

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, May 18, 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 April 27, 2026, Minutes Dr. Zerkel
 6. Review of the 2026-27 proposed Personnel Commission Operating Budget..... Mr. Richardson
 7. Personnel Director's Report Mr. Richardson
 8. Reports and Items Introduced by Commissioners Dr. Zerkel
 9. 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, April 27, 2026**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, April 27, 2026.

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| 1. Dr. Zerkel convened the meeting at 3:30 p.m. | <u>Call to Order</u> |
| 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. | <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/Foster; the matter passed 3-0 to approve the March 23, 2026 minutes.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Minutes Approved</u> |
| 6. Mr. Richardson reviewed the 2025-26 Personnel Commission Meeting Schedule. | <u>Review of 25-26 Meeting Schedule</u> |
| 7. Mr. Richardson presented the Superintendent's recommendation for the Allocation of new positions to the Classified Management (Exempt) Salary Schedule. | <u>Position Allocation Review</u> |
| 8. Motion, seconded, and carried, Foster/McKown; the matter passed 3-0 to approve the Superintendent's recommendation for the Allocation of new positions to the Classified Management (Exempt) Salary Schedule. | <u>Position Allocation Approval</u> |
| 9. Mr. Richardson recommended a salary adjustment for Work Out of Classification. | <u>Recommendation on Salary Adjustment for Work Out of Classification</u> |
| 10. Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to approve the Work Out of Classification salary adjustment.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Approval of Salary Adjustment for Work Out of Classification</u> |
| 11. Mr. Richardson reported on the following: <ul style="list-style-type: none">• Review of status report for the period of March 20, 2026 – April 24, 2026.• Current leaves, separations, and vacancies were reviewed. | <u>Personnel Director's Report</u> |
| 12. Dr. Zerkel invited the Commissioners to report on items not on the agenda. | <u>Reports/Items</u> |
| 13. Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to adjourn the meeting.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Dr. Zerkel adjourned the meeting at 4:18 p.m. | <u>Adjournment</u> |

Jason Richardson
Secretary

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MARIN COUNTY

OFFICE OF EDUCATION

Supporting Learning for ALL Students

2026-2027 Personnel Commission Budget			
Category	2025-2026	2025-2026	2026-2027
	Approved	Act + Encumb	Budget
	FY 25-26	FY 25-26	FY 26-27
	As of 7/1/2025	As of 4/27/2026	
CLASSIFIED PERSONNEL			
PERSONNEL COMMISSION/BOARD	1,440.00	1,040.00	1,400.00
DIRECTOR	83,405.00	83,404.00	87,425.00
SECRETARIAL SALARIES	37,778.00	37,776.00	39,690.00
CLERICAL & OFFICE ~ OVERTIME	5,000.00	329.00	2,000.00
PROFESSIONAL EXPERT	10,000.00	0.00	2,000.00
TOTAL: CLASSIFIED PERSONNEL	142,623.00	122,549.00	132,515.00
BENEFITS			
TOTAL: BENEFITS	52,160.00	45,258.00	48,189.00
SUPPLIES			
TOTAL: SUPPLIES	575.00	0.00	0.00
OPERATIONAL			
CONFERENCES	10,000.00	2,827.00	10,000.00
MEETINGS	175.00	0.00	0.00
MILEAGE	750.00	332.00	750.00
DUES & MEMBERSHIPS	3,250.00	1095.00	3,250.00
WORKSHOP FEES	250.00	0.00	0.00
COPIER CHARGES (COPIES)	1,125.00	0.00	0.00
ADVERTISING	6,000.00	2,075.00	6,000.00
FINGERPRINTING	0.00	17,542.00	20,000.00

Category	2025-2026	2025-2026	2026-2027
	Approved	Act + Encumb	Budget
	FY 25-26	FY 25-26	FY 26-27
OTHER FEES	300.00	0.00	0.00
OTHER CONTRACT SERVICES	700.00	0.00	0.00
OUTSIDE PRINTING	1,000.00	0.00	0.00
PERSONNEL AGENCIES	3,000.00	0.00	0.00
TB TESTING/X-RAYS	100.00	0.00	0.00
POSTAGE	500.00	21.00	200.00
TELEPHONE	0.00	150.00	0.00
TOTAL: OPERATIONAL	27,150.00	24,042.00	40,200.00
GRAND TOTAL:1000-7999	222,508.00	191,849.00	220,904.00

STATUS OF OPEN CLASSIFIED POSITIONS – April 24, 2026 – May 15, 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
Administrative Assistant	1 (FTE)	05/05/26	Until Filled	INTERVIEW: TBD	1 (FTE)
Director of Communications	1 (FTE)	05/05/26	05/18/26	INTERVIEW: TBD	1 (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: 05/08/26 HIRED: JULIA HEWITT HIRED: GLENDA GLASS	MULTIPLE (FTE)
Ranch Cook	1 (FTE)	04/13/26	04/26/26	INTERVIEW: TBD	1 (FTE)
Ranch Helper	.86 (FTE)	02/25/26	Until Filled	INTERVIEW: 05/04/26 FINAL: 05/06/26 HIRED: LUIS FLORES	0 (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	REHIRED: JESSICA DEMITRO	0 (FTE)
Senior Administrative Assistant	1 (FTE)	05/06/26	05/28/26	INTERVIEW: TBD	1 (FTE)
Senior Executive Administrative Assistant to Superintendent	1 (FTE)	02/11/26	03/04/26	INTERVIEW: 03/30/26 SECOND: 05/04/26 PROMOTED: BIANCA ROCHA	0 (FTE)

STATUS OF OPEN CLASSIFIED POSITIONS – April 24, 2026 – May 15, 2026

CURRENT LEAVES AS OF 05/15/2026	RESCINDS (ACCEPTED)	RETIREMENTS/SEPARATIONS
2 Accountant 1 Administrative Assistant 1 Credentials Analyst 1 Business Manager 7 Paraeducator		<u>Retirements:</u> 0 <u>Separations:</u> 2

New Hires

April 24, 2026 – May 15, 2026

Classified New Hires & Promotions

Jessica Demitro – Sr. Administrative Assistant – Ed. Services

- Jessica re-joins us as a Sr. Administrative Assistant in our Ed. Services department.
 - Would love to live in Italy.
 - Loves the flowers of Spring and new beginnings.

Luis Flores – Ranch Helper – Walker Creek Ranch

- Luis joins us as a Ranch Helper at Walker Creek Ranch.
 - Is a Doctor of General Medicine with a background in architecture.
 - Has experience as a maintenance technician and a cook.

Glenda Glass – Paraeducator – Special Education

- Glenda joins us as a Paraeducator in our Special Education department.
 - Has worked as a Substitute Paraeducator with MCOE.
 - Speaks Spanish and French.

Julia Hewitt – Paraeducator – Special Education

- Julia joins us as a Paraeducator in our Special Education department.
 - Would love to live on a cruise ship.
 - Loves the beautiful colors and weather of Fall.

Bianca Rocha – Sr. Executive Administrative Assistant – Superintendent's Office

- Bianca promoted to Sr. Exec. Admin. Assistant in our Superintendent's Office.
 - Was previously in SELPA as a Sr. Administrative Assistant.
 - Favorite hobbies are going to the gym and painting.