

MORGAN HILL UNIFIED SCHOOL DISTRICT
Personnel Commission
AGENDA

Date: October 20, 2021
Time: 5:00 p.m.
Location: MHUSD – Board Room
15600 Concord Circle
Morgan Hill, CA 95037

These meetings will no longer be taking place via Zoom. The meetings will return to in person and will again meet in the Board Room of the District Office. Address is above.

To make a public comment, you can continue to use the [MHUSD Personnel Commission Speaker Request](#) form prior to the start of the meeting. Your name will be called at the appropriate time and you will have THREE minutes to speak.

I. OPEN SESSION

Meeting Called to Order:

Pledge of Allegiance

Roll Call: Pam Torrisi (Chair)
Tara Bevington
Victor Loesche

II. ADOPT AGENDA

Motion by: Ayes:
Second by: Noes:

III. APPROVE MINUTES of September 15, 2021 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.

None

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. Staffing updates

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, 2021 – October 15, 2021**

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:

Maria Betancourt	Sub Student Nutrition Assistant	Food Service	09/01/21
MaryAnn Thompson	Sub Student Nutrition Assistant	Food Service	09/01/21
Jaymie Fuentes	Sub Yard Duty	Paradise Valley	09/01/21
Maria Ortega	Sub Yard Duty	Paradise Valley	09/01/21
Lorena Ortiz	Sub Yard Duty	Paradise Valley	09/01/21
Amanda Pors	Sub Yard Duty	Nordstrom	09/01/21
Cinty Stoner	Sub Yard Duty	Paradise Valley	09/01/21
Sandra Guichard	DO Assistant	Transportation	09/02/21
James Underhill	Sub Yard Duty	El Toro	09/06/21
Susan Parr	Sub Human Resources Specialist	District Office	09/07/21
Andrea Lara Galvan	Migrant Recruiter	Migrant Dept	09/20/21
Andrea Lara Galvan	School Office Assistant	Migrant Dept	09/20/21
Ruby Lorono	School Office Assistant-Wellness Center	Sobrato	09/20/21
Michelle Silva	Yard Duty	El Toro	09/27/21
Anthony Chavez	Yard Duty	El Toro	09/27/21
Bryanna Gilges	Paraprofessional	Special Ed	09/29/21
Sandra Guichard	District Office Assistant	Transportation	10/01/21
Tobreth Hansen	Student Nutrition Assistant	Food Service	10/01/21
Christina Souza	Student Nutrition Assistant	Food Service	10/01/21
Laura Cowell	Accelerated Learning Tutor	Nordstrom	10/04/21
Vanessa Contreras	School Office Assistant	Jackson	10/04/21
Estella Serrano-Villarreal	School Office Assistant	Martin Murphy	10/04/21
Piper Dietz	Sub Paraprofessional	Britton	10/04/21
Katie Paulson	Sub Paraprofessional	Paradise Valley	10/04/21
Yolanda Barba-Saavedra	Sub Student Nutrition Assistant	Food Service	10/04/21
Andrea Saenz	Sub Student Nutrition Assistant	Food Service	10/04/21
Gloria Lepera	Accelerated Learning Tutor	San Martin/Gwinn	10/11/21
Morgan Teddleton	Accelerated Learning Tutor	Nordstrom	10/11/21

Noelle McGowan	Paraprofessional	Special Ed	10/11/21
Jovana Salazar	Student Nutrition Assistant	Food Service	10/11/21
Esther Jimenez	Sub Health Assistant	PA Walsh	10/11/21
Maryann Obina	Sub Health Assistant	El Toro	10/11/21
John Pederson	Sub Health Assistant	Sobrato	10/11/21
Jestina Medina	Sub Paraprofessional	Martin Murphy	10/11/21
Stephen Ferrand	Sub Student Supervisor	Britton	10/11/21
Alexis Diaz Erasco	Sub Yard Duty	Barrett	10/11/21
Jorge Chaves	Sub Custodian	various	10/11/21
Valentine Olarte	Sub Custodian	various	10/11/21
Leandro Rangel	Sub Custodian	various	10/11/21
Karla Munoz	School Office Assistant	Barrett	10/13/21
Vahlya Eldredge	Human Resources Specialist	District Office	10/18/21
Ann Bueno	Sub Health Assistant	Jackson	10/18/21
Luann Hook	Sub Health Assistant	Los Paseos	10/18/21
Paul Adams	Sub Student Supervisor	Martin Murphy	10/18/21

Promotions:

None

Increase in Hours:

Sandra Guichard	District Office Assistant, Transportation	3 to 4 hours	10/01/21
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SUBSTITUTE, LIMITED TERM ASSIGNMENT, WORKING OUT OF CLASS

Substitutes:

Maria Betancourt	Sub Student Nutrition Assistant	Food Service	09/01/21
MaryAnn Thompson	Sub Student Nutrition Assistant	Food Service	09/01/21
Jaymie Fuentes	Sub Yard Duty	Paradise Valley	09/01/21
Maria Ortega	Sub Yard Duty	Paradise Valley	09/01/21
Lorena Ortiz	Sub Yard Duty	Paradise Valley	09/01/21
Amanda Pors	Sub Yard Duty	Nordstrom	09/01/21
Cinty Stoner	Sub Yard Duty	Paradise Valley	09/01/21
James Underhill	Sub Yard Duty	El Toro	09/06/21
Piper Dietz	Sub Paraprofessional	Britton	10/04/21
Katie Paulson	Sub Paraprofessional	Paradise Valley	10/04/21
Yolanda Barba-Saavedra	Sub Student Nutrition Assistant	Food Service	10/04/21
Andrea Saenz	Sub Student Nutrition Asst	Food Service	10/04/21
Esther Jimenez	Sub Health Assistant	PA Walsh	10/11/21
Maryann Obina	Sub Health Assistant	El Toro	10/11/21

John Pederson	Sub Health Assistant	Sobrato	10/11/21
Jestina Medina	Sub Paraprofessional	Martin Murphy	10/11/21
Stephen Ferrand	Sub Student Supervisor	Britton	10/11/21
Alexis Diaz Erasco	Sub Yard Duty	Barrett	10/11/21
Jorge Chaves	Sub Custodian	various	10/11/21
Valentine Olarte	Sub Custodian	various	10/11/21
Leandro Rangel	Sub Custodian	various	10/11/21
Ann Bueno	Sub Health Assistant	Jackson	10/18/21
Luann Hook	Sub Health Assistant	Los Paseos	10/18/21
Paul Adams	Sub Student Supervisor	Martin Murphy	10/18/21

Limited Term Assignment:

Susan Parr	Sub Human Resources Specialist	District Office	09/07/21	09/30/21
Kristin Stonehouse	COVID Designee, MHELA	District Office	09/01/21	12/31/21

Working Out of Class:

None

Transfers

None

RESIGNATIONS, RETIREMENTS, SEPARATIONS, & LEAVE OF ABSENCE

Don Pierce	Lead Custodian	Jackson	Retired	09/27/21
Tereasa St Cloud	Paraprofessional	Live Oak	Resigned	09/30/21
Mike Liu	IT Specialist I	Technology	Resigned	10/15/21
Elvia (Patty) Medrano	Student Support Specialist	Student Services	Resigned	10/01/21

Leave of Absence

* signifies that leave time is being used intermittently

Kirsten Perez	Deputy Chief Superintendent	District Office	6/8/2021	9/20/2021
Tiffany Miller	Yard Duty	Paradise Valley	8/12/2021	9/20/2021
Jocelyn Brault-Hamilton	School Office Assistant	Los Paseos	9/8/2021	9/28/2021
Patty Medrano	Student Support Specialist	District Office	8/2/1931	10/4/2021
Daniel Villa	IT Specialist I	District Office	8/3/2021	10/4/2021
Alex Villa	IT Specialist I	District Office	8/3/2021	10/4/2021
Sarah Bahnsen	Paraprofessional	Britton	8/22/2021	10/4/2021
Callie Barron	Accounting Specialist	Facilities	9/13/2021	10/4/2021
Yvette Revelez	Paraprofessional	Britton	8/18/2021	10/15/2021
Terri Copeland	Student Nutrition Asst	Food Service	8/9/2021	11/10/2021
Noel Furtado	Bus Driver	Transportation	11/2/2021	11/23/2021
Eunice Collins	Health Assistant	San Martin Gwinn	8/30/2021	11/29/2021
Margarita Avina	Student Support Specialist	Migrant Department	9/22/2021	12/2/2021

POSTING FOR TRANSFER

CLASSIFICATION	DEADLINE
Paraprofessional	10/08/21
Lead Custodian	10/22/21

POSTING FOR NOTICE OF EXAMINATION

CLASSIFICATION	DEADLINE
Registrar II	09/15/21
Registrar I	09/15/21
Administrative Office Support	10/15/21
School Bus Driver	10/22/21
Mechanic	12/03/21
Delegate Behind the Wheel	12/21/21
Paraprofessional	04/12/22

EXAMINATIONS

CLASSIFICATION	DATE OF TEST	NUMBER OF ELIGIBLES	NUMBER OF RANKS
Sr. Maintenance Technician	09/20/21	0	0
Student Nutrition Assistant	09/22/21 10/04/21	6	5
Mechanic	10/14/21	1	1
Sr. Maintenance Technician	10/14/21	1	1
Registrar I	10/14/21	TBD	TBD

INTERVIEWS

CLASSIFICATION	DATE OF INTERVIEW
Yard Duty, El Toro	09/15/21
Bus Driver	09/22/21 09/24/21
School Office Assistant, Jackson	09/24/21
Student Nutrition Assistant	09/29/21
School Office Assistant, Barrett	09/30/21
Student Nutrition Assistant	10/11/21
School Office Assistant, Wellness Center	10/13/21
Sr. Maintenance Technician	10/15/21

MORGAN HILL UNIFIED SCHOOL DISTRICT
Personnel Commission
MINUTES

Date: September 15, 2021
Time: 5:00 p.m.
Location: MHUSD – Board Room
15600 Concord Circle
Morgan Hill, CA 95037

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I. OPEN SESSION

Meeting Called to Order: 5:01 PM

Pledge of Allegiance

Roll Call: Pam Torrisi (Chair) ABSENT
Tara Bevington Present (Chaired this meeting)
Victor Loesche Present

II. ADOPT AGENDA

Motion by: V. Loesche Ayes: 2
Second by: T. Bevington Noes: 0

III. APPROVE MINUTES of August 18, 2021 meeting

Motion by: V. Loesche Ayes: 2
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.

Staffing changes – Noel and Kristin in their changing roles. COVID is taking a large amount of time.
Kristin full time COVID designee
LMT backfill Susan Parr as HR Specialist

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 – none

Public Speaker T. Ojeda (Admin Assistant I at Paradise Valley) – work has increased but looking back and proper staffing and support. At PV they need a multitude of support staff. No AP, have needs the same as other schools and need that support to Principal. A lot of behavior incidents. Need extra support to provide more safe environment. Added hours to Para’s using COVID funds. Comparable to other districts with nursing staff? Should always be covered and retain amazing employees and feel supported

Public Speaker E. Neuder (Heath Assistant at Nordstrom Elementary) – They work for the safety of the students. Should be reclassified to higher pay due to additional duties and increased responsibility. Making larger and more in depth decisions.

VI. ITEMS FOR PERSONNEL ACTION

This section lists the items for Commission action.

A. Hiring Report

Stonehouse

Motion by: V. Loesche

Ayes: 2

Second by: T. Bevington

Noes: 0

VII. REPORTS/INFORMATION/DISCUSSION

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

A. COVID related staffing updates

Myers

F. Myers thanked employees for coming to meeting and speaking. Empathize with roles of each at the site. Rough but wonderful reopening. We know sites need help because sites need staffing.

Trends:

1. We are experiencing a real labor shortage. Have large number of vacancies both certificated and classified. They are real but we are not letting it persist. Looking at staffing agencies to help. The climate and labor market dictates parameters. We are waiving fingerprint fees for high need positions.
2. Upsurge of both adult and student social/emotional needs. Of the 138 cases that wellness therapists have seen are ones in crisis. Upsurge of surge of student behavior as a result. Wellness Centers have 6 licensed therapists to staff our 4 Wellness Centers. EAP program for employees who are also experiencing health issues.
3. Living with COVID reality. Contact tracing, quarantines, pushback and testing procedures are all real and takes time and effort away from normal things that happen on a campus. This adds stress to the existing staff.

Solutions:

1. Each site has been given COVID funds. Each site is able to designate where their own greatest need is and allocate money accordingly. This is a limited solution.
2. We identified the need for 6-hour HA Aide. Clerical support to help with testing, contact tracing, etc.
3. 60% backfill for school nurse – Noel Weeks and also hired backfill in HR at the Classified Desk.

B. Commissioner Seat Expiring

Stonehouse

No seat is expiring this December. Beginning next year, a seat will expire each year.

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: 5:51 PM

Motion by: V. Loesche

Ayes: 2

Second by: T. Bevington

Noes: 0