



PERSONNEL COMMISSION REGULAR MEETING - Aug 12, 2026 Minutes

Wednesday, August 12, 2026 at 4:00 PM

San Mateo County Office of Education

1. CALL TO ORDER

The general meeting of the Personnel Commission was convened on August 12, 2026, at 4:00 p.m., in accordance with the posted agenda.

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.

Commissioner Annette Shreve - present

Commissioner Karen Schwarz - present

Commissioner Veronica Palmer - present

3. APPROVAL OF AGENDA

Action: A motion to approve the August 12, 2026, meeting agenda was made and seconded. Motion passed, and the agenda was approved as submitted.

[20260812_SMCOE-PCS-RegularMeetingAgenda\(AUG2026\)_IJoh.pdf](#) 

Moved by: Karen Schwarz; seconded by: Veronica Palmer

AYES: Annette Shreve, Karen Schwarz, and Veronica Palmer

A roll call vote was taken, and the motion carried unanimously. 3-0

4. APPROVAL OF MINUTES

Action: A motion to approve the July 8, 2026, meeting minutes was made and seconded. Motion passed, and the meeting minutes were approved as submitted.

Moved by: Karen Schwarz; seconded by: Veronica Palmer

AYES: Annette Shreve, Karen Schwarz, and Veronica Palmer

A roll call vote was taken, and the motion carried unanimously. 3-0

5. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS

No Board of Education or Superintendent communications were reported at this time.

6. PUBLIC/EMPLOYEE COMMUNICATIONS

No Public/Employee communications were reported at this time.

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

Randy Perez, Executive Director, Personnel Commission Services, presented the Recruitment/Selection Activities and Staffing Report. He reported that recruitment activity had increased as the start of the school year approached and noted that several eligibility lists were scheduled for consideration later in the agenda.

[20260807_AgendaAttachment-StaffingReport\(AgendaItem7A\)\(AUG2026\)_IJoh.pdf](#)



B. Personnel Commission Services Executive Director's Report

1. Second Reading: Merit Rule 200.1(F)

Randy Perez, Executive Director, Personnel Commission Services, presented the second reading of proposed revisions to Merit Rule 200.1(F) related to layoffs. He reviewed the purpose of the proposed changes and clarified that the revisions address situations involving employees working in broad classifications with differing duties and minimum qualifications. Discussion occurred regarding employees hired on the same date and the distinction between matters governed by collective bargaining and the proposed merit rule revisions.

[20260807_SecondReading-MeritRule200-1\(F\)\(AgendaItem7B\)\(AUG2026\)_IJoh.pdf](#) 

2. Day of Discovery: Professional Learning Day

Executive Director Randy Perez recognized the efforts of Kristin Stout and Kylie Carpenter and other supportive staff for organizing the Day of

Discovery professional learning event. He reported that the event was well organized and provided staff with multiple professional learning opportunities. Mr. Perez also noted that Personnel Commission staff participated in training presentations as part of the event.

C. Personnel Commission Office Updates

1. Setting Legally Defensible Pass Points

Personnel Commission Analyst Sylvia Pae provided an overview of the Angoff Study recently completed for the Educational Data Analyst multiple-choice examination. She explained that the study was conducted to establish a job-related passing score consistent with professional testing standards rather than relying on an arbitrary percentage. The process included consultation with subject matter experts, review and revision of test questions, analysis of variance among ratings, and establishment of a final passing score of 67 percent.

Executive Director Randy Perez and Ms. Pae further discussed the value of the process in supporting fair and legally defensible selection procedures, reducing ambiguity in examination questions, and improving assessment quality. Commissioners discussed exam validity, candidate appeals, and the potential application of similar methodologies to future multiple-choice examinations.

8. CONSENT AGENDA

This item provides the Personnel Commission an opportunity to review and approve eligibility lists established through the recruitment and examination process. Approval of eligibility lists confirms that the examinations were conducted in accordance with Merit System principles and Personnel Commission Rules and enables the lists to be used for certification and appointment purposes.

A. Approval of Eligibility Lists

[20260812_AgendaAttachment-ConsentAgenda\(AgendaItem8A\)\(AUG2026\)_IJoh.pdf](#) 

Moved by: Karen Schwarz; seconded by: Veronica Palmer

AYES: Annette Shreve, Karen Schwarz, and Veronica Palmer

A roll call vote was taken, and the motion carried unanimously. 3-0

9. PERSONNEL COMMISSIONERS' REPORT

Commissioner Karen Schwarz announced that she will not seek reappointment when her current term expires in December, making this her final term as a Personnel Commissioner. Commissioner Schwarz reflected on her time serving on the Commission and expressed appreciation for the progress and positive developments that have occurred during her tenure. Commissioners Palmer and Shreve, along with Executive Director Randy Perez, expressed their appreciation for Commissioner Schwarz's service and contributions to the Personnel Commission. The Commissioners reported no other updates or announcements at this time.

10. NEXT MEETING – September 9, 2026, at 4:00 p.m.

This item provides information regarding the next regularly scheduled Personnel Commission meeting.

Action: A motion was made to change the September 9, 2026 meeting time from 5:30 p.m. to 4:00 p.m. The motion was seconded and passed.

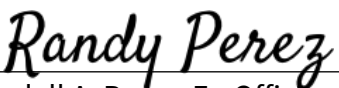
Moved by: Karen Schwarz; seconded by: Veronica Palmer

AYES: Annette Shreve, Karen Schwarz, and Veronica Palmer

A roll call vote was taken, and the motion carried unanimously. 3-0

11. ADJOURNMENT

Having no further business, Chairperson Annette Shreve adjourned the meeting at 4:20 p.m.



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