

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

Date: February 28, 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 January 17, 2024

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. Action to announce Kevin Pfeil as the intended joint appointee to the Personnel Commission for the 2023-2026 Term (Ed. Code §45246(b)(2))

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**  
**January 11, 2024 – February 22, 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:**

Salinas, Corrina	Bus Driver	Transportation	02/12/24
Ajlouni, Randa	Student Nutrition Asst	Live Oak Kitchen	02/05/24
Provencio, Rose	Student Nutrition Asst I	Sobrato Kitchen	02/05/24
Roldan, Alma	Paraprofessional	SMG	01/30/24

**PROMOTIONS:**

None

**INCREASE IN HOURS:**

None

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

**SUBSTITUTES:**

Flores, Veronica	Sub- Custodian	Facilities	02/07/24
Aguilera, Carolina	Sub Clerical/ Para/Student Sup	Various	02/09/24
Rodriguez, Cristina	Sub Paraprofessional	Various	02/09/24
Castellon Olvera, Maria G	Sub Student Nutrition Assistant	Various	02/02/24

**LIMITED TERM ASSIGNMENT:**

Vento, Nicole	Student Supervisor	Nordstrom	11/27/2023	2/2/2024
---------------	--------------------	-----------	------------	----------

**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	

**TRANSFER:**

Ortega, Veronica	Student Supervisor	Martin Murphy	Nordstrom	02/26/24
Serrano, Angel	Student Supervisor	Live Oak	Martin Murphy	02/28/24

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

**RESIGNATIONS, RETIREMENTS, SEPARATIONS:**

Villar, Briana	Paraprofessional MTSS	Barrett	Resigned	2/12/2024
Hilkene, Nicola	Administrative Specialist	SPED	Resigned	2/16/2024
Guichard, Sandra	Admin Office Support	Transportation	Resigned	3/1/2024
Londe, Pamela	Paraprofessional	Britton	Resigned	1/31/2024
Montoya, Eileen	Student Supervisor	Nordstrom	Resigned	1/31/2024
Saba, Susan	Administrative Assistant I	Nordstrom	Retirement	2/27/2024
Revelez, Yvette	Paraprofessional	SMG	Resigned	1/23/2024

**LEAVE OF ABSENCE:**

Delgado, Luis	Custodian	DO	01/24/24	02/29/24
Betancourt, Gabriella	Paraprofessional	Live Oak	01/18/24	03/04/24
Brault-Hamilton, Jocelyn	School Office Assistant	Los Paseos	02/15/24	03/01/24
Segura, Cynthia	Student Nutrition Assist	Sobrato	01/29/24	02/12/24

**POSTING FOR TRANSFER:**

CLASSIFICATION	POSTED	CLOSED
Student Nutrition Assistant	1/12/24	1/19/24
Student Supervisor	2/1/24	2/8/24
Administrative Office Support	2/5/24	2/5/24
Paraprofessional, MTSS	2/13/24	2/22/24

**EXAMINATIONS, INTERVIEWS, JOB DESCRIPTION**

**POSTING FOR NOTICE OF EXAMINATION:**

CLASSIFICATION	POSTED	CLOSED
School Bus Driver	Continuous	
School Van Driver	Continuous	
Paraprofessional	Continuous	
Mechanic	Continuous	
Groundskeeper	Continuous	

**EXAMINATION:**

Classification	Date of Test	People taking test	Number of Ranks	People Eligible
Administrative Assistant I	1/10/2024	18	13	18
Student Nutrition Assistant	1/12/2024	4	1	2
Administrative Assistant II	1/31/2024	4	3	3
Paraprofessional	2/2/2024	10	6	8
Administrative Assistant III	2/7/2024	2	1	1
Groundskeeper	2/9/2024	11	3	4

**INTERVIEWS:**

Classification	Date of Interview
Paraprofessional	1/8/24
Administrative Assistant I, Nordstrom	1/19/24
Student Nutrition Assistant	1/24/2024
IT Specialist II	1/25/2024
IT Specialist I	1/26/2024
Administrative Assistant I, Nordstrom	1/26/2024
School Bus Driver	1/26/2024
Paraprofessional	2/7/2024
Administrative Office Support, Transportation	2/16/2024

**JOB DESCRIPTION UPDATE:**

None