

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, February 23, 2026, 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 Dr. Zerkel
2. Roll Call.....Mr. Richardson
3. Approval and Adoption of Agenda..... Dr. Zerkel
4. Introduction of Guests and Identification of Persons Wishing to address the Commission on items not on the agenda.....Dr. Zerkel

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 26, 2026 Minutes.....Dr. Zerkel
6. Oath of Office.....Dr. Zerkel
7. First Reading for Proposed Merit Rule Amendments.....Mr. Richardson
8. Set Date for Second Reading / Approval of Proposed Merit Rule Amendments.....Dr. Zerkel
9. Personnel Director's Report..... Mr. Richardson
10. Reports and Items Introduced by Commissioners.....Dr. Zerkel
11. Adjournment.....Dr. Zerkel

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, January 26, 2026

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, January 26, 2026.

1. Dr. Zerkel convened the meeting at 3:30 p.m. **Call to Order**
2. Present for the meeting were Commissioners 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, McKown/Zerkel; the matter passed 2-0 to approve and adopt the agenda as recommended. **Agenda Approved**
Ayes: McKown, Zerkel; Noes: None; Absent: Foster.
4. Dr. Zerkel invited the public to comment on items not on the agenda. **Public Comment**
5. Motion, seconded, and carried, McKown/Zerkel; the matter passed 2-0 to approve the December 15, 2025 minutes after review. **Minutes Approved**
Ayes: McKown, Zerkel; Noes: None; Absent: Foster.
6. Catherine McKown nominated: **Election of Chairperson and Vice Chairperson**
Dr. Arline Zerkel for Chairperson. Motion, seconded, and carried, McKown/Zerkel, the matter passed 2-0 to elect Dr. Arline Zerkel as Chairperson.
Ayes: McKown, Zerkel; Noes: None; Absent: Foster.
Dr. Arline Zerkel nominated:
Catherine McKown for Vice Chairperson. Motion, seconded, and carried, Zerkel/McKown, the matter passed 2-0 to elect Catherine McKown as Vice Chairperson.
Ayes: McKown, Zerkel; Noes: None; Absent: Foster.
7. Mr. Richardson presented the 2026-2027 Personnel Commission Meeting Schedule. **Meeting Schedule Review**
8. Motion, seconded, and carried, McKown/Zerkel; the matter passed 2-0 to approve the 2026-2027 Personnel Commission Meeting Schedule. **Meeting Schedule Approval**
Ayes: McKown, Zerkel; Noes: None; Absent: Foster.
9. Mr. Richardson presented 2 Job Titles for approval. **Review of Job Titles**
-Assistant Special Projects Manager – College and Career Readiness (CCR)
-Special Projects Manager – College and Career Readiness (CCR)
10. Motion, seconded, and carried, McKown/Zerkel; the matter passed 2-0 to approve the Job Titles. **Approval of Job Titles**
-Assistant Special Projects Manager – College and Career Readiness (CCR)
-Special Projects Manager – College and Career Readiness (CCR)
Ayes: McKown, Zerkel; Noes: None; Absent: Foster.
11. Mr. Richardson presented 2 Job Titles for allocation to the Classified Service Salary Structure for Management Employees (Exempt) for review. **Position Allocation Review**
12. Motion, seconded, and carried, McKown/Zerkel; the matter passed 2-0 to approve the allocation of positions to the Classified Service Salary Structure for Management Employees (Exempt). **Position Allocation Approval**
Ayes: McKown, Zerkel; Noes: None; Absent: Foster.
13. Mr. Richardson reported on the following: **Personnel Director's Report**
 - Review of status report for the period of December 15, 2025 – January 23, 2026.
 - Classification Study updates.
 - 2026 CSPCA 54th Annual Conference on March 15-17, 2026.
 - Current leaves, separations, and vacancies were reviewed.
14. Dr. Zerkel invited the Commissioners to report on items not on the agenda. **Reports/Items**
15. Motion, seconded, and carried, McKown/Zerkel; the matter passed 2-0 to adjourn the meeting. **Adjournment**
Ayes: McKown, Zerkel; Noes: None; Absent: Foster. Dr. Zerkel adjourned the meeting at 4:25 p.m.

Jason Richardson

Secretary

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DRAFT



SUMMARY OF PROPOSED MERIT RULE AMENDMENTS

February 23, 2026

Proposed Amendment #1: Add rule defining a Quorum and Majority

2.200.4 Quorum and Majority

Two members shall constitute a quorum for any regular or special meeting of the Commission. The affirmative vote of at least two (2) members of the Commission is required to carry any motion or action. **Education Codes: 45260 and 45261**

Location of change within document:

- Insert below 2.200.3 "Appointment of Members"; and above 2.300 "Meetings" p. 11

Rationale:

- The Marin County Office of Education's Merit Rules are silent on what constitutes a quorum and a majority vote. The proposed language above is found in the California School Personnel Commissioners Association (CSPCA) model merit rules and is in compliance with **Education Codes: 45260 and 45261**

Proposed Amendment #2: Add rule defining procedures for amending, deleting or adding to the merit rules

2.300.6 Amendment, Deletion, or Addition to Rules

a. All proposals, from any source, to amend, delete, or add to these rules will be considered a "first reading" at the meeting in which they are first presented to the Commission. They will not, unless a critical emergency exists, be acted upon at that meeting.

b. At the "first reading" the Commission will set a date for Commission action on the proposal, which date shall normally be the next regularly scheduled Commission meeting. It shall also instruct the Personnel Director to refer the proposal to interested persons or organizations for comment and recommendation.

c. Insofar as possible, interested parties shall submit their reactions to proposals in writing on or before the stipulated agenda deadline date and shall have the right to present reactions to the Commission orally at the appropriate Commission meeting. **Education Code: 45260**

Location of change within document:

- Insert below 2.300.5 “Closed Sessions” and above 2.300.6 “Minutes” – p. 12
- Change current 2.300.6 “Minutes” to 2.300.7 and current 2.300.7 “Payment for Meeting Attendance” to 2.300.8 –p. 12

Rationale:

- The Marin County Office of Education’s Merit Rules are silent on how the rules are amended. The proposed language above is found in the California School Personnel Commissioners Association (CSPCA) model merit rules and is in compliance with **Education Code: 45260.**

STATUS OF OPEN CLASSIFIED POSITIONS – January 23, 2026 – February 20, 2026

POSITION	# OF OPENINGS AT TIME OF POSTING	POSTING DATE	CLOSING DATE	POSITION STATUS (EXAMINATION/SCREENING/1ST INTERVIEW/2ND INTERVIEW/ REFERENCE CHECKS/FINAL INTERVIEW/ HIRED	# OF OPENINGS REMAINING
Accounting Assistant	1 (FTE)	11/14/25	11/28/25	INTERVIEW: IN PROGRESS	1 (FTE)
Accountant	1 (FTE)	1/12/26	1/27/26	INTERVIEW: IN PROGRESS	1 (FTE)
Assistant Special Projects Manager: Marin Middle School Athletic League	1 (FTE)	2/5/26	2/26/26	INTERVIEW: TBD	1 (FTE)
Paraeducator Alt Ed – Student Transportation	2 (FTE)	11/25/25	Until Filled	INTERVIEW: 1/8/26 FINAL: 1/14/26 HIRED: TONY LEON GARCIA INTERVIEW: 1/23/26 FINAL: 1/28/26 HIRED: DAVID GUILLEN CRUZ	0 (FTE)
Paraeducator SPED	MULTIPLE (FTE)	1/28/25	Until Filled	INTERVIEW: 1/23/26 HIRED: MELANIE SONTAY VICENTE	MULTIPLE (FTE)
Senior Executive Administrative Assistant to Superintendent	1 (FTE)	2/11/26	3/4/26	INTERVIEW: TBD	1(FTE)

CURRENT LEAVES AS OF 2/20/2026	RESCINDS (ACCEPTED)	RETIREMENTS/SEPARATIONS
1 Administrative Secretary 1 Custodian 3 Paraeducator		<u>Retirements:</u> 0 <u>Separations:</u> 5

New Hires

January 23, 2026 – February 20, 2026

Classified New Hires & Promotions

Tony Leon Garcia – Paraeducator Student Transportation – Alternative Education

- Tony joins us a Paraeducator Student Transportation in our Alternative Education department.
 - Is bilingual in Spanish and English.
 - First time father in May 2026.

David Guillen Cruz – Paraeducator Student Transportation – Alternative Education

- David joins us a Paraeducator Student Transportation in our Alternative Education department.
 - Is bilingual in Spanish and English.
 - Has previously worked as a Commercial Truck Driver.

Melanie Sontay Vicente– Paraeducator– Special Education

- Melanie joins us a Paraeducator in our Special Education department.
 - Has a Masters of Science in Education.
 - Has previously worked as a MCOE ESY Paraeducator in 2024.

2026-2027
Meeting Schedule

MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION

Meeting Dates School Year 2026-27
4th Monday of the month at 3:30p.m. (except as noted with *)

DATE	LOCATION
July 27, 2026	Board Room
No August Meeting	
September 28, 2026	Board Room
October 26, 2026	Board Room
November 23, 2026	Board Room
December 14, 2026*	Board Room
January 25, 2027	Board Room
February 22, 2027	Board Room
March 22, 2027	Board Room
April 26, 2027	Board Room
May 24, 2027	Board Room
June 28, 2027	Board Room