

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

Wednesday, January 14, 2026, at 4:00 p.m.

**California Suite
101 Twin Dolphin Drive
Redwood City, CA 94065
Meeting #645**

*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 – January 14, 2026

4. Approval of Meeting Minutes

- a) December 10, 2025

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

8. Consent Agenda

- a) Approval of Eligibility Lists

9. Personnel Commissioners' Report

10. Next Meeting – February 11, 2026, at 4:00 p.m.

11. 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 or (650) 802-5309.

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION MEETING MINUTES

Meeting #644

December 10, 2025 – 4:00 p.m.

Commission Members Present: Karen Schwarz, Commissioner
Annette Shreve, Commissioner

Commission Members Absent: 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	Robert Fuertes
Laurie Mouton	Nelson Sendino
Radha Rani Singh	May Tran

Virtual -

Terri Aiello	Moncerrat Barriga	Amanda Lee
Wilbur Lopez	Melissa Lozano	Bayan Maithaluni
Christian Morales	Loida Reyes	Dalma Sato
Lilya Sorensen		

1. CALL TO ORDER

The meeting was called to order at 4:00 p.m.

2. ROLL CALL:

- a) Commissioner Karen Schwarz, present
- b) Commissioner Annette Shreve, present

3. APPROVAL OF AMENDED AGENDA

The agenda was formally amended to remove Item 10(b): *Request to Approve a Revised Class Description – Youth Development & Safety Specialist*. This item has been tabled to allow for additional review and potential revisions. The revised class description will be reconsidered for approval at a subsequent meeting.

Action: A motion to approve the December 10, 2025, revised meeting agenda was made and seconded. Motion passed and agenda was approved as submitted.

Votes Taken, By Roll Call:

Schwarz – Aye
Shreve – Aye

4. PERSONNEL COMMISSION ELECTION OF OFFICERS

- a) Request to elect a chairperson to serve a term of one (1) year until such time as their successors are duly elected

Action: A motion to elect Annette Shreve as Chairperson was made by Commissioner Karen Schwarz and seconded by Commissioner Annette Shreve. Motion passed unanimously.

Votes Taken, By Roll Call:

Schwarz – Aye
Shreve – Aye

- b) Request to elect a Vice-Chairperson to serve a term of one (1) year until such time as them successors are duly elected

Action: A motion to elect Karen Schwarz as Vice-Chairperson was made by Commissioner Annette Shreve and seconded by Commissioner Karen Schwarz. Motion passed unanimously.

Votes Taken, By Roll Call:

Schwarz – Aye
Shreve – Aye

5. APPROVAL OF MINUTES

Action: A motion to approve the November 12, 2025, meeting minutes was made and seconded. Motion passed and minutes were approved as submitted.

Votes Taken, By Roll Call:

Schwarz – Aye
Shreve – Aye

6. BOARD OF EDUCATION / SUPERINTENDENT COMMUNICATIONS

No communications or comments were provided under this agenda item.

7. PUBLIC AND EMPLOYEE COMMUNICATIONS

No members of the public provided comment.

8. 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, reported that the department has been actively engaged in recruitment efforts. There are currently eight (8) certification lists in progress, supporting ongoing hiring activities. During the past month, nine (9) positions were successfully filled. In addition, two (2) internal promotions occurred within the Human Resources and Personnel

Commission Departments: Kylie Carpenter was promoted to Executive Assistant (Confidential), and Sylvia Pae was promoted to Personnel Commission Analyst. The department also onboarded two (2) Paraeducator Substitutes.

b) Personnel Commission Services Executive Director's Report

Executive Director of Personnel Commission Services, Randy Perez, had nothing to report at this time.

9. CONSENT AGENDA

a) Approval of Eligibility Lists

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

Votes Taken, By Roll Call:

Schwarz – Aye

Shreve – Aye

10. DISCUSSION AND ACTION

The agenda was formally amended to remove Item 10(b): *Request to Approve a Revised Class Description – Youth Development & Safety Specialist*. This item has been tabled to allow for additional review and potential revisions. The revised class description will be reconsidered for approval at a subsequent meeting.

a) Request to Approve a New Class Description: Manager, Business Systems & Payroll

Executive Director of Personnel Commission Services, Randy Perez, provided an overview of a new position that will oversee the Business systems and Payroll functions in support of schools within San Mateo County. Responsibilities for this role include managing payroll and the ERP system. The position will have four (4) administrative staff reporting directly to it and will be housed within the Business Services Department. The salary range for this position is on the Management Salary Schedule, range 8.5.

Discussion:

- CSEA 887 Union President Laurie Mouton requested clarification regarding the new position, asking whether it is entirely new or replacing the position previously held by Faith Kroeger. It was noted that some responsibilities reflect duties formerly managed by Ms. Kroeger, Payroll Supervisor, while additional responsibilities have been added following the transition of the ERP system from Information Technology to Business Services.
- Francesca D'Amato inquired whether the position would oversee the payroll system itself or manage the payroll and payroll retirement analysts.
- Executive Director of Personnel Commission Services, Randy Perez, acknowledged these questions and stated that he will provide clarification at a later time.

Action: A motion to accept and approve a New Class Description: Manager, Business Systems & Payroll was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Schwarz – Aye

Shreve – Aye

11. PERSONNEL COMMISSIONERS' REPORT

Commissioner Annette Shreve extended holiday greetings and encouraged Personnel Commission staff and CSEA members to attend the 2026 California School Personnel Commissioners Association (CSPCA) 54th Annual Conference, scheduled for March 15–17 in San Diego.

Commissioner Karen Schwarz and Executive Director of Personnel Commission Services, Randy Perez, extended warm seasonal greetings, wishing everyone a joyful and restful holiday season.

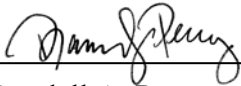
12. NEXT MEETING

The next Personnel Commission Meeting will be held on January 14, 2026, at 4:00 p.m.

13. ADJOURNMENT

Having no further business, Vice Chairperson Annette Schreve adjourned the meeting at 4:16 p.m.

Respectfully Submitted By:



Randall A. Perez

Ex-Officio Secretary to the Personnel Commission

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

Date: January 14, 2026

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: Recruitment and Selection Update – DECEMBER / JANUARY

Recommendation:

Information item only.

Background:

Personnel Commission Staff presents the attached report for the Personnel Commission Services department's recruitment and selection activities from December 10, 2025 – January 14, 2026.

STAFFING REPORT – CLASSIFIED

December 10, 2025 – January 14, 2026

RECRUITMENT / TESTING IN PROGRESS – POSITIONS OPEN

Position	Division/ Department	Replacing	Date Opened	Date Closed	Written/ Perf Exam	Oral Exam	Cert List Date
Administrative Assistant	All Depts	Multiple Positions	12/16/2025	12/30/2025	1/12/2026	1/15/2026	TBD
Manager, Business Systems & Payroll	BSD/DBS	New Position	12/18/2025	1/19/2026	N/A	TBD	TBD
Sustainability Analyst (Limited Term)	SUPT/ELSI	Temp for Fannie Hsieh	12/17/2025	1/9/2026	N/A	TBD	TBD
Paraeducator (Substitute)	ESD/SPED	Multiple Positions	Ongoing	Ongoing	TBD	TBD	TBD

CERTIFICATION / SELECTION IN PROGRESS – POSITIONS OPEN

Position	Division/ Department	Replacing	Applicants	Met MQ's	Written/PE /SR Pass	Oral Pass	Eligibility Ranks	Cert List Date Sent
Supervisor, Behavior Intervention Programs	ESD/SPED	New Position	6	3	3	2	2	12/16/25
Executive Assistant	ESD/ESD	Sylvia Pae	10	10	8	6	6	12/12/25
Administrative Assistant	ESD/CIS	Kylie Carpenter	36	22	7	3	3	12/17/25
Paraeducator, Court & Community Schools	ESD/C&CS	Peter Nibbelin	8	7	N/A	5	5	12/22/25

PROMOTIONS

POSITION FILLED	DIV. / DEPT.	FILLED BY	REPLACING
Credentials Analyst	SUPT/HR	Veronica Pantoja	Sonia Araujo
Executive Assistant	ESD/ESD Ops	Christina Sellers	Sylvia Pae

TRANSFERS

POSITION FILLED	FILLED BY	Fr DIV. / DEPT.	To DIV. / DEPT.	EFFECTIVE DATE
None to report.				

RECLASSIFICATION

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

NEW EMPLOYEES – REGULAR

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
Enterprise Systems Operations Analyst	BSD/DBS	Dhivya Devamani	1/5/2026
Coordinator, Information Systems	BSD/DBS	Rachel Ye	1/5/2026

STAFFING REPORT – CLASSIFIED

December 10, 2025 – January 14, 2026

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
Executive Assistant	ESD/ESD Ops	Loriann Villanis	12/1/2025
Administrative Assistant	ESD/CIS	Loriann Villanis	1/5/2026
Paraeducator (Substitute)	ESD/SPED	Shane Regan	1/7/2026

SEPARATIONS

POSITION	DIV. / DEPT.	VACATING EMPLOYEE	DATE
Executive Assistant (Confidential)	SUPT/HR	Shelene Peterson	12/11/2025

Respectfully Submitted By:



Randy Perez
Ex-Officio Secretary to the Personnel Commission

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

Date: January 14, 2026

Department: Personnel Commission Services

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: Approval of Eligibility List(s)

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 *Supervisor, Behavioral Intervention Programs, and Paraeducator, Court and Community Schools*. 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>Paraeducator, Court & Community Schools</i>	12/22/2025	CSEA 158	3	3
<i>Supervisor, Behavioral Intervention Programs</i>	12/16/2025	MGMT	2	2