

**MORGAN HILL UNIFIED SCHOOL DISTRICT**

**Personnel Commission**

**AGENDA**

Date: April 19, 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 March 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. HR Staffing

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.*

A. 2023-2024 Personnel Commission Calendar

V. Eldredge

Motion by: Ayes:  
Second by: Noes:

B. 2023-2024 Personnel Commission Budget

V. Eldredge

Motion by: Ayes:  
Second by: Noes:

IX. ADJOURN:

Motion by: Ayes:  
Second by: Noes:

**MORGAN HILL UNIFIED SCHOOL DISTRICT**

**PERSONNEL COMMISSION MEETING**

**March 10, 2023 – April 11, 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:**

Figuroa Vargas, Piedad	Custodian	Los Paseos	03/16/23
Arreola, Virginia	Student Supervisor	Live Oak	03/27/23
Serrano, Angel	Student Supervisor	Live Oak	03/27/23
Martinez, Adrian	Student Supervisor	Live Oak	03/27/23
Chavez, Jorge	Custodian	Live Oak	04/03/23
Zahedianfard, Cynthia	Administrative Assistant II	Martin Murphy	03/30/23
Valenzuela, Tiffany	Student Supervisor	Martin Murphy	04/03/23
Diaz, Samantha	Administrative Office Support Bil	District Office	04/03/23
Romero, Monica	Registrar II	Sobrato	04/17/23
Jimenez, Andrew	Custodian	Martin Murphy	04/24/23
Thomas, Giana	Administrative Specialist	District Office	04/24/23
Juarez, AnaCristina	Student Support Specialist	District Office	04/24/23

**Promotions:**

Thomas, Giana	Administrative Specialist	District Office	04/24/23
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**Increase in Hours:**

Duran, Julie	School Linked Services Coordinator	District Office	04/10/23
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## SUBSTITUTE, LIMITED TERM ASSIGNMENT, WORKING OUT OF CLASS

### Substitutes:

Roldan Madrigal, Alma	Student Nutrition Assistant	Live Oak	03/15/23	06/09/23
Lawson, Natalie	Student Supervisor	Jackson	03/16/23	06/09/23
Lange, Elizabeth	Student Supervisor	PA Walsh	03/27/23	06/09/23
Laureano, Hector	Groundskeeper	District Wide	03/15/23	06/09/23
Diaz, Samantha	Administrative Office Support Bil	District Office	03/29/23	06/09/23
Rodezno, Karen	School Office Assistant	Barrett	04/03/23	04/14/23
Blatt, Deirdre	Student Supervisor	Los Paseos	04/04/23	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

Jaime, Maria	Student Nutrition Assistant	Sobrato	Released	03/15/23
Villa, Gitzelle	Administrative Office Support Bilingual	District Office	Released	03/24/23
Lara, Chelsea	Student Support Specialist	District Office	Resigned	03/28/23
Hilkene, Nicola	Administrative Specialist	District Office	Resigned	05/05/23
Magallon-Villareal, Eileen	Health Assistant	Nordstrom	Retired	06/09/23
Britton, Felicia	Career/Job Training Coordinator	District Office	Retired	06/28/23
Tollison, Wayne	Maintenance	District Office	Retired	07/31/23

### Leave of Absence:

\* signifies that leave time is being used intermittently

Keck, Tammy	Student Supervisor	Martin Murphy	12/01/22	04/28/23
Baleria, Tina	Paraprofessional	Barrett	02/21/23	04/19/23
Saba, Susan	Administrative Assistant I	Nordstrom	01/23/23	05/01/23
Bueno, Kaitlyn	Paraprofessional	Jackson	03/17/23	08/10/23
Garcia, Araceli	Community Liaison	Paradise Valley	03/30/23	05/01/23
Baynes, Su	ASB Bookkeeper	Sobrato	03/27/23	04/03/23

Padilla, Saul	Bus Driver	Transportation	03/10/23	03/24/23
Antony, Anisha	Occupational Therapist	District Office	01/09/23	05/08/23

**POSTING FOR TRANSFER:**

CLASSIFICATION	DEADLINE
Administrative Office Support	03/17/23
Community Liaison	03/24/23
Administrative Specialist	04/07/23
Administrative Office Support	04/14/23

**POSTING FOR NOTICE OF EXAMINATION**

CLASSIFICATION	DEADLINE
School Bus Driver	Continuous
Mechanic	Continuous
Paraprofessional	Continuous
Student Supervisor	Continuous
Administrative Office Support	04/11/23

**EXAMINATIONS**

CLASSIFICATION	DATE OF TEST	NUMBER OF ELIGIBLES	NUMBER OF RANKS
Registrar II	03/10/23	12	9
Paraprofessional	03/10/23	12	8
Administrative Specialist	03/29/23	5	5
NCLB	04/06/23	6/16	N/A
NCLB	04/06/23	5/7	N/A

**INTERVIEWS**

CLASSIFICATION	DATE OF INTERVIEW
DO Assistant	03/16/23
Student Supervisor	03/22/23
Custodian	03/23/23
Administrative Assistant II	03/24/23
Administrative Office Support Bilingual	03/30/23
Registrar II	04/03/23
Administrative Specialist	04/04/23
Custodian	04/05/23
Student Support Specialist	04/06/23

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

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: 5:17pm

Pledge of Allegiance

Roll Call: Victor Loesche (Chair) - Present  
Kevin Pfeil - Present  
Don Moody - Absent

II. ADOPT AGENDA

Motion by: K. Pfeil           Ayes: 2  
Second by: V. Loesche       Noes: 0

III. APPROVE MINUTES of February 15, 2023

Motion by: K. Pfeil           Ayes: 2  
Second by: V. Loesche       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.*

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 – Not present

VI. ITEMS FOR PERSONNEL ACTION

*This section lists the items for Commission action.*

A. Hiring Report

V. Eldredge

Motion by: K. Pfeil                      Ayes: 2

Second by: V. Loesche                  Noes: 0

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.*

NONE

IX. ADJOURN: 6:14pm

Motion by: K. Pfeil                      Ayes: 2

Second by: V. Loesche                  Noes: 0



**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 12, 2024**

**JULY SUMMER BREAK – NO MEETING**

Proposed: March 15, 2023

Adopted:



<b>PERSONNEL COMMISSION</b>			
<b>MORGAN HILL UNIFIED SCHOOL DISTRICT</b>			
<i>15600 Concord Circle, Morgan Hill, CA 95037</i>			
<b><u>2023-2024</u></b>			
			<b>2023-24</b>
2410	DIRECTOR CLASSIFIED PERSONNEL	0.10	\$10,533
2410	HR SPECIALIST, CLASSIFIED	0.50	\$31,304
2410	HR ADMINISTRATIVE OFFICE SUPPORT	0.50	\$26,988
2396	COMMISSIONERS STIPEND		\$900
3000	STATUTORY BENEFITS		\$13,860
4310	SUPPLIES		\$150
5201	DIRECTORS MILEAGE		\$500
5210	MILEAGE		\$100
5220	CONFERENCES (\$500/member)		\$3,000
5300	DUES/MEMBERSHIP (CSPCA, NSPCA, CODESP, Misc)		\$3,800.00
5716	DISTRICT PRINT		\$100.00
5800	CONTRACTED SERVICES (Edjoin, Advertising)		\$2,500.00
5910	POSTAGE		\$100.00
	<b>TOTAL:</b>		\$93,835
APPROVED:	Kristin Stonehouse Interim Director, Human Resources		
ADOPTED:			
	Personnel Commission Meeting Date:		
ADOPTED BY:	Victor Loesche, MHCEA Appointee (Chairperson) Kevin Pfeil, Personnel Commission Appointee Don Moody, Board of Education Appointee		