MORGAN HILL UNIFIED SCHOOL DISTRICT  
Personnel Commission  
AGENDA  

Date: October 18, 2023  
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: Victor Loesche (Chair)  
Kevin Pfiel  
Don Moody  

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

III. APPROVE MINUTES of September 20, 2023  
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: Ayes: Pat Sanchez
   Second by: Noes:

B. Student Supervisor Job Description
   Motion by: Ayes: Pat Sanchez
   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
SEPTEMBER 13, 2023 – OCTOBER 15, 2023

TOPIC: Hiring Report
PREPARED BY: Reina R. Gonzalez, Executive Assistant of Human Resources
PRESENTED BY: Pat Sanchez, Asst. Superintendent of Human Resources
TYPE OF ITEM: Action

NEW HIRE, PROMOTIONS, INCREASE IN HOURS

NEWHIRES:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Villar, Brianna</td>
<td>Paraprofessional - MTSS</td>
<td>Barrett</td>
<td>09/18/23</td>
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<tr>
<td>Gonzalez, Michele</td>
<td>Student Support Specialist</td>
<td>Sobrato</td>
<td>09/18/23</td>
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<tr>
<td>Valdez, Brianna</td>
<td>School Office Assistant</td>
<td>Sobrato</td>
<td>10/02/23</td>
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<td>Carlsen, Elizabeth</td>
<td>Student Supervisor</td>
<td>Paradise Valley</td>
<td>09/18/23</td>
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<td>Rojas, Alicia</td>
<td>Accounting Specialist</td>
<td>District Office</td>
<td>10/02/23</td>
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<td>Provost, Sean</td>
<td>IT Specialist I</td>
<td>District Office</td>
<td>10/02/23</td>
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<td>Blatt, Deirdre</td>
<td>Student Supervisor</td>
<td>Britton</td>
<td>10/02/23</td>
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<td>Jimenez, Esther</td>
<td>Student Supervisor</td>
<td>Britton</td>
<td>10/02/23</td>
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<td>Ochoa, Nancy</td>
<td>Paraprofessional</td>
<td>Live Oak</td>
<td>10/09/23</td>
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<tr>
<td>Boyle, Fionnuala</td>
<td>School Office Assistant</td>
<td>El Toro</td>
<td>10/09/23</td>
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<tr>
<td>Kodoth, Pooja</td>
<td>HR Specialist</td>
<td>District Office</td>
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PROMOTIONS:
None

INCREASE IN HOURS:
None
SUBSTITUTES, LIMITED TERM ASSIGNMENT, WORKING OUT OF CLASS

None

SUBSTITUTES:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>School</th>
<th>Date</th>
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<tbody>
<tr>
<td>Lemus, Evangelina</td>
<td>Sub Student Nutrition Assistant</td>
<td>Live Oak</td>
<td>10/12/23</td>
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<td>Montenegro, Anakeren</td>
<td>Sub Paraprofessional</td>
<td>El Toro</td>
<td>10/11/23</td>
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LIMITED TERM ASSIGNMENT:

None

WORKING OUT OF CLASS:

None

TRANSFERS:

None

RESIGNATIONS, RETIREMENTS, SEPARATIONS, & LEAVE OF ABSENCE

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>School</th>
<th>Status</th>
<th>Date</th>
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<tbody>
<tr>
<td>Talavera, Veronica</td>
<td>Admin. Office Support</td>
<td>District Office</td>
<td>Resignation</td>
<td>09/14/23</td>
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<tr>
<td>Santiago, Victoria</td>
<td>Paraprofessional Bilingual</td>
<td>San Martin Gwinn</td>
<td>Retired</td>
<td>09/29/23</td>
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<td>Sandoval, Alma</td>
<td>Community Liaison</td>
<td>FACE</td>
<td>Resignation</td>
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LEAVE OF ABSENCE:

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<th>Name</th>
<th>Position</th>
<th>School</th>
<th>Date</th>
<th>End Date</th>
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<tbody>
<tr>
<td>Brotherton, Wendy</td>
<td>Paraprofessional</td>
<td>Live Oak</td>
<td>09/11/23</td>
<td>04/30/24</td>
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<td>Gibson, Brianna</td>
<td>Student Support Specialist</td>
<td>Sobrato</td>
<td>10/07/23</td>
<td>01/08/24</td>
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<td>Holm, Laurie</td>
<td>Admin. Office Support</td>
<td>District Office</td>
<td>09/25/23</td>
<td>09/29/23</td>
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<td>Horn, Cody</td>
<td>Sr. Maintenance Tech.</td>
<td>District Office</td>
<td>10/02/23</td>
<td>10/09/23</td>
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<td>Lowrey, Dianne</td>
<td>Paraprofessional</td>
<td>El Toro</td>
<td>09/23/23</td>
<td>01/08/23</td>
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<td>Macias, Dylan</td>
<td>Sr. Maintenance Tech.</td>
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<td>10/16/23</td>
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<td>Munoz, Karla</td>
<td>Admin. Office Support</td>
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<td>10/02/23</td>
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<td>Torres, Linda</td>
<td>Health Assistant</td>
<td>Los Paseos</td>
<td>10/09/23</td>
<td>10/18/23</td>
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<tr>
<td>Classification</td>
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<tr>
<td>School Bus Driver</td>
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<td></td>
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<td>School Van Driver</td>
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<td>Paraprofessional</td>
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**EXAMINATION**

<table>
<thead>
<tr>
<th>Classification</th>
<th>Date of Test</th>
<th>People Taking Test</th>
<th>Number of Ranks</th>
<th>People Eligible</th>
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<tr>
<td>Paraprofessional</td>
<td>09/20/23</td>
<td>7</td>
<td>4</td>
<td>5</td>
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<td>Community Liaison</td>
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<td>Student Nutrition Assistant</td>
<td>09/29/23</td>
<td>1</td>
<td>0</td>
<td>0</td>
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<td>Admin. Specialist</td>
<td>10/05/23</td>
<td>9</td>
<td>3</td>
<td>4</td>
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<td>Student Supervisor</td>
<td>10/11/23</td>
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**INTERVIEWS:**

<table>
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<tr>
<th>Classification</th>
<th>Date of Interview</th>
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<tr>
<td>School Office Assistant</td>
<td>09/20/23</td>
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<td>Student Nutrition Assistant</td>
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<td>Human Resource Specialist</td>
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<td>Administrative Specialist</td>
<td>10/11/23</td>
</tr>
<tr>
<td>Paraprofessional, Bilingual</td>
<td>10/17/23</td>
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**JOB DESCRIPTION UPDATE:**

Student Supervisor
DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:
To perform a variety of support functions in the monitoring of student activities and behavior on the secondary school campus and at school site bus stops, and perform general custodial functions. Employees in this classification receive general supervision within a framework of standard policies and procedures and are responsible for recruiting/training campus monitors. The Student Supervisor gives input to administration in evaluation of the campus supervision program. This job class requires knowledge of campus rules and regulations for student conduct and the ability to develop a high degree of positive contact with students and knowledge of general custodial functions.

DISTINGUISHING CHARACTERISTICS:
Positions in this class are assigned at the secondary schools to monitor student activities on campus and at school site bus stops during regular and summer sessions where students require adult involvement and/or direction during class breaks, lunch periods, before and after school, and at school events.

REPRESENTATIVE DUTIES:
- Provides leadership and direction to the campus monitoring staff on the secondary campus and school site areas to ensure that students are obeying school rules and general safety rules.
- Monitors student conduct.
- Documents and reports severe disciplinary cases to appropriate school administrators.
- May assist in loading and unloading school busses.
- Assists administrators in general monitoring of student activities and behavior.
- Escorts students to administrative offices as directed.
- Monitors parking lots, driving and parking regulations, issuing written warnings, as directed.
- Responsible for patrolling the campus and directing tardy students to class.
- Operates a two-way radio.
- May assist with general custodial functions.
- Performs related duties similar to the above in scope and functions, as directed.

EMPLOYEE STANDARDS:
Knowledge, skills and abilities required:
- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.
• Skill in understanding student needs and using varied approaches involved in working patiently and effectively with students.
• Ability to understand and follow written and oral instructions.
• Skill in establishing and maintaining effective work relationships with those contacted in the performance of assigned duties.
• Ability to demonstrate an understanding, patient, warm and receptive attitude toward students.

WORKING CONDITIONS:
• Manual dexterity and physical condition necessary to maintain a rigorous work schedule.
• Light to moderate physical effort, standing and/or walking for extended periods of time.
• Moderate to high stress level.

ENVIRONMENTAL CONDITIONS:
• Primarily outdoor school environment.
• Temperature – normal, occasional adverse weather conditions.

CONTACTS:
• Daily contact with students, teachers, school and District staff.
• Regular contact with parents.
• Occasional contact with community members.

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:
• High school graduation or equivalent.
• Experience working with high school age students, desirable.
• Some post-secondary education in child development or related fields is desirable.

OCCUPATIONAL CERTIFICATES/LICENSES:
• First Aid and CPR certification.
• High School Proficiency Exam Certificate

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.
DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:
To perform a variety of support functions in the monitoring of student activities and behavior on the elementary, K-8 and secondary school campus and at school site bus stops, and perform general custodial functions. Employees in this classification receive general supervision within a framework of standard policies and procedures. The Student Supervisor gives input to administration of the campus supervision program. This job class requires knowledge of campus rules and regulations for student conduct and the ability to develop a high degree of positive contact with students and knowledge of general custodial functions.

DISTINGUISHING CHARACTERISTICS:
Positions in this class are assigned at the elementary, K-8 and secondary schools to monitor student activities on campus and at school site bus stops during regular and summer sessions where students require adult involvement and/or direction during class breaks, lunch periods, before and after school, and at school events.

REPRESENTATIVE DUTIES:
- Ensures that students are obeying school rules and general safety rules
- Monitors student conduct
- May document and report severe disciplinary cases to appropriate school administrators
- May assist in loading and unloading school busses
- Assists administrators in general monitoring of student activities and behavior
- Escorts students to administrative offices as directed
- Monitors parking lots, driving and parking regulations, issuing written warnings, as directed
- Responsible for patrolling the campus and directing tardy students to class
- Operates a two-way radio
- May assist with general custodial functions
- Performs related duties as assigned

EMPLOYEE STANDARDS:
Knowledge, skills and abilities required:
- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation
- Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
- Skill in understanding student needs and using varied approaches involved in working patiently and effectively with students
- Ability to understand and follow written and oral instructions
- Skill in establishing and maintaining effective work relationships with those contacted in the performance of assigned duties
- Ability to demonstrate an understanding, patient, warm and receptive attitude toward students
EDUCATION AND EXPERIENCE:
- High School diploma or equivalent is required
- Experience working with high school age students, desirable
- Some post-secondary education in child development or related fields is desirable

LICENSES AND OTHER REQUIREMENTS:
- First Aid and CPR certification
- May require a valid California’s Driver’s License
- May require pre-employment physical examination

WORKING CONDITIONS:
- Manual dexterity and physical condition necessary to maintain a rigorous work schedule
- Light to moderate physical effort, standing and/or walking for extended periods of time
- Moderate to high stress level

ENVIRONMENTAL CONDITIONS:
- Primarily outdoor school environment
- Temperature – normal, occasional adverse weather conditions

CONTACTS:
- Daily contact with students, teachers, school and District staff
- Regular contact with parents
- Occasional contact with community members

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.