

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, February 27, 2023 beginning at **3:30 p.m.**
In the MCOE Board Room and accessible via teleconference / videoconference.

To join by phone: dial (408) 638-0968, Meeting ID: 831 042 6185, Passcode: 022723
(if asked for a participant ID- press #)

To join by videoconference: click <https://us02web.zoom.us/j/8310426185>
Meeting ID: 831 042 6185, Passcode: 022723

AGENDA

- 1. Call to Order Dr. Zerkel
- 2. Roll Call Ms. Edmunds
- 3. Approval and Adoption of Agenda..... Dr. Zerkel
- 4. Introduction of Guests and Identification of Persons Wishing to address the Commission on items not on the agenda..... Dr. 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 January 30, 2023 Minutes Dr. Zerkel
- 6. Personnel Director's Report Ms. Edmunds
- 7. Reports and Items Introduced by Commissioners Dr. Zerkel
- 8. Adjournment Dr. 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, January 30, 2023**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, January 30th, 2023.

1. Dr. Zerkel 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, Jason Richardson, and Mirna Errou. Guests: Laura Gonzalez – CSEA 1st Vice President, Christine Franceschi – CSEA 2nd Vice President, Debbie Aviron – CSEA Secretary, and Nancy Malcom – CSEA Council 5013 President and CSEA Regional Communication Officer.

Roll Call/Guests

3. Motion, seconded, and carried, Foster/McKown; the matter passed 3-0 to approve and adopt the agenda as recommended.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.

Agenda Approved

4. Dr. Zerkel invited the public to comment on items not on the agenda.

Public Comment

5. Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to approve the minutes.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.

Minutes Approved

6. Classification Study Update.
The Credentials Analyst placement on the Classified Management schedule was approved by the Superintendent and the public disclosure were sent to the Board on 1/10/23. The Credential Analyst classification study is now complete.

**Personnel Update
Classification Study**

7. Ms. Edmunds reported on the following:

**Personnel Director's
Report**

- Staffing changes in the Personnel Office. FCMAT (Fiscal Crisis & Management Assistance Team) will perform a study on the Personnel Office.
- CSPCA Annual Conference was January 22-24. Ms. Edmunds, Mr. Richardson, Ms. Foster, and Ms. McKown attended.
- Walker Creek Ranch staff have been hired in limited term capacity in preparation for the pilot to re-opening for student programs.
- The Governor's budget was released for the 2023-2024 fiscal year. A presentation will be scheduled to update the commissioners at a future meeting.
- Updates on local handling of the Covid-19 pandemic.
- Review status report for the period of December 10th, 2022 – January 27th, 2023. Current leaves, resignations, and vacancies were reviewed.

8. Dr. Zerkel invited Commissioners to report on items not on the agenda.

Reports/Items

9. Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to adjourn the meeting.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Dr. Zerkel adjourned the meeting at 3:54 p.m.

Adjournment

Tracee Edmunds
Secretary

STATUS OF OPEN CLASSIFIED POSITIONS January 27th- February 17, 2023

POSITION	POSITION/ HOURS	POSTING DATE	CLOSING DATE	PAPERSCREENING	1ST INTERVIEW	FINAL INTERVIEW
Senior Administrative Secretary (Part-time: .5FTE)	0.5	1/27/23	Open Until Filled	Ongoing	Ongoing	TBD
Senior Administrative Secretary (Full-time)	1.0	1/6/23	1/20/23	Ongoing	11/9/22	HIRED: ESMERALDA MEDINA
Executive Secretary (Confidential)	1.0	10/12/22	Open Until Filled	Ongoing	Ongoing	TBD
Accounting Assistant	3.0	12/5/22	Open Until Filled	Ongoing	Ongoing	TBD
Paraeducator	5.0	11/29/22	Open Until Filled	Ongoing	Ongoing	HIRED: ARTHUR (AJ) BECKMAN
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
Director of Maintenance & Operations	1.0	1/11/23	2/3/23	2/6/23	2/16/23	TBD

LEAVES, TERMINATIONS, RESIGNATIONS/RETIREMENTS

LEAVES	RESCINDS (ACCEPTED)	TERMINATIONS	RESIGNATIONS/RETIREMENTS
KM 1/3-6/8 MG 3/20/23 – 3/19/24			Rajeon Lacerda- Paraeducator (22y 5 mo)– 2/28/2023 Tiana Gaskins – Paraeducator (1mo 5days) – 2/13/2023 Stephanie Mower – Accounting Assistant (3y 4mo)- 3/3/2023

New Hires

As of 2/17/2023

Classified New Hires & Changes

Arthur (A.J.) Beckman, Paraeducator

- Arthur has a bachelor's degree in Psychology.
- He worked as a Personnel Assistant.
- He was an OCD coach, helping clients with their OCD and anxiety needs.

Esmeralda Medina, Senior Administrative Secretary

- Esmeralda was promoted from a Paraeducator position.
- She is bi-lingual in English and Spanish.
- She worked as an Independent Living Support Counselor.