A. Call To Order

B. Approval of Agenda

C. Approval of Meeting Minutes – September 9, 2020

D. Board of Education/Superintendent Communications

E. Public/Employee Communications

   To efficiently accommodate public comment for Public/Employee Communications agenda item, please submit your question or comment online at least two hours prior to the meeting using the following link:

   https://tinyurl.com/smcloepc

F. Information Items

   1. Recruitment and Selection Update/Staffing Report
   2. Personnel Executive Director’s Report
   3. Personnel Commission Services Staff Workplace Accommodations

G. Action Items

   1. Eligibility Lists

H. Next Meeting – November 18, 2020 @ 2:30 pm

I. Adjournment
SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION VIRTUAL REGULAR MEETING MINUTES
Zoom Meeting ID: 961 9461 5572
Meeting #572
September 9, 2020 – 2:30 p.m.

Commission Members Present: Chelsea Bonini, Commissioner
Christine Coffey, Commissioner
Veronica Palmer, Commissioner

Commission Staff Present: Karen D. White
Lycette Kintanar
Eric SooHoo

Others Present: Nancy Magee, Superintendent
Ellen Arenas
Sheryl Chan
Jean Corpuz
Francesca D’Amato
Natasha Dinis
Robert Fuertes
Philip J. Gordillo
Margie Gustafson

A. CALL TO ORDER – 2:33 p.m.

B. APPROVAL OF AGENDA

Action: A motion to approve the September 9, 2020 regular meeting agenda was made and seconded. Motion passed and agenda was approved as submitted.

Votes Taken, By Roll Call:

Bonini - Aye
Coffey - Aye
Palmer - Aye

C. APPROVAL OF MEETING MINUTES #571

Action: A motion to approve the August 12, 2020 regular meeting minutes was made and seconded. Motion passed and minutes were approved as submitted.

Votes Taken, By Roll Call:

Bonini - Aye
Coffey - Aye
Palmer - Aye
D. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS

Superintendent Nancy Magee addressed the Personnel Commission and provided an update from San Mateo County Office (SMCOE) Board of Education and Superintendent’s office.

Superintendent Magee acknowledged Philip J. Gordillo and thanked him for his work and great leadership as the former Interim Executive Director, Personnel Commission Services.

Ms. Magee stated that SMCOE continues to work on the four-pillar protocols and pandemic recovery. She acknowledged Executive Directors Sarah Notch and Karen Gnusti for spearheading the work in getting school staff ready in reopening the classrooms.

Ms. Magee discussed the four avenues in returning to in-person learning. The first path was opening Anne Campbell Center’s first classroom in the present week. Its second classroom is scheduled to re-open in the following week. Ms. Magee mentioned that in-person instruction was offered all summer in the Court & Community Schools with great success.

The next path to returning to in-person learning will be through the small group setting guidance released by the California Department of Public Health. This setting allows districts to identify their most urgent learners in providing intensive support and services in person for groups no more than 16 individuals. Since SMCOE classrooms operates with less than 16 individuals, SMCOE will identify learners who have not been successful in accessing distance learning. These students will then be brought back to campus to participate to in-person learning.

The third avenue to returning back to campus will be through the elementary school waver. SMCOE will be bringing back the only two classrooms who qualified for the waver under the TK through sixth grade age limit. These classes will be operating in a hybrid modified learning following SMCOE’s four-pillar protocols.

The fourth path will be for San Mateo County to move from the purple to the red tier for fourteen consecutive days in order to reopen schools for all SMCOE programs.

Superintendent Magee concluded her report by providing current update on COVID-19 cases in San Mateo County.

E. PUBLIC/EMPLOYEE COMMUNICATIONS

None to report.

F. INFORMATION ITEMS

1. Personnel Commission Appointment

   Executive Director, Personnel Commission Services Karen White addressed the Personnel Commission and discussed the current Commissioners’ terms of office.

   Discussion ensued.

   Due to the ninety (90)-day extension of prior Commissioners’ terms of office, Ms. Chelsea Bonini and Ms. Veronica Palmer took office as Personnel Commissioners a few months after the official start of Commissioner’s term of office that usually commence in December.
The Personnel Commission agreed to revert both Commissioners Bonini and Palmer’s appointment dates to start on December 1st in order to follow a clear continuation of the Personnel Commission’s terms of office.

2. Recruitment and Selection Update/Staffing Report

Human Resources Analyst Eric SooHoo presented to the Personnel Commission his monthly update on classified recruitment.

Mr. SooHoo reported that Personnel Commission Services has open recruitment for the Behavior Intervention Specialist position. Written examinations are scheduled for the Administrative Assistant III position on Thursday, September 10, 2020 and for the Educational Data Analyst position on Thursday, September 17, 2020. Oral board examinations were conducted for the Project Specialist-Early Learning Support Services position on Tuesday, September 8, 2020. Certification list was created for the Computer/Network Technician ready for the Commission to ratify.

Mr. SooHoo announced that staff re-certified a list for the Coordinator, Information Systems position created from merged lists.

3. Personnel Executive Director’s Report

Personnel Executive Director Karen D. White addressed the Personnel Commission and provided an update on current activities of the department.

Ms. White reported about the Coordinator, Early Learning Quality & Inclusion position that will be presented to the Commission as an action item in the agenda.

4. Outgoing Remarks from Philip J. Gordillo

Former Interim Executive Director, Personnel Commission Services Philip J. Gordillo addressed the Personnel Commission and expressed his appreciation for the time he spent working at SMCOE. He acknowledged the great relationships he established serving the County Office, the Personnel Commission, the Personnel Commission staff, working with Lori Musso and the Human Resources staff.

Mr. Gordillo highlighted the following items for the Commission to address and be aware of, which he believes hold some opportunity for improvement:

   a. Need for the Executive Director’s office and staff workplace accommodation;
   b. Classification Study for the classified employees under the responsibility of the Executive Director, Personnel Commission Services
      i. Need for job descriptions to be improved;
      ii. Creation of new job classifications;
   c. Review of the online testing and recruitment platform (eSkill);
   d. Merit System Rules update;
e. Streamline position requisition process;
f. Engaging the Executive Director, Personnel Commission Services early on before a position is created.

Mr. Gordillo concluded his report by thanking the Personnel Commissioners for supporting him in his work as Interim Executive Director. He acknowledged and appreciated the relationship he built with the Personnel Commission staff. Mr. Gordillo commended Superintendent Nancy Magee for her leadership at SMCOE and grateful for the work relationships he established with Deputy Superintendent-Business Services Denise Porterfield, Executive Director-Internal Business Services Margie Gustafson, and Associate Superintendent-HR/TAD Lori Musso.

Commissioners Veronica Palmer, Chelsea Bonini, and Christine Coffey applauded Mr. Gordillo thanked him for his expertise and the great work he had done for the Personnel Commission.

Chief Technology Officer-Information Technology Services Lori Owens and Associate Superintendent-Human Resource/Teacher & Administrator Development Lori Musso addressed the Personnel Commission and thanked Mr. Gordillo for the work he had done during his tenure at SMCOE.

5. Personnel Commission Services Staff Workplace Accommodations

Chairperson Veronica Palmer opened the floor for discussion regarding workplace accommodations for the Personnel Commission Services staff.

Discussion ensued.

The Personnel Commission acknowledged the importance of staff workplace accommodation and requested for Executive Director, Personnel Commission Service Karen D. White to prepare a report and additional information on the matter in the next Personnel Commission meeting.

G. ACTION ITEMS

1. Establishment of Classification and Salary Range Assignment: Coordinator, Early Learning Quality & Inclusion

Personnel Commission action is requested to approve the establishment of the classification of Coordinator, Early Learning Quality & Inclusion and assign the classification at salary range 8.5 ($10,313 - $14,044 monthly) of the Management Salary schedule.

Discussion ensued.

Associate Superintendent-Human Resource/Teacher & Administrator Development Lori Musso addressed the Personnel Commission and provided a thorough background on the Coordinator, Early Learning Quality & Inclusion position.

**Action:** A motion to approve the establishment of the classification of Coordinator, Early Learning Quality & Inclusion and assign the classification at salary range 8.5 ($10,313 - $14,044
monthly) of the Management Salary schedule was made and seconded. Motion passed and was unanimously approved.

Votes Taken, By Roll Call:

Bonini - Aye
Coffey - Aye
Palmer – Aye

2. Approval of Eligibility Lists

Personnel Commission action is requested to ratify the open eligibility list developed for the *Computer/Network Technician* classification in accordance with Education Code Section 45272.

**Action:** A motion to approve the ratification of the open eligibility list developed for the *Computer/Network Technician* classification in accordance with Education Code Section 45272 was made and seconded. Motion passed and was unanimously approved.

Votes Taken, By Roll Call:

Bonini - Aye
Coffey - Aye
Palmer - Aye

H. NEXT MEETING

The next Personnel Commission meeting is scheduled on October 14, 2020 at 2:30 p.m.

I. ADJOURNMENT

Having no further business, Personnel Commission Chairperson Veronica Palmer adjourned the meeting at 3:37 p.m.

Respectfully Submitted By:

Karen D. White
Ex-Officio Secretary to the Personnel Commission
Date: October 14, 2020

To: Members of the Personnel Commission

From: Karen D. White, Executive Director, Personnel Commission Services

Subject: Recruitment and Selection Update – SEPTEMBER 2020

Recommendation:

Information item only.

Background:

Personnel Commission Staff presents the attached report for the Personnel Commission Services department’s recruitment and selection activities for the month of September, 2020.
# STAFFING REPORT – CLASSIFIED

September 9, 2020 – September 30, 2020

## RECRUITMENT / TESTING IN PROGRESS – POSITIONS OPEN

<table>
<thead>
<tr>
<th>Position</th>
<th>Division/Department</th>
<th>Replacing</th>
<th>Date Opened</th>
<th>Date Closed</th>
<th>Written Exam</th>
<th>Oral Exam</th>
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<tbody>
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<td>Project Specialist, ELSS</td>
<td>ISD/ELSS</td>
<td>Hui Yon (Kim) Goutam</td>
<td>06/19/2020</td>
<td>07/10/2020</td>
<td>08/24/2020</td>
<td>09/08/2020</td>
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<td>ESD/ELSS</td>
<td>Cong Chen</td>
<td>07/20/2020</td>
<td>08/07/2020</td>
<td>09/17/2020</td>
<td>09/28/2020</td>
<td>09/30/2020</td>
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<td>ESD/ELSS</td>
<td>Dalma Sato</td>
<td>08/13/2020</td>
<td>08/28/2020</td>
<td>09/10/2020</td>
<td>09/16/2020</td>
<td>09/18/2020</td>
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<td>Administrative Assistant III</td>
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<td>Natasha Dinis</td>
<td>08/13/2020</td>
<td>08/28/2020</td>
<td>09/10/2020</td>
<td>09/16/2020</td>
<td>09/18/2020</td>
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<tr>
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<td>ESD/ELSS</td>
<td>New Position</td>
<td>09/17/2020</td>
<td>10/02/2020</td>
<td>10/13/2020</td>
<td>10/20/2020</td>
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<tr>
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<td>ESD/ELSS</td>
<td>Clarissa Tom</td>
<td>09/23/2020</td>
<td>09/23/2020</td>
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<tr>
<td>Financial Analyst (existing list)</td>
<td>BSD/DBS</td>
<td>Elaine Yuek Ho</td>
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## SELECTION / TESTING IN PROGRESS – POSITIONS OPEN

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<th>Replacing</th>
<th>Applicants</th>
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<th>Written Pass</th>
<th>Oral Pass</th>
<th>Eligible Candidates</th>
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## CERTIFICATION LISTS

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<td>ESD-Early Learning Support Services</td>
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<td>Administrative Assistant III</td>
<td>09/18/2020</td>
<td>ESD-Safe &amp; Supportive Schools</td>
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<td>ESD-Early Learning Support Services</td>
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<tr>
<td>Financial Analyst (recertified)</td>
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### STAFFING REPORT – CLASSIFIED

September 9, 2020 – September 30, 2020

#### PROMOTIONS

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<tr>
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<th>DIV. / DEPT.</th>
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<tbody>
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<td>None to report.</td>
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#### TRANSFERS

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<th>Fr DIV. / DEPT.</th>
<th>To DIV. / DEPT.</th>
<th>EFFECTIVE DATE</th>
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</thead>
<tbody>
<tr>
<td>None to report.</td>
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#### NEW EMPLOYEES – REGULAR

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<th>POSITION</th>
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<tbody>
<tr>
<td>None to report.</td>
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#### REEMPLOYMENT FROM LAYOFF

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<tbody>
<tr>
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#### NEW EMPLOYEES - SUBSTITUTE

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<tbody>
<tr>
<td>Administrative Assistant I</td>
<td>ESD/ELSS</td>
<td>Spring Ho</td>
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#### SEPARATIONS

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<th>DIV. / DEPT.</th>
<th>VACATING EMPLOYEE</th>
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<td>Administrative Assistant II</td>
<td>ESD/SAFE</td>
<td>Ruth Wallace</td>
<td>Retirement</td>
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</table>

Respectfully Submitted By:

Karen D. White
Ex-Officio Secretary to the Personnel Commission
San Mateo County Office of Education  
Personnel Commission  
Agenda Information Item F (2)

Date: October 14, 2020  
To: Members of the Personnel Commission  
From: Karen D. White, Executive Director, Personnel Commission Services  
Subject: Personnel Commission Follow-up Status  

Recommendation:  
Information item only, intended for discussion.

Background:  
At the September 9th Personnel Commission Meeting, there were two items of concerns regarding staff workplace accommodation and updating merit rules in which I am addressing in response as follows:

1. Staff Workplace Accommodation  
   a. An information request email was submitted to Superintendent Magee on Sep 15th, 2020 in which Superintendent Magee acknowledged receipt.  
   b. Three recommendations were provided in which one option was selected to move forward as new workplace location.

2. Updating Merit Rules  
   a. I am in the process of establishing a Merit Rule Advisory Committee with different representatives to obtain different perspectives in updating the merit rules. This is an entire new process and totally separate from bargaining negotiations. The executive director will make the final decision. In addition, all changes will be presented to legal, and then submitted for review and approval by the Personnel Commissioners.
San Mateo County Office of Education
Personnel Commission
Agenda Item G (1)

Date: October 14, 2020
Department: Personnel Commission Services
From: Eric SooHoo

Subject: Approval of Eligibility Lists

Recommendation:
Personnel Commission action is requested to ratify the Open eligibility lists developed for the Project Specialist, Early Learning Support Services; Administrative Assistant II; and Educational Data Analyst classifications in accordance with Education Code Section 45272.

Background:
Personnel Commission staff has completed the recruitment and examination procedures to fill vacancies in the Project Specialist, Early Learning Support Services; Administrative Assistant III; and Educational Data Analyst job classifications. The eligibility lists developed for these classifications will be valid for one year from the date the Executive Director, Personnel Commission Services certified the list, unless the Personnel Commission extends list termination dates in accordance with Merit Systems Rule 60.1.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Date</th>
<th>Unit</th>
<th>Eligible Candidates</th>
<th>Eligible Ranks</th>
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