

**MARIN COUNTY OFFICE OF EDUCATION  
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on  
**Monday, October 27, 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 September 22, 2025 Minutes ..... Ms. Foster
6. Review of Draft 2025-2026 Personnel Commission Goals.....Mr. Richardson
7. Review of Job Descriptions ..... Mr. Richardson
  - Paraeducator – Special Education
8. Approval of Titles (Job Descriptions)..... Ms. Foster
  - Paraeducator – Special Education
9. Classification Study Update.....Mr. Richardson
10. Personnel Director’s Report.....Mr. Richardson
11. Reports and Items Introduced by Commissioners ..... Ms. Foster
12. 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, September 22, 2025**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, September 22, 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. **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 August 25, 2025 minutes. **Minutes Approval**  
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.
6. The Commission held a hearing on the nomination of Catherine McKown for the three-year term covering December 1, 2025 – December 1, 2028. **Personnel Commission  
Vacancy Hearing**
7. Motion, seconded, and carried, Zerkel/Foster; the matter passed 2-0 to approve the appointment of Catherine McKown to the Personnel Commissioner Vacancy. **Personnel Commission  
Vacancy Appointment**  
Ayes: Foster, Zerkel; Noes: None; Abstention: McKown.
8. Mr. Richardson recommended a salary adjustment for Work Out of Classification. **Recommendation on Salary  
Adjustment for Work Out of  
Classification**
9. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve the Work Out Classification salary adjustment. **Approval of Salary Adjustment  
For Work Out of Classification**  
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.
11. Mr. Richardson reported on the following: **Personnel Director's Report**
  - Classification study progress
  - New Employee Orientations and Onboarding Procedures
  - Frontline Employee Management Implementation
  - Review of status report for the period of August 22, 2025 – September 19, 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 4:04 p.m.

Jason Richardson  
Secretary



# MARIN COUNTY

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## OFFICE OF EDUCATION

Supporting Learning for ALL Students

### **Personnel Commission Goals - 2025-2026**

#### **Goal 1. Finalize and Implement Results of Classification and Compensation Study:**

- The Personnel Commission will approve all new classified job descriptions.
- The Personnel Commission will approve recommendations to allocate or reallocate various classifications to salary schedules in accordance with the classification study and after consultation with CSEA as appropriate.

#### **Goal 2. Update Merit Rules:**

- 3-5 Merit rules will be identified by MCOE for proposed changes to align with current Collective Bargaining Agreements and/or Education Code.

#### **Goal 3. Focus on Recruitment and Retention with a Diversity, Equity, Inclusion and Belonging Lense:**

- Continue to revise application, testing and interview process to remove unnecessary barriers (refine questions, training of interview panelists, vision statements visible on materials, etc.)

#### **Goal 4. Implement and refine Comprehensive New Employee Orientation and Onboarding Program to Foster an Inclusive Workplace:**

- Focus orientations on a sense of belonging while providing all necessary resources and information for successful employment.



## Paraeducator - Special Education

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

### **Purpose Statement**

The job of Paraeducator - Special Education is done for the purpose/s of providing support and supervision in a variety of student activities; supporting the students' learning goals and objectives; assisting in the supervision, care, and instruction of students with disabilities in a general or self-contained classroom; assisting in implementing plans for instruction; monitoring student behavior during non-classroom time; assisting students with various functional adaptive training and instructional equipment; and, interacting with individual students or small groups in class activities at the direction of the classroom teacher.

This Job reports to Assigned Supervisor

### **Essential Functions**

- Adheres to required safety and health techniques and universal health precautions, if assigned, as instructed/trained, relevant to employee/student safety and student health care plans (e.g. toileting, catheterization, suctioning, medication administration; routine custodial duties as needed, etc.) for the purpose of providing safe and appropriate care for students as assigned.
- Assists in developmental programming, if assigned, for the purpose of supporting students with language, gross and fine motor skills, and cognitive, social, emotional, and self-help skills.
- Assists students with various functional adaptive training and instructional equipment, if assigned (e.g. dressing, eating, grooming, computers, tablets, assistive devices, etc.) for the purpose of supporting students' acquisition of personal skills and access and use of instructional aids.
- Assists substitute teacher for the purpose of providing program continuity in absence of regularly assigned certificated teacher.
- Assists certificated staff in classroom programs, training, and follows guidance of certificated staff in implementation of IEP's, if assigned, as necessary for the purpose of reinforcing instruction and providing behavioral examples in social, emotional, and functional skills adapted to individuals with disabilities.
- Assists students with complex medical diagnoses or physical disabilities with health care needs as instructed/trained (e.g. toileting/changing, lifting/transferring, tube feeding, medication administration, etc.) for the purpose of maintaining students' personal hygiene and health consistent with student health care plans.
- Documents and maintains instructional materials and/or assists with manual and electronic files/records (e.g. medical charting, data collection, grading/correcting student work/activities, etc.) for the purpose of ensuring availability of items; providing written and/or historical reference; and/or meeting mandated requirements.
- Interacts with individual students or small groups in class activities at the direction of the classroom teacher for the purpose of supporting the ability of students' to learn, encouraging independence and participation, sharing observations of progress with the teacher, and maintaining classroom organization throughout the school day.

- Provides support and supervision in a variety of activities (e.g. mainstreaming, student arrivals/departures, field trips, community-based instruction, recess, meal service, etc.) for the purpose of monitoring behavior, providing assistance, and ensuring student safety.
- Provides input in lesson and program planning; participates in lesson implementation, meetings, conferences and in-service presentations for the purpose of providing support to teacher and acquiring and/or conveying information relative to job functions.
- Reinforces instruction and positive behavioral supports (e.g. motor and perceptual skills; oral, reading, spelling, math skills; classroom expectations and rules of behavior intervention plans, etc.) for the purpose of supporting students in vocational, independent living, work training programs, and assisting students in self-managing behavior.
- Supports the students' learning goals and objectives (e.g. preparing materials, obtaining required supplies/equipment, etc.) for the purpose of facilitating classroom activities.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including utilizing pertinent software applications; and, preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; de-escalation techniques, positive behavioral supports, conflict resolution; basic academic knowledge; and, stages of child development/behavior.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; having a positive attitude; perceiving potential problems/conflicts; maintaining professional conduct; and, working with constant interruptions.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, (e.g. up to 60 pounds, etc.) some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 35% sitting, 20% walking, 45% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience is desired.

**Education:** Community college and/or vocational school degree with study in job-related area.

**Equivalency:** Possess a high school diploma or equivalent and pass a local County-approved assessment of knowledge and skills in assisting in instruction. Or possess a minimum of 48 college units.

**Required Testing**

Pre-Employment Proficiency Test

**Continuing Educ. / Training**

Mandated Reporter Training Certificate

**Certificates and Licenses**

None Specified

**Clearances**

Measles Vaccination  
Pre-Employment Fingerprinting  
Tuberculosis (TB) Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

**Revised Date**

STATUS OF OPEN CLASSIFIED POSITIONS – September 19, 2025 – October 24, 2025

<b>POSITION</b>	<b># OF OPENINGS</b>	<b>POSTING DATE</b>	<b>CLOSING DATE</b>	<b>POSITION STATUS (EXAMINATION/SCREENING/1<sup>ST</sup> INTERVIEW/2<sup>ND</sup> INTERVIEW/ REFERENCE CHECKS/FINAL INTERVIEW/ HIRED)</b>
Accountant	1(FTE)	10/16/25	10/31/25	INTERVIEW: TBD
Administrative Secretary	1(FTE)	9/3/25	9/17/25	INTERVIEW: 10/16/25 FINAL INTERVIEW: 10/16/25 <b>HIRED: TIFFANY VELASQUEZ</b>
Human Resources Technician	1(FTE)	8/20/25	9/10/25	INTERVIEW: 9/26/25 2 <sup>nd</sup> INTERVIEW: 9/29/25 FINAL INTERVIEW: 9/30/29 <b>HIRED: JACK REUTER</b>
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: 10/23/25 2 <sup>ND</sup> INTERVIEW: TBD
Paraeducator SPED	5(FTE)	1/28/25	Until Filled	INTERVIEW: 9/19/25 FINAL INTERVIEW: 9/19/25 <b>HIRED: SETH CORRIGAN</b>
Ranch Helper	.86(FTE)	9/3/25	Until Filled	INTERVIEW: TBD
Senior Administrative Secretary – Part-Time	.5(FTE)	7/10/25	Until Filled	INTERVIEW: 9/17/25 FINAL INTERVIEW: 9/25/25 <b>HIRED: DAN CAPULE</b>

<b>CURRENT LEAVES AS OF 10/24/2025</b>	<b>RESCINDS (ACCEPTED)</b>	<b>RETIREMENTS/SEPARATIONS</b>
1 Administrative Secretary 1 Custodian 1 Occupational Therapist 6 Paraeducator 2 Special Projects Manager		<u>Retirements:</u> 0 <u>Separations:</u> 2

# New Hires

*September 19, 2025 – October 24, 2025*

## Classified New Hires & Promotions

### Dan Capule – Sr. Administrative Secretary – Education Services

- Dan joins us as a Sr. Administrative Secretary in our Education Services department.
  - Plays the piano.
  - Is bilingual in Spanish and English.

### Jack Reuter – Human Resources Technician – Personnel

- Jack joins us as a Human Resources Technician in our Personnel department.
  - Favorite hobby is creative writing.
  - Can speak Spanish, Italian, and English.

### Seth Corrigan – Paraeducator – Special Education

- Seth joins us as a Paraeducator in our Special Education department.
  - Favorite hobby is sewing (though claims to be a total novice).
  - Has a background as a research and development leader with 15+ years of experience.

### Tiffany Velasquez – Administrative Secretary – SELPA

- Tiffany joins us as an Administrative Secretary in our SELPA department.
  - Favorite cuisine is Japanese.
  - Is bilingual in Spanish and English. Currently learning French and Italian.