

ANNUAL REPORT OF ACTIVITIES

TESTS ADMINISTERED IN 2024-2025

Accounting Specialist
Administrative Assistant I
Administrative Assistant II
Administrative Assistant III
Administrative Office Support, Bilingual
Bus Driver
College Career and Media Tech
Custodian
Custodian Lead
Delivery Driver
Dispatcher
FACE Center Lead
Groundskeeper
Health Assistant
Licensed Vocational Nurse
Mechanic
Paraprofessional, Bilingual
Paraprofessional, MTSS
Paraprofessional, SPED
Paraprofessional, TK Support
School-Linked Services Coordinator
School Office Assistant
Sr. Maintenance Technician
Student Nutrition Assistant
Student Supervisor
Student Support Specialist
Van Driver

CONGRATULATIONS 2025 RETIREES!

Barbara Ahlin
William Cerdan
Maximino Covarrubias
Dianne Dalton
Ruben Gonzalez
Kenneth Pourroy
Donald Roberts
Monica Sanchez
Cheryl Van Deventer

PERSONNEL COMMISSIONERS

Commissioner Donald Moody
Board Appointee 1/2023 ~ Term expires 12/2025

Commissioner Kevin Pfeil
PC Appointee 1/2024 ~ Term expires 12/2026

Commissioner Victor Loesche
MHCEA Appointee 1/2025 ~ Term expires 12/2027

PERSONNEL COMMISSION STAFF

Reina González
Supervisor, Human Resources

Pooja Kodoth,
Human Resources Specialist, Classified Staff

Jacqueline Camarillo
Human Resources Specialist, Classified Staff

ASSISTANT SUPERINTENDENT, HR

Diana Tavares

DISTRICT SUPERINTENDENT

Dr. Carmen García

Personnel Commission

Annual Report 2024-2025



MORGAN HILL UNIFIED SCHOOL DISTRICT

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Morgan Hill, California 95037
Main: 408-201-6000
www.mhusd.org

MORGAN HILL UNIFIED SCHOOL DISTRICT

Morgan Hill Unified School District is a growing community serving approximately 8,200 students across 14 schools, including six elementary schools, two K–8 schools, two middle schools, two high schools, one continuation high school, and a Community Adult School. The District also offers an exceptional Home School Program and five specialized Focus Academies.

MHUSD employs roughly 825 qualified staff members, including certificated, classified, and administrative personnel who are dedicated to supporting the diverse needs of our students.1

Many schools in the Morgan Hill District exceed state and national norms in student performance, and several of our schools annually qualify for competitive grants for special projects.

INTRODUCTION

This 2024-2025 annual report from the Personnel Commission of Morgan Hill Unified School District is prepared in compliance with California Education Code Section 45266(a) and the Personnel Commission Rules and Regulations. This report describes the functions, responsibilities, and accomplishments of the Personnel Commission during the 2024-2025 school year.

PERSONNEL COMMISSION

The Personnel Commission is a body that oversees the hiring and promotion of classified employees based upon the fundamental principles of merit and independent of the Board of Education. Three (3) Personnel Commissioners are appointed for three (3) year staggered terms. Even though they represent different interest groups, they work together with the staff of the Human Resources Department to ensure compliance with the Merit System rules and regulations.

Personnel Commissioners are invested and committed community members who must be known adherents of the principles of the Merit System, thereby helping to ensure the highest qualified employees and fair employment practices related to classified staff within the purview of the Commission.

The Personnel Commission is responsible for maintaining a Merit System for classified employees of the School District and for fostering the advancement of a career service for such employees. To execute these responsibilities, the California Education Code provides that the Personnel Commissioner's duties shall be to classify positions, recommend salary ranges to the Board of Education based on the principle of "like pay for like work", hear appeals of disciplinary and dismissal matters, conduct fair and objective recruitment selection and appointment procedures that result in the establishment of eligibility lists to fill vacancies with qualified support staff, and prescribe rules and regulations related directly and indirectly to such described personnel practices.

The Merit System, intended to provide fairness for classified employees, was created to ensure that a district hires and promotes qualified classified employees through consistent and lawful testing and fair and impartial hiring practices. This is accomplished through a set of rules adopted by the Personnel Commission and is subject to the provisions of the California Education Code. The Merit System encompasses these basic principles and concepts:

- Hiring and promoting employees based on ability, with open competition in initial employment.
- Retaining employees based on performance.
- Correcting inadequate performance and separating those whose inadequate performance cannot be corrected.
- Training employees, as needed, for high-quality performance.

- Assuring fair treatment of all applicants and employees in all aspects of personnel administration without regard to race, color, national origin, age, religion, political affiliation, gender, mental or physical disability, sexual orientation affiliation, and with proper regard for their privacy and constitutional rights as citizens.
- Protecting employees against political coercion and prohibiting the use of official positions to affect an election or nomination for office.

SUMMARY OF PERSONNEL ACTIONS

Employees on Roll 2024-2025

Regular Employees 366

Personnel Actions 2024-2025

Appointments are as follows:

Regular	68
Limited Term	0
Transfers	6
Increased Hours	0
Work Out of Class	6
39-Month Rehires	3
Promotions	10
Resignations	64
Retirements	9
Lay Offs	0
Reduction in Hours	0

SUMMARY OF TESTING ACTIVITY

Examination Actions 2024-2025

Examinations announced	68
Examinations conducted	60
Applications received	590
Applicants tested	412