

**MINUTES**  
**MARIN COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**  
**Monday, August 25, 2025**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, August 25, 2025.

1. Ms. Foster convened the meeting at 3:30 p.m. **Call to Order**
  
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: Laura Gonzalez CSEA President. **Roll Call/Guests**
  
3. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve and adopt the agenda as recommended. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. **Agenda Approved**
  
4. Ms. Foster invited the public to comment on items not on the agenda. **Public Comment**
  
5. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve June 23, 2025 minutes after review. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. **Minutes Approval**
  
6. Mr. Richardson presented the Commission with the process and timeline for the next Commissioner Appointment. Commissioner Foster announced that Catherine McKown is the intended appointee. A public hearing has been set for September 22 during the regular Personnel Commission Meeting in September. **Commission Appointment**
  
7. Mr. Richardson presented 2 Job Description Titles for review. **Job Description Titles Review**
  
8. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve 2 Job Description Titles. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. **Job Description Titles Approval**
  
9. Mr. Richardson presented the Superintendent's recommendation for the Allocation of new positions to the Classified Management (Exempt) Salary Schedule. **Position Allocation Review**
  
10. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve the Superintendent's recommendation for the Allocation of new positions to the Classified Management (Exempt) Salary Schedule. **Position Allocation Approval**
  
11. Mr. Richardson reported on the following: **Personnel Director's Report**
  - Classification study progress
  - MCOE Back to School Kickoff
  - Review of status report for the period of July 25, 2025 – August 22,2025.
  - Current leaves, separations, and vacancies were reviewed.
  
12. Ms. Foster invited the Commissioners to report on items not on the agenda **Reports/Items**
  
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 4:11 p.m. **Adjournment**



Jason Richardson  
Secretary