

**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, May 19, 2025**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, May 19, 2025.

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| 1. Ms. Foster 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.
Guests: Nancy Duns – CSEA Treasurer. | <u>Roll Call/Guests</u> |
| 3. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve and adopt the agenda as recommended.
Ayes: Zerkel, Foster, McKown; Noes: None; Absent: None. | <u>Agenda Approved</u> |
| 4. Ms. Foster invited the public to comment on items not on the agenda. | <u>Public Comment</u> |
| 5. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve the April 28, 2025 minutes after review. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Minutes Approval</u> |
| 6. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve the May 13, 2025 Special Meeting minutes after review.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Minutes Approval</u> |
| 7. Mr. Richardson presented a draft of the 2025-2026 Personnel Commission Meeting Calendar. | <u>25-26 Personnel Commission Meeting Calendar Discussion</u> |
| 8. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve the draft 2025-2026 Personnel Commission Meeting Calendar. | <u>25-26 Personnel Commission Meeting Calendar Approval</u> |
| 9. Mr. Richardson presented a draft of the 2025-2026 Personnel Commission Operating Budget. | <u>25-26 Personnel Commission Operating Budget Discussion</u> |
| 10. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve June 23, 2025 as the date of the Public Hearing on the 2025-2026 Personnel Commission Operating Budget. | <u>25-26 Personnel Commission Operating Budget Approval</u> |
| 11. Mr. Richardson presented Job Description Titles for review. | <u>Job Description Titles Review</u> |
| 12. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve the Job Description Titles. | <u>Job Description Titles Approval</u> |
| 13. Mr. Richardson updated the Commission on the status and progress of the Classification Study being conducted by Education Management Systems (EMS). | <u>Classification Study</u> |
| 14. Mr. Richardson reported on the following: <ul style="list-style-type: none">• Personnel Department Staffing Updates.• Review of status report for the period of April 28, 2025 – May 19, 2025.• Current leaves, separations, and vacancies were reviewed. | <u>Personnel Director's Report</u> |
| 15. Ms. Foster invited Commissioners to report on items not on the agenda | <u>Reports/Items</u> |
| 16. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to adjourn the meeting.
Ayes: Zerkel, Foster, McKown; Noes: None; Absent: None. Ms. Foster adjourned the meeting at 4:23 p.m. | <u>Adjournment</u> |



Jason Richardson
Secretary