

MORGAN HILL UNIFIED SCHOOL DISTRICT
Personnel Commission
AGENDA

Date: January 15, 2025
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 the November 20, 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

A. Chairman/Vice Chairman Election

VII. REPORTS/INFORMATION/DISCUSSION

- A. Director's Report
- B. Commissioner's Report
- C. Hiring Report
- D. 2025-2026 Personnel Commission Budget

VIII. CONSENT ITEMS

IX. NEXT REGULAR PERSONNEL COMMISSION MEETING

Wednesday, February 26, 2025 at 5:00 p.m.
Morgan Hill Unified School District Office - Board 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

November 14 - January 10, 2025

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
Anguiano, Abigail	Groundskeeper	Maintenance	12/09/24
Diaz, Ilse	Student Supervisor	El Toro	01/06/25
Lewis, Shawna	College Career and Media Tech	Los Paseos	01/06/25
Mallette, Devin	Paraprofessional	Central	01/06/25
Martinez, Alisha	Administrative Assistant II	Adult Ed	12/04/25
Raudez, Britney	Paraprofessional	Jackson	01/06/25
Soria, Lizette	College, Career & Media Tech	San Martin Gwinn	01/06/25

PROMOTIONS:

EMPLOYEE	POSITION	LOCATION	DATE
Ruiz, Christina	HR Specialist	District Office	01/08/25

INCREASE IN HOURS:

None

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

EMPLOYEE	POSITION	LOCATION	DATE
Almaguer, Vanessa	Substitute	Various	12/11/24
Andrade Buenrostro, Jesus	Substitute	Various	11/22/24
Ayala, Rochelle	Substitute	Various	01/06/25
Cabrera, Alma	Substitute	Various	12/17/24
Haro- Gomez, Andrea	Substitute	Various	12/18/24
Madrigal, Gizel	Substitute	Various	12/04/24
Moreno Reyes, Maria Victoria	Substitute	Various	12/04/24
Pierce, Summer	Substitute	Various	12/11/24
Sabla, Awatif	Substitute	Various	01/08/25
Sabla, Hasna	Substitute	Various	11/14/24

LIMITED TERM ASSIGNMENT:

None

WORKING OUT OF CLASS:

EMPLOYEE	POSITION	WOC Position	Start DATE	End DATE
Jimenez, Andrew	Custodian	Lead Custodian	08/15/24	TBD
Sanchez Salinas, Yessica	Registrar II	Administrative Assistant II	09/16/24	TBD
Ruiz, Christina	Admin Office Support	HR Specialist	10/29/24	01/07/25

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

EMPLOYEE	POSITION	LOCATION	ACTION	DATE
Angulo Maya, Johanna	Administrative Assistant I	Sobrato	Resignation	01/06/25
Bernal, Sylvia	Student Nutrition Assistant	Student Nutrition	Resignation	12/06/24
Gonzalez Diaz, Cesar	Sr. Maintenance Technician	District Office	Resignation	01/06/25
Phillips, Patricia	Paraprofessional	Live Oak High	Resignation	11/20/24
Valenti, Patricia	Human Resource Specialist	District Office	Resignation	01/06/25
Zahedianfard, Cynthia	Administrative Assistant II	Martin Murphy	Resignation	12/09/24

LEAVE OF ABSENCE:

EMPLOYEE NAME	POSITION	SITE	START DATE
Doyle, Caroline	Accounting Specialist	District Office	09/16/24
Gonzalez, Ben	Groundskeeper	Maintenance	12/04/24
Ortiz, Yajaira	Community Liaison	El Toro	12/02/24
Wright, Kammie	Campus Supervisor	Central	08/26/24

POSTING FOR TRANSFER:

CLASSIFICATION	POSTED	CLOSED
Administrative Assistant II	12/11/24	12/17/24
Health Assistant	12/13/24	12/18/24
Administrative Assistant I	12/19/24	01/08/25
Human Resource Specialist	01/06/25	01/06/25 (All candidates declined)
Administrative Office Support	01/08/25	01/09/25 (All candidates responded)

POSTING FOR NOTICE OF EXAMINATION:

CLASSIFICATION	POSTED	CLOSED
Paraprofessional	On-Going	12/30/24
Sub-Paraprofessional	On-Going	12/30/24
School Bus Driver	On-Going	12/30/24
School Van Driver	On-Going	12/30/24
Health Assistant	01/02/25	01/22/25

EXAMINATION:

CLASSIFICATION	DATE OF TEST	TESTED	SCORED 70+	Eligible
Buyer	12/18/24	16	12	12

INTERVIEWS:

CLASSIFICATION	DATE OF INTERVIEW
Student Supervisor	12/17/24
Custodian Lead	12/20/24
HR Specialist	01/07/25

JOB DESCRIPTION UPDATE:

None

POSITIONS VACANCY TOTALS

POSITION TITLES	TOTAL POSITIONS	VACANT POSITION
Accounting Specialist	10	-
Administrative Office Support	4	1
Administrative Office Support - BIL	1	-
Administrative Assistant I	9	1
Administrative Assistant II	7	1
Administrative Assistant III	2	-
Administrative Specialist	3	-
Administrative Specialist BIL	1	-
ASB Bookkeeper	2	-
Bus Driver	20	2
Buyer	1	1
College Career and Media Tech	10	-
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	1
Health Assistant	12	1
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	97	6
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	2
Student Nutrition Assistant	31	2
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 Open positions = 28

Total Positions = 399