

MORGAN HILL UNIFIED SCHOOL DISTRICT
Personnel Commission
AGENDA

Date: April 15, 2020
Time: 5:00 p.m.
Location: District Office
15600 Concord Circle
Morgan Hill, CA 95037

Join Zoom Meeting:

<https://zoom.us/j/517029118?pwd=VS95Y21KVGIwWVFMdnRTUG9LUi9sQT09>

Meeting ID: 517 029 118

Password: 250553

To make a public comment, please complete the Google Form titled MHUSD Personnel Commission Speaker Request prior to the start of the meeting: [MHUSD Personnel Commission Speaker Request](#)

I. OPEN SESSION

Meeting Called to Order:

Pledge of Allegiance

Roll Call: Tara Bevington _____
Pam Torrasi _____
Open _____

II. ADOPT AGENDA

Motion By: Ayes:

Second By: Noes:

III. APPROVE MINUTES OF February 26, 2020 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.

A. Classified Employee of the Year process

Myers

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. PC Chairperson

Stonehouse

B. Classified Desk update

Stonehouse

C. Personnel Commission 2020-2021 Budget

Stonehouse

D. Personnel Commission 2020-2021 Calendar

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
February 24, 2020 – April 10, 2020**

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:

Jorge Dominguez	sub Custodian	various	03/09/20
Laurann Holm	Staff Secretary	Technology	03/09/20
Polly Moreno	Student Nutrition Assistant	Food Service	02/24/20
Betty Odom	Sub Van Driver	Transportation	03/03/20
Steven Taddei	Sub Bus Driver	Transportation	03/03/20
Alicia Morales Prado	Sub Paraprofessional	San Martin Gwinn	03/10/20
Sebastien Severin	Custodian	PA Walsh	03/30/20

Promotions:

None

Increase in Hours:

None

SUBSTITUTE, LIMITED TERM ASSIGNMENT, WORKING OUT OF CLASS

Substitutes:

Mary Anne Panganiban	Yard Duty	Paradise Valley	09/04/19	03/16/20
Kerri Quezada	Yard Duty	Los Paseos	08/15/19	03/16/20
Carla Rutter	Yard Duty	Los Paseos	08/30/19	03/16/20
Elizabeth Roberts	Yard Duty	Los Paseos	09/03/19	03/16/20
Rosalba Villalobos	Custodian	various	09/03/19	06/05/20
Amany Ayoub	Yard Duty	Jackson	09/16/19	03/16/20
Rebecca Betances	Yard Duty	Los Paseos	09/04/19	03/16/20
Michelle Carrillo Farias	Yard Duty	Los Paseos	09/09/19	03/16/20
Ernestina Barrior Jimenez	Custodian	various	09/16/19	06/05/20
Maria Drinkhouse	Yard Duty	Los Paseos	09/03/19	03/16/20
Martha Vielmas	Student Nutrition Asst	Live Oak	12/02/19	06/05/20
Dario DeLaCruz	Custodian	various	02/14/20	06/05/20
Jorge Dominguez	Custodian	various	02/14/20	06/05/20
Ruby Lorono	School Office Assistant	Jackson	02/07/20	03/31/20
Ruby Lorono	Administrative Secretary I	Jackson	04/01/20	06/05/20

Limited Term Assignment:

Sarah Malette	Paraprofessional, MTSS	El Toro	01/06/20	03/16/20
Luis Lopez	Paraprofessional	Martin Murphy	01/06/20	03/16/20
Alicia Morales Prado	Sub Paraprofessional	San Martin Gwinn	03/10/20	03/16/20

Working Out of Class:

Vida Wedding	Administrative Secretary I	Jackson	8	02/07/20	03/31/20
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TRANSFERS

None

RESIGNATIONS, RETIREMENTS, SEPARATIONS, & LEAVE OF ABSENCE

Steven Schrieber	Student Nutrition Assistant	Food Service	Retired	02/03/20
Bianca Corral	Yard Duty	Nordstrom	Resigned	02/10/20
Karla Dominguez Vega	Staff Secretary	Ed Services	Resigned	02/12/20
Michael Bravo	Student Nutrition Assistant	Food Service	Resigned	02/12/20
Isabel Cabatic	Administrative Secretary I	Jackson	Retired	02/14/20
Keala Stibbard	Bus Driver	Transportation	Retired	03/02/20
Ana Sanchez	Student Nutrition Assistant	Food Service	Resigned	03/10/20
Juan Dardon	Custodian	PA Walsh	Resigned	03/19/20
Jacob Ochoa	Data Systems Analyst	Technology	Resigned	04/08/20
Evelyn Larson	Bus Driver	Transportation	Retired	06/05/20

Leave of Absence

* signifies that leave time is being used intermittently

Jazmine Hernandez	Executive Assistant, MHELA	Human Resources	11/25/19	04/07/20
Sheri Byrum	Student Nutrition Assistant	Paradise Valley	02/06/20	03/31/20
Wendy Brotherton	Paraprofessional	Live Oak	01/27/20	03/09/20

POSTING FOR NOTICE OF EXAMINATION

CLASSIFICATION	DEADLINE
Data Systems Analyst	04/19/20
Information Technology Specialist I	04/19/20

EXAMINATIONS

CLASSIFICATION	DATE OF TEST	NUMBER OF ELIGIBLES	NUMBER OF RANKS
None			

INTERVIEWS

CLASSIFICATION	DATE OF INTERVIEW
Custodian	03/13/20
Information Technology Specialist I	04/01/20

POSTING FOR TRANSFER

CLASSIFICATION	DATE OPEN
None	

MORGAN HILL UNIFIED SCHOOL DISTRICT
Personnel Commission
MINUTES

Date: February 26, 2020
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 Yes
Steve Klem Yes
Pam Torrasi Yes

II. ADOPT AGENDA

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

III. APPROVE MINUTES OF January 15, 2020 meeting

Motion By: P. Torrasi Ayes: 3
Second By: T. Bevington 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.

Brief update about Classified Employee of the Year process. It is annually open to parents and staff. Community selection of committee to meet and decide finalists. The district will announce the finalist nominations of classified and certificated in each category will be recognized.

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 – No members were present from MHCEA

- Personnel Commission requested schedule for MCHEA meetings. Commission would like recognition of employee at each meeting.
- S.Klem had a questions about a Staff Secretary position. Fawn explained about the leave process and the accommodations available to employees.
- Commission asks that Kristin do a brief overview of the SPCA conference. They would love to hear about it, especially the part about the commissioners.
- Commission had questions from F. Myers about the Districts estimated enrollment.

VI. ITEMS FOR PERSONNEL ACTION

This section lists the items for Commission action.

B. Hiring Report

Stonehouse

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

C. Appoint Chairperson

Stonehouse

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

Steve Klem was voted as 2020 Chairperson

VII. REPORTS/INFORMATION/DISCUSSION

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

None

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: 5:50 PM

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