

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION MEETING MINUTES

Meeting #639
July 9, 2025 – 4:00 p.m.

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

Commission Staff Present: Lycette Kintanar
Randy Perez

Others Present:

Terri Aiello	Wilbur Lopez	Mervyn Radoc
Kylie Carpenter	Melissa Lozano	Guadalupe Rivas Jer
Marco Chavez	Bayan Maithaluni	Dalma Sato
Francesca D’Amato	Christian Morales	Nelson Sendino
Robert Fuertes	Laurie Mouton	Dennis Shreve
Sarah Look	Georgina Perez	Lilya Sorensen

1. CALL TO ORDER – 4:00 p.m.

2. ROLL CALL:

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

3. APPROVAL OF AGENDA

Action: A motion to approve the July 9, 2025, meeting agenda was made and seconded. Motion passed and agenda was approved as submitted.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

4. APPROVAL OF MEETING MINUTES

a) **Action:**

A motion to approve the June 18, 2025, meeting minutes was made and seconded. Motion passed and minutes were approved as submitted.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

5. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS

None to report.

6. PUBLIC/EMPLOYEE COMMUNICATIONS

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

Two additional promotions have occurred since the two previously reported at the last meeting.

b) Personnel Commission Services Executive Director's Report

Randy Perez, Executive Director of Personnel Commission Services, announced that SMCOE will be hosting a Day of Discovery for all employees on July 28, 2025. The event will include professional development sessions and interpersonal activities organized by Human Resources. Staff are encouraged to register and participate.

c) Second Reading: Merit Rule 50.2 (D) Promotional & Open Competitive Examinations

The final approval of this revision regarding promotional & open competitive examinations is scheduled for the next Personnel Commission meeting on August 13, 2025.

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:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

9. DISCUSSION & ACTION ITEMS

These items are presented for discussion and action.

a) Request to Approve a New Classification and Salary Recommendation: Supervisor, Behavioral Intervention Programs

Mr. Perez reported that the supervisor position is a board-certified, first-line administrator classification and will be responsible for overseeing behavioral support staff within the Special Education Services and Court & Community Schools programs.

Action: A motion to approve the new classification and salary recommendation of Supervisor, Behavioral Intervention Programs was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

10. PUBLIC COMMENT REGARDING AGENDA ITEM 10

Laurie Mouton, President of CSEA Chapter 887, inquired about the closed session, emphasizing that if the session pertains to a CSEA bargaining unit member, a 24-hour notice must be provided to the employee concerning any disciplinary matters. Ms. Mouton further noted the importance of the Personnel Commission maintaining impartiality, seeking legal counsel as needed to avoid potential violations of the Collective Bargaining Agreement (CBA) and the Brown Act.

Commissioner Schwarz responded that the Personnel Commission is permitted to convene a closed session under various provisions.

11. CLOSED SESSION: GOVERNMENT CODE SECTION 54957 – PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE (1 MATTER)

The Personnel Commission will report any action taken during closed session.

12. RECONVENE TO OPEN SESSION

The Personnel Commission reported there was no action taken during closed session.

13. PERSONNEL COMMISSIONERS' REPORT

None to report.

14. NEXT MEETING

The next Personnel Commission Meeting will be held on August 13, 2025, at 4:00 p.m.

15. ADJOURNMENT

Having no further business, Chairperson Veronica Palmer adjourned the meeting at 4:40 p.m.

Respectfully Submitted By:



Randall A. Perez

Ex-Officio Secretary to the Personnel Commission