

MORGAN HILL UNIFIED SCHOOL DISTRICT
Personnel Commission
AGENDA

Date: August 21, 2019
Time: 5:00 p.m.
Location: District Office
15600 Concord Circle
Morgan Hill, CA 95037

I. OPEN SESSION

Meeting Called to Order:

Pledge of Allegiance

Roll Call: Tara Bevington _____
Steve Klem _____
Pam Torrisi _____

II. ADOPT AGENDA

Motion By: Ayes:
Second By: Noes:

III. APPROVE MINUTES OF June 19, 2019 meeting

Motion By: Ayes:
Second By: Noes:

IV. INTRODUCTIONS/PRESENTATIONS/RECOGNITION/ANNOUNCEMENTS

This is an opportunity for Personnel Commission members and staff to introduce staff members or others and to recognize accomplishments of staff members and departments.

V. ITEMS FOR PUBLIC COMMENT AND COMMUNICATION

This opportunity for members of the public to communicate with the Commission on any item not scheduled for action.

A. MHCEA update

VI. ITEMS FOR PERSONNEL ACTION

This section lists the items for Commission action.

A. Hiring Report

Stonehouse

Motion By:

Ayes:

Second By:

Noes:

VII. REPORTS/INFORMATION/DISCUSSION

This section is reserved for topics of discussion by the Commission members and staff

A. Food Service Job Descriptions

Myers

B. Bus Driver Incentive

Myers

VIII. ITEMS FOR PERSONNEL CONSENT

These are routine items requiring little or no separate explanation. They are acted upon in a single motion.

IX. ADJOURN:

Motion By:

Ayes:

Second By:

Noes:

**MORGAN HILL UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
June 17, 2019**

Topic:	Hiring Report
Prepared by:	Kristin Stonehouse, Human Resources Specialist
Presented by:	Kristin Stonehouse, Human Resources Specialist
Type of Item:	Action

NEW HIRES, PROMOTIONS, INCREASE IN HOURS

New Hires:

Jordan Dare	Information Technology Specialist I	District Office	07/01/19
Merrie Shulman	Staff Secretary, Enrollment	Technology	7/8/2019
Dusty Cline	Administrative Secretary I	Live Oak	07/25/19
Reina Gonzalez	Administrative Secretary II	Central	07/25/19
Julia Sibley	Registrar II	Martin Murphy	07/25/19
Christina Topete	Migrant Recruiter	Migrant Dept	08/01/19
Kelly Gomez	Job Developer	Central	08/05/19
Rosie Martinez	Food Service Assistant	Live Oak	08/12/19
Maragret Samarron	Food Service Assistant	Live Oak	08/12/19
Monica Juarez	Food Service Assistant	Live Oak	08/12/19
Flora Morales-Diego	Health Assistant	Britton	08/13/19
Nicholas Matsumoto	Paraprofessional	Central	08/13/19
Tina Baleria	Paraprofessional	Martin Murphy	08/13/19
Jeannie Clayton	Paraprofessional	Britton	08/13/19
Linda Nietert	Vocational Technician	Central	08/13/19
Madison Shrull	Paraprofessional, MTSS	Barrett	08/13/19
Tanaya Stumpf	School Office Assistant	Adult Ed	08/21/19
Cynthia Bass	Bus Driver	Transportation	08/12/19
Irene Garza	Bus Driver	Transportation	08/12/19

Promotions:

Gloria Rocha Lopez	Paraprofessional, MTSS	Ed Services	08/13/19
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Increase in Hours:

Rosie Martinez	Food Service Assistant	Live Oak	5 to 6 hours	08/12/19
Nicholas Matsumoto	Paraprofessional	Central	5 to 6 hours	08/13/19

SUBSTITUTE, LIMITED TERM ASSIGNMENT, WORKING OUT OF CLASS**Substitutes:**

Michael Sorci	Student Supervisor	Britton	08/15/19	
Mario Moreno	Student Supervisor	Britton	08/15/19	08/06/19
Mario Moreno	Student Supervisor	Britton	08/19/19	
Liz Lange	Student Supervisor	Britton	8/15/2019	12/21/19
Shellie DeJesus	Sat Food Service Assistant (FSA)	Central (LO)	08/15/19	09/30/19
Brianna Villar	Paraprofessional	Martin Murphy	08/16/19	09/30/19
Yvette Revelez	Paraprofessional	Britton	8/15/2019	09/30/19
Rochelle Casarez	Paraprofessional	Britton	8/15/2019	09/30/19
Ana Verdin	Paraprofessional	Britton	8/15/2019	08/15/19

Limited Term Assignment:

None

Working Out of Class:

Prashan Welipitiya	Executive Secretary	Ed Services	07/01/19	01/01/20
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TRANSFERS

Kim Sullivan	MTSS Paraprofessional	San Martin/Gwinn to	Paradise Valley	08/13/19
Michele Adona	Paraprofessional	Live Oak to	San Martin/Gwinn	08/13/19
Joyce Bedard	MTSS Paraprofessional	Barrett	PA Walsh	08/13/19
Melissa Pompas	Paraprofessional	Live Oak	Jackson	08/13/19
Gabriela Betancourt	Paraprofessional	El Toro	Jackson	08/13/19
Eulalie LaAnyane	Paraprofessional	El Toro	Paradise Valley	08/13/19

RESIGNATIONS, RETIREMENTS, SEPARATIONS, & LEAVE OF ABSENCE

Tobreth Hansen	Satellite Food Service Assistant	Central	Resigned	06/07/19
Natalie Baker	Paraprofessional	Jackson	Resigned	06/07/19
Dennis Chavez	Groundskeeper	Grounds	Resigned	07/31/19
Julie King	Administrative Secretary II	Central	Resigned	06/26/19
Cathy Podawiltz	Paraprofessional	Paradise Valley	Retired	07/30/19
Jeff Templin	Yard Duty	Nordstrom	Released	06/06/19
Mirna Garcia	Paraprofessional	PA Walsh	Resigned	06/07/19
Tonya Abernathy	Satellite Food Service Assistant	Martin Murphy	Resigned	06/07/19
Allison Steindler	Paraprofessional	Martin Murphy	Resigned	07/31/19
Teresa Perez	Bilingual Paraprofessional	San Martin Gwinn	Resigned	06/07/19
Paula Carlton	Paraprofessional	Britton	Resigned	06/07/19
Brenden Hair	Paraprofessional, MTSS	El Toro	Resigned	06/07/19
Margaret Samarron	Food Service Assistant	Live Oak	Resigned	08/13/19
Amor Walizer	Yard Duty	Jackson	Resigned	08/08/19

Leave of Absence

* signifies that leave time is being used intermittently

Kirsten Perez	Asst Supt Business Svcs	District Office	10/01/19	01/03/20
Maria Elena Wilde	Paraprofessional	Barrett	03/15/19	06/22/19
Rosana Almeida	Dispatcher	Transportation	08/06/19	09/02/19
Adrian Hayes	Student Supervisor	Britton	08/13/19	09/02/19
Karla Dominguez-Vega	Executive Secretary	District Office	07/01/19	01/01/20
Nancy Elvoid Lee	Paraprofessional	Central	08/13/19	08/19/19
Jazmine Hernandez	Executive Assistant, MHELA	Human Resources	12/16/19	03/31/20

POSTING FOR NOTICE OF EXAMINATION

CLASSIFICATION	DEADLINE
Senior Maintenance	07/21/19
Mechanic	08/30/19
Satellite Food Service Assistant	08/30/19
Food Service Assistant	08/30/19
Student Supervisor	08/11/19
Student Support Specialist	08/30/19

EXAMINATIONS

CLASSIFICATION	DATE OF TEST	NUMBER OF ELIGIBLES	NUMBER OF RANKS
Registrar I, Martin Murphy	07/01/19	12	10
Administrative Secretary II	07/11/19	6	6
Groundskeeper	07/10/19	3	3
Migrant Recruiter	07/11/19	5	3
Mechanic	07/26/19	0	0

INTERVIEWS

CLASSIFICATION	DATE OF INTERVIEW
School Office Assistant, CAS	06/24/19
Administrative Secretary I	06/26/19
Job Developer	07/03/19
Administrative Secretary II	07/16/19
Registrar I	07/22/19
Paraprofessional	07/23/19
Migrant Recruiter	07/23/19
Lead Custodian, San Martin/Gwinn	08/07/19
Community Liaison, Nordstrom	08/08/19
Bus Driver	08/08/19
Bus Driver	08/12/19
Groundskeeper	08/16/19
Paraprofessional, Bilingual	08/16/19

POSTING FOR TRANSFER

CLASSIFICATION	DATE OPEN
Paraprofessional	07/20/19
Lead Custodian	07/05/19
Administrative Secretary II	07/11/19
Paraprofessional, Bilingual	07/23/19
Community Liaison	08/06/19

MORGAN HILL UNIFIED SCHOOL DISTRICT
Personnel Commission
MINUTES

Date: May 28, 2019
Time: 5:00 p.m.
Location: District Office
15600 Concord Circle
Morgan Hill, CA 95037

I. OPEN SESSION

Meeting Called to Order: 5:01 PM

Pledge of Allegiance

Roll Call: Tara Bevington present
Steve Klem present
Pam Torrisi present

II. ADOPT AGENDA

Motion By: P. Torrisi Ayes: 3
Second By: T. Bevington Noes: 0

III. APPROVE MINUTES OF April 17, 2019 meeting

Motion By: T. Bevington Ayes: 3
Second By: P. Torrisi Noes: 0

IV. INTRODUCTIONS/PRESENTATIONS/RECOGNITION/ANNOUNCEMENTS

This is an opportunity for Personnel Commission members and staff to introduce staff members or others and to recognize accomplishments of staff members and departments.

A. Recognition of Nominated Classified Employees of the Year

Fawn read a summary of the biographies that were submitted to the Santa Clare County Office of Education. Two employees were nominated in the categories of Office/Technical and Maintenance/Operations/Facilities. The candidates that were nominated were Debbi Wilson and Nathan Tarzian.

V. ITEMS FOR PUBLIC COMMENT AND COMMUNICATION

This opportunity for members of the public to communicate with the Commission on any item not scheduled for action.

A. MHCEA update –

General Membership Meeting on Thursday, 5/30 at Barrett @ 5:15 PM. They will be choosing the name of the 1st scholarship recipients. Only open to MHCEA Members' children. Four Scholarships will be available: LO, SOB, CEN and employees whose students are not in MHUSD.

Continuing with Negotiations.

VI. ITEMS FOR PERSONNEL ACTION

This section lists the items for Commission action.

A. Hiring Report

Stonehouse

Motion By: P. Torrasi Ayes: 3

Second By: T. Bevington Noes: 0

B. Adopt 2019-2020 Personnel Commission Calendar

Stonehouse

Motion By: P. Torrasi Ayes: 3

Second By: T. Bevington Noes: 0

C. Review & Approve changes to Job Description- Paraprofessional, Bilingual Myers

Motion By: T. Bevington Ayes: 3

Second By: P. Torrasi Noes: 0

Fawn gave background on creation of original classifications, subsequent reclassifications and now this current name change from Instructional Aide, Bilingual to Paraprofessional, Bilingual. Changes to duties were not enough to change minimum qualifications or salary. Met with MHCEA and current incumbents to discuss.

D. Review new Job Description & Approve Range 51- Student Support Specialist, Lead

Motion By: P. Torrasi Ayes: 3 Myers

Second By: T. Bevington Noes: 0

Fawn discussed the need behind this new classification and how the department is structured and answered questions.

VII. REPORTS/INFORMATION/DISCUSSION

This section is reserved for topics of discussion by the Commission members and staff

F. Myers talked about position in district that required special certification to operate. The machine is no longer required and therefore the one remaining employee is already doing the same work as a regular Groundskeeper.

VIII. ITEMS FOR PERSONNEL CONSENT

These are routine items requiring little or no separate explanation. They are acted upon in a single motion.

A. Adopt 2019-2020 Personnel Commission Budget

Motion By: T. Bevington Ayes: 3

Second By: P. Torrasi Noes: 0

IX. ADJOURN: 6:22 PM

Motion By: P. Torrasi Ayes: 3

Second By: T. Bevington Noes: 0