

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION MEETING MINUTES

Meeting #643

November 12, 2025 – 4:00 p.m.

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

Commission Staff Present: Randy Perez, Executive Director, Personnel Commission
Ian Johnson, Personnel Commission Technician

Others Present:

In Person –

Tami Moore

Dennis Shreve

Virtual -

Anitha Guruswamy
Bayan Maithaluni
Dalma Sato

Melissa Lozano
Christian Morales
May Tran

Anya Macomber
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 November 12, 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. PUBLIC COMMENT

No members of the public provided comment.

**5. Closed Session: Government Code section 54957 – Public Employee Appointment
Title: Personnel Commission Analyst**

The Commissioners and the Executive Director entered Closed Session pursuant to Government Code section 54957 regarding the public employee appointment for the position of Personnel Commission Analyst.

6. Reconvene to Open Session

Executive Director Randy Perez, Commissioner Veronica Palmer, Commissioner Karen Schwarz, and Commissioner Annette Shreve returned from Closed Session. Commissioner Veronica Palmer indicated that there was nothing to report.

7. APPROVAL OF MINUTES

Action: A motion to approve the October 8, 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

8. BOARD OF EDUCATION / SUPERINTENDENT COMMUNICATIONS

No representatives of the Board of Education or the Superintendent were present, and no communications or comments were provided under this agenda item.

9. Public/Employee Communications

No public/employee communications were provided.

10. 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 activities. Eleven (11) recruitments have recently been in process for assessment or have concluded, resulting in six (6) eligibility lists. Additionally, one (1) promotion occurred in the Human Resources Department: Sonia Araujo was promoted to Senior Credentials Analyst.

b) Personnel Commission Services Executive Director's Report

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

11. 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:

Palmer – Aye

Schwarz – Aye

Shreve – Aye

12. DISCUSSION AND ACTION

Executive Director of Personnel Commission Services, Randy Perez, presented a review and summary of the 2024–2025 Personnel Commission Annual Report. He highlighted key accomplishments, ongoing initiatives, and areas of focus for the upcoming year. The comprehensive report will be made available to the public on the Personnel Commission website at <https://www.smcOE.org/about/county-office/personnel-commission>.

Action: A motion to accept the Annual Performance Report was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

13. PERSONNEL COMMISSIONERS' REPORT

Commissioner Annette Shreve reported attending the School Personnel Commissioners Association/Northern California (SPCA/NC) Conference in Monterey. She participated in all workshops and expressed appreciation for the knowledge shared during the sessions. Commissioner Shreve noted that she looks forward to the next conference in San Diego.

Commissioner Veronica Palmer extended Thanksgiving wishes to all and expressed appreciation for recent San Mateo County Office of Education (SMCOE) policies supporting families affected by ICE detainments. She commended the program established to assist families and acknowledged the success of the recent food collection effort, which resulted in a substantial number of donated items. Commissioner Palmer expressed gratitude for the ongoing efforts of the administration and the County Board of Education to support children and families.

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

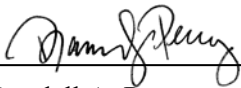
14. NEXT MEETING

The next Personnel Commission Meeting will be held on December 10, 2025, at 4:00 p.m.

15. ADJOURNMENT

Having no further business, Chairperson Veronica Palmer adjourned the meeting at 5:19 p.m.

Respectfully Submitted By:



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