

**MORGAN HILL UNIFIED SCHOOL DISTRICT**  
**Personnel Commission**  
**AGENDA**

Date: February 26, 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 January 15, 2025 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 Rules and Regulations Updates

VIII. CONSENT ITEMS

IX. NEXT REGULAR PERSONNEL COMMISSION MEETING

Wednesday, March 19, 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**

**January 11, 2025 - February 21, 2025**

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

**NEW HIRE, PROMOTIONS, INCREASE IN HOURS**

**NEW HIRES:**

<b>EMPLOYEE</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>DATE</b>
Syslo, Brenda	Admin Office Support	Human Resources	02/25/2025
Schaffino, Isaac	Lead Custodian	Martin Murphy	01/17/2025
Pinkston, Todd	School Bus Driver	Transportation	01/14/2025
Reynoso, Luis	Groundskeeper	Grounds	01/13/2025

**PROMOTIONS:**

None

**INCREASE IN HOURS:**

None

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

<b>EMPLOYEE</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>DATE</b>
Ayala, Rochelle	Substitute	Various	01/06/2024
Azevedo, Diana	Substitute	Various	02/03/2025
Cardoza, Bianca	Substitute	Various	01/28/2025
Castillo Macias, Rosa	Substitute	Various	02/10/2025
Gomez, Stephany	Substitute	Various	02/03/2025
Maenera Lozano, Israel	Substitute	Various	01/28/2025
Newman, Lisa	Substitute	Various	01/23/2025
Park-Johnson, Sonya	Substitute	Various	02/12/2025
Polanco Barrera, Veronica	Substitute	Various	01/28/2025
Rachokan, Satiya	Substitute	Various	02/03/2025
Robinson, Kai	Substitute	Various	02/10/2025
Sabla, Awatif	Substitute	Various	01/08/2025
Sanchez, Karina	Substitute	Various	02/04/2025
Sanchez, Nalleli	Substitute	Various	01/07/2025
Sevilla, Sughey	Substitute	Various	01/27/2025
Vazquez Ruiz, Milca	Substitute	Various	02/07/2025

**LIMITED TERM ASSIGNMENT:**

None

**WORKING OUT OF CLASS:**

<b>NAME</b>	<b>POSITION</b>	<b>WOC Position</b>	<b>Start DATE</b>	<b>End DATE</b>
Sanchez Salinas, Yessica	Registrar II	Administrative Assistant II	12/10/2024	
Facio, Ruby	School Office Assistant	Administrative Assistant I	01/07/2025	

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

<b>EMPLOYEE</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>ACTION</b>	<b>DATE</b>
Anguiano, Abigail	Groundskeeper	Maintenance	Resigned	02/10/2025
Calicdan, Aileen	Paraprofessional	Live Oak	Resignation	01/20/2025
Doyle, Caroline	Accounting Specialist	Fiscal services	Resigned	03/03/2025
Daugherty, Bobby	Lead Custodian	Los Paseos	Terminated	02/11/2025
Escobedo Macias, Celina	Migrant Recruiter	FACE	Resignation	02/14/2025
Gonzalez, Margaret	School Bus driver	Transportation	Resignation	02/05/2025
Hamed, Abeer	Paraprofessional	Paradise Valley	Resigned	02/28/2025
Herrington, Thomas	Construction Supervisor	Bonds	Resigned	02/20/2025
Jacobo, Jayson	Custodian	Sobrato	Resigned	02/28/2025
Jenrick, Gretchen	FACE Lead	FACE	Terminated	01/31/2025
Saenz, Antonia	Paraprofessional	Los Paseos	Terminated	02/14/2025
Valdez, Brianna	School Office Assistant	Sobrato	Resignation	02/14/2025
Villasenor, Chelsea	Paraprofessional	PA Walsh	Resignation	01/31/2025
Wright, Kammie	Student Supervisor	Central	39-month Rehire List	02/05/2025

**LEAVE OF ABSENCE:**

<b>EMPLOYEE NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>START DATE</b>
Harden, Sandra	Student Nutrition Assistant	Food Services	02/07/2025
Kotoske, Paul	Sr. Maintenance Technician	District Office	01/29/2025
Lemoff, Sony	Human Resource Specialist	District Office	02/05/2025
Maquinalez Jr., Daniel	Lead Custodian	Paradise	01/14/2025

**POSTING FOR TRANSFER:**

<b>CLASSIFICATION</b>	<b>POSTED</b>	<b>CLOSED</b>
Administrative Assistant I	12/19/2024	01/08/2025
Administrative Office Support	01/08/2025	01/14/2025
Accounting Specialist	01/30/2025	02/05/2025
School Office Assistant	02/14/2025	02/18/2025

**POSTING FOR NOTICE OF EXAMINATION:**

<b>CLASSIFICATION</b>	<b>POSTED</b>	<b>CLOSED</b>
Health Assistant	01/02/2025	01/22/2025
Administrative Assistant I	01/16/2025	02/05/2025
Student Nutrition Assistant	01/16/2025	02/05/2025
Student Supervisor	01/16/2025	02/05/2025
Groundskeeper	01/16/2025	02/05/2025
Custodian	01/16/2025	02/05/2025
Accounting Specialist	01/31/2025	02/20/2025

**EXAMINATION:**

<b>CLASSIFICATION</b>	<b>DATE OF TEST</b>	<b>TESTED</b>	<b>SCORED 70+</b>	<b>Eligible</b>
Paraprofessional	01/24/2025	12	10	10
Health Assistant	01/30/2025	15	14	14
Bus Driver	02/04/2025	1	0	0
Administrative Assistant I	02/13/2025	39	36	36

**INTERVIEWS:**

<b>CLASSIFICATION</b>	<b>DATE OF INTERVIEW</b>
Administrative Assistant II	01/27/2025
Health Assistant	02/11/2025

**JOB DESCRIPTION UPDATE:**

None

**POSITIONS VACANCY TOTALS**

**Total Classified Positions = 398****Total Open Positions = 41**

<b>POSITION TITLES</b>	<b>TOTAL POSITIONS</b>	<b>VACANT POSITION</b>
Accounting Specialist	10	2
Administrative Office Support	4	-
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	4
Buyer	1	-
College Career and Media Tech	10	-
Community Liaison	13	-
Custodian	20	2
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	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	-
Licensed Vocational Nurse	4	1
Mechanic	2	-
Mechanic Lead	1	-
Migrant Recruiter	1	1
Paraprofessional	97	10
Paraprofessional Bilingual	4	-
Paraprofessional MTSS	8	1
Registrar I	4	-

Registrar II	3	-
School Linked Services Coordinator	2	-
School Office Assistant	16	1
Sr. Maintenance technician	9	2
Student Nutrition Assistant	31	2
Student Nutrition Foreperson	2	-
Student nutrition Lead	2	-
Student Supervisor	39	8
Student Support Specialist	11	-
Student Support Specialist lead	2	-
Van Driver	2	1