

MORGAN HILL UNIFIED SCHOOL DISTRICT
Personnel Commission
AGENDA

Date: October 16, 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 September 18, 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. Personnel Commission Conference

Stonehouse

B. Taste of Morgan Hill

Stonehouse

VIII. ITEMS FOR PERSONNEL CONSENT

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

None

IX. ADJOURN:

Motion By:

Ayes:

Second By:

Noes:

**MORGAN HILL UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
September 13, 2019 – October 11, 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:

Kristin Bustamante	Paraprofessional	Nordstrom	08/13/19
Edwardo Lee	Paraprofessional	Martin Murphy	08/13/19
Veronica Sanchez	Paraprofessional, Bilingual	San Martin Gwinn	08/26/19
Alissa Ellsworth	Yard Duty	Barrett	09/23/19
Leticia Ramirez	Community Liaison	Nordstrom	10/01/19
Jeffrey England	Sub Paraprofessional	Sobrato	09/13/19
David Vazquez	sub Custodian	various	09/11/19
Amany Ayoub	Sub Yard Duty	Jackson	09/16/19
Rebecca Betances	Sub Yard Duty	Los Paseos	09/04/19
Michelle Carrillo Farias	Sub Yard Duty	Los Paseos	09/09/19
Ernestina Barrior Jimenez	sub Custodian	various	09/16/19
Elizabeth Burke	Sub Student Supervisor	Britton	09/16/19
Maria Drinkhouse	Sub Yard Duty	Los Paseos	09/03/19

Promotions:

None

Increase in Hours:

None

SUBSTITUTE, LIMITED TERM ASSIGNMENT, WORKING OUT OF CLASS

Substitutes:

Mario Moreno	Student Supervisor	Britton	08/15/19	08/06/19
Elizabeth Burke	Student Supervisor	Britton	08/19/19	10/31/19
Mario Moreno	Student Supervisor	Britton	08/19/19	12/21/19
Liz Lange	Student Supervisor	Britton	8/15/2019	09/13/19
Shellie DeJesus	Sat Food Service Assistant (FSA)	Central (LO)	08/15/19	09/30/19
Jasmeet Kaur	Paraprofessional	Martin Murphy	08/26/19	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

Jeff England	Paraprofessional	Sobrato	09/13/19	10/31/19
Sarah Malette	MTSS Paraprofessional	El Toro	8/15/2019	12/21/19
Jasmeet Kaur	Sub Paraprofessional	Martin Murphy	08/26/19	09/30/19
Francine De La Torre	Sub Food Service Asst	Sobrato	08/23/19	09/30/19
Shellie DeJesus	Sub Food Service Asst	Live Oak	08/15/19	09/30/19
Michael Sorci	Sub Student Supervisor	Britton	08/15/19	10/11/19
Mary Anne Panganiban	Sub Yard Duty	Paradise Valley	09/04/19	06/05/20
Kerri Quezada	Sub Yard Duty	Los Paseos	08/15/19	06/05/20
Carla Rutter	Sub Yard Duty	Los Paseos	08/30/19	06/05/20
Elizabeth Roberts	Sub Yard Duty	Los Paseos	09/03/19	06/05/20
Rosalba Villalobos	sub Custodian	various	09/03/19	06/05/20
David Vazquez	sub Custodian	various	09/11/19	06/05/20
Amany Ayoub	Sub Yard Duty	Jackson	09/16/19	06/05/20
Rebecca Betances	Sub Yard Duty	Los Paseos	09/04/19	06/05/20
Michelle Carrillo Farias	Sub Yard Duty	Los Paseos	09/09/19	06/05/20
Ernestina Barrior Jimenez	sub Custodian	various	09/16/19	06/05/20
Elizabeth Burke	Sub Student Supervisor	Britton	09/16/19	10/31/19
Maria Drinkhouse	Sub Yard Duty	Los Paseos	09/03/19	06/05/20

Limited Term Assignment:

Sarah Malette	MTSS Paraprofessional	El Toro	8/15/2019	12/21/19
Mario Moreno	Sub Student Supervisor	Britton	08/21/19	09/30/19
Liz Lange	Student Supervisor	Britton	08/15/19	09/13/19

Working Out of Class:

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

TRANSFERS

Matthew Phillips	Paraprofessional	From PA Walsh to Nordstrom	09/03/19
Edwardo Lee	Paraprofessional	From Martin Murphy to Sobrato	08/30/19
Christopher Amaro	Paraprofessional	From Sobrato to Central	10/08/19

RESIGNATIONS, RETIREMENTS, SEPARATIONS, & LEAVE OF ABSENCE

George Witzel	Bus Driver	Transportation	Retired	10/01/19
Lilia Olmos	Student Support Specialist	Britton	Resigned	10/02/19
Todd Walker	Lead Custodian	Los Paseos	Retired	12/27/19
Adam Camus	Custodian Foreperson	Sobrato	Retired	12/27/19
Christy Thompson	Administrative Secretary II	Britton	Retired	12/27/19

Leave of Absence

* signifies that leave time is being used intermittently

Maria Elena Miller	Paraprofessional	Barrett	03/15/19	08/20/19
Rosana Almeida	Dispatcher	Transportation	08/06/19	09/09/19
Nancy Elvoid Lee	Paraprofessional	Central	08/13/19	08/19/19
Kirsten Perez	Asst Superintendent Business Svcs	District Office	09/24/19	01/03/20
Adrian Hayes	Student Supervisor	Britton	08/13/19	10/18/19
Karla Dominguez-Vega	Executive Secretary	District Office	07/01/19	01/01/20
Jazmine Hernandez	Executive Assistant, MHELA	Human Resources	12/16/19	03/31/20
Maria Murrillo	Student Nutrition Asst	Food Service	09/11/19	10/20/19
Terri Copeland	Student Nutrition Asst	Food Service	08/15/19	09/30/19

POSTING FOR NOTICE OF EXAMINATION

None

EXAMINATIONS

CLASSIFICATION	DATE OF TEST	NUMBER OF ELIGIBLES	NUMBER OF RANKS
Community Liaison	09/13/19	10	10
Student Support Specialist Lead	09/16/19	15	10
Custodian	09/16/19	15	10
Library Technician	09/16/19	5	3
Student Nutrition Assistant	09/18/19	17	9
Paraprofessional	09/26/19	16	10
Yard Duty	09/27/19	33	11
Sr. Maintenance	09/27/19	1	1
Student Supervisor	09/27/19	5	5

INTERVIEWS

CLASSIFICATION	DATE OF INTERVIEW
Community Liaison	09/17/19
Student Support Specialist Lead	09/25/19
Student Nutrition	09/26/19
Library Technician	09/26/19
Mechanic	09/27/19

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
Paraprofessional	09/13/19
Library Technician	09/13/19

MORGAN HILL UNIFIED SCHOOL DISTRICT
Personnel Commission
AGENDA

Date: September 18, 2019
Time: 5:00 p.m.
Location: District Office
15600 Concord Circle
Morgan Hill, CA 95037

I. OPEN SESSION

Meeting Called to Order: 5:14

Pledge of Allegiance

Roll Call:	Tara Bevington	<u>Absent</u>
	Steve Klem	<u>Present</u>
	Pam Torrasi	<u>Present</u>

II. ADOPT AGENDA

Motion By:	P. Torrasi	Ayes: 2
Second By:	S. Klem	Noes: 0

III. APPROVE MINUTES OF June 19, 2019 meeting

Motion By:	P. Torrasi	Ayes: 2
Second By:	S. Klem	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.

IT department and how they are refreshing devices and what summer work went on

Recognition of entire department for successful rollout of device refresh, device management and summer projects with our Measure G dollars. Team was introduced and each team member stated how long they have been in the department.

Wes Chan – 5 years

Jeremy Wong – 2 years

Andrew Stonehouse – 4 years

Jordan Dare – 2 months (was a student worker before that)

Brandon Coelho – 7 months

MJ Lema – 7 months

Karen Monter – 8 months

Jim Carrillo – 5 years

J. Carrillo: K-3 shared cart until this year. Now all students are 1:1 device ratio.
Rolled out updated staff devices.

Teacher devices are laptops/tablet. Interface with projectors in classroom. More student teacher inaction.

B. Coelho: 4 interactive projectors were installed. They can annotate live on screen with special pen. Interacts with computer. Reposition boards, take away old equipment, teaching new technology to teachers. Britton needs all new set ups. Smooth opening for Britton and their network.

S. Klem: Kudos to the techs for all the work that goes on behind the scene to keep things running smooth.

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

D. Nunes: Finished negotiations. Ratified contract. 197 yes, 4 no
Upcoming MHCEA programs: Donating to Food Bank and Toys for Tots this year

VI. ITEMS FOR PERSONNEL ACTION

This section lists the items for Commission action.

A. Hiring Report Stonehouse

Motion By: P. Torrasi Ayes: 2

Second By: S. Klem Noes: 0

B. Approve minimum qualifications for Student Nutrition Assistant Myers

Motion By: P. Torrasi Ayes: 2

Second By: S. Klem Noes: 0

C. Approve Range 36 for Student Nutrition Assistant Myers

Motion By: P. Torrasi Ayes: 2

Second By: S. Klem Noes: 0

VII. REPORTS/INFORMATION/DISCUSSION

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

A. Student Nutrition Department implementation Myers

Change minimum cell on schedule to meet \$15.00 minimum wage requirement or eliminate lowest ranges. Reclassify employees is Personnel Commission purview. If Personnel Commission is willing to reclassify Food Service Assistant's to Range 36. We will combine 2 classifications. Satellite Food Service Assistant and Food Service Assistant will become one class called Student Nutrition Assistant. Then workers become interchangeable. Ultimate goal for department is working towards food prep at the sites instead of the main kitchens which then have to be delivered. Pilot is at El Toro and was successful.

With Commission action tonight, Oct 1st is when positions in the Food Service Department would be reclassified.

B. Bus Driver Incentive

Myers

Looking for ways to recruit bus drivers. Last year we were very near a crisis point and had to use contracted agency. Through collaboration, it was suggested to try a referral bonus to both the referral and the new employee. To date, we have paid two signing bonuses.

C. Personnel Commission Board Appointed Seat

Myers

The Board of Education appointed seat will be expiring on December 1, 2019. Current incumbent, T. Bevington has expressed interested in continuing in this seat. Board of Education will vote to appoint her for another 3 terms.

VIII. ITEMS FOR PERSONNEL CONSENT

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

None

IX. ADJOURN: 6:10 PM

Motion By: P. Torrisi

Ayes: 2

Second By: S. Klem

Noes: 0