

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, August 22, 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: 08222022
(if asked for a participant ID- press #)

To join by videoconference: click <https://us02web.zoom.us/j/8310426185>
Meeting ID: 831 042 6185, Passcode: 08222022

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 June 27, 2022 Minutes..... Ms. Foster
 6. Discussion of the 2021-2022 Personnel Commission Final Goals Report Ms. Edmunds
 7. Discussion of drafted 2022-23 Personnel Commission goals..... Ms. Edmunds
 8. Review of drafted 2021-22 Personnel Commission Annual Report..... Ms. Edmunds
 9. Classification Study Update 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 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, June 27, 2022

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, June 27, 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 Josie Chavez. Guests: Ashley Markovich CSEA President, Nancy Malcolm CSEA Council 5013 President and CSEA Regional Communication Officer, Debbie Aviron CSEA Secretary. **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 approve the minutes as amended for the meeting held May 23rd, 2022. Ayes: Foster, Zerkel, McKown; Noes: None; Absent: None **Minutes Approved**

6. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve the 22-23 meeting calendar. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. **2022-23 Meeting Calendar**

7. Ms. Edmunds reported on the following: **Personnel Director's Report**
 - Held the Retirement/ Year End Celebration on June 1 with great success
 - Dates for upcoming events: August 4th Classified Job fair, August 15th all staff Back to School.
 - Updates on the local handling of the Covid-19 pandemic. Review of Marin County positive case numbers.
 - Reviewed status report for the period of May 20rd, 2022- June 24th, 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: Zerkel, Foster, McKown; Noes: None; Absent: None. Ms. Foster adjourned the meeting at 3:55 p.m. **Adjournment**

Tracee Edmunds
Secretary

Personnel Commission Goals- FINAL REPORT

2021-22

- Encourage the continuation of the job description and classification review process, including dedication of resources needed. Highest priority shall be based on factors such as:
 - Number of employees
 - Length of time since past position review
 - Other factors identified by the Personnel Commission and staff

STATUS: ONGOING- progress paused while efforts were focused on the Coronavirus response and recruitment efforts.
- Coordinate with departments to heighten awareness of training opportunities and encourage staff to participate in trainings to increase knowledge on safety, diversity equity and inclusion, and job-related expertise areas.

STATUS: ONGOING- Efforts to share training opportunities will continue.
- Focus on enlarging applicant pools by completing a formal review of required documents and by reviewing advertising options such as social media and educational entities, including trade schools.

STATUS: COMPLETED/ IN PROGRESS- Review was completed and application process was made more accessible by removing required items recognized as a barrier (letters of recommendation). Recruitments continue with a focus on diversity, equity, and inclusion with a goal of having our staff be reflective of our student population.

Personnel Commission Goals- DRAFT

2022-23

- **Encourage the continuation of the job description and classification review process, including dedication of resources needed. The work will standardize employment requirements in job descriptions for all classified positions. Highest priority for classifications to be reviewed shall be based on factors such as:**
 - **Number of employees**
 - **Length of time since past position review**
 - **Other factors identified by the Personnel Commission and staff**
- **Focus on enlarging applicant pools to include candidates who are reflective of our student population by reviewing advertising options such as social media and educational entities, including trade schools, and hosting classified position- specific job fairs and information sessions.**
- **Recognize significant efficiencies in the on-boarding and welcoming process of new hires by moving the paperwork to an web-based electronic platform.**



MARIN COUNTY OFFICE OF EDUCATION

PERSONNEL COMMISSION 2021-2022 ANNUAL REPORT



Employment Activities Status of Goals for 2021-22

- Encourage the continuation of job description and classification review process, including dedication of resources needed. Highest priority shall be based on factors such as:
 - Number of employees
 - Length of time since past position review
 - Other factors identified by Personnel Commission staff.
 - STATUS: ONGOING- Work is anticipated to be refocused in this area following the end of the Coronavirus response and completion of significant recruitment projects.
- Coordinate with departments to heighten awareness of training opportunities and encourage staff to participate in trainings to increase knowledge on safety, diversity equity and inclusion, and job-related expertise areas.
 - STATUS: ONGOING- Efforts to share training opportunities will continue.
- Focus on enlarging applicant pools by completing a formal review of required documents and advertising by leveraging social media technologies and outreach to schools that provide certification.
 - STATUS: COMPLETED/ IN PROGRESS- Review was completed and application process was made more accessible by removing required items recognized as a barrier (letters of recommendation). Recruitments continue with a focus on diversity, equity, and inclusion with a goal of having our staff be reflective of our student population.

Classified Staff

Coronavirus Related Activity

- Successfully ran classrooms with safety precautions enabling over 500 students to be served in-person.
- Insert case info that can be shared*

Classified Staff

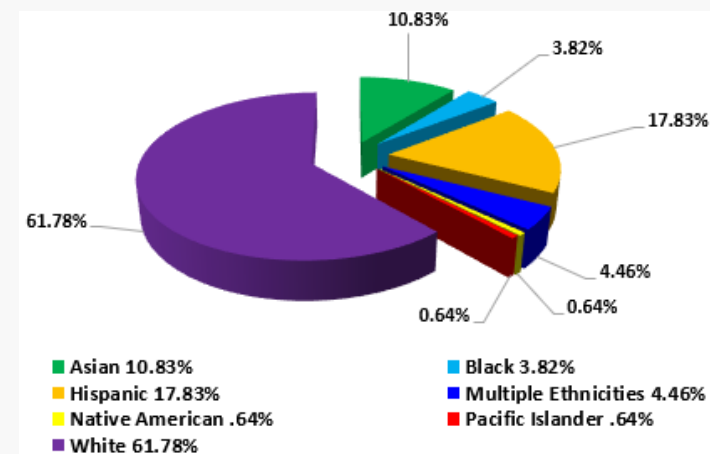
Recruitment Activity

- Hosted x job fairs and attended ___ job fairs to recruit classified positions
- Held ___ information sessions
- Posted ___ advertisements and started a program to share monthly emails to staff alerting them of our openings
- Created and shared 1500 recruitment cards and lawn signs

Recruitment

ACTIVITY	2021-2022	2020-2021	2019-2020	2018-2019
Position Recruitments	TBD	23	40	42
Applications	TBD	153	283	373
Applicants Screened	TBD	153	283	373
Applicants Examined	TBD	78	90	108
Applicants Hired	TBD	32	29	40
Employees Laid Off	TBD	44	15	0
Layoffs Rescinded	TBD	44	0	0

Total Classified Service Racial Composition



Employee Trainings

STATUTORY TRAININGS - 361

Ex: Mandated Reporter;
Sexual Harassment Prevention

PROFESSIONAL GROWTH - 430

Ex: Diversity, Equity & Inclusion;
Computer Software Skills

SAFETY TRAININGS - 536

Ex: Cyber Security; COVID-19;
Lifts and Transfers

Our Personnel Commission

The Marin County Office of Education Personnel Commission is composed of three members appointed for three-year staggered terms.

Paulette Foster, CSEA Appointee - June 2019-Current
Ms. Foster retired from the Marin Community College District after working 45 years in the Admissions and Records department at both the Kentfield and Indian Valley Campuses. Of those years, she was a Specialist as a Designated School Official with US Immigration, issuing Student Visa's for the English as a Second Language Department and also worked with the Department of Veteran Affairs as the Certifying Official for veterans and dependents receiving GI Bill benefits. Paulette is an active member of CSEA and served as Chapter President, and several state appointed positions including Regional Representative and currently as District B Director on the Retiree Unit Executive Board.

Catherine McKown, Commissioners' Appointee
Ms. McKown is retired after working 25 years in Marin schools at all grade levels. Of those years, 15 were spent as a special education Paraeducator with MCOE at two Marin high schools. Catherine served two terms on the Marin County Grand Jury, one year as foreperson. She has trained grand juries state-wide. Catherine served on CSEA #327's leadership team in all positions; she chaired 3 CSEA state standing committees and served for 7 years on CSEA's Complaint Review Committee which evaluated harassment and retaliation cases.

Arline Zerkel, Ed.D., Superintendent Appointee
Dr. Zerkel retired from the Marin County Office of Education after 28 years of service. Prior to retirement, she was the Director of the Marin Special Education Local Plan, an Assistant Superintendent of Special Education and an Assistant Superintendent of Business. She also served as a teacher in the Novato Unified School District for 12 years. Dr. Zerkel was an active member of the California Special Education Administrators and the California Special Education Local Plan Administrators Association.

Merit Principle Rules

What is a Merit System?

- Hiring and promoting employees on the basis of ability, with open competition in initial employment.
- Providing fair compensation.
- Retaining employees on the basis of performance. Correcting inadequate performance and separating those whose performance cannot be corrected.
- Training employees as needed for high quality performance.
- Assuring fair treatment of all applicants and employees in all aspects of personnel administration without regard to race, color, ethnicity, age, religion, political affiliation, marital status, disability, gender, sexual orientation, or national origin and with proper regard for their privacy and Constitutional rights as citizens.
- Protecting employees against political coercion and prohibiting use of official position to affect an election or nomination.

For More Information

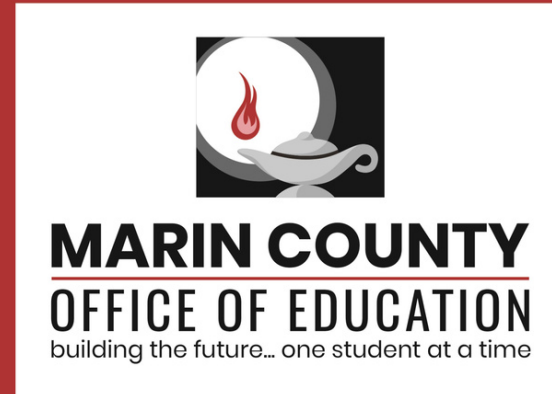
The Personnel Commission meets at 3:30pm on the 4th Monday of each month.

Tracee Edmunds, Senior Director of Personnel, acts as Secretary to the Commission and issues and receives all notification on its behalf.

Josie Chavez, Sr. Administrative Secretary

<https://www.marinschools.org/domain/157>

Contact us at 415.499.5854



WWW.MARINSCHOOLS.ORG

Mary Jane Burke

Marin County Superintendent of Schools

STATUS OF OPEN CLASSIFIED POSITIONS June 24 – August 19, 2022

POSITION	POSITION/ HOURS	POSTING DATE	CLOSING DATE	PAPERSCREENING	1 ST INTERVIEW	FINAL INTERVIEW
Administrative Secretary	2.0	4/29/21	Open Until Filled Ongoing	5/8/22 Ongoing	7/8/22 Ongoing	HIRED: MAYRA JARAMILLO TBD
Senior Administrative Secretary	3.0	4/27/22	Open Until Filled	8/4/22	8/23/22 Ongoing	TBD
Executive Secretary	2.0	1/20/22	Closed	Ongoing	Ongoing	HIRED: AMANDA FERSTL HIRED: DEBORAH SOFIA
Accounting Assistant	2.0	2/10/22	8/11/22	8/2/22	8/12/22 8/19/22	TBD
Paraeducator	14-17	6/17/22	Open Until Filled	Ongoing	Ongoing	TBD HIRED: SAGRARIO RAMIREZ HIRED: EZEQUIEL GUZMAN HIRED: ALANA LIPPI HIRED: DAVID STEWART HIRED: ISAI RODAS HIRED: OKSANA BRAKHMAN HIRED: MARIAM MARTINEZ HIRED: MEGAN INGRAM
Licensed Vocational Nurse	2-3	3/25/22	Open Until Filled	Ongoing	4/19/22	TBD
Senior Director Personnel	1.0	6/14/22	6/28/22	6/28/22	6/29-7/1	HIRED: TRACEE EDMUNDS
Business Education Liaison	2.0	6/22/22	7/7/22	7/7/22	7/15/22	HIRED: KEISHA FULLER
Info Systems Specialist	1.0	7/28/22	8/18/22	Ongoing	Ongoing	TBD

LEAVES, TERMINATIONS, RESIGNATIONS/RETIREMENTS

LEAVES	RESCINDS (ACCEPTED)	TERMINATIONS	RESIGNATIONS/RETIREMENTS
CG – 1/16/22 – 8/10/22 JB – 7/25/22 - 8/3/22			KATHY BAKER – PARAEDUCATOR – 7/21/22 LILIANA NAZARIAN – PARAEDUCATOR – 7/22/22 RYAN BALDWIN – PARAEDUCATOR – 7/22/22 GLORIA MORA – BUSINESS EDUCATION LIAISON – 8/8/22 PAUL CHO – SENIOR ADMINISTRATIVE SECRETARY – 6/30/22 SHEREE MURDEN JACKSON – PARAEDUCATOR – 8/16/22

New Hires

As of 8/19/2022

Classified New Hires & Changes

Mayra Jaramillo, Administrative Secretary

- Bi-lingual in English and Spanish.
- Graduated from the University of Colima in Mexico.
- Came to the US in 2015.

Amanda Ferstl, Executive Secretary

- Has a Bachelor's Degree in child development.
- Was a preschool teacher and director.
- Previously worked for us as a Senior Admin in our Special Education Department

Deborah Sofia, Senior Administrative Secretary

- Worked for Riverside County Office of Education for over 6 years.
- Has over 25 years of administrative support.
- Graduated from Redwood Highschool in Larkspur.

Sagrario Ramirez, Paraeducator

- Bi-lingual in English and Spanish.
- Previously worked through the Marin Multi-Cultural Center for Marin's Community School.
- Studied at College of Marin and Santa Rosa Junior College.

Ezequiel Guzman, Paraeducator

- Currently attending Santa Rosa Junior College.
- Has worked with students as an Assistant Teacher at Aim High in Novato.
- Associates degree in Social and Behavioral Sciences.

Alana Lippi, Paraeducator

- Novato Highschool Graduate.
- Studied in the Early Childhood Education field at College of Marin.
- Worked as a substitute Paraeducator.

David Stewart, Paraeducator

- Graduated from the University of Santa Cruz with a B.A. in Philosophy.
- Worked our ESY Program in 2021.
- Worked as Paraeducator at White Hill Middle School for 2 years.

Isai Rodas, Paraeducator

- Grew up in Marin – San Rafael High School Graduate.
- Bi-lingual in English and Spanish.
- Previously worked for the Marin Multi-Cultural Center.

Oksana Brakhman, Paraeducator

- Bi-lingual in English and Spanish.
- Studied at College of Marin.
- Has previously worked as Office Manager for 4+ years.

Mariam Martinez, Paraeducator

- Bi-lingual in English and Spanish
- Bachelor's in both Women, Gender, and Sexuality Studies and Environmental Studies
- Studied at Gettysburg College.

Megan Ingram, Paraeducator

- Parent volunteer at Manor School for 5+ years
- Has a Bachelor's degree of Science
- Has a Newborn Hearing Certification.

Keisha Fuller, Business Education Liaison

- Promoted from Senior Administrative Secretary in SPED
- Senior at San Francisco State University
- Marin native