

MORGAN HILL UNIFIED SCHOOL DISTRICT
Personnel Commission
AGENDA

Date: March 19, 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: Kevin Pfeil (Chair)
Victor Loesche
Don Moody

II. ADOPT AGENDA

Motion by: Ayes:
Second by: Noes:

III. APPROVAL OF MINUTES

Approve minutes of the February 26, 2025 meeting.

Motion by: Ayes:
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 recognize staff and departments' accomplishments.

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. Personnel Commission Meeting Calendar for the 2025-2026 School Year
- E. PC Rules and Regulations Updates (Articles I and II)

VIII. CONSENT ITEMS

IX. NEXT REGULAR PERSONNEL COMMISSION MEETING

Wednesday, April 23, 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

TOPIC:	Hiring Report
PREPARED BY:	Pooja Kodoth, Classified Human Resource Specialist
PRESENTED BY:	Reina R. González, Supervisor of Human Resources - Personnel Commission Director
TYPE OF ITEM:	Action

NEW HIRE, PROMOTIONS, INCREASE IN HOURS

NEW HIRES:

EMPLOYEE	POSITION	LOCATION	DATE
Raudez, Britney	Paraprofessional	P.A Walsh	02/26/2025

PROMOTIONS:

EMPLOYEE	POSITION	LOCATION	DATE
Ortiz, Lorena	Health Assistant	P.A Walsh	02/25/2025

INCREASE IN HOURS:

None

SUBSTITUTES, LIMITED TERM ASSIGNMENT, WORKING OUT OF CLASS:

SUBSTITUTES:

EMPLOYEE	POSITION	LOCATION	DATE
Johnson, Alfredia	Classified Substitute	Various	03/07/2025
Alvarez, Patricia	Classified Substitute	FACE Center	03/10/2025

LIMITED TERM ASSIGNMENT:

None

WORKING OUT OF CLASS:

NAME	POSITION	WOC Position	Start DATE	End DATE
Sanchez Salinas, Yessica	Registrar II	Administrative Assistant II	12/10/2024	03/24/2025
Facio, Ruby	School Office Assistant	Administrative Assistant I	01/07/2025	03/31/2025

RESIGNATIONS, RETIREMENTS, SEPARATIONS, & LEAVE OF ABSENCE

SEPARATIONS:

None

LEAVE OF ABSENCE:

EMPLOYEE NAME	POSITION	SITE	START DATE
Browne, Neil	Senior Maintenance Technician	DO	02/19/2025

POSTING FOR TRANSFER:

CLASSIFICATION	POSTED	CLOSED
School Office Assistant	02/13/2025	02/19/2025
Student Supervisor	02/24/2025	02/28/2025
Student Supervisor	03/05/2025	03/15/2025
Custodian	02/24/2020	02/28/2025
Custodian Lead	03/03/2025	03/07/2025

POSTING FOR NOTICE OF EXAMINATION:

CLASSIFICATION	POSTED	CLOSED
School Bus Driver	02/25/2025	04/30/2025 (ongoing)
Senior Maintenance Technician	01/16/2025	03/28/2025
Family and Community Engagement Lead (FACE Lead)	03/05/2025	03/28/2025
Student Supervisor	03/05/2025	03/21/2025
Delivery Driver	02/27/2025	03/19/2025
School Office Assistant	02/26/2025	03/18/2025

EXAMINATION:

CLASSIFICATION	DATE OF TEST	TESTED	SCORED 70+	Eligible
Student Nutrition Assistant	02/24/2025	10	7	7
Student Supervisor	02/28/2025	11	4	4
Accounting Specialist	03/03/2025	10	8	8
Senior Maintenance Technician	03/05/2025	1	1	1
Grounds Keeper	03/10/2025	7	3	3

INTERVIEWS:

CLASSIFICATION	DATE OF INTERVIEW
Paraprofessional	03/06/2025
Paraprofessional	03/11/2025

JOB DESCRIPTION UPDATE:

None

POSITIONS VACANCY TOTALS**Total Classified Positions = 398****Total Open Positions = 42**

POSITION TITLES	TOTAL POSITIONS	VACANT POSITION
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	1
Licensed Vocational Nurse	4	1
Mechanic	2	-
Mechanic Lead	1	-
Migrant Recruiter	1	1
Paraprofessional	97	9

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	9
Student Support Specialist	12	-
Student Support Specialist lead	2	-
Van Driver	2	1