

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, June 28, 2021 beginning at **4:00 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 May 24, 2021 Minutes Ms. McKown
- 6. Report on 2020-21 Personnel Commission goals..... Ms. Edmunds
- 7. Discussion of the 2021-22 Personnel Commission goals Ms. Edmunds
- 8. Discussion of 2020-21 Personnel Commission Annual Report..... Ms. Edmunds
- 9. COVID-19 (“Corona Virus”) Response/Update Ms. Edmunds
- 10. Personnel Director’s Report Ms. Edmunds
- 11. Reports and Items Introduced by Commissioners Ms. McKown
- 12. 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, May 24, 2021

The regular meeting of the Marin County Office of Education Personnel Commission was held on Monday, May 24, 2021 via video conference.

1. Ms. McKown convened the meeting at 3:33 p.m. **Call to Order**

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, and Ashley Markovich, Paraeducator and CSEA 2nd Vice President. **Roll Call/Guests**

3. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to approve and adopt the agenda. **Agenda Approved**

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

5. Motion, seconded, and carried, Foster/Zerkel; the matter passed 3-0 to approve the minutes for the meeting held April 26, 2021. **Minutes Approved**

6. Held public hearing for 2021-22 Personnel Commission operating budget. **Public Hearing**

7. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to approve the 2021-2022 Personnel a Commission Budget. **2021-22 Budget Approval**

8. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to approve the 2021-2022 Personnel Commission meeting calendar. **2021-22 Meeting Calendar**

9. Ms. Edmunds provided updates on the local handling of the Covid-19 pandemic. 100% of Marin public schools are open. MCOE has discontinued the COVID testing program through Curative as surveillance testing is no longer recommended for vaccinated adults. MCOE now has over 90% of employees who have been vaccinated. All adults are now eligible as well as students aged 12 and up. 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. MCOE developed a plan required by legislation for Learning Loss Dollars to provide supplemental enrichment opportunities over the summer, implementation of four regular employee positions that will rove to cover absences/vacancies, and resources to support county-wide mental health initiatives for students and staff. **COVID-19 Update**

10. Ms. Edmunds reported on the following: **Personnel Director's Report**
 - Commissioner Foster and Tracee Edmunds attended the fourth and fifth sessions of the Merit Academy. Ms. Edmunds provided a report on the five sessions for the Personnel Commission.
 - CSEA settled negotiations and the board approved salary increases for CSEA and Classified Management for the next three years.
 - The Board approved the calendar and for meetings to move back to in-person in July.
 - Two laid off Sr. Administrative Secretaries have been rescinded. One declined, one rescinded and returned to the Sr. Administrative position effective May 3rd. Administrative Secretary positions have been opened.
 - Goals have been created to enlarge applicant pools. There is a big push to advertise on social media.
 - May was 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.
 - Reviewed status report for the period of April 22, 2021 – May 24, 2021. Current leaves, resignations, and vacancies were reviewed.

11. Ms. McKown invited Commissioners to report on items not on the agenda.

Reports/Items

12. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to adjourn the meeting.
Ms. McKown adjourned the meeting at 4:28 p.m.

Adjournment

Tracee Edmunds
Secretary

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DRAFT

Personnel Commission Goals

2020-21

- **Encourage the continuation of the job description and classification review process, including dedication of resources needed. Highest priority shall be based on factors such as:**
 - **Number of employees**
 - **Length of time since past position review**
 - **Other factors identified by the Personnel Commission and staff**

- **Ensure a smooth transition for the newly appointed Commission member and identify trainings to support the new role.**

- **Work with Administration and Legal counsel to standardize employment requirements in job descriptions for all classified positions.**

- **Focus on enlarging applicant pools by completing a formal review of required documents and by reviewing advertising options such as social media and educational entities, including trade schools.**

Merit Principle Rules

What is a Merit System?

- Hiring and promoting employees on the basis of ability, with open competition in initial employment.
- Providing fair compensation.
- Retaining employees on the basis of performance. Correcting inadequate performance and separating those whose performance cannot be corrected.
- Training employees as needed for high quality performance.
- Assuring fair treatment of all applicants and employees in all aspects of personnel administration without regard to race, color, ethnicity, age, religion, political affiliation, marital status, disability, gender, sexual orientation, or national origin and with proper regard for their privacy and Constitutional rights as citizens.
- Protecting employees against political coercion and prohibiting use of official position to affect an election or nomination.

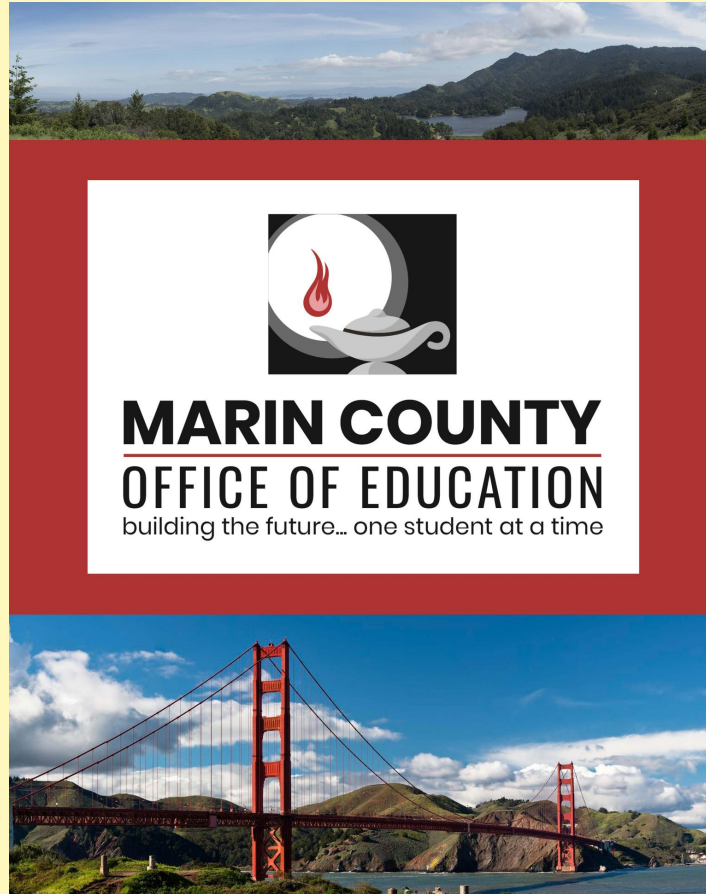
For More Information

The Personnel Commission meets at
3:30pm on the 4th Monday
of each month.

Tracee Edmunds, Director of Personnel, acts as
Secretary to the Commission and issues and
receives all notification on its behalf.

Erin Feely, Sr. Administrative Secretary

<https://www.marinschools.org/domain/157>
Contact us at 415.499.5854



Mary Jane Burke

Marin County Superintendent of Schools
www.marinschools.org

Marin County Office of Education

Personnel
Commission
2019-2020
Annual Report

Employment Activities

Status of Goals for 2019-20 & 2020-21

- Encourage the continuation of job description and classification review process, including dedication of resources needed. Highest priority shall be based on factors such as:
 - Number of employees
 - Length of time since past position review
 - Other factors identified by Personnel Commission staff.
- STATUS: COMPLETE- Three (3) Accounting Control Series classifications completed. This work will continue in the 2020-21 school year.
- Ensure a smooth transition for the newly appointed Commission member and identify trainings to support the new role.
 - STATUS: COMPLETE- Paulette Foster successfully completed the orientation process. Trainings will continue in the 2020-21 school year.
- Focus on enlarging applicant pools by completing a formal review of required documents and advertising by leveraging social media technologies and outreach to schools that provide certification.
 - STATUS: IN PROGRESS- This work will continue in the 2020-21 school year.
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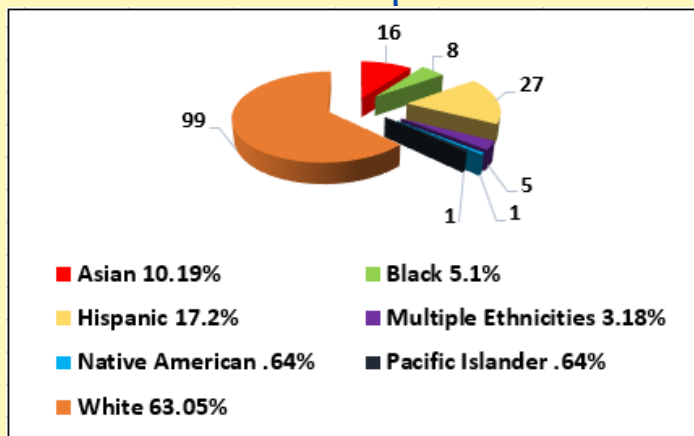
Coronavirus Response

- The Coronavirus hit California in Spring of 2020 resulting in the closure of Walker Creek Ranch on March 9th.
- In person instruction in Marin County ceased on March 16th.
- Virtual instruction began immediately and was provided for 60 days.
- The MCOE Administrative office was closed to the public effective March 16th with only a skeleton crew working from March 16th to May 1st. Administrative office staff were phased back in over the course of May.
- Created the Rethinking Schools Task Force and launched COVID-19 website May 19th.
- Opened popup care sites on March 18th.
- Opened Spring Pilot Programs May 18th.

Recruitment

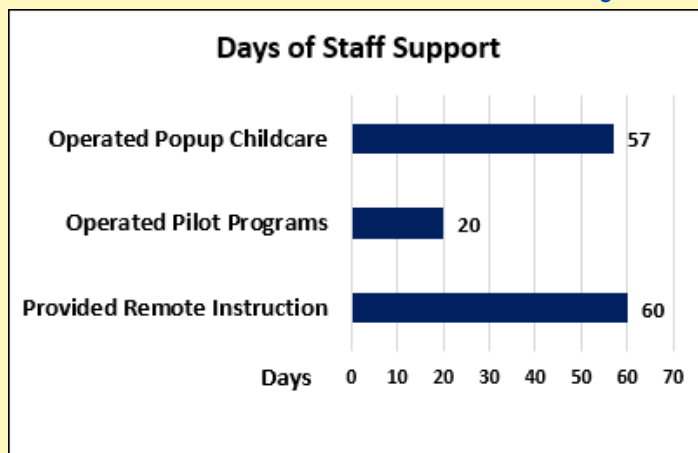
ACTIVITY	2019-2020	2018-2019	2017-2018	2016-2017
Position Recruitments	40	42	45	30
Applications	283	373	385	278
Applicants Screened	283	373	385	278
Applicants Examined	90	108	124	134
Applicants Hired	29	40	36	30
Employees Laid Off	15	0	0	0
Layoffs Rescinded	0	0	0	0

Total Classified Service Racial Composition



Classified Staff

Coronavirus Related Activity



Our Personnel Commission

The Marin County Office of Education Personnel Commission is composed of three members appointed for three-year staggered terms.



Paulette Foster, CSEA Appointee - June 2019-Current
Ms. Foster retired from the Marin Community College District after working 45 years in the Admissions and Records department at both the Kentfield and Indian Valley Campuses. Of those years, she was a Specialist as a Designated School Official with US Immigration, issuing Student Visa's for the English as a Second Language Department and also worked with the Department of Veteran Affairs as the Certifying Official for veterans and dependents receiving GI Bill benefits. Paulette is an active member of CSEA and served as Chapter President, and several state appointed positions including Regional Representative and currently as District B Director on the Retiree Unit Executive Board.



Catherine McKown, Commissioners' Appointee
Ms. McKown is retired after working 25 years in Marin schools at all grade levels. Of those years, 15 were spent as a special education Paraeducator with MCOE at two Marin high schools. Catherine served two terms on the Marin County Grand Jury, one year as foreperson. She has been involved in training grand juries throughout the state. For many years, Catherine served on CSEA's panel for reviewing harassment and retaliation cases.



Arline Zerkel, Ed.D., Superintendent Appointee
Dr. Zerkel retired from the Marin County Office of Education after 28 years of service. Prior to retirement, she was the Director of the Marin Special Education Local Plan, an Assistant Superintendent of Special Education and an Assistant Superintendent of Business. She also served as a teacher in the Novato Unified School District for 12 years. Dr. Zerkel was an active member of the California Special Education Administrators and the California Special Education Local Plan Administrators Association.

2021-2022
Meeting Schedule

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

STATUS OF OPEN CLASSIFIED POSITIONS May 20, 2021 – June 24, 2021

POSITION	POSITION / HOURS	POSTING DATE	CLOSING DATE	PAPERSCREENING	1ST INTERVIEW	FINAL INTERVIEW
Administrative Secretary	1.5	4/29/21	Open Until Filled	Ongoing	6/30/21	TBD
Senior Administrative Secretary	2	4/29/21	Open Until Filled	Ongoing	6/30/21	TBD
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 6/2/21	5/2/21 Open Until Filled	5/3/21-5/4/21 Ongoing	5/7/21 TBD	-- TBD
Sr. Systems Programmer/Analyst	1	5/28/21	Open Until Filled	Ongoing	TBD	TBD
Data Processing Manager	1	5/28/21	6/11/21	6/12/21	TBD	TBD
Sr. Director of Information Services	1	5/28/21	6/11/21	6/12/21		HIRED: NICK MITCHELL

LEAVES, TERMINATIONS, RESIGNATIONS/RETIREMENTS

LEAVES	RESCINDS (ACCEPTED)	TERMINATIONS	RESIGNATIONS/RETIREMENTS
AG-6/20/21-7/5/21 BD-6/7/21-6/11/21 KW-5/25/21-6/11/21 JM-5/25/21-5/27/21			Ashlyn Arend – (Executive Secretary, 2wks) 6/22/21

New Hires

As of 6/24/21

Classified New Hires & Changes

Nick Mitchell, Sr. Director of Information Services

- Has served as the Assistant Project Manager of Information Services at MCOE for 10 years and served as an Information Systems Analyst for MCOE prior to that.
- Worked as the Senior Systems Engineer and Project Manager for 4 years at Marin IT Consulting.
- Has demonstrated excellent staff Management, Mentoring, and Team Building skills during his 16 years at MCOE.