

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION MEETING MINUTES

Meeting #649
May 13, 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 Nelson Sendino

Virtual -

Nada Joubran	Veronica Pantója	Christian Morales-Aponte
Karla Rodriguez	Yung-Hui Chien	Dalma Sato

1. CALL TO ORDER – 4:00 p.m.

The regular meeting of the Personnel Commission was convened in accordance with the posted agenda. This item formally initiated the proceedings of the Commission for the conduct of scheduled business.

2. ROLL CALL:

A roll call of Commissioners was conducted to establish attendance and confirm the presence of a quorum required to conduct Commission business.

- 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 May 13, 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

PUBLIC HEARING

The Personnel Commission opened a public hearing to present and review the proposed Personnel Commission Budget for Fiscal Year 2026–2027. This hearing provided an opportunity to share an overview of the budget, outline key considerations for the upcoming fiscal year, and invite public comment prior to final adoption.

Public Comment: None to report

Commissioners' Discussion:

The Executive Director reported that adjustments were made to the proposed budget to reflect negotiated salary increases for staff, which in turn affected statutory benefits calculated as a percentage of salary. He noted a slight increase in subscription costs related to the use of DIGIFY software for oral panel processes.

Commissioner Palmer inquired whether the budget reflected increased travel and conference costs due to rising expenses. The Executive Director responded that no increase was proposed at this time, though flexibility may be available within discretionary budget areas if necessary.

Action: A motion to adopt the proposed Personnel Commission Budget for Fiscal Year 2026–2027 and close the public hearing was made and seconded. The motion passed.

Votes Taken, by Roll Call:

Shreve – Aye
Schwarz – Aye
Palmer – Aye

Following the action, the Commission reconvened to the Regular Meeting.

4. APPROVAL OF MINUTES

Action: A motion to approve the April 8, 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

The Executive Director reported that limited-term assignments are being used appropriately to address staffing gaps that occur when employees go on leave, when departments have temporary work needs, or while ongoing recruitment efforts for permanent positions continue. The Executive Director also noted that the Supervisor of Behavioral Intervention Programs position has been successfully filled following an extended recruitment period and will be reflected in the next staffing report.

b) Personnel Commission Services Executive Director's Report

The Executive Director of Personnel Commission Services acknowledged Classified Employee Appreciation Week and recognized Personnel Commission staff for their contributions and initiative. He reported on staff-led improvements to recruitment strategies, reference check processes, and exam preparation support for employees.

Mr. Perez also shared that Personnel Commission staff continue to engage in professional development through the Western Region Intergovernmental Personnel Assessment Council (WRIPAC). He noted that he and Mr. Johnson attended the WRIPAC Spring 2026 Meeting in Rancho Cucamonga and a training related to artificial intelligence.

8. DISCUSSION AND ACTION

Items under this section were presented for Commission consideration and required formal action. Each item included discussion followed by a roll call vote.

a) Request for Approval of the Manager, Learning Analytics Class Description

The Personnel Commission reviewed the proposed Manager, Learning Analytics class description. This item provided an opportunity for discussion and consideration of approval of the classification as presented.

Action: A motion was made to approve the Manager, Learning Analytics class description. The motion was seconded, and the motion passed.

Votes Taken, by Roll Call:

Shreve – Aye
Schwarz – Aye
Palmer – Aye

b) Request for Approval of the Program Coordinator Class Description

The Personnel Commission reviewed the proposed Program Coordinator class description. This item included discussion regarding the proposed title and duties, followed by consideration of approval.

Action: A motion was made to approve the Program Coordinator class description. The motion was seconded, and the motion passed.

Votes Taken, by Roll Call:

Shreve – Aye
Schwarz – Aye
Palmer – Aye

c) Request for Approval of the Proposed Personnel Commission Meeting Dates for the 2026–2027 School Year

The Personnel Commission reviewed the proposed schedule of regular meeting dates for the 2026–2027 school year. This item provided the Commission an opportunity to consider and approve the meeting calendar, including any necessary adjustments to meeting dates or start times.

The Executive Director of Personnel Commission Services, Randy Perez, proposed a slight adjustment to the meeting calendar, changing the start time of the September 9, 2026, meeting from 4:00 p.m. to 5:30 p.m.

Action: A motion was made to approve the proposed Personnel Commission meeting dates, including the revised start time. The motion was seconded, and the motion passed.

Votes Taken, by Roll Call:

Shreve – Aye
Schwarz – Aye
Palmer – Aye

9. CONSENT AGENDA

a) Approval of Eligibility Lists

Action: A motion was made to approve the revised eligibility lists. The motion was seconded and the motion passed.

Votes Taken, by Roll Call:

Shreve – Aye
Schwarz – Aye
Palmer – Aye

10. PERSONNEL COMMISSIONERS' REPORT

Commissioner Schwarz acknowledged and expressed appreciation for the birthday recognition she received, thanking staff for their kindness and thoughtfulness. Commissioner Palmer reported a recent email security breach that temporarily limited her access and shared the experience as a cautionary example. Commissioners discussed similar encounters with fraudulent activity and emphasized the importance of safeguards and awareness.

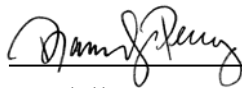
11. NEXT MEETING

The next Personnel Commission Meeting will be held on June 10, 2026, at 4:00 p.m.

12. ADJOURNMENT

Having no further business, Chairperson Annette Shreve adjourned the meeting at 4:27 p.m.

Respectfully Submitted By:



Randall A. Perez
Ex-Officio Secretary to the Personnel Commission