

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, August 23, 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 July 26, 2021 Minutes Ms. McKown
- 6. Discussion of the 2021-22 Personnel Commission calendar-meeting location Ms. McKown
- 7. Approval of the 2021-22 Personnel Commission calendar-meeting location Ms. McKown
- 8. Approval of drafted 2021-22 Personnel Commission goals Ms. Edmunds
- 9. Personnel Director’s Report Ms. Edmunds
- 10. Reports and Items Introduced by Commissioners Ms. McKown
- 11. 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, July 26, 2021**

The regular meeting of the Marin County Office of Education Personnel Commission was held on Monday, July 26, 2021 via video conference.

1. Ms. McKown convened the meeting at 3:30 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 California Alliance for Retired Americans. **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 June 28, 2021. **Minutes Approved**

6. The Commission discussed the 2021-22 Personnel Commission calendar-meeting location. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to discuss at the August 23, 2021 meeting. **2021-22 Meeting Calendar**

7. The Commission reviewed the drafted goals for the 2021-22 school year, including adding a focus on training and diversity, equity, and inclusion. **2021-22 Goals Review**

8. The Commission reviewed the drafted 2020-21 Personnel Commission Annual Report. **Annual Report Review**

9. Ms. Edmunds reported on the following: **Personnel Director's Report**
 - Commissioner Foster and Tracee Edmunds attended the 6th, 7th, and 8th sessions of the Merit Academy. Ms. Edmunds provided a report on the sessions for the Personnel Commission.
 - The Board confirmed Lincoln Union Schools District lapsation. Walker Creek Ranch CSEA has a one year agreement with 3% increase and \$50/mo increase of benefits cap.
 - Updates on the local handling of the Covid-19 pandemic. Marin County positive case numbers are up. Testing numbers are no longer available. 90% of Marin residents are eligible for vaccination. Students 12-15 are now 86.9% vaccinated. Minors are required to have parental consent to receive the vaccination. Masks are not required by staff in the office setting because we have 100% vaccination in our main office.
 - The Back to School event will be held on August 16th with a carnival theme.
 - Reviewed status report for the period of June 24, 2021 – July 26, 2021. Current leaves, resignations, and vacancies were reviewed.

10. Ms. McKown invited Commissioners to report on items not on the agenda. **Reports/Items**

11. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to adjourn the meeting. Ms. McKown adjourned the meeting at 4:52 p.m. **Adjournment**

Tracee Edmunds
Secretary

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	TBD
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

Personnel Commission Goals- DRAFT

2021-22

- **Encourage the continuation of the job description and classification review process, including dedication of resources needed. The work will standardize employment requirements in job descriptions for all classified positions. Highest priority for classifications to be reviewed 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**
- **Coordinate with departments to heighten awareness of training opportunities and encourage staff to participate in trainings to increase knowledge on safety, diversity equity and inclusion, and job-related expertise areas.**
- **Focus on enlarging applicant pools to include candidates who are reflective of our student population by completing a formal review of required documents and by reviewing advertising options such as social media and educational entities, including trade schools.**

STATUS OF OPEN CLASSIFIED POSITIONS July 22, 2021 – August 23, 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	1	4/29/21	Open Until Filled	Ongoing	8/4/21	HIRED: KEISHA FULLER
Executive Secretary	1	7/9/21	Open Until Filled	Ongoing	8/25/21	TBD
Paraeducator	Varies	3/15/21	Open Until Filled	Ongoing	8/20/21	HIRED: BERNADETTE MARSHALL HIRED: KENDALL NIELSON HIRED: VANESSA LANDAVERDE HIRED: TERRAH KEM HIRED: AMANDA RONCAGLIA
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	7/14/21	HIRED: ERIK GREEN

LEAVES, TERMINATIONS, RESIGNATIONS/RETIREMENTS

LEAVES	RESCINDS (ACCEPTED)	TERMINATIONS	RESIGNATIONS/RETIREMENTS
RA-8/20/21			Karen DeCarlo – (Executive Secretary, 2.5mos) 8/20/21 Deanne Waltz – (Executive Secretary, 5yrs) 12/30/21 Jordan Mills – (Paraeducator, 2.5yrs) 8/13/21 Kay Waller – (Paraeducator, 2.5yrs) 6/10/21 Cailin Boccaleoni – (Paraeducator, 5mos) 8/27/21

New Hires

As of 8/20/21

Classified New Hires & Changes

Terrah Kem, Paraeducator

- Worked summer school this year with MCOE
- Has artistic skills; she creates designs for telephone covers
- Worked as a Doctor's Assistant for 3 years.

Vanessa Landaverde, Paraeducator

- Fluent in Spanish and English.
- Enjoyed working 2021 ESY Paraeducator.
- Has experience as a caretaker, as well as customer service and community involvement.

Bernadette Marshall, Paraeducator

- Worked summer school this year with MCOE
- Worked as a Math Tutor with Kumon Math and Reading for 2 years
- Worked as an Assistant Childcare Director with the Bay Club

Kendall Nielsen, Paraeducator

- Is a Swimming Instructor.
- Was a Preschool Teacher's Assistant
- Has an Associates in Natural Science from College of the Siskiyous, Weed Cal and is currently doing her Associates in Early Childhood at the College of Marin.

Amanda Roncaglia, Paraeducator

- Served as a planner for the Marin Teen Girl conference
- Has a Bachelor of Arts in Visual Development from the Academy of Art University
- Volunteered at the Marin Humane Society

Keisha Fuller, Senior Administrative Secretary

- Has extensive experience in customer service
- Has worked as in banking for 5 years
- Has a Bachelor of Arts in Communications

Erik Green, Sr. System Programmer Analyst

- Is a technology professional in programming, database administration, system administration, and networking technology
- Has degrees in Computer Technology and Networking Technology
- Worked as the Sr. System Programmer Analyst at Gavilan College for 5 years