

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION MEETING MINUTES

Meeting #627

August 14, 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:

Francesca D’Amato	Nada Joubran	Jennifer Perna
Matthew Bordallo	Amanda Lee	Rosemarie Pozzobon
Kylie Carpenter	Sarah Look	Dalma Sato
Natasha Dinis	Bayan Maithaluni	Dennis Shreve
Karina Du	Christian Morales	May Tran
Robert Fuertes	Laurie Mouton	Karen Williams
Sara Gassner-Wollwage		

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 August 14, 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 July 17, 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

None to report.

7. INFORMATION & DISCUSSION

a) Recruitment/Selection Activities and Staffing Report

None to report.

b) Personnel Commission Services Executive Director's Report

Executive Director, PCS, Randy Perez, announced the School Personnel Commissioners Association of Northern California (SPCA/NC) conference taking place in Napa on October 27-28, 2024 and extended invites to all, with sponsorships offered to union leaders. Mr. Perez also reported that the consultants from the Class & Comp Study have reviewed all feedback and provided responses accordingly. Personnel Commission staff will schedule meetings with employees in group job classes to go over the consultant's responses and feedback.

c) Personnel Commissioner Vacancy

Mr. Perez announced that Chairperson Shreve's term is expiring on 12/1/2024. Chairperson Shreve has expressed interest in being reappointed and the Commissioners have until 9/30/2024 to name a candidate for the term.

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

These items are presented for discussion and action, and were brought forth to the Commission at a previous meeting.

a) Request to Approve and Adopt Merit Rule 130.1 (C)

Action: A motion to approve the adoption of Merit Rule 130.1(C) Performance Evaluations for permanent employees in positions designated as management was made and seconded. Motion passed and was unanimously approved.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

b) Request to Approve and Adopt Merit Rule 200

Action: A motion to approve the adoption of Merit Rule 200 Layoff and Reemployment Procedures was made and seconded. Motion passed and was unanimously approved.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

10. PERSONNEL COMMISSIONERS' REPORT

Commissioners Schwarz and Palmer will not be able to attend the regularly scheduled PC meeting next month, so the date has been rescheduled to September 16, 2024. Commissioner Schwarz approved the invite extension and registration sponsorship for union leaders to attend the SPCA/NC conference in Napa.

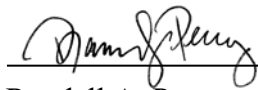
11. NEXT MEETING

The next Personnel Commission Meeting will be held on September 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:



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