

MORGAN HILL UNIFIED SCHOOL DISTRICT
Personnel Commission
AGENDA

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) _____
Tara Bevington _____
Open (MHCEA seat) _____

II. ADOPT AGENDA

Motion By: Ayes:
Second By: Noes:

III. APPROVE MINUTES of September 16, 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:

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 of “before and after” pictures showing the hard work of the reassigned Transportation employees.

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

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None

IX. ADJOURN: 5:39 PM

Motion By: T. Bevington Ayes: 2

Second By: P. Torrisi Noes: 0