

MORGAN HILL UNIFIED SCHOOL DISTRICT
Personnel Commission
AGENDA

Date: May 28, 2019
Time: 5:00 p.m.
Location: District Office
15600 Concord Circle
Morgan Hill, CA 95037

I. OPEN SESSION

Meeting Called to Order:

Pledge of Allegiance

Roll Call: Tara Bevington _____
Steve Klem _____
Pam Torrisi _____

II. ADOPT AGENDA

Motion By: Ayes:
Second By: Noes:

III. APPROVE MINUTES OF April 17, 2019 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.

A. Recognition of Nominated Classified Employees of the Year

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

Myers

Motion By: Ayes:

Second By: Noes:

B. Adopt 2019-2020 Personnel Commission Calendar

Stonehouse

Motion By: Ayes:

Second By: Noes:

C. Review & Approve changes to Job Description- Paraprofessional, Bilingual Myers

Motion By: Ayes:

Second By: Noes:

D. Review new Job Description & Approve Range 51- Student Support Specialist, Lead

Motion By: Ayes: Myers

Second By: Noes:

VII. REPORTS/INFORMATION/DISCUSSION

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

VIII. ITEMS FOR PERSONNEL CONSENT

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

A. Adopt 2019-2020 Personnel Commission Budget

Motion By: Ayes:

Second By: Noes:

IX. ADJOURN:

Motion By: Ayes:

Second By: Noes:

**MORGAN HILL UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
April 15, 2019 – May 17, 2019**

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:

Nicholas Matsumoto	Paraprofessional	Central	04/15/19
Arturo Fonseca	Custodian	Britton	04/15/19
Parvin Assareh	Sub Paraprofessional	Various	05/01/19
Raul Villa-Letuligasenoa	Sub Information Technology Specialist I	Technology	05/06/19
Madison Shrull	Paraprofessional	El Toro	04/01/19
Catherine Dominguez	Sub Yard Duty	Adult Ed	05/07/19
Joanne Castro	Sub Yard Duty	various	05/01/19

Promotions:

Eunice Collins	Health Assistant	San Martin Gwinn	04/22/19
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Increase in Hours:

None

SUBSTITUTE, LIMITED TERM ASSIGNMENT, WORKING OUT OF CLASS

Substitutes:

Clyde Dedmon	Custodian	Various	07/01/18	06/30/19
Ethan Dedmon	Custodian	Various	07/01/18	06/30/19
Raul Suarez	Bus Driver	Transportation	8/14/2018	06/30/19
David Larson	Bus Driver	Transportation	8/14/2018	06/30/19
Frank Rael	Bus Driver	Transportation	8/14/2018	06/30/19
Jasmin Martinez Ramirez	Food Service Assistant	Live Oak Kitchen	8/14/2018	06/30/19
Cynthia Gutierrez	Custodian	various	8/17/2018	06/30/19
Gilberto Miranda	Custodian	various	8/23/2018	06/30/19
Hector Chillin	Custodian	various	09/01/18	06/30/19
Sandy Milian-Castro	Bilingual Instructional Aide	PA Walsh	01/07/19	06/07/19
Ericka Kojo	Yard Duty	Los Paseos	02/13/19	06/30/19
Shami Rials	Yard Duty	Los Paseos	02/13/19	06/30/19
Merrie Shulman	School Office Assistant	Adult Ed	03/07/19	06/07/19
Christal Kennedy	Student Supervisor	Britton	04/01/19	05/10/19
Linda Nietert	District Office Assistant	District Office	04/17/19	06/07/19
Merrie Shulman	District Office Assistant	District Office	04/22/19	06/07/19
Griselda Dominguez	Paraprofessional	Sobrato	05/02/19	06/07/19
Madison Shrull	Paraprofessional	El Toro	05/01/19	06/07/19
Julia Sibley	Student Supervisor	Britton	05/09/19	06/07/19

Limited Term Assignment:

Elizabeth Lange	Paraprofessional	Central - PRESS	10/02/18	06/07/19
Ana Verdin	Paraprofessional	Britton	02/06/19	06/07/19
Yvette Revelez	Paraprofessional	Britton	03/15/19	06/07/19
Tina Baleria	Paraprofessional	Los Paseos	02/04/19	06/07/10
Greg Lee	Van Driver	Transportation	03/31/19	06/07/19

Working Out of Class:

None

TRANSFERS

None

RESIGNATIONS, RETIREMENTS, SEPARATIONS, & LEAVE OF ABSENCE

Darrell Tollison	Sr Maintenance Technician	Central	Retired	06/30/19
Marissa Lopez	Paraprofessional	Special Ed	Resigned	04/17/19
Christianna Carlen	Paraprofessional	Paradise Valley	Resigned	05/31/19
Denise Pizarro	Paraprofessional	Live Oak	Retired	06/07/19
Natalie Simoneau	Health Assistant	Britton	Resigned	06/07/19
Alina Scolinos	Paraprofessional	Los Paseos	Resigned	06/07/19
Ausencio Quezada	Groundskeeper/MOTT Mower	Grounds	Retired	06/28/19
Ian Tumacder	Bus Driver	Transportation	Resigned	05/17/19
Maria Romero	Migrant Recruiter	Migrant Dept	Retired	06/28/19
Cathy Cano	Job Developer	Special Ed	Resigned	07/20/19
Karen Smith	Administrative Secretary I	Live Oak	Retired	07/31/19

Leave of Absence

* signifies that leave time is being used intermittently

Marissa Lopez	Paraprofessional	Central	11/13/18	04/14/19
Anyancy Diaz	Bilingual Instructional Aide	PA Walsh	12/18/18	05/22/19
John Bynum	Bus Driver	Transportation	01/31/19	04/30/19
Karen Perez	ADA Administrative Reader	Sobrato	02/25/19	06/07/19
Jayne Giangreco	Executive Secretary	District Office	03/03/19	03/22/19
Maria Elena Miller	Paraprofessional	Barrett	03/15/19	06/07/19
Jocelyn Brault-Hamilton	School Office Assistant	Los Paseos	03/11/19	04/08/19
Adrian Hayes	Student Supervisor	Britton	03/27/19	06/07/19

POSTING FOR NOTICE OF EXAMINATION

CLASSIFICATION	DEADLINE
Migrant Recruiter/Home Liaison	05/31/19
Staff Secretary	05/31/19

EXAMINATIONS

CLASSIFICATION	DATE OF TEST	NUMBER OF ELIGIBLES	NUMBER OF RANKS
NCLB	04/26/19	1	n/a
NCLB	05/03/19	6	n/a
Executive Secretary	05/09/19	6	6
Community Liaison	05/10/19	6	6
School Office Assistant	05/03/19	18	10
School Van Driver	05/14/19	7	6
Food Service Assistant	05/14/19	3	3
Information Technology Specialist I	05/14/19	5	5
Satellite Food Service Assistant	05/14/19	6	5
Lead Custodian	05/16/19	6	4
Library Technician	05/16/19	4	2

INTERVIEWS

CLASSIFICATION	DATE OF INTERVIEW
Executive Secretary	05/17/19

POSTING FOR TRANSFER

CLASSIFICATION	DATE OPEN
Food Service Assistant	05/13/19

MORGAN HILL UNIFIED SCHOOL DISTRICT
Personnel Commission
MINUTES

Date: April 17, 2019
Time: 5:00 p.m.
Location: District Office
15600 Concord Circle
Morgan Hill, CA 95037

I. OPEN SESSION

Meeting Called to Order:

Pledge of Allegiance

Roll Call:	Steve Klem	<u>Present</u>
	Pam Torrisi	<u>Present</u>
	Tara Bevington	<u>Present</u>

II. ADOPT AGENDA

Motion By:	T. Bevington	Ayes: 3
Second By:	P. Torrisi	Noes: 0

III. APPROVE MINUTES OF March 20, 2019 meeting

Motion By:	T. Bevington	Ayes: 3
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.

Employee Recognition will be coming at the May meeting

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

Eileen Neuder, Health Assistant at Martin Murphy and current MHCEA Site Representative spoke.

The migrant position was discussed.

VI. ITEMS FOR PERSONNEL ACTION

This section lists the items for Commission action.

A. Hiring Report

Myers

Motion By: P. Torrisi Ayes: 3

Second By: T. Bevington Noes: 0

VII. REPORTS/INFORMATION/DISCUSSION

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

A. Budget Questions

Myers

Commission requested budget actuals for 2018-19 be brought to the May meeting. Final 2019-20 Budget will come in May for vote.

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: T. Bevington Ayes: 3

Second By: P. Torrisi Noes: 0