



**NOVEMBER 13, 2002
REGULAR BOARD MEETING
ADOPTED MINUTES**

District Office Board Room
292 Green Valley Road
Watsonville, CA 95076

1.0 OPENING CEREMONY - MEETING OF THE BOARD IN PUBLIC - 6:00PM

1.1 Call to Order

President Roberts called the meeting to order at 6:05 pm at the District Office at 292 Green Valley Road, Watsonville.

1.2 Public comments on closed session agenda.

None.

2.0 CLOSED SESSION

2.1 Public Employee Appointment: Certificated, Classified

New Hires

- 1 Elementary Teacher
- 6 Secondary Teacher
- 1 District Office Teacher
- 16 Substitutes

Rehires

- 2 Elementary Teachers
- 1 Special Services Specialist

Administrators

- 1 Coordinator

Transfers

- 1 Elementary Teacher
- 1 Special Service Specialist

Promotions

- 1 Attendance Specialist
- 2 Behind-the-Wheel Trainer
- 1 Instructional Support Specialist III

Extra Period Assignments

- 1 Elementary Teacher

Permanent Appointments

- 1 Bus Driver
- 2 Instructional Support Aide
- 1 Instructional Support Specialist II
- 1 Instructional Support Specialist III
- 1 Library Media Technician
- 2 Payroll Technician

Additional Assignments

None

Return to Work

None

Extra Pay Assignment

- 4 Head Coaches
- 3 Athletic Directors
- 16 Coaches

Extra Periods

None

Leaves of Absence

- 1 Bookmark Clerk
- 1 Cafeteria Cook/Baker
- 1 Health Services Assistant
- 3 Instructional Support Aide
- 1 Instructional Support Specialist II
- 2 Instructional Support Specialist III
- 1 Office Assistant II
- 1 Registration Specialist II
- 3 Elementary Teacher
- 3 Secondary Teachers
- 1 Special Services Specialist
- 1 AVCI Teacher
- 1 Migrant Education Teacher

Returning from Leave of Absences

None

Resignations/Retirements

- 1 Elementary Teacher
- 1 Secondary Teacher
- 2 Special Services Specialist

Supplemental Service Agreements

69 Teachers

Miscellaneous Action

1 Administrative Secretary II
1 Buyer I
1 Cafeteria Assistant
1 Energy Management Technician
1 Instructional Support Aide
2 Instructional Support Specialist II
1 Library Media Technician
1 Payroll Technician

Limited Term – Project

1 Accounting Technician
1 Administrative Secretary I
5 Administrative Secretary II
1 Administrative Secretary IV
1 Attendance Specialist
1 Campus Safety Coordinator
1 Community Support Specialist I
1 Community Support Specialist II
2 Custodian I
1 Data Entry Specialist
3 Enrichment Specialist
15 Instructional Support Aide
5 Instructional Support Specialist II
3 Instructional Support Specialist III
1 Lead Custodian II
1 Library Media Technician
1 Office Assistant I
6 Office Assistant II
1 Office Manager High School
3 Parent Education Specialist
1 Senior Translator
2 Testing Specialist I
1 Testing Specialist II

Limited Term - Substitute

4 Cafeteria Assistant

- 4 Custodian I
- 1 Instructional Support Aide
- 3 Instructional Support Specialist I
- 1 Library Media Technician

Provisional

- 1 Attendance Specialist
- 1 Community Services Liaison I
- 3 Instructional Support Aide
- 1 Warehouse Worker II

Exempt

- 1 Lead School Crossing Guard
- 19 School Crossing Guards
- 1 Special Project-MEES
- 2 Special Project-PUPILS
- 13 Yard Duty Supervisor

Students

- 9 Migrant OWE Student
- 3 Student Helper
- 9 Workability Student

Separations from Service

- 1 Administrative Secretary I
- 2 Bus Drivers
- 1 Computer Laboratory Assistant
- 2 Instructional Support Specialist III
- 1 Office Assistant II
- 1 High School Office Manager

Industrial Leaves

None

Tenures

None

Rescinds

- 1 Special Services Specialist

Non-Reelects

None

2.2 Public Employee Discipline/Dismissal/Release/Leaves

2.3 Conference with Labor Negotiator

- **Bargaining Unit: PVFT; CSEA**
- **District Negotiator: Dorma Baker**

2.4 6 Expulsions

3.0 OPENING CEREMONY – MEETING OF THE BOARD IN PUBLIC – 7:00PM

President Roberts called the meeting of the board in public to order at 7:05 pm.

3.1 Pledge of Allegiance

Students being recognized as Students of the Week led the Board in the Pledge of Allegiance.

3.2 Welcome by Board President

Trustees Roberto Garcia, Sharon Gray, Sandra Nichols, Dan Hankemeier, Evelyn Volpa, and President Carol Roberts were present. Trustee Yahiro was absent for closed session and joined the meeting during item 7.0.

4.0 ACTION ON CLOSED SESSION

Action on Expulsions:

02-03-13 Trustee Gray moved to approve the disciplinary action as recommended by the panel. Trustee Volpa seconded the motion. The motion passed 6/0/1 (Yahiro absent).

02-03-14 Trustee Gray moved to approve the disciplinary action as recommended by the panel. Trustee Garcia seconded the motion. The motion passed 6/0/1 (Yahiro absent).

02-03-15 Trustee Gray moved to approve the disciplinary action as recommended by the panel. Trustee Volpa seconded the motion. The motion passed 6/0/1 (Yahiro absent).

02-03-16 Trustee Gray moved to approve the disciplinary action as recommended by the panel. Trustee Garcia seconded the motion. The motion passed 6/0/1 (Yahiro absent).

02-03-17 Trustee Gray moved to approve the disciplinary action as recommended by the panel. Trustee Garcia seconded the motion. The motion passed 6/0/1 (Yahiro absent).

02-03-19 Trustee Gray moved to approve the disciplinary action as recommended by the panel. Trustee Volpa seconded the motion. The motion passed 6/0/1 (Yahiro absent).

5.0 APPROVAL OF THE AGENDA

President Roberts asked that item 14.1 be placed immediately after item 7.0

Trustee Volpa moved to approve the agenda with the recommended change. Trustee Garcia seconded the motion. The motion passed 6/0/1 (Yahiro absent).

6.0 APPROVAL OF MINUTES

Trustee Garcia moved to approve the minutes for October 23, 2002. Trustee Nichols seconded the motion. The motion passed 6/0/1 (Yahiro absent).

7.0 STUDENT OF THE WEEK

The Board honored the following students of the week:

- ☞ Jenneffer Hallett – Watsonville Charter School of the Arts
- ☞ Alex Valdez – Rolling Hills Middle School
- ☞ Nathan Salazar – Rio Del Mar Elementary School
- ☞ Adam Vargas – Linscott Charter School

14.1 Report and discussion on the City’s Resource Conservation Award to Three PVUSD Teachers. *Report by Nancy Gray, Senior Administrative Analyst, and Tami Stolzenhaler, Recycling & Water Education Coordinator.*

Nancy Gray and Tami Stolzenhaler presented the Resource Conservation Award from the City of Watsonville to the following teachers: Kim Blake, fifth grade teacher at MacQuiddy, Satina Ciandro, WHS teacher, and Nancy Jackson of Starlight. The Board congratulated them and thanked them for their efforts.

8.0 PUBLIC HEARING ON AGREEMENT WITH CSEA

President Roberts closed regular Board meeting and opened Public Hearing on agreement with CSEA (California School Employees Association, Chapter 132).

8.1 Dorma Baker, Assistant Superintendent, Human Resources, presents tentative contract between PVUSD and CSEA.

Dorma Baker reported on the tentative agreement between PVUSD and CSEA, noting that the Union’s constituents had ratified the agreement. The agreement includes the following terms and conditions: 1) a lump sum payment equivalent to 2% of his/her salary for the period of January 1, 2003 to June 30, 2003 effective January 1, 2003; 2) an increase of 5% to the classified employee salary schedule effective July 1, 2003; 3) a reclassification study in conjunction with the bargaining unit; and 4) a modified medical insurance plan to include a 0/10 co-pay (\$0 co-pay for generic drugs and \$10 co-pay for non-generic prescriptions) and an increase in the medical deductible to \$200 per single person with a maximum of two deductibles per year.

8.2 Board President accepts comments from public.

Mary Ann Gomez, president of CSEA, commented that the union had held two informational meetings and that a vote was taken where the majority of membership approved the agreement.

8.3 Board President closes public hearing and reopens regular Board meeting.

President Roberts closed public hearing and resumed regular Board meeting.

9.0 PUBLIC HEARING ON AGREEMENT WITH PVFT

President Roberts closed regular Board meeting and opened the public hearing on tentative agreement with PVFT (Pajaro Valley Federation of Teachers).

9.1 Dorma Baker, Assistant Superintendent, Human Resources, presents tentative contract between PVUSD and PVFT.

Dorma Baker reported on the tentative agreement between PVUSD and PVFT. The agreement includes the following terms and conditions: 1) a lump sum payment no later than February 15, 2003 of a 2.5% mid year increase (excluding Adult Education program); 2) effective July 1, 2003, the 2003-04 salary schedule for certificated employees shall be increased by 4% (excluding Adult Education program); 3) the Adult Education program salary schedule shall be increased mid-year by 1.5%, in addition to the agreement dated August 13; 4) effective January 1, 2003, the current medical insurance will be modified to provide for 90% coverage with the employee paying 10% after a deductible of \$200 per individual and \$400 per family per year with a maximum cost of \$1,000 per individual and \$2,000 per family, per year, and the paid prescription plan shall be amended to provide for a \$25 co-pay for non-generic prescription drugs (unless non-generic is not available or the

individual is allergic to the generic drug); 5) class size shall be amended to include a maximum of 35 students grades 6-12, and staffing ratios are also amended; 6) certificated employees hired on or after July 1, 2002 shall be entitled to full credit for full time teaching; 7) negotiations will reopen on salary for the 2003-04 school year in the event that the percentage of in the actual State increase to the District's effective and funded Base Revenue Limit per ADA; and 8) there shall be no negotiations for the 2003-04 school year, except for salary for adult education teachers, and for the 2004-05 school year and future school years, it is the goal of the parties that certificated employees salary move towards the top 25% of similar school districts.

9.2 Board President accepts comments from public.

Carolyn Savino, president of PVFT, thanked the board and the district in their commitment to increasing salaries and for looking at a long term to make salary schedules competitive. She noted that the Tentative Agreement would be ratified at the Union's December 12 meeting.

Donna Schipper, teacher, welcomed Dr. Mays as the new Superintendent and spoke of her support for the agreement.

Rob Smet, teacher, spoke of his support for the 6.5% increase and asked for its approval from the Board.

Tom Leikam, teacher, noted that for the first time in his life he has considered leaving this area because he was being priced out of it.

Laura Azzaro, teacher and union rep for HA Hyde school, spoke of her support for the agreement stating that morale gets low when there are few monetary incentives.

9.3 Board President closes public hearing and reopens regular Board meeting.
President Roberts closed public hearing and resumed regular Board meeting.

10.0 SUGGESTIONS, COMMENTS, AND CONCERNS

10.1 Employee Organizations - PVFT, CSEA, and PVAM

PVFT - Carolyn Savino, president, welcomed Dr. Mays to the District. She also congratulated the Board for a successful Measure J campaign, thanking everyone for their contributions. She thanked Terry McHenry for a great job as an Interim Superintendent.

CSEA – Mary Ann Gomez, congratulated returning Board members and thanked Mr. McHenry for his support to CSEA and the information he supplied which helped in the ratification of the tentative agreement. She concluded by welcoming Dr. Mays to the community.

PVAM – Michael Jones, welcomed Dr. Mays, thanked Mr. McHenry for his leadership, and congratulated the Board on the passing of the bond. He requested that PVAM be included in the budget process.

10.2 Student(s) Trustee Report
None.

10.3 Governing Board Comments

Trustee Hankemeier noted that there were many reasons for celebration, including the improvement of test scores, the success of the bond and state propositions, and the arrival of Dr. Mays to the District. He thanked Mr. McHenry for the great job he did.

Trustee Garcia noted that he ran for water board but was not successful. He announced that he was now serving as the Chairman of the Board for the Latino Chamber of Commerce. He thanked the Board for their support as he served as Board member.

Trustee Volpa welcomed Dr. Mays to the district and to her first board meeting. She thanked Rodney and Peggy Brooks, Doug and Gwen Kaplan, and Susan Brutschy for their work in passing this bond, stating that the votes were still being counted and so far 66% of voters supported the bond.

Trustee Nichols reported that she had attended several events, including a forum for candidates for school board sponsored by Latino Chamber of Commerce, a parent conference at E.A Hall school which was very well attended and where workshops were provided to parents on how to help their children learn at school, and the DELAC (District English Learners Advisory Committee) meeting, where part of the focus was also to help parents help their students learn.

10.4 President's Report

President Roberts reported she was pleased with negotiations with both unions. She congratulated the Board incumbents for their election victory stating that there is a lot of work to do. She concluded by welcoming Dr. Mays to the District and thanking everyone for their work to pass the bond.

10.5 Zone Administrators' Reports

Christine Amato-Quinn, Assistant Superintendent, North Zone, reported that after 32 years AHS would be finished thanks to the passing of the bond. She added that interim assessments would be taking place in math and language arts, providing feedback to help direct effective instruction.

Catherine Hatch, Assistant Superintendent, Central Zone, reported that schools across the central zone are working with Pullium and getting deeper into the program. She reported that the recent storm had caused loss of power at Bradley, Calabasas, Salsipuedes, and Lakeview. She reported on the recent central zone site council meeting at Cabrillo College, and on the math articulation meeting hosted by Rolling Hills to ensure that all of ninth graders are properly placed.

Ylda Nogueta, Assistant Superintendent, South Zone, reported that Mintie White held a parent graduation from a nine-week program on how to support their children to succeed in school. She added that schools have celebrated with staff and students for their success on API tests. She reported that the Pullium group is assisting staff throughout schools in targeting student achievement, taking into account all factors feeding into success.

Dr. Nancy Bilicich, Assistant Superintendent, Alternative Ed & Charter Schools, reported that charter schools can be very independent but as a team they too are focusing on student achievement and will be using Pullium for that purpose. She thanked teachers and staff from Charter Schools who worked on the bond.

10.6 Superintendent's Report

Terry McHenry reported that the District started the process of getting the money that has been authorized with the passing of the bond. He added that bidding for Landmark should go out in the next couple of weeks. He said that the modernization of Alianza is also being funded through the State proposition passed. He concluded by thanking the community for their work on passing the District's bond.

Dr. Mary Anne Mays reported that she was delighted to be here. She commented that it is appropriate that this is the month for giving thanks because the District has a lot to be

thankful for. She thanked the negotiating teams and Terry McHenry for finding ways to better compensate employees. She said she'd gone to see the Pullium training and was impressed. She concluded by thanking Mr. McHenry for inviting her to the City Council meeting where she found out that the City is committed to building the Bridge in a timely manner so that the District can have the new school fully operational on time.

11.0 VISITOR NON-AGENDA ITEMS

Peggy and Rodney Brooks, treasurer of Measure J and co-chair respectively, reported that over 2000 volunteer hours were recorded. They thanked everyone for their support and participation. They congratulated the District for hiring The Lew Edwards Group, the bond consultant firm, as they did an excellent job. They reminded the Board that a Citizen's Oversight Committee needs to be set up.

Aurelio Gonzalez, community member, welcomed Dr. Mays to the community. He noted his disappointment about a comment made at the Board meeting that maybe teachers are holding back educating their children due to lack of better salaries. He added that as he walked the community as a candidate for the Board, he heard that many parents think their children have not been educated in English because "they are poor and cannot learn" and asked that the District teach kids English. He added that the campaign was educational as he learned that trustees are very individual and do not work as a team.

David Barlow, co-founder of the Buena Vista Community Association, spoke about the expansion of the Buena Vista Landfill being proposed by the County and how that would affect the new high school and residential areas surrounding the landfill. He added that Supervisor Ellen Pirie was very involved with the project and does not support the proposed expansion in that location.

Sylvia Previtali, community member, commented that the expansion Mr. Barlow mentioned would place the landfill much closer to the high school. She said that the air traffic routes go directly over high school site, and asked the District to ensure that the buildings are properly insulated to protect children from unwanted noise. She said that she did not vote for Measure J and listed the number of contributors providing \$91,000 for Measure J. She asked about a rumor of millions that were lost due to the District not teaching enough minutes in English. She concluded by speaking about clay being transported from the new high school site to the landfill and asked that since the County and City are profiting from this clay, they might be able to help with the costs of transporting it.

Angie Lozada, district employee and member of CSEA executive committee, welcomed Dr. Mays to the District and reported on the passing of two classified employees, David Mello and Alex Montoya, who were part of the District for 25 and 10 years respectively.

12.0 CONSENT AGENDA

12.1 Approved Purchase Orders – 10/18/02 to 11/07/02

12.2 Approved Warrants – 10/18/02 to 11/07/02

12.3 Approved donation of \$900.00 to the ASB Float Building Fund for Watsonville High School.

12.4 Approved California Department of Education WorkAbility I Special Grant.

12.5 Certificated/Classified Approved (See Closed Session Agenda).

Trustee Volpa moved to approve the consent agenda with the blue-sheeted additions to item 12.5. Trustee Garcia seconded the motion. The motion passed unanimously.

13.0 DEFERRED CONSENT ITEMS

None.

Staff Reports

14.0 ITEMS FOR REPORT AND DISCUSSION

14.2 Report and discussion on Fiscal Control and Management Assistance Team (FCMAT). *Report by Terry McHenry, Associate Superintendent.*

Terry McHenry reported that the final report by FCMAT was ready and introduced Barbara Dean to present their findings.

Barbara Dean reported that in September 2001 the Board had requested a management assistance review, not related to any financial problems. She said that in June 2002, a FCMAT team visited the district to conduct interviews with staff. She spoke of the scope of the study, including a review of district budgetary process, business office staffing, proposed internal controls, and the internal accounting for capital projects. She noted that the Study Team was made up of analysts, consultants and a writer. She reported on the key issues, including the following:

- ☞ Budget Development and Monitoring, the impact of a multiple system. FCMAT recommends the following: considering integrating all functions and providing thorough training; adopting a single budget process to reduce duplicate efforts on supplemental reports; creating budget subcommittees to review and monitor zone revenue and expenditure trends; present regular budget updates at Board meetings; using a user friendly budget software to prepare user-friendly budget information noting that free software is available through school services of California.
- ☞ Organizational Structure. FCMAT recommends that PVUSD develops and updates procedural manuals, improves resignation procedures, improve hiring practices (specifically with supplemental work being authorized at the site level prior to approval from Human Resources), increase in payroll and accounting staff to allow directors to return to managerial and training responsibilities.
- ☞ Facilities Capital Projects. The site facilities manual provides comprehensive information on district facilities and information on future needs. FCMAT recommends that tracking of expenditures be organized by specific times, that project budgets be updated before allowing expenditures that exceed allocated amounts. They recommend fully utilizing BiTech system capabilities, which allow for multi-year tracking of project revenues and expenditure amounts, minimizing errors. FCMAT asked the District to consider expanding communication to the Board on change order items.
- ☞ Internal Controls (rated). Ms. Dean noted that the proposed implementation of improved district standards and procedures would strengthen internal controls. FCMAT's review covered financial activities in Accounting, Payroll, Personnel Reporting of Employee Assignments, and Purchasing and Disbursements. FCMAT's recommendations included separation of duties in the process of payroll warrants, appropriate training to ensure understanding of payroll procedures, timely processing of paperwork to avoid overpayment to employees, separate functions for revolving cash processes, revision of Board policy for approval of purchase orders over \$500 or enforcing the current provision of Board Policy #3156, revise and enforce credit card policies for purchase of meals, review procedures and dollar limits on employee reimbursements, consider expanding information submitted to Board for approval of contracts submitted on Purchase Orders, and to review IRS rules on the definition of independent contractors versus employees. Under the non-rated internal controls recommendations, FCMAT asked that the District consider a rotation of an independent auditor every three to five years, consider limitations on the accrual of vacation balances to allow needed time for employee rest, and written pre-approval at administrative or supervisory level staff for employee overtime, as well as establishing a procedure to track compensatory time earned and used.

After a brief question and answer period from Board members, President Roberts thanked Ms. Dean for her presentation and for the work of FCMAT.

15.0 ITEMS SCHEDULED FOR POSSIBLE ACTION

15.1 Report, discussion, and possible action to approve amendment to Conflict of Interest code. *Report by Terry McHenry, Associate Superintendent.*

Trustee Gray moved to approve this item. Trustee Hankemeier seconded the motion. The motion passed unanimously.

15.2 Report, discussion, and possible action to approve contract between PVUSD and the CSEA bargaining unit. *Report by Dorma Baker, Assistant Superintendent, Human Resources.*

Trustee Garcia moved to approve the contract between PVUSD and CSEA. Trustee Hankemeier seconded the motion. A roll call vote was taken and the motion passed unanimously.

15.3 Report, discussion, and possible action to approve contract between PVUSD and the PVFT bargaining unit. *Report by Dorma Baker, Assistant Superintendent, Human Resources.*

Trustee Garcia moved to approve the tentative agreement between PVUSD and PVFT. Trustee Volpa seconded the motion. A roll call vote was taken and the motion passed unanimously.

16.0 UPCOMING BOARD MEETINGS

16.1 TUESDAY, DECEMBER 3, Regular Scheduled Board Meeting, District Office Boardroom, 282 Green Valley Road, Watsonville, CA 6:00 pm, Closed Session, 7:00 pm Open Session.

- Judge Heather Morse will preside swearing in ceremony for new board members.
President Roberts reminded the Board of this meeting.

16.2 Items for Subsequent Board Meeting Agendas.

Trustee Nichols requested that the selection of the Citizen's Oversight Committee be presented to the Board, as well as an update on Landmark and Radcliff projects.

Trustee Gray requested that the public section of the meeting on December 3rd begins at 6:30 to allow for a short welcoming celebration for our new board member.

17.0 ADJOURNMENT

There being no further business to discuss, the Board meeting was adjourned at 9:40 pm.

Secretary