

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, May 24, 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 April 26, 2021 Minutes Ms. McKown
- 6. Public hearing of 2021-22 Personnel Commission operating budget Ms. Edmunds
- 7. Approval of 2021-22 Personnel Commission operating budget..... Ms. Edmunds
- 8. Discussion of 2021-22 Personnel Commission meeting calendar Ms. Edmunds
- 9. Approval of 2021-22 Personnel Commission meeting calendar Ms. Edmunds
- 10. COVID-19 (“Corona Virus”) Response/Update Ms. Edmunds
- 11. Personnel Director’s Report Ms. Edmunds
- 12. Reports and Items Introduced by Commissioners Ms. McKown
- 13. 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 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, April 26, 2021

The regular meeting of the Marin County Office of Education Personnel Commission was held on Monday, April 25, 2021 via video conference.

1. Ms. McKown convened the meeting at 3:30 p.m.
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, Vicki Ascher CSEA President, Kimberly Chandler Sr. Administrative Secretary.
3. Motion, seconded, and carried, Foster/Zerkel; the matter passed 3-0 to approve and adopt the agenda.
4. Ms. McKown invited the public to comment on items not on the agenda.
5. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to approve the minutes for the meeting held March 22, 2021.
6. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to set a public hearing for the 2021-2022 Commission Budget for May 23, 2021.
7. Ms. Edmunds provided updates on the local handling of the Covid-19 pandemic. 100% of Marin public schools are open. MCOE continues the COVID testing program through Curative, which offers non-invasive, self-administered testing at no cost to the employee by appointment only. Education employees received opportunities to be vaccinated, including multiple mass vaccination events. MCOE now has over 85% of employees who have received their second dose. All adults are now eligible as well as students aged 16 and over. Students ages 12-15 are anticipated to be approved shortly. Marin is currently in the Orange tier, anticipating moving into the Yellow tier in the next few weeks.
8. Ms. Edmunds reported on the following:
 - Commissioner Foster and Tracee Edmunds attended the third session of the Merit Academy on April 24th. Ms. Edmunds provided a report on the first three sessions for Personnel Commission.
 - Board negotiation proposals for Classified employees were sunshined at the April meeting for 2021-22.
 - California passed the Supplemental Paid Sick Leave which provides employees with 80 hours of available sick leave for COVID reasons retroactive to January 1, 2021 and through September 30, 2021.
 - Classified Professionals Day was on April 21st. May has been designated Employee Appreciation Month. The Golden Bell will celebrate all public school employees this year. The Year End/Retiree Celebration will be held June 3rd.
 - Work continued to rescind layoffs for Paraeducators. 1 accepted and 10 declined. Reinstatements were also offered to the two (2) Senior Administrative Secretary laid off employees. 1 accepted and 1 declined.
 - Reviewed status report for the period of March 18, 2021 – April 22, 2021. Current leaves, resignations, and vacancies were reviewed.
9. Ms. McKown invited Commissioners to report on items not on the agenda.
10. Motion, seconded, and carried, Foster/Zerkel; the matter passed 3-0 to adjourn the meeting. Ms. McKown adjourned the meeting at 4:36 p.m.

Call to Order

Roll Call/Guests

Agenda Approved

Public Comment

Minutes Approved

Public Hearing

COVID-19 Update

Personnel Director's Report

Reports/Items

Adjournment

Tracee Edmunds
Secretary

DRAFT 2021-22 Budget

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						

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	TBD
August 23, 2021	TBD
September 27, 2021	TBD
October 25, 2021	TBD
November 15, 2021*	TBD
December 13, 2021*	TBD
January 24, 2022	TBD
February 28, 2022	TBD
March 28, 2022	TBD
April 25, 2022	TBD
May 23, 2022	TBD
June 27, 2022	TBD

STATUS OF OPEN CLASSIFIED POSITIONS April 22, 2021 – May 20, 2021

POSITION	POSITION / HOURS	POSTING DATE	CLOSING DATE	PAPERSCREENING	1ST INTERVIEW	FINAL INTERVIEW
Administrative Secretary	1.5	4/29/21	Open Until Filled	Ongoing	TBD	TBD
Senior Administrative Secretary	2	4/29/21	Open Until Filled	Ongoing	TBD	TBD
Executive Secretary	2	2/23/21	3/9/21	3/17/21-3/19/21	3/24/21	HIRED: ASHLYN AREND HIRED: KAREN DECARLO
Occupational Therapist	1	2/25/21	Open Until Filled	Ongoing	1 st : 4/28/21 2 nd : 5/7/21	TBD
Paraeducator	Varies	3/15/21	Open Until Filled	Ongoing	TBD	TBD
Custodian/Groundskeeper	1	4/9/21	5/2/21	5/3/21-5/4/21	5/7/21	TBD

LEAVES, TERMINATIONS, RESIGNATIONS/RETIREMENTS

LEAVES	RESCINDS (ACCEPTED)	TERMINATIONS	RESIGNATIONS/RETIREMENTS
JA-5/20/21-6/11/21 ES-6/1/21-5/31/21 VC-5/17/21-6/15/21 JO-4/27/21-5/19/21 DG-4/13/21-5/10/21	Emma Shapiro – 5/3/21		Helen Driscoll – (Paraeducator, 6yrs) 7/30/21

New Hires

As of 5/21/21

Classified New Hires & Changes

Ashlyn Arend, Executive Secretary

- Most recently served as the Administrative Support Coordinator for Sonoma State University, Psychology Department
- Worked as the Assistant to the Vice Principal at Healdsburg High School
- Has an MA in English from Sonoma State University

Karen DeCarlo, Executive Secretary

- Worked as the Executive Assistant to the Head of School at Drew School in San Francisco
- Worked as a Program Coordinator/Manager for 4 years
- Has a BA in Anthropology from UC Santa Cruz