

**SAN MATEO COUNTY OFFICE OF EDUCATION  
REGULAR MEETING AGENDA OF THE  
PERSONNEL COMMISSION**

**Wednesday, April 8, 2026, at 4:00 p.m.**

**California Suite  
101 Twin Dolphin Drive  
Redwood City, CA 94065  
Meeting #648**

*The Personnel Commissioners will hold this meeting in person.  
However, for those interested in attending remotely, you may register at:*

*Join Zoom Meeting:*

<https://bit.ly/SMCOE-PCS>

*Meeting ID: 993 9241 0610*

*One tap mobile:*

*+16699009128,,97149880299# US (San Jose)*

*+16694449171,,97149880299# US*

In accordance with Government Code § 54957.5 (b) (1), writings relating to a Personnel Commission meeting agenda item that are distributed to at least a majority of Commissioners less than 72 hours before a noticed meeting, and that are public records not otherwise exempt from disclosure, will be available for inspection at the Personnel Commission Office, 101 Twin Dolphin Drive, Redwood City, CA 94065 during normal business hours. In addition, such writings and documents may be posted on the Personnel Commission's webpage at <https://www.smcoe.org/about/personnel-commission/>

**1. Call To Order**

**2. Roll Call:**

- Commissioner Annette Shreve
- Commissioner Karen Schwarz
- Commissioner Veronica Palmer

**3. Approval of Agenda – April 8, 2026**

**4. Approval of Meeting Minutes**

- a) March 11, 2026

**5. Board of Education/Superintendent Communications**

**6. Public/Employee Communications**

Persons may provide comment at this time, and Personnel Commissioners will hear such comments but may not discuss nor act upon them unless and until the items appear on a posted agenda. To efficiently accommodate public comment for agenda items, please submit your question or comment online prior to the meeting using the following link:

<https://tinyurl.com/yc7hnhsm>

Once you are acknowledged to speak, please state your name, your affiliation, and speak clearly into the microphone. Only one person may speak at a time.

**7. Information & Discussion**

These items are presented for information only. No action is required or permitted on any of these agenda items.

- a) Recruitment/Selection Activities and Staffing Report
- b) Personnel Commission Services Executive Director's Report
- c) First Reading: 2026-2027 Proposed Personnel Commission Budget

**8. Discussion & Action**

These items are presented for discussion and action. A roll call vote is requested for each of these items.

- a) Adoption of Merit Rule 170.2 (N)
- b) Personnel Commission Mission Statement

**9. Consent Agenda**

- a) Approval of Eligibility Lists

**10. Personnel Commissioners' Report**

**11. Next Meeting** – May 13, 2026, at 4:00 p.m.

**12. Adjournment**

Special accommodations for persons with disabilities will be made available to the individual upon request of service with a three-day advanced notice. For further information please contact Facilities Services at (650) 802-5690; TCC (650) 802-5480. Members of the public may request to review materials related to the agenda items by contacting Personnel Commission Services at [perscom@smcoe.org](mailto:perscom@smcoe.org) or (650) 802-5309.

SAN MATEO COUNTY OFFICE OF EDUCATION  
PERSONNEL COMMISSION MEETING MINUTES

Meeting #647

March 11, 2026 – 4:00 p.m.

**Commission Members Present:** Annette Shreve, Commissioner  
Karen Schwarz, Commissioner  
Veronica Palmer, Commissioner

**Commission Staff Present:** Randy Perez, Executive Director, Personnel Commission  
Sylvia Pae, Personnel Commission Analyst  
Ian Johnson, Personnel Commission Technician

**Others Present:**

*In Person –*

Francesca D’Amato      Laurie Mouton      May Tran

*Virtual -*

Antonio Balagot      Tricia Giovanazzi      Anitha Guruswamy  
Wilbur Lopez      Rebecca Luong      Christian Morales  
Rosemarie Pozzobon      Dalma Sato      Lilya Sorensen

**1. CALL TO ORDER – 4:00 p.m.**

**2. ROLL CALL:**

- a) Commissioner Annette Shreve, present
- b) Commissioner Karen Schwarz, present
- c) Commissioner Veronica Palmer, present

**3. APPROVAL OF AGENDA**

**Action:** A motion to approve the March 11, 2026, meeting agenda was made and seconded. Motion passed and agenda was approved as submitted.

Votes Taken, By Roll Call:

Shreve – Aye  
Schwarz – Aye  
Palmer – Aye

**4. APPROVAL OF MINUTES**

**Action:** A motion to approve the February 11, 2026, meeting minutes was made and seconded. Motion passed and the minutes were approved as submitted.

Votes Taken, By Roll Call:

Shreve – Aye  
Schwarz – Aye  
Palmer – Aye

**5. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS**

None to report

**6. PUBLIC COMMENT**

None to report

## 7. INFORMATION & DISCUSSION

These items are presented for information only. No action is required or permitted on any of these agenda items.

### **a) Recruitment/Selection Activities and Staffing Report**

Executive Director of Personnel Commission Services, Randy Perez, provided no further comment on the report

### **b) Personnel Commission Services Executive Director's Report**

Executive Director Randy Perez reported that Personnel Commission staff, along with invited representatives from the CSEA Union and Human Resources, will attend the California School Personnel Commissioners Association (CSPCA) Conference this weekend, where Mr. Perez will be presenting. He also shared that the Personnel Commission Budget for fiscal year 2026–2027 will be presented for its first hearing at the April meeting.

Personnel Commission staff continue to participate in professional development through the Western Region Intergovernmental Personnel Assessment Council (WRIPAC), including training in Job Analysis and Developing and Administering Structured Interviews. Mr. Perez and Mr. Johnson will also attend the WRIPAC Spring 2026 Meeting in Rancho Cucamonga this May.

Mr. Perez further reported that the Personnel Commission team recently held its second internal meeting, resulting in two key outcomes. First, the team drafted a Personnel Commission Mission Statement, informed by involvement with the San Mateo County Office of Education (SMCOE) Equity Committee. The draft mission statement will be agendized for approval at the next meeting and reads as follows:

*We are committed to transparent practices, excellent communication, and trauma aware, people first service. By placing people before processes and systems, and maintaining a strong customer service focus, we partner with the Superintendent, leadership, and labor partners to support efficient, ethical, and high-quality personnel management across the San Mateo County Office of Education.*

Second, the team developed a tool to collect employee questions about the merit system for potential discussion at future Commission meetings, titled *Merit System Inquiry & Learning Topic Submission Form*.

### **c) Second Reading: Merit Rule 170.2 (N)**

Executive Director of Personnel Commission Services, Randy Perez, provided a second reading of the proposed revision to Merit Rule 170.2 (N).

Merit Rule 10.4 (C) states that all proposals to amend, delete, or add to the Merit Rules must be presented to the Personnel Commission for a first reading. Such proposals do not become final until a second reading, unless a critical emergency requires immediate action.

The proposed revision to Merit Rule 170.2 (N) clarifies salary placement for former employees returning to the County Office to serve in substitute or limited-term assignments. The changes are summarized as follows:

N. Salary Placement for Retirees & Resigned Employees Returning in Substitute or Limited-Term Assignments:

- Retirees and former permanent employees who resigned in good standing may return to work in a temporary or substitute assignment in their former classification or in a classification with an equivalent pay rate. They shall be placed on the same salary range and step they held at the time of retirement or resignation, including longevity, if applicable.
- Retirees and former employees performing temporary work in a classification with a lower salary rate than previously held shall be placed at the step of the lower classification that is closest to, but not above, their prior rate of pay. Longevity, if applicable, shall be applied consistent with what the employee earned prior to retirement or resignation.

## 8. CONSENT AGENDA

### a) Approval of revised Eligibility Lists

**Action:** A motion to approve the revised eligibility list was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Shreve – Aye

Schwarz – Aye

Palmer – Aye

## 9. PERSONNEL COMMISSIONERS' REPORT

Commissioners Schwarz and Shreve had nothing to report. Commissioner Palmer requested that the Personnel Commission and Audio-Visual team review the room setup to prevent feedback noise in future meetings.

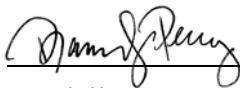
## 10. NEXT MEETING

The next Personnel Commission Meeting will be held on April 8, 2026, at 4:00 p.m.

## 11. ADJOURNMENT

Having no further business, Chairperson Annette Shreve adjourned the meeting at 4:12 p.m.

Respectfully Submitted By:



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Randall A. Perez

Ex-Officio Secretary to the Personnel Commission

**San Mateo County Office of Education  
Personnel Commission  
Agenda Item 7 (a)**

**Date:** April 8, 2026

**To:** Members of the Personnel Commission

**From:** Randy Perez, Executive Director, Personnel Commission Services



**Subject:** Recruitment and Selection Update – MARCH / APRIL

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**Recommendation:**

Information item only.

**Background:**

Personnel Commission Staff presents the attached report for the Personnel Commission Services department's recruitment and selection activities from March 12, 2026 – April 8, 2026.

**STAFFING REPORT – CLASSIFIED**

March 12, 2026 – April 8, 2026

**RECRUITMENT / TESTING IN PROGRESS – POSITIONS OPEN**

Position	Division/ Department	Replacing	Date Opened	Date Closed	Written/ Perf Exam	Oral Exam	Cert List Date
Financial Analyst	BSD/IBS	Radha Singh	3/26/2026	4/10/2026	4/16/2026	4/21/2026	TBD
Payroll Supervisor	BSD/DBS	Heather Campagna	3/25/2026	4/8/2026	4/8/2026	4/14/2026	TBD
Supervisor, Behavioral Intervention Programs	ESD/SPED	New Position	3/25/2026	4/8/2026	N/A	4/9/2026	TBD
Paraeducator, Special Education (Substitute)	ESD/SPED	Multiple Positions	Ongoing	Ongoing	TBD	N/A	N/A

**CERTIFICATION FROM MARCH TO APRIL**

Position	Division/ Department	Replacing	Applicants	Met MQ's	Written/PE /SR Pass	Oral Pass	Eligibility Ranks	Cert List Date Sent
Administrative Assistant – Limited Term	Multiple Depts	Temporary Needs	33	33	10	8	7	3/12/2026
Public Communications Specialist – Limited Term	SUPT/COMM	Anne Ton (while on leave)	9	8	8	6	6	3/19/2026
Executive Assistant	SELPA/SELPA	New Position	35	26	12	8	6	3/25/2026
Paraeducator, Court & Community Schools	ESD/C&CS	David Burghgraef	8	7	5	5	4	3/25/2026
Data Specialist (English/Spanish Bilingual)	ESD/P3ELS	Veronica Pantoja	14	7	3	3	3	3/27/2026
Naturalist	ESD/Outdoor Ed	Fill Vacancies	46	27	N/A	25	14	3/30/2026
Financial Analyst	BSD/IBS	Radha Singh	10	7	5	4	2	3/12/2026

**PROMOTIONS**

POSITION FILLED	DIV. / DEPT.	FILLED BY	REPLACING
None to report.			

**TRANSFERS**

POSITION FILLED	FILLED BY	Fr DIV. / DEPT.	To DIV. / DEPT.	EFFECTIVE DATE
Administrative Assistant	Terri Aiello	ESD/CTE	ESD/P3ELS	3/30/2026

**RECLASSIFICATION**

NEW POSITION	FORMER POSITION	FILLED BY	EFFECTIVE DATE
None to report.			

**NEW EMPLOYEES – REGULAR**

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
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**STAFFING REPORT – CLASSIFIED**

March 12, 2026 – April 8, 2026

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None to report

**NEW ASSIGNMENT**

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
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None to report.

**RE-EMPLOYMENT FROM LAYOFF**

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
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None to report.

**REINSTATEMENT**

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
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None to report.

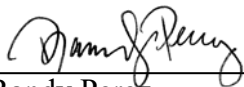
**LIMITED TERM/PROVISIONAL/SUBSTITUTE**

POSITION	DIV. / DEPT.	FILLED BY	DATE OF ASSIGNMENT
Office Assistant (Substitute)	ESD/Multiple	Elisa Daniels	3/23/2026
Office Assistant (Substitute)	ESD/Multiple	Michelle Ma	3/23/2026
Office Assistant (Substitute)	ESD/Multiple	Cristina Montemayor	3/27/2026
Office Assistant (Substitute)	ESD/Multiple	Claudia Escobar	3/27/2026

**SEPARATIONS**

POSITION	DIV. / DEPT.	VACATING EMPLOYEE	DATE
Paraeducator, Court & Community Schools	ESD/C&CS	David Burghraef	3/18/2026
Financial Analyst	BSD/IBS	Radha Singh	3/5/2026

Respectfully Submitted By:



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Randy Perez  
Ex-Officio Secretary to the Personnel Commission



**San Mateo County Office of Education  
Personnel Commission Meeting  
Agenda Item 7 (c)**

**Date:** April 8, 2026

**To:** Members of the Personnel Commission

**From:** Randy Perez, Executive Director, Personnel Commission Services



**Subject:** First Reading – Proposed Personnel Commission Budget for Fiscal Year 2026 - 2027

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**Background:**

Merit Rule 20.15 states the following: “The Personnel Director shall, prior to the first Commission meeting in April of each year, prepare and submit to the Commission a proposed operating budget for the ensuing fiscal year.”

Furthermore, Education Code section 45253 states that the Personnel Commission budget, “shall be prepared for a public hearing by the commission to be held not later than May 30 of each year...” In preparation for the public hearing, included with this agenda item is the proposed draft Personnel Commission budget for fiscal year 2026 - 2027.

The draft budget contains a three-year view of the Personnel Commission budget going back to fiscal year 2024 - 2025. Commission staff is requesting an increase to our operating costs for 26-27, and going forward. We are interested in purchasing a license for software that would enhance our oral board process and increase overall efficiency. The non-discretionary funds also show a decrease as two of our classifications were reduced in salary range from the class and comp study.

The Personnel Commission will hold a public meeting in May to adopt the proposed budget for fiscal year 2026 - 2027. No action is required on this agenda item at this time.

San Mateo County Office of Education, Office of the Superintendent  
**PERSONNEL COMMISSION SERVICES**  
*Three-Year Budget Comparison*  
*April 1, 2026*

<b>Expense Object Code</b>	<b>Expense Description</b>	<b>2024-2025 Approved Budget</b>	<b>2025-2026 Approved Budget</b>	<b>2026-2027 Proposed Budget</b>
2300	Supervisor & Administrative Salaries	\$195,600	\$202,446	\$209,542
2304	Personnel Commission Salaries	\$1,800	\$1,800	\$1,800
2401	Administrative Assistant Support	\$223,099	\$237,055	\$219,724
2402	Clerical Xtra Help/OT/Sub	\$10,000	\$10,000	\$10,000
	<b>Classified Salaries - Subtotal:</b>	<b>\$430,499</b>	<b>\$451,301</b>	<b>\$441,066</b>
3202	P.E.R.S. - Classified	\$115,963	\$123,163	\$117,767
3312	Social Security - Classified	\$26,691	\$27,981	\$27,346
3322	Medicare - Classified	\$6,242	\$6,544	\$6,396
3402	Basic Life, Long Term Disability, Health & Welfare, OPEB - Classified	\$49,668	\$60,722	\$58,234
3502	Unemployment Insurance - Classified	\$215	\$226	\$221
3602	Workers' Compensation - Classified	\$15,411	\$16,156	\$9,622
	<b>Employee Benefits - Subtotal:</b>	<b>\$214,190</b>	<b>\$234,792</b>	<b>\$219,586</b>
4300	Materials & Supplies	\$4,000	\$4,000	\$4,000
4303	Photocopy Expense	\$500	\$500	\$500
4305	Subscriptions	\$11,070	\$11,070	\$13,350
4400	Noncapitalized Equipment	\$5,000	\$5,000	\$5,000
	<b>Books and Supplies - Subtotal:</b>	<b>\$20,570</b>	<b>\$20,570</b>	<b>\$22,850</b>
5201	Mileage Reimbursement - Staff	\$1,500	\$1,500	\$1,500
5202	Staff Development, Conferences, Travel	\$10,000	\$10,000	\$10,000
5300	Dues & Memberships	\$8,000	\$8,000	\$8,000
5800	Professional/Consultant Services & Operations	\$17,954	\$17,954	\$17,954
5803	Employee Fingerprint/X-Ray	\$700	\$700	\$700
5815	Advertising	\$10,500	\$10,500	\$10,500
5816	Employee Tuition Reimbursement	\$3,000	\$3,000	\$3,000
5825	Printing Expense	\$1,250	\$1,250	\$1,250
5901	Postage & Shipping Charges	\$1,500	\$1,500	\$1,500
5902	Telephone/Communications	\$720	\$720	\$720
	<b>Contracts/Other Services - Sub Total</b>	<b>\$55,124</b>	<b>\$55,124</b>	<b>\$55,124</b>
	<b>Total Commission Budget:</b>	<b>\$720,383</b>	<b>\$761,787</b>	<b>\$738,626</b>

**San Mateo County Office of Education  
Personnel Commission  
Meeting Agenda  
Item 8 (a)**

**Date:** April 8, 2026

**To:** Members of the Personnel Commission

**From:** Randy Perez, Executive Director, Personnel Commission Services 

**Subject:** Adoption of Merit Rule 170 (N) Salary Placement for Retirees and Resigned Employees Returning in Substitute or Limited Term Assignments

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**Background:**

Merit Rule 10.4 states, in part:

**B.** No rule or amendment shall be adopted by the Commission until employee representative groups for classified employees and administration of the San Mateo County Office of Education have been given reasonable notice of the proposal. (Education Code Section 45260)

**C.** All proposals to amend, delete, or add to these rules will be presented to the Personnel Commission for a first reading. Proposals to amend, delete, or add rules shall not become final without a second reading, unless a critical emergency exists requiring that the Commission take immediate action to enact or revise a rule.

Revisions made to Merit Rule 170 (N) were presented to the Personnel Commission in February as a first reading, and then in March as a second reading pursuant to Merit Rule 10.4. Accordingly, this agenda item is presented to the Personnel Commission in request that Merit Rule 170 (N) be formally adopted.

**Recommendation:**

I request a motion to adopt Merit Rule 170 (N) as presented, effective this day, the eighth of April, 2026.

for the class, or if reemployed in a related lower class, to the rate closest to that step to which the employee would be assigned if reinstated to his/her former class.

1. A current employee being reinstated to a former higher class shall be placed at the salary range and step of the higher class in accordance with Merit Rule 170.2.D (Promotional Salary Rule).
2. The former employee shall receive restoration of his/her former anniversary date, deducting time away from the Office and without step advancement credit for the off-duty period.
3. The former employee shall receive restoration of any prior longevity steps granted prior to resigning, without longevity step advancement credit for the off-duty period.

**M. Salary Placement Medical Reassignment:** An employee who accepts a medical reassignment to a position in a classification with a lower salary range shall be placed on the step of the range of the lower class that is closest to but not more than the salary step the employee is on in his/her current class.

1. An employee who accepts a medical reassignment to a position in a classification with a higher salary range shall receive no salary increase from such assignment until the employee can be appointed to the higher class in accordance with the rules and procedures on eligibility and appointment.  
(Education Code Sections 45260 - 45261)

**N. Salary Placement for Retirees & Resigned Employees Returning in Substitute or Limited Term Assignments:**

Retirees and former permanent employees who resigned in good standing may be rehired to work in a temporary or substitute assignment in their former classification or in a classification with an equivalent pay rate. They shall be placed on the same salary range and step they held at the time of retirement or resignation, including longevity, if applicable.

Retirees and former employees who perform temporary work in a classification with a lower salary rate than the one they previously held shall be paid at the step on the range of the lower classification that is closest to, but not above, the rate of pay they earned prior to separation. In addition, the retiree or former employee shall be entitled to longevity, if applicable, consistent with the longevity earned prior to retirement.

(Education Code Sections 45260 - 45261)

**San Mateo County Office of Education  
Personnel Commission  
Meeting Agenda  
Item 8 (b)**

**Date:** April 8, 2026

**To:** Members of the Personnel Commission

**From:** Randy Perez, Executive Director, Personnel Commission Services



**Subject:** Request to Approve the Personnel Commission Mission Statement

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**Background:**

At the March 11, 2026, Personnel Commission meeting, staff reported that Commission Services staff drafted a proposed mission statement. The draft reflects the work being done with the Equity Committee, collaboration with the Trauma and Resiliency Informed Systems Initiative, and alignment with SMCOE's Strategic Plan.

**Proposed Mission Statement:**


We are committed to transparent practices, excellent communication, and trauma-aware, people-first service. By placing people before processes and systems, and by maintaining a strong customer service focus, we partner with the Superintendent, leadership, and our labor partners to support efficient, ethical, and high-quality personnel management across the San Mateo County Office of Education.

At that meeting, the Commission directed staff to place the proposed mission statement on the April 8, 2026 agenda for discussion and approval.

**Recommendation:**

Staff recommends that the Personnel Commission approve the mission statement as presented.

**San Mateo County Office of Education  
Personnel Commission  
Agenda Item 9 (a)**

**Date:** April 8, 2026  
**Department:** Personnel Commission Services  
**From:** Randy Perez, Executive Director, Personnel Commission Services   
**Subject:** Approval of Eligibility List(s)

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**Recommendation:**

Personnel Commission action is requested to ratify the promotional and open competitive eligibility lists developed for the following classifications in accordance with Education Code Section 45272.

**Background:**

Personnel Commission Services staff completed the recruitment and examination procedures to fill the vacancies for the positions of *Data Specialist (English/Spanish Bilingual)*, *Executive Assistant*, *Public Communications Specialist- Limited Term*, and *Naturalist*. The eligibility lists developed for these classifications will be valid as indicated on the recruitment announcement in accordance with Merit System Rule 60.1.

<i>Classification</i>	<i>Certification Date</i>	<i>Bargaining Unit</i>	<i>Eligible Ranks</i>	<i>Eligible Candidates</i>
<i>Data Specialist (English/Spanish Bilingual)</i>	3/27/2026	CSEA 887	3	3
<i>Executive Assistant</i>	3/25/2026	CSEA 887 & Confidential	6	10
<i>Public Communications Specialist- Limited Term</i>	3/19/2026	N/A	6	6
<i>Naturalist</i>	3/30/2026	CSEA 158	14	25