

**MARIN COUNTY OFFICE OF EDUCATION  
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on  
**Monday, April 27, 2026**, beginning at **3:30 p.m.**

in the **Foundation 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 March 23, 2026 Minutes..... Dr. Zerkel
6. Discussion of potential change to the 2025-2026 Personnel Commission Meeting Schedule.....Mr. Richardson
7. Classification Study/Recommendation for the Allocation of a new position to the Classified Service Salary Structure for Management Employees (EXEMPT) ..... Mr. Richardson
  - Director of Communications
8. Approval of Recommendation for the Allocation of a new position to the Classified Service Salary Structure for Management Employees (EXEMPT) ..... Dr. Zerkel
  - Director of Communications
9. Recommendation of Salary Adjustment for Work Out of Classification.....Mr. Richardson
10. Approval of Salary Adjustment for Work Out of Classification.....Dr. Zerkel
11. Personnel Director’s Report ..... Mr. Richardson
12. Reports and Items Introduced by Commissioners.....Dr. Zerkel
13. 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, March 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, March 23, 2026.

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| 1. Dr. Zerkel convened the meeting at 3:30 p.m.   | <b><u>Call to Order</u></b>  |
| 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.   | <b><u>Roll Call/Guests</u></b>   |
| 3. Motion, seconded, and carried, Foster/McKown; the matter passed 3-0 to approve and adopt the agenda as recommended.<br>Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.   | <b><u>Agenda Approved</u></b>  |
| 4. Dr. Zerkel invited the public to comment on items not on the agenda.   | <b><u>Public Comment</u></b>   |
| 5. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve the February 23, 2026 minutes as amended.<br>Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.  | <b><u>Minutes Approved</u></b>   |
| 6. Mr. Richardson reviewed the proposed Merit Rule Amendments.  | <b><u>Review of Merit Rule Amendments</u></b>                                    |
| 7. Motion, seconded, and carried, Foster/McKown; the matter passed 3-0 to approve the proposed Merit Rule Amendments.<br>Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.  | <b><u>Approval of Merit Rule Amendments</u></b>                                  |
| 8. Mr. Richardson recommended a salary adjustment for Work Out of Classification for two MCOE employees.  | <b><u>Recommendation on Salary Adjustment for Work Out of Classification</u></b> |
| 9. Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to approve the Work Out of Classification salary adjustment.<br>Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.  | <b><u>Approval of Salary Adjustment for Work Out of Classification</u></b>       |
| 10. Mr. Richardson reported on the following: <ul style="list-style-type: none"><li>• Classification Study updates – Walker Creek Ranch CSEA positions.</li><li>• 2026 CSPCA 54<sup>th</sup> Annual Conference was held March 15-17, 2026.</li><li>• MCOE Superintendent Resolution NO.2. Classified Layoff Notices.</li><li>• MCOE Personnel Commission Handbook update.</li><li>• Review of status report for the period of February 26, 2026 – March 20, 2026.</li><li>• Current leaves, separations, and vacancies were reviewed.</li></ul> | <b><u>Personnel Director's Report</u></b>  |
| 9. Dr. Zerkel invited the Commissioners to report on items not on the agenda.   | <b><u>Reports/Items</u></b>  |
| 10. Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to adjourn the meeting.<br>Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Dr. Zerkel adjourned the meeting at 4:09 p.m.  | <b><u>Adjournment</u></b>  |

Jason Richardson  
Secretary

2025-2026  
Meeting Schedule

MARIN COUNTY OFFICE OF EDUCATION  
PERSONNEL COMMISSION

Meeting Dates School Year 2025-26  
4<sup>th</sup> Monday of the month at 3:30p.m. (except as noted with \*)

DATE	LOCATION
July 28, 2025	Board Room
August 25, 2025	Board Room
September 22, 2025	Board Room
October 27, 2025	Board Room
November 24, 2025	Board Room
December 15, 2025*	Board Room
January 26, 2026	Board Room
February 23, 2026	Board Room
March 23, 2026	Board Room
April 27, 2026	Board Room
May 18, 2026*	Board Room
June 22, 2026	Board Room



# MARIN COUNTY

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## OFFICE OF EDUCATION

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JOHN A. CARROLL  
MARIN COUNTY  
SUPERINTENDENT OF SCHOOLS

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TO: Marin County Office of Education  
Personnel Commission

From: John Carroll,  
Marin County Superintendent of Schools

Subject: Recommendation to approve the allocation of positions on the Classified Service Salary Structure for Management Employees (EXEMPT)

Recognizing the November 20, 2023\* Personnel Commission approval of a new classification title: Director of Communications, an analysis of the Marin County Office of Education’s Classified Service Salary Structure for Management Employees (Exempt) for placement of the pending new classification has been completed. The analysis included examining the relationship with other positions within the classified service and comparing differences in duties and responsibilities, as established in the Position Description and Job Factor Analysis Plan. Additionally, the analysis included comparison to equivalent positions with substantively similar job duties and job titles in comparable Local Educational Agencies.

In compliance with Merit Rule 3.300 **Allocation of Classes (Position Titles) To Salary Schedules** (see below), I recommend that you approve the allocation of the position Director of Communications on the Classified Service Salary Structure for Management Employees (Exempt) as follows:

**Director of Communications Salary Range 74**

DIRECTOR OF PERSONNEL	74	Daily	579.35	608.32	638.74	670.68	704.21
DIRECTOR OF MAINTENANCE AND OPERATIONS		Annual	150,631	158,163	166,072	174,377	183,095
DIRECTOR OF BUSINESS SERVICES							
DIRECTOR OF INFORMATION SYSTEMS							

Please see Merit Rule 3.300 and salary schedule below.

*\* The Personnel Commission did not allocate this position in 2023 due to the beginning of the large classification study project happening at that time.*

## Marin County Office of Education Merit Rules

### 1.300 ALLOCATION OF CLASSES (POSITION TITLES) TO SALARY SCHEDULES

#### 3.300.1 Factors in Allocation of Classes (Position Titles) for Salary Determination

The Director of Personnel shall prepare recommendations for the allocation of classes (position titles) to salary schedules for approval by the Commission. These recommendations shall take into account, when appropriate, the following factors:

##### A. External Factors

1. Wages and salaries paid for similar work in private industry in the recruitment area.
2. Wages and salaries paid by other governmental agencies which may be in competition in the labor market within the local geographical area.

##### B. Internal Factors

1. The principle of like pay for like work within the classified service.
2. Appropriate differentials between related classes (position titles) to reflect differences in duties and responsibilities, as established in the classification plan (see Position Description and Job Factor Analysis Plan).

##### C. Salary Schedule for the Classified Service (Education Code Section 45268)

1. The Commission shall recommend to the Superintendent/Board salary schedules for the classified service. The Superintendent/Board may approve, amend, or reject these recommendations. No amendment shall be adopted until the Commission is first given a reasonable opportunity to make a written statement of the effect the amendments will have upon the principle of like pay for like service. No changes shall operate to disturb the relationship which compensation schedules bear to one another, as the relationship has been established in the classification made by the Commission.



# MARIN COUNTY

## OFFICE OF EDUCATION

Supporting Learning for ALL Students

## Work Out Of Class

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### Details

Starting March 26, 2026, until July 6, 2026, Human Resources Specialist, K.P., has worked or is scheduled to work approximately 20 hours per week in the classification of Credential's Analyst.

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

Pay Human Resources Specialist, K.P. at the rate for Credentials Analyst (Range 58, Step 1, \$49.02) which is next above her regular Human Resources Specialist hourly rate (Range 44 Step 3, \$38.24).

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 – March 20, 2026 – April 24, 2026

<b>POSITION</b>	<b># OF OPENINGS AT TIME OF POSTING</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>	<b># OF OPENINGS REMAINING</b>
Accountant	1 (FTE)	03/03/26	Until Filled	INTERVIEW: 04/08/26 FINAL: 04/17/26 <b>HIRED: NORMAN VILLACORTE</b>	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 FINAL: 03/27/26 <b>HIRED: MICHELE SMITH</b>	0 (FTE)
Food Service Manager	1 (FTE)	03/03/26	03/29/26	INTERVIEW: 04/06/26 FINAL: 04/09/26 <b>PROMOTED: EAMONN GALLAGHER</b>	0 (FTE)
Licensed Vocational Nurse	3 (FTE)	04/01/26	04/20/26	INTERVIEW: TBD	3 (FTE)
Paraeducator SPED	MULTIPLE (FTE)	11/07/25	Until Filled	INTERVIEW: 02/13/26 – 02/27/26 <b>HIRED: MICHAEL NEUMANN</b> <b>HIRED: KENDRA CHAMBERLAIN</b> <b>HIRE: EMMITT MCGILL</b> <b>HIRED: PAULA JIMENEZ</b>	MULTIPLE (FTE)
Ranch Cook	1 (FTE)	04/13/26	04/26/26	INTERVIEW: TBD	1 (FTE)
Ranch Helper	1 (FTE)	02/25/26	Until Filled	INTERVIEW: 04/22/26 FINAL: 04/27/26	.86 (FTE)
School to Career Liaison	.5 (FTE)	04/24/26	05/15/26	INTERVIEW: TBD	.5 (FTE)
Senior Administrative Assistant	.5 (FTE)	03/30/26	09/30/26	INTERVIEW: TBD	.5 (FTE)
Senior Executive Administrative Assistant to Superintendent	1 (FTE)	02/11/26	03/04/26	INTERVIEW: 03/30/26 SECOND: 05/04/26	1 (FTE)

STATUS OF OPEN CLASSIFIED POSITIONS – March 20, 2026 – April 24, 2026

CURRENT LEAVES AS OF 03/20/2026	RESCINDS (ACCEPTED)	RETIREMENTS/SEPARATIONS
2 Accountant 1 Accounting Assistant 1 Administrative Secretary 1 Credentials Analyst 7 Paraeducator 1 School to Career Liaison		<u>Retirements:</u> 0 <u>Separations:</u> 2

# New Hires

March 20, 2026 – April 24, 2026

## Classified New Hires & Promotions

### Kendra Chamberlain – Paraeducator – Special Education

- Kendra joins us as a Paraeducator in our Special Education department.
  - Favorite animals are kitties because they're cuddly and cute.
  - Would love to live at the beach or by a lake.

### Eamonn Gallagher – Food Service Manager – Walker Creek Ranch

- Eamonn promoted to Food Service Manager at Walker Creek Ranch.
  - Favorite hobby is surfing.
  - Loves Spring because nature is waking up.

### Paula Jimenez – Paraeducator – Special Education

- Paula joins us as a Paraeducator in our Special Education department.
  - Has worked as a Substitute Paraeducator with MCOE since 2024.
  - Is bilingual in Spanish and English.

### Emmitt McGill – Paraeducator – Special Education

- Emmitt joins us as a Paraeducator in our Special Education department.
  - Loves going to live music shows.
  - All-time favorite food is pizza.

### Michael Nuemann – Paraeducator – Special Education

- Michael joins us as a Paraeducator in our Special Education department.
  - Favorite hobby is ice skating.
  - Would love to live in Japan.

### Michele Smith – Assistant Special Project Manager – Superintendent's Office

- Michele joins us as an Assistant Special Projects Manager in our Superintendent's Office.
  - Was the Athletic Director at Novato High School.
  - Has a BA in History with a Minor in Spanish.

### Norman Villacorte – Accountant – Business Services

- Norman joins us as an Accountant in our Business Services department.
  - Has a Master of Science in Accounting.
  - Previously worked as an Accountant for CCEE.