

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.

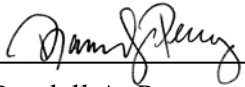
10. NEXT MEETING

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