

**MINUTES  
MARIN COUNTY OFFICE OF EDUCATION  
Personnel Commission  
Monday, September 27, 2021**

The regular meeting of the Marin County Office of Education Personnel Commission was held on Monday, September 27, 2021 via video conference.

1. Ms. McKown convened the meeting at 3:31 p.m.
2. Present for the meeting via video conference were Commissioners Catherine McKown, Paulette Foster, and Dr. Arline Zerkel. The staff was represented via video conference by Tracee Edmunds and Erin Feely. Guests via video conference: Laura Gonzalez CSEA Vice President, Debbie Aviron CSEA Secretary, and Vicki Ascher CSEA President.
3. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to approve and adopt the agenda.
4. Ms. McKown invited the public to comment on items not on the agenda.
5. Motion, seconded, and carried, Foster/Zerkel; the matter passed 3-0 to approve the minutes for the meeting held August 23, 2021.
6. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to hold the October meeting in a hybrid format allowing in-person and remote participation via videoconference by both the public and Commissioners. The format/location for the following month will be put on the agenda for action at each meeting.
7. The commission reviewed the revised drafted 2020-21 Personnel Commission Annual Report.
8. Ms. Edmunds reported on the following:
  - The SPCA-NC Conference will be held on October 18, 2021. The 50<sup>th</sup> anniversary of the Annual CSPA Conference will be held March 6<sup>th</sup>-8<sup>th</sup>.
  - The Board ratified the Superintendent's decision to appoint Commissioner Zerkel to another term.
  - All staff completed mandated trainings on Mandated Reporting of Child/Dependent Adult Abuse and Sexual Harassment Prevention. All staff signed off on Annual notifications around access to board policies. Additionally, this year MCOE instituted training (KOGNITO) for all employees for recognizing when students are in distress around mental health and how best to approach situations.
  - Updates on the local handling of the Covid-19 pandemic. Marin County positive case numbers are up. Vaccination boosters are available to select groups. Vaccination events for 5-11 years of age will begin October 30<sup>th</sup> pending FDA/CDC and Western States Scientific Safety Review Workgroup approval. 98% of all MCOE staff are vaccinated. Vaccination for all employees is mandated by November 1<sup>st</sup>.
  - Reviewed status report for the period of August 23, 2021 – September 24, 2021. Current leaves, resignations, and vacancies were reviewed.
9. Ms. McKown invited Commissioners to report on items not on the agenda.
10. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to adjourn the meeting. Ms. McKown adjourned the meeting at 4:36 p.m.

**Call to Order**

**Roll Call/Guests**

**Agenda Approved**

**Public Comment**

**Minutes Approved**

**2021-22 Meeting Calendar**

**Annual Report Review**

**Personnel Director's Report**

**Reports/Items**

**Adjournment**



Tracee Edmunds  
Secretary