

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: **5:01 PM**

Pledge of Allegiance

Roll Call: Victor Loesche (Chair)

Kevin Pfeil **NAME IS SPELLED INCORRECTLY Pfeil**

Don Moody

II. ADOPT AGENDA

Motion by: Ayes: **3**

Second by: Noes:

III. APPROVE MINUTES of January 17, 2024 **Terri's NAME WAS MISSPELLED IN THE MINUTES**

Motion by: Ayes: **3**

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

- **CHERYL ASKED TO KEEP CLASSIFIED STAFF IN THOUGHTS DUE TO LAYOFFS**
- **LOTS OF PEOPLE ARE ASKING WHO IS GOING OR BEING BUMPING**
- **WHY IS THE DISTRICT NOT TOUCHING THE RESERVES BUT INSTEAD LAYOFFS**
- **THERE HAS BEEN SO MUCH TRAINING FOR TEACHERS, WHY NOT CUT DOWN ON TRAINING INSTEAD OF JOBS**
- **WHEN TEACHERS ATE IN TRAINING WE ARE PAYING FOR SUBS, CONDUCTORS OF LESSONS, HOTELS, CURRICULUM ETC.**
- **THE LATEST BUDGET WAS PUBLISHED AT THE BOARD MEETING**
- **THE UNKNOWN IS SCARY TO ALL**

- **THE DO IS TRYING TO KEEP IT AS FAR FROM THE SITES& KIDS AS POSSIBLE**
- **CHERYL WILL SEND AN EMAIL TO HAVE ALL CLASSIFIED EMPLOYEES LOOK AT THE BOARD AGENDA**
- **PAT EXPLAINED DIFFERENT TYPES OF CUTS, NON REELECTS, VACANCY AND RESIGNATIONS, AND REDUCTION**
- **VICTOR MENTIONED RETIRMENTS WILL HELP**
- **TEMP EMPLOYEES AFTER 3/15 WILL HELP AS WELL**

VI. ITEMS FOR PERSONNEL ACTION

This section lists the items for Commission action.

A. Hiring Report

Pat Sanchez

Motion by: Ayes: **3**
 Second by: Noes:

- **KEVIN ASKED WHAT % OF POSITIONS ARE VACANT**
- **PAT ANSWERED APPROXIMATLY 16-20%**
- **COMMISSION ASKED IF WE COULD ADD A SECTION OF UNFILLED POSITIONS**

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

- **VICTOR WANTED TO MAKE A NOTE THAT WE ARE STILL WORKING ON COMMUNITY LIASON AND TO KEEP ON THE RADAR**
- **TRUSTEE ASKED WHAT IS HAPPENING WITH COMMUNITY LIASONS**
- **CHERYL INFORMED HER THAT THEY ASKED FOR A CLASSIFICATION STUDY BETWEEN THEM AND THE CARE TEAM, COMPARISON IN SALARY AND DUTY, CHERYL WILL SEND AN EMAIL**

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: **5:48 PM**

Motion by: Ayes: **3**
 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
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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