Santa Clara County Office of Education

PERSONNEL COMMISSION
REGULAR MEETING #564
SEPTEMBER 9, 2026, 10:00 A.M.
APPROVED MINUTES

I. CALL TO ORDER

The meeting was called to order by Vice President Tomara Hall at 10:04 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Tomara Hall, Vice President Rod Adams, Member	Marisa Perry Yasmeen Husain Norma Leanos Shahana Shah

OTHERS PRESENT	
Dr. David Toston, Sr.	Michael Garcia
Kanika White	Rashid Herd
Jessica Simpson	Michelle Johnson
Rebecca Carlton	Shallu Sharma
Raquel Dietrich	

III. APPROVAL OF AGENDA

MOTION #564-1: The Commission approved Agenda #564, September 9, 2026, moved by Mr. Rod Adams, and seconded by Ms. Tomara Hall.
MOTION #564-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #564-2: The Commission approved the Minutes for the Personnel Commission Regular Meeting #563, August 12, 2026, and the Minutes for the Personnel Commission Special Meeting #79, August 31, 2026, moved by Mr. Rod Adams, and seconded by Ms. Tomara Hall.
MOTION #564-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval of Establishing Classification and Associated Classification Specification

MOTION #564-3: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Ms. Tomara Hall.
MOTION #564-3: carried unanimously.

Classification:

- Director II – Executive Services and Strategic Initiatives, LT – Range 14

B. Approval of Classification Specification Revision

MOTION #564-4: The Commission approved revising the Principal Assistant to the County Superintendent classification, moved by Mr. Rod Adams, and seconded by Ms. Tomara Hall.
MOTION #564-4: carried unanimously.

C. Approval of Classification Specification Revision, Retitling and Reallocation
MOTION #564-5: The Commission approved revising and retitling the Financial Administrator – Charter Schools classification to Manager – Charter Schools Operations, and reallocating the position and incumbent from Range 11 to Range 12 of the Leadership salary schedule, moved by Mr. Rod Adams, and seconded by Ms. Tomara Hall.
MOTION #564-5: carried unanimously.

D. Approval of Reclassification

E. Approval of Establishing Classification and Associated Classification Specification

F. Approval of Eliminating Classification and Associated Classification Specification
MOTION #564-6: The Commission approved establishing the following classification and associated classification specification, eliminating the Supervisor – Child Care Resource and Referral classification and associated classification specification, and reclassifying Raquel Dietrich from Supervisor – Child Care Resource and Referral to Manager – Child Care Resource and Referral, moved by Mr. Rod Adams, and seconded by Ms. Tomara Hall.
MOTION #564-6: carried unanimously.

Classification:
- Manager – Child Care Resource and Referral, LT – Range 12

G. Monthly Vacancy Status Report – September 9, 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:
- In collaboration with Roger Gallizzi, we are reviewing the reclassification requests submitted as part of the class study. Employees whose requests did not support reclassification have been notified. Reports will be shared at the next Personnel Commission meeting for first review.
- The team is working on the formatting and language updates to all job descriptions.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, October 14, 2026, at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:29 a.m.

Respectfully submitted,

Marisa Perry
Ex-Officio Secretary, Personnel Commission