

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, January 24, 2022 beginning at **3:30 p.m.**
in the Board Room and via teleconference / videoconference.

To join by phone: dial (408) 638-0968, Meeting ID: 831 042 6185, Passcode: 012422
(if asked for a participant ID- press #)

To join by videoconference: click <https://us02web.zoom.us/j/8310426185>
Meeting ID: 831 042 6185, Passcode: 012422

AGENDA

1. Call to Order Ms. Foster
 2. Roll Call Ms. Edmunds
 3. Approval and Adoption of Agenda..... Ms. Foster
 4. Introduction of Guests and Identification of Persons Wishing to address the
Commission on items not on the agenda..... Ms. Foster
- 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. Discussion of the 2021-22 Personnel Commission calendar-meeting location Ms. Foster
 6. Approval of the 2021-22 Personnel Commission calendar-meeting location Ms. Foster
 7. Approval of December 13, 2021 Minutes Ms. Foster
 8. Personnel Director’s Report Ms. Edmunds
 9. Reports and Items Introduced by Commissioners Ms. Foster
 10. Adjournment Ms. Foster

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 Tracee Edmunds at 415-499-5854. All efforts will be made for reasonable accommodations.

2021-2022
Meeting Schedule
DRAFT

MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION

Meeting Dates School Year 2021-22
4th Monday of the month at 3:30p.m. (except as noted with *)

DATE	LOCATION
July 26, 2021	Via Videoconference
August 23, 2021	Via Videoconference
September 27, 2021	Via Videoconference
October 25, 2021	Board Room and Teleconference/Videoconference
November 15, 2021*	Board Room and Teleconference/Videoconference
December 13, 2021*	Board Room and Teleconference/Videoconference
January 24, 2022	Board Room and Teleconference/Videoconference
February 28, 2022	Board Room and Teleconference/Videoconference
March 28, 2022	TBD
April 25, 2022	TBD
May 23, 2022	TBD
June 27, 2022	TBD

**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, December 13, 2021**

The regular meeting of the Marin County Office of Education Personnel Commission was held at the Marin County Office of Education, 1111 Las Gallinas Avenue, San Rafael, CA 94903 and via video conference on Monday, December 13, 2021.

1. Ms. McKown convened the meeting at 3:37 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 and Erin Feely. Guests via video conference: Nancy Malcolm CSEA Counsel 5013 President and CSEA Regional Communication Officer. **Roll Call/Guests**

3. Motion, seconded, and carried, Foster/Zerkel; the matter passed 3-0 to approve and adopt the agenda as presented on the following roll call vote:
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None **Agenda Approved**

4. Ms. McKown invited the public to comment on items not on the agenda. **Public Comment**

5. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to approve the minutes for the meeting held November 15, 2021. Ayes: Foster, Mckown, Zerkel; Noes: None; Absent: None **Minutes Approved**

6. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to hold the January meeting in a hybrid format allowing in-person and remote participation via videoconference by both the public and Commissioners. The format/location for the following month will be put on the agenda for action at each meeting. **2021-22 Meeting Calendar**

7. Ms. McKown nominated Paulette Foster for Chairperson and Arline Zerkel for Vice Chairperson. Motion, seconded, and carried, Zerkel/Foster, the matter passed 3-0 to elect Paulette Foster as Chairperson and Arline Zerkel as Vice Chairperson. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. **New Chairperson/
Vice Chairperson**

8. Ms. Edmunds reported on the following: **Personnel Director's Report**
 - The MCOE Holiday Party/Retiree Celebration will be held December 15th.
 - Save the date for the Annual CSPCA 50th Anniversary from March 6-8.
 - Work is being done on updating the classification list with anticipated discussion being brought to the Commission early next year.
 - The layoff law change, AB 438, was signed into effect this fall requiring that permanent classified employees receive a notice of layoff no later than March 15. Layoff language will be updated in the Merit Rules.
 - Updates on the local handling of the Covid-19 pandemic. Review of Marin County positive case numbers. Vaccination events for 5-11 years of age are being hosted by MCOE and Marin Public Health around the county. 98% of all MCOE staff are vaccinated.
 - Recruitment efforts have increased, including promoting jobs in schools with front page stickers in the local newspaper. Focusing efforts in new areas such as recruitment cards to hand out to staff, family, friends, and vaccination events.
 - Reviewed status report for the period of November 11, 2021 – December 9, 2021. Current leaves, resignations, and vacancies were reviewed.

9. Ms. Foster invited Commissioners to report on items not on the agenda. **Reports/Items**

10. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to adjourn the meeting. Ayes: Foster, Mckown, Zerkel; Noes: None; Absent: None. Ms. McKown adjourned the meeting at 4:22 p.m. **Adjournment**

Tracee Edmunds
Secretary

STATUS OF OPEN CLASSIFIED POSITIONS December 9, 2021 – January 20, 2022

POSITION	POSITION / HOURS	POSTING DATE	CLOSING DATE	PAPERSCREENING	1ST INTERVIEW	FINAL INTERVIEW
Administrative Secretary	1.2	4/29/21	Open Until Filled	12/13/21	12/16/21	HIRED: ALMA CASTRO
Senior Administrative Secretary	2.0	11/4/21	Open Until Filled	Ongoing	Ongoing	TBD
Executive Secretary	2.0	7/9/21 1/20/22	Open Until Filled Open Until Filled	Ongoing 12/13/21	Ongoing 12/13/21	-- HIRED: SHOSHANNAH VILLANUEVA
Paraeducator	6-8	10/19/21	Open Until Filled	Ongoing	Ongoing	HIRED: MCKENZIE TOTMAN HIRED: SUZANNE MARTONE
Licensed Vocational Nurse	1	8/27/21	Open Until Filled	Ongoing	TBD	TBD
Custodian/Groundskeeper	.375	4/9/21 6/2/21	5/2/21 Open Until Filled	5/3/21-5/4/21 Ongoing	5/7/21 TBD	-- TBD

LEAVES, TERMINATIONS, RESIGNATIONS/RETIREMENTS

LEAVES	RESCINDS (ACCEPTED)	TERMINATIONS	RESIGNATIONS/RETIREMENTS
TP-11/17/21-1/20/22 SF-12/13/21-12/17/21 PH-1/10/22-2/4/22 CG-1/16/22-1/30/22 BM-10/12/21-1/31/22 NC-1/4/22-6/10/22			Sarah Rincon – (Sr. Administrative Secretary, 2.5yrs) 2/8/2022 Caitlyn Franzini – (Paraeducator, 7yrs) 1/6/2022

New Hires

As of 1/21/22

Classified New Hires & Changes

Alma Castro, Administrative Secretary

- Has worked as an Office Manager for 3 years
- Has an Associate Degree in Business Administration and Business Management
- Bilingual in English and Spanish

Shoshannah Villanueva, Executive Secretary

- Has been working as a Sr. Administrative Secretary for MCOE since 2021
- Worked as a health aide for 3 years
- Has a Bachelor's degree in Community Health Education

McKenzie Totman, Paraeducator

- Has a basic knowledge of sign language and is learning German for fun
- Works as an Early Start Extra Hire for MCOE
- Has a Bachelor's degree in Art History from University of California, Berkeley

Suzanne Martone, Paraeducator

- Worked as a Special Education Department Chair
- Has worked as a Special Education Teacher and Assistant Principal
- Has a Bachelor's degree in Elementary Education and a Master's degree in Exceptional Education