

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION REGULAR MEETING MINUTES

Meeting #634

Wednesday, March 12, 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
Annette Shreve, Commissioner
Karen Schwarz, Commissioner

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

Others Present:

Bijan Albuyeh

Luz Ariza

Heather Campagna

Francesca D’Amato

Robert Fuertes

Amanda Lee

Ephraim Lem

Sarah Look

Melissa Lozano

Teri Mai

Bayan Maithaluni

Christian Morales-Aponte

Lauriene Mouton

Rosemarie Pozzobon

Guadalupe Rivas Jer

Dennis Shreve

Lilya Sorensen

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 March 12, 2025, regular meeting agenda was made and seconded. Motion passed and agenda was approved as submitted.

Votes Taken, By Roll Call:

Palmer – Aye

Shreve – Aye

Schwarz – Aye

4. APPROVAL OF MEETING MINUTES

Action: A motion to approve the February 12, 2025 regular meeting minutes was made and seconded. Motion passed and minutes were approved as submitted.

Votes Taken, By Roll Call:

Palmer – Aye
Shreve – Aye
Schwarz – 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 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 announced that Personnel staff will be attending the CSPCA (California School Personnel Commissioners Association) annual conference scheduled on March 16 to 18, 2025. He acknowledged that Commissioners Palmer & Shreve will be joining staff at the conference with Keri Moore, a Paraeducator from CSEA unit 158.

Mr. Perez also mentioned the current vacancy for the Personnel Commission Specialist position and announced that recruitment will pause until management and CSEA concludes its negotiations on the impacts of the classification and compensation study.

8. ACTION ITEMS

a) Adoption of Merit Rule 30 (I)

Personnel Commission action is requested to adopt Merit Rule 30 (I) as presented. Revisions made to Merit Rule 30 (I) were presented to the Commission in January for the first reading, and in February for the second reading pursuant to Merit Rule 10.4.

Action: A motion to approve Merit Rule 30 (I) as presented was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Palmer – Aye
Shreve – Aye
Schwarz – Aye

9. DISCUSSION

a) Second reading: Merit Rule 110.2 (B)

Mr. Perez presented to the Commission the proposed revised Merit System Rule 110.2 (B). The merit rule, which aims to provide more context for involuntary demotions was presented as a follow-up from its first reading in the February Personnel Commission meeting.

10. PERSONNEL COMMISSIONERS' REPORT

None to report.

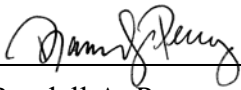
11. NEXT MEETING

The next Personnel Commission regular meeting is scheduled on April 9, 2025 @ 4:00 p.m.

12. ADJOURNMENT

Having no further business, Commissioner Veronica Palmer adjourned the meeting at 4:07 p.m.

Respectfully Submitted By:



Randall A. Perez

Ex-Officio Secretary to the Personnel Commission