

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, January 26, 2026

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, January 26, 2026.

1. Dr. Zerkel convened the meeting at 3:30 p.m. **Call to Order**

2. Present for the meeting were Commissioners 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, McKown/Zerkel; the matter passed 2-0 to approve and adopt the agenda as recommended.
Ayes: McKown, Zerkel; Noes: None; Absent: Foster. **Agenda Approved**

4. Dr. Zerkel invited the public to comment on items not on the agenda. **Public Comment**

5. Motion, seconded, and carried, McKown/Zerkel; the matter passed 2-0 to approve the December 15, 2025 minutes after review.
Ayes: McKown, Zerkel; Noes: None; Absent: Foster. **Minutes Approved**

6. Catherine McKown nominated:
Dr. Arline Zerkel for Chairperson. Motion, seconded, and carried, McKown/Zerkel, the matter passed 2-0 to elect Dr. Arline Zerkel as Chairperson.
Ayes: McKown, Zerkel; Noes: None; Absent: Foster.
Dr. Arline Zerkel nominated:
Catherine McKown for Vice Chairperson. Motion, seconded, and carried, Zerkel/McKown, the matter passed 2-0 to elect Catherine McKown as Vice Chairperson.
Ayes: McKown, Zerkel; Noes: None; Absent: Foster. **Election of Chairperson and Vice Chairperson**

7. Mr. Richardson presented the 2026-2027 Personnel Commission Meeting Schedule. **Meeting Schedule Review**

8. Motion, seconded, and carried, McKown/Zerkel; the matter passed 2-0 to approve the 2026-2027 Personnel Commission Meeting Schedule.
Ayes: McKown, Zerkel; Noes: None; Absent: Foster. **Meeting Schedule Approval**

9. Mr. Richardson presented 2 Job Titles for approval.
-Assistant Special Projects Manager – College and Career Readiness (CCR)
-Special Projects Manager – College and Career Readiness (CCR) **Review of Job Titles**

10. Motion, seconded, and carried, McKown/Zerkel; the matter passed 2-0 to approve the Job Titles.
-Assistant Special Projects Manager – College and Career Readiness (CCR)
-Special Projects Manager – College and Career Readiness (CCR) **Approval of Job Titles**

11. Mr. Richardson presented 2 Job Titles for allocation to the Classified Service Salary Structure for Management Employees (Exempt) for review. **Position Allocation Review**

12. Motion, seconded, and carried, McKown/Zerkel; the matter passed 2-0 to approve the allocation of positions to the Classified Service Salary Structure for Management Employees (Exempt).
Ayes: McKown, Zerkel; Noes: None; Absent: Foster. **Position Allocation Approval**

13. Mr. Richardson reported on the following: **Personnel Director's Report**
 - Review of status report for the period of December 15, 2025 – January 23, 2026.
 - Classification Study updates.
 - 2026 CSPCA 54th Annual Conference on March 15-17, 2026.
 - Current leaves, separations, and vacancies were reviewed.

14. Dr. Zerkel invited the Commissioners to report on items not on the agenda. **Reports/Items**

15. Motion, seconded, and carried, McKown/Zerkel; the matter passed 2-0 to adjourn the meeting.
Ayes: McKown, Zerkel; Noes: None; Absent: Foster. Dr. Zerkel adjourned the meeting at 4:25 p.m. **Adjournment**



Jason Richardson

Secretary

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