

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, August 26, 2024, beginning at **3:30 p.m.**
in the Board Room and 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 July 22, 2024, Minutes Ms. McKown
6. Classification Study Update Mr. Richardson
7. Discussion of CSPCA Regional Conference and State Conference.....Mr. Richardson
8. Discussion of Upcoming Public Hearing on the Superintendent's Decision to
Appoint a Member of the Personnel Commission.....Mr. Richardson
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, July 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, July 22, 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 and Alicia Green.
Guests: Nancy Malcolm – CSEA Area B Representative 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, Zerkel/Foster; the matter passed 3-0 to approve the minutes. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None</p> | <u>Minutes Approved</u> |
| <p>6. Mr. Richardson updated the Commission on the status and progress of the Classification Study being conducted by Educational Management Systems (EMS).</p> | <u>Classification Study Update</u> |
| <p>7. Mr. Richardson presented a salary adjustment for work out of classification by an employee working as the interim Assistant Superintendent, Business Services for 30 days for review and approval</p> | <u>Recommendation on Salary Adjustment for Work Out of Classification</u> |
| <p>8. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to approve the salary adjustment for work out of classification.</p> | <u>Approval of Salary Adjustment for Work Out of Classification</u> |
| <p>9. Mr. Richardson report on the following:</p> <ul style="list-style-type: none">• Review of status report for the period of June 20–July 12, 2024. Current leaves, separations, and vacancies were reviewed | <u>Personnel Director's Report</u> |
| <p>10. Ms. McKown invited Commissioners to report on items not on the agenda</p> | <u>Reports/Items</u> |
| <p>11. 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 3:53 p.m.</p> | <u>Adjournment</u> |

Jason Richardson
Secretary

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New Hires

July 13, 2024 – August 23, 2024

Classified New Hires & Promotions

Bree Brown - Assistant Superintendent, Business Services

- Bree was promoted to Assistant Superintendent, Business Services position.
- Bree was hired as a Senior Director of Business in 2022 and acted as an Interim Assistant of Superintendent of Business Services in the beginning of 2024.
- Bree holds a Bachelor of Science in Business Administration, concentration in Management, minor in Health Services Administration.

Juan Colonia - Paraeducator – Alternative Education

- Juan joined us as a Paraeducator at MCS.
- Juan worked as a Group Counselor / Case Manager at the Catholic Charities / Office of Refugee Resettlement.
- Juan likes to play baseball and his favorite animal is the Jaguar because of leadership, strength, ferocity, courage, and wisdom.

John Damato, Paraeducator – Special Education

- John joined us as a Paraeducator at Compass.
- John Worked as a behavioral Technician at Center for Social Dynamics.
- John can play the Trombone and the Trumpet. John would love to live somewhere in the Netherlands.

Laura Gonzalez - Business Education Liaison – CCR

- Laura was promoted to the Business Education Liaison for the CCR department.
- Laura was hired as an Administrative Secretary for the Special Education Department in 2017. She was promoted to the Senior Administrative Secretary position for the Alternative Education department in 2019.
- Laura is fluent in Spanish and English.

Jessica Greeley - Accounting Assistant – Business

- Jessica joined us as an Accounting Assistant in the Business Department.
- Jessica Worked as a Shop Mechanic in the Bike and Snow department at REI for 4 years.
- Jessica holds a Masters in Film.

Jasmine Howell, Food Service Manager – WCR

- Jasmine joined us as a Food Service Manager at Walker Creek.
- Jasmine worked as an Executive Chef, Culinary Trainer, and more.
- Jasmine has been working in the food industry for over 20 years.

Mayra Jaramillo - Sr Administrative Secretary - Alternative Education

- Mayra was promoted to the Sr Administrative Secretary for the Alternative Education Department.
- Mayra was hired as an Administrative Secretary for the Special Education Department in 2022.
- Mayra is fluent in Spanish and English.

Jean Parker - Ranch Administrative Assistant – WCR

- Jean joined us as a Ranch Administrative Assistant at Walker Creek Ranch.
- Jean is a wilderness first responder, and she holds a B.A. in Social Work.
- Jean's favorite animals are horses and cats because they reach her soul!

Bianca Rocha, Administrative Assistant – SELPA

- Bianca joined us as an Administrative Assistant for the SELPA department.
- Bianca worked for SELPA for a year and a half and now she is coming back to work in the same department.
- Bianca is fluent in Spanish and English.

Yonayda Rodas, Paraeducator – Special Education

- Yonayda joined us as a Paraeducator at San Jose Middle School.
- Yonayda did internships with YWCA and Service Learning/Food Pantry.
- Yonayda holds a BA in Social work.

Pam Smith - Sr. Director of Business Services

- Pam was promoted to the Senior of Business Services position.
- Pam was hired at MCOE as an Accountant in 2011. She was promoted to Business Manager in 2015.
- Pam has been working in the public sector for over 20 years.

Juliana Swanson, Paraeducator – Special Education

- Juliana worked for MCOE as a Paraeducator in 2023 she is coming back to the same position.
- Juliana has a Bachelor of Arts in Literature and Writing.
- She worked as a lifeguard.

STATUS OF OPEN CLASSIFIED POSITIONS – July 13, 2024 – August 23, 2024

POSITION	# OF OPENINGS	POSTING DATE	CLOSING DATE	POSITION STATUS (EXAMINATION/SCREENING/1ST INTERVIEW/2ND INTERVIEW/ REFERENCE CHECKS/FINAL INTERVIEW/ HIRED)
Administrative Secretary	1(FTE)	08/12/24	Open Until Filled	TBD
Accounting Assistant	1(FTE)	03/26/24	Closed	SCREENING: 4 CANDIDATES 1 ST INTERVIEW: 1 CANDIDATE REFERENCE CHECKS: 1 CANDIDATE FINAL INTERVIEW: 1 CANDIDATE HIRED: JESSICA GREELEY (0 FTE REMAINING OPENING)
Assistant Superintendent, Business Services	1 (FTE)	06/28/24	07/14/24	SCREENING: 3 CANDIDATES 1 ST INTERVIEW: 2 CANDIDATES 2 ND INTERVIEW: 1 CANDIDATE FINAL INTERVIEW: 1 CANDIDATE HIRED: BREE BROWN (0 FTE REMAINING OPENING)
Business Services Manager	1(FTE)	8/16/24	9/6/24	TBD
Executive Secretary	1(FTE)	06/28/24	07/12/24	SCREENING: 1 CANDIDATE INTERVIEW: 1 CANDIDATE FINAL INTERVIEW: SCHEDULED
Food Service Manager	1(FTE)	06/26/24	07/21/24	SCREENING: 6 CANDIDATES 1 ST INTERVIEW: 6 CANDIDATES 2 ND INTERVIEW: 3 CANDIDATES REFERENCE CHECKS: 1 CANDIDATE FINAL INTERVIEW: 1 CANDIDATE HIRED: JASMINE HOWELL (0FTE REMAINING OPENING)
HR Technician	1(FTE)	08/16/24	08/30/24	TBD
Paraeducator SPED	8(FTE)	12/4/23	Open Until Filled	INTERVIEW: 7 CANDIDATES REFERENCE CHECKS: 2 CANDIDATES FINAL INTERVIEW: 2 CANDIDATES HIRED: JOHN DAMATO HIRED: YONAYDA RODA (8 FTE REMAINING OPENINGS)

STATUS OF OPEN CLASSIFIED POSITIONS – July 13, 2024 – August 23, 2024

Paraeducator ALTED	2(FTE)	7/25/24	Open Until Filled	INTERVIEW: 3 CANDIDATES REFERENCE CHECKS: 1 CANDIDATE FINAL INTERVIEW: 1 CANDIDATE HIRED: JUAN COLONIA (1 FTE REMAINING OPENING)
Ranch Administrative Assistant (Conference Division)	1(FTE)	06/03/24	07/03/24	INTERVIEW: 5 CANDIDATES 1 ST INTERVIEW: 4 CANDIDATES 2 ND INTERVIEW: 1 CANDIDATE REFERENCE CHECKS: 1 CANDIDATE FINAL INTERVIEW: 1 CANDIDATE HIRED: JEAN PARKER (0 FTE REMAINING OPENING)
Ranch Cook	1(FTE)	06/26/24	07/21/24	SCREENING: 8 CANDIDATES 1 ST INTERVIEW: 4 CANDIDATES REFERENCE: 1 CANDIDATE
Ranch Helper	1(FTE)	04/01/24	10/01/24	SCREENING: 6 CANDIDATES
Ranch Naturalist	4(FTE)	04/22/24	Open Until Filled	SCREENING: 21 CANDIDATES INTERVIEW: 13 CANDIDATES REFERENCE CHECKS: 9 CANDIDATES FINAL INTERVIEW: 9 CANDIDATES HIRED: JULIA KASETA HIRED: LINA OPPENHEIMER (2 FTE REMAINING OPENINGS)
Senior Administrative Secretary	1(FTE)	07/16/24	7/30/24	SCREENING: 2 CANDIDATES 1 ST INTERVIEW: 2 CANDIDATES FINAL INTERVIEW: 1 CANDIDATE HIRED: MAYRA JARAMILLO (0 FTE REMAINING OPENINGS)
Senior Director of Business Services	1(FTE)	06/27/24	07/11/24	SCREENING: 1 CANDIDATE 1 ST INTERVIEW: 1 CANDIDATE FINAL INTERVIEW: 1 CANDIDATE HIRED: PAM SMITH (0 FTE REMAINING OPENING)

STATUS OF OPEN CLASSIFIED POSITIONS – July 13, 2024 – August 23, 2024

Special Projects Manager	2(FTE)	05/30/24	06/13/24	SCREENING: 21 CANDIDATES 1 st INTERVIEW: 3 CANDIDATES 2 ND INTERVIEW: 2 CANDIDATES REFERENCE CHEKS: 2 CANDIDATES HIRED: NATALIE TAYLOR HIRED: LAURA VARGAS (0 FTE REMAINING OPENING)
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LEAVES	RESCINDS (ACCEPTED)	RESIGNATIONS/RETIREMENTS/TERMINATIONS
KATHY SLANE – .4FTE LWOP (24-25 SCHOOL YEAR) SUZANNE MARTONE - .4FTE LWOP (24-25 SCHOOL YEAR) YASODA DEUJA – 08/15/2024 – 10/15/2024 LISA LEPPLA – 08/01/2024 – 10/24/2024 MIRANDA MILLER – 06/10/2024 – 9/1/2024 LAURA MAINERI – 24-25 SHOOOL YEAR		JENNIFER YU (Licensed Vocational Nurse, 3 years and 5 months, effective 8/1/24) ISAI RODAS (Paraeducator, 1 year and 10 months, effective 6/22/24) PATRICIA MIESCH (Administrative Assistant, 7 months, effective 8/9/24) DANIELLE WHELAN (Paraeducator, 1 year and 4 months, effective 8/13/24) JON GOLDSTEIN (Office Utility Worker, 5 years and 11 months, effective 7/19/24) MAMURA FAYZIEVA (Paraeducator, 7 years, effective 8/23/24) ALICIA GREEN (HR Technician, 6 months, effective 8/14/24) AJ BECKMAN (Paraeducator, 1year and 6 months, effective 8/18/24)