

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, March 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 February 23, 2026 Minutes.....Dr. Zerkel
6. Second Reading of Proposed Merit Rule Amendments.....Mr. Richardson
7. Approval of Proposed Merit Rule Amendments.....Dr. Zerkel
8. Recommendation on Salary Adjustment for Work Out of Classification.....Mr. Richardson
9. Approval of Salary Adjustment for Work Out of Classification.....Dr. Zerkel
10. Personnel Director's Report..... Mr. Richardson
11. Reports and Items Introduced by Commissioners.....Dr. Zerkel
12. 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, February 23, 2026

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, February 23, 2026.

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| 1. Dr. Zerkel convened the meeting at 3:31 p.m. | <u>Call to Order</u> |
| 2. Present for the meeting were Commissioners Catherine McKown, and Dr. Arline Zerkel. The staff was represented by Jason Richardson and Erin Feely. Guests: John Carroll - Superintendent. | <u>Roll Call/Guests</u> |
| 3. Motion, seconded, and carried, Foster/McKown; 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. Dr. Zerkel invited the public to comment on items not on the agenda. | <u>Public Comment</u> |
| 5. Motion, seconded, and carried, McKown/Zerkel; the matter passed 2-0 to approve the January 26, 2026 minutes after review.
Ayes: McKown, Zerkel; Noes: None; Abstain: Foster. | <u>Minutes Approved</u> |
| 6. Superintendent John Carroll administered the Oath of Office to Catherine McKown. | <u>Oath of Office</u> |
| 7. Mr. Richardson presented the First Reading for Proposed Merit Rule Amendments. | <u>First Reading for Proposed Merit Rule Amendments</u> |
| 8. Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to approve the date for Second Reading/Approval of Proposed Merit Rule Amendments.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Approval of Date for Second Reading for Proposed Merit Rule Amendments</u> |
| 8. Mr. Richardson reported on the following: <ul style="list-style-type: none">• Review of status report for the period of January 23, 2026 – February 26, 2026.• Classification Study updates.• 2026 CSPCA 54th Annual Conference on March 15-17, 2026.• Current leaves, separations, and vacancies were reviewed. | <u>Personnel Director's Report</u> |
| 9. Dr. Zerkel invited the Commissioners to report on items not on the agenda. | <u>Reports/Items</u> |
| 10. Motion, seconded, and carried, Foster/McKown; the matter passed 3-0 to adjourn the meeting.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Dr. Zerkel adjourned the meeting at 4:11 p.m. | <u>Adjournment</u> |

Jason Richardson
Secretary

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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.**



MARIN COUNTY

OFFICE OF EDUCATION

Supporting Learning for ALL Students

Work Out Of Class

Details

1. Starting February 1, 2026, until a date to be determined, Accounting Specialist A.C. worked or is scheduled to work approximately 40-60 hours per month in the classification of Payroll/Retirement Specialist.
2. Starting February 18, 2026, until a date to be determined, Warker Creek Ranch Cook E.G. worked or is scheduled to work full time in the classification of Food Services Manager.

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 employees be compensated for the hours noted above in the following manner:

1. Pay Accounting Specialist A.C. at the hourly rate (Range 50, Step 4, \$46.50) which is next above her regular Accounting Specialist hourly rate (Range 48 Step 4, \$44.27).
2. Pay Warker Creek Ranch Cook E.G. at the Daily rate (Range 48, Step 1, \$306.23) which is next above his regular Ranch Cook hourly rate (Range 36 Step 2, \$26.06).

Additionally, according to minutes from 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 – February 20, 2026 – March 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
Accountant	1 (FTE)	03/03/26	Until Filled	INTERVIEW: TBD	1 (FTE)
Accounting Specialist	1 (FTE)	03/03/26	Until Filled	INTERVIEW: 03/18/26 FINAL: 03/20/26 HIRED: DANNY CAPULE	0 (FTE)
Assistant Special Projects Manager: Marin Middle School Athletic League	1 (FTE)	02/05/26	02/26/26	INTERVIEW: 03/19/26 SECOND: 03/23/26	1 (FTE)
Food Service Manager	1 (FTE)	03/03/26	03/29/26	INTERVIEW: TBD	1 (FTE)
Paraeducator SPED	MULTIPLE (FTE)	11/07/25	Until Filled	INTERVIEW: 02/06/26 – 02/27/26 HIRED: NATALIA TORRES HIRED: NY'ERICA WALDEN REHIRE: LUZ E LOPEZ	MULTIPLE (FTE)
Ranch Helper	1 (FTE)	02/25/26	Until Filled	INTERVIEW: TBD	.86 (FTE)
Senior Executive Administrative Assistant to Superintendent	1 (FTE)	02/11/26	03/04/26	INTERVIEW: TBD	1 (FTE)

CURRENT LEAVES AS OF 03/20/2026	RESCINDS (ACCEPTED)	RETIREMENTS/SEPARATIONS
1 Accountant 1 Accounting Assistant 1 Administrative Secretary 8 Paraeducator		<u>Retirements:</u> 0 <u>Separations:</u> 2

New Hires

February 20, 2026 – March 20, 2026

Classified New Hires & Promotions

Danny Capule – Accounting Specialist – Business Department

- Danny promoted to Accounting Specialist in our Business department.
 - Was working for our ECE department as a Sr. Administrative Secretary.
 - Is bilingual in Spanish and English, and plays the piano.

Luz Lopez – Paraeducator– Special Education

- Luz re-joins us as a Paraeducator in our Special Education department.
 - Is bilingual in Spanish and English.
 - Previously worked at MCOE as a Paraeducator for 22 years.

Natalia Torres – Paraeducator– Special Education

- Natalia joins us as a Paraeducator in our Special Education department.
 - Favorite hobby is going to concerts.
 - Favorite season is Summer, her birthday month.

Ny'Erica Walden – Paraeducator– Special Education

- Ny'Erica joins us as a Paraeducator in our Special Education department.
 - Favorite food is fresh tacos.
 - Favorite season is Winter for the stylish clothing.