



PERSONNEL COMMISSION REGULAR MEETING - Sep 09, 2026 Minutes

Wednesday, September 9, 2026 at 4:00 PM

San Mateo County Office of Education

1. CALL TO ORDER

The regular meeting of the Personnel Commission was convened on September 9, 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 September 9, 2026, meeting agenda was made and seconded. The agenda was approved as submitted.

Moved by: Veronica Palmer; seconded by: Karen Schwarz

AYES: Annette Shreve, Karen Schwarz, and Veronica Palmer

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

[20260903_SMCOE-PCS-AgendaPacket\(20260909\)\(SEP2026\)_IJoh.pdf](#) 

4. APPROVAL OF MINUTES

Action: A motion to approve the August 12, 2026, regular meeting minutes was made and seconded. The meeting minutes were approved as submitted.

Moved by: Veronica Palmer; seconded by: Karen Schwarz

AYES: Annette Shreve, Karen Schwarz, and Veronica Palmer

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

[20260813_SMCOE-PCS-MeetingMinutes\(20260812\)\(AUG2026\)_IJoh.pdf](#) 

5. BOARD OF EDUCATION/SUPERINTENDENT'S COMMUNICATIONS

Superintendent Marco Chavez provided updates regarding student and family programs. He reported that approximately 125 students were being served across Early Start, preschool, social services, Canyon Oaks, Gateway, and Hillcrest programs. He further reported that 39 classified staff members and approximately 28 certificated staff members support these programs.

Superintendent Chavez also reported the completion of the Azara apartment acquisition in partnership with the Housing Endowment and Regional Trust. He stated that the 74-unit building would provide below-market housing opportunities for teachers, paraeducators, counselors, and other employees.

Superintendent Chavez publicly congratulated County Superintendent-Elect Hector Camacho Jr., who will assume office on January 4, 2027. He reported that they would meet regularly to support a smooth transition and that he would return to his role as Deputy Superintendent of Educational Services on January 4, 2027.

The Commissioners thanked Superintendent Marco Chavez for the update and commented on the programs and presentations provided during a recent Board of Education meeting.

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 several employees had been hired for the Outdoor Education program, including naturalists and interns. He clarified that many of the separations reflected in the report involved limited-term assignments that had concluded.

Discussion occurred regarding limited-term positions and the circumstances under which temporary staffing may be used. Examples discussed included summer programming, coverage for employees on leave, temporary student-service needs, and organizational review of departmental service and workflow needs.

[20260909_StaffingReport\(AgendaItem7A\)\(SEP2026\)_IJoh.pdf](#) 

B. Personnel Commission Services Executive Director's Report

1. Human Resources / Personnel Commission Annual Retreat

Randy Perez, Executive Director, Personnel Commission Services, reported that Personnel Commission staff participated in the annual Human Resources/Personnel Commission retreat. Staff reviewed the prior year's goals, including efforts to address staffing needs for Special Education Paraeducator positions. He reported that implementation of the compensation and classification study resulted in higher and more competitive wages which, in turn, allowed Commission staff to fill all para vacancies and establish a substitute pool.

Discussion also included substitute utilization and recruitment outreach efforts intended to provide prospective applicants with information about the work environment in Court and Community Schools.

The Personnel Commission Services team is developing annual goals to streamline recruitment activities and improve operational efficiency. As part of that effort, recruitment data will be incorporated into the annual report to measure the time required to establish eligibility lists following receipt of a requisition.

Randy Perez further reported that Personnel Commission Services staff were developing annual goals intended to streamline recruitment activities. Staff will begin tracking the time required to establish an eligibility list after receiving a requisition. An initial five-week target will be used to establish baseline data, with a longer-term goal of reducing the timeline to four weeks.

2. 2026 School Personnel Commissioners Association/Northern California (SPCA/NC) Annual Membership Meeting

Randy Perez, Executive Director, Personnel Commission Services, announced that the 2026 School Personnel Commissioners Association/Northern California (SPCA/NC) Annual Membership Meeting is scheduled for October 26, 2026, in Castro Valley.

3. 2026 Unemployment Insurance Training Seminar (UITS)

Executive Director Perez reported that he had been invited to serve as a presenter at the 2026 Unemployment Insurance Training Seminar (UITS) in Sacramento. He noted that the seminar is conducted in partnership with the California Employment Development Department (EDD) and focuses on unemployment insurance training.

8. ACTION ITEMS

This item is presented to the Personnel Commission for discussion, consideration, and action.

A. **Approval and adoption of Merit Rule 200**

Action: A motion to approve and adopt Merit Rule 200, Layoff and Reemployment Procedures, was made and seconded.

Moved by: Veronica Palmer; seconded by: Karen Schwarz

AYES: Annette Shreve, Karen Schwarz, and Veronica Palmer

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

[20260909 ApprovalAdoptionMeritRule200\(AgendaItem8A\)\(SEP2026\) IJoh.pdf](#) 

9. **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**

Action: A motion to approve the eligibility list presented on the consent agenda was made and seconded.

Moved by: Veronica Palmer; seconded by: Karen Schwarz

AYES: Annette Shreve, Karen Schwarz, and Veronica Palmer

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

[20260909 EligibilityLists\(AgendaItem9A\)\(SEP2026\) IJoh.pdf](#) 

10. **PERSONNEL COMMISSIONERS' REPORT**

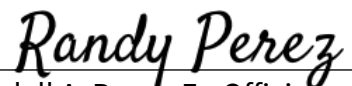
The Commissioners reported no additional updates or announcements at this time.

11. **NEXT MEETING – October 14, 2026, at 4:00 p.m.**

This item provides information regarding the next regularly scheduled Personnel Commission meeting, which is scheduled for October 14, 2026, at 4:00 p.m.

12. **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