A. Call To Order

B. Approval of Agenda

C. Approval of Meeting Minutes – November 18, 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/smcoepc

F. Information Items

   1. Recruitment and Selection Update/Staffing Report
   2. Personnel Executive Director’s Report

G. Action Items

   1. Eligibility Lists

H. Next Meeting – February 10, 2021 @ 2:30 pm

I. Adjournment

Special accommodations for persons with disabilities will be made available to the individual upon request of service with a three-day advanced notice. For further information please contact Facilities Services at (650) 802-5690; TCC (650) 802-5480

Members of the public may request to review materials related to the agenda items by contacting Personnel Commission Services at lkintanar@smcoe.org.
SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION VIRTUAL REGULAR MEETING MINUTES
Zoom Meeting ID: 961 9461 5572
Meeting #574
November 18, 2020 – 3:00 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

Terri Aiello
Ellen Arenas
Jean Corpuz
Francesca D’Amato
Kirsten Ellinger
Philip J. Gordillo
Margie Gustafson
Amanda Lee
Jeneé Littrell
Teri Mai
Cindy Matsuyama
Tami Moore
Christian Morales-Aponte
Lauriene Mouton
Lori Musso
Lorrie Owens
Veronica Pantoja
Jennifer Perna
Sheléne Peterson
Denise Porterfield
Luz Roman-Amaro
Claudia Schwartz
Loriann Villanis
Karen Williams

A. CALL TO ORDER – 3:00 p.m.

B. APPROVAL OF AGENDA

Commissioner Chairperson Veronica Palmer opened the meeting and acknowledged Personnel Commission Executive Director Karen D. White.

Ms. White addressed the Personnel Commission and proposed to amend the November 18, 2020 agenda to add final remarks for Commissioner Chelsea Bonini.

Action: A motion to adopt the November 18, 2020 regular meeting agenda with the recommended correction was moved and seconded. Motion passed and agenda adopted.

Votes Taken, By Roll Call:

Bonini - Aye
Coffey - Aye
Palmer - Aye
C. APPROVAL OF MEETING MINUTES #573

Action: A motion to approve the October 14, 2020 regular meeting minutes was moved 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 thanked the Commission for delaying the Personnel Commission meeting to accommodate the SMCOE employee retirement celebration held prior to the meeting. Ms. Magee talked about the success of the event and emphasized the importance of recognizing retirees.

Superintendent Magee reported on the status of the San Mateo County schools re-opening plan and return to in-person learning initially scheduled on November 16, 2020. The plan was initiated for the Court & Community Schools as scheduled. The Anne Campbell Center is currently operating on in-person learning while the Court & Community comprising of Hillcrest, Gateway, and Canyon Oaks are operating under a hybrid in-person and distance learning schedule. Due to the new travel and health guidance released in the prior week by the Bay Area Health Officers, reopening was halted for the Special Education programs until January 19, 2021.

Superintendent Magee acknowledged Commissioner Chelsea Bonini for having been elected as the next San Mateo Board of Education Trustee and will be installed in office effective December 2020.

Superintendent Magee announced that the Board of Education is in the process of selecting a new appointee to the Personnel Commission to fill the vacancy left by Commissioner Bonini. The Superintendent anticipates the Board appointment of the new Commissioner to happen prior to the January 2021 Personnel Commission meeting.

E. PUBLIC/EMPLOYEE COMMUNICATIONS

California School Employees Association (CSEA) Chapter #887 President Lauriene Mouton addressed the Personnel Commission and congratulated Commissioner Bonini for her new role as incoming Trustee of the San Mateo Board of Education.

Ms. Mouton opened by reminding its members of the goal of the Merit System and the responsibility of the Personnel Commission to protect it and to remain as a neutral governing body. Ms. Mouton expressed CSEA’s frustrations with the new Personnel Executive Director’s selection of the Merit System Rules Advisory Committee. She stated that CSEA’s frustration stems from the lack of engagement between the new Personnel Executive Director and the various bargaining units. She emphasized that the push-back that CSEA received in response to their request to include each of the respective union presidents as part of the advisory committee and the absence of an invitation left them speechless.
Ms. Mouton reiterated CSEA’s efforts and support in making sure that the Personnel Executive Director position remains 100% under Personnel Commission. She stressed that transparency and trust is imperative between Union and the Personal Commission. Ms. Mouton specified that it is important to maintain communication and for them to have some sense of assurance that any union issue that they may have is being looked into without bias.

Ms. Mouton indicated that the union membership feels that they are not being heard and is asking the Personnel Commission to take some time to have a conversation and move forward.

F. INFORMATION ITEMS
1. 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 Financial Analyst position. Written examinations are scheduled for the Benefits Analyst position on November 19, 2020 and the oral board examinations for the same position is tentatively scheduled on December 1, 2020.

Mr. SooHoo concluded that an eligibility list was created for the Coordinator-Early Learning Quality & Inclusion position ready for the Personnel Commission to ratify. In addition, certification lists for the Coordinator-Information System, and Educational Data Analyst positions were recertified.

2. Personnel Executive Director’s Report

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

Ms. White acknowledged that the Personnel Commission received a letter from CSEA regarding the members of the new Merit Rules Advisory Committee. In response, Ms. White indicated that she agreed that it is very important for every voice to be heard and looking forward to establishing and building a positive relationship with CSEA. She will have more discussions about the Advisory Committee with CSEA in January 2021.

Ms. White announced that she spoke with Deputy Superintendent Denise Porterfield regarding the status of the Personnel Commission staff workplace accommodation. Ms. Porterfield and her team began the planning process with a construction firm for the new workplace.

G. ACTION ITEMS
1. Establishment of Classification and Salary Range Assignment: Personnel Commission Services Specialist

Personnel Commission action is requested to approve the establishment of classification for the Personnel Commission Services Specialist position and assign the classification to the CSEA Chapter #887 salary range 130.
Personnel Commission Services, Executive Director Karen D. White provided a background on the development of the Personnel Commission Services Specialist position.

Commissioner Chelsea Bonini asked Ms. White to clarify the significant changes that the establishment of the position will bring to the department with the new position under CSEA Chapter #887.

Discussion ensued.

CSEA Chapter #887 President Lauriene Mouton addressed the Personnel Commission and conveyed CSEA’s support in the establishment of the position under CSEA Chapter #887. Ms. Mouton also posed a question to Executive Director, Ms. White: “Is she looking into all confidential versus non-confidential administrative positions to ensure that all administrative positions are properly classified?”

Associate Superintendent Human Resources/Teacher & Administrator Development, Lori Musso responded and confirmed that in collaboration with Executive Director, Ms. White, and Superintendent Magee, Ms. Musso’s office is looking into all confidential administrative positions and working to rectify the issue. Executive Director, Ms. White concurred, and further indicated that incumbents in confidential classifications will take time to resolve and will be addressed appropriately at a future board meeting. The Personnel Commission Services Specialist position will be open for recruitment, if approved.

Discussion ensued.

**Action:** A motion to approve the establishment of classification for the Personnel Commission Services Specialist position and assign the classification to the CSEA Chapter #887 salary range 130 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 Coordinator-Early Learning Quality & Inclusion position classification in accordance with Education Code Section 45272.

**Action:** A motion to approve the ratification of the open eligibility list developed for the Coordinator-Early Learning Quality & Inclusion position 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. ACKNOWLEDGMENTS
Commissioners Palmer, Bonini, & Coffey commended Executive Assistant Lycette Kintanar for being selected as Employee of the Month for November. Ms. Kintanar will be recognized at the November 18, 2020 meeting of the San Mateo Board of Education.

Commissioner Chairperson Palmer acknowledged Commissioner Chelsea Bonini’s successful election to the San Mateo County Board of Education. Ms. Palmer applauded Ms. Bonini for her wisdom and integrity and her contribution in service to the Personnel Commission.

Commissioner Christine Coffey echoed Ms. Palmer’s comments to Commissioner Bonini. Ms. Coffey praised Ms. Bonini for her generosity, diligence, and for lifting the Personnel Commission during her tenure as Personnel Commissioner.

California School Personnel Commissioners Association (CSPCA) Executive Director Philip J. Gordillo addressed the Personnel Commission and extended his congratulations to Commissioner Bonini. Mr. Gordillo recognized Ms. Bonini’s efforts and contribution to the Personnel Commission at a time when there was lack of leadership in the department and how she brought forth resolutions at a difficult time in the department. Mr. Gordillo commended Ms. Bonini for embracing the work of the Personnel Commission and doing the best for SMCOE. Mr. Gordillo also praised Ms. Bonini’s work as the School Personnel Commissioners Association of Northern California (SPCA/NC) Board Member and her contributions to the association in support of the Merit Districts.

Mr. Gordillo concluded by congratulating Lycette Kintanar for being the Employee of the Month and conveying his appreciation for the work that they did together.

Personnel Executive Director Karen D. White addressed the Personnel Commission and extended her congratulations to Commissioner Bonini. Ms. White thanked Ms. Bonini for her guidance during her tenure as Ms. White continue to transition into her new role.

Human Resources Analyst Eric SooHoo and Executive Assistant Lycette Kintanar honored and congratulated Commissioner Bonini for her new role and thanked her for her great work, dedication, and leadership during her tenure in the Personnel Commission.

Commissioner Chelsea Bonini thanked everybody and the Personnel Commission staff for the work that they do. Ms. Bonini emphasized her appreciation and respect for the Merit System and its importance and impact on the classified staff. She is confident that the Personnel Commission will have a bright future and is excited to transition into her new role as San Mateo County Board of Education Trustee.
I. **NEXT MEETING**
The next Personnel Commission meeting is scheduled on January 13, 2021 at 2:30 p.m.

J. **ADJOURNMENT**
Having no further business, Personnel Commission Chairperson Veronica Palmer adjourned the meeting at 3:53 p.m.

Respectfully Submitted By:

[Signature]

Dr. Karen D. White
Ex-Officio Secretary to the Personnel Commission
Date: January 13, 2020

To: Members of the Personnel Commission

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

Subject: Recruitment and Selection Update – NOVEMBER/DECEMBER 2020

Recommendation:

Information item only.

Background:

Personnel Commission Staff presents the attached report for the Personnel Commission Services department’s recruitment and selection activities from November through December, 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>
<th>Cert List Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant II</td>
<td>ESD/SAFE</td>
<td>Sheléne Peterson</td>
<td>10/01/2020</td>
<td>10/16/2020</td>
<td>10/23/2020</td>
<td>11/02/2020</td>
<td>11/19/2020</td>
</tr>
<tr>
<td>Financial Analyst</td>
<td>BSD/DBS</td>
<td>Yeuk Ho</td>
<td>11/17/2020</td>
<td>12/01/2020</td>
<td>12/14/2020</td>
<td>01/12/2021</td>
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</tr>
</tbody>
</table>

### SELECTION / TESTING IN PROGRESS – POSITIONS OPEN

<table>
<thead>
<tr>
<th>Position</th>
<th>Division/Department</th>
<th>Replacing</th>
<th>Applicants</th>
<th>Met MQ’s</th>
<th>Written Pass</th>
<th>Oral Pass</th>
<th>Eligible Candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant II</td>
<td>ESD/SAFE</td>
<td>Ruth Wallace</td>
<td>56</td>
<td>31</td>
<td>11</td>
<td>10</td>
<td>*10</td>
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<tr>
<td>Administrative Assistant II</td>
<td>ESD/SAFE</td>
<td>Sheléne Peterson</td>
<td>56</td>
<td>31</td>
<td>11</td>
<td>10</td>
<td>**10</td>
</tr>
<tr>
<td>Benefits Analyst</td>
<td>SUPT/HR</td>
<td>Donna Cervelli</td>
<td>31</td>
<td>18</td>
<td>10</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Financial Analyst</td>
<td>BSD/DBS</td>
<td>Yeuk Ho</td>
<td>36</td>
<td>10</td>
<td></td>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>

*1 Promotional + 9 Open Ranks  
**1 Promotional + 1 Transfer + 8 Open Ranks

### CERTIFICATION LISTS

<table>
<thead>
<tr>
<th>Position</th>
<th>Date Sent</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant II</td>
<td>11/09/2020</td>
<td>ESD-Safe &amp; Supportive Schools</td>
</tr>
<tr>
<td>Administrative Assistant II (recertified)</td>
<td>11/19/2020</td>
<td>ESD-Safe &amp; Supportive Schools</td>
</tr>
<tr>
<td>Benefits Analyst</td>
<td>12/04/2020</td>
<td>SUPT-Human Resources/Teacher &amp; Administrator Devt</td>
</tr>
</tbody>
</table>
## Promotions

<table>
<thead>
<tr>
<th>POSITION FILLED</th>
<th>DIV. / DEPT.</th>
<th>FILLED BY</th>
<th>REPLACING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant III</td>
<td>ESD/ELSS</td>
<td>Yazmine Patino</td>
<td>Dalma Sato</td>
</tr>
</tbody>
</table>

## Transfers

<table>
<thead>
<tr>
<th>POSITION FILLED</th>
<th>FILLED BY</th>
<th>FROM DIV. / DEPT.</th>
<th>TO DIV. / DEPT.</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>None to report.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## New Employees – Regular

<table>
<thead>
<tr>
<th>POSITION</th>
<th>DIV. / DEPT.</th>
<th>FILLED BY</th>
<th>DATE OF HIRE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant II</td>
<td>ESD/SAFE</td>
<td>Spring Ho</td>
<td>12/01/2020</td>
</tr>
<tr>
<td>Coordinator, Information Systems</td>
<td>BSD/IBS</td>
<td>Jenilee Penaflor</td>
<td>11/01/2020</td>
</tr>
<tr>
<td>Payroll Specialist</td>
<td>BSD/IBS</td>
<td>Timothy La</td>
<td>11/01/2020</td>
</tr>
</tbody>
</table>

## Reemployment from Layoff

<table>
<thead>
<tr>
<th>POSITION</th>
<th>DIV. / DEPT.</th>
<th>FILLED BY</th>
<th>DATE OF HIRE</th>
</tr>
</thead>
<tbody>
<tr>
<td>None to report.</td>
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</table>

## New Employees – Substitute

<table>
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<tr>
<th>POSITION</th>
<th>DIV. / DEPT.</th>
<th>FILLED BY</th>
<th>DATE OF HIRE</th>
</tr>
</thead>
<tbody>
<tr>
<td>None to report.</td>
<td></td>
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</tr>
</tbody>
</table>

## Separations

<table>
<thead>
<tr>
<th>POSITION</th>
<th>DIV. / DEPT.</th>
<th>VACATING EMPLOYEE</th>
<th>REMARKS</th>
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</thead>
<tbody>
<tr>
<td>Paraeducator</td>
<td>ESD/E-22</td>
<td>Lee McKusick</td>
<td>Retirement</td>
</tr>
<tr>
<td>Benefits Analyst</td>
<td>SUPT/HR</td>
<td>Donna Cervelli</td>
<td>Retirement</td>
</tr>
<tr>
<td>Coordinator Information Systems</td>
<td>BSD/ITS</td>
<td>Gabor Sziladi</td>
<td>Separation</td>
</tr>
</tbody>
</table>
Respectfully Submitted By:

Dr. Karen D. White
Ex-Officio Secretary to the Personnel Commission
Date: January 13, 2021

Department: Personnel Commission Services

From: Eric SooHoo

Subject: Approval of Eligibility Lists

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**Recommendation:**

Personnel Commission action is requested to ratify the Open, and Open and Promotional eligibility list(s) developed for the Administrative Assistant II, and Benefits Analyst classifications in accordance with Education Code Section 45272.

**Background:**

Personnel Commission Services staff completed the recruitment and examination procedures to fill vacancies in the Administrative Assistant II and Benefits Analyst job classifications. The eligibility lists developed for these classifications will be valid as indicated on the recruitment announcement 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>Transfer Candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant II</td>
<td>11/09/20</td>
<td>CSEA 887</td>
<td>10</td>
<td>1</td>
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<td>Benefits Analyst</td>
<td>12/04/20</td>
<td>CONF</td>
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</table>