

**MARIN COUNTY OFFICE OF EDUCATION  
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on  
**Monday, February 28, 2022** beginning at **3:30 p.m.**  
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 January 24, 2022 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](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, January 24, 2022**

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, January 24, 2022.

1. Ms. McKown convened the meeting at 3:34 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, and Ashley Markovich CSEA President. **Roll Call/Guests**
  
3. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve and adopt the agenda as presented on the following roll call vote:  
Ayes: McKown, Zerkel, Foster; 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, McKown/Zerkel; the matter passed 3-0 to hold the February meeting in a virtual format allowing 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. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. **2021-22 Meeting Calendar**
  
6. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve the minutes for the meeting held December 13, 2021. Ayes: Zerkel, Foster, McKown; Noes: None; Absent: None **Minutes Approved**
  
7. Ms. Edmunds reported on the following: **Personnel Director's Report**
  - The MCOE Holiday Party/Retiree Celebration was held December 15th.
  - Save the date for the Annual CSPCA 50<sup>th</sup> Anniversary from March 6-8.
  - Superintendent Mary Jane Burke will not run for re-election.
  - Board member David Hellman passed away on January 19<sup>th</sup>.
  - Updates on the local handling of the Covid-19 pandemic. Review of Marin County positive case numbers. 98% of all MCOE staff are vaccinated.
  - Reviewed status report for the period of December 9, 2021 – January 20, 2022. Current leaves, resignations, and vacancies were reviewed.
  
8. Ms. Foster invited Commissioners to report on items not on the agenda. **Reports/Items**
  
9. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to adjourn the meeting. Ayes: McKown, Zerkel, Foster; Noes: None; Absent: None. Ms. Foster adjourned the meeting at 4:08 p.m. **Adjournment**

Tracee Edmunds  
Secretary

2021-2022  
Meeting Schedule  
**DRAFT**

MARIN COUNTY OFFICE OF EDUCATION  
PERSONNEL COMMISSION

Meeting Dates School Year 2021-22  
4<sup>th</sup> 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	Teleconference/Videoconference
March 28, 2022	TBD
April 25, 2022	TBD
May 23, 2022	TBD
June 27, 2022	TBD

*STATUS OF OPEN CLASSIFIED POSITIONS    January 20, 2022 – February 18, 2022*

<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>
Administrative Secretary	.2	4/29/21	Open Until Filled	Ongoing	Ongoing	TBD
Senior Administrative Secretary	3.0	11/4/21	Open Until Filled	Ongoing	Ongoing	HIRED: PAUL CHO
Executive Secretary	1.0	1/20/22	Open Until Filled	Ongoing	Ongoing	TBD
Accounting Assistant	1.0	2/10/22	Open Until Filled	Ongoing	Ongoing	TBD
Paraeducator	6-8	10/19/21	Open Until Filled	Ongoing	Ongoing	TBD
Licensed Vocational Nurse	1.0	8/27/21	Open Until Filled	Ongoing	TBD	TBD
Custodian/Groundskeeper	.375	6/2/21	Open Until Filled	Ongoing	TBD	TBD

**LEAVES, TERMINATIONS, RESIGNATIONS/RETIREMENTS**

<b>LEAVES</b>	<b>RESCINDS (ACCEPTED)</b>	<b>TERMINATIONS</b>	<b>RESIGNATIONS/RETIREMENTS</b>
LL-3/29/22-5/22 LM-2/7/22-2/25/22 SB-2/2/22-2/11/22 MG-1/27/22-2/4/22			McKenzie Totman – (Paraeducator, 1mo) 1/28/22 Timothy Montgomery – (Paraeducator, 4mos) 1/26/22 Bernadette Marshall – (Paraeducator, 7mos) 1/31/22 Tracey Bobo – (Superintendent’s Secretary, 27yrs) 2/28/22 Trudi Smith – (Paraeducator, 4yrs) 2/28/22

# New Hires

As of 2/18/22

## Classified New Hires & Changes

### Paul Cho, Senior Administrative Secretary

- Bilingual in English and Korean
- Has worked as a Baker training new hires in baking techniques
- Has five years of customer service experience