

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

Date: June 12, 2024  
Time: 5:00 p.m.  
Location: MHUSD – Round 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 before 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 Pfeil  
Don Moody

II. ADOPT AGENDA

Motion by: Ayes:  
Second by: Noes:

III. APPROVE MINUTES of May 15, 2024

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 the accomplishments of staff members and departments.*

V. ITEMS FOR PUBLIC COMMENT AND COMMUNICATION

*This is an opportunity for members of the public to communicate with the Commission on any item not scheduled for action.*

A. MHCEA update

B. Proposed 24-25 Budget

VI. ITEMS FOR PERSONNEL ACTION

*This section lists the items for Commission action.*

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|----|--|----------------|-------------|
| A. | Hiring Report<br>Motion by:<br>Second by:                  | Ayes:<br>Noes: | Pat Sánchez |
| B. | New Position<br>Motion by:<br>Second by:                   | Ayes:<br>Noes: | Pat Sánchez |
| C. | Approve Proposed 24-25 Budget<br>Motion by:<br>Second by:  | Ayes:<br>Noes: | Pat Sánchez |
| D. | Approve 24-25 Meeting Calendar<br>Motion by:<br>Second by: | Ayes:<br>Noes: | Pat Sánchez |

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**  
**May 11, 2024– June 8, 2024**

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

**NEW HIRE, PROMOTIONS, INCREASE IN HOURS**

**NEW HIRES:**

Employee	POSITION	LOCATION	DATE
Collins, Maria Del Carmen	Bus Driver	Transportation	08/13/24
Dodd, Annie	Bus Driver	Transportation	05/13/24
Castaneda, Anthony	Custodian	Sobrato	05/17/24
Codiga, Anthony	Student Supervisor	Live Oak	05/13/24
Mateos Rivera, Fabiola	Bus Driver	Transportation	05/14/24

**PROMOTIONS:**

Employee	POSITION	LOCATION	DATE
Gilford, Tara	Accounting Specialist	Fiscal Services	06/13/24
Lemoff, Asuncion	HR Specialist	HR	06/17/24
Esquivel, Ramon	Delegate behind the wheel	Transportation	05/06/24

**INCREASE IN HOURS:**

**None**

## SUBSTITUTES, LIMITED TERM ASSIGNMENT, WORKING OUT OF CLASS

### SUBSTITUTES:

Employee	POSITION	LOCATION	DATE
Sanchez, Frank	Sub Delivery Driver	SNS	05/30/24
Salazar, Heather	Sub Van Driver	Transportation	06/12/24
Walker, Mike	Sub Van Driver	Transportation	06/12/24
Rodriguez, Robert	Sub Para / Sub Campus Supervisor	Live Oak	05/16/24
Jimenez Pareja, Jennifer	Classified AP test proctor	Sobrato	04/30/24

### LIMITED TERM ASSIGNMENT:

Employee	POSITION	LOCATION	DATE	End Date
Montemayor, Hailey	Student worker (Maintenance)	CHS	05/07/24	
Banuelos, Joel	Student worker (Independent Placement)	Various	05/29/24	07/13/27
Candelaria, Isaiah	Student worker	Maintenance	06/17/24	07/13/26

### WORKING OUT OF CLASS:

Name	POSITION	WOC Position	Start DATE	End DATE
Gilford, Tara	Admin Office Support	HR Specialist	8/30/23	06/13/24
Valenti, Patricia	HR Specialist	Supervisor of HR	8/19/23	-
Gonzalez, Reina	Exec. Asst of Human Resources	Supervisor of HR	2/1/24	-

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

### RESIGNATIONS, RETIREMENTS, SEPARATIONS:

Employee	POSITION	LOCATION	ACTION	DATE
Rutter, Carla	Paraprofessional	Los Paseos	Resigned	6/6/2024
Roberts, Donald	Grounds	Britton	Retirement	7/5/2024
Thomsen, Michelle	Accounting Specialist	Fiscal Svc	Resigned	7/1/2024
Bellucci, Heilda	Registrar II	Sobrato	Retirement	6/24/2024
Norton, Sadie	School office asst	Martin Murphy	Resigned	6/12/2024
Salgado, Alyssa	School Office Assistant	PV	Resigned	6/6/2024
Stuart, Pauline	Paraprofessional	Paradise Valley	Resigned	6/6/2024
Juarez, Monica	SNA	PA WALSH	Resigned	6/6/2024
Villarreal, Jasmine	Student supervisor	Martin Murphy	Failed probation	5/22/2024
Martinez, Jessica	Administrative Specialist - BIL	DO	Resigned	5/31/2024
Salazar, Jovanna	SNA	Sobrato	Resigned	5/31/2024
White, Carla	Bus Driver	Transportation	Resigned	5/13/2024

### LEAVE OF ABSENCE:

EMPLOYEE NAME	POSITION	SITE	START DATE
<u>Ramirez, Martha</u>	Custodian	Sobrato	05/10/2024
<u>Whitmer, Oliver</u>	Student Supervisor	Live Oak	05/10/2024
<u>La Bree, Thelma</u>	Paraprofessional	SMG	05/13/2024
<u>Reynoso, Luis Demetrio</u>	Groundskeeper	Live Oak	05/23/2024
<u>Juarez, AnaCristina</u>	Student Suport Speacialist	District Office	05/24/2024
<u>Tello, Cecilia</u>	Paraprofessional	Live Oak	05/29/2024

### POSTING FOR TRANSFER:

CLASSIFICATION	POSTED	CLOSED
School Office Assistant, Paradise Valley	5/16/2024	5/23/2024
Student Supervisor, Martin Murphy	5/30/2024	6/5/2024
Administrative Office Support, HR	5/29/2024	6/5/2024
Registrar II, Sobrato HS	6/3/2024	6/8/2024

## EXAMINATIONS, INTERVIEWS, JOB DESCRIPTION

### POSTING FOR NOTICE OF EXAMINATION:

<b>CLASSIFICATION</b>	<b>POSTED</b>	<b>CLOSED</b>
Mechanic	Continuous	
School Bus Driver	Continuous	
Licensed Vocational Nurse	4/30/2024	5/24/2024
Administrative Specialist, Bilingual	5/16/2024	6/1/2024
Administrative Office Support	5/24/2024	6/8/2024
Family and Community Engagement, Lead	5/20/2024	6/21/2024
Migrant Recruiter	5/28/2024	6/14/2024
Registrar II	6/3/2024	6/18/2024

### EXAMINATION:


<b>Classification</b>	<b>Date of Test</b>	<b>People taking test</b>	<b>Ranked w/ Score 70+</b>	<b>People Eligible</b>
School Bus Driver	5/17/2024	2	2	2
Paraprofessional	5/20/2024	4	4	4
Licensed Vocational Nurse	5/29/2024	6	4	6

### INTERVIEWS:

<b>Classification</b>	<b>Date of Interview</b>
Custodian, Sobrato HS	5/8/2024
Student Supervisor, Live Oak HS	5/9/24
School Bus Driver	5/20/2024
Accounting Specialist, Fiscal	5/22/2024
Human Resources Specialist	5/31/2024
Licensed Vocational Nurse	6/6/2024

### JOB DESCRIPTION UPDATE:

Farm 2 School Supervisor

	<p style="text-align: center;"><b>Farm 2 School Supervisor</b></p> <p><b>Classified Position</b>  <b>Initial Date:</b> October 13, 2023  <b>Board Approval:</b>  <b>Personnel Commission:</b>  <b>Range:</b> Supervisor Schedule  <b>Reports to:</b> Director of Student Nutrition</p>
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**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

The Farm to School Supervisor is responsible for all aspects of overseeing the FarmTECH program and farm to school related projects across the district. Under the general supervision of the Director of Student Nutrition, performs technical tasks and duties within FarmTECH, including the operation of our Freight Farms, greenhouses, raised beds, nurseries, row crops and other regenerative farming initiatives at multiple sites. The FarmTECH program requires 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 also requires skills with presenting to both professionals and students. The Farm to School Supervisor will coordinate, plan, and deliver educational programming, like school assemblies, farm tours, and educational programming as needed. The Farm to School Supervisor will also work closely with the Director to organize, plan, schedule, and deliver farm 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 FarmTECH 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 FarmTECH and other farming initiatives across the district, 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
- Works with both Directors of Primary and Secondary Education to research and organize curriculum to meet Common Core and Next Generation Science standards.
- Create an online menu of lessons where teachers can select activities that fit lesson plans.
- Create a marketing plan for outreaching to the schools, teachers, and principals.
- Coordinate a calendar of FarmTECH tours with school site leadership
- Lead tours throughout the year of both FarmTECH and Freight Farm programs.
- 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, warehouse tools, and other farm specific tools and equipment
- Delivers harvested farm items, as well as any other food items, to school sites as requested
- Maintains a variety of records and logs related to FarmTECH deliveries
- Responsible for managing the FarmTECH team, substitutes, and volunteers.
- As requested by the Director of Student Nutrition, assists with the management of all digital marketing and promotion including FarmTECH newsletters and social media posts and website updates.
- 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 FarmTECH
- As needed and requested by the Director of Student Nutrition, may be assigned to perform duties within the site kitchens, 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
- Knowledge and ability to maintain conventional and regenerative farming practices at multiple sites.
- Ability to plan and execute a tightly controlled schedule of seasonal 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 materials cost
- 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 FarmTECH program and other district farming 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:**

- ServSafe Certificate
- GAP(Good Agricultural Practices); experience with self audits and trainings
- 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 as described
- 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
  - Occasional exposure and use of sharp objects, including scissors, garden shears, loppers, cutting blades, etc

**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.

**PERSONNEL COMMISSION**  
**MORGAN HILL UNIFIED SCHOOL DISTRICT**  
**15600 CONCORD CIRCLE, MORGAN HILL, CA 95037**

**2024 - 2025**

1390	DIRECTOR CLASSIFIED PERSONNEL (0.10 FTE)	\$25,900
2410	HR SPECIALIST, CLASSIFIED (0.50 FTE)	\$32,300
2396	COMMISSIONER'S STIPEND	\$900
3000	STATUTORY BENEFITS	\$24,000
4310	SUPPLIES	\$800
5201	DIRECTOR'S MILEAGE	\$500
5210	MILEAGE	\$100
5220	CONFERENCES (\$500/MEMBER)	\$2,000
5300	DUES/MEMBERSHIP (CSPCA, NSPCA, CODESP, MISC)	\$3,300
5716	DISTRICT PRINT	\$100
5800	CONTRACTED SERVICES (EDJOIN, ADVERTISING)	\$1,500
5910	POSTAGE	\$100
<b>TOTAL:</b>		<b>\$91,500</b>

APPROVED:	Patrick Sánchez Asst. Superintendent of Human Resources
ADOPTED:	Personnel Commission Meeting Date
ADOPTED BY:	Victor Loesche, MHCEA Appointee (Chair Person) Don Moody, Board Appointee Kevin Pfeil, Personnel Commission Appointee



## **MORGAN HILL UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **2024 - 2025 MEETING CALENDAR**

AUGUST 21, 2024

SEPTEMBER 18, 2024

OCTOBER 16, 2024

NOVEMBER 20, 2024

DECEMBER HOLIDAY BREAK - NO MEETING

JANUARY 15, 2025

\* FEBRUARY 26, 2025

MARCH 19, 2025

\* APRIL 23, 2025

MAY 21, 2025

\* JUNE 11, 2025

*Personnel Commission meetings will be held in the District Office Round Room at 5:00 pm on the third Wednesday of the month unless otherwise indicated (\*).*

Proposed: June 12, 2024  
Adopted: