

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, August 28, 2023

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, August 28th, 2023.

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| <p>1. Dr. Zerkel convened the meeting at 3:34 p.m.</p> | <u>Call to Order</u> |
| <p>2. Present for the meeting were Commissioners Paulette Foster and Dr. Arline Zerkel.
The staff was represented by Jason Richardson and Mirna Errou.
Guests: Christine Franceschi – CSEA 2nd Vice President and Nancy Malcom – CSEA Council 5013 President and CSEA Regional Communication Officer.</p> | <u>Roll Call/Guests</u> |
| <p>3. Motion, seconded, and carried, Foster/Zerkel; the matter passed 2-0 to approve and adopt the agenda as recommended.
Ayes: Foster, Zerkel; Noes: None; Absent: McKown.</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, Zerkel/Foster; the matter passed 2-0 to approve the minutes.
Ayes: Foster, Zerkel; Noes: None; Absent: McKown.</p> | <u>Minutes Approved</u> |
| <p>6. A comprehensive report has been received and is under staff review. Take-aways and next steps will be presented in a future meeting.</p> | <u>FCMAT Study Update</u> |
| <p>7. Motion, seconded, and carried, Foster/Zerkel, the matter passed 2-0 to approve the 2023-2024 Personnel Commission Goals.
Ayes: Foster, Zerkel; Noes: None; Absent: McKown</p> | <u>2023-2024 Personnel Commission Goals Approved</u> |
| <p>8. Motion, seconded, and carried, Foster/Zerkel; the matter passed 2-0 to approve the 2022-2023 Personnel Commission Annual Report.
Ayes: Foster, Zerkel; Noes: None; Absent: McKown.</p> | <u>2022-2023 Personnel Commission Annual Report Approved</u> |
| <p>9. An update was provided on the status of the classification studies currently in process. Licensed Vocational Nurse and Occupational Therapist Job Descriptions are awaiting CSEA negotiations process to begin.</p> | <u>Classification Study Update</u> |
| <p>10. Side by side comparison of current and draft new job description was presented for the Commission's approval of title.</p> | <u>Classification Study for Classified Personnel - Review of Position Title for the Drafted Job Des. for Para.</u> |
| <p>11. Motion, seconded, and carried, Foster/Zerkel, the matter passed 2-0 to approve the position title for the drafted job description for Paraeducator.
Ayes: Foster, Zerkel; Noes: None; Absent: McKown.</p> | <u>Position title for the drafted Job description for Paraeducator Approved</u> |
| <p>12. Four amendments to the Merit Rules were presented for consideration in the following categories:</p> <ul style="list-style-type: none">• 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 | <u>First Reading for Proposed Merit Rule Amendments</u> |
| <p>13. Date of 09/25/2023 was set for Second Reading / Approval of proposed Merit Rule Amendments</p> | <u>Set Date for Second Reading/ Approval of Proposed Merit Rule Amendments</u> |
| <p>14. Mr. Richardson reported on the following:</p> <ul style="list-style-type: none">• Window project underway (September 25th PC meeting will be moved to Room A, MCOE)• Important Dates:<ul style="list-style-type: none">○ School started the week August 21○ Medical Benefits Open Enrollment period was open from August 8th-25th.○ American Fidelity Section 125 plan enrollment appointments available August 30th-31st and September 25th-29th. Appointments are available.○ 2024 CSPCA annual conference- March 3-5 in Monterey- Cultivating Talent, Building Leaders, and Elevating the future through Synergy.• Personnel Department Update. | <u>Personnel Director's Report</u> |

- Review of status report for the period of July 14-August 22, 2023. Current leaves, resignations, and vacancies were reviewed.

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

Reports/Items

16. Motion, seconded, and carried, Foster/Zerkel; the matter passed 2-0 to adjourn the meeting. Ayes: Foster, Zerkel; Noes: None; Absent: McKown. Dr. Zerkel adjourned the meeting at 4:34pm.

Adjournment

Jason Richardson
Secretary



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