

MORGAN HILL UNIFIED SCHOOL DISTRICT
Personnel Commission
AGENDA

Date: April 20, 2022
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, cards will be available at the meeting. Cards must be turned in 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: Tara Bevington (Chair)
Victor Loesche
Kevin Pfeil

II. ADOPT AGENDA

Motion by: Ayes:
Second by: Noes:

III. APPROVE MINUTES of February 16, 2022 and Special Meeting, February 23, 2022

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

Eldredge

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

Myers

B. 2020-2021 Annual Report

Eldredge

C. 2022-2023 Personnel Commission Calendar

Eldredge

D. 2022-2023 Personnel Commission Budget

Eldredge

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

February 16, 2022 – April 19, 2022

Topic:	Hiring Report
Prepared by:	Vahlya Eldredge, Human Resources Specialist
Presented by:	Vahlya Eldredge, Human Resources Specialist
Type of Item:	Action

NEW HIRES, PROMOTIONS, INCREASE IN HOURS

New Hires:

Tiffany Miller	Yard Duty	Paradise Valley	02/28/22
Maxim Banuelos	Lead Farmer	Sobrato	03/02/22
Esperanza Cid	Student Support Specialist	District Office	03/14/22
Jerald Rojas	Mechanic	Transportation	03/15/22
Joanne Pambid	Paraprofessional	Nordstrom	03/10/22
Tanisha Imai	Paraprofessional	Central	03/10/22
Claudia Torres-Iboa	Paraprofessional	San Martin/Gwinn	03/28/22
Emily Segovia	School Office Assistant - Wellness Center	Britton	03/21/22
Sandra Guichard	DO Assistant	Transportation	03/21/22
Sadie Norton	School Office Assistant - Wellness Center	Martin Murphy	03/28/22
Andrea Reynolds	Administrative Assistant II	Britton	04/04/22
Stephen Ferrand	Student Supervisor	Britton	04/19/22
Elvia Gonzalez	Student Nutrition Assistant	Food Service	04/19/22
Narissa Guillory	Bus Driver	Transportation	04/19/22
Christina Costa	Student Nutrition Assistant	Food Service	04/19/22
Charlotte Beltran	Student Nutrition Assistant	Food Service	04/19/22

Promotions:

Tracey James	Accounting Specialist	District Office	03/10/22
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Increase in Hours:

None

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

Joseph Block	Custodian	Nordstrom	02/03/22	06/03/22
Jannet Villarreal-De Niz	Student Support Specialist	District Office	02/23/22	04/01/22
Monica Romero	Migrant Recruiter	District Office	02/23/22	06/03/22
Veronica Del Toro	School Van Driver	Transportation	03/01/22	06/03/22
Jessica Rivera	School Office Assistant	Jackson	03/21/22	06/03/22
Suzi Sellers	Paraprofessional	Sobrato	03/21/22	06/03/22
Gabriella Sandoval	Paraprofessional	Paradise Valley	03/22/22	06/03/22
Allison Fraiser	Paraprofessional	San Martin/Gwinn	03/23/22	06/03/22
Catharina Van Steenpaal	Paraprofessional	Barrett	03/07/22	06/03/22
GABRIELA SALDIVAR AVILA	Yard Duty	P.A. WALSH	03/01/22	06/03/22
Jill Dilman	Yard Duty	Los Paseos	03/24/22	06/03/22
Melanie Hawk	College Career Media Technician	Los Paseos	04/04/22	06/03/22
Julie Rodrigues	Yard Duty	Los Paseos	04/07/22	06/03/22
Jannet Villarreal-De Niz	Administrative Office Support	District Office	04/06/22	06/03/22
Jaqueline Lopez	Student Nutrition Assistant	Sobrato	04/19/22	06/03/22

Limited Term Assignment:

Aseel Matti	School Office Assistant/Health Asst	Paradise Valley	02/02/22	06/03/22
Nora Ureno Gonzalez	School Office Assistant/Health Asst	Barrett	02/02/22	06/03/22
Jean Din	School Office Assistant/Health Asst	Barrett	02/07/22	06/03/22
Andrea Reynolds	School Office Assistant/Health Asst	Los Paseos	01/12/22	06/03/22
Kari Ramirez	School Office Assistant/Health Asst	Nordstrom	02/02/22	06/03/22
Emily Segovia	School Office Assistant/Health Asst	Britton	02/02/22	06/03/22
John Pederson	School Office Assistant/Health Asst	Sobrato	02/02/22	06/03/22
Frances Daley	School Office Assistant/Health Asst	San Martin Gwinn	03/14/22	06/03/22
Alexis Cuevas	School Office Assistant/Health Asst	Martin Murphy	04/19/22	06/03/22

Working Out of Class:

Sandra Madrigal	Registrar I	Martin Murphy	02/14/22	03/04/22
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Transfers:

Celina Echavarria	Administrative Assistant II	Martin Murphy	San Martin/Gwinn	04/04/22
Mariela Barajas	Administrative Office Support	District Office Front Desk	Facilities	04/06/22

RESIGNATIONS, RETIREMENTS, SEPARATIONS, & LEAVE OF ABSENCE

Anna Yee	Accounting Specialist	District Office	Resigned	02/25/22
Alba Garay	Administrative Assistant II	Britton	Resigned	3/7/2022
Pascual Rojas	School Van Driver	Transportation	Released	02/28/22
Michelle Carrillo	Yard Duty	El Toro	Resigned	11/18/21
Amy Esquivel	Construction Project Manager	District Wide	Resigned	03/31/22
Catharina Van Steenpaal	Paraprofessional	Barrett	Resigned	03/04/22
Corey Moralez	Sr Maintenance Technician	Maintenance	Resigned	04/01/22
Danielle Nunes	Accounting Specialist	District Office	Resigned	04/08/22
Andrea Lara Galvan	Migrant Recruiter/School Office Asst	District Office	Released	03/31/22

Leave of Absence

* signifies that leave time is being used intermittently

Margarita Avina	Student Support Specialist	Migrant Dept.	12/02/21	04/04/22
Lori Method *	Paraprofessional MTSS	El Toro	01/03/22	05/31/22
Trinidad Segura	Groundskeeper	Grounds	11/18/21	03/01/22
Diane Ponce	Yard Duty	Jackson	12/13/21	05/13/22
Julia Sibley	Registrar I	Martin Murphy	01/14/22	03/07/22
Vanessa Contreras	School Office Assistant	Jackson	03/14/22	08/12/22
Andrea Lara Galvan	Migrant Recruiter	District Office	02/10/22	02/28/22
Kim Sullivan	MTSS Paraprofessional	Paradise Valley	02/14/22	02/28/22
Luanne Hook	Health Assistant	Martin Murphy	02/14/22	02/22/22
Enedina Quezada	Bus Driver	Transportation	03/07/22	04/12/22
Isaiah Covita	Groundskeeper	Grounds	03/10/22	03/25/22
Danielle Nunes	Accounting Specialist	District Office	02/14/22	03/15/22
Tomas Andrade	Community Liaison	P.A. Walsh	03/17/22	04/05/22
Kenneth Pourroy	Delivery Driver	Food Service	04/04/22	05/16/22
Henry Arias	Custodian (Night)	Martin Murph	04/12/22	04/27/22

POSTING FOR TRANSFER

CLASSIFICATION	DEADLINE
Paraprofessional	03/07/22
Administrative Assistant II	03/21/22
Administrative Office Support	03/21/22

POSTING FOR NOTICE OF EXAMINATION

CLASSIFICATION	DEADLINE
School Bus Driver	Continuous
Mechanic	Continuous
Paraprofessional	Continuous
Administrative Office Support	03/29/22
Administrative Office Assistant - Bilingual	04/06/22
Accounting Specialist	04/12/22

EXAMINATIONS

CLASSIFICATION	DATE OF TEST	NUMBER OF ELIGIBLES	NUMBER OF RANKS
Lead Farmer	02/23/22	2	2
Paraprofessional	02/18/22	16	12
Accounting Specialist	02/24/22	2	2
Student Nutrition Assistant	03/02/22	7	6
Student Supervisor	03/03/22	4	3

INTERVIEWS

CLASSIFICATION	DATE OF INTERVIEW
Administrative Office Support	02/28/22
Lead Farmer	02/28/22
Paraprofessional	03/01/22
Mechanic	02/18/22
Administrative Assistant II	03/03/22
School Office Assistant	03/15/22
Student Nutrition Assistant	03/15/22
Bus Driver	03/25/22
Custodian Lead	04/05/22
Administrative Office Support	04/05/22

MORGAN HILL UNIFIED SCHOOL DISTRICT
Personnel Commission
MINUTES

Date: February 16, 2022
Time: 5:00 p.m.
Location: MHUSD – Board Room
15600 Concord Circle
Morgan Hill, CA 95037

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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: 5:15pm

Pledge of Allegiance

Roll Call: Tara Bevington (Chair)

Victor Loesche

OPEN

II. INTERVIEW OF NEW COMMISSIONER – *Tabled to March meeting or elect to have special meeting*

III. Approve appointment of Kevin Pfeil to open Personnel Commission Seat – *Moved to special meeting*

Motion by: Ayes:

Second by: Noes

IV. ADOPT AGENDA

Motion by: T. Bevington Ayes: 2

Second by: V. Loesche Noes: 0

V. APPROVE MINUTES of January 19, 2021

Motion by: V. Loesche Ayes: 2

Second by: T. Bevington Noes: 0

VI. 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.

Commissioner candidate information – Candidate not present

VII. 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 – Noreen Miles introduced herself, she is the new Treasurer for MHCEA

Melissa Pompa accompanied Noreen, she is the new site rep @ Jackson.

VIII. ITEMS FOR PERSONNEL ACTION

This section lists the items for Commission action.

A. Hiring Report

Eldredge

Motion by: T. Bevington Ayes: 2

Second by: V. Loesche Noes: 0

IX. REPORTS/INFORMATION/DISCUSSION

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

None

X. ITEMS FOR PERSONNEL CONSENT

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

None

XI. ADJOURN: 5:29 pm

Motion by: T. Bevington Ayes: 2

Second by: V. Loesche Noes: 0

ANNUAL REPORT OF ACTIVITIES

TESTS ADMINISTERED IN 2020-2021

Administrative Assistant I
Administrative Assistant III
Administrative Specialist Bilingual
ASB Bookkeeper
Bus Driver
Community Liaison
Custodian
Custodian Lead
Delegate Behind the Wheel
Dispatcher
Family & Community Engagement Lead
Groundskeeper
Health Assistant
Human Resources Specialist
Information Technology Specialist I
Information Technology Specialist II
Library Technician
Paraprofessional
Paraprofessional, Bilingual
School Office Assistant
Sr. Maintenance Technician
Staff Secretary
Student Nutrition Assistant
Student Supervisor
Student Support Specialist
Yard Duty



SUMMARY OF TESTING ACTIVITY

Examination Actions 2020-2021

Examinations announced	26
Examinations conducted	22
Applications received	482
Applicants tested	208

CONGRATULATIONS 2020-2021 RETIREES!

Angel Sierra
Donna Ingraham
Alice Stine
Kalpana Bhalala
Tessie Hobbs
Pamela Younce
Tracie Shumate
Robert Hanley
Elizabeth Dowler

PERSONNEL COMMISSIONERS

Commissioner Tara Bevington
Board appointed 2/2019 ~ Term expires 12/2022

Commissioner Pam Torrisi
PC appointed 5/2017 ~ Term expires 12/2023

Commissioner Victor Loesche
MHCEA appointed 2/2021 ~ Term expires 12/2024

PERSONNEL COMMISSION STAFF

Fawn Myers,
Assistant Superintendent, Human Resources

Kristin Stonehouse,
Human Resources Specialist, Classified Staff

DISTRICT SUPERINTENDENT

Steve Betando

Personnel Commission

Annual Report 2020-2021



MORGAN HILL UNIFIED SCHOOL DISTRICT

15600 Concord Circle
Morgan Hill, California 95037
Main: 408-201-6015
www.mhusd.org

MORGAN HILL UNIFIED SCHOOL DISTRICT

Morgan Hill Unified School District is a growing community with 13 schools, (6 elementary, 2 K-8 schools, 2 middle schools, 2 high schools and 1 continuation high school) serving 8200 students in grades K-12. MHUSD also has a Community Adult School, an exceptional Home School Program and includes 5 Focus Academies. The District employs almost 800 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 many of our schools annually qualify for competitive grants for special projects.

INTRODUCTION

This 2020-2021 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 2019-2020 school year.

PERSONNEL COMMISSION

The Personnel Commission is a body that oversees the hiring and promotion of classified employees based upon the fundamental principles of merit and independent of the Board of Education. 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 fair 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 California Education Code provides that the Personnel Commissioners duties shall be to 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 fair and impartial 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 PERSONNEL ACTIONS

Employees on Roll 2020-2021

Regular Employees 317
(includes Yard Duty Classified Staff)

Personnel Actions 2020-2021

Appointments as follows:

Regular	35
Limited Term	0
Transfers	5
Increased Hours	4
Work out of Class	3
39-Month Rehires	2
Promotions	5
Resignations	27
Did not pass Probation	0
Termed	4
Retirements	9
Lay Offs	9
Reduction in hours	0

PERSONNEL COMMISSION ACCOMPLISHMENTS for 2020-2021

- Personnel Commission approved a job description and set the salary for:
 - Delegate Behind the Wheel Trainer in Transportation
 - Family and Community Engagement Lead
- Personnel Commission approved a new range of pay for Community Liaison
- Personnel Commission approved a new range of pay for Student Supervisor
- A commissioner was selected to fill the open seat representing the Classified Bargaining Association (MHCEA)
- Commissioners completed the Merit Academy



MORGAN HILL UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

2022 - 2023 MEETING CALENDAR

Personnel Commission meetings will be held in the District Office Board Room at 5:00pm on the third Wednesday of the month unless otherwise indicated ().*

AUGUST 17, 2022

SEPTEMBER 21, 2022

OCTOBER 19, 2022

NOVEMBER 16, 2022

DECEMBER HOLIDAY BREAK – NO MEETING

JANUARY 18, 2023

FEBRUARY 15, 2023

MARCH 15, 2023

APRIL 19, 2023

MAY 17, 2023

JUNE 21, 2023

JULY SUMMER BREAK – NO MEETING

Proposed: April 20, 2022

Adopted:

PERSONNEL COMMISSION				
MORGAN HILL UNIFIED SCHOOL DISTRICT				
<i>15600 Concord Circle, Morgan Hill, CA 95037</i>				
<u>2022-2023</u>				
		2021-22		2022-23
1390	DIRECTOR CLASSIFIED PERSONNEL	0.10	\$22,000	\$22,600
2410	HR SPECIALIST, CLASSIFIED	0.50	\$35,458	\$27,082
2396	COMMISSIONERS STIPEND		\$900	\$900
3000	STATUTORY BENEFITS		\$19,352	\$19,778
4310	SUPPLIES		\$150	\$150
5201	DIRECTORS MILEAGE		\$500	\$500
5210	MILEAGE		\$100	\$100
5220	CONFERENCES (\$500/member)		\$2,000	\$2,000
5300	DUES/MEMBERSHIP (CSPCA, NSPCA, CODESP, Misc)		\$3,800.00	\$3,800.00
5716	DISTRICT PRINT		\$100.00	\$100.00
5800	CONTRACTED SERVICES (Edjoin, Advertising)		\$1,500.00	\$1,500.00
5910	POSTAGE		\$100.00	\$100.00
TOTAL:			\$85,960	\$78,610
APPROVED:	<i>Fawn Myers</i> Asst. Superintendent Human Resources			
ADOPTED:	Personnel Commission Meeting Date			
ADOPTED BY:	Kevin Pfeil, Personnel Commission Appointee Tara Bevington, MHUSD Board Appointee (Chairperson) Victor Loesche, MHCEA Appointee			