

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, August 28, 2023 beginning at **3:30 p.m.**
in the Board Room and via teleconference / videoconference.

To join by phone: dial (669) 444-9171, Meeting ID: 834 368 9903
(if asked for a participant ID- press #)

To join by videoconference: click <https://us02web.zoom.us/j/8343689903>

AGENDA

1. Call to Order Dr. Zerkel
2. Roll Call Mr. Richardson
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 July 17, 2023 Minutes Dr. Zerkel
6. FCMAT study Update Mr. Richardson
7. Approval of 2023-24 Personnel Commission goals Dr. Zerkel
8. Approval of 2022-23 Personnel Commission Annual Report..... Dr. Zerkel
9. Classification Study Update Mr. Richardson
10. Classification Study for Classified Personnel – review of position title for the drafted
job description for Paraeducator Mr. Richardson
11. Approval of position title for the drafted job description for Paraeducator Dr. Zerkel
12. First Reading for Proposed Merit Rule Amendments..... Mr. Richardson
13. Set Date for Second Reading / Approval of Proposed Merit Rule Amendments Dr. Zerkel
14. Personnel Director's Report Mr. Richardson
15. Reports and Items Introduced by Commissioners Dr. Zerkel
16. 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 Jason Richardson at 415-499-5854. All efforts will be made for reasonable accommodations.

**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, July 17, 2023**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday July 17th, 2023.

- | | |
|--|---|
| 1. Dr. Zerkel convened the meeting at 3:31 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 Jason Richardson and Ashley Braehmer.
Guests: Christine Franceschi – CSEA 2 nd Vice President and Debbie Aviron – CSEA Secretary. | <u>Roll Call/Guests</u> |
| 3. Motion, seconded, and carried, McKown/Foster; 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. Dr. Zerkel invited the public to comment on items not on the agenda. | <u>Public Comment</u> |
| 5. Motion, seconded, and carried, Foster/ McKown; the matter passed 3-0 to approve the minutes.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Minutes Approved</u> |
| 6. 3 draft goals in the categories of Classification Studies, Recruiting Diverse Staff and Onboarding were presented and discussed. | <u>2023-24 Personnel
Commission Goals</u> |
| 7. Draft 2022-23 Personnel Commission Annual Report was presented and discussed. | <u>2022-23 Personnel
Annual Report</u> |
| 8. An Update was provided on the status of the classification studies currently in process: <ul style="list-style-type: none">• Licensed Vocational Nurse: Personnel Commission approved title, Board approved Job Description, Salary Study and negotiations with CSEA being scheduled• Occupational Therapist: Personnel Commission approved title, Board approved Job Description, Salary Study and negotiations with CSEA being scheduled• Paraeducator: Draft Job description under review by Cabinet, planned to go to Personnel Commission for approval of title in August | <u>Classification Study</u> |
| 9. A recommendation for Allocation of 4 new positions on the Classified Management / Confidential Exempt Salary Schedule was presented and discussed: <ul style="list-style-type: none">• Administrative Specialist I• Administrative Specialist II• Assistant Special Projects Manager• Special Projects Manager | <u>Recommendation for the
Allocation of New Positions
to the Classified Management
Confidential Exempt Salary</u> |
| 10. Motion Seconded, and carried, Foster/McKown, the matter passed 3-0 to approve the Recommendation for the allocation of new positions to the classified management/confidential Exempt salary schedule.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Recommendation for the
Allocation of New Positions
to the Classified Management
Confidential Exempt Salary
approved</u> |
| 11. Mr. Richardson reported on the following: <ul style="list-style-type: none">• Window projects underway (August PC meeting will likely be moved to another location—tbd).• Merit Rule change proposals to come in future meetings.• Important Dates:<ul style="list-style-type: none">○ Back to School- All Staff- August 21○ 2024 CSPCA annual conference- March 3-5 in Monterey- Cultivating Talent, Building Leaders, and Elevating the Future through Synergy• Personnel Department Update.• Review of status report for the period of June 24-July 13, 2023. Current leaves, resignations, and vacancies were reviewed. | <u>Personnel Director's
Report</u> |

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

Reports/Items

13. 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 4:35pm.

Adjournment

Jason Richardson Secretary

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MARIN COUNTY

OFFICE OF EDUCATION

Supporting Learning for ALL Students

Personnel Commission Goals - 2023-2024

Goal 1. Job Description and Classification Reviews:

- Finalize classification study process for 3 classifications that began in 2022-23 (LVN, OT, Paraeducators) and continue job description and classification review process for at least the following 5 positions according to the approved 5-year cycle plan.
 - Secretarial (5)
 - Data Processing (2)
 - Information Svc (3)
 - Sr Dir, Info Svc (1)
 - Sr Dir, Personnel (1)
- Highest priority for additional classifications to be reviewed shall be based on factors such as:
 - Number of employees
 - Length of time since past position review
 - Hard to fill positions
 - Other factors identified by the Personnel Commission and staff

Goal 2. Recruit with a focus on Diversity, Equity, Inclusion and Belonging:

- Diversify applicant pools to increase the likelihood of hiring staff who are reflective of our student population. MCOE's student population has a greater % of people of color than our recent hires. A specific target will be to decrease that gap by at least 5%.
 - MCOE Student Ethnicity Demographics (22-23 School Year):
 - 41% White
 - 39% Hispanic / Latino
 - 5% Asian
 - 4% Black
 - 7% Multiple Ethnicities
 - 4% Not Reported

- New Hire Ethnicity Demographics-Classified Staff (22-23 School Year):
 - 65% White
 - 26% Hispanic / Latino
 - 3% Asian
 - 3% Black
 - 3% Multiple Ethnicities
- Expand advertising options for recruitment to include social media, various educational entities, trade schools, and hosting classified position- specific job fairs and information sessions.
- Continue to revise application, testing and interview process to remove unnecessary barriers.

Goal 3. Develop Comprehensive New Hire Orientation and Onboarding Program:

- Implement web-based new hire document submission.
- Focus orientations on a sense of belonging, while providing all necessary information to start the job.
- Further develop structured, purposeful, on-going onboarding activities specific to department.

MARIN COUNTY OFFICE OF EDUCATION



MARIN COUNTY
OFFICE OF EDUCATION
Supporting Learning for ALL Students

PERSONNEL COMMISSION 2022-2023 ANNUAL REPORT

WWW.MARINSCHOOLS.ORG

John A. Carroll

Marin County Superintendent of Schools

2022-2023 Personnel Commission Goals:

- JOB CLASSIFICATION REVIEW
- DIVERSITY, EQUITY,
INCLUSION, BELONGING, IN
RECRUITMENT
- EFFICIENCY IN ONBOARDING



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.



Catherine McKown, Commissioners' Appointee
Ms. McKown is retired after working 25 years in Marin schools at all grade levels.



Arline Zerkel, Ed.D., Superintendent Appointee
Dr. Zerkel retired from the Marin County Office of Education after 28 years of service.

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.

Classified Staff

Recruitment Activity

- Expanded use of recruitment platforms (Social media, Indeed, Idealist, Handshake, Craigslist, etc.)
- Initiated employee referral incentive program
- Hosted 3 job fairs and attended 2 external job fairs

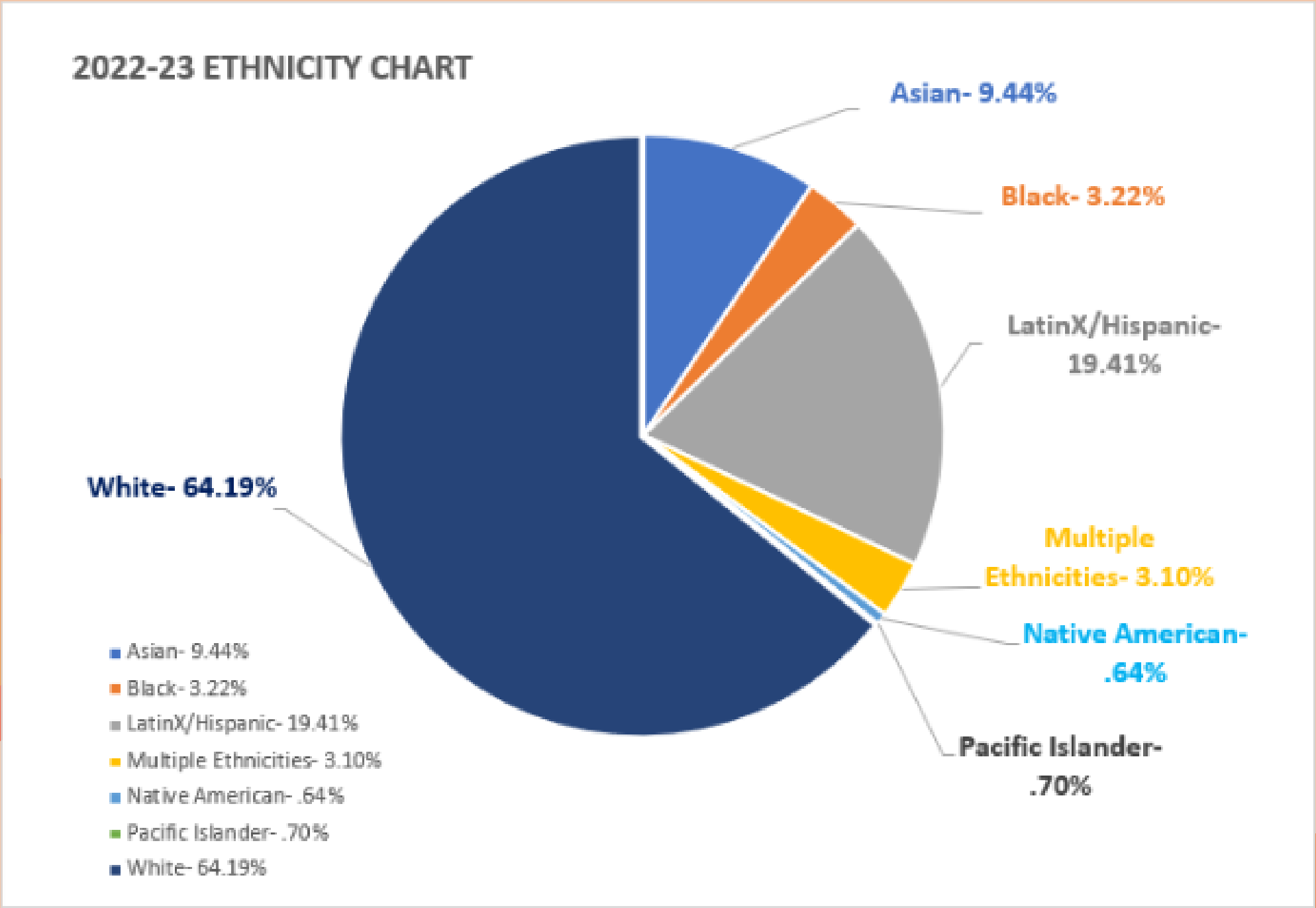
Recruitment

ACTIVITY	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Position Recruitments	42	40	23	49	75
Applications	373	283	153	205	347
Applicants Screened	373	283	153	205	347
Applicants Examined	108	90	78	85	115
Applicants Hired	40	29	32	60	54
Employees Laid Off	0	15	44	0	0
Layoffs Rescinded	0	0	44	0	1

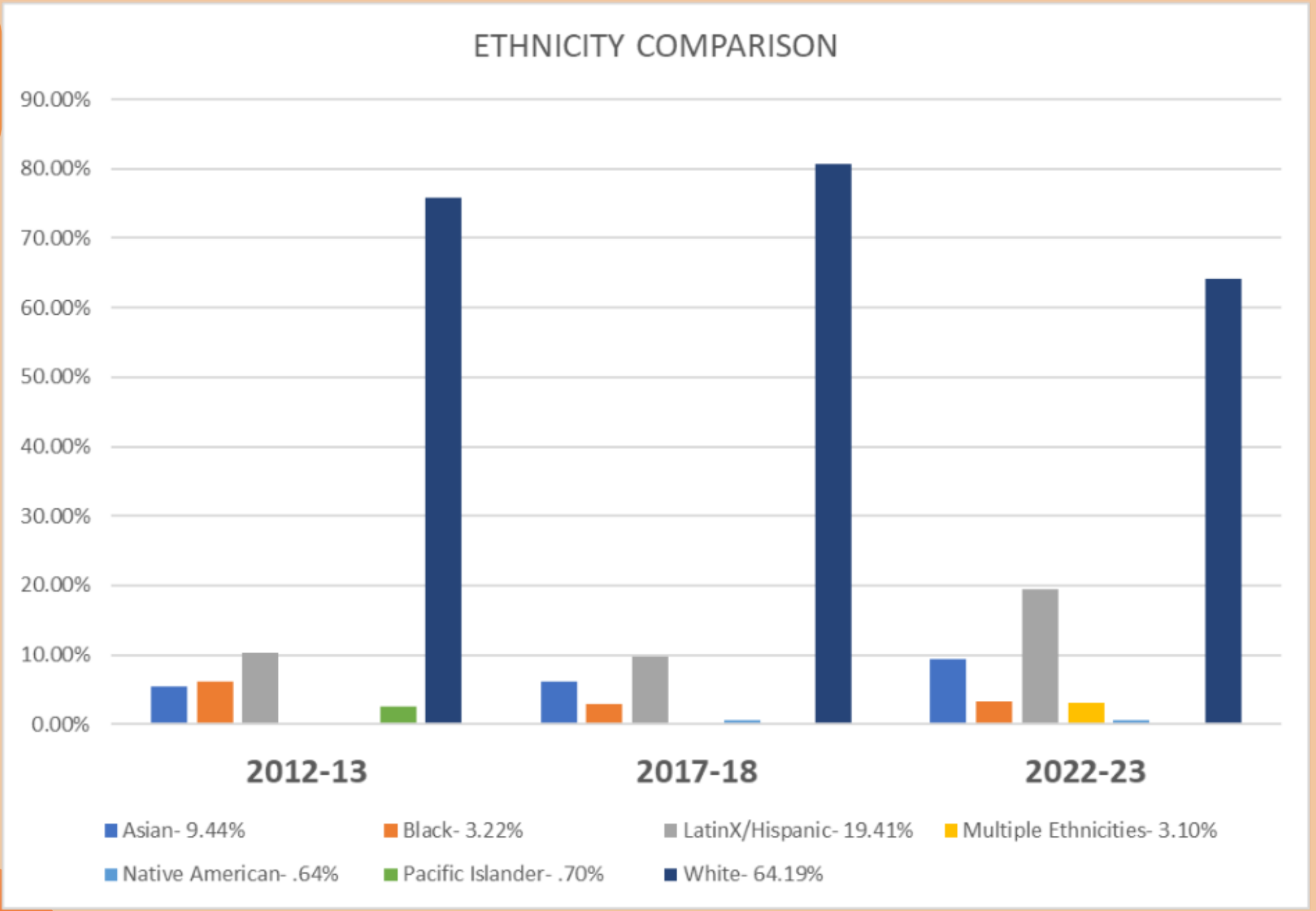


Total Classified Service Racial Composition

2022-2023 ETHNICITY CHART



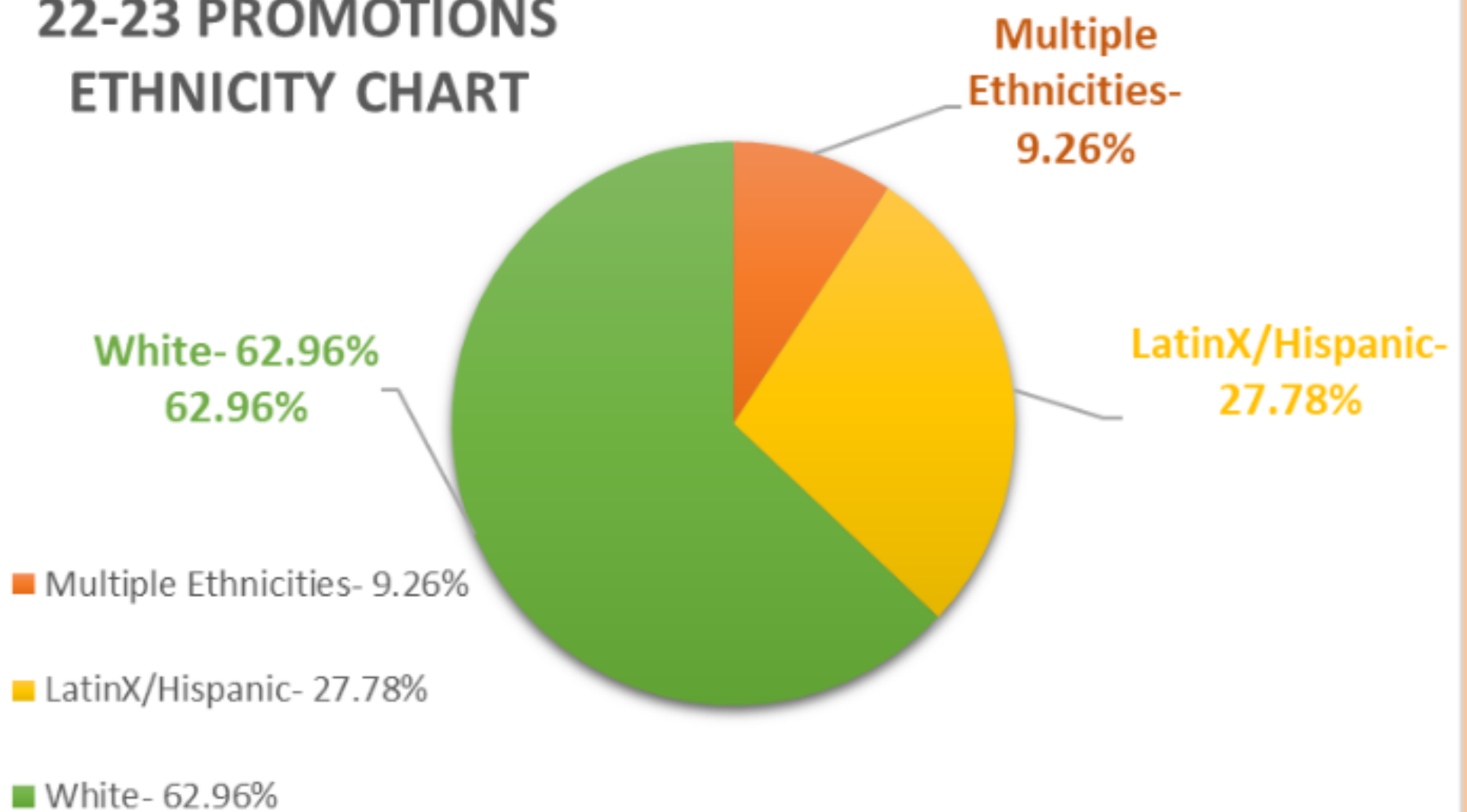
ETHNICITY COMPARISON CHART



Total Classified Service Racial Composition

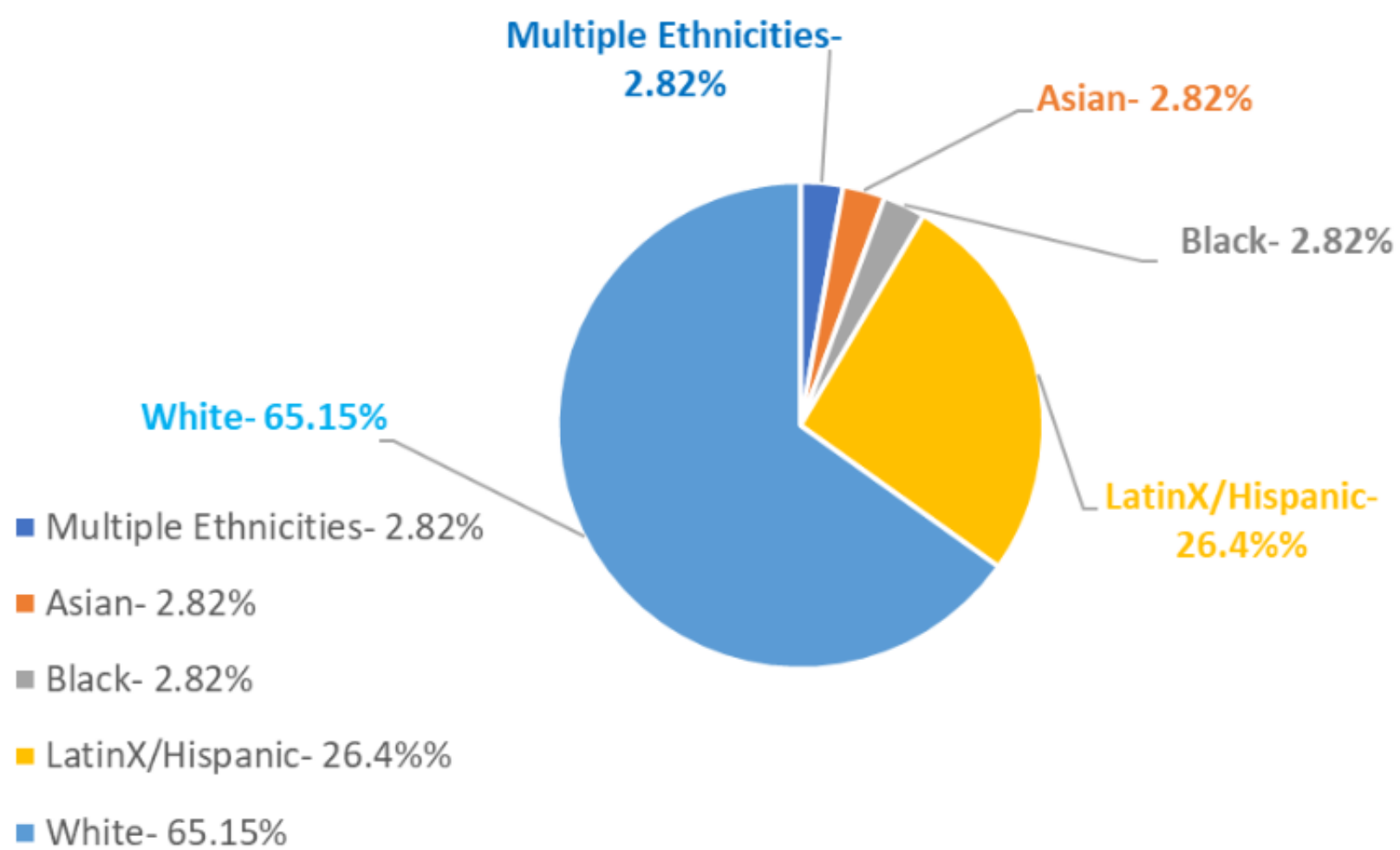
2022-2023 PROMOTIONS ETHNICITY CHART

22-23 PROMOTIONS ETHNICITY CHART



2022-2023 NEW HIRES ETHNICITY CHART

22- 23 HIRES ETHNICITY CHART



For More Information

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

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

Mirna Errou, Executive Secretary

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

Contact us at 415.499.5854



**MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION**

PARAEDUCATOR SPECIAL EDUCATION AND ALTERNATIVE EDUCATION

Draft 081823

<p>Works with general supervision to prepare materials and set up classrooms for training and instruction. Participates and assists in lesson planning and carrying out supervisor assigned tasks to reinforce instruction and/or tutor students. Performs a wide variety of related tasks to assist and care for students while they are under school supervision.</p>	<p>DEFINITION: Works with general supervision to prepare materials and set up classrooms for training and instruction. Participates and assists in lesson planning and carrying out supervisor assigned tasks to reinforce instruction and/or tutor students. Performs a wide variety of related tasks to assist and care for students while they are under school supervision.</p>
<p>DUTIES AND RESPONSIBILITIES: Although the job tasks may vary due to specific requirements from one program to another, or because of assignments made by certificated personnel, duties and responsibilities listed below are not intended to be all-inclusive but are descriptive of the typical tasks performed.</p>	<p>ESSENTIAL DUTIES AND RESPONSIBILITIES: Although the job tasks may vary due to specific requirements from one program to another, or because of assignments made by certificated personnel, duties and responsibilities listed below are not intended to be all-inclusive but are descriptive of the typical tasks performed. <i>Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this class. Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. Typical tasks include:</i></p>
<ul style="list-style-type: none"> • Assists certificated staff in classroom programs and training by reinforcing instructions and providing behavioral examples in social, emotional, and functional skills adapted to challenged individuals. • Interacts with students in their activities, encouraging performance, observing progress, and sharing observations with the teacher. • Participates in lesson and program planning, staff meetings, and conferences. • Provides a supportive relationship with the student under the supervisor's direction to foster learning in an atmosphere of acceptance. • Supports the goals and objectives of classroom activities by preparing materials, obtaining required supplies or equipment; 	<ul style="list-style-type: none"> • Assists certificated staff in classroom programs and training by reinforcing expectations and strategies to support student learning, instructions and providing behavioral examples in social, emotional, and functioning, adaptive skills, and behavior of adapted to challenged individuals students; • Supports the ability of all students to learn by Interactsing with students in their activities, encouraging independence and participation, performance, observing progress, and sharing observations and communications with the teacher; • Participates in lesson and program planning, staff meetings, and conferences; • Attends assigned trainings and workshops, applying knowledge, information, and strategies to the classroom setting;

<ul style="list-style-type: none"> • performs clerical tasks and operates office equipment in the preparation of learning materials; • Actively works with students during an activity, and assists with clean-up after an activity. • Provides necessary supervision in such activities as field trips, rest time, playground/yard, meal service, and the arrival and departure of students. • Reinforces training and/or instruction by tutoring students in motor and perceptual skills; oral, reading, spelling, and math skills; and work training programs; • Assists in maintaining discipline and order in the classroom. • Assists in the grading and correction of work and activities. • May assist in developmental program, which includes language, gross, and fine motor, cognitive, social, emotional, and self-help skills. • Assists students in special training regarding dressing and eating skills, personal hygiene, and grooming. • Follows required safety and health techniques such as, but not limited to, feeding, toileting, catheterization, suctioning, lifting, use of adaptive equipment and materials. • Follows universal health precautions as it relates to the employee/student safety. • May be required to perform a variety of routine custodial duties as related to student needs. Performs other duties as assigned requiring essentially the same effort, skill, and responsibilities when work requirements are changed or modified. 	<ul style="list-style-type: none"> • Provides a supportive relationship with the student under the supervisor's direction to foster learning in an atmosphere of acceptance; • Supports the learning goals and objectives of the students by helping to facilitate classroom activities by preparing materials, obtaining required supplies or equipment; • Performs clerical tasks and operates office equipment in the preparation of learning materials; • Works closely with the substitute teacher to provide program continuity when regularly assigned certificated teacher is absent; • Actively works with individual or small groups of students during an activity and assists with clean-up after an activity; • Provides necessary support and supervision in such activities as mainstreaming, community instruction, field trips, rest time, playground/yard time, meal service, and the transport, arrival, and departure of students; • Reinforces training and/or instruction by: tutoring students in motor and perceptual skills; oral, reading, spelling, and math skills; and supporting students in vocational, independent living, and work training programs; • Assists in maintaining student discipline by reinforcing the expectations and rules of and order in the classroom; • Assists in the grading and correction of work and activities; • Assists students with various instructional related equipment such as computers, tablets, and/or other assistive devices; • Assists in recordkeeping through documentation, charting, and data collection; • May assist in developmental programing, which includes language, gross, and fine motor, cognitive, social, emotional, and self-help skills; • Assists students in functional adaptive special training regarding dressing and eating skills, personal hygiene, and grooming; • Follows required safety and health techniques such as, but not limited to, feeding, toileting, catheterization, suctioning, lifting, use of adaptive equipment and materials; • Follows universal health precautions as it relates to the employee/student safety;
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	<ul style="list-style-type: none"> • May be required to perform a variety of routine custodial duties as related to student needs; • Performs other duties as assigned requiring essentially the same effort, skill, and responsibilities when work requirements are changed or modified.
MINIMUM QUALIFICATIONS:	<p>MINIMUM QUALIFICATIONS:</p> <p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p>
Education: High School education or recognized equivalent. Requires the perception and ability to foster student development in an assigned special education program. Experience: A demonstrated capacity to secure cooperation and conformity with the special and alternative education objectives, normally requiring experience gained through job training or on work related to job training; the total is normally in excess of three months but seldom in excess of one year.	<p>TRAINING, EDUCATION, AND EXPERIENCE</p> <p>Any combination of education and experience that provides the knowledge and abilities is qualifying. Typically, this would include:</p> <p>Education: High School diploma and passage of the NCLB Basic Skills test or an AA degree (or equivalent). education or recognized equivalent</p> <p>Experience: A Demonstrated s capacity to secure cooperation and conformity with support the special and alternative education objectives, normally requiring experience gained through job training or on work related to job training; the total is normally in excess of three months but seldom in excess of one year. Requires the perception and ability to foster student development in an assigned special education program.</p>
	<p>KNOWLEDGE OF:</p> <ul style="list-style-type: none"> • Standard English usage, spelling, grammar, and punctuation; • Safe work practices and proper lifting techniques; • Basic computer literacy;
	<p>SKILLS IN:</p> <ul style="list-style-type: none"> • Management of students in small and large groups; • Safe work practices including crisis prevention and de-escalation strategies; • Effectively communicating with students and families and MCOE, district and agency personnel;

	<ul style="list-style-type: none"> • Facilitating conflict resolution between students and fostering a safe learning environment;
	<p>ABILITY TO:</p> <ul style="list-style-type: none"> • Speak and write effectively; • Understand and follow both oral and written instructions; • Utilize sound judgment and problem-solving skill; • Use a variety of instructional techniques and strategies; • Participate in training and be able to administer First Aid, CPR, and CPI (Crisis Prevention Intervention); • Maintain and improve professional skills and knowledge, by applying training information to on-the-job work activities; • Establish and maintain an effective rapport and cooperative relationship with those contacted in the course of work; • Demonstrate cross-cultural knowledge, competence, and respect in the provision of service delivery to students, families, and colleagues; • Interact in a manner that fosters a sense of dignity and belonging among all. • Maintain confidentiality of student records and/or professional discussions; • Maintain orderly work environment and perform tasks in a prescribed and safe manner; • Effectively coordinate a variety of simultaneous tasks; • Be flexible and receptive to change.
	<p>Physical Demands:</p> <p><i>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:</i></p> <ul style="list-style-type: none"> • Regularly required to talk and hear; • Uses hands to finger, handle, or feel; • Reaches with hands and arms; • Frequently required to bend over, grasp, reach overhead, kneel, crouch, stoop, twist, climb, balance or sit;

	<ul style="list-style-type: none"> • Frequently lifts, carries, or moves up to 25 pounds; • Occasionally lifts, pulls, or pushes up to 60 pounds unassisted and 60+ pounds with full assistance and the use of assistive devices; • Possesses sufficient strength and stamina necessary to perform physical tasks; • Vision abilities required include close, color, and night vision, and ability to adjust focus.
	<p>Work Environment: <i>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions: While performing the duties of this job, the employee:</i></p> <ul style="list-style-type: none"> • Regularly works across all environments of a school setting including classroom, playground, hallways, common areas, therapy office, driving to and from school sites, and/or public transportation and community job sites; • Occasionally works with a video display terminal for limited periods; • The noise level is typical of an open classroom environment with background noise of students, instruction, telephones, and conversations; • Handles numerous interruptions throughout the day; • May be exposed to bodily fluids, blood-borne pathogens, volatile or aggressive behaviors.
070106 -- Labor Grade 7, Salary Range 36 -- PARAEDUCATOR/SPECIAL EDUCATION	XXXXXX – Labor Grade xx, Salary Range xx PARAEDUCATOR SPECIAL EDUCATION and ALTERNATIVE EDUCATION



MARIN COUNTY

OFFICE OF EDUCATION

Supporting Learning for ALL Students

SUMMARY OF PROPOSED MERIT RULE AMENDMENTS

August 28, 2023

Proposed Amendment #1: *Change all 57 occurrences of “Superintendent / Board” to “Superintendent”, striking the word “Board.”*

- **Location of change within document:** Throughout
- **Rationale:** In a county office of education, the Superintendent is the employer, not the Board of Education. The Board of Education does not address employee matters.

Proposed Amendment #2: *Strike language regarding placing proposed job descriptions on Board’s agenda.*

D. The Superintendent and Cabinet will review the proposed position description for approval. ~~and, upon approval, place the proposed job description on the Board’s agenda for approval and adoption. (Education Code Section 45109)~~

- **Location of change within document:** Page 18. 3.200.8 Creation of New Positions (Section D):
- **Rationale:** In a county office of education, the Superintendent is the employer, not the Board of Education. The Board of Education does not address employee matters.

Proposed Amendment #3: *Add language to address the re-taking of examinations for employment and promotion.*

4.200.15 Retaking examinations

A candidate who is unsuccessful in an examination may retake the examination for the same classification after a period of forty-five (45) calendar days. In certain circumstances, a candidate may be allowed to retake an exam after 30 calendar days, at the discretion of the Personnel Administrator of Classified Personnel. For Basic Skills Testing there is no waiting period for re-examination. Each request shall be reviewed on a case-by-case basis.

- **Location of change within document:** Page 27. 4.200.15
- **Rationale:** Our rules are silent on re-examination. Past practice was a one-year waiting period. This has a negative impact on promotions and recruitment. After review of CSPCA model rules, a survey of other Merit districts, and comparisons to other educational tests (CBEST/CSET), 45 days seems reasonable for most classifications. Basic Skills Tests are for entry level paraeducator

positions and are only required for those without any form of college degree. It is difficult to fill those positions and past practice has been to allow unrestricted re-examination.

Proposed Amendment #4: *Amend language in Layoff section to comply with Education Code changes from 2022 requiring classified employee layoff notifications by March 15*

6.700.2 Rights of Employees Laid Off for Lack of Work or Funds

Classified employees subject to layoff for lack of funds at the end of a school year shall be given written notice ~~on or before April 29~~ **no later than March 15**, informing them of their layoff effective at the end of the school year and of their displacement rights, if any, and reemployment rights. ~~However, if the termination date of any specially funded program or bonafide reduction or elimination of the service being performed by any department, or in the event of an actual and existing financial inability to pay salaries of classified employees, is other than June 30, such notice shall be given not less than 60 days prior to the effective date of the layoff including displacement rights, if any, and reemployment rights.~~ **Notwithstanding the other requirements of this code respecting layoff of permanent classified employees, when classified positions must be eliminated as a result of the expiration of a specially funded program, the employees to be laid off shall be given written notice not less than 60 days prior to the effective date of their layoff informing them of their layoff date and their displacement rights, if any, and reemployment rights.** (Education Code Section 45117)

- **Location of change within document:** Page 47. 6.700.2
- **Rationale:** Education Code requires a March 15th notice. Our current rules are out of date and out of compliance.

STATUS OF OPEN CLASSIFIED POSITIONS - July 14 – August 22, 2023

POSITION	POSITION/ HOURS	POSTING DATE	CLOSING DATE	PAPERSCREENING	1ST INTERVIEW	FINAL INTERVIEW
Accounting Assistant	2	6/12/23	Open Until Filled	BB,RJ, KL,JR, PS	Ongoing	TBD
Accountant	1	8/15/23	Open Until Filled	BB, RJ, KL, JR, AT		TBD
Senior Director of Business Services	1	6/16/23	6/30/23	7/3/23 BB, RJ, KL, JR, AT	1 st Interview: 7/7/23 2 nd Interview: 7/17/23	HIRED: KIRSTEN STARSIAK
Administrative Secretary	1	6/12/23	Open Until Filled	Ongoing	8/4/23	HIRED: PERLA PENDO BAQUERA
Senior Administrative Secretary	1	6/13/23	Open Until Filled	Ongoing	Ongoing	TBD
Paraeducator SPED	7	4/24/23	Open Until Filled	Ongoing	Ongoing	HIRED: JOHN GAMBON STEWART PERMAR
Paraeducator ALTED	2	3/3/23	Open Until Filled	Ongoing	4/24/23	HIRED: ANGELINA GONZALEZ ANNALIAH BENITEZ
Ranch Worker	1	6/12/23	Open Until Filled	Ongoing	Ongoing	TBD

LEAVES	RESCINDS (ACCEPTED)	TERMINATIONS	RESIGNATIONS/RETIREMENTS
JG 7/20/23 – 7/19/24 SM – 0.4FTE LWOP for 23/24 School Year			SHANNON FULLER (Sr. Administrative Secretary, 1 month and 18 days) 7/18/23 MEGAN INGRAM (Paraeducator, 10 months) 6/9/23 BIANCA ROCHA (Administrative Secretary, 9 months) 8/11/23 SOPHIE ELLERBY (Sr. Administrative Secretary, 1 year & 3 months) 7/21/23 GREY GARCIA-WILSON (Paraeducator, 5 month) 6/9/23 CARLOS PECANHA (Paraeducator, 1 year & 9 months) 6/8/23

New Hires

As of 7/13/2023

Classified New Hires & Changes

Kirsten Starsiak - Senior Director of Business Services

- Holds a Bachelor of Science.
- Comes to MCOE with 12 + years of experience in the School Business Administration.
- Worked as the Chief Business Official and Facility Manager at Bolinas Stinson Union School and Kentfield School Districts.

Perla Pando Baquera - Administrative Secretary

- Has been working for MCOE as an extra hire since May 2023.
- Fluent in English and Spanish.
- Worked as a Community Engagement Director/Event Coordinator.

John Gambon - Paraeducator

- Worked as a Behaviorist Assistant and Behavioral Associate.
- Has experience as a Caregiver.
- Went to Tamalpais High School.

Stewart Permar – Paraeducator

- Worked for MCO as a Paraeducator for our 2023 Extended School Year Program.
- Is an activity Director Volunteer at Esports Tournaments & Events.
- Has been a soccer referee for 20+ years.

Angelina Gonzalez - Paraeducator

- Worked for MCOE as a Substitute Paraeducator.
- Fluent in English and Spanish.
- Was a student at Marin Community School.

Annaliah Benitez - Paraeducator

- Fluent in English and Spanish.
- Worked as a babysitter.
- Volunteered at Marin Community Clinics.