

MORGAN HILL UNIFIED SCHOOL DISTRICT

Morgan Hill Unified School District is a growing community with 13 schools, (8 elementary, 2 middle schools, 2 high schools and 1 continuation high school) serving 8600 students in grades K-12, a Community Adult School, and an exceptional Home School Program. Of the eight elementary schools, 4 are Focus Academies. The District employs more than 750 highly qualified certificated, classified, and administrative staff members to support the varying needs of the District's students.

Many schools in the Morgan Hill District are above state and national norms in student performance and some schools qualify for competitive grants for special projects.

INTRODUCTION

This 2017-2018 annual report from the Personnel Commission of Morgan Hill Unified School District is prepared in compliance with California Education Code Section 45266(a) and the Personnel Commission Rules and Regulations. This report describes the functions, responsibilities and accomplishments of the Personnel Commission during the 2017-2018 school year.

PERSONNEL COMMISSION

The Personnel Commission is a body independent of the Board of Education that oversees the hiring and promotion of classified employees based upon the fundamental principles of merit. There are three (3) Personnel Commissioners, appointed for three (3) year staggered terms, and even though they represent different interest groups, they work together with the staff of the Human Resources Department in order to ensure compliance with the Merit System rules and regulations.

Personnel Commissioners are invested and committed community members who must be known adherents of the principles of the Merit System, thereby helping to ensure the highest qualified employees and employment practices related to classified staff within the purview of the Commission.

The Personnel Commission is responsible for maintaining a Merit System for classified employees of the School

District and for fostering the advancement of a career service for such employees. To execute these responsibilities, the State Education Code provides that the Personnel Commissioners shall classify positions, recommend salary ranges to the Board of Education based on the principle of "like pay for like work", hear appeals of disciplinary and dismissal matters, conduct fair and objective recruitment selection and appointment procedures that result in the establishment of eligibility lists to fill vacancies with qualified support staff, and prescribe rules and regulations related directly and indirectly to such described personnel practices.

The Merit System, intended to provide fairness for classified employees, was created to ensure that a district hires and promotes qualified classified employees through consistent and lawful testing and hiring practices. This is accomplished through a set of rules adopted by the Personnel Commission and is subject to the provisions of the California Education Code. The Merit System encompasses these basic principles and concepts:

- Hiring and promoting employees on the basis of ability, with open competition in initial employment.
- Retaining employees on the basis of performance.
- Correcting inadequate performance and separating those whose inadequate performance cannot be corrected.
- Training employees as needed for high quality performance.
- Assuring fair treatment of all applicants and employees in all aspects of personnel administration without regard to race, color, national origin, age, religion, political affiliation, gender, mental or physical disability, sex orientation affiliation and with proper regard for their privacy and constitutional rights as citizens.
- Protecting employees against political coercion and prohibiting use of official positions to affect an election or nomination for office.

SUMMARY OF TESTING ACTIVITY AND PERSONNEL ACTIONS

Employees on Roll **2017-2018**
Regular 318

Personnel Actions 2017-2018
Appointments as follows:

Regular	105
Limited Term	5
Transfers	17
Increased Hours	17
Work out of Class	5
39 Month Rehire	1
Promotions	3
Resignations	38
Did not pass Probation	2
Termed	2
Retirements	13
Lay Offs	4
Reduction in hours	5

Examination Actions **2017-2018**

Examinations announced	30
Examinations conducted	30
Applications received	1062
Applicants tested	388



ANNUAL REPORT OF ACTIVITIES

TESTS ADMINISTERED IN 2017-2018

Administrative Secretary I
Administrative Secretary II
Administrative Secretary III
District Office Assistant
Executive Secretary
Health Assistant
Human Resources Specialist
Library Technician
Registrar I
School Office Assistant
Staff Secretary
Student Assessment Data Specialist
Community Liaison
Bilingual Instructional Aide
Paraprofessional
Food Service Assistant
Food Service Lead
Food Service Foreperson
Data Systems Analyst
Information Technology Specialist I
Information Technology Specialist II
Senior Maintenance Technician
Custodian
Mechanic
Mechanic Foreperson
School Bus Driver
Student Supervisor
Student Support Specialist
Licensed Vocational Nurse

PERSONNEL COMMISSION ACCOMPLISHMENTS 2017-2018

- Personnel Commission added a number of new classified positions. They established job descriptions and ranges for those positions.
- Recognized the accomplishments of selected classified staff members at meetings.

- Added rule to recognize the valued work of our subs that are working to become a member of the MHUSD team.

CONGRATULATIONS 2017-2018 RETIREES!

Richard Corona
Carol Willis
Didi Wake
Suzanne DeBoard
Rosemarie Tarzian
Donita Cupps
Rachael Muratore
Patricia Aglony
Alane Christensen
Debbie Amaya
Bonnie Guerra
Brenda Elliot
Dan Gilman

Personnel Commission

Adam Escoto, Board appointed 12/2011
Term expires 12/2019

Steve Klem, MHCEA appointed 12/2014
Term expires 12/2020

Pam Torrissi PC appointed May 2017
Term expires 12/2018

Personnel Commission Staff

Fawn Myers,
Assistant Superintendent, Human Resources

Kristin Stonehouse,
Human Resources Specialist, Classified Staff

District Superintendent
Steve Betando

Personnel Commission

Annual Report 2017-2018



MORGAN HILL UNIFIED SCHOOL DISTRICT

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