

MORGAN HILL UNIFIED SCHOOL DISTRICT
Personnel Commission
AGENDA

Date: November 18, 2020
Time: 5:00 p.m.
Location: District Office via Zoom
15600 Concord Circle
Morgan Hill, CA 95037

Join Zoom Meeting

<https://us02web.zoom.us/j/89376389915?pwd=TGorUFRJU1hHcHhSbnJDLy9rUVBLUT09>

Meeting ID: 893 7638 9915

Passcode: 7TT2uC

To make a public comment, please complete the Google Form titled MHUSD Personnel Commission Speaker Request prior to the start of the meeting: [MHUSD Personnel Commission Speaker Request](#)

I. OPEN SESSION

Meeting Called to Order:

Pledge of Allegiance

Roll Call: Pam Torrisi (Chair) _____
Tara Bevington _____
Open (MHCEA seat) _____

II. ADOPT AGENDA

Motion By: Ayes:

Second By: Noes:

III. APPROVE MINUTES of October 21, 2020 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 to recognize accomplishments of staff members and departments.

None

V. ITEMS FOR PUBLIC COMMENT AND COMMUNICATION

This opportunity for members of the public to communicate with the Commission on any item not scheduled for action.

A. MHCEA update

VI. ITEMS FOR PERSONNEL ACTION

This section lists the items for Commission action.

A. Hiring Report

Stonehouse

Motion By: Ayes:

Second By: Noes:

VII. REPORTS/INFORMATION/DISCUSSION

This section is reserved for topics of discussion by the Commission members and staff

None

VIII. ITEMS FOR PERSONNEL CONSENT

These are routine items requiring little or no separate explanation. They are acted upon in a single motion.

None

IX. ADJOURN:

Motion By: Ayes:

Second By: Noes:

**MORGAN HILL UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
October 19, 2020 – November 13, 2020**

Topic:	Hiring Report
Prepared by:	Kristin Stonehouse, Human Resources Specialist
Presented by:	Kristin Stonehouse, Human Resources Specialist
Type of Item:	Action

NEW HIRES, PROMOTIONS, INCREASE IN HOURS

New Hires:

Gilberto Miranda	Student Nutrition Assistant	Food Service	11/02/20
Jillian Sotelo	Student Nutrition Assistant	Food Service	11/04/20
Sandra Tavarez-Lambert	Student Nutrition Assistant	Food Service	11/10/20
Cynthia Prado	Student Nutrition Assistant	Food Service	11/10/20

Promotions:

None

Increase in Hours:

Adrian Hayes	Student Supervisor	From 7 to 8 hours	11/02/20
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SUBSTITUTE, LIMITED TERM ASSIGNMENT, WORKING OUT OF CLASS

Substitutes:

Martha Vielmas	Student Nutrition Assistant	Food Service	07/01/20	11/20/20
Gilberto Miranda	Student Nutrition Assistant	Food Service	08/01/20	10/30/20
Jill Sotelo	Student Nutrition Assistant	Food Service	07/01/20	11/03/20
Dylan Macias	Custodian	Various	07/01/20	06/30/21

Limited Term Assignment:

None

Working Out of Class:

Saundra Ozuna	Student Supervisor	Britton	08/10/20	12/21/20
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Transfers

Adrian Hayes	Student Supervisor	Sobrato to Live Oak	11/02/20
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RESIGNATIONS, RETIREMENTS, SEPARATIONS, & LEAVE OF ABSENCE

Christopher Amaro	Paraprofessional	San Martin Gwinn	Resigned	10/09/20
Anyancy Diaz	Paraprofessional, Bilingual	PA Walsh	Terminated	10/07/20
Alice Stine	Paraprofessional	Sobrato	Retired	12/18/20
Jennifer Wedge	School Office Assistant	Barrett	Resigned	11/20/20
Maria Murillo	Student Nutrition Asstistant	Food Service	Released	11/09/20

Leave of Absence

* signifies that leave time is being used intermittently

Noel Furtado	Bus Driver	Transportation	08/11/20	11/10/20
Karen Godwin	Bus Driver	Transportation	09/15/20	11/16/20
William Mendoza	Custodian	Murphy/Britton	08/10/20	11/18/20
Griselda Dominguez	Yard Duty	San Martin/Gwinn	08/13/20	12/18/20
Carolyn Elias	Yard Duty	Los Paseos	09/1/20	12/18/20
Ana Lozano	Yard Duty	San Martin/Gwinn	08/13/20	12/18/20
Leonor Perez Mendoza	Yard Duty	San Martin/Gwinn	08/13/20	12/18/20
Rosanna Scorsur	Yard Duty	Nordstrom	08/13/20	12/18/20
Lilia Romero	Yard Duty	PA Walsh	08/13/20	12/18/20
Tanya Connor	Yard Duty	El Toro	08/13/20	12/18/20
Adriana Contreras	Yard Duty	Los Paseos	08/13/20	12/18/20
Valerie Carr	Yard Duty	PA Walsh	08/13/20	12/18/20
Kari Ramirez	Yard Duty	Nordstrom	08/13/20	12/18/20
Brenda Sandoval	Yard Duty	Paradise Valley	08/13/20	12/18/20
Tiffany Miller	Yard Duty	Paradise Valley	08/13/20	12/18/20
Donald Roberts	Bus Driver	Transportation	09/14/20	11/01/20
Shellie DeJesus *	Student Nutrition Assistant	Food Service	10/06/20	12/21/20
Trinidad Segura	Groundskeeper	Grounds	09/21/20	12/01/20
Alma Torres Martinez	Paraprofessional	PA Walsh	10/01/20	01/03/21
Kammie Wright	Student Supervisor	Central	08/31/20	12/14/20
Rosalia Martinez	Food Service Lead	Food Service	12/01/20	01/11/21
Jannette Zaragoza	Paraprofessional	Nordstrom	11/09/20	11/30/20
Rosalba Villalobos	Custodian	PA Walsh	11/09/20	11/23/20

POSTING FOR NOTICE OF EXAMINATION

CLASSIFICATION	DEADLINE
Delegate Behind the Wheel	11/20/20

EXAMINATIONS

CLASSIFICATION	DATE OF TEST	NUMBER OF ELIGIBLES	NUMBER OF RANKS
Paraprofessional, Bilingual	11/13/20	4	3
Health Assistant	11/13/20	3	3

INTERVIEWS

CLASSIFICATION	DATE OF INTERVIEW
Student Nutrition Assistant	10/21/20
Custodian, Transfer	10/21/20
Custodian, Transfer	11/02/20

POSTING FOR TRANSFER

CLASSIFICATION	DATE OPEN
Paraprofessional, Bilingual	10/20/20
Custodian	10/23/20

MORGAN HILL UNIFIED SCHOOL DISTRICT
Personnel Commission
MINUTES

Date: October 21, 2020
Time: 5:00 p.m.
Location: District Office via Zoom
15600 Concord Circle
Morgan Hill, CA 95037

Join Zoom Meeting

<https://us02web.zoom.us/j/84756857108?pwd=N1JMb1JpZHJjdTd2cCtMKzR6Tk8zZz09>

Meeting ID: 847 5685 7108

Passcode: p3v1CR

To make a public comment, please complete the Google Form titled MHUSD Personnel Commission Speaker Request prior to the start of the meeting: [MHUSD Personnel Commission Speaker Request](#)

I. OPEN SESSION

Meeting Called to Order:

Pledge of Allegiance

Roll Call: Pam Torrisi (Chair) Present
Tara Bevington Present
Open (MHCEA seat) _____

II. ADOPT AGENDA

Motion By: T. Bevington Ayes: 2
Second By: P. Torrisi Noes: 0

III. APPROVE MINUTES of September 16, 2020 meeting

Motion By: T. Bevington Ayes: 2
Second By: P. Torrisi Noes: 0

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 members and departments.

Adam acknowledges the presentation

V. ITEMS FOR PUBLIC COMMENT AND COMMUNICATION

This opportunity for members of the public to communicate with the Commission on any item not scheduled for action.

A. MHCEA update

None

VI. ITEMS FOR PERSONNEL ACTION

This section lists the items for Commission action.

B. Hiring Report

Stonehouse

Motion By: T. Bevington Ayes: 2

Second By: P. Torrasi Noes: 0

B. Approve Job Description for Delegate Behind the Wheel Trainer

Myers

Motion By: Ayes:

Second By: Noes:

C. Approve Range 51 for Delegate Behind the Wheel Trainer

Myers

Motion By: Ayes:

Second By: Noes:

VII. REPORTS/INFORMATION/DISCUSSION

This section is reserved for topics of discussion by the Commission members and staff

None

VIII. ITEMS FOR PERSONNEL CONSENT

These are routine items requiring little or no separate explanation. They are acted upon in a single motion.

None

IX. ADJOURN:

Motion By: Ayes:

Second By: Noes:

**MORGAN HILL UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
September 14, 2020 – October 16, 2020**

Topic:	Hiring Report
Prepared by:	Kristin Stonehouse, Human Resources Specialist
Presented by:	Kristin Stonehouse, Human Resources Specialist
Type of Item:	Action

NEW HIRES, PROMOTIONS, INCREASE IN HOURS

New Hires:

None

Promotions:

None

Increase in Hours:

None

SUBSTITUTE, LIMITED TERM ASSIGNMENT, WORKING OUT OF CLASS

Substitutes:

Martha Vielmas	Student Nutrition Asst	Food Service	07/01/20	11/20/20
Gilberto Miranda	Student Nutrition Asst	Food Service	08/01/20	11/20/20
Jill Sotelo	Student Nutrition Asst	Food Service	07/01/20	11/20/20
Dylan Macias	Custodian	Various	07/01/20	06/30/21

Limited Term Assignment:

None

Working Out of Class:

Saundra Ozuna	Student Supervisor	Britton	08/10/20	12/21/20
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Transfers

None

RESIGNATIONS, RETIREMENTS, SEPARATIONS, & LEAVE OF ABSENCE

Donna Ingraham	Student Supervisor	Live Oak	Retired	09/30/20
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Leave of Absence

* signifies that leave time is being used intermittently

Rosana Almeida	Dispatcher	Transportation	8/12/20	10/08/20
Lori Method	Dispatcher	Transportation	08/03/20	10/26/20
Noel Furtado	Bus Driver	Transportation	08/11/20	10/14/20
William Mendoza	Custodian	Murphy/Britton	08/10/20	11/18/20
Donna Ingraham	Student Supervisor	Sobrato	08/18/20	09/29/20
Griselda Dominguez	Yard Duty	San Martin/Gwinn	08/13/20	12/21/20
Carolyn Elias	Yard Duty	Los Paseos	09/1/20	12/21/20
Ana Lozano	Yard Duty	San Martin/Gwinn	08/13/20	11/02/20
Leonor Perez Mendoza	Yard Duty	San Martin/Gwinn	08/13/20	11/02/20
Rosanna Scorsur	Yard Duty	Nordstrom	08/13/20	11/02/20
Lilia Romero	Yard Duty	PA Walsh	08/13/20	11/02/20
Tanya Connor	Yard Duty	El Toro	08/13/20	11/02/20
Adriana Contreras	Yard Duty	Los Paseos	08/13/20	11/02/20
Valerie Carr	Yard Duty	PA Walsh	08/13/20	11/02/20
Rosalba Villalobos	Custodian	PA Walsh	09/25/20	10/12/20
Kari Ramirez	Yard Duty	Nordstrom	08/13/20	11/02/20
Brenda Sandoval	Yard Duty	Paradise Valley	08/13/20	12/21/20
Tiffany Miller	Yard Duty	Paradise Valley	08/13/20	12/21/20
Donald Roberts	Bus Driver	Transportation	09/14/20	11/01/20
Shellie DeJesus *	Student Nutrition Assistant	Food Service	10/06/20	12/21/20
Karen Godwin	Bus Driver	Transportation	09/15/20	10/15/20
Trinidad Segura	Groundskeeper	Grounds	09/21/20	10/30/20
Alma Torres Martinez	Paraprofessional	PA Walsh	10/01/20	01/03/21
Kammie Wright	Student Supervisor	Central	08/31/20	10/08/20

POSTING FOR NOTICE OF EXAMINATION

CLASSIFICATION	DEADLINE
None	

EXAMINATIONS

CLASSIFICATION	DATE OF TEST	NUMBER OF ELIGIBLES	NUMBER OF RANKS
Groundskeeper	09/23/20	3	3
Community Liaison	09/23/20	3	3
Custodian	09/23/20	3	3
Student Nutrition Assistant	09/23/20	6	6
Sr. Maintenance Technician	09/24/20	3	3

INTERVIEWS

CLASSIFICATION	DATE OF INTERVIEW
Senior Maintenance Technician	10/01/20
Groundskeeper	10/01/20
Custodian, Transfer	10/06/20

POSTING FOR TRANSFER

CLASSIFICATION	DATE OPEN
School Office Assistant	09/15/20
Community Liaison	09/15/20
Health Assistant	09/15/20
Custodian	09/23/20
Student Supervisor	09/30/20

MORGAN HILL UNIFIED SCHOOL DISTRICT
Personnel Commission
MINUTES

Date: September 16, 2020
Time: 5:00 p.m.
Location: District Office via Zoom
15600 Concord Circle
Morgan Hill, CA 95037

Join Zoom Meeting

<https://us02web.zoom.us/j/81910361311?pwd=U1VlKyt3NzBSSEdwM1F3ZW54cy9Kdz09>

Meeting ID: 819 1036 1311

Passcode: 2vVaXL

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I. OPEN SESSION

Meeting Called to Order: 5:06 PM

Pledge of Allegiance

Roll Call: Pam Torrisi (Chair) present
Tara Bevington present
Open (MHCEA seat) _____

II. ADOPT AGENDA

Motion By: T. Bevington Ayes: 2
Second By: P. Torrisi Noes: 0

III. APPROVE MINUTES of June 17, 2020 and August 19, 2020 meeting

Motion By: T. Bevington Ayes: 2
Second By: P. Torrisi Noes: 0

IV. INTRODUCTIONS/PRESENTATIONS/RECOGNITION/ANNOUNCEMENTS

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None

V. ITEMS FOR PUBLIC COMMENT AND COMMUNICATION

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A. MHCEA update

Danielle Nunes gave presentation with “before and after” pictures showing the results of the hard work that the reassigned Transportation employees have done.

VI. ITEMS FOR PERSONNEL ACTION

This section lists the items for Commission action.

A. Hiring Report

Stonehouse

Motion By: T. Bevington Ayes: 2

Second By: P. Torrisi Noes: 0

VII. REPORTS/INFORMATION/DISCUSSION

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None

VIII. ITEMS FOR PERSONNEL CONSENT

These are routine items requiring little or no separate explanation. They are acted upon in a single motion.

None

IX. ADJOURN: 5:39 PM

Motion By: T. Bevington Ayes: 2

Second By: P. Torrisi Noes: 0