

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, January 30, 2023 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: 01302023
(if asked for a participant ID- press #)

To join by videoconference: click <https://us02web.zoom.us/j/8310426185>
Meeting ID: 831 042 6185, Passcode: 01302023

AGENDA

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

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 December 12, 2022 Minutes Ms. Zerkel
6. Classification Study Update Ms. Edmunds
7. Personnel Director’s Report Ms. Edmunds
8. Reports and Items Introduced by Commissioners Ms. Zerkel
9. Adjournment Ms. Zerkel

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, December 12, 2022

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, December 12th, 2022.

- | | |
|---|---|
| 1. Ms. Foster convened the meeting at 3:30 p.m. | <u>Call to Order</u> |
| 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: Mary Jane Burke – Superintendent, Laura Gonzalez – CSEA Interim President. | <u>Roll Call/Guests</u> |
| 3. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve and adopt the agenda as recommended.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Agenda Approved</u> |
| 4. Ms. Foster invited the public to comment on items not on the agenda. | <u>Public Comment</u> |
| 5. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve the minutes.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Minutes Approved</u> |
| 6. Ms. Foster nominated:
Arline Zerkel for Chairperson; Motion, seconded, and carried, McKown/Foster, the matter passed 3-0 to elect Arline Zerkel as Chairperson
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.
Catherine McKown for Vice Chairperson; Motion, seconded, and carried, Zerkel/Foster, the matter passed 3-0 to elect Catherine McKown as Vice Chairperson.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None | <u>New Chairperson/
Vice Chairperson</u> |
| 7. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve the recommendation for the Allocation of the Credentials Analyst position to the Classified Management / Confidential Non-Exempt Salary Schedule.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Classification Study</u> |
| 8. Ms. Edmunds reported on the following: <ul style="list-style-type: none">• The Senior Director of Personnel position recruitment was finalized and Mr. Jason Richardson was selected.• CSPCA Annual Conference is January 22-24. Ms. Edmunds, Mr. Richardson, Ms. Foster, and Ms. McKown are registered to attend.• Walker Creek Ranch staff have been hired in limited term capacity in preparation for re-opening.• The new hire orientation process, presenting the packets to the commission.• Updates on local handling of the Covid-19 pandemic. Review of Marin County positive case numbers and the extension of the Covid-19 supplemental paid sick leave to December 31st, 2022.• Review status report for the period of November 11th– December 9th, 2022. Current leaves, resignations, and vacancies were reviewed. | <u>Personnel Director's
Report</u> |
| 9. Ms. Zerkel invited Commissioners to report on items not on the agenda. | <u>Reports/Items</u> |
| 10. Motion, seconded, and carried, Foster/McKown; the matter passed 3-0 to adjourn the meeting.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Ms. Zerkel adjourned the meeting at 4:43 p.m. | <u>Adjournment</u> |

Tracee Edmunds
Secretary

STATUS OF OPEN CLASSIFIED POSITIONS December 10th- January 27th, 2023

POSITION	POSITION/ HOURS	POSTING DATE	CLOSING DATE	PAPERSCREENING	1ST INTERVIEW	FINAL INTERVIEW
Senior Administrative Secretary (Part-time: .5FTE)	0.5	1/6/23	1/20/23	Ongoing	Ongoing	TBD
Senior Administrative Secretary (Full-time)	2.0	1/6/23	1/20/23	Ongoing	Ongoing	TBD
Executive Secretary (Confidential)	1.0	10/12/22	Open Until Filled	Ongoing	Ongoing	TBD
Accounting Assistant	2.0	12/5/22	Open Until Filled	Ongoing	Ongoing	TBD
Paraeducator	3.0	11/29/22	Open Until Filled	Ongoing	Ongoing	HIRED: GREY GARCIA-WILSON HIRED: JULIANA SWANSON
Paraeducator – Alt Ed	1.0	9/23/22	Open Until Filled	Ongoing	Ongoing	HIRED: TIANA GASKINS
Licensed Vocational Nurse	2-3	8/29/22	Open Until Filled	Ongoing	Ongoing	TBD
Business Education Liaison	2	12/6/22	1/20/23	1/23/23	1/31/23	TBD
Senior Director of Personnel	1.0	10/14/22	11/4/22	11/5/22	11/18/22	HIRED: JASON RICHARDSON
Assistant Ranch Manager Walker Creek	1.0	12/12/22	12/26/22	12/27/22	12/28/22	HIRED: KRIS JACOBSEN
Director of Maintenance & Operations	1.0	1/11/23	2/3/23	2/6/23	TBD	TBD

LEAVES, TERMINATIONS, RESIGNATIONS/RETIREMENTS

LEAVES	RESCINDS (ACCEPTED)	TERMINATIONS	RESIGNATIONS/RETIREMENTS
SN 11/30-12/16 YD 11/30-12/5 KM 1/3-6/8			Keisha Fuller-Business Education Liaison (1 y 5 mo)- 1/17/2023 Josie Chavez- Senior Administrative Secretary (9 mo) – 1/27/2023 Rajean Lacerda- Paraeducator (22y 5 mo)– 2/28/2023

New Hires

As of 1/27/2023

Classified New Hires & Changes

Jason Richardson, Senior Director of Personnel

- Jason has a M.A. in Education Administration and a B.A. in Humanities
- He started his career as an elementary and middle school teacher.
- He was the principal at Manor Elementary School for 3 years, Bolinas-Stinson School for 4 years, and Glenwood Elementary School for almost 5 years.

Kris Jacobsen, Assistant Ranch Manager Walker Creek

- Kris held the Ranch Maintenance Supervisor position with MCOE for more than five years prior to being promoted to the Assistant Ranch Manager.
- He has a Bachelor of Arts in Interdisciplinary Studies.
- He volunteered at the Volcan Mountain Foundation for two years.

Grey Garcia-Wilson, Paraeducator

- Grey is a former employee.
- They have an AA in Psychology.
- They worked as a mentor at Autistry Studios

Juliana Swanson, Paraeducator

- Juliana has a Bachelor of Arts in Literature and Writing.
- She worked as a lifeguard.
- She also worked as a student assistant.

Tiana Gaskins, Paraeducator

- Tiana is a certified nursing assistant.
- She worked as an Instructional Assistant at Miller Creek School District
- She also worked as a Nursing Assistant.