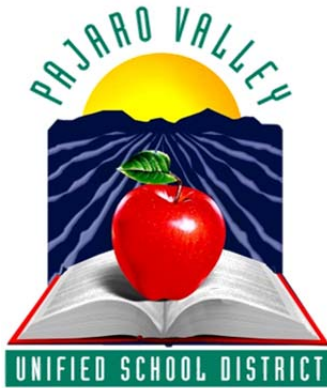


## PAJARO VALLEY UNIFIED SCHOOL DISTRICT MISSION STATEMENT

The Mission of the Pajaro Valley Unified School District is to educate and to support learners in reaching their highest potential. We prepare students to pursue successful futures and to make positive contributions to the community and global society.



### August 26, 2015 REGULAR BOARD MEETING

**CLOSED SESSION – 6:00 p.m. – 7:00 p.m.**  
**PUBLIC SESSION – 7:00 p.m.**

**DISTRICT OFFICE**  
**Boardroom**  
**292 Green Valley Road, Watsonville, CA 95076**

#### **NOTICE TO THE PUBLIC: BOARD PACKET DOCUMENTS ARE AVAILABLE FOR YOUR REVIEW AT THE FOLLOWING LOCATIONS:**

- Superintendent's Office: 294 Green Valley Road, Watsonville, CA (4<sup>th</sup> Floor)
- On our Webpage: [www.pvUSD.net](http://www.pvUSD.net)

#### **Notice to the Audience on Public Comment**

Members of the audience are welcome to address the Board on all items not listed on this agenda. Such comments are welcome at the "Visitor Non-Agenda Items".

Members of the audience will also have the opportunity to address the Board during the Board's consideration of each item on the agenda.

Individual speakers will be allowed three minutes (unless otherwise announced by the Board President) to address the Board on each agenda item. **You must submit this card prior to the discussion of the agenda item you wish to speak to; once an item has begun, cards will not be accepted for that item.** For the record, please state your name at the beginning of your statement. The Board shall limit the total time for public input on each agenda item to 20 minutes. With Board consent, the President may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The President may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add.

#### **Las Solicitudes de Traducción:**

Traducción del inglés al español está disponibles en las sesiones de la mesa directiva. Por favor obtenga su equipo al entrar a la junta.

**We ask that you please turn off your cell phones and pagers when you are in the boardroom.**

**Please Note that Reporting out of Closed Session will Take Place AFTER Action Items.**

#### **1.0 CLOSED SESSION OPENING CEREMONY IN OPEN SESSION – 6:00 P.M.**

- 1.1 Call to Order
- 1.2 Public comments on closed session agenda.

**2.0 CLOSED SESSION (AND AFTER REGULAR SESSION IF NECESSARY)**

- 2.1 Public Employee Appointment/Employment, Government Code Section 54957
  - a. Certificated Employees (see Attached)
  - b. Classified Employees (see attached)
- 2.2 Public Employee Discipline/Dismissal/Release/Leaves
- 2.3 Negotiations Update
  - a. CSEA
  - b. PVFT
  - c. Unrepresented Units: Management and Confidential
  - d. Substitutes – Communication Workers of America (CWA)
- 2.4 Claims for Damages
- 2.5 Existing Litigation
- 2.6 Pending Litigation
- 2.7 Anticipated Litigation
- 2.8 Real Property Negotiations

**3.0 OPENING CEREMONY – MEETING OF THE BOARD IN PUBLIC - 7:00 P.M.**

- 3.1 Pledge of Allegiance
- 3.2 Welcome by Board President  
Trustees Kim De Serpa, Leslie DeRose, Maria Orozco, Karen Osmundson, Lupe Rivas,  
Willie Yahiro and President Jeff Ursino.
- 3.3 Superintendent Comments
- 3.4 Governing Board Comments/Reports Standing Committee Meetings (*1 minute per trustee*)

**4.0 APPROVAL OF THE AGENDA**

**5.0 APPROVAL OF MINUTES**

*- Minutes for August 12, 2015*

**6.0 HIGH SCHOOL STUDENTS BOARD REPRESENTATIVES REPORT**

*5 min. per school*

**7.0 VISITOR NON-AGENDA ITEMS**

Public comments on items that are not on the agenda can be addressed at this time. The Board President will recognize any member of the audience wishing to speak to an item not on the agenda on a matter directly related to school business. The President may allot time to those wishing to speak, but no action will be taken on matters presented (Ed. Code Section 36146.6). If appropriate, the President or any Member of the Board may direct that a matter be referred to the Superintendent's Office for placement on a future agenda. (Please complete a card if you wish to speak.)

**8.0 EMPLOYEE ORGANIZATIONS COMMENTS – PVFT, CSEA, PVAM, CWA**

*5 min. each*

**9.0 CONSENT AGENDA**

Information concerning the Consent items listed above has been forwarded to each Board Member prior to this meeting for his/her study. Unless some Board Member or member of the

audience has a question about a particular item(s) and asks that it be withdrawn from the Consent list, the item(s) will be approved at one time by the Board of Trustees. The action taken in approving Consent items is set forth in the explanation of the individual item(s).

- 9.1 Purchase Orders August 6 - 19, 2015  
The PO's will be available in the Superintendent's Office.
- 9.2 Warrants August 6 -19, 2015  
The warrants will be available in the Superintendent's Office.
- 9.3 Approve Network Operation Center Remodel Project (Eiskamp Building).
- 9.4 Approve Notice of Completion for Roof, Gutters, and Dry Rot Repairs for MacQuiddy Elementary School.

The administration recommends approval of the Consent Agenda.

**10.0 DEFERRED CONSENT ITEMS**

**11.0 REPORT ITEMS**

- 11.1 Report and discussion on Cabrillo College’s Summer Migrant Education Program.  
*Report by Juanita Aguilera, English Learner Specialist, Luis Medina, Director, Migrant Ed.*  
15 min. pres; 10 min. discussion.
- 11.2 Report and discussion on PVUSD Vision for 2015-16.  
*Report by Cabinet Members.* 15 min. pres; 10 min. discussion.

**12.0 ACTION ITEMS**

- 12.1 Report discussion and possible action on the Super Saturdays Attendance Program.  
*Report by Mark Brewer, Assistant Superintendent, Secondary Education.*  
20 min. pres; 10 min. discussion.
- 12.2 Report, discussion and possible action to Approve Job Description Revision – Student Services Specialist.  
*Report by Pam Shanks, Director, Classified Personnel.* 15 min. pres; 10 min. discussion.

**13.0 ACTION ON CLOSED SESSION**

**14.0 UPCOMING BOARD MEETINGS/REMAINING BOARD MEETINGS FOR 2015**

All meetings, unless otherwise noted, take place at the District Office Boardroom, 292 Green Valley Road, Watsonville, CA. Closed Session begins at 6:00 pm; Open Session begins at 7:00 pm.

		Comment
<b>September</b>	<ul style="list-style-type: none"> <li>▪ 9</li> <li>▪ 23</li> </ul>	<ul style="list-style-type: none"> <li>▪ Unaudited Actuals</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>▪ 14</li> <li>▪ 28</li> </ul>	
<b>November</b>	<ul style="list-style-type: none"> <li>▪ 18</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>▪ 9</li> </ul>	<ul style="list-style-type: none"> <li>▪ Annual Organization Mtg.</li> <li>▪ Approve 1<sup>st</sup> Interim Report</li> </ul>

**15.0 ADJOURNMENT**

PAJARO VALLEY UNIFIED SCHOOL DISTRICT  
 CLOSED SESSION AGENDA  
 August 26, 2015

- 2.1 Public Employee Appointment/Employment, Government Code Section 54957  
 a. Certificated Employees  
 b. Classified Employees

<b>New Hires – Probationary</b>	
2	Counselors
1	Curriculum Coach
10	Teachers
1	Behavior Tech
1	Instructional Assistant – General Ed
1	Instructional Assistant – Mild/Moderate
1	Interpreter Tutor
1	Library Media Tech
1	Office Assistant III
1	Theater Technician
1	Warehouse Worker II
1	Behavior Tech
<b>New Hires</b>	
	None
<b>Rehires</b>	
	None
<b>Promotions</b>	
	None
<b>New Substitutes</b>	
	10
<b>Administrative Appointments</b>	
1	Assistant Principal, ASP
<b>Transfers</b>	
	None
<b>Other</b>	
	None
<b>Extra Pay Assignments</b>	
	None
<b>Extra Period Assignments</b>	
	None



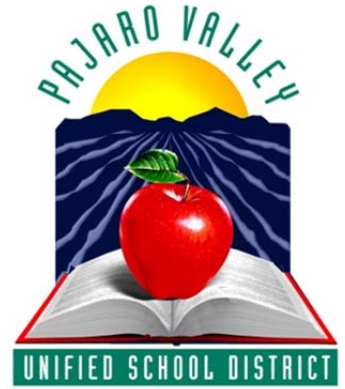
<b>Leaves of Absence</b>	
4	Teacher
2	Bus Driver
<b>Miscellaneous Action</b>	
	None
<b>Retirements</b>	
	None
<b>Resignations/Terminations</b>	
	None
<b>Supplemental Service Agreements</b>	
167	Teacher
1	Coordinator
<b>Separations From Service</b>	
1	Counselor
3	Teacher
1	Administrative Secretary III
2	Attendance Specialist
1	Behavior Tech
1	Cafeteria Assistant
1	Custodian II
1	Director, Food Service
2	Instructional Assistant – General Ed
2	Instructional Assistant – Mild/Moderate
1	Instructional Assistant – Moderate/Severe
1	Office Assistant III
<b>Limited Term – Projects</b>	
3	Language Support Liaison II
1	Office Assistant II
<b>Exempt</b>	
	None
<b>Provisional</b>	
1	Registration Specialist I
<b>Limited Term - Substitute</b>	
1	Administrative Secretary I
1	Attendance Specialist
1	Cafeteria Assistant

14	Custodian I
1	Groundskeeper I
1	Groundskeeper II
2	Office Manager

**August 12, 2015  
REGULAR BOARD MEETING  
UNADOPTED MINUTES**

**CLOSED SESSION – 6:00 p.m. – 7:00 p.m.  
PUBLIC SESSION – 7:00 p.m.**

**DISTRICT OFFICE Boardroom  
292 Green Valley Road, Watsonville, CA 95076**



**1.0 CLOSED SESSION OPENING CEREMONY IN OPEN SESSION – 6:00 P.M.**

**1.1 Call to Order**

President Ursino called the meeting of the Board to order in public at 6:03 PM at 292 Green Valley Road, Watsonville, CA.

**1.2 Public comments on closed session agenda.**

None.

**2.0 CLOSED SESSION (AND AFTER REGULAR SESSION IF NECESSARY)**

**2.1 Public Employee Appointment/Employment, Government Code Section 54957**

- a. Certificated Employees
- b. Classified Employees

<b>New Hires – Probationary</b>	
1	Buyer
1	Data Entry Specialist
1	Groundskeeper I
1	Library Media Technician
2	Office Assistant III
1	Office Manager
1	Supervisor, Food Services
1	Theatre Technician
<b>New Hires</b>	
1	Curriculum Coach
1	School Nurse
2	School Psychologist
9	Speech & Language Specialist
28	Teachers
<b>Rehires</b>	
	None
<b>Promotions</b>	
1	Office Assistant III

1	Office Manager
1	Payroll Technician
	None
<b>New Substitutes</b>	
None.	
<b>Administrative Appointments</b>	
3	Assistant Superintendent
1	Coordinator
2	Director
1	Principal
<b>Transfers</b>	
	None
<b>Other</b>	
	None
<b>Extra Pay Assignments</b>	
12	Coach
<b>Extra Period Assignments</b>	
	None
<b>Leaves of Absence</b>	
9	<i>Teacher</i>
1	Bus Driver Specialized
1	Health Care Assistant
1	Human Resources Analyst
1	Instructional Assistant – Moderate/Severe
1	<i>Instructional Assistant – Mild/Moderate</i>
1	<i>Cafeteria Assistant</i>
<b>Miscellaneous Action</b>	
1	Instructional Assistant – General Ed
1	Supervisor of Planning
<b>Retirements</b>	
	None
<b>Resignations/Terminations</b>	
	None
<b>Supplemental Service Agreements</b>	
1	Coordinator
1	Counselor

2	Curriculum Coach
1	Program Director
4	School Nurse
363	Teacher
<b>Separations From Service</b>	
1	Academic Coordinator
1	Assistant Superintendent, Elementary
2	Assistant Principal
2	<i>Counselor</i>
1	School Nurse
23	<i>Teacher</i>
1	Administrative Secretary III
2	Attendance Specialist
4	<i>Behavior Technician</i>
1	Director, Food Services
2	<i>Instructional Assistant – Mild/Moderate</i>
3	<i>Instructional Assistant – Moderate/Severe</i>
1	Office Manager III
1	<i>New Teacher Coordinator</i>
1	<i>Principal</i>
1	<i>Instructional Assistant – General Ed</i>
1	<i>Delegated Behind the Wheel Trainer</i>
1	<i>Manager, Health and Disabilities</i>
<b>Limited Term – Projects</b>	
1	Administrative Secretary I
1	Administrative Secretary II
1	Administrative Secretary III
35	Behavior Technician
41	Bus Driver
15	Cafeteria Assistant
1	Cafeteria Manager II
2	Cafeteria Manager III
17	Campus Safety & Security Officer
1	Central Kitchen Manager
12	Custodian I
2	Custodian II

2	Data Entry Specialist
6	Health Care Assistant
1	Human Resources Analyst
63	Instructional Assistant – General Ed
14	Instructional Assistant – Mild/Moderate
84	Instructional Assistant – Moderate/Severe
11	Instructional Assistant – Migrant Ed
1	Interpreter Tutor Sign Language
1	Language Support Liaison
10	Library Media Tech
1	Low Incidence Tech
4	Office Assistant II
5	Office Assistant III
1	Occupational Therapist
2	Office Manager
3	Site Computer Support Technician
1	Translator
1	Warehouse/Delivery Driver
<b>Exempt</b>	
11	Crossing Guards
17	Enrichment Specialist
39	Pupil
47	Student Worker
7	Yard Duty
<b>Provisional</b>	
1	Registration Specialist I
<b>Limited Term - Substitute</b>	
1	Administrative Secretary I
1	Attendance Specialist
1	Cafeteria Assistant
14	Custodian I
1	Groundskeeper I
2	Groundskeeper II
3	Office Manager

## 2.2 Public Employee Discipline/Dismissal/Release/Leaves

- 2.3 **Negotiations Update**
  - a. CSEA
  - b. PVFT
  - c. **Unrepresented Units: Management and Confidential**
  - d. **Substitutes – Communication Workers of America (CWA)**

2.4 **Claims for Damages**

2.5 **Existing Litigation**

2.6 **Pending Litigation**

2.7 **Anticipated Litigation**

2.8 **Real Property Negotiations**

3.0 **OPENING CEREMONY – MEETING OF THE BOARD IN PUBLIC - 7:00 P.M.**

President Ursino called the meeting of the Board in public to order at 7:00 PM.

3.1 **Pledge of Allegiance**

Trustee Osmundson led the Board in the Pledge of Allegiance.

3.2 **Welcome by Board President**

Trustees Kim De Serpa, Leslie DeRose, Maria Orozco, Karen Osmundson, Lupe Rivas, Willie Yahiro and President Jeff Ursino were present.

3.3 **Superintendent Comments**

Superintendent Dorma Baker reported that it is a very busy time with many personnel changes. She added that this year's Algebra Academy, sponsored by Graniterock, was successful with about 200 students participants. She added that the first Algebra Academy class will be graduating this year and those students have the commitment from CSUMB to be able to enroll at their campus.

3.4 **Governing Board Comments/Reports Standing Committee Meetings**

Trustee Yahiro attended the graduation on a solar program and it was outstanding; it is a great collaboration with Cabrillo College.

Trustee DeRose welcomed all back from summer. She attended a PVSPA board meeting and they have hired a consultant to draft a strategic plan to enhance activities and seek new directions we may want to see in our community. Summer migrant program happened this summer at Cabrillo College and 22 PVUSD students participated.

Trustee Rivas welcomed all back from summer. She had a great summer, participated in the 4<sup>th</sup> of July parade, attended the Strawberry Festival, and truly enjoys the area with bountiful resources to make jam.

Trustee Osmundson attended the Migrant and Seasonal Head Start committee. She noted that she'd attended the Algebra Academy Graduation last year and that was a great experience.

Trustee De Serpa announced that the PVUSD community had lost 2 students, Gisselle Perez of Mar Vista and Colette Lazenby of Pacific Coast Charter School; she asked for a moment of silence in their honor.

Trustee Ursino announced that trustee Orozco had welcomed her baby boy over summer. He attended the districtwide breakfast this year and was pleased to see so much participation.

#### **4.0 APPROVAL OF THE AGENDA**

Trustee DeRose moved to approve the agenda. Trustee De Serpa seconded the motion. The motion passed unanimously.

#### **5.0 APPROVAL OF MINUTES**

##### **- Minutes for June 24, 2015**

Trustee DeRose moved to approve the minutes for June 24, 2015. Trustee De Serpa seconded the motion. The motion passed 6/0/1 (Orozco abstained).

#### **6.0 VISITOR NON-AGENDA ITEMS**

Christine Matheny, parent, noted that her son, Max, testified in Sacramento about dyslexia and how it is neurological in nature. Broken down, dyslexia is Dys (lack of ability) and lexia (with language) and she commented on how information is processed in the brain, making it difficult to read and write. School systems have failed as there is not adequate training to support students with dyslexia. She asked for PVUSD to educate teachers, school psychologists and administration to be trained to better support 20% of students with dyslexia.

Bobby Salazar, PVUSD employee, returned from the 89<sup>th</sup> annual CSEA conference and was pleased to have seen Melody Canady there; it is the first time an administrator attends.

Lowell Hurst, community member, worked in his garden and thought about hiring a student to work with him in the garden. Careers in agriculture are very important in our economy. The program in the school is a wonderful resource and it could be a good opportunity to work with the agriculture community in this area.

#### **7.0 EMPLOYEE ORGANIZATIONS COMMENTS – PVFT, CSEA, PVAM, CWA 5 min. each**

Jack Carroll, PVFT executive director, spoke about the AB104, the Adult Education consortium. The structure has remained the same but a new law has flushed out some rules. One of the rules in place is that Board has to approve representatives to the consortium and he would assume that it would be the superintendent. Brown Act rules will be applying to the new consortium. There will be an Adult Ed regional planning summit in Sacramento on September 24<sup>th</sup> and 25<sup>th</sup> and five members from PVUSD can attend; he asked to be considered as one of those five members who can attend this year's summit.

Robin Butterworth, CSEA, there were many meetings at the District Office and that is a good sign that school is starting again. Today was transportation bid day and it went well but there is a need for additional drivers. Attended the conference in Las Vegas and hopes that next year more people attend; it will take place in San Jose. Looking forward to negotiations.

#### **8.0 CONSENT AGENDA**

Trustee Rivas asked to defer item #8.5. Trustee Yahiro asked to defer item #8.18.

Trustee DeRose moved to approve the consent agenda, deferring items #8.5 and #8.18, and with gratitude to the donations to our schools. Trustee De Serpa seconded the motion. The motion passed unanimously.

##### **8.1 Purchase Orders June 17 – August 5, 2015**

##### **8.2 Warrants June 17 – August 5, 2015**

##### **8.3 Acknowledge with Gratitude Donation of \$10,000 from Rita and Tuzon family for Hall District Elementary School's Ardell Tuzon Library.**

##### **8.4 Acknowledge with Gratitude Donation of \$10,000 from Monterey Peninsula Foundation for Hall District Elementary School to Support Student Field Trips.**



- 8.5 Approve New Asphalt Walkway Notice of Completion and Change Order for Rio del Mar Elementary School, Bid # B-15-17-06-843-004GG.**

This item was deferred.

- 8.6 Approve Septic Systems Improvements Notice of Completion for Bradley Elementary School.**
- 8.7 Approve New Two Story Relocatable Classrooms for Watsonville High School, Bond Project #8505, Bid # B-15-21-07-804-8505.**
- 8.8 Approve Water Intrusion Repair Project for Hall District Elementary School, Bid # B-15-21-04-810-8510.**
- 8.9 Approve Notices of Completion for Gutters and Downspouts Improvements at Various Sites.**
- 8.10 Approve Notice of Completion for Roof, Gutter and Dry Rot Repairs for Calabasas Elementary School.**
- 8.11 Approve Architectural Service Amendment for the Pajaro Valley High School New Auditorium Building Project, Measure L Bond Project #8301.**
- 8.12 Approve Architectural Service Amendment for the Pajaro Valley High School Upper Fields Project, Measure L Bond Project #8300.**
- 8.13 Approve Architectural Service Amendment for MacQuiddy Elementary School New Relocatable Classroom Addition.**
- 8.14 Approve Architectural Service Amendment for the Lakeview Middle School Campus-wide Fire Alarm Upgrades.**
- 8.15 Approve D-Wing Re-Roofing Project for Valencia Elementary School, B-15-23-6-046-8150.**
- 8.16 Approve Williams Quarterly Complaint Report for April, May June 2015. Number of Complaints: Zero.**
- 8.17 Approve Resolution #15-16-02, Updated Authorized District Signatures on Record.**
- 8.18 Approve Migrant & Seasonal Head Start 2013-14 Program Information Report (P.I.R).**

This item was deferred.

- 8.19 Approve Migrant & Seasonal Head Start Policy Committee Bylaws.**
- 8.20 Approve Revisions to the Code of Conduct for Migrant & Seasonal Head Start Program.**
- 8.21 Approve Award of Open Purchase Order Contracts for Food and Nutritional Services Bids.**

## 9.0 DEFERRED CONSENT ITEMS

### 8.5 Approve New Asphalt Walkway Notice of Completion and Change Order for Rio del Mar Elementary School, Bid # B-15-17-06-843-004GG.

Trustee Rivas asked how the cost increases affect the process to going with lowest bidder.

Rick Mullikin, director of Maintenance and Operations, commented that it was a change order with added value. It wasn't included in the original project as presented as it was an unforeseen condition.

Trustee Rivas moved to approve this item. Trustee DeRose seconded the motion. The motion passed unanimously.

### 8.18 Approve Migrant & Seasonal Head Start 2013-14 Program Information Report (P.I.R).

Trustee Yahiro wanted to point out that out of the 752 students signed up for the program, there are only 7 without insurance coverage. He stated it was an outstanding job to get almost everyone into the insurance program.

Trustee Yahiro moved to approve this item. Trustee Orozco seconded the motion. The motion passed unanimously.

## 10.0 REPORT ITEMS

### 10.1 Report and discussion and Update on Bond Projects and Summer Construction and Modernization Projects throughout the District.

#### *Report by Rick Mullikin, Director of Maintenance, Construction and Facilities.*

Mr. Mullikin commented on current and completed school projects for elementary and secondary schools. It was reported that the 1<sup>st</sup> issuance of Measure L's \$150 million was of \$80 million dollars. Approximately \$62 million of that first issuance has been encumbered with current projects. The 2<sup>nd</sup> issuance is slated to be issued for the 2016-17 school year but the Maintenance, Operations and Facilities department will request that the Board asks for the 2<sup>nd</sup> issuance earlier, hopefully during the 2015-16 school year, to allow for smooth continuation of projects.

Public comment:

Bill Beecher, Measure L Citizen's Oversight Committee, recognizes the work done but there is no visibility out to the public on what is going on with bond money. He proposed to have major projects outlined on the website and get reports out to the public. Staffing is an issue, including janitorial staff, as additions and modernization are taking place.

Board participated with comments and questions.

### 10.2 Report and discussion on the Transportation Study Report.

#### *Report by Melody Canady, CBO.*

Melody Canady spoke briefly about the study team and how data was gathered, concentrating on school transportation funding and finance. They noted that transportation is always encroaching on the general fund due to lack of funding from the state. The study also looked at leadership, staffing, bus drivers, safety, bus routing and scheduling. She noted that a summary of findings and recommendations was included in the packet and asked the board if they had any questions on the report.

Board participated with comments and questions.

The implementation of the recommendations will be brought to the board at a future meeting.

## 11.0 ACTION ITEMS

### 11.1 Report, discussion and possible action to Approve Contract of Employment for Ian MacGregor, Interim Assistant Superintendent for Human Resources. *Report by Dorma Baker, Superintendent.*

Dorma Baker reported that this is a standard contract for this position.

Trustee Orozco moved to approve this item. Trustee De Serpa seconded the motion. The motion passed unanimously.

### 11.2 Report, discussion and possible action to Approve Contract of Employment for Lisa Aguerria Lewis, Assistant Superintendent for Elementary Services. *Report by Dorma Baker, Superintendent.*

Dorma Baker reported that this is a standard contract for this position.

The board participated with comments.

Trustee DeRose moved to approve this item. Trustee Orozco seconded the motion. The motion passed unanimously.

### 11.3 Report, discussion and possible action to Approve Updated Management Salary Schedule. *Report by Ian MacGregor, Interim Assist. Sup, HR.*

Administration clarified that there are no additional positions or increase in wages but rather the schedule provides clarity around number of days work for certain positions.

Board participated with comments and questions.

Trustee Orozco moved to approve this item. Trustee Yahiro seconded the motion.

Board participated with additional comments.

The motion passed unanimously.

### 11.4 Report, discussion and possible action to Approve 3 Job Revisions in Migrant & Seasonal Head Start: Supervisor, MSHS Health Services; Supervisor, MSHS Program Operations; Supervisor, MSHS Parent Involvement. *Report by Pam Shanks, Director Classified HR.*

Pam Shanks gave a brief background on reason for bringing these job descriptions. Audits found that having one generic description didn't meet the Head Start Act and Performance Standards and asked the district to address this matter. MSHS must show evidence of completion of job descriptions by September 18, 2015. Classified positions will also go to the Personnel Commission next week.

Board participated with comments and questions.

Trustee Orozco moved to approve this item. Trustee Osmundson seconded the motion. The motion passed unanimously.

### 11.5 Report, discussion and possible action to Approve 3 4 Job Revisions in Migrant & Seasonal Head Start: Coordinator, MSHS Disabilities/Mental Health; Coordinator, MSHS Child Development; Coordinator, MSHS Family Child Care Home; Coordinator, MSHS Family & Community Services. *Report by Pam Shanks, Director Classified HR.*

Pam Shanks reported the same for this item as for item 11.4. There are 4 (not 3) certificated coordinator job descriptions for the Board's approval.

Trustee DeRose moved to approve this item. Trustee Orozco seconded the motion. The motion passed unanimously.

**12.0 ACTION ON CLOSED SESSION**

**2.1 Public Employee Appointment/Employment, Government Code Section 54957**

**a. Certificated Employees**

Trustee Orozco moved to approve the certificated employee report with the following additions: 3 Teachers under Leaves of Absence; 4 Teachers, 1 Counselor, 1 New Teachers Coordinator, and 1 Principal under Separations. Trustee DeRose seconded the motion. The motion passed unanimously.

**b. Classified Employees**

Trustee Orozco moved to approve the classified employee report with the following additions: 3 Behavior Technicians, 1 Delegated Behind the Wheel Trainer, 1 Instructional Assistant – General Ed, 2 Instructional Assistant – Moderate/Severe, 1 Instructional Assistant – Mild/Moderate, and 1 Manager, Health & Disabilities under Separations from Service; and 1 Instructional Assistant – Mild/Moderate, and 1 Cafeteria Assistant under Leaves of Absence. Trustee DeRose seconded the motion. The motion passed unanimously.

**13.0 UPCOMING BOARD MEETINGS/REMAINING BOARD MEETINGS FOR 2015**

**All meetings, unless otherwise noted, take place at the District Office Boardroom, 292 Green Valley Road, Watsonville, CA. Closed Session begins at 6:00 pm; Open Session begins at 7:00 pm.**

		Comment
<b>August</b>	▪ 26	
<b>September</b>	▪ 9 ▪ 23	▪ Unaudited Actuals
<b>October</b>	▪ 14 ▪ 28	
<b>November</b>	▪ 18	▪
<b>December</b>	▪ 9	▪ Annual Organization Mtg. ▪ Approve 1 <sup>st</sup> Interim Report

**14.0 ADJOURNMENT**

There being no further business to discuss, the meeting of the Board was adjourned at 9:06 PM.

---

Dorma Baker, Superintendent

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



**Board Agenda Backup**

Item No: 9.3

**Date:** Aug. 26, 2015

**Item: Network Operation Center Remodel Project (Eiskamp Building)**

**Overview:** Reconstruction of the existing Network Operations Center. This will include the addition of two new 10 ton A/C units to accompany a new hot aisle/cold aisle set up. One interior and one exterior wall will be reconstructed to improve insulation and contain the new FM 200 dry fire suppression system. It will also include a new Uninterruptable Power Supply (UPS) system to provide temporary emergency power along with a new 500 gallon propane tank and a 62KW 3 Phase standby generator. All equipment will be set on a newly constructed equipment area between parking lot and Eiskamp building. This upgrade will allow the District Network to maintain service and protect server equipment during emergencies such as power outages.

Three bids were received:

Kent Construction	\$735,880.00
Pueblo Construction	\$773,754.00
Tombleson Inc.	\$811,875.00

**Recommendation:** It is recommended that the Board approve the Bid Proposal of Kent Construction, the apparent low bidder, with a bid amount of \$735,880.00. In addition, it is recommended that the Board authorize the Director of Maintenance, Operations, and Facilities to execute a construction agreement with the Contractor.

**Budget Considerations:** N/A

**Funding Source:** Technology Funds 7819

**Budgeted:** Yes:  No:

**Amount:** \$735,880.00

**Prepared By:** Richard Mullikin  
Richard Mullikin - Director of Maintenance, Operations & Facilities

**Superintendent's Signature:** Dorma Baker  
Dorma Baker

REVIEWED BY: Adam Lint - PVUSD  
 REVIEWED BY: Richard Mullikin - PVUSD



**Network Operations Center (NOC) Remodel**  
**PAJARO VALLEY UNIFIED SCHOOL DISTRICT - MAINTENANCE, OPERATIONS & FACILITIES DEPARTMENT**  
**Bid Date – Thursday, August 13, 2015 - before 2:00:00 PM**

	<b>Kent Construction License #732986</b>	<b>Pueblo Construction Inc. License #538295</b>	<b>Tombleson Inc. Licence #126454</b>
<b>Bid Form</b>	x	x	x
<b>Bid Bond</b>	x	x	x
<b>Sub-Contractor List</b>	x	x	x
<b>Non-Collusion Affidavit</b>	x	x	x
<b># of Addenda - 2</b>	2	2	2
<b>Site Visit Certification</b>	x	x	x
<b>Fingerprinting</b>	x	x	x
<b>Iran Contracting Certification</b>	x	x	x
<b>Sufficient Funds</b>	x	x	x
<b><u>Bid Amounts</u></b>			
<b>Base Bid</b>	<b>\$735,880.00</b>	<b>\$773,754.00</b>	<b>\$811,875.00</b>
<b>Unit Pricing Total</b>	<b>\$31,520.00</b>	<b>\$27,680.00</b>	<b>\$33,908.00</b>

**Bid Summary Sheet/Sub Contractors List**

<u>Contractor's Name</u>	<b>Kent Construction License #732986</b>	<b>Pueblo Construction Inc. License #538295</b>	<b>Tombleson Inc. Licence #126454</b>
<b>Sub Contractor 1 - Fencing</b>	JR Fencing Lic #721779	Abacherli Fence Co. Lic #563143	Cyclone Fence & Iron Lic #914154
<b>Sub Contractor 2 - Concrete</b>	Abel's Concrete - Lic #642250	RH Concrete Lic #773648	Abel's Concrete - Lic #642250
<b>Sub Contractor 3 - Drywall</b>	Oliveira Drywall Lic #644757	South County Drywall Lic #987621	South County Drywall Lic #987621
<b>Sub Contractor 4 - Electrical</b>	Circle C Electric Lic #524044	Kol Electric Lic #952849	Central Electric Lic #246326
<b>Sub Contractor 5 - Containment Curtain</b>	Valhalla Lic #191690		
<b>Sub Contractor 6 - Ceiling</b>	R & R Acoustical Lic #557454	Ceilings Unlimited - Lic #474241	Ceilings Unlimited - Lic #474241
<b>Sub Contractor 7 - Fire Protection (Dry)</b>	Intelli-Tech Lic#592289		Intelli-Tech Lic#592289
<b>Sub Contractor 8 - Fire Protection (Wet)</b>	Nor Cal Fire Lic #688213		Above & Beyond Lic #859008
<b>Sub Contractor 9 - Door, Frames, HDWR</b>	DFH Enterprises Lic #675809		
<b>Sub Contractor 10 - Plumbing</b>	Val's Plumbing - Lic #236164	Val's Plumbing - Lic #236164	Val's Plumbing - Lic #236164
<b>Sub Contractor 11 - HVAC</b>	Val's Plumbing - Lic #236164	Val's Plumbing - Lic #236164	Val's Plumbing - Lic #236164
<b>Sub Contractor 12 - Landscaping</b>	K & D Landscaping - Lic #664584		K & D Landscaping - Lic #664584
<b>Sub Contractor 13 - Earthwork</b>	Mark Nicholson Lic #286993	Patriot Engineering - Lic #914154	Patriot Engineering - Lic #914154





# Board Agenda Backup

Item No: 9.4

**Date:** August 26, 2015

**Item:** MacQuiddy Elementary School – Roof, Gutters, and Dry Rot Repairs  
**Project :** Notice of Completion

**Comments:** On August 13, 2015 Universal Coatings, Inc. completed all the roof, gutters and Dry Rot repairs at MacQuiddy E.S.

**Overview:** On May 19, 2015 the Maintenance, Operations & Facilities staff opened bids to complete Roof Renovations at MacQuiddy E.S. On May 27, 2015 the Board approved that the project be awarded to the lowest bidder which was Universal Coatings, out of Fresno, CA with a contract amount of \$439,000.00. Universal Coatings has now completed the project which consisted of re-roofing and re-coating of roofs; removal and repairs of dry-rot and installation of new gutters in the following Buildings: A-Wing, B-Wing, C-Wing, and MPR (Cafeteria).

The Contractor completed the project within the required completion date and with no additional expenditures.

**Recommendation:** It is recommended that the Board accept the “Notice of Completion” for this project and authorize the Director of Maintenance, Operations and Facilities to sign, file and record it at the Santa Cruz County Recorder’s office.

**Budget Considerations:**

**Funding Source:** Measure L Bond Funds

**Budgeted:** Yes:  No:

**Amount:** \$439,000.00

**Prepared By:**

  
Richard Mullikin, Director of Maintenance, Operations & Facilities

**Superintendent's Signature:**

  
Dorma Baker



RECORDING REQUESTED BY  
**[PAJARO VALLEY UNIFIED SCHOOL DISTRICT]**

AND WHEN RECORDED MAIL TO:

PAJARO VALLEY UNIFIED SCHOOL DISTRICT  
CONSTRUCTION DEPT.  
294 GREEN VALLEY ROAD  
WATSONVILLE, CALIFORNIA 95076

Complimentary Recording, Pursuant to Government Code 27383

NOTICE of COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion. Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or state stated below in the property hereinafter described:

2. The full name of the owner is: Pajaro Valley Unified School District

3. The full address of the owner is: 294 Green Valley Rd., Watsonville, CA 95076

The nature of the interest of estate of the owner is: In Fee

(IF OTHER THAN FEE, STRIKE "IN FEE" AND INSERT, FOR EXAMPLE, "PURCHASE UNDER CONTRACT OF PURCHASE", OR "LESSEE")

4. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

N/A  
NAMES: ADDRESSES:

5. The full names and full addresses of the predecessors in interest of the undersigned, if the property was transferred subsequent to the Commencement of the work or improvements herein referred to:

N/A  
NAMES: ADDRESSES:

6. A work of improvement on the property hereinafter described was completed on 08/13/2015 The work done was:  
Re-coating the roof at MacQuiddy School

7. The name of the contractor, if any, for such work of improvements was: Universal Coatings, Inc

8. The property on which said work of improvements was completed is in the City of Watsonville, County of Santa Cruz, and State of CALIFORNIA, and is described as follows:

MacQuiddy Elementary School. 330 Martinelli St. Watsonville, CA 95076

9. The Street address of said property is 330 Martinelli St. Watsonville, CA 95076 APN# 01911102

Dated: 08/27/2015

**Richard Mullikin**  
Director of Operations,  
Facilities and Maintenance

(CORPORATE OFFICER OF OWNER NAMED IN PARAGRAPH 2 OR HIS AGENT)

**VERIFICATION**

I, the undersigned, say: I am the Director of Maintenance, Operations & Facilities of Pajaro Valley Unified School District the declarant of the  
(“PRESIDENT OF”, “MANAGER OF”, “PARTNER OF”, “OWNER OF”, ETC.)

foregoing Notice of Completion. I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

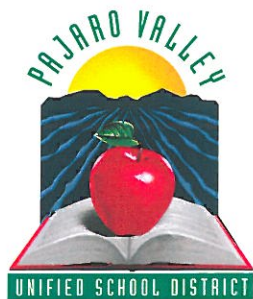
Executed On: 08/27/2015 AT Watsonville California 95076  
(DATE) (CITY) (STATE) (ZIP)

Richard Mullikin

(PERSONAL SIGNATURE OF THE INDIVIDUAL WHO IS SWEARING THAT THE CONTENTS OF THE NOTICE OF COMPLETION ARE TRUE)

DSA# N/A  
File#N/A

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



**Board Agenda Backup**

Item No: 11.1

**Date:** August 26, 2015

**Item: Cabrillo College Migrant Summer Program**

**Overview:** This summer, from June 22<sup>nd</sup> through July 31<sup>st</sup>, 22 PVUSD (Region 11) Migrant Education students participated and completed the Cabrillo Summer Migrant Program at the Cabrillo Watsonville Campus. They had the opportunity to take 6 Cabrillo units, which included English, reading, Counseling and Guidance class. Courses were taught by Cabrillo professors with college level expectations for every student. Students experienced an intense summer of learning and growth. All students excelled in their courses, some even received special recognition for their work in their final portfolio by the Cabrillo College portfolio reviewing committee.

**Recommendation:** Report item only.

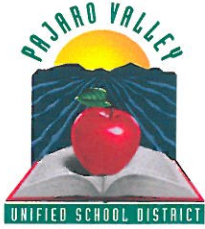
**Budget Considerations:** N/A

**Prepared By:** Luis Medina, Director, Migrant Education  
Juanita Aguilera, English Learner Specialist

**Superintendent's Signature:**

*Dorma Baker*

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



*Board Agenda Backup*

Item No: 11.2

**Date:** August 26, 2015

**Item:** Report on PVUSD Vision for 2015-16.

**Overview and Rationale:**


Five years ago, the district came together to create a district-wide plan which we titled the "Comprehensive Accountability Framework. We rolled out the CAF plan designed to transfer a mission statement into action and into a cycle of continual improvement. Five years later, our goals have changed and are reflected in our current Local Comprehensive Accountability Plan, (LCAP). The following presentation will include what we've accomplished, how we transitioned to our LCAP plan and what we are looking forward to in the future.

**Recommendation:** Report item only.

**Budget Considerations:** N/A

**Prepared By:** Cabinet Members

**Superintendent's Signature:**

Dorma Baker 

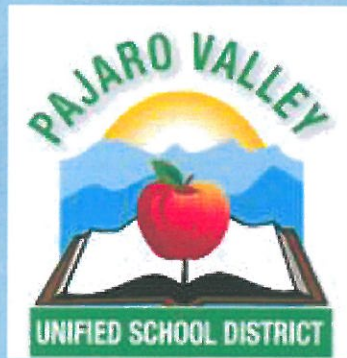


## LCAP Goals & Outcomes: 2015-2016

<b>Goal 1</b>	Increase students scoring Proficient and above on the CCSS-SBAC English language arts and mathematics assessments and increase percent of students who demonstrate 'readiness for college' or 'ready for college- conditional' on EAP.
<b>Current Outcomes</b>	Establish Baseline
<b>Expected Annual Measureable Outcomes</b>	Baseline + 2% for both SBAC and EAP Scores
<b>Goal 2</b>	Close gap between subgroups to ensure that all students have equitable access to A-G courses
<b>Current Outcomes</b>	All Students: 67.8% English Learners:29% Low Income Students: 61.6% Foster Youth: 75% Students with Disabilities: 52.5%
<b>Expected Annual Measureable Outcomes</b>	All Students: 69.8% English Learners:37% Low Income Students: 63.6% Foster Youth: 77% Students with Disabilities: 54.5%
<b>Goal 3</b>	Increase student access to Visual and Performing Arts (VAPA) in grades K - 8
<b>Current Outcomes</b>	25% increase in student access to VAPA in 2014-2015
<b>Expected Annual Measureable Outcomes</b>	10% increase in access in students receiving instruction in VAPA in grades K - 8
<b>Goal 4</b>	Ensure that facilities provide equitable, sound learning and working environments
<b>Current Outcomes</b>	94% at 'good' or better on FIT report Establish baseline data for work order completion rate. Improve work order performance by 25%.
<b>Expected Annual Measureable Outcomes</b>	95% at 'good' or better on FIT report Establish baseline data for work order completion rate. Improve work order performance by 25%.
<b>Goal 5</b>	Ensure all teachers are appropriately credentialed for their assignment
<b>Current Outcomes</b>	100% of teachers are appropriately credentialed
<b>Expected Annual Measureable Outcomes</b>	100% of teachers will be appropriately credentialed
<b>Goal 6</b>	Provide student access to standards-aligned instructional materials
<b>Current Outcomes</b>	100% of students have standards aligned materials for all core content areas
<b>Expected Annual Measureable Outcomes</b>	100% of students will have standards aligned materials for all core content areas
<b>Goal 7</b>	Increase percent of English learners who demonstrate at least one year of progress toward English fluency as measured by the state English language development test and decrease the number of Long Term English Learners (LTEL)
<b>Current Outcomes</b>	54.9% meeting AMAO 1 87% of secondary ELLs are LTEL
<b>Expected Annual Measureable Outcomes</b>	57% meeting AMAO 1 Decrease LTEL to 84%

<b>Goal 8</b>	Promote a safe, supportive, and positive school environment that encourages positive behavior and increases students' sense of connectedness.
<b>Current Outcomes</b>	<p>ATTENDANCE RATES- All Students: 95.56% English Learners:94.63%  Low Income Students: 94.85% Foster Youth: N/A  Students with Disabilities: N/A</p> <p>GRADUATION RATES- All Students: 89.7% English Learners:79.8%  Low Income Students: 88.4% Foster Youth: 60%  Students with Disabilities: 91.8%</p> <p>DROP OUT RATES- All Students: 8.4% English Learners:16.8%  Low Income Students: 9.4% Foster Youth: 2.15%  Students with Disabilities: 5.4%</p> <p>SUSPENSION RATE- 3.1% for all students  EXPULSION RATE- .19 % for all students</p>
<b>Expected Annual Measureable Outcomes</b>	<p>ATTENDANCE RATES- All Students: 96.06% English Learners:95.13%  Low Income Students: 95.35% Foster Youth: 96.11%  Students with Disabilities: 95.65%</p> <p>GRADUATION RATES- All Students: 90.7% English Learners:80.8%  Low Income Students: 89.4% Foster Youth: 61%  Students with Disabilities: 92.8%</p> <p>DROP OUT RATES- All Students: 7.05% English Learners:14.75%  Low Income Students: 7.15% Foster Youth: 1.9%  Students with Disabilities: 5.15%</p> <p>SUSPENSION RATE- Maintain under 5% for all students  EXPULSION RATE- Maintain under 1% for all students</p>
<b>Goal 9</b>	Increase parent participation in parent education trainings, and increase parent capacity and participation in school governance and decision making
<b>Current Outcomes</b>	<p>Total attendance at English Learner Advisory Committee: 1455  Total attendance at School Site Council: 872  Total attendance at Family Lit Night: 2612  Total attendance at District English Learner Advisory Committee: 151</p>
<b>Expected Annual Measureable Outcomes</b>	<p>Total attendance at English Learner Advisory Committee increase to: 1484  Total attendance at School Site Council increase to: 889  Total attendance at Family Lit Night increase to: 2664  Total attendance at District English Learner Advisory Committee increase to: 148</p>





# *Vision 2015-16*

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August 26, 2015

## **PVUSD Mission**

**Our mission is to educate and support learners in reaching their highest potential. We prepare students to pursue successful futures and to make positive contributions to the community and global society.**



## **Comprehensive Accountability Framework:**

The Comprehensive Accountability Framework is intended to transform the PVUSD Mission and Goals from “statements on a wall” into actions.

## **Comprehensive Accountability Framework:**

- Clear Goals
- Use of Performance Data
- Effective Teamwork
- District Wide Systems



# In the past three years...

- Mathematics
- Language Arts
- English Language Development
- Science
- State Assessment System
- Technology
- Bond
- State Funding Formula
- Accountability System

## Where Next?

- Stay the Course
- Continue to Refine and Improve our Practices

Perseverance is not a long race;  
It is many short races, one after another.

Walter Elliott



## LCAP Goal #1

Increase students scoring Proficient and above on the CCSS-SBAC English language arts and mathematics assessments and increase percent of students who demonstrate 'readiness for college' or 'ready for college-conditional' on EAP.

*Metric:*

SBAC Scores + 2%

## LCAP Goal #2

Close the gap between subgroups to ensure that all students have equitable access to A-G courses.

*Metric:*

12<sup>th</sup> grade graduates completing all courses required for UC and/or CSU entrance



## LCAP Goal #3

Increase student access to Visual and Performing Arts (VAPA) in grades K – 8

*Metric:*

Number of students participating in VAPA instruction

## LCAP Goal #4

Ensure that facilities provide equitable, sound learning and working environments.

*Metric:*

FIT Report (Williams)

Work Order Completion Rate



## LCAP Goal #5

Ensure all teachers are appropriately credentialed for their assignment.

*Metric:*

Williams Act Reports

HR Staffing Reports

## LCAP Goal #6

Provide student access to standards-aligned instructional materials

*Metric:*

Williams Act Report

Textbook Adoption Information



## LCAP Goal #7

Increase the percent of English learners who demonstrate at least one year of progress toward English fluency as measured by the state English language development test and decrease the number of Long Term English Learners (LTEL).

*Metric:*

AMAO 1 (CELDT)

Number of LTEL

## LCAP Goal #8

Promote a safe, supportive, and positive school environment that encourages positive behavior and increases students' sense of connectedness.

*Metric:*

Attendance Rates

Graduation Rates

Drop Out Rates

Suspension & Expulsion Rates



## LCAP Goal #9

Increase parent participation in parent education trainings, and increase parent capacity and participation in school governance and decision making.

*Metric:*

Attendance at ELAC

Attendance at SSC

Attendance at FLN

Attendance at DELAC

## Foundation for Continued Growth

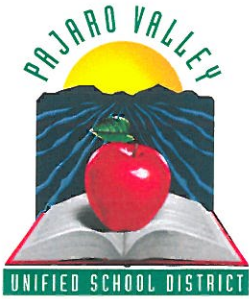
- Clear Goals
- Use of Performance Data
- Effective Teamwork
- District Wide Systems



# Stay the Course

...to persist in anything undertaken; maintain a purpose in spite of difficulty, obstacles, or discouragement; continue steadfastly.

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



**Board Agenda Backup**

Item No: **12.1**

**Date:** August 26, 2015

**Item:** **Super Saturday ADA (Average Daily Attendance) recovery proposal.**

**Overview:** Power point overview of the Academic Attendance Recovery Coordinated Program offered by Educational Consulting Services, Inc. followed by question and answer time for the board

**Recommendation:** Approve proposal.

**Budget Considerations:** See attached.

**Funding Source:**

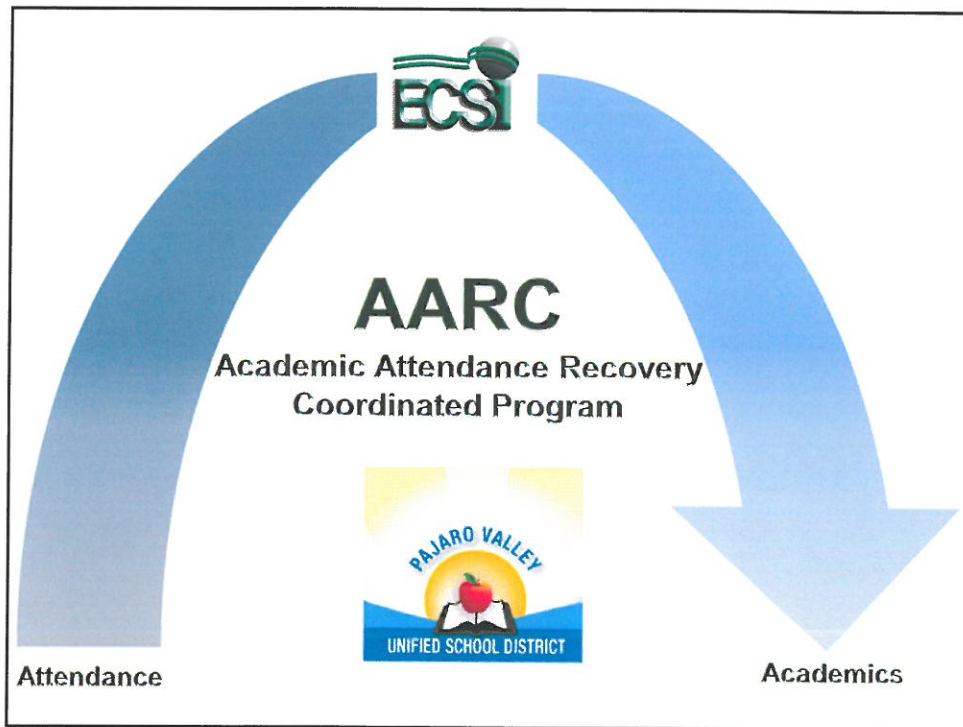
**Budgeted:** Yes:  No:

**Amount:** \$

**Prepared By:** Mark Brewer, Assistant Superintendent, Secondary Education

**Superintendent's Signature:**

Dorma Baker



## Sample ADA Recovery Using AARC Program

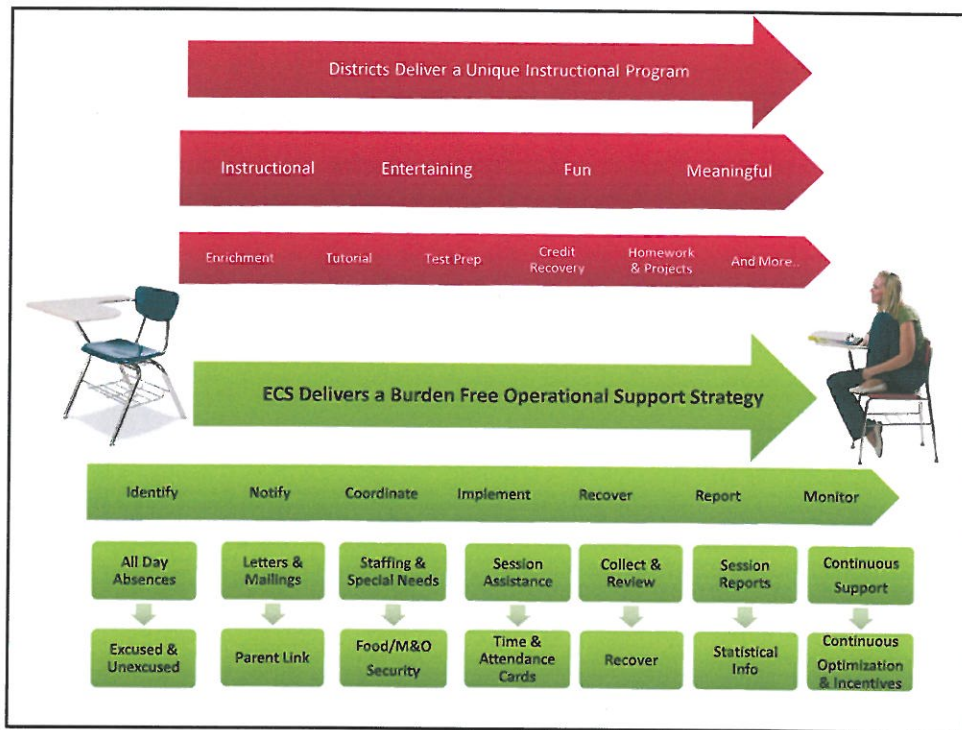
District	# of Student Absences Recovered	ADA Generated
Pomona Unified	35,479	\$1,773,950
Compton Unified	31,995	\$1,759,725
Coachella Valley Unified	18,328	\$1,063,617
Santa Ana Unified	15,834	\$997,542



## ...AARC in a Nutshell...

- Invite students with an all day absence (excused & unexcused absences)  
Attending 1 AARC session will clear 1 FULL day absence
  - Session time – 8:15am to 12:30pm
  - 240 minutes of instructional + 15 minute nutrition break
- Absence must occur prior to the AARC session, no banking
- Provide a relevant and engaging instructional program
- Attendance must be taken on the CDE approved attendance log;
  - Teachers must sign the log
- Breakfast or Lunch must be offered, students pre-order
- Credentialed teacher must be on campus
- Suspension is the ONLY absence that can NOT be cleared by AARC





## The Local Control and Accountability Plan (LCAP) & AARC

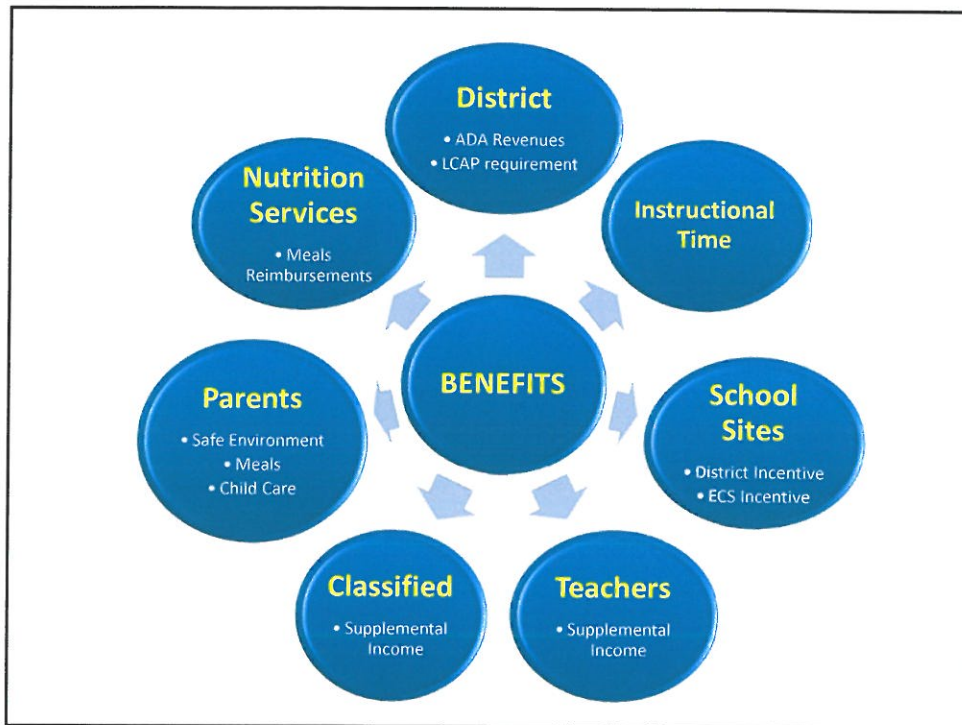
CDE's eight priorities are:

1. Student Achievement
2. Student Engagement
3. Other Student Outcomes
4. School Climate
5. Parent Involvement
6. Implementation of Academic Standards, including a focus on English Learners
7. Course Access
8. Basic Services, including facilities, qualified teachers, and instructional materials

AARC can be used to proactively align with your LCAP:

- ✓ Increase Attendance Rates
- ✓ Increase Graduation Rates
- ✓ Target Drop-Out Rates
- ✓ Target Suspensions
- ✓ Target Expulsion rates
- ✓ Support Performance on State and Local Assessments
- ✓ Students Success Strategy to pass AP and IB Exams
- ✓ SAT Participation and Scores
- ✓ How can you blend in Parent Participation and Engage Your Community?





### Sample Districts Using AARC

- Adelanto Elementary School District
- Coachella Valley Unified School District
- Colton Joint Unified School District
- Cucamonga School District
- Desert Sands Unified School District
- Hesperia Unified School District
- Napa Valley Unified School District
- Pomona Unified School District
- Santa Ana Unified
- Snowline Joint Unified School District
- Stockton Unified School District



## CONSULTING SERVICES AGREEMENT

This agreement made and entered into August 26, 2015 by and between the **PAJARO VALLEY UNIFIED SCHOOL DISTRICT**, hereinafter referred to as the “District” and **EDUCATIONAL CONSULTING SERVICES INC.**, hereinafter referred to as “ECS”.

It is hereby mutually agreed that ECS will provide consulting services to the DISTRICT under the following terms and conditions:

WHEREAS, the District is in need of special services and advice in financial, economic, accounting or administrative matters; and

WHEREAS, ECS is specially trained, experienced, and competent to provide the special services and advice required;

NOW, THEREFORE, the parties hereto agree as follows:

ECS will provide the following services:

### **Academic Attendance Recovery Coordinated (AARC) Program:**

- Provide supervision for each AARC sessions
- Assist in developing curriculum ideas for the elementary and secondary grade levels.
- Provide AARC Program information
- Assist in distributing AARC teacher applications
- Assist with the AARC schoolteacher assignments
- Communicate regularly with school site administrator in charge of AARC sessions and assist with the ongoing coordination of the program
- Provide regularly district administration with student attendance and expenditure data
- Identify & notify eligible students
- Prepare an attendance list of students who will be attending AARC
- Prepare parent/student notification letters
- Update attendance records
- Provide expense sheets after each AARC session

1. **Performance Period:** This Agreement shall commence on August 26, 2015 and shall continue in full force and effect until June 30, 2018 unless terminated as set forth below.





- 2. **Provision of Information:** The District will prepare and furnish to ECS upon request information and documentation that is necessary to the performance of this Agreement which information shall not be unreasonably withheld.
- 3. **Payment:** The District shall pay ECS a one-time fee \$25,000 to setup the AARC program in the district. The setup fee is due upon Board Approval of this agreement.
- 4. **Payment:** The District shall pay ECS \$7.00 per student per session for each student that has a recoverable absence and attends the Academic Attendance Recovery Coordinated Program (AARC). For the purposes of payment herein attendance shall be determined at the time roll is taken at each session. ECS shall invoice the District for each session completed.

Payment is due no later than thirty (30) days after receipt by the District of the invoice. Failure to pay within fifteen days from the date payment is due herein shall be deemed late and the outstanding invoice shall bear interest at the rate of 1 ½ % per month.

- 5. **Termination for Convenience:** The District or ECS may terminate this Agreement with a written thirty-day notification from the Superintendent or designee. ECS shall be compensated for work completed up to the date of the receipt of the notice of termination or the date of actual termination, whichever is later.
- 6. **Extra Work:** If ECS is requested to perform services outside the scope of the AARC program, ECS will charge the following hourly rate:

Principal	\$150.00 per hour
Senior Management Consultant	\$125.00 per hour
Management Consultant	\$100.00 per hour
Senior Clerk	\$ 40.00 per hour
Clerk	\$ 20.00 per hour

- 7. **Indemnity:** ECS agrees to and shall hold harmless and indemnify the District, its agents, and employees from every claim or demand made and every liability or loss, damage, or expense of any nature whatsoever arising out of the services provided by ECS herein except as to those claims, demands, losses, damage and/or expense caused by the negligence and/or actions of those parties not under the direct supervision of ECS and/or its agents and employees.
- 8. **Severability:** In the event any portion of this Agreement is declared by a court of competent jurisdiction to be illegal or void, then such portion of this Agreement shall be deemed struck and the balance of this Agreement shall remain in force and effect as if the struck portion was never there.



- 9. **Assignment:** This Agreement is not assignable without written consent of the parties hereto which consent shall not be unreasonably withheld.
- 10. **Withdrawal of Contract:** If this Agreement is not signed and returned within 10 days from receipt, at its option, ECS may rescind the subcontract offer.
- 11. **Legal:** ECS shall comply with all applicable federal, state, and local laws, rules and regulations, and ordinances including worker’s compensation. Should it be necessary for ECS to bring legal action of any type to enforce its rights under this Agreement then the prevailing party in such action shall be entitled to its reasonable attorney fees and costs incurred therein
- 12. **Entire Agreement:** This Agreement constitutes the entire understanding of the parties hereto and supersedes any prior proposals, understandings, correspondence or agreements.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

Educational Consulting Services, Inc.

Pajaro Valley Unified School District

\_\_\_\_\_  
Signature

Federal ID Number 33-088505

\_\_\_\_\_  
Signature

EdLink, Inc. Authorized Servicer/Licensee

\_\_\_\_\_  
Signature

# Pajaro Valley Unified School District 2015-2016

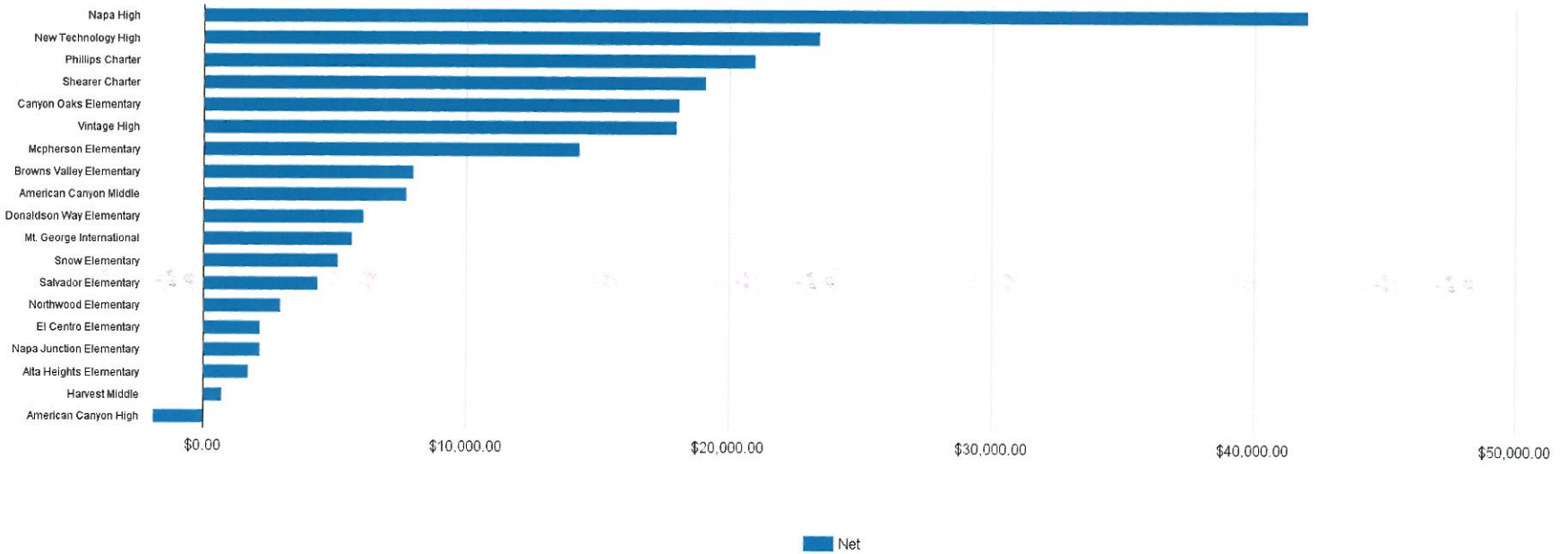
Date	Elementary	Middle	High
10/10/15	x	x	x
10/24/15	x	x	x
11/7/15	x	x	x
11/21/15	x	x	x
12/5/15	x	x	x
12/12/15	x	x	x
1/23/16	x	x	x
1/30/16	x	x	x
2/20/16	x	x	x
2/27/16	x	x	x
3/12/16	x	x	x
3/19/16	x	x	x
4/9/16	x	x	x
4/23/16	x	x	x
5/7/16	x	x	x
5/21/16	x	x	x
Session Totals	16	16	16



## NVUSD Super Saturday School Site Summary

School Site	Total Attendance	Total Recovered	Student to Teacher Ratios	Total Number of Admins	Total Number of Lead Teachers	Total Number of Instructional Teachers	Number of Aides	Number of Custodians	Admin Expense	Lead Teacher Expense	Teacher Expense	Total Teacher Expense	Aide Expense	Custodian Expense	Clerical Expense	Payroll Tax	Payroll Tax Classified	ECS Expense	Total Expenses	ADA Revenue	Net
Napa High	4,124	2,020	26.61	0	15	155	0	12	\$0.00	\$2,905.20	\$30,020.40	\$32,925.60	\$0.00	\$1,210.68	\$87.39	\$4,026.80	\$276.76	\$11,505.30	\$50,032.53	\$92,071.60	\$42,039.07
New Technology High	1,037	759	103.70	0	13	10	0	7	\$0.00	\$2,431.76	\$1,893.76	\$4,325.52	\$0.00	\$706.23	\$931.50	\$529.01	\$349.18	\$4,323.03	\$11,164.47	\$34,595.22	\$23,430.75
Phillips Charter	916	900	19.08	0	13	48	0	13	\$0.00	\$2,517.84	\$9,339.68	\$11,857.52	\$0.00	\$1,311.57	\$0.00	\$1,450.17	\$279.64	\$5,126.12	\$20,025.03	\$41,022.00	\$20,996.97
Shearer Charter	800	795	20.00	0	8	40	4	8	\$0.00	\$1,549.44	\$7,747.20	\$9,296.64	\$320.58	\$807.12	\$661.82	\$1,136.98	\$381.54	\$4,528.07	\$17,132.75	\$36,236.10	\$19,103.35
Canyon Oaks Elementary	814	809	25.44	0	12	32	23	1	\$0.00	\$2,324.16	\$6,197.76	\$8,521.92	\$1,838.66	\$100.89	\$1,854.90	\$1,042.23	\$809.01	\$4,607.81	\$18,775.42	\$36,874.22	\$18,098.80
Vintage High	982	686	30.69	0	10	32	0	2	\$0.00	\$1,936.80	\$6,197.76	\$8,134.56	\$0.00	\$201.78	\$0.00	\$994.86	\$43.02	\$3,907.24	\$13,281.46	\$31,267.88	\$17,986.42
Mpherson Elementary	1,265	843	18.33	0	13	69	0	11	\$0.00	\$2,517.84	\$13,493.04	\$16,010.88	\$0.00	\$1,109.79	\$0.00	\$1,958.13	\$236.62	\$4,801.47	\$24,116.89	\$38,423.94	\$14,307.05
Browns Valley Elementary	354	349	20.82	0	6	17	3	6	\$0.00	\$1,162.08	\$3,292.56	\$4,454.64	\$170.78	\$605.34	\$0.00	\$544.80	\$165.48	\$1,987.80	\$7,928.83	\$15,907.42	\$7,978.59
American Canyon Middle	412	344	18.73	0	5	22	0	1	\$0.00	\$968.40	\$4,260.96	\$5,229.36	\$0.00	\$100.89	\$0.00	\$639.55	\$21.51	\$1,959.32	\$7,950.63	\$15,679.52	\$7,728.89
Donaldson Way Elementary	341	294	20.06	0	3	17	8	3	\$0.00	\$581.04	\$3,292.56	\$3,873.60	\$459.45	\$302.67	\$296.42	\$473.74	\$225.69	\$1,674.53	\$7,306.10	\$13,400.52	\$6,094.42
Mt. George International	345	311	26.54	5	13	13	0	0	\$968.40	\$2,517.84	\$5,035.68	\$0.00	\$0.00	\$0.00	\$734.30	\$0.00	\$1,771.36	\$8,509.74	\$14,175.38	\$5,665.64	
Snow Elementary	255	250	17.00	0	5	15	0	4	\$0.00	\$968.40	\$2,905.20	\$3,873.60	\$0.00	\$403.56	\$0.00	\$473.74	\$86.04	\$1,423.92	\$6,260.87	\$11,395.00	\$5,134.13
Salvador Elementary	288	265	13.09	0	4	22	2	3	\$0.00	\$774.72	\$4,260.96	\$5,035.68	\$163.80	\$302.67	\$0.00	\$615.86	\$99.46	\$1,509.36	\$7,726.83	\$12,078.70	\$4,351.87
Northwood Elementary	90	90	90.00	0	1	0	4	0	\$0.00	\$193.68	\$0.00	\$193.68	\$358.47	\$0.00	\$0.00	\$23.68	\$76.43	\$512.61	\$1,164.88	\$4,102.20	\$2,937.32
El Centro Elementary	86	85	21.50	0	1	4	0	1	\$0.00	\$193.68	\$774.72	\$968.40	\$0.00	\$100.89	\$0.00	\$118.44	\$21.51	\$484.13	\$1,693.37	\$3,874.31	\$2,180.93
Napa Junction Elementary	101	101	25.25	0	3	4	1	2	\$0.00	\$581.04	\$774.72	\$1,355.76	\$81.99	\$201.78	\$0.00	\$165.81	\$60.50	\$575.26	\$2,441.11	\$4,603.58	\$2,162.47
Alta Heights Elementary	150	146	25.00	0	5	6	10	4	\$0.00	\$968.40	\$1,162.08	\$2,130.48	\$847.67	\$403.56	\$0.00	\$279.23	\$266.77	\$831.57	\$4,911.92	\$6,654.68	\$1,742.76
Harvest Middle	84	83	42.00	0	2	8	0	2	\$0.00	\$387.36	\$1,549.44	\$1,936.80	\$0.00	\$201.78	\$130.95	\$236.87	\$70.94	\$472.74	\$3,050.08	\$3,783.14	\$733.06
American Canyon High	4,199	1,849	13.33	11	13	315	10	0	\$2,130.48	\$2,517.84	\$61,310.48	\$63,828.32	\$687.60	\$0.00	\$503.10	\$8,085.43	\$253.87	\$10,531.33	\$86,172.77	\$84,277.42	-\$1,895.35
<b>Totals</b>	<b>16,643</b>	<b>10,979</b>	<b>20.08</b>	<b>16</b>	<b>145</b>	<b>829</b>	<b>65</b>	<b>80</b>	<b>\$3,098.88</b>	<b>\$27,997.52</b>	<b>\$160,991.12</b>	<b>\$188,988.64</b>	<b>\$4,928.99</b>	<b>\$8,071.20</b>	<b>\$4,466.07</b>	<b>\$23,529.64</b>	<b>\$3,723.98</b>	<b>\$62,532.99</b>	<b>\$299,645.67</b>	<b>\$500,422.83</b>	<b>\$200,777.16</b>

**Super Saturday Net Recovery**







**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**

**Board Agenda Backup**

Item No: 12.2

**Date:** August 26, 2015

**Item: Job Description Revision – Student Services Specialist**

**Overview:** The Student Services Specialist is being presented as a revised classified job description. This classification was originally created when Student Services and the Extended Learning Program merged into one department in 2010. The two areas of work (Student Services and Extended Learning) have been separated back into two different departments, so there is a need to make sure the work being performed is correctly reflected in the job descriptions.

The Student Services Specialist job description being presented reflects the work in the Student Services department and will no longer include the duties of Extended Learning.

The attached job description was presented and approved by the Personnel Commission on August 20, 2015. The salary range will remain on Range 46 on the classified salary schedule, (the Student Services Specialist II is currently on Range 46).

**Recommendation:** Approve revised job description for Student Services Specialist placed on Range 46 of the Classified Salary Schedule.

**Budget Considerations: Budget is not affected by the revision of this position**

**Budgeted:** Yes:  No:

**Prepared By:** Pam Shanks, Director Classified Human Resources

**Superintendent's Signature:** Dorma Baker

## PAJARO VALLEY UNIFIED SCHOOL DISTRICT

### CLASS TITLE: STUDENT SERVICES SPECIALIST

#### BASIC FUNCTION:

Under the direction of the Director, Student Services, perform a variety of specialized duties in support of Student Services functions such as discipline, suspensions, and/or expulsion hearings. Prepare and maintain a variety of student services records, reports and files; maintain department budget; train, assign and coordinate the work of assigned personnel.

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

Perform a variety of specialized duties in support of Student Services functions such as discipline, suspension, and expulsion hearings; prepare, process and evaluate a variety of student services forms, documents, materials, and packets; resolve a variety of complex student services related issues and concerns in a timely manner.

Provide administrative support to the Director, Student Services; make, schedule and arrange appointments, meetings and conferences.

Coordinate and facilitate communications and serve as a resource to personnel, parents, students, school and community organizations and the general public. Disseminate information to students, staff, parents and the community regarding attendance and discipline issues.

Works in coordination with the Director, Student Services in matters regarding student re-entry from expulsion and student behavior hearings.

Process appropriate documents needed for students to attend various programs, both inside and outside the district, in an effort to curb truancy.

Train, assign and coordinate the work of assigned personnel; prepare attendance reports for staff; review work for accuracy, completeness and compliance with established guidelines and procedures.

Communicate with a variety of personnel, administrators, parents, and various public agencies to coordinate student services operations, resolve conflicts and issue and exchange information.

Type from notes, rough draft or verbal instructions a variety of written materials including correspondence, memoranda, requisitions, records, and reports and edit as necessary; maintain confidentiality of sensitive issues and information; copy and file materials as required; independently compose letters and memoranda as directed.

Assist the Director, Student Services in the preparation and maintenance of financial, statistical and narrative reports; research, compile and organize information.

**August 2015**

**PS 8/13/15**

Compile data for budgets; post and maintain budget and financial records of a variety of programs; monitor account balances and record expenditures.

Maintain a variety of records, time sheets, lists, and files, including confidential materials.

Maintain inventory records; order supplies and materials and prepare purchase orders; assure adequate forms and supplies to support office operations; assure receipt and proper distribution.

Answer telephones and greet visitors; take and relay messages; provide information to department personnel, students, and parents; interpret, apply and explain organizational policies and department procedures and regulations.

Operate a variety of technology devices including but not limited to a calculator, copier, computer and assigned software.

Compile information and prepare and maintain a variety of records, logs and reports related to programs, students, financial activity, budgets, attendance, staff, projects and assigned duties; establish and maintain filing systems; revise, verify, proofread and edit a variety of documents.

Attend a variety of meetings; collect and compile information for meetings, including agendas and other materials.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Organization, rules, regulations and programs related to Student Services functions including discipline, suspensions and expulsion hearings.

Department terminology, practices and procedures.

Organizational operations, policies and objectives.

Financial and statistical record-keeping techniques.

Basic budget monitoring and control.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Principles of training and providing work direction to assigned personnel.

Operation of a variety of technology devices including but not limited to a computer and assigned software.

Applicable sections of the State Education Code and other applicable laws.

Letter and report writing skills.

**ABILITY TO:**

Perform advanced-level technical duties requiring independent judgment and analysis to coordinate department activities and assist the Director, Student Services in a variety of administrative tasks.  
Compose independently or from oral instructions letters, memos or other material.  
Maintain records and prepare reports.  
Complete work with many interruptions.  
Work independently with little direction.  
Establish and maintain cooperative and effective working relationships with others.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Operate a variety of technology devices including but not limited to a calculator, copiers and computers and assigned software.  
Meet schedules and time lines.  
Plan and organize work.  
Train and provide work direction to others.  
Compile and maintain accurate records and prepare reports.  
Work confidentially with discretion.  
Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and five years of increasingly responsible secretarial and clerical office experience involving public contact.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.  
Seeing to read a variety of materials.  
Hearing and speaking to exchange information in person and on the telephone.  
Sitting for extended periods of time.  
Bending at the waist, kneeling or crouching to file materials.

Approved by the Board of Trustees: TBD

Approved by the Personnel Commission: 8/20/2015