

**MARIN COUNTY OFFICE OF EDUCATION  
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on  
**Monday, December 13, 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. Approval of November 15, 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. Election of Chairperson and Vice Chairperson ..... Ms. McKown
9. Personnel Director’s Report ..... Ms. Edmunds
10. Reports and Items Introduced by Commissioners ..... New Chairperson
11. Adjournment ..... New Chairperson

**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, November 15, 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, November 15, 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: Nancy Malcolm CSEA Regional Communication Officer; Mary Jane Burke Superintendent. **Roll Call/Guests**
  
3. Motion, seconded, and carried, Foster/Zerkel; 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 October 25, 2021. **Minutes Approved**
  
6. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to hold the December 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 list of classified positions listed by date last reviewed was discussed and will be brought forward as appropriate. Highest priority for classifications to be reviewed will be based on factors such as number of employees, length of time since the position was last reviewed, and other factors identified by the Personnel Commission and staff. This list will be updated with number of incumbents and location/represented status of each classification. **Classification Study**
  
8. Ms. Edmunds reported on the following: **Personnel Director's Report**
  - The MCOE Holiday Party/Retiree Celebration will be held December 15th.
  - 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 events for 5-11 years of age are being hosted by MCOE and Marin Public Health around the county. 98% of all MCOE staff are vaccinated.
  - Recruitment efforts have increased, including promoting jobs in schools with front page stickers in the local newspaper.
  - Reviewed status report for the period of October 25, 2021 – November 11, 2021. Current leaves, resignations, and vacancies were reviewed.
  
9. Ms. McKown invited Commissioners to report on items not on the agenda. **Reports/Items**
  
10. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to adjourn the meeting. Ms. McKown adjourned the meeting at 4:57 p.m. **Adjournment**

Tracee Edmunds  
Secretary

2021-2022  
Meeting Schedule  
**DRAFT**

MARIN COUNTY OFFICE OF EDUCATION  
PERSONNEL COMMISSION

Meeting Dates School Year 2021-22  
4<sup>th</sup> 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*	Board Room and Teleconference/Videoconference
January 24, 2022	Board Room and Teleconference/Videoconference
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 November 10, 2021 – December 9, 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>
Administrative Secretary	2.2	4/29/21	Open Until Filled	Ongoing	Ongoing	HIRED: SIERRA SCHMIDT
Senior Administrative Secretary	2.0	4/29/21	Open Until Filled	Ongoing	Ongoing	HIRED: ANNA KHACHATURYAN
Executive Secretary	2.0	7/9/21	Open Until Filled	Ongoing	Ongoing	TBD
Accounting Assistant	1.0	9/24/21	10/8/21	10/18/21-10/25/21	10/29/21	HIRED: PHOENICIA THOMAS
Paraeducator	6-9	10/19/21	Open Until Filled	Ongoing	Ongoing	HIRED: BRITTANY BARAHONA HIRED: RENI DE LA FUENTE
Licensed Vocational Nurse	1	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

<b>LEAVES</b>	<b>RESCINDS (ACCEPTED)</b>	<b>TERMINATIONS</b>	<b>RESIGNATIONS/RETIREMENTS</b>
LG-11/28/21-12/5/21 BM-10/12/21-12/11/21 YD-8/16/21-12/17/21 EG-11/10/21-11/15/21 AG-10/28/21-11/28/21 CG-10/21-12/19/21 VC-10/1/21-12/14/21			Lucia Echevarria Madera - (Administrative Secretary, 4yrs) 1/7/2022 Virginia Schneider – (Paraeducator, 26yrs) 4/1/2022

# New Hires

As of 12/10/21

## Classified New Hires & Changes

### Anna Khachatryan, Sr. Administrative Secretary

- Has worked in office administration for 16 years
- Has a degree in History from the University of Arizona
- Bilingual in English and Russian

### Sierra Schmidt, Administrative Secretary

- Has worked as an Office Coordinator for 5 years
- Bilingual in English and Spanish
- Started her career as an Assistant Manager

### Phoenicia Thomas, Accounting Assistant

- Served as an Administrative Services Officer for 18 years
- Worked as an Accounting Technician for 6 years
- Spends her free time as a local artist

### Brittany Barahona, Paraeducator

- Worked as a Phlebotomist for 5 years
- Has experience maintaining records in a medical office environment
- Graduate of Petaluma High School

### Reni De La Fuente, Paraeducator

- Worked as a teacher for 3 years
- Is bilingual in English and conversational Spanish
- Has a Bachelor's Degree in Early Childhood Studies