

MORGAN HILL UNIFIED SCHOOL DISTRICT
Personnel Commission
AGENDA

Date: April 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 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: **5:12 PM**

Pledge of Allegiance

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

II. ADOPT AGENDA

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

III. APPROVE MINUTES of February 28, 2024

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

APPROVE MINUTES of March 20, 2024

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.

None

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 announced that they were getting ready for Interest-Based Bargaining (IBB) which is the 1st time she has done this. A conversation started explaining what it was, the benefits of this type of bargaining, and some of the dos and don'ts in the process. Pat explained that the facilitator (Jun) was from PERB and it was a free service from the county to have him facilitate the bargaining as a neutral party.

There will be a membership meeting at a winery where she will explain where they are and what's coming. She also sent them a survey to get feedback on what they wanted to change.

- B. PUBLIC HEARING ON THE COMMISSION'S INTENTION TO APPOINT KEVIN PFEIL AS THE JOINT APPOINTEE TO THE PERSONNEL COMMISSION FOR THE 2023-2026 TERM (Ed. Code §45246(f))

Victor announced a 30-day window opens to appointing Kevin as commissioner

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:
- B. Modification of job requirements for **Mechanic Foreperson** job description. Pat Sanchez
Specifically removal of the requirement of qualifying for the California School Bus Drive Certificate.
Motion by: Ayes: **3**
Second by: Noes:

VII. REPORTS/INFORMATION/DISCUSSION

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

Cheryl and Pat will be facilitating a transportation retreat. They will cover better communication, set the table for the success of the staff, and model to management how to calm the waters.

A conversation was held around the Community Liaison vs Care Student Services job duties.

A conversation also spoke about the PARA work hours issue. Pat had previously instructed them to get paid for their hours and have them fill out a timesheet. Pat will work with our insurance to have more training for management on employee rights. Cheryl stated that if she is notified about a bad manager she informs Pat and he takes care of it.

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: **6:05 PM**

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

MORGAN HILL UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING

March 16, 2024– April 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:

Name	Position	Location	Start Date
Baez, Rosa	Student Supervisor	Nordstrom	04/08/24
Lazaro, Nunila	Admin Assistant I	Nordstrom	04/08/24

PROMOTIONS:

None

INCREASE IN HOURS:

None

SUBSTITUTES, LIMITED TERM ASSIGNMENT, WORKING OUT OF CLASS

SUBSTITUTES:

EMPLOYEE NAME	POSITION	LOCATION	DATE
Mojica, Gloria	SUB	Various	04/08/24

Silva, Jazmin	SUB Para/ student supervisor	Various	
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LIMITED TERM ASSIGNMENT:

None

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	-

TRANSFER:

EMPLOYEE	POSITION	FROM	TO	DATE
Villarreal, Jasmine	Student Supervisor	Live Oak	Martin Murphy	04/08/24

RESIGNATIONS, RETIREMENTS, SEPARATIONS, & LEAVE OF ABSENCE

RESIGNATIONS, RETIREMENTS, SEPARATIONS:

EMPLOYEE NAME	POSITION	SITE	REASON	TERM DATE
Lozada, Pedro	Custodian	Live Oak	Resigned	4/12/2024
Vento, Nicole	Paraprofessional	Barrett	Resigned	3/22/2024

LEAVE OF ABSENCE:

LEAVE OF ABSENCE	POSITION	SITE	Start Date	Return Date
Garcia, Nicholas	Maintenance	District Office	03/22/2024	04/22/2024

POSTING FOR TRANSFER:

CLASSIFICATION	POSTED	CLOSED
Student Supervisor, Live Oak HS	4/8/2024	4/15/2024
Custodian, Live Oak HS	4/5/2024	4/12/2024

EXAMINATIONS, INTERVIEWS, JOB DESCRIPTION

POSTING FOR NOTICE OF EXAMINATION:

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

EXAMINATION:

Classification	Date of Test	People taking test	Ranked w/ Score 70+	People Eligible
Paraprofessional	3/15/2024	3	1	2
Student Nutrition Assistant	3/20/2024	7	5	5
Dispatcher	3/27/2024	2	2	2
Student Support Specialist	4/10/2024	2	2	2

INTERVIEWS:

Classification	Date of Interview
Paraprofessional - MTSS, Los Paseos	3/18/24
Student Supervisor, Nordstrom	3/26/24

JOB DESCRIPTION UPDATE:

Mechanic Foreperson