

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, November 24, 2025

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, November 24, 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: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Agenda Approved</u> |
| 4. Ms. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve the October 27, 2025 minutes after review.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Minutes Approved</u> |
| 5. Ms. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve the 2025-2026 Personnel Commission Goals.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Approval of 2025-26 Personnel Commission Goals</u> |
| 6. Mr. Richardson presented the 2024-2025 Personnel Commission Annual Report. | <u>Review of 2025-26 Personnel Commission Annual Report</u> |
| 7. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve the Personnel Commission Annual Report.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Approval of 2025-26 Personnel Commission Annual Report</u> |
| 8. Mr. Richardson presented three Job Description Titles for review. | <u>Job Description Title Review</u> |
| 8. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve three Job Description Titles.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Job Description Title Approval</u> |
| 9. Mr. Richardson presented seven recommendations resulting from the Classification Study. | <u>Review of Classification Study Recommendations</u> |
| 10. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve seven recommendations resulting from the Classification Study.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Approval of Classification Study Recommendations</u> |
| 11. Mr. Richardson reported on the following: <ul style="list-style-type: none">• SB 848 School Employee Misconduct and Child Abuse Prevention• 2026 CSPCA 54th Annual Conference at The Westin San Diego Bayview on March 15-17• Review of status report for the period of October 24, 2025 – November 21, 2025• Current leaves, separations, and vacancies were reviewed | <u>Personnel Director's Report</u> |
| 11. Ms. Foster invited the Commissioners to report on items not on the agenda. | <u>Reports/Items</u> |
| 12. 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 4:39 p.m. | <u>Adjournment</u> |



Jason Richardson
Secretary