

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, June 27, 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: 06272022
(if asked for a participant ID- press #)

To join by videoconference: click <https://us02web.zoom.us/j/8310426185>
Meeting ID: 831 042 6185, Passcode: 06272022

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 May 23, 2022 Minutes Ms. Foster
 6. Discussion of 2022-23 Personnel Commission meeting calendar Ms. Edmunds
 7. Approval of 2022-23 Personnel Commission meeting calendar Ms. Edmunds
 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.

**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, May 23, 2022**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, May 23, 2022.

1. Ms. Foster convened the meeting at 3:31 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 Josie Chavez. Guests: Ashley Markovich CSEA President, Nancy Malcolm CSEA Council 5013 President and CSEA Regional Communication Officer, Debbie Airon CSEA Secretary. **Roll Call/Guests**

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 **Agenda Approved**

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

5. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve the minutes as amended for the meeting held April 25th, 2022. Ayes: Foster, Zerkel, McKown; Noes: None; Absent: None **Minutes Approved**

6. Motion, seconded, and carried, Zerkel/McKown to approve the 2021-22 meeting calendar as amended; the matter passed 3-0 to hold the June meeting in a hybrid format allowing in-person and remote participation via videoconference by both the public and Commissioners.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. **2021-22 Meeting Calendar**

7. Held discussion of the 2022-23 Personnel Commission meeting calendar. Approval will be carried forward to the June 2022 Personnel Commission meeting **2022-2023 Meeting Calendar**

8. Held public hearing for 2022-23 Personnel Commission operating budget. **Public Hearing**

9. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve the 2022-2023 Personnel a Commission Budget. **2022-23 Budget Approval**

10. Ms. Edmunds reported on the following: **Personnel Director's Report**
 - Commission Staffing changes. Introduced new staff member Josie Chavez.
 - Celebrations held for Classified Professionals Day on April 27, Employee Appreciation Day on May 12, and Retirement/ Year End Celebration on June 1.
 - Received classification study request Credentials analyst classification.
 - Updates on the local handling of the Covid-19 pandemic. Review of Marin County positive case numbers.
 - Reviewed status report for the period of April 22, 2022- May 23, 2022. Current leaves, resignations, and vacancies were reviewed.

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

12. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to adjourn the meeting in honor Herb Fahning.
Ayes: Zerkel, Foster, McKown; Noes: None; Absent: None. Ms. Foster adjourned the meeting at 4:28 p.m. **Adjournment**

Tracee Edmunds
Secretary

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 2022	NO MEETING
August 22, 2022	Board Room
September 19, 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

STATUS OF OPEN CLASSIFIED POSITIONS May 20 – June 24, 2022

POSITION	POSITION/ HOURS	POSTING DATE	CLOSING DATE	PAPERSCREENING	1ST INTERVIEW	FINAL INTERVIEW
Administrative Secretary	2.0	4/29/21	Open Until Filled	Ongoing	Ongoing	TBD
Senior Administrative Secretary	1.0	4/27/22	Open Until Filled	Ongoing	Ongoing	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
Paraeducator	14	6/17/22	Open Until Filled	Ongoing	Ongoing	TBD
Licensed Vocational Nurse	2-3	3/25/22	Open Until Filled	Ongoing	4/19/22	TBD
Custodian/Groundskeeper	.375	1/28/22	6/2/22	5/5/22	5/11/22	HIRED: HUGO PIÑEDA
Senior Director Personnel	1.0	6/14/22	6/28/22	6/28/22	6/29-7/1	TBD
Business Education Liaison	1.0	6/22/22	7/7/22	Ongoing	Ongoing	TBD

LEAVES, TERMINATIONS, RESIGNATIONS/RETIREMENTS

LEAVES	RESCINDS (ACCEPTED)		RESIGNATIONS/RETIREMENTS
CG – 1/16/22 – 6/30/22		Sierra Schmidt – 5/31/22	Emma Shapiro – 5/30/22

New Hires

As of 6/24/22

Classified New Hires & Changes

Hugo Pineda, Part-Time Custodian

- Bi-lingual in English and Spanish
- Worked at the Ross Valley School district for 7 years as custodian
- Currently employed as lead custodian at Miller Creek School District