

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION REGULAR MEETING MINUTES

Meeting #636

Wednesday, April 9, 2025 – 4:00 p.m.

The Personnel Commission meeting was held in person at 101 Twin Dolphin Drive, Redwood City, CA 94065 with an option for attendees to join remotely via Zoom meeting platform:

Zoom Meeting Information:

<https://tinyurl.com/2025pcm>

Meeting ID: 971 4988 0299

One tap mobile:

+16699009128,,97149880299# US (San Jose)

+16694449171,,97149880299# US

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

Commission Staff Present: Randy Perez, Executive Director-Personnel Commission Services
Lycette Kintanar, Personnel Commission Analyst

Others Present:

Lalaine Cruz

Ephraim Lem

Mervyn Radoc

Francesca D’Amato

Tami Moore

Dennis Shreve

Robert Fuertes

Christian Morales-Aponte

Taufua Veu

Amanda Lee

Jessica Ochoa

1. CALL TO ORDER – 4:00 p.m.

2. ROLL CALL:

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

3. APPROVAL OF AGENDA

Action: A motion to approve the April 9, 2025, regular 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

Action: A motion to approve the March 12, 2025 regular meeting minutes and the March 26, 2025 special 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 ITEMS & DISCUSSION

a) Recruitment/Selection Activities & Staffing Report

Randy Perez, *Executive Director-Personnel Commission Services*, presented to the Commission his monthly update on classified recruitment and staffing report. No questions from the floor were brought forth regarding the monthly staffing report.

b) Personnel Commission Services Executive Director's Report

Mr. Perez addressed the Personnel Commission and provided an update on current activities of the department. He reported on the CSPCA (California School Personnel Commissioners' Association) annual conference and the 2025 Merit Academy. Mr. Perez was a speaker on both events. He also attended the 2025 SMCOE (San Mateo County Office of Education) recruitment job fair held at the County Office.

8. ACTION ITEMS

a) Approval of Eligibility List(s)

Personnel Commission action is requested to ratify the open competitive eligibility list developed for the *Paraeducator, Court/Community Schools* position classification in accordance with Education Code Section 45272.

Action: A motion to approve the ratification of the open eligibility list developed for the *Paraeducator, Court/Community Schools* position classification in accordance with Education Code Section 45272 was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

b) Adoption of Merit Rule 110.2 (b)

Personnel Commission action was requested to adopt Merit Rule 110.2 (b) as presented. Revisions made to Merit Rule 110.2 (b) were presented to the Commission in February for the first reading, and in March for the second reading pursuant to Merit Rule 10.4.

Action: A motion to approve Merit Rule 110.2 (b) as presented was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

c) Revised Class Description: Registered Behavior Technician

Personnel Commission action was requested to approve revisions to the minimum qualifications of the Registered Behavior Technician classification description as presented.

Action: A motion to approve revisions to the minimum qualifications of the Registered Behavior Technician classification description as presented was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

9. DISCUSSION

a) First Reading: Proposed Personnel Commission Budget for Fiscal Year 2025-2026

Mr. Perez presented to the Commission the proposed Personnel Commission Budget for Fiscal Year 2025-2026. Mr. Perez pointed out that no changes are reflected on the bottom line for operating costs. Unused budget items throughout the year were written off the books for the following budget codes:

- 4302: Office Supplies – This budget item appropriated at \$2000 was moved and added to 4300: Materials and Supplies.
- 5450: Insurance-Other
- 5710: Direct Cost for Transfer Svc
- 5903: Cell Phone Stipend

Discussion ensued.

Mr. Perez will indicate these changes in the background memo of the budget proposal for the May 2025 meeting. He acknowledged the work of the Business Services Department for preparing the budget proposal for the 2025-2026 fiscal year.

10. PERSONNEL COMMISSIONERS' REPORT

Commissioner Karen Schwarz announced that the next Personnel Commission meeting falls under her birthday and will not be able to attend the May 14 meeting as initially scheduled. Mr. Perez will coordinate a new date for the next meeting.

Commissioners Annette Shreve and Veronica Palmer reported on their experience attending the CSPCA annual conference in Napa Valley. They both acknowledged the success of the conference and commended the organizers for putting together the event.

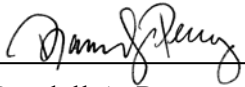
11. NEXT MEETING

The next Personnel Commission regular meeting will be announced at a later date.

12. ADJOURNMENT

Having no further business, Commissioner Veronica Palmer adjourned the meeting at 4:17 p.m.

Respectfully Submitted By:



Randall A. Perez

Ex-Officio Secretary to the Personnel Commission