

**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, November 15, 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, November 15, 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: Nancy Malcolm CSEA Regional Communication Officer; Mary Jane Burke Superintendent.
3. Motion, seconded, and carried, Foster/Zerkel; 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 October 25, 2021.
6. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to hold the December 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 list of classified positions listed by date last reviewed was discussed and will be brought forward as appropriate. Highest priority for classifications to be reviewed will be based on factors such as number of employees, length of time since the position was last reviewed, and other factors identified by the Personnel Commission and staff. This list will be updated with number of incumbents and location/represented status of each classification.
8. Ms. Edmunds reported on the following:
 - The MCOE Holiday Party/Retiree Celebration will be held December 15th.
 - 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 events for 5-11 years of age are being hosted by MCOE and Marin Public Health around the county. 98% of all MCOE staff are vaccinated.
 - Recruitment efforts have increased, including promoting jobs in schools with front page stickers in the local newspaper.
 - Reviewed status report for the period of October 25, 2021 – November 11, 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 4:57 p.m.

Call to Order

Roll Call/Guests

Agenda Approved

Public Comment

Minutes Approved

**2021-22 Meeting
Calendar**

**Classification
Study**

**Personnel Director's
Report**

Reports/Items

Adjournment



Tracee Edmunds
Secretary