

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION MEETING MINUTES

Meeting #647

March 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 Laurie Mouton May Tran

Virtual -

Antonio Balagot Tricia Giovanazzi Anitha Guruswamy
Wilbur Lopez Rebecca Luong Christian Morales
Rosemarie Pozzobon Dalma Sato Lilya Sorensen

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 March 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 February 11, 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 no further comment on the report

b) Personnel Commission Services Executive Director's Report

Executive Director Randy Perez reported that Personnel Commission staff, along with invited representatives from the CSEA Union and Human Resources, will attend the California School Personnel Commissioners Association (CSPCA) Conference this weekend, where Mr. Perez will be presenting. He also shared that the Personnel Commission Budget for fiscal year 2026–2027 will be presented for its first hearing at the April meeting.

Personnel Commission staff continue to participate in professional development through the Western Region Intergovernmental Personnel Assessment Council (WRIPAC), including training in Job Analysis and Developing and Administering Structured Interviews. Mr. Perez and Mr. Johnson will also attend the WRIPAC Spring 2026 Meeting in Rancho Cucamonga this May.

Mr. Perez further reported that the Personnel Commission team recently held its second internal meeting, resulting in two key outcomes. First, the team drafted a Personnel Commission Mission Statement, informed by involvement with the San Mateo County Office of Education (SMCOE) Equity Committee. The draft mission statement will be agendized for approval at the next meeting and reads as follows:

We are committed to transparent practices, excellent communication, and trauma aware, people first service. By placing people before processes and systems, and maintaining a strong customer service focus, we partner with the Superintendent, leadership, and labor partners to support efficient, ethical, and high-quality personnel management across the San Mateo County Office of Education.

Second, the team developed a tool to collect employee questions about the merit system for potential discussion at future Commission meetings, titled *Merit System Inquiry & Learning Topic Submission Form*.

c) Second Reading: Merit Rule 170.2 (N)

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

Commissioners Schwarz and Shreve had nothing to report. Commissioner Palmer requested that the Personnel Commission and Audio-Visual team review the room setup to prevent feedback noise in future meetings.

10. NEXT MEETING

The next Personnel Commission Meeting will be held on April 8, 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