

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, November 15, 2021 beginning at **3:30 p.m.**
in the Board Room and via teleconference / videoconference.

To join by phone: dial (408) 638-0968, Meeting ID: 831 042 6185, Passcode: 102521
(if asked for a participant ID- press #)

To join by videoconference: click <https://us02web.zoom.us/j/8310426185>
Meeting ID: 831 042 6185, Passcode: 102521

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. Oath of Office Ms. Burke
 6. Superintendent Update..... Ms. Burke
 7. Approval of October 25, 2021 Minutes..... Ms. McKown
 8. Discussion of the 2021-22 Personnel Commission calendar-meeting location Ms. McKown
 9. Approval of the 2021-22 Personnel Commission calendar-meeting location Ms. McKown
 10. Discussion of future classification studies Ms. McKown
 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, October 25, 2021**

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, October 25, 2021.

1. Ms. McKown convened the meeting at 3:30 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: Ashley Markovich CSEA 2nd Vice President; via video conference: Debbie Aviron CSEA Secretary, and Nancy Malcolm CSEA Regional Communication Officer. **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 September 27, 2021. **Minutes Approved**

6. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to hold the November meeting in a hybrid format allowing in-person and 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. **2021-22 Meeting Calendar**

7. The commission reviewed the revised drafted 2020-21 Personnel Commission Annual Report. **Annual Report Review**

8. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to approve the revised Personnel Commission Annual Report for 2020-21. **Annual Report Approval**

9. Ms. Edmunds reported on the following: **Personnel Director's Report**
 - The SPCA-NC Conference was held on October 18, 2021. The 50th anniversary of the Annual CSPA Conference will be held March 6th-8th.
 - Oak Hill Housing Project proposal to build affordable housing education employees.
 - Updates on the local handling of the Covid-19 pandemic. Review of Marin County positive case numbers. Vaccination boosters are available to select groups. Vaccination events for 5-11 years of age will begin once approved by the FDA/CDC and Western States Scientific Safety Review Workgroup. 98% of all MCOE staff are vaccinated. Vaccination for all employees is mandated by November 1st. Testing for non-vaccinated staff continues weekly.
 - Recruitment efforts include promoting jobs in schools with front page stickers in the local newspaper. MCOE held a Job Fair on October 20th.
 - Reviewed status report for the period of September 24, 2021 – October 25, 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 4:36 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	Via Videoconference
October 25, 2021	Board Room and Teleconference/Videoconference
November 15, 2021*	Board Room and Teleconference/Videoconference
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

Last Review Date by Series for all occupied Classified Positions 3/20

Job Series	Job Title	Last Update
Data Processing	Senior Systems/Program Analyst	1975
Non-Series	Licensed Vocational Nurse	1987
Non-Series (wcr-mgt)	Ranch Food Services Manager	1991
Accounting	Director of Business Services	1993
Ranch Operations	Ranch Maintenance Supervisor	1994
Non-Series (wcr-mgt)	Manager, Walker Creek Ranch	1998
Accounting	Accountant	1999
Outdoor Education	Ranch Naturalist Supervisor	1999
Non-Series	Credentials Analyst	2001
Non-Series	Director of Personnel	2001
Accounting	Business Services Manager	2004
Non-Series	Business Education Liaison	2004
Non-Series	Occupational Therapist	2004
Non-Series	Paraeducator/SpEd/AltEd	2006
Non-Series (wcr-mgt)	Ranch Conference manager	2006
Accounting	Senior Director of Business	2007
Information Service	Information Systems Support Tech	2007
Information Service	Information Systems/Analyst	2007
Non-Series (wcr-mgt)	Assistant Ranch Manager	2012
Secretarial	Administrative Secretary	2015
Secretarial	Clerk Typist	2015
Secretarial	Executive Secretary	2015
Secretarial	Senior Administrative Secretary	2015
Secretarial	Superintendent's Secty/AdminAsst	2015
Non-Series (wcr)	Ranch Cook	2017
Non-Series (wcr)	Ranch Clerk	2018
Non-Series (wcr)	Ranch Helper	2018
Non-Series (wcr)	Ranch Naturalist	2018
Non-Series (wcr)	Ranch Worker	2018
Building Service	Custodian/Groundskeeper	2019
Building Service	Maintenance Custodian	2019
Building Service	Maintenance Worker	2019
Building Service	Office Utility Worker	2019
Accounting Control	Accounting Assistant	2020
Accounting Control	Accounting Technician I	2020
Accounting Control	Accounting Technician II	2020

2022 CSPCA ANNUAL CONFERENCE

50th Anniversary

SAVE THE DATE

March 6-8, 2022

Sunday/Monday/Tuesday

MONTEREY MARRIOTT

350 CALLE PRINCIPAL, MONTEREY, CA 93940-2416

STATUS OF OPEN CLASSIFIED POSITIONS October 22, 2021 – November 10, 2021

POSITION	POSITION / HOURS	POSTING DATE	CLOSING DATE	PAPERSCREENING	1ST INTERVIEW	FINAL INTERVIEW
Administrative Secretary	1.2	4/29/21	Open Until Filled	Ongoing	TBD	TBD
Senior Administrative Secretary	1.0	4/29/21	Open Until Filled	Ongoing	TBD	TBD
Executive Secretary	2.0	7/9/21	Open Until Filled	Ongoing	TBD	TBD
Accounting Assistant	1.0	9/24/21	10/8/21	10/18/21-10/25/21	10/29/21	TBD
Paraeducator	Varies	10/19/21	Open Until Filled	Ongoing	TBD	TBD
Licensed Vocational Nurse	Varies	8/27/21	Open Until Filled	Ongoing	TBD	TBD
Custodian/Groundskeeper	.375	4/9/21 6/2/21	5/2/21 Open Until Filled	5/3/21-5/4/21 Ongoing	5/7/21 TBD	-- TBD

LEAVES, TERMINATIONS, RESIGNATIONS/RETIREMENTS

LEAVES	RESCINDS (ACCEPTED)	TERMINATIONS	RESIGNATIONS/RETIREMENTS
CM-10/6/21-10/5/22 VC-10/1/21-11/4/21 JB-10/7/21-10/18/21 RM-11/1/21-TBD BM-10/12/21-TBD			