

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

Wednesday, February 11, 2026, at 4:00 p.m.

**California Suite
101 Twin Dolphin Drive
Redwood City, CA 94065
Meeting #646**

*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 – February 11, 2026

4. Approval of Meeting Minutes

- a) January 14, 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: Merit Rule 170.2 (N)

8. Consent Agenda

- a) Approval of Eligibility Lists

9. Personnel Commissioners' Report

10. Next Meeting – March 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 #645

January 14, 2026 – 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 –

Leogie Barrios
Robert Fuentes

Francesca D’Amato
Laurie Mouton

Virtual -

Antonio Balagot
Amanda Lee
Melissa Lozano
Dalma Sato

Kylie Carpenter
Ephraim Lem
Aye Mon
Lilya Sorensen

Jean Corpuz
Wilbur Lopez
Christian Morales

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 AGENDA

Action: A motion to approve the January 14, 2026, meeting agenda was made and seconded. Motion passed and agenda was approved as submitted.

Votes Taken, By Roll Call:

Schwarz – Aye
Shreve – Aye

4. APPROVAL OF MINUTES

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

Votes Taken, By Roll Call:

Schwarz – Aye

Shreve – Aye

5. BOARD OF EDUCATION / SUPERINTENDENT COMMUNICATIONS

No communications or comments were provided under this agenda item.

6. PUBLIC AND EMPLOYEE COMMUNICATIONS

Laurie Mouton, President of CSEA Chapter 887, invited the Commissioners to the CSEA Installation Dinner, which will be held at 6:00 p.m. on January 30th at the San Mateo County Office of Education. She noted that the event is a gathering of all CSEA chapters in San Mateo County.

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, reported that a slight change has been made to the format of the *Staffing Report* to remove redundancies. The new layout consolidates two tables into one while continuing to capture the same information. This revised format will be used moving forward.

Mr. Perez also extended congratulations to recent internal promotees: Christina Sellers, newly appointed Executive Assistant, and Veronica Pantoja, newly appointed Credentials Analyst.

b) Personnel Commission Services Executive Director's Report

Executive Director of Personnel Commission Services, Randy Perez, reminded attendees of the upcoming 2026 California School Personnel Commissioners Association (CSPCA) 54th Annual Conference, scheduled for March 15–17 in San Diego. He noted that the Personnel Commission is sponsoring CSEA representative Ellen Arenas and Human Resource Technician Dalma, and that the entire Personnel Commission staff will also be in attendance.

8. CONSENT AGENDA

a) Approval of Eligibility Lists

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

Votes Taken, By Roll Call:

Schwarz – Aye

Shreve – Aye

9. PERSONNEL COMMISSIONERS' REPORT

Commissioners Annette Shreve and Karen Schwarz extended New Year's greetings to all.

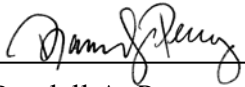
10. NEXT MEETING

The next Personnel Commission Meeting will be held on February 11, 2026, at 4:00 p.m.

11. ADJOURNMENT

Having no further business, Commissioner Annette Schreve adjourned the meeting at 4:06 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: February 11, 2026

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: Recruitment and Selection Update – JANUARY / FEBRUARY

Recommendation:

Information item only.

Background:

Personnel Commission Staff presents the attached report for the Personnel Commission Services department's recruitment and selection activities from January 15, 2026 – February 11, 2026.

STAFFING REPORT – CLASSIFIED

January 15, 2026 – February 11, 2026

RECRUITMENT / TESTING IN PROGRESS – POSITIONS OPEN

Position	Division/ Department	Replacing	Date Opened	Date Closed	Written/ Perf Exam	Oral Exam	Cert List Date
Itinerant Paraeducator	ESD/SPED	New Position	1/21/2026	2/3/2026	TBD	TBD	TBD
Payroll Supervisor	BSD/DBS	Heather Campagna	1/29/2026	2/20/2026	TBD	TBD	TBD
Manager, Business Systems & Payroll	BSD/DBS	New Position	12/18/2025	2/6/2026	N/A	TBD	TBD
Office Assistant (Substitute)	All Depts	Multiple Positions	1/20/2026	Ongoing	N/A	N/A	N/A
Paraeducator (Substitute)	ESD/SPED	Multiple Positions	Ongoing	Ongoing	TBD	N/A	N/A

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
Administrative Assistant	ESD/SSS	Christina Sellers	33	33	10	8	7	1/22/2026

PROMOTIONS

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

TRANSFERS

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

RECLASSIFICATION

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

NEW EMPLOYEES – REGULAR

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
Administrative Assistant	ESD/P3ELS	Rebecca Luong	1/20/2026
Administrative Assistant	ESD/CIS	Caroline Woo	1/20/2026

STAFFING REPORT – CLASSIFIED

January 15, 2026 – February 11, 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

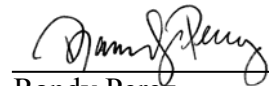
POSITION	DIV. / DEPT.	FILLED BY	DATE OF ASSIGNMENT
Paraeducator (Substitute)	ESD/SPED	Esmeralda Ignacio	1/26/2026

SEPARATIONS

POSITION	DIV. / DEPT.	VACATING EMPLOYEE	DATE
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None to report.

Respectfully Submitted By:



Randy Perez

Ex-Officio Secretary to the Personnel Commission

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

Date: February 11, 2026

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services



Subject: First Reading – Merit Rule 170.2 (N) Salary Placement for Retirees

Background:

Merit Rule 10.4 (C) states:

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.

The proposed revision to Merit Rule 170.2 (N) serves to provide clarification regarding salary placement for former employees returning to the County Office to serve in substitute or limited term assignments.

The Personnel Commission last revised Merit Rule 170 in July 2022; however, that revision did not address subsection N, which the attached proposed language now seeks to amend. The current Rule applies only to retirees returning to the County Office in a substitute or limited-term capacity. The proposed revision to Merit Rule 170.2 (N) expands this provision to include all former permanent employees who resigned in good standing and wish to return to the County Office in a substitute or limited-term capacity. Allowing returning employees to be placed at the salary step they previously held supports the recruitment of both former employees and retirees and strengthens our ability to build a highly qualified and robust substitute pool.

The intent of the Rule is two-fold:

1. To provide former classified employees—whether retired or resigned, in good standing—the opportunity to return to the County Office in the job class they previously held; and
2. To support the development of a committed, well-qualified substitute workforce capable of meeting the needs of our students, families, and community.

This item is presented for a first reading; no action is required at this time.

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~~who be rehired~~~~return~~ to work in a temporary or substitute assignment in their former classification or in a classification with an equivalent pay rate~~of equal rate in pay~~. They shall be placed on the same salary range and step they held at the time of retirement or resignation~~they retired from the County Office~~, including longevity, if applicable.

Retirees and former employees who perform temporary work in a classification with a ~~salary rate~~ lower salary rate than the one they previously ~~held~~ earned 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 ~~y-retiree~~ earned prior to separation, ~~but not above~~. 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
Agenda Item 8 (a)**

Date: February 11, 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 *Administrative Assistant*. The eligibility list developed for this classification 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>Administrative Assistant</i>	1/22/2026	CSEA 887	7	9