

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, February 26, 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>

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 January 22, 2024 Minutes Ms. McKown
6. Discussion of Hybrid Meetings Mr. Richardson
7. Classification Study Update Mr. Richardson
8. Personnel Director's Report Mr. Richardson
9. Reports and Items Introduced by Commissioners Ms. McKown
10. 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 on the [MCOE website](#).

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, January 22, 2024**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, January 22nd, 2024.

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| 1. Ms. McKown convened the meeting at 3:30p.m. | <u>Call to Order</u> |
| 2. Present for the meeting were Commissioners Paulette Foster, Catherine McKown, and Dr. Arline Zerkel.
The staff was represented by Jason Richardson and Mirna Errou.
Guests: Nancy Dunns – CSEA Treasurer. | <u>Roll Call/Guests</u> |
| 3. Motion, seconded, and carried, Foster/Zerkel; 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. Ms. McKown invited the public to comment on items not on the agenda. | <u>Public Comment</u> |
| 5. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to approve the minutes. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Minutes Approved</u> |
| 6. Motion, seconded, and carried, Foster/Zerkel; the matter passed 3-0 to approve the Amended minutes. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Amended Sept, Oct, & Nov. Minutes Approved</u> |
| 7. Mr. Richardson updated the Commission on the status and progress of the Classification Study being conducted by Educational Management Systems (EMS). | <u>Classification Study Update</u> |
| 8. Commissioner McKown was appointed to the Classification Study Stakeholder Committee, Commissioner Foster will serve as an alternate. | <u>Appointment of Personnel Commissioner to the Stakeholder Committee</u> |
| 9. Mr. Richardson reported on the following: <ul style="list-style-type: none">• 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 December 13, 2023 – January 18, 2023. Current leaves, separations, and vacancies were reviewed. | <u>Personnel Director's Report</u> |
| 10. Ms. McKown invited Commissioners to report on items not on the agenda. | <u>Reports/Items</u> |
| 11. Motion, seconded, and carried, Foster/Zerkel; the matter passed 3-0 to adjourn the meeting. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Ms. McKown adjourned the meeting at 4:02pm. | <u>Adjournment</u> |

Jason Richardson
Secretary

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New Hires

As of 02/21/24

Classified New Hires & Promotions

Mie Buskirk – Paraeducator

- Holds a Master of Education.
- Fluent in Japanese and English.
- Worked as a Middle School and High School Teacher.

Juan Carcamo – Ranch Helper

- Worked as a carpet installer.
- His favorite hobby is running.
- Fluent in Spanish and English.

Christina Dell'Angelica – Senior Administrative Secretary

- Has 20+ years of experience in the administration field.
- Loves Italian and Mexican food.
- Loves animals but her favorite is her cat, Ollie.

Ivan Diaz – Assistant Special Projects Manager

- Promoted from Assistant Project Supervisor.
- Fluent in Spanish and English.
- Holds a Bachelor of Science in Community and Regional Development.

Alicia Green – Human Resources Technician

- Worked as a Human Resources Assistant for 3 years.
- Holds a Bachelor of Science in Psychological and Brain Sciences.
- Loves to cook and often finds herself trying new recipes over the weekend.

Venekka Obico – Paraeducator

- Holds a Bachelor of Science in Psychology.
- Worked as a Paraeducator for ESY 2023.
- Fluent in Tagalog (Filipino), English, and Spanish.

Aracely Vasquez – Paraeducator

- Fluent in English and Spanish.
- Worked at Community Action Marin.
- Her favorite cuisine is Mexican.

STATUS OF OPEN CLASSIFIED POSITIONS - January 19, 2024 – February 21, 2024

POSITION	# OF OPENINGS	POSTING DATE	CLOSING DATE	POSITION STATUS (EXAMINATION/SCREENING/1ST INTERVIEW/2ND INTERVIEW/ REFERENCE CHECKS/FINAL INTERVIEW/ HIRED)
Accounting Technician II	1 (1 FTE)	01/09/24	Open Until Filled	EXAMINATION: 1 CANDIDATE INTERVIEW: 1 CANDIDATE
Administrative Assistant – Walker Creek Ranch (Conference Division)	1 (1 FTE)	01/26/24	2/15/2024	SCREENING: 2 CANDIDATES INTERVIEW: 2 CANDIDATES REFERENCE CHECKS: 1 CANDIDATE
Assistant Special Projects Manager	1 (1 FTE)	12/20/23	01/10/2024	SCREENING: 34 CANDIDATES PRE-INTERVIEW EXAMINATION: 14 INTERVIEW: 6 CANDIDATES HIRED: IVAN DIAZ (0 FTE REMAINING OPENING)
Human Resources Technician Full Time Promotional	1 (1 FTE)	12/8/23	1/8/2024	SCREENING: 14 CANDIDATES EXAMINATION: 6 CANDIDATES INTERVIEW: 6 CANDIDATES HIRED: ALICIA GREEN (0 FTE REMAINING OPENING)
Paraeducator SPED	13 (13 FTE)	12/4/23	Open Until Filled	INTERVIEW: 5 CANDIDATES HIRED: MIE BUSKIRK HIRED: VENEKKA OBICO HIRED: ARACELY VASQUEZ (10.0 FTE REMAINING OPENINGS)
Senior Administrative Secretary (same recruitment from January)	1 (1 FTE)	6/13/23	12/13/2023	HIRED: CHRISTINA DELL'ANGELICA (0 FTE REMAINING OPENING)
Ranch Helper	1 (1 FTE)	12/11/23	01/07/2024	INTERVIEW: 4 CANDIDATES HIRED: JUAN CARCAMO (0 FTE REMAINING OPENING)

LEAVES	RESCINDS (ACCEPTED)	RESIGNATIONS/RETIREMENTS/TERMINATIONS
RAQUEL AYALA-MANTILLA – Special Education 01/18/24 – 2/7/24 MARISOL GARCIA – Special Education (TBD)		DEBBIE AVIRON (Sr. Administrative Secretary, 19 years) effective 06/30/2024 DUSTIN LINSON (Accounting Technician, 1 year and 1 month) effective 5/9/2024