

MORGAN HILL UNIFIED SCHOOL DISTRICT
Personnel Commission
AGENDA

Date: November 30, 2022
Time: 5:00 p.m.
Location: MHUSD – Board Room
15600 Concord Circle
Morgan Hill, CA 95037

***** SPECIAL MEETING*****

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. 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.

IV. 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.

V. ITEMS FOR PERSONNEL ACTION

This section lists the items for Commission action.

A. Approve the 2021-2022 Annual Report

V. Eldredge

Motion by:	Ayes:
Second by:	Noes:

VI. ADJOURN:

Motion by:	Ayes:
Second by:	Noes:

ANNUAL REPORT OF ACTIVITIES

TESTS ADMINISTERED IN 2021-2022

College Career Media Technician
Registrar I
Community Liaison
Accounting Specialist
Administrative Office Support Bilingual
Student Nutrition Assistant
Lead Farmer
Accounting Specialist
Custodian Lead
Administrative Office Support
Paraprofessional
Student Supervisor
School Office Assistant
Migrant Recruiter
Student Nutrition Assistant
Mechanic
Sr. Maintenance Technician
Health Assistant
Registrar I
Registrar II
Groundskeeper

SUMMARY OF TESTING ACTIVITY

Examination Actions 2021-2022

Examinations announced	26
Examinations conducted	36
Applications received	500
Applicants tested	200

CONGRATULATIONS 2021-2022 RETIREES!

Don Pierce
Karen Hass
Robert Hanley
Michele Bergeron
Ronald Reynolds
Eulalie Deganus
Debra Woodland
Joyce Bedard
Edmundo Sotelo

PERSONNEL COMMISSIONERS

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

Commissioner Kevin Pfeil
PC appointed 2/2021 ~ Term expires 12/2023

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

PERSONNEL COMMISSION STAFF

Fawn Myers,
Assistant Superintendent, Human Resources

Vahlya Eldredge,
Human Resources Specialist, Classified Staff

DISTRICT SUPERINTENDENT

Dr. Carmen Garcia

Personnel Commission

Annual Report 2021-2022



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 approximately 825 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 2021-2022 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 2021-2022 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 2021-2022

Regular Employees 301

Personnel Actions 2021-2022

Appointments as follows:

Regular	124
Limited Term	1
Transfers	5
Increased Hours	2
Work out of Class	3
39-Month Rehires	2
Promotions	8
Resignations	74
Did not pass Probation	2
Termed	3
Retirements	9
Lay Offs	0
Reduction in hours	0

PERSONNEL COMMISSION ACCOMPLISHMENTS for 2021-2022

- Personnel Commission approved a job description and set the salary for: Lead Farmer
- Filled vacant MHCEA Appointed Personnel Commissioner seat
- Adopted the 22-23 Budget and Calendar
- Reclassified all Yard Duty positions to Student Supervisor