

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, May 23, 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: 05232022
(if asked for a participant ID- press #)

To join by videoconference: click <https://us02web.zoom.us/j/8310426185>
Meeting ID: 831 042 6185, Passcode: 05232022

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 April 25, 2022 Minutes Ms. Foster
 6. Discussion of the 2021-22 Personnel Commission calendar-meeting location Ms. Edmunds
 7. Approval of the 2021-22 Personnel Commission calendar-meeting location Ms. Edmunds
 8. Discussion of 2022-23 Personnel Commission meeting calendar Ms. Edmunds
 9. Approval of 2022-23 Personnel Commission meeting calendar Ms. Edmunds
 10. Public Hearing of 2022-23 Personnel Commission operating budget Ms. Edmunds
 11. Approval of 2022-23 Personnel Commission operating budget..... Ms. Edmunds
 12. Personnel Director’s Report Ms. Edmunds
 13. Reports and Items Introduced by Commissioners Ms. Foster
 14. 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.

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, April 25, 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.
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: Mary Jane Burke, Nancy Malcolm CSEA Counsel 5013 President and CSEA Regional Communication Officer, Debbie Aviron CSEA Treasurer, and Gloria Mora CSEA 2nd Vice President.
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:
Ayes: McKown, Zerkel, Foster; Noes: None; Absent: None
4. Ms. Foster invited the public to comment on items not on the agenda.
5. 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
6. Ms. Burke provided an update on current events in the education community.
7. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to hold the May 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.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.
8. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to set a public hearing for the 2022-2023 Commission Budget for May 23, 2022.
9. Ms. Edmunds reported on the following:
 - Commission Staffing changes- farewell to Erin Feely. New staff member Josie Chavez will be at the May meeting.
 - Commissioners were provided with Marin COE email addresses.
 - Celebrations will be held for Classified Professionals day on April 27, Employee Appreciation Day on May 12, and Retirement/ Year End Celebration on June 1.
 - 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.
 - Reviewed status report for the period of March 24, 2022 – April 21, 2022. Current leaves, resignations, and vacancies were reviewed.
10. Ms. Foster invited Commissioners to report on items not on the agenda.
11. 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 4:35 p.m.

Call to Order

Roll Call/Guests

Agenda Approved

Public Comment

Minutes Approved

Superintendent Update

2021-22 Meeting Calendar

Public Hearing

Personnel Director's Report

Reports/Items

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*	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	Board Room and Teleconference/Videoconference
June 27, 2022	Board Room

2022-2023
Meeting Schedule
DRAFT

MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION

Meeting Dates School Year 2022-23
4th Monday of the month at 3:30p.m. (except as noted with *)

DATE	LOCATION
July 25, 2022	Board Room
August 22, 2022	Board Room
September 26, 2022	Board Room
October 24, 2022	Board Room
November 14, 2022*	Board Room
December 12, 2022*	Board Room
January 23, 2023	Board Room
February 27, 2023	Board Room
March 20, 2023*	Board Room
April 24, 2023	Board Room
May 22, 2023	Board Room
June 26, 2023	Board Room

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 April 21 – May 20, 2022

POSITION	POSITION/ HOURS	POSTING DATE	CLOSING DATE	PAPERSCREENING	1ST INTERVIEW	FINAL INTERVIEW
Administrative Secretary	1.2	4/29/21	Open Until Filled	5/17/22	Ongoing	TBD
Senior Administrative Secretary	4.0	11/4/21	5/19/22	Ongoing	5/20/22 5/11/22 5/9/22 Ongoing	HIRED: ASHLEY BRAEHMER HIRED: SOPHIE ELLERBY HIRED: SARAH RINCON TBD
Executive Secretary	2.0	1/20/22	5/19/22	5/17/22	5/19/22	HIRED: MIRNA LONG
Accounting Assistant	1.0	2/10/22	Open Until Filled	Ongoing	Ongoing	TBD
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	5/11/22	TBD

LEAVES	RESCINDS (ACCEPTED)	TERMINATIONS	RESIGNATIONS/RETIREMENTS
CG 1/16/22-5/31/22 LL 3/29/22-5/10/22 ST 2021-2022 SM 5/3/22-12/31/22			Phyllis Frizza - (Paraeducator, 4 yrs) – 7/2/22 Gisela Ross - (Paraeducator, 36 yrs) – 7/2/22 Reni DeLaFuente - (Paraeducator, 7 months) - 7/22/22

LEAVES, TERMINATIONS, RESIGNATIONS/RETIREMENTS

New Hires

As of 5/20/2022

Classified New Hires & Changes

Mirna Long, Executive Secretary

- Has worked for MCOE Personnel as Senior Admin for 5 years
- Also worked in Personnel for 17+ years in various parts of the world
- Fluent in French & Arabic

Ashley Braehmer, Senior Administrative Secretary

- Worked in the MCOE SELPA department for 3 years
- Also worked as a preschool teacher for 7 years
- Conversational in Portuguese and Spanish. Fluent in Sign Language.

Sarah Rincon, Senior Administrative Secretary

- Rehired after briefly working at Novato USD
- Previously worked for MCOE for 2 ½ yrs. In Ed Services & Special Ed
- Served as a Notary Public for 2 yrs

Sophie Ellerby, Senior Administrative Secretary

- Has a Bachelor's Degree of Arts in Anthropology
- Also has an Associate's Degree of Arts in Social and behavioral Sciences
- Worked as a Undergraduate Advisor at UC Davis