

**MINUTES**  
**MARIN COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**  
**Monday, October 27, 2025**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, October 27, 2025.

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| 1. Ms. Foster convened the meeting at 3:31 p.m.                                                                                                                                                                                                    | <b><u>Call to Order</u></b>                                |
| 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.                                                                              | <b><u>Roll Call/Guests</u></b>                             |
| 3. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve and adopt the agenda as recommended.<br>Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.                                                                  | <b><u>Agenda Approved</u></b>                              |
| 4. Ms. Foster invited the public to comment on items not on the agenda.                                                                                                                                                                            | <b><u>Public Comment</u></b>                               |
| 5. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve September 22, 2025 minutes.<br>Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.                                                                           | <b><u>Minutes Approval</u></b>                             |
| 6. Mr. Richardson presented a draft of the 2025-26 Personnel Commission Goals.                                                                                                                                                                     | <b><u>Review of 2025-26 Personnel Commission Goals</u></b> |
| 7. Mr. Richardson presented one Job Description Title for review.                                                                                                                                                                                  | <b><u>Job Description Title Review</u></b>                 |
| 8. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve one Job Description Title.<br>Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.                                                                            | <b><u>Job Description Title Approval</u></b>               |
| 9. Mr. Richardson reported on the progress of the Classification Study.                                                                                                                                                                            | <b><u>Classification Study Update</u></b>                  |
| 10. Mr. Richardson reported on the following: <ul style="list-style-type: none"><li>• Review of status report for the period of September 19, 2025 – October 24, 2025</li><li>• Current leaves, separations, and vacancies were reviewed</li></ul> | <b><u>Personnel Director's Report</u></b>                  |
| 11. Ms. Foster invited the Commissioners to report on items not on the agenda.                                                                                                                                                                     | <b><u>Reports/Items</u></b>                                |
| 12. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to adjourn the meeting.<br>Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Ms. Foster adjourned the meeting at 4:15 p.m.                                           | <b><u>Adjournment</u></b>                                  |



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.*