
ANNUAL REPORT OF ACTIVITIES

TESTS ADMINISTERED IN 2020-2021

Administrative Assistant I
Administrative Assistant III
Administrative Specialist Bilingual
ASB Bookkeeper
Bus Driver
Community Liaison
Custodian
Custodian Lead
Delegate Behind the Wheel
Dispatcher
Family & Community Engagement Lead
Groundskeeper
Health Assistant
Human Resources Specialist
Information Technology Specialist I
Information Technology Specialist II
Library Technician
Paraprofessional
Paraprofessional, Bilingual
School Office Assistant
Sr. Maintenance Technician
Staff Secretary
Student Nutrition Assistant
Student Supervisor
Student Support Specialist
Yard Duty



SUMMARY OF TESTING ACTIVITY

Examination Actions 2020-2021

Examinations announced	26
Examinations conducted	22
Applications received	482
Applicants tested	208

CONGRATULATIONS 2020-2021 RETIREES!

Angel Sierra
Donna Ingraham
Alice Stine
Kalpana Bhalala
Tessie Hobbs
Pamela Younce
Tracie Shumate
Robert Hanley
Elizabeth Dowler

PERSONNEL COMMISSIONERS

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

Commissioner Pam Torrisi
PC appointed 5/2017 ~ Term expires 12/2023

Commissioner Victor Loesche
MHCEA appointed 2/2021 ~ Term expires 12/2024

PERSONNEL COMMISSION STAFF

Fawn Myers,
Assistant Superintendent, Human Resources

Kristin Stonehouse,
Human Resources Specialist, Classified Staff

DISTRICT SUPERINTENDENT

Steve Betando

Personnel Commission

Annual Report 2020-2021



MORGAN HILL UNIFIED SCHOOL DISTRICT

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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 8200 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 almost 800 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 2020-2021 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.

SUMMARY OF PERSONNEL ACTIONS

Employees on Roll 2020-2021

Regular Employees 317
(includes Yard Duty Classified Staff)

Personnel Actions 2020-2021

Appointments as follows:

Regular	35
Limited Term	0
Transfers	5
Increased Hours	4
Work out of Class	3
39-Month Rehires	2
Promotions	5
Resignations	27
Did not pass Probation	0
Termed	4
Retirements	9
Lay Offs	9
Reduction in hours	0

PERSONNEL COMMISSION ACCOMPLISHMENTS for 2020-2021

- Personnel Commission approved a job description and set the salary for:
 - Delegate Behind the Wheel Trainer in Transportation
 - Family and Community Engagement Lead
- Personnel Commission approved a new range of pay for Community Liaison
- Personnel Commission approved a new range of pay for Student Supervisor
- A commissioner was selected to fill the open seat representing the Classified Bargaining Association (MHCEA)
- Commissioners completed the Merit Academy