

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, September 28, 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 July 27, 2026, Minutes Dr. Zerkel
 6. 2nd Reading of Proposed Amendments to Merit Rules Mr. Richardson
 7. Approval of Proposed Amendments to Merit Rules Dr. Zerkel
 8. Personnel Director's Report Mr. Richardson
 9. Reports and Items Introduced by Commissioners Dr. Zerkel
 10. 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, July 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, July 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 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, McKown/Zerkel; the matter passed 2-0 to approve and adopt the agenda.
Ayes: McKown, Zerkel; Noes: None; Absent: Foster. | <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 June 22, 2026 minutes.
Ayes: McKown, Zerkel; Noes: None; Absent: Foster. | <u>Minutes Approved</u> |
| 6. Mr. Richardson reviewed the Classification Plan, Job Series and List of Inactive Classes. | <u>Review Classification Plan</u> |
| 7. Motion, seconded, and carried, McKown/Zerkel; the matter passed 2-0 to approve the Classification Plan, Job Series and List of Inactive Classes.
Ayes: McKown, Zerkel; Noes: None; Absent: Foster. | <u>Approve Classification Plan</u> |
| 8. Mr. Richardson reviewed the proposed Merit Rule Amendments. | <u>Review Merit Rule Amendments</u> |
| 9. Mr. Richardson reported on the following: <ul style="list-style-type: none">• No August meeting. The next Personnel Commission meeting is September 28, 2026.• Back to School kickoff is August 17th at the Jonas Center in Novato from 8:30-12:00pm.• New CalPERS rules regarding creditable vacation pay.• Review of status report for the period of June 22, 2026 – July 27, 2026.• Current leaves, separations, and vacancies were reviewed. | <u>Personnel Director's Report</u> |
| 10. Dr. Zerkel invited the Commissioners to report on items not on the agenda. | <u>Reports/Items</u> |
| 11. Motion, seconded, and carried, McKown/Zerkel; the matter passed 2-0 to adjourn the meeting.
Ayes: McKown, Zerkel; Noes: None; Absent: Foster. Dr. Zerkel adjourned the meeting at 4:09 p.m. | <u>Adjournment</u> |

Jason Richardson
Secretary



MARIN COUNTY

OFFICE OF EDUCATION

Supporting Learning for ALL Students

PROPOSED MERIT RULE AMENDMENT July 27, 2026

Proposed Amendment: Modify displacement rights Article 6.700.2.A and move “Displacement Rights – Job Series” list to new Appendix A: Classification Plan (Pending PC approval on 7/27/26).

Modification to article indicated in red below.

Location of change within document:

- Insert “See Appendix A: Classification Plan” within article 6.700.2 section A.
- Remove list of job series, “Marin County Office of Education Classified Service Displacement Rights—Job Series” from the section following 6.700.5. Move the updated list of job series to Appendix A: Classification Plan.

Rationale:

- This proposed amendment is intended to reorganize 6.700.2 for clarity and to reflect current updated information. The Personnel Commission has recently approved new job titles, and updated job series. The current version of the Merit Rules included a list of job series embedded at the end of the Layoff Article 6.700 that is outdated and was placed in an illogical location (following 6.700.5 Unemployment Insurance). The new Classification Plan (pending Personnel Commission approval) identifies all current job series for displacement rights purposes and is more easily accessible as an appendix.

Excerpt of Merit Rules document:

6.700 Layoffs

6.700.1 Layoff Procedures

Classified employees shall be subject to layoff for lack of work or lack of funds.

When it becomes necessary to lay off permanent or probationary employees, such layoffs shall be made in inverse order of seniority in the classification in which the layoff occurs. The employee who has been employed the shortest time in the classification, plus higher classification, shall have the least seniority, and therefore shall be laid off first. (Education Code Section 45308)

6.700.2 Rights of Employees Laid Off for Lack of Work or Funds

Classified employees subject to layoff for lack of funds at the end of a school year shall be given written notice no later than March 15, informing them of their layoff effective at the end of the school year and of their displacement rights, if any, and reemployment rights. Notwithstanding the other requirements of this code respecting layoff of permanent classified employees, when classified positions must be eliminated as a result of the expiration of a specially funded program, the employees to be laid off shall be given written notice not less than 60 days prior to the effective date of their layoff informing them of their layoff date and their displacement rights, if any, and reemployment rights. (Education Code Section 45117)

Displacement Rights are as determined as follows:

A permanent employee in the classified service who is laid off from a classification (position title) shall have the right to displace an employee with less seniority:

- A. in that classification and lower classifications within a job series. ~~See Displacement Rights Job Series~~ See Appendix A: Classification Plan
- B. in a previously held equal or lower classification not within the currently held job series in which the employee had successfully completed the probationary period.
- C. in a lower classification not within the currently held job series if the current position description includes the duties and responsibilities of the lower classification
- D. or; if the employee is found to be specifically qualified by Personnel Commission determination and the employee qualifies under existing testing procedure for this position.

In no case will the mechanics of a layoff procedure increase an employee's employment status, i.e., classification, work hours, etc.

Seniority is the total amount of continuous active service in a probationary or permanent status within a classification or a higher classification, or, by the agreement of the exclusive representative of the classified employees that defines "length of service" to mean the hire date for unit members. If there is such an agreement with the exclusive representative of classified employees, then the County Superintendent of Schools may define "length of service" to mean hire date for any classification of

employee not represented by any exclusive bargaining agreement. (Education Code Section 45308)

Hours compensated solely on an overtime basis as provided for in Education Code Section 45128 are excluded from seniority determination.

A permanent employee who may be laid off for lack of work or funds, despite the exercising of displacement rights, in order to avoid layoff may also request in writing a voluntary demotion to a vacant position in a lower classification or a transfer to an equal classification provided they are found qualified by the Senior Director of Personnel to perform the duties thereof and provided further that the appointing authority approves the demotion and/or assignment.

6.700.3 Layoffs of Emergency, Provisional and Limited-Term Employees

No permanent or probationary employee shall be laid off from any position while employees are serving under emergency, provisional or limited-term appointments in the same classification or lower classification unless the regular employee declines such an appointment.

Emergency, provisional and limited-term employees may be separated at the discretion of the appointing authority without regard to the procedures set forth in this rule.

6.700.4 Restoration (Rule 6.200.3)

- A. Each person who has been laid off or displaced from a position in which they have permanent or probationary status shall, in writing, be offered restoration to a position in the class from which they are laid off, should such position be reestablished or should the necessity for layoff or displacement cease to exist, or should another position in the same class (position title) become vacant within 39 months after the date they are laid off or displaced. Should the employee not accept restoration within one week after the date of the offer, or should they decline to begin work within three weeks after the date of the offer, they shall be declared unavailable and shall forfeit any right to restoration unless further offer of restoration is granted by the Personnel Commission.
- B. Whenever more than one person has been laid off and/or displaced in the same class (position title), the order of restoration shall be in the reverse of the order of layoff.
- C. Whenever a person is unavailable for restoration, the next senior person who is

eligible for restoration shall be offered restoration in the same manner and under the same conditions. Should there be no person eligible and available for restoration, the position may be filled as otherwise provided by these rules for appointment to a vacant position.

- D. A person who is unavailable for restoration may, within two weeks after they are declared unavailable, request in writing to the Personnel Commission that they be considered for further offer of restoration, should such occur within 39 months after layoff or displacement. The request shall contain a full explanation of the reason for the unavailability. Within one month after the request is filed, the Commission shall either grant or deny further offer of restoration. The Commission may specify conditions under which further offer of restoration may be granted.

6.700.5 Unemployment Insurance (Education Code Section 45208)

Classified employees are eligible for unemployment insurance. When classified employees are separated from the service, they should register with the local Employment Development Department. Eligibility for benefits will be determined and established by that agency based on the California Unemployment Insurance Code.

~~Marin County Office of Education~~

~~Classified Service~~

~~Displacement Rights — Job Series~~

	Ranking Level
~~Accounting Control Series~~	
~~Accounting Assistant~~	~~10~~
~~Accounting Technician~~	~~8~~
~~Accounting Clerk~~	~~6~~
~~Accounting Series~~	
~~Senior Director of Business~~	~~Exempt 18~~
~~Director of Business Services~~	~~Exempt 16~~
~~Business Services Manager~~	~~Exempt 13~~
~~Senior Accountant~~	~~Exempt 11~~
~~Accountant~~	~~Exempt 9~~
~~Building Service Series~~	
~~Maintenance Worker~~	~~11~~
~~Maintenance Custodian~~	~~8~~

Custodian/Groundskeeper	6
Office Utility Worker	3

Data Processing Series

Director of Information Services	Exempt	14
Data Processing Manager	Exempt	10
Senior Systems/Programmer Analyst	Exempt	9

Food Service Series

Cook	7
Food Service Assistant	1

General Clerk Series

General Clerk I	3
General Clerk II	1

Information Services Series

Information Systems/Analyst	Exempt	10
Information Systems Specialist		17
Information Systems Support Technician		14

Instructional Media Series

Media Technician	8
Distributor I.M.C.	6
Library Assistant	6
Media Center Clerk	3
Booking Clerk	3
Film Inspector	2

Outdoor Education Series

Manager, Outdoor Education Program	Exempt	11
Ranch Naturalist Supervisor	Exempt	1

Ranch Operations Series

Ranch Facilities Manager	Exempt	6
Ranch Maintenance Supervisor	Exempt	1

Secretarial Series

Superintendent's Secretary /Administrative Assistant	12
Executive Secretary	10
Senior Administrative Secretary	9
Administrative Secretary	8
Clerk Typist	3

Transportation Series

Transportation Manager	Exempt	9
Assistant Transportation Manager	Exempt	3

Non-Series Titles

Note: The following non-series job titles do not have displacement rights unless they have completed a probationary period in a specific job-series title or are found to be specifically qualified by the Personnel Commission determination and are more senior than the displaced employee.

Assistant Ranch Manager	Exempt	12
Brailist		6
Business Education Liaison		14
Classroom Helper		
Credentials Analyst		11
Director of General Services	Exempt	13
Director of Personnel	Exempt	15
Graphics Technician		8
Instructional Assistant/Child Development		2
Interpreter		9
Licensed Vocational Nurse	Exempt	1
Management Assistant	Exempt	6
Manager, Walker Creek Ranch	Exempt	15
Naturalist		6
Occupational Therapist		22
Occupational Training Assistant		13
Offset Equipment Operator		8
Organizer of Volunteer Services		7
Paraeducator /Special Education/Alternative Education		7
Paraeducator /Auto Technology		7
Paraeducator /Graphics		7
Paraeducator /Business Office Technology		7

Paraeducator /Restaurant Occupations		7
Paraeducator /Small Engine Repair		7
Paraeducator /Video Occupations		7
Paraeducator /Welding Technology		7
Physical Therapist	Exempt	5
Ranch Clerk		7
Ranch Conference Manager	Exempt	2
Ranch Cook		6
Ranch Food Services Manager	Exempt	2
Ranch Helper		4
Ranch Naturalist		7
Ranch Worker		7
Receptionist		4

STATUS OF OPEN CLASSIFIED POSITIONS – July 27, 2026 – September 25, 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 Specialist	2 (FTE)	06/22/26	07/13/26	INTERVIEW: 09/16/26 PROMOTED: KIMBERLY PHETPHADOUNG PROMOTED: PATTY CHELINI	0 (FTE)
Administrative Assistant	1 (FTE)	05/05/26	Until Filled	INTERVIEW: 09/23/26	1 (FTE)
Custodian/Groundskeeper	1 (FTE)	05/20/26	06/10/26	INTERVIEW: 06/29/26 SECOND: 06/30/26 HIRED: JUAN SORTO	0 (FTE)
Data Analyst Assistant Special Projects Manager - HSS	1 (FTE)	06/26/26	07/17/26	INTERVIEW: 08/06/26 2 ND ROUND: 08/19/26 HIRED: KAI STEINER	0 (FTE)
Human Resources Specialist – Medical Benefits	1 (FTE)	09/21/26	10/02/26	INTERVIEW: TBD	1 (FTE)
Paraeducator SPED	MULTIPLE (FTE)	11/07/25	Until Filled	INTERVIEW: 07/31/26 – 08/21/26 HIRED: JOHN FRY HIRED: SAWSAN ABUHALAWA HIRED: KELLY DELGADO HIRED: MARY TRINH HIRED: ANA SERVIN HIRED: JULISSA VICENTE HIRED: ELOISE EINHORN	MULTIPLE (FTE)
Paraeducator SPED – Student Transportation	2 (FTE)	06/03/26	Until Filled	INTERVIEW: 07/31/26 – 08/14/26 HIRED: SANDRA GONZALEZ HIRED: PAUL FERRANTE	0 (FTE)
Ranch Kitchen Helper	.86 (FTE)	08/24/26	09/04/26	INTERVIEW: 09/11/26	.86 (FTE)
Senior Administrative Assistant	2 (FTE)	05/06/26 09/24/26	05/28/26 10/13/26	INTERVIEW: 09/08/26 2 nd ROUND: 09/09/26 HIRED: OMAR LOZANO	1 (FTE)

STATUS OF OPEN CLASSIFIED POSITIONS – July 27, 2026 – September 25, 2026

CURRENT LEAVES AS OF 09/25/2026	RESCINDS (ACCEPTED)	RETIREMENTS/SEPARATIONS
1 Accountant 1 Business Manager 1 Licensed Vocational Nurse 5 Paraeducator 1 School to Career Liaison		<u>Retirements:</u> 0 <u>Separations:</u> 7

New Hires

July 27, 2026 – September 25, 2026

Classified New Hires & Promotions

Sawsan Abuhawwa – Paraeducator – Special Education

- Sawsan joins us as a Paraeducator in our Special Education department.
 - Favorite animal is a Tiger, strong and beautiful.
 - Is bilingual in Arabic and English.

Patty Chelini – Accounting Specialist - Business

- Patty promoted to Accounting Specialist in our Business department.
 - Has worked in the MCOE Ed Services department for 2 years.
 - Would love to live in Croatia.

Kelly Delgado – Paraeducator – Special Education

- Kelly joins us as a Paraeducator in our Special Education department.
 - Favorite season is Fall for the weather and Halloween.
 - Ran a business selling custom succulent plant arrangements.

Eloise Einhorn – Paraeducator – Special Education

- Eloise joins us as a Paraeducator in our Special Education department.
 - Has a BA in Liberal Arts.
 - Has almost 5 years of Paraeducator experience.

Paul Ferrante – Paraeducator – Special Education Student Transportation

- Paul joins us as a Paraeducator in our Special Education department.
 - Has many years of experience as a Community Learning Center site coordinator.
 - Plays many instruments – Djembe, Piano, Clarinet, Drums.

John Fry – Paraeducator – Special Education

- John joins us as a Paraeducator in our Special Education department.
 - Has a BS in Criminology.
 - Previously worked as a Firefighter EMT.

Sandra Gonzalez – Paraeducator – Special Education Student Transportation

- Sandra re-joins us as a Paraeducator in our Special Education department.
 - Has many years of experience as a Legal Assistant.
 - Is bilingual in Spanish and English.

Omar Lozano – Sr. Administrative Assistant – Alternative Education

- Omar joins us as the Sr. Administrative Assistant in our Alternative Education department.
 - Favorite hobby is Boxing.
 - Has 5 years of experience as a Legal Assistant.

Kimberly Phetphadoung – Accounting Specialist - Business

- Kimberly promoted to Accounting Specialist in our Business department.
 - Has worked in the MCOE Personnel department for 2 years.
 - Favorite animal is the Red Panda, because they sleep all day.

Ana Servin – Paraeducator – Special Education

- Ana joins us as a Paraeducator in our Special Education department.
 - Is also self employed as a home organizer, manager, and personal assistant.
 - Is bilingual in Spanish and English.

Juan Sorto – Custodian Groundskeeper – M&O

- Juan joins us as Custodian Groundskeeper in our M&O department.
 - Has almost 20 year of custodial experience.
 - Also works as a Building Manager in the Ross School District.

Kai Steiner – Assistant Special Projects Manager – Health, Safety, and Support

- Kai joins us as an Assistant Special Projects Manager in our HSS department.
 - Studied Data Science and Sociology at UC Berkeley.
 - Speaks Japanese.

Mary Trinh – Paraeducator – Special Education

- Mary joins us a Paraeducator in our Special Education department.
 - Has a BA and 2 AA degrees. Fields of study include Health Science, Mental Health, and Liberal Studies.
 - Is bilingual in Vietnamese and English.

Julissa Vicente – Paraeducator – Special Education

- Julissa joins us as a Paraeducator in our Special Education department.
 - Has 6 years of experience as a childcare provider.
 - Worked as a server in a retirement community.