

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, March 20, 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: 032023
(if asked for a participant ID- press #)

To join by videoconference: click <https://us02web.zoom.us/j/8310426185>
Meeting ID: 831 042 6185, Passcode: 032023

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

- 5. Approval of February 27, 2023 Minutes Dr. Zerkel
- 6. Governor’s Budget Update Ms. Edmunds
- 7. Classification Study Update Ms. Edmunds
- 8. Discussion of the 2023-24 Personnel Commission Meeting Calendar Dr. Zerkel
- 9. Approval of the 2023-24 Personnel Commission Meeting Calendar Dr. Zerkel
- 10. Personnel Director’s Report Ms. Edmunds
- 11. Reports and Items Introduced by Commissioners Dr. Zerkel
- 12. Adjournment 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.

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, February 27, 2023**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, February 27th, 2023.

1. Dr. Zerkel convened the meeting at 3:35 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: Christine Franceschi – CSEA 2nd Vice President, Debbie Aviron – CSEA Secretary, and Margaret (Peggy) Allen-Winslow – Paraeducator, CSEA member.

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. Ms. Edmunds reported on the following:

Personnel Director's Report

- CSPCA Annual Conference presentation links were sent out to commissioners on Monday, February 27, 2023.
- FCMAT (Fiscal Crisis & Management Assistance Team) will start a study in March to ensure that we are employing best practices/efficiencies and have an appropriate staffing structure. We are not filling the open department position until the study is complete.
- The classification studies are moving forward for Paraeducator, LVN, and Occupational Therapist. There may be a need to add classifications to the study plan. The commission will be updated when information is available.
- The Business Office is currently reviewing its staffing structure to determine the appropriate positions that needs to be staffed to meet the needs of MCOE and the districts.
- Walker Creek Ranch has had a successful re-entry into serving students with 21 weeks of student programs in the first half of the year, serving 2,400 kids. There will be a review to the pilot program in the spring to determine if all openings become permanent.
- Updates on local handling of the Covid-19 pandemic. MCOE main office has seen an uptick in cases. We were able to demonstrate the calm approach to dealing with COVID.
- Review status report for the period of January 27th, 2023 – February 17, 2023. Current leaves, resignations, and vacancies were reviewed.

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

Reports/Items

8. 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 4:02 p.m.

Adjournment

Tracee Edmunds
Secretary

2023-2024
Meeting Schedule

DRAFT

MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION

Meeting Dates School Year 2023-24
4th Monday of the month at 3:30p.m. (except as noted with *)

DATE	LOCATION
July 24, 2023	Board Room
August 28, 2023	Board Room
September 25, 2023	Board Room
October 23, 2023	Board Room
November 20, 2023*	Board Room
December 18, 2023 *	Board Room
January 22, 2024	Board Room
February 26, 2024	Board Room
March 25, 2024	Board Room
April 22, 2024	Board Room
May 20, 2024*	Board Room
June 24, 2024	Board Room

STATUS OF OPEN CLASSIFIED POSITIONS - February 17 – March 17, 2023

POSITION	POSITION/ HOURS	POSTING DATE	CLOSING DATE	PAPERSCREENING	1ST INTERVIEW	FINAL INTERVIEW
Accountant (Promotional)	2	3/9/23	3/22/23	3/23/23 – BB, RJ, KL, JR	TBD	TBD
Accounting Assistant	3	12/5/22	Open Until Filled	Ongoing	Ongoing	TBD
Business Education Liaison	2	12/6/22	1/20/23	1/23/23	1/31/23	HIRED: SAGRARIO CORDOVA-RAMIREZ JUAN RODAS
Director of Business Services	1	3/10/23	3/26/23	3/28/23 – BB, RJ, KL, JR	TBD	TBD
Director of Maintenance & Operations	1	1/11/23	2/3/23	2/6/23	2/16/23	HIRED: JULIAN JEFFRIES
Executive Secretary (Confidential)	1	10/12/22	Open Until Filled	Ongoing	Ongoing	TBD
Licensed Vocational Nurse	2-3	8/29/22	Open Until Filled	Ongoing	Ongoing	TBD
Paraeducator SPED	5	11/29/22	Open Until Filled	Ongoing	Ongoing	TBD
Paraeducator ALTED	1	3/3/23	Open Until Filled	Ongoing	Ongoing	TBD
Senior Administrative Secretary (Part-time: .5FTE)	0.5	1/27/23	Open Until Filled	Ongoing	Ongoing	TBD
Senior Director of Business Services	1	3/7/23	3/20/23	3/21/23 – BB, RJ, KL, JR	TBD	TBD

LEAVES, TERMINATIONS, RESIGNATIONS/RETIREMENTS

LEAVES	RESCINDS (ACCEPTED)	TERMINATIONS	RESIGNATIONS/RETIREMENTS
JG 2/21/23 – 3/21/23 BW 2/6/23 – 2/15/23 SA 2/6/23 – 2/24/23 SR 2/24/23 – 3/6/23 TE 2/28/23 – 3/10/23 AB 2/24/23 – 3/1/23			Jenna Shea – Paraeducator (7 years, 7 months) – 3/31/2023

New Hires

As of 3/20/2023

Classified New Hires & Changes

Julian Jeffries, Director of Maintenance and Operations

- Julian has an associate degree in construction management.
- He worked as a Maintenance Director for 3 years.
- He served in the US Navy reserves for 8 years.

Sagrario Cordova-Ramirez, Business Education Liaison

- Sagrario was promoted from a Paraeducator position.
- She is bi-lingual in English and Spanish.
- She previously worked through the Marin Multi-Cultural Center with students at Marin's Community School.

Juan Rodas, Business Education Liaison

- Juan comes to MCOE from 10,000 degrees where he worked as a College Counselor.
- He has a Bachelor of Arts Degree in Communications with emphasis in Public Relations & Minor in Spanish.
- He is bi-lingual in English and Spanish.