MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION

The regular meeting of the Personnel Commission will be held on
Monday, October 26, 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 September 28, 2026, Minutes..... Dr. Zerkel
6. Personnel Director's Report ..... Mr. Richardson
7. Reports and Items Introduced by Commissioners ..... Dr. Zerkel
8. 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, September 28, 2026

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, September 28, 2026.

1. Dr. Zerkel convened the meeting at 3:30 p.m. — **Call to Order**

2. Present for the meeting were Commissioners Catherine McKown, Paulette Foster, Dr. Arline Zerkel. The staff was represented by Jason Richardson and Erin Feely. Guests: Steve Chamberlin. — **Roll Call/Guests**

3. Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to approve and adopt the agenda.
   Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. — **Agenda Approved**

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 July 27, 2026 minutes.
   Ayes: McKown, Zerkel; Noes: None; Abstain: Foster. — **Minutes Approved**

6. Mr. Richardson reviewed the 2nd reading of proposed Amendments to Merit Rules. — **Review Merit Rule Amendments**

7. Motion, seconded, and carried, Foster/McKown; the matter passed 3-0 to approve the proposed Merit Rule Amendments.
   Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. — **Approve Merit Rule Amendments**

8. Mr. Richardson reported on the following: — **Personnel Director's Report**
   - Review of status report for the period of June 22, 2026 – July 27, 2026.
   - Current leaves, separations, and vacancies were reviewed.

9. Dr. Zerkel invited the Commissioners to report on items not on the agenda. — **Reports/Items**

10. 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 3:59 p.m. — **Adjournment**

Jason Richardson
Secretary

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DRAFT

STATUS OF OPEN CLASSIFIED POSITIONS – September 25, 2026 – October 23, 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	2 (FTE)	09/01/26	03/01/26	INTERVIEW: TBD	2 (FTE)
Administrative Assistant	1 (FTE)	05/05/26	Until Filled	INTERVIEW: 09/23/26 2ND ROUND: 10/05/26 HIRED: ETHAN ZANGHI	0 (FTE)
Food Service Manager	1 (FTE)	10/05/26	10/25/26	INTERVIEW: TBD	1 (FTE)
Human Resources Specialist	1 (FTE)	09/21/26	10/02/26	INTERVIEW: 10/16/26 PROMOTED: JACK REUTER	0 (FTE)
Human Resources Specialist	1 (FTE)	10/19/26	10/30/26	INTERVIEW: TBD	1 (FTE)
Human Resources Technician	1 (FTE)	10/09/26	10/23/26	INTERVIEW: TBD	1 (FTE)
Manager – Business Services	1 (FTE)	10/19/26	11/02/26	INTERVIEW: TBD	1 (FTE)
Paraeducator SPED	MULTIPLE (FTE)	11/07/25	Until Filled	INTERVIEW: 08/28/26 HIRED: LISET PANTOJA HIRED: SARAH BARSKY	MULTIPLE (FTE)
Senior Administrative Assistant	2 (FTE)	05/06/26	05/28/26	INTERVIEW: TBD	2 (FTE)

CURRENT LEAVES AS OF 10/23/2026	**RESCINDS (ACCEPTED)**	**RETIREMENTS/SEPARATIONS**
1 Business Manager 1 Licensed Vocational Nurse 3 Paraeducator 1 School to Career Liaison		Retirements: 0 Separations: 0

New Hires

September 25, 2026 – October 23, 2026

Classified New Hires & Promotions

Sarah Barsky – Paraeducator – Special Education

- Sarah joins us as a Paraeducator in our Special Education department.
    - Has a BA in Sociology from Gonzaga University.
    - Started with MCOE as an ESY Paraeducator.

Liset Pantoja – Paraeducator – Special Education

- Liset joins us as a Paraeducator in our Special Education department.
    - Is bilingual in Spanish and English.
    - Has several years' experience in the insurance business.

Jack Reuter – Human Resources Specialist – Personnel

- Jack promoted to Human Resources Specialist in our Personnel department.
    - Has worked in the MCOE Personnel department as HR Technician.
    - Speaks Italian and Spanish.

Ethan Zanghi – Administrative Assistant – Special Education

- Ethan joins us as an Administrative Assistant in our Special Education department.
    - Has a BS from California State University, Chico.
    - Favorite hobby is hiking.