

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, March 28, 2022 beginning at **3:30 p.m.**
via teleconference / videoconference.

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. Foster
2. Roll Call Ms. Edmunds
3. Approval and Adoption of Agenda..... Ms. Foster
4. Introduction of Guests and Identification of Persons Wishing to address the Commission on items not on the agenda..... Ms. Foster

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. Discussion of the 2021-22 Personnel Commission calendar-meeting location Ms. Foster
6. Approval of the 2021-22 Personnel Commission calendar-meeting location Ms. Foster
7. Approval of February 28, 2022 Minutes Ms. Foster
8. Personnel Director’s Report Ms. Edmunds
9. Reports and Items Introduced by Commissioners Ms. Foster
10. Adjournment Ms. Foster

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.

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*	Board Room and Teleconference/Videoconference
January 24, 2022	Board Room and Teleconference/Videoconference
February 28, 2022	Teleconference/Videoconference
March 28, 2022	Teleconference/Videoconference
April 25, 2022	TBD
May 23, 2022	TBD
June 27, 2022	TBD

**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, February 28, 2022**

The regular meeting of the Marin County Office of Education Personnel Commission was held via video conference on Monday, February 28, 2022.

1. Ms. Foster 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 via video conference: Nancy Malcolm CSEA Counsel 5013 President and CSEA Regional Communication Officer, Debbie Aviron CSEA Treasurer, and Danny Bauer member of the public. **Roll Call/Guests**

3. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve and adopt the agenda as presented on the following roll call vote:
Ayes: McKown, Zerkel, Foster; Noes: None; Absent: None **Agenda Approved**

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

5. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to hold the March meeting in a virtual format allowing 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. Ayes: Foster, Zerkel, McKown; Noes: None; Absent: None. **2021-22 Meeting Calendar**

6. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve the minutes for the meeting held January 24, 2022. Ayes: McKown, Zerkel, Foster; Noes: None; Absent: None **Minutes Approved**

7. Ms. Edmunds reported on the following: **Personnel Director's Report**
 - Annual CSPCA 50th Anniversary from March 6-8.
 - Updates on the local handling of the Covid-19 pandemic. New Covid-19 Leave provides up to 80 hours to employees. Review of Marin County positive case numbers. Masking continues to be required in schools but has been lifted in offices. 98% of all MCOE staff are vaccinated.
 - Reclassification review of a Superintendent's Secretary position in the Superintendent's office was completed and reclassified to a Management Assistant Position retroactive to July 1, 2020.
 - Reviewed status report for the period of January 20, 2022 – February 18, 2022. Current leaves, resignations, and vacancies were reviewed.

8. Ms. Foster invited Commissioners to report on items not on the agenda. **Reports/Items**

9. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to adjourn the meeting. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Ms. Foster adjourned the meeting at 4:13 p.m. **Adjournment**

Tracee Edmunds
Secretary

STATUS OF OPEN CLASSIFIED POSITIONS February 18, 2022 – March 24, 2022

POSITION	POSITION / HOURS	POSTING DATE	CLOSING DATE	PAPERSCREENING	1ST INTERVIEW	FINAL INTERVIEW
Administrative Secretary	.2	4/29/21	Open Until Filled	Ongoing	Ongoing	TBD
Senior Administrative Secretary	2.0	11/4/21	Open Until Filled	Ongoing	3/23/22	TBD
Executive Secretary	1.0	1/20/22	Open Until Filled	Ongoing	Ongoing	TBD
Accounting Assistant	1.0	2/10/22	Open Until Filled	Ongoing	Ongoing	TBD
Sr. Director of Business Services	1.0	3/18/22	4/2/22	4/2/22	4/5/22	TBD
Paraeducator	6-8	10/19/21	Open Until Filled	Ongoing	Ongoing	HIRED: ELENA GUSEVA HIRED: RODRIGO TRINIDAD
Licensed Vocational Nurse	1.0	8/27/21	Open Until Filled	Ongoing	TBD	TBD
Custodian/Groundskeeper	.375	1/28/22	Open Until Filled	Ongoing	TBD	TBD

LEAVES, TERMINATIONS, RESIGNATIONS/RETIREMENTS

LEAVES	RESCINDS (ACCEPTED)	TERMINATIONS	RESIGNATIONS/RETIREMENTS
ST-2021-2022 (5hrs/wk) LL-3/21/22-3/24/22; 3/29/22-4/26/22 JG-3/3/22-3/20/22 BM-3/3/22-3/11/22; 3/23/22-4/1/22 BD-3/11/22-4/14/22		Phoenicia Thomas – (Accounting Assistant, 2mos) 1/26/22	

New Hires

As of 3/24/22

Classified New Hires & Changes

Elena Guseva, Paraeducator

- Has a Master's degree in Engineering Management
- Bilingual in Russian and English
- Worked as a teaching assistant for 8 years

Rodrigo Trinidad, Paraeducator

- Served in an Engineering Internship
- Bilingual in Spanish and English
- Worked as an Assistant Manager