Projects Manager
  - Special Projects Manager
10. Motion Seconded, and carried, Foster/McKown, the matter passed 3-0 to approve the Recommendation for the allocation of new positions to the classified management/confidential Exempt salary schedule.  
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Recommendation for the Allocation of New Positions to the Classified Management Confidential Exempt Salary approved
11. Mr. Richardson reported on the following: Personnel Director's Report
  - Window projects underway (August PC meeting will likely be moved to another location—tbd).
  - Merit Rule change proposals to come in future meetings.
  - Important Dates:
    - Back to School- All Staff- August 21
    - 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 June 24-July 13, 2023. Current leaves, resignations, and vacancies were reviewed.

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

Reports/Items

13. 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 4:35pm.

Adjournment

A handwritten signature in blue ink, appearing to be 'JR' with a long horizontal stroke extending to the right.

Jason Richardson Secretary

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