

**PERSONNEL COMMISSION
REGULAR MEETING #560
MAY 13, 2026, 10:00 A.M.
APPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Denise Coleman at 10:00 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Denise Coleman, President Tomara Hall, Vice President	Marisa Perry Alice Serran Yasmeen Husain Norma Leanos Shahana Shah

OTHERS PRESENT
Angela Ballou Rebecca Carlton Angela Chao

III. APPROVAL OF AGENDA

MOTION #560-1: The Commission approved Agenda #560, May 13, 2026, moved by Ms. Denise Coleman, and seconded by Ms. Tomara Hall.

MOTION #560-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #560-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #559, April 8, 2026, moved by Ms. Denise Coleman, and seconded by Ms. Tomara Hall.

MOTION #560-2: carried unanimously.

V. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS

None

VI. NEW BUSINESS

A. Public Hearing for the 2026-2027 Proposed Budget for the Personnel Commission

A public hearing on the Personnel Commission’s proposed Budget for 2026-2027 was scheduled for the location, date, and time specified below. Members of the Governing Board, Superintendent, Administration, employee representatives, employees, and the public were invited to comment.

Location: Santa Clara County Office of Education	Date: May 13, 2026
1290 Ridder Park Drive, San Jose, CA 95131	Time: 10:00 a.m.
Board Room (First Floor)	

Open Hearing at: 10:01 a.m.Motion: D. ColemanSecond: T. HallVote: ApprovedClose Hearing at: 10:02 a.m.Motion: D. ColemanSecond: T. HallVote: Approved**B. Approval and Adoption of 2026-2027 Personnel Commission Annual Budget**

MOTION #560-5: The Commissioners approved and adopted the 2026-2027 Personnel Commission Annual Budget, moved by Ms. Denise Coleman, and seconded by Ms. Tomara Hall.

MOTION #560-5: carried unanimously.

Object Code	Description	Adopted 2025-26 Budget	Proposed 2026-27 Budget
2320-00	Executive Assistant – Classified	136,331	140,288
2360-00	Director – Classified	212,325	217,633
2395-00	Other Management – Classified	164,360	176,892
2425-00	Other Specialists/Technicians	291,337	305,887
3000-00	Employee Benefits	432,750	437,207
3402-00	Commissioner Benefits	31,155	28,146
4300-00	Materials & Supplies	3,214	2,214
4400-00	Non-Capitalized Equipment	2,340	1,685
5200-00	Travel & Conferences	5,611	5,611
5277-00	Travel Recruitment	500	500
5299-00	Mileage Reimbursement	312	312
5300-00	Dues & Memberships - SCCOE	4,200	4,720
5310-00	Dues & Memberships - Individual	365	-
5710-14	USPS	263	1,763
5710-15	Print Services	2,777	2,777
5710-31	DocuSign Licenses	2,625	1,370
5710-32	Zoom Licenses	354	354
5710-36	CoPilot	-	216
5800-00	Contract Services – Other	4,697	4,736
5800-00	Commissioner Stipends	2,400	2,400

5809-00	Advertising	33,336	34,336
5819-00	Caterers	500	500
5888-00	Contract Services	3,200	3,200
5905-00	Communications – Postage	100	100
5912-00	Cell Phone Stipend Classified	960	960
TOTAL		\$1,317,424	1,373,807

C. Approval of Classification Specification Revision and Retitling

MOTION #560-6: The Commission approved revising and retitling the Budget Analyst classification to Budget Analyst (Confidential), moved by Ms. Denise Coleman, and seconded by Ms. Tomara Hall.

MOTION #560-6: carried unanimously.

D. Approval/Ratification of Establishing and/or Extending Eligibility Lists

MOTION #560-7: The Commission approved and/or ratified the Eligibility Lists listed within Personnel Commission Agenda #560, moved by Ms. Denise Coleman, and seconded by Ms. Tomara Hall.

MOTION #560-7: carried unanimously.

E. Monthly Vacancy Status Report – May 13, 2026

Director Perry reported on the Monthly Vacancy Status and positions filled. The Commission accepted the report as delivered.

VII. SECRETARY'S REPORT

Director Perry reported the following:

- Norma Leanos was introduced as the new Classified Personnel Specialist. She joins the department from the Credentials/Benefits department.
- The department is preparing to send final layoff notices as well as notices of rescinding layoff.
- The department is also preparing for Bid Boards for Special Education and Early Learning Services and will work on placements for employees exercising bumping rights to other positions.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, June 10, 2026, at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:11 a.m.

Respectfully submitted,

Marisa Perry
Ex-Officio Secretary, Personnel Commission