

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, March 23, 2026

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, March 23, 2026.

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| 1. Dr. Zerkel 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, Foster/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. Dr. Zerkel 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 the February 23, 2026 minutes as amended.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Minutes Approved</u> |
| 6. Mr. Richardson reviewed the proposed Merit Rule Amendments. | <u>Review of Merit Rule Amendments</u> |
| 7. Motion, seconded, and carried, Foster/McKown; the matter passed 3-0 to approve the proposed Merit Rule Amendments.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Approval of Merit Rule Amendments</u> |
| 8. Mr. Richardson recommended a salary adjustment for Work Out of Classification for two MCOE employees. | <u>Recommendation on Salary Adjustment for Work Out of Classification</u> |
| 9. Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to approve the Work Out of Classification salary adjustment.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Approval of Salary Adjustment for Work Out of Classification</u> |
| 10. Mr. Richardson reported on the following: <ul style="list-style-type: none">• Classification Study updates – Walker Creek Ranch CSEA positions.• 2026 CSPCA 54th Annual Conference was held March 15-17, 2026.• MCOE Superintendent Resolution NO.2. Classified Layoff Notices.• MCOE Personnel Commission Handbook update.• Review of status report for the period of February 26, 2026 – March 20, 2026.• Current leaves, separations, and vacancies were reviewed. | <u>Personnel Director's Report</u> |
| 9. Dr. Zerkel invited the Commissioners to report on items not on the agenda. | <u>Reports/Items</u> |
| 10. Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to adjourn the meeting.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Dr. Zerkel adjourned the meeting at 4:09 p.m. | <u>Adjournment</u> |



Jason Richardson
Secretary