

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

**Wednesday, March 11, 2026, at 4:00 p.m.**

**California Suite  
101 Twin Dolphin Drive  
Redwood City, CA 94065  
Meeting #647**

*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 – March 11, 2026**

**4. Approval of Meeting Minutes**

- a) February 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) Second Reading: Merit Rule 170.2 (N)

**8. Consent Agenda**

- a) Approval of Eligibility Lists

**9. Personnel Commissioners' Report**

**10. Next Meeting – April 8, 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](mailto:perscom@smcoe.org) or (650) 802-5309.

SAN MATEO COUNTY OFFICE OF EDUCATION  
**PERSONNEL COMMISSION MEETING MINUTES**

Meeting #646

*February 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 | Robert Fuertes |
| Laurie Mouton     | Nelson Sendino |
| Dennis Shreve     | May Tran       |

***Virtual -***

|                   |                   |              |
|-------------------|-------------------|--------------|
| Christian Albuyeh | Kylie Carpenter   | Wilbur Lopez |
| Aye Mon           | Christian Morales | Dalma Sato   |
| Lilya Sorensen    | Karen Williams    |              |

**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 February 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 January 14, 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 an update on recent recruitment and staffing activities. He noted that the past month has been relatively uneventful, with one (1) certification/selection process currently in progress. Overall activity has slowed, and there are no significant updates to report currently.

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

Executive Director Randy Perez reported that Personnel Commission staff, along with invited representatives from CSEA and Human Resources, will be attending the California School Personnel Commissioners Association (CSPCA) Conference in March. Mr. Perez will be a presenter at the conference and will speak on the Personnel Commission Budget Approval Process.

Mr. Perez also shared that the Personnel Commission Budget for 2026–2027 will be presented for its first reading in April. One potential addition to next year's expenditures is the possible purchase of software intended to automate a portion of the interview process, which would increase efficiency and help streamline operations.

Additionally, Personnel Commission staff continue to participate in professional development activities. Mr. Perez and Ms. Pae recently attended training on *Multiple Choice Test Development & Pass Point Setting* provided by the Western Region Intergovernmental Personnel Assessment Council (WRIPAC). Mr. Johnson now serves as the WRIPAC agency representative for the SMCOE Personnel Commission and attended the 2026 Winter Meeting, which included a roundtable discussion and business meeting.

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

Executive Director of Personnel Commission Services, Randy Perez, provided a first 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

Commissioner Schwarz acknowledged the upcoming retirement of Superintendent McGee and proposed preparing a retirement letter on behalf of the Personnel Commissioners. The other Commissioners agreed unanimously. Commissioners Shreve and Palmer had no additional comments at this time.

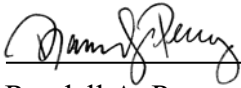
## 10. NEXT MEETING

The next Personnel Commission Meeting will be held on March 11, 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:



Randall A. Perez

Ex-Officio Secretary to the Personnel Commission

## STAFFING REPORT – CLASSIFIED

February 12, 2026 – March 11, 2026

### RECRUITMENT / TESTING IN PROGRESS – POSITIONS OPEN

| Position                                        | Division/<br>Department | Replacing                 | Date Opened | Date Closed | Written/<br>Perf Exam | Oral Exam  | Cert List<br>Date |
|-------------------------------------------------|-------------------------|---------------------------|-------------|-------------|-----------------------|------------|-------------------|
| Executive Assistant                             | SELPA/SELPA             | New Position              | 2/27/2026   | Ongoing     | 3/18/2026             | 3/23/2026  | TBD               |
| Data Specialist (English/Spanish Bilingual)     | ESD/P3ELS               | Veronica Pantoja          | 2/25/2026   | 03/11/2026  | 3/20/26               | 3/25/2026  | TBD               |
| Public Communications Specialist (Limited Term) | SUPT/COMM               | Anne Ton (while on leave) | 02/19/2026  | 03/11/2026  | N/A                   | 03/19/2026 | TBD               |
| Naturalist                                      | ESD/Outdoor Ed          | Multiple Positions        | 02/10/2026  | 03/15/2026  | N/A                   | 03/26/2026 | TBD               |
| Paraeducator (Substitute)                       | ESD/SPED                | Multiple Positions        | Ongoing     | Ongoing     | TBD                   | N/A        | N/A               |

### CERTIFICATION FROM FEBRUARY TO MARCH

| Position                            | Division/ Department | Replacing    | Applicants | Met MQ's | Written/PE<br>/SR Pass | Oral Pass | Eligibility<br>Ranks | Cert List<br>Date Sent |
|-------------------------------------|----------------------|--------------|------------|----------|------------------------|-----------|----------------------|------------------------|
| Itinerant Paraeducator              | ESD/SPED             | New Position | 4          | 3        | N/A                    | 2         | 2                    | 2/11/2026              |
| Manager, Business Systems & Payroll | BSD/DBS              | New Position | 17         | 10       | 3                      | 1         | 1                    | 2/27/2026              |

### PROMOTIONS

#### POSITION FILLED

#### DIV. / DEPT.

#### FILLED BY

#### REPLACING

None to report.

### TRANSFERS

#### POSITION FILLED

|                          |              |           |          |          |
|--------------------------|--------------|-----------|----------|----------|
|                          | Gemma        |           |          |          |
| Administrative Assistant | Urena-Cuevas | ESD/P3ELS | .ESD/SSS | 3/1/2026 |

### RECLASSIFICATION

None to report.

### NEW EMPLOYEES – REGULAR

| POSITION                                | DIV. / DEPT. | FILLED BY        | DATE OF HIRE |
|-----------------------------------------|--------------|------------------|--------------|
| Paraeducator, Court & Community Schools | ESD/C&CS     | David Burghgraef | 2/9/2026     |
| Itinerant Paraeducator                  | ESD/SPED     | Shane Regan      | 3/1/2026     |

## **STAFFING REPORT – CLASSIFIED**

*February 12, 2026 – March 11, 2026*

### **NEW ASSIGNMENT**

| <b>POSITION</b> | <b>DIV. / DEPT.</b> | <b>FILLED BY</b> | <b>DATE OF HIRE</b> |
|-----------------|---------------------|------------------|---------------------|
|-----------------|---------------------|------------------|---------------------|

None to report.

### **RE-EMPLOYMENT FROM LAYOFF**

| <b>POSITION</b> | <b>DIV. / DEPT.</b> | <b>FILLED BY</b> | <b>DATE OF HIRE</b> |
|-----------------|---------------------|------------------|---------------------|
|-----------------|---------------------|------------------|---------------------|

None to report.

### **REINSTATEMENT**

| <b>POSITION</b> | <b>DIV. / DEPT.</b> | <b>FILLED BY</b> | <b>DATE OF HIRE</b> |
|-----------------|---------------------|------------------|---------------------|
|-----------------|---------------------|------------------|---------------------|

None to report.

### **LIMITED TERM/PROVISIONAL/SUBSTITUTE**

| <b>POSITION</b>                         |             |                  |           |
|-----------------------------------------|-------------|------------------|-----------|
| Administrative Assistant (Limited Term) | ESD/P3ELS   | Loriann Villanis | 2/23/2026 |
| Administrative Assistant (Limited Term) | SELPA/SELPA | Loriann Villanis | 3/5/2026  |
| Sustainability Analyst (Limited Term)   | SUPT/ELSI   | Leela Cromwell   | 2/23/2026 |

### **SEPARATIONS**

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:** March 11, 2026

**To:** Members of the Personnel Commission

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

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

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**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 as a second 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:** March 11, 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 *Sustainability Analyst (Limited Term)*, *Itinerant Paraeducator*, and *Manager, Business Systems and Payroll*. 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<br/>Date</i> | <i>Bargaining<br/>Unit</i> | <i>Eligible<br/>Ranks</i> | <i>Eligible<br/>Candidates</i> |
|------------------------------------------------------|-------------------------------|----------------------------|---------------------------|--------------------------------|
| <i>Sustainability Analyst (Limited Term)</i>         | 1/9/2026                      | CSEA 887                   | 3                         | 3                              |
| <i>Itinerant Paraeducator, Special<br/>Education</i> | 2/11/2026                     | CSEA 158                   | 2                         | 2                              |
| <i>Manager, Business Systems &amp; Payroll</i>       | 2/27/2026                     | MGMT                       | 1                         | 1                              |