

**MARIN COUNTY OFFICE OF EDUCATION  
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on  
**Monday, December 14, 2020** beginning at **3:30 p.m.**  
via teleconference and videoconference.

PLEASE NOTE: Due to Executive Order N-29-20, we will no longer offer an in-person meeting location for the community to attend public meetings.

To join by phone: dial (408) 638-0968, Meeting ID: 831 042 6185, if asked for a participant ID- press #  
To join by videoconference: click <https://us02web.zoom.us/j/8310426185>  
Meeting ID: 831 042 6185

**AGENDA**

- 1. Call to Order ..... Ms. Zerkel
- 2. Roll Call ..... Ms. Edmunds
- 3. Approval and Adoption of Agenda..... Ms. Zerkel
- 4. Introduction of Guests and Identification of Persons Wishing to address the Commission on items not on the agenda..... Ms. Zerkel  

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. Oath of Office ..... Ms. Burke
- 6. Superintendent’s Update ..... Ms. Burke
- 7. Approval of November 16, 2020 Minutes ..... Ms. Zerkel
- 8. Layoff Update ..... Ms. Edmunds
- 9. COVID-19 (“Corona Virus”) Response/Update ..... Ms. Edmunds
- 10. Personnel Director’s Report ..... Ms. Edmunds
- 11. Election of Chairperson and Vice Chairperson ..... Ms. Zerkel
- 12. Reports and Items Introduced by Commissioners ..... New Chairperson
- 13. Adjournment ..... New Chairperson

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](http://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 Tracee Edmunds at 415-499-5854. All efforts will be made for reasonable accommodations.

**MINUTES**  
**MARIN COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**  
**Monday, November 16, 2020**

The regular meeting of the Marin County Office of Education Personnel Commission was held on Monday, November 16, 2020 via video conference.

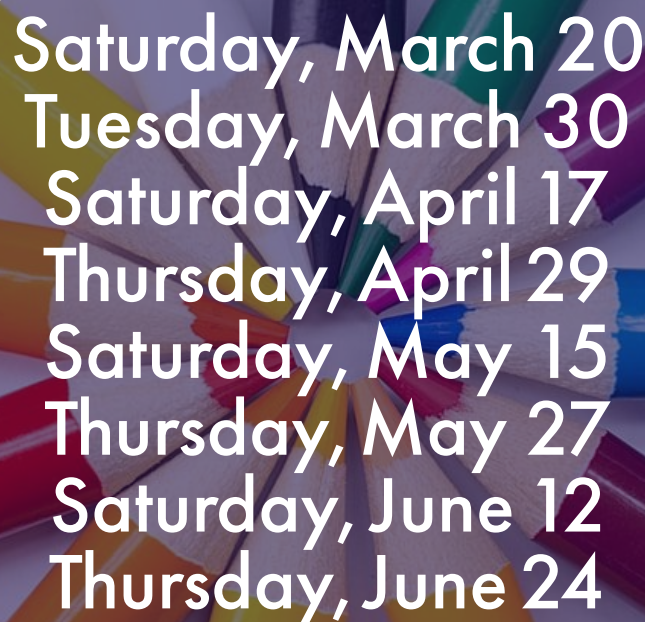
- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| 1. Ms. Zerkel convened the meeting at 3:31 p.m.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b><u>Call to Order</u></b>               |
| 2. Present for the meeting via video conference were Commissioners Catherine McKown, Paulette Foster, and Dr. Arline Zerkel. The staff was represented via video conference by Tracee Edmunds, and Erin Feely. Guests via video conference: Vicki Ascher.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b><u>Roll Call/Guests</u></b>            |
| 3. Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to approve and adopt the agenda.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b><u>Agenda Approved</u></b>             |
| 4. Ms. Zerkel invited the public to comment on items not on the agenda.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b><u>Public Comment</u></b>              |
| 5. Motion, seconded, and carried, Foster/McKown; the matter passed 3-0 to approve the minutes for the meeting held October 16, 2020.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b><u>Minutes Approved</u></b>            |
| 6. Ms. Edmunds reported no additional activity on the previous three rounds of layoffs. Novato withdrew their intent to transfer programs for the 21-22 school year but are still considering the 22-23 school year. This follows San Rafael City Schools, who had taken the same approach.                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b><u>Layoffs</u></b>                     |
| 7. Ms. Edmunds provided updates on the local handling of the Covid-19 pandemic. The Families First Coronavirus Response Act is in place through December 31, 2020. MCOE staff handbooks have been updated with COVID-19 Response trainings. MCOE is working closely with Public Health to implement a pilot COVID testing program through Curative, which offers non-invasive, self-administered testing at no cost to the employee.                                                                                                                                                                                                                                                                                        | <b><u>COVID-19 Update</u></b>             |
| 8. Ms. Edmunds reported on the following: <ul style="list-style-type: none"><li>• Commissioner Foster will be sworn in at the December 14 meeting.</li><li>• Chair and Vice Chair positions will be elected at the December 14 meeting.</li><li>• MCOE will host a webinar in January covering the new health benefits plans under SISC.</li><li>• A virtual celebration for our retirees will be held on December 3<sup>rd</sup>.</li><li>• A new Board member was elected on November 3<sup>rd</sup> and will be sworn in at the December 15 Board meeting.</li><li>• Reviewed status report for the period of October 26, 2020 – November 12, 2020. Current leaves, resignations, and vacancies were reviewed.</li></ul> | <b><u>Personnel Director's Report</u></b> |
| 9. Ms. Zerkel invited Commissioners to report on items not on the agenda.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b><u>Reports/Items</u></b>               |
| 10. Motion, seconded, and carried, McKown/Foster the matter passed 3-0 to adjourn the meeting. Ms. Zerkel adjourned the meeting at 4:01 p.m.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b><u>Adjournment</u></b>                 |

Tracee Edmunds  
Secretary

# 2021 CSPCA MERIT ACADEMY

*Redesign, Reshape, Reinvigorate:  
Transforming Merit for the New Digital Reality*

*Save the Dates*



Saturday, March 20  
Tuesday, March 30  
Saturday, April 17  
Thursday, April 29  
Saturday, May 15  
Thursday, May 27  
Saturday, June 12  
Thursday, June 24

The California School Personnel Commissioners Association announces the new and redesigned CSPCA Merit System Academy. Registration begins January 2021.

*More details are coming up soon...*

STATUS OF OPEN CLASSIFIED POSITIONS November 12, 2020 – December 10, 2020

<b>POSITION</b>	<b>POSITION / HOURS</b>	<b>POSTING DATE</b>	<b>CLOSING DATE</b>	<b>PAPERSCREENING</b>	<b>1<sup>ST</sup> INTERVIEW</b>	<b>FINAL INTERVIEW</b>
Executive Secretary	1.0	10/9/20	10/25/20	Ongoing	11/18/20	HIRED: GRACE BULANAN
Information Systems Support Tech	1.0	10/20/20	11/3/20	11/4/20-11/5/20	11/13/20	HIRED: BRIAN WONG
Paraeducator	4.5	9/25/20 10/9/20	10/8/20 Until Filled	Ongoing Ongoing	11/30/20 12/15/20	HIRED: JORDAN MILLS TBD

LEAVES, TERMINATIONS, RESIGNATIONS/RETIREMENTS

<b>LEAVES</b>	<b>RESCINDS (ACCEPTED)</b>	<b>TERMINATIONS</b>	<b>RESIGNATIONS/RETIREMENTS</b>
LN-10/29/20-3/28/21 BD- 11/16/20-11/20/20 SN- 12/7/20-TBD			Sybille Cohen (Paraeducator, 4yrs) 12/18/20

# New Hires

As of 12/10/20

## Classified New Hires & Changes

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### Brian Wong, Information Systems Support Technician

- Opened and coordinated 50+ restaurant locations
- Trained managers/employees on operation HR and POS Systems
- Has a BA in Business Administration

### Grace Bulanan, Executive Secretary

- Has 24 years of experience in Administration
- Worked as a Regional Administrative Assistant at the Hilton for 16 years and a Special Events Coordinator for 3 years
- Worked in the hospitality field for 22 years

### Jordan Mills, Paraeducator

- Has worked as a Ranch Naturalist at Walker Creek Ranch for 4 years
- Has worked as an Outdoor Education Teacher
- Has a BA in Environmental Studies