

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, September 22, 2025

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, September 22, 2025.

- | | |
|--|--|
| 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, Zerkel/McKown; 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, McKown/Zerkel; the matter passed 3-0 to approve August 25, 2025 minutes.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Minutes Approval</u> |
| 6. The Commission held a hearing on the nomination of Catherine McKown for the three-year term covering December 1, 2025 – December 1, 2028. | <u>Personnel Commission
Vacancy Hearing</u> |
| 7. Motion, seconded, and carried, Zerkel/Foster; the matter passed 2-0 to approve the appointment of Catherine McKown to the Personnel Commissioner Vacancy.
Ayes: Foster, Zerkel; Noes: None; Abstention: McKown. | <u>Personnel Commission
Vacancy Appointment</u> |
| 8. Mr. Richardson recommended a salary adjustment for Work Out of Classification. | <u>Recommendation on Salary
Adjustment for Work Out of
Classification</u> |
| 9. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve the Work Out Classification salary adjustment.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Approval of Salary Adjustment
For Work Out of Classification</u> |
| 11. Mr. Richardson reported on the following: <ul style="list-style-type: none">• Classification study progress• New Employee Orientations and Onboarding Procedures• Frontline Employee Management Implementation• Review of status report for the period of August 22, 2025 – September 19, 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 4:04 p.m. | <u>Adjournment</u> |



Jason Richardson
Secretary