

**MORGAN HILL UNIFIED SCHOOL DISTRICT**

**Personnel Commission**

**AGENDA**

Date: March 15, 2023  
Time: 5:00 p.m.  
Location: MHUSD – Board Room  
15600 Concord Circle  
Morgan Hill, CA 95037

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: Victor Loesche (Chair)  
Kevin Pfeil  
Don Moody

II. ADOPT AGENDA

Motion by: Ayes:  
Second by: Noes:

III. APPROVE MINUTES of February 15, 2023

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

V. 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. Personnel Commission Proposed Budget

V. Eldredge

B. Personnel Commission Proposed Calendar

V. Eldredge

C. Board of Education Resolution No.39

K. Stonehouse

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 10, 2023 – March 10, 2023**

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

**NEW HIRES, PROMOTIONS, INCREASE IN HOURS**

**New Hires:**

Genesis Garcia	DO Assistant	District Office	03/01/23
Yathuna Thamoatham	Accounting Specialist	District Office	03/13/23
Chelsea Lara	Student Support Specialist	District Office	03/20/23
Dora Mendoza	Executive Assistant, Confidential MHELA	District Office	03/14/23

**Promotions:**

Diana Aguilera	Dispatcher	Transportation	03/01/23
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**Increase in Hours:**

**NONE**

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

**Substitutes:**

Jazmin Nunez	Paraprofessional	El Toro	02/13/23	06/09/23
Beatriz Smith	Student Supervisor	Sobrato	02/15/23	06/09/23
Teresita Santillan Ramirez	Student Supervisor	Barrett	02/15/23	06/09/23
Anne Berman	Student Supervisor	Paradise Valley	02/15/23	06/09/23
Virginia Arreola	Student Supervisor	Live Oak	02/27/23	06/09/23
Klenita Kochumon	Student Supervisor	Sobrato	03/01/23	06/09/23
Adrian Martinez	Student Supervisor	Live Oak	02/27/23	06/09/23

Amy Lawrence	Paraprofessional	Nordstrom	02/22/23	06/09/23
Izabel Vivona	Student Supervisor	Jackson	02/03/23	06/09/23
Cecilia Tello Mendez	Paraprofessional	Paradise Valley	03/07/23	06/09/23
Justin Beers	Student Supervisor	Los Paseos	02/28/23	06/09/23
Omar Quinones	Delegate Behind the Wheel	Transportation	03/13/23	06/09/23

**Limited Term Assignment:**

None

**Working Out of Class:**

Beth Newquist	Administrative Assistant I	Nordstrom	01/23/23	05/01/23
Kari Ramirez	School Office Assistant	Nordstrom	01/23/23	05/01/23

**Transfers:**

None

**RESIGNATIONS, RETIREMENTS, SEPARATIONS, & LEAVE OF ABSENCE**

Christina Garcia	MTSS Paraprofessional	Nordstrom	Resigned	02/10/23
Sandra Tollison	Student Nutrition Assistant	Nordstrom	Released	02/10/23
Tracy Gigliello	College Career Media Technician	San Martin Gwinn	Resigned	03/03/23
Benjamin Hagiperos	Student Supervisor	Sobrato	Resigned	03/03/23
Genessis Garcia	DO Assistant	District Office	Resigned	03/03/23
Ahmad Masri	Executive Assistant, Confidential MHELA	District Office	Resigned	02/24/23
Ernesto Lema	IT Supervisor, MHELA	District Office	Resigned	03/09/23

**Leave of Absence:**

\* signifies that leave time is being used intermittently

Tammy Keck	Student Supervisor	Martin Murphy	12/01/22	04/28/23
Tina Baleria	Paraprofessional	Barrett	02/21/23	04/10/23
Susan Saba	Administrative Assistant I	Nordstrom	01/23/23	05/01/23
Ruby Facio	School Office Assistant	Sobrato	03/07/23	03/20/23
William Mendoza	Custodian	Britton	03/09/23	03/27/23

**POSTING FOR TRANSFER:**

CLASSIFICATION	DEADLINE
Administrative Office Support	03/17/23

## **POSTING FOR NOTICE OF EXAMINATION**

<b>CLASSIFICATION</b>	<b>DEADLINE</b>
School Bus Driver	Continuous
Mechanic	Continuous
Paraprofessional	Continuous
Student Supervisor	Continuous
College Career Media Technician	03/05/23
Administrative Specialist	03/19/23
Accounting Specialist	03/24/23

## **EXAMINATIONS**

<b>CLASSIFICATION</b>	<b>DATE OF TEST</b>	<b>NUMBER OF ELIGIBLES</b>	<b>NUMBER OF RANKS</b>
Accounting Specialist	02/13/23	9	7
Paraprofessional	03/03/23	10	6
Student Supervisor	03/03/23	14	8
Administrative Assistant II	03/03/23	16	12

## **INTERVIEWS**

<b>CLASSIFICATION</b>	<b>DATE OF INTERVIEW</b>
Dispatcher	02/16/23
Executive Assistant, Confidential MHELA	02/17/23
Accounting Specialist	02/22/23
Student Support Specialist	02/24/23
Custodian	03/09/23

**MORGAN HILL UNIFIED SCHOOL DISTRICT**  
**Personnel Commission**  
**MINUTES**

Date: February 15, 2023  
Time: 5:00 p.m.  
Location: MHUSD – Board Room  
15600 Concord Circle  
Morgan Hill, CA 95037

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: 5:05pm

Pledge of Allegiance

Roll Call: Don Moody - Present  
Victor Loesche - Present  
Kevin Pfeil - Present

II. ADOPT AGENDA

Motion by: V. Loesche      Ayes: 3  
Second by: K. Pfeil        Noes: 0

III. APPROVE MINUTES of January 18, 2023 and Special Meeting of November 30, 2022

Motion by: V. Loesche      Ayes: 3  
Second by: K. Pfeil        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.*

A. Introduce Personnel Commissioner appointed by the Board of Education  
Don Moody introduced himself and gave a brief bio of his past experiences.

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  
Cheryl VanDeventer President of MHCEA gave an update

VI. ITEMS FOR PERSONNEL ACTION

*This section lists the items for Commission action.*

A. Hiring Report

V. Eldredge

Motion by: V. Loesche      Ayes: 3

Second by: K. Pfeil      Noes: 0

B. Choose a Chairperson to the Personnel Commission

V. Eldredge

Motion by: D. Moody      Ayes: 3

Second by: K. Pfeil      Noes: 0

Victor Loesche was chosen to be the Chairperson

VII. REPORTS/INFORMATION/DISCUSSION

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

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: 5:45pm

Motion by: K. Pfeil      Ayes: 3

Second by: V. Loesche      Noes: 0

**PERSONNEL COMMISSION**

**MORGAN HILL UNIFIED SCHOOL DISTRICT**

*15600 Concord Circle, Morgan Hill, CA 95037*

**2023-2024**

			<b>2022-23</b>	<b>2023-24</b>
2410	DIRECTOR CLASSIFIED PERSONNEL	0.10	\$22,000	\$10,533
2410	HR SPECIALIST, CLASSIFIED	0.50	\$35,458	\$31,304
2410	HR ADMINISTRATIVE OFFICE SUPPORT	0.50	\$0	\$26,988
2396	COMMISSIONERS STIPEND		\$900	\$900
3000	STATUTORY BENEFITS		\$19,352	\$13,860
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
	<b>TOTAL:</b>		<b>\$85,960</b>	<b>\$91,835</b>
APPROVED:	Kristin Stonehouse Supervisor, HR			
ADOPTED:				
	Personnel Commission Meeting Date:			
ADOPTED BY:	Victor Loesche, MHCEA Appointee (Chairperson)			
	Kevin Pfeil, Personnel Commission Appointee			
	Don Moody, Board of Education Appointee			



**MORGAN HILL UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**2023 - 2024 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 16, 2023**

**SEPTEMBER 20, 2023**

**OCTOBER 18, 2023**

**NOVEMBER 15, 2023**

**DECEMBER HOLIDAY BREAK – NO MEETING**

**JANUARY 17, 2024**

**\* FEBRUARY 28, 2024**

**MARCH 20, 2024**

**APRIL 17, 2024**

**MAY 15, 2024**

**\* JUNE 26, 2024**

**JULY SUMMER BREAK – NO MEETING**

Proposed: March 15, 2023

Adopted:

**MORGAN HILL UNIFIED SCHOOL DISTRICT  
MORGAN HILL, CALIFORNIA**

**Resolution to Decrease the  
Hours or Days of Classified Employees Due to Lack of Funds**

WHEREAS, due to lack of grant and Title funds anticipated for the 2023-24 school year, the Governing Board of the Morgan Hill Unified School District hereby finds it necessary and in the best interest of the District to reduce the services as specified below:

<u>Position</u>	<u>Hours</u>	<u>Action</u>
Job Developer (1)	8 (12-month position)	eliminate position
School Office Assistant (Migrant Services) (1)	4 (12-month position)	eliminate position

NOW THEREFORE, **BE IT RESOLVED** by the Governing Board of the Morgan Hill Unified School District that as of June 30, 2023, the classified positions set forth above shall be discontinued to the extent herein above set forth.

**BE IT FURTHER RESOLVED** that the Superintendent or his designee is authorized and directed to give notices of lay off to all affected employees prior to March 15, 2023 along with the reasons that the employee's services will not be required for the ensuing year; any displacement rights; and re-employment rights, including placement on the 39 month reemployment list.

**PASSED AND ADOPTED** by the Governing Board of the Morgan Hill Unified School District this 7th day of March 2023, by the following vote:

AYES: Altman, Escoto, Eves Knudsen, Horner, Rosales Montes, Patterson

NOES:

ABSTAIN:

ABSENT: Gardiner

SIGNED:   
Mary Patterson, Clerk Board of Education

I, Dr. Carmen García, Secretary of the Board of Education, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Board of Education of the MORGAN HILL UNIFIED SCHOOL DISTRICT at the regular meeting on March 7, 2023 which resolution is on file in the office of said Board.

DATED: March 7, 2023

SIGNED:   
Dr. Carmen García, Secretary Board of Education