

**PERSONNEL COMMISSION
REGULAR MEETING #546
MARCH 12, 2025, 10:00 A.M.
APPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Rod Adams at 10:04 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Rod Adams, President Denise Coleman, Vice President Tomara Hall, Member	Marisa Perry Yasmeen Husain Kathy Jalaan Amy Luna Alice Serraoon Shahana Shah

OTHERS PRESENT	
Khushwinder Gill Angela Ballou Demerris Brooks Angela Chao	Maria Dela Cruz Monica Montes Kris Schmersey

III. ORGANIZATION OF THE COMMISSION FOR THE REMAINDER OF THE 2025 TERM

MOTION #546-1: The Commission approved the election of Ms. Denise Coleman as Vice-President for the remainder of the 2025 term, moved by Mr. Rod Adams and seconded by Ms. Tomara Hall.

MOTION #546-1: carried unanimously.

IV. OATH OF OFFICE

Ex-Officio Secretary Marisa Perry, Director III-HR/Classified Personnel Services, administered the Oath of Office to Ms. Tomara Hall.

V. APPROVAL OF AGENDA

MOTION #546-2: The Commission approved Agenda #546, March 12, 2024, moved by Ms. Denise Coleman, and seconded by Ms. Tomara Hall.

MOTION #546-2: carried unanimously.

VI. APPROVAL OF MINUTES

MOTION #546-3: The Commission approved the Minutes for the Regular Personnel Commission Meeting #545, February 12, 2024, moved by Ms. Denise Coleman, and seconded by Ms. Tomara Hall.

MOTION #546-3: carried unanimously.

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

None

VIII. NEW BUSINESS**A. Classified Layoffs Update**

Director Marisa Perry provided an overview and update on Classified Layoffs (attached). Director Perry and Khushwinder Gill, Assistant Superintendent – Personnel Services, responded to questions from the Commissioners.

B. Approval of the Personnel Commission Meeting Calendar for 2025-2026

MOTION #546-4: The Commission approved the proposed Personnel Commission Meeting Calendar for 2025-2026 within Personnel Commission Agenda #546, moved by Ms. Denise Coleman, and seconded by Ms. Tomara Hall.

MOTION #546-4: carried unanimously.

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

C. Personnel Commission Budget: 2025-2026 (First Reading)

Director Perry submitted for review, the Personnel Commission's Proposed Budget for the 2025-2026 fiscal year. Any revisions to the budget proposal will be included in the Commissioner's packet for approval at the forthcoming meeting in April.

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

D. Monthly Vacancy Status Report – March 12, 2025

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

IX. SECRETARY'S REPORT

Director Perry and Yasmeen Husain, Supervisor – Classification and Recruitment, reported the following:

- The department has been meeting with staff in other merit organizations throughout the state to learn how they are applying merit rules, and to exchange ideas and best practices.
- Following a series of meetings with Special Education Principals, Shahana Shah, Classified Personnel Specialist, is reviewing the Paraeducator – Special Education recruitment process to see how we can ensure that candidates are matched with sites based on qualifications.

- CPS is scheduling meetings with other departments within Personnel Services to identify opportunities for collaboration and process improvement.

X. 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 10:54 a.m. The closed session ended at 11:06 a.m.

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

No actions taken during closed session.

XII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, April 9, 2025, at 10:00 a.m.

XIII. ADJOURNMENT

The meeting adjourned at 11:06 a.m.

Respectfully submitted,



Marisa Perry

Ex-Officio Secretary, Personnel Commission

CLASSIFIED LAYOFFS UPDATE – MARCH 2025**INTRODUCTION**

The purpose of this update is to provide the Personnel Commission with a summary of the proposed layoffs within the Santa Clara County Office of Education including an overview of the process followed, the number of impacted employees, follow-up actions required, and the support provided to affected staff. Given the significant number of proposed layoffs, substantial work has been necessary to ensure accuracy and compliance with applicable laws, Merit Rules, and collective bargaining agreements.

A communication to SCCOE staff from Interim Superintendent Charles Hinman outlined the need for upcoming budget reductions, resulting in an impact to staffing. The following were cited as the main contributing factors:

1. Expiring grants and potential cuts to State and Federal grants.
2. Districts consolidating schools
3. Organizational restructuring'

BACKGROUND INFORMATION

- **March 15 Notice (Preliminary Notice):** This is an initial notice informing classified employees that they may be laid off due to lack of work or lack of funds. Employees are given the opportunity to appeal the proposed layoff through an appeal to be heard by an administrative law judge.
- **May 15 Notice (Final Notice):** By this date, the Office must issue a final layoff notice to impacted employees. This notice confirms the layoff.

ANALYSIS PROCESS

- Classified Personnel Services was provided a list of impacted positions including the job title, position control number and the incumbent name.
- We verified the information provided to ensure that all information was accurate and added necessary details to create a detailed spreadsheet.
- Utilizing the Classified Seniority List, we conducted a thorough analysis of each impacted employee's seniority and employment history, including previously held classifications, to determine their placement options and rights.
- We thoroughly documented each employee's work history, seniority status, rights and outcome in a spreadsheet and bump charts.
- We reviewed the details above multiple times and with legal counsel.

NUMBER OF IMPACTED EMPLOYEES

- The Interim Superintendent's Resolution eliminated a total of 287.71 full-time equivalent positions.

IMPACT	#
Position Eliminated, Bump Rights in Current Class	49
Position Eliminated, Bump Rights to Previously Held Class	17
Position Eliminated, No Bump Rights	171
Employee bumped by more senior employee, bump rights in current class	1
Employee bumped by more senior employee, bump rights in previously held class	6
Employee bumped by more senior employee, no bump rights	78
Elimination of vacant Position	42
Total	364

LETTERS PREPARED

- A total of 349 letters were prepared and mailed out via certified mail on Friday, March 7.
- Careful planning and organization allowed for an organized process to ensure that the letters were accurate to each employee's specific situation, including matching each letter with the correct attachments depending on each employee's specific situation and matching each letter with the correct certified mail tracking number.
- Every letter was scanned for record keeping purposes.
- Every completed envelope was scanned for record keeping purposes.
- A 'Proof of Certified Mail' form was signed and scanned for each envelope sent.
- A number for letters were given via personal delivery on Friday, March 7.
- A 'Proof of Personal Service' and 'Acknowledgement of Receipt' were signed and collected for letters given via personal delivery.
- Each letter was also sent via email on Monday, March 10.

FOLLOW-UP

- Beginning Monday, March 10, employees began submitting the following forms completed and signed:
 - Request for Hearing
 - Layoff or Voluntary Demotion Election Form
 - Layoff or Voluntary Transfer/Reassignment Form
- We are saving, logging and responding to each form received. The majority of the forms have been received by email.
- We will begin following up by phone and/or email later this week with employees who have not submitted their forms to ensure that all of those that wish to exercise their rights do so by the given deadline.
- The deadline for the submission of these forms is March 19.
- We are responding to employee questions as soon as possible as they are received.

SUPPORT PROVIDED TO IMPACTED EMPLOYEES

- The Workforce and Organizational Development department is leading efforts to provide the following support to impacted employees:
 - Layoff Assistance Workshops
 - Drop-in Support Sessions
 - Job Search Support
 - Wellness Sessions

CONCLUSION

- Appeal hearings will be coordinated following the March 19 form submission deadline.
- Following the March 19 deadline, we will have information regarding which employees have elected to exercise their bump rights. We can then begin planning for necessary Bid Board and other placement procedures.
- May 15 notices will be sent out.
- Names of employees receiving May 15 notices will be added to the 39-month reemployment list. Those who accept a voluntary demotion in lieu of layoff will remain on the list for 63 months.
- Reemployment offers will be made in seniority order, as positions become available.
- We recognize this is a difficult time for impacted employees, as well as the organization as a whole, and remain committed to accuracy, transparency, and support throughout this process. We will continue providing guidance and resources to assist employees.