

**MARIN COUNTY OFFICE OF EDUCATION  
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on  
**Monday, April 25, 2022** 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: 042522  
(if asked for a participant ID- press #)

To join by videoconference: click <https://us02web.zoom.us/j/8310426185>  
Meeting ID: 831 042 6185, Passcode: 042522

**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. Approval of March 28, 2022 Minutes..... Ms. Foster
  6. Superintendent's Remarks ..... Ms. Burke
  7. Discussion of the 2021-22 Personnel Commission calendar-meeting location ..... Ms. Foster
  8. Approval of the 2021-22 Personnel Commission calendar-meeting location ..... Ms. Foster
  9. Review of 2022-23 proposed budget and set date for public hearing..... Ms. Edmunds
  10. Personnel Director's Report ..... Ms. Edmunds
  11. Reports and Items Introduced by Commissioners ..... Ms. Foster
  12. 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](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, March 28, 2022**

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

- |  |   |
|--|---|
| 1. Ms. Foster convened the meeting at 3:33 p.m.  | <b><u>Call to Order</u></b>               |
| 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, Ashley Markovich CSEA President, and Gloria Mora 2 <sup>nd</sup> Vice President.   | <b><u>Roll Call/Guests</u></b>            |
| 3. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve and adopt the agenda as presented on the following roll call vote:<br>Ayes: McKown, Zerkel, Foster; Noes: None; Absent: None   | <b><u>Agenda Approved</u></b>             |
| 4. Ms. Foster invited the public to comment on items not on the agenda.  | <b><u>Public Comment</u></b>              |
| 5. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to hold the April 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.<br>Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.   | <b><u>2021-22 Meeting Calendar</u></b>    |
| 6. Motion, seconded, and carried, Foster/Zerkel; the matter passed 3-0 to approve the minutes for the meeting held February 28, 2022. Ayes: Foster, Zerkel, McKown; Noes: None; Absent: None   | <b><u>Minutes Approved</u></b>            |
| 7. Ms. Edmunds reported on the following: <ul style="list-style-type: none"><li>• Annual CSPCA 50<sup>th</sup> Anniversary Conference took place March 6-8.</li><li>• Commissioners were provided with Marin COE email addresses.</li><li>• 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.</li><li>• Reviewed status report for the period of February 18, 2022 – March 24, 2022. Current leaves, resignations, and vacancies were reviewed.</li></ul> | <b><u>Personnel Director's Report</u></b> |
| 8. Ms. Foster invited Commissioners to report on items not on the agenda.  | <b><u>Reports/Items</u></b>               |
| 9. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to adjourn the meeting. Ayes: Zerkel, Foster, McKown; Noes: None; Absent: None. Ms. Foster adjourned the meeting at 4:17 p.m.   | <b><u>Adjournment</u></b>                 |

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

FUND :01 GENERAL FUND		RESOURCE:0000 NO REPORTING REQUIREMENTS			
		2021-2022 Approved Budget	2021-2022 Working Budget	2021-2022 Actual	2022-2023 Budget
1980	PROFESSIONAL EXPERT		429	429	450
	TOTAL: 1xxx		429	429	450
2310	PERSONNEL COMMISSION/BOARD	1,440	1,440	1,080	1,440
2316	DIRECTOR	65,756	65,755	67,352	67,736
2402	SECRETARIAL SALARIES	34,893	35,128	35,112	30,103
2450	CLERICAL & OFFICE ~ OVERTIME	3,000	3,000	1,882	3,000
2990	PROFESSIONAL EXPERT	23,000	22,658		23,000
	TOTAL: 2xxx	128,089	127,981	105,425	125,279
3202	PERS ~ CLASSIFIED POSITIONS	24,076	24,129	23,109	25,583
3302	SOCIAL SECURITY (OASDI)-CLASSI	7,407	7,525	5,982	6,252
3311	MEDICARE - CERTIFICATED		6	4	7
3312	MEDICARE - CLASSIFIED	1,858	1,861	1,460	1,818
3402	HEALTH & WELFARE CLASSIFIED	65,685	64,746	51,557	66,511
3501	UNEMPLOYMENT INS CERTIFICATED		2	1	2
3502	UNEMPLOYMENT INS ~ CLASSIFIED	1,577	842	514	627
3601	WORKERS COMP ~ CERTIFICATED		5	3	5
3602	WORKERS COMP ~ CLASSIFIED	1,929	1,490	1,126	1,339
3702	OPEB ALLOCATED - CLASSIFIED	239			
3752	OPEB ACTIVE EMPLOYEE-CLASSIFED	164	85	85	85
	TOTAL: 3xxx	102,935	100,691	83,840	102,229
4300	MATERIALS & SUPPLIES	300	300	300	300
4303	OFFICE SUPPLIES	1,000	1,000	480	1,000
4308	PRINTER TONER	125	125		125
4318	WORKSHOP SUPPLIES	100	100		100
	TOTAL: 4xxx	1,525	1,525	780	1,525
5210	CONFERENCES	4,500	4,500	4,571	6,000
5220	MEETINGS	175	175		175
5230	MILEAGE	1,000	1,000	104	1,000
5300	DUES & MEMBERSHIPS	3,250	3,250	2,995	3,250
5725	WORKSHOP FEES	250	250		250
5726	COPIER CHARGES (COPIES)	1,125	1,125		1,125
5734	IMC CHARGES	50	50		50
5803	ADVERTISING	3,500	5,500	3,322	5,500
5821	FINGERPRINTING	12,000	12,000	9,826	12,000
5839	OTHER FEES	300	300	28	300
5840	OTHER CONTRACT SERVICES	575	700	588	750
5841	OUTSIDE PRINTING	100	100		100
5845	PERSONNEL AGENCIES	3,000	2,875	2,625	3,000
5851	TB TESTING/XRAYS	100			100
5960	POSTAGE	1,000	1,000	79	1,000
	TOTAL: 5xxx	30,925	32,825	24,137	34,600
*SUB-TOTAL:1000-7999		263,474	263,451	214,611	264,083
**TOTAL:1000-5999		263,474	263,451	214,611	264,083
**TOTAL:1000-6999		263,474	263,451	214,611	264,083

STATUS OF OPEN CLASSIFIED POSITIONS    March 24, 2022 – April 21, 2022

<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	4/29/21	Open Until Filled	Ongoing	Ongoing	TBD
Senior Administrative Secretary	3.0	11/4/21	Open Until Filled	Ongoing	3/23/22 4/18/22	HIRED: JOSIE CHAVEZ 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	HIRED: BREE BROWN
Paraeducator	6-8	10/19/21	Open Until Filled	Ongoing	Ongoing	TBD
Licensed Vocational Nurse	1.0	8/27/21	Open Until Filled	Ongoing	4/19/22	TBD
Custodian/Groundskeeper	.375	1/28/22	Open Until Filled	Ongoing	TBD	TBD

**LEAVES, TERMINATIONS, RESIGNATIONS/RETIREMENTS**

<b>LEAVES</b>	<b>RESCINDS (ACCEPTED)</b>	<b>TERMINATIONS</b>	<b>RESIGNATIONS/RETIREMENTS</b>
EF 4/26/22-4/25/23 TS 5/16/22-7/11/22 SM 4/1/22-10/1/22			Debbie Towne- (Senior Director of Business Services, 1yr) 4/22/22 Lauren Rogers - (Paraeducator, 5yrs 7mos) 3/30/22 Adriane Lommel – (Senior Administrative Secretary, 30yrs) 5/31/22 Kyle Hanna – (Paraeducator, 22yrs) 6/9/22

# New Hires

As of 4/22/22

## Classified New Hires & Changes

### Josie Chavez, Senior Administrative Secretary

- Grew up in Marin- Terra Linda graduate
- Worked in HR/Front desk functions for various businesses and as a temp at MCS, Ed Services, and now hired in Personnel
- Bilingual in Spanish and English

### Bree Brown, Sr. Director of Business Services

- Worked primarily in Tehama County, Chico State Graduate
- Coming from Petaluma City Schools as their former Budgets and Accounting Director
- Has been a member of the Tehama County Special Olympics Committee for over 15 years