

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, July 28, 2025

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, July 28, 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. | <u>Roll Call/Guests</u> |
| 3. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve and adopt the agenda as recommended.
Ayes: Foster, McKown, Zerkel; 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 June 23, 2025 minutes after review.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Minutes Approval</u> |
| 6. Mr. Richardson presented the Commission with the process and timeline for the next Commissioner Appointment. | <u>Commission Appointment</u> |
| 7. Mr. Richardson presented 16 Job Description Titles for review. | <u>Job Description Titles Review</u> |
| 8. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve 16 Job Description Titles.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Job Description Titles Approval</u> |
| 9. Mr. Richardson presented the Superintendent's recommendation to Allocate the position of Senior Executive Administrative Assistant to the Superintendent to the Classified Service Management and Confidential (NON-EXEMPT) Salary Schedule. | <u>Position Allocation Review</u> |
| 10. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve the Superintendent's recommendation to Allocate the position of Senior Executive Administrative Assistant to the Superintendent to the Classified Service Management (NON-EXEMPT) Salary Schedule. | <u>Position Allocation Approval</u> |
| 11. Mr. Richardson reported on the following: <ul style="list-style-type: none">• Classification study progress.• Extended School Year• MCOE Back to School Kickoff• Review of status report for the period of June 20, 2025 – July 25, 2025.• Current leaves, separations, and vacancies were reviewed. | <u>Personnel Director's Report</u> |
| 12. Ms. Foster invited the Commissioners to report on items not on the agenda | <u>Reports/Items</u> |
| 13. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to adjourn the meeting.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Ms. Foster adjourned the meeting at 4:29 p.m. | <u>Adjournment</u> |



Jason Richardson
Secretary