

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

V. Eldredge

Motion by: Ayes:
Second by: Noes:

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

F. Myers

Motion by: Ayes:
Second by: Noes:

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

F. Myers

Motion by: Ayes:
Second by: Noes:

D. Approve job description for Data Systems Analyst

F. 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

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:

MORGAN HILL UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING

August 13, 2022 – September 16, 2022

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

NEW HIRES, PROMOTIONS, INCREASE IN HOURS

New Hires:

Fabiola Mateo Rivera	Bus Driver	Transportation	08/12/22
Alexis Cuevas	Student Nutrition Assistant	Food Service	08/11/22
Benjamin Hagiperos	Student Supervisor	Sobrato	09/12/22
Sandy Spencer	Dispatcher	Transportation	09/19/22

Promotions:

None

Increase in Hours:

None

SUBSTITUTE, LIMITED TERM ASSIGNMENT, WORKING OUT OF CLASS

Substitutes:

Melisa Rowda	School Office Assistant	Britton	09/12/22	12/31/22
Jonathan Borello	IT Specialist I	District Office	09/08/22	12/31/22
Jolie Christensen	Student Nutrition Assistant	Sobrato	08/16/22	12/31/22
Juan Zaragoza	Student Supervisor	San Martin Gwinn	08/19/22	12/31/22
Lucy Valencia	Student Supervisor	Live Oak	08/19/22	12/31/22
Adriana Sosa	Paraprofessional	El Toro	08/26/22	12/31/22
Alyssa Lepik	Paraprofessional	Live Oak	08/22/22	12/31/22
Dayna Langone	Student Supervisor	Nordstrom	08/16/22	12/31/22
Marlene Lang	Student Supervisor	Nordstrom	08/16/22	12/31/22

Mika Itow	Paraprofessional	Live Oak	08/19/22	12/31/22
Rita Eng	Paraprofessional	San Martin Gwinn	08/15/22	12/31/22
Gabriela Doucette	Community Liaison	Martin Murphy	08/17/22	12/31/22
Lisa Craig	High Dosage Reading Tutor	Paradise Valley	08/22/22	12/31/22
Jong Mi Choi	High Dosage Tutor	Paradise Valley	08/22/22	12/31/22
Leticia Chaignes	Accounting Specialist	District Office	08/15/22	12/31/22
Julianne Camacho	Paraprofessional	San Martin Gwinn	08/29/22	12/31/22
Lynsey Arioto	Student Supervisor	Nordstrom	08/16/22	12/31/22
Jennifer Anderson	Paraprofessional	Nordstrom	08/16/22	12/31/22
Ernestina Barrios	Custodian	San Martin Gwinn	09/19/22	12/31/22
Claudia Mineo	High Dosage Tutor	El Toro	08/22/22	12/31/22

Limited Term Assignment:

None

Working Out of Class:

None

Transfers:

RESIGNATIONS, RETIREMENTS, SEPARATIONS, & LEAVE OF ABSENCE

Maria Elena Wilde	School Office Assistant	Britton	Resigned	09/02/22
Erica Vasquez-Barrios	Administrative Office Specialist	District Office	Resigned	08/31/22
Narissa Guillory	Bus Driver	Transportation	Resigned	08/24/22
Jannet Villarreal-DeNiz	Migrant Recruiter	District Office	Released	08/24/22
Isis Vanesa Tapia Leal	Bus Driver	Transportation	Resigned	08/19/22
Andrew Stonehouse	IT Specialist II	Technology	Resigned	09/09/22
Krista Dutra	College, Career Media Tech	Britton	Resigned	08/19/22
Christina Costa	Student Nutrition Assistant	Food Service	Released	09/02/22
Maria Elena Wilde	School Office Assistant	Britton	Resigned	09/02/22
Arturo Fonseca	Custodian	Los Paseos	Resigned	09/06/22
Lynnette Secolo	Registrar II	Sobrato	Resigned	10/05/22
Reina Gonzalez	Administrative Assistant II	Central	Resigned	09/23/22
Frank Gomez Sr	Sr Maintenance Technician	District Office	Retired	10/28/22
Luanne Hook	Health Assistant	Murphy	Retired	09/02/22
Fiona Sage	ASB Bookkeeper	Live Oak	Resigned	08/31/22
Louis Lopez	Student Supervisor	Jackson	Resigned	08/29/22
Cynthia Spinella	Paraprofessional	Britton	Resigned	09/23/22

Leave of Absence

* signifies that leave time is being used intermittently

Julia Sibley	Registrar I	Martin Murphy	07/26/22	10/18/22
Nicky Hilkene	Administrative Specialist	District Office	08/15/22	09/24/22
Eric Metivier	Mechanic	Transportation	08/11/22	10/10/22

POSTING FOR TRANSFER

CLASSIFICATION	DEADLINE
Administrative Assistant II	09/21/22

POSTING FOR NOTICE OF EXAMINATION

CLASSIFICATION	DEADLINE
School Bus Driver	Continuous
Mechanic	Continuous
Paraprofessional	Continuous
Administrative Assistant II	10/03/22
Community Liaison	08/05/22

EXAMINATIONS

CLASSIFICATION	DATE OF TEST	NUMBER OF ELIGIBLES	NUMBER OF RANKS
Paraprofessional	09/08/22	9	8
College Career Media Technician	09/12/22	4	3
Student Supervisor	09/09/22	8	4
School Office Assistant	09/08/22	9	8
Student Nutrition Assistant	09/09/22	3	3
ASB Bookkeeper	09/12/22	1	1
Health Assistant	09/12/22	1	1
Community Liaison	09/09/22	5	4

INTERVIEWS

CLASSIFICATION	DATE OF INTERVIEW
Student Support Specialist	09/12/22
Migrant Recruiter	09/13/22
Student Supervisor	09/13/22

MORGAN HILL UNIFIED SCHOOL DISTRICT
Personnel Commission
MINUTES

Date: August 17, 2022
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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

K. Stonehouse

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

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



Supervisor of Student Support Services and Enrollment

Initial Date: August 12, 2022

Personnel Commission: September 21, 2022 (pending)

Board Approval: October 4, 2022 (pending)

**Range: MHELA Salary Schedule,
Supervisor**

Reports to: District Administrator

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.

	<h2 style="text-align: center;">Data Systems Analyst</h2>	<p>Initial Date: September 3, 1998 Board Approval: January 14, 2014 Revision Date: August 25, 2022 (pending) Personnel Commission: September 21, 2022 (pending) Range: 58 (Classified) Reports to District Administrator</p>
<p style="text-align: center;"><i>(Formerly Data Network Technician)</i></p>		

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.