

**MARIN COUNTY OFFICE OF EDUCATION  
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on  
**Monday, April 26, 2021** 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. McKown
- 2. Roll Call ..... Ms. Edmunds
- 3. Approval and Adoption of Agenda..... Ms. McKown
- 4. Introduction of Guests and Identification of Persons Wishing to address the Commission on items not on the agenda. .... Ms. McKown  

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. Approval of March 22, 2021 Minutes..... Ms. McKown
- 6. Review of 2021-22 proposed budget and set date for public hearing..... Ms. Edmunds
- 7. COVID-19 (“Corona Virus”) Response/Update ..... Ms. Edmunds
- 8. Personnel Director’s Report ..... Ms. Edmunds
- 9. Reports and Items Introduced by Commissioners ..... Ms. McKown
- 10. Adjournment ..... Ms. McKown

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, March 22, 2021**

The regular meeting of the Marin County Office of Education Personnel Commission was held on Monday, March 22, 2021 via video conference.

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| 1. Ms. McKown convened the meeting at 3:30 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: Nancy Malcolm CSEA Regional Communication Officer.   | <b><u>Roll Call/Guests</u></b>            |
| 3. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to approve and adopt the agenda.  | <b><u>Agenda Approved</u></b>             |
| 4. Ms. McKown invited the public to comment on items not on the agenda.  | <b><u>Public Comment</u></b>              |
| 5. Motion, seconded, and carried, Foster/Zerkel; the matter passed 3-0 to approve the minutes for the meeting held February 22, 2021.  | <b><u>Minutes Approved</u></b>            |
| 6. Ms. Edmunds provided updates on the local handling of the Covid-19 pandemic. MCOE continues the COVID testing program through Curative, which offers non-invasive, self-administered testing at no cost to the employee. Education employees received opportunities to be vaccinated, including multiple mass vaccination events and should have the second round by Easter break. MCOE now has over 140 employees who have received their second dose.   | <b><u>COVID-19 Update</u></b>             |
| 7. Ms. Edmunds reported on the following: <ul style="list-style-type: none"><li>• The SPCA/NC is looking at holding the Fall conference in person. The statewide conference will take place in Monterey in 2022.</li><li>• Commissioner Foster and Tracee Edmunds attended the first session of the Merit Academy on March 11<sup>th</sup>.</li><li>• Board negotiation proposals were sunshined at the March meeting for 2021-22.</li><li>• MCOE has three positions that are being offered in order of seniority to the 11 paraeducators who declined partial restoration.</li><li>• Reviewed status report for the period of February 18, 2021 – March 18, 2021. Current leaves, resignations, and vacancies were reviewed.</li></ul> | <b><u>Personnel Director's Report</u></b> |
| 8. Ms. McKown invited Commissioners to report on items not on the agenda.  | <b><u>Reports/Items</u></b>               |
| 9. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to adjourn the meeting. Ms. McKown adjourned the meeting at 4:16 p.m.   | <b><u>Adjournment</u></b>                 |

Tracee Edmunds  
Secretary

FUND :01 GENERAL FUND		RESOURCE:0000 NO REPORTING REQUIREMENTS			
		2020-2021 Approved Budget	2020-2021 Working Budget	2020-2021 Actual	2021-2022 Budget
2310	PERSONNEL COMMISSION/BOARD	1,440	1,440	1,440	1,440
2316	DIRECTOR	63,872	63,872	58,708	63,888
2402	SECRETARIAL SALARIES	33,660	33,660	33,540	34,035
2450	CLERICAL & OFFICE ~ OVERTIME	3,000	3,000	758	3,000
2990	PROFESSIONAL EXPERT	23,000	23,000		23,000
TOTAL: 2xxx		124,972	124,972	94,446	125,363
3202	PERS ~ CLASSIFIED POSITIONS	22,806	25,869	19,095	23,452
3302	SOCIAL SECURITY (OASDI)~CLASSI	5,569	7,203	5,373	7,354
3312	MEDICARE - CLASSIFIED	1,814	1,812	1,321	1,819
3402	HEALTH & WELFARE CLASSIFIED	64,771	64,364	49,716	64,740
3502	UNEMPLOYMENT INS ~ CLASSIFIED	63	63	47	1,543
3602	WORKERS COMP ~ CLASSIFIED	1,881	1,881	1,421	1,888
3702	OPEB ALLOCATED - CLASSIFIED	232	231	208	233
3752	OPEB ACTIVE EMPLOYEE-CLASSIFED	164	163	157	164
TOTAL: 3xxx		97,300	101,586	77,339	101,193
4300	MATERIALS & SUPPLIES	300	300	145	300
4303	OFFICE SUPPLIES	1,000	1,000	480	1,000
4308	PRINTER TONER	125	125		125
4318	WORKSHOP SUPPLIES	100	100		100
TOTAL: 4xxx		1,525	1,525	625	1,525
5210	CONFERENCES	4,500	3,900	1,265	4,500
5220	MEETINGS	175	175		175
5230	MILEAGE	1,000	1,000		1,000
5300	DUES & MEMBERSHIPS	3,250	3,250	2,895	3,250
5725	WORKSHOP FEES	250	250		250
5726	COPIER CHARGES (COPIES)	500	500		1,125
5734	IMC CHARGES	50	50		50
5803	ADVERTISING	3,500	3,500	2,547	3,500
5821	FINGERPRINTING	12,000	12,000	8,579	12,000
5839	OTHER FEES	300	300		300
5840	OTHER CONTRACT SERVICES	575	575		575
5841	OUTSIDE PRINTING	100	100		100
5845	PERSONNEL AGENCIES	3,000	3,000	250	3,000
5851	TB TESTING/XRAYS	100	100		100
5960	POSTAGE	750	1,350	772	1,000
TOTAL: 5xxx		30,050	30,050	16,308	30,925
*SUB-TOTAL:1000-7999		253,847	258,133	188,718	259,006
**TOTAL:1000-5999		253,847	258,133	188,718	259,006
**TOTAL:1000-6999		253,847	258,133	188,718	259,006
**TOTAL:1000-7999		253,847	258,133	188,718	259,006
**TOTAL:8000-8999					

STATUS OF OPEN CLASSIFIED POSITIONS March 18, 2021 – April 22, 2021

<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>
Accounting Assistant	1	2/10/21	2/28/21	3/1/21-3/5/21	3/10/21	HIRED: JANET CORAZZA
Senior Director of Business Services	2	3/11/21	3/26/21	3/29/21-3/31/21	4/5/21	HIRED: DEBBIE TOWNE
Business Education Liaison	1	1/21/21	2/11/21	2/12/20	2/25/21	HIRED: DAVID GLASGOW HIRED: GLORIA MORA
Executive Secretary	2	2/23/21	3/9/21	3/17/21-3/19/21	3/24/21	HIRED: TIFFANY GREENFIELD TBD
Occupational Therapist	1	3/15/21	Open Until Filled	Ongoing	TBD	TBD
Paraeducator	Varies	3/15/21	Open Until Filled	Ongoing	TBD	HIRED: LAURA MAINERI HIRED: CAILIN BOCCALEONI
Custodian/Groundskeeper	1	4/9/21	5/2/21	5/3/21-5/4/21	TBD	TBD

LEAVES, TERMINATIONS, RESIGNATIONS/RETIREMENTS

<b>LEAVES</b>	<b>RESCINDS (ACCEPTED)</b>	<b>TERMINATIONS</b>	<b>RESIGNATIONS/RETIREMENTS</b>
JA-4/13/21-5/20/21 BD-1/25/21-4/14/21	Kay Waller, Paraeducator – 30hr position		James Robinson (Sr. Director Business Services, 5mos) 4/30/21 Kimberly Chandler (Sr. Administrative Secretary, 6.5yrs) 6/4/21 Cesar Ibarra (Custodian/Groundskeeper, 1.5yrs) 4/15/21 Sharon Bruce (Paraeducator, 20yrs) 8/2/21 Dane Lancaster (Sr. Director Information Systems, 36yrs) 6/30/21

# New Hires

As of 4/23/21

## Classified New Hires & Changes

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### Janet Corazza, Accounting Assistant

- Has worked in finance and accounting for 34 years
- Is a Certified Public Accountant
- Has a BS in Business Administration

### Debbie Towne, Sr. Director Business Services

- Has served as a Director of Business Services for 8 years
- Worked at the Tehama County Department of Education for 25 years
- CBO Certification from CASBO and a BA in Business and Human Resources from Simpson University

### David Glasgow, Business Education Liaison

- Worked as the Assistant Director of Experiential Education at Stanford University
- Has an MA in Education from UC Berkeley
- Bilingual in English and Spanish

### Gloria Mora, Business Education Liaison

- Has worked as a College and Career Center Coordinator at West Sonoma County Union High School District
- Founder and President of Women in School of Business Administration Club at Fort Lewis College
- Has a BA in Marketing

### Tiffany Greenfield, Executive Secretary

- Worked for MCOE as a Sr. Administrative Secretary for 3 years in Education Services
- Has a Masters of Education from the University of San Francisco
- Has certification in teaching English as a Foreign Language and taught for 8 years

### Laura Maineri, Paraeducator

- Worked in event management for 21 years
- Owned a floral design business for 14 years
- Has a BS in Business Administration

### Cailin Boccaleoni, Paraeducator

- Worked as an ambulance dispatcher
- Has worked in veterinary clinics for 7 years
- Has an AA in Math and Science