

**SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION MEETING MINUTES**

Meeting #628

September 16, 2024 – 4:00 p.m.

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

Commission Staff Present: Lycette Kintanar
Sylvia Pae
Randy Perez

Others Present:

Erik Arteaga	Christian Henriquez-Tant	Rosemarie Pozzobon
Leo Barrios	Amanda Lee	Dalma Sato
Heather Campagna	Sarah Look	Dennis Shreve
Kylie Carpenter	Wilbur Lopez	Lilya Sorensen
Francesca D’Amato	Christian Morales	May Tran
Natasha Dinis	Georgina Perez	

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 September 16, 2024 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 August 14, 2024 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

Vice-President of California School Employees Association (CSEA) 887, Christian Morales, addressed the meeting on behalf of President Laurie Mouton, who was unable to attend. Ms. Mouton has expressed concerns about the Class & Comp Study, citing a lack of ease and transparency in the process. She and the Executive Board of the union chapters will hold a virtual meeting with the consultants on September 25, 2024, to gain clarity on the development of the proposed class descriptions and titles.

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

Mr. Perez reported that there is a typo on the staffing report. Green Facilities & Operations Analyst, Ruchika Jaiswal, started on 9/1/2024 and not 9/10/2024.

b) Personnel Commission Services Executive Director's Report

Mr. Perez consolidated items (b) and (c) to provide updates on the Class & Comp Study. Mr. Perez reported that the final report from the consultants is expected to be received on September 27, 2024, and will be distributed via email to staff, management, and commissioners. Superintendent Nancy Magee is anticipated to approve the report by October 11, 2024, with the commissioners scheduled to adopt the final report on October 16, 2024. Following Commission adoption, CSEA will have the opportunity to submit a demand to bargain the effects.

c) Classification & Compensation Update

Please refer to line item (b) above for updates.

8. CONSENT CALENDAR

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

This agenda item is presented for discussion and action.

a) Personnel Commission Nomination and Appointment

Action: A motion to reappoint Chairperson Shreve to the Personnel Commission effective the 1st of December, 2024 and through the 30th of November, 2027, was made by Vice-Chairperson Schwarz and seconded by Commissioner Palmer. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Palmer – Aye

Schwarz – Aye

10. PERSONNEL COMMISSIONERS' REPORT

Chairperson Shreve announced that the next meeting has been rescheduled to October 16, 2024, from the originally planned date of October 9, 2024. This adjustment is intended to ensure the attendance of all commissioners.

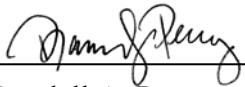
11. NEXT MEETING

The next Personnel Commission Meeting will be held on October 16, 2024, at 4:00 p.m.

12. ADJOURNMENT

Having no further business, Chairperson Annette Shreve adjourned the meeting at 4:11 p.m.

Respectfully Submitted By:

A handwritten signature in cursive script, appearing to read "Randall A. Perez", is written over a horizontal line.

Randall A. Perez

Ex-Officio Secretary to the Personnel Commission