

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

Pat Sanchez

Motion by: Ayes:
Second by: Noes:

B. Student Supervisor Job Description

Pat Sanchez

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
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:

Villar, Brianna	Paraprofessional - MTSS	Barrett	09/18/23
Gonzalez, Michele	Student Support Specialist	Sobrato	09/18/23
Valdez, Brianna	School Office Assistant	Sobrato	10/02/23
Carlsen, Elizabeth	Student Supervisor	Paradise Valley	09/18/23
Rojas, Alicia	Accounting Specialist	District Office	10/02/23
Provost, Sean	IT Specialist I	District Office	10/02/23
Blatt, Deirdre	Student Supervisor	Britton	10/02/23
Jimenez, Esther	Student Supervisor	Britton	10/02/23
Ochoa, Nancy	Paraprofessional	Live Oak	10/09/23
Boyle, Fionnuala	School Office Assistant	El Toro	10/09/23
Kodoth, Pooja	HR Specialist	District Office	10/09/23

PROMOTIONS:

None

INCREASE IN HOURS:

None

SUBSTITUTES, LIMITED TERM ASSIGNMENT, WORKING OUT OF CLASS

None

SUBSTITUTES:

Lemus, Evangelina	Sub Student Nutrition Assistant	Live Oak	10/12/23	
Montenegro, Anakeren	Sub Paraprofessional	El Toro	10/11/23	

LIMITED TERM ASSIGNMENT:

None

WORKING OUT OF CLASS:

None

TRANSFERS:

None

RESIGNATIONS, RETIREMENTS, SEPARATIONS, & LEAVE OF ABSENCE

Talavera, Veronica	Admin. Office Support	District Office	Resignation	09/14/23
Santiago, Victoria	Paraprofessional Bilingual	San Martin Gwinn	Retired	09/29/23
Sandoval, Alma	Community Liaison	FACE	Resignation	10/04/23

LEAVE OF ABSENCE:

Brotherton, Wendy	Paraprofessional	Live Oak	09/11/23	04/30/24
Gibson, Brianna	Student Support Specialist	Sobrato	10/07/23	01/08/24
Holm, Laurie	Admin. Office Support	District Office	09/25/23	09/29/23
Horn, Cody	Sr. Maintenance Tech.	District Office	10/02/23	10/09/23
Lowrey, Dianne	Paraprofessional	El Toro	09/23/23	01/08/23
Macias, Dylan	Sr. Maintenance Tech.	District Office	10/09/23	10/16/23
Munoz, Karla	Admin. Office Support	District Office	09/13/23	10/02/23
Torres, Linda	Health Assistant	Los Paseos	10/09/23	10/18/23

Villa, Hector (Alex)	Information Tech Specialist	District Office	10/11/23	10/23/23
Villa, Hector	Information Tech Specialist	District Office	10/11/23	10/23/23

POSTING FOR TRANSFER:

None

POSTING FOR NOTICE OF EXAMINATION:

CLASSIFICATION	POSTED	CLOSED
School Bus Driver	Continuous	
School Van Driver	Continuous	
Paraprofessional	Continuous	

EXAMINATION

CLASSIFICATION	DATE OF TEST	PEOPLE TAKING TEST	NUMBER OF RANKS	PEOPLE ELIGIBLE
Paraprofessional	09/20/23	7	4	5
Community Liaison	09/27/23	4	3	3
Student Nutrition Assistant	09/29/23	1	0	0
Admin. Specialist	10/05/23	9	3	4
Student Supervisor	10/11/23	4	2	3


INTERVIEWS:

CLASSIFICATION	DATE OF INTERVIEW
School Office Assistant	09/20/23
Student Nutrition Assistant	09/22/23
Human Resource Specialist	09/25/23
Administrative Specialist	09/25/23
Student Supervisor	09/27/23
Paraprofessional	09/29/23
Administrative Office Support	10/04/23
Administrative Specialist	10/11/23
Paraprofessional, Bilingual	10/17/23

JOB DESCRIPTION UPDATE:

Student Supervisor

Original

	Student Supervisor	Classified Position Initial Date: July 10, 1975 Board Approval: June 7, 2004 Revision Date: April 21, 2021 Personnel Commission: April 21, 2021 Range: 36 Reports to Site Administrator
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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.

E. L. [Signature]

Secretary

- 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.

Proposed

	<h2>Student Supervisor</h2>	<p style="text-align: center;">Classified Position</p> <p>Initial Date: July 10, 1975 Board Approval: June 7, 2004 Revision Date: August 1, 2023 Personnel Commission: Sept. 20, 2023 Range: 36</p> <p>Reports to Site Administrator</p>
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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
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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.