

MORGAN HILL UNIFIED SCHOOL DISTRICT
Personnel Commission
AGENDA

Date: October 16, 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 Pfeil
Don Moody

II. ADOPT AGENDA

Motion by: Ayes:
Second by: Noes:

III. APPROVAL OF MINUTES

Approve minutes of September 18, 2024 meeting

IV. INTRODUCTIONS/PRESENTATIONS/RECOGNITION/ANNOUNCEMENTS

This is an opportunity for Personnel Commission members and staff to introduce staff members or others and to recognize accomplishments of staff 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 updates

VI. ITEMS FOR PERSONNEL COMMISSION ACTION

VII. REPORTS/INFORMATION/DISCUSSION

- A. Director's Report
- B. Commissioner's Report
- C. Hiring Report
- D. PC Task Calendar Template
- E. Hiring Report Template Revision

VIII. CONSENT ITEMS

IX. NEXT REGULAR PERSONNEL COMMISSION MEETING

Wednesday, November 20, 2024 at 5:00 p.m.
Morgan Hill Unified School District Office - Round Room
15600 Concord Circle, Morgan Hill, CA 95037

X. SUGGESTED FUTURE AGENDA ITEMS

XI. ADJOURNMENT:

Motion by: Ayes:
Second by: Noes:

MORGAN HILL UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
SEPTEMBER 18, 2024 - OCTOBER 16, 2024

TOPIC:	Hiring Report
PREPARED BY:	Pooja Kodoth, Human Resource Specialist
PRESENTED BY:	Diana Tavares, Assistant Superintendent of Human Resources
TYPE OF ITEM:	Action

NEW HIRE, PROMOTIONS, INCREASE IN HOURS

NEW HIRES:

EMPLOYEE	POSITION	LOCATION	DATE
Castillo Caro, Viridiana	Paraprofessional	SMG	09/20/24
Silva, Ruth	Administrative Assistant II	Adult Ed	10/09/24
Tello Mendez, Karla	Paraprofessional	SMG	09/16/24

PROMOTIONS:

EMPLOYEE	POSITION	LOCATION	DATE
Sanchez, Victoria	Paraprofessional	Live Oak	09/12/24
Walias, Rachelle	Paraprofessional	Paradise Valley	09/11/24

INCREASE IN HOURS:

None

SUBSTITUTES, LIMITED TERM ASSIGNMENT, WORKING OUT OF CLASS:

SUBSTITUTES:

EMPLOYEE	POSITION	LOCATION	DATE
Dalke, Traci	Sub Clerical	Martin Murphy	09/23/24
Haller, Laura	Sub Student Supervisor	Paradise Valley	08/15/24
Homen, Danielle	Sub Student Supervisor / Sub Paraprofessional	Barrett	09/13/24
Raudez, Brittney	Sub Paraprofessional	SPED	08/15/24
Saenz, Antonia	Sub Clerical	DO	09/05/24
Thompson, Nicholas	Sub Student Supervisor / Sub Paraprofessional	Central	09/19/24
Vo, Lethu	Sub Student Supervisor / Sub Paraprofessional	Various	09/18/24

LIMITED TERM ASSIGNMENT:

None

WORKING OUT OF CLASS:

NAME	POSITION	WOC POSITION	START DATE	END DATE
Valenti, Patricia	HR Specialist	HR Supervisor	08/19/23	TBD

RESIGNATIONS, RETIREMENTS, SEPARATIONS, & LEAVE OF ABSENCE

SEPARATIONS:

EMPLOYEE	POSITION	LOCATION	ACTION	DATE
Calderon, Emily	College, Career & Media Tech	SMG	Resigned	10/31/24
Underhill, James	Student Supervisor	El Toro	Resigned	10/03/24
Castillo, Viridiana	Paraprofessional	SMG	Resigned	9/23/24
Gomez, Alondra	Paraprofessional	Live Oak	Resigned	9/20/24

LEAVE OF ABSENCE:

EMPLOYEE	POSITION	LOCATION	ACTION	DATE
Beale, Mary	Paraprofessional	Walsh	LOA	9/19/24
Coreas, Haydee	Groundskeeper	Britton	LOA	9/18/24
Doyle, Caroline	Accounting Specialist	District Office	LOA	9/16/24

POSTING FOR TRANSFER:

None

POSTING FOR NOTICE OF EXAMINATION:

CLASSIFICATION	POSTED	CLOSED
Custodian Lead	10/02/24	10/23/24
GroundsKeeper	9/19/24	10/09/24
Paraprofessional	On-Going	On-Going
Sub Paraprofessional	On-Going	On-Going
School Bus Driver	On-Going	On-Going
School Linked Services Coordinator	9/23/24	10/14/24
Student Supervisor	10/08/24	10/29/24

EXAMINATION:

CLASSIFICATION	DATE OF TEST	TESTED	SCORED 70+	ELIGIBLE
Paraprofessional	10/03/24	12	11	11
Administrative Office Support- Bilingual	9/20/24	11	10	10

INTERVIEWS:

CLASSIFICATION	DATE OF INTERVIEW
Paraprofessional	10/07/24
Administrative Office Support- Bilingual	10/03/24

JOB DESCRIPTION UPDATE:

None