

**MARIN COUNTY OFFICE OF EDUCATION  
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on  
**Monday, April 24, 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: 042023  
(if asked for a participant ID- press #)

To join by videoconference: click <https://us02web.zoom.us/j/8310426185>  
Meeting ID: 831 042 6185, Passcode: 042023

**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 March 20, 2023 Minutes..... Dr. Zerkel
  6. Classification Study Update ..... Ms. Edmunds
  7. Discussion of the 23-24 Personnel Commission Meeting Calendar ..... Dr. Zerkel
  8. Approval of the 23-24 Personnel Commission Meeting Calendar ..... Dr. Zerkel
  9. Review of 23-24 proposed Personnel Commission budget ..... Ms. Edmunds
  10. Approval of the date for public hearing on the 23-24 Personnel Commission budget .. Dr. Zerkel
  11. Personnel Director's Report ..... Ms. Edmunds
  12. Reports and Items Introduced by Commissioners ..... Dr. Zerkel
  13. 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](http://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, March 20, 2023**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, March 20<sup>th</sup>, 2023.

- |  |   |
|--|---|
| 1. Dr. Zerkel convened the meeting at 3:30 p.m.  | <b><u>Call to Order</u></b>               |
| 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: Kate Lane – Deputy Superintendent of Business, Christine Franceschi – CSEA 2 <sup>nd</sup> Vice President, Debbie Aviron – CSEA Secretary, and Margaret (Peggy) Allen-Winslow – Paraeducator/ CSEA member, and Nancy Malcom – CSEA Council 5013 President and CSEA Regional Communication Officer.   | <b><u>Roll Call/Guests</u></b>            |
| 3. Motion, seconded, and carried, McKown/ Foster; the matter passed 3-0 to approve and adopt the agenda as recommended.<br>Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.   | <b><u>Agenda Approved</u></b>             |
| 4. Dr. Zerkel invited the public to comment on items not on the agenda.  | <b><u>Public Comment</u></b>              |
| 5. Motion, seconded, and carried, Foster/ McKown; the matter passed 3-0 to approve the minutes.<br>Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.   | <b><u>Minutes Approved</u></b>            |
| 6. Kate Lane, Deputy Superintendent of Business, provided an update on the governor’s budget proposal.   | <b><u>Governor’s Budget Update</u></b>    |
| 7. Ms. Edmunds provided an update on the classification study for the Paraeducator, Licensed Vocational Nurse (LVN), and Occupational Therapist (OT), noting that work on all three has started. Updates will continue to be provided.   | <b><u>Classification Study</u></b>        |
| 8. Held discussion of the 2023-24 Personnel Commission meeting calendar. Approval will be carried forward to the April 2023 Personnel Commission meeting.  | <b><u>2023-24 Meeting Calendar</u></b>    |
| 9. Ms. Edmunds reported on the following: <ul style="list-style-type: none"><li>• FCMAT (Fiscal Crisis &amp; Management Assistance Team) scheduled interviews with Personnel staff on March 30 and 31. The study will take 6-8 weeks. We will hold all future department hiring decisions until the study is complete.</li><li>• 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.</li><li>• Upper Management (Cabinet) is reviewing their support needs. We will have more information in future meetings.</li><li>• Walker Creek Ranch is reviewing the efficacy of the pilot program and will be making recommendation for next steps in staffing. The Outdoor Education Manager job description had a non-substantive editorial change to delete an erroneous reference to a credential requirement. No duties of the job will change, therefore it does not require action by the Commission and is coming forward for information only.</li><li>• The Information Services department is offering 10 trainings to MCOE staff in Adobe, Excel, OneNote, Word for all levels. We have encouraged all staff to take advantage of the trainings.</li><li>• Updates on local handling of the Covid-19 pandemic.</li><li>• Review of the status report for the period of February 17, 2023 – March 17, 2023. Current leaves, resignations, and vacancies were reviewed.</li></ul> | <b><u>Personnel Director’s Report</u></b> |

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

**Reports/Items**

11. Motion, seconded, and carried, Foster/McKown; the matter passed 3-0 to adjourn the meeting.  
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Dr. Zerkel adjourned the meeting at 4:36pm

**Adjournment**

Tracee Edmunds  
Secretary

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2023-2024  
Meeting Schedule

**DRAFT**

MARIN COUNTY OFFICE OF EDUCATION  
PERSONNEL COMMISSION

Meeting Dates School Year 2023-24  
4<sup>th</sup> 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

FUND :01 GENERAL FUND		RESOURCE:0000 NO REPORTING REQUIREMENTS			
		2022-2023 Approved FY 22-23	2022-2023 Working FY 22-23	2022-2023 GL FY 22-23	2023-2024 Budget FY 23-24
1980	PROFESSIONAL EXPERT	450	450		450
	TOTAL: 1xxx	450	450		450
2310	PERSONNEL COMMISSION/BOARD	1,440	1,440	1,320	1,440
2316	DIRECTOR	67,736	101,493	101,578	69,808
2402	SECRETARIAL SALARIES	30,103	36,325	25,177	44,732
2450	CLERICAL & OFFICE ~ OVERTIME	3,000	3,000	4,662	13,803
2990	PROFESSIONAL EXPERT	23,000	23,000	11,062	23,000
	TOTAL: 2xxx	125,279	165,258	143,799	152,783
3101	STRS ~ CERTIFICATED POSITIONS	86	86		
3102	STRS ~ CLASSIFIED POSITIONS		5,381	5,396	12,883
3202	PERS ~ CLASSIFIED POSITIONS	31,792	34,787	24,982	12,565
3302	SOCIAL SECURITY (OASDI)~CLASSI	7,214	7,599	5,967	5,203
3311	MEDICARE - CERTIFICATED	7	7		
3312	MEDICARE - CLASSIFIED	1,818	2,396	2,059	2,196
3402	HEALTH & WELFARE CLASSIFIED	66,511	67,335	54,900	69,414
3501	UNEMPLOYMENT INS CERTIFICATED	2	2		
3502	UNEMPLOYMENT INS ~ CLASSIFIED	627	826	722	590
3601	WORKERS COMP ~ CERTIFICATED	5	5		
3602	WORKERS COMP ~ CLASSIFIED	1,367	1,801	1,608	1,671
3752	OPEB ACTIVE EMPLOYEE-CLASSIFED	86	102	92	88
3922	CAR ALLOWANCE CLASSIFIED BEN			2,000	2,600
	TOTAL: 3xxx	109,515	120,327	97,728	107,210
4300	MATERIALS & SUPPLIES	300	300	4	350
4303	OFFICE SUPPLIES	1,000	1,000	840	1,100
4308	PRINTER TONER	125	125		125
4318	WORKSHOP SUPPLIES	100	100		100
	TOTAL: 4xxx	1,525	1,525	843	1,675
5210	CONFERENCES	6,000	6,000	6,064	7,000
5220	MEETINGS	175	175		175
5230	MILEAGE	1,000	1,000	506	750
5300	DUES & MEMBERSHIPS	3,250	3,250	1,195	3,250
5725	WORKSHOP FEES	250	250		250
5726	COPIER CHARGES (COPIES)	1,125	1,125		1,125
5734	IMC CHARGES	50	50		50
5803	ADVERTISING	5,500	5,500	2,552	6,000
5821	FINGERPRINTING	12,000	12,000	8,230	12,000
5839	OTHER FEES	300	300	294	300
5840	OTHER CONTRACT SERVICES	700	700	103	700
5841	OUTSIDE PRINTING	750	750	68	750
5845	PERSONNEL AGENCIES	3,000	3,000	3,000	3,000
5851	TB TESTING/XRAYS	100	100		100
5960	POSTAGE	1,000	1,000	179	1,000
	TOTAL: 5xxx	35,200	35,200	22,192	36,450
*SUB-TOTAL:1000-7999		271,969	322,760	264,562	298,568

*STATUS OF OPEN CLASSIFIED POSITIONS - March 18 – April 21, 2023*

<b>POSITION</b>	<b>POSITION/ HOURS</b>	<b>POSTING DATE</b>	<b>CLOSING DATE</b>	<b>PAPERSCREENING</b>	<b>1<sup>ST</sup> INTERVIEW</b>	<b>FINAL INTERVIEW</b>
Accounting Assistant	4	12/5/22	Open Until Filled	Ongoing	Ongoing	HIRED: DUSTIN LINSON
Accountant – Contracts and Grants (Promotional)	1	3/30/23	4/13/23	4/10/23 BB, RJ, JR, AT	4/12/23	4/25/23
Accountant – SELPA (Promotional)	1	3/30/23	4/13/23	4/10/23 - BB, RJ, JR, AT	4/12/23	4/25/23
Accountant	1	4/10/23	4/23/23	3/23/23 - BB, RJ, KL, JR	TBD	TBD
Business Services Manager	1	4/14/23	4/28/23	5/1/23 - BB, RJ, KL, JR	TBD	TBD
Director of Business Services (Promotional)	1	3/24/23	4/7/23	3/28/23 BB, RJ, KL, JR	4/10/23	HIRED: ANDREA TRIBOLETTI
Senior Director of Business Services	1	3/24/23	4/7/23	4/10/23 – BB, RJ, KL, JR	4/17/23 2nd Interview: 4/25/23	TBD
Senior Administrative Secretary (Part-time: .5FTE)	0.5	1/27/23	Open Until Filled	Ongoing	3/24/23	HIRED: MARIE CALL
Executive Secretary (Non-Confidential)	2	4/20/23	5/4/23	Ongoing	Ongoing	TBD
Executive Secretary (Confidential)	2	10/12/22	Open Until Filled	Ongoing	Ongoing	TBD
Paraeducator SPED	2	11/29/22	Open Until Filled	Ongoing	Ongoing	HIRED: DANIELLE WHELAN HIRED: SANDRA GARCIA
Paraeducator ALTED	1	3/3/23	Open Until Filled	Ongoing	Ongoing	TBD
Ranch Worker (Anticipated) (Conference & Maintenance Support)	1	4/20/23	5/4/23	5/5/23 - KJ, PM, JR	5/9/23	TBD
Manager, Outdoor Education Program	1	4/20/23	5/4/23	5/5/23 - KJ, PM, JR	5/9/23	TBD

**LEAVES, TERMINATIONS, RESIGNATIONS/RETIREMENTS**

<b>LEAVES</b>	<b>RESCINDS (ACCEPTED)</b>	<b>TERMINATIONS</b>	<b>RESIGNATIONS/RETIREMENTS</b>
JG 2/21/23 – 5/31/23 SE 5/22 – 5/26	DONNA LAPRE - Ranch Worker, effective 5/15/23	SANDRA VASQUEZ – Accounting Assistant 4/10/23	

# New Hires

As of 4/21/2023

## Classified New Hires & Changes

### Marie Call, Sr. Administrative Secretary

- Marie holds a bachelor's degree in chemical engineering.
- She worked as an Administrative Assistant / Research Analyst / Writer.
- She also worked as a Transdermal Development Process Engineer.

### Sandra Garcia, Paraeducator

- Sandra is bilingual in English and Spanish.
- She has a Nurse Assistant Certificate and a Home Health Aide Certificate.
- She worked at Casa Allegra Community Services as a Direct Support Professional.

### Dustin Linson, Accounting Assistant

- Dustin is fluent in English, French, and Occitan.
- He holds a bachelor's degree in modern languages and literature.
- He worked as a College Counseling Assistant.

### Andrea Triboletti, Director of Business Services

- Andrea was promoted from the Business Services Manager position.
- She holds a bachelor's degree in accounting and is a licensed CPA.
- She has been working with MCOE for eight years.

### Danielle Whelan, Paraeducator

- Danielle worked as an Early Childhood Educator.
- She also worked as a Nanny.
- She is a Licensed Realtor.