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MORGAN HILL UNIFIED SCHOOL DISTRICT

Morgan Hill Unified School District is a growing community with 13 schools, (6 elementary, 2 K-8 schools, 2 middle schools, 2 high schools and 1 continuation high school) serving 8600 students in grades K-12. MHUSD also has a Community Adult School, an exceptional Home School Program and includes 5 Focus Academies. The District employs more than 750 highly qualified certificated, classified, and administrative staff members to support the varying needs of the District's students.

Many schools in the Morgan Hill District are above state and national norms in student performance and many of our schools annually qualify for competitive grants for special projects.

INTRODUCTION

This 2019-2020 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 2019-2020 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. There are three (3) Personnel Commissioners, appointed for three (3) year staggered terms, and even though they represent different interest groups, they work together with the staff of the Human Resources Department in order 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 Commissioners 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 on the basis of ability, with open competition in initial employment.
- Retaining employees on the basis of 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, sex orientation affiliation and with proper regard for their privacy and constitutional rights as citizens.

- Protecting employees against political coercion and prohibiting use of official positions to affect an election or nomination for office.

PERSONNEL COMMISSIONERS

Commissioner Tara Bevington
Board appointed 2/2019 ~ Term expires 12/2022

Commissioner Pam Torrisi
PC appointed 5/2017 ~ Term expires 12/2021

Commissioner Steve Klem passed away March 12, 2020.
MHCEA appointed 12/2014~ Term expires 12/2020

The Commission experienced a personal loss with the death of the MHCEA appointed Commissioner, Steve Klem on March 12, 2020.

PERSONNEL COMMISSION STAFF

Fawn Myers,
Assistant Superintendent, Human Resources

Kristin Stonehouse,
Human Resources Specialist, Classified Staff

DISTRICT SUPERINTENDENT

Steve Betando

SUMMARY OF PERSONNEL ACTIONS

Employees on Roll 2019-2020

Regular Employees 346
(includes Yard Duty Classified Staff hired 1/7/2019)

Personnel Actions 2019-2020

Appointments as follows:

Regular	67
Limited Term	3
Transfers	10
Increased Hours	7
Work out of Class	2
39 Month Rehires	0
Promotions	14
Resignations	30
Did not pass Probation	2
Termed	3
Retirements	13
Lay Offs	9
Reduction in hours	0

PERSONNEL COMMISSION ACCOMPLISHMENTS for 2019-2020

- Aligned Bilingual Instructional Aide and Paraprofessional job description to create additional transfer opportunities
- Established range and approved job description for Student Support Specialist Lead position
- Approved new job description of Student Nutrition Assistant, merging Food Service Asst. and Satellite Food Service Asst. Aligned range of pay to make all at Range 36
- In the face of COVID-19, the Commission maintained their 19-20 meeting calendar, established their 20-21 budget and meeting calendar, modified remote testing for one classification and continued to hire to fill critical open positions.

ANNUAL REPORT OF ACTIVITIES

TESTS ADMINISTERED IN 2019-2020

Mechanic
Student Support Specialist Lead
Student Supervisor
Custodian
Paraprofessional
Community Liaison
Student Nutrition Assistant
Library Technician
Yard Duty
Student Support Specialist
Staff Secretary Bilingual
Groundskeeper
Information Technology Specialist II
Data Systems Analyst

SUMMARY OF TESTING ACTIVITY

Examination Actions 2019-2020

Examinations announced	33*
Examinations conducted	19
Applications received	681
Applicants tested	190**

* 14 tests were not able to take place due to the COVID Shelter-in-Place order.

** 238 Applicants were not able to test in 2019-20 due to the COVID Shelter-in-Place order

CONGRATULATIONS 2019-2020 RETIREES!

Dennis Chavez
Cathy Podawiltz
Todd Walker
George Witzel
Adam Camus
Christy Thompson
Wesley Stinson
Mary Lee
Victoria Brummel
Steven Schrieber
Isabel Cabatic
Keala Stibbard
Evelyn Larson

