

**MINUTES**  
**MARIN COUNTY OFFICE OF EDUCATION**  
**Personnel Commission Special Meeting**  
**Friday, May 16, 2025**

The special meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Friday, May 16, 2025.

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| 1. Ms. Foster convened the meeting at 3:32 p.m.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <u><b>Call to Order</b></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><b>Roll Call/Guests</b></u>       |
| 3. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve and adopt the agenda as recommended.<br>Ayes: Zerkel, Foster, McKown; Noes: None; Absent: None.                                                                                                                                                                                                                                                                                                                               | <u><b>Agenda Approved</b></u>        |
| 4. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve the job titles. <ul style="list-style-type: none"><li>• Administrative Specialist</li><li>• Administrative Analyst</li><li>• Assistant Special Projects Manager</li><li>• Special Projects Manager</li><li>• Accountant</li><li>• Sr. Systems/Program Analyst</li><li>• Manager – Technology Systems and Applications</li><li>• Manager – Business Services</li></ul> Ayes: Zerkel, Foster, McKown; Noes: None; Absent: None. | <u><b>Approval of Job Titles</b></u> |
| 5. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to adjourn the meeting.<br>Ayes: Zerkel, Foster, McKown; Noes: None; Absent: None. Ms. Foster adjourned the meeting at 4:07 p.m                                                                                                                                                                                                                                                                                                          | <u><b>Adjournment</b></u>            |



Jason Richardson  
Secretary

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.