

MORGAN HILL UNIFIED SCHOOL DISTRICT
Personnel Commission
AGENDA

Date: March 20, 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 before 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
February 23, 2024– March 15, 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:

Name	Position	Location	Start Date
Montenegro, Anakaren	Paraprofessional	El Toro	03/11/24
Cardona, Garrett	Student Supervisor	Live Oak	03/11/24
Cooper, Natasha	Paraprofessional	Live Oak	03/04/24
Basurto, Eduardo	IT Specialist I	DO IT	03/04/24
Del Toro, Veronica	bus Driver	transportation	02/26/24
Gomez, Angelina	Admin Office Support	Transportation	02/29/24
Ivie, Susan	Paraprofessional	Britton Middle	02/26/24
Vento, Nicole E	Paraprofessional	Barrett	02/26/24

PROMOTIONS:

None

INCREASE IN HOURS:

None

SUBSTITUTES, LIMITED TERM ASSIGNMENT, WORKING OUT OF CLASS

SUBSTITUTES:

EMPLOYEE NAME	POSITION	LOCATION	DATE
Fontaine, Alexis	Sub Para	El Toro	03/13/24
De Oliveira Gomes, Matheus	Sub Van Driver	Transportation	03/07/24
Castillo Sevilla, Daniela	Van driver	Transportation	03/07/24
Montoya, Eileen	SUB	Various	02/12/24

LIMITED TERM ASSIGNMENT:

EMPLOYEE NAME	Position	Location	Start Date	End Date
Lozano, Carmen	ELPAC tester	Various	01/30/24	04/30/24
Moore, Nancy	ELPAC tester	various	02/06/24	04/30/24
Stanhoff, Leslie	ELPAC tester	Various	02/28/24	04/30/24

WORKING OUT OF CLASS:

Last Name	Position	Out-of-Class Position	Start Date	End Date
Gilford, Tara	Admin Office Support	HR Specialist	8/30/23	-
Valenti, Patricia	HR Specialist	Supervisor of HR	8/19/23	-
Guichard, Sandra	Admin Office Support	Dispatcher (4 hours)	09/01/2023	03/01/2024

TRANSFER:

EMPLOYEE	POSITION	FROM	TO	DATE
Beers, Justin	MTSS Paraprofessional	Los Paseos	Barrett	03/04/24

RESIGNATIONS, RETIREMENTS, SEPARATIONS, & LEAVE OF ABSENCE

RESIGNATIONS, RETIREMENTS, SEPARATIONS:

EMPLOYEE NAME	POSITION	SITE	REASON	TERM DATE
Ivie, Susan	Paraprofessional	Britton	Resigned	3/8/2024
Carrillo Farias, Michelle	Paraprofessional	El Toro	Resigned	3/1/2024
Guichard, Sandra	Admin Office Support	Transportation	Resigned	3/1/2024
Mateos Rivers, Fabiola	Bus Driver	Transportation	Resigned	3/1/2024

LEAVE OF ABSENCE:

LEAVE OF ABSENCE	POSITION	SITE	Start Date	Return Date
Phillips, Mathew	6	SMG	01/30/24	Unknown
Villarreal, Jasmine	8	Live Oak	02/08/24	Unknown
Jimenez, Corina	6	El Toro	03/06/2024	05/06/24
Horne, Cody	8	District Office	03/07/24	03/29/24

POSTING FOR TRANSFER:

CLASSIFICATION	POSTED	CLOSED
Student Supervisor, Live Oak	2/21/2024	3/1/2024
Paraprofessional - MTSS, Los Paseos	2/28/2024	3/6/2024

EXAMINATIONS, INTERVIEWS, JOB DESCRIPTION

POSTING FOR NOTICE OF EXAMINATION:

CLASSIFICATION	POSTED	CLOSED
Mechanic	Continuous	
School Bus Driver	Continuous	
School Van Driver	Continuous	
Paraprofessional	Continuous	
Student Nutrition Assistant	Continuous	

EXAMINATION:

Classification	Date of Test	People taking test	Ranked w/ Score 70+	People Eligible
School Bus Driver	2/22/2024	1	1	1
Mechanic	2/23/2024	1	0	0
Mechanic	3/8/2024	1	0	0

INTERVIEWS:

Classification	Date of Interview
Student Supervisor, Live Oak	3/7/24

JOB DESCRIPTION UPDATE:

None

3/20/24

Current Vacancies

POSITION	PSEUDO	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Site	Mingr
240210	ADMINISTRATIVE ASSISTANT I	-1	010-0000-0-2410-00-1110-2700-027050-008-0000				Nordstrom
280302	BUS DRIVER	-0.94	070-0000-0-2250-00-5760-3600-724000-000-0000				
280306	BUS DRIVER	-0.75	070-0000-0-2250-00-1110-3600-723000-000-0000				
280332	BUS DRIVER	-0.875	070-0000-0-2250-00-5760-3600-724000-000-0000				
280327	BUS DRIVER	-0.8	070-0000-0-2250-00-1110-3600-723000-000-0000				
280318	BUS DRIVER	-0.94	070-0000-0-2250-00-1110-3600-723000-000-0000				
280333	BUS DRIVER	-1	070-0000-0-2250-00-1110-3600-723000-000-0000				
215001	COMMUNITY LIAISON - FACE	-1	010-0000-0-2410-00-1110-2495-024950-000-0000				
215001	COMMUNITY LIAISON - FACE	-1	010-0000-0-2410-00-4760-2490-301010-000-0000				
220014	CUSTODIAN	-1	010-0000-0-2220-00-0000-8110-081120-000-0000				
280134	DELEGATE BEHIND THE WHEEL	-1	070-0000-0-2250-00-5760-3600-724000-000-0000				
280134	DELEGATE BEHIND THE WHEEL	-1	070-0000-0-2250-00-1110-3600-723000-000-0000				
220400	GROUNDSKEEPER	-1	010-0000-0-2220-00-0000-8110-081130-000-0000				
241010	INFORMATION TECH SPECIALIST	-1	010-0000-0-2425-00-0000-7700-077010-000-0000				
241003	INFORMATION TECH SPECIALIST	-1	010-0000-0-2425-00-0000-7700-077010-000-0000				
280401	MECHANIC	-1	070-0000-0-2254-00-1110-3600-723000-000-0000				
280401	MECHANIC	-1	070-0000-0-2254-00-5760-3600-724000-000-0000				
280400	MECHANIC	-1	070-0000-0-2254-00-5760-3600-724000-000-0000				
280400	MECHANIC	-1	070-0000-0-2254-00-1110-3600-723000-000-0000				
210088	PARAPROFESSIONAL	-0.75	080-6500-0-2114-00-5760-1110-650000-000-0000				SMG
210205	PARAPROFESSIONAL	-0.75	080-6500-0-2114-00-5760-1190-650000-000-0000				L.O.
210008	PARAPROFESSIONAL	-0.75	080-6500-0-2114-00-5760-1110-650000-000-0000				Britton
210030	PARAPROFESSIONAL	-0.75	080-6500-0-2114-00-5760-1120-650000-000-0000				SMG
210207	PARAPROFESSIONAL	-0.75	080-3310-0-2114-00-5760-1110-331000-000-0000				L.O.
210063	PARAPROFESSIONAL ECE	-0.75	080-6547-0-2114-00-5730-1110-654700-000-0000				ET
210039	PARAPROFESSIONAL-MTSS	-0.75	010-0000-0-2114-00-1110-1000-301010-000-0000				ET
210051	PARAPROFESSIONAL-MTSS	-0.75	010-0000-0-2114-00-1110-1000-301010-000-0000				LP
290002	STUDENT SUPERVISOR	-0.875	010-0000-0-2912-00-1110-3900-039000-021-0000				M.M.
600013	STUDENT SUPERVISOR	-0.75	010-0000-0-2912-00-1110-3900-039000-008-0000				Nordstrom
280328	VAN DRIVER	-0.5937	070-0000-0-2250-00-5760-3600-724000-000-0000				