

**MORGAN HILL UNIFIED SCHOOL DISTRICT**  
**Personnel Commission**  
**AGENDA**

Date: January 19, 2022  
Time: 5:00 p.m.  
Location: MHUSD – Board Room  
15600 Concord Circle  
Morgan Hill, CA 95037

These meetings will no longer be taking place via Zoom. The meetings will return to in person and will again meet in the Board Room of the District Office. Address is above.

To make a public comment, you can continue to use the [MHUSD Personnel Commission Speaker Request](#) form prior to the start of the meeting. Your name will be called at the appropriate time and you will have THREE minutes to speak.

I. OPEN SESSION

Meeting Called to Order:

Pledge of Allegiance

Roll Call: ~~Pam Ferrisi~~ OPEN

Tara Bevington (Chair)

Victor Loesche

II. ADOPT AGENDA

Motion by:

Ayes:

Second by:

Noes:

III. APPROVE MINUTES of November 17, 2021

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.*

Michael Jochner, Director of Student Nutrition and Records Retention – presentation on Lead Farmer position

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. Approve Range 48 for Lead Farmer position Myers

Motion by: Ayes:

Second by: Noes:

B. Hiring Report Eldredge

Motion by: Ayes:

Second by: Noes:

VII. REPORTS/INFORMATION/DISCUSSION

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

A. Staffing updates Myers

B. Discuss Personnel Commission Appointed position which is open Myers

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  
November 15, 2021 – January 7, 2022**

Topic:	Hiring Report
Prepared by:	Vahlya Eldredge, Human Resources Specialist
Presented by:	Vahlya Eldredge, Human Resources Specialist
Type of Item:	Action

**NEW HIRES, PROMOTIONS, INCREASE IN HOURS**

**New Hires:**

Courtney McMains	Human Resources Specialist	District Office	11/22/21
Alicia Morales	Paraprofessional, Bilingual	Walsh	11/29/21
Karen Mali	Paraprofessional	Live Oak	11/01/21
Jumana Ziedan	Paraprofessional	Walsh	11/01/21
Nancy Jackson	Administrative Assistant I	Walsh	12/13/21
Donald Roberts	Groundskeeper	Grounds	12/13/21
Tracey James	Administrative Office Support	Facilities	12/07/21
Maria Elena Wilde	School Office Support	Britton	12/13/21
Phyllis Brule	Administrative Office Support	District Office	12/13/21
Katherine Shores	Paraprofessional	Live Oak	11/29/21
Antonia Saenz Duran	Paraprofessional, Bilingual	Live Oak	01/03/22
Sandra Guichard	Administrative Assistant II	San Martin/Gwinn	01/03/22
Haydee Coreas	Groundskeeper	Grounds	01/03/22
Nancy Herrera	Administrative Assistant I	Live Oak	01/03/22
Shannon Hoyle	Yard Duty	Nordstrom	01/04/22
Monica Davis	Yard Duty	Nordstrom	01/04/22
Ricky Carrillo	Director of Grounds and Maintenance	District Office	01/03/22
Jill Jones	Yard Duty	Paradise Valley	01/10/22
Mary Anne Panganiban	Yard Duty	Paradise Valley	01/10/22
Carla Rutter	Yard Duty	Los Paseos	01/10/22
Tracey Phillips Edman	Paraprofessional	Los Paseos	01/10/22
Katie Paulson	Paraprofessional	Paradise Valley	01/10/22
Lady Fregoso	School Van Driver	Transportation	01/10/22
Olivia Venneman	Yard Duty	El Toro	01/18/22

**Promotions:**

None

**Increase in Hours:**

Karen Mali	Paraprofessional, 5 to 6 hours	Live Oak	11/01/21
Jumana Ziedan	Paraprofessional, 5 to 6 hours	Walsh	11/01/21

**SUBSTITUTE, LIMITED TERM ASSIGNMENT, WORKING OUT OF CLASS****Substitutes:**

Alicia Morales Prado	Paraprofessional	PA Walsh	8/12/2021	11/28/21
Tracey James	DO Assistant	Facilities	8/10/2021	12/06/21
Piper Dietz	Sub Paraprofessional	Britton	10/04/21	12/31/21
Yolanda Barba-Saavedra	Sub Student Nutrition Assistant	Food Service	10/04/21	12/31/21
Jestina Medina	Sub Paraprofessional	Martin Murphy	10/11/21	12/31/21
Stephen Ferrand	Sub Student Supervisor	Britton	10/11/21	12/31/21
Paul Adams	Sub Student Supervisor	Martin Murphy	10/18/21	12/31/21
Maria Jaime	Sub Student Nutrition Assistant	Food Service	09/01/21	12/31/21
Veronica Polanco Barrera	School Office Assistant	Los Paseos	01/03/22	01/05/22
Sarah Brown	Sub Paraprofessional	San Martin/Gwinn	09/01/21	01/08/22
Katie Paulson	Sub Paraprofessional	Paradise Valley	10/04/21	01/09/22
Tracey Edman	Sub Paraprofessional	Los Paseos	12/06/21	01/09/22
Alexis Diaz Erasco	Sub Yard Duty	Barrett	10/11/21	06/03/22
Nicole Cabrerros	Sub Yard Duty	Barrett	10/18/21	06/03/22
Karla Negrete	Sub Yard Duty	PA Walsh	10/07/21	06/03/22
Kristen Wingenbach	Sub Yard Duty	Nordstrom	10/22/21	06/03/22
Melanie Rodriguez	Sub Student Nutrition Asst	Food Service	10/04/21	06/03/22
Isabel Flores Rodriguez	Sub Paraprofessional	San Martin/Gwinn	11/08/21	06/03/22
Ernestina Barrios	Sub Custodian	San Martin/Gwinn	11/12/21	06/03/22
Jayson Jacobo	Custodian	various	7/1/2021	06/30/22
Jorge Dominguez	Custodian	various	7/1/2021	06/30/22
Nathan Morales	Custodian	various	7/1/2021	06/30/22
Raul Suarez	Bus Driver	Transportation	08/12/21	06/30/22
Jaymie Fuentes	Sub Yard Duty	Paradise Valley	09/01/21	06/30/22
Maria Ortega	Sub Yard Duty	Paradise Valley	09/01/21	06/30/22
Lorena Ortiz	Sub Yard Duty	Paradise Valley	09/01/21	06/30/22
Amanda Pors	Sub Yard Duty	Nordstrom	09/01/21	06/30/22
Cinty Stoner	Sub Yard Duty	Paradise Valley	09/01/21	06/30/22
James Underhill	Sub Yard Duty	El Toro	09/06/21	06/30/22
Jorge Chaves	Sub Custodian	various	10/11/21	06/30/22

Valentine Olarte	Sub Custodian	various	10/11/21	06/30/22
Leandro Rangel	Sub Custodian	various	10/11/21	06/30/22
Robert Hanley	Mechanic	Transportation	01/03/22	06/30/22
Keryllos Gergawy	It Specialist I	District Office	01/03/22	03/31/22
Kristin Carlson	Yard Duty	San Martin/Gwinn	01/04/22	06/03/22
Monica Romero	School Office Assistant	Ann Sobrato	01/04/22	02/01/22
Patricia Barraza	Sub Paraprofessional	Barrett	01/12/22	06/03/22

**Limited Term Assignment:**

Maryann Obina	Sub Health/School Office Assistant	El Toro	10/11/21	06/03/22
John Pederson	Sub Health/School Office Assistant	Sobrato	10/11/21	06/03/22
Ann Bueno	Sub Health/School Office Assistant	Jackson	10/18/21	06/03/22
Andrea Reynolds	Sub Health/School Office Assistant	Los Paseos	01/12/22	06/03/22
Emily Segovia	Sub Health/School Office Assistant	Britton	01/18/22	06/03/22

**Working Out of Class:**

Kari Ramirez	School Office Assistant	Nordstrom	12/01/21	01/03/22
Beth Newquist	Administrative Assistant I	Nordstrom	10/25/21	01/03/22
Haydee Coreas	Groundskeeper	Grounds	01/03/22	06/30/22

**Transfers**

None

**RESIGNATIONS, RETIREMENTS, SEPARATIONS, & LEAVE OF ABSENCE**

Henry Plaza	Groundskeeper	Grounds	Resigned	11/01/21
Maria Elena Wilde	Fam & Com Engagement Lead	District Office	Resigned	12/10/21
Frida Ross	School Office Assistant	Britton	Resigned	12/03/21
Natasha Meza	Administrative Assistant I	Live Oak	Resigned	12/03/21
Karen Hass	Administrative Office Support	District Office	Retired	12/29/21
Michele Bergeron	Administrative Office Support	District Office	Retired	12/30/21
Berhan Araya	Paraprofessional	Live Oak	Resigned	12/30/21
Eunice Collins	Health Assistant	San Martin Gwinn	Resigned	12/31/21
Celia Dolores Leyva	Paraprofessional	PA Walsh	Resigned	01/27/22
Elizabeth Burke	Student Supervisor	Britton	Resigned	01/03/22

## Leave of Absence

\* signifies that leave time is being used intermittently

Eunice Collins	Health Assistant	San Martin/Gwinn	08/30/21	11/29/21
Margarita Avina	Student Support Specialist	Migrant Dept.	09/22/21	12/2/21
Margarita Avina	Student Support Specialist	Migrant Dept.	12/02/21	04/04/22
Julia Kolb	Paraprofessional	San Martin/Gwinn	10/27/21	01/03/22
Susan Saba	Administrative Assistant I	Nordstrom	10/15/21	01/03/22
Lori Method	Paraprofessional MTSS	El Toro	01/03/22	05/31/22
Alicia Rivas	Health Assistant	Britton	11/29/21	12/06/21
Trinidad Segura	Groundskeeper	Grounds	11/18/21	03/01/22
Diane Ponce	Yard Duty	Jackson	12/13/21	06/13/22
Felicia Britton	Career/Job Training Coordinator	District Office	01/20/22	02/04/22
Kirsten Perez	Deputy Superintendent	District Office	01/10/22	01/24/22
Leonor Perez Mendoza	Yard Duty	San Martin/Gwinn	01/03/22	01/17/22
Julia Sibley	Registrar I	Martin Murphy	01/14/22	01/31/22

## POSTING FOR TRANSFER

CLASSIFICATION	DEADLINE
None	

## POSTING FOR NOTICE OF EXAMINATION

CLASSIFICATION	DEADLINE
School Bus Driver	Continuous
Mechanic	Continuous

## EXAMINATIONS

CLASSIFICATION	DATE OF TEST	NUMBER OF ELIGIBLES	NUMBER OF RANKS
Student Support Specialist	11/17/21	16	10
Administrative Office Support	11/18/21 12/14/21	9	7
Administrative Assistant I	11/19/21	11	8
Administrative Assistant II	12/10/21	10	9
Paraprofessional	12/13/21	12	9
SLS Coordinator	01/07/22	7	7

## **INTERVIEWS**

<b>CLASSIFICATION</b>	<b>DATE OF INTERVIEW</b>
Groundskeeper	11/17/21
Administrative Assistant I – Transfer	11/18/21
Paraprofessional	11/18/21
Administrative Office Support	12/03/21
School Office Assistant	12/03/21
Administrative Assistant I	12/13/21
Student Support Specialist	12/14/21
Administrative Assistant II	12/15/21
Paraprofessional	12/17/21

**MORGAN HILL UNIFIED SCHOOL DISTRICT**  
**Personnel Commission**  
**MINUTES**

Date: November 17, 2021  
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15600 Concord Circle  
Morgan Hill, CA 95037

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I. OPEN SESSION

Meeting Called to Order: 5:02 PM

Pledge of Allegiance

Roll Call: Pam Torrisi (Chair) Present  
Tara Bevington Present  
Victor Loesche Present

II. ADOPT AGENDA

Motion by: V. Loesche Ayes: 3  
Second by: P. Torrisi Noes: 0

III. APPROVE MINUTES of October 20, 2021 and Special Meeting on October 26, 2021

Motion by: V. Loesche 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.*

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 – In the process of nominations.



VI. ITEMS FOR PERSONNEL ACTION

*This section lists the items for Commission action.*

A. Hiring Report

Eldredge/Stonehouse

Motion by: V. Loesche

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. Staffing updates

Myers

The extra staffing that we are adding to front offices and sites is greatly reducing the stress on the front office. Transfers continue to go out as well as testing.

B. Choose New Chairperson

Stonehouse

Tara Bevington chosen for Chairperson for 2022.

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: 5:15 PM

Motion by: V. Loesche

Ayes: 3

Second by: T. Bevington

Noes: 0

	<h2>Lead Farmer</h2>	<p style="text-align: center;"><b>Classified Position</b></p> <p><b>Initial Date: December 10, 2021</b></p> <p><b>Board Approval:</b></p> <p><b>Revision Date:</b></p> <p><b>Personnel Commission: January 19, 2022</b></p> <p><b>Range:</b></p> <p><b>Reports to Director of Student Nutrition</b></p>
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**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under general supervision of the Director of Student Nutrition, performs technical tasks and duties within the Freight Farm and with other farming initiatives that require specialized training related to planting, growing, and harvesting of hydroponic and other crops for the purpose of providing hyper-local food sources for the Student Nutrition program. This position requires skill in organizing, planning, scheduling, and delivering food products in close coordination with the operations and menu planning of the Student Nutrition Department. This position receives limited supervision and requires the ability to communicate the purpose, schedule, implementation of the farm program with site personnel across the District, including being a resource for student educational programs related to farming and nutrition.

**REPRESENTATIVE DUTIES:**

- Responsible for overseeing the Freight Farm and other farming initiatives, as assigned, including: planting, cultivating, monitoring growth of food crops, inspecting quality, harvesting, and reporting areas of concern to the Director of Student Nutrition.
- Works with Director of Student Nutrition with short and long term organizing and planning of crops to ensure coordination with calendar of operations and menu services for students
- Maintains inventory control, requisitions necessary parts and supplies, and assists with maintaining the overall budget of the farming operations
- Performs minor and routine maintenance related to the hydroponics system, including plumbing and electrical
- Maintains clean and organized areas of the Freight Farm, adhering to guidelines for a pesticide-free environment; for outdoor farming areas, works with site personnel to create crop guidelines and farming safety protocols; cleans and maintains facilities including but not limited to; sweeping , power washing and picking up debris
- Operates and performs maintenance on tools and related equipment
- Performs loading and hauling including but not limited to equipment and grounds supplies
- Performs watering audits including watering schedules and setting and adjusting irrigation and necessary nutritional additives, including monitoring the hydroponics system remotely via the app
- Prepares reports for the Director of Student Nutrition, as requested, regarding growth patterns, production, costs, incidents, sustainability, and other matters
- Operates District delivery vehicles, forklifts, and other warehouse tools and equipment

- Delivers harvested farm items, as well as any other food items, to school sites as scheduled
- Maintains a variety of records and logs related to deliveries
- Performs routine maintenance and servicing of vehicle including cleaning and adding gasoline, oil, and other fluids, reporting incidents or the need for repairs and servicing directly to the Director of Student Nutrition
- As requested by the Director of Student Nutrition, may serve as a District representative to community or educational forums related to hyper-local farming, sustainability, and student-centered food programs
- As requested by the Director of Student Nutrition, may work directly with students and educational programs related to the growth of crops in the Freight Farm and outdoor farms
- As needed and requested by the Director of Student Nutrition, may be assigned to perform duties within the central kitchen, including loading, unloading, preparing, and serving food
- Performs other related duties similar to the above in scope and functions, as assigned

#### **KNOWLEDGE AND ABILITIES:**

- Knowledge and ability to maintain hydroponic farming and its computer-based, Internet dependent system
- Ability to plan and execute a tightly controlled schedule of crops, calculating planting, cultivating, harvesting, and delivery of requested food items
- Knowledge of methods and supplies used in hydroponics planting, cultivating and harvesting or ability to learn these methods
- Ability to maintain spreadsheets with estimates of labor and material costs
- Ability to work in a highly autonomous capacity in a confined shipping container for sustained periods of time
- Ability to trouble-shoot and repair electrical and plumbing systems related to the Freight Farm and other farm initiatives
- Ability to work effectively and safely around students and exercise good judgment and due caution in the performance of assigned duties
- Ability to present, as needed, to various stakeholders on hyper-local farming, sustainability, and Student Nutrition education initiatives
- Knowledge of safety principles related to maintenance and equipment including safe use and storage of all chemicals and other farming supplies
- Knowledge of safe operation and usage of tools, equipment, appropriate facility safety
- Ability to communicate clearly and effectively to establish and maintain strong working relationships with site personnel across the District
- Ability to learn more advanced and innovative farming methods related but not limited to water conservation, land management, hydroponics, and sustainability

#### **EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent is required
- Three (3) years of experience, background, or demonstrated interest in food preparation, production, and sustainable farming is desired

- Two (2) years of experience with demonstrated success in trouble-shooting and problem-solving in a formal or informal leadership capacity

**LICENSES AND OTHER REQUIREMENTS:**

- Requires a valid California driver's license
- May require pre-employment physical examination

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Indoors and outdoors
- Temperature-normal climate, occasional adverse weather conditions

**PHYSICAL DEMANDS:**

- Moderate to high stress level
- Moderate to strenuous physical effort including lifting up to 60 pounds
- Standing, sitting, and/or walking for extended periods
- Reaching overhead, above the shoulders and horizontally, bending at the waist, kneeling, crouching, pushing, pulling, twisting, turning, climbing ladders
- Dexterity of hand and fingers to operate tools and equipment;
- Seeing to perform duties
- Hearing, speaking, and reading to exchange information and working with and around equipment

**HAZARDS:**

- Chemical exposure, gasoline, oil, solvents
- Occasional exposure to dust, fumes, gasses, odors, blood borne pathogens and feces
- Occasional exposure to noise and vibrations

**EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.