

MORGAN HILL UNIFIED SCHOOL DISTRICT
Personnel Commission
AGENDA

Date: January 17, 2024
Time: 5:00 p.m.
Location: MHUSD – Round 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 Pfiel
Don Moody

II. ADOPT AGENDA

Motion by: Ayes:
Second by: Noes:

III. APPROVE MINUTES of November 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 the accomplishments of staff members and departments.

V. ITEMS FOR PUBLIC COMMENT AND COMMUNICATION

This is an 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

Pat Sanchez

Motion by: Ayes:
Second by: Noes:

B. Reclassification of some staff from Admin Office Support to Administrative Specialists

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. Chairperson discussion

B. Personnel Commission Terms

C. Update to Family and Community Engagement Lead - Location: FACE Center

D. Human Resource Supervisor change to Human Resource Coordinator

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

November 9, 2023 – January 10, 2024

TOPIC:	Hiring Report
PREPARED BY:	Reina R. Gonzalez, Executive Assistant of Human Resources
PRESENTED BY:	Pat Sanchez, Asst. Superintendent of Human Resources
TYPE OF ITEM:	Action

NEW HIRE, PROMOTIONS, INCREASE IN HOURS

NEW HIRES:

Kaderi, Sepideh	Paraprofessional	Martin Murphy	11/14/23
Patino Montejano, Jesus	Custodian	Central High	11/15/23
Vento, Nicole E	Student Supervisor	Nordstrom	11/27/23
Ruiz, Christina	Admin Office Support	SPED	12/04/23
Villareal, Jasmine M	Campus Supervisor	Live Oak High	12/14/23
Calderon, Ricardo J	Custodian	Los Paseos	01/08/24

PROMOTIONS:

Souza, Christina	Lead Farmer	Live Oak Kitchen	12/18/23
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INCREASE IN HOURS:

None

SUBSTITUTES, LIMITED TERM ASSIGNMENT, WORKING OUT OF CLASS

SUBSTITUTES:

Flores, Dominic	Sub Custodian	District Office	11/15/23
Acevez, Omar Julianno	Sub Clerical	District Office	11/16/23
Pinedo, Melinda	Sub Paraprofessional	El Toro	11/27/23
Rodriguez, Lizbeth	Sub Paraprofessional	SMG	11/30/23
Walias, Rachelle	Sub Paraprofessional	Paradise Valley	12/11/23
DeLa Cruz, Ysabel	Sub Paraprofessional	Live Oak	12/06/23
Santos, Cassie	Sub Clerical	DO	12/21/23
Sanabria, Imelda Juidith Gutierrez	Sub Paraprofessional	Live Oak	12/15/23

LIMITED TERM ASSIGNMENT:

None

WORKING OUT OF CLASS:

Tara Gilford, Admin Office Support (HR Specialist)	8/31/23	
Patricia Valenti, HR Specialist (Supervisor of Human Resources)	8/19/23	
Anacristina Juarez, Student Support Specialist (Lead, Student Supp Specialist)	10/27/23	11/27/23

TRANSFERS:

None

RESIGNATIONS, RETIREMENTS, SEPARATIONS, & LEAVE OF ABSENCE

Brule, Phyllis	HR Specialist	District Office	Resigned	11/24/2023
Mahesh Rao, Marshini	Paraprofessional	Live Oak	Resigned	12/5/2023
Mapp, Guadalupe	Bus Driver	Transportation	Resigned	12/5/2023
Mendoza, Joshua	IT Specialist I	District Office	Resigned	12/8/2023
Figueroa Vargas, Piedad	Custodian	Los Paseos	Resigned	12/26/2023
Soto, Maria	Nutrition Assistant	Sobrato	Resigned	01/08/2024
Bass, Cynthia	Bus Driver	Transportation	Resigned	01/10/2024

LEAVE OF ABSENCE:

Bynum, John	Bus Driver	Transportation	10/23/2023	11/24/2023
Villa, Hector	IT Specialist	District Office	10/11/2023	10/23/2023
Villa, Daniel	IT Specialist	District Office	10/11/2023	10/30/2023

POSTING FOR TRANSFER:

CLASSIFICATION	POSTED	CLOSED
Administrative Assistant I	12/1/23	12/8/23
Custodian	12/7/23	12/14/23
Accounting Specialist	12/19/23	1/4/24
Student Nutrition Assistant	12/19/23	1/4/24

POSTING FOR NOTICE OF EXAMINATION:

CLASSIFICATION	POSTED	CLOSED
School Bus Driver	Continuous	
School Van Driver	Continuous	
Paraprofessional	Continuous	
Mechanic	Continuous	
Groundskeeper	Continuous	
Paraprofessional, Bilingual	10/24/23	12/1/23
Information Technology Specialist I	11/21/23	12/15/23
Information Technology Specialist II	11/27/23	12/17/23
Administrative Assistant I	11/15/23	12/15/23
Administrative Assistant II	11/27/23	12/23/23
Administrative Assistant III	11/27/23	12/23/23
Human Resources Specialist	12/1/23	12/31/23
Student Nutrition Assistant	12/15/23	1/1/24
Dispatcher	12/18/23	1/26/24

EXAMINATION

Classification	Date of Test	People taking test	Number of Ranks	People Eligible
Administrative Office Support	11/8/2023	4	3	3
Lead Farmer	11/27/2023	4	4	4
Mechanic	11/29/2023	1	0	0
Groundskeeper	12/1/2023	5	0	0
Paraprofessional, Bilingual	12/15/2023	3	3	3
Paraprofessional	12/20/23	4	3	3
IT Specialist I	1/5/24	6	6	6
IT Specialist II	1/8/24	4	2	2

INTERVIEWS:

Classification	Date of Interview
Custodian, Central HS	11/9/23
Administrative Office Support, SpEd	11/14/23
Lead Farmer	12/6/2023
IT Specialist I	12/15/2023
Custodian, Los Paseos	12/20/2023
Paraprofessional	1/8/2024

JOB DESCRIPTION UPDATE:

None