MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION

The regular meeting of the Personnel Commission will be held on
Monday, November 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 October 26, 2026, Minutes ..... Dr. Zerkel
6. Review Final Report-Personnel Commission Goals 2025-2026…… Mr. Richardson
7. Review of 2025-2026 Draft Annual Report ..... Mr. Richardson
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, October 26, 2026

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, October 26, 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, Foster/McKown; the matter passed 3-0 to approve the September 28, 2026 minutes.
   Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. — **Minutes Approved**

6. Mr. Richardson reported on the following: — **Personnel Director's Report**
   - Structure of Personnel Department.
   - Review of status report for the period of September 25, 2026 – October 23, 2026.
   - Current leaves, separations, and vacancies were reviewed.

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

8. 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 3:51 p.m. — **Adjournment**

Jason Richardson
Secretary

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MARIN COUNTY
OFFICE OF EDUCATION
Supporting Learning for ALL Students

FINAL REPORT - Personnel Commission Goals - 2025-2026

Goal 1. Finalize and Implement Results of Classification and Compensation Study:

- The Personnel Commission will approve all new classified job descriptions.
- The Personnel Commission will approve recommendations to allocate or reallocate various classifications to salary schedules in accordance with the classification study and after consultation with CSEA as appropriate.

STATUS: SUBSTANTIAL PROGRESS MADE-

- **During the 2025-2026 school year, 30 job descriptions were presented to and approved by the Personnel Commission.**
- **17 classifications were allocated to salary schedules.**

Goal 2. Update Merit Rules:

- 3-5 Merit rules will be identified by MCOE for proposed changes to align with current Collective Bargaining Agreements and/or Education Code.

STATUS: SUBSTANTIAL PROGRESS MADE-

- **During the 2025-2026 school year, 2 Merit rules were updated**

Goal 3. Focus on Recruitment and Retention with a Diversity, Equity, Inclusion and Belonging Lense:

- Continue to revise application, testing and interview process to remove unnecessary barriers (refine questions, training of interview panelists, vision statements visible on materials, etc.)

STATUS: GOAL MET –

- **All applications, testing and interview materials include DEIB content and structures to measure competencies in non-discriminatory ways.**

Goal 4. Implement and refine Comprehensive New Employee Orientation and Onboarding Program to Foster an Inclusive Workplace:

- Focus orientations on a sense of belonging while providing all necessary resources and information for successful employment.

STATUS: GOAL MET –

- **Monthly New Employee Orientations (NEO) were held for new hires. Onboarding guides were provided to supervisors for each new hire.**

WWW.MARINSCHOOLS.ORG

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PERSONNEL COMMISSION 2025-2026 ANNUAL REPORT

MARIN COUNTY OFFICE OF EDUCATION

John A. Carroll

Marin County Superintendent of Schools

2025-2026 PERSONNEL COMMISSION GOALS

JOB CLASSIFICATION REVIEW

UPDATED MERIT RULES

DIVERSITY, EQUITY, INCLUSION & BELONGING IN RECRUITMENT

NEO (NEW EMPLOYEE ORIENTATION) & ONBOARDING



Overview of the Personnel Commission

The Marin County Office of Education Personnel Commission is composed of three members appointed for three-year staggered terms.

Meet the Personnel Commissioners



Catherine McKown

Commissioners' Appointee

Ms. McKown is retired after working 25 years in Marin schools at all grade levels.



Paulette Foster

CSEA Appointee

Ms. Foster retired from the Marin Community College District after working 45 years in the Admissions and Records department at both the Kentfield and Indian Valley Campuses.



Arline Zerkel

Ed.D., Superintendent Appointee

Dr. Zerkel retired from the Marin County Office of Education after 28 years of service.

What is a Merit System?

- Hiring and promoting employees on the basis of ability, with open competition in initial employment.
- Providing fair compensation.
- Retaining employees on the basis of performance. Correcting inadequate performance and separating those whose performance cannot be corrected.
- Training employees as needed for high quality performance.
- Assuring fair treatment of all applicants and employees in all aspects of personnel administration without regard to race, color, ethnicity, age, religion, political affiliation, marital status, disability, gender, sexual orientation, or national origin and with proper regard for their privacy and Constitutional rights as citizens.
- Protecting employees against political coercion and prohibiting use of official position to affect an election or nomination.

25-26 Personnel Commission Highlights

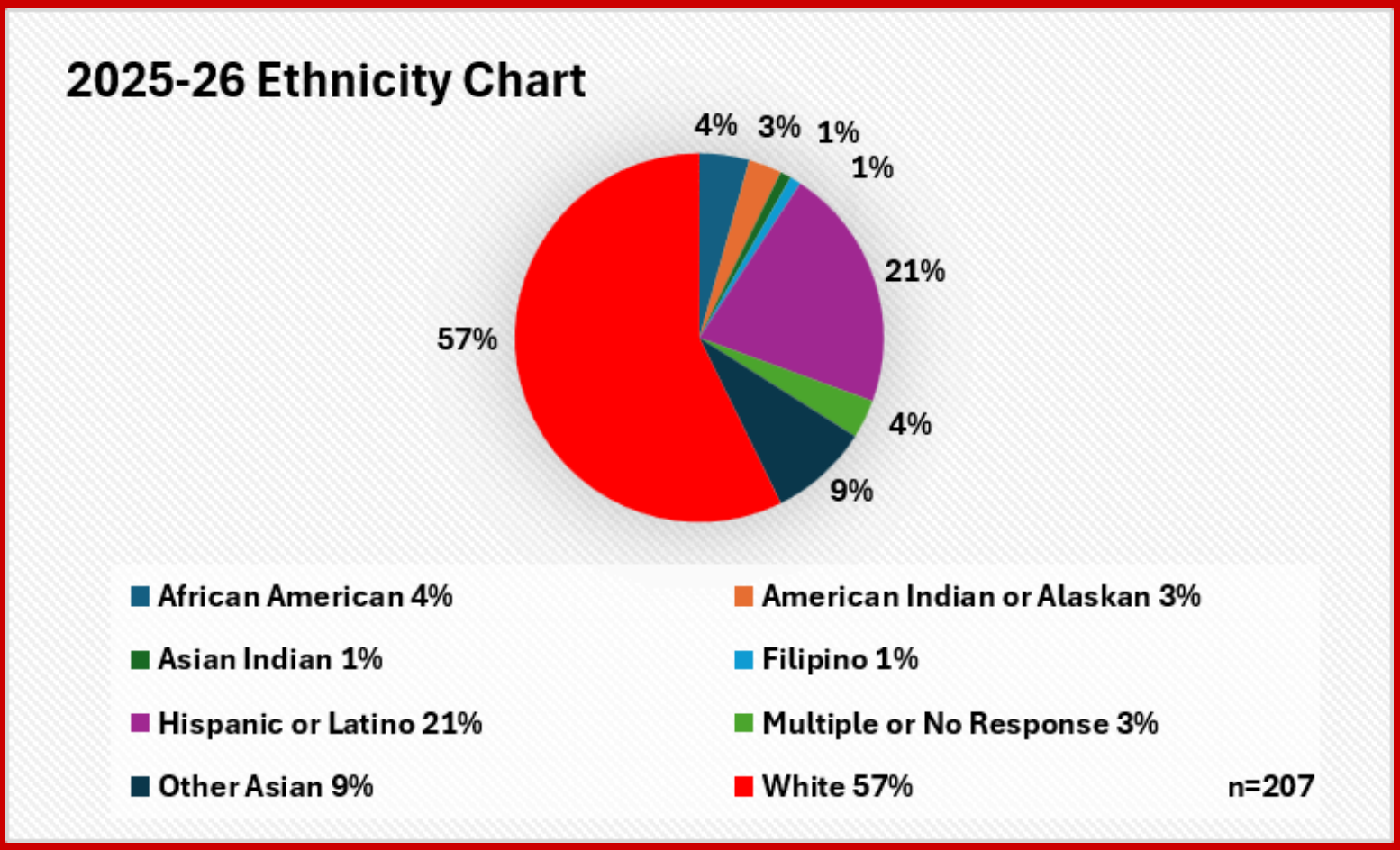
- 12 Regular Meetings were held
- Commissioner McKown was re-appointed by the Commission
- 30 Classification titles / job descriptions were approved
- 17 New classifications were allocated to salary schedules
- Large scale classification and compensation study continued
- 2 MCOE Staff attended the annual CSPCA Conference in San Diego, CA
- 1 Job Fair was hosted by MCOE
- 4 Salary adjustments for Work Out of Classification were approved

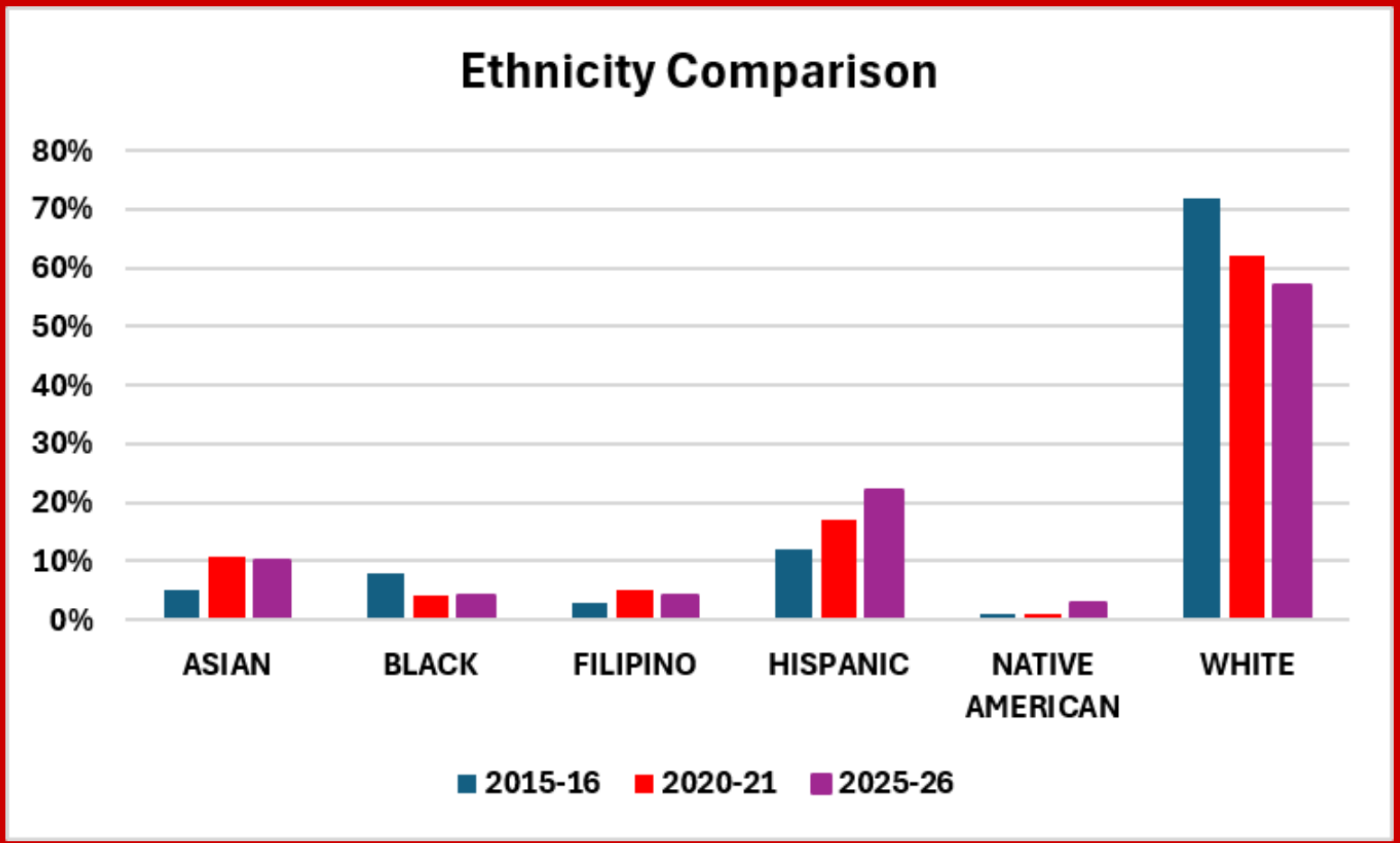
CLASSIFIED STAFF RECRUITMENT ACTIVITY OVER PAST 5 YEARS

ACTIVITY	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Position Recruitments	49	75	81	75	73
Applications	205	347	244	363	342
Applicants Screened	205	347	244	363	342
Applicants Examined	85	115	97	89	148
Applicants Hired	60	54	42	54	56
Employees Laid Off	0	0	0	0	4
Layoffs Rescinded	0	1	0	0	0



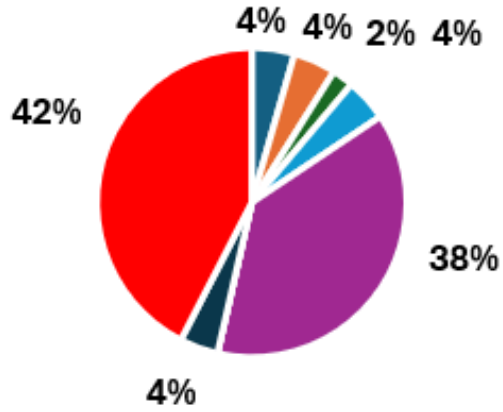
Total Classified Service Racial Composition





Total Classified New Hires & Promotions Racial Composition

2025-26 New Hires Ethnicity Chart

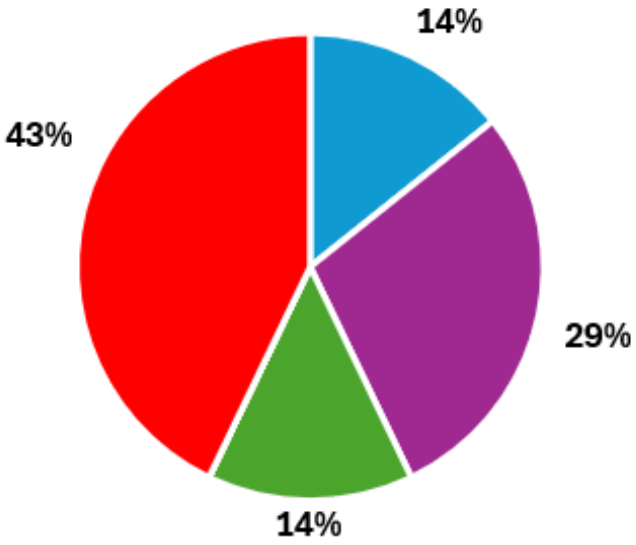


- African American 4%
- American Indian or Alaskan 4%
- Asian Indian 2%
- Filipino 4%
- Hispanic or Latino 38%
- Other Asian 4%

n=45

- White 42%

2025-26 Promotions Ethnicity Chart



- Filipino 14%
- Hispanic or Latino 29%
- Multiple or No Response 14%
- White 43%

n=7

For More Information

The Personnel Commission meets at
3:30pm on the 4th Monday of each month.

Jason Richardson, Senior Director of Personnel, acts as Secretary to the Commission and issues and receives all notification on its behalf.

Erin Feely, Human Resources Specialist - Classified Service

https://www.marinschools.org/about/mcoe-operations/personnel-commission

Contact us at: 415-499-5854



STATUS OF OPEN CLASSIFIED POSITIONS – October 23, 2026 – November 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	2 (FTE)	09/01/26	Until Filled	INTERVIEW: TBD	2 (FTE)
Food Service Manager	1 (FTE)	10/05/26	10/25/26	INTERVIEW: 11/16/26 2nd ROUND: 11/19/26	1 (FTE)
Human Resources Specialist	1 (FTE)	10/19/26	10/30/26	INTERVIEW: 11/16/26 2ND ROUND: 11/19/26	1 (FTE)
Human Resources Technician	1 (FTE)	10/09/26	10/23/26	INTERVIEW: 11/9/26 2ND ROUND: 11/24/26	1 (FTE)
Manager – Business Services	2 (FTE)	10/19/26	11/02/26	INTERVIEW: TBD	2 (FTE)
Paraeducator SPED	MULTIPLE (FTE)	11/07/25	Until Filled	INTERVIEW: 11/12/26 HIRED: LYDIA MUSHILI	MULTIPLE (FTE)
Senior Administrative Assistant	2 (FTE)	05/06/26	05/28/26	INTERVIEW: 11/03/26 2ND ROUND: 11/12/26	2 (FTE)
Senior Maintenance Technician	1 (FTE)	10/20/26	11/09/26	INTERVIEW: 11/20/26 PROMOTED: LUIS GONZALEZ	0 (FTE)
Special Projects Manager	1 (FTE)	11/19/26	Until Filled	INTERVIEW: TBD	1 (FTE)

CURRENT LEAVES AS OF 11/20/2026	**RESCINDS (ACCEPTED)**	**RETIREMENTS/SEPARATIONS**
1 Licensed Vocational Nurse 3 Paraeducator 1 School to Career Liaison		Retirements: 0 Separations: 5

New Hires

October 23, 2026 – November 20, 2026

Classified New Hires & Promotions

Luis Gonzalez – Promoted – Sr. Maintenance Technician – Maintenance and Operations

- Luis promoted to Sr. Maintenance Technician in our M&O department.
    - Favorite season is winter, loves cold and rainy days.
    - Favorite hobby is spending time with family.

Lydia Mushili – Paraeducator – Special Education

- Lydia joins us as a Paraeducator in our Special Education department.
    - Has a BA in Illustration from CSU Northridge.
    - Has worked as a Paraeducator for one year.