MORGAN HILL UNIFIED SCHOOL DISTRICT
Personnel Commission
AGENDA

Date:   September 21, 2022
Time:   5:00 p.m.
Location:   MHUSD – Board Room
            15600 Concord Circle
            Morgan Hill, CA 95037

To make a public comment, cards will be available at the meeting. Cards must be turned in 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:   Tara Bevington (Chair)
               Victor Loesche
               Kevin Pfeil

II. ADOPT AGENDA
    Motion by:   Ayes:
    Second by:   Noes:

III. APPROVE MINUTES of August 17, 2022
     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.

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

Motion by: V. Eldredge
Ayes:
Second by: Noes:

B. Approve job description for Supervisor of Student Services and Enrollment

Motion by: F. Myers
Ayes:
Second by: Noes:

C. Approve rate of pay for Supervisor of Student Services and Enrollment

Motion by: F. Myers
Ayes:
Second by: Noes:

D. Approve job description for Data Systems Analyst

Motion by: F. Myers
Ayes:
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.

IX. ADJOURN:

Motion by: Ayes:
Second by: Noes:
NEW HIRES, PROMOTIONS, INCREASE IN HOURS

New Hires:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fabiola Mateo Rivera</td>
<td>Bus Driver</td>
<td>Transportation</td>
<td>08/12/22</td>
</tr>
<tr>
<td>Alexis Cuevas</td>
<td>Student Nutrition Assistant</td>
<td>Food Service</td>
<td>08/11/22</td>
</tr>
<tr>
<td>Benjamin Hagiperos</td>
<td>Student Supervisor</td>
<td>Sobrato</td>
<td>09/12/22</td>
</tr>
<tr>
<td>Sandy Spencer</td>
<td>Dispatcher</td>
<td>Transportation</td>
<td>09/19/22</td>
</tr>
</tbody>
</table>

Promotions: None

Increase in Hours: None

SUBSTITUTE, LIMITED TERM ASSIGNMENT, WORKING OUT OF CLASS

Substitutes:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melisa Rowda</td>
<td>School Office Assistant</td>
<td>Britton</td>
<td>09/12/22</td>
</tr>
<tr>
<td>Jonathan Borello</td>
<td>IT Specialist I</td>
<td>District Office</td>
<td>09/08/22</td>
</tr>
<tr>
<td>Jolie Christensen</td>
<td>Student Nutrition Assistant</td>
<td>Sobrato</td>
<td>08/16/22</td>
</tr>
<tr>
<td>Juan Zaragoza</td>
<td>Student Supervisor</td>
<td>San Martin Gwinn</td>
<td>08/19/22</td>
</tr>
<tr>
<td>Lucy Valencia</td>
<td>Student Supervisor</td>
<td>Live Oak</td>
<td>08/19/22</td>
</tr>
<tr>
<td>Adriana Sosa</td>
<td>Paraprofessional</td>
<td>El Toro</td>
<td>08/26/22</td>
</tr>
<tr>
<td>Alyssa Lepik</td>
<td>Paraprofessional</td>
<td>Live Oak</td>
<td>08/22/22</td>
</tr>
<tr>
<td>Dayna Langone</td>
<td>Student Supervisor</td>
<td>Nordstrom</td>
<td>08/16/22</td>
</tr>
<tr>
<td>Marlene Lang</td>
<td>Student Supervisor</td>
<td>Nordstrom</td>
<td>08/16/22</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Location</td>
<td>Start Date</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------------</td>
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<td>------------</td>
</tr>
<tr>
<td>Mika Itow</td>
<td>Paraprofessional</td>
<td>Live Oak</td>
<td>08/19/22</td>
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<tr>
<td>Rita Eng</td>
<td>Paraprofessional</td>
<td>San Martin Gwinn</td>
<td>08/15/22</td>
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<tr>
<td>Gabriela Doucette</td>
<td>Community Liaison</td>
<td>Martin Murphy</td>
<td>08/17/22</td>
</tr>
<tr>
<td>Lisa Craig</td>
<td>High Dosage Reading Tutor</td>
<td>Paradise Valley</td>
<td>08/22/22</td>
</tr>
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<td>Jong Mi Choi</td>
<td>High Dosage Tutor</td>
<td>Paradise Valley</td>
<td>08/22/22</td>
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<tr>
<td>Leticia Chaigres</td>
<td>Accounting Specialist</td>
<td>District Office</td>
<td>08/15/22</td>
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<td>Julianne Camacho</td>
<td>Paraprofessional</td>
<td>San Martin Gwinn</td>
<td>08/29/22</td>
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<td>Lynsey Arioto</td>
<td>Student Supervisor</td>
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<td>08/16/22</td>
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<td>Jennifer Anderson</td>
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<td>08/16/22</td>
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<tr>
<td>Ernestina Barrios</td>
<td>Custodian</td>
<td>San Martin Gwinn</td>
<td>09/19/22</td>
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<tr>
<td>Claudia Mineo</td>
<td>High Dosage Tutor</td>
<td>El Toro</td>
<td>08/22/22</td>
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</tbody>
</table>

**Limited Term Assignment:**
None

**Working Out of Class:**
None

**Transfers:**

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
<th>Reason</th>
<th>Date</th>
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<tbody>
<tr>
<td>Maria Elena Wilde</td>
<td>School Office Assistant</td>
<td>Britton</td>
<td>Resigned</td>
<td>09/02/22</td>
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<tr>
<td>Erica Vasquez-Barrios</td>
<td>Administrative Office Specialist</td>
<td>District Office</td>
<td>Resigned</td>
<td>08/31/22</td>
</tr>
<tr>
<td>Narissa Guillory</td>
<td>Bus Driver</td>
<td>Transportation</td>
<td>Resigned</td>
<td>08/24/22</td>
</tr>
<tr>
<td>Jannet Villarreal-DeNiz</td>
<td>Migrant Recruiter</td>
<td>District Office</td>
<td>Released</td>
<td>08/24/22</td>
</tr>
<tr>
<td>Isis Vanesa Tapia Leal</td>
<td>Bus Driver</td>
<td>Transportation</td>
<td>Resigned</td>
<td>08/19/22</td>
</tr>
<tr>
<td>Andrew Stonehouse</td>
<td>IT Specialist II</td>
<td>Technology</td>
<td>Resigned</td>
<td>09/09/22</td>
</tr>
<tr>
<td>Krista Dutra</td>
<td>College, Career Media Tech</td>
<td>Britton</td>
<td>Resigned</td>
<td>08/19/22</td>
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<tr>
<td>Christina Costa</td>
<td>Student Nutrition Assistant</td>
<td>Food Service</td>
<td>Released</td>
<td>09/02/22</td>
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<tr>
<td>Maria Elena Wilde</td>
<td>School Office Assistant</td>
<td>Britton</td>
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<tr>
<td>Arturo Fonseca</td>
<td>Custodian</td>
<td>Los Paseos</td>
<td>Resigned</td>
<td>09/06/22</td>
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<tr>
<td>Lynnette Secolo</td>
<td>Registrar II</td>
<td>Sobrato</td>
<td>Resigned</td>
<td>10/05/22</td>
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<tr>
<td>Reina Gonzalez</td>
<td>Administrative Assistant II</td>
<td>Central</td>
<td>Resigned</td>
<td>09/23/22</td>
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<tr>
<td>Frank Gomez Sr</td>
<td>Sr Maintenance Technician</td>
<td>District Office</td>
<td>Retired</td>
<td>10/28/22</td>
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<tr>
<td>Luanne Hook</td>
<td>Health Assistant</td>
<td>Murphy</td>
<td>Retired</td>
<td>09/02/22</td>
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<tr>
<td>Fiona Sage</td>
<td>ASB Bookkeeper</td>
<td>Live Oak</td>
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<td>Louis Lopez</td>
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<td>Jackson</td>
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<tr>
<td>Cynthia Spinella</td>
<td>Paraprofessional</td>
<td>Britton</td>
<td>Resigned</td>
<td>09/23/22</td>
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</table>
### Leave of Absence

* signifies that leave time is being used intermittently

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Supervisor</th>
<th>Start Date</th>
<th>End Date</th>
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<tbody>
<tr>
<td>Julia Sibley</td>
<td>Registrar I</td>
<td>Martin Murphy</td>
<td>07/26/22</td>
<td>10/18/22</td>
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<td>Nicky Hilkene</td>
<td>Administrative Specialist</td>
<td>District Office</td>
<td>08/15/22</td>
<td>09/24/22</td>
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<tr>
<td>Eric Metivier</td>
<td>Mechanic</td>
<td></td>
<td>08/11/22</td>
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### POSTING FOR TRANSFER

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>DEADLINE</th>
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<tbody>
<tr>
<td>Administrative Assistant II</td>
<td>09/21/22</td>
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### POSTING FOR NOTICE OF EXAMINATION

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<tr>
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<th>DEADLINE</th>
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<tbody>
<tr>
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<td>Continuous</td>
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<tr>
<td>Mechanic</td>
<td>Continuous</td>
</tr>
<tr>
<td>Paraprofessional</td>
<td>Continuous</td>
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<tr>
<td>Administrative Assistant II</td>
<td>10/03/22</td>
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<tr>
<td>Community Liaison</td>
<td>08/05/22</td>
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### EXAMINATIONS

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>DATE OF TEST</th>
<th>NUMBER OF ELIGIBLES</th>
<th>NUMBER OF RANKS</th>
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<tbody>
<tr>
<td>Paraprofessional</td>
<td>09/08/22</td>
<td>9</td>
<td>8</td>
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<tr>
<td>College Career Media Technician</td>
<td>09/12/22</td>
<td>4</td>
<td>3</td>
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<td>Student Supervisor</td>
<td>09/09/22</td>
<td>8</td>
<td>4</td>
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<tr>
<td>School Office Assistant</td>
<td>09/08/22</td>
<td>9</td>
<td>8</td>
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<tr>
<td>Student Nutrition Assistant</td>
<td>09/09/22</td>
<td>3</td>
<td>3</td>
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<tr>
<td>ASB Bookkeeper</td>
<td>09/12/22</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Health Assistant</td>
<td>09/12/22</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Community Liaison</td>
<td>09/09/22</td>
<td>5</td>
<td>4</td>
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### INTERVIEWS

<table>
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<tr>
<th>CLASSIFICATION</th>
<th>DATE OF INTERVIEW</th>
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</thead>
<tbody>
<tr>
<td>Student Support Specialist</td>
<td>09/12/22</td>
</tr>
<tr>
<td>Migrant Recruiter</td>
<td>09/13/22</td>
</tr>
<tr>
<td>Student Supervisor</td>
<td>09/13/22</td>
</tr>
</tbody>
</table>
Date: August 17, 2022
Time: 5:00 p.m.
Location: MHUSD – Board Room
15600 Concord Circle
Morgan Hill, CA 95037

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I. OPEN SESSION
Meeting Called to Order: 5:05pm
Pledge of Allegiance
Roll Call: Tara Bevington (Chair) - Present
          Victor Loesche - Present
          Kevin Pfeil - Present

II. ADOPT AGENDA
Motion by: V. Loesche  Ayes: 3
Second by: K. Pfeil   Noes: 0

III. APPROVE MINUTES of June 15, 2022
Motion by: V. Loesche  Ayes: 3
Second by: T. Bevington 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

NONE
VI. ITEMS FOR PERSONNEL ACTION
This section lists the items for Commission action.

A. Hiring Report  
  Motion by: V. Loesche  Ayes: 3  
  Second by: K. Pfeil  Noes: 0  

K. Stonehouse

VII. REPORTS/INFORMATION/DISCUSSION
This section is reserved for topics of discussion by the Commission members and staff

A. Staffing updates  
  F. Myers  
  The commission was informed about all of the classified staffing changes that went into effect this school year. This includes increases of hours, days and positions.

B. Change to Commissioners pay schedule  
  K. Stonehouse  
  Commissioners will be paid on the 10th of the month rather than quarterly.

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: 5:38pm  
  Motion by: V. Loesche  Ayes: 3  
  Second by: K. Pfeil  Noes: 0
GENERAL DESCRIPTION

Under the direction of the Director of Student Services and Enrollment, this position is responsible for supporting child welfare and attendance programs, intervention programs, coordinating with outside agencies to support site and district-based interventions, and providing oversight and delivery of a broad range of before and after-school programs. Provide support and guidance for school site personnel overseeing attendance and enrollment. Coordinate, expand, and sustain implementation of school culture initiatives throughout the district.

REPRESENTATIVE DUTIES

- Instructs and assists school personnel in student attendance record keeping and reporting
- Coordinates with the Director on the planning, development, implementation, and maintenance of truancy policies and truancy plans
- May support the maintenance of student interdistrict and intradistrict transfer data; maintains knowledge of current state and governmental agency reporting requirements
- Supports the sites and monitors progress of district-wide programs related to student behavior, wellness, and intervention initiatives
- Supports site-level school culture meetings by providing technical assistance such as scheduling meeting dates, calendar tasks, creating agendas, communication with staff, community and parents
- Collects data, including surveys, from schools regarding school profiles, office discipline referrals, and phases of implementation for school culture initiatives
- Supports functions of the CARE team, monitoring data, staffing, and responding to the needs of staff and students
- Plans and oversees the administration of designated programs, including the day-to-day program activities to ensure the programs are following established standards and goals
- Maintains and supports data regarding enrollment, retention, and qualifications for before and after school programs
- Engages with community members to create partnerships for before and after school programs
- Supports sites in advertising and enrollment of before and after school programs
- Maintains relevant data to monitor effectiveness toward the goals of the programs
- Communicate with programs and families regarding concerns and issues that arise
- Supervises and evaluates classified staff within the student services and enrollment department
- Maintains confidentiality regarding student and family issues
- Follows all District policies and procedures
- Performs other related duties as assigned
KNOWLEDGE AND ABILITIES:
Knowledge, skills and abilities required:

- Knowledge of principles, practices, and practical applications of database management
- Knowledge of Student Information System
- Knowledge of state reporting mandates and timelines
- Ability and skill to conduct training and support site staff; ability to explain technical concepts to non-technical users
- Ability to work independently with little direction; organize, prioritize and schedule work; define and communicate project requirements, document and archive data; read and utilize technical information in print or electronic form
- Ability and skill to create scripts and/or queries and batch files to automate data management processes
- Ability to communicate effectively and maintain cooperative working relationships

EDUCATION AND EXPERIENCE:
Any combination equivalent to sufficient experience, training, and education to demonstrate the knowledge and abilities listed above. A typical way to obtain these would be:

- High School diploma or equivalent required
- Associate’s degree required, Bachelor’s degree preferred
- Minimum three (3) years’ experience in a school setting, in a position related to school culture, attendance, enrollment, or other student services
- Valid California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required

WORKING CONDITIONS:

ENVIRONMENT:
- Primarily indoor working environment; various offices around the district

PHYSICAL DEMANDS:
- Sitting, standing, walking for extended periods of time
- Seeing, hearing and speaking to exchange information, with high level use of telephone and computer
- Lifting, carrying, pushing or pulling, as assigned
- Dexterity of hands and fingers
- Moderate to high stress level

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.
GENERAL DESCRIPTION

Under the supervision/direction of the assigned District administrator, work as part of a data analyst team in maintaining all aspects of the District’s student data information systems, including entering, analyzing, reconciling and submitting data within district, county, and state systems. Coordinate with school site personnel and various departments to ensure accurate and current district data. Responsible for providing and submitting District data for local, county, state, and federal reports.

REPRESENTATIVE DUTIES:

● Monitors, maintains and updates the district’s data within CALPADS and associated programs and databases as required
● Researches, designs, and implements procedures to audit, certify, and publish student and staff information to CALPADS and other local, regional, state, and federal agencies
● Monitors data and reports for accuracy
● Maintains and updates data in Student Information System (SIS), CALPADS, and third party databases
● Maintains and extracts attendance data in the Student Information System (SIS) and updates data in state attendance reporting system
● Collaborates with district office departments to determine student information needs, import data, and assist in the development of reports
● Audit a variety of data for accuracy and completeness; compare data and identify errors and discrepancies; make corrections and modifications as needed
● Create and maintain Application Programming Interface (API) connections, ensuring that the software intermediary allows applications to talk to each other
● Oversee integration processes that move raw data from a source system to a target database
● Design and deliver user required reports and other output or information using standardized programming language, such as Structured Query Language (SQL) and SIS queries
● Design and execute queries, such as using Structured Query Language (SQL), to maintain and extract student data in the SIS database

KNOWLEDGE AND ABILITIES:
Knowledge, skills and abilities required;
● Ability to train site staff on important data requirements maintained in the student information system
• Ability to stay current with requirements for state and federal sources of educational data, including but not limited to state attendance requirements and CALPADS and communicate these changes to District and site staff
• Ability to collaborate with other departments, agencies and vendors in the collection extraction, processing, analysis and submission of a variety of electronic data
• Ability to collect, analyze, enter and interpret data; organize report material; translate technical material and data into user-friendly format
• Ability to communicate effectively in both oral and written form
• Ability to write, or willingness and aptitude to learn, queries such as Structured Query Language (SQL)
• Advanced knowledge in spreadsheets, such as Excel or Google Sheets, including pivot tables, VLOOKUP, and macros
• Knowledge of state educational and K-12 operations preferred
• Basic knowledge of scripting languages

WORKING CONDITIONS:
• Moderate to heavy stress level.

ENVIRONMENTAL CONDITIONS:
• Work environment primarily indoors, occasional work outdoors.

CONTACTS:
• Daily contact with District office and school
• Occasional contacts with parents, community members and outside agency personnel

EDUCATION AND EXPERIENCE:
Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. A typical way to obtain these would be:
• Two years of college or high school graduation with two years’ data technology experience.
• Four years of increasingly responsible data analysis and reporting experience.
• Technology experience beyond four years may be substituted for two years of college on a year for year basis.

OCCUPATIONAL CERTIFICATES/LICENSES:
• Possession of a valid California driver’s license.

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.