

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION MEETING MINUTES

Meeting #650
June 10, 2026 – 4:00 p.m.

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

Commission Staff Present: Randy Perez, Executive Director, Personnel Commission
Sylvia Pae, Personnel Commission Analyst
Ian Johnson, Personnel Commission Technician

Others Present:

In Person –

Francesca D’Amato	Robert Fuertes	Rosemarie Pozzobon
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Virtual -

Kylie Carpenter	Jean Corpuz	Dhivya Devamani
Nada Joubran	Melissa Lozano	Christian Morales
Aye Mon	Veronica Pantoja	Guadalupe Rivas
Dalma Sato	Lilya Sorensen	

1. CALL TO ORDER – 4:00 p.m.

The regular meeting of the Personnel Commission was convened in accordance with the posted agenda. This item formally initiated the proceedings of the Commission for the conduct of scheduled business.

2. ROLL CALL:

A roll call of Commissioners was conducted to establish attendance and confirm the presence of a quorum required to conduct Commission business.

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

3. APPROVAL OF AGENDA

Action: A motion to approve the June 10, 2026, meeting agenda was made and seconded. Motion passed, and agenda was approved as submitted.

Votes Taken, by Roll Call:

Shreve – Aye
Schwarz – Aye
Palmer – Aye

4. APPROVAL OF MINUTES

Action: A motion to approve the May 13, 2026, meeting minutes was made and seconded. Motion passed, and the minutes were approved as submitted.

Votes Taken, by Roll Call:

Shreve – Aye
Schwarz – Aye
Palmer – Aye

5. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS

None to report

6. PUBLIC COMMENT

None to report

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

Executive Director, Randy Perez, reported that limited-term assignments continue to be used as needed to maintain continuity of operations during employee leaves of absence. As part of this effort, a limited-term Data Specialist position was established to provide temporary support while regular staffing needs are addressed. He also noted that an Executive Assistant assignment was implemented to assist with training efforts and provide additional support for ongoing recruitment processes.

b) Personnel Commission Services Executive Director's Report

- i. The Executive Director provided an update on classified layoffs, noting that two layoffs had initially occurred in the CIS and Early Learning areas. He reported that both layoffs were subsequently rescinded after further review, and the affected employees were reinstated to their positions. As a result, no employees were ultimately impacted by the layoff actions.
- ii. Mr. Perez discussed ongoing challenges related to the current classification system, particularly as classifications become more specialized at higher levels and may require more specific qualifications. The discussion focused on how minimum qualifications intersect with bumping rights and included reference to applicable legal precedent. Mr. Perez explained that additional clarity is needed to ensure that bumping processes remain consistent with merit system principles and job-related qualification requirements. A proposed revision to Merit Rule 200.1(F), addressing bumping requirements based on minimum qualifications, is scheduled for first reading in July.
- iii. The Commission will transition to the Diligent Governance platform to support future Commission operations and improve the preparation and management of Commission materials. Mr. Perez noted that the platform is intended to streamline administrative processes, support Brown Act compliance, ensure ADA accessibility, and provide multilingual access. The transition is expected to provide a more centralized and accessible process for Commission-related documents and public meeting materials.
- iv. A Fingerprint Assistant is scheduled to begin on July 1 to support the expansion of Livescan fingerprinting services at SMCOE. This addition is intended to increase service

capacity, improve availability for fingerprinting appointments, and provide additional support to school districts that rely on SMCOE for fingerprinting services.

c) *Personnel Commission Office Updates*

- i. Sylvia Pae, Personnel Commission Analyst, reported on the development of the Education Data Analyst multiple-choice examination and validation process, including the use of the Angoff method. The Angoff method is intended to establish a defensible passing standard that reflects the performance of a minimally qualified candidate.

Executive Director Perez additionally noted staff efforts to shift toward competency-based assessments and explore software solutions to support exam development and evaluation.

- ii. Ms. Pae reported that one-on-one mock interview sessions have been initiated to support classified employees in preparing for oral board examinations and final interviews. The sessions provide a supportive, low-pressure opportunity for employees to practice interview responses, receive constructive professional feedback, and build confidence. The Interview Practice sign-up form is now live for classified staff to register and participate.
- iii. Future You Starts Here: Building Skills That Open Doors for Classified Jobs will be included in the Second Annual Day of Discovery: From Insight to Impact, scheduled for August 10, 2026. This session will help you identify your strengths, recognize transferable skills, and learn how to effectively showcase your qualifications in the Merit System recruitment, assessment, and selection process.

d) *Process for Effectuating Changes to Class Description Minimum Requirements*

- i. The Executive Director outlined a process for implementing changes to minimum qualifications within class descriptions. He explained that, under the Merit System, the Personnel Commission is responsible for determining minimum qualifications and the knowledge, skills and abilities of a classification. He shared that Commission staff must ensure that related assessment practices are legally defensible and consistent with applicable uniform guidelines. While management and labor partners may review and provide input regarding class descriptions, minimum qualifications (including the knowledge, skills and abilities) are determined by the Personnel Commission and are not subject to negotiation. The Executive Director reported that he met with union representatives to establish a transparent process for making future changes, which includes providing advance notice, allowing time for review and feedback, and maintaining open communication with labor partners. The Personnel Commission retains final authority over such changes.

8. CONSENT AGENDA

a) Approval of Eligibility Lists

Action: A motion was made to approve the revised eligibility lists. The motion was seconded and the motion passed.

Votes Taken, by Roll Call:

Shreve – Aye

Schwarz – Aye

Palmer – Aye

PERSONNEL COMMISSIONERS' REPORT

Commissioner Palmer shared observations regarding improvements in recruitment activities, noting that processes have become more organized and equitable over time, and expressed appreciation for staff's continued efforts. Commissioner Shreve concurred with Commissioner Palmer's remarks. Commissioner Schwarz had nothing to report at this time.

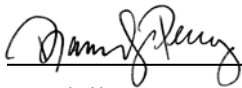
9. NEXT MEETING

The next Personnel Commission Meeting will be held on July 8, 2026, at 4:00 p.m.

10. ADJOURNMENT

Having no further business, Chairperson Annette Shreve adjourned the meeting at 4:31 p.m.

Respectfully Submitted By:



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