Santa Clara County Office of Education

PERSONNEL COMMISSION
REGULAR MEETING #565
OCTOBER 14, 2026, 10:00 A.M.
APPROVED MINUTES

I. CALL TO ORDER

The meeting was called to order by President Denise Coleman at 10:02 a.m.

II. ROLL CALL

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

OTHERS PRESENT	
Dr. Kanika White	Linda Nguyen
Rebecca Carlton	Meg Reilly
Rashid Herd	

III. APPROVAL OF AGENDA

MOTION #565-1: The Commission approved Agenda #565, October 14, 2026, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman.
MOTION #565-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #565-2: The Commission approved the Minutes for the Personnel Commission Regular Meeting #564, September 9, 2026, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman.
MOTION #565-2: carried unanimously.

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

There was one public comment from Meg Reilly.

VI. NEW BUSINESS

A. Approval of Classification Specification Revision

MOTION #565-3: The Commission approved revising the Print Production Coordinator classification, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman.
MOTION #565-3: carried unanimously.

B. Classification Study Findings and Recommendations Regarding Incumbent Reclassification Requests

Director Perry provided an overview of the classification study initiated in 2023-24 and conducted by School Employers Association of California (SEAC). Based on the study's findings, it was determined that the positions presented on the agenda remain appropriately allocated to their current classifications. The classification study findings and determinations will be submitted to the Personnel Commission for consideration and approval at the November 2026 meeting.

C. Personnel Commission Annual Report 2025-2026 (First Draft)

An Annual Report is prepared each year summarizing the activities of the Commission's staff during the preceding fiscal year. A draft of the 2025-2026 Annual Report was presented for Commission review. The final version of the Annual Report will be presented for approval at the November 2026 Personnel Commission meeting.

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

MOTION #565-4: The Commission approved and/or ratified the Eligibility Lists listed within Personnel Commission Agenda #553, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman. **MOTION #565-4:** carried unanimously.

E. Monthly Vacancy Status Report – October 14, 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:

- The Classified Personnel Services Annual Team Retreat is scheduled for October 20, 2026.
- Information on the Appeal of Disciplinary Action was provided to the Personnel Commissioners. Due to limited availability of both parties in November and December, the hearing is being scheduled for January 2027. The Personnel Commission will also need to determine whether to appoint a hearing officer or conduct the hearing itself.

The commissioners have indicated their availability on January 21, 2027. President Coleman suggested that the Commission discuss the use of a hearing officer at the next regular meeting.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, November 18, 2026, at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:23 a.m.

Respectfully submitted,

Marisa Perry
Ex-Officio Secretary, Personnel Commission