

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION MEETING MINUTES

Meeting #630
November 13, 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:

Terri Aiello	Sarah Look	Georgina Perez
Luz Ariza	Wilbur Lopez	Shelene Peterson
Erik Arteaga	Melissa Lozano	Loida Reyes
Heather Campagna	Teri Mai	Dalma Sato
Gustavo Canales	Rich Maldonado	Dennis Shreve
Francesca D’Amato	Tami Moore	Lilya Sorensen
Karina Du	Christian Morales	Fua Veu
Eric Hernandez	Laurie Mouton	Karen Williams
Ephraim Lem		

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 November 13, 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 October 16, 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

Christian Morales, Communications Officer of CSEA 887, reported that CSEA labor representatives would like to remind CSEA members that Article 20 of the collective bargaining agreement states that the results of a reclassification study can be appealed to the Personnel Commission.

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*

None to report.

b) *Personnel Commission Services Executive Director's Report*

Randy Perez, Executive Director of Personnel Commission Services, announced the next California School Personnel Commissioners Association (CSPCA) annual conference will take place at the Napa Marriott Hotel during March 16-18, 2025.

Mr. Perez presented the Annual Report, as outlined in agenda item 9(a). The Annual Report for 2023-2024 provided an overview of key transactions, services, and accomplishments. The primary goals achieved by the Personnel Commission office included completing the classification & compensation study, enhancing recruitment strategies, and aligning efforts with SMCOE's equity vision.

8. CONSENT CALENDAR

a) *Approval of Eligibility Lists*

Action: A motion to approve the eligibility list(s) included 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) 2023-2024 Personnel Commission Annual Report

Action: A motion to approve the 2023-2024 Personnel Commission Annual Report, was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

10. CLOSED SESSION

Public Employee Performance Evaluation – Government Code § 54954.5

Title: Executive Director, Personnel Commission Services

11. RECONVENE TO OPEN SESSION

The Personnel Commission will report any action taken during closed session.

None to report.

12. PERSONNEL COMMISSIONERS' REPORT

None to report.

13. NEXT MEETING

The next Personnel Commission Meeting will be held on January 8, 2025, at 4:00 p.m. There will be no meeting in December as the Commission will be in recess.

14. ADJOURNMENT

Having no further business, Chairperson Annette Shreve adjourned the meeting at 5:13 p.m.

Respectfully Submitted By:



Randall A. Perez

Ex-Officio Secretary to the Personnel Commission