

MORGAN HILL UNIFIED SCHOOL DISTRICT
Personnel Commission
AGENDA

Date: September 18, 2019
Time: 5:00 p.m.
Location: District Office
15600 Concord Circle
Morgan Hill, CA 95037

I. OPEN SESSION

Meeting Called to Order:

Pledge of Allegiance

Roll Call: Tara Bevington _____
Steve Klem _____
Pam Torrisi _____

II. ADOPT AGENDA

Motion By: Ayes:
Second By: Noes:

III. APPROVE MINUTES OF June 19, 2019 meeting

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.

IT department and how they are refreshing devices and what summer work went on

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

Stonehouse

Motion By: Ayes:

Second By: Noes:

B. Approve minimum qualifications for Student Nutrition Assistant

Myers

Motion By: Ayes:

Second By: Noes:

C. Approve Range 36 for Student Nutrition Assistant

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

A. Student Nutrition Department implementation

Myers

B. Bus Driver Incentive

Myers

C. Personnel Commission Board Appointed Seat

Myers

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:

Motion By: Ayes:

Second By: Noes:

**MORGAN HILL UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
June 17, 2019 – September 12, 2019**

| | |
|---------------|--|
| Topic: | Hiring Report |
| Prepared by: | Kristin Stonehouse, Human Resources Specialist |
| Presented by: | Kristin Stonehouse, Human Resources Specialist |
| Type of Item: | Action |

NEW HIRES, PROMOTIONS, INCREASE IN HOURS

New Hires:

| | | | |
|------------------------|-------------------------------------|-----------------|----------|
| Jordan Dare | Information Technology Specialist I | District Office | 07/01/19 |
| Merrie Shulman | Staff Secretary, Enrollment | Technology | 7/8/2019 |
| Dusty Cline | Administrative Secretary I | Live Oak | 07/25/19 |
| Reina Gonzalez | Administrative Secretary II | Central | 07/25/19 |
| Julia Sibley | Registrar II | Martin Murphy | 07/25/19 |
| Christina Topete | Migrant Recruiter | Migrant Dept | 08/01/19 |
| Kelly Gomez | Job Developer | Central | 08/05/19 |
| Rosie Martinez | Food Service Assistant | Live Oak | 08/12/19 |
| Maragret Samarron | Food Service Assistant | Live Oak | 08/12/19 |
| Monica Juarez | Food Service Assistant | Live Oak | 08/12/19 |
| Flora Morales-Diego | Health Assistant | Britton | 08/13/19 |
| Nicholas Matsumoto | Paraprofessional | Central | 08/13/19 |
| Tina Baleria | Paraprofessional | Martin Murphy | 08/13/19 |
| Jeannie Clayton | Paraprofessional | Britton | 08/13/19 |
| Linda Nietert | Vocational Technician | Central | 08/13/19 |
| Madison Shrull | Paraprofessional, MTSS | Barrett | 08/13/19 |
| Tanaya Stumpf | School Office Assistant | Adult Ed | 08/21/19 |
| Cynthia Bass | Bus Driver | Transportation | 08/12/19 |
| Irene Garza | Bus Driver | Transportation | 08/12/19 |
| Favio Figueroa | Sub Van Driver | Transportation | 08/15/19 |
| Luis Reynoso | Groundskeeper | Grounds | 08/30/19 |
| Catharina VanSteenpaal | Paraprofessional | Barrett | 08/26/19 |
| Jasmeet Kaur | Sub Paraprofessional | Martin Murphy | 08/26/19 |
| Francine De La Torre | Sub Food Service Assistant | Sobrato | 08/23/19 |
| Shellie DeJesus | Sub Food Service Assistant | Live Oak | 08/15/19 |
| Michael Sorci | Sub Student Supervisor | Britton | 08/15/19 |
| Mario Moreno | Sub Student Supervisor | Britton | 08/21/19 |
| Natasha Cooper | Sub Paraprofessional | Nordstrom | 08/15/19 |
| Mary Anne Panganiban | Sub Yard Duty | Paradise Valley | 09/04/19 |
| Kerri Quezada | Sub Yard Duty | Los Paseos | 08/15/19 |
| Carla Rutter | Sub Yard Duty | Los Paseos | 08/30/19 |
| Elizabeth Roberts | Sub Yard Duty | Los Paseos | 09/03/19 |
| Rosalba Villalobos | sub Custodian | various | 09/03/19 |

Promotions:

| | | | |
|---------------------|----------------------------|------------------|----------|
| Gloria Rocha Lopez | Paraprofessional, MTSS | Ed Services | 08/13/19 |
| Anthony Carlson | Lead Custodian | San Martin Gwinn | 08/12/19 |
| Gloria Rocha Lopez | Student Support Specialist | Ed Services | 08/26/19 |
| Jose Rivera Linares | Groundskeeper | Grounds | 08/27/19 |
| Kamise England | Student Support Specialist | Central | 09/03/19 |

Increase in Hours:

| | | | | |
|--------------------|------------------------|----------|--------------|----------|
| Rosie Martinez | Food Service Assistant | Live Oak | 5 to 6 hours | 08/12/19 |
| Nicholas Matsumoto | Paraprofessional | Central | 5 to 6 hours | 08/13/19 |

SUBSTITUTE, LIMITED TERM ASSIGNMENT, WORKING OUT OF CLASS**Substitutes:**

| | | | | |
|----------------------|----------------------------------|-----------------|-----------|----------|
| Michael Sorci | Student Supervisor | Britton | 08/15/19 | 09/30/19 |
| Mario Moreno | Student Supervisor | Britton | 08/15/19 | 08/06/19 |
| Shellie DeJesus | Sat Food Service Assistant (FSA) | Central (LO) | 08/15/19 | 09/30/19 |
| Brianna Villar | Paraprofessional | Martin Murphy | 08/16/19 | 09/30/19 |
| Yvette Revelez | Paraprofessional | Britton | 8/15/2019 | 09/30/19 |
| Rochelle Casarez | Paraprofessional | Britton | 8/15/2019 | 09/30/19 |
| Ana Verdin | Paraprofessional | Britton | 8/15/2019 | 08/15/19 |
| Ana Verdin | Food Service Assistant | Live Oak | 08/16/19 | 9/13/19 |
| Jasmeet Kaur | Sub Paraprofessional | Martin Murphy | 08/26/19 | 09/30/19 |
| Francine De La Torre | Sub Food Service Asst | Sobrato | 08/23/19 | 09/30/19 |
| Shellie DeJesus | Sub Food Service Asst | Live Oak | 08/15/19 | 09/30/19 |
| Natasha Cooper | Sub Paraprofessional | Nordstrom | 08/15/19 | 09/30/19 |
| Mary Anne Panganiban | Sub Yard Duty | Paradise Valley | 09/04/19 | 06/05/20 |
| Kerri Quezada | Sub Yard Duty | Los Paseos | 08/15/19 | 06/05/20 |
| Carla Rutter | Sub Yard Duty | Los Paseos | 08/30/19 | 06/05/20 |
| Elizabeth Roberts | Sub Yard Duty | Los Paseos | 09/03/19 | 06/05/20 |
| Rosalba Villalobos | sub Custodian | various | 09/03/19 | 06/05/20 |

Limited Term Assignment:

| | | | | |
|---------------|------------------------|---------|-----------|----------|
| Sarah Malette | MTSS Paraprofessional | El Toro | 8/15/2019 | 12/21/19 |
| Mario Moreno | Sub Student Supervisor | Britton | 08/21/19 | 09/30/19 |
| Liz Lange | Student Supervisor | Britton | 8/15/2019 | 12/21/19 |

Working Out of Class:

| | | | | |
|--------------------|---------------------|-------------|----------|----------|
| Prashan Welipitiya | Executive Secretary | Ed Services | 07/01/19 | 01/01/20 |
|--------------------|---------------------|-------------|----------|----------|

TRANSFERS

| | | | | |
|---------------------|-----------------------|---------------------|------------------|----------|
| Kim Sullivan | MTSS Paraprofessional | San Martin/Gwinn to | Paradise Valley | 08/13/19 |
| Michele Adona | Paraprofessional | Live Oak to | San Martin/Gwinn | 08/13/19 |
| Joyce Bedard | MTSS Paraprofessional | Barrett | PA Walsh | 08/13/19 |
| Melissa Pompas | Paraprofessional | Live Oak | Jackson | 08/13/19 |
| Gabriela Betancourt | Paraprofessional | El Toro | Jackson | 08/13/19 |
| Eulalie LaAnyane | Paraprofessional | El Toro | Paradise Valley | 08/13/19 |

RESIGNATIONS, RETIREMENTS, SEPARATIONS, & LEAVE OF ABSENCE

| | | | | |
|----------------------|----------------------------------|------------------|---------------|----------|
| Tobreth Hansen | Satellite Food Service Assistant | Central | Resigned | 06/07/19 |
| Natalie Baker | Paraprofessional | Jackson | Resigned | 06/07/19 |
| Dennis Chavez | Groundskeeper | Grounds | Resigned | 07/31/19 |
| Julie King | Administrative Secretary II | Central | Resigned | 06/26/19 |
| Cathy Podawiltz | Paraprofessional | Paradise Valley | Retired | 07/30/19 |
| Jeff Templin | Yard Duty | Nordstrom | Released | 06/06/19 |
| Mirna Garcia | Paraprofessional | PA Walsh | Resigned | 06/07/19 |
| Tonya Abernathy | Satellite Food Service Assistant | Martin Murphy | Resigned | 06/07/19 |
| Allison Steindler | Paraprofessional | Martin Murphy | Resigned | 07/31/19 |
| Teresa Perez | Bilingual Paraprofessional | San Martin Gwinn | Resigned | 06/07/19 |
| Paula Carlton | Paraprofessional | Britton | Resigned | 06/07/19 |
| Brenden Hair | Paraprofessional, MTSS | El Toro | Resigned | 06/07/19 |
| Margaret Samarron | Food Service Assistant | Live Oak | Resigned | 08/13/19 |
| Amor Walizer | Yard Duty | Jackson | Resigned | 08/08/19 |
| Christina Topete | School Office Assistant | Migrant Dept | Reduce 1 hour | 08/01/19 |
| Nancy Elvoid Lee | Paraprofessional | Central | Resigned | 08/19/19 |
| Leonor Perez Mendoza | Yard Duty | San Martin Gwinn | Resigned | 08/16/19 |
| Maria Elena Miller | Paraprofessional | Barrett | Released | 08/20/19 |

Leave of Absence

* signifies that leave time is being used intermittently

| | | | | |
|----------------------|----------------------------|-----------------|----------|----------|
| Kirsten Perez | Asst Supt Business Svcs | District Office | 10/01/19 | 01/03/20 |
| Maria Elena Miller | Paraprofessional | Barrett | 03/15/19 | 08/20/19 |
| Rosana Almeida | Dispatcher | Transportation | 08/06/19 | 09/09/19 |
| Adrian Hayes | Student Supervisor | Britton | 08/13/19 | 09/14/19 |
| Karla Dominguez-Vega | Executive Secretary | District Office | 07/01/19 | 01/01/20 |
| Nancy Elvoid Lee | Paraprofessional | Central | 08/13/19 | 08/19/19 |
| Jazmine Hernandez | Executive Assistant, MHELA | Human Resources | 12/16/19 | 03/31/20 |

POSTING FOR NOTICE OF EXAMINATION

| CLASSIFICATION | DEADLINE |
|----------------------------------|----------|
| Senior Maintenance | 07/21/19 |
| Mechanic | 08/30/19 |
| Satellite Food Service Assistant | 08/30/19 |
| Food Service Assistant | 08/30/19 |
| Student Supervisor | 08/11/19 |
| Student Support Specialist | 08/30/19 |

EXAMINATIONS


| CLASSIFICATION | DATE OF TEST | NUMBER OF ELIGIBLES | NUMBER OF RANKS |
|-----------------------------|--------------|---------------------|-----------------|
| Registrar I, Martin Murphy | 07/01/19 | 12 | 10 |
| Administrative Secretary II | 07/11/19 | 6 | 6 |
| Groundskeeper | 07/10/19 | 3 | 3 |
| Migrant Recruiter | 07/11/19 | 5 | 3 |
| Mechanic | 07/26/19 | 0 | 0 |

INTERVIEWS

| CLASSIFICATION | DATE OF INTERVIEW |
|----------------------------------|-------------------|
| School Office Assistant, CAS | 06/24/19 |
| Administrative Secretary I | 06/26/19 |
| Job Developer | 07/03/19 |
| Administrative Secretary II | 07/16/19 |
| Registrar I | 07/22/19 |
| Paraprofessional | 07/23/19 |
| Migrant Recruiter | 07/23/19 |
| Lead Custodian, San Martin/Gwinn | 08/07/19 |
| Community Liaison, Nordstrom | 08/08/19 |
| Bus Driver | 08/08/19 |
| Bus Driver | 08/12/19 |
| Groundskeeper | 08/16/19 |
| Paraprofessional, Bilingual | 08/16/19 |
| Community Liaison | 08/20/19 |
| Student Support Specialist | 08/21/19 |

POSTING FOR TRANSFER

| CLASSIFICATION | DATE OPEN |
|-----------------------------|-----------|
| Paraprofessional | 07/20/19 |
| Lead Custodian | 07/05/19 |
| Administrative Secretary II | 07/11/19 |
| Paraprofessional, Bilingual | 07/23/19 |
| Community Liaison | 08/06/19 |
| Paraprofessional | 09/13/19 |
| Library Technician | 09/13/19 |

| | | |
|---|---|--|
|  | <p align="center">Student Nutrition Assistant</p> <p align="center">Previously (Food Service Assistant & Satellite Food Service Assistant)</p> | <p align="center">Classified Position</p> <p>Initial Date: October 8, 1992 Board Approval: October 1, 2019 Revision Date: September 10, 2019 Personnel Commission: September 18, 2019 Range: 36</p> <p>Reports to Director of Student Nutrition</p> |
|---|---|--|

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the direction of the Student Nutrition Supervisor or Director, may prepare or order and serve hot and cold food items at assigned kitchen; maintain food service facilities, equipment and utensils in a clean and sanitary condition; perform related cashier functions. This class requires the ability to work effectively with staff, students and the population served.

REPRESENTATIVE DUTIES:

- May prepare and serve hot and cold food items at an assigned production kitchen; assemble various ingredients; heat, package and wrap food items according to established procedures and portion control standards
- May prepare a variety of assigned foods for distribution.
- Heat packaged and wrapped food items according to established procedures and portion control standards
- Set up food service area; set out food and beverages for sale and distribution; serve and distribute breakfast, brunch, lunch and snacks to students and staff as assigned.
- Maintain food service facilities, equipment and utensils in a clean and sanitary condition
- Perform cashiering duties as assigned by the position; utilize a computer terminal as required; prepare and deliver daily bank deposits
- Monitor inventory levels of food service supplies; place food and supply orders, unloading, storing, and rotating food items and supplies; participate in regular and periodic inventory activities as directed; assist in assuring proper temperature of foods
- May receive and unload food item deliveries; assist with the storage and rotation of food items and supplies in storage areas as required; assist in assuring proper temperature of foods
- Determine appropriate quantity of food items for site; compile and submit orders to the Supervisor of Student Nutrition as appropriate
- Maintain various records related to food items, transport, temperatures and assigned activities; process lunch applications as assigned
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns; contact parents regarding student accounts and other issues as needed
- Operate standard food service equipment
- Mop and sweep floors as required; pick up and dispose of waste and debris
- Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

- Knowledge of basic food preparation including washing, cutting and assembling food items and ingredients. Prepare and serve hot and cold food items at an assigned production kitchen
- Knowledge of sanitation and safety practices related to preparing, handling and serving food
- Ability to follow health and sanitation requirements
- Ability to operate standard kitchen equipment safely and efficiently
- Maintain food service facilities, equipment and utensils in a clean and sanitary condition
- Knowledge of proper methods of storing equipment, materials and supplies
- Ability to place food orders and perform receiving, rotating and inventorying food supply duties.
- Ability to communicate effectively both orally and in writing

- Knowledge of basic math and cashiering skills and ability to add, subtract, multiply and divide quickly and accurately
- Ability to perform record keeping techniques
- Knowledge of safety practices and proper lifting techniques
- Ability to establish and maintain cooperative and effective working relationships
- Ability to maintain consistent, punctual and regular attendance
- Ability to meet schedules and time lines

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent is required
- One year of food service experience is desirable
- Completion of courses in sanitation, safety, and nutrition is desirable

LICENSES AND OTHER REQUIREMENTS:

- Valid Serv Safe Manager Certificate
- Requires a valid California driver's license
- May require pre-employment physical examination

WORKING CONDITIONS:

ENVIRONMENT:

- Food service environment subject to heat from ovens and cold from freezers
- Work is predominately inside and generally provides protection from weather conditions, but not necessarily from temperature changes
- Work surface: Work done primarily on concrete floors

PHYSICAL DEMANDS:

- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position
- Dexterity of hands and fingers to operate food service equipment
- Reaching overhead, above shoulders and horizontally
- Bending at the waist, kneeling or crouching
- Seeing to monitor food quality and quantity
- Light to heavy physical effort; standing for extended periods of time; ability to reach in all directions; periodic lifting, carrying, loading and unloading of foodstuffs (25-50 pounds)
- Moderate stress level

HAZARDS:

- Cold from freezers
- Exposure to very hot foods, equipment, and metal objects
- Working around sharp objects
- Exposure to cleaning chemicals and fumes

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.

THE PERSONNEL COMMISSION

The Merit System is administered by an independent body known as, The Personnel Commission. The Commission is comprised of three members appointed for three year terms with the term of one member expiring each year. One member is selected by the Board of Trustees, one member is selected by the employee organization representing the largest number of classified employees, and the third member selected by the other two Commissioners.

The Responsibilities of the Personnel Commission

The Personnel Commission has three core responsibilities as defined in the California Education Code. These are as follows:

1. Oversee a personnel management program based on merit principles that ensure the selection and promotion of employees is based solely on qualifications through competitive examination.
2. Develop and administer policies governing employment matters to ensure the fair and equitable treatment of employees within the classified service.
3. Conduct appeal hearings on matters involving employee disciplinary action, employment examinations, and personnel policies and procedures.

The Duties Performed By The Personnel Commission

To execute its responsibilities, the Personnel Commission performs the following duties:

1. Establishes and maintains a position classification plan which includes creating job descriptions, setting minimum qualifications, and allocating classifications on salary schedules using standards that provide equal pay for equal work.
2. Adopts guidelines to analyze jobs and develop valid employment examinations.
3. Adopts rules and procedures to be followed concerning such employment subjects as applications, examinations, employment eligibility, hiring, promotions, transfers, layoffs, compensation, performance evaluation, discipline, and other rules necessary to carry out classified personnel administration.

The Requirements For Serving As A Personnel Commission

To be eligible for appointment to the Personnel Commission, a person shall:

1. Be a registered voter and resident within the territorial jurisdiction of the school district.
2. Be a known adherent to merit system principles as demonstrated by public or private service that indicates support for the concept of public employment, continuance in employment, and promotional opportunities on the basis of merit and fitness.
3. Not be member of the Board of Education or an employee of same school district.
4. Not be an employee of the same school district.

The Desirable Qualifications Of A Personnel Commissioner

These include:

1. Volunteer or paid experience associated with working with community groups and organizations including public agencies.
2. Concern with the educational system in the school districts.
3. Familiarity with the merit system, its concepts and philosophy.
4. Ability to work effectively with members of the public, employees, administrators, Board members, other Commissioners and employee organization groups.
5. Some knowledge of labor relations and recent legislative developments in this area in the State of California.
6. The time to actively engage in Personnel Commission activities including attending meetings of the Personnel Commissioners and conferences dealing with the merit system and responsibilities of the Personnel Commission\.
7. Be able to remain neutral in support of the Merit System, and not an advocate for the group that appointed you.

In addition, a successful Personnel Commissioner candidate will be able to demonstrate through the selection process that he/she:

1. Has the professional integrity to adhere to the Merit System laws and rules in carrying out the duties and responsibilities of a Personnel Commissioner.
2. Will conduct the business of the Personnel Commission publicly in accordance with the Ralph M. Brown Open Meeting Act.
3. Has the ability to understand and analyze complex technical information relating to recruitment, selection, discipline, classification, salary administration, rules and regulations.
4. Can, along with other Commissioners, effectively select and evaluate a Director.
5. Can develop and apply a working knowledge of laws and procedures applicable to classified service.

PROCEDURES FOR BOARD APPOINTMENT OF A PERSONNEL COMMISSIONER

Outlined below are the Education Guide requirements the Board must use to fill its appointment to the Personnel Commission.

APPLICATION PROCESS

The Board may use any application process it deems appropriate. Here is one approach.

- a) Advertise the position
- b) Applicants complete formal application (see Appendix B)

QUALIFICATIONS

Appointees to the Personnel Commission must meet qualifications as follows:

- a) Applicants must be registered voters and reside within the territorial jurisdiction of the school district; and
- b) Be a known adherent to the principle of the merit system (a person who by virtue of prior public or private service has given evidence of support to the merit system concept-i.e. the selection retention, and promotion of individuals upon the basis of merit and fitness).
- c) The candidate shall not be a member of the governing board or of any other district governing board or county board of education, nor shall he/she be an employee of district (relatives of employees of the district are acceptable)/

Reference: Education Code Section 45244

PUBLIC ANNOUNCEMENT: Intended Appointee.

Once the qualified applicants have been given consideration by the Board, the Board must publicly announce the name of the individual they intend to appoint.

Reference: Education Code Section 45246 (b)(1)

PUBLIC HEARING

At a Board meeting to be held after 30 days and within 45 days of the Board's announcement of its intended appointee, the Governing Board is required to hold a public hearing. After the public hearing, the Board may make its appointment.

Reference: Education Code Section 45246 (d)