

MORGAN HILL UNIFIED SCHOOL DISTRICT

Personnel Commission

AGENDA

Date: June 14, 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 May 17, 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

Motion by:

Ayes:

Second by:

Noes:

V. Eldredge

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:

Motion by:

Ayes:

Second by:

Noes:

MORGAN HILL UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING

May 10, 2023 – June 7, 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:

Talavera, Veronica	Administrative Office Support	District Office	05/30/23
Villasenor, Chelsea	Paraprofessional	PA Walsh	06/01/23
White, Carla	School Bus Driver	Transportation	06/01/23

Promotions:

Chan, Wesley	Supervisor of Technology	District Office	06/01/23
--------------	--------------------------	-----------------	----------

Increase in Hours:

None

SUBSTITUTE, LIMITED TERM ASSIGNMENT, WORKING OUT OF CLASS

Substitutes:

Bolon, Valerie	Theatre Technician	Facilities	05/01/23	06/09/23
Castaneda, Anthony	Custodian	District Office	05/30/23	06/09/23
Dodd, Annie	School Van Driver	Transportation	06/01/09	06/09/23
Gil, Bianca	Administrative Office Support	Transportation	05/01/23	06/16/23
Lopez, Maria	Student Supervisor	Jackson	05/22/23	06/09/23
Patino Montejano, Jesus	Custodian	District Office	04/24/23	06/09/23
Rivera, Sandra	School Van Driver	Transportation	04/27/23	06/09/23

Limited Term Assignment:

Romeyn, Stephan	Lead Farmer	Food Service	05/29/23	07/30/23
-----------------	-------------	--------------	----------	----------

Working Out of Class:

Banuelos, Maxim	Supervisor of Student Nutrition	Jackson	05/29/23	07/30/23
-----------------	---------------------------------	---------	----------	----------

Transfers:

None

RESIGNATIONS, RETIREMENTS, SEPARATIONS, & LEAVE OF ABSENCE

Borello, Jonathan	It Specialist	Technology	Released	05/26/23
Catoor, Patty	Supervisor Student Nutrition	Food Service	Resigned	06/30/23
Jones, Jill	Student Supervisor	Paradise Valley	Resigned	06/09/23
Lopez III, Luis	Paraprofessional	Sobrato	Resigned	05/24/23
Furuya, Joline	Administrative Assistant II	Live Oak	Retired	06/19/23
Method, Lori	Paraprofessional, MTSS	El Toro	Resigned	06/09/23
Phillips Edman, Tracey	Paraprofessional	Los Paseos	Resigned	06/09/23

Leave of Absence:

* signifies that leave time is being used intermittently

Bueno, Kaitlyn	Paraprofessional	Jackson	03/17/23	08/10/23
----------------	------------------	---------	----------	----------

POSTING FOR TRANSFER:

CLASSIFICATION	DEADLINE
College Career Media Technician	05/31/23
School Office Assistant	05/31/23
Administrative Assistant II	06/13/23

POSTING FOR NOTICE OF EXAMINATION

CLASSIFICATION	DEADLINE
School Bus Driver	Continuous
Mechanic	Continuous
Paraprofessional	Continuous
Student Supervisor	Continuous
Groundskeeper	04/21/23
Registrar I	05/24/23
Health Assistant	05/24/23
School Office Assistant	05/24/23
Student Nutrition Assistant	05/24/23
Information Technology Specialist I	05/30/23
Administrative Assistant II	06/06/23

EXAMINATIONS

CLASSIFICATION	DATE OF TEST	NUMBER OF ELIGIBLES	NUMBER OF RANKS
Administrative Office Support	05/09/23	13	10
Accounting Specialist	05/31/23	7	5
Student Supervisor	06/01/23	16	8
Paraprofessional	06/06/23	12	7

INTERVIEWS

CLASSIFICATION	DATE OF INTERVIEW
Paraprofessional	05/22/23
Administrative Office Support	05/24/23
Registrar I	05/30/23
College Career Media Technician	06/05/23

MORGAN HILL UNIFIED SCHOOL DISTRICT
Personnel Commission
MINUTES

Date: May 17, 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: 5:04pm

Pledge of Allegiance

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

II. ADOPT AGENDA

Motion by: D. Moody Ayes: 3
Second by: K. Pfeil Noes: 0

III. APPROVE MINUTES of April 19, 2023

Motion by: D. Moody Ayes: 3
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.

Reminder – Retirement Party 05/25/23 4:00-5:30pm at the CCC in Morgan Hill

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 the update

VI. ITEMS FOR PERSONNEL ACTION

This section lists the items for Commission action.

A. Hiring Report

Motion by: K. Pfeil Ayes: 3
Second by: D. Moody Noes: 0

V. Eldredge

VII. REPORTS/INFORMATION/DISCUSSION

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

A. Retirement Celebration

K. Stonehouse

B. Staffing Update

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: 6:02 PM

Motion by: D. Moody Ayes: 3
Second by: K. Pfeil Noes: 0