

**MINUTES  
MARIN COUNTY OFFICE OF EDUCATION  
Personnel Commission  
Monday, October 25, 2021**

The regular meeting of the Marin County Office of Education Personnel Commission was held at the Marin County Office of Education, 1111 Las Gallinas Avenue, San Rafael, CA 94903 and via video conference on Monday, October 25, 2021.

1. Ms. McKown convened the meeting at 3:30 p.m.
2. Present for the meeting were Commissioners Catherine McKown, Paulette Foster, and Dr. Arline Zerkel. The staff was represented by Tracee Edmunds and Erin Feely. Guests: Ashley Markovich CSEA 2nd Vice President; via video conference: Debbie Aviron CSEA Secretary, and Nancy Malcolm CSEA Regional Communication Officer.
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 September 27, 2021.
6. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to hold the November 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. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to approve the revised Personnel Commission Annual Report for 2020-21.
9. Ms. Edmunds reported on the following:
  - The SPCA-NC Conference was 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>.
  - Oak Hill Housing Project proposal to build affordable housing education employees.
  - Updates on the local handling of the Covid-19 pandemic. Review of Marin County positive case numbers. Vaccination boosters are available to select groups. Vaccination events for 5-11 years of age will begin once approved by the FDA/CDC and Western States Scientific Safety Review Workgroup. 98% of all MCOE staff are vaccinated. Vaccination for all employees is mandated by November 1<sup>st</sup>. Testing for non-vaccinated staff continues weekly.
  - Recruitment efforts include promoting jobs in schools with front page stickers in the local newspaper. MCOE held a Job Fair on October 20<sup>th</sup>.
  - Reviewed status report for the period of September 24, 2021 – October 25, 2021. Current leaves, resignations, and vacancies were reviewed.
10. Ms. McKown invited Commissioners to report on items not on the agenda.
11. 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**

**Annual Report Approval**

**Personnel Director's Report**

**Reports/Items**

**Adjournment**



Tracee Edmunds  
Secretary