

**PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #546
MARCH 12, 2025, 10:00 A.M.
BOARD ROOM**

- I. CALL TO ORDER**
- II. ROLL CALL**
 - President – Rod Adams
 - Member – Denise Coleman
 - Member - Tomara Hall
- III. ORGANIZATION OF THE COMMISSION FOR THE REMAINDER OF THE 2025 TERM.....ACTION**
- IV. OATH OF OFFICE – TOMARA HALL**
- V. APPROVAL OF AGENDA #546 – March 12, 2025ACTION**
- VI. APPROVAL OF MINUTES**
 - A. Regular Meeting #545 – February 12, 2025.....ACTION
- VII. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION**

At this time, members of the public may address the Commission on any issue within the subject matter jurisdiction of the Commission that is not listed on this agenda.
- VIII. NEW BUSINESS**
 - A. Classified Layoffs UpdateINFORMATION
 - B. Approval of the Personnel Commission Meeting Calendar for 2025-2026 ACTION
 - C. Personnel Commission Budget: 2025-26 (First Reading)
 - D. Monthly Vacancy Status Report.....INFORMATION
- IX. SECRETARY’S REPORT**
- X. CLOSED SESSION**
 - A. Pursuant to Government Code §54954.5 (e) and §54957: Public Employee Discipline/Dismissal/Release/ Appeals
- XI. REPORT OUT OF ACTIONS TAKEN IN CLOSED SESSION, IF ANY**
- XII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: April 9, 2025)**
- XIII. ADJOURNMENT**

NOTE: This agenda will be posted on all County Office of Education bulletin boards. Additional information regarding items on this agenda is available from Classified Personnel Services. Personnel Commission reserves the right to receive issues which are brought up from the floor and refer them to staff for further attention. Oral presentations to the Personnel Commission are limited to five (5) minutes.

**PERSONNEL COMMISSION
REGULAR MEETING #545
FEBRUARY 12, 2025, 10:00 A.M.
UNAPPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Rod Adams at 10:00 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Rod Adams, President	Marisa Perry
Libby Spector, Vice President	Yasmeen Husain
Denise Coleman, Member	Kathy Jalaan
	Amy Luna
	Alice Serrao
	Shahana Shah

OTHERS PRESENT
Khushwinder Gill
Angela Ballou
Kris Schmersey

III. APPROVAL OF AGENDA

MOTION #545-1: The Commission approved Agenda #545, February 12, 2024, moved by Ms. Libby Spector, and seconded by Ms. Denise Coleman.

MOTION #545-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #545-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #544, January 15, 2024, moved by Ms. Denise Coleman, and seconded by Ms. Libby Spector.

MOTION #545-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Overview of Appeal of Disciplinary Action and Hearing Procedure

Director Marisa Perry gave an overview of the role of the Personnel Commission and the procedures for appeals of disciplinary action.

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

MOTION #545-3: The Commission approved and/or ratified the Eligibility Lists listed within Personnel Commission Agenda #545, moved by Ms. Denise Coleman, and seconded by Ms. Libby Spector.

MOTION #545-3: carried unanimously.

C. Monthly Vacancy Status Report – February 12, 2025

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 on the following:

- The Classified Seniority List has been completed and posted.
- Ties in seniority have been identified and will be addressed by conducting a seniority tiebreaker.
- Classified Personnel Services will be attending the California School Personnel Commissioners Association (CSPCA) Conference, as well as the WRIPAC (Western Region Intergovernmental Personnel Assessment Council) training on Developing and Administering Structured Interviews.
- The team is actively working on reviewing letter templates.
- This is Ms. Libby Spector's last meeting as a Personnel Commissioner, after serving for 26 years. Director Perry conveyed gratitude to Ms. Spector, and additional messages of appreciation were given by Mr. Adams and Ms. Coleman.

VIII. CLOSED SESSION

A. Pursuant to Government Code §54954.5 (e) and §54957: Public Employee Discipline/Dismissal/Release/ Appeals

The Commission went into closed session at 10:41 a.m. The closed session ended at 10:57 a.m.

IX. REPORT OUT OF ACTIONS TAKEN IN CLOSED SESSION, IF ANY

No actions taken during closed session.

X. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, March 12, 2025, at 10:00 a.m.

XI. ADJOURNMENT

The meeting adjourned at 10:59 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – B (NEW BUSINESS – ACTION)

**APPROVAL OF THE PERSONNEL COMMISSION MEETING CALENDAR
FOR 2025 -2026**

BACKGROUND

The proposed 2025-2026 meeting calendar for the Personnel Commission is outlined below. The Commission meetings are held on the second Wednesday of each month at 10:00 a.m., unless noted below, in the Board Room. Upon approval, the calendar will be posted on the webpage, and distributed to relevant parties within the County Office of Education. Furthermore, copies will be available upon request.

Month	Date	Year	Day	Meeting Category
July	9	2025	Wednesday	Regular
August	13	2025	Wednesday	Regular
September	10	2025	Wednesday	Regular
October	8	2025	Wednesday	Regular
November	12	2025	Wednesday	Regular
December	10	2025	Wednesday	Regular
January*	21	2026	Wednesday	Regular
February	11	2026	Wednesday	Regular
March	11	2026	Wednesday	Regular
April	8	2026	Wednesday	Regular
May	13	2026	Wednesday	Regular
June	10	2026	Wednesday	Regular

*Meeting falls on the 3rd Wednesday of the month

RECOMMENDATION

It is recommended the Personnel Commission approve the following actions:

1. Approval of the Personnel Commission meeting calendar for 2025-2026.
2. Approval shall be effective March 12, 2025.

AGENDA ITEM VI – C (NEW BUSINESS – INFORMATION)

**ANNUAL BUDGET
2025-2026 – PERSONNEL COMMISSION
SANTA CLARA COUNTY OFFICE OF EDUCATION**

BACKGROUND

During the months of February and March, the Director – HR / Classified Personnel Services (“Director”) and administrative staff participated in office-wide activities to develop the Personnel Commission’s budget for the forthcoming fiscal year. The Budget Office, in Internal Business Services, guides the budget development process and coordinates budget preparation activities.

The Personnel Commission’s Proposed Budget for 2025-2026 is attached for review. It is important to note that the Personnel Commission’s budget is included in the Classified Personnel Services Department budget.

EDUCATION CODE 45253

“The Commission shall prepare an annual budget for its own office which, upon the approval of the County Superintendent of Schools, shall be included by the Governing Board in the regular budget of the school district (COE)...”

“The budget shall be prepared for a public hearing by the Personnel Commission to be held not later than May 30 of each year, or at a date agreed upon between the Governing Board and the Personnel Commission to coincide with the process of adoption of the district (COE) budget...”

“In absence of agreement between the Personnel Commission and the County Superintendent of Schools, the budget of the preceding year shall determine the amount of the new budget; however, the items of expenditure shall be determined by the Commission.”

**PERSONNEL COMMISSION
PROPOSED ANNUAL BUDGET FY 2025-2026**

Object Code	Description	Adopted 2024-25 Budget	Proposed 2025-26 Budget
2320-00	Executive Assistant – Classified	128,562	136,331
2360-00	Director – Classified	212,325	212,325
2395-00	Other Management – Classified	156,986	164,360
2425-00	Other Specialists/Technicians	286,466	291,337
3000-00	Employee Benefits	415,456	432,750
3402-00	Commissioner Benefits	49,875	31,155
4300-00	Materials & Supplies	3,214	3,214
4400-00	Non-Capitalized Equipment	2,340	2,340
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	4,200
5310-00	Dues & Memberships - Individual	365	365
5710-14	USPS		263
5710-15	Print Services	2,777	2,777
5710-31	DocuSign Licenses	2,750	2,625
5710-32	Zoom Licenses	354	354
5800-00	Contract Services – Other	5,835	4,697
5800-00	Commissioner Stipends	2,400	2,400
5809-00	Advertising	31,836	33,336
5819-00	Caterers	1,000	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	\$1,336,012

AGENDA ITEM VI – D (NEW BUSINESS – INFORMATION)

**INFORMATION RECEIVED
MONTHLY VACANCY STATUS REPORT**

BACKGROUND

A monthly report is provided to the Commissioners outlining the vacancy requests since the previous Personnel Commission meeting. The report is updated on an on-going basis, between Personnel Commission meetings. Enclosed, please find the Monthly Vacancy Status Report. This item is informational only.

CLASSIFIED PERSONNEL SERVICES

Vacancy Status Report

Reporting Period: February 12, 2025 - March 12,

2025 Report Date: 3/7/2025

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS
1	5396	Manager - Human Resources/ Employee Benefits	Employment Benefits	Yasmeen	Filled
2	3512	Specialized Physical Health Care (SPHC) Assistant	Special Education/Del Mar HS	Shahana	Filled
3	4880	Manager - Payroll Services	Internal Business Services	Kathy	Hold
4	5907	Specialized Physical Health Care (SPHC) Assistant	Special Education/Independence HS	Shahana	Hold
5	3534	Specialized Physical Health Care (SPHC) Assistant	Special Education/ Hester	Shahana	Hold
6	6469	Credential Services Specialist I/II	Credentials Services	Kathy	Hold
7	0790	School Office Coordinator - Special Education	Special Education/Gateway	Amy	Hold
8	6447	Senior Executive Assistant - County Superintendent of Schools	Office of the Superintendent	Alice	Hold
9	6202	Supervisor - Risk and Liability	Risk Management	Yasmeen	Hold
10	4701	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Testing/Orals
11	3072	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Testing/Orals
12	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Testing/Orals
13	2769	Education Interpreter I/II	Special Education /Oster	Yasmeen	Testing/Orals
14	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Testing/Orals
15	2060	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Testing/Orals
16	1023	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Testing/Orals
17	1016	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Testing/Orals
18	0933	Education Interpreter I/II	Special Education/Oster	Yasmeen	Testing/Orals
19	0853	Education Interpreter I/II	Special Education/Oster	Yasmeen	Testing/Orals
20	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Testing/Orals
21	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Testing/Orals
22	2535	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Testing/Orals

CLASSIFIED PERSONNEL SERVICES
 Vacancy Status Report - Paraeducator – Special Education
 Reporting Period: February 12, 2025 - March 12, 2025
 Report Date: 3/7/2025

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	6376	Paraeducator - Special Education	Gateway	Shahana	Filled	2/5/25
2	5927	Paraeducator - Special Education ASL	Chandler Tripp DHH	Shahana	Testing/Orals	
3	5935	Paraeducator - Special Education ASL	Oster	Shahana	Testing/Orals	
4	6357	Paraeducator - Special Education ASL	Dartmouth MS	Shahana	Testing/Orals	
5	6358	Paraeducator - Special Education ASL	Leigh HS	Shahana	Testing/Orals	
6	6368	Paraeducator - Special Education ASL	Oster	Shahana	Testing/Orals	
7	6388	Paraeducator - Special Education ASL	Oster	Shahana	Testing/Orals	
8	6396	Paraeducator - Special Education ASL	Dartmouth MS	Shahana	Testing/Orals	
9	6435	Paraeducator - Special Education ASL	Oster	Shahana	Testing/Orals	
10	6671	Paraeducator - Special Education ASL	Oster	Shahana	Testing/Orals	
11	0089	Paraeducator - Special Education	Hester	Shahana	Hold	
12	0123	Paraeducator - Special Education	Independence HS	Shahana	Hold	
13	0374	Paraeducator - Special Education	Gateway	Shahana	Hold	
14	0490	Paraeducator - Special Education	Carolyn Clark	Shahana	Hold	
15	1595	Paraeducator - Special Education	Chandler Tripp Preschool	Shahana	Hold	
16	1846	Paraeducator - Special Education	Santa Teresa Elementary	Shahana	Hold	
17	3566	Paraeducator - Special Education	Gateway	Shahana	Hold	
18	3592	Paraeducator - Special Education	Independence HS	Shahana	Hold	
19	3593	Paraeducator - Special Education	Bagby	Shahana	Hold	
20	3594	Paraeducator - Special Education	Marlatt Preschool	Shahana	Hold	
21	3630	Paraeducator - Special Education	Orchard	Shahana	Hold	
22	3642	Paraeducator - Special Education	Moreland	Shahana	Hold	
23	3680	Paraeducator - Special Education	Hester	Shahana	Hold	
24	6085	Paraeducator - Special Education	Toyon	Shahana	Hold	
25	6322	Paraeducator - Special Education	Toyon	Shahana	Hold	
26	6355	Paraeducator - Special Education	Country Lane	Shahana	Hold	
27	6377	Paraeducator - Special Education	Foothill Preschool	Shahana	Hold	