

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, April 22, 2024, beginning at **3:30 p.m.**
In the MCOE Board Room and accessible 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>

****With “just cause,” Commissioner McKown may participate via videoconference
in accordance with Assembly Bill 2449. ****

AGENDA

1. Call to Order Ms. McKown
2. Roll Call Mr. Richardson
3. Approval and Adoption of Agenda..... Ms. McKown
4. Introduction of Guests and Identification of Persons Wishing to Address the
Commission on Items Not on the Agenda..... Ms. McKown

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 25, 2024, Minutes..... Ms. McKown
6. Classification Study Update Mr. Richardson
7. Discussion of the Amended 24-25 Personnel Commission Meeting Calendar Ms. McKown
8. Approval of the Amended 24-25 Personnel Commission Meeting Calendar Ms. McKown
9. Personnel Director’s Report Mr. Richardson
10. Reports and Items Introduced by Commissioners Ms. McKown
11. Adjournment Ms. McKown

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 Tracee Edmunds at 415-499-5854. All efforts will be made for reasonable accommodations.

**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, March 25, 2024**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, March 25th, 2024.

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| <p>1. Ms. McKown convened the meeting at 3:30 p.m.</p> | <u>Call to Order</u> |
| <p>2. Present for the meeting were Commissioners Paulette Foster, Catherine McKown, and Dr. Arline Zerkel.
The staff was represented by Jason Richardson, Mirna Errou, and Alicia Green.
Guests: Christine Franceschi – Executive Secretary, Nancy Malcolm – CSEA Area B Representative, Randy Jones – Assistant Superintendent II, and Sarah Rincon – Senior Administrative Secretary.</p> | <u>Roll Call/Guests</u> |
| <p>3. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to approve and adopt the agenda as recommended.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.</p> | <u>Agenda Approved</u> |
| <p>4. Ms. McKown invited the public to comment on items not on the agenda.</p> | <u>Public Comment</u> |
| <p>5. Motion, seconded, and carried, Foster/Zerkel; the matter passed 3-0 to approve the minutes. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.</p> | <u>Minutes Approved</u> |
| <p>6. Assistant Superintendent Randy Jones provided an update on the California state budget and how it affects the Marin County Office of Education.</p> | <u>Governor's Budget Update</u> |
| <p>7. Mr. Richardson discussed the legislation (Brown Act and Assembly Bill 2449) that apply to the Personnel Commission regarding Commissioners participating remotely in meetings.</p> | <u>Commissioner Participation via Videoconference</u> |
| <p>8. Mr. Richardson updated the Commission on the status and progress of the Classification Study being conducted by Educational Management Systems (EMS).</p> <ul style="list-style-type: none">• Supervisor Validations occurring April 16-17.• 2nd Stakeholder committee to meet on April 17. | <u>Classification Study Update</u> |
| <p>9. Mr. Richardson presented a draft 2024 Personnel Commission Meeting Calendar.</p> | <u>24-25 Personnel Commission Meeting Calendar Discussion</u> |
| <p>10. Draft 2024 Personnel Commission Meeting Calendar was approved with proposed amendments.</p> | <u>Approval of 24-25 Personnel Commission Meeting Calendar</u> |
| <p>11. <u>Mr. Richardson reported on the following:</u></p> <ul style="list-style-type: none">• Review of 2024 CSPCA annual conference - March 3-5 in Monterey - Cultivating Talent, Building Leaders, and Elevating the Future through Synergy.• Classified and Certificated Job Fair was held on March 9th.• Review of status report for the period of February 22, 2024 - March 19, 2024. Current leaves, separations, and vacancies were reviewed. | <u>Personnel Director's Report</u> |
| <p>12. Ms. McKown invited Commissioners to report on items not on the agenda.</p> | <u>Reports/Items</u> |
| <p>13. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to adjourn the meeting.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Ms. McKown adjourned the meeting at 4:38 p.m.</p> | <u>Adjournment</u> |

Jason Richardson
Secretary

New Hires

March 20, 2024 - April 17, 2024

Classified New Hires & Promotions

Daniel Kudrna – Paraeducator

- He worked as an instructional assistant at Oak High School for six years.
- His favorite hobby is gaming.
- Daniel graduated from the Academy of Art University with a BFA in Digital Photography.

Junrene Obico – Maintenance Worker

- Junrene was promoted from Custodian/Groundskeeper.
- He was a police officer in the Philippine National Police (PNP) for ten years.
- Junrene has worked in the Maintenance and Operations Department for eleven years.

2024-2025
Meeting Schedule

MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION

Meeting Dates School Year 2024-25
4th Monday of the month at 3:30p.m. (except as noted with *)

DATE	LOCATION
July 22, 2024	Board Room
August 26, 2024	Board Room
September 23, 2024	Board Room
October 28, 2024	Board Room
November 25, 2024	Board Room
December 16, 2024 *	Board Room
January 27, 2025	Board Room
February 24, 2025	Board Room
March 24, 2025	Board Room
April 28, 2025	Board Room
May 19, 2025*	Board Room
June 23, 2025	Board Room

STATUS OF OPEN CLASSIFIED POSITIONS – March 20, 2024 – April 17, 2024

POSITION	# OF OPENINGS	POSTING DATE	CLOSING DATE	POSITION STATUS (EXAMINATION/SCREENING/1ST INTERVIEW/2ND INTERVIEW/ REFERENCE CHECKS/FINAL INTERVIEW/ HIRED)
Accounting Assistant	1 (1 FTE)	03/26/24	Open Until Filled	EXAMINATION: 1 CANDIDATE
Accounting Technician II	1 (1 FTE)	01/09/24	Open Until Filled	EXAMINATION: 1 CANDIDATE INTERVIEW: 1 CANDIDATE ONBOARDING: 1 CANDIDATE
Paraeducator SPED	10 (10 FTE)	12/4/23	Open Until Filled	INTERVIEW: 2 CANDIDATES REFERENCE CHECKS: 2 CANDIDATES HIRED: DANIEL KUDRNA (9 FTE REMAINING OPENINGS)
Ranch Helper	1 (1 FTE)	04/01/24	10/01/24	TBD

LEAVES	RESCINDS (ACCEPTED)	RESIGNATIONS/RETIREMENTS/TERMINATIONS
BARBARA MORRISON (LWOP) – 04/03/24-04/05/24 ESMERALDA PAREJA (LWOP) – 3/07/24 & 03/21/24 OKSANA LOPEZ (LWOP) – 04/25/24 - 04/26/24 SANDRA L. GARCIA (LWOP) – 03/29/24		JULIANA SWANSON (Paraeducator, 1 year, 2 months, and 27 days) effective 04/05/2024 TIFFANY GREENFIELD (classification change – moved to certificated service) effective 3/26/24