

MORGAN HILL UNIFIED SCHOOL DISTRICT
Personnel Commission
AGENDA

Date: November 20th, 2024
Time: 5:00 p.m.
Location: MHUSD – Board 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 October 16, 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. Community Liaison Discussion

VIII. CONSENT ITEMS

IX. NEXT REGULAR PERSONNEL COMMISSION MEETING

Wednesday, January 15th, 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

October 11, 2024 - November 13, 2024

TOPIC:	Hiring Report
PREPARED BY:	Pooja Kodoth, Classified 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
Arellano, Ivette	Admin Office Support Bilingual	District Office	10/21/2024
Malette, Sarah	Paraprofessional	EL Toro	11/07/2024
Meola, Nicolas	Student Linked Services Coordinator	District Office	11/12/2024
Phillips, Patricia	Paraprofessional	Live Oak	11/12/2024
Renteria, Makatyla	Paraprofessional	Britton	11/04/2024
Calomeni, Nicole	Paraprofessional	Barrett	10/31/2024
Fan, Juan	Paraprofessional	P A Walsh	10/28/2024
Langone, Dayna	Paraprofessional	Nordstrom	10/28/2024
Lopez, Eduardo	Groundskeeper	Grounds	11/08/2024
Saenz, Antonia	Paraprofessional	Los Paseos	11/04/2024
Torres, Nancy	Paraprofessional	Britton	11/04/2024
Valdez Jaimes, Maria	Paraprofessional	Los Paseos	10/21/2024

PROMOTIONS:

None

INCREASE IN HOURS:

None

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

EMPLOYEE	POSITION	LOCATION	DATE
Samorano, Nicole	Sub CCMT	Los Paseos	11/05/2024
Garcia Hernandez, Joel	Sub Student supervisor	Multiple	10/31/2024

LIMITED TERM ASSIGNMENT:

None

WORKING OUT OF CLASS:

NAME	POSITION	WOC POSITION	START DATE	END DATE
Jimenez, Andrew	Custodian	Lead Custodian	08/15/2024	TBD
Sanchez Salinas, Yessica	Registrar II	Administrative Assistant II	09/16/2024	TBD
Ruiz, Christina	Admin Office Support	HR Specialist	10/29/2024	TBD
Valenti, Patricia	HR Specialist	HR Supervisor	08/19/2023	10/31/2024

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

EMPLOYEE	POSITION	LOCATION	ACTION	DATE
Arreola, Virginia	Campus Supervisor	Live Oak	Resignation	10/25/2024
Cook, Dale	Bus Driver	Transportation	Resignation	11/08/2024
Eng, Rita	MTSS Paraprofessional	SMG	Resignation	10/18/2024
Gonzalez, Selena	Paraprofessional	Britton Middle	Resignation	10/01/2024
Hawk, Melanie	College Career & Media Tech	Los Paseos	Resignation	10/25/2024
Silva, Ruth	Administrative Assistant II	Adult Ed	Resignation	10/11/2024

LEAVE OF ABSENCE:

EMPLOYEE	POSITION	LOCATION	ACTION	DATE
Beale, Mary	Paraprofessional	Walsh	LOA	09/19/2024
Coreas, Haydee	Groundskeeper	Britton	LOA	09/18/2024
Doyle, Caroline	Accounting Specialist	District Office	LOA	09/16/2024
Morales Prado, Alicia	Paraprofessional	PA Walsh	LOA	11/08/2024

Valenti, Patricia	HR Specialist	District Office	LOA	10/28/2024
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POSTING FOR TRANSFER:

CLASSIFICATION	POSTED	CLOSED
Paraprofessional MTSS	10/23/2024	10/30/2024
College, Career and Media Technician	11/01/2024	11/08/2024
Custodian Lead	11/01/2024	11/08/2024

POSTING FOR NOTICE OF EXAMINATION:

CLASSIFICATION	POSTED	CLOSED
Paraprofessional	On-Going	On-Going
Sub-Paraprofessional	On-Going	On-Going
School Bus Driver	On-Going	On-Going
Custodian Lead	10/02/2024	10/23/2024
Student Supervisor (2 hours)	10/08/2024	10/29/2024
College, Career, and Media Technician	10/09/2024	10/30/2024
Student Supervisor (8 hours)	10/16/2024	11/05/2024

EXAMINATION:

CLASSIFICATION	DATE OF TEST	TESTED	SCORED 70+	Eligible
Grounds Test	10/17/2024	17	8	8
Student Link Services Coordinator	10/21/2024	13	13	13
Custodian Lead	11/01/2024	13	4	4
College, Career, and Media Technician	11/06/2024	8	5	5
Student Supervisor (2 hours)	11/08/2024	1	1	1
Student Supervisor (8 hours)	11/15/2024	TBD	TBD	TBD
Paraprofessional	11/18/2024	TBD	TBD	TBD

INTERVIEWS:

CLASSIFICATION	DATE OF INTERVIEW
Paraprofessional	10/21/2024
Groundskeeper	10/24/2024
Student Link Services Coordinator	10/25/2024
Paraprofessional MTSS	11/18/2024

JOB DESCRIPTION UPDATE:

None

24- 25 CLASSIFIED POSITIONS/ OPEN POSITIONS AS OF 11/14/2024

POSITION TITLES	TOTAL POSITIONS	VACANT POSITION
Accounting Specialist	10	-
Administrative Office Support	4	-
Administrative Office Support - BIL	1	-
Administrative Assistant I	9	-
Administrative Assistant II	6	-
Administrative Assistant III	2	-
Administrative Specialist	3	-
Administrative Specialist BIL	1	-
ASB Bookkeeper	2	-
Bus Driver	20	3
Buyer	1	-
College Career and Media Tech	10	2
Community Liaison	13	-
Custodian	20	1
Custodian Foreperson	2	-
Custodian Lead	12	1
Data Systems Analyst	2	-
Delegate Behind the wheel	1	-
Delivery Driver	1	-
Dispatcher	2	-
FACE Center Lead	1	-
Groundskeeper	10	2
Health Assistant	12	-
Human Resource Specialist	3	-
Information Technology Specialist I	5	-
Information Technology Specialist II	1	-
Job Developer Workability	1	-
Lead Farmer	2	1
Licensed Vocational Nurse	4	1
Mechanic	2	-
Mechanic Lead	1	-

Migrant Recruiter	1	-
Paraprofessional	98	7
Paraprofessional Bilingual	4	-
Paraprofessional MTSS	8	1
Registrar I	4	-
Registrar II	3	-
School Linked Services Coordinator	2	-
School Office Assistant	16	-
Sr. Maintenance technician	9	1
Student Nutrition Assistant	31	1
Student Nutrition Foreperson	2	-
Student nutrition Lead	2	-
Student Supervisor	39	3
Student Support Specialist	12	1
Student Support Specialist lead	2	-
Van Driver	2	1

Total number of positions: 399

Total open positions: 25