

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, September 22, 2025, 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. Foster
2. Roll Call Mr. Richardson
3. Approval and Adoption of Agenda..... Ms. Foster
4. Introduction of Guests and Identification of Persons Wishing to address the Commission on items not on the agenda.....Ms. Foster

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 August 25, 2025 Minutes Ms. Foster
6. Public Hearing on nomination for Personnel Commission vacancy for the 3-year term beginning December 1, 2025 – December 1, 2028 Ms. Foster
7. Appointment of Personnel Commissioner for the 3-year term beginning December 1, 2025 – December 1, 2028 Ms. Foster
8. Recommendation on Salary Adjustment for Work Out of Classification..... Mr. Richardson
9. Approval of Salary Adjustment for Work Out of Classification..... Ms. Foster
10. Classification Study Update..... Mr. Richardson
11. Personnel Director’s Report Mr. Richardson
12. Reports and Items Introduced by Commissioners Ms. Foster
13. Adjournment Ms. Foster

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 our [Personnel Commission 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, August 25, 2025

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, August 25, 2025.

1. Ms. Foster convened the meeting at 3:30 p.m. **Call to Order**
2. Present for the meeting were Commissioners Paulette Foster, Catherine McKown, and Dr. Arline Zerkel. The staff was represented by Jason Richardson and Erin Feely. Guests: Laura Gonzalez CSEA President. **Roll Call/Guests**
3. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve and adopt the agenda as recommended. **Agenda Approved**
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.
4. Ms. Foster invited the public to comment on items not on the agenda. **Public Comment**
5. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve June 23, 2025 minutes after review. **Minutes Approval**
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.
6. Mr. Richardson presented the Commission with the process and timeline for the next Commissioner Appointment. Commissioner Foster announced that Catherine McKown is the intended appointee. A public hearing has been set for September 22 during the regular Personnel Commission Meeting in September. **Commission Appointment**
7. Mr. Richardson presented 2 Job Description Titles for review. **Job Description Titles Review**
8. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve 2 Job Description Titles. **Job Description Titles Approval**
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.
9. Mr. Richardson presented the Superintendent's recommendation for the Allocation of new positions to the Classified Management (Exempt) Salary Schedule. **Position Allocation Review**
10. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve the Superintendent's recommendation for the Allocation of new positions to the Classified Management (Exempt) Salary Schedule. **Position Allocation Approval**
11. Mr. Richardson reported on the following: **Personnel Director's Report**
 - Classification study progress
 - MCOE Back to School Kickoff
 - Review of status report for the period of July 25, 2025 – August 22, 2025.
 - Current leaves, separations, and vacancies were reviewed.
12. Ms. Foster invited the Commissioners to report on items not on the agenda **Reports/Items**
13. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to adjourn the meeting. **Adjournment**
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Ms. Foster adjourned the meeting at 4:11 p.m.

Jason Richardson
Secretary



MARIN COUNTY

OFFICE OF EDUCATION

Supporting Learning for ALL Students

Work Out Of Class

Details

Between July 22, 2025 and August 31, 2025, Warker Creek Ranch Kitchen Helper J.D.S worked a total of 225 hours in the classification of Cook.

Rule regarding work out of class

Personnel Commission Merit Rule 3.200.6 addresses work out of class:

Classified employees shall not be required to perform duties which are not fixed and prescribed by the Superintendent/Governing Board, unless the duties reasonably relate to those fixed for the position by the Superintendent/Governing Board, for any period of time which exceeds five working days within 15 calendar-day period without a reasonable upward adjustment in salary for the entire period she/he is required to work out of her/his classification. When it is necessary to assign an employee out of her/his classification, the Director of Personnel shall report the fact with her/his recommendation to the Personnel Commission who shall make final determination of the reasonable salary adjustment for the duration of the temporary assignment.

Recommendation

I recommend to the Commission that the employee J.D.S be compensated for the hours noted above at the hourly rate (Step 1, \$24.82) that is next above their regular Ranch Helper hourly rate (currently at Step 2, \$23.64).

Additionally, according to minutes from the September 22, 2014 Personnel Commission meeting, it was unanimously approved to adopt an approach to expedite payment to the employees, moving forward adjustments in the new classification to the step next highest to the regular rate of pay in the regular classification as a practice. Any occurrence of work out of class and subsequent pay in relation to this practice would be reported by the Personnel Director at the next meeting.

STATUS OF OPEN CLASSIFIED POSITIONS – August 22, 2025 – September 19, 2025

POSITION	# OF OPENINGS	POSTING DATE	CLOSING DATE	POSITION STATUS (EXAMINATION/SCREENING/1ST INTERVIEW/2ND INTERVIEW/ REFERENCE CHECKS/FINAL INTERVIEW/ HIRED
Administrative Secretary	1(FTE)	9/3/25	9/17/25	INTERVIEW: TBD
Human Resources Technician	1(FTE)	8/20/25	9/10/25	INTERVIEW: 9/26/25
Occupational Therapist – Part-time (SPED)	1(3 days/wk)	6/17/25	Until Filled	INTERVIEW: TBD
Paraeducator Alt Ed	1(FTE)	7/30/25	Until Filled	INTERVIEW: TBD
Paraeducator SPED	5(FTE)	1/28/25	Until Filled	INTERVIEW: 8/22/25 FINAL INTERVIEW: 8/22/25 HIRED: BRIAN POOT HIRED: SINDI RODAS
Ranch Conference Manager	1(FTE)	6/23/25	8/3/25	INTERVIEW: 8/11/25 2 ND INTERVIEW: 8/25/25 FINAL INTERVIEW: 9/9/25 HIRED: LAURA MUCKENHOPT
Ranch Helper	.86(FTE)	9/3/25	Until Filled	INTERVIEW: TBD
Ranch Worker	1(FTE)	8/14/25	8/28/25	INTERVIEW: 8/29/25 PROMOTED: JOHN DULGER-SHEIKIN
Senior Administrative Secretary – Part-Time	.5(FTE)	7/10/25	Until Filled	INTERVIEW: 9/17/25 2 ND INTERVIEW: TBD
Senior Administrative Secretary	1(FTE)	8/4/24	8/15/25	INTERVIEW: 8/29/25 PROMOTED: BIANCA ROCHA

STATUS OF OPEN CLASSIFIED POSITIONS – August 22, 2025 – September 19, 2025

CURRENT LEAVES AS OF 9/19/2025	RESCINDS (ACCEPTED)	RETIREMENTS/SEPARATIONS
1 Accountant 2 Administrative Secretary 1 Custodian 1 Occupational Therapist 5 Paraeducator 1 Ranch Helper 2 Special Projects Manager		<u>Retirements:</u> 0 <u>Separations:</u> 3

New Hires

August 22, 2025 – September 19, 2025

Classified New Hires & Promotions

Bianca Rocha – Sr. Administrative Secretary – SELPA

- Bianca has promoted to Sr. Administrative Secretary in the SELPA department.
 - Has worked at MCOE for 3 years.
 - Is bilingual in Spanish and English.

Brian Poot – Paraeducator – Special Education

- Brian joins us as a Paraeducator in our Special Education department.
 - Worked as a painter for 2 years.
 - Is bilingual in Spanish and English.

John Dulger-Sheikin – Ranch Worker – Walker Creek Ranch

- John has promoted to Ranch Worker at Walker Creek Ranch.
 - Has previously served Walker Creek Ranch as a Helper and Cook.
 - Has degrees in Mechatronics Technology, Philosophy, and Music.

Laura Muckenhaupt – Ranch Conference Manager – Walker Creek Ranch

- Laura joins us as the Ranch Conference Manager at Walker Creek Ranch.
 - Worked as a Sr. Music Marketing Manager for over 10 years.
 - Was on the Board of Directors for the Petaluma Music Festival.

Sindi Rodas – Paraeducator – Special Education

- Sindi re-joins us as a Paraeducator in our Special Education department.
 - Previously worked as a Paraeducator for 4 years.
 - Is bilingual in Spanish and English.