

## 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.



### May 11, 2016 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
  - a. Dennis Chappin v. PVUSD
- 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, Karen Osmundson, Lupe Rivas, Jeff Ursino, Willie Yahiro, Student Board Member Elias Nepa, and President Orozco.
- 3.3 Superintendent Comments
- 3.4 Governing Board Comments/Reports Standing Committee Meetings (*1 minute per trustee*)
- 3.5 Student Recognition
  - Madeleine Demers - Bradley Elementary School
  - Elizabeth Garcia- Velasquez – Starlight Elementary School
  - Kristina Medrano – Linscott Charter School
  - Itzel Felicitas Chavarria – Watsonville Charter School of the Arts

## **4.0 APPROVAL OF THE AGENDA**

## **5.0 APPROVAL OF MINUTES**

- Minutes for April 27, 2016

## **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 April 21 – May 4, 2016  
The PO's will be available in the Superintendent's Office.
- 9.2 Warrants April 21 – May 4, 2016  
The warrants will be available in the Superintendent's Office.
- 9.3 Approve Dust Collection System at Renaissance High School, Project #8160.
- 9.4 Approve MacQuiddy Student Reception Safety Renovation.
- 9.5 Approve Alianza Charter School Roofing Improvement Project #8412.
- 9.6 Approve Flooring Finish Replacement at Multiple Campuses – Phase 4, Project #8950.
- 9.7 Approve Watsonville High School Roofing Improvement Project #8506.
- 9.8 Approve Rio del Mar Elementary School Roofing Replacement Project #8140.
- 9.9 Approve Mar Vista Elementary School Roofing Replacement Project #8133.
- 9.10 Approve Valencia Elementary School E-Wing Roofing Replacement Project #8150.
- 9.11 Approve Modular Classroom Buildings with America Modular Systems Inc.
- 9.12 Approve Change Order #1 for American Modular Systems Inc., Watsonville High School New Two-Story Relocatable Classrooms Increment #1.
- 9.13 Approve Award of Contract for Lakeview Middle School Fire Alarm Modernization Project #8320.

The administration recommends approval of the Consent Agenda.

**10.0 DEFERRED CONSENT ITEMS**

**11.0 ACTION ITEMS**

- 11.1 Report, discussion and possible action to approve Resolution #15-16-29 Urging the Monterey County Agricultural Commissioner and Other Health and Safety Agencies to Improve Upon Current Pesticide Notification and Health Protective Buffer Zone Policies to Better Ensure the Safety of our Students and School Communities.  
*Report by Dorma Baker, Superintendent, and Maria Orozco, Board President.*  
*5 min. report; 15 min. discussion*

- 11.2 Report, discussion and possible action to approve Consulting Contract for Leadership Associates to Conduct Superintendent Search.  
*Report by Michael Escalante Ed.D, Partner, Leadership Associates.*  
*10 min. report; 10 min. discussion*
- 11.3 Report, discussion and possible action to approve changes to the Board Meeting Schedule to Accommodate Meetings Related to Superintendent's Search:
- Wednesday, May 18, Special Meeting: Discussion on Potential Candidates for Superintendent.
  - Wednesday, July 20, Special Meeting, Closed Session: Review Applications and Selection of Finalist.
  - Saturday and Sunday, July 23 and 24, Special Meeting, Closed Session: Finalists Interviews.
- Report by Dorma Baker, Superintendent.* *2 min. report; 5 min. discussion*
- 11.4 Report, discussion and possible action to approve Resolution # 15-16-27, Acknowledging May 15 – 21, 2016 as Classified Employees Week.  
*Report by Ian MacGregor, Assistant Superintendent, HR* *2 min. report; 5 min. discussion*
- 11.5 Report, discussion and possible action to approve Resolution # 15-16-28, Acknowledging May 11, 2016 as Day of the Teacher.  
*Report by Ian MacGregor, Assistant Superintendent, HR* *2 min. report; 5 min. discussion*
- 11.6 Report, discussion and possible action to approve Bond Oversight Committee Membership Appointment.  
*Report by Melody Canady, CBO.* *5 min. report; 10 min. discussion*

## 12.0 REPORT AND DISCUSSION ITEMS

- 12.1 Report and discussion on Employee Recognition.  
*Report by Ian MacGregor, Assistant Superintendent, HR.* *5 min. report; 5 min. discussion*
- 12.2 Report and discussion on Seal of Biliteracy.  
*Report by Dr. Jean Gottlob, Director, Equity, State & Federal, and Accountability*  
*10 min. report, 10 min. discussion*

## 13.0 ACTION ON CLOSED SESSION

## 14.0 UPCOMING BOARD MEETINGS/REMAINING BOARD MEETINGS FOR 2016

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		
May	▪ 25	▪ Approve 3 <sup>rd</sup> Interim Report
June	▪ 8 ▪ 22	▪ 2016-2017 Budget Adoption
July	No Meetings	
August	▪ 10 ▪ 24	
September	▪ 14 ▪ 28	▪ Unaudited Actuals
October	▪ 12 ▪ 26	
November	▪ 16	▪
December	▪ 7	▪ Annual Organization Mtg. (Election Year – hold meeting after 1 <sup>st</sup> Friday of the Month) ▪ Approve 1 <sup>st</sup> Interim Report

## 15.0 ADJOURNMENT



PAJARO VALLEY UNIFIED SCHOOL DISTRICT  
CLOSED SESSION AGENDA  
May 11, 2016

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

<b>New Hires – Probationary</b>	
3	Cafeteria Assistant
1	Custodian II
1	Instructional Assistant – General
1	Library Media Technician
<b>New Hires</b>	
3	Teachers
<b>Rehires</b>	
	None
<b>Promotions</b>	
	None
<b>New Substitutes</b>	
4	
<b>Administrative Appointments</b>	
1	Site Academic Coordinator
<b>Transfers</b>	
	None
<b>Extra Pay Assignments</b>	
	None
<b>Extra Period Assignments</b>	
	None
<b>Leaves of Absence</b>	
1	Counselor
1	Psychologist
4	Teacher
<b>Miscellaneous Action</b>	
	None
<b>Retirements</b>	
	None
<b>Resignations/Terminations</b>	
	None

<b>Supplemental Service Agreements</b>	
5	Counselors
53	Teachers
<b>Separations From Service</b>	
1	Assistant Principal
1	Assistant Teacher
7	Teacher
<b>Limited Term – Projects</b>	
1	Accounting Tech
1	Administrative Assistant
1	Behavior Technician
1	Benefits Coordinator
2	Bus Driver
1	Campus Safety & Security Officer
1	Custodian I
1	Heavy Equipment Mechanic I
2	Instructional Assistant – Child Development
6	Instructional Assistant – General Ed
2	Instructional Assistant – Moderate/Severe
1	Lead Custodian II
1	Lead Custodian III
1	Lead Heavy Equipment Mechanic
1	Office Assistant I
1	Office Manager – High School
1	Senior Translator
<b>Limited Term – Substitute</b>	
	None
<b>Exempt</b>	
3	Childcare
2	Enrichment Specialist
3	Migrant OWE
1	Pupil
2	SPECTRA Artist
3	Workability
4	Yard Duty

**April 27, 2016  
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 Orozco called the meeting of the Board to order in public at 6:00 PM at 292 Green Valley Road, Watsonville, CA.

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

The following members of the CSEA spoke in favor of a raise and of leaving benefits as they are: Patty Padilla-Salsberg, CSEA Labor Relations Representative; Breda Daniels, Michelle Deering; Catharine Griffen; Lori Estrada; Yolanda Dana; Robin Butterworth; Dan Zumaran; Kelly Bermudez-Deutsch; Elsa Silva; and Shawn Duggan.

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

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

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

<b>New Hires – Probationary</b>	
1	Cafeteria Assistant
1	Custodian II
1	Office Manager
<b>New Hires</b>	
4	Counselor
15	Teacher
1	Athletic Director
<b>Rehires</b>	
	None
<b>Promotions</b>	
1	Office Manager
<b>New Substitutes</b>	
	None
<b>Administrative Appointments</b>	
2	After School Program Coordinators

<b>Transfers</b>	
	None
<b>Other</b>	
4	Teacher
<b>Extra Pay Assignments</b>	
	None
<b>Extra Period Assignments</b>	
	None
<b>Leaves of Absence</b>	
1	Behavior Tech
1	Instructional Assistant – Moderate/Severe
5	<i>Teacher</i>
1	<i>Instructional Assistant – General Ed</i>
1	<i>Bus Driver</i>
<b>Miscellaneous Action</b>	
1	Office Manager
1	HR Sr. Analyst, Confidential
<b>Retirements</b>	
	None
<b>Resignations/Terminations</b>	
	None
<b>Supplemental Service Agreements</b>	
120	Teacher
<b>Separations From Service</b>	
1	Instructional Assistant – General Ed
6	<i>Teacher</i>
<b>Limited Term – Projects</b>	
1	Behavior Tech
1	Bus Driver
1	Cafeteria Assistant
1	Campus Safety & Security Officer
1	Custodian I
1	Custodian II
1	Groundskeeper I
1	Guidance Specialist
1	Instructional Assistant – Child Development

4	Instructional Assistant – General Ed
5	Instructional Assistant – Migrant Ed
2	Language Support Liaison II
1	Lead Custodian II
1	Office Assistant I
2	Office Assistant II
2	Office Assistant III
1	Office Manager
<b>Limited Term – Substitute</b>	
1	HR Technician
<b>Exempt</b>	
4	Childcare
3	Enrichment Specialist
1	Pupil
1	Workability
6	Yard Duty

### **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**

### **2.9 4 Expulsions**

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

President Orozco called the meeting of the Board in public to order at 7:20 PM.

### **3.1 Pledge of Allegiance**

Trustee Rivas led the Board in the pledge of allegiance.

### **3.2 Welcome by Board President**

Trustees Kim De Serpa, Leslie DeRose, Karen Osmundson, Lupe Rivas, Jeff Ursino, Willie Yahiro, Student Board Member Elias Nepa, and President Orozco were present.

### **3.3 Superintendent Comments**

Superintendent Dorma Baker commented on the upcoming Annual Seal of Biliteracy Award event coming up on May 25<sup>th</sup>. This coming Wednesday, May 4<sup>th</sup>, the District will have their annual Art Show exhibition at the City Government offices.

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

Trustee Osmundson attended the DELAC meeting, now attending for the 12<sup>th</sup> year, and the Adult Education Advisory Committee meeting. She went to Diamond Technology Institute's (DTI) senior project their accomplishments were impressive. Next week she hopes to attend Watsonville High's senior projects event.

Trustee DeRose welcomed all, especially Cabrillo colleagues who were present to discuss a board item. She looks forward to hearing about the arts plan.

Trustee Ursino welcomed all; he looks forward to AHS and WHS speaking about their prom.

Trustee De Serpa welcomed all.

Trustee Rivas welcomed all. She noted that Inside Education program ended and she learned a lot. She attended Amesti School's open house. Also attended the WHS's street closure meeting and noted that many parents were in attendance. She added that she was substituting in a classroom and commended all substitute teachers for the work they do.

Student Trustee Nepa thanked all for being present. He, along with a couple of colleagues from the California Association of Student Councils, visited DTI to discuss the Associated Student Body program and how it can be organized to best fit students' needs. An Environmental Conference will take place at Monterey Bay HS on April 30<sup>th</sup>; he noted that students developed the conference and invited him to speak at the conference.

President Orozco reported that she had attended the VAPA Fashion show at WHS, it was a full house and very well organized by students who collaborated with local businesses to create a successful, inclusive event. She announced Friends of Watsonville's upcoming Food Trucks in the Field event at Ramsey Park on May 15. This will benefit the city's soccer field renovation. She added that she will complete her Masters In Governance shortly and looks forward to attending the last class conference and meeting colleagues from across California.

### **3.5 Student Recognition**

Staff, administration, family and friends honored the following students of the year and recognized their achievements:

- **6<sup>th</sup> Grade Conflict Managers: Isaiah Hague-Bortz, Dax Rice and Jack Spinelli – Rio Del Mar Elementary School**
- **Natalie Orendain – Diamond Technology Institute**

## **4.0 APPROVAL OF THE AGENDA**

Trustee DeRose moved to approve the agenda, moving item #11.1 after #6.0. Trustee Rivas seconded the motion. The motion passed unanimously.

## **5.0 APPROVAL OF MINUTES**

### **- Minutes for April 13, 2016**

Trustee DeRose moved to approve the minutes for April 13, 2016. Trustee De Serpa seconded the motion. The motion passed unanimously.

## **6.0 HIGH SCHOOL STUDENTS BOARD REPRESENTATIVES REPORT**

Cassie Smith of Aptos High School gave an update on events, including a successful prom, activities and sports at their campus.

## **11.0 ACTION ITEMS**

### **11.1 Report, discussion and possible action to approve Resolution #15-16-22, Supporting Cabrillo College Measure Q.**

#### ***Report by Laurel Jones, Cabrillo College President.***

Mr. Ed Banks, Cabrillo College Board member, introduced Dr. Laurel Jones, Kristin Fabos, Director of Marketing and Communications, and Alta Northcutt, president of classified employees union, who were present. Mr. Banks offered information about the \$310 million dollar Cabrillo College Bond measure. He commented on the benefits to the community that having this on the ballot will bring. Cabrillo College's website has additional information on this proposal. Cabrillo receives the lowest funding from the state and the measure will ensure that for the next 20 years the college is able to meet the needs of students.

Board participated with comments and questions.

Trustee DeRose moved to approve this item. Trustee Yahiro seconded the motion. The motion passed 5/2/0 (De Serpa, Ursino dissented).

## **7.0 VISITOR NON-AGENDA ITEMS**

Lucia Villarreal, retired educator, on behalf of CAFE (California Association for Bilingual Educators) and AME (Association of Mexican-American Educators), requested that the board passes a resolution in support of California Education for Global Economy, an initiative that will be on the ballot this November. Parents of English Language Learners are on board in support of this resolution that would support better preparing ELL to enter the global economy. Please add the district's voice valuing biliteracy as an important pathway to higher education. The district is pleased to issue a Seal of Biliteracy, which strengthens their higher education. Bill 1174 eliminates road blocks for parents who want biliteracy and multi-lingual education for their children.

Abel Mejia, PVAM, also advocated for the board's support of the CA Global Economy bill as it supports honoring biliteracy and commented on the benefits.

Bill Beecher, community member, commented that it seems that Measure L funds were hijacked by the administration. The district has yet to find the process to move funds adequately. He requested adding an item to discuss and modify Board Policy 7214, General Obligations Bond. It is critical to discuss the disparity in achievement amongst students and subgroups.

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

Francisco Rodriguez, PVFT president, advocated for Early Childhood Education teachers and an increase in their salary.

Jack Carroll, PVFT Chief Negotiator, noted that they reached agreement on 3 of the 4 articles that were presented. ECE articles are being discussed and negotiations are headed in the right directions. Wages have been agreed upon. A raise for ECE teachers, a cost of about \$50,000 per year, was denied due to financial issues. Part of negotiations is an increase of 3% in health benefits compared to the 6% that was projected. That savings will earn the district \$2 million dollars and union seeks \$50,000 of those for ECE raise. This will be further discussed in September.

## **9.0 CONSENT AGENDA**

Trustee Rivas moved to approve the consent agenda, deferring item 9.5. Trustee De Serpa seconded the motion, with gratitude to the Borina Foundation for their generous donation. The motion passed unanimously.

### **9.1 Purchase Orders April 7 – April 20, 2016**

### **9.2 Warrants April 7 - 20, 2016**

- 9.3 **Acknowledge with Gratitude Donation from the Borina Foundation through the Community Foundation of Santa Cruz County of \$1,000 Supporting the Watsonville Ivey League Project.**
- 9.4 **Approve 16 Middle School Students' Visit to Kawakami through the Sister City Program, May 10 – 18, 2016.**
- 9.5 **Approve 6 Students from Pajaro Valley High School for travel to Australia, New Zealand, and Fiji in June 2016.**  
This item was deferred.
- 9.6 **Approver High School Scholarship Committees for Watsonville High, Aptos High, Pajaro Valley High, and Renaissance High for 2015-16.**
- 9.7 **Approve Department of Rehabilitation (DOR)/Transition Partnership Program (TPP) Agreement #29922.**
- 9.8 **Approve Request for Allowance of Attendance because of Material Decrease in ADA due to Power Outage Caused by Severe Storm at Valencia Elementary School.**
- 9.9 **Approve Change Order #1 and Notice of Completion for the Transportation Yard-Site Improvements Project.**

#### **10.0 DEFERRED CONSENT ITEMS**

- 9.5 **Approve 6 Students from Pajaro Valley High School for travel to Australia, New Zealand, and Fiji in June 2016.**

Trustee Rivas wanted to learn more about the trip. Staff noted that teachers at the site work with students and families to put together a travel plan related to the course they are studying. The Board was interested in hearing from the group at some point about their experience.

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

#### **11.0 ACTION ITEMS (CONTINUED)**

- 11.2 **Report, discussion and possible action to approve Resolution #15-16-26, Supporting Watsonville High School's Request to Extend Lincoln Street Closure Times.**

##### ***Report by Staff.***

Dorma Baker commented that the community had held a meeting to discuss this at the site; it is an ongoing discussion and debate with WHS and the City about the hours to close Lincoln Street. Since the City adopted the resolution in 1994, schedules for the high school have changed significantly and people are using the street a longer amount of time. The community and staff supports the recommendation for street closure from 7:00 AM to 4:30 PM on school days, except for Wednesdays, when it is a bit earlier due to shortened school day. The city will be voting on this on May 10<sup>th</sup>.

Board participated with comments and questions.

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



**11.3 Report, discussion and possible action to approve Adoption of Middle School Mathematics Materials.**

***Report by Susan Perez, Assistant Superintendent, Ed. Svcs, and Mariya Clark, Mathematics Coordinator.***

Mariya Clark noted that middle schools recommend the Big Ideas program, selecting out of 7 tested programs. The team began looking at curriculum in October for examination, asking for teachers to pilot the program resulting in today's presentation for the adoption of new mathematics curriculum for middle schools. She commented on what students had to say about this curriculum: 93% of students in district agree that technology enhances their learning. The current program at middle schools is not technology-based. Results for student survey data in grades 6-8 showed they preferred big Ideas. We want to be sure that content, along with technology, is there. Ms. Clark commented that a weakness of the program is Profession Development; staff is proposing a plan for the publisher's consideration to find out if they are able to meet a request to improve PD offerings. She spoke about the strengths of Big Ideas and concluded by stating that teachers recommend Big Ideas for middle schools mathematics.

The Board participated with comments and questions and thanked staff for their work.

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

**12.0 REPORT AND DISCUSSION ITEMS**

**12.1 Report and discussion on Visual and Performing Arts (VAPA) Updated Plan.**

***Report by Susan Gaulty, GATE and VAPA Coordinator.***

Susan Gaulty presented on this, beginning with the vision of the VAPA program: *The PVUSD Arts Plan will integrate arts education in a culturally meaningful way while engaging the common core curriculum to develop in all students the skills needed for academic and professional success in the 21<sup>st</sup> Century: creativity, collaboration, critical thinking, and communication.* Ms. Gaulty commented on the program for the next couple of school years, including addition of positions, offering VAPA for elementary students through the after school program, integrate arts into content unit guides for ELA and math in elementary, continue to provide arts integration training for elementary teachers, addition of instruments, recruit and hire vocal teachers for middle and high school levels, offer Cabrillo instrumental classes after school at Aptos, Watsonville and Pajaro Valley high schools, hire instrumental teachers at middle schools. Cabrillo College's instrumental courses will end with the 2018-2019 school year. Staff is pleased with the district's arts plan.

Board participated with questions and comments.

Public comment:

Celeste DeWald, Santa Cruz County Alliance for Arts Education, spoke about when she had first come to the board to speak about arts in schools and at that time was approached by three trustees who voiced their support. It is exciting to speak about a VAPA education plan.

Board participated with comments and questions. They requested an account of all art courses that the district offers.

**12.2 Report and discussion on 2<sup>nd</sup> Interim, Questions and Answers Revisited.**

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

Melody Canady began by giving an overview of the 2<sup>nd</sup> Interim report, which includes financial assumptions, a multi-year outlook, and a variance report. The 2<sup>nd</sup> Interim report reflects major fiscal activity and multi-year projections from November 1, 2015 through January 31, 2016. She outlined the major revenue figures, projected through LCFF funding, including ADA, and a one-time mandated cost revenue of \$9.8 million dollars. The major expense assumptions include

among other things employee step and column movement, rate increase for STRS and PERS, employee retirement systems, and increases and contributions to health and welfare benefits. Ms. Canady highlighted the major changes in the variance report, including specific increases to expenditures in services and operating costs, increases in capital outlay, decreases in indirect costs, and other funds related to charter schools, adult education, child development, cafeteria, deferred maintenance, bonds, capital facilities, self-insurance fund, and retiree benefits. The district is required to maintain a 3% reserve fund for economic uncertainties.

Public comment:

Bill Beecher, community member, wondered if salary increases are included in the variance report, as well as deficit spending. He asked about one-time versus ongoing revenues, noting that addition of classrooms should come from this fund.

Board participated with comments and questions.

At 10:30 trustee De Serpa moved to extend the meeting until 11:30 PM. Trustee Ursino seconded the motion. The motion passed 6/0/1 (DeRose absent).

### **12.3 Report and discussion on LCAP Budget Development.**

#### ***Report by Susan Perez, Assistant Superintendent, Educational Services***

Lisa Aguerria, Assistant Superintendent, elementary education, began by noting that staff has met with the following groups to receive input on LCAP priorities: DELAC parents, Classified Employees and their leadership, Certificated Employees and their leadership, management, students, and community organizations. She noted that many priorities were shared across the groups. She outlined specific priorities from parents and students, including improving facilities, improvement in socio-emotional support, improved quality and skill level of bilingual educators, more CTE/ROP courses, earlier college awareness information, purchase of the needed sports equipment, and students want to know that teachers care about them and their future.

Mark Brewer, Assistant Superintendent, secondary education, reported on actions implemented that addressed community voices, including additional support in athletics at high schools, additional support for foster youth, developed a “new comer” enter at the middle school level, implementation of new English Language Arts and English Language Development framework, custodial crews to target specific areas of concern, added socio-emotional counselor, and revised the LCAP for additional hiring to meet the VAPA plan. The implemented priorities and actions are relevant to one of the 2015 adopted Board Goals.

Dorma Baker ended the presentation addressing next steps, noting conversations with stakeholders will continue and the board will receive an updated LCAP for approval at a future meeting.

Public comment:

Bill Beecher, community member, suggested recruiting English Speaking Spanish teachers from Mexico City. Many teachers are at an 8-year old skill level, as Bilingual teachers have 2 years Spanish and can lack vocabulary to teach effectively. He noted the following concerns addressed at the Drop Out committee: long term ELLs and more vocational options to keep students in school.

Board participated with comments and questions and reiterated their support to having adequate caseloads for counselors.

### **13.0 ACTION ON CLOSED SESSION**

#### **2.1 Public Employee Appointment/Employment, Government Code Section 54957 a. Certificated Employees**

Trustee De Serpa moved to approve the certificated employee reports with the following additions: 14 teachers, 1 Counselor and 1 Athletic Director under New Hires; 3 Teachers under Separation; and 1 Teacher under Leaves of Absence. Trustee Rivas seconded the motion. The motion passed 5/0/2 (De Rose absent; Ursino away from seat).

**b. Classified Employees.**

Trustee De Serpa moved to approve the classified employee report with the following additions: 1 Office Manager under Promotions; 1 Office Assistant III under New-Hire Probationary; 1 Instructional Assistant – General Ed, and 1 Bus Driver under Leaves of Absence. Trustee Rivas seconded the motion. The motion passed 5/0/2 (De Rose absent; Ursino away from seat).

**2.9 4 Expulsions**

**Action on Expulsions:**

Trustee Osmundson moved to approve the recommendation of the District Administration for the following expulsion:

**15-16-044**

Trustee Rivas seconded the motion. The motion passed 6/0/1 (DeRose absent).

Trustee Osmundson moved to approve the recommendation of the District Administration for the following expulsion:

**15-16-045**

Trustee Rivas seconded the motion. The motion passed 6/0/1 (DeRose absent).

Trustee Osmundson moved to approve the recommendation of the District Administration for the following expulsion:

**15-16-046**

Trustee De Serpa seconded the motion. The motion passed 6/0/1 (DeRose absent).

Trustee Osmundson moved to approve the recommendation of the District Administration for the following expulsion:

**15-16-049**

Trustee De Serpa seconded the motion. The motion passed 6/0/1 (DeRose absent).

**14.0 UPCOMING BOARD MEETINGS/REMAINING BOARD MEETINGS FOR 2016**

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
May	<ul style="list-style-type: none"> <li>▪ 11</li> <li>▪ 25</li> </ul>	<ul style="list-style-type: none"> <li>▪ Approve 3<sup>rd</sup> Interim Report</li> </ul>
June	<ul style="list-style-type: none"> <li>▪ 8</li> <li>▪ 22</li> </ul>	<ul style="list-style-type: none"> <li>▪ 2016-2017 Budget Adoption</li> </ul>
July	No Meetings	
August	<ul style="list-style-type: none"> <li>▪ 10</li> <li>▪ 24</li> </ul>	
September	<ul style="list-style-type: none"> <li>▪ 14</li> <li>▪ 28</li> </ul>	<ul style="list-style-type: none"> <li>▪ Unaudited Actuals</li> </ul>
October	<ul style="list-style-type: none"> <li>▪ 12</li> <li>▪ 26</li> </ul>	
November	<ul style="list-style-type: none"> <li>▪ 16</li> </ul>	<ul style="list-style-type: none"> <li>▪ </li> </ul>
December	<ul style="list-style-type: none"> <li>▪ 7</li> </ul>	<ul style="list-style-type: none"> <li>▪ Annual Organization Mtg. (Election Year – hold meeting after 1<sup>st</sup> Friday of the Month)</li> <li>▪ Approve 1<sup>st</sup> Interim Report</li> </ul>

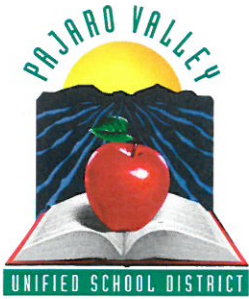
**15.0 ADJOURNMENT**

There being no further business to address, the Board adjourned at 11:01 PM.

---

Dorma Baker, Superintendent

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



**Board Agenda Backup**

Item No: **9.3**

**Date:** May 11, 2016

**Item:** Dust Collection System at Renaissance HS, Project #8160

**Overview:** On March 23 & 30, 2016 the District advertised for the Dust Collection System at Renaissance High School. A mandatory pre-bid job walk for bidders was held on April 21, 2016 and four contractors were present. On May 5, 2016 the District received sealed bids from the following contractors:

George H. Wilson, Inc.....\$105,925.00  
Airtec Service. ....\$104,352.00

District Staff reviewed both bid packets submitted. The apparent low bidder for this project, Airtec Service has been contacted and assessed to ensure their paperwork was in order.

**Recommendation:** It is recommended that the Board approve the Bid Proposal of Airtec Service of Watsonville, CA for the amount of \$104,352.00. 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:** Measure L Fund

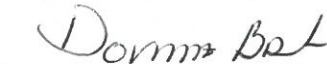
**Budgeted:** Yes: ☒ No: ☐

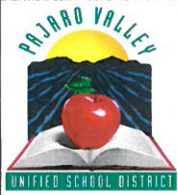
**Amount:** \$104,352.00

**Prepared By:**

  
(Victor Sandoval, Director of Maintenance, Operations & Facilities)

**Superintendent's Signature:**





**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**

**MAINTENANCE, OPERATIONS & FACILITIES DEPARTMENT**

**DUST COLLECTION SYSTEM @ RENAISSANCE HIGH SCHOOL : BID #B-16-28-04-805-8160**

**BID DATE: Tuesday, May 5, 2016 - 2:00 PM**

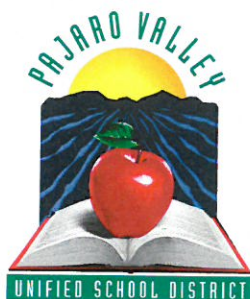
**BID RESULTS SHEET**

Bid Results			ADDENDA #1 & 2	BID FORM	BID BOND	DESIGNATION OF SUBS	SITE VISIT CERT.	FINGERPRINTING	SUFFICIENT FUNDS	NON-COLLUSION	RANK	Notes
BIDDER	BASE BID											
George H. Wilson	\$105,925.00		x	x	x	x	x	x	x	x	2	2 Subcontractors
Airtec Service	\$104,352.00		x	x	x	x	x	x	x	x	1	4 Subcontractors
Super Air	_____											Did not Submit Bid
Commercial Plumbing	_____											Did not Submit Bid

NOTES: Bid results and subcontractors lists will be posted on the P.V.U.S.D web page at: <http://www.pvUSD.net/construction>



**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



**Board Agenda Backup**

Item No: 9.4

**Date:** May 11, 2016

**Item:** MacQuiddy Student Reception Safety Renovation

**Overview:**

On March 9<sup>th</sup> & 16<sup>th</sup>, 2016 the District advertised for the MacQuiddy Reception Renovation project. A mandatory job walk was held on March 23, 2016 and six contractors were present. On April 14, 2016 the District received one sealed bid from:

Pueblo Construction. . . . . \$161,100.00

Due to the nature of this project which consists of mostly cabinetry and finish work, many of our contractors who are registered with the Department of Industrial Relations did not wish to submit bids. Others had full schedules for this summer's work. District Staff reviewed Pueblo Construction's bid package and found it to be complete. Pueblo Construction is also on our District's pre-qualification list and has successfully completed many projects for our District.

**Recommendation:** It is recommended that the Board approve the Bid Proposal from Pueblo Construction, Inc. for the amount of \$161,100.00. 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:** Measure L Bond

**Budgeted:** Yes: X      No: ☐

**Amount:** \$161,100.00

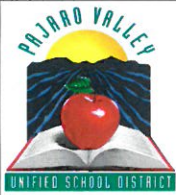
**Prepared By:**

A handwritten signature in blue ink, appearing to read "Victor Sandoval".

Victor Sandoval, Director of Maintenance, Operations and Facilities.

**Superintendent's Signature:**

A handwritten signature in blue ink, appearing to read "Dorma Baker".  
Dorma Baker



**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**  
**MAINTENANCE, OPERATIONS & FACILITIES DEPARTMENT**  
**MacQuiddy Student Reception Safety Renovation # 8540**

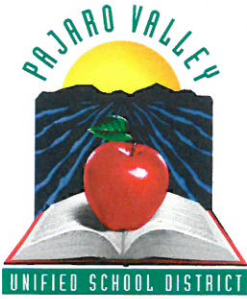
**04/14/2016 - 2:00 pm**

**BID RESULTS SHEET**

Bid Results			ADDENDUM #1	BID FORM	BID BOND	DESIGNATION OF SUBS	SITE VISIT CERT.	FINGERPRINTING	SUFFICIENT FUNDS	NON-COLLUSION	RANK	Notes
BIDDER	BASE BID	ADD ALTERNATE #1										
Pueblo Construction	161,063.00	N / A	X	X	X	X	X	X	X	X		
Knowlton Const.	Declined to Bid											
Selden & Son Const.	Declined to Bid											
Coast Wide	Declined to Bid											
Scheel Const.	Declined to Bid											
Tomblson	Declined to Bid											

NOTES: Bid results and subcontractors lists will be posted on the P.V.U.S.D web page at: <http://www.pvUSD.net/construction>

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



**Board Agenda Backup**

Item No: 9.5

**Date:** May 11, 2016

**Item:** Alianza Charter School Roofing Improvement Project #8412

**Overview:** On April 19<sup>th</sup> & 26<sup>th</sup>, 2016 the District advertised for the Alianza roofing project. A courtesy job walk was held on April 22, 2016 and five contractors were present. On May 3, 2016 the District received one sealed bid from:

Legacy Roofing and Water Proofing ..... \$442,535.00

District staff has found that most contractors did not bid because their schedules are full and cannot except further work, or do not have the man power to complete this project in the time line specified. District Staff has reviewed the bid packet for this project, and has found it complete. Legacy Roofing and Water Proofing is on the Districts list of Pre-qualified contractors and has successfully completed projects for the District in the past.

**Recommendation:** It is recommended that the Board approve the Bid Proposal of Legacy Roofing and Water Proofing for the amount of \$ 442,535.00. 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:** Measure L funds

**Budgeted:** Yes: X No: ☐

**Amount:** \$442,535.00

**Prepared By:**

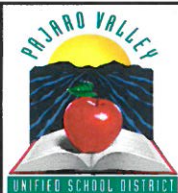
A handwritten signature in blue ink, appearing to read "Victor Sandoval".

Victor Sandoval, Director of Maintenance, Operations, and Facilities.

**Superintendent's Signature:**

A handwritten signature in blue ink, appearing to read "Dorma Baker".  
Dorma Baker





**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**  
**MAINTENANCE, OPERATIONS & FACILITIES DEPARTMENT**

**Alianza Roofing Project #8540**

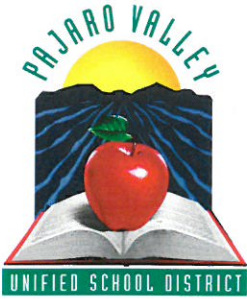
**5/3/2016 - 2:00 pm**

**BID RESULTS SHEET**

Bid Results			ADDENDUM #1	BID FORM	BID BOND	DESIGNATION OF SUBS	SITE VISIT CERT.	FINGERPRINTING	SUFFICIENT FUNDS	NON-COLLUSION	RANK	Notes
BIDDER	BASE BID	ADD ALTERNATE #1										
Legacy Roofing	\$442,535.00	N/A	X	X	X	X	X	X	X	X	1	
Water Proofing Associates	Declined to bid											
California Roofing Company	Declined to bid											
Rus & Sons Mechanical	Declined to bid											
Scudder Roofing	Declined to bid											

NOTES: Bid results and subcontractors lists will be posted on the P.V.U.S.D web page at: <http://www.pvUSD.net/construction>

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



**Board Agenda Backup**

Item No: 9.6

**Date:** May 11, 2016

**Item:** Flooring Finish Replacement – Phase 4, Project #8950

**Overview:** On April 15 & 22, 2016 the District advertised for the Flooring Finish Replacement – Phase 4 at multiple campuses. An optional pre-bid meeting for bidders was held on April 25, 2016, and two flooring contractors were present. On May 3, 2016 the District received sealed bids from the following contractors:

Continental Flooring Company.....\$227,255.00  
Conklin Bros. ....\$206,844.00

The bid documents were also sent to eight flooring contractors, including seven that are local. District Staff found that some of these contractors did not bid because their schedules are full and cannot accept additional work, and that at least one was not interested in bidding because the District is purchasing the flooring materials through the vendor's CMAS contract. District Staff reviewed both bid packets submitted. The apparent low bidder for this project, Conklin Bros., has been contacted and assessed to ensure their paperwork was in order.

**Recommendation:** It is recommended that the Board approve the Bid Proposal of Conklin Bros. of San Jose, CA for the amount of \$206,844.00. 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:** Measure L Fund

**Budgeted:** Yes: ☒ No: ☐

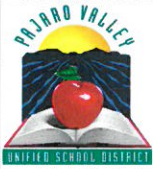
**Amount:** \$206,844.00

**Prepared By:**

  
(Victor Sandoval, Director of Maintenance, Operations & Facilities)

**Superintendent's Signature:**





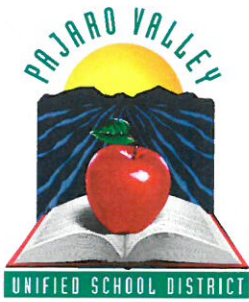
**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**  
**MAINTENANCE, OPERATIONS & FACILITIES DEPARTMENT**  
**FLOORING FINISH REPLACEMENT - PHASE 4 : BID #B-16-29-04-000-8950**  
**BID DATE: Friday, May 3, 2016 - 1:00 PM**

**BID RESULTS SHEET**

Bid Results				ADDENDA #1, 2 & 3	BID FORM	BID BOND	DESIGNATION OF SUBS	SITE VISIT CERT.	FINGERPRINTING	SUFFICIENT FUNDS	NON-COLLUSION	RANK	Notes
BIDDER	BASE BID	UNIT PRICING	TOTAL BASE BID INCLUDING UNIT PRICING										
Conklin Bros.	\$195,539.00	\$11,305.00	\$206,844.00	N/A	X	X	X	X	X	X	X	1	1 Subcontractors
Continental Flooring	\$216,700.00	\$10,555.00	\$227,255.00	N/A	X	X	X	X	X	X	X	2	1 Subcontractors

NOTES: Bid results and subcontractors lists will be posted on the P.V.U.S.D web page at: <http://www.pvUSD.net/construction>

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



***Board Agenda Backup***

Item No: 9.7

**Date:** May 11, 2016

**Item:** Watsonville High School - Roofing Improvement Project # 8506

**Overview:** On April 1<sup>st</sup> & 8<sup>th</sup>, 2016 the district advertised for the Watsonville High roofing improvement project. A courtesy pre-bid conference was held on April 12<sup>th</sup>, 2016 and seven contractors were present. On April 27<sup>th</sup>, 2016 the District received the sealed bid from the following contractor:

Legacy Roofing and Waterproofing, Inc. .... \$ 1,136,077.00

District Staff has found that many contractors did not bid because their schedules are full and cannot accept additional work, or do not have the man power to complete this project in the time line specified. District Staff has reviewed the bid packet submitted. The apparent low bidder, Legacy Roofing and Waterproofing Inc., has been contacted and assessed to ensure their paperwork was in order, and is also on the District's list of Pre-Qualified Contractors.

**Recommendation:** It is recommended that the Board approve the Bid Proposal of Legacy Roofing and Waterproofing, Inc. for the amount of \$1,136,077.00. 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:** Measure L Fund

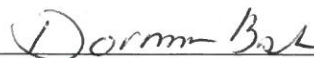
**Budgeted:** Yes: ☒ No: ☐

**Amount:** \$1,136,077.00

**Prepared By:**

  
(Victor Sandoval, Director of Maintenance, Operations & Facilities)

**Superintendent's Signature:**







**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**  
**MAINTENANCE, OPERATIONS & FACILITIES DEPARTMENT**  
**W.H.S Roofing Improvements Project Bid #: B-16-27-04-804-8506**

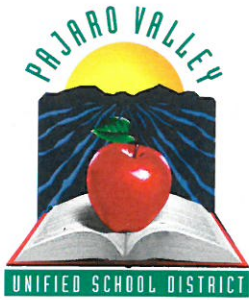
**BID RESULTS SHEET**

**April 27, 2016 - 1:00PM**

<b>Bid Results</b>		<b>ADDENDUM #1</b>	<b>BID FORM</b>	<b>BID BOND</b>	<b>DESIGNATION OF SUBS</b>	<b>SITE VISIT CERT.</b>	<b>FINGERPRINTING</b>	<b>SUFFICIENT FUNDS</b>	<b>NON-COLLUSION</b>	<b>RANK</b>	<b>Notes:</b>
<b>BIDDER</b>	<b>BASE BID</b>										
State Roofing	N/A	-	-	-	-	-	-	-	-		
Scudder Roofing	N/A	-	-	-	-	-	-	-	-		
Legacy Roofing	\$1,136,077.00	X	X	X	X	X	X	X	X	1	Subs- Rua & Sons Mechanical Inc.
Rua and sons Mechanical	N/A	-	-	-	-	-	-	-	-		
Waterproofing Associates, Inc.	N/A	-	-	-	-	-	-	-	-		
Califorina Roofing Co	N/A	-	-	-	-	-	-	-	-		

**NOTES:** Bid results and subcontractors lists will be posted on the P.V.U.S.D web page at: <http://www.pvUSD.net/construction>

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



***Board Agenda Backup***

Item No: 9.8

**Date:** May 11, 2016

**Item:** Rio Del Mar Elementary School – Roofing Replacement Project #8140

**Overview:** On April 4 & 11, 2016 the District advertised for the Roofing Replacement at Rio Del Mar Elementary School. A mandatory job-walk was held on April 20, 2016 and five roofing contractors were present. On April 29, 2016 the District received sealed bids from the following contractors:

Legacy Roofing & Waterproofing, Inc.....\$ 931,135.00  
California Roofing Company, Inc.....\$ 896,000.00  
Scudder Roofing Co.....\$1,219,530.00

District Staff reviewed the three bid packets submitted. The apparent low bidder for this project, California Roofing Company, Inc. has been contacted and assessed to ensure their paperwork was in order.

**Recommendation:** It is recommended that the Board approve the Bid Proposal of California Roofing Company, Inc. of San Jose, CA for the amount of \$896,000.00. 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:** Measure L Fund

**Budgeted:** Yes: ☒ No: ☐

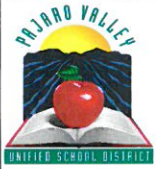
**Amount:** \$896,000.00

**Prepared By:**

  
(Victor Sandoval, Director of Maintenance, Operations & Facilities)

**Superintendent's Signature:**



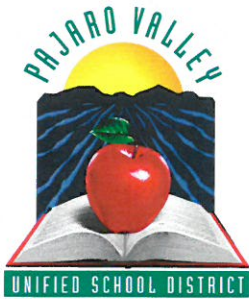


**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**  
**MAINTENANCE, OPERATIONS & FACILITIES DEPARTMENT**  
**ROOFING REPLACEMENT at RIO DEL MAR ELEMENTARY SCHOOL : BID #B-16-29-04-843-8140**  
**BID DATE: Friday, April 29, 2016 - 1:30 PM**  
**BID RESULTS SHEET**

Bid Results				ADDENDUM #1	BID FORM	BID BOND	DESIGNATION OF SUBS	SITE VISIT CERT.	FINGERPRINTING	SUFFICIENT FUNDS	NON-COLLUSION	RANK	Notes
BIDDER	BASE BID	UNIT PRICING	TOTAL BASE BID INCLUDING UNIT PRICING										
Legacy Roofing & Waterproofing	\$931,135.00	\$20,000.00	\$931,135.00	X	X	X	X	X	X	X	X	2	3 Subcontractors
Scudder Roofing	\$1,219,530.00	\$51,300.00	\$1,219,530.00	X	X	X	X	X	X	X	X	3	2 Subcontractors
California Roofing	\$896,000.00	\$15,300.00	\$896,000.00	X	X	X	X	X	X	X	X	1	4 Subcontractors
State Roofing	_____	_____	_____										Bid Submitted & Then Withdrawn
Waterproofing Assoc.	_____	_____	_____										Did Not Submit Bid

NOTES: Bid results and subcontractors lists will be posted on the P.V.U.S.D web page at: <http://www.pvUSD.net/construction>

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



**Board Agenda Backup**

Item No: 9.9

**Date:** May 11, 2016

**Item:** Mar Vista Elementary School –Roofing Replacement Project #8133

**Overview:** On April 4 & 11, 2016 the District advertised for the Roofing Replacement at Mar Vista Elementary School. A mandatory job-walk was held on April 20, 2016 and four roofing contractors were present. On April 29, 2016 the District received sealed bids from the following contractors:

Legacy Roofing & Waterproofing, Inc..... \$1,353,000.00  
California Roofing Company, Inc.....\$1,391,800.00

District Staff has found that some contractors did not bid because their schedules are full and cannot accept additional work, or do not have the man power to complete this project in the time line specified. District Staff reviewed both bid packets submitted. The apparent low bidder for this project, Legacy Roofing & Waterproofing, Inc. has been contacted and assessed to ensure their paperwork was in order, and is also on the District's list of Pre-Qualified Contractors.

**Recommendation:** It is recommended that the Board approve the Bid Proposal of Legacy Roofing & Waterproofing, Inc. of Salinas, CA for the amount of \$1,353,000.00. 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:** Measure L Fund

**Budgeted:** Yes: ☒ No: ☐

**Amount:** \$1,353,000.00

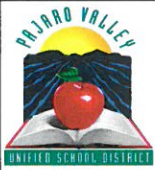
**Prepared By:**

  
(Victor Sandoval, Director of Maintenance, Operations & Facilities)

**Superintendent's Signature:**







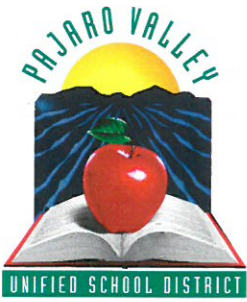
**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**  
**MAINTENANCE, OPERATIONS & FACILITIES DEPARTMENT**  
**ROOFING REPLACEMENT at MAR VISTA ELEMENTARY SCHOOL : BID #B-16-29-04-840-8133**  
**BID DATE: Friday, April 29, 2016 - 2:00 PM**

**BID RESULTS SHEET**

Bid Results				ADDENDUM #1	BID FORM	BID BOND	DESIGNATION OF SUBS	SITE VISIT CERT.	FINGERPRINTING	SUFFICIENT FUNDS	NON-COLLUSION	RANK	Notes
BIDDER	BASE BID	UNIT PRICING	TOTAL BASE BID INCLUDING UNIT PRICING										
Legacy Roofing & Waterproofing	\$1,353,000.00	\$11,000.00	\$1,353,000.00	X	X	X	X	X	X	X	X	1	3 Subcontractors
California Roofing	\$1,391,800.00	\$9,400.00	\$1,391,800.00	X	X	X	X	X	X	X	X	2	4 Subcontractors
State Roofing	_____	_____	_____										Bid Submitted & Then Withdrawn
Waterproofing Assoc.	_____	_____	_____										Did Not Submit Bid

NOTES: Bid results and subcontractors lists will be posted on the P.V.U.S.D web page at: <http://www.pvusd.net/construction>

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



***Board Agenda Backup***

Item No: 9.10

**Date:** May 11, 2016

**Item:** Valencia Elementary School – E-Wing Roofing Replacement Project #8150

**Overview:** On April 4 & 11, 2016 the District advertised for the E-Wing Roofing Replacement at Valencia Elementary School. A mandatory job-walk was held on April 20, 2016 and four roofing contractors were present. On April 29, 2016 the District received sealed bids from the following contractors:

Legacy Roofing & Waterproofing, Inc..... \$143,644.00  
California Roofing Company, Inc.....\$149,100.00

District Staff has found that some contractors did not bid because their schedules are full and cannot accept additional work, or do not have the man power to complete this project in the time line specified. District Staff reviewed both bid packets submitted. The apparent low bidder for this project, Legacy Roofing & Waterproofing, Inc. has been contacted and assessed to ensure their paperwork was in order, and is also on the District's list of Pre-Qualified Contractors.

**Recommendation:** It is recommended that the Board approve the Bid Proposal of Legacy Roofing & Waterproofing, Inc. of Salinas, CA for the amount of \$143,644.00. 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:** Measure L Fund

**Budgeted:** Yes: ☒ No: ☐

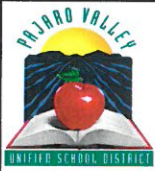
**Amount:** \$143,644.00

**Prepared By:**

  
(Victor Sandoval, Director of Maintenance, Operations & Facilities)

**Superintendent's Signature:**





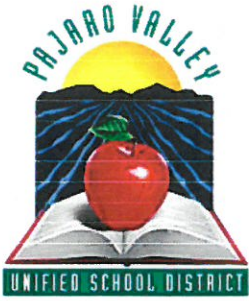
**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**  
**MAINTENANCE, OPERATIONS & FACILITIES DEPARTMENT**  
**E-WING ROOFING REPLACEMENT at VALENCIA ELEMENTARY SCHOOL : BID #B-16-29-04-846-8150**  
**BID DATE: Friday, April 29, 2016 - 1:00 PM**

**BID RESULTS SHEET**

Bid Results				ADDENDUM #1	BID FORM	BID BOND	DESIGNATION OF SUBS	SITE VISIT CERT.	FINGERPRINTING	SUFFICIENT FUNDS	NON-COLLUSION	RANK	Notes
BIDDER	BASE BID	UNIT PRICING	TOTAL BASE BID INCLUDING UNIT PRICING										
Legacy Roofing & Waterproofing	\$143,644.00	\$4,450.00	\$143,644.00	N/A	X	X	X	X	X	X	X	1	No Subcontractors
California Roofing	\$149,100.00	\$2,600.00	\$149,100.00	N/A	X	X	X	X	X	X	X	2	No Subcontractors
State Roofing	_____	_____	_____										Bid Submitted late; not opened
Waterproofing Assoc.	_____	_____	_____										Did Not Submit Bid

NOTES: Bid results and subcontractors lists will be posted on the P.V.U.S.D web page at: <http://www.pvUSD.net/construction>

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



***Board Agenda Backup***

Item No: 9.11

**Date:** May 11, 2016

**Item:** **Approve Bid for Modular Classroom Buildings with American Modular Systems Inc.**

**Overview:** On March 16<sup>th</sup> and 23<sup>rd</sup> the notice to bidders for the purchase of 4 modular buildings was advertised. A mandatory pre-bid conference was held on April 1, 2016 and one bidder was present. On April 20, 2016 the District received one sealed bid from the following contractor. Once this contract is awarded, other California School Districts and other State Agencies will be able to purchase buildings from our "Piggy Back".

American Modular Systems                      \$492,480.00

**Recommendation:** It is recommended that the Board approve the Bid Proposal of American Modular Systems Inc., the apparent low bidder, with a bid amount of \$492,480.00. In addition, it is recommended that the Board authorize the Director of Maintenance, Operations, and Facilities to execute a construction agreement with the Contractor.

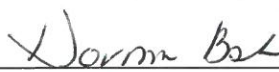
**Budget Considerations:** N/A

**Funding Source:** Measure L Bond Funds

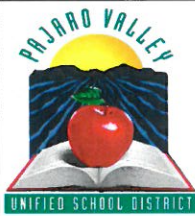
**Budgeted:** Yes: ☒ No: ☐

**Amount:** \$492,480.00

**Prepared By:**   
Victor Sandoval - Director of Maintenance, Operations & Facilities

**Superintendent's Signature:**   
Dorma Baker





**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**  
**MAINTENANCE, OPERATIONS & FACILITIES DEPARTMENT**

**Modular Classroom Buildings (Piggy Back)**

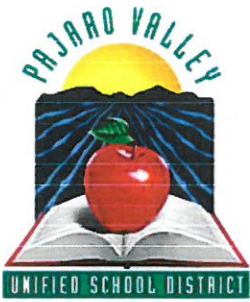
**April 20, 2016 @ 2:00pm**

**BID RESULTS SHEET**

Bid Results		ADDENDUM #1	BID FORM	BID BOND	DESIGNATION OF SUBS	NON-COLLUSION	RANK	Notes
BIDDER	BASE BID							
American Modular Systems Inc.	\$492,480.00	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>1</b>	

NOTES: Bid results and subcontractors lists will be posted on the P.V.U.S.D web page at: <http://www.pvUSD.net/construction>

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



**Board Agenda Backup**

Item No: 9.12

**Date:** May 11, 2016

**Item:** Approve Change Order #1 for American Modular Systems Inc., Watsonville High School – New Two Story Relocatable Classrooms Increment #1

**Overview:** On August 13, 2014 the Board approved the contracts for American Modular Systems Inc. for the purchase of a two story modular building at Watsonville High School.

Due to the location of the classrooms, it was found necessary to install protective welded screens over the HVAC louvered grilles located on the rear of the building.

Original Contract Amount: \$1,993,400.00

**Change Order #1: \$12,400.00**

New Contract Amount: \$2,005,800.00

**Recommendation:** It is recommended that the Board approve the Change Order and authorize the Director of Maintenance, Operations, and Facilities to have the contract for American Modular Systems Inc. increased by this amount.

**Budget Considerations:** N/A

**Funding Source:** Measure L Bond Funds

**Budgeted:** Yes: ☒ No: ☐

**Amount:** \$12,400.00

**Prepared By:** 

Victor Sandoval –Director of Maintenance, Operations & Facilities

**Superintendent's Signature:** 

Dorma Baker



**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**  
Maintenance, Operations & Facilities Department  
294 Green Valley Road, Watsonville, CA 95076  
Phone: (831) 786-2100 Fax: 728-0136

**CHANGE ORDER REQUEST – SUMMARY**

**PROJECT NAME:** Watsonville High School 2 Story Classroom Addition  
**CONTRACTOR:** American Modular Systems Inc.  
**CO #:** 1 – with PCO 2  
**APPROVAL DATE:** 5-3-2016  
**ORIGINAL CONTRACT AMOUNT:** \$1,993,400.00      **PO #:16-03601**

The Owner (PVUSD) accepts the above noted change order request in the amount of: **\$12,400.00**

and agrees to extend the contract completion date by: **0 days for this C.O.R.**

The change order request amount is to be:

☐ deducted from allowance  
☒ Added to contract sum

**LEGEND – Reason(s) for Change**

**AE= ARCHITECTURAL ERROR**

**CE = CONTRACTOR ERROR**

**UC = UNFORSEEN CONDITIONS**

**AV = ADDED VALUE**

**RS = REDUCED SCOPE**

The description of the change order is as follows:

Item No. 1: **AV – AMS Inc. – Fabricate and Install 10 welded screens for the HVAC louvers.**  
**Cost = \$12,400.00**

**Total of all Items: \$12,400.00 + \$1,993,400.00 = \$2,005,800.00 (New contract total).**

**Total of all days added to contract: 0**

On behalf of the Owner (PVUSD):

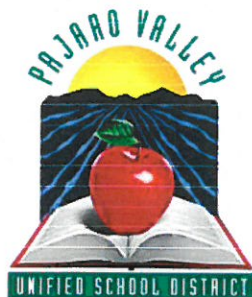
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Victor Sandoval, Director - Maintenance, Operations & Facilities Department

The Contractor accepts the above as full and complete compensation and contract time adjustments for the described change order request. The Contractor has no reservation of rights to adjust the contract amount or time based on this change order request unless there is a material change in the scope of work as described above and the Contractor provides notice immediately to the Owner or Construction Manager of any perceived change of scope and prior to performing any additional scope.

On behalf of the Contractor:

Signature: \_\_\_\_\_ Date: 5/4/16  
American Modular Systems Inc.





# PAJARO VALLEY UNIFIED SCHOOL DISTRICT

## Board Agenda Backup

Item No: 9.13

**Date:** May 11, 2016

**Item:** Award the Lakeview M.S Fire Alarm Modernization Project #8320

**Overview:** On March 10, 2016 the District advertised for the campus wide modernization of the fire alarm system at Lakeview Middle School. A mandatory pre-bid conference was held on March 22, 2016 and two contractors were present. On April 7, 2016 the District received two (2) sealed bids from the following Contractors.

Commercial Plumbing & Building, Inc.....\$558,850.00

Rollin Electric.....\$628,407.00

After thoroughly reviewing the bid documents it was discovered that the Fingerprint Notice & Acknowledgement Form was not included in the bid package. It was also found that the CPBI's Bid Bond was not endorsed by the contractor; however, it is endorsed by the Surety. This was presented to our legal counsel for a formal response and it was found that these items "are irregularities that can be waived by the District in its discretion." It has also been stated by the other bidder that no formal bid protest will be submitted.

**Recommendation:** It is recommended that the Board approve the Bid Proposal of Commercial Plumbing & Building, Inc. out of San Jose, CA, the apparent low bidder, with a bid amount of \$558,850.00. In addition, it is recommended that the board waive the Fingerprint Notice and Acknowledgement and Bid Bond irregularities and authorize the Director of Maintenance, Operations, and Facilities to execute a construction agreement with the Contractor.

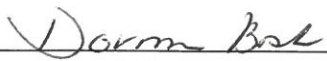
**Budget Considerations:** N/A

**Funding Source:** Measure L Bond Funds

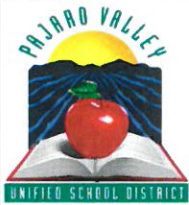
**Budgeted:** Yes: ☒ No: ☐

**Amount:** \$558,850.00

**Prepared By:**   
Victor Sandoval - Director of Maintenance, Operations & Facilities

**Superintendent's Signature:**   
Dorma Baker





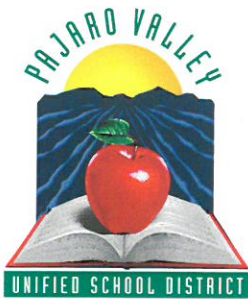
**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**  
**MAINTENANCE, OPERATIONS & FACILITIES DEPARTMENT**  
**Lakeview Fire Alarm Modernization - Bid #: 16-31-03-814-8320**

**April 7, 2016 @ 2:00pm**

**BID RESULTS SHEET**

<b>Bid Results</b>		<b>ADDENDUM #1</b>	<b>ADDENDUM #2</b>	<b>BID FORM</b>	<b>BID BOND</b>	<b>DESIGNATION OF SUBS</b>	<b>SITE VISIT CERT.</b>	<b>FINGERPRINTING</b>	<b>SUFFICIENT FUNDS</b>	<b>NON-COLLUSION</b>	<b>RANK</b>	<b>Notes</b>
<b>BIDDER</b>	<b>BASE BID</b>											
<b>Commercial Plumbing &amp; Building, Inc.</b>	<b>\$558,850.00</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>	<b>1</b>	Bid Bond not endorsed by contractor
<b>Rollin Electric</b>	<b>\$628,407.00</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>2</b>	

NOTES: Bid results and subcontractors lists will be posted on the P.V.U.S.D web page at: <http://www.pvUSD.net/construction>



## **PAJARO VALLEY UNIFIED SCHOOL DISTRICT**

### ***Board Agenda Backup***

Item No: **11.1**

**Date:** May 11, 2016


**Item: Resolution #15-16-29 Urging The Monterey County Agricultural Commissioner And Other Health And Safety Agencies To Improve Upon Current Pesticide Notification And Health Protective Buffer Zone Policies To Better Ensure The Safety Of Our Students And School Communities.**

**Overview:** Many schools in the Pajaro Valley Unified School District are located near agricultural fields. Pesticides use near public schools and the potential health hazards it can present when administered is a concern for many staff, students and families in the community. PVUSD administration has a history of communicating with both the Santa Cruz and Monterey Agricultural Commissioner offices to ensure that schools are noticed as prescribed by law when pesticides are administered.

The following incidents have caused concern to the Board of Trustees and have prompted the proposed resolution:

- November of 2012 and March of 2013 sulfur application on farms adjacent to two PVUSD schools caused unnecessary panic and disruption;
- November of 2014 an application just beyond 500 ft at Ohlone Elementary, as students were exiting the school, bus was documented and caused concern;
- April of 2015 Glez Farm illegally sprayed adjacent to Hall Elementary during school hours while students were outside;
- April of 2015 Roundup was used on the playing field at Ohlone Elementary and Mintie White Elementary;
- October of 2015 there was a fumigation of Chloropicrin and Telone at Hall Elementary without sufficient notice;
- October of 2015 the field tarps ripped open on the farm adjacent to Ohlone causing alarm;
- January of 2016 there was an aerial application of insecticide near Hall Elementary while students were outside;

As further evidence of this concern, attached is a letter sent to the Monterey County Agricultural Commissioner on October 30<sup>th</sup>, 2015, calling for increased protective buffer zones and improved notification periods. This letter included the signatures of 114 staff members and the principals of both Ohlone and Hall Elementary Schools. Also, in 2015 hundreds of PVUSD staff members and parents participated in public hearings, petition gathering and letter writing campaigns to improve pesticide regulations near schools.



Along with the resolution, back up includes information from 2014 from the California Environmental Health Tracking Program on pesticide use near public schools. An article from *The Californian* in Salinas written by Dr. Michelle Glowa addresses the concern regarding pesticide drift in the Salinas Valley is also attached to further support the resolution.

Additional action by PVFT in support of staff's efforts on use of pesticide was prompted by a letter from leading educational organizations, such as CSBA, CASBO, and ACSA to California's Department of Pesticide Regulations (DPR) that included the perception that concerns had not been expressed at that level. As evidence, PVFT included information on the hundreds of people who gathered at the recent public hearings to address this issue. In addition, the letter included the letter from Ohlone and Hall District principals and staff with the 114 signatures.

If approved the attached resolution would be shared with CA DPR, local government officials and leading state educational organizations.

**Recommendation:** Approve resolution #15-16-29.

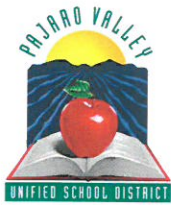
**Prepared By:** Dorma Baker, Superintendent  
Maria Orozco, Board President

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**Superintendent's Signature:**

Dorma Baker





**PAJARO VALLEY UNIFIED SCHOOL DISTRICT  
RESOLUTION #15-16-29**

**URGING THE MONTEREY COUNTY AGRICULTURAL COMMISSIONER AND OTHER  
HEALTH AND SAFETY AGENCIES TO IMPROVE UPON CURRENT PESTICIDE  
NOTIFICATION AND HEALTH PROTECTIVE BUFFER ZONE POLICIES TO BETTER  
ENSURE THE SAFETY OF OUR STUDENTS AND SCHOOL COMMUNITIES.**

**WHEREAS**, over 29.3 million pounds of the soil fumigant pesticides methyl bromide, chloropicrin, metam sodium, and 1,3-dichloropropene (Telone) were used in California in 2014, representing 16% of total agricultural pesticide use;<sup>1</sup> and

**WHEREAS**, in Monterey County, the fumigants chloropicrin and 1,3-dichloropropene were the top two pesticides used in all agricultural production in 2014, totalling 3.4 million pounds of use;<sup>2</sup> and

**WHEREAS**, more than one in four Monterey County children attended schools within ¼ mile of highly hazardous pesticide use in 2010--a higher percentage than any other schoolchildren in California;<sup>3</sup> and

**WHEREAS**, many soil fumigants are highly toxic, cause cancer, affect brain development, damage reproductive systems, and trigger asthma, with young children and pregnant women at greater risk of harmful health impacts;<sup>4</sup> and

**WHEREAS**, young children's bodies take in twice as much air as adults putting them at a higher risk for the damaging effects of exposure to fumigant pesticides; and

**WHEREAS**, although many poisoning incidents go unreported, soil fumigants are documented to have caused multiple occupational and non-occupational drift poisoning incidents affecting at least 1400 individuals in California since 1999;<sup>5</sup> and

**WHEREAS**, even with legally required protections, application procedures, and buffer zones, soil fumigant use poses a significant health risk for PVUSD students and staff; and

**WHEREAS**, in 1987 the United States agreed to phase out methyl bromide by 2005 under the Montreal Protocol of the United Nations, and it is still being used in large amounts—326,000 pounds—in Monterey County;<sup>6</sup>

**WHEREAS**, chloropicrin was used as a warfare agent in World War I; is classified as a lung damaging agent by the Centers for Disease Control; is a potent carcinogen with a low threshold for acute eye and respiratory irritation according to the Office of Environmental Health Hazard Assessment (OEHHA) and the Scientific Review Panel;<sup>7</sup> and is the most used pesticide near Monterey County schools; and

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<sup>1</sup> <http://www.cdpr.ca.gov/docs/pur/pur14rep/14sum.htm>

<sup>2</sup> [http://www.cdpr.ca.gov/docs/pur/pur14rep/top\\_5\\_ais\\_sites\\_lbs14.pdf](http://www.cdpr.ca.gov/docs/pur/pur14rep/top_5_ais_sites_lbs14.pdf)

<sup>3</sup> [http://cehnp.org/file/pesticides\\_schools\\_report\\_april2014.pdf](http://cehnp.org/file/pesticides_schools_report_april2014.pdf), p. 37

<sup>4</sup> [http://www.stpp.ucla.edu/sites/default/files/Exposure\\_and\\_Interaction\\_2016\\_Web\\_0.pdf](http://www.stpp.ucla.edu/sites/default/files/Exposure_and_Interaction_2016_Web_0.pdf)

<sup>5</sup> California Department of Pesticide Regulation. CalPIQ Pesticide Illness Query database. Available at: <http://apps.cdpr.ca.gov/calpiq/>.

<sup>6</sup> [http://www.cdpr.ca.gov/docs/pur/pur14rep/chemcntry/monter14\\_ai.pdf](http://www.cdpr.ca.gov/docs/pur/pur14rep/chemcntry/monter14_ai.pdf)

<sup>7</sup> OEHHA Memorandum to California Department of Pesticide Regulation. Findings on the Health Effects of Chloropicrin. November 4, 2009. [http://www.cdpr.ca.gov/docs/emon/pubs/tac/chloropicrin\\_findings.pdf](http://www.cdpr.ca.gov/docs/emon/pubs/tac/chloropicrin_findings.pdf); and Scientific Review Panel 2010. Findings of the Scientific Review Panel on the Evaluation of Chloropicrin as a toxic Air Contaminant as adopted in the Panel's February 24, 2010 meeting.

[http://www.cdpr.ca.gov/docs/emon/pubs/tac/tacpdfs/chloropicrin/letter\\_0410.pdf](http://www.cdpr.ca.gov/docs/emon/pubs/tac/tacpdfs/chloropicrin/letter_0410.pdf)

**WHEREAS**, Telone is listed as a carcinogen under Proposition 65; and

**WHEREAS**, both chloropicrin and Telone are banned in the European Union, which continues a vast agriculture industry, while surpassing production of the United States in many ways; and

**WHEREAS**, over 50,000 Californians publicly opposed the registration of the cancer-causing fumigant methyl iodide before its withdrawal from the U.S. market; and

**WHEREAS**, the two most used fumigants near Monterey County schools, Chloropicrin and Telone, were found to create increased cancer risk when used together;<sup>8</sup> and

**WHEREAS**, in the farms adjacent to Hall Elementary and Ohlone Elementary, two of the three most used fumigants are Chloropicrin and Telone; and

**WHEREAS**, the carcinogen Telone has been recorded above lifetime cancer risk levels at Ohlone Elementary by an on campus air monitor, which the State of California installed as the result of a 1999 civil rights lawsuit;<sup>9</sup> and

**WHEREAS**, the organophosphate chlorpyrifos is widely used on broccoli, cauliflower, and wine grapes, among other crops in Monterey County, totaling over 12,000 pounds in 2014;<sup>10</sup> and

**WHEREAS**, the organophosphate malathion is widely used on strawberries and lettuce, among other crops in Monterey County, totaling nearly 49,000 pounds in 2014;<sup>11</sup> and

**WHEREAS**, the organophosphate diazinon is widely used on spinach, lettuce, and beans, among other crops in Monterey County, totaling nearly 4,000 pounds in 2014;<sup>12</sup> and

**WHEREAS**, organophosphate pesticides are all neurotoxins, and chlorpyrifos and other organophosphates are scientifically clearly implicated as contributors to attention deficit/hyperactivity disorder, autism, declines in IQ and other measures of cognitive function, and health issues that are all on the rise among children;<sup>13</sup> and

**WHEREAS**, the U.S. Environmental Protection Agency banned chlorpyrifos for home use in 2000 after studies clearly indicated that exposed children had smaller head circumference (a known indicator of reduced cognitive function), but it continues to be widely used in agriculture where rural children – including in Monterey County – are exposed at their homes, schools and parks;<sup>14</sup> and

**WHEREAS**, chlorpyrifos and other organophosphate runoff is also susceptible to leaching to groundwater, especially given the shallow groundwater and permeable soils next to the Salinas River;<sup>15</sup> and

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<sup>8</sup> [http://www.stpp.ucla.edu/sites/default/files/Exposure\\_and\\_Interaction\\_2016\\_Web\\_0.pdf](http://www.stpp.ucla.edu/sites/default/files/Exposure_and_Interaction_2016_Web_0.pdf)

<sup>9</sup> In 2012 at 0.16 parts per billion; while the lifetime cancer regulatory goal is 0.14 ppb—a standard ten times more lenient than the European Union's. (Note: there are more recent studies and results)

<sup>10</sup> [http://www.cdpr.ca.gov/docs/pur/pur14rep/chemcnty/monter14\\_ai.pdf](http://www.cdpr.ca.gov/docs/pur/pur14rep/chemcnty/monter14_ai.pdf)

<sup>11</sup> [http://www.cdpr.ca.gov/docs/pur/pur14rep/chemcnty/monter14\\_ai.pdf](http://www.cdpr.ca.gov/docs/pur/pur14rep/chemcnty/monter14_ai.pdf)

<sup>12</sup> [http://www.cdpr.ca.gov/docs/pur/pur14rep/chemcnty/monter14\\_ai.pdf](http://www.cdpr.ca.gov/docs/pur/pur14rep/chemcnty/monter14_ai.pdf)

<sup>13</sup> <http://cerch.org/environmental-exposures/organophosphate-pesticides/> and <http://www.ucdmc.ucdavis.edu/publish/news/newsroom/8978>

<sup>14</sup> <http://cerch.org/environmental-exposures/organophosphate-pesticides/>

<sup>15</sup> <http://www.cdpr.ca.gov/docs/registration/canot/2015/ca2015-10.pdf>

**BE IT RESOLVED** that the Pajaro Valley Unified School District urge the Monterey County Agricultural Commissioner to:

- a) Increase the health-protective zones around schools where highly hazardous pesticides are applied.**
- b) Require at least one-week advance notification of highly hazardous agricultural pesticide use near schools; and**

**BE IT FURTHER RESOLVED** that the Pajaro Valley Unified School District actively participates in efforts, such as press conferences, conversations and actions, that seek to improve protections against exposure to pesticides, herbicides, and insecticides for our students and staff.

**BE IT FURTHER RESOLVED** that the Pajaro Valley Unified School District continues with open proactive communication with health and safety regulatory agencies to protect students and staff against the use of toxic chemicals not regulated by the Monterey Agricultural Commissioner, on or around school grounds.

PASSED AND ADOPTED this 11<sup>th</sup> day of MAY, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:


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Maria Orozco, Board President

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Dorma Baker, Board Secretary





# **Agricultural Pesticide Use Near Public Schools in California**

**California Environmental  
Health Tracking Program**

**April 2014**



# Discussion

## Key Findings

In this study of 2,511 public schools in the top 15 counties by agricultural pesticide use in California, we found that 36% (899) of schools had applications of pesticides of public health concern (i.e., those with potential to cause adverse health effects) within ¼ mile of the school boundary. These pesticides included carcinogens, reproductive and developmental toxicants, cholinesterase inhibitors, toxic air contaminants, fumigants, and priority pesticides for assessment and

monitoring. We additionally found that there were 226 schools in the top quartile of poundage (calculated after excluding schools with no pesticides applied nearby) for all pesticides studied, representing over 118,000 students. The amounts of pesticides applied in the top quartile ranged from 319–28,979 lb.

Pesticides of public health concern applied near schools were not applied equally among the 15 counties analyzed. Of the counties assessed, Ventura and **Monterey** counties frequently had the most pesticide use near schools, based on different metrics.

### Counties with the most pesticides of public health concern used near public schools, 2010

	Top county by number of schools in the top quartile of use*	Top county by percentage of its schools in the top quartile of use*	Top county by number of students attending schools in the top quartile of use*	Top county by percentage of its students attending schools in the top quartile of use*
Carcinogens	Stanislaus (28)	<b>Monterey</b> (16.8%)	Ventura (17,023)	<b>Monterey</b> (19.5%)
Reproductive and Developmental Toxicants	Ventura (28)	<b>Monterey</b> (19.0%)	Ventura (20,433)	<b>Monterey</b> (22.1%)
Cholinesterase Inhibitors	<b>Monterey</b> (34)	<b>Monterey</b> (24.8%)	<b>Monterey</b> (21,079)	<b>Monterey</b> (28.5%)
Toxic Air Contaminants	Ventura (29)	Merced (14.6%)	Ventura (20,268)	<b>Monterey</b> (18.0%)
Fumigants	Ventura (19)	<b>Monterey</b> (10.9%)	Ventura (17,311)	<b>Monterey</b> (16.4%)
Priority Pesticides for Monitoring and Assessment	Fresno (35)	<b>Monterey</b> (19.0%)	Ventura (21,193)	<b>Monterey</b> (24.7%)
All pesticides (all categories)	Fresno (39)	<b>Monterey</b> (21.2%)	Ventura (21,193)	<b>Monterey</b> (25.1%)

\*Calculations of quartiles exclude schools with no use of pesticides within ¼ mile.



## Appendix 5

**Table A5.6. Top 10 pesticide active ingredients, by pounds applied, in Merced County, 2010**

Name	Pounds applied	Restricted material	Pesticide Category
1,3-Dichloropropene	22,665	Yes	PRIOR, TAC, FUM, CARC
Potassium n-methyldithiocarbamate	7,123	Yes	PRIOR, TAC, FUM, CARC, REP/DEV
Metam-sodium	4,555	Yes	PRIOR, TAC, FUM, CARC, REP/DEV
Methyl bromide	3,102	Yes	PRIOR, TAC, FUM, REP/DEV
Chloropicrin	2,070	Yes	PRIOR, TAC, FUM
Paraquat dichloride	859	Yes	PRIOR
Pendimethalin	497	No	PRIOR
Aldicarb	268	Yes	PRIOR, CHON
2,4-D, dimethylamine salt	243	Yes	TAC
Glufosinate-ammonium	200	No	PRIOR

**Table A5.7. Top 10 pesticide active ingredients, by pounds applied, in Monterey County, 2010**

Name	Pounds applied	Restricted material	Pesticide Category
Chloropicrin	53,860	Yes	PRIOR, TAC, FUM
Methyl bromide	33,542	Yes	PRIOR, TAC, FUM, REP/DEV
1,3-Dichloropropene	25,555	Yes	PRIOR, TAC, FUM, CARC
Maneb	3,235	No	TAC, CARC
Malathion	2,112	No	PRIOR, CHON
Captan	1,533	No	PRIOR, TAC, CARC
Methomyl	1,105	Yes	CHON
Oxydemeton-methyl	1,028	Yes	PRIOR, REP/DEV, CHON
Diazinon	888	No	PRIOR, CHON
Chlorthal-dimethyl	768	No	PRIOR

**Table A5.8. Top 10 pesticide active ingredients, by pounds applied, in Sacramento County, 2010**

Name	Pounds applied	Restricted material	Pesticide Category
Mancozeb	567	No	PRIOR, TAC, CARC
Carbaryl	155	Yes	PRIOR, TAC, CARC, REP/DEV, CHON
2,4-D, dimethylamine salt	90	Yes	TAC
Paraquat dichloride	89	Yes	PRIOR
Trifluralin	60	No	PRIOR, TAC
Oxytetracycline, calcium complex	45	No	REP/DEV
Streptomycin sulfate	26	No	REP/DEV
Norflurazon	21	No	PRIOR
Thionphos-methyl	19	No	PRIOR, CARC, REP/DEV

<http://www.thecalifornian.com/story/opinion/2015/12/12/pesticide-drift-continuing-problem-salinas-valley/77172686/>

*The Californian (Salinas)*

## **Pesticide drift a continuing problem for Salinas Valley**

**DR. MICHELLE GLOWA** 12:04 a.m. PST December 12, 2015

Jim Bogart (Nov. 23) claims we, the Safe Strawberry Monterey Bay Working Group, "routinely ignore government statistics and existing science" but this could not be further from the truth. I submit the following comments, which I shared at the Nov. 17 Monterey County Board of Supervisors meeting, summarizing some of the recent scientific studies on pesticide drift that Mr. Bogart fails to address.

In addition, I echo the Working Group's call that was announced at the Supervisors' meeting for the need for a public hearing on the science of pesticide drift.

Drawing from scientific studies, one-mile buffer zones could significantly reduce health risks from drift-prone agricultural pesticides. One-mile buffer zones are needed not only to prevent acute incidents, but also to prevent long-term health impacts of sub-chronic and chronic exposure to hazardous pesticides, impacts such as cancer, developmental delays, asthma and behavioral disorders including ADHD and autism.

The fact is pesticides can drift for miles and miles sometimes in extremely dangerous concentrations. In Monterey County, just 10 years ago on Oct. 5, 2005, a chloropicrin drift incident caused hundreds to experience burning eyes, nausea, vomiting, or difficulty in breathing. A scientific study of the incident in the *Journal of Agromedicine*, found 324 reporting symptoms of exposure, concluding: "Cases occurred between 0.36 and 2.89 miles from the application site. Use of irritant agricultural fumigants near residential neighborhoods can produce a risk of illness for distances more than 2 miles from the site of application."

A one-mile buffer would likely cut down substantially on the number and risk of such drift hazards. The first (and only that I'm aware) comprehensive report of drift-related pesticide poisoning in the United States, published in *Environmental Health Perspectives* four years ago, found that 15 percent of the people affected in pesticide drift incidents were over 1 mile from the pesticide application. This shows both the extended reach of drift incidents and also the real possibility that we can use buffer zones to protect the 85 percent of those who were affected within one mile.

We are concerned about chronic and subchronic exposures to drifting pesticides,

as well.

The UC Berkeley CHAMACOS study of Salinas Valley residents has documented chlorpyrifos contamination in homes up to 1.8 miles from treated fields. Last year's UC Davis MIND Institute study documented significantly increased rates of autism spectrum disorder in children of mothers who lived up to one mile from organophosphate-treated fields, many of these in Monterey County, as well. The 2011 California Childhood Leukemia study found elevated concentrations of several pesticides in dust of homes up to three quarters of a mile from treated fields.

The air-monitoring conducted by the Department of Pesticide Regulation at the Salinas Airport, strongly suggests that drift of one mile or more is contributing to concentrations of health concern. Though there were no 2013 chloropicrin applications within the 1 square-mile section in which the Salinas air monitor is located, it measured 140 percent of sub-chronic health screening level for highest of rolling four-week air concentrations. Chloropicrin is recognized by the state as a toxic air contaminant and is classified as a lung-damaging agent by the Centers for Disease Control.

Other speakers at the Supervisors meeting noted that the state's air-monitoring studies at Ohlone Elementary School found the fumigant 1,3-dichloropropene (aka 1,3-D or Telone) in concentrations above US Environmental Protection Agency cancer risk levels in 2012. The EPA cancer risk standard is 10 times more lenient than the European Union standard.

These are terrible and powerful toxins. Of course, the best way to ensure the safety of our community from these highly toxic substances is to ban them altogether, as the European Union has already done with seven of the top 10 most used pesticides near Monterey County schools.

If we don't yet have the will to get rid of them, we must at the very least push them much farther away from children who are most vulnerable. One-mile buffer zones will help protect children and community health.

*Dr. Michelle Glowa, PhD in Environmental Studies from UC Santa Cruz, Assistant Professor at the California Institute for Integral Studies, and member of Safe Strawberry Monterey Bay Working Group.*





January 15, 2016

Brian Leahy, Director  
California Department of Pesticide Regulation  
1001 I Street, PO Box 4015  
Sacramento, CA 95812-4015

Dear Director Leahy:

We are writing to communicate our thoughts and concerns pertaining to the pending development of regulations by the California Department of Pesticide Regulation (DPR) regarding the use of agricultural pesticides near schools. Our organizations—the California School Boards Association, the Association of California School Administrators, the California Association of School Business Officials, the Coalition for Adequate School Housing and the San Joaquin County Office of Education—represent nearly 1,000 school districts in our state. Our organizations and agencies are responsible for the more than 6.2 million students in California, it has only recently come to our attention that DPR is developing regulations pertaining to schools. We are concerned that DPR is moving forward without reaching out to education stakeholders.

Although our members have not expressed concerns to us regarding pesticide application, they do maintain a strong commitment to healthy schools and students. As such, we appreciate your efforts to ensure the safety of our students.

The core mission of schools is to educate. We become concerned about potential mandates that would divert limited financial resources and staff time towards non-education activities. The vast majority of school districts—and especially small, rural districts—lack the resources to procure or retain experts to advise them on complex scientific issues such as these. Instead, we rely on County

January 15, 2016

Agricultural Commissioners and health departments, as well as state agencies, to conduct this important work.

Responsibility for distributing information about pesticide application should remain with those agencies that are able to address the questions that such communications may generate. School leaders are happy to continue to work with local partners to protect the overall health of children, but we ask that DPR not impose requirements on schools that are not related to education.

We also wanted to share feedback regarding the proposals made so far that directly impact schools.

- Buffer zones. “One-mile buffer zones between fields and schools, childcare centers, school bus stops, and known school routes.”
  - Health and safety issues are key considerations during the siting of a school. These decisions are subject to the California Environmental Quality Act (CEQA) and the Healthy Schools Act. The retroactive creation of buffer zones after schools have been constructed is not feasible.
  - Decisions about the siting of school bus stops are based on a multitude of factors including traffic safety, geographic distribution of students, and timely and efficient transportation. The requirement that bus stops be located one mile away from agricultural fields would result in some parts of the state to an elimination of bus stops.
  - While it is unclear what exactly proponents refer to as “known school routes,” schools cannot control the path students take to school. As such, this mandate would be impossible to meet.
- Parental notification.
  - Through its Local Control Accountability Plan (LCAP) requirement, each school district sets measurable goals for the engagement of parents in meetings about district goals for students. Communications about pesticides—which could be frequent and ongoing—would distract from and compete with important, education-related communication.
  - Such notifications could generate unnecessary fears to which schools do not have the expertise to respond. Such unaddressed fears may lead parents to keep children home from school, disrupting their education and resulting in a loss of funding to schools.
- Notification to schools.
  - Schools are responsible for the safety of their students. If school districts become repositories of data on pesticide application, even in the absence of expertise on these issues, it could be argued that districts have an obligation to act on it.



Page Three

January 15, 2016

Together, the school and parental notification regulations could create liability for schools and make them the public face of an issue they are not equipped to address or remedy.

Thank you for your consideration of our thoughts. We are available to meet with you to provide any other assistance in understanding the impact of potential regulations on schools.

Sincerely,



Nancy Chaires Espinoza  
Legislative Advocate  
California School Boards Association



Laura Preston  
Legislative Advocate  
Association of California School Administrators



Sara Bachez  
Assistant Executive Director, Governmental Relations  
California Association of School Business Officials



Ian Padilla  
Legislative Advocate  
Coalition for Adequate School Housing



Michael F. Dillon  
Legislative Advocate  
San Joaquin County Office of Education

President Chris Ungar  
California School Boards Association  
3251 Beacon Boulevard  
West Sacramento, CA 95691

And

Director Brian Leahy  
California Department of Pesticide Regulation  
1001 I Street, P.O. Box 4015  
Sacramento, CA 95812-4015

February 8, 2016

Dear President Ungar and Director Leahy:

We are outraged by the late and misleading January 15, 2016 letter (attached) sent by the California School Boards Association (CSBA) to the Department of Pesticide Regulation (DPR), regarding DPR's development of regulations for pesticide use near schools. The CSBA says: "We are concerned that DPR is moving forward without reaching out to education stakeholders," and adds that "our members have not expressed concerns to us regarding pesticide application." Education stakeholders throughout the state, and especially in counties with large agricultural industries, have indeed expressed concerns by the hundreds and thousands in last year's very public process of DPR-sponsored workshops and public comment period. How a responsible CSBA could have missed this is a mystery to us.

The overwhelming response to DPR's request for public comments is partially documented on the DPR website.

In a July 31, 2015 letter to DPR, Steve McClain, Chief Business Official Bakersfield City School District wrote: "We welcome DPR's efforts to enhance the current regulations to develop regulations that are effective and reasonable. The District strongly supports buffer zones around schools and prohibitions on spraying pesticides in close proximity to our campuses during times when students are present at school"

([http://www.cdpr.ca.gov/docs/legbills/pesticide\\_comments\\_sch\\_gov\\_agncy.pdf](http://www.cdpr.ca.gov/docs/legbills/pesticide_comments_sch_gov_agncy.pdf)). That appears to be an expression of concern by not only an education stakeholder, but one who is a likely member of the very organizations the CSBA letter claims to represent.



But many other education stakeholder organizations, representing about *half a million* members, wrote letters calling for 1-mile no-spray buffer zones around schools, including the following: Santa Cruz Council of Classified Employees, AFT Local 6084; Salinas Elementary Teachers Council; Pajaro Valley Federation of Teachers, AFT Local 1936; National Farm to School Network; Moms Advocating Sustainability; the California Teachers Association; California Teachers Association, Salinas Regional Resource Center; California Teachers Association, Central Coast Counties Service Center Council; Children Now; California Federation of Teachers, [http://www.cdpr.ca.gov/docs/legbills/pesticide\\_comments\\_orgs\\_1.pdf](http://www.cdpr.ca.gov/docs/legbills/pesticide_comments_orgs_1.pdf).

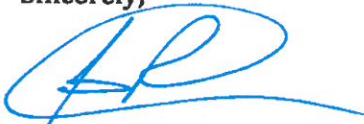
And how could a concerned organization claiming to represent education stakeholders have missed the story all over the news in Ventura County last summer regarding the high use of carcinogen 1,3-dichloropropene near Rio Mesa High School and outcry from hundreds (From *Ventura County Star*--  
<http://www.vcstar.com/news/education/schoolwatch/hundreds-weigh-in-at-rio-mesa-meeting-on-pesticide-use-near-schools-ep-1122469880-351171251.html>;  
From the *Los Angeles Times*--<http://www.latimes.com/science/la-me-adv-pesticides-schools-20150614-story.html>; From *The Nation*--  
<http://www.thenation.com/article/fields-toxic-pesticides-surround-schools-ventura-county-are-they-poisoning-students/>)?

Just this past November, after a one-week nearby fumigation of fields, the entire staffs of two schools including both principals in my school district, Pajaro Valley Unified, signed a letter/petition calling on the Monterey County Ag Commissioner to implement a one mile buffer zone around the schools and one week advanced notification of the schools. The DPR was copied on this correspondence.

We note that the CSBA letter was signed by what appear to be Sacramento lobbyists all. Maybe they need to visit some actual schools, or at least do some Web searches about the issues they claim to address as "education stakeholders"?

The real on-the-ground education stakeholders, seeking to protect the health of children and staff, have made their positions very clear—more than 99% of them who were paying attention called for 1-mile no-spray buffer zones during the legal public comment period.

Sincerely,



Francisco Rodriguez  
President, Pajaro Valley Federation of Teachers

Staff of Hall District Elementary School  
300 Sill Road  
Staff of Ohlone Elementary School  
21 Bay Farms Road  
Watsonville, CA 95076

October 30, 2015

Mr. Eric Lauritzen  
Agricultural Commissioner  
1428 Abbott Street  
Salinas, CA 93901

Dear Mr. Lauritzen:

In light of the October 2015 applications of Telone (1,3-Dichloropropene) and Chloropicrin adjacent and within one-mile of our schools, we, members of the staff of Hall District and Ohlone Elementary Schools, would like to remind you of the unacceptable conditions under which school children and staff are placed due to these hazardous drift-prone pesticides. We demand that you, our Agricultural Commissioner, immediately implement and enforce a one-mile buffer zone around schools, which bans pesticides of public health concern.

We also demand one-week advance notification to parents and staff of our schools of pesticide applications. On Thursday, October 15 our school sites were notified of Telone and Chloropicrin applications scheduled to begin near Hall on Saturday, October 17 and near Ohlone on Sunday, October 18. Parents received no notification. Two days is an unacceptable amount of time to protect our school children. We require at least one-week advanced notice in order to study and understand the notification and take necessary action.

The pesticides being applied around our schools are dangerous and too close to children's developing minds and bodies. The following evidence supports this:

According to data from the Department of Public Health's *Agricultural Pesticide Use Near Public Schools in California* (2014), in 2010 within just a quarter-mile of Hall and Ohlone, 9,658 and 5,946 pounds of pesticides were applied, respectively. Telone and Chloropicrin, pesticides routinely applied around our schools, are banned in the European Union. In addition, Telone was banned in California between 1990 and 1995.

Telone is carcinogenic, and we know through scientific evidence by the State that it is being applied too close to our schools. In 2012 Telone actually exceeded long-term cancer risk levels at the State air-monitoring site located at Ohlone Elementary. Furthermore, over the last three years, the average concentration measured was 0.13 parts per billion. The State's maximum cancer risk threshold is 0.14 parts per billion, a number that is negligibly close to 0.13 parts per billion measured at Ohlone ("Methyl Bromide, 1,3-Dichloropropene, and Chloropicrin Air Monitoring Results for 2010 – 2014," Department of Pesticide Regulation, May 22, 2015, p. 17).

Moreover, in each of the last five years, Telone applications exceeded or doubled the state's annual safety cap of 90,250 pounds in the township that includes both Hall and Ohlone Elementary schools, according to DPR historical use data.



Chloropicrin is a lung-damaging agent and probable carcinogen. We know we need larger buffer zones, as Chloropicrin measured 140 percent above the State's health level of concern in the State's air-monitoring studies at the Salinas airport in 2013. The Salinas airport is more than a quarter-mile from pesticide applications, yet our schools are much closer than that ("Air Monitoring Network Results for 2013," CalEPA & Department of Pesticide Regulation, December 2014, p. 25).

In addition, 82% of pesticide drift-poisoning incidents have come from pesticide applications more than a quarter-mile away, while 15% originate beyond one mile ("Acute Pesticide Illnesses Associated with Off-Target Pesticide Drift from Agricultural Applications: 11 States, 1998-2006," *Environmental Health Perspectives*, Aug 2011).

Some measures, such as tarping, have been implemented to prevent fumigant drift. However, we personally know of at least two recent events on October 21 and October 26, 2015 in which tarps have blown off and become ineffective at preventing fumigant drift. Ohlone Elementary is within one-third of a mile downwind of the failed tarps.

Also of urgent concern are the brain-harming and nerve-damaging organophosphates like chlorpyrifos, malathion, and diazinon, all used near schools in our district. While studies throughout the world have found dangerous connections between organophosphate exposure and Alzheimer's disease, cancer, and ADHD, local Salinas Valley studies by the University of California have linked exposure even in very small amounts to higher incidences of autism and lower IQ scores in children exposed in-utero within one mile of field applications (UC Berkeley CHAMACOS research, UC Davis Mind Study, June 2014).

There is overwhelming evidence that there are seriously grave pesticides being applied too close to our schools. Your responsibility as Agricultural Commissioner is to protect public safety. We demand that you use the power vested in you by Sections 11503, 11503.5, and 14006.5 of the California Food and Agricultural Code to set a one-mile buffer zone and a one-week advance notification of pesticide applications to parents and staff of our schools.

Thank you for your time and consideration. We look forward to your response and action.

Sincerely,

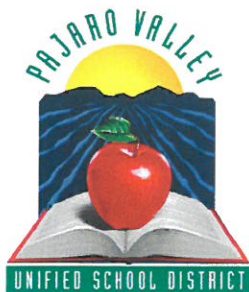
The undersigned

cc:

Jeff Ursino, Maria Orozco, Kim DeSerpa, Dr. Lupe Rivas, Karen Osmundson, Willie Yahiro, and Leslie DeRose, PVUSD Board of Trustees  
Dorma Baker, PVUSD Superintendent  
Lisa Aguerria Lewis, PVUSD Assistant Superintendent, Elementary Education and Support Services  
Richard Buse, PVUSD Purchasing Director and Safety Management  
Fernando Armenta, John M. Phillips, Simon Salinas, Jane Parker, and Dave Potter, Monterey Board of Supervisors  
Brian R. Leahy, Director of Department of Pesticide Regulations  
Katherine Taylor, Associate Director at US Environmental Protection Agency

Note: this letter is accompanied by 114 staff signatures - available in Superintendent's office.





## PAJARO VALLEY UNIFIED SCHOOL DISTRICT

### Board Agenda Backup

Item No: **11.2**

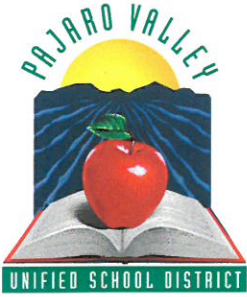
<b>Date:</b>	May 11, 2016
<b>Item:</b>	<b>Approve Consulting Contract for Leadership Associates to Conduct Superintendent Search</b>
<b>Overview:</b>	<p>Leadership Associates (LA) has been sought to assist the District in conducting search searching for the position of CBO. Don Iglesias, retired superintendent, and Michael "Mike" Escalante, retired superintendent, would assist the district in this process.</p> <p>Attached are the following documents for the Board's review during its consideration:</p> <ul style="list-style-type: none"><li>• Proposal Letter</li><li>• Suggested Timeline for the Search</li><li>• Cost Analysis</li><li>• Biographical Information on LA Partners, Associates, and Advisors</li><li>• An Agreement for Consultant Services</li></ul>
<b>Recommendation:</b>	Approve Consulting Contract with Leadership Associates

**Prepared By:** Dorma Baker, Assistant Superintendent  
Dr. Michael Escalante, Leadership Associates  
Don Iglesias, Leadership Associates

**Superintendent's Signature:**

*Dorma Baker*

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



***Board Agenda Backup***

Item No: **11.3**

**Date:** May 11, 2016

**Item: Addition of Meetings to Accommodate Process for Superintendent's Search.**

**Overview:** Upon the approval of Leadership Associates contract and timeline, the Board will need to take action to add the following meetings to its Board Meeting Schedule:

- Wednesday, May 18, Special Meeting: Discussion on Potential Candidates for Superintendent.
- Wednesday, July 20, Special Meeting, Closed Session: Review Applications and Selection of Finalist.
- Saturday and Sunday, July 30 and 31 Special Meeting, Closed Session: Finalists Interviews

**Recommendation:** Approve additional meetings to Board Meeting Schedule.

**Prepared By:** Dorma Baker, Superintendent

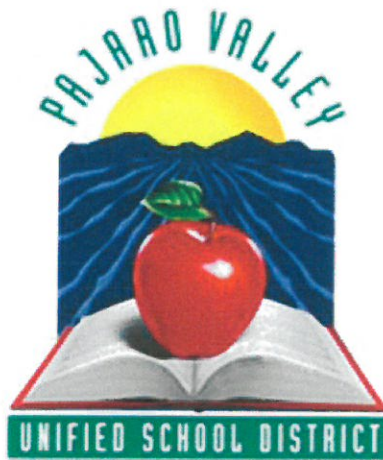
**Superintendent's Signature:**

*Dorma Bat*



LEADERSHIP ASSOCIATES

PROPOSAL TO CONDUCT A SUPERINTENDENT SEARCH  
FOR



PAJARO VALLEY UNIFIED SCHOOL DISTRICT

MAY 2016



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KENT L. BECHLER • JAMES R. (JIM) BROWN • MARC ECKER • MICHAEL F. ESCALANTE • RICHARD FISCHER • SALLY FRAZIER • GWEN E. GROSS • DON IGLESIAS • PEGGY LYNCH • PHIL QUON • DENNIS M. SMITH • RICH THOME • DAVID J. VERDUGO

May 4, 2016

Ms. Maria Orozco, President  
Board of Trustees  
Pajaro Valley Unified School District  
294 Green Valley Road  
Watsonville, CA 95076

Dear President Orozco and Members of the Board:

Leadership Associates is pleased to submit a proposal to partner with the Pajaro Valley Unified School District Board of Trustees to select a new superintendent.

Our firm has worked with a wide variety of school districts throughout California since our founding in 1996. We have completed more than 350 searches for California school boards since that time. More than 85% of the superintendents selected have remained in their positions more than five years. Our work includes partnering with Boards in several nearby school districts such as Scotts Valley Unified, San Lorenzo Valley Unified, Carmel Unified, Cabrillo Unified, San Jose Unified, Franklin-McKinley, San Bruno Park, Oakland Unified, and San Ramon Valley Unified, school districts.

We are an executive search firm that recruits candidates nationwide but focuses its work in California, which has helped us deepen our understanding of the ever-changing California educational landscape. Through the continued participation of several of our partners in education organizations such as the California Collaborative for District Reform, we have remained current on key education policy and system wide developments including Local Control and Accountability Plan (LCAP) and Local Control Funding Formula (LCFF) legislation.

We have a strong record of success in helping districts find superintendents who meet the profile developed by the Board with extensive engagement from staff and community. Through our years of experience we have come to understand and respect the uniqueness of each board and district. While there are similarities among districts, we believe that each district has a unique culture that is important to respect and understand. There are many good superintendent candidates but only some will be the right match for Pajaro Valley Unified School District. Our job is to find those individuals who are that right match.

In considering the uniqueness of the Pajaro Valley Unified School District, Leadership Associates is very aware and respectful of the following characteristics and will bring you candidates who match your ideals and beliefs as a district. The candidates will understand that Pajaro Valley Unified is known for:

- A commitment to educate a diverse student population
- A focus on narrowing the opportunity gap
- Preparing students for college and career
- Safe campuses
- Involvement of the community in the District

We would welcome the opportunity to partner with you to discuss the search process, including options for



staff and community input, an overview of the potential candidate pool, timeline, and the importance of maintaining a confidential process. We also want to meet with staff and community groups and individuals to obtain their perspectives on District strengths and challenges as well as the desired qualities and characteristics of the new superintendent. Once this is done, we will prepare a summary report for the Board, develop a position description for Board review, and begin recruiting candidates who will be an excellent fit as Pajaro Valley Unified School District Superintendent.

If our firm is selected, Mr. Don Iglesias and Dr. Mike Escalante will be the lead consultants and actively involved with this search. In addition, to ensure the widest possible pool of qualified candidates, all partners who are located in various geographical regions of the state will actively support and assist with the search. Profiles of each partner are provided in the Qualification Statement of our proposal. We will use our extensive leadership network at the state and national level to help find the best candidates for this exciting, challenging, and rewarding position.

We look forward to having an opportunity to discuss this proposal with you and address any questions you may have. We realize how important it is for the Board to have a relationship with its search firm that is based on trust and respect. We will work to build that relationship and provide the Board with high quality candidates who are a good match for the special community that is the Pajaro Valley Unified School District.

Respectfully,



Don M. Iglesias



Michael F. Escalante, Ed.D

## EXECUTIVE SUMMARY

### ***PAJARO VALLEY UNIFIED SCHOOL DISTRICT SUPERINTENDENT SEARCH PROPOSAL 2016***

Occasionally it is important to hit the reset button – to examine what is working well and what could be done better. Leadership Associates, a California executive search firm with a national reach, offers such an opportunity to the Pajaro Valley Unified School District Board of Trustees for the hiring of its new superintendent.

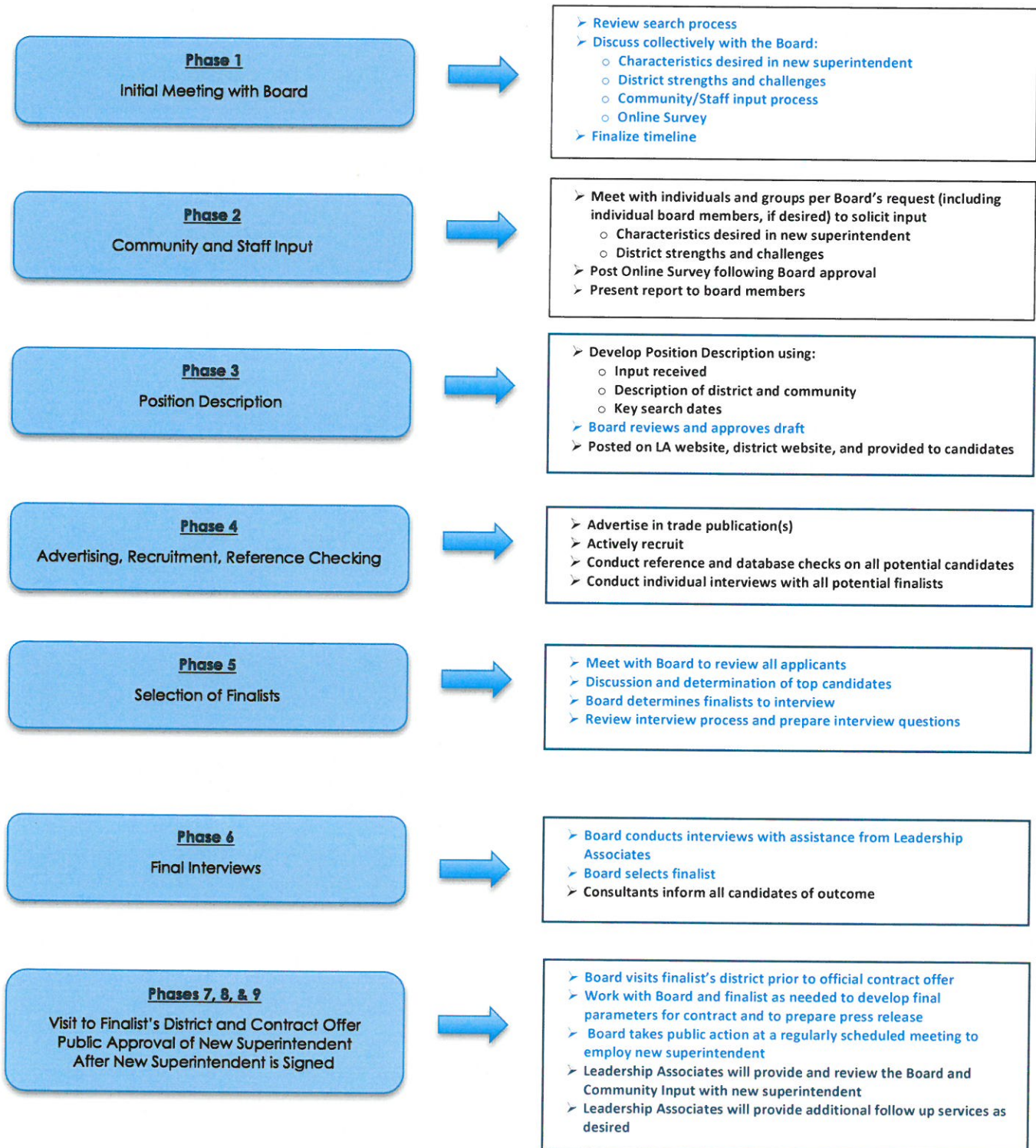
Leadership Associates specializes in helping California School Boards find new superintendents. We have done so since 1996 and have assisted with more superintendent searches than any search firm working in California. Our success is based on the following key factors:

1. We view each district as unique and therefore work as partners with the Board to develop a customized approach that the Board may use to select its new superintendent.
2. Through more than 350 searches in California we have developed processes that lead to the successful hiring of superintendents, and other education executives, who meet the profile developed by the Board. These processes include engaging key stakeholders, conducting extensive recruiting and thorough reference checking, and working with the Board throughout the interview and contract approval processes.
3. Our partners are all former superintendents with successful leadership experiences in a variety of districts and in state and national organizations. We know the work. And we know who will do it well.
4. We understand and respect the factors that contribute to a highly effective governance team. We are committed to helping Board members work collaboratively with each other throughout the various stages of the selection process. Done well, a search will always strengthen the work of the Board and pave the way for a successful superintendent.
5. We bring the Board highly qualified candidates. In some respects our job is to make your ultimate decision a difficult one. We are proud of the high quality leaders we have been able to bring forward for Board consideration.
6. Our belief is that in order for superintendents to be successful they must have successful leadership experience leading and managing complex organizations. They should know what excellence in curriculum and instruction looks like and be deeply committed to equity. Their behavior must be of the highest integrity and reflect ethical values in their relationships with students, staff, community, and the Board. They must support powerful teaching and learning, build leadership capacity, and strengthen systems and processes that support high levels of achievement for all students
7. We will always provide our best recommendations to the Board including those related to the hiring of specific candidates and the importance of maintaining a high degree of confidentiality so that the best possible candidates come forward.

In conclusion we believe the strengths of our firm are the right match for Pajaro Valley Unified School District. The superintendent position is one of the most challenging leadership positions in this country. It demands a unique knowledge base and skill set. The new superintendent will need to inspire the confidence of teachers, parents, and community leaders, build on the good work done by so many, but never be afraid to challenge everyone to do better and encourage innovative thinking wherever possible. We are the firm that will help the Board find that leader.



## LEADERSHIP ASSOCIATES SUPERINTENDENT SEARCH PROCESS



## QUALIFICATION STATEMENT

### PAJARO VALLEY UNIFIED SCHOOL DISTRICT SUPERINTENDENT SEARCH PROPOSAL 2016

#### SEARCH PROCESS PLAN

Leadership Associates has developed criteria to provide the Board of Education with a 9-phase process for selecting its next superintendent.

The following is a brief description of each of the key steps of the search process. We provide this outline to give you an overview, but also for your reference so you know what we are doing on your behalf throughout the search and particularly in the periods of time between our meetings with you. ***Our meetings with you are italicized and marked with an asterisk.***

#### ***Phase 1 - \*Initial Meeting with the Board***

Leadership Associates will meet with the Board once we have been selected to represent your district. At this meeting we will discuss all matters addressed in the RFP Scope of Services. These will certainly include the characteristics the Board is seeking in the next superintendent; District strengths and challenges for the future; the process for engaging groups and individuals in the District and community in the search process; the final timeline and meeting dates; Board and Search Firm protocols during the search; possible contract parameters for the new superintendent; potential internal candidates; the Board's liaison with Leadership Associates and spokesperson for the Board; and all other matters addressed in the RFP Scope of Services which the Board may wish to discuss.

We will also meet with Board members individually, in person or by phone to learn each member's unique perspective.

#### ***Phase 2 - Community and Staff Input***

After working with the Board and staff to develop a student, staff, and community engagement plan, we meet with the individuals and groups per your request (Community, staff, students). We share the search process, timeline, answer questions and then solicit input regarding the desired qualities, characteristics, background and experiences of the new superintendent, as well as the key characteristics of the District's culture, strengths, and future challenges and issues. We spend the time necessary to ensure full input. If individuals are unable to attend the meetings, would like to provide additional information, or prefer to submit their ideas in a different format, opportunities are provided to contact us via email or telephone.

We also have an online survey that can be posted on the District website to encourage broader participation of staff and community.

We prepare a thorough report containing the comments from each group, individuals, and the survey, and send it to Board members approximately one week after the input. We follow up with you after you receive the report to review any questions you have.

#### ***Phase 3 - Position Description***

The Position Description is prepared reflecting the input we receive on qualities and characteristics desired, a description of the District and community, and key search dates. The Board reviews the draft and makes changes before the description is finalized. The description is then posted on our website and distributed



widely and can be posted on the District's website.

#### **Phase 4 - Advertising, Recruitment, Reference Checking**

After our meetings with the Board, staff and community, we advertise and actively recruit both statewide and nationally. We will also conduct reference and database checks on all potential candidates. All partners participate in this process in order to take advantage of our extensive state and national network. These are very critical activities as we work diligently to find the candidates that best match those qualities and characteristics on the Position Description. We verify degrees, credentials and professional experiences. We do extensive confidential reference checking including conversations with people not listed on the candidate's application. We keep the Board informed on a regular basis about the progress of the search.

#### **Phase 5 - \*Selection of Finalists**

At this meeting we will review and discuss all applicants, recommend candidates you should consider interviewing, and explain our rationale for recommending some and not others. We will provide an executive summary on each candidate that will include a tiered ranking of candidates for your review. The Board, however, makes the final decision on those to be interviewed and determines the interview schedule and location. We offer sample interview questions and assist the Board in finalizing them. In addition to making interview arrangements with the candidates, we provide all the materials the Board needs for the interview, and make logistical arrangements in coordination with the superintendent's assistant or designated district liaison.

#### **Phase 6 - \*Final Interviews**

The Board conducts the interviews with the consultants observing and handling all the logistics. We are present during the interviews and will help facilitate discussions assisting the Board as needed to help you in making your selection of the final candidate. We also assist with various follow up steps that need to be completed and inform all candidates of the outcome.

#### **Phase 7 - Visit to the Finalist's District and Contract**

The purpose of the visit is to validate the Board's choice prior to the official contract offer. The Board will determine who will go on the visit; the consultants will not participate in the visit. We work with the Board and the finalist as needed to develop final parameters for an agreement on the superintendent's contract. We recommend prior discussions with the Board on this topic since it is our intention to recruit candidates who will work within the contract parameters established by the Board.

#### **Phase 8 - Public Approval of the New Superintendent**

Following the validation visit, the Board takes public action at a regularly scheduled board meeting to employ the new superintendent. Leadership Associates will assist the Board and staff with a communication plan and other activities to support the approval of the new superintendent's contract.

#### **Phase 9 - After the New Superintendent is Signed**

We provide and review with the new superintendent the Board and community input. We are available to provide additional follow up services as desired. These services could include developing a transition plan and an initial workshop for the governance team to establish goals for the new superintendent, and the superintendent's evaluation process.

**Confidentiality:** Leadership Associates strongly believes the quality of the applicant pool is directly dependent on the confidentiality of the process. Leadership Associates will not divulge the names of interested applicants to any party other than the Board within Closed Session. Reference checks will also be conducted using strategies that will maintain the confidentiality of the process.

*Throughout the process Leadership Associates will be available to answer any questions you may have.*

## BEST PRACTICES FOR SELECTING A SUPERINTENDENT

Superintendent transitions provide opportunities for organizational growth and development. With the increasing challenges and needs faced by children in school districts, the selection of a new superintendent is the most important decision a school board will make. This decision will have an immediate and lasting impact on student achievement, school climate and culture, student attitudes, teacher morale, parent expectations and community vitality. Perceptions of teaching and learning have changed during the last ten years and with that have come a change in expectations for school leaders.

Best practices for the selection of a new superintendent include:

BEST PRACTICES	LEADERSHIP ASSOCIATES
• Determine and clarify needs of the organization	✓
• Select a qualified search firm	✓
• Develop search protocols	✓
• Solicit meaningful engagement, input and feedback from all stakeholders	✓
• Use relevant data in developing the position description	✓
• Develop search transition agreements	✓
• Communicate superintendent search updates	✓
• Strategic recruiting and advertising	✓
• Thoughtful review of candidates	✓
• Rigorous interview process	✓
• Select the final candidate	✓

- ✓ **Determine and Clarify Needs of the Organization** – School districts, employees and communities should pay close attention to the organizational needs of the district, students and employees prior to hiring a new superintendent. These should be well understood at the beginning of the search process and reflected in the Position Description. Leadership Associates will assist the Board in this process.
- ✓ **Selection of a Qualified Search Firm** – This includes preparation of a Request for Proposal (RFP) which provides background on the District, lists questions to which the firm should respond and indicates the criteria that will be used to select a firm. Boards should seek references and background information on firms before making a final decision. Interviews with search firms should have ample time allotted for Board questions and Search Firm responses. Leadership Associates encourages Boards to contact references and use the Internet and other sources to obtain background information on the work of all interested search firms.
- ✓ **Develop Search Protocols** – The Board and Search Firm should agree on protocols to guide the search and any potential issues related to contract parameters.



- ✓ **Solicit Meaningful Engagement, Input and Feedback From All Stakeholders** – An extensive process for stakeholder engagement is critical before the hiring process begins. This ensures accurate data, buy-in and support for both the process and the final candidate. Multiple opportunities should be provided for people to participate.
- ✓ **Use Relevant Data in Developing the Position Description** – This is a key document because it informs the recruiting, reference checking, and interview processes. It should include the information identified and collected from the District database as well as the input received from the various District focus groups on qualities and characteristics desired, including a description of the District and community. It is critical that the selected candidate is hired for the district he/she will lead and not just the position.
- ✓ **Develop Search Transition Agreements** – Prior to the selection of the superintendent there should be a discussion of the leadership transition process, the roles and responsibilities for the next superintendent, and District and Superintendent goals for the coming year.
- ✓ **Communicate Superintendent Search Updates** – Opportunities for regular Board and community updates are critical to both the process and the calibrating of the search criteria as needed.
- ✓ **Strategic Recruiting and Advertising** – Utilizing and tapping into key professional educational networks, outside organizations, business leaders, labor groups, and media outlets are critical in identifying the “match” of candidates for the next superintendent.
- ✓ **Thoughtful Review of Candidates** – The application process provides an initial screening of qualifications; however, an in-depth confidential review of each candidate is critical as a predictor of future performance and success. Reference checking should include people not listed by the candidates. Checking databases is also essential as well as background checks for the finalists.
- ✓ **Rigorous Interview Process** – Leadership Associates remains with the Board during the entire interview process. We help the Board develop questions which are linked to the position description and are carefully analyzed and discussed prior to the interview. Additionally, each question response should be independently rated to assist in the review of candidate performance. All interviewees should be asked a similar set of questions in the first round. The second round with finalists is more informal.
- ✓ Search committee members commonly make decisions about candidates within the first three minutes of an interview and base these decisions upon personal attraction, candidate reputation or candidate connections to a Board member. Well coached candidates know this. In hiring, it is important to consider these initial reactions but remain focused on the goals and criteria for the hire. The hiring process should be methodical in surfacing these initial reactions and helping Board members make a well-informed decision and to resist the quick and emotional decision.
- ✓ **Selecting the Final Candidate** – The Search Firm should provide protocols to assist the Board with its deliberations about the final candidates and be prepared to assist in arranging a site visit if desired. Representatives of the firm should be available to facilitate the deliberation process.

## EXPERIENCE AND QUALIFICATIONS OF THE FIRM

Leadership Associates has conducted over 350 searches in California since 1996. We have 13 partners and associates, all active educators and former, successful California superintendents who reside throughout the state – north, south, and central valley. While we are dedicated to California school districts, we have networks throughout the country and have assisted many school boards in finding top candidates from outside the state.

A few other facts about the partners of the firm:

- All keep superintendent searches as their core work

- All have national and state-wide networks and alliances including Council of the Great City Schools; Urban Dialogue; Association of California School Administrators (ACSA), California Association of Latino School Administrators (CALSA); American Association of School Administrators (AASA); Suburban School Superintendents; and California City School Superintendents
- All belong to organizations which include top and emerging leaders
- Three were California State Superintendent of the Year
- Three chaired the California state superintendents committee for ACSA; two were presidents of ACSA
- A number are bi-lingual in Spanish
- Many facilitate workshops in districts throughout the state: board/superintendent relations; board/superintendent protocols; strategic planning; superintendent evaluations; team building; and instructional improvement. Several coach and mentor superintendents and other top district leaders
- Most have taught or are currently teaching leadership courses at universities
- All have received awards for educational and community work, regionally, statewide, and nationally; and one was honored by the Mexican Consulate
- Partners have authored or co-authored the following publications; *A Practical Guide to Effective School Board Meetings*; *Eight at the Top*; *Superintendent-School Board Practices*; and *The Superintendent's Planner*

## EXPERIENCE AND QUALIFICATIONS OF THE PROPOSED PERSONNEL

### **LEAD CONSULTANTS**

#### **Don Iglesias - Partner**

Don served as Superintendent of San José Unified School District, the South Bay's largest school district with more than 32,000 students K-12. The district is culturally diverse with students speaking 85 languages and more than one-third designated as low income. Don was the State President of the Association of California School Administrators (ACSA), representing over 16,000 members statewide. He received his Bachelor's Degree from the University of California, Berkeley and his Master's Degree in Multicultural Education from the University of Southern California. During his tenure as Superintendent, San José Unified was recognized by the Editorial Projects in Washington D.C. for having the second highest graduation rate in the nation for urban school districts among the nation's 50 largest cities. Graduation rate for seniors was 93%. Don served as the Chair of the Silicon Valley Chamber of Commerce Education Committee and as the Conference Chair for the California Superintendents' Symposium. He was also President of the California City Superintendents' organization. San José Magazine recognized Don as a member of the Power 100, the most influential people in the Silicon Valley and the Bay Area.

#### **Michael Escalante, Ed.D - Partner**

Mike served as Superintendent of the Glendale Unified School District in Los Angeles County and the Fullerton Joint High School District in North Orange County for a total of 13 years, 6 ½ in each district. He earned his Bachelor's Degree from San Diego State University, Master's Degree in Education from Loyola Marymount University and Doctorate in Educational Leadership from the University of Southern California. Mike serves as a doctoral level instructor at the University of Southern California Rossier School Of Education. He teaches educational leadership and has responsibility for chairing doctoral dissertations. Mike's academic interest is in the area of building effective board superintendent relationships. During his 38 year career in public education, he served in professional organizations including Association of California School Administrators (ACSA), The USC



Dean/Superintendent Advisory Committee Southern (DSAC), Southern California Superintendents, Urban Superintendent Dialogue, Educational Research Development Institute (ERDI), California Latino Superintendents' and Administrators' Association (CALSA), Association of Latino Administrators and Superintendents (ALAS).

### **SEARCH SUPPORT CONSULTANTS**

#### **Kent L. Bechler, Ph.D - Lead Partner, Leadership & Organizational Development**

Kent served as superintendent of the Corona-Norco Unified School District, the 9<sup>th</sup> largest school district in California until his retirement in 2012. The district was named a 2012 finalist for the \$1 million Broad Prize for Urban Education. He also served as superintendent in Walnut Valley Unified and Duarte Unified School Districts. Kent received a Bachelor's Degree in social work from Azusa Pacific University, a Master's Degree in educational administration from California State University, Los Angeles and a Ph.D. in education from Claremont Graduate University. Kent has extensive training experience in management, leadership, systems, policies and procedures, strategic planning, labor relations, and developing collaboration and teamwork within organizations. His academic work includes teaching adjunct classes at the university level and consulting with educational institutions, businesses and other organizations. During Kent's 32 year career in K-12 education, he served in professional organizations including Association of California School Administrators (ACSA), California Collaborative on District Reform, American Association of School Administrators (AASA), Southern California Superintendents, Urban Education Dialogue and Educational Research Development Institute (ERDI).

#### **James R. (Jim) Brown – Partner, Senior Advisor**

James R. (Jim) Brown served as Superintendent of Schools for the Glendale, Palo Alto and Lompoc Unified School Districts. He was also Superintendent of the Cambria Union Elementary and Coast Union High School Districts. Jim received his Master's Degree from the University of Kansas and his B.S.F.S. Degree from Georgetown University, Washington, D.C. He chaired the ACSA Superintendents Committee and the ACSA Urban Superintendents Committee. He also served as co-chair of the California State Mathematics Task Force and the High School Exit Exam Panel. He was a member of the It's Elementary Task Force. He was President of the National Suburban School Superintendents' Association and Schools for Sound Finance. Jim has experience conducting executive searches since 2004, and has facilitated or assisted in the facilitation of more than 55 executive searches since that time. Jim served as senior advisor for Pivot Learning Partners. His areas of focus were: Teacher and Principal Effectiveness, Governance, the Strategic School Funding for Results Project, Executive Coaching, and documentation of education innovations. Jim has been a member of the Board of Directors of Glendale Memorial Hospital, the American Leadership Forum and the Southern California Leadership Network. He has served in leadership roles in numerous community and civic groups.

#### **Marc A. Ecker, Ph.D - Partner**

Marc served as Superintendent of the Fountain Valley School District for 18 ½ years before retiring in December 2014. He served as Chair of the Orange County Special Education Alliance and is a past president of the Orange County Superintendent's Organization. Marc is the immediate past President of the Association of California School Administrators (ACSA). He serves as a consultant at ACSA Academies for principals, chief business officials and superintendents speaking on school finance and school board effectiveness. Marc served with other leading superintendents in providing input and advice on the development of the Local Control Funding Formula to the Governor and his staff. He served on the State Public Schools Accountability Act Advisory Committee and two terms on the Financial Crisis Management Assistance Team Advisory Board. Marc serves as a member of the Board for the California League of Schools and served as president of the Association of Middle Level Education. Marc serves on the executive board for the Educational Leadership Doctoral program at California State University, Fullerton and teaches school

finance and organizational development. Marc received his Bachelor's Degree from UCLA, his Master's Degree from California State University, Fullerton and his Doctorate from Alliant University.

**Richard Fischer - Associate**

Rich served as Superintendent of Schools for 19 years in the Mountain View Los Altos Union High School District, Lake Tahoe Unified School District and the Harmony Union School District. He currently serves as Director of the Executive Leadership Center and is also a member of the El Dorado County Board of Education. Rich has been Director for the ACSA Superintendent's Academy and presenter and trainer for California Association of School Business Officials, California Foundation for Improvement of Employer-Employee Relations (CFIER), California State Superintendent's Symposium, El Dorado County Instructional Leaders - Series on Effective Leadership Techniques, Leadership Mountain View, and California School Leadership Academy. Rich received his Bachelor of Arts Degree from California State University, Northridge and his Master's Degree from California State University, Sacramento.

**Sally Frazier, Ed.D - Partner**

Sally was elected Madera County Superintendent of Schools for six consecutive 4-year terms. She received her Doctorate from University of Southern California, and her Master's and Bachelor's degrees from California State University, Stanislaus. Sally served the California County Superintendents' Educational Services Association as President, Legislative Chairperson and numerous terms on its Executive Board. She was CCSESA's representative to ACSA's Superintendents Committee and its liaison to the Springboard Schools Board of Directors. Sally chaired CCSESA's Commission on the Organization of Policy Groups, Organizing for Action. Sally was appointed by former State Superintendent of Public Instruction, Delaine Eastin, to the Education Commission for Technology in Learning. Sally was also appointed by Governor Schwarzenegger to the Advisory Commission on Juvenile Justice and Delinquency.

**Gwen E. Gross, Ph.D - Partner**

Gwen served as Superintendent of Irvine Unified School District until her retirement in June 2011. She also served as Superintendent of the Manhattan Beach Unified, Beverly Hills Unified, Ojai Unified and Hermosa Beach City School District. She received her Bachelor's Degree from the University of Wisconsin, Master's Degree in Special Education and Administration, and her Ph.D. in Educational Leadership from Kent State University. Gwen received a U.S. Office of Education National Inservice Grant focused on building capacity for special education leaders throughout the country. Gwen taught in Pepperdine University's Graduate School of Education and was selected in 2005 as the "Superintendent of the Year." She has served as the President of the National Suburban School Superintendents, Chair of the ACSA Superintendents Symposium, President of the Southern California Superintendent's group and a member of the CSBA Legal Alliance and the Superintendents' Advisory Committee. Gwen has co-authored three books focused on the superintendency, effective partnerships with boards of education, and capacity building for administrators.

**Peggy Lynch, Ed.D - Partner**

Peggy served as Superintendent for San Dieguito Union High School District in San Diego County until her retirement in April 2008. She also served as Superintendent of the Brea Olinda Unified School District in North Orange County for seven years, part of her nearly 14 years serving as a superintendent. Peggy has experience conducting executive searches since 2009, and has facilitated or assisted in the facilitation of more than 30 executive searches. She received her doctorate from the University of La Verne, her Master's Degree from Fullerton and her Bachelor's Degree from Parsons College in Iowa. Peggy chaired the ACSA Orange County and San Diego County Superintendents, was chair of the ACSA Superintendents' Symposium and ACSA's State Annual Conference. Peggy has received recognition from various organizations, including Southern California Women in Educational Management, Stanford University School of Engineering and the PTA.



**Phil Quon – Partner, Chief Financial Officer**

Phil served as Superintendent for 19 years in the Bay Area – 13 years at Union School District in San José and the last six years in Cupertino Union School District. He served as the President of the statewide ACSA Superintendents Council, the Chair of the ACSA Superintendents' Symposium, and the President of the California City School Superintendents. He also served on the American Association of School Administrators (AASA) Governing Board and on the CSBA Annual Education Conference Planning Committee and Education Legal Alliance Advisory Group. He has been the Director of the ACSA Superintendents Academy as well as a presenter in the ACSA "Leading the Leaders" Program for newly appointed superintendents in California. He has chaired numerous WASC accreditation teams in California and Hawaii. Phil was a member of the CTC Teaching Mathematics Advisory Panel and a contributor to the National Journal Online Education Blog. Phil received his Bachelor's Degree in Mathematics from UCLA and his Master's Degree in Education Administration from CSULA.

**Dennis M. Smith, Ed.D - Lead Partner, Executive Searches**

Dennis served as Superintendent of Schools for the Placentia Yorba Linda Unified School District (25,000 ADA) in Orange County until his retirement in June 2012. He also served as superintendent of the Orange County Public Schools in Orlando, Florida, the 16th largest school district in the United States. Prior to that, he served as superintendent of the Irvine Unified, Cajon Valley Union and Laguna Beach Unified School Districts. Dennis served a total of 26 years as a Superintendent of Schools.

Dennis has experience conducting executive searches since 2005, and has facilitated or assisted in the facilitation of more than 20 executive searches. Dennis was recognized as one of the top 100 Executive Educators in North America by the National School Boards Association, one of the 89 Rising Stars to Watch by the Los Angeles Times, one of the 100 Most Influential Business Leaders in Central Florida by the Orlando Business Journal, and the ACSA Region XVII Superintendent of the Year. He also served as President of the Southern California Superintendents' Association. Dennis received his Bachelor of Arts and Master's Degree from Arizona State University and his Doctorate from the University of Arizona. In addition, he has been an adjunct faculty member at California State University, Fullerton. Dennis has spoken at the local, state and national level on Board- Superintendent relations, Strategic Planning and Goal Setting and Organizational Management. He has consulted with school districts across the United States assisting school boards with superintendent searches and conducting workshops, trainings and organizational efficiency audits.

**Rich Thome - Partner**

Rich served as Superintendent of Schools for South Bay Union School District and Cardiff Elementary School District. He has conducted numerous executive searches; serves as Director, Professional Learning in the Mobile Technology Learning Center (MTLC), a research center in the School of Leadership and Education Sciences (SOLES), at the University of San Diego; and is an Executive Coach for Pivot Learning Partners in Los Angeles and San Diego Counties. Rich recently served on the University of San Diego School of Leadership and Education Sciences Advisory Board and on the Classroom of the Future Foundation Board of Directors. He received his Bachelor's Degree from California State University, Los Angeles, and his Master's Degree from Pepperdine University. He is fluently bilingual in Spanish and received his Bilingual, Cross Cultural Specialist credential in California. He has received the Honorary Service Award from the California Congress of Parents, Teachers and Students; The Orange County Hispanic Educator of the Year Award; and the Apple Distinguished Educator Award. Rich gained distinction in San Diego County and the region serving as Chairperson of the Superintendents' Technology Advisory Committee and leading the expansion of technology centers and efforts of school districts throughout the region.

**David J. Verdugo, Ed.D – Associate**

David served as Superintendent of Schools for the Paramount Unified School District (17,000 ADA) in Los

Angeles County for 9 years. He also served as the Assistant Superintendent of the Placentia-Yorba Unified School District (25,000 ADA) and has held positions of Assistant Superintendent, Director of Secondary Education, Principal at both Elementary and High School levels as well as teacher and coach. David has served a total of 43 years in the field of education spanning Grades K-12.

During his 43 years in the field of education, his duties have included school facility management; extensive involvement with budget development, implementation of technology programs, employer/employee relations, curriculum and instructional strategies, and organizational development. His experience includes servicing students of diverse populations and socioeconomic levels in urban and suburban settings. He was named ACSA's 2008 Region 14 Superintendent of the Year, and received the California State University Long Beach Outstanding Superintendent Leadership Award in 2012 and the ALAS, Association of Latino Administrators and Superintendents, National Outstanding Educator Award in 2013. He earned his Bachelor's Degree from Whitworth College in Spokane, Washington and his Master's Degree from the University of La Verne. His Doctoral Degree in Educational Administration was earned at the University of Southern California.

Dr. Verdugo is a past Governing Board member to AASA and has addressed and spoken on State and National topics from building a case for reform to the importance of Arts in schools. Currently he is the Executive Director of the California Association of Latino Superintendents as well as the former Superintendents Leadership Academy Director for the Association of Latino Administrators and Superintendents based in Washington, D.C.



## PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Suggested Timeline for  
Superintendent Search – 2016

**DRAFT – 5.5.16**

<u>DATE</u>	<u>EVENT</u>
May 11, 2016	Board receives proposal.
May 11, 2016	Board publicly announces procedures for the selection of a superintendent and approves the consultant agreement.
May 18, 2016 6:00 p.m.	Board meets with consultants to finalize timeline, identify staff and community groups for input, and share input on characteristics of next superintendent.
May 31 and June 1, 2016	Consultants meet with staff and community designated by Board to receive input.
June 2016	Consultants begin identifying candidates. Development and printing of a recruitment brochure.
June 2016	Advertising and active recruitment. Ad appears in <u>EdCal</u> – June 13 and 20, 2016
July 11, 2016 5:00 p.m.	Deadline for applications.
July 2016	Consultants complete comprehensive reference and background checks on applicants.
July 20, 2016	Board meets with consultants, reviews applications and selects finalists to be interviewed.
July 30 and 31, 2016	Board interviews finalists.
Week of August 8, 2016	Board visits community of leading candidate. Board offers contract.
August 2016	New Superintendent begins.

## PRICE PROPOSAL

### ***PAJARO VALLEY UNIFIED SCHOOL DISTRICT*** **SUPERINTENDENT SEARCH PROPOSAL 2016**

**TOTAL FEE TO CONDUCT SEARCH FOR NEW SUPERINTENDENT – All Inclusive:                      \$24,500**

This fee includes:

- All expenses incurred by consultants
- All meetings with the Board
- Development and posting of the position description announcing the position
- Cost of advertising in EdCal and AASA
- Acceptance of applications and responding to all inquiries regarding the position
- Recruitment of candidates and extensive background checks
- Gathering of community and staff input and providing Board with a written report
- Coordination of logistics of the search:
  - scheduling appointments
  - notification of unsuccessful candidates
  - scheduling community visit
- Assisting in the development of interview questions
- Assisting the superintendent's administrative assistant
- Acting as an advisor to the Board of Education
- Assisting the new superintendent and Board through transition and the first year
- Guarantee that should the new superintendent leave within one year, Leadership Associates will conduct a new search at no cost, except for expenses, provided the Board majority remains the same

## REFERENCES

### **PAJARO VALLEY UNIFIED SCHOOL DISTRICT SUPERINTENDENT SEARCH PROPOSAL 2016**

1. District: FRANKLIN-MC KINLEY SCHOOL DISTRICT  
Contract Service: Superintendent Search  
Contact: John Lindner  
Title: Board President  
Phone/email: 408-283-6000, (Supt. Office % Lori Cichon, Admin. Asst.)  
[john.lindner@fmsd.org](mailto:john.lindner@fmsd.org)  
Year: 2015  
Consultants: Don Iglesias and Dennis Smith
  
2. District: ST. HELENA UNIFIED SCHOOL DISTRICT  
Contract Service: Superintendent Search  
Contact: Jeannie Kerr  
Title: Board President  
Phone/email: (707) 963-4510 [jkerr@sthelenaunified.org](mailto:jkerr@sthelenaunified.org)  
Year: 2014  
Consultants: Phil Quon and Don Iglesias
  
3. District: REED UNION SCHOOL DISTRICT  
Contract Service: Superintendent Search  
Contact: Dana Linker Steele  
Title: Board President  
Email: [dlinkersteele@reedschools.org](mailto:dlinkersteele@reedschools.org) (415) 381-1112/Supt. Office  
Year: 2015  
Consultants: Marc Ecker, Don Iglesias and Jim Brown
  
4. District: CARMEL UNIFIED SCHOOL DISTRICT  
Contract Service: Superintendent Search  
Contact: Rita Patel  
Title: Board President  
Phone: (831) 624-1546 ext. 2021 (Supt. Office)  
Year: 2015  
Consultants: Don Iglesias, Sally Frazier, Peggy Lynch
  
5. District: SAN JOSE UNIFIED SCHOOL DISTRICT  
Contract Service: Superintendent Search  
Contacts: Teresa Castellanos, Board President,  
Cell #408-309-3580 [tcastellanos@sjusd.org](mailto:tcastellanos@sjusd.org)  
Pam Foley, Board Vice President,  
Cell #408-505-1414 [pam@effoley.com](mailto:pam@effoley.com)  
Year: 2010 & 2016  
Consultants: Don Iglesias, Peggy Lynch, and Phil Quon

## LEADERSHIP ASSOCIATES SEARCHES

### **STATEWIDE**

Association of California School Administrators (ACSA)  
California Collaborative for Educational Excellence (CCEE)  
WestEd/GATES

Executive Director  
Executive Director  
Executive Director

### **COUNTY OFFICE OF EDUCATION/SUPERINTENDENT**

Los Angeles County – 2011  
Santa Clara County – 2008

1,500,000+ ADA  
275,000+ ADA

### **SUPERINTENDENT (2013-Current)**

<b>District</b>	<b>County</b>	<b>ADA</b>
Santa Ana USD	Orange	57,410
Capistrano Unified	Orange	53,833
Corona-Norco USD	Riverside	53,148
Sacramento City USD	Sacramento	47,616
Oakland USD	Alameda	46,486
Riverside USD	Riverside	42,560
Fontana USD	San Bernardino	40,374
Anaheim Union HSD	Orange	32,085
Mt. Diablo USD	Contra Costa	31,923
San Ramon Valley USD	Contra Costa	28,986
Rialto USD	San Bernardino	26,468
Placentia-Yorba Linda	Orange	25,821
Lake Elsinore USD	Riverside	22,000
Hemet USD	Riverside	21,977
Anaheim City SD	Orange	19,312
Ventura USD	Ventura	17,430
Oxnard School District	Ventura	16,533
Burbank USD	Los Angeles	16,207
Cajon Valley Union SD	San Diego	16,059
Paramount USD	Los Angeles	15,681
Walnut Valley USD	Los Angeles	14,658
West Covina USD	Los Angeles	14,402
Fullerton School District	Orange	13,661
Vacaville	Solano	12,561
San Dieguito Union HSD	San Diego	12,485
Palo Alto USD	Santa Clara	12,357



Natomas USD	Sacramento	12,300
Metropolitan Education	San Jose	12,000
Oak Grove Elementary	Santa Clara	11,800
Victor ESD	San Bernardino	11,531
Franklin-McKinley SD	Santa Clara	11,269
Lucia Mar USD	San Luis Obispo	10,710
Pittsburg USD	Contra Costa	10,560
Azusa	Los Angeles	10,518
Roseville City ESD	Placer	9,943
Yucaipa-Calimesa Joint USD	San Bernardino	9,655
Ocean View SD	Orange	9,461
San Mateo Union HSD	San Mateo	8,163
Novato USD	Marin	8,078
South Bay Union ESD	San Diego	7,682
Santa Maria JUHSD	Santa Barbara	7,633
Santa Cruz City Schools	Santa Cruz	7,092
Newhall SD	Santa Clara	6,831
Fountain Valley USD	Orange	6,337
Newark USD	Alameda	6,294
Ukiah	Mendocino	6,214
Brea Olinda USD	Orange	5,973
Alta Loma SD	San Bernardino	5,900
Orcutt Union ESD	Santa Barbara	5,087
Oakley Union SD	Contra Costa	4,871
Moreland SD	Santa Clara	4,670
San Lorenzo Valley USD	Santa Cruz	4,444
Ravenswood City SD	San Mateo	4,296
Paradise USD	Butte	4,261
Duarte USD	Los Angeles	4,247
Lindsay	Tulare	4,150
Central Union HSD	Imperial	4,104
Cypress School District	Orange	4,000
Eureka City	Humboldt	3,884
Mountain View-Los Altos UHSD	Santa Clara	3,753
Goleta Union	Santa Barbara	3,718
Del Norte County USD	Del Norte	3,591
Cabrillo USD	San Mateo	3,357
Cambrian School District	Santa Clara	3,349
San Marino USD	Los Angeles	3,146
Exeter Public	Tulare	3,000
Standard ESD	Kern	2,979
San Bruno Park SD	San Mateo	2,785

Castaic Union SD	Los Angeles	2,568
Jefferson SD	San Joaquin	2,477
Carmel USD	Monterey	2,468
Bear Valley USD	San Bernardino	2,453
Galt JUHSD	Sacramento	2,287
Lammersville USD	San Joaquin	2,200
Ft. Bragg USD	Mendocino	1,917
Willits USD	Mendocino	1,907
Byron Union SD	Contra Costa	1,686
Reed Union SD	Marin	1,556
Las Lomitas Elementary	San Mateo	1,336
St. Helena USD	Napa	1,295
Kentfield School District	Marin	1,177
Taft UHSD	Kern	1,045
University Preparatory School	Shasta	900
Kings River Union Elementary	Tulare	476
Alview-Dairyland Union SD	Madera	367

**EXECUTIVE DIRECTOR/DIRECTOR**

Baldy View ROP	San Bernardino
Oxford Preparatory Academy	Orange
San Ramon Valley SELPA	Contra Costa
So Orange County SELPA	Orange
West End SELPA	San Bernardino
West San Gabriel Valley SELPA	Los Angeles

## COMMENTS FROM BOARD MEMBERS

*The following are excerpts from letters of recommendation written by boards that selected Leadership Associates as their search consultant:*

"The entire process was extremely smooth and conducted with utmost respect for all parties involved. We were on time, and communication was regular, open and transparent. The most difficult part of the process was at the end of the interview process. The board had to choose only one candidate from the experienced pool of multiple candidates presented by Leadership Associates. We consider the superintendent search led by Leadership Associates an absolute success. The individual we hired is the perfect match for our students, staff and community." *Carmel USD*

"Once selected as the superintendent search firm by the board, we were immediately contacted to begin the process following the step-by-step process submitted with the proposal. I was especially pleased that all of the steps were followed and that there were no "surprises" throughout the search that could have potentially caused uneasiness by the board." *Franklin-McKinley SD*

(Leadership Associates) brought to the search an impressive wealth and breadth of experience and contacts from large and small, urban and rural, coastal and inland school districts. (Leadership Associates) listened to us and recognized that although we are a small, rural district, we have high, twenty-first century goals for our kids." *Ft. Bragg USD*

"We recognize the selection of a superintendent is the most important decision we make as a school board, (Leadership Associates) designed an effective process to get to know us and to meet our needs - including recruiting candidates who were not looking for a new position." *Palo Alto Unified School District*

"(Leadership Associates was) constantly available to us. (Leadership Associates) brought much more than guidance and experience; (the consultant) brought genuine kindness, creative vision and integrity that underpin all great endeavors. I highly recommend (Leadership Associates)". *University Preparatory School*

"Leadership Associates has years of experience in working with districts throughout California and their expertise was clearly evident when they provided us with an outstanding field of candidates. Their networking resources are unparalleled." *Encinitas Union School District*

"With an unprecedented number of superintendent vacancies across the state, we were impressed with Leadership Associates' ability to attract highly qualified candidates, due in no small part to their excellent reputation and exceptional attention to confidentiality." *Irvine USD*

"Your team was responsive to questions raised during the process. The background checks on our candidates were thorough and there were no surprises." *San Ramon Valley USD*

"Your diligence, patience, professionalism, and the confidential manner in which you conducted the search were exemplary. Indeed, one would be hard pressed to find a team to match the level of expertise and recognition within the professional learning community which you so ably employed on our behalf." *Placentia-Yorba Linda USD*

"Not only do (Leadership Associates) bring an incredible wealth of experience and competence to the task, they also are so personally engaging and professional that it makes the process most pleasant." *Palo Alto USD*

"Their work with our administrative staff, our teachers, classified staff, and our community groups was excellent. They received praise for this work throughout our community. Our principals and central office staff were treated with utmost respect, and they were very complimentary of the professionalism of this search firm." *Oceanside USD*

"We are extremely pleased with our choice, but feel that the other candidates we interviewed would have been excellent as well. You actually made our lives more difficult by providing such great candidates from which to choose." *Santa Ynez Valley UHSD*

"Not only are they consummate professionals, but their process in conducting the search was impeccable – from soliciting input from the Board and community members to developing personal and professional profiles, to screening the applicants to recommending the final candidates, to helping the Board finalize the main firing points for our new superintendent." *Walnut Valley USD*

"(Leadership Associates) had regular communications with the board and dependably delivered on each step in our timeline. Trust in the process was a result of (Leadership Associates) extensive experience and in the actions and care....while respecting the role of trustees as the decision makers of the district." *Standard School District*

"Our Board was especially appreciative of the professional manner in which (Leadership Associates) reached out in a meaningful way to the educational community and listened to the direction of the Board of Trustees. I highly recommend (Leadership Associates) to any board seeking to conduct a thorough and in-depth superintendent recruitment and selection process." *Fullerton School District*

"(Leadership Associates' process) ensured the school and community that the Board valued their input and wanted them to fully participate in the process. Leadership Associates was very accessible to our needs and calls. We are extremely pleased with the support we received ...and would rehire them again without question." *Whittier City School District*

"(Leadership Associates) persevered and actively recruited candidates suitable for our unique location. Their combined knowledge and experience were invaluable. It had been 13 years since our district's last superintendent search and they supported our board throughout the entire process." *Eureka City Schools*

"They received applications from California as well as other states in the country. They performed in-depth reference checks that resulted in a list of outstanding candidates to interview. Without their services as recruiters, we would not have had the rich field of candidates from which we eventually selected our new superintendent." *Folsom-Cordova USD*





"THIS AGREEMENT REQUIRES AN APPROVED PURCHASE ORDER PRIOR TO COMMENCEMENT OF SERVICES"

# PAJARO VALLEY UNIFIED SCHOOL DISTRICT PURCHASING DEPARTMENT

294 Green Valley Rd, Watsonville, CA 95076 Ph: (831) 786-2100 x 2195, Fax: (831) 728-6922

## INDEPENDENT CONTRACTOR CERTIFICATION (PAGE 1 OF 2)

### REQUIREMENTS FOR HIRING CONSULTANTS

All consultants require a Consultant Service Agreement. In addition, all individuals who receive payment directly from the District (check made out to the person's name, not a company or firm) must qualify as an Independent Contractor as defined by the IRS. Please contact Human Resources to hire anyone who does not qualify.

The District will not pay an individual as a consultant if they have been determined to be an employee by the IRS. If the consultant satisfies all the criteria to be paid as an Independent Contractor, submit this form with the Consultant Services Agreement and your Requisition to the Purchasing Department.

Use the evaluation below to identify individuals that are Independent Contractors and can be paid as Consultants.

Your answers should be based on what the proposed contractor will actually be doing, not on recitals in any agreement. This applies to contractors paid as individuals, not through a business.

IF HIRING A COMPANY OR FIRM DO NOT FILL THIS OUT – SKIP TO CONSULTANT SERVICE AGREEMENT

**To be completed by the site, not the contractor!**

### INDEPENDENT CONTRACTOR WORK DESCRIPTION

Contractor Name: LEADERSHIP ASSOCIATES

Phone: 408 595-2282

Fax: 760-771-4277

E-mail (optional): diglesias@leadershipassociates.org; mescalana@usc.edu;

Brief description of proposed services: Professional Services for Superintendent Search

### WORKERS DEEMED INELIGIBLE BY THE IRS

IRS publication SWR 40, "Public Schools and Employment Taxes," lists workers that the IRS has already determined to be employees. What the district calls the individual is irrelevant to the analysis of the employment relationship. **These workers cannot be hired as consultants.**

These are individuals performing the duties of:

Administrators  
ASB Workers  
Athletic Coaches  
Attendance/Outreach Consultants  
Cafeteria Workers  
Clerical Staff  
Examination Monitors  
Individuals "filling in" on interim basis\*  
Interim Employees\*  
In-Service Trainers\*  
Librarians  
Licensed Clinical Social Workers  
Occupational Therapists\*

Nurses  
Proctors  
Program Coordinators  
Psychologists  
SAT Prep Class Teachers  
School Bus Drivers Counselors  
Specialty Teachers (art, music, drama, science, muralists working with students etc...)  
Substitute Teachers/Instructors  
Teachers/Instructors  
Tutors  
\*Added based on employment relationship

If this Consultant is doing one of the above duties, **STOP HERE** and contact either classified or certificated personnel. Do not complete a Consultant Agreement. If you are still not sure, complete the questionnaire below to determine if your Consultant is a true Consultant or an employee and return to Purchasing Services for determination.)

### INDEPENDENT CONTRACTOR CHECKLIST Common Law Factors (IRS Revenue Ruling 87-41)

Check items that are true for the worker you intend to hire:

- ☒ **No instructions:** The worker will not be required to follow explicit instructions to accomplish the job. The District may provide job specifications, however.
- ☒ **No training:** The worker will not receive training provided by the District. The worker will use independent methods to accomplish the work.
- ☐ **Others can be hired:** Independent contractors are hired to provide a result and usually have the right to hire others to do the actual work.
- ☐ **Work not essential to the District:** The District's success or continuation does not depend on the services of the worker.
- ☐ **Right to hire others:** The worker is being hired to provide a result, and will have the right to hire others for actual work.
- ☐ **Control of assistants:** Assistants hired at worker's discretion; workers responsible for hiring, supervision, and/or payment of assistants.
- ☒ **Not a continuing relationship:** If frequent, will be at irregular intervals, on call, or whenever work is available.

**"THIS AGREEMENT REQUIRES AN APPROVED PURCHASE ORDER PRIOR TO COMMENCEMENT OF SERVICES"**  
**PAJARO VALLEY UNIFIED SCHOOL DISTRICT PURCHASING DEPARTMENT**  
294 Green Valley Rd, Watsonville, CA 95076 Ph: (831) 786-2100 x 2195, Fax: (831) 728-6922  
**INDEPENDENT CONTRACTOR CERTIFICATION (PAGE 2 OF 2)**

- ☒ **Own work hours:** Worker will establish work hours for the job
- ☐ **Time to pursue other work:** Since specific hours are not required, worker may work for other employers simultaneously.
- ☒ **Order of work:** Independent contractors determine the order and sequence in which they will perform their work.
- ☒ **Job location:** Worker controls job location: no direction or supervision, whether on the District's site or not.
- ☒ **Order of work:** Worker, rather than the District, determines order or sequence of steps in performance of work.
- ☒ **No interim reports:** Only specific pre-determined reports defined in the contract document.
- ☒ **Basis of payment:** Worker paid by the job, rather than time expended. Total compensation set in advance of starting the job.
- ☒ **Business expenses:** Worker is responsible for incidental or special business expenses.
- ☒ **Tools and equipment:** Worker furnishes the tools and equipment needed for the job.
- ☐ **Significant investment:** Worker can perform services without using the District's facilities. Worker's investment in own trade is real, essential, and adequate
- ☐ **Possible profit or loss:** Worker does these (check valid items)
- ☐ hires, directs, pays assistants
  - ☐ has equipment, facilities
  - ☐ has continuing and recurring liabilities
  - ☐ performs specific jobs for prices agreed upon in advance
  - ☐ worker's services affect own business reputation
- ☒ **Work for multiple employers:** Worker may perform services for more than one employer simultaneously
- ☐ **Services available to the general public:** (check valid items)
- ☐ maintains an office
  - ☐ business license
  - ☐ business signs
  - ☐ advertises services
  - ☐ lists services in business directory
  - ☐ other (explain)
- ☐ **Other:** \_\_\_\_\_

**SITE/DEPARTMENT CERTIFICATION**

This document certifies that I and my assigns have reviewed the appropriate legal and procedural guidelines pertinent to determination of Independent Contractor status, including the Independent Contractor Checklist, have analyzed the application to the position described on the accompanying documents, and have concluded that the hiring of the subject individual to perform the functions described does indeed constitute correct and legal Independent Contractor status.

Site/Department Requesting Service: OFFICE OF THE SUPERINTENDENT

Site/Department Contact: DORMA BAKER Phone: 786-2135

PRINCIPAL/MANAGER SIGNATURE: \_\_\_\_\_ Date \_\_\_\_\_

**Submit to Purchasing Services with Consultant Services Agreement and Requisition and**





**"THIS AGREEMENT REQUIRES AN APPROVED PURCHASE ORDER PRIOR TO COMMENCEMENT OF SERVICES"**

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT PURCHASING DEPARTMENT**

294 Green Valley Rd, Watsonville, CA 95076 Ph: (831) 786-2100 x 2195, Fax: (831) 728-6922

**CONSULTANT SERVICE AGREEMENT PAGE 1 OF 2**

**THIS AGREEMENT** made and entered into this date, May 2016 by and between Pajaro Valley Unified School District hereinafter called the "District" and LEADERSHIP ASSOCIATES hereinafter called the "Consultant".

*Name of Consultant or Firm*

\*This Agreement is not an authorization to proceed. A Purchase Order is required prior to commencement of services.

**TERM** (Enter Start Date - End Date or dates of performances, workshops etc.): MAY 2016 ENDING BY JULY 1, 2016

This agreement expires fiscal year end June 30. All services must be completed and invoiced by June 30. Services scheduled to be performed after June 30 require a new agreement and purchase order prior to commencement.

**SCOPE OF WORK** (Description of services provided or title of workshop/performance):

CONDUCT SEARCH FOR SUPERINTENDENT; SEE ATTACHED PROPOSAL FOR ADDITIONAL DETAILS.

Attach additional description, proposals or contracts if needed. All vendor contracts must be approved and signed by the Director of Purchasing prior to District commitment.

**COMPENSATION**

**TOTAL AMOUNT BILLED SHALL NOT EXCEED** (Total PO amount): \$ 24,500

This is the Contract Limit for services performed and costs incurred for the term of the Agreement and must cover **all of Consultants' expenses, including supplies, travel, lodging, and meals.** Consultant must return an invoice to the department/site to be signed by an administrator to verify that services have been received. Payment shall be made to the Consultant within thirty (30) days after receipt of a fully supported and detailed invoice which clearly indicates as applicable, any progress completed, milestones achieved, any reports (draft, preliminary or final) issued, dates worked, increments of hourly work (rounded to the nearest quarter hour increment), subcontract cost, etc. All services must be completed and invoiced by June 30.

**PAYMENT PLAN** (choose one)

- ☐ Single payment at a flat rate for completed project. This is PVUSD's preferred payment plan.
- ☒ Multiple payments for time worked or per workshop, performance, completed portion of project or person: Fee must include all expenses such as supplies, travel, lodging etc. Payment \$ 12,250 per COMPLETION OF STAKEHOLDER INPUT; AND AT SELECTION OF FINALIST CANDIDATE

**AB 1610, 1612 AND 2102 COMPLIANCE** (Consultants having more than limited contact with students require fingerprinting.)

- ☐ Consultant will be on campus on a regular basis (more than once) while students are present (attach Criminal Records Check form).
- ☒ Consultant **will not** be on campus on a regular basis while students are present (fingerprints not required).

**INDEPENDENT CONTRACTOR**

Consultant will provide services under this agreement as an independent contractor and not as an employee of the District. District will not withhold Federal or State Income Tax deductions from payments made to Consultant under this agreement. Consultant must provide District with his/her Social Security number or Taxpayer ID number. District will provide Consultant and the Internal Revenue Service with a statement of earnings at the conclusion of each calendar year as required by IRS.

**BY ACCEPTANCE OF THIS CONSULTING AGREEMENT THE CONSULTANT:**

- A. Agrees to indemnify and hold the District harmless from acts of neglect of the consultant.
- B. Asserts that he or she is qualified to perform the work ordered as an independent contractor, with no conflict of interest.
- C. Agrees to keep confidential all proprietary information of the District.
- D. Certifies that he or she is not receiving salary or remuneration, other than vacation pay, from any other public agency for the above-specified project.
- E. Certifies that he or she is not receiving salary or remuneration from the District Payroll Department (includes substitute services, after school programs, coaching etc...).
- F. Early Termination – either party hereto may terminate this contract at any time by giving 30 days written notice to the other party.
- G. Consultant is responsible for own expenses, which includes travel, lodging, and meals. Expenses are not reimbursable by the District.
- H. Ownership: the District shall become the owner of and entitled to exclusive possession of all records, documents, graphs, photographs, or other reproductions of any kind in the scope of the services performed, and no other uses therefore will be permitted except by permission of the District. Proprietary material will be exempted from this clause.
- I. Insurance: The District reserves the right to require any independent contractor to maintain general liability insurance during the term of the contract. Based on the duration and type of services to be performed, the District requires up to the amount of \$1,000,000.00. The Contractor shall obtain and furnish Proof of Worker's Compensation insurance if applicable.
- J. Certifies that he or she is aware of the provisions of Education Code section 45122.1 and will comply with such provisions before commencing performance of the work of this contract.



**CONSULTANT INFORMATION**

Please Print or Type

Check Payable to: LEADERSHIP ASSOCIATES

Consultant or Firm name as it will appear on the check

Mailing Address 50-855 WASHINGTON STREET, LA QUINTA, CA 92253

Street or PO Box, City, State, Zip

Social Security Number: \_\_\_\_\_ or Tax ID #: 68-0383653

Phone: Iglesias: 408 595-2282; Escalante: 818 802-4769 Fax: \_\_\_\_\_

E-mail (optional): See above.

**PERS and STRS COMPLIANCE**

The following must be completed by individual consultants (consultant firms should disregard it).

A. Are you now, or have you ever been, a member of the Public Employees' Retirement System (PERS) or the State Teachers Retirement System (STRS)?

☐ No ☐ Yes If yes: ☐ PERS or ☐ STRS

B. Are you now, or have you ever been, an employee of PVUSD or any other federal, state or local government agency?

☐ No ☐ Yes If yes: Last Date Paid: \_\_\_\_\_

I certify that all services shall be rendered at time other than my regular assigned workday at that agency.

*Note: Individuals paid as a consultant but later hired by PVUSD as an employee (ex: as a substitute teacher) will be subject to payroll taxes for all earnings accrued in the calendar year hired, including any consultant fees earned in that year.*

**CONSULTANT ACCEPTANCE**

To the Governing board of Pajaro Valley Unified School District:

"I agree to the arrangements as stated in this contract. I certify that the information provided herein is true and accurate. I further acknowledge that during the term of my Agreement with the District, if I learn of additional information which differs from the responses provided above, I promise to forward this additional information to the District immediately."

**Consultant Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

*\*This Agreement is not an authorization to proceed. A signed copy of this agreement will accompany the Purchase Order authorizing services to begin. Fax or email signed Agreement to Site/Department requesting services:*

**SITE/DEPARTMENT ACCEPTANCE**

Site/Department Requesting Service: OFFICE OF THE SUPERINTENDENT

Site/Department Contact: DORMA BAKER Phone: 831 786-2135

Site/Department Email: SUPERINTENDENT@PVUSD.NET Fax: 831 761-6010

**Principal/Manager Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

*\*This Agreement is not an authorization to proceed. The original signed Agreement must be received in the Purchasing prior to issuing a Purchase Order.*

**DISTRICT ACCEPTANCE**

**Rich Buse, Director of Purchasing Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

*\*Signature required prior to issuing a Purchase Order.*

**TO BE COMPLETED BY SITE/DEPARTMENT  
ATTACHMENTS SENT TO PURCHASING DEPARTMENT:**

- ☐ Requisition # \_\_\_\_\_
- ☐ Independent Contractor Certification - Only required for POs made out to individuals (not a Firm). To be completed and signed by Principal/Manager. Please contact HR to hire individuals who do not qualify as Independent Contractors.
- ☐ Criminal Records Check - Only required for Consultants working on campus on a regular basis with students present.
- ☐ Proposal/Additional Description/Unsigned Vendor Contract - The Director of Purchasing will sign vendor contracts in compliance with District policies and return to vendor with PO. Site/Departments should not sign vendor documents.
- ☐ W-9 Form Taxpayer Identification





**PAJARO VALLEY UNIFIED SCHOOL DISTRICT PURCHASING DEPARTMENT**

294 Green Valley Rd, Watsonville, CA 95076 Ph: (831) 786-2100 x 2195, Fax: (831) 728-6922

ONLY REQUIRED FOR CONSULTANTS HAVING MORE THAN LIMITED CONTACT WITH STUDENTS:

Consultant will be on campus on a regular basis (more than once) while students are present.

**CERTIFICATION BY CONTRACTOR CRIMINAL RECORDS CHECK**

**AB 1610, 1612 and 2102**

To the Governing Board of Pajaro Valley Unified School District:

I certify that:

1. I have carefully read and understand the Notice to Contractors Regarding Criminal Record Checks (Education Code Section 45125.1) required by the passage of AB 1610, 1612 and 2102.
2. Due to the nature of the work I will be performing for the District, my employees may have contact with students of the District.
3. None of the employees who will be performing the work have been convicted of a violent or serious felony as defined in the Notice and in Penal Code Section 1192.7 and this determination was made by a fingerprint check through the Department of Justice.

I declare under penalty of perjury that the foregoing is true and correct.

Executed at Watsonville California on MAY 2016

**Consultant Signature:** \_\_\_\_\_ **Date** MAY 2016

**Please Print**

Name: Don Iglesias

Mailing Address 50-855 WASHINGTON STREET, LA QUINTA, CA 92253  
Street or PO Box, City, State, Zip

Social Security Number: \_\_\_\_\_ or Tax ID: 68-0383653

Phone: 408 595-2282 Fax: 760-771-4277

*Consultant/Contractor: Please submit this certification to Site/Department with Consultant Service Agreement if required.*

**Fingerprinting Guidelines:**

**Education Code Section 45125.1 in relevant part:**

- A. If the employees of an entity which has a contract with the school district to perform janitorial, administrative, grounds and landscape maintenance, transportation, food-related services, or has more than limited contact with students as defined by the school district, those employees must have their fingerprints submitted to the Department of Justice;
- B. The department of Justice shall determine whether the individuals have been arrested or convicted of a crime and notify the employer of criminal history;
- C. An entity with a school district contract shall not permit an employee to come in contact with pupils until the Department of Justice ascertains that the employee has not been convicted of a felony as defined in Education Code Section 45122.1.
- D. The entity must certify that none of its employees who may come in contact with pupils have been convicted of a felony as defined in Education Code Sect 4512231.
- E. The entity must provide a list of names of employees who may come in contact with pupils.

**More than limited contact as defined by PVUSD:**

In determining that a contract employee has more than limited contact with pupils, the PVUSD considers the following circumstances:

- A. The contractor will be on school grounds for more than a limited length of time, or on numerous occasions.
- B. Pupils will be in proximity to the site where the contractor will be working.
- C. The contractor will be working by himself or herself, without other school employee's supervision.

# Taxpayer Identification Number Request

Under Federal regulation 1604-1, you are required to provide us with your taxpayer identification number (TIN). If you fail to furnish this information you may be subject to a \$50 penalty and imposed by the IRS and all payments made to you and/or your firm will be subject to a 30% backup withholding. **We are required to obtain your TIN even if you are not subject to Form 1099 reporting.**

The 30% backup withholding will be deducted from our payments to you and sent to the IRS. Backup withholding is not a failure to pay you; it is an advance tax payment, which you can take as a credit when you file your federal income tax return.

**Instructions:** Complete **Part 1** below that corresponds to your tax status. Complete **Part 2** if you are exempt from Form 1099 reporting. **Part 3** sign, date and return form.

## Part 1 TAX STATUS (complete applicable area)

### Individuals (please print)

Name	Social Security No.

**Sole Proprietor** (Enter your **individual** name as shown on your social security card. You may enter your business, trade, or "doing business as" name on the **business name** line)

Business Owner's Name	Employer Identification No. or SSN	Business or Trade Name

*(If you complete this section for Sole Proprietor, please also complete the section for Individuals. This information is required for the State of California Independent Contractors Report.)*

**Partnership** (Enter the trade or business name of the partnership, or if none, the last name of the first partner listed on Form 554 on which the IRS issued the TIN)

Name of Partnership	Employer Identification No.	Partnership Name on IRS records
Leadership Associates, LLC	68-0383653	Leadership Associates

**Corporation** (Enter the business name as shown on required Federal tax documents)

Name of Corporation or Entity	Employer Identification No.

## Part 2 EXEMPTION:

☐ Check if exempt from Form 1099 reporting and circle your qualifying exemption:

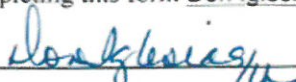
1. Corporation (other than medical/health care or legal services provider)
2. Tax Exempt Charity 501 (a) or IRS
3. A State, District of Columbia, a U.S. possession or any political subdivisions
4. A foreign government or any of its political subdivision

## Part 3 CERTIFICATION:

I certify under penalty of perjury, the Tax Identification Number is correct.

Person completing this form Don Iglesias

Telephone 408 595-2282

Signature 

Date 9/22/16





## PAJARO VALLEY UNIFIED SCHOOL DISTRICT

### Board Agenda Backup

Item No: 11.4

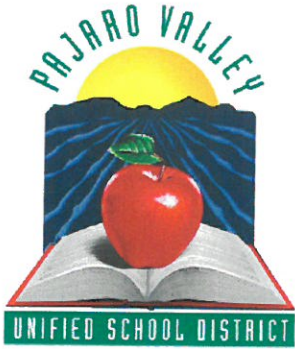
<b>Date:</b>	May 11, 2016
<b>Item:</b>	<b>Resolution #15-16-27, Declaring May 15-21, 2016 as Classified Employees Week</b>
<b>Overview:</b>	This resolution highlights the importance of recognizing classified employees of Pajaro Valley Unified School District and their valuable work. PVUSD believes the contribution of classified employees is crucial and values the great work and positive impact they have on the lives of the students of our community.
<b>Recommendation:</b>	Approve Resolution #15-16-27

**Prepared By:** Ian MacGregor, Assistant Superintendent, Human Resources

**Superintendent's Signature:**

Dorm Bot





## PAJARO VALLEY UNIFIED SCHOOL DISTRICT

District Resolution No.: **15-16-27**  
On the motion of:  
Duly seconded by:

### ***Resolution Declaring May 15 – 21, 2016 as Classified Employees Week***

***WHEREAS***, the classified employees of the District support a positive instructional environment in a variety of ways each day; and

***WHEREAS***, the contributions of classified staff are invaluable to the PVUSD;

***WHEREAS***, almost half of the employees of the Pajaro Valley Unified School District are classified workers;

***WHEREAS***, the PVUSD has almost 1,000 dedicated and hard working classified employees;

***NOW, THEREFORE BE IT RESOLVED*** that the Pajaro Valley Unified School District salutes its classified employees and declares May 15-21, 2016 as Classified Employees Week.

***AND BE IT FURTHER RESOLVED***, that the Board of Trustees of the Pajaro Valley Unified School District urges students, parents, and community members to take measures to give special meaning to this significant celebration.

***PASSED AND ADOPTED*** this 11<sup>th</sup> day of May, 2016, by the Governing Board of Pajaro Valley Unified School District, County of Santa Cruz, State of California, by the following vote:

***AYES:***

***NOES:***

***ABSENT:***

*The foregoing resolution is hereby adopted.*

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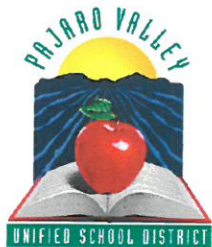
Maria Orozco, Board President

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Dorma Baker, Superintendent



## PAJARO VALLEY UNIFIED SCHOOL DISTRICT



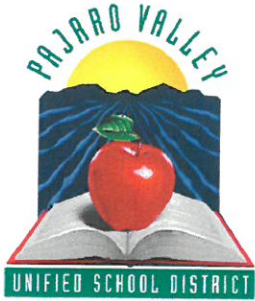
### Board Agenda Backup

Item No: 11.5

<b>Date:</b>	May 11, 2016
<b>Item:</b>	<b>Resolution #15-16-28, Declaring May 11, 2016 as Day of the Teacher</b>
<b>Overview:</b>	<p>The attached resolution highlights a few of the reasons educators of Pajaro Valley Unified School District merit recognition and appreciation during Day of the Teacher.</p> <p>PVUSD believes the contribution of teachers is crucial and values the great work and positive impact that teachers have on the lives of the students of the Pajaro Valley Unified School</p>
<b>Recommendation:</b>	Approve resolution #15-16-28

**Prepared By:** Ian MacGregor, Assistant Superintendent, Human Resources

**Superintendent's Signature:** Dorm Bad



## PAJARO VALLEY UNIFIED SCHOOL DISTRICT

District Resolution No. **15-16-28**

On the motion of: \_\_\_\_\_

Duly seconded by: \_\_\_\_\_

### ***Resolution Declaring May 11<sup>th</sup> 2016 as Day of the Teacher***

***WHEREAS***, the contribution of teachers is crucial in the lives of the students of Pajaro Valley Unified School District; and

***WHEREAS***, the economic, political and cultural well-being of this nation is enriched through public education and its teachers; and

***WHEREAS***, the Pajaro Valley Unified School District has over 1,300 certificated employees; and

***WHEREAS***, the Board of Trustees and citizens of the Pajaro Valley Unified School District are gratified by the dedicated, hard work of our teachers; and

***NOW, THEREFORE BE IT RESOLVED*** that the Pajaro Valley Unified School District salutes its teachers and declares May 11, 2016, Day of the Teacher;

***AND BE IT FURTHER RESOLVED***, that the Board of Trustees of the Pajaro Valley Unified School District urges students, parents, and community members to take measures to give special meaning to this significant celebration.

***PASSED AND ADOPTED*** this 11<sup>th</sup> day of May, 2016, by the Governing Board of Pajaro Valley Unified School District, County of Santa Cruz, State of California, by the following vote:

***AYES:***

***NOES:***

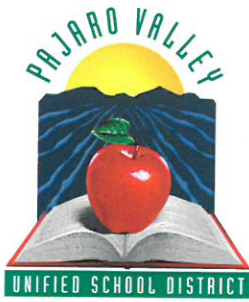
***ABSENT:***

*The foregoing resolution is hereby adopted.*

\_\_\_\_\_  
Maria Orozco, Board President

\_\_\_\_\_  
Dorma Baker, Superintendent





## PAJARO VALLEY UNIFIED SCHOOL DISTRICT

### Board Agenda Backup

Item No: **11.6**

**Date:** May 11, 2016

**Item: Bond Citizens Oversight Committee Membership**

**Overview:** The term for members has expired and the district is in the process of recruiting for the committee.

The board will receive a report on applications received and staff will make recommendations for approval of the BCOC membership for the new term. It is important to note that staff was pleased to hear that there are members of the committee who wish to continue serving the district in this capacity.

**Recommendation:** Approve BCOC membership.

**Prepared By:** Melody Canady, CBO

**Superintendent's Signature:**

*Dorm B...*



## PAJARO VALLEY UNIFIED SCHOOL DISTRICT

### Board Agenda Backup

Item No: 12.1

**Date:** May 11, 2016

**Item:** Employee Recognition

**Overview:** Recognizing and honoring employees of the District is one of the Board of Trustees' fundamental goals. Longevity sets standards for service, encourages a sustained commitment to the students of the District and inspires others to make the same commitment a central part of their careers. Employees who have worked for a remarkable number of years are to be commended for their service.

The Board of Trustees values the long standing service and many contributions that employees have provided over the course of the years. We will be recognizing employees who have reached a milestone in their time with the Pajaro Valley Unified School District. This year we will be honoring those who have served 10/15/20/25/30/35 and 40 years with the District. To honor our employees for their years of service, pins and certificates will be distributed the week of May 16<sup>th</sup>, so they can be honored by the staff they work with each day.

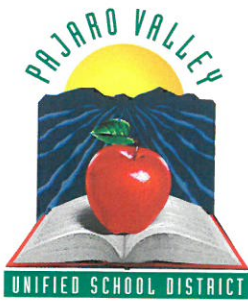
We will hold a special recognition for those who have served the District for 40 years during the retirement celebration on May 25<sup>th</sup>, 2016.

The District congratulates all of the honorees on this well-deserved recognition!

**Prepared By:** Ian MacGregor, Assistant Superintendent, Human Resources

**Superintendent's Signature:**

*Dorm Bal*



## PAJARO VALLEY UNIFIED SCHOOL DISTRICT

### Board Agenda Backup

Item No: 12.2

**Date:** May 11, 2016

**Item:** State Seal of Biliteracy

**Overview:** The State Seal of Biliteracy, effective January 1, 2012 per Assembly Bill 815, is recognition from the State Superintendent of Public Instruction of graduating high school students who have attained a high level of proficiency in speaking, reading and writing in one or more languages in addition to English. We are proud of the 110 PVUSD high school students who have qualified for this recognition.

**Recommendation:** This is a report and discussion item only.

**Prepared By:** Jean Gottlob, Ed.D., Director of Equity, State and Federal Programs and Accountability

**Superintendent's Signature:** Dorm Bot





## Department of Educational Services

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PAJARO VALLEY UNIFIED SCHOOL DISTRICT  
294 Green Valley Road, Watsonville, CA 95076

### California State Seal of Biliteracy

#### Fact Sheet

The Pajaro Valley Unified School District is pleased to offer an award that students may earn upon graduation from high school. The State Seal of Biliteracy includes a seal on the diploma and a medal to be awarded to each student who meets the following criteria:

- Students must have completed all English–language arts (ELA) requirements for graduation with an overall grade point average (GPA) of 2.0 or above in those classes.
- Students must have an achievement level of “Standard Met” on the English Language Arts/Literacy portion of the 2015 SBAC administered in grade 11.
- Students must demonstrate proficiency in one or more languages other than English through **one** of the following methods:
  - a) Pass a foreign language Advanced Placement (AP) exam, including American Sign Language, with a score of three or higher.
  - b) Pass an International Baccalaureate examination with a score of four or higher.
  - c) Successfully complete a four-year high school course of study in a foreign language and attain an overall grade point average of 3.0 or above in that course of study.
  - d) If no AP examination or off-the-shelf language test exists and the district uses its own language examination, the school district must certify to the State Superintendent of Public Instruction (SSPI) that the test meets the rigor of a four-year high school course of study in that foreign language.
  - e) Pass the Scholastic Assessment Test (SAT) II foreign language exam with a score of 600 or higher.
- If the primary language of a student is other than English, the student shall also achieve Early Advanced proficiency level on the California English Language Development Test (CELDT), which may be administered an additional time, as necessary.

**For more information, see your Counselor**

**or**

**Call Educational Services at (831) 786-2335**

**Applications are due April 15, 2016**