



## 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.

### June 24, 2009 REGULAR BOARD MEETING *CLOSED SESSION – 5:00 p.m. – 6:30 p.m.*

***PUBLIC SESSION - 6:30 p.m.***  
**Ann Soldo Elementary School**  
**Multi Purpose Room**  
1140 Menasco Drive  
Watsonville, CA 95076

Note CLOSED  
Session starts at  
5:00 pm.

Note PUBLIC  
Session starts at  
6:30 pm.

#### NOTICE TO THE PUBLIC: PURSUANT TO SB 343, 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.

Note: Time allotment for each item is for the report portion only; it is not an anticipation of the total time for the discussion of the item.

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

#### 1.0 CLOSED SESSION OPENING CEREMONY IN OPEN SESSION – 5:00 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. SCAST
  - 2.4 Claims for Damages
  - 2.5 Existing Litigation
  - 2.6 Pending Litigation
  - 2.7 Anticipated Litigation
    - a. Conference with Legal Counsel: Significant exposure to litigation: One potential case.
  - 2.8 Real Property Negotiations
    - a. Conference with Real Property Negotiators Pursuant to Government Code 54956.8.
      - Property: 292 and 294 Green Valley Road, Watsonville, CA 95076
      - Agency Negotiator: Mary Hart, Associate Superintendent, Business
      - Negotiating Parties: PVUSD and Towers, LLC
      - Under Negotiations: Lease Price
  - 2.9 7 Expulsions
- 3.0 OPENING CEREMONY – MEETING OF THE BOARD IN PUBLIC - 6:00 P.M.**
- 3.1 Pledge of Allegiance
  - 3.2 Welcome by Board President
    - Trustees, Doug Keegan, Sandra Nichols, Karen Osmundson, Kim Turley, Libby Wilson, Willie Yahiro, and President Leslie De Rose.
- 4.0 ACTION ON CLOSED SESSION**
- 5.0 APPROVAL OF THE AGENDA**
- 6.0 APPROVAL OF MINUTES**
- a) *Minutes of May 6, 2009*
  - b) *Minutes of May 27, 2009*
- 7.0 POSITIVE PROGRAM REPORT**
- 7.1 School Bus Rodeo
    - Report by Jim Miller and Transportation Staff.*

President De Rose closes regular meeting and opens public hearings.

**8.0 PUBLIC HEARING ON 2009-2010 BUDGET ADOPTION.**

*8.1 Report by Mary Hart, Associate Superintendent.*

*8.2 Public Comment*

*8.3 Board Discussion and Comments*

President De Rose closes public hearings and resumes regular meeting.

**9.0 PUBLIC HEARING ON RESOLUTION #08-09-45, FLEXIBLE TRANSFERS**

*9.1 Report by Mary Hart, Associate Superintendent.*

*9.2 Public Comment*

*9.3 Board Discussion and Comments*

**10.0 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.)

**11.0 EMPLOYEE ORGANIZATION COMMENTS – PVFT, CSEA, PVAM, SCAST 5 Min. Each**

**12.0 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).

**12.1 Purchase Orders May 21 – June 17, 2009**

The PO's will be available in the Superintendent's Office.

**12.2 Warrants May 21 – June 17, 2009**

The warrants will be available in the Superintendent's Office.

**12.3 Approve with Gratitude Donation of funds equaling \$13,975 to the Bradley Elementary School Library from 98 various community members.**

**12.4 Approve with Gratitude Donation of funds equaling \$7,500 to Bradley Elementary School from Driscoll's to support their Reading Intervention Program.**

**12.5 Approve with Gratitude Donations to the GED Scholarship Fund for Adult Education from the Following community members/businesses: Tila Guerrero & Mas Mac, Inc. (\$400); John Eiskamp (\$150); Claudia Crosetti & Mehl's Colonial Chapel, Inc. (\$150); Claudia and Loren Grossi (\$100); Diane and Donald Cooley (\$150); Joellen W. Bruce (\$25); Cathy Jo Seitchik Diaz (\$200); Jose and Magdalena Maciel (\$200); John and Jelka Basor (\$100); Susan Olson (\$100); Ann Veronica "AV" Coyle (\$150); and Father Ron Shirley & Resurrection Church (\$150).**

**12.6 Approve CAHSEE Passage Waiver for Math for Student #08-09-26.**

**12.7 Approve CAHSEE Passage Waiver for Math for Student #08-09-27.**

**12.8 Approve CAHSEE Passage Waiver for Math for Student #08-09-28.**

- 12.9 Approve Resolution #08-09-42, Update of Authorized District Signatures on Record.
- 12.10 Approve Adoption of Textbooks for Pajaro Valley High School.
- 12.11 Approve Annual Declaration of Need.
- 12.12 Approve Resolution 08-09-43 for Temporary Borrowing between District Funds in Order to Meet the Cash-flow Needs of the District for Fiscal Year 2009-2010.
- 12.13 Approve EA Hall Middle School Jim Peixoto Baseball Park – Extend the existing Memorandum of Understanding for 5 additional years between PVUSD and PV Little League.
- 12.14 Approve Notice of Completion for Freedom Elementary School – Relocation of One Modular Classroom.
- 12.15 Approve Renewal of Contract with Attorney Firm Lozano Smith.
- 12.16 Approve Renewal of Contract with Attorney Firm Fagan, Friedman, and Fulfroost LLP.
- 12.17 Approve Agreement between PVUSD and Salud Para La Gente for Medical and Dental Services for Students and Families.
- 12.18 Approve Migrant & Seasonal Head Start (MSHS) Quality Improvement – A.R.R.A. (“Stimulus Package”) Proposal for July 1, 2009 – September 30, 2010 – **REVISED FROM MAY 27, 2009 MEETING.**
- 12.19 Migrant & Seasonal Head Start (MSHS) Program Improvement Proposal (“One Time Only” Funds).

The administration recommends approval of the Consent Agenda.

### **13.0 DEFERRED CONSENT ITEMS**

### **14.0 REPORT, DISCUSSION AND POSSIBLE ACTION ITEMS**

- 14.1 Possible Action to Approve 2009-2010 Budget.  
*Report given under public hearing, item 8.1.*
- 14.2 Possible Action to Approve Flexible Funding.  
*Report given under public hearing, item 9.1.*
- 14.3 Report, discussion and possible action to Approve Resolution #08-09-44, Supporting SCA 6, 55% Vote to Pass Local Parcel Taxes.  
*Report by Dorma Baker, Superintendent.*
- 14.4 Report, discussion and possible action to Approve the following New, Revised and Consolidated Job Descriptions:
  - 1. Career Development Specialist I-Revised {From Range 37 (\$2348- \$3006/mo) to 39 (\$2467-\$3158/mo)}
  - 2. Career Development Specialist II-New {Range 41 (\$2592-\$3318/mo)}
  - 3. Child Welfare & Attendance Analyst-Revised {From Range 50 (\$3237-\$4137/mo) to 53 (\$3486-\$4451/mo)}



4. Human Resources Senior Analyst-New {Range 55 (\$3662-\$4674/mo)}
5. MAA/LEA Accountant-Revised {From Range 48 (\$3081-\$3940/mo) to 53 (\$3486-\$4451/mo)}
6. Office Assistant III-New {Range 30 (\$1975-\$2529/mo)}
7. Print Production Operator-Revised {From Range 38 (\$2407-\$3081/mo) to 40 (\$2529-\$3237/mo)}
8. Assistant Director, Student Services and Extended Learning-Revised {From Range 37 (\$74,018-\$88,377/yr) to 39 (\$78,526-\$93,758/yr)}
9. Assistant Director of Student Services-Revised {From Range 37 (\$70,352-\$84,000/yr) to 39 (\$74,638-\$89,114/yr)}
10. Coordinator of Site Academics, Accountability and Instruction-New {Range 36 (\$66,359-\$79,239/yr)}
11. Coordinator, Research, Accountability and Assessment-New {Range 37 (\$70,352-\$84,000/yr)}
12. Director of Categorical Programs and English Learners-Revised {From Range 42 (\$85,808-\$102,454) to Range 43 (\$88,377-\$105,536)}
13. Director of Student Achievement, Accountability, and Instruction-New {Range 43 (\$88,377-\$105,536/yr)}
14. Director of Student Services and Extended Learning Program-Revised {From Range 41 (\$83,304-\$99,474) to 43 (\$88,377-\$105,536/yr)}
15. Migrant Head Start Program Director-Revised {Range 39 (\$72,515-\$86,580/yr)}

*Report by Dr. Albert J. Roman, Assistant Superintendent, Human Resources.*

- 14.5 Report, discussion and possible action to Approve Waivers for Marisol Bermudez and Veronica Ruiz.

*Report by Dr. Albert J. Roman, Assistant Superintendent, Human Resources.*

## **15.0 REPORT AND DISCUSSION**

## **16.0 GOVERNING BOARD AND SUPERINTENDENT COMMENTS/REPORTS**

## **17.0 UPCOMING BOARD MEETINGS/REMAINING BOARD MEETINGS FOR 2009**

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.

		<b>Comment</b>
<b>July</b>	▪ <b>21</b>	<b>THIS IS A TUESDAY!</b>
<b>August</b>	▪ <b>12</b>	
	▪ <b>26</b>	

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

## 18.0 ADJOURNMENT

PAJARO VALLEY UNIFIED SCHOOL DISTRICT  
CLOSED SESSION AGENDA  
June 24, 2009

2.1 Closed Session

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

**New Hires**

21 Substitutes

**New Hires – Probationary**

None

**Administrative**

1 Principal Coach

1 Interim Principal

1 Assistant Principal

**Promotions**

None

**Transfers**

None

**Extra Pay Assignments**

11 Coaches

**Additional Assignments**

None

**Extra Period Assignments**

None

**Leaves of Absence**

8 Elementary Teachers

1 Extended Learning Coordinator

1 Counselor

1 Nurse

1 Instructional Assistant II – Special Education

1 Computer Support Specialist I

**Separations From Service**

1 Bus Driver

1 Instructional Assistant II – Special Education

1 Office Assistant II

1 Staff Accountant

**Retirements**

- 1 Counselor
- 1 Secondary Teacher

**Resignations**

- 1 Elementary Teacher
- 7 Secondary Teachers
- 1 School Psychologist
- 1 Assistant Principals

**Supplemental Service Agreements**

- 44 Elementary Teachers
- 16 Secondary Teachers
- 23 Migrant Ed Teachers
- 1 MHS Teacher
- 1 Various

**Miscellaneous Actions**

- 5 Career Development Specialists

**Limited Term – Projects**

- 40 Bus Drivers
- 29 Cafeteria Assistants
- 2 Cafeteria Managers I
- 15 Campus Safety Coordinator
- 1 Cook/Baker
- 1 Delivery Driver
- 1 Instructional Assistant II
- 1 Registrar
- 16 Instructional Assistants Migrant/Childcare
- 22 Office Assistant II

**Limited Term – Substitutes**

- 10 Bus Drivers
- 1 FS Delivery Driver
- 1 Health Assistant
- 3 Instructional Assistant Migrant/Childcare
- 1 Instructional Assistant II
- 1 Office Assistant II
- 1 Office Manager

**Provisional**

None

**Exempt**

7 PUPILS

5 Yard Duty Supervisors

**Rescinds**

None



**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**  
**May 6, 2009**  
**REGULAR BOARD MEETING**  
**UNADOPTED MINUTES**

**ANN SOLDO ELEMENTARY SCHOOL**  
**MULTI PURPOSE ROOM**  
1140 Menasco Drive  
Watsonville, CA 95076

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

**1.1 Call to Order**

President De Rose called the meeting of the Board to order at 6:05 pm at 1140 Menasco Drive, Watsonville, CA.

Trustee Osmundson arrived at 6:16 pm.

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

Bobby Salazar, CSEA president, asked if Assistant Superintendent's frozen position funds could go towards classified jobs.

Judy Fuller, classified employee, spoke in favor of reinstating registration specialists.

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

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

**New Hires**

None

**New Hires – Probationary**

None

**Administrative**

1 Interim Assistant Principal

**Promotions**

None

**Transfers**

None

**Extra Pay Assignments**

6 Coaches

**Additional Assignments**

None

**Extra Period Assignments**

None

**Leaves of Absence**

4 Elementary Teachers

- 1 Health Services Assistant
- 1 Behavior Technician
- 1 Lead Custodian I
- 2 Office Assistant II
- 1 Registration Specialist

#### **Separations From Service**

- 1 Administrative Secretary II
- 1 Communications Tech

#### **Retirements**

None

#### **Resignations**

- 1 Elementary Teacher
- 1 School Psychologist
- 1 Deputy Superintendent

#### **Supplemental Service Agreements**

- 4 Elementary Teachers

#### **Miscellaneous Actions**

- 1 Office Manager
- 1 Cafeteria Cook/Baker
- 2 1 Cafeteria Managers

#### **Limited Term – Projects**

- 3 Campus Safety Coordinators
- 1 Custodian
- 12 Enrichment Specialist
- 4 Instructional Assistant – General Ed
- 1 Office Assistant II

#### **Limited Term – Substitutes**

- 1 Office Manager

#### **Provisional**

- 1 Communications Tech

#### **Exempt**

- 40 Student Helpers

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

a) Resolution #08-09-36, Regarding non-reemployment of Certificated Employees.  
This item was moved to action items, becoming item # 12.5.

### **2.3 Negotiations Update**

- a. CSEA
- b. PVFT

- c. **Unrepresented Units: Management and Confidential**
- d. **SCAST**

**2.4 Claims for Damages**

**2.5 Existing Litigation**

- a. **Conference with legal counsel pursuant to Government Code section 54956.9(a), case: PVFT vs. PVUSD (Arbitration).**

**2.6 Pending Litigation**

**2.7 Anticipated Litigation**

**2.8 Real Property Negotiations**

- a. **292 and 294 Green Valley Road, Watsonville, CA**

**2.9 Superintendent's Informal Evaluation**

**2.10 7 Expulsions**

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

President De Rose called the meeting of the Board in public to order at 7:19 pm.

**3.1 Pledge of Allegiance**

Trustee Wilson led the Board in the Pledge of Allegiance.

**3.2 Welcome by Board President**

Trustees, Doug Keegan, Sandra Nichols, Karen Osmundson, Kim Turley, Libby Wilson, Willie Yahiro, and President Leslie De Rose were present.

**4.0 ACTION ON CLOSED SESSION**

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

Trustee Nichols moved to approve the personnel reports with the addition of 1 Resignation, Deputy Superintendent and the removal of 1 cafeteria manager. Trustee Keegan seconded the motion. The motion passed unanimously.

**2.5 Existing Litigation**

- a. **Conference with legal counsel pursuant to Government Code section 54956.9(a), case: PVFT vs. PVUSD (Arbitration).**

Trustee Nichols reported that the Board voted 5/2 (Turley, Wilson dissented) in closed session to approve the settlement of an arbitration matter. The settlement resolved the status, compensation and COBRA rights for a certificated employee.

Public comment

Bill Beecher, community member, requested that negotiations be discussed in open session.

President De Rose noted that the Board would reconvene closed session to discuss and finalize expulsion cases at the end of the meeting.

**5.0 APPROVAL OF THE AGENDA**

Trustee Keegan moved to approve the agenda, moving item 2.2 a) to Action Items and making it item #12.5. Trustee Yahiro seconded the motion. The motion passed unanimously.

**6.0 APPROVAL OF MINUTES**

*- Minutes of April 22, 2009*



Trustee Keegan moved to approve the minutes for April 22, 2009. Trustee Wilson seconded the motion. The motion passed unanimously.

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

Brianna Del Franco and Honeygirl Lacasandile, student trustees representing Watsonville High, spoke regarding activities and events at their school.

#### **8.0 VISITOR NON-AGENDA ITEMS**

The following Adult Education students spoke in support of the Adult Education programs: Erendira Lopez; Oscar Plascencia; Norberto Marin; Carlos Flores; Pedro Alberto Reyes; Mauricio Diaz; Lourdes Gonzales; Carlos Martinez; Evangelina Corona; Tammy McCroskey; Jose Amezcuita; Maria Heredia, Karen Mello-Roach; and Ana Sofia Haro,

The following spoke in support of class size reduction: Sarah Henne, teacher; Heather Margo, parent; Karen Richmond, teacher; and Theresa Kloepper, parent.

Peter Nichols, community member, commented on district communication.

Rhea DeHart, community member, spoke in support of binding arbitration.

Mike Doyle, businessman, spoke about his company which provides waste disposal services for schools.

Bill Beecher, community member, commented on his visit to Mintie White school, a positive experience.

Marjorie Davis, retired teacher, spoke in support of Adult Education.

Kathleen Kilpatrick, school nurse, spoke in support of nurses.

Maria Diaz, parent, spoke against reduction of teachers.

#### **9.0 EMPLOYEE ORGANIZATION COMMENTS – PVFT, CSEA, PVAM, SCAST 5 Min. Each**

Jack Carroll, teacher, spoke in support of binding arbitration, good employee benefits, and adequate staff ratios.

Bobby Salazar, CSEA president, spoke about layoffs, reduced hours for certain positions, and loss of benefits.

Michael Jones, PVAM president, spoke in support of having clear dialogue between all stakeholders.

#### **10.0 CONSENT AGENDA**

Trustee Keegan moved to approve the consent agenda with special recognition to the individuals who donated to the district. Trustee Wilson seconded the motion. The motion passed unanimously.

**10.1 Purchase Orders April 16 - 29, 2009**

**10.2 Warrants April 16 - 29, 2009**

**10.3 Approve with Gratitude Donation from Lou and Joanna Hildebrant of a Computer and Components for Watsonville High School, an Estimated Value of \$350.00.**

**10.4 Approve with Gratitude Donation from Monterey Bay Research Institute of a 5 Computers and 5 Keyboards, an Estimated Value of \$500.00.**

**10.5 Approve CAHSEE Passage Waiver for English/Language Arts for Student #08-09-19.**

**10.6 Approve CAHSEE Passage Waiver for Math for Student #08-09-20.**

**10.7 Approve 2009-2010 Ratification of California Interscholastic Federation (CIF) Representatives.**

**10.8 Approve Carl Perkins Grant Application for Adult Education.**

**11.0 DEFERRED CONSENT ITEMS**  
None.

Trustee Osmundson left the meeting at 8:40.

**12.0 REPORT, DISCUSSION AND POSSIBLE ACTION ITEMS**

**12.1 Report, discussion and possible action to approve Resolution #08-09-34, Recognizing May 13 as Day of the Teacher.**

*Report by Dr. Albert J. Roman, Assistant Superintendent, Human Resources.*

Bob Gomez, educator, sang a song regarding teacher reductions.

Trustee Keegan moved to approve this item. Trustee Turley seconded the motion. The motion passed 6/0/1 (Osmundson absent).

**12.2 Report, discussion and possible action to approve Resolution #08-09-35, Recognizing May 18 – 22 as Classified Employees Week.**

*Report by Dr. Albert J. Roman, Assistant Superintendent, Human Resources.*

Trustee Wilson moved to approve this item. Trustee Keegan seconded the motion. The motion passed 6/0/1 (Osmundson absent).

**12.3 Report, discussion and possible action to approve Resolution #08-09-37, Layoff Particular Classified Employee Services.**

*Report by Dr. Albert J. Roman, Assistant Superintendent, Human Resources.*

Public comment:

Mary Ann Gomez, personnel commissioner, spoke of her concerns regarding layoffs and the process.

Trustee Turley moved to approve this item. Trustee Keegan seconded the motion. The motion passed 5/1/1 (Nichols dissented; Osmundson absent).

**12.4 Report, discussion and possible action to approve Resolution # 08-09-38, Bring Back Particular Classified Services at Reduced Hours.**

*Report by Dr. Albert J. Roman, Assistant Superintendent, Human Resources.*

Mary Ann Gomez, personnel commissioner, spoke of her concern for the reduction in hours for these positions and the lack of benefits.

Trustee Keegan moved to approve this item, clarifying that the positions eliminated were rescinded and reinstated with reduced hours. Trustee Yahiro seconded the motion. The motion passed 6/0/1 (Osmundson absent).

The following action item was moved from closed session item 2.2 a. and became item 12.5.

**12.5 Resolution #08-09-36, Regarding non-reemployment of Certificated Employees.**

Trustee Turley moved to approve this item. Trustee Yahiro seconded the motion. The motion passed 5/1/1 (Nichols dissented; Osmundson absent).

**13.0 DISCUSSION ITEM (to be completed by 10:15 pm)**

**13.1 Question and answer session on Budget.**

*Discussion led by Cabinet and Board.*

The following people asked questions of the Board:

Public comment:

Rhea DeHart, community member, regarding contract renewals for Assistant and Associate Superintendents.

Krishna Roman, teacher, regarding stimulus money.

Brianna Del Franco, student, regarding instructional assistants and students with special needs.

Karen Richmond, community member, asked regarding setting priorities in cuts, reconciling cutting of 200 teachers, and plan for effects on student achievement.

Peter Nichols, community members, asked about communication with the public, specifically regarding the number of reduction of administrators.

Trustee Turley moved to continue the meeting until 11:00 pm. Trustee Keegan seconded the motion. The motion passed 6/0/1 (Osmundson absent).

Public comment (continued):

Bill Beecher, community member, asked about negotiations and how the process is going.

Lynne Siqueiros, community member, asked about the actual number of administrative positions cut.

Gail Orozco, community member, asked for clarification on restricted and unrestricted funds.

Cynthia Coahran, community member, asked about Adult Education funds and its tier status change.

More questions were written down and they will be responded to by staff through either phone or e-mail. Should this item be on a future agenda, it will be moved to the front of the agenda to allow additional time.

Board adjourned to closed session and returned to report out of closed session.

#### **4.0 ACTION ON CLOSED SESSION (continued)**

##### **2.10 7 Expulsions**

Trustee Keegan moved to approve the Administrative Panel's recommendation for the following student case:

**08-09-075**

Trustee Yahiro seconded the motion. The motion passed 5/1/1 (Nichols absent from her seat; Osmundson absent).

Trustee Keegan moved to approve the District Administration's recommendation for the following student case:

**08-09-083**

Trustee Yahiro seconded the motion. The motion passed 5/1/1 (Nichols absent from her seat; Osmundson absent).

Trustee Keegan moved to approve the Administrative Panel's recommendation for the following student case:

**08-09-084**

Trustee Yahiro seconded the motion. The motion passed 6/0/1 (Osmundson absent).

Trustee Keegan moved to approve the District Administration's recommendation for the following student cases:

**08-09-089**

**08-09-090**

Trustee Turley seconded the motion. The motion passed 6/0/1 (Osmundson absent).

Trustee Keegan moved to approve the District Administration's recommendation for the following student cases:

**08-09-092**

**08-09-094**

Trustee Wilson seconded the motion. The motion passed 6/0/1 (Osmundson absent).

#### **14.0 GOVERNING BOARD AND SUPERINTENDENT COMMENTS/REPORTS**

Trustee Nichols commented on intergovernmental relations committee, on migrant head start policy meeting, on the 2010 census, on the bilingual seal of literacy on diploma, and on dropout rates.

#### **15.0 UPCOMING BOARD MEETINGS/REMAINING BOARD MEETINGS FOR 2009**

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.

		<b>Comment</b>
<b>May</b>	▪ 27	▪ Approve 3 <sup>rd</sup> Interim Report
<b>June</b>	▪ 10	▪ 09-10 Budget Adoption
	▪ 24	
<b>July</b>	▪ 15	
<b>August</b>	▪ 12	
	▪ 26	
<b>September</b>	▪ 9	▪ Unaudited Actuals
	▪ 23	
<b>October</b>	▪ 14	
	▪ 28	
<b>November</b>	▪ 18	
<b>December</b>	▪ 9 Annual Organization Mtg.	▪ Approve 1 <sup>st</sup> Interim Report

#### **16.0 ADJOURNMENT**

There being no further business to discuss, the meeting of the Board was adjourned at 10:55 pm.

---

Dorma Baker, Secretary to the Board



**May 27, 2009**  
**REGULAR BOARD MEETING**  
**CLOSED SESSION – 5:45 p.m. – 7:00 p.m.**  
**PUBLIC SESSION - 7:00 p.m.**  
**UNADOPTED MINUTES**

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

**1.0      CLOSED SESSION OPENING CEREMONY IN OPEN SESSION – 5:45 P.M.**

**1.1      Call to Order**

President De Rose called the meeting of the Board to order at 5:47 pm.

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

Bobby Salazar commented on item 2.1b, opposing the use of limited term assignments to fill job situations that can be performed by full time classified employees.

Sylvia Previtali, community member, commented on item 2.8 a, Real Property Negotiations, asking that if the intent is to purchase this building utilizing stimulus funds that it not be done.

**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)**

**New Hires**

None

**New Hires – Probationary**

None

**Administrative**

1      Principal Coach (Temporary Assignment)

**Promotions**

None

**Transfers**

None

**Extra Pay Assignments**

38      Coaches

**Additional Assignments**

None

**Extra Period Assignments**

None

**Leaves of Absence**

8      Elementary Teachers

- 3 Secondary Teacher
- 1 Assistant Superintendent
- 1 OI Specialist
- 3 Bus Drivers
- 1 Cafeteria Assistant
- 1 Cafeteria Manager III
- 1 Health Services Assistant
- 1 Instructional Assistant I – Special Education
- 1 Instructional Assistant II – Special Education

#### **Separations From Service**

- 1 Administrative Assistant
- 1 Behavior Technician
- 1 Instructional Assistant
- 2 Instructional Assistant I – Special Education
- 3 Instructional Assistant II – Special Education
- 1 Library Media Technician
- 4 Office Assistant II
- 2 Office Managers

#### **Retirements**

- 1 Secondary Teacher

#### **Resignations**

- 1 Elementary Teacher
- 2 Secondary Teachers

#### **Supplemental Service Agreements**

- 9 Elementary Teachers
- 4 Secondary Teachers
- 5 Migrant & Seasonal Head Start Teachers
- 1 Special Education Teachers
- 1 Various

#### **Miscellaneous Actions**

- 1 Administrative Assistant
- 1 Site Computer Technician
- 5 Cafeteria Managers

#### **Limited Term – Projects**

- 1 Campus Safety Coordinators
- 1 Cook/Baker
- 1 Custodian I

- 1 Enrichment Specialist
- 16 Instructional Assistant Migrant/Childcare
- 1 Office Manager
- 1 Office Assistant II
- 1 Site Computer Technician
- 1 Translator

**Limited Term – Substitutes**

- 1 Custodian
- 1 Instructional Assistant II
- 12 Instructional Assistant Migrant/Childcare
- 1 Office Assistant II
- 1 Textbook Technician

**Provisional**

None

**Exempt**

- 2 Babysitters
- 1 Crossing Guard
- 28 PUPILS
- 4 Student Helpers
- 5 Workability Students
- 3 Yard Duty

**Rescinds**

- 1 Elementary Teacher

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

- a. Resolution #08-09-39, Non-Reelection of Certain Probationary Certificated Employees.

**2.3 Negotiations Update**

- a. CSEA
- b. PVFT
- c. Unrepresented Units: Management and Confidential
- d. SCASST

**2.4 Claims for Damages**

- a. Castro vs. PVUSD (DOI: 4/21/09)

**2.5 Existing Litigation**

**2.6 Pending Litigation**

**2.7 Anticipated Litigation**

a. **Conference with Legal Counsel:** Significant exposure to litigation pursuant to subdivision (b)(3)(C) of Government Code section 54956.9: One potential case, Resolution #08-09-41.

**2.8 Real Property Negotiations**

- a. **Conference with Real Property Negotiators Pursuant to Government Code 54956.8.**  
- **Property:** 292 and 294 Green Valley Road, Watsonville, CA 95076  
- **Agency Negotiator:** Mary Hart, Associate Superintendent, Business  
- **Negotiating Parties:** PVUSD and Towers, LLC  
- **Under Negotiations:** Price

**2.9 Superintendent's Informal Evaluation**

**2.10 10 Expulsions**

**3.0 OPENING CEREMONY – MEETING OF THE BOARD IN PUBLIC - 7:00 P.M.**  
President De Rose called the meeting of the Board in public to order at 7:17 pm.

**3.1 Pledge of Allegiance**

Trustee Nichols led the Board in the Pledge of Allegiance.

**3.2 Welcome by Board President**

Trustees, Doug Keegan, Sandra Nichols, Karen Osmundson, Kim Turley, Libby Wilson, Willie Yahiro, and President Leslie De Rose were present.

**3.3 Student Recognition**

Family, friends, principals, administrators, trustees and staff recognized and honored the following students:

- *Xitlaly Velazquez-Sainz, Freedom Elementary School*
- *Maureen Mae Sanchez, Hall District Elementary School*
- *Kaitlan Miranda Wood, Ann Soldo Elementary School*
- *Magdiel Mendoza-Perez, Calabasas Elementary School*
- *Sixth Grade Conflict Managers – Group for Rio Del Mar Elementary School*

**4.0 ACTION ON CLOSED SESSION**

- 2.1 Public Employee Appointment/Employment, Government Code Section 54957**  
a. **Certificated Employees (see Attached)**  
b. **Classified Employees (see attached)**

Trustee Nichols moved to approve the personnel reports. Trustee Keegan seconded the motion. The motion passed unanimously.

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

- a. **Resolution #08-09-39, Non-Reelection of Certain Probationary Certificated Employees.**

Trustee Nichols reported that the Board voted unanimously to approve resolution #08-09-39.

**2.4 Claims for Damages**

- a. **Castro vs. PVUSD (DOI: 4/21/09)**

Trustee Nichols reported that the Board voted unanimously to reject claim and to send notice of rejection to claimant.

**2.7 Anticipated Litigation**

- a. **Conference with Legal Counsel:** Significant exposure to litigation pursuant to subdivision (b)(3)(C) of Government Code section 54956.9: One potential case, Resolution #08-09-41.



Trustee Nichols reported that Board voted unanimously to approve the resolution #08-09-41.

**2.8 Real Property Negotiations**

**a. Conference with Real Property Negotiators Pursuant to Government Code 54956.8.**

- **Property: 292 and 294 Green Valley Road, Watsonville, CA 95076**
- **Agency Negotiator: Mary Hart, Associate Superintendent, Business**
- **Negotiating Parties: PVUSD and Towers, LLC**
- **Under Negotiations: Price**

Mary Hart clarified that this item was related to the district's negotiations regarding the lease terms for "The Towers".

**5.0 APPROVAL OF THE AGENDA**

Trustee Turley moved to approve the agenda, moving item 15.3 after 8.0. Trustee Keegan seconded the motion. The motion passed unanimously.

**6.0 APPROVAL OF MINUTES**

- *Minutes of May 6, 2009*

Trustee Nichols asked for this item to be tabled to check on public comment accuracy and to bring back at the next meeting.

**7.0 HIGH SCHOOL STUDENTS BOARD REPRESENTATIVES REPORT**

None.

**8.0 POSITIVE PROGRAM REPORT**

**8.1 Marty Franich Ford "Test Drive" Fundraiser for Watsonville High School's Sports Foundation.**

*Report by Rocky Franich.*

In Mr. Franich's absence, Donald Johnson, Booster Club representative, reported on the success of this program's fundraising efforts, sponsored by Franich Ford; the goal of raising \$6,000 was reached and it will be placed directly into the WHS athletic program.

Murry Schekman, WHS Principal, thanked the community for their support.

**15.0 REPORT, DISCUSSION AND POSSIBLE ACTION ITEMS (only item 15.3 was moved up on the agenda)**

**15.3 Report, discussion and possible action to approve the District Budget's 3<sup>rd</sup> Interim Report.**

*Report by Mary Hart, Associate Superintendent.*

Mary Hart reported on the third interim report, with an estimated ending balance of about 14.5 million, which includes a 3% reserve balance of 5.2 million.

Although not approving along with this interim report, Mary incorporated the one-time federal stimulus fund expected by the district of SFSF 4.5 million, IDEA 4.1 million, and Title I 2.6 million, for a total of \$11.4 one time funds. In addition, the district has applied for \$537,000 for food services. Balancing the budget included the May Revise's estimated negative 3.0 million for 08-09, and negative 4.1 million for 09-10. The balance includes a must reduce expense of 4.5 million for the year 2010-11.

Mary also noted that since the 2003-04 school year, the District has had to reduce approximately 40 million of its budget.

Board participated with questions and comments.

Public comment.

Board participated with comments.

Trustee Nichols moved to approve the Interim Report. Trustee Osmundson seconded the motion. The motion passed unanimously.

Board asked staff to explore zero-based budgeting as well as other options.

President De Rose closed the regular meeting and opened the public hearings.

**9.0 PUBLIC HEARING – RESOLUTION 08-09-33, FACILITY NEEDS ANALYSIS, ADOPTION OF FINDINGS THERON, AND ADOPTION OF ALTERNATIVE SCHOOL FACILITIES FEE (Residential Fees Level 11), PURSUANT TO GOVERNMENT CODE SECTION 65995.5 AND 65995.7.**

***9.1 Report by Mary Hart, Associate Superintendent, and Rick Mullikin, Interim Director of Facilities.***

Rick Mullikin reported that this analysis is to increase developer fees to 39 cents per square foot.

***9.2 Public Comment***

None.

***9.3 Board Discussion and Comments***

None.

**10.0 PUBLIC HEARING – CSEA SUNSHINE PROPOSAL TO PVUSD**

***10.1 Report by Dr. Albert J. Roman, Assistant Superintendent, Human Resources***

Dr. Roman noted that the proposal is for the 2008 – 2010 school years. The Rodda Act requires this be brought for public comment as a public hearing.

***10.2 Public Comment***

Bill Beecher, community member, noted that this information should be available for the public to view prior to the public hearing so that they are more informed to comment.

***10.3 Board Discussion and Comments***

Board participated with comments and questions.

President De Rose closed the public hearings and resumed the regular meeting.

**11.0 VISITOR NON-AGENDA ITEMS**

Andy Hsia-Coron, Board member of the Aromas-San Juan district, commented on the importance of trust.

Mary Ann Gómez, personnel commissioner, asked that visitor non-agenda item be at the beginning of the agenda. She invited all to participate in the walk-to-save sports.

Anita Bistrin, library media tech at Radcliff, asked for the libraries to remain open.

Francisco Naranjo, community member, commented on the Armed Forces visit to WHS and about parent volunteers.

Barbara Anders, teacher, requested clarification on the appropriate use of stimulus funds.

Jen Laskin, PVFT secretary, commented on how she has felt some disregard for the union by PVUSD management.

Abel Mejia, president of AMAE, commented on the Day of the Teacher celebration on May 13.

Martha Vasquez, teacher, commented on the need to support a well rounded education.

Krishna Roman, teacher, commented on what her thoughts are regarding the intent for use of stimulus money.

Francisco Rodriguez, community member, spoke about the possible benefits of progressive taxation for education .

**12.0 EMPLOYEE ORGANIZATION COMMENTS – PVFT, CSEA, PVAM, SCAST 5 Min. Each**  
Jack Carroll, chief negotiator, commented on negotiations, including binding arbitration.

Bobby Salazar, CSEA president, commented on the sunshine proposal, negotiations and limited term positions.

Michael Jones, PVAM, commented on the restructure of the district and the impact students' educational experience.

### **13.0 CONSENT AGENDA**

Trustee Turley moved to approve this item, deferring item 13.10, and 13.11 – 13.13. Trustee Nichols seconded the motion. The motion passed unanimously.

**13.1 Purchase Orders April 30 – May 20, 2009**

**13.2 Warrants April 30 – May 20, 2009**

**13.3 Approve with Gratitude Donation from Ed Terribilini of a Computer and Components, an Estimated Value of \$650.00.**

**13.4 Approve with Gratitude Donation from Susan Moore on Behalf of the United States Department of Agriculture of a Computer and Components for Adult Education for Refurbishing and Computer Classes, an Estimated Value of \$200.00.**

**13.5 Approve CAHSEE Passage Waiver for Math for Student #08-09-21.**

**13.6 Approve CAHSEE Passage Waiver for Math for Student #08-09-22.**

**13.7 Approve CAHSEE Passage Waiver for Math for Student #08-09-23.**

**13.8 Approve CAHSEE Passage Waiver for Math for Student #08-09-24.**

**13.9 Approve CAHSEE Passage Waiver for Math for Student #08-09-25.**

**13.10 Approve Aptos High School Notice of Completion for the Replacement of a Water Storage Tank with a New 265,000 Gallon Tank.**

This item was deferred.

**13.11 Approve Migrant and Seasonal Head Start (MSHS) On-Going Cost-of-Living-Adjustment (C.O.L.A.) for 2009-2010.**

This item was deferred.

**13.12 Approve Migrant and Seasonal Head Start (MSHS) Cost-of-Living-Adjustment (C.O.L.A.) – ARRA (“Stimulus Package”) Proposal for July 1, 2009 – June 30, 2010 (Only).**

This item was deferred.

- 13.13 Approve Migrant and Seasonal Head Start (MSHS) Quality Improvement – ARRA (“Stimulus Package”) Proposal for July 1, 2009 – September 30, 2010 (Only).

This item was deferred.

- 13.14 Approve Resolution #08-09-40 for the Board of Supervisors of the County of Santa Cruz to Provide Temporary Cash Loans to PVUSD.

- 13.15 Approve District Preparation and Submittal of Application for Qualified Zone Academy Bond Awards.

- 13.16 Approve Carl D. Perkins Career Technical Education Application for 2009-2010, Career Technical Education Improvement Act of 2000.

- 13.17 Approve Watsonville High School Art History Travel Club European Tour 2009.

- 13.18 Approve Contract for Custodial Supplies/Blanket BID #JL040809-02 for the District Warehouse/Stores.

- 13.19 Approve Contract for Athletic Supplies/Blanket BID #JL040809-03 for the District Warehouse/Stores.

- 13.20 Approve Contract for Health Supplies/Blanket BID #JL040809-04 for the District Warehouse/Stores.

- 13.21 Approve Notice of Completion for the Installation of Relocatable Classrooms at Bradley, Calabasas and Freedom elementary schools.

- 13.22 Approve Notice of Completion for the Installation of Two-Story Relocatable Classroom and Two Restroom Units for Watsonville High School.

**14.0 DEFERRED CONSENT ITEMS**

- 13.10 Approve Aptos High School Notice of Completion for the Replacement of a Water Storage Tank with a New 265,000 Gallon Tank.

After clarification on the dates on the bids for this project, trustee Nichols moved to approve this item. Trustee Wilson seconded the motion. The motion passed unanimously.

- 13.11 Approve Migrant and Seasonal Head Start (MSHS) On-Going Cost-of-Living-Adjustment (C.O.L.A.) for 2009-2010.

- 13.12 Approve Migrant and Seasonal Head Start (MSHS) Cost-of-Living-Adjustment (C.O.L.A.) – ARRA (“Stimulus Package”) Proposal for July 1, 2009 – June 30, 2010 (Only).

- 13.13 Approve Migrant and Seasonal Head Start (MSHS) Quality Improvement – ARRA (“Stimulus Package”) Proposal for July 1, 2009 – September 30, 2010 (Only).

After clarification on the use of Stimulus Funds on these items, trustee Keegan moved to approve all three items. Trustee Nichols seconded the motion. The motion passed unanimously.

**15.0 REPORT, DISCUSSION AND POSSIBLE ACTION ITEMS**

- 15.1 Possible Action to Approve Resolution #08-09-33, Facility Needs Analysis, Adoption of Findings Thereon, and Adoption of Alternative School Facilities Fee (Residential Level II) Pursuant to Government Code Section 65995.5 and 65995.7.

*Report given under public hearing, item 8.1.*

Trustee Keegan moved to approve this item. Trustee Turley seconded the motion. The motion passed unanimously.

**15.2 Possible Action to Approve CSEA Sunshine Proposal to PVSUD.**

*Report given under public hearing, item 9.1.*

Trustee Turley moved to accept CSEA proposal for 2008-2010. Trustee Wilson seconded the motion. The motion passed unanimously.

**16.0 REPORT AND DISCUSSION**

**16.1 Report and discussion on District Restructuring.**

*Report by Dorma Baker, Superintendent.*

Dorma Baker noted the chart was about the redistribution of duties, taking the reductions made on the approved budget and restructuring the district office. Critical piece is the ability of sites/departments to have the ability to communicate with and obtain support and responsiveness from the administration. She explained that challenges are expected due to the large number of issues that need to be addressed by the administration every day from sites/departments.

The Board participated with discussion on this items.

Trustee Turley moved to extend meeting to 11:30. Trustee Wilson seconded the motion. The motion passed unanimously.

**17.0 GOVERNING BOARD AND SUPERINTENDENT COMMENTS/REPORTS**

Dorma Baker reported that she'd attended the Cotsen Foundation event; Valencia is a recipient of funds from this foundation whose focus is on excellence in education; Mintie White has also received these funds. She also attended a CASA celebration.

Trustee Yahiro commented on parent participation.

Trustee Osmundson noted that she had attended the Dia de los Niños celebration.

Trustee Turley attended DELAC meeting and three open houses. She invited other board members to the north zone schools and events.

President De Rose commented on trustees learning about other areas in the district.

Trustee Nichols noted that she has attended events in other areas of the district.

**18.0 UPCOMING BOARD MEETINGS/REMAINING BOARD MEETINGS FOR 2009**

**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.**

Trustee Nichols moved to cancel meeting for June 10, change meeting of July 15 to Tuesday, July 21, have an earlier start time for closed session for the meeting of June 24, 5 pm, and look for a larger venue for the June 24 meeting. Trustee Wilson seconded the motion. The motion passed unanimously.

		Comment
June	▪ 10 ▪ 24	▪ 09-10 Budget Adoption
July	▪ 15	
August	▪ 12 ▪ 26	

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

President De Rose adjourned to the continuation of closed session.

#### 4.0 ACTION ON CLOSED SESSION (continued)

##### 2.10 10 Expulsions

##### *Action on Expulsions*

Trustee Osmundson moved to approve the Administrative Panel recommendation for the following student case:

**08-09-088**

Trustee Nichols seconded the motion. The motion passed 6/0/1 (Yahiro absent from his seat).

Trustee Osmundson moved to approve the District Administration recommendation for the following student cases:

**08-09-093**

**08-09-098**

**08-09-102**

Trustee Nichols seconded the motion. The motion passed unanimously.

Trustee Osmundson moved to approve the District Administration recommendation for the following student cases:

**08-09-086**

**08-09-095**

**08-09-100**

**08-09-103**

**08-09-104**

**08-09-106**

Trustee Yahiro seconded the motion. The motion passed unanimously.

#### 19.0 ADJOURNMENT

There being no further business to discuss, the meetings of the Board was adjourned at 11:29 pm.

---

Dorma Baker, Secretary to the Board

## ***Board Agenda Back-up***

**ITEM #** 8.1 & 14.1

**DATE:** June 24, 2009

**ITEM:** Approval of the 2009-2010 Proposed Budget

**OVERVIEW:** This document represents the District's Estimated Actuals for fiscal year 2008-2009, Proposed Budget for 2009-2010 and projections for the District for two subsequent years. The Estimated Actuals and Budgets are based on the following assumptions:

The District's financial condition deteriorated shortly after our 2008-2009 budget was approved with \$8 million in reductions all due to the State budget crisis. The district has worked diligently throughout the year to end the current fiscal year with a positive ending balance. There was a hiring freeze implemented and a spending freeze. Unfortunately, at the May 09 revise in June, the state announced it would be reducing school funding in 08-09 and 09-10 once again. For fiscal year 08-09 this is an estimated Revenue Limit reduction of \$4,051,310. Due to this action, the district has been forced to use the Federal Stimulus funds and sweep State Categorical balances to balance its 08-09 fiscal year and future years. The district anticipates sweeping \$2,650,373 in fund balances and using \$1,533,102 in Federal Stimulus funds to balance the 08-09 fiscal year.

For fiscal year 2009-2010 the State had significantly reduced our funding as well and caused the District to identify expenditure reductions originally for \$14. million. These reductions were submitted to the County Office of Education in our Fiscal Stability Plan and are now reflected in this budget presentation. In addition, the States action taken in the May Revise in June has caused the district to need to reduce its budget by an additional \$6,276,615. Again, the district has used categorical balances and Federal Stimulus funds to cover the negative balance. The balance available to be used toward future years of Federal Stimulus funds is \$1,694,014.

Our revenues are budgeted according to the School Services Dartboard for the May Revise. The dartboard indicates a 4.25% cola and a .17967% deficit on revenue limit (no increase year over year). Categorical programs, Adult Education, Food Service and Charters have all been reduced by the appropriate reductions indicated in the May Revise an additional 4.46% over the 15.38% reduction in 08-09.. We have adjusted our ADA to reflect Ceiba College Prep Charter's current estimate of 136.39. As we always do, we have reflected step and column changes and Health and Welfare increases (5%) and made adjustments for retirees.

The two subsequent years are included in the budget document. They reflect the cola set forth in the May revise developed by School Services of California 10-11 is 0.90% and maintaining the deficit of 17.967%, 11-12 is 2.40% and maintaining the deficit. The District does not meet the required reserve in the two subsequent years. The Federal Stimulus funds have all been used and there is no other flexibility that we have been approved to implement at this time. The budgets reflect step and column and health and welfare adjustments at 10% for 09-10 and 10% for 10-11. Our estimated ending un-appropriated balance for 10-11 is negative \$2.6 million and for 11-12, it is estimated to be negative \$6.5 million. The district will need to reduce expenditures by \$5 million in order to balance the budget and meet our fiscal obligations.

The compensation increases reflected in the budgets are step/column and health and welfare benefits.

The budget documents include graphs and charts with information in regards to changes over the past several years and 08-09 estimated revenues and expenses as unrestricted and restricted. It also includes the assumptions and basis for adjustments for the current budget along with revenue, expense and Staffing (FTE) summaries by fund and program.

**RECOMMENDATION:** Approve the proposed Projected District budget for 2009-2010

**PREPARED BY:** Helen Bellonzi

**ASSOCIATE SUPERINTENDENT SIGNATURE:** Mary Hart

**SUPERINTENDENT SIGNATURE:** Domino Bat



PAJARO VALLEY UNIFIED  
2008-2009 ESTIMATED ACTUALS

<b>BEGINNING FUND BALANCE</b>	<b>16,653,200</b>
Adjustments	0

**INCOME**

Revenue Limit	92,092,146
Federal Sources	21,894,387
Other State Revenues	47,424,941
Other Local Revenues	3,456,938
Transfers In	2,973,919
Other Sources	0
Contributions	6,246
<b>TOTAL REVENUES</b>	<b>167,848,577</b>

**EXPENDITURES**

Certificated Salaries	73,723,343
Classified Salaries	27,851,020
Employee Benefits	43,394,552
Books and Supplies	6,793,141
Services, Other Operating Expenses	22,228,804
Capitol Outlay	760,224
Other Outgo	47,245
Direct Support/Indirect Costs	(625,730)
Other Uses	696,151
Transfers Out	1,967,877
<b>TOTAL EXPENDITURES</b>	<b>176,836,627</b>

*Net Incr(Decr) in Fund Balance* (8,988,050)

<b>ENDING FUND BALANCE</b>	<b>7,665,150</b>
----------------------------	------------------

**Components of Fund Balance:**

Revolving Cash	55,000
Stores	246,541
3% Required Reserve	5,305,099
Restricted Fund Balance	2,021,231
Unappropriated Fund Balance	37,280
<b>Ending Fund Balance</b>	<b>7,665,150</b>

Pajaro Valley Unified School District  
GENERAL FUND SUMMARY  
**FISCAL YEAR 2008-2009**  
**08-09 Budget at 09-10 July Adoption**

Includes 5.66% Cola with 11.428% Deficit on General and no COLA on State Categorical with 15.38% Deficit, 12% HW increase, Step and Column, adjusted ADA for Ceiba Prep Acad

	General Unrestr	Lottery	TOTAL UNRESTRICTED	Transportation	Special Ed	Special Proj.	Restricted Maintenance	Community Day School	Lottery Restricted	TOTAL REST	Total General
<b>INCOME</b>		1100		7230/7240	6500/6510		8150	2430	6300		
Revenue Limit	89,312,499		89,312,499		2,517,094			262,553		2,779,647	92,092,146
Federal Sources			0							21,894,387	21,894,387
Other State Revenues	8,888,563	2,073,656	10,962,219	3,217,452	11,765,942		21,032,758	216,513	230,057	36,462,722	47,424,941
Other Local Revenues	1,281,928		1,281,928	78,856	34,436		2,061,718	0		2,175,010	3,456,938
<b>TOTAL REVENUES</b>	99,482,990	2,073,656	101,556,646	3,296,308	14,317,472		44,988,863	0	230,057	63,311,766	164,868,412
<b>EXPENDITURES</b>											
Certificated Salaries	47,438,901	856,099	48,295,000		8,619,383		16,526,593	282,367		25,428,343	73,723,343
Classified Salaries	11,971,731	113,671	12,085,402	3,227,013	3,708,608		7,278,506	96,472		15,765,618	27,851,020
Employee Benefits	24,826,198	137,979	24,964,177	2,368,977	6,270,579		8,686,397	141,547		18,430,375	43,394,552
Books and Supplies	599,125	465,233	1,064,358	849,449	157,125		4,124,035	9,122	69,516	5,728,783	6,793,141
Services, Other Operating Expenses	8,076,758	772,248	8,849,006	(131,147)	3,541,458		8,779,092	57,492	75,383	13,379,798	23,228,804
Capitol Outlay	116,381	0	116,381	0			625,739	0	0	643,843	760,224
Other Outgo	47,245		47,245				0			0	47,245
Direct Support/Indirect Costs	(3,668,112)		(3,668,112)		1,181,039		1,631,741	0		3,042,382	(625,730)
Other Uses	424,154		424,154	90,058			181,939	0		271,997	696,151
<b>TOTAL EXPENDITURES</b>	89,832,381	2,345,230	92,177,611	6,404,350	23,478,192		47,652,103	4,424,595	144,899	82,691,139	174,868,750
<b>INTERFUND TRANSFERS</b>											
Transfers In	2,059,903		2,059,903	0	914,016		0	0	0	914,016	2,973,919
Transfers Out	(274,745)	0	(274,745)	0	0		(1,426,667)	(286,465)	0	(1,693,132)	(1,967,877)
Other Financing Sources		0	0	0	0		0	0	0	0	0
Flexibility Transfers	3,842,507		3,842,507				(3,845,340)	9,079		(3,836,261)	6,246
Contributions	(15,703,209)	0	(15,703,209)	3,108,042	8,246,704		6,622	4,242,986	98,855	15,703,209	0
<b>TOTAL TRANSFERS</b>	(10,075,544)	0	(10,075,544)	3,108,042	9,160,720		(5,285,385)	3,976,521	107,934	11,087,832	1,012,288
<b>Net Incr(Decr) in Fund Balance</b>	(424,935)	(271,574)	(696,509)	0	0		(7,928,625)	(448,074)	85,158	(8,291,541)	(8,988,050)
<b>FUND BALANCE</b>											
<b>Beginning Fund Balance</b>	7,381,943	709,799	8,091,742	0	0		7,517,173	448,074	596,212	8,561,459	16,653,200
Components of Fund Balance:								(0)			
Audit Adjustment			0							0	0
Revolving Cash	55,000	0	55,000	0	0		0	0	0	0	55,000
Stores	246,541	0	246,541	0	0		0	0	0	0	246,541
3% Required Reserve	5,305,099	0	5,305,099	0	0		0	0	0	0	5,305,099
Reserved for COPS Repayment	0	0	0	0	0		0	0	0	0	0
Cash w/Fiscal Agent			0	0	0		0	0	0	0	0
Restricted Fund Balance	1,751,313	0	1,751,313	0	0		(411,452)	0	0	0	0
<b>Unappropriated Fund Balance</b>	(400,945)	438,225	37,280	0	0		0	0	681,370	269,918	2,021,231
<b>Ending Fund Balance</b>	6,957,008	438,225	7,395,233	0	0		(411,452)	(0)	0	269,918	7,665,150

Includes 5.66% Cola with 11.428% Deficit on General and no COLA on State Categorical with 15.38% Deficit, 12% HW increase, Step and Column, adjusted ADA for Ceiba Prep Acad

	Charter School	Adult Education	Child Dev	Food Serv	Def Maint	General Oblig Bond	Capitol Fac	State Sch Bldg	Tax Override	Self Ins	Retiree Benefit	Trust Scholarship
<b>INCOME</b>	09	11	12	13	14	21	25	35	53	67	71	73
Revenue Limit	7,527,780											
Federal Sources	0	217,739	5,454,647	5,125,029								
Other State Revenues	1,832,739	2,780,577	3,074,433	560,311	712,804			0				
Other Local Revenues	32,104	186,299	303,606	1,202,020	75,428	135,249	625,388	13,381	0	34,838,688	3,485,142	146,587
<b>TOTAL REVENUES</b>	9,392,623	3,184,615	8,832,686	6,887,360	788,232	135,249	625,388	13,381	0	34,838,688	3,485,142	146,587
<b>EXPENDITURES</b>												
Certificated Salaries	4,497,500	1,650,931	2,137,143	1,191								
Classified Salaries	628,669	533,254	1,534,250	1,849,131						110,555		
Employee Benefits	1,880,755	767,305	2,063,124	1,951,826						64,640		
Books and Supplies	364,761	143,238	676,443	3,103,769	42,067	6,881		0				0
Services, Other Operating Expenses	2,261,010	206,003	1,918,360	(11,660)	836,361	(19,534)	493,523	1,406		32,449,434	3,214,457	44,000
Capitol Outlay	6,237		54,144		0	2,581,521	786,460	14,425				
Other Outgo		142,567	438,163	45,000								
Direct Support/Indirect Costs	28,521	136,919										
Other Uses												
<b>TOTAL EXPENDITURES</b>	9,667,453	3,580,217	8,821,627	6,939,257	878,428	2,568,868	1,279,983	15,831	0	32,624,629	3,214,457	44,000
<b>INTERFUND TRANSFERS</b>												
Transfers In	173,585	101,160	0	0	266,465							
Transfers Out	0	(500,000)	0	0	0	0	0	0		(26,801)	0	0
Other Financing Sources	0	0	0	0	0	0	0	0	0	0	0	0
Flexibility Transfers			(6,246)									
Contributions	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL TRANSFERS</b>	173,585	(398,840)	(6,246)	0	266,465	0	0	0	0	(26,801)	0	0
<b>Net Incr(Decr) in Fund Balance</b>	(101,245)	(794,442)	4,813	(51,897)	176,269	(2,433,619)	(654,595)	(2,450)	0	2,187,258	270,685	102,587
<b>FUND BALANCE</b>												
<b>Beginning Fund Balance</b>	1,892,749	1,275,464	320,340	312,741	4,773,456	6,865,929	1,156,271	530,213	31,045	5,947,290	2,357,200	1,802,732
Components of Fund Balance:												
Audit Adjustment	0	0	0	0	0	0	0	0	0	0	0	0
Revolving Cash	0	0	0	210,333	0	0	0	0	0	0	0	0
Stores	0	0	0	0	0	0	0	0	0	0	0	0
3% Required Reserve	0	0	0	0	0	0	0	0	0	0	0	0
Reserved for COPS Repayment	0	0	0	0	0	0	0	0	0	0	0	0
Cash w/Fiscal Agent	0	0	0	0	0	0	0	0	0	0	1,900,000	0
Restricted Fund Balance	0	0	0	0	0	0	0	0	0	0	0	0
<b>Unappropriated Fund Balance</b>	1,791,504	481,022	325,153	50,511	4,949,725	4,432,310	501,676	527,763	31,045	8,134,548	727,885	1,905,319
<b>Ending Fund Balance</b>	1,791,504	481,022	325,153	260,844	4,949,725	4,432,310	501,676	527,763	31,045	8,134,548	2,627,885	1,905,319

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**  
**2009-2010 PROPOSED BUDGET ASSUMPTIONS**  
**July 1, 2009**

<b>REVENUES</b>
-----------------

1. Revenue Limit Sources

Base Revenue Limit

The base Revenue Limit is based on the 08/09 rates plus a 4.25% COLA with a deficit factor of 17.967% netting a decrease in funding per the School Services Dartboard. The base Revenue Limit amount per ADA is \$6,374 or \$261 per student higher than 08/09, but with the deficit factor, the amount per ADA will net approximately \$5,229.

Average Daily Attendance (ADA)

The Average Daily Attendance used to develop the districts budget is the P2 ADA for 2008/2009 less 75 students anticipated loss to Ceiba College Preparatory Academy which for district is 16,987.

2. Federal Sources:

Federal revenues have been adjusted with any changes we have been notified of to date. Programs have been removed for programs we will not have in 09/10, such as, Reading First. No carryover is included.

3. Other State Revenues:

State revenues:

Unrestricted: Revenues in this category are Lottery and K-3 Class Size Reduction.

Based on the State Budget Crisis, the District implemented cuts to various programs. 9<sup>th</sup> grade Class Size Reduction was cut during this process. State provided for flexibility for specific categorical funds. The district board approved the use of these funds to reduce the deficit the district has due to State cuts to Revenue Limit and other funding sources.

Lottery has been adjusted to the proposed amount per the SS Dartboard, \$109.50/ADA, K-3 CSR has been adjusted based on estimated penalties for larger class sizes.

Restricted: Revenues in this category include state grants and entitlements including Special Education, Transportation, and Restricted Lottery. COLA was applied at negative 4.46% to ongoing grants. Transportation and Special Education were not affected by the negative COLA but remained at 07/08 funding levels. Restricted Lottery was budgeted per the SS Dartboard at \$11.50/ADA.

## REVENUES CONTINUED

### 4. Other Local Sources:

For Pajaro Valley Unified local revenues include donations as well as interest earned and locally funded grants (ie: Video Partnership and the COE New Teacher Project) Changes to local sources are made as information becomes available.

### 5. Contribution:

Contributions to restricted programs are recorded in Special Education, Transportation, Restricted Maintenance (due to the State Budget Crisis, district is not required to budget the 3% of the total General Fund. We have budgeted the amount needed to cover anticipated 09/10 expenditures.).

## EXPENDITURES

1. Certificated Salaries:

Certificated salaries reflect step increases and a negotiated furlough day. Additional salary adjustments will be made over the next few months due to filling vacancies and unit changes.

2. Classified Salaries:

Classified salaries include step increases and will be adjusted in the future due to filling vacancies.

3. Benefits:

2009-2010

STRS	8.25%
PERS	
Employer	9.40%
Employee	7.00%
PERS Reduction	3.62%
OASDI	6.20%
Medicare	1.45%
Unemployment Ins.	.003%
Workers Compensation	2.29%
Long Term Disability	1.1%/\$100
Health Insurance has been adjusted by 5%	

4. Supplies, Services and Other Expenses

Supplies and Services are budgeted at the level sites and departments anticipate to expend the funds. Adjustments have been made due to reductions in funding and/or setting up of new programs due to information being provided through the various agencies the district works with.

5. Capital Outlay

Capital Outlay is budget at the level sites and departments anticipate to expend the funds.

6. Other Outgo/Uses

Indirects are budgeted at 3.92%, the current approved district rate. Due to the State Budget Crisis, the District is allowed to waive the Deferred Maintenance Match in 09/10 Budget at an estimated savings of \$750,000.

PAJARO VALLEY UNIFIED  
2009-2010 JULY ADOPTION

<b>BEGINNING FUND BALANCE</b>		<b>7,665,150</b>
Adjustments		0
<i>INCOME</i>		
Revenue Limit	88,551,501	
Federal Sources	21,894,387	
Other State Revenues	48,243,321	
Other Local Revenues	1,547,940	
Transfers In	4,030,692	
Other Sources	0	
Contributions	0	
<b>TOTAL REVENUES</b>	<b>164,267,841</b>	
<i>EXPENDITURES</i>		
Certificated Salaries	68,816,458	
Classified Salaries	24,488,768	
Employee Benefits	42,399,503	
Books and Supplies	8,283,532	
Services, Other Operating Expenses	14,816,175	
Capitol Outlay	0	
Other Outgo	50,000	
Direct Support/Indirect Costs	(456,134)	
Other Uses	743,853	
Transfers Out	4,554,208	
<b>TOTAL EXPENDITURES</b>	<b>163,696,363</b>	
<i>Net Incr(Decr) in Fund Balance</i>	<b>571,478</b>	
<b>ENDING FUND BALANCE</b>		<b>8,236,628</b>
<b>Components of Fund Balance:</b>		
Revolving Cash	55,000	
Stores	246,541	
3% Required Reserve	4,910,891	
Restricted Fund Balance	956,013	
Unappropriated Fund Balance	2,068,184	
<b>Ending Fund Balance</b>		<b>8,236,628</b>

Pajaro Valley Unified School District  
GENERAL FUND SUMMARY  
FISCAL YEAR 2009-2010

09-10 at July Adopt

Includes 4.25% Cola with 17.967% Deficit  
on General and no COLA on State  
Categorical with a 4.48% Deficit, 5% HW  
Increase, Step and Column, adjusted ADA  
for Ceiba Prep Acad

	General Unrestr	Lottery	TOTAL UNRESTRICTED	Transportation	Special Ed	Special Proj.	Restricted Maintenance	Community Day School	Lottery Restricted	TOTAL REST	Total General
<b>INCOME</b>		1100		7230/7240	6500/6510		8150	2430	6300		
Revenue Limit	85,107,461	0	85,107,461	0	3,184,029	0	0	260,011		3,444,040	88,551,501
Federal Sources	0		0		0					21,894,387	21,894,387
Other State Revenues	18,422,578	1,990,869	20,413,447	3,217,452	11,763,157	12,640,178			209,087	27,829,874	48,243,321
Other Local Revenues	498,119	0	498,119	85,000		964,821				1,049,821	1,547,940
<b>TOTAL REVENUES</b>	104,028,158	1,990,869	106,019,027	3,302,452	14,947,186	35,499,386	0	260,011	209,087	54,218,122	160,237,149
<b>EXPENDITURES</b>											
Certificated Salaries	47,929,311	256,458	48,185,769		8,879,128	11,466,800		284,761		20,630,689	68,816,458
Classified Salaries	9,515,934	88,829	9,604,763	3,038,558	3,883,764	6,357,617	1,542,821	61,445		14,884,005	24,488,768
Employee Benefits	23,969,266	116,058	24,085,324	2,441,587	7,147,038	7,512,486	1,072,729	140,339		18,314,179	42,399,503
Books and Supplies	562,234	337,179	899,413	845,183	198,828	5,604,335	504,500	22,186	209,087	7,384,119	8,283,532
Services, Other Operating Expenses	7,110,837	789,845	7,900,682	(57,566)	3,014,638	3,039,162	827,818	91,441	0	6,915,493	14,816,175
Capitol Outlay	0		0							0	0
Other Outgo	50,000		50,000							0	50,000
Direct Support/Indirect Costs	(2,489,289)		(2,489,289)		837,827	1,033,456	161,872			2,033,155	(456,134)
Other Uses	472,087		472,087	90,058			181,708			271,766	743,853
<b>TOTAL EXPENDITURES</b>	87,120,380	1,588,369	88,708,749	6,357,820	23,961,223	35,013,856	4,291,248	600,172	209,087	70,433,406	159,142,155
<b>INTERFUND TRANSFERS</b>											
Transfers In	1,744,014		1,744,014	0	2,050,000	0	0	236,678	0	2,286,678	4,030,692
Transfers Out	(3,127,541)	0	(3,127,541)	0	0	(1,426,667)	0	0	0	(1,426,667)	(4,554,208)
Other Financing Sources	0	0	0	0	0	0	0	0	0	0	0
Flexibility Transfers			0							0	0
Contributions	(14,414,136)	0	(14,414,136)	3,055,368	6,964,037		4,291,248	103,483		14,414,136	0
<b>TOTAL TRANSFERS</b>	(15,797,663)	0	(15,797,663)	3,055,368	9,014,037	(1,426,667)	4,291,248	340,161	0	15,274,147	(523,516)
<b>Net Incr/Decr in Fund Balance</b>	1,110,115	402,500	1,512,615	0	0	(941,137)	0	0	0	(941,137)	571,478
<b>FUND BALANCE</b>											
<b>Beginning Fund Balance</b>	6,957,008	438,225	7,395,233	0	0	(411,452)	(0)	(0)	681,370	269,918	7,665,150
Components of Fund Balance:											
Audit Adjustment			0							0	0
Revolving Cash	55,000	0	55,000	0	0	0	0	0	0	0	55,000
Stores	246,541	0	246,541	0	0	0	0	0	0	0	246,541
3% Required Reserve	4,910,891	0	4,910,891	0	0	0	0	0	0	0	4,910,891
Reserved for COPS Repayment	0	0	0	0	0	0	0	0	0	0	0
Cash w/Fiscal Agent	1,627,232	0	1,627,232	0	0	(1,352,589)	(0)	0	0	(671,219)	956,013
Restricted Fund Balance	1,227,459	840,725	2,068,184	0	0	0	0	0	681,370	(671,219)	2,068,184
<b>Unappropriated Fund Balance</b>	8,067,123	840,725	8,907,848	0	0	(1,352,589)	0	0	0	(671,219)	8,236,628
<b>Ending Fund Balance</b>											



Pajaro Valley Unified School District GENERAL FUND SUMMARY FISCAL YEAR 2009-2010 09-10 at July Adopt											
Includes 4.25% Cola with 17.967% Deficit on General and no COLA on State Categorical with a 4.46% Deficit. 5% HW increase. Step and Column, adjusted ADA for Ceiba Prep Acad											
Charter School	Adult Education	Child Dev	Food Serv	Def Maint	General Oblig Bond	Capitol Fac	State Sch Bldg	Tax Override	Self Ins	Retiree Benefit	Trust Scholarship
09	11	12	13	14	21	25	35	53	67	71	73
INCOME											
Revenue Limit	7,527,780										
Federal Sources	0	208,842	5,633,489	5,489,989							
Other State Revenues	1,832,739	37,593	3,635,890	439,255	710,000						
Other Local Revenues	41,000	152,000	1,222,000	80,000	51,400	574,745	5,500	0	36,226,172	3,348,230	35,000
TOTAL REVENUES	9,401,519	398,435	9,419,603	7,151,244	790,000	574,745	5,500	0	36,226,172	3,348,230	35,000
EXPENDITURES											
Certificated Salaries	4,471,092	1,502,651	2,330,618								
Classified Salaries	633,613	398,467	1,537,384	1,865,611					158,108		
Employee Benefits	1,962,014	676,918	2,427,560	2,042,757					79,237		
Books and Supplies	227,555	85,167	611,681	3,129,495							
Services, Other Operating Expenses	2,099,184	196,538	2,194,181	(31,339)	5,739,725	423,368			35,938,827	3,226,292	35,000
Capitol Outlay					4,396,001	570,398	533,263				
Other Outgo		95,882	319,643	40,609							
Direct Support/Indirect Costs											
Other Uses	14,323	123,696									
TOTAL EXPENDITURES	9,407,781	3,079,319	9,421,067	7,047,133	5,739,725	993,766	533,263	0	36,176,172	3,226,292	35,000
INTERFUND TRANSFERS											
Transfers In	209,979	2,680,884	0								
Transfers Out	0	0	0	0	0	0	0		(50,000)	0	0
Other Financing Sources	0	0	0	0	0	0	0	0	0	0	0
Flexibility Transfers											
Contributions		0	0	0	0	0	0	0	0	0	0
TOTAL TRANSFERS	209,979	2,680,884	0	0	0	0	0	0	(50,000)	0	0
Net Incr(Decr) in Fund Balance											
	203,717	0	(1,464)	104,111	(4,949,725)	(419,021)	(527,763)	0	0	121,938	0
FUND BALANCE											
Beginning Fund Balance	1,791,504	481,022	325,153	260,844	4,949,725	501,676	527,763	31,045	8,134,548	2,627,885	1,905,319
Components of Fund Balance:											
Audit Adjustment											
Revolving Cash	0	0	0	0	0	0	0	0	0	0	0
Stores	0	0	0	210,333	0	0	0	0	0	0	0
3% Required Reserve	0	0	0	0	0	0	0	0	0	0	0
Reserved for COPS Repayment	0	0	0	0	0	0	0	0	0	0	0
Cash w/Fiscal Agent	0	0	0	0	0	0	0	0	0	0	0
Restricted Fund Balance	0	0	0	0	0	0	0	0	0	1,900,000	0
Unappropriated Fund Balance	1,995,221	481,022	323,689	154,622	0	82,655	(0)	31,045	8,134,548	849,823	1,905,319
Ending Fund Balance	1,995,221	481,022	323,689	364,955	0	87,709	(0)	31,045	8,134,548	2,749,823	1,905,319

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**  
**2010-2011 PROPOSED BUDGET ASSUMPTIONS**  
**July 1, 2009**

<b>REVENUES</b>
-----------------

1. Revenue Limit Sources

Base Revenue Limit

The base Revenue Limit is based on the 09/10 rates plus a 0.90% COLA with a deficit factor of 17.967% netting a decrease in funding per the School Services Dartboard. The base Revenue Limit amount per ADA is \$6431 or \$57 per student higher then 09/10, but with the deficit factor, the amount per ADA will net approximately \$5,276.

Average Daily Attendance (ADA)

The Average Daily Attendance used to develop the districts budget is the P2 ADA for 2008/2009 which for district is 16,887. We are budgeting ADA at 09/10 level less 100 students anticipated loss to Ceiba College Preparatory Academy.

2. Federal Sources:

Federal revenues have been maintained at the 2009/2010 level.

3. Other State Revenues:

State revenues:

Unrestricted: Revenues in this category are Lottery and K-3 Class Size Reduction.

Lottery has been adjusted to the proposed amount per the SS Dartboard, \$109.50/ADA, K-3 CSR has been adjusted by 0.90% COLA.

Restricted: Revenues in this category include state grants and entitlements including Special Education, Transportation, and Restricted Lottery. COLA was applied at 0.90% to ongoing grants, Transportation and Special Education. Restricted Lottery was budgeted per the SS Dartboard at \$11.50/ADA.

<b>REVENUES CONTINUED</b>
---------------------------

4. Other Local Sources:

For Pajaro Valley Unified Local revenues include donations as well as interest earned and locally funded grants (ie: Video Partnership and the COE New Teacher Project) Changes to Local Sources are made as information becomes available.

5. Contribution:

Contributions to restricted programs are recorded in Special Education, Transportation, Restricted Maintenance (due to the State Budget Crisis, district is not required to budget the 3% of the total General Fund. We have budgeted the amount needed to cover anticipated 10/11 expenditures.).

## EXPENDITURES

1. Certificated Salaries:

Certificated salaries reflect step increases. Additional salary adjustments will be made over the next few months due to filling vacancies and unit changes.

2. Classified Salaries:

Classified salaries include step increases and will be adjusted in the future due to filling vacancies.

3. Benefits:

2008-2009

STRS 8.25%

PERS

Employer 9.428%

Employee 7.00%

PERS Reduction 3.592%

OASDI 6.200%

Medicare 1.450%

Unemployment Ins. .003%

Workers Compensation 2.18%

Long Term Disability 1.1%/\$100

Health Insurance has been adjusted by 12%

4. Supplies, Services and Other Expenses

Supplies and Services are budgeted at the level sites and departments anticipate to expend the funds.

5. Capital Outlay

Capital Outlay is budget at the level sites and departments anticipate to expend the funds.

6. Other Outgo/Uses

\*Indirects are budgeted at 5.0% the current approved district rate. Deferred Maintenance Match is reinstated in 09/10 with an anticipated cost to the district of \$750,000.

Pajaro Valley Unified School District  
GENERAL FUND SUMMARY  
**FISCAL YEAR 2010-2011**  
**10-11 at 09-10 July Adoption**  
on General and 0.9% COLA on State  
Categorical, 10% HW increase, Step and  
Column

	General Unrestr	Lottery	TOTAL UNRESTRICTED	Transportation	Special Ed	Special Proj	Restricted Maintenance	Community Day School	Lottery Restricted	TOTAL REST	Total General
<b>INCOME</b>		1100	7230/7240	6500/6510			8150	2430	6300		
Revenue Limit	84,366,964	0	84,366,964	0	3,207,536	0	0	261,931		3,469,467	87,836,431
Federal Sources	0		0		0	21,894,387				21,894,387	21,894,387
Other State Revenues	18,489,319	1,985,394	20,474,713	3,246,409	11,869,025	12,753,940		0	207,651	28,077,025	48,551,738
Other Local Revenues	498,119	0	498,119	85,000	0	964,821				1,049,821	1,547,940
<b>TOTAL REVENUES</b>	103,354,402	1,985,394	105,339,796	3,331,409	15,076,561	35,613,148	0	261,931	207,651	54,490,700	159,830,496
<b>EXPENDITURES</b>											
Certificated Salaries	48,659,142	261,910	48,921,052		9,000,492	11,626,265		293,230		20,919,987	69,841,039
Classified Salaries	9,597,168	88,829	9,685,997	3,077,871	3,960,491	6,420,207	1,562,213	61,724		15,082,506	24,768,503
Employee Benefits	25,309,575	120,727	25,430,302	2,596,167	7,577,180	7,899,185	1,126,870	148,137		19,347,539	44,777,841
Books and Supplies	1,639,066	331,704	1,970,770	845,183	199,630	5,679,361	504,500	22,186	207,651	7,458,511	9,429,281
Services, Other Operating Expenses	7,110,837	789,845	7,900,682	(57,566)	3,014,638	3,039,162	827,818	91,441		6,915,493	14,816,175
Capital Outlay	0	0	0		0	0	0	0	0	0	0
Other Outgo	50,000		50,000							0	50,000
Direct Support/Indirect Costs	(2,530,619)		(2,530,619)		837,858		161,872			2,036,127	(494,492)
Other Uses	327,937		327,937	90,058		1,036,397	181,708			271,766	599,703
<b>TOTAL EXPENDITURES</b>	90,163,106	1,593,015	91,756,121	6,551,713	24,590,289	35,700,577	4,364,981	616,718	207,651	72,031,929	163,788,050
<b>INTERFUND TRANSFERS</b>											
Transfers In	1,476,667		1,476,667	0	0	0	0	238,808	0	238,808	1,715,475
Transfers Out	(3,254,959)	0	(3,254,959)	0	0	(1,426,667)	0	0	0	(1,426,667)	(4,681,626)
Other Financing Sources	0	0	0	0	0	0	0	0	0	0	0
Contributions	(17,214,992)	0	(17,214,992)	3,220,304	9,513,728	0	4,364,981	115,979		17,214,992	0
<b>TOTAL TRANSFERS</b>	(18,993,284)	0	(18,993,284)	3,220,304	9,513,728	(1,426,667)	4,364,981	354,787	0	16,027,133	(2,966,151)
<b>Net Incr(Decr) in Fund Balance</b>	(5,801,988)	392,379	(5,409,609)	0	0	(1,514,096)	0	0	0	(1,514,096)	(6,923,705)
<b>FUND BALANCE</b>											
<b>Beginning Fund Balance</b>	<b>8,067,123</b>	<b>840,725</b>	<b>8,907,848</b>	<b>0</b>	<b>0</b>	<b>(1,352,589)</b>	<b>(0)</b>	<b>(0)</b>	<b>681,370</b>	<b>(671,219)</b>	<b>8,236,628</b>
Components of Fund Balance:											
Audit Adjustment											
Revolving Cash	55,000	0	55,000	0	0	0	0	0	0	0	0
Stores	246,541	0	246,541	0	0	0	0	0	0	0	55,000
3% Required Reserve	5,054,080	0	5,054,080	0	0	0	0	0	0	0	246,541
Reserved for COPS Repayment	0	0	0	0	0	0	0	0	0	0	5,054,090
Cash w/Fiscal Agent	0	0	0	0	0	0	0	0	0	0	0
Restricted Fund Balance	1,627,232	0	1,627,232	0	0	0	0	0	0	0	0
<b>Unappropriated Fund Balance</b>	<b>(4,717,729)</b>	<b>1,233,104</b>	<b>(3,484,625)</b>	<b>0</b>	<b>0</b>	<b>(2,866,685)</b>	<b>(0)</b>	<b>0</b>	<b>681,370</b>	<b>(2,185,315)</b>	<b>(558,083)</b>
<b>Ending Fund Balance</b>	<b>2,265,135</b>	<b>1,233,104</b>	<b>3,498,239</b>	<b>0</b>	<b>0</b>	<b>(2,866,685)</b>	<b>(0)</b>	<b>(0)</b>	<b>681,370</b>	<b>(2,185,315)</b>	<b>1,312,923</b>

Pajaro Valley Unified School District  
GENERAL FUND SUMMARY  
**FISCAL YEAR 2010-2011**  
**10-11 at 09-10 July Adoption**  
on General and 0.9% COLA on State  
Categorical, 10% HW increase, Step and  
Column

Charter School	Adult Education	Child Dev	Food Serv	Def Maint	General Oblig Bond	Capitol Fac	State Sch Bldg	Tax Override	Self Ins	Retiree Benefit	Trust Scholarship
09	11	12	13	14	21	25	35	53	67	71	73
Revenue Limit	7,527,780										
Federal Sources	208,842	5,633,489	5,493,942								
Other State Revenues	37,931	3,668,613	488,665	710,000							
Other Local Revenues	41,000	150,224	1,222,000	80,000		574,745		0	38,410,517	3,659,747	35,000
<b>TOTAL REVENUES</b>	9,401,519	9,452,326	7,204,607	790,000	0	574,745	0	0	38,410,517	3,659,747	35,000
<b>EXPENDITURES</b>											
Certificated Salaries	4,546,311	1,505,294	2,353,585								
Classified Salaries	637,902	403,720	1,551,563	1,883,622					160,656		
Employee Benefits	2,078,131	694,220	2,512,754	2,188,583					82,720		
Books and Supplies	152,555	85,167	611,681	3,123,132							
Services, Other Operating Expenses	1,965,088	196,538	2,064,742	(31,339)	790,000	423,368			38,117,141	3,537,809	35,000
Capitol Outlay						234,032					
Other Outgo					87,709						
Direct Support/Indirect Costs	95,882	358,001	40,609								
Other Uses	14,323	123,696									
<b>TOTAL EXPENDITURES</b>	9,394,310	3,104,517	9,452,326	7,204,607	87,709	657,400	0	0	38,360,517	3,537,809	35,000
<b>INTERFUND TRANSFERS</b>											
Transfers In	209,979	2,806,172	0	0	0	0	0	0	(50,000)	0	0
Transfers Out	0	0	0	0	0	0	0	0	0	0	0
Other Financing Sources	0	0	0	0	0	0	0	0	0	0	0
Contributions	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL TRANSFERS</b>	209,979	2,806,172	0	0	0	0	0	0	(50,000)	0	0
<b>Net Incr(Decr) in Fund Balance</b>	217,188	100,428	0	0	(87,709)	(82,655)	0	0	0	121,938	0
<b>FUND BALANCE</b>											
<b>Beginning Fund Balance</b>	1,995,221	481,022	323,689	364,955	0	82,655	(0)	31,045	8,134,548	2,749,823	1,905,319
Components of Fund Balance:											
Audit Adjustment	0	0	0	0	0	0	0	0	0	0	0
Revolving Cash	0	0	0	0	0	0	0	0	0	0	0
Stores	0	0	0	210,333	0	0	0	0	0	0	0
3% Required Reserve	0	0	0	0	0	0	0	0	0	0	0
Reserved for COPS Repayment	0	0	0	0	0	0	0	0	0	0	0
Cash w/Fiscal Agent	0	0	0	0	0	0	0	0	0	1,900,000	0
Restricted Fund Balance	0	0	0	0	0	0	0	0	0	0	0
<b>Unappropriated Fund Balance</b>	2,212,409	581,450	323,689	154,622	0	0	(0)	31,045	8,134,548	971,761	1,905,319
<b>Ending Fund Balance</b>	2,212,409	581,450	323,689	364,955	0	0	(0)	31,045	8,134,548	2,871,761	1,905,319

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**  
**2011-2012 PROPOSED BUDGET ASSUMPTIONS**  
**July 1, 2009**

<b>REVENUES</b>
-----------------

1. Revenue Limit Sources

Base Revenue Limit

The base Revenue Limit is based on the 10/11 rates plus a 2.40% COLA with a deficit factor of 17.967% netting a decrease in funding per the School Services Dartboard. The base Revenue Limit amount per ADA is \$6,586 or \$155 per student higher than 10/11, but with the deficit factor, the amount per ADA will net approximately \$5,403.

Average Daily Attendance (ADA)

The Average Daily Attendance used to develop the districts budget is the P2 ADA for 2008/2009 which for district is 16,887. We are budgeting ADA at 10/11 level with no anticipated student loss to Ceiba College Preparatory Academy.

2. Federal Sources:

Federal revenues have been maintained at the 2010/2011 level.

3. Other State Revenues:

State revenues:

Unrestricted: Revenues in this category are Lottery and K-3 Class Size Reduction.

Lottery has been adjusted to the proposed amount per the SS Dartboard, \$109.50/ADA, K-3 CSR has been adjusted by 2.40% COLA.

Restricted: Revenues in this category include state grants and entitlements including Special Education, Transportation, and Restricted Lottery. COLA was applied at 2.40% to ongoing grants, Transportation and Special Education. Restricted Lottery was budgeted per the SS Dartboard at \$11.50/ADA.

## REVENUES CONTINUED

### 4. Other Local Sources:

For Pajaro Valley Unified Local revenues include donations as well as interest earned and locally funded grants (ie: Video Partnership and the COE New Teacher Project) Changes to Local Sources are made as information becomes available.

### 5. Contribution:

Contributions to restricted programs are recorded in Special Education, Transportation, Restricted Maintenance (due to the State Budget Crisis, district is not required to budget the 3% of the total General Fund. We have budgeted the amount needed to cover anticipated 11/12 expenditures.).



## EXPENDITURES

1. Certificated Salaries:

Certificated salaries reflect step increases. Additional salary adjustments will be made over the next few months due to filling vacancies and unit changes.

2. Classified Salaries:

Classified salaries include step increases and will be adjusted in the future due to filling vacancies.

3. Benefits:

2008-2009

STRS 8.25%

PERS

Employer 9.428%

Employee 7.00%

PERS Reduction 3.592%

OASDI 6.200%

Medicare 1.450%

Unemployment Ins. .003%

Workers Compensation 2.18%

Long Term Disability 1.1%/\$100

Health Insurance has been adjusted by 12%

4. Supplies, Services and Other Expenses

Supplies and Services are budgeted at the level sites and departments anticipate to expend the funds.

5. Capital Outlay

Capital Outlay is budget at the level sites and departments anticipate to expend the funds.

6. Other Outgo/Uses

\*Indirects are budgeted at 5.0% the current approved district rate. Deferred Maintenance Match is reinstated in 09/10 with an anticipated cost to the district of \$750,000.

Pajaro Valley Unified School District  
GENERAL FUND SUMMARY  
FISCAL YEAR 2011-2012  
11-12 at 09-10 July Adoption

Includes 2.4% Cola with 17.967% Deficit  
on General and 2.4% COLA on State  
Categorical, 10% HW Increase, Step and  
Column

	General Unrestr	Lottery	TOTAL UNRESTRICTED	Transportation	Special Ed	Special Proj.	Restricted Maintenance	Community Day School	Lottery Restricted	TOTAL REST	Total General
		1100		7230/7240	6500/6510		8150	2430	6300		
<b>INCOME</b>											
Revenue Limit	86,610,568	0	86,610,568	0	3,270,612	0	0	267,087	0	3,537,699	90,148,267
Federal Sources			0		0	21,894,387				21,894,387	21,894,387
Other State Revenues	18,584,520	1,985,394	20,569,914	3,324,323	12,156,156	12,961,852		0	207,651	28,649,982	49,219,896
Other Local Revenues	498,119	0	498,119	85,000	0	984,821				1,049,821	1,547,940
<b>TOTAL REVENUES</b>	105,693,207	1,985,394	107,678,601	3,409,323	15,426,768	35,821,060	0	267,087	207,651	55,131,889	162,810,490
<b>EXPENDITURES</b>											
Certificated Salaries	49,737,792	268,752	50,006,544		9,167,126	11,809,023		302,891		21,279,040	71,285,584
Classified Salaries	9,667,724	88,829	9,756,553	3,104,268	4,029,541	6,468,824	1,582,454	61,902		15,246,989	25,003,542
Employee Benefits	26,882,606	126,022	27,008,628	2,760,578	8,051,337	8,320,043	1,186,069	156,778		20,474,805	47,483,433
Books and Supplies	1,810,066	331,704	2,141,770	845,183	201,764	5,879,123	504,500	22,186	207,651	7,660,407	9,802,177
Services, Other Operating Expenses	6,594,287	789,845	7,384,132	(57,566)	3,014,638	3,039,162	827,818	91,441	0	6,915,493	14,299,625
Capitol Outlay	0	0	0			0	0	0	0	0	0
Other Outgo	50,000		50,000			0				0	50,000
Direct Support/Indirect Costs	(2,570,072)		(2,570,072)		849,113	1,064,595	161,872			2,075,580	(494,492)
Other Uses	213,317		213,317	90,058						90,058	303,375
<b>TOTAL EXPENDITURES</b>	92,385,720	1,605,152	93,990,872	6,742,521	25,313,519	36,580,770	4,262,713	635,198	207,651	73,742,372	167,733,244
<b>INTERFUND TRANSFERS</b>											
Transfers In	50,000		50,000	0	0	0	0	244,539	0	244,539	294,539
Transfers Out	(3,328,038)	0	(3,328,038)	0	0	(1,426,667)		0	0	(1,426,667)	(4,754,705)
Other Financing Sources	0	0	0	0	0	0		0	0	0	0
Contributions	(17,551,073)	0	(17,551,073)	3,333,198	9,832,812		4,262,713	122,350		17,551,073	0
<b>TOTAL TRANSFERS</b>	(20,829,111)	0	(20,829,111)	3,333,198	9,832,812	(1,426,667)	4,262,713	366,889	0	16,368,945	(4,460,166)
<b>Net Incr(Decr) in Fund Balance</b>	(7,521,624)	380,242	(7,141,382)	(0)	(53,939)	(2,186,377)	0	(1,222)	0	(2,241,538)	(9,382,920)
<b>FUND BALANCE</b>											
<b>Beginning Fund Balance</b>	2,265,135	1,233,104	3,498,239	0	0	(2,866,685)	(0)	(0)	681,370	(2,185,315)	1,312,923
Components of Fund Balance:											
Audit Adjustment			0							0	0
Revolving Cash	55,000	0	55,000	0	0	0	0	0	0	0	55,000
Stores	246,541	0	246,541	0	0	0	0	0	0	0	246,541
3% Required Reserve	5,174,638	0	5,174,638	0	0	0	0	0	0	0	5,174,638
Reserved for COPS Repayment	0	0	0	0	0	0	0	0	0	0	0
Cash w/Fiscal Agent	1,627,232	0	1,627,232	0	(53,939)	(5,053,062)	(0)	0	0	(4,426,853)	(2,799,621)
Restricted Fund Balance	(12,359,901)	1,613,346	(10,746,555)	0	0	0	0	0	681,370	(10,746,555)	(10,746,555)
<b>Unappropriated Fund Balance</b>	(5,256,489)	1,613,346	(3,643,143)	(0)	(53,939)	(5,053,062)	(0)	(1,222)	681,370	(4,426,853)	(8,069,997)
<b>Ending Fund Balance</b>											

Pajaro Valley Unified School District  
GENERAL FUND SUMMARY  
FISCAL YEAR 2011-2012  
11-12 at 09-10 July Adoption

Includes 2.4% Cola with 17.967% Deficit  
on General and 2.4% COLA on State  
Categorical, 10% HW Increase, Step and  
Column

	Charter School	Adult Education	Child Dev	Food Serv	Def Maint	General Oblig Bond	Capitol Fac	State Sch Bldg	Tax Override	Self Ins	Retiree Benefit	Trust Scholarship
<b>INCOME</b>	09	11	12	13	14	21	25	35	53	67	71	73
Revenue Limit	7,527,780											
Federal Sources	0	208,842	5,633,489	5,625,797								
Other State Revenues	1,832,739	37,931	3,668,613	500,393	710,000							
Other Local Revenues	41,000	152,000	150,224	1,222,000	80,000		574,745	0	0	40,897,309	4,002,633	35,000
<b>TOTAL REVENUES</b>	9,401,519	398,773	9,452,326	7,348,190	790,000	0	574,745	0	0	40,897,309	4,002,633	35,000
<b>EXPENDITURES</b>												
Certificated Salaries	4,634,642	1,508,032	2,373,567									
Classified Salaries	638,822	407,852	1,565,266	1,901,523						163,514		
Employee Benefits	2,206,068	712,756	2,605,267	2,348,473						86,594		
Books and Supplies	152,555	85,167	611,681	3,088,924								
Services, Other Operating Expenses	1,965,088	196,538	1,913,532	(31,339)	790,000		423,368			40,597,201	3,880,695	35,000
Capitol Outlay							151,377					
Other Outgo		95,882	358,001	40,609								
Direct Support/Indirect Costs		14,323	123,696									
Other Uses												
<b>TOTAL EXPENDITURES</b>	9,611,498	3,129,923	9,427,314	7,348,190	790,000	0	574,745	0	0	40,847,309	3,880,695	35,000
<b>INTERFUND TRANSFERS</b>												
Transfers In	209,979	2,873,520	0	0	0							
Transfers Out	0	0	0	0	0					(50,000)	0	0
Other Financing Sources	0	0	0	0	0					0	0	0
Contributions	0	0	0	0	0					0	0	0
<b>TOTAL TRANSFERS</b>	209,979	2,873,520	0	0	0	0	0	0	0	(50,000)	0	0
<b>Net Incr(Decr) in Fund Balance</b>	0	142,370	25,012	0	0	0	0	0	0	0	121,938	0
<b>FUND BALANCE</b>												
<b>Beginning Fund Balance</b>	2,212,409	581,450	323,689	364,955	0	0	0	(0)	31,045	8,134,548	2,871,761	1,905,319
Components of Fund Balance:												
Audit Adjustment	0	0	0	0	0	0	0	0	0	0	0	0
Revolving Cash	0	0	0	0	0	0	0	0	0	0	0	0
Stores	0	0	0	210,333	0	0	0	0	0	0	0	0
3% Required Reserve	0	0	0	0	0	0	0	0	0	0	0	0
Reserved for COPS Repayment	0	0	0	0	0	0	0	0	0	0	0	0
Cash w/Fiscal Agent	0	0	0	0	0	0	0	0	0	0	0	0
Restricted Fund Balance	0	0	0	0	0	0	0	0	0	0	1,900,000	0
<b>Unappropriated Fund Balance</b>	2,212,409	723,820	348,701	154,622	0	0	0	(0)	31,045	8,134,548	1,093,699	1,905,319
<b>Ending Fund Balance</b>	2,212,409	723,820	348,701	364,955	0	0	0	(0)	31,045	8,134,548	2,993,699	1,905,319



## Board Agenda Backup

Item No: 9.1 & 14.2

**Date:** June 24, 2009

**Item:** Resolution: 08-09-45  
Flexible Transfers per Education Code 42605

**Overview:** The 2008-09 California State Budget authorizes school districts to use funding received from the state for Tier 3 Programs for any educational purpose, to the extent permitted by state law. The flexibility to transfer funds from these programs is authorized for five years from the current year through 2012-13 by Education Code 42605.

Administration came to the board in March for authorization in conjunction with the final decisions on the Fiscal Stability plan to sweep funds available for flexibility in order to allow the district to balance its budget.

At that meeting the board agreed to use of the flexibility. Since that time the State has determined they would like to see the approval done with a Public Hearing and Resolution.

This item fulfills the criteria for use of the funds in the 08-09 year through 11-12. Although the board may be asked to approve each subsequent year again as they occur due to the State not having clear guidance at this time.

**Recommendation:** Accept the resolution to approve use of Flexible Transfers per Ed.Code 42605

**Associate**

**Superintendent:** Mary Hart

**Superintendent's Signature:**

Dominic Bat

**Board Resolution**  
**Accepting State Categorical Funds and Implementing Flexibility Authorized**  
**By SBX3 4**

**WHEREAS**, the students in the Pajaro Valley Unified School District deserve the highest quality education; and

**WHEREAS**, the Legislature and Governor already imposed \$11.6 billion in statewide education budget reductions since September 2008, resulting in significant reduction of essential programs and services to students that are integral to their success; and

**WHEREAS**, these statewide budget reductions have resulted in serious cuts in programs and services in the Pajaro Valley Unified School District; and

**WHEREAS** SBX3 4 provided limited fiscal flexibility for the next five fiscal years to allow school districts to utilize funding received from the State Budget Act for "Tier 3" categorical programs for any educational purpose; and

**WHEREAS**, the Governing Board of the Pajaro Valley Unified School District took testimony at a regularly scheduled public hearing from the public, including parents, community members, and representatives from all school personnel including teachers, administrators and classified employees; and

**WHEREAS**, following the public testimony, the Board discussed the flexibility provision, how to prioritize the use of limited resources, and the effect on the specific programs offered by the school district; and

**WHEREAS**, any transfer of funds will be used to ensure that the district's overall goals for student learning will be at the forefront of the use of this flexibility; and

**NOW, THEREFORE, BE IT RESOLVED**, that, following a public hearing in which an opportunity to provide input was offered to a broad array of stakeholders, the Pajaro Valley Unified School District agrees to accept state categorical funds and will utilize the flexibility provided through SBX3 4 during the state's fiscal crisis to transfer funds in Tier 3 categorical programs for use for any educational purpose.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that, in order to provide transparency and accountability, the Superintendent or designee shall establish an accounting procedure that identifies the funding sources affected and the program to which the funding will be transferred to.

Ayes:

Noes:

Abstain:

Absent:

---

President/Governing Board

---

Secretary/Governing Board

## BOARD BACK-UP TO FLEXIBILITY RESOLUTION

Pajaro Valley Unified SCHOOL DISTRICT

### **Background Information:**

The 2008-09 California State Budget authorizes school districts to use funding received from the state for Tier 3 Programs for any educational purpose, to the extent permitted by state law. The flexibility to transfer funds from these programs is authorized for five years from the current year through 2012-13 by Education Code 42605.

### **Rationale:**

The enacted 2008-09 California State Budget reduces funding to education by \$11.6 billion. Education Code 42605 provides school districts the flexibility to transfer funds from Tier 3 Programs to other education programs for any educational purpose as deemed necessary.

The Board has held the required Public Hearing to accept the funds and use the flexibility provisions. The following fund transfers are proposed:

Program Name	SACS Resource Code	Amount of Transfer	Proposed Use
<u>_See Attached_</u>	_____	_____	Any Educational Purpose
_____	_____	_____	Any Educational Purpose
_____	_____	_____	Any Educational Purpose
_____	_____	_____	Any Educational Purpose

**Pajaro Valley Unified School District**  
**Resolution 08-09-45**  
**Flexible Transfers per Education Code 42605**

Program	SACS Resource Code	PVUSD MGMT #	Amount of Transfer	Proposed Use
Cal-SAFE Academic and Supportive Services-6091	6091	4205	99,313.24	Any Educational Purpose
Cal-SAFE Child Care and Development Services-6092	6092	9305/9320	6,246.73	Any Educational Purpose
Physical Education Teacher Incentive Grants-6258	6258	4216	601,410.20	Any Educational Purpose
Teacher Retention and Recruitment	6275		7,974.82	Any Educational Purpose
School Safety & Violence Prevention, Grades 8-12 -6405	6405	4221	8,406.37	Any Educational Purpose
Arts and Music Block Grant-6760	6760	4268	336,175.54	Any Educational Purpose
Arts, Music and PE Equipment Grant -6761	6761		644,333.27	Any Educational Purpose
California High School Exit Exam (CAHSEE) Intensive Instruction and Services-7055	7055**	4207	151,098.84	Any Educational Purpose
California High School Exit Exam (CAHSEE) Supplemental Materials-7056	7056	4208	8,572.68	Any Educational Purpose
Supplemental School Counseling Program-7080	7080	4278	118,125.33	Any Educational Purpose
Instructional Materials Realignment, IMFRP (AB 1781)-7156	7156**	4239/9729	25,714.67	Any Educational Purpose
California Peer Assistance & Review Program for Teachers (PAR)-7271	7271	4271	19,012.54	Any Educational Purpose
Certificated Staff Mentoring Program-7276	7276	4270	124,081.30	Any Educational Purpose
Staff Development: Mathematics and Reading (SB 472)-7294	7294	4279	86,691.86	Any Educational Purpose
Staff Development: Mathematics and Reading EL's (SB 472)-7296	7296		13,750.00	Any Educational Purpose
Pupil Retention Block Grant-7390	7390	4276/4277	61,277.83	Any Educational Purpose
Targeted Instructional Improvement Block Grant -7394	7394	4245	603,292.80	Any Educational Purpose
School and Library Improvement Block Grant-7395	7395	4210/4266	412,530.33	Any Educational Purpose
District Discretionary Block Grant	7396	4202	155,840.81	Any Educational Purpose
Instructional Materials, Library Materials and Education Technology	7398	4236	52,729.69	Any Educational Purpose
			3,536,578.85	

\*\*Unrestricted resource will be available to use but will not be crosswalked. The restricted resources will be operable in 2009-10 in order to spend down fund balances.

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



***Board Agenda Backup***

Item No: 12.3

**Date:** June 27, 2009

**Item:** Approve with Gratitude the Donation of funds equaling \$13,975 to the Bradley Elementary School Library from 98 various community members (see attached list).

**Overview:** This Board acknowledges and recognizes the generosity of community members. Their commitment to education is evident through their contribution.

**Recommendation:** Approve with gratitude this donation.

**Prepared By:** Kathy Arola, Principal

Dorma Baker, Superintendent

**Superintendent's Signature:**

*Dorma Baker*

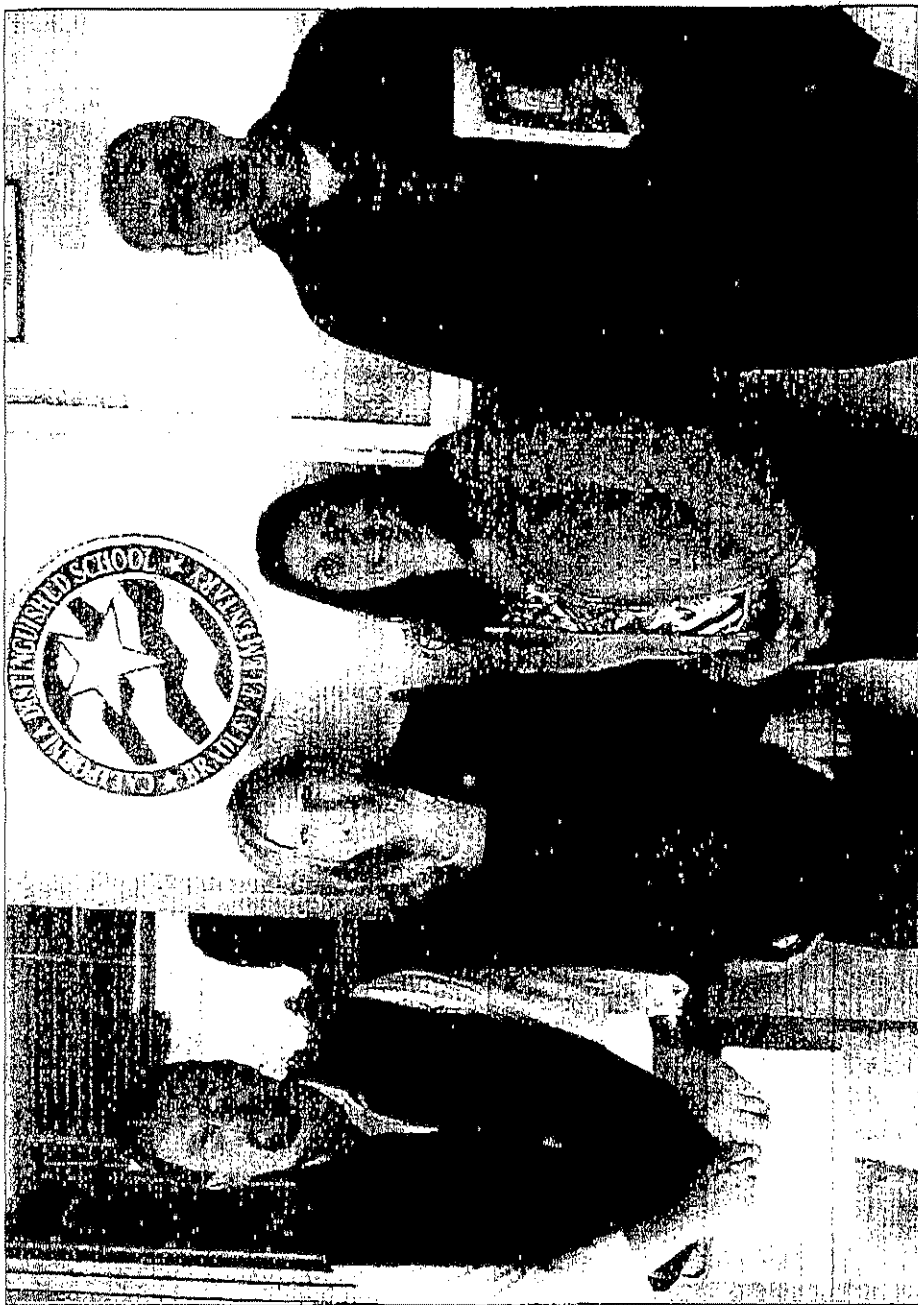


# WHS seeks volunteers for Sober Grad Nite

REGISTER-PAJARONIAN STAFF REPORT  
Watsonville High School's Sober Grad Nite Committee is looking for volunteers to help with various tasks in preparation for the school's Sober Grad Nite event.

The committee needs truck drivers and other volunteers on June 1 from 3-5:30 p.m. to move and unload stored items. On June 2, volunteers are needed from 3-5:30 p.m. to set up booths; and on June 3 at 5 p.m. to decorate the school gym. Volunteers are needed June 4 at 5 p.m. to help sell tickets and decorate, and June 5 at 8:30 a.m. to set up the carnival and finish decorating the gym. Cleanup efforts will take place June 5 from 8-11:30 p.m. and 11 p.m. to 2 a.m. June 6, as well as from 8:30 a.m. to 2 p.m.

This year's Sober Grad Nite theme is "Hot Vegas Nites." The event will be held June 5 from 9 p.m. to 2 a.m., and will include music and dancing, carnival and casino games, food and prizes. Door prizes will be drawn throughout the night, with the grand prize of a Ford Taurus being given away to one of the graduates at the end of the celebration. Many businesses and community organizations have contributed to help



Torino Hernandez/Register-Pajaronian

## Partnership supports reading at Bradley Elementary

Bradley Elementary School Principal Kathy Arola (second from left) is joined by Fred Norton (left) and Roy Stahlhut of Driscoll's Berries and parent volunteer coordinator Andrea Carlos Willy. For the second year in a row, Driscoll's, as part of a community partnership, has made donations to help pay the salary of a reading intervention teacher who supports first- and second-graders who are at risk of falling below grade level in reading. This year, more than 40 students were served by the program, and all of them showed significant progress in reading, which will help prepare them for future success in school, Arola said. "This partnership is of great importance to the Bradley School community, and we are extremely grateful," Arola said. "Young readers benefit each day from Driscoll's support."

Bradley Elementary School would like to thank the following donors who have made contributions to our Library Fund. We would also like to thank Teri De La Torre and our Library League members who have earned \$8,000 in fund-raisers!!

We have collected \$13,975 in total and we are working with the district to open our school library for 2009-2010 school year!

Thank you for supporting the Bradley BEARS!

The Stefanini  
Family  
Mechem Construction  
The Grijalva Family  
A&C Grading  
The Campos Family  
The Viveros Family  
The Koda Family  
The South Family  
Rock Solid  
Engineering  
The Sakae Family  
The Locatelli  
Family  
The Moran Family  
The Rojas Family  
The Lee Family  
The Barnes Family  
The Kessell Family  
The Burgess Family  
The Benedict Family  
The Adelman Family  
The Mc Grath Family  
The Colby Family  
The Allen Family  
The Rider Family  
The Leach Family  
The Mann Family  
The Stone Family  
The Leighton Family  
The Kane Family  
The Fraley Family  
The Michaud Family  
The Hestand Family

The Liddicoat  
Family  
The Conner Family  
The Munger Family  
The Dean Family  
The Woronick Family  
The Schaaf Family  
The Ryan Family  
The Flagg Family  
The Jackson Family  
The Mac Donald  
Family  
The Smith Family  
The Matteson Family  
The Pettinger  
Family  
The Cardno Family  
The Avelar Family  
The Bliss Family  
The Jean & Ed Kelly  
Foundation  
The Oki Family  
W.Webb Wilson, MD.  
The Carter Family  
The Davey Family  
The Hernandez  
Family  
The Chase Family  
The Large Family  
The Johnson Family  
The Smith Family  
The Flowers Family  
The Howland Family  
The Colendich  
Family

The Byers Family  
The Ivanovich  
Family  
The Arola Family  
Salesian School  
The Dove Family  
The Rieger Family  
Burgstrom-Vilhauer  
Rentals  
The Burgstrom  
Family  
Famco LLC  
The Walter Family  
The Schimke Family  
Kent W. Thompson,  
MD.  
The Avis Family  
The Hunt Family  
The Tatum Family  
The Geesey Family  
The Ura Family  
The Camara Family  
The Vansandt Family  
The Gavin Family  
The Garcia Family  
Karen Garcia-Graham  
Lynda Pate  
Thomas Griffin  
Jennifer Marks  
Girl Scout Troop  
#4110  
Bradley School  
Library League

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



***Board Agenda Backup***

Item No: 12.4

**Date:** June 24, 2009

**Item:** Approve with Gratitude the Donation of funds equaling \$7,500 to Bradley Elementary School from Driscoll's to support our Reading Intervention Program.

**Overview:** This Board acknowledges and recognizes the generosity of community members. Their commitment to education is evident through their contribution.

**Recommendation:** Approve with gratitude this donation.

**Prepared By:** Kathy Arola, Principal

**Superintendent's Signature:**

*Dorinda Bol*

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



***Board Agenda Backup***

Item No: 12.5

**Date:** June 24, 2009

**Item:** **Approve with Gratitude Donations to the GED Scholarship Fund for Adult Education.**

**Overview:** The Board acknowledges and recognizes the generosity of community members and businesses. Their commitment to education is evident through their contribution. The following have made donations to the Adult Education GED Scholarship Fund: Tila Guerrero & Mas Mac, Inc. (\$400); John Eiskamp (\$150); Claudia Crosetti & Mehl's Colonial Chapel, Inc. (\$150); Claudia and Loren Grossi (\$100); Diane and Donald Cooley (\$150); Joellen W. Bruce (\$25); Cathy Jo Seitchik Diaz (\$200); Jose and Magdalena Maciel (\$200); John and Jelka Basor (\$100); Susan Olson (\$100); Ann Veronica "AV" Coyle (\$150); and Father Ron Shirley & Resurrection Church (\$150).

**Recommendation:** Approve with gratitude this donation.

**Prepared By:** Dorma Baker, Superintendent

**Superintendent's Signature:**

*Dorma Baker*



# Watsonville/Aptos Adult Education

A Division of the Pajaro Valley Unified School District

## Administration

(831) 786-2160

Dr. Nancy A. Bilicich  
Director

Cynthia Stark  
Assistant Director

Ricardo Téllez  
Assistant Director

## Departments

Adult Basic and  
Secondary Education

Career and Technical  
Education

Citizenship

Community Education

Contract Education

English as a Second  
Language

Health and Safety

Lifelong Learning

Parent Education

## District

Administration  
(831) 786-2100

Dorma Baker  
Superintendent

Mary Hart  
Associate Superintendent

Assistant  
Superintendents

Dr. Albert Roman  
Human Resources

Catherine Hatch  
Central Zone

Yida Noguera  
South Zone

Cathy Stefanki  
North Zone

May 19, 2009

Tila Guerrero, President & CEO  
Mas Mac, Inc.  
DBA McDonald's Restaurants  
Watsonville, CA 95076

Dear Tila:

This letter is to thank you for your generous donation of \$400 towards our GED Scholarship Fund.

The Pajaro Valley Unified School District is a local government agency organized and operated pursuant to the California Government and Education Codes. The Internal Revenue Service does not issue a Section 501(c)(3) letter of exemption to such government organizations since they are defined under Internal Revenue Code Section 115 as automatically tax-exempt organizations under current law.

Charitable contributions to the Pajaro Valley School District are tax-deductible under the provisions of Section 170(c)(1) of the Internal Revenue Code rather than Section 170(c)(2).

The District's EIN is #77-0375541.

On behalf of the staff, the parents, and especially the students of the school, now and in the future, thank you for the support which you are providing. Your generosity is greatly appreciated.

Sincerely,

Dr. Nancy A. Bilicich  
Director



# Watsonville/Aptos Adult Education

A Division of the Pajaro Valley Unified School District

## Administration

(831) 786-2160

Dr. Nancy A. Billich  
Director

Cynthia Stark  
Assistant Director

Ricardo Téllez  
Assistant Director

## Departments

Adult Basic and  
Secondary Education

Career and Technical  
Education

Citizenship

Community Education

Contract Education

English as a Second  
Language

Health and Safety

Lifelong Learning

Parent Education

## District

## Administration

(831) 786-2100

Dorma Baker  
Superintendent

Mary Hart  
Associate Superintendent

## Assistant Superintendents

Dr. Albert Roman  
Human Resources

Catherine Hatch  
Central Zone

Yida Noguera  
South Zone

Cathy Stefanki  
North Zone

May 19, 2009

John Eiskamp  
Santa Cruz County Farm Bureau  
141 Monte Vista Avenue  
Watsonville, California 95076

Dear Mr. Eiskamp:

This letter is to thank you for your generous donation of \$150 towards our GED Scholarship Fund.

The Pajaro Valley Unified School District is a local government agency organized and operated pursuant to the California Government and Education Codes. The Internal Revenue Service does not issue a Section 501(c)(3) letter of exemption to such government organizations since they are defined under Internal Revenue Code Section 115 as automatically tax-exempt organizations under current law.

Charitable contributions to the Pajaro Valley School District are tax-deductible under the provisions of Section 170(c)(1) of the Internal Revenue Code rather than Section 170(c)(2).

The District's EIN is #77-0375541.

On behalf of the staff, the parents, and especially the students of the school, now and in the future, thank you for the support which you are providing. Your generosity is greatly appreciated.

Sincerely,

Dr. Nancy A. Billich  
Director



# Watsonville/Aptos Adult Education

A Division of the Pajaro Valley Unified School District

## Administration

(831) 786-2160

Dr. Nancy A. Billich  
Director

Cynthia Stark  
Assistant Director

Ricardo Téllez  
Assistant Director

## Departments

Adult Basic and  
Secondary Education

Career and Technical  
Education

Citizenship

Community Education

Contract Education

English as a Second  
Language

Health and Safety

Lifelong Learning

Parent Education

## District

## Administration

(831) 786-2100

Dorma Baker  
Superintendent

Mary Hart  
Associate Superintendent

## Assistant Superintendents

Dr. Albert Roman  
Human Resources

Catherine Hatch  
Central Zone

Ylida Nogueta  
South Zone

Cathy Stefanki  
North Zone

May 19, 2009

Claudia Crosetti  
Mehl's Colonial Chapel, Inc.  
222 East Lake Avenue  
Watsonville, California 95076

Dear Claudia:

This letter is to thank you for your generous donation of \$150 towards our GED Scholarship Fund.

The Pajaro Valley Unified School District is a local government agency organized and operated pursuant to the California Government and Education Codes. The Internal Revenue Service does not issue a Section 501(c)(3) letter of exemption to such government organizations since they are defined under Internal Revenue Code Section 115 as automatically tax-exempt organizations under current law.

Charitable contributions to the Pajaro Valley School District are tax-deductible under the provisions of Section 170(c)(1) of the Internal Revenue Code rather than Section 170(c)(2).

The District's EIN is #77-0375541.

On behalf of the staff, the parents, and especially the students of the school, now and in the future, thank you for the support which you are providing. Your generosity is greatly appreciated.

Sincerely,

Dr. Nancy A. Billich  
Director



# Watsonville/Aptos Adult Education

A Division of the Pajaro Valley Unified School District

## Administration

(831) 786-2160

Dr. Nancy A. Billich  
Director

Cynthia Stark  
Assistant Director

Ricardo Téllez  
Assistant Director

## Departments

Adult Basic and  
Secondary Education

Career and Technical  
Education

Citizenship

Community Education

Contract Education

English as a Second  
Language

Health and Safety

Lifelong Learning

Parent Education

## District

### Administration

(831) 786-2100

Dorma Baker  
Superintendent

Mary Hart  
Associate Superintendent

## Assistant Superintendents

Dr. Albert Roman  
Human Resources

Catherine Hatch  
Central Zone

Yida Noguera  
South Zone

Cathy Stefanki  
North Zone

May 19, 2009

Claudia and Loren Grossi  
2473 Rifle Range Drive  
Watsonville, California 95076

Dear Claudia and Loren:

This letter is to thank you for your generous donation of \$100.00 towards our GED Scholarship Fund.

The Pajaro Valley Unified School District is a local government agency organized and operated pursuant to the California Government and Education Codes. The Internal Revenue Service does not issue a Section 501(c)(3) letter of exemption to such government organizations since they are defined under Internal Revenue Code Section 115 as automatically tax-exempt organizations under current law.

Charitable contributions to the Pajaro Valley School District are tax-deductible under the provisions of Section 170(c)(1) of the Internal Revenue Code rather than Section 170(c)(2).

The District's EIN is #77-0375541.

On behalf of the staff, the parents, and especially the students of the school, now and in the future, thank you for the support which you are providing. Your generosity is greatly appreciated.

Sincerely,

Dr. Nancy A. Billich  
Director





# Watsonville/Aptos Adult Education

A Division of the Pajaro Valley Unified School District

**Administration**  
(831) 786-2160

Dr. Nancy A. Billich  
Director

Cynthia Stark  
Assistant Director

Ricardo Téllez  
Assistant Director

**Departments**

Adult Basic and  
Secondary Education

Career and Technical  
Education

Citizenship

Community Education

Contract Education

English as a Second  
Language

Health and Safety

Lifelong Learning

Parent Education

District  
**Administration**  
(831) 786-2100

Dorma Baker  
Superintendent

Mary Hart  
Associate Superintendent

Assistant  
**Superintendents**

Dr. Albert Roman  
Human Resources

Catherine Hatch  
Central Zone

Yida Noguera  
South Zone

Cathy Stefanki  
North Zone

May 19, 2009

Diane and Donald Cooley  
140 Peckham Road  
Watsonville, California 95076

Dear Diane and Donald:

This letter is to thank you for your generous donation of \$150.00 towards our GED Scholarship Fund.

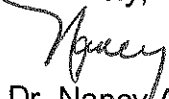
The Pajaro Valley Unified School District is a local government agency organized and operated pursuant to the California Government and Education Codes. The Internal Revenue Service does not issue a Section 501(c)(3) letter of exemption to such government organizations since they are defined under Internal Revenue Code Section 115 as automatically tax-exempt organizations under current law.

Charitable contributions to the Pajaro Valley School District are tax-deductible under the provisions of Section 170(c)(1) of the Internal Revenue Code rather than Section 170(c)(2).

The District's EIN is #77-0375541.

On behalf of the staff, the parents, and especially the students of the school, now and in the future, thank you for the support which you are providing. Your generosity is greatly appreciated.

Sincerely,

  
Dr. Nancy A. Billich  
Director



# Watsonville/Aptos Adult Education

A Division of the Pajaro Valley Unified School District

**Administration**  
(831) 786-2160

Dr. Nancy A. Billich  
Director

Cynthia Stark  
Assistant Director

Ricardo Téllez  
Assistant Director

**Departments**

Adult Basic and  
Secondary Education

Career and Technical  
Education

Citizenship

Community Education

Contract Education

English as a Second  
Language

Health and Safety

Lifelong Learning

Parent Education

District  
**Administration**  
(831) 786-2100

Dorma Baker  
Superintendent

Mary Hart  
Associate Superintendent

Assistant  
**Superintendents**

Dr. Albert Roman  
Human Resources

Catherine Hatch  
Central Zone

Yida Nogueda  
South Zone

Cathy Stefanki  
North Zone

May 19, 2009

Joellen W. Bruce  
14 Mesa Way  
Watsonville, California 95076

Dear Joellen:

This letter is to thank you for your donation of \$25.00 towards the High School and GED Scholarship Fund.

The Pajaro Valley Unified School District is a local government agency organized and operated pursuant to the California Government and Education Codes. The Internal Revenue Service does not issue a Section 501(c)(3) letter of exemption to such government organizations since they are defined under Internal Revenue Code Section 115 as automatically tax-exempt organizations under current law.

Charitable contributions to the Pajaro Valley School District are tax-deductible under the provisions of Section 170(c)(1) of the Internal Revenue Code rather than Section 170(c)(2).

The District's EIN is #77-0375541.

On behalf of the staff, the parents, and especially the students of the school, now and in the future, thank you for the support which you are providing. Your generosity is greatly appreciated.

Sincerely,

Dr. Nancy A. Billich  
Director



# Watsonville/Aptos Adult Education

A Division of the Pajaro Valley Unified School District

**Administration**  
(831) 786-2160

Dr. Nancy A. Bilicich  
Director

Cynthia Stark  
Assistant Director

Ricardo Téllez  
Assistant Director

**Departments**

Adult Basic and  
Secondary Education

Career and Technical  
Education

Citizenship

Community Education

Contract Education

English as a Second  
Language

Health and Safety

Lifelong Learning

Parent Education

District  
**Administration**  
(831) 786-2100

Dorma Baker  
Superintendent

Mary Hart  
Associate Superintendent

**Assistant  
Superintendents**

Dr. Albert Roman  
Human Resources

Catherine Hatch  
Central Zone

Ylida Noguera  
South Zone

Cathy Stefanki  
North Zone

June 11, 2009

Cathy Jo Seitchik Diaz  
4462 Merlin Way  
Soquel, California 95073

Dear Cathy Jo:

This letter is to thank you for your generous donation of \$200 towards our GED Scholarship Fund.


The Pajaro Valley Unified School District is a local government agency organized and operated pursuant to the California Government and Education Codes. The Internal Revenue Service does not issue a Section 501(c)(3) letter of exemption to such government organizations since they are defined under Internal Revenue Code Section 115 as automatically tax-exempt organizations under current law.

Charitable contributions to the Pajaro Valley School District are tax-deductible under the provisions of Section 170(c)(1) of the Internal Revenue Code rather than Section 170(c)(2).

The District's EIN is #77-0375541.

On behalf of the staff, the parents, and especially the students of the school, now and in the future, thank you for the support which you are providing. Your generosity is greatly appreciated.

Sincerely,

  
Dr. Nancy A. Bilicich  
Director



# Watsonville/Aptos Adult Education

A Division of the Pajaro Valley Unified School District

**Administration**  
(831) 786-2160

Dr. Nancy A. Billich  
Director

Cynthia Stark  
Assistant Director

Ricardo Téllez  
Assistant Director

**Departments**

Adult Basic and  
Secondary Education

Career and Technical  
Education

Citizenship

Community Education

Contract Education

English as a Second  
Language

Health and Safety

Lifelong Learning

Parent Education

District  
**Administration**  
(831) 786-2100

Dorma Baker  
Superintendent

Mary Hart  
Associate Superintendent

Assistant  
**Superintendents**

Dr. Albert Roman  
Human Resources

Catherine Hatch  
Central Zone

Yida Noguera  
South Zone

Cathy Stefanki  
North Zone

June 11, 2009

Jose and Magdalena Maciel  
DBA Jose A Maciel Trucking  
20 Melwood Court  
Watsonville, California 95076

Dear Jose and Magdalena:

This letter is to thank you for your generous donation of \$200 towards our GED Scholarship Fund.

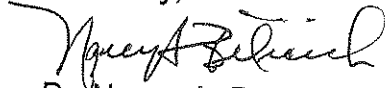
The Pajaro Valley Unified School District is a local government agency organized and operated pursuant to the California Government and Education Codes. The Internal Revenue Service does not issue a Section 501(c)(3) letter of exemption to such government organizations since they are defined under Internal Revenue Code Section 115 as automatically tax-exempt organizations under current law.

Charitable contributions to the Pajaro Valley School District are tax-deductible under the provisions of Section 170(c)(1) of the Internal Revenue Code rather than Section 170(c)(2).

The District's EIN is #77-0375541.

On behalf of the staff, the parents, and especially the students of the school, now and in the future, thank you for the support which you are providing. Your generosity is greatly appreciated.

Sincerely,

  
Dr. Nancy A. Billich  
Director



# Watsonville/Aptos Adult Education

A Division of the Pajaro Valley Unified School District

**Administration**  
(831) 786-2160

Dr. Nancy A. Bilicich  
Director

Cynthia Stark  
Assistant Director

Ricardo Téllez  
Assistant Director

**Departments**

Adult Basic and  
Secondary Education

Career and Technical  
Education

Citizenship

Community Education

Contract Education

English as a Second  
Language

Health and Safety

Lifelong Learning

Parent Education

District  
**Administration**  
(831) 786-2100

Dorma Baker  
Superintendent

Mary Hart  
Associate Superintendent

Assistant  
**Superintendents**

Dr. Albert Roman  
Human Resources

Catherine Hatch  
Central Zone

Yida Noguera  
South Zone

Cathy Stefanki  
North Zone

June 11, 2009

John & Jelka Basor  
Adriatic Travel Agency  
948 East Lake Avenue  
Watsonville, California 95076

Dear John and Jelka:

This letter is to thank you for your generous donation of \$100 towards our GED Scholarship Fund.

The Pajaro Valley Unified School District is a local government agency organized and operated pursuant to the California Government and Education Codes. The Internal Revenue Service does not issue a Section 501(c)(3) letter of exemption to such government organizations since they are defined under Internal Revenue Code Section 115 as automatically tax-exempt organizations under current law.

Charitable contributions to the Pajaro Valley School District are tax-deductible under the provisions of Section 170(c)(1) of the Internal Revenue Code rather than Section 170(c)(2).

The District's EIN is #77-0375541.

On behalf of the staff, the parents, and especially the students of the school, now and in the future, thank you for the support which you are providing. Your generosity is greatly appreciated.

Sincerely,

Dr. Nancy A. Bilicich  
Director



# Watsonville/Aptos Adult Education

A Division of the Pajaro Valley Unified School District

## Administration

(831) 786-2160

Dr. Nancy A. Billich  
Director

Cynthia Stark  
Assistant Director

Ricardo Téllez  
Assistant Director

## Departments

Adult Basic and  
Secondary Education

Career and Technical  
Education

Citizenship

Community Education

Contract Education

English as a Second  
Language

Health and Safety

Lifelong Learning

Parent Education

## District

### Administration

(831) 786-2100

Dorma Baker  
Superintendent

Mary Hart  
Associate Superintendent

## Assistant

### Superintendents

Dr. Albert Roman  
Human Resources

Catherine Hatch  
Central Zone

Ylida Noguera  
South Zone

Cathy Stefanki  
North Zone

June 11, 2009

Susan Olson  
Sisters of Notre Dame  
25 Hawthorne Avenue  
Watsonville, California 95076

Dear Susan:

This letter is to thank you for your generous donation of \$100 towards our GED Scholarship Fund.

The Pajaro Valley Unified School District is a local government agency organized and operated pursuant to the California Government and Education Codes. The Internal Revenue Service does not issue a Section 501(c)(3) letter of exemption to such government organizations since they are defined under Internal Revenue Code Section 115 as automatically tax-exempt organizations under current law.

Charitable contributions to the Pajaro Valley School District are tax-deductible under the provisions of Section 170(c)(1) of the Internal Revenue Code rather than Section 170(c)(2).

The District's EIN is #77-0375541.

On behalf of the staff, the parents, and especially the students of the school, now and in the future, thank you for the support which you are providing. Your generosity is greatly appreciated.

Sincerely,

Dr. Nancy A. Billich  
Director



# Watsonville/Aptos Adult Education

A Division of the Pajaro Valley Unified School District

**Administration**  
(831) 786-2160

Dr. Nancy A. Billich  
Director

Cynthia Stark  
Assistant Director

Ricardo Téllez  
Assistant Director

**Departments**

Adult Basic and  
Secondary Education

Career and Technical  
Education

Citizenship

Community Education

Contract Education

English as a Second  
Language

Health and Safety

Lifelong Learning

Parent Education

**District  
Administration**  
(831) 786-2100

Dorma Baker  
Superintendent

Mary Hart  
Associate Superintendent

**Assistant  
Superintendents**

Dr. Albert Roman  
Human Resources

Catherine Hatch  
Central Zone

Yida Noguera  
South Zone

Cathy Stefanki  
North Zone

June 11, 2009

Ann Veronica Coyle  
25 Hawthorne Avenue  
Watsonville, California 95076

Dear AV:

This letter is to thank you for your generous donation of \$150 towards our Scholarship Fund.


The Pajaro Valley Unified School District is a local government agency organized and operated pursuant to the California Government and Education Codes. The Internal Revenue Service does not issue a Section 501(c)(3) letter of exemption to such government organizations since they are defined under Internal Revenue Code Section 115 as automatically tax-exempt organizations under current law.

Charitable contributions to the Pajaro Valley School District are tax-deductible under the provisions of Section 170(c)(1) of the Internal Revenue Code rather than Section 170(c)(2).

The District's EIN is #77-0375541.

On behalf of the staff, the parents, and especially the students of the school, now and in the future, thank you for the support which you are providing. Your generosity is greatly appreciated.

Sincerely,

  
Dr. Nancy A. Billich  
Director



# Watsonville/Aptos Adult Education

A Division of the Pajaro Valley Unified School District

**Administration**  
(831) 786-2160

Dr. Nancy A. Bilicich  
Director

Cynthia Stark  
Assistant Director

Ricardo Téllez  
Assistant Director

**Departments**

Adult Basic and  
Secondary Education

Career and Technical  
Education

Citizenship

Community Education

Contract Education

English as a Second  
Language

Health and Safety

Lifelong Learning

Parent Education

**District  
Administration**  
(831) 786-2100

Dorma Baker  
Superintendent

Mary Hart  
Associate Superintendent

**Assistant  
Superintendents**

Dr. Albert Roman  
Human Resources

Catherine Hatch  
Central Zone

Ylida Noguera  
South Zone

Cathy Stefanki  
North Zone

May 19, 2009

Father Ron Shirley  
Resurrection Church  
PO Box 87  
Aptos, California 95001

Dear Father Ron:

This letter is to thank you for your generous donation of \$150 towards our Scholarship Fund.

The Pajaro Valley Unified School District is a local government agency organized and operated pursuant to the California Government and Education Codes. The Internal Revenue Service does not issue a Section 501(c)(3) letter of exemption to such government organizations since they are defined under Internal Revenue Code Section 115 as automatically tax-exempt organizations under current law.

Charitable contributions to the Pajaro Valley School District are tax-deductible under the provisions of Section 170(c)(1) of the Internal Revenue Code rather than Section 170(c)(2).

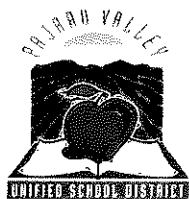
The District's EIN is #77-0375541.

On behalf of the staff, the parents, and especially the students of the school, now and in the future, thank you for the support which you are providing. Your generosity is greatly appreciated.

Sincerely,

Dr. Nancy A. Bilicich  
Director





## Board Agenda Backup

Item No: 12.6

**Date:** June 12, 2009

**Item:** CAHSEE Passage Waiver  
Math (Central Zone 08-09-26)

**Overview:** Per Education Code 60851 (c) the parent/guardian of a student who has taken any section of the exam with one or more modifications and has received the equivalent of a passing score may request that his/her child receive a waiver of the requirement to successfully pass the exam. Upon receipt of such request, the principal shall submit to the Governing Board a request for a waiver.

The attached documentation as required by Education Code demonstrates that the identified special education student has earned "the equivalent of a passing score" (350 or more points) on the exit exam using modifications identified in the student's IEP.

Required documentation includes a) Notification to Parent regarding students eligibility for waiver b) Parent's written request for a waiver c) Documentation of passing score with the use of a modification d) Documentation of the disability which required the modification e) IEP authorizing use of the modification and f) Transcript identifying current academic progress.

**Recommendation:** Approve

**Budget Considerations:** None

**Funding Source:**

**Budgeted:** Yes: ☐ No: ☐

**Amount:** \$

**Prepared By:** Dea Pretzer, Program Director Special Services

**Superintendent's Signature:**

*Dorinda Galt*

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Parent/Guardian Request for Waiver of the High School Exit Examination  
Requirement for Students with Disabilities

Date: 4/6/09

To The Parent/Guardian of: \_\_\_\_\_

Beginning with the 2005-06 school year, all California public school students, including students with disabilities, are required to pass the California High School Exit Examination (CAHSEE) to receive a high school diploma.

This letter is to inform you that your child took one or more subject matter parts of the CAHSEE with a modification prescribed in his/her current individualized education program (IEP

At your written request, The PVUSD Board of Education may waive the requirement to successfully pass one or both subject matter parts of the CAHSEE in order to receive a diploma. You may submit this request by completing the information below and returning this form to the principal of your child's high school.

Signature of Principal: \_\_\_\_\_

Date: 4.29.09

I request that my child, \_\_\_\_\_, who was tested with a modification and earned the equivalent of a passing score one or more parts of the CAHSEE, be granted a waiver of this California graduation requirement.

I understand that, in order to receive such a waiver, state law requires that my child have all of the following:

1. An IEP that specifies the use of modification(s) on the exit examination, standardized testing, or classroom instruction and assessments.
2. Sufficient high school level coursework either satisfactorily completed or in progress in the high school level curriculum sufficient to have attained the skills and knowledge otherwise needed to pass the CAHSEE.
3. An individual score report showing that my child has received the equivalent of a passing score on the CAHSEE while using a modification that fundamentally alters what the high school examination measures as determined by the State Board of Education.

Signature of Parent: \_\_\_\_\_

Date: 4/22/09

**FOR SITE USE ONLY**

Date Received by Principal: \_\_\_\_\_

Student Identification Number: \_\_\_\_\_

## PAJARO VALLEY UNIFIED SCHOOL DISTRICT

### Principal's Certification and Request for the Governing Board to Waive the High School Exit Examination Requirement for Students with Disabilities

Student's Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

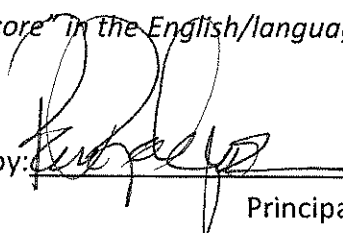
Pursuant to Education Code 6051, the parent/guardian of \_\_\_\_\_ a student with disabilities, has requested that the Governing Board waive the requirement that he/she successfully pass the high school exit examination in order to receive a diploma. This student has taken the high school exit examination with one or more modifications that fundamentally alter what the test measures as determined by the State Board of Education, and has achieved the equivalent of a passing score one or both parts of the examination.

I certify that the student qualifies for a waiver because he/she satisfies all of the following conditions:

1. Has an individualized education program (IEP) adopted pursuant to the Individuals with Disabilities Education Act that specifies the use of the modification(s) on the exit examination, standardized testing, or classroom instruction and assessments. .  
*(Attach the section of the IEP that specifies the modifications.) Student has a modification for the use of a calculator on all standardized testing, examinations, classroom instruction and assessments for the use of a calculator for math. The appropriate sections of the IEP are attached for review of the stipulation for the modification.*
  - a. Describe the nature of the student's disability as identified on the IEP (please note if this will result in overt identification of the student. *Based on results of psychologists cognitive report, student's history indicates an identified disability as specific learning disability with deficits in applied problems skills (reasoning) on the WJIII. His academic assessment results in math skills for this area at the 5<sup>th</sup> grade level.*
  - b. Describe any modification used on the ☐ English/language arts or ☒ math section of the exam (separate form must be filled out for each section): *He was permitted to use a calculator (his own) to complete the math test.*

- c. State the rationale for applying the modification(s) used to achieve an equivalent passing score on the CAHSEE for this student. ***Student's identified specific learning delay manifests in difficulty with math reasoning inadequate enough to achieve success on high stakes testing as he works through basic algorithms; and the fact that, by using a calculator in his high school math classes, he was able to pass the classes and earn more than enough high school math credits, the use of a calculator to mitigate his difficulties is justified.***
- d. Describe the modification(s) that the student regularly uses in the classroom and on other assessments. ***As previously mentioned, he is permitted to use a calculator in the classroom for all math classes as well as any math-related assignments (such as economics). This instructional accommodation is spelled out in his IEP and is attached.***
2. Has sufficient high school coursework either satisfactorily completed or in progress in the high school level curriculum sufficient to have attained the skills and knowledge otherwise needed to pass the CAHSEE. (Attach transcripts showing coursework completed.) ***Student successfully completed math courses and curriculum including all middle school classes in math as evidence of attaining sufficient skills and knowledge to pass the CAHSEE.***
3. An individual score report showing that my child has received the equivalent of a passing score on the CAHSEE while using a modification that fundamentally alters what the high school examination measures as determined by the State Board of Education. (Attach a copy of the exit exam Student and Parent Report showing "equivalent of a passing score" in the English/language arts and/or the mathematics portion of the exam.)

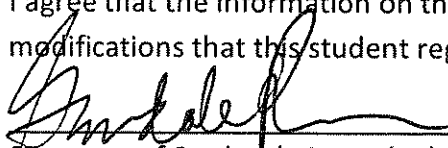
4. Certified by:



Principal's Signature

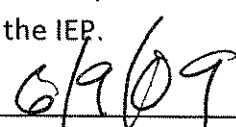
Date: 6-9-09

I agree that the information on this Waiver Request Sheet accurately describes the modifications that this student regularly uses as identified in the IEP.



Signature of Student's Special Education Teacher

Date:



Gwindale Person

Print Name of Student's Special Education Teacher

Gwindale Person  
Print Name of Student's Special Education Teacher

I agree that the information on this Waiver Request Sheet Accurately states that the coursework this student has satisfactorily completed or is in the process of completing in the high school curriculum is sufficient to have obtained the skills and knowledge otherwise to pass the California High School Exit Examination.

Nancy Villicaña Date: 5/5/09  
Signature of Student's Academic Counselor

Nancy Villicaña  
Printed Name of Student's Academic Counselor

Student Name		
Student ID	Grade 11	Gender M
Birth Place CA USA	Date Of Birth	
Parent Guardian		
Watsonville, CA 95076		

Enter Date: 07/10/00  
 Leave Date:  
 Class Of: 2010

School Name/Address Pajaro Valley High School 500 Harkins Slough Road Watsonville, CA 95076 Tel: 831-728-8102 Fax: 728-6944 Counselor: Villicana, Nancy	
--	--

Crs ID	Course Title	Mark	Ab	Credit	GPA Summary
Pajaro Valley High School Grd 09 12/2006					Academic GPA: 1.850 Class rank is 337 of 397
1130 P	English 1	F			Total GPA: 2.167
1162	Dev Reading 2	A+	5.000		CSU GPA: 1.400
2413 P	Algebra 1A/B (S/9)	C	5.000		
2976	Math B (9th)	B-	5.000		
4510	N PE 9	B	5.000		
5051	Intro Computers	B	5.000		
Crd Att: 30.000 Cmp: 25.000 Total GPA: 2.500					
Pajaro Valley High School Grd 09 6/2007					Testing Information
1130 P	English 1	D	5.000		Proficiency Tests
2413 P	Algebra 1A/B (S/9)	F			CA HSEE Math Failed 03/12/08
2976	Math B (9th)	C-	5.000		CA HSEE ELA Failed 03/11/08
3910	Health	A	5.000		
4510	N PE 9	A	5.000		
6380	Survey of Music	A	5.000		
Crd Att: 30.000 Cmp: 25.000 Total GPA: 2.500					
Pajaro Valley High School Grd 10 12/2007					
1230 P	English 2	C	5.000		
2510 P	Geometry	D	5.000		
3210 P	Biology	F			
4120 P	Spanish 2	C	5.000		
4660	N Football/Fit	A	5.000		
7110 P	World Civ	D	5.000		
Crd Att: 30.000 Cmp: 25.000 Total GPA: 1.667					
Pajaro Valley High School Grd 10 6/2008					
1230 P	English 2	B-	5.000		
2510 P	Geometry	D	5.000		
3210 P	Biology	F			
4120 P	Spanish 2	C+	5.000		
4660	N Football/Fit	A	5.000		
7110 P	World Civ	C-	5.000		
Crd Att: 30.000 Cmp: 25.000 Total GPA: 2.000					

Candidate for Accreditation. Approved by the School Commission of the WASC.

GPA - A=4.0, B= 3.0, C=2.0, D=1.0, F=0.0, P=PASS R=REPEAT

Comments:
-----------

Polio(OPV)	03/29/91	06/13/91	08/11/92	02/23/96	-----	-----
DTP_DT/TD	03/29/91	06/13/91	08/16/94	08/11/92	02/23/96	-----
MMR	04/28/92	02/23/96				
Measles	-----	-----				
Mumps	-----	-----				
Rubella	-----	-----				
TB Test	-----	-----				

Transcript is unofficial unless signed by a school official

School  
 Official's Signature

Date: 04/30/09



**Pajaro Valley Unified School District Special Education Local Plan Area  
INDIVIDUALIZED EDUCATION PROGRAM  
Supplementary & Specialized Support/Promotion & Assessment Standards**

Student \_\_\_\_\_

Date of Birth \_\_\_\_\_

IEP Meeting Date 4-20-07

**SUPPLEMENTARY/SPECIALIZED SUPPORT**

- ☒ Student does not require any supplementary aids and services or specialized materials/equipment at this time.  
☐ Student requires and will be provided with the following (specify below):
- ☐ Supports for school personnel
  - ☐ Specialized aids/materials/equipment (Assistive Technology)
  - ☐ Program modifications

Description	Responsible Personnel/Agency	Location (ex: classroom, yard, extra curricular activities)	Frequency/Intensity (ex: 2X/wk, 30 min ea)	Duration (ex: 1 yr)	Start/Exit Date*
					Start:
					Exit:
					Start:
					Exit:
					Start:
					Exit:

\* If service is continuing, enter *Continue*.

**PARTICIPATION IN STATE AND DISTRICT-WIDE STANDARDIZED TESTING AND ASSESSMENT**

- ☐ Desired Results Developmental Profile (DRDP) (For Preschool Students Only)
- ☐ DRDP-R    ☐ DRDP Access    Adaptations/Accommodations: \_\_\_\_\_
- ☒ CAT-6/California Standards Test (CST)/SABE-2
- ☐ Without accommodations or modifications
  - ☒ With accommodations (specify) Flexible setting and flexible time
  - ☒ With modifications (specify) calculator
- ☐ California Alternate Performance Assessment (CAPA)    Level:    1. ☐    2. ☐    3. ☐    4. ☐    5. ☐
- Participation in CAT-6/CST/SABE not appropriate due to: \_\_\_\_\_
- ☐ Grade exempt (below age 3, Kindergarten or grade 1, or above grade 11)
- ☒ Other State or District-Wide Assessment Accommodations/Modifications (specify) flexible setting, extra time, small group support as needed

**PROMOTION STANDARDS**

- ☒ Student is working towards a diploma and will be promoted based upon district curriculum standards ☐ without accommodations or ☒ with accommodations.
- ☐ Student is working towards a certificate and will be promoted based upon alternative curriculum standards and/or substantial progress towards goals.

**CALIFORNIA HIGH SCHOOL EXIT EXAMINATION (CAHSEE)**

- ☐ Without accommodations or modifications
- ☒ With accommodations (specify) Flexible setting and flexible time
- ☒ With modifications (specify) calculator
- ☐ Exempt due to eligibility to participate in CAPA
- ☐ Grade exempt (below grade 9)



**Pajaro Valley Unified School District Special Education Local Plan Area  
INDIVIDUALIZED EDUCATION PROGRAM  
Specialized Instruction**

Student \_\_\_\_\_

Date of Birth \_\_\_\_\_

IEP Meeting Date 4-20-07

**INSTRUCTIONAL ACCOMMODATIONS**

Area of Difficulty	Accommodation	Responsible Personnel/Agency	Start Date
Written Language	Extra time on large assignments or projects	all teachers and staff	cont.
Written Language	Provide a written copy of homework assignments or large project assignments	all teachers and staff	cont.
Reading	Extra time on tests and/or clarify questions	all teachers and staff	cont.
spelling	He'll be able to use a spell checker when necessary and if available	all teachers and staff	cont.
test taking	He'll be able to take his tests in the RSP classroom if he chooses	all teachers and staff	cont.
math calculations	He'll be able to use a calculator on math assignments as well on tests	all teachers and staff	cont.





# California High School Exit Examination

## Student and Parent Report

Student Name:

Date Of Birth:

Student ID:

Grade: 10

School: 0105858 - Pajaro Valley High

District: 69799 - Pajaro Valley Joint  
Unified

County: 44 - Santa Cruz

### Mathematics

Test Date: 03/12/2008

Your Total Mathematics Score	Score Required to Pass	Status
390	350	✓MODIFIED

Your student took this test using modifications as specified in his or her IEP or Section 504 plan. See "Taking the CAHSEE with Modifications" on the back of this report.

#### Strands for Mathematics

Number of Questions    Number Correct    Percent Correct

Probability & Statistics	13	10	77%
Number Sense	17	15	88%
Algebra & Functions	20	18	90%
Measurement & Geometry	18	14	78%
Algebra I	12	5	42%

### English-Language Arts

Test Date: 03/11/2008

Your Total ELA Score	Score Required to Pass	Status
335	350	NOT PASSED

#### Strands for English-Language Arts

Number of Questions    Number Correct    Percent Correct

<b>READING</b>			
Word Analysis	7	4	57%
Reading Comprehension	18	7	39%
Literary Response & Analysis	20	14	70%
<b>WRITING</b>			
Writing Strategies	12	8	67%
Writing Conventions	15	6	40%

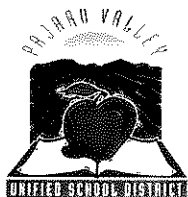
#### Writing Applications\*

Your Score

Essay	2.0
-------	-----

\* Each student essay receives two scores that range from 1 (lowest) to 4 (highest) or non-scorable (NS). The average of these two scores is listed above under the heading "Your Score". The Writing Applications score counts as 20% of the total English-Language Arts score.

Go to [www.cde.ca.gov/ta/tg/hs/resources.asp](http://www.cde.ca.gov/ta/tg/hs/resources.asp) for study information for the CAHSEE.



## Board Agenda Backup

Item No: 12.7

**Date:** June 12, 2009

**Item:** CAHSEE Passage Waiver  
Math (Central Zone 08-09-27)

**Overview:** Per Education Code 60851 (c) the parent/guardian of a student who has taken any section of the exam with one or more modifications and has received the equivalent of a passing score may request that his/her child receive a waiver of the requirement to successfully pass the exam. Upon receipt of such request, the principal shall submit to the Governing Board a request for a waiver.

The attached documentation as required by Education Code demonstrates that the identified special education student has earned "the equivalent of a passing score" (350 or more points) on the exit exam using modifications identified in the student's IEP.

Required documentation includes a) Notification to Parent regarding students eligibility for waiver b) Parent's written request for a waiver c) Documentation of passing score with the use of a modification d) Documentation of the disability which required the modification e) IEP authorizing use of the modification and f) Transcript identifying current academic progress.

**Recommendation:** Approve

**Budget Considerations:** None

**Funding Source:**

**Budgeted:** Yes: ☐ No: ☐

**Amount:** \$

**Prepared By:** Dea Pretzer, Program Director Special Services

**Superintendent's Signature:**

Dorinda Bell

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

**Parent/Guardian Request for Waiver of the High School Exit Examination  
Requirement for Students with Disabilities**

Date: 04/30/09

To The Parent/Guardian of: \_\_\_\_\_

All California public school students, including students with disabilities, are required to pass the California High School Exit Examination (CAHSEE) to receive a high school diploma.

This letter is to inform you that your child took one or more subject matter parts of the CAHSEE with a modification prescribed in his/her current individualized education program (IEP)

At your written request, The PVUSD Board of Education may waive the requirement to successfully pass one or both subject matter parts of the CAHSEE in order to receive a diploma. You may submit this request by completing the information below and returning this form to the principal of your child's high school.

Signature of Principal: \_\_\_\_\_

Date: 5-1-09

I request that my child, \_\_\_\_\_ who was tested with a modification and earned the equivalent of a passing score one or more parts of the CAHSEE, be granted a waiver of this California graduation requirement.

I understand that, in order to receive such a waiver, state law requires that my child have all of the following:

1. An IEP that specifies the use of modification(s) on the exit examination, standardized testing, or classroom instruction and assessments.
2. Sufficient high school level coursework either satisfactorily completed or in progress in the high school level curriculum sufficient to have attained the skills and knowledge otherwise needed to pass the CAHSEE.
3. An individual score report showing that my child has received the equivalent of a passing score on the CAHSEE while using a modification that fundamentally alters what the high school examination measures as determined by the State Board of Education.

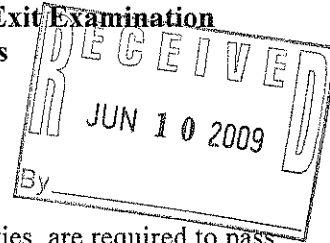
Signature of Parent: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR SITE USE ONLY**

Date Received by Principal: \_\_\_\_\_

Student Identification Number: \_\_\_\_\_



## PAJARO VALLEY UNIFIED SCHOOL DISTRICT

### Principal's Certification and Request for the Governing Board to Waive the High School Exit Examination Requirement for Students with Disabilities

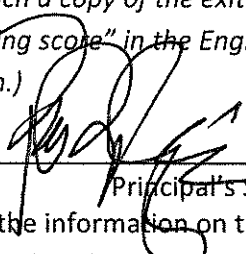
Student's Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Pursuant to Education Code 6051, the parent/guardian of \_\_\_\_\_ a student with disabilities, has requested that the Governing Board waive the requirement that he/she successfully pass the high school exit examination in order to receive a diploma. This student has taken the high school exit examination with one or more modifications that fundamentally alter what the test measures as determined by the State Board of Education, and has achieved the equivalent of a passing score one or both parts of the examination.

I certify that the student qualifies for a waiver because he/she satisfies all of the following conditions:

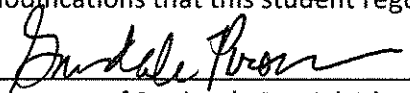
1. Has an individualized education program (IEP) adopted pursuant to the Individuals with Disabilities Education Act that specifies the use of the modification(s) on the exit examination, standardized testing, or classroom instruction and assessments. .  
*(Attach the section of the IEP that specifies the modifications.) Student has a modification for the use of a calculator on all standardized testing, examinations, classroom instruction and assessments for the use of a calculator for math. The appropriate sections of the IEP are attached for review of the stipulation for the modification.*
- a. Describe the nature of the student's disability as identified on the IEP (please note if this will result in overt identification of the student. *Based on results of psychologists cognitive report, student's history indicates an identified disability as learning disabled with deficits in math fluency and math applied problems (WJIII) manifesting difficulties in math fluency (comprehension) and applied math( reasoning). His academic assessment results indicate deficiencies in math skills for these two areas at the 6<sup>th</sup> and 7<sup>th</sup> grade levels, respectively.*

- b. Describe any modification used on the ☐ English/language arts or ☒ math section of the exam (separate form must be filled out for each section): *Student was permitted to use a calculator (his own) to complete the math test.*
- c. State the rationale for applying the modification(s) used to achieve an equivalent passing score on the CAHSEE for this student. *Student's identified specific learning delay manifests in difficulty with math reasoning and comprehension of complex concepts adequate enough to achieve success on high stakes testing as he works through basic algorithms; and the fact that, by using a calculator in his high school algebra 1 and 2 classes, he was able to pass the classes and earn more than enough high school math credits, the use of a calculator to mitigate his difficulties is justified.*
- d. Describe the modification(s) that the student regularly uses in the classroom and on other assessments. *As previously mentioned, he is permitted to use a calculator in the classroom for all math classes as well as any math-related assignments (such as economics). This instructional accommodation is spelled out in his IEP and is attached.*
2. Has sufficient high school coursework either satisfactorily completed or in progress in the high school level curriculum sufficient to have attained the skills and knowledge otherwise needed to pass the CAHSEE. (Attach transcripts showing coursework completed.) *Student successfully completed math courses and curriculum including algebra 1A/B, and all middle school classes in math as evidence of attaining sufficient skills and knowledge to pass the CAHSEE.*
3. An individual score report showing that my child has received the equivalent of a passing score on the CAHSEE while using a modification that fundamentally alters what the high school examination measures as determined by the State Board of Education. (Attach a copy of the exit exam Student and Parent Report showing "equivalent of a passing score" in the English/language arts and/or the mathematics portion of the exam.)

4. Certified by:  Date: 6.9.09

Principal's Signature

I agree that the information on this Waiver Request Sheet accurately describes the modifications that this student regularly uses as identified in the IEP.

 Date: 6/9/09

Signature of Student's Special Education Teacher

Gwindale Peroon  
Print Name of Student's Special Education Teacher

Print Name of Student's Special Education Teacher

I agree that the information on this Waiver Request Sheet Accurately states that the coursework this student has satisfactorily completed or is in the process of completing in the high school curriculum is sufficient to have obtained the skills and knowledge otherwise to pass the California High School Exit Examination.

Nancy Villicaña  
Signature of Student's Academic Counselor

Date: 5/5/09

Nancy Villicaña  
Printed Name of Student's Academic Counselor

Student Name		
Student ID	Grade 11	Gender M
Birth Place CA USA	Date Of Birth	
Parent Guardian		
Watsonville, CA 95076		

Enter Date: 04/26/06  
 Leave Date:  
 Class Of: 2010

School Name/Address  
 Pajaro Valley High School  
 500 Harkins Slough Road  
 Watsonville, CA 95076  
 Tel: 831-728-8102 Fax: 728-6944  
 Counselor: Villicana, Nancy

### Watsonville, CA 95076

Crs ID	Course Title	Mark	Ab	Credit	Crs ID	Course Title	Mark	Ab	Credit	GPA Summary		
Pajaro Valley High School Grd 09 12/2006					Pajaro Valley High School Grd 11 12/2008					Academic GPA:	2.000	Class rank is 294 of 372
1130	P English 1	D		5.000	1330	P English 3	F			Total GPA:	2.129	
2413	P Algebra 1A/B (S/9)	C-		5.000	2610	P Algebra II	C+		5.000	CSU GPA:	2.111	
2976	Math B (9th)	B		5.000	3210	P Biology	C+		5.000			
3910	Health	C+		5.000	5056	ROP Adv Computers	B		5.000			
4110	P Spanish 1	F			6080	P ROP Comp Graphics	C+		5.000			
4510	N PE 9	C		5.000	7210	P US History	B+		5.000			
Crd Att: 30.000 Cmp: 25.000 Total GPA: 1.667					Crd Att: 30.000 Cmp: 25.000 Total GPA: 2.000					Testing Information		
Pajaro Valley High School Grd 09 6/2007					Pajaro Valley High School Grd 11 5/2009					Proficiency Tests		
1130	P English 1	C-		5.000	1330	P English 3- A	B		5.000	CA HSEE Math	Failed	03/12/08
2413	P Algebra 1A/B (S/9)	F			Crd Att: 5.000 Cmp: 5.000 Total GPA: 3.000					CA HSEE ELA	Passed	03/11/08
2976	Math B (9th)	C		5.000								
4110	P Spanish 1	C-		5.000								
4510	N PE 9	C		5.000								
5051	Intro Computers	C-		5.000								
Crd Att: 30.000 Cmp: 25.000 Total GPA: 2.000					Credit Summary - High School							
Pajaro Valley High School Grd 10 12/2007												
1230	P English 2	B-		5.000	Subject Area		Req	Cmp	Def			
2510	P Geometry	F			A	English	40.00	25.00	15.00			
3610	P Integ Sci I	D		5.000	B	Mathematics	20.00	15.00	5.00			
4610	N Adv PE	A-		5.000	C	Biological Science	10.00	5.00	5.00			
7110	P World Civ	F			D	Physical Science	10.00	10.00				
9270	Directed Study	B-		5.000	E	Health	5.00	5.00				
Crd Att: 30.000 Cmp: 20.000 Total GPA: 1.833					F	Fine Arts/Foreign Lang	10.00	10.00				
PVH Extended Learning Pro. Grd 10 5/2008					G	Physical Education	20.00	20.00				
2410	P Algebra 1A/B	C-		5.000	H	Applied Arts	10.00	10.00				
Crd Att: 5.000 Cmp: 5.000 Total GPA: 2.000					I	World Civilization	10.00	5.00	5.00			
Pajaro Valley High School Grd 10 6/2008					J	US History	10.00	5.00	5.00			
1230	P English 2	B		5.000	K	Federal Government	5.00	0.00	5.00			
2510	P Geometry	F			L	Economics	5.00	0.00	5.00			
3610	P Integ Sci I	A-		5.000	M	Elective	45.00	10.00	35.00			
4610	N Adv PE	A-		5.000	N	Algebra	10.00	10.00				
7110	P World Civ	B		5.000	O	Science	10.00	0.00	10.00			
9270	Directed Study	A+		5.000	-----Total Credits-----		220.000	130.000	90.00			
Crd Att: 30.000 Cmp: 25.000 Total GPA: 3.000												



Pajaro Valley Unified School District Special Education Local Plan Area  
**INDIVIDUALIZED EDUCATION PROGRAM**  
Supplementary & Specialized Support/Promotion & Assessment Standards

Student \_\_\_\_\_

Date of Birth \_\_\_\_\_

IEP Meeting Date 3-8-07

**SUPPLEMENTARY/SPECIALIZED SUPPORT**

- ☒ Student does not require any supplementary aids and services or specialized materials/equipment at this time.  
☐ Student requires and will be provided with the following (specify below):  
☐ Supports for school personnel  
☐ Specialized aids/materials/equipment (Assistive Technology)  
☐ Program accommodations

Description	Responsible Personnel/Agency	Location (ex: classroom, yard, extra curricular activities)	Frequency/Intensity (ex: 2X/wk, 30 min ea)	Duration (ex: 1 yr)	Start/Exit Date*
					Start:
					Exit:
					Start:
					Exit:
					Start:
					Exit:

\* If service is continuing, enter *Continue*.

**PARTICIPATION IN STATE AND DISTRICT-WIDE STANDARDIZED TESTING AND ASSESSMENT**

- ☐ Desired Results Developmental Profile (DRDP) (For Preschool Students Only)  
☐ DRDP-R ☐ DRDP Access Adaptations/Accommodations: \_\_\_\_\_  
☒ CAT-6/California Standards Test (CST)/SABE-2  
☐ Without accommodations or modifications  
☒ With accommodations (specify) Flexible setting and flexible time  
☒ With modifications (specify) calculator  
☐ California Alternate Performance Assessment (CAPA) Level: 1. ☐ 2. ☐ 3. ☐ 4. ☐ 5. ☐  
Participation in CAT-6/CST/SABE not appropriate due to: \_\_\_\_\_  
☐ Grade exempt (below age 3, Kindergarten or grade 1, or above grade 11)  
☐ Other State or District-Wide Assessment Accommodations/Modifications (specify) flexible setting, extra time, small group

**PROMOTION STANDARDS**

- ☒ Student is working towards a diploma and will be promoted based upon district curriculum standards ☐ without accommodations or ☒ with accommodations.  
☐ Student is working towards a certificate and will be promoted based upon alternative curriculum standards and/or substantial progress towards goals.

**CALIFORNIA HIGH SCHOOL EXIT EXAMINATION (CAHSEE)**

- ☐ Without accommodations or modifications  
☒ With accommodations (specify) Flexible setting and flexible time  
☒ With modifications (specify) calculator  
☐ Exempt due to eligibility to participate in CAPA  
☐ Grade exempt (below grade 9)





# California High School Exit Examination

## Student and Parent Report

Student Name:

Date Of Birth:

Student ID:

Grade: 10

School: 0105858 - Pajaro Valley High

District: 69799 - Pajaro Valley Joint  
Unified

County: 44 - Santa Cruz

### Mathematics

Test Date: 03/12/2008

Your Total Mathematics Score	Score Required to Pass	Status
354	350	MODIFIED

Your student took this test using modifications as specified in his or her IEP or Section 504 plan. See "Taking the CAHSEE with Modifications" on the back of this report.

#### Strands for Mathematics

	Number of Questions	Number Correct	Percent Correct
Probability & Statistics	13	6	46%
Number Sense	17	11	65%
Algebra & Functions	20	9	45%
Measurement & Geometry	18	12	67%
Algebra I	12	6	50%

### English-Language Arts

Test Date: 03/11/2008

Your Total ELA Score	Score Required to Pass	Status
374	350	PASSED

#### Strands for English-Language Arts

	Number of Questions	Number Correct	Percent Correct
<b>READING</b>			
Word Analysis	7	5	71%
Reading Comprehension	18	13	72%
Literary Response & Analysis	20	18	90%
<b>WRITING</b>			
Writing Strategies	12	10	83%
Writing Conventions	15	11	73%

#### Writing Applications\*

	Your Score
Essay	2.0

\* Each student essay receives two scores that range from 1 (lowest) to 4 (highest) or non-scorable (NS). The average of these two scores is listed above under the heading "Your Score". The Writing Applications score counts as 20% of the total English-Language Arts score.

A student must only retake the subject area examination (English-Language Arts and/or Mathematics) that was not passed.

8057042

44-69799-0105858-405332



## Board Agenda Backup

Item No: 12.8

**Date:** June 12, 2009

**Item:** CAHSEE Passage Waiver  
Math (Central Zone 08-09-28)

**Overview:** Per Education Code 60851 (c) the parent/guardian of a student who has taken any section of the exam with one or more modifications and has received the equivalent of a passing score may request that his/her child receive a waiver of the requirement to successfully pass the exam. Upon receipt of such request, the principal shall submit to the Governing Board a request for a waiver.

The attached documentation as required by Education Code demonstrates that the identified special education student has earned "the equivalent of a passing score" (350 or more points) on the exit exam using modifications identified in the student's IEP.

Required documentation includes a) Notification to Parent regarding students eligibility for waiver b) Parent's written request for a waiver c) Documentation of passing score with the use of a modification d) Documentation of the disability which required the modification e) IEP authorizing use of the modification and f) Transcript identifying current academic progress.

**Recommendation:** Approve

**Budget Considerations:** None

**Funding Source:**

**Budgeted:** Yes: ☐ No: ☐

**Amount:** \$

**Prepared By:** Dea Pretzer, Program Director Special Services

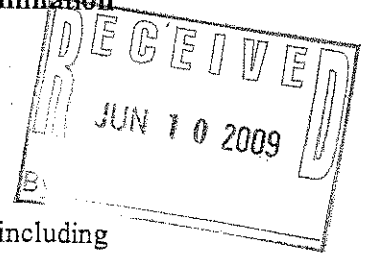
**Superintendent's Signature:**

*Dormer*

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Parent/Guardian Request for Waiver of the High School Exit Examination  
Requirement for Students with Disabilities

Date: 3/26/09



To The Parent/Guardian of: \_\_\_\_\_

Beginning with the 2005-06 school year, all California public school students, including students with disabilities, are required to pass the California High School Exit Examination (CAHSEE) to receive a high school diploma.

This letter is to inform you that your child took one or more subject matter parts of the CAHSEE with a modification prescribed in his/her current individualized education program (IEP

At your written request, The PVUSD Board of Education may waive the requirement to successfully pass one or both subject matter parts of the CAHSEE in order to receive a diploma. You may submit this request by completing the information below and returning this form to the principal of your child's high school.

Signature of Principal: \_\_\_\_\_

Date: 3.26.09

I request that my child, \_\_\_\_\_, who was tested with a modification and earned the equivalent of a passing score one or more parts of the CAHSEE, be granted a waiver of this California graduation requirement.

I understand that, in order to receive such a waiver, state law requires that my child have all of the following:

1. An IEP that specifies the use of modification(s) on the exit examination, standardized testing, or classroom instruction and assessments.
2. Sufficient high school level coursework either satisfactorily completed or in progress in the high school level curriculum sufficient to have attained the skills and knowledge otherwise needed to pass the CAHSEE.
3. An individual score report showing that my child has received the equivalent of a passing score on the CAHSEE while using a modification that fundamentally alters what the high school examination measures as determined by the State Board of Education.

Signature of Parent: \_\_\_\_\_

Date: 3-26-09

**FOR SITE USE ONLY**

Date Received by Principal: \_\_\_\_\_

Student Identification Number: \_\_\_\_\_

# PAJARO VALLEY UNIFIED SCHOOL DISTRICT

## Principal's Certification and Request for the Governing Board to Waive the High School Exit Examination Requirement for Students with Disabilities

Student's Name: \_\_\_\_\_

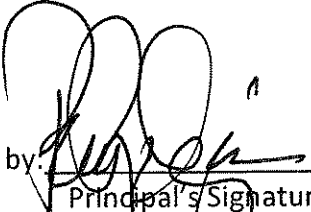
Student ID Number: \_\_\_\_\_

Pursuant to Education Code 6051, the parent/guardian of \_\_\_\_\_ a student with disabilities, has requested that the Governing Board waive the requirement that he/she successfully pass the high school exit examination in order to receive a diploma. This student has taken the high school exit examination with one or more modifications that fundamentally alter what the test measures as determined by the State Board of Education, and has achieved the equivalent of a passing score one or both parts of the examination.

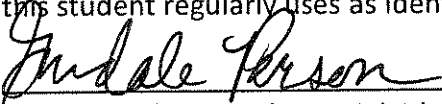
I certify that the student qualifies for a waiver because he/she satisfies all of the following conditions:

1. Has an individualized education program (IEP) adopted pursuant to the Individuals with Disabilities Education Act that specifies the use of the modification(s) on the exit examination, standardized testing, or classroom instruction and assessments. .  
*(Attach the section of the IEP that specifies the modifications.) Student has a modification on the use of a calculator on all standardized testing, examinations, classroom instruction and assessments for the use of a calculator for math. The appropriate sections of the IEP are attached for review of the stipulation for the modification.*
- a. Describe the nature of the student's disability as identified on the IEP (please note if this will result in overt identification of the student. *Based on result of psychologists cognitive report, student's identified disability is a specific learning disability with slow processing speed, below average working memory skills and a an assessed (WJIII) deficiency in math skills at 6<sup>th</sup> and 8th grades for calculations and applied problems respectively. These deficiencies manifests itself in weaker recall of concepts for math. Although she has made great improvements academically and has learned to compensate for her identified delays, she continues to be challenged, particularly, by math calculation processing, especially when presented to her on a high stakes test such as the CAHSEE. Students with auditory processing easily lose track of key arithmetic strands and, as a result, tend to miscalculate.*
- b. Describe any modification used on the ☐ English/language arts or ☒ math section of the exam (separate form must be filled out for each section): *Student used the calculator to complete the math portion of the CAHSEE testing.*

- c. State the rationale for applying the modification(s) used to achieve an equivalent passing score on the CAHSEE for this student. ***Students identified specific learning delay manifests in slow processing speed and below average working memory which causes her to have difficulty recalling relevant math facts quickly enough and necessary to achieve success on high stakes testing as she works through basic algorithms and (2) the fact that, by using a calculator in her high school algebra 1 and 2 classes, she was able to pass the classes and earn more than enough high school math credits, the use of a calculator to mitigate his sensory motor skills delays is justified.***
- d. Describe the modification(s) that the student regularly uses in the classroom and on other assessments. ***Student is permitted to use a calculator in the classroom for all math classes as well as any math-related assignments (such as economics). This instructional accommodation is spelled out in his IEP and is attached.***
2. Has sufficient high school coursework either satisfactorily completed or in progress in the high school level curriculum sufficient to have attained the skills and knowledge otherwise needed to pass the CAHSEE. (Attach transcripts showing coursework completed.) ***Student successfully completed math courses and curriculum including algebra 1A/B, and all middle school classes in math as evidence of attaining sufficient skills and knowledge to pass the CAHSEE.***
3. An individual score report showing that my child has received the equivalent of a passing score on the CAHSEE while using a modification that fundamentally alters what the high school examination measures as determined by the State Board of Education. (Attach a copy of the exit exam Student and Parent Report showing "equivalent of a passing score" in the English/language arts and/or the mathematics portion of the exam.)

4. Certified by:  Date: 6.9.09  
Principal's Signature

I agree that the information on this Waiver Request Sheet accurately describes the modifications that this student regularly uses as identified in the IEP.

 Date: 6/9/09  
Signature of Student's Special Education Teacher

Gwendale Person  
Print Name of Student's Special Education Teacher

I agree that the information on this Waiver Request Sheet accurately states that the coursework this student has satisfactorily completed or is in the process of completing in the

high school curriculum is sufficient to have obtained the skills and knowledge otherwise to pass the California High School Exit Examination.

Nancy Villicaña  
Signature of Student's Academic Counselor

Date: 5/5/09

Nancy Villicaña  
Printed Name of Student's Academic Counselor

Student ID	Grade 11	Gender F
Birth Place <b>CA USA</b>	Date Of Birth	
Parent Guardian		
Watsonville, CA 95076		

Enter Date: **08/07/97**  
 Leave Date:  
 Class Of: **2010**

500 Harkins Slough Road  
 Watsonville, CA 95076  
 Tel: 831-728-8102 Fax: 728-6944  
 Counselor: **Villicana, Nancy**

Crs ID	Course Title	Mark	Ab	Credit	GPA Summary	
Pajaro Valley High School Grd 09 12/2006					Academic GPA: 2.409	Class rank is 238 of 397
1130 P	English 1	D+		5.000	Total GPA: 2.480	
2413 P	Algebra 1A/B (S/9)	C-		5.000	CSU GPA: 2.917	
2976	Math B (9th)	C-		5.000		
4510	N PE 9	B		5.000		
5051	Intro Computers	C		5.000		
9270	Directed Study	A		5.000		
Crd Att: 30.000 Cmp: 30.000 Total GPA: 2.333					Testing Information	
Pajaro Valley High School Grd 09 6/2007					Proficiency Tests	
1130 P	English 1	C+		5.000	CA HSEE Math	Failed 11/05/08
2413 P	Algebra 1A/B (S/9)	F			CA HSEE ELA	Passed 03/11/08
2976	Math B (9th)	F				
3910	Health	C		5.000		
4510	N PE 9	C		5.000		
9270	Directed Study	B		5.000		
Crd Att: 30.000 Cmp: 20.000 Total GPA: 1.500						
Pajaro Valley High School Grd 10 12/2007						
1230 P	English 2	B		5.000		
2510 P	Geometry	A-		5.000		
3610 P	Integ Sci I	B		5.000		
4110 P	Spanish 1	C		5.000		
7110 P	World Civ	C		5.000		
9270	Directed Study	A		5.000		
Crd Att: 30.000 Cmp: 30.000 Total GPA: 3.000						
PVH Extended Learning Pro. Grd 10 5/2008						
2410 P	Algebra 1A/B	C		5.000		
Crd Att: 5.000 Cmp: 5.000 Total GPA: 2.000						
Pajaro Valley High School Grd 10 6/2008						
1230 P	English 2	C+		5.000		
2510 P	Geometry	C		5.000		
3610 P	Integ Sci I	A-		5.000		
4110 P	Spanish 1	B		5.000		
4610	N Adv PE	A-		5.000		
7110 P	World Civ	A-		5.000		
Crd Att: 30.000 Cmp: 30.000 Total GPA: 3.167						

Candidate for Accreditation. Approved by the School Commission of the WASC.

GPA - A=4.0, B= 3.0, C=2.0, D=1.0, F=0.0, P=PASS R=REPEAT

Comments:	Polio(OPV)	08/26/92	06/26/97	04/02/98	10/19/98	-----	-----
	DTP_DT/TD	08/26/92	06/26/97	04/02/98	10/19/98	-----	-----
	MMR	08/26/97	04/02/98				
	Measles	-----	-----				
	Mumps	-----	-----				
	Rubella	-----	-----				
	TB Test	-----	-----				

Transcript is unofficial unless signed by a school official

School  
 Official's Signature \_\_\_\_\_ Date: 04/28/09



# INDIVIDUALIZED EDUCATION PROGRAM

## Supplementary & Specialized Support/Promotion & Assessment Standards

Student \_\_\_\_\_

Date of Birth \_\_\_\_\_

IEP Meeting Date 3-6-07

### SUPPLEMENTARY/SPECIALIZED SUPPORT

- ☒ Student does not require any supplementary aids and services or specialized materials/equipment at this time.  
☐ Student requires and will be provided with the following (specify below):

- ☐ Supports for school personnel  
☐ Specialized aids/materials/equipment (Assistive Technology)  
☐ Program accommodations

Description	Responsible Personnel/Agency	Location (ex: classroom, yard, extra curricular activities)	Frequency/Intensity (ex: 2X/wk, 30 min ea)	Duration (ex: 1 yr)	Start/Exit Date*
					Start:
					Exit:
					Start:
					Exit:
					Start:
					Exit:

\* If service is continuing, enter *Continue*.

### PARTICIPATION IN STATE AND DISTRICT-WIDE STANDARDIZED TESTING AND ASSESSMENT

- ☐ Desired Results Developmental Profile (DRDP) (For Preschool Students Only)

☐ DRDP-R ☐ DRDP Access Adaptations/Accommodations: \_\_\_\_\_

- ☒ CAT-6/California Standards Test (CST)/SABE-2

☐ Without accommodations or modifications

☒ With accommodations (specify) Flexible setting and flexible time

☒ With modifications (specify) calculator

- ☐ California Alternate Performance Assessment (CAPA) Level: 1. ☐ 2. ☐ 3. ☐ 4. ☐ 5. ☐

Participation in CAT-6/CST/SABE not appropriate due to: \_\_\_\_\_

- ☐ Grade exempt (below age 3, Kindergarten or grade 1, or above grade 11)

- ☐ Other State or District-Wide Assessment Accommodations/Modifications (specify) flexible setting, extra time, small group

### PROMOTION STANDARDS

- ☒ Student is working towards a diploma and will be promoted based upon district curriculum standards ☐ without accommodations or ☒ with accommodations.  
☐ Student is working towards a certificate and will be promoted based upon alternative curriculum standards and/or substantial progress towards goals.

### CALIFORNIA HIGH SCHOOL EXIT EXAMINATION (CAHSEE)

- ☐ Without accommodations or modifications

☒ With accommodations (specify) Flexible setting and flexible time

☒ With modifications (specify) calculator

☐ Exempt due to eligibility to participate in CAPA

☐ Grade exempt (below grade 9)





## Student and Parent Report

Student Name:

Date of Birth:

Student ID:

Grade: 11

School: 0105858 - Pajaro Valley High

District: 69799 - Pajaro Valley Unified

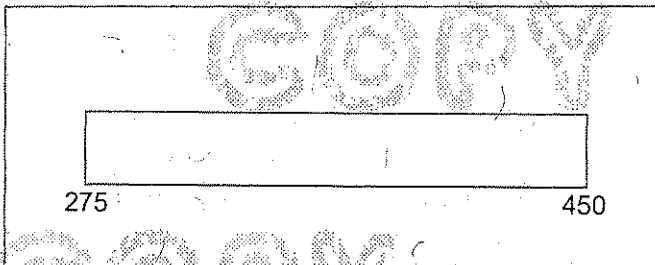
County: 44 - Santa Cruz

### English-Language Arts

Test Date: 11/04/2008

Your Total Score	Score Required to Pass	Status
		SATISFIED REQ

The district reported that your student previously satisfied the requirement to successfully pass this portion of the CAHSEE. This report is not proof of a passing score.



#### Strands for English- Language Arts

	Number of Questions	Number Correct
<b>READING</b>		
Word Analysis		
Reading Comprehension		
Literary Response & Analysis		
<b>WRITING</b>		
Writing Strategies		
Writing Conventions		

#### Writing Applications\*

Your Score

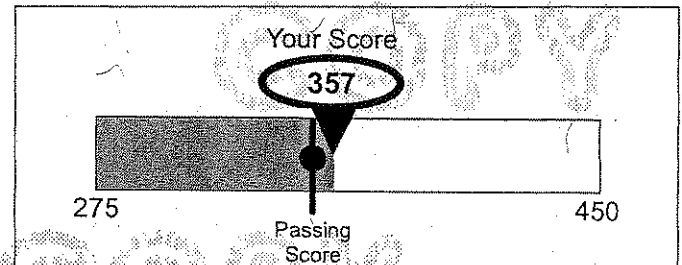
Essay

### Mathematics

Test Date: 11/05/2008

Your Total Score	Score Required to Pass	Status
357	350	MODIFIED

Your student took this test using modifications as specified in his or her IEP or Section 504 plan. See "Taking the CAHSEE with Modifications" on the back of this report.



#### Strands for Mathematics

	Number of Questions	Number Correct
Probability & Statistics	13	9
Number Sense	17	10
Algebra & Functions	20	15
Measurement & Geometry	18	9
Algebra I	12	3

\* Each student essay receives two scores that range from 1 (lowest) to 4 (highest) or non-scorable (NS). The average of these two scores is listed above under the heading "Your Score". The Writing Applications score counts as 20% of the total English-Language Arts score.

A student must only retake the subject area examination (English-Language Arts and/or Mathematics) that was not passed.



## Board Agenda Backup

Item No: 12.9

Date: June 24, 2009

Item: Update Authorized District Signatures on Record (Resolution 08-09-42)

Overview: This resolution is to update and validate the current district employees authorized to sign documents on behalf of the Pajaro Valley Unified School District for fiscal year 2009-2010 as required by the County Office of Education and Ed. Code 42633.

Rationale: Authorized signatures on record must be updated to comply with Education Code 42633 annually and to reflect the current administration and staff. Documents covered in this resolution include Bill Warrants, Checking & Savings Account documents, County documents, Reports, and Contracts.

Recommendation: Approve Resolution and Change Signatories as recorded.

Budget Considerations:

Funding Source: None

Budgeted: Yes ☐ No ☐

Amount: None

Prepared By: Helen Bellonzi

Helen Bellonzi, Director of Finance

Superintendent Signature: Dorinda Bat

## PAJARO VALLEY UNIFIED SCHOOL DISTRICT

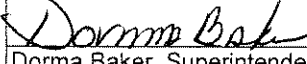
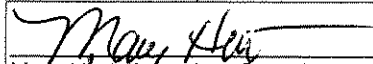
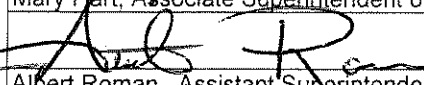
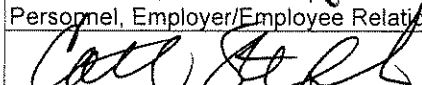

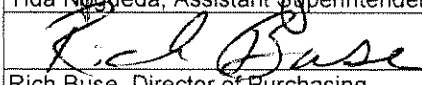
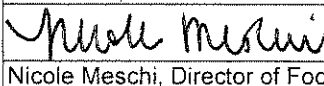
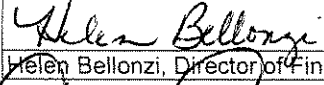
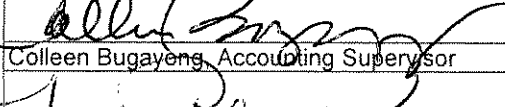

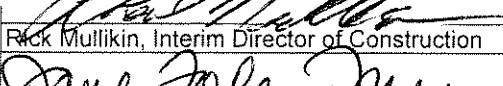
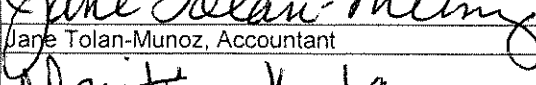

Resolution No. 08-09-42

## AUTHORIZED SIGNATURES

WHEREAS, the Board of Trustees of the Pajaro Valley Unified School District, in order to comply with Education Code 42633 to delegate power to contract.

DOES HEREBY RESOLVE TO permit the officials and employees of the above-named organization in whose titles and signatures are listed below, to sign as specified below, any and all reports, documents, bank accounts and / or contracts as listed in the Resolution, provided, however, that no contract made pursuant to such delegation and authorization shall be valid or constitute an enforceable obligation against the District unless and until the same shall have been approved or ratified by the Governing Board.

NOW, THEREFORE, BE IT RESOLVED that the following are true signatures of hand of the above authorized

Signature Name/Title	*** See Key Below ***							
	A	B	C	D	E	F	G	H
 Dorma Baker, Superintendent	X	X	X	X	X	X	X	X
 Mary Hart, Associate Superintendent of Business	X	X	X	X	X	X	X	X
 Albert Roman, Assistant Superintendent/ Personnel, Employer/Employee Relations	X	X	X	X	X	X	X	X
 Cathy Stefank, Assistant Superintendent	X	X	X	X	X	X	X	X
 Ylida Noguera, Assistant Superintendent	X	X	X	X	X	X	X	X
 Rich Buse, Director of Purchasing			X			X		
 Nicole Meschi, Director of Food Services			X	X				
 Helen Bellonzi, Director of Finance	X	X	X	X	X		X	X
 Colleen Bugayong, Accounting Supervisor	X	X			X			
 Nita Black, Payroll Supervisor	X	X			X			
 Rick Mullikin, Interim Director of Construction			X	X				
 Jane Tolan-Munoz, Accountant					X			
 Christina Koda, Senior Accountant	X	X			X			

A=BILL WARRANTS (Includes Wire Transfer in lieu of a Bill Warrant)

B=CHECKING &amp; SAVINGS

C=CONTRACTS &amp; AGREEMENTS

D=GOVERNMENT PROJECTS

E=PAYROLL DOCUMENTS AND ACCOUNTING DOCUMENTS

F=PURCHASE &amp; BID DOCUMENTS

G=COUNTY DOCUMENTS

H=REPORTS

PASSED AND ADOPTED by the Board of Trustees of the Pajaro Valley Unified School District, County of Santa Cruz, State of California, this 24th day of June, 2009, by the following vote:

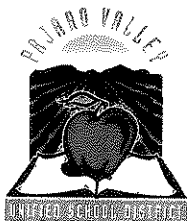
AYES \_\_\_\_\_ NOES \_\_\_\_\_ ABSENT \_\_\_\_\_

Attest

Leslie DeRose  
President, Board of Trustees

Libby Wilson  
Vice President/Clerk, Board of Trustees

# PAJARO VALLEY UNIFIED SCHOOL DISTRICT



## Board Agenda Backup

Item No: 12.10

<b>Date:</b>	June 24, 2009
<b>Item:</b>	<b>Adoption of Textbooks for Pajaro Valley High School</b>
<b>Overview:</b>	<p>A textbook being considered for adoption must follow a process which includes approval by the Department of the school, approval by the School Administration, and finally approval by Cabinet. The proposed textbook must be available for public inspection and secure Board approval prior to being purchased.</p> <p>The following proposed textbooks have been on display for over two weeks and have been available for public inspection outside of the Superintendent's office:</p> <ol style="list-style-type: none"><li>1. Econ Alive! The Power to Choose, First Edition, Publisher: Teachers' Curriculum Institute 2009</li></ol>
<b>Recommendation:</b>	Approve Adoption of textbooks for Pajaro Valley High School

### Budget Considerations:

**Funding Source:** Instructional Materials Funding Realignment Program (IMFRP)

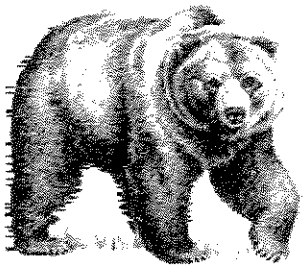
**Budgeted:** Yes: ☒ No: ☐

**Amount:** @ \$ 17,830.00

**Prepared By:** Sylvia Méndez, Director of Curriculum and Instruction

**Superintendent's Signature:**

*Dorinda Bal*



# Pajaro Valley High School

500 Harkins Slough Rd., Watsonville CA 95076

January 30, 2009

## **Summary of Text Adoption Process for the Economics Alive! Basal Textbook Program for 12<sup>th</sup> Grade Economics**

Although there is no state or district adoption of high school textbooks, Pajaro Valley High School follows the PVUSD evaluation process for selecting standards-based textbooks.

Our adoption process comprised the following steps:

1. Sample textbooks were requested from textbook publishers, including Teachers Curriculum Institute-TCI, McDougal Littell, Holt, EMC and Island Press. These requests were based on texts currently used in the PVUSD, on publisher solicitations, and on reviews at the California Council for Social Studies Annual Conference.
2. Department recommendations were made by teachers currently teaching Economics (Dave Benham, Maria Hastings, and Daniel Spelce). All Social Studies colleagues were informed of publisher samples on hand, of publisher representative presentations, and the strong consensus recommendation by the team of economics teachers.
3. Recommendation is based on:
  - a. Alignment to California content standards
  - b. Lively, engaging writing style of the *Economics Alive! The Power to Choose* textbook, including abundant examples rooted in student experience.
  - c. Highly interactive teaching approach, rich with kinesthetic cooperative learning activities, graphic organizers, and meaningful writing opportunities, along with guidelines and suggestions for differentiated instruction.
  - d. Prior success with the companion TCI program for 12<sup>th</sup> grade, *Government Alive! Power, Politics, and You*.
4. Approval by site administration and PVHS Site Council (January 27, 2009).
5. Presentation of the TCI Economics Alive! Program materials for public display at the PVUSD district office.
6. Submission of the PVHS site recommendation for purchase of the TCI Economics Alive! program to the PVUSD Board of Trustees for approval, and purchase.

Pancho Rodriguez  
Principal



## Board Agenda Backup

Item No: 12.11

**DATE:** June 24, 2009

**ITEM:** DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

**OVERVIEW:** The California Legislature took action to terminate the State Board of Education's authority to use their general waiver authority to grant credential waivers after June 30, 1994. In its stead, the Legislature authorized the Commission on Teacher Credentialing to approve requests to waive laws or regulations governing education preparation and licensing.

Processes and procedures developed by the Commission on Teacher Credentialing require the governing board of the school district to adopt a declaration certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria.

**RATIONALE:** PVUSD has an annual shortage of appropriately credentialed teachers in the following areas: bilingual education, special education, and math. These are statewide shortage areas as well. The District has developed a Plan to Remedy the Shortage of bilingual teachers and mathematics teachers which is in the process of being revised. When shortages in the area of special education occur, the Department of Special Services employs a variety of means to help reduce that shortage; teachers in internship programs, waivers and emergency credentialing.

Without a Board adopted declaration, the District will not be able to employ a sufficient number of teachers to fulfill its obligation to the students and community.

The numbers indicated are a high estimate as exact numbers will not be available until all open positions are filled.

**RECOMMENDATION:** Motion to adopt a declaration of need for fully qualified educators.

**Budget Considerations:**

**Funding  
Source:**

**Budgeted:** Yes: ☐ No: ☐

**Amount:** \$

**Prepared By:** Robb Mayeda

**Superintendent's Signature:**

*Domna Bal*



State Of California  
Commission On Teacher Credentialing  
Certification, Assignment and Waivers Division  
Box 944270  
Sacramento, CA 94244-2700

Telephone:  
(916) 445-7254 or (888) 921-2682  
E-mail: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

☒ Original Declaration of Need for year: 2009-2010

☐ Revised Declaration of Need for year: \_\_\_\_\_

### FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Pajaro Valley Unified School District District CDS Code: 69799

Name of County: Santa Cruz County CDS Code: 44

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 06 / 24 / 09 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

#### ► Enclose a copy of the board agenda item

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2010.

Submitted by (Superintendent, Board Secretary, or Designee):

Robb Mayeda

*Name*

831 761-6018

*Fax Number*

294 Green Valley Road, Watsonville, CA 95076

*Mailing Address*

geri\_delgado@pvusd.net

*E-Mail Address*

*Robb Mayeda*

*Signature*

831 786-2145

*Telephone Number*

Human Resource Director

*Title*

6/15/2009

*Date*

### FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County \_\_\_\_\_ County CDS Code \_\_\_\_\_

Name of State Agency \_\_\_\_\_

Name of NPS/NPA \_\_\_\_\_ County of Location \_\_\_\_\_

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on \_\_\_\_ / \_\_\_\_ / \_\_\_\_, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, \_\_\_\_\_.

#### ► Enclose a copy of the public announcement

Submitted by Superintendent, Director, or Designee:

Robb Mayeda



Human Resource Director

831 761-6018

Name

831 786-2145

Signature

6/15/2009

Title

Fax Number

Telephone Number

Date

294 Green Valley Road, Watsonville, CA 95076

geri\_delgado@pvusd.net

Mailing Address

E-Mail Address

- This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency

### AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

#### Type of Emergency Permit

#### Estimated Number Needed

CLAD (applicant already holds teaching credential)

10

BCLAD (applicant already holds teaching credential)

10

List target language(s) for BCLAD:

Spanish

Resource Specialist

2

Teacher Librarian Services

Visiting Faculty Permit

### LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in multiple subject and single subject areas.

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	5
Single Subject	10
TOTAL	15



### EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to [www.cde.ca.gov](http://www.cde.ca.gov) for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

### EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program?

☒ Yes

☐ No

If no, explain. \_\_\_\_\_

Does your agency participate in a Commission-approved college or university internship program?

☒ Yes

☐ No

If yes, how many interns do you expect to have this year? 50

If yes, list each college or university with which you participate in an internship program.

CSUMB, San Jose State, National Univ., Chapman Univ., and Bethany College.

If no, explain why you do not participate in an internship program.

**This form must be signed by either:**

The district superintendent of schools and filed at the school district office if the holder of any Emergency 30-Day Substitute Teaching Permit will be employed as a substitute in a public school operated by a school district.

**OR**

The county superintendent of schools and filed at the county superintendent of schools' office if the holder of any Emergency 30-Day Substitute Teaching Permit will be employed as a substitute in a county-operated school.

**Certification and Authorized Signature**

The district superintendent of schools or the county superintendent of schools has reviewed the information contained in this statement of need and certifies the following:

- ☐ Either a credentialed person is not available or one or more credentialed persons are available, but are not deemed qualified by the district or county, as applicable, to serve as a day-to-day substitute teacher.
- ☐ The situation or circumstances that necessitate the use of an emergency permit holder are as follows:  
(Attach additional sheets, if necessary.)

---

---

---

---

---

---

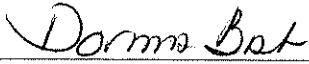
---

---

---

---

I hereby certify that all of the information contained in this statement of need is true and correct.

	Pajaro Valley Unified School District	6/15/2009
<i>Signature of the District Superintendent</i>	<i>District</i>	<i>Date</i>
<hr/>		
<i>Signature of the County Superintendent of Schools</i>	<i>County</i>	<i>Date</i>

*It is not necessary to submit this form to the Commission on Teacher Credentialing.*



## Board Agenda Backup

Item No: 12,12

Date: June 24, 2009

Item: Board approval for temporary borrowing between district funds in order to meet the cash-flow needs of the district for Fiscal Year 09/10

Resolution #08-09-43

Overview: The district under Education Code Section 42603 is allowed to make temporary loans between funds to meet the cash-flow needs of the district.

**42603.** The governing board of any school district may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations. The transfer shall be accounted for as temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account. Amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year. Borrowing shall occur only when the fund or account receiving the money will earn sufficient income, during the current fiscal year, to repay the amount transferred. No more than 75 percent of the maximum of moneys held in any fund or account during a current fiscal year may be transferred.

Recommendation: The Administration recommends approval from the governing board for temporary borrowing of moneys held in other funds to meet the cash-flow needs of the district.

Budget Considerations:

Funding Source: None

Budgeted: Yes ☐ No ☐

Amount: None

Prepared By: Helen Bellonzi

Helen Bellonzi, Director of Finance

Superintendent Signature: Dorinda Bobb

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**

**Resolution # 08-09-43**

**Resolution Authorizing the Temporary Transfer of Fund Balances  
To Alleviate Cash Flow Needs**

**WHEREAS**, from time to time, cash flow needs may arise due to timing differences between expenditure obligations and revenue receipts, and

**WHEREAS**, Education code Section 42600 through 42603 allow for temporary transfers of designated or unappropriated fund balances between funds to alleviate cash flow needs.

**Now, there fore, be it resolved**, the Board of Trustees of the Pajaro Valley Unified School District authorizes the Associate Superintendent of Business to transfer fund balances between funds in order to alleviate cash flow needs for Fiscal Year 2009/10. Transfers will be repaid to the lending fund with interest at Pajaro Valley Unified School District's earnings rate as established and apportioned by the Santa Cruz County Auditor.

**Be it further resolved**, pursuant to Education code 42603, temporary fund balance transfers will be repaid within the same fiscal year unless the transfer was made within 120 days of the end of the fiscal year, in which case, the fund balance transfer will be repaid within 120 days of the transfer date.

**Passed and adopted** by the Board of Trustees of the Pajaro Valley Unified School District, County of Santa Cruz, State of California, this 24th day of June, 2009, by the following vote:

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Abstain: \_\_\_\_\_

Absent: \_\_\_\_\_

Attest: \_\_\_\_\_  
Secretary to the Board of Trustees

\_\_\_\_\_  
President, Board of Trustees



## Board Agenda Backup

Item No: 12.13

**Date:** June 24, 2009

**Item:** E.A. Hall Middle School Jim Peixoto Baseball Park - Extend the existing Memorandum of Understanding for 5 additional years between the Pajaro Valley Unified School District and Pajaro Valley Little League.

**Overview:** A memorandum of understanding was executed on March 21, 1984 between Pajaro Valley Unified School District and City of Watsonville for the joint use of E.A. Hall Middle School field (Park) now known as the Jim Peixoto baseball park. The MOU was for the cooperative use of the Park as recreational and educational facilities for a time lapse of twenty five (25) years. The term has expired as of March 21, 2009 and both the District and now Pajaro Valley Little League would like to extend a new Memorandum of Understanding for an additional five (5) years.

**Recommendation:** It is recommended that the Board accept the Memorandum of Understanding for five additional years since Pajaro Valley Little League mostly caters to District students.

**Budget Considerations:** N/A

**Funding Source:** N/A

**Budgeted:** Yes: ☐ No: ☐

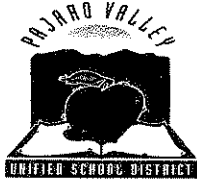
**Amount:** N/A

**Prepared By:**

Richard Mullikin, Interim Director of Construction

**Superintendent's Signature:**

Dorma Baker, Superintendent



**AGREEMENT BETWEEN PAJARO VALLEY UNIFIED SCHOOL  
DISTRICT & PAJARO VALLEY LITTLE LEAGUE FOR JOINT  
USE OF E.A. HALL MIDDLE SCHOOL, JIM PEIXOTO –  
BASEBALL PARK**

---

**THIS AGREEMENT**, entered into this 24th day of June, 2009, by and between PAJARO VALLEY UNIFIED SCHOOL DISTRICT, hereafter called "District".

**WHEREAS**, the Pajaro Valley Unified School District, the Pajaro Valley Little League have, since 1984 worked cooperatively to develop the Jim Peixoto Baseball Park at E.A. Hall Middle School, designed by PJHM Architects and approved by the Office of the State Architect (DSA); and the Pajaro Valley Little League and the District desire to establish a basis for the cooperative use of the E.A. Hall Middle School Jim Peixoto Baseball Park (hereafter called the "Park") as recreational and educational facility: and

**NOW THEREFORE**, Pajaro Valley Little League and District hereby mutually covenant and agree with each other as follows:

1. Pajaro Valley Little League at their expense constructed to District and DSA specifications a building that consists of a concession stand with restrooms and (2) Baseball Fields located within E.A. Hall Middle School.
2. Pajaro Valley Little League and the District shall cooperatively plan and use the Park as a recreational area and facility to insure its maximum joint use for the benefit of the District and Pajaro Valley Little League
3. The use of facilities and equipment pursuant to this agreement shall be granted subject to reasonable rules and regulations of the respective parties pertaining to their use. All effort shall be made to insure reasonable conformity in such rules and regulations between respective parties.



**AGREEMENT BETWEEN PAJARO VALLEY UNIFIED SCHOOL  
DISTRICT & PAJARO VALLEY LITTLE LEAGUE FOR JOINT  
USE OF E.A. HALL MIDDLE SCHOOL, JIM PEIXOTO –  
BASEBALL PARK**

---

4. Pajaro Valley Little League and the District Representative shall delegate the responsibility for establishing schedules for facilities use to Pajaro Valley Little League and the District's facility director.
5. The agency using facilities or equipment owned by the other pursuant to this agreement shall furnish qualified personnel deemed necessary by the respective parties for the proper conduct and supervision of the activity.
6. Pajaro Valley Little League shall have the privilege of storing equipment including but not limited to, athletic equipment, food preparation, equipment portable fences, in restroom-concession stand during non-scheduled use periods. Pajaro Valley Little League shall not hold District responsible for loss incurred as result of such storage.
7. The Parks Concession-restroom building shall be available to School District during all non-scheduled Pajaro Valley Little League use. League shall annually submit a schedule of use to appropriate school District Facility Office, which shall not conflict with School District use. Pajaro Valley Little League use is generally from March to July.
8. Pajaro Valley Little League shall maintain the restroom-concession stand during scheduled use and shall maintain exterior, and interior of building, except for specified use by School District. Pajaro Valley Little League will repair or cause to be repaired, or will reimburse District for the cost of repairing damage done to facility during the period of such use (March 1<sup>st</sup>



**AGREEMENT BETWEEN PAJARO VALLEY UNIFIED SCHOOL  
DISTRICT & PAJARO VALLEY LITTLE LEAGUE FOR JOINT  
USE OF E.A. HALL MIDDLE SCHOOL, JIM PEIXOTO –  
BASEBALL PARK**

---

to July 31<sup>st</sup>, other than that attributed to ordinary and reasonable use. Joint maintenance of the Park and its facilities shall not be practiced except for emergency situations and specialized cases.

9. Pajaro Valley Little League will indemnify and hold harmless the District, and its officers, agents, servants, and employees, from any and all claims, demands, actions, caused of action, damages or liability for injury to or death of persons, or for damage to property, resulting from or arising out of any act or omission of Pajaro Valley Little League, or its officers, agents, servants or employees in the use of District property or in the exercise of any other right of privilege granted to Pajaro Valley Little League by the District pursuant to this agreement.
10. The District will indemnify and hold harmless Pajaro Valley Little League and its officers, agents, servants and employees, from any and all claims, demands, actions, caused of actions, damages or liability for injury to or death of persons, or for damage to property, resulting from or arising out of any act or omission of the District, or its employees, agents, servants, or employees in the use of Pajaro Valley Little League property of in the exercise of any other right or privilege granted to the District by Pajaro Valley Little League under or pursuant to this agreement.
11. This Agreement shall remain in effect for as long as Five (5) years starting the date of this Agreement dated June 24, 2009.





**AGREEMENT BETWEEN PAJARO VALLEY UNIFIED SCHOOL  
DISTRICT & PAJARO VALLEY LITTLE LEAGUE FOR JOINT  
USE OF E.A. HALL MIDDLE SCHOOL, JIM PEIXOTO –  
BASEBALL PARK**

---

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the  
date set forth above.

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT:**

BY: \_\_\_\_\_  
Leslie De Rose (Signature)

\_\_\_\_\_  
P.V.U.S.D. Board President  
Title

BY: \_\_\_\_\_  
Dorma Baker (Signature)

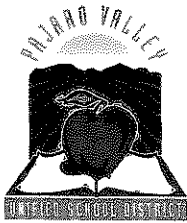
\_\_\_\_\_  
P.V.U.S.D. Superintendent  
Title

**PAJARO VALLEY LITTLE LEAGUE:**

BY: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

# PAJARO VALLEY UNIFIED SCHOOL DISTRICT



## Board Agenda Backup

Item No: 12.14

**Date:** June 24, 2009

**Item:** Acceptance of Notice of Completion for Freedom Elementary School-Relocation of one Modular Classroom.

**Overview:** The project consisted of relocating one 108' x 40' Modular Classroom from Watsonville High School to Freedom Elementary School. The Modular Classroom was required due to increase enrollment. The work was done by Pajaro Valley Unified School District. Pajaro Valley Unified School District would like to close-out project file with certification thru DSA, DSA #01-107483.

**Recommendation:** Acceptance of the Notice of Completion for the project and authorize District staff to file Notice of Completion with the Santa Cruz County Recorder.

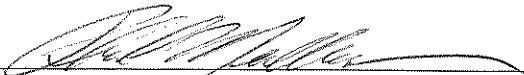
### Budget Considerations:

**Funding Source:** Developer Fees


**Budgeted:** Yes: ☒ No: ☐

**Amount:** \$ 150,000.00

**Prepared By:**

  
Richard Mullikin, Interim Director of Construction

**Superintendent's Signature:**

  
Dorma Baker, Superintendent

RECORDING REQUESTED BY  
PAJARO VALLEY UNIFIED SCHOOL DISTRICT]

AND WHEN RECORDED MAIL TO:

[NAME P.V.U.S.D.  
STREET CONSTRUCTION DEPARTMENT  
ADDRESS 294 GREEN VALLEY ROAD  
CITY, STATE WATSONVILLE, CALIFORNIA 95076  
& [ZIP CODE

Complimentary Recording, Pursuant Government Code 27383

SPACE ABOVE THIS LINE FOR RECORDERS USE

### NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion. (See reverse for Complete requirements.)  
Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
2. The full name of the owner is Pajaro Valley Unified School District
3. The full address of the owner is 294 Green Valley Road, Watsonville, California 95076

The nature of the interest or estate of the owner is: In fee

NA

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

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

N/A

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

NAMES

ADDRESSES

N/A

6. A work of improvement on the property hereinafter described was completed on October 31, 2005. The work done was: Installed one (108' x 40') Modular Classroom at Freedom Elementary School

7. The name of the contractor, if any, for such work of improvement was Pajaro Valley Unified School District

8. The property on which said work of improvement was completed is in the County of Santa Cruz, State of CA, and is described as follows: Freedom Elementary School DSA #01-107483 APN#015-191-02

9. The Street address of said property is 25 Holly Drive, Freedom, CA, 95019  
(IF NO STREET ADDRESS HAS BEEN OFFICIALLY ASSIGNED, INSERT "NONE")

Dated: June 25, 2009

X

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

### VERIFICATION

I, the undersigned, say: I am the Interim Director of Construction the declarant of the foregoing Notice of Completion;  
(PRESIDENT OF, "MANAGER OF, "PARTNER OF, "OWNER OF, ETC.)

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

Executed on June 25, 2009 at Watsonville CA 95076  
(City) (State) (Zip)

X

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

## ***Board Agenda Back-up***

ITEM # 12.15

**DATE:** June 24, 2009

**ITEM:** Approval of the 2009-2010 Contract for Legal Services with Lozano Smith

**OVERVIEW:** This item is to approve the Contract for Legal Services with Lozano Smith for a portion of our legal services in fiscal year 09-10.

**RECOMMENDATION:** Approve the contract for 09-10.

**BUDGETED:** Yes

**Funding:** General Fund

**ASSOCIATE SUPERINTENDENT SIGNATURE:**

Mary Hart (At)

**SUPERINTENDENT SIGNATURE:**

Dan Boe

# LOZANO SMITH

*Partnering For Excellence In Education and Government*

Gregory A. Wedner  
*Attorney at Law*

E-mail: [gwedner@lozanosmith.com](mailto:gwedner@lozanosmith.com)

June 1, 2009

Ms. Dorma Baker  
Interim Superintendent  
Pajaro Valley Unified School District  
294 Green Valley Road,  
Watsonville, CA 95076

Re: Agreement for Legal Services

Dear Ms. Baker:

Enclosed, please find an agreement for legal services for 2009-10. Lozano Smith is sensitive to our clients' needs in these troubled economic times. With this in mind, we wish to offer our clients new options regarding payment for legal services.

First, we have developed a tiered billing structure that represents a greater breakdown of rates based on the experience and expertise of our legal staff. This allows our clients greater opportunity to match their legal needs to our diverse attorneys. This change also has allowed us to reduce the hourly rates for some of our attorneys. If a client prefers to work with one of our most experienced attorneys, the hourly cost will similarly reflect that decision. We have developed this structure to give our clients the chance for savings, either through use of an attorney who bills at a lower rate, or through working with one of our most experienced attorneys, who may be able to provide cost savings and efficiency based on their experience. Under our new tiered billing system, our clients are given the ability to choose the right approach for their particular needs, and we are able to tailor the best legal team to meet those needs. If you would like to know the applicable rate of any specific Lozano Smith attorneys, feel free to ask us.

Second, in response to inquiries regarding alternative billing arrangements, we have included in the enclosed agreement an option for prepaid legal services. If this option is chosen, the client may prepay any amount. Lozano Smith will hold the prepaid amount in a trust account, from which Lozano Smith will then be paid for services actually rendered on an hourly basis. The client will receive a 10 percent discount off the hourly legal service rates that otherwise would apply.

*A Professional Corporation*

7404 N. Spalding Avenue Fresno, California 93720-3370 Tel 559-431-5600 Fax 559-261-9366

Ms. Baker  
May 21, 2009  
Page 2

If those prepaid funds are exhausted, the full rates identified in the enclosed agreement will again apply, or the client may elect to make a further prepayment, again triggering the discount. Any funds not utilized during the current fiscal year will continue to be held in the trust account, where it will be applied to Lozano Smith's legal services in the ensuing year.

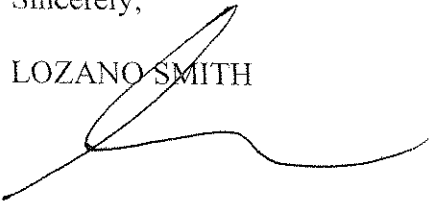
Third, we will continue other cost saving measures for our clients, such as generally billing actual time instead of set minimums (for example, we do not bill in quarter-hour or greater increments, or charge set billing amounts for phone calls); providing regular legal updates at no cost; and through our extensive indexing of past legal opinions, to allow for rapid research and response to our clients' questions. Our commitment is to help our clients navigate the challenges of the present economy.

If you have any questions about the enclosed agreement, please do not hesitate to call us. Once your Board has approved the agreement, please retain one original, and sign and return the other to us in the enclosed, self-addressed envelope.

It remains our privilege to provide you with legal services.

Sincerely,

LOZANO SMITH



Gregory A. Wedner

GAW/cs

Enclosure

## AGREEMENT FOR LOZANO SMITH LEGAL SERVICES

THIS AGREEMENT is effective July 1, 2009, between the Pajaro Valley Unified School District ("Client") and the law firm of Lozano Smith, a professional corporation ("Attorney").

Client and Attorney agree as follows:

Client hires Attorney as its legal counsel with respect to matters the Client refers to Attorney. Attorney shall provide legal services to represent Client in such matters, keep Client informed of significant developments and respond to Client's inquiries regarding those matters. Client understands that Attorney cannot guarantee any particular results, including the costs and expenses of representation. Client has been advised of the right to seek independent legal advice regarding this Agreement.

Client agrees to pay Attorney for services rendered based on the attached rate schedule. Agreements for legal fees on other-than-an-hourly basis may be made by mutual agreement for special projects (including as set forth in future addenda to this Agreement). Written responses to audit letter inquiries will be charged to Client on an hourly basis, with the minimum charge for such responses equaling .5 hours.

Client may choose to pre-pay for legal services. If Client elects to pre-pay, any amount of pre-payment will be held in trust by Attorney. Attorney will thereafter charge Client at 90% of the hourly professional rates on the attached rate schedule, reflecting a 10% discount, with such charges applying against the pre-paid amount on deposit until that amount is exhausted, at which point the hourly professional rates will be charged at 100% of the hourly professional rates on the attached rate schedule. The pre-payment and 10% discount do not apply to costs and expenses.

Attorney shall send Client a statement for fees and costs incurred every calendar month. Statements shall set forth the amount, rate and description of services provided. Client shall pay Attorney's statements within thirty (30) calendar days after receipt. An interest charge of one percent (1%) per month shall be assessed on balances that are more than thirty (30) calendar days past due.

In addition to regular telephone, mail and other common business communication methods, Client authorizes Attorney to use facsimile transmissions, cellular telephone calls, unencrypted email, and other computer transmissions in communicating with Client. Unless otherwise instructed by Client, any such communications may include confidential information.

Client may discharge Attorney at any time by written notice. Unless otherwise agreed, and except as required by law, Attorney will provide no further services after receipt of such notice. Attorney may withdraw its services with Client's consent or as allowed or required by law, upon ten (10) calendar days written notice. Upon discharge or withdrawal, Attorney shall transition all outstanding legal work and services to others as Client shall direct.

SO AGREED:

Pajaro Valley Unified School District

Ms. Dorma Baker  
Interim Superintendent

Date

LOZANO SMITH

Gregory A. Wedner  
Managing Shareholder

Date

LOZANO SMITH  
PROFESSIONAL RATE SCHEDULE  
FOR PAJARO VALLEY UNIFIED SCHOOL DISTRICT  
(Effective July 1, 2009)

1. HOURLY PROFESSIONAL RATES

Client agrees to pay Attorney by the following standard hourly rate\*:

Shareholder	\$ 215 - \$ 275 per hour
Senior Attorney/Of Counsel	\$ 200 - \$ 240 per hour
Associate	\$ 165 - \$ 215 per hour
Law Clerk II**	\$ 125 per hour
Law Clerk I/Paralegal	\$ 100 per hour
Educational Consultant***	\$ 125 per hour

\* Rates for Specific Attorneys Available Upon Request

\*\* Law School Graduate

\*\*\* Non-Attorney (Current or Former School District Administrator or Board Member)

Travel time shall be prorated if the assigned attorney travels for two or more clients on the same trip.

2. COSTS AND EXPENSES

In-office copying/electronic communication printing	\$ 0.25 per page
Facsimile	\$ 1.00 per page
Postage	Actual Usage
Mileage	IRS Standard Rate

Other costs, such as messenger, meals, and lodging shall be charged on an actual and necessary basis.



## ***Board Agenda Back-up***

ITEM #

12.16

DATE: June 24, 2009

ITEM: Approval of the 2009-2010 Contract for Legal Services with Fagen Friedman & Fulfroost, LLP

OVERVIEW: This item is to approve the Contract for Legal Services with Fagen Friedman & Fulfroost, LLP for a portion of our legal services in fiscal year 09-10.

RECOMMENDATION: Approve the contract for 09-10.

BUDGETED: Yes

Funding: General Fund

ASSOCIATE SUPERINTENDENT SIGNATURE: \_\_\_\_\_

*Mary Hart (Ad)*

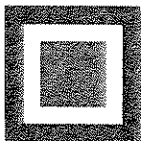
SUPERINTENDENT SIGNATURE: \_\_\_\_\_

*Donna Bol*

Peter K. Fagen  
Howard A. Friedman  
Howard J. Fulfroft  
Melanie A. Petersen  
Laurie S. Juengert  
Laurie E. Reynolds  
James B. Fernow  
Christopher D. Keeler  
Jan E. Tomskey  
Jonathan P. Read  
Christopher J. Fernandes  
Douglas N. Freifeld  
Diane Marshall-Freeman  
Roy A. Combs  
Mark S. Williams  
Lenore Silverman  
Kimberly A. Smith  
Kathleen J. McKee  
Deborah R. G. Cesario  
Ricardo R. Silva  
Wesley B. Parsons

Brian D. Bock  
Elizabeth B. Mori  
Lee G. Rideout  
Gretchen M. Shipley  
William F. Schuetz, Jr.  
Anne M. Sherlock  
Shawn Olson Brown  
Kelly R. Minnehan  
Angela Gordon  
Cynthia M. Smith  
Emily E. Sugrue  
Jennifer R. Rowe  
Joshua A. Stevens  
Lyndsy B. Rutherford  
Rachel C. Disario  
Dean T. Adams  
Summer D. Dalessandro  
Vivian L. Haun  
Jennifer A. Postel  
Tiffany M. Santos  
L. Carlos Villegas  
Elise Kirsten  
Kerrie E. Taylor  
Susan Park  
Melissa Hatch  
Jesse W. Raskin  
Maggy M. Athanasious  
Susan B. Winkelman  
Anna J. Miller  
Melissa L. Phung  
Keith Yanov  
Kelley A. Owens  
Leslie A. Reed

Diana McDonough  
Of Counsel



## Fagen Friedman & Fulfroft LLP

June 1, 2009

Peter K. Fagen  
Direct Dial: 760-304-6009  
pfagen@fagenfriedman.com

Dorma Baker, Superintendent  
Pajaro Valley Unified School District  
294 Green Valley Road  
Watsonville, CA 95076

Re: Agreement for Legal Services 2009-10 School Year

Dear Dorma:

We are truly appreciative of our continuing collaboration in addressing your legal affairs, and the trust you have placed in us. As we approach our third anniversary as a law firm, we are thankful for the client relationships that we have continued and those we have more recently started.

We realize the current fiscal crisis presents you with tremendous challenges. As you know, we have made only minimal adjustments in our rates since our founding in 2006, and we have decided to continue with that approach for the 2009-2010 school year in an effort to support your budget efforts. As always, we will work with you and your staff as efficiently as possible to control your legal expenses.

Enclosed please find our Agreement for Legal Services for the new contract year. Following Board approval, please sign and return a fully executed copy of the Agreement for our files.

We have built a law firm consisting of some of the best and most experienced school lawyers in California, specializing in such diverse practice areas as labor/employment, special education, facilities/business, real estate and sustainability, charter schools, governance, and litigation. We want to assure you that we will continue to provide the highest quality legal representation in all of our practice areas at moderate rates.

We value our relationship with you. If you have any questions regarding our services or billing, please do not hesitate to contact us at your convenience.

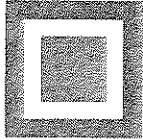
Sincerely,

FAGEN FRIEDMAN & FULFROST, LLP



Peter K. Fagen

PKF:ra



## Fagen Friedman & Fulfroft LLP

### AGREEMENT FOR LEGAL SERVICES

This Agreement is by and between the Pajaro Valley Unified School District ("Client") and the law firm of Fagen Friedman & Fulfroft LLP ("Attorney"). In consideration of the promises and the mutual agreements hereinafter contained, Client and Attorney agree as follows effective July 1, 2009:

Client hires Attorney as its legal counsel with respect to matters Client specifically refers to Attorney. Attorney shall provide legal services as reasonably required to represent Client in such matters, take reasonable steps to keep Client informed of significant developments, and respond to Client's inquiries regarding those matters. Client understands that Attorney cannot guarantee any particular results, including the costs and expenses of representation.

Client agrees to pay Attorney for services rendered based upon the attached rate schedule. Agreements for legal fees on an other-than-hourly basis may be made by mutual agreement for special projects.

Attorney shall send Client a statement for fees and costs incurred every calendar month. Such statements shall set forth the amount, rate, and description of services provided. Client shall pay Attorney's statements within thirty (30) days after receipt. An interest charge of one percent (1%) per month shall be assessed on balances that are more than thirty (30) days past due.

Client may discharge Attorney at any time by written notice. Unless otherwise agreed, and except as required by law, Attorney will provide no further services hereunder after receipt of such notice. Attorney may withdraw its services hereunder with Client's consent or as allowed or required by law, upon ten (10) days written notice. Upon discharge or withdrawal, Attorney shall transition all outstanding legal work and services to others as Client shall direct.

IN WITNESS WHEREOF, the parties have signed this Agreement for Legal Services.

Pajaro Valley Unified School District

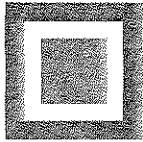
Fagen Friedman & Fulfroft, LLP

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

\_\_\_\_\_  
Peter K. Fagen, Partner

Date: \_\_\_\_\_

Date: 06-1-09



## Fagen Friedman & Fulfroft LLP

### PROFESSIONAL RATE SCHEDULE

Pajaro Valley Unified School District  
(Effective July 1, 2009)

#### 1. HOURLY PROFESSIONAL RATES

Client agrees to pay Attorney by the following standard hourly rate:

Senior Partner / Of Counsel	\$ 240
Partner / Senior Attorney	\$ 230
Senior Associate	\$ 210
Associate	\$ 200
Education Consultant	\$ 150
Law Clerk / Senior Paralegal	\$ 130
Paralegal	\$ 110

Travel time shall be charged only from the attorney's nearest office to the destination and shall be prorated if the assigned attorney travels for two or more clients on the same trip. If Client requests a specific attorney, Client agrees to pay for all travel time of that specific attorney in connection with the matter.

#### 2. COSTS AND EXPENSES

In-office Photocopying	\$0.25 per page
Facsimile	\$1.00 per page
Postage	Actual Usage
Mileage	IRS Standard Rate

Other costs, such as messenger, meals, and lodging shall be charged on an actual and necessary basis.



## *Board Agenda Backup*

Item No: 12.17

**Date:** June 24, 2009

**Item:** Agreement between Pajaro Valley Unified and Salud Para La Gente for Medical and Dental Service for students and families

**Overview:** The district has for many years had a relationship with Salud Para La Gente for services under the Healthy Start grants. This agreement expands health services to additional school sites. It provides medical, vision, dental and additional services for our students and families in our community.

Healthy Kids equal productive and ready to learn kids.

**Recommendation:** Accept the Agreement between Pajaro Valley Unified and Salud Para La Gente for Medical and Dental Services.

Associate  
Superintendent: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_

*Donna Boh*

**AGREEMENT**  
**between**  
**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**  
**and**  
**SALUD PARA LA GENTE**  
*Site Based Medical / Dental Services*

This Agreement is entered into by and between Pajaro Valley Unified School District ("District"), a California public school district, and Salud Para La Gente, Inc. ("Salud"), a California nonprofit corporation. District and Salud are collectively referred to as "the Parties."

**RECITALS**

- A. WHEREAS, District has students and their minor children and minor siblings who are in need of and can benefit from free health, vision, and dental services; and
- B. WHEREAS, Salud is a non-profit organization and is willing to provide the health, vision, and dental services, as set forth in this Agreement and its Exhibits ("Health, Vision, and Dental Services") to District students and their minor children and minor siblings at no cost to the District, or to the students or their family members; and
- C. WHEREAS, the District, through its students and their minor children and minor siblings, would benefit from the Health, Vision, and Dental Services to be provided by Salud; and
- D. WHEREAS, it is mutually beneficial for the District and Salud to have the arrangement set forth in this Agreement.

**AGREEMENT**

NOW, THEREFORE, in consideration of the mutual promises contained herein, the Parties hereby agree as follows:

1. **Purpose of Agreement**

The Parties agree that the purpose of this Agreement is to set out the terms and conditions whereby Salud will provide District students and their minor children and minor siblings, with Health, Vision, and Dental Services at no cost to the District, or to the District students or their minor children and minor siblings.

## **2. Eligibility for Health, Vision, and Dental Services**

All students currently enrolled in a District school and their minor children and minor siblings, and residing within the District, are eligible to receive the Health, Vision, and Dental Services, as described herein.

All students deemed to have complied with the residency requirements for school attendance in the District as set out in Education Section 48204, including, but not limited to those placed in group homes, Licensed Children's Institutions and foster homes within the District, and their eligible minor children and minor siblings residing within the District, are eligible to receive Health, Vision and Dental Services, as described herein.

Students who have been suspended or expelled from District schools but who continue to reside within the District's boundaries, and their minor children and minor siblings who reside within the District, remain eligible for services during the pendency of the student's suspension or expulsion.

While copays may be charged to recipient for any Health, Vision, and Dental Services rendered by Salud at any of the District's Healthy Start Resource Centers, and site based health clinics as described herein, Salud staff may assist parents or legal guardians of eligible District students, their minor children or minor siblings without private or public health insurance in applying for, and completing applications for qualification in any available public health benefit program. Copays: Current practice at Resource Centers and according to Salud Para La Gente's patient service fee policies. (See attachment)

While copays may be charged for any Health, Vision, and Dental Services rendered by Salud at any of the District's Healthy Start Resource Centers, as described herein, District students or their minor children and minor siblings who are referred to any of Salud's network clinics not located on District premises, may be charged the patient the cost of services as set out in Salud's Patient Service Fee Policies.

Except where applicable law authorizes confidential medical services, parents or legal guardians, including District students who are themselves parents or legal guardians of minor children or minor siblings, must be present or authorized in writing when Health, Vision, or Dental Services are rendered.

PVUSD students may participate in dental and medical screenings with written permission of parent or legal guardian.

### 3. Role and Responsibilities of Salud

- a. Salud shall provide only the Health, Vision, and Dental Services described in Exhibit “A”, as attached hereto and incorporated by reference herein, to District students or their minor children and minor siblings, on those terms and conditions described herein.
- b. In addition to those Health, Vision, and Dental Services described in Exhibit “A”, Salud will provide health and nutrition education, parent education, wellness, obesity prevention, disease prevention, oral health hygiene and dental disease prevention programs at Healthy Start Resource Centers and as classroom presentations during each school year. Parent education classes may be provided jointly with Migrant Services and other PVUSD departments by mutual agreement of the Parties. Salud will reasonably cooperate with the District’s proposed schedule and locations for such sessions.
- c. Urgent or emergency care or services beyond the scope of those Health, Vision, and Dental Services set out in Exhibit “A” is not provided at District Healthy Start Resource Centers and/or school sites. District students or their minor children and minor siblings requiring urgent or emergency services or services other than those listed above, are referred, as appropriate, to Salud network clinics, other specialty health care providers or to the nearest Emergency Room.
- d. Students who become ill or are injured during school hours may first be seen by a District School Nurse or Health Services Assistant in accordance with District policy. However, Salud staff may provide emergency first aid or treatment for a student or stabilization of a student who is seriously injured during school hours, before that student is transported to an emergency room or other health care provider.
- e. Health, Vision, and Dental Services shall be provided by Salud physicians, physician’s assistants, nurse practitioners, dentists, optometrist or registered dental assistants and support staff (“Salud Staff”), with the following limitations as to scope and nature of services provided, at each of the following District sites, (collectively, the “Healthy Start Resource Centers and other site based centers”):
  - i. Children’s Resource Center (“CRC”), located at 440 Arthur Road, Watsonville, California: Salud Staff shall provide District students and their minor children or minor siblings with all of Health, Vision, and Dental Services as described herein in Exhibit “A.” Dental services shall be provided up to 20 hours per week and by appointment only. Medical and Vision Services shall be provided



up to 20 hours per week. All services shall be provided only during the regular school year or by a mutually acceptable agreement. Salud could provide services if CRC is open to students during summer school.

- ii. Pajaro Resource Center ("PRC"), located at 250 Salinas Road, Watsonville, California: Salud Staff shall provide District students and their minor children or minor siblings with all Health, Vision, and Dental Services as described herein in Exhibit "A." Dental services shall be provided up to 20 hours per week Health and Vision Services shall be provided up to 20 hours per week. All services shall be provided only during the regular school year unless the campus is open to students for the summer session.
  - iii. Teen Resource Center ("TRC"), located at 250 E. Beach Street, Watsonville, California: No services are provided at the school site; all of the Health, Vision, and Dental Services as described herein in Exhibit "A" are provided to District students and their minor children or minor siblings at the Salud Para La Gente Clinics located at 204 E. Beach St., Watsonville, California, following referrals from District or Salud Staff. Services are available on Tuesdays from 10:00 am to 1:00 pm during the regular school year.
  - iv. Pajaro Valley High Resource Center ("PVHRC"), located at 500 Harkins Slough, Watsonville, California: No services are provided on-site; all of the Health, Vision, and Dental Services as described herein in Exhibit "A" are provided to District students and their minor children or minor siblings at the Salud Para La Gente Clinics located at 204 E. Beach St. or 45 Nielson St., Watsonville, California, following referrals from District or Salud Staff.
  - v. Rolling Hills Resource Center ("RHRC"), located at 130 Herman Ave, Watsonville, California: No services are provided on-site; all of the Health, Vision, and Dental Services as described herein in Exhibit "A" are provided to District students and their minor children or minor siblings at the Salud Para La Gente Clinics located at 204 E. Beach St. or 45 Nielson St., Watsonville, California, following referrals from District or Salud Staff.
- f. Except as otherwise provided herein, Salud shall provide, at its sole cost, all durable and disposable medical, vision, and dental equipment, supplies, materials and other items necessary to properly provide the Health, Vision, and Dental Services under this Agreement.

- g. Salud shall designate a person who will be responsible for the administration of the Health, Vision, and Dental Services Program on its behalf. This person shall be the primary contact with the District and shall consult, as appropriate with District personnel, regarding program planning and other administrative details pursuant to this Agreement.
- h. Salud warrants and represents that each person providing Health, Vision, and Dental Services to District students and their minor children or minor siblings pursuant to this Agreement is properly trained and qualified, and has and will maintain in effect all licenses, permits, certificates and/or registrations required by applicable federal, state and local laws and regulations. At the request of the District, Salud shall provide evidence of appropriate licensure, certification, training, and/or other qualifications of each Salud employee providing Health, Vision, and Dental Services to District students and their minor children or minor siblings.
- i. Salud shall ensure that every Salud employee or other person who comes onto District school sites or premises to provide Health, Vision, and Dental Services to District students and their minor children or minor siblings under this Agreement has complied with the fingerprinting requirements under Education Code section 45125.1, and has no criminal or other record that would make the person unqualified or unsuitable to work with minor children. As requested, Salud shall provide to the District such evidence or documentation before beginning services at school sites. PVUSD will make finger printing available at no charge to Salud Para La Gente.

Salud shall ensure that every Salud employee or other person who comes onto District sites or premises to provide Health, Vision, and Dental Services under this Agreement has all immunizations as required by the District and provides Salud with verification that the employee or other person has been tested, within the past four years, for tuberculosis and has been determined to be free of tuberculosis, as evidenced by a state licensed medical doctor's signature. Upon request, Salud shall provide the District with such evidence or documentation.

- j. Salud shall coordinate and communicate with the District (Human Resources Department) who currently monitors fingerprinting. regarding the days and times when Health, Vision, and Dental Services will be provided at each Healthy Start Resource Center and other school sites where services are provided, and shall provide the District with the names and qualifications of every Salud employee and or other persons who will be providing such services on behalf of Salud to District students and their minor children or minor siblings upon request.

- k. Except where applicable law authorizes confidential medical services, Salud shall seek parental consent prior to the provision of any Health, Vision, or Dental Services to minor children, and shall schedule and call parents of minor children to confirm all Health, Vision, and Dental Services appointments. Except where applicable law authorizes confidential medical service, no Health, Vision, or Dental Services shall be provided to minor children until their parent or legal guardian signs such waivers and documents as necessary to give parental consent for the treatment of their minor children.
- l. Salud is an independent contractor. Except as provided herein, persons who are providing services on behalf of Salud pursuant to this Agreement are the employees or agents of Salud and are not in any way to be considered or construed to be the employees or agents of the District. Except as provided herein, Salud shall be solely responsible for the payment of any compensation, salary, or other benefits to all employees, agents, representatives and independent contractors retained by Salud to provide services pursuant to this Agreement.
- m. Salud and the PVUSD shall mutually cooperate as requested to obtain federal or state funding in order to enhance the operations of the Healthy Start Resource Centers and to serve District schools.
- n. As provided by Section 5, Salud shall treat as confidential all information relating to District students and their minor children or minor siblings. Except as required by law or a court order, Salud shall not disclose to any third person or entity any confidential or private information regarding a District student or any of their minor children or minor siblings without the written consent or authorization of an adult District student or family member, or, in the case of a minor child, a parent or legal guardian.

Salud shall be responsible for repairing and/or replacing any District property damaged or destroyed by Salud's employees, agents and/or volunteers while performing Health, Vision, and Dental Services under this Agreement. Repair and replacement of District property shall be performed to District standards, in a reasonable amount of time. (Salud or District property damaged or destroyed due to negligence on the part of either party is excluded from this clause.)

- o. Salud, while performing services under this Agreement, shall comply with all current policies and regulations adopted by the District's Governing Board of Trustees. If future modifications are made, this may be cause to open the contract for modification if Salud cannot comply with any new policies and regulations imposed.

**4. Role and Responsibilities of the District**

- a. The District shall designate a person who will communicate with Salud regarding program planning and the administration of Health, Vision, and Dental Services at the Healthy Start Resource Centers and District schools. This person will be the primary contact with Salud.
- b. Except as provided herein, the District shall provide, at no cost to Salud, such working space as the District reasonably makes available at each of the Healthy Start and other site based Resource Centers for Salud to provide the Health, Vision, and Dental Services set forth in this Agreement. Salud shall submit annually facility request forms.
- c. The District shall provide the following equipment for the non-exclusive use of Salud, for the purpose of providing the Health, Vision, and Dental Services under this Agreement the following office equipment when deemed necessary. Where and when possible Salud will provide its own computers and cell phones at schools as listed in Exhibit E.

Pajaro Resource Center: (1) one remote telephone line; (2) one shared fax line and fax machine; (3) one computer with Internet access; (4) one copy machine; and (5) other office equipment as mutually agreed upon by the Parties.

Children's Resource Center: (1) one dedicated telephone line and three remote telephone lines; (2) a shared fax line and fax machine; (3) two computers with Internet access; (4) a copy machine; and (5) other office equipment as mutually agreed upon by the Parties.

- d. The District shall provide, at no cost to Salud, at each Healthy Start Resource Center a Registration Specialist, to assist families with scheduling appointments, enrolling students or their minor children or minor siblings in Healthy Families and Healthy Kids insurance programs, assist families with Medi-Cal enrollment and Medi-Cal paperwork, to provide general clerical support to Salud in Salud's performance of the services under this Agreement, and to perform other duties, as set out in the Registration Specialist I Position Description attached hereto as Exhibit "C".

The District shall be the exclusive employer of the Registration Specialists and shall be solely responsible for the payment of any compensation, salary, or other benefits. The hours and work schedule of each Registration Specialist shall be determined by the District's Healthy Start Program Supervisor, but shall not exceed forty (40) hours of work weekly.

e. The District will identify a contact person at each school site at it's sole expense.

**5. Use and Disclosure of Health Information**

- a. Responsibility of Salud. Salud, by providing Health, Vision, and Dental Services, may be considered a Covered Entity, as that term is defined in the Health Insurance Portability and Accountability Act of 1996 and its accompanying regulations (hereinafter collectively referred to as "HIPAA"), and is obligated to comply with HIPAA, its regulations, and other applicable federal and state laws in the use and disclosure of Protected Health Information ("PHI"), as that term is defined in HIPAA, and of other confidential personal and health information. Other than directory information, Salud shall not have access to any non medically related pupil records as defined in Education Code section 49060, et seq., maintained by the District.
- b. Responsibility of District. By virtue of this Agreement, the District may be considered a Business Associate, as that term is defined in HIPAA. The District agrees to:
  1. Not use or further disclose PHI other than as permitted or required by law.
  2. Use appropriate safeguards to prevent use or disclosure of PHI other than as provided for by law.
  3. Report to Salud any use or disclosure of PHI not provided for by law of which District becomes aware.
  4. Ensure that District agents, to whom District provides PHI that is received from or created by District on behalf of Salud, agree to the same restrictions and conditions that, apply to District with respect to said PHI.
  5. Make available PHI in accordance with 45 C.F.R.164.524, attached hereto as Exhibit "D".
  6. Make available PHI for amendment and incorporate any amendments to PHI in accordance with 45 C.F. R. 164.526, attached hereto as Exhibit "D".
  7. Make available PHI required to provide an accounting of disclosures in accordance with 45 C.F.R. 164.528, attached hereto as Exhibit "D".

8. Make its internal practices, books, and records relating to the use and disclosure of PHI received from, or created or received by District on behalf of Salud available to the Secretary of Health and Human Services for purposes of determining Salud's compliance with HIPAA.
  9. Upon termination of this Agreement, District may, if feasible, return or destroy all PHI that it still maintains in any form and shall retain no copies thereof. If return or destruction of PHI is not feasible, District shall retain the PHI and shall continue to protect the confidentiality of PHI as required by all applicable provisions of law.
- c. Permitted Uses and Disclosures of PHI by District. District may, except as limited by this Agreement:
1. Use and disclose PHI it receives for the proper management and administration of District or to carry out District's legal responsibilities.
  2. Use PHI to perform the functions, activities and services specified in this Agreement.
  3. Use PHI for treatment, payment and health care operations, as defined and permitted by HIPAA.
  4. Disclose PHI to District's agents, subcontractors and representatives to the extent necessary for District to perform the functions, activities and services under this Agreement and provided that (i) District obtains reasonable assurances from said agents, subcontractors and representatives that the PHI will be held confidentially and used or further disclosed only as permitted or required by law or for the purpose for which it was disclosed to them and (ii) said agents, subcontractors and representatives agree to notify District of any instances of which they are aware in which the confidentiality of the PHI has been breached.
  5. Disclose PHI to appropriate federal or state authorities for the purpose of reporting violations of law, consistent with 45 C.F.R. 164.502(j)(1).
  6. Disclose PHI to Salud and/or its business associates, agents, subcontractors or representatives as requested by Salud and not otherwise prohibited by this Agreement or law.

7. Use or disclose PHI as required or permitted by this Agreement, HIPAA or other applicable laws.

## **6. Term and Termination of Agreement**

- a. Term. This Agreement is effective only upon execution by the Parties and approval or ratification by the District and by Salud and shall remain in effect for a period of three years from the Date of Execution, unless terminated by either Party providing the other with thirty (30) days written notice of its intention to terminate, open or modify the Agreement, with or without cause. Thereafter, it shall be renewed from year to year with the mutual agreement of the Parties.
- b. Following expiration or termination of this Agreement, Salud shall, within forty-five (45) days after the expiration or termination of this Agreement, remove all equipment and/or fixtures owned or provided by Salud and return the space occupied by Salud at each Healthy Start Resource Center to its condition as of the Date of Execution of this Agreement, reasonable wear and tear and loss by casualty excepted. If Salud does not timely remove all equipment and/or fixtures owned or provided by Salud and return the space occupied by Salud at each Healthy Start Resource Center to the condition as set forth in this Paragraph, District may remove all equipment and/or fixtures owned or provided by Salud and return the space occupied by Salud at each Healthy Start Resource Center to the condition as set forth in this Paragraph, and Salud shall reimburse District for its costs.

## **7. Insurance**

- a. Commercial General Liability. Salud shall provide, at its own expense throughout the term of this Agreement, general liability insurance that provides coverage for bodily injury, property damage, and personal injury arising out of the actual or alleged acts, omissions and/or negligence of Salud and/or its directors, officers, employees, agents and volunteers while performing services relating to this Agreement. Such insurance coverage shall be in an amount of not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate. This insurance coverage shall constitute primary coverage for bodily injury, property damage, personal injury and/or any other liability arising out of any actual or alleged act, omission and/or negligence by Salud and/or its directors, officers, employees, agents and volunteers while performing services relating to this Agreement. This insurance shall further name the District and its board of trustees, officers,

employees, agents, students and volunteers as an additional insured.

Upon request by the District -Salud shall furnish to the District proof of the basic terms (including, but not limited to, minimum coverage limits) of the general liability insurance required to be carried by Salud pursuant to this Agreement, in the form of a certificate of insurance, statement of coverage, or other similar document.

The general liability insurance coverage required to be carried hereunder by Salud shall provide (and any certificate of insurance, statement of coverage, or other similar document evidencing the existence of such coverage, shall certify) that such insurance shall not be canceled or terminated unless the District has been provided with at least thirty (30) days prior written notice of any such cancellation or termination. Salud shall provide immediate notice to the District of any material change in the general liability insurance coverage.

- b. Professional Liability Insurance. Salud shall maintain, at its own expense throughout the term of this Agreement, professional liability insurance in an amount not less than \$1,000,000.00 per occurrence / 3,000,000 per year.
- c. Workers Compensation and Related Employees Insurance. Salud shall maintain workers compensation insurance and other insurance for its employees as required by applicable laws.
- d. Insurance Not Limitation on Liability. Neither the existence of any of the insurance coverage required to be carried by the PVUSD and Salud pursuant to this Agreement, nor the minimum coverage limits specified herein with respect to any such coverage, shall be deemed to mutually limit or restrict in any way PVUSD or Salud's liability under this Agreement.
- e. The District will provide Salud upon request with evidence of insurance liability coverage, workers' compensation coverage, and professional liability insurance coverage.

## **8. Liability and Indemnification**

- a. Salud agrees to defend, indemnify and hold harmless the District and its successors, assigns, trustees, officers, employees, agents and volunteers from and against all actions, causes of action, claims and demands whatsoever, and from all costs, damages, expenses, charges, debts and



liabilities whatsoever (including attorney's fees) arising out of any actual or alleged act, omission and/or negligence by Salud and/or its successors, assigns, directors, officers, employees, volunteers and other agents while performing services relating to this Agreement, except those bodily injuries or property damage that is intentionally or purposefully caused by the District. The defense, indemnity and hold harmless obligations set forth herein shall remain in full force and effect during the term of this Agreement, and shall survive the termination or expiration of this Agreement for any actual or alleged act, omission and/or negligence that occurred during the term of this Agreement.

- b. The District will agree to defend, indemnify and hold harmless Salud and its successors, trustees, officers, employees, agents, and volunteers from and against all action, causes of action, claims and demands whatsoever, and from all costs, damages, expenses, charges, debts and liabilities, whatsoever, arising out of any actual or alleged act, omission or negligence by the District or its successors while performing services related to this Agreement. The defense, indemnity and hold harmless obligations set forth herein shall remain in full force and effect during the term of this Agreement, and shall survive the termination or expiration of this Agreement for any actual or alleged act, omission and/or negligence that occurred during the term of this Agreement.

## **9. Notices**

All notices or other communications required or permitted under this Agreement, unless otherwise stated, shall be deemed duly given if in writing and delivered personally or sent by a reputable overnight courier service (with package tracking capability) or certified mail, return receipt requested, first class postage prepaid, addressed as follows:

### **To District:**

Associate/Assistant Superintendent  
Business Services  
Pajaro Valley Unified School District  
294 Green Valley Road, 4<sup>th</sup> Floor  
Watsonville, CA 95076

### **To Salud:**

President / CEO  
Salud Para La Gente, Inc.  
45 Nielson Street  
Watsonville, CA 95076

Notices will be deemed given on the date of delivery. Either Party may change its notice address by giving the other Party written notice of such change.

## **10. No Monetary Compensation**

It is expressly agreed and understood that Salud is providing services to District students and their minor children or minor siblings at no charge to the District.

No monetary compensation for any services rendered under this Agreement shall be due or payable to any Party hereto except as outlined in Salud's policies and procedures on patient fees.

#### **11. Miscellaneous Provisions**

- a. Advertising. No Party shall use the other's name or logo in any descriptive or promotional literature or communication of any kind without the other's prior written consent. No Party expressly agrees that it shall not, without prior written authorization from the District and/or Salud, use any photographs of District and/or Salud's students / patients or their minor children or minor siblings, or of any District and/or Salud property in any descriptive or promotional literature or communication of any kind.
- b. Assignment. Neither Party may assign or delegate this Agreement or any other interest herein or responsibility hereunder without the prior written consent of the other Party.
- c. Amendments. Any matters of this Agreement may be modified only by the written consent of the Parties.
- d. Execution in Counterparts. This Agreement may be executed in counterparts such that the signatures may appear on separate pages. A copy, or an original, with all signatures appended together shall be deemed a fully executed agreement. Signatures transmitted by facsimile shall be deemed original signatures.
- e. Governing Law/Venue. The Agreement, and the rights and obligations of the Parties, shall be construed and enforced in accordance with the laws of the State of California. This Agreement is entered into by Salud and the District in the County of Santa Cruz. Thus, in the event of litigation, venue shall only lie with the appropriate state or federal court in Santa Cruz County.
- f. Interpretation. The language of all parts of this Agreement shall, in all cases, be constructed as a whole, according to its fair meaning, and not strictly for or against either Party.
- g. Binding Effect. This Agreement is for the benefit of and shall be binding on the Parties and their respective successors, assigns, trustees or directors, officers, employees, and agents.

*IN WITNESS WHEREOF*, the Parties hereto have executed this Agreement as of the day and year written below.

**SALUD PARA LA GENTE, INC.**

\_\_\_\_\_

Date:

\_\_\_\_\_  
Sister Julie Hyer, OP  
President / CEO

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**

\_\_\_\_\_

Date:

\_\_\_\_\_  
Mary Hart  
Associate Superintendent  
of Business Services

## **ADDENDUM**

Agreement between Salud Para La Gente and Pajaro Valley Unified School District

We both agree to benchmark our progress and effectiveness of our partnership by conducting an implementation audit that we schedule three times a year:

August-September	Review criteria for successful implementation; determine our success benchmarks
January	Do mid-year review of success factors and analyze growth and service data
May-June	Review end of year data; determine success and needs for the upcoming year

### **Criteria to be used for success:**

Number of students /families served

Type of referrals over time

Amount of MAA and mandated costs referral and reimbursement to the district

Efficiency of scheduling appointments and follow up, clerical support

Use of site facilities as to amount of interruptions, utilization of office hardware/technical support

Financial costs to PVUSD/Salud and cost benefit analysis to both systems.

**EXHIBIT "A" TO AGREEMENT BETWEEN PAJARO VALLEY UNIFIED SCHOOL  
DISTRICT AND SALUD PARA LA GENTE, INC.**

**Description of Health, Vision, and Dental Services to be Provided by Salud to District Students  
and Their Minor Children or Minor Siblings at District Healthy Start Resource Centers:**

Medical Services

1. Student health physical examinations; well-child examinations
2. Pre-participation sports physical examinations
3. Health screenings, including, but not limited to: nutritional assessments, developmental assessments, and audiometric screenings
4. Vital sign evaluations
5. Routine immunizations, which may include: Measles, Mumps, Rubella, and Varicella, Tetanus, Polio, and Hepatitis B
6. Tuberculosis skin tests
7. Treatment of minor injury and illness, including: flu and colds; sore throats; earaches; sprains and cuts; and rashes only at all sites.
8. Diagnostic laboratory services and screenings, including: routine blood tests, urine tests, and throat cultures, and other laboratory services, as indicated
9. Prescription services
10. Prenatal care, evaluation, and counseling referrals
11. Case management services for preventative care services
12. Family planning services, teen pregnancy prevention and counseling, contraceptive materials, sexually-transmitted disease treatment, prevention, and counseling, HIV testing and counseling; case management and referrals

Vision Services

1. Vision screening, referrals for comprehensive eye examinations, and other vision assessments
2. Eye injury and eye disease assessment and treatment and/or referral
3. Referrals to ophthalmologists and other vision specialists as indicated

Dental Services

1. Routine dental examinations and risk assessments, including: X-Rays
2. Preventive dental care, including: pit and fissure sealants, cleaning, and fluoride treatments
3. Restorative dental services, including: fillings by dental carries I, II, III, extractions and dental carries level IV will be referred out.
4. Minor Dental emergency services
5. Dental prevention
6. Information about prevention of tooth decay, oral hygiene, dental care, diet and nutrition
7. Referrals to dentists, oral surgeons, orthodontists, and other dental service providers
8. Coordination of care with child's primary care medical provider

Additional Services

1. Remove and properly dispose of all hazardous materials (biohazards) from site after each day of services.
2. Primary care services through referral to main sites of Salud: Beach Street and Clinica when available.

**EXHIBIT "B" TO AGREEMENT BETWEEN PAJARO VALLEY UNIFIED SCHOOL  
DISTRICT AND SALUD PARA LA GENTE**

<b>Telephone Service</b>	<b>District provides / responsible. Salud provides cell phones</b>
<b>Fax Machine Service and Maintenance</b>	<b>District provides / responsible</b>
<b>Internet Access</b>	<b>Salud provides this wirelessly</b>
<b>Copy Machine Service and Maintenance</b>	<b>District provides / responsible</b>
<b>Electricity and other Utilities Costs</b>	<b>District provides / responsible</b>
<b>Alarm Cost</b>	<b>District provides / responsible</b>

## **EXHIBIT "C" TO AGREEMENT BETWEEN PAJARO VALLEY UNIFIED SCHOOL DISTRICT AND SALUD PARA LA GENTE**

### **PAJARO VALLEY UNIFIED SCHOOL DISTRICT**

### **POSITION DESCRIPTION**

**Position:** Registration Specialist I  
**Department:** Various  
**Reports To:** Assistant Principal or Designee

---

#### **SUMMARY**

Performs clerical and statistical record keeping duties related to the recruitment, enrollment, placement, and attendance of school and special programs such as pre-school, special needs, and migrant. As assigned, conducts outreach visitations to special populations for the purpose of enrolling students or program attendees.

#### **NATURE AND SCOPE**

Under general supervision of a Special Program Manager or Assistant Principal or equivalent, independently performs relatively straightforward community outreach and clerical and/or statistical record keeping duties in connection with student registration for a school site or a special program. Exercises judgment and discretion in performing duties according to established District and State procedures and codes. Serves as the first contact for students and parents when enrolling. Incumbents interact on both formal and informal basis with internal and external contacts to research and identify potential students.

#### **DISTINGUISHING CHARACTERISTICS**

This is the first level in a technical clerical career ladder, where the emphasis is on recruitment and registration of students or attendees to District programs that are ancillary to traditional K-12 grades. These programs include but are not limited to healthy start, migrant education, special education, and adult or continuing education. Advancement to Registration Specialist II requires the ability to maintain a continuous and complex database for a large population of students, to evaluate transcripts, and to develop and maintain master course schedules.

#### **ESSENTIAL TYPES OF DUTIES** (Examples)

- If assigned to outreach, conducts home and external agency site visits to identify, recruit, enroll and place students into programs and or schools.
- Prepares and maintains students' permanent record files. Enters information according to established procedures. Performs data entry of enrollment information onto established student information systems.
- May be required to coordinate dental and medical visits to assure that student records are complete, and work with collaborating agencies to insure all services are provided.

- Assists students and parents with the completion of registration materials. Provides brief orientation to new parents and students. Prepares and maintains students' permanent record cards. Enters information according to established procedures.
- Analyzes information such as parent work location, home address, and other factors to suggest placement of students to various sites.
- May produce periodic reports or otherwise verify enrollment and attendance records for Social Security, Social Services, Department of Education, and other.
- Assigns and reclassifies students according to established procedures. Notifies students and parents of assignments, schedules and related information.
- When assigned to Migrant Education interviews parents at schools, centers, and other sites to determine and verify eligibility for migrant services. Issues, assists, and processes paperwork as required. Visits may occur during daytime, evening, and weekend work shifts.
- When assigned to Adult School may administer and assist with scoring tests and providing results.
- When assigned to Special Education may prepare Mental Health referrals.
- May also perform routine backup in reception, attendance, and other clerical activities.
- Performs other duties as assigned to accomplish the objectives of the position.

### **QUALIFICATIONS**

**Knowledge and Skills:** Requires record keeping, office and clerical skills. Incumbent must have a working understanding of applicable District policies and procedures and State Codes. Requires well-developed human relations skills to convey school performance, programs, policies, and procedures to new students and parents.

**Abilities:** Requires the ability to originate and maintain registration records and reports consistent with defined requirements. Must be able to interact with students and families who are unfamiliar with the education system, with external agencies, and exercise patience and compassion when dealing with customers. It is essential that the incumbent in this position maintain the confidentiality of student records and information. Must be able to perform all of the clerical and record keeping duties of the position including operation of computer software programs designed for data entry. Requires the ability to communicate with students, staff, parents and the public using patience and courtesy, and in a manner that reflects positively on the District. Must be able to work well independently and as part of a team.



**Physical Abilities:** Position involves standing, walking, stooping, and occasional carrying and lifting of lightweight materials (up to 20 pounds). May be required to sit for extended periods of time. Requires visual acuity and depth perception to recognize words and numbers; and hand and finger dexterity and hand/eye coordination to use a computer keyboard and common office equipment. Requires speaking and hearing ability sufficient to hear over a phone and carry on conversations

**Education and/or Experience:** High School diploma or equivalent required. Additional business or secretarial training preferred. Minimum of 2 years of increasingly responsible clerical or record keeping experience within a school office or social service agency working with families and youth is required.

**Licenses:** California Drivers License is required.

Approved by Personnel Commission	01/07/99
Approved by Governing Board	04/14/99

**EXHIBIT "D" TO AGREEMENT BETWEEN PAJARO VALLEY UNIFIED  
SCHOOL DISTRICT AND SALUD PARA LA GENTE**

Subject: HIPAA Notice of Privacy Practices

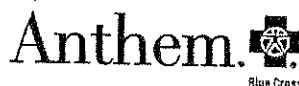
Attached you'll find a Notice of Privacy Practices. The Health Insurance Portability and Accountability Act of 1996 ("HIPAA") regulations require that group health plans provide employees with this information, which will advise you of privacy practices with regard to your protected health information. Protected health information (PHI) is defined as information about you, which is maintained in order to carry out certain health care operations such as eligibility, enrollment, payment of premiums and payment of claims on your behalf.

You are encouraged to review the attached information carefully.

Sincerely,

Pajaro Valley Unified School District





## HIPAA Notice of Privacy Practices

Effective July 1, 2007

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

We keep the health and financial information of our current and former members private as required by law, accreditation standards, and our rules. This notice explains your rights. It also explains our legal duties and privacy practices. We are required by federal law to give you this notice.

### **Your Protected Health Information**

We may collect, use, and share your Protected Health Information (PHI) for the following reasons and others as allowed or required by law, including the HIPAA Privacy rule:

**For Payment:** We use and share PHI to manage your account or benefits, or to pay claims for health care you get through your plan. For example, we keep information about your premium and deductible payments. We may give information to a doctor's office to confirm your benefits.

**For Health Care Operations:** We use and share PHI for our health care operations. For example, we may use PHI to review the quality of care and services you get. We may also use PHI to provide you with case management or care coordination services for conditions like asthma, diabetes, or traumatic injury.

**For Treatment Activities:** We do not provide treatment. This is the role of a health care provider such as your doctor or a hospital. But, we may share PHI with your health care provider so that the provider may treat you.

**To You:** We must give you access to your own PHI. We may also contact you to let you know about treatment options or other health-related benefits and services. When you or your dependents reach a certain age, we may tell you about other products or programs for which you may be eligible. This may include individual coverage. We may also send you reminders about routine medical checkups and tests.

**To Others:** You may tell us in writing that it is OK for us to give your PHI to someone else for any reason. Also, if you are present, and tell us it is OK, we may give your PHI to a family member, friend or other person. We would do this if it has to do with your current treatment or payment for your treatment. If you are not present, if it is an emergency, or you are not able to tell us it is

OK, we may give your PHI to a family member, friend or other person if sharing your PHI is in your best interest.

**As Allowed or Required by Law:** We may also share your PHI, as allowed by federal law, for many types of activities. PHI can be shared for health oversight activities. It can also be shared for judicial or administrative proceedings, with public health authorities, for law enforcement reasons, and to coroners, funeral directors or medical examiners (about decedents). PHI can also be shared for certain reasons with organ donation groups, for research, and to avoid a serious threat to health or safety. It can be shared for special government functions, for workers' compensation, to respond to requests from the U.S. Department of Health and Human Services and to alert proper authorities if we reasonably believe that you may be a victim of abuse, neglect, domestic violence or other crimes. PHI can also be shared as required by law.

If you are enrolled with us through an employer sponsored group health plan, we may share PHI with your group health plan. We and/or your group health plan may share PHI with the sponsor of the plan. Plan sponsors that receive PHI are required by law to have controls in place to keep it from being used for reasons that are not proper.

**Authorization:** We will get an OK from you in writing before we use or share your PHI for any other purpose not stated in this notice. You may take away this OK at any time, in writing. We will then stop using your PHI for that purpose. But, if we have already used or shared your PHI based on your OK, we cannot undo any actions we took before you told us to stop.

### **Your Rights**

Under federal law, you have the right to:

- Send us a written request to see or get a copy of certain PHI or ask that we correct your PHI that you believe is missing or incorrect. If someone else (such as your doctor) gave us the PHI, we will let you know so you can ask them to correct it.
- Send us a written request to ask us not to use your PHI for treatment, payment or health care operations activities. We are not

required to agree to these requests.

- Give us a verbal or written request to ask us to send your PHI using other means that are reasonable. Also let us know if you want us to send your PHI to an address other than your home if sending it to your home could place you in danger.
- Send us a written request to ask us for a list of certain disclosures of your PHI.

Call Customer Service at the phone number printed on your Identification (ID) card to use any of these rights. They can give you the address to send the request. They can also give you any forms we have that may help you with this process.

#### How we protect information

We are dedicated to protecting your PHI. We set up a number of policies and practices to help make sure your PHI is kept secure.

We keep your oral, written, and electronic PHI safe using physical, electronic, and procedural means. These safeguards follow federal and state laws. Some of the ways we keep your PHI safe include offices that are kept secure, computers that need passwords, and locked storage areas and filing cabinets. We require our employees to protect PHI through written policies and procedures. The policies limit access to PHI to only those employees who need the data to do their job. Employees are also required to wear ID badges to help keep people who do not belong, out of areas where sensitive data is kept. Also, where required by law, our affiliates and non-affiliates must protect the privacy of data we share in the normal course of business. They are not allowed to give PHI to others without your written OK, except as allowed by law.

#### Potential Impact of Other Applicable Laws

HIPAA (the federal privacy law) generally does not preempt, or override other laws that give people greater privacy protections. As a result, if any state or federal privacy law requires us to provide you with more privacy protections, then we must also follow that law in addition to HIPAA.

#### Complaints

If you think we have not protected your privacy, you can file a complaint with us. You may also file a complaint with the Office for Civil Rights in the U.S. Department of Health and Human Services. We will not take action against you for filing a complaint.

#### Contact Information

Please call Customer Service at the phone number printed on your ID card. They can help you apply your rights, file a complaint, or talk with you about privacy issues.

#### Copies and Changes

You have the right to get a new copy of this notice at any time. Even if you have agreed to get this notice by electronic means, you still have the right to a paper copy. We reserve the right to change this notice. A revised notice will apply to PHI we already have about you as well as any PHI we may get in the future. We are required by law to follow the privacy notice that is in effect at this time. We may tell you about any changes to our notice in a number of ways. We may tell you about the changes in a member newsletter or post them on our website. We may also mail you a letter that tells you about any changes.

## State Notice of Privacy Practices

As we told you in our HIPAA notice, we must follow state laws that are more strict than the federal HIPAA privacy law. This notice explains your rights and our legal duties under state law.

#### Your Personal Information

We may collect, use and share your nonpublic personal information (PI) as described in this notice. PI identifies a person and is often gathered in an insurance matter. PI could also be used to make judgments about your health, finances, character, habits, hobbies, reputation, career, and credit.

We may collect PI about you from other persons or entities such as doctors, hospitals, or other carriers.

We may share PI with persons or entities outside of our company without your OK in some cases.

If we take part in an activity that would require us to give you a chance to opt-out, we will contact you. We will tell you how you can let us know that you do not want us to use or share your PI for a given activity.

You have the right to access and correct your PI.

We take reasonable safety measures to protect the PI we have about you.

A more detailed state notice is available upon request. Please call the phone number printed on your ID card.

*Si necesita ayuda en español para entender este documento, puede solicitarla sin costo adicional, llamando al número de servicio al cliente que aparece al dorso de su tarjeta de identificación o en el folleto de inscripción.*

*This notice is provided by the following companies:  
Anthem Blue Cross and Anthem Blue Cross  
Life and Health Insurance Company.*

**EXHIBIT “E” TO AGREEMENT BETWEEN PAJARO VALLEY UNIFIED  
SCHOOL DISTRICT AND SALUD PARA LA GENTE**

**List of Schools**

- Freedom Elementary
- Macquiddy Elementary
- Hyde Elementary
- Starlight Elementary
- Mintie White Elementary

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Board Agenda Back-up

Item #

12.18

DATE: June 24, 2009

ITEM: Migrant & Seasonal Head Start (MSHS) Quality Improvement - A.R.R.A. ("Stimulus Package") Proposal for July 1, 2009 - September 30, 2010 (Only) - **REVISED**

OVERVIEW: The federal funding source requested a revision to the above proposal, initially approved by the Board of Trustees on May 27, 2007. The attached revised proposal was developed in consultation with the grantee. The majority of funds in the initial "one-time-only" Quality Improvement proposal were set aside to improve the Freedom MSHS Center play yard during the off-season. The amount set aside for the Freedom yard project in this revised proposal is now being reduced by nearly two-thirds. However, a second proposal is being submitted for "one-time-only" Program Improvement funds at this time (see included Program Improvement proposal for \$133,597) to help cover the Freedom yard project.

The A.R.R.A. Quality Improvement proposal represents a one-time-only increase of 2.8% to the District/MSHS Program in its principal budget for the period July 1, 2009 – September 30, 2010 only. The MSHS Program fiscal year is March 1 – February 28.

RECOMMENDATION: Approve 2009-2010 Migrant & Seasonal Head Start Proposal for A.R.R.A. Quality Improvement Funds ("Stimulus Package" funds)

BUDGET CONSIDERATIONS

Funding Source:

U.S. Department of Health and Human Services via Grantee (Central California Migrant Head Start/Stanislaus County Office of Education)

Budgeted: Yes No

\$159,884 in additional one-time-only A.R.R.A. Quality Improvement funds in Principal Budget, Program Account 23

Prepared by: Carole L. Clarke, Director, Migrant/Seasonal Head Start Program

Superintendent's Signature

*Dorm Brl*

**Pajaro Valley Unified School District (PVUSD) – Migrant/Seasonal Head Start Program  
Budget Narrative for ARRA Quality Improvement (Q.I.) – 2.8%  
Anticipated Award Period of July 1, 2009 – September 30, 2010  
Grant #90-CM9788/12**

REVISED

<b>ARRA Q.I. Amount to PVUSD</b>	<b>\$159,884</b>
----------------------------------	------------------

Indirect cost, average @ 4.27%	6,547
--------------------------------	-------

Amount available to MSHS Program	\$153,337
----------------------------------	-----------

**6a Personnel - \$74,863**

To allow for step and column increases

**6b Fringe Benefits - \$20,096**

To allow for statutory benefit increases attached to step and column increases

**6e Supplies - \$25,000**

**6f Other - \$ 33,378**

Freedom Center Playground

- located on the premises of the District's Freedom Elementary School site

The poured-in-place surfacing material is failing and has been noted as such by the Department of Social Services licensing analyst. A rough estimate is the demolition process will cost as much as \$40,000 to remove and haul away the failed surfaces. There are drainage issues which need to be resolved. Previously this center served infants/toddlers but now has two preschool classrooms. Improved ADA access is needed. This project will take place after the end of the 2009 season and will take into consideration the above-identified yard deficiencies. This amount only represents a portion of the total cost.

**Central California Migrant Head Start  
Migrant Seasonal Head Start  
ARRA Quality Improvement  
March 1, 2009- February 28, 2010**

**Delegate Agency: Pajaro Unified School District**

**REVISED**

Effective dates: July 1, 2009-September 30, 2010

**ARRA Quality  
Improvement  
budget  
\$ 159,884  
2.819%**

**Allocated Budget**

**6a Personnel**

<b># of Staff</b>	<b>Title</b>	<b>Daily Rate</b>		<b># of Days</b>	<b>%</b>	<b>\$ 74,863</b>
1	Program Director	\$0.00 /day	x	205 days	100%	-
1	Program Operations Coordinator	\$8.60 /day	x	215 days	100%	1,849
1	Child Development Coordinator	\$8.34 /day	x	205 days	100%	1,710
1	Family Child Care Home Coordinator	\$8.38 /day	x	205 days	100%	1,718
1	Health/Disabilities Coordinator	\$7.21 /day	x	205 days	100%	1,478
1	Family/Comm Services Coordinator	\$8.13 /day	x	205 days	100%	1,667
1	Nutrition Coordinator	\$8.26 /day	x	66 days	100%	545
2	Parent Involvement Coordinators	\$8.45 /day	x	205 days	100%	3,465
1	Speech/Language Therapist	\$11.01 /day	x	72 days	100%	793
7	FCCH Specialists	\$4.52 /day	x	145 days	100%	4,588
5	Site Supervisors	\$5.19 /day	x	133 day	100%	3,451
1	Teachers	\$2.58 /day	x	124 days	100%	320
6	Teachers	\$2.66 /day	x	124 days	100%	1,979
1	Teacher	\$2.82 /day	x	124 day	100%	350
3	Teachers	\$2.91 /day	x	124 days	100%	1,083
4	Teachers	\$2.91 /day	x	124 days	100%	1,443
2	Teachers	\$2.99 /day	x	124 days	100%	742
2	Teachers	\$3.11 /day	x	124 days	100%	771
1	Teachers	\$3.18 /day	x	124 days	100%	394
2	Teachers	\$3.71 /day	x	124 days	100%	920
3	Teachers	\$3.91 /day	x	124 days	100%	1,455
5	Teachers	\$4.12 /day	x	124 days	100%	2,554
3	Teachers	\$4.32 /day	x	124 days	100%	1,607
2	Teachers	\$4.92 /day	x	124 days	100%	1,220
1	Teachers	\$5.12 /day	x	124 days	100%	635
32	Teachers (Transition)	\$0.85 /day	x	5 days	100%	136
6	Instructional Assistants	\$4.22 /day	x	118 days	100%	2,988
3	Instructional Assistants	\$4.65 /day	x	118 days	100%	1,646
4	Instructional Assistants	\$4.89 /day	x	118 days	100%	2,308
3	Parent Ed Specialists (FSW)	\$5.53 /day	x	163 days	100%	2,704
5	Parent Ed Specialists (FSW)	\$5.81 /day	x	163 days	100%	4,735
4	Parent Ed Specialists (FSW)	\$5.81 /day	x	174 days	100%	4,044
4	Parent Ed Specialists (FSW)	\$6.10 /day	x	174 days	100%	4,246
1	Bilingual Office Assistant I	\$6.87 /day	x	200 days	100%	1,374
2	Data Entry Specialists	\$7.93 /day	x	215 days	100%	3,410
1	Administrative Sec II	\$6.70 /day	x	215 days	100%	1,441
1	Administrative Sec III	\$10.18 /day	x	205 days	100%	2,087
##	Custodians I	\$4.22 /day	x	160 days	100%	1,013
1	Custodian I	\$4.89 /day	x	160 days	100%	782
1	Lead Custodian II	\$8.81 /day	x	230 days	100%	2,026
	Custodians (Overtime)				100%	300
	Child Care for Meetings	\$0.41 /day	x	1276 days	100%	526
	Substitutes	\$4.20 /day	x	562 days	100%	2,360

**6b Fringe Benefits**

**\$ 20,096**

			<b>%</b>	
Retirement (STRS)	\$ 29,536.00	x	8.25%	2,437
Retirement (PERS)	\$ 45,327.00	x	16.43%	7,446
Retirement (ARS)				
Retirement (OPEB)				
FICA/OASDI/Medicare	\$ 74,863	x	7.65%	5,727
SUI	\$ 74,863	x	0.30%	225
SUI (LEC)	\$ 45,327	x	5.8%	2,629
Workers' Compensation	\$ 74,863	x	2.18%	1,632
Health, Dental & Vision Insurance (Including LTD)				



Central California Migrant Head Start  
Migrant Seasonal Head Start  
ARRA Quality Improvement  
March 1, 2009- February 28, 2010

	REVISED	ARRA Quality
6c Travel (Out of County)		\$ -
6d Equipment (Over \$5,000/Unit)		\$ -
6e Equipment (Under \$5,000/Unit)		\$ -
Replacement office equipment		
6e Supplies		\$ 25,000
Classroom (consumables and manipulatives)		25,000
6f Contracts		\$ -
6g Construction, Repairs/Renovations		\$ -
6h Other		\$ 33,378
Ongoing building/playground maintenance		33,378
Direct Costs		\$ 153,337
6i Indirect	\$ 153,337 x 4.27%	\$ 6,547
Budgeted Amount		\$ 159,884
(Under)/Over Budget		\$ -

**Central California Migrant Head Start  
Migrant Seasonal Head Start  
ARRA COLA QI Admin  
July 1, 2009- September 30, 2010**

REVISED

Delegate Agency: Pajaro Valley Unified School District (PVUSD)

Please link these columns to your ARRA  
Cola and Quality Improvement Budgets.

TOTAL BUDGET: \$ 8,478 ##### \$ 21,116

						COLA	QI	TOTAL
		TOTAL	TOTAL	Admin %		Administrative Cost		
		COLA	QI	COLA	QI	COLA	QI	Total
<b>6a</b>	<b>Personnel</b>					<b>\$ 1,440</b>	<b>\$ 4,790</b>	<b>\$ 6,230</b>
	Program Director	0	0	100%	100%	-	-	-
	Child Development Coordinator	0	1710	30%	30%	-	513	513
	Program Operations Coordinator	0	1849	100%	100%	-	1,849	1,849
	Site Supervisors	0	3451	10%	10%	-	345	345
	Bilingual Office Assistant	1,648	1374	15%	15%	247	206	453
	Data Entry Specialists	4,094	3410	25%	25%	1,023	853	1,876
	Administrative Secretary II	0	1441	25%	25%	-	360	360
	Administrative Secretary III	0	2087	25%	25%	-	522	522
	Lead Custodian II	2,431	2026	7%	7%	170	142	312
<b>6b</b>	<b>Fringe Benefits</b>					<b>\$ 2,326</b>	<b>\$ 1,301</b>	<b>\$ 3,627</b>
	FICA/Medicare	1,813	5,727	6.07%	6.40%	110	367	477
	SUI	972	2,862	6.07%	6.40%	59	183	242
	Worker's Compensation	517	1,632	6.07%	6.40%	31	104	135
	Retirement	1,999	10,102	6.07%	6.40%	121	647	768
	Health, Dental/Vision & Life Insurance	33,008	0	6.07%	6.40%	2,005	-	2,005
<b>6c</b>	<b>Travel (out of Area)</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
						-	-	-
<b>6d</b>	<b>Equipment (Excess \$5000/Unit)</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
						-	-	-
<b>6e</b>	<b>Equipment (Under \$5000/Unit)</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
						-	-	-

Central California Migrant Head Start  
Migrant Seasonal Head Start  
ARRA COLA QI Admin  
July 1, 2009- September 30, 2010

REVISED

Delegate Agency: Pajaro Valley Unified School District (PVUSD)

6e	Supplies				\$ -	\$ -	\$ -
					-	-	-
6f	Contractual Rentals, Leases and Repairs				\$ -	\$ -	\$ -
					-	-	-
6f	Contractual Other Services & Operating Expenses				\$ -	\$ -	\$ -
					-	-	-
6g	Construction, Repairs/Renovations				\$ -	\$ -	\$ -
					-	-	-
6h	Other				\$ -	\$ -	\$ -
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
6i	Total Direct Costs				\$ 3,766	\$ 6,091	\$ 9,857
6j	Indirect Costs	4,712	#####	# #####	4,712	6,547	11,259

Administrative Rate Calculation

ARRA Cola	\$ 104,357
ARRA QI	\$ 159,884
TOTAL Funding	<u>\$ 264,241</u>

Admin. Total	\$ 21,116
Divided by Total Funding	\$ 264,241
Admin. %	7.99%
Maximum Admin Budget Allowed	\$ 23,782



Tom Changnon, Superintendent/Chairperson  
11100 H Street • Modesto, CA 95354 • (209) 238-1800 • FAX (209) 238-4217

STANISLAUS COUNTY OFFICE OF EDUCATION  
CENTRAL CALIFORNIA MIGRANT HEAD START

Application for Federal Assistance – REVISED ARRA - QUALITY IMPROVEMENT APPLICATION BUDGET  
Policy Council/Committee and Board Approval Verification

Agency Pajaro Valley Unified School District  
Amount of Request \$159,884  
Date of Request June 8, 2009 (revised)  
Period of Request July 1, 2009 to September 30, 2010  
Number of Children 680

This application has the approval of the Governing Board of  
**Pajaro Unified School District.**  
As recorded in their minutes of \_\_\_\_\_.

(Signed) \_\_\_\_\_  
(Governing Board/President)

(Date) \_\_\_\_\_

This application has the approval of the Central California Migrant  
Head Start Parent Policy Council/Committee of  
**Pajaro Unified School District.**

As recorded in their minutes of 6/8/09.

(Signed) SONIA CEBALLOS  
(Policy Council/Committee Chairperson)

(Date) 6/9/08

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Board Agenda Back-up

Item #

12.19

DATE: June 24, 2009

ITEM: Migrant & Seasonal Head Start (MSHS) Program Improvement Proposal ("One Time Only" Funds)

OVERVIEW: There is availability of competitive "one-time-only" funding for Program Improvement projects. Funds are prioritized for projects associated with identified health and safety issues. The attached proposal is to cover the majority of costs associated with the MSHS Freedom Center yard project. The need to make major improvements in the MSHS Freedom yard project for safety/health reasons has been identified by the Department of Social Services' licensing analyst and others. The project is to be completed during the upcoming off-season.

Part of the funding for the above project will come from other Head Start sources. This includes \$33,378 in a revised A.R.R.A. Quality Improvement proposal (see included proposal).

RECOMMENDATION: Approve 2009-2010 Migrant & Seasonal Head Start Proposal for Program Improvement funds

BUDGET CONSIDERATIONS

Funding Source:

U.S. Department of Health and Human Services via Grantee (Central California Migrant Head Start/Stanslaus County Office of Education)

Budgeted: Yes No

\$133,597 in additional "one-time-only" Program Improvement funds in Principal Budget, Program Account 23

Prepared by: Carole L. Clarke, Director, Migrant/Seasonal Head Start Program

Superintendent's Signature

Donna Bol

**CENTRAL CALIFORNIA MIGRANT HEAD START**  
**One Time Program Improvement Funds**  
**2009-2010**

*Delegate Agency: Pajaro Valley Unified School District*

<b>Budget</b>	<b>\$ 133,597</b>
---------------	-------------------

6a Personnel	# of Staff	Title	Daily Rate	# of Days	%	\$ _____ :
						\$ _____ :
6b Fringe Benefits						\$ _____ :
						%
6c Travel (Out of County)						\$ _____ :
						0
6d Equipment (Over \$5,000/Unit)						\$ _____ :
6e Equipment (Under \$5,000/Unit)						\$ 20,000
playground equipment for Freedom project						20,000
						0
6e Supplies						\$ _____ :
						0
						0
6f Contracts						\$ _____ :
6g Construction, Repairs/Renovations						\$ _____ :
6h Other						\$ 108,126
Freedom Project						108,126
<b>Direct Costs</b>						<b>\$ 128,126</b>
6i Indirect						\$ 5,471
4.27% average						\$ 5,471

Budget Amount: \$ 133,597  
(Over) / Under Budget: \$ \_\_\_\_\_

**CENTRAL CALIFORNIA MIGRANT HEAD START**  
**One Time Program Improvement and T&TA Funds**  
**Non - Federal Share**  
**2009-2010**

*Delegate Agency: Pajaro Valley Unified School District*

**Budget**                      **\$ 33,399**

**6g Contracts** **\$ 30,912**

FCCH Differential - Infants/Toddlers (Santa Cruz County)	214 /children	x	17.44 /day 118 days	\$	13,212
FCCH Differential - Preschoolers (Santa Cruz County)	204 /children	x	19.32 /day 118 days	\$	13,952
FCCH Differential - Infants/Toddlers (Monterey County)	36 /children	x	11.71 /day 118 days	\$	1,492
FCCH Differential - Preschoolers (Monterey County)	45 /children	x	14.16 /day 118 days	\$	2,256
Total children in FCCH	499				
Total differential represents 3% of attendance					

**6h Personnel** **\$ -**

**6h Non-Personnel** **\$ 2,487**

Donated supplies		2,487	
		0	

Funded Amount \$ 33,399  
(Over) / Under Budget: \$ 0

**CENTRAL CALIFORNIA MIGRANT HEAD START  
One Time Program Improvement and T&TA Funds  
Administrative  
2009-2010**

*Delegate Agency: Pajaro Valley Unified School District*

**Budget: \$ 5,471**

		Program Improvement	T&TA	NFS	Admin Rate	
6a	<b>Personnel</b>					<b>\$ -</b>
6b	<b>Fringe Benefits</b>					<b>\$ -</b>
6c	<b>Travel (Out of County)</b>					<b>\$ -</b>
		0	0	0	0.00%	0
6d	<b>Equipment (Over \$5000/Unit)</b>					<b>\$ -</b>
6e	<b>Equipment (Under \$5000/Unit)</b>					<b>\$ -</b>
	Playground equipment for Freedom Project	20,000	0	0	0.00%	0
6e	<b>Supplies</b>					<b>\$ -</b>
		0	0	0	0.00%	0
6f	<b>Contracts</b>					<b>\$ -</b>
6g	<b>Construction, Repairs/Renovations</b>					<b>\$ -</b>
6h	<b>Other</b>					<b>\$ -</b>
	Freedom Project	108,126	0	0	0.00%	0
6j	<b>Indirect cost</b>	5,471	0	0	100.00%	<b>\$ 5,471</b>

**Administrative Rate Calculation:**

Basic	\$ 133,597
T&TA	\$ -
Non-Federal	\$ 33,399
Total Funding	\$ 166,996
Admin. Total	\$ 5,471
Divided by Total Funding	166,996
Admin. %	3.28%
Maximum Admin Rate Allowed	9.00%
Maximum Admin Budget Allowed	\$ 15,030



## Cost Estimate Summary and Anticipated Time Schedule- JCAF 32

District:	Pajaro Valley Unified School District	Date Prepared:	Jun-09
School / Site	Freedom Head Start, 27 Holly Drive, Watsonville, CA	Budget Ref. No.:	
Project Name:	Play Ground Renovation	CFIS Ref No.:	
Prepared by:	Walter Zander Dir. M&O PVUSD	BCC Index:	
Request for:	A	P X	W X
		C X	E X

### 1 Site Acquisition

Acres:

- A. Purchase Price of Property
- B. Appraisals
- C. Costs Incurred in Escrow
- D. Surveys
- E. Other Costs

### 2 Plans and Working Drawings

\$ 16,380.00

A. Architectural Fee for Preliminary Plans 35%	\$ 5,733.00
B. Architectural Fee for Working Drawings 45%	\$ 7,371.00
C. Project Management 1%	\$ 163.80
D. Office of the State Architect Plan check fee	\$ 1,000.00
E. Plan check fee local	\$ 180.18
F. Preliminary Tests (and soil tests )	
G. Other costs	
H. Total for Plan Check Fees and Testing	\$ 14,447.98

### 3 Construction

A. Utility Service	
B. Site Development, Service	\$ 32,000.00
C. Site Development, General	\$ 10,000.00
D. Other Site Development	\$ 34,000.00
E. Reconstruction	\$ 30,000.00
F. New Construction	
G. Equipment Group I	\$ 20,000.00
H. Other	
Construction Sub Total	\$ 126,000.00

### 4 Tests and Inspections

\$ 15,260.00

### 5 Construction Management

\$ 2,520.00

### 6 Architectural and Engineering Oversight 20%

\$ 3,276.00

### 7 Total Construction Costs (items 3 Total through 7 above)

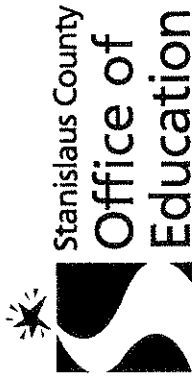
\$ 147,056.00

### 8 Furniture and Group II Equipment

0

### 9 Total Project Cost (2H+7+8)

\$ 161,503.98



STANISLAUS COUNTY OFFICE OF EDUCATION  
CENTRAL CALIFORNIA MIGRANT HEAD START

Application for Federal Assistance  
Policy Council/Committee and Board Approval Verification

Agency Pajaro Valley Unified School District  
Amount of Request \$ 133,597  
Date of Request 6/17/09  
Period of Request March 1, 2009 - February 28, 2010  
Number of Children 680

This application has the approval of the Governing Board of  
**Pajaro Valley Unified School District**  
As recorded in their minutes of \_\_\_\_\_.

(Signed) \_\_\_\_\_  
(Governing Board/President)

(Date) \_\_\_\_\_

This application has the approval of the Central California Migrant  
Head Start Parent Policy Council/Committee of  
**Pajaro Valley Unified School District**  
As recorded in their minutes of \_\_\_\_\_.

(Signed) SONIA CEBALLOS  
(Policy Council/Committee Chairperson)

(Date) 6-17-09

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



***Board Agenda Backup***

Item No: 14.3

**Date:** June 24, 2009

**Item: Resolution #08-09-44, Supporting SCA6, 55% Vote to Pass Local Parcel Taxes**

**Overview:** Due to the draconian budget cuts our district is facing and may continue to face, the resolution is intended to support Senator Simitian's efforts with SCA6 (Senate Constitutional Amendment) to reduce the pass rate of parcel taxes to 55%. Currently, school districts must garner two-thirds pass rate to assess a per parcel tax for school programs. With parcel taxes, a senior exemption can be included to protect senior citizens on fixed incomes from having to pay the tax. The money, while technically one time, can be used to raise additional revenues for public schools.

The original text on the Resolution comes from Senator Simitian's office.

**Recommendation:** To approve this resolution and to send to Senator Simitian's office.

**Budget Considerations:** N/A

**Funding Source:**

**Budgeted:** Yes: ☐ No: ☐

**Amount:** \$

**Prepared By:** Dorma Baker, Superintendent

**Superintendent's Signature:** Dorma Baker

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**  
**RESOLUTION #08-09-44**  
**SUPPORTING SENATE CONSTITUTION AMENDMENT 6 (SIMITIAN)**  
**55% VOTE TO PASS LOCAL PARCEL TAXES**

**WHEREAS**, Senate Constitutional Amendment 6 (Simitian), which reduces the two-thirds vote requirement on parcel taxes, will be acted on by the California State Legislature; and

**WHEREAS**, reductions in the state General Fund revenue have led to reduced school funding; and

**WHEREAS**, state General Fund revenue is unstable and erratic, which results in unpredictable funding levels for school districts and county offices of education; and

**WHEREAS**, parcel tax revenue can provide a stable, predictable source of school revenue; and

**WHEREAS**, passage of SCA 6 will empower local voters to invest in their schools based on the needs of their communities by requiring a tough, but fair 55 percent vote to pass local parcel taxes, while protecting taxpayers and homeowners with accountability provisions that will ensure that funds generated from parcel taxes are not wasted or mismanaged; and

**WHEREAS**, revenue from parcel taxes can be spent according to local priorities and are not subject to state control; and

**WHEREAS**, the two-thirds vote requirements results in minority rule by requiring two "yes" votes to cancel out one no vote; and

**WHEREAS**, passage of SCA 6 will allow local voters to decide to make investments in their neighborhood schools in addition to state funding; and

**NOW, THEREFORE, BE IT RESOLVED** that on this 24<sup>th</sup> day of June, 2009, the governing board of the Pajaro Valley Unified School District strongly urges the California State Legislature to support and adopt SCA 6.

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstentions \_\_\_\_\_ Absent \_\_\_\_\_

\_\_\_\_\_  
Leslie De Rose, Board President

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

\_\_\_\_\_  
Date



## *Board Agenda Backup*

Item No: 14.4

**Date:** June 24, 2009

**Item:** New, Revised, and Consolidated Job Descriptions

**Overview:** The following new, revised and consolidated job descriptions are presented to reflect the reorganization of the District for 2009-2010.

- Career Development Specialist I-Revised {From Range 37 (\$2348-\$3006/mo) to 39 (\$2467-\$3158/mo)}
- Career Development Specialist II-New {Range 41 (\$2592-\$3318/mo)}
- Child Welfare & Attendance Analyst-Revised {From Range 50 (\$3237-\$4137/mo) to 53 (\$3486-\$4451/mo)}
- Human Resources Senior Analyst-New {Range 55 (\$3662-\$4674/mo)}
- MAA/LEA Accountant-Revised {From Range 48 (\$3081-\$3940/mo) to 53 (\$3486-\$4451/mo)}
- Office Assistant III-New {Range 30 (\$1975-\$2529/mo)}
- Print Production Operator-Revised {From Range 38 (\$2407-\$3081/mo) to 40 (\$2529-\$3237/mo)}
- Assistant Director, Student Services and Extended Learning-Revised {From Range 37 (\$74,018-\$88,377/yr) to 39 (\$78,526-\$93,758/yr)}
- Assistant Director of Student Services-Revised {From Range 37 (\$70,352-\$84,000/yr) to 39 (\$74,638-\$89,114/yr)}
- Coordinator of Site Academics, Accountability and Instruction-New {Range 36 (\$66,359-\$79,239/yr)}
- Coordinator, Research, Accountability and Assessment-New {Range 37 (\$70,352-\$84,000/yr)}

- Director of Categorical Programs and English Learners-Revised {From Range 42 (\$85,808-\$102,454) to Range 43 (\$88,377-\$105,536)}
- Director of Student Achievement, Accountability, and Instruction-New {Range 43 (\$88,377-\$105,536/yr)}
- Director of Student Services and Extended Learning Program-Revised {From Range 41 (\$83,304-\$99,474) to 43 (\$88,377-\$105,536/yr)}
- Migrant Head Start Program Director-Revised {Range 39 (\$72,515-\$86,580/yr)}

**Recommendation:** Approval

**Budget Considerations: General and Categorical**

**Funding Source:** N/A

**Budgeted:** Yes: ☒ No: ☐

**Amount:**

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

**Superintendent's Signature:** Donna Bar



## PAJARO VALLEY UNIFIED SCHOOL DISTRICT POSITION DESCRIPTION

---

**Position:** Career Development Specialist I  
**JOB CODE:**

**Department:** Special Services

**Reports To:** Assistant Program Director

---

### SUMMARY

Assists a large student population with the transition from high school to career or educational opportunities. Manages program for general and special education students. Assists with development and operation of vocational educational programs. Coordinates various activities and interests for students with disabilities from a school environment to post school environment. Interacts with community students, parents, administrators, community leaders and agencies, leaders, students, parents and administrators.

### NATURE AND SCOPE

Works under the general supervision of the Program Directors and Special Education Teacher to independently to accomplish duties that are defined by an IEP, District policy and procedure, and student course requirements. Works directly with students and parents in an environment requiring patience and persuasion. Requires 'self-starting' skills to seek out and consult with District staff, community business owners, and agencies. Exercises independent judgment and discretion when working with outside organizations, parents, and students. Work is primarily performed in an office, classroom and community environment with occasional expectation to visit locations where there is some exposure to health and safety considerations. This position requires coordination of multiple sites.

### DISTINGUISHING CHARACTERISTICS

This is a specialized position without its own career ladder. However, advancement, both vertically and laterally, could occur in Human Resources. Advancement from Instructional Support Specialist III to (This position would require a demonstrated ability and self-starting skills to identify employers, job matching, and then seek out commitments. The Incumbent is responsible to comply with State funded programs under the supervision of Special Services (CDE and Dept of Rehabilitation).

### ESSENTIAL TYPES OF DUTIES (Examples) (Duties may include but are not limited to the following)

- Administers assessment career test for Special Education students. Consults with students and parents regarding educational and vocational alternatives.

Career Development Specialist

Effective 11/1/98, revised 5/13/04, Classification Study 6/16/05

Approved Personnel Commission 12/18/09 (Classification Study of 2007)

- Maintains communication with case managers, Guidance Counselors, school administrators, teacher and special services staff, and ensures students fulfill graduation requirements.
- ~~Acts as a resource for teachers regarding laws related to transition and special education for implementation on student's annual ITP (individualized transition plan).~~
- Promotes and coordinates state funded Workability program and/or Transition Partnership Program. Matches special education students and their skills with employment opportunities in the community. Monitors students and employer relationship as well as the student's job performance.
- Develops and maintains work sites for students in the community.
- ~~Consults with students on vocational, transitional and educational opportunities. Advises students on job placement and job training.~~
- ~~Coordinates placement of students with businesses in the community. Assesses student's interest and ability and matches skills with available positions in local businesses.~~
- Attends local and state wide trainings per grant and/or contract guidelines.
- Assists in the resolution of ~~Consults with student employers regarding potential problems, concerns or issues regarding the job placement of special education students.~~
- Conducts presentations to promote services at school, conferences, and trainings.
- Assists students and parents complete necessary forms.
- Maintains time studies and student time cards. Calculates students' earnings based on minimum or prevailing wage laws.
- ~~Consults with teachers and plans vocational training for students. Evaluates students' training and assesses program development.~~
- Maintains and develops student database.
- Acts as a student liaison, coordinating college campus visits, student testing, college applications and financial aid assistance.
- Supports teachers with vocation curriculum.
- ~~Coordinates students and available services through a variety of internal and external departments and local agencies.~~
- Attends job fairs in order to develop community and/or employer connections.
- Performs other duties as required to accomplish the objectives of the position.

Career Development Specialist

Effective 11/1/98, revised 5/13/04, Classification Study 6/16/05

Approved Personnel Commission 12/18/09 (Classification Study of 2007)



## **QUALIFICATIONS**

**Knowledge and Skills:** Requires a working knowledge of graduation and higher education course requirements and of the local job market and appropriate industries. Must have a good knowledge of District organization, operations, policies and objectives. Requires considerable knowledge of career development resources, local and national scholarships and community employers. Must have organizational skills and computer skills knowledge of SASI system, record keeping and general office skills and possess strong organizational skills. Requires strong interpersonal skills, sufficient human relations skills to initiate contact with potential 'customers' to sell concepts, and to perform basic advising with students. Requires 'self-starting' skills to seek out and consult with District staff, community business owners, and agencies.

**Abilities:** Requires the ability to perform independently all of the essential duties of the position with efficiency and effectiveness with only general supervision. Requires the ability to assist parents and students research career development opportunities. Must be able to work with a variety of community and college representatives as well as students and parents. Must be able to communicate in a variety of settings, presenting material to groups or individual students, parents, employers and administrators. May be required to communicate in a second language. Must have the ability to work directly with students and parents in an environment requiring patience and persuasion. Requires the ability to prepare routine records, reports and correspondence. Requires the ability to plan and prioritize work in order to meet schedules and timelines. Requires the ability to communicate with students, staff, parents and the public using patience and courtesy, and in a manner that reflects positively on the District. Must be able to work well independently and as part of a team.

**Physical Abilities:** Position involves standing, walking, stooping, and occasional carrying and lifting of lightweight materials (up to 20 pounds). May be required to sit for extended periods of time. Requires visual acuity and depth perception to recognize words and numbers; and hand and finger dexterity and hand/eye coordination to use a computer keyboard and common office equipment. Requires speaking and hearing ability sufficient to hear over a phone and carry on conversations. Requires ambulatory skills and abilities to travel to a variety of business sites or school sites.

**Minimum Qualifications (Education and/or Experience):** This is the minimum experience and education/training standards which will be used to admit or reject applicants for examination as approved on

**Education and Experience:** Requires High school diploma or completion of GED -the and equivalent of an Associates degree one year of college coursework in a social service, child development, or related field plus two (2) years of experience working in special education programs, preferably in a high school setting.

**or**

High School Diploma or GED plus four (3) years of experience working in special education programs, preferably in a high school setting.

**Licenses and Certificates:** Valid California Driver's License

**Special Requirements:** Must have personal means of transportation to travel to various sites.

Approved by Personnel Commission 01/07/99

Approved by Governing Board 04/14/99

Career Development Specialist

Effective 11/1/98, revised 5/13/04, Classification Study 6/16/05

Approved Personnel Commission 12/18/09 (Classification Study of 2007)



## PAJARO VALLEY UNIFIED SCHOOL DISTRICT POSITION DESCRIPTION

---

**Position:** Career Development Specialist II  
**JOB CODE:**

**Department:** Special Services

**Reports To:** Program Director

---

### **SUMMARY**

This position is responsible for the delivery of transition services to special education students in accordance with state funded programs such as the California State Department of Rehabilitation Transition Partnership program and/or the State Workability I program. This position coordinates contract and/or grants activities to support successful transition goals for employment of Special Education students.

### **NATURE AND SCOPE**

This position works independently as a liaison between the Pajaro Valley Unified School District and State funded programs as defined by District policy and procedure. Must be able to perform solve and ensure transition support is in place for Special Education students. Work is performed in an office, classroom and community environment with occasional expectation to visit locations where there is some exposure to health and safety considerations.

### **DISTINGUISHING CHARACTERISTICS**

The position requires a demonstrated ability to manage and facilitate the guidelines in accordance with state funded programs. Must be able to understand and apply guidelines as necessary to comply with state regulations.

### **ESSENTIAL TYPES OF DUTIES** (Duties may include but are not limited to the following)

- Maintains budgets required by state contracts and/or grants and attends all required meetings and/or state training to meet requirements of contracts and/or grants
- Monitors site coverage to ensure transition services are in place.
- Coordinates and evaluates program needs and writes reports required by state contracts and/or grants.
- Collaborates with counselors, teachers, parents, staff and other agencies regarding transition services for Special Education students.
- Maintains communication with State Department of Rehabilitation and/or State WorkAbility I administrators to fulfill contract and/or grant responsibilities.
- Coordinates case management of students and/or clients to ensure successful employment outcomes as required, including following up on student's progress once exited from the program.

Career Development Specialist II

Approved Personnel Commission 12/18/09 (Classification Study of 2007)

- Coordinates job placement and/or job shadowing.
- Provides vocational assessments for all Special Education students.
- Obtains and reviews Individual Education Plan's and/or documentation such as Social Security cards, birth certificates, picture identification as needed to provide services.
- Acts as a representative to Special Services for transition issues.
- Maintains student database and/or student reports required by funding agencies.
- Supports teachers with vocational curriculum and planning.
- Attends job fairs, community and college functions to support transition services.
- Performs other duties as required to accomplish the objectives of the position.

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires a working knowledge the local job market and appropriate industries. Must have a good knowledge of District organization, operations, policies and objectives. Requires considerable knowledge of career development resources, local scholarships and community employers. Must have organizational skills and computer skills record keeping and general office skills and possess strong organizational skills. Requires strong interpersonal skills. . Requires 'self-starting' skills to seek out and consult with District staff, community business owners, and agencies.

**Abilities:** Requires the ability to perform independently and without supervision all of the essential duties of the position with efficiency and effectiveness with only general supervision. Requires the ability to assist parents and students research career development opportunities. Must be able to communicate in a variety of settings, presenting material to groups or individual students, parents, employers and administrators. May be required to communicate in a second language. Must have the ability to work directly with students and parents in an environment requiring patience and persuasion. Requires the ability to prepare routine records, reports and correspondence. Requires the ability to plan and prioritize work in order to meet schedules and timelines. Requires leadership and mentoring skills to organize and implement services per contracts and/or grants. Requires the ability to communicate with students, staff, parents and the public using patience and courtesy, and in a manner that reflects positively on the District. Must be able to work well independently and as part of a team.

**Physical Abilities:** Position involves standing, walking, stooping, and occasional carrying and lifting of lightweight materials (up to 20 pounds). May be required to sit for extended periods of time. Requires visual acuity and depth perception to recognize words and numbers; and hand and finger dexterity and hand/eye coordination to use a computer keyboard and common office equipment. Requires speaking and hearing ability sufficient to hear over a phone and carry on conversations. Requires ambulatory skills and abilities to travel to a variety of business sites or school sites.

**Minimum Qualifications (Education and/or Experience):** This is the minimum experience and education/training standards which will be used to admit or reject applicants for examination as approved on

---

High school diploma or completion of GED and one (1) year of college coursework and four (4) years of experience working with special needs students in the development of career job placement.

or

High School Diploma or completion of GED and (5) five years of experience working with special needs students in the development of career job placement.

**Licenses and Certificates:** Valid California Driver's License

**Special Requirements:** Must have personal means of transportation to travel to various sites.

Approved by Personnel Commission:

Approved by Governing Board:



## PAJARO VALLEY UNIFIED SCHOOL DISTRICT POSITION DESCRIPTION

---

**Position:** Child Welfare and Attendance (CWA) Analyst  
**JOB CODE:**

**Department:** Student Services and Extended Learning

**Reports to:** Director of Student Services and Extended Learning

---

### **SUMMARY**

Performs a variety of complex, analytical and clerical functions in the administration and monitoring of the Districts attendance, drop prevention, Tuancy referrals and Child Welfare issues pertaining to compulsory education as well as afterschool program and summer school.

### **NATURE AND SCOPE**

Under minimal supervision this position is responsible for assuring that the due process is followed according to the Education Code and District procedures, managing truancy referrals, facilitating, training, and coordinating School Site Attendance Committee (ARC), School Attendance Review Board (SARB) hearings, Super SARB's (100 students or more), and the Truancy Mediation process. Manages petition of prosecution of truant students, student records, mandated cost reporting, and management of accounting for student crime reports and suspension records pertaining to compulsory education as well as the afterschool and summer school programs. Prepares highly sensitive documents to be utilized by the District Attorney in the prosecution of truant students. Work involves handling private/confidential information. The incumbent must possess a well-developed technical knowledge of Education Code, Penal Code and Vehicle Code pertaining to minors and school attendance. Must exercise a high degree of sound judgment, discretion, initiative, and tact.

### **DISTINGUISHING CHARACTERISTICS**

The CWA Analyst represents the most senior level classification of non-supervisory work in the .This is a technical level classification requiring specialized knowledge and education in attendance, truancy, and child welfare issues.

### **ESSENTIAL TYPES OF DUTIES** (Duties may include but are not limited to the following)

- Coordinates trainings of site clerical support in the implementation of on site Attendance Review Committee (ARC).
- Identifies and recruits at-risk youth for placement in the afterschool program and or summer school.
- Works in conjunction with afterschool program site coordinators in an effort to curb student truancy in the afterschool program and summer school.

Child Welfare and Attendance H Analyst

Effective 11/21/02

Personnel Commission Approved 12/18/08 (Classification Study Year 1)

- Will confer, advise, and assist administration regarding dropout recovery.
- Develops and implements programs and district policies regarding Truancy Reduction and Dropout Prevention.
- Visits schools and homes to investigate cases of irregular attendance and truancy.
- Coordinates the School Attendance Review Board (SARB) Hearings and Truancy Mediation Hearings.
- Represents the District as the Chairperson and/or presenter of the School Attendance Review Board (SARB) and Truancy Mediation.
- Confers with, administrators, counselors parents, and pupils concerning compulsory education laws, and Board of Education administrative regulations concerning student attendance or other welfare issues as well as behavior.
- On behalf of the District, files petition for prosecution pursuant to Education Code and/or Penal Code violation against parents who have violated the laws regulating school attendance and appears in court regarding such complaints as required.
- Works in close cooperation with other public agencies such as the District Attorney, the Probation Department, Police and Sheriffs Departments and community based organizations.
- Works in coordination with the Director in matters regarding student re-entry from expulsion and student behavior hearings.
- Collects analytical data, develops reports, and makes assessments in regards to all truancy, dropout, and behavioral prevention programs.
- Provides professional development to all Truancy and Dropout Prevention personnel.
- Represents the District at all Community Task Force Meetings regarding attendance matters.
- Works closely with the District Communications Department to disseminate information to students, staff, parents, and the community regarding all attendance issues.
- Receives and takes referrals for student expulsions, meets with student's family to explain and answer questions regarding the expulsion process.
- Oversees the monthly accounting students suspensions.
- Keeps detailed information regarding student referrals, creates reports for SARB Truancy Mediation as well as documentation for the District Attorney's Office.
- Maintains and presents attendance percentages.
- Performs other related duties as required to accomplish the objectives of the position.

Child Welfare and Attendance ~~II~~ Analyst

Effective 11/21/02

Personnel Commission Approved 12/18/08 (Classification Study Year 1)

## QUALIFICATIONS

**Knowledge and skills:** Requires a thorough knowledge of District attendance policies and procedures and the applicable sections of State Education Code, Penal and Vehicle Codes and other laws applicable to compulsory attendance and due process procedures. Must have ~~a good~~ thorough knowledge of District organization, operations, policies and objectives. Requires considerable knowledge of the principles and practices of child guidance and development along with an understanding of cultural and minority issues relating to the student population. Must have excellent ~~good~~ record keeping and general office skills. Requires well-developed communication skills to convey policy and procedure, to resolve confrontation, and to speak in public hearings. Work must be performed at a high level of accuracy. Incumbent must possess a high level of judgment.

**Abilities:** Requires the ability to perform all of the essential duties of the position with efficiency and effectiveness with a high level of independence and minimal supervision. Requires the ability to assist parents and students in resolving school attendance related issues, as well as discipline problems and student credit deficiencies. Must be able to work with increasingly complicated situations in dealing with student and parents problems. Must be able to communicate effectively in a wide variety of settings, often requiring tact, diplomacy and persuasion to achieve results and is required to work in a multi-ethnic setting. Must be able to communicate both orally and in writing in Spanish and English and have simultaneous interpretive skills to assist in student administrative hearings. Requires the ability to communicate with students, staff, parents and the public using patience and courtesy, and in a manner that reflects positively on the District. Speak effectively and persuasively. Requires the ability to prepare detailed records, highly sensitive reports, and correspondence. Requires the ability to plan and prioritize work in order to meet schedules and timelines. Understand the district's and county's alternative education programs and have the ability to communicate about these programs with students, parents and administrators. Learn and use the SASI, ETruancy, and eSchoolplus computer system effectively.

**Physical Abilities:** Must have visual acuity to read and write words and numbers; sufficient ambulatory skill to move to remote locations; hand-eye coordination to use a personal computer keyboard.

**Minimum Qualifications (Education and/or Experience):** This is the minimum experience and education/training standards which will be used to admit or reject applicants for examination as approved on \_\_\_\_\_

~~Education and Experience:~~ High School diploma or completion of GED plus ~~36 semester units or 54 quarter units~~ two years of college level coursework in social sciences, and three (3) years of experience in truancy reduction or drop out prevention or counseling at risk students in an education setting or community and social services organization.

or

High School Diploma or completion of GED plus ~~four (4)~~ five (5) years of experience in truancy reduction or drop out prevention or counseling at risk students in an education setting or community and social services organization.

Licenses and Certificates: Valid California Driver's License

Child Welfare and Attendance # Analyst

Effective 11/21/02

Personnel Commission Approved 12/18/08 (Classification Study Year 1)



## PAJARO VALLEY UNIFIED SCHOOL DISTRICT POSITION DESCRIPTION

---

**Position:** Human Resources Senior Analyst  
**JOB CODE:**

**Department:** Human Resources

**Reports To:** Assistant Superintendent, or Designee

---

### **SUMMARY**

Coordinates and performs a variety of professional and highly complex human resources work related to recruitment, classification and compensation. Assists in the coordination of the District's bumping/layoff process. Performs specialized duties and prepares a wide variety of reports. Responsible for the process and maintenance of the District's Position Control.

### **NATURE AND SCOPE**

Under limited supervision, designs, implements, communicates, and maintains programs in support of the centralized human resources office. The programs are designed to support departmental management and work closely with other human resources staff. The incumbent exercise considerable creativity, initiative, and judgment in resolving program issues and challenges, research, and communications. Human relations contacts extend to multiple levels of administration within the organization, employees, employee organization representatives on a continuous basis.

### **DISTINGUISHING CHARACTERISTICS**

The Human Resources Senior Analyst is the most senior level, non-supervisory position in the Human Resources classification series. Serves as a lead and provides work direction to other Human Resources staff. Requires the exercise of independent judgment to interpret and apply Ed Code, Merit Rules and contract language.

### **ESSENTIAL TYPES OF DUTIES**

Duties may include but are not limited to the following:

- Analyzes job descriptions and prepares changes for approval by the Personnel Commission
- Conducts research and assists management in classification studies; determines comparability of duties, distinguishing characteristics, minimum qualifications; assists in the recommendation of salary allocation.
- Receives, researches and assists with reclassification requests.
- Provides information to supervisors and employees regarding compliance with Merit System Rules and regulation and the Collective Bargaining Agreement.
- Assists the Director in the research of union issues.

Human Resources Senior Analyst

Approved Personnel Commission 12/18/09 (Classification Study of 2007)



- Assists with the bumping/layoff process by identifying affected positions and employees; contacting employees to discuss reassignments; consulting employees on options related to employment and transmitting various notices and preparing restoration and rehire lists.
- Assists and recommends new personnel policies and procedures consistent with federal, state law and effective personnel management.
- Assists in the development and implementation of goals, objectives, and policies for the Human Resources Department; identifies resource needs; periodically reviews, recommends and implements policies and procedures and administrative regulations.
- Prepares specialized reports, surveys and other descriptive information as it pertains to Human Resource functions.
- Conducts a variety of organizational studies, and investigations as they pertain to matters impacting the District.
- Assists human resources staff as necessary to assure timely processing of personnel transactions.
- Serves as a liaison with user groups regarding HRIS design, development and implementation of the current District-wide personnel database system.
- Provides advanced technical expertise in personnel service transactions to develop and maintain the current District-wide personnel database and a centralized/on line approach to personnel transactions and records.
- -Trains users on the information system and provides technical support and communications on system changes, upgrades and procedures.
- Establishes routines for verifying data as needed such as participating in the allocation of staffing meetings.
- Maintains the District's position control by analyzing and auditing human resources requisitions. Develops a system for coding jobs. Monitors school site positions. Verifies and creates new position numbers and reconciles FTE reports.
- Works with unions to resolve issues related to the interpretation and application of the collective bargaining agreement.
- Assist the Assistant Superintendent of Human Resources with matters related to staffing meetings and with other special assignments.
- Coordinates and participates in recruitment fairs. Submits event registration, makes travel arrangements and coordinates the assembly of recruitment materials.
- Develops recruitment testing materials for classified positions. Gathers data, creates tests, monitors effectiveness, and implements changes as necessary.

- Ensures compliance with Federal and state standards such as NCLB.
- Assist with the pre-screening of classified application and verifies minimum qualifications.
- Prepares recommendations for employment and determines salary and insurance eligibility.
- Assists in the fingerprinting of district employees and volunteers
- Performs other duties as required to accomplish the objectives of the position.

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires thorough knowledge of personnel policies and practices, Education Code, Merit Rules, Union Contract and employment law in the areas of recruitment, selection, HRIS, and classification. Requires skill in developing and writing detailed procedures as well as advanced human relations skill and the skills to communicate technical concepts to others. Requires skill in learning, interpreting and applying regulations and mandates related to certification of teachers and/or Merit System rules for classified hiring. Requires knowledge of basic mathematical computations.

**Abilities:** Must be able to perform all of the relevant duties of the position with minimal supervision. Perform responsible and complex human resources work relating to recruitment, classification and compensation. Prepare statistical reports. Work independently with limited supervision. Must be able to simultaneously perform numerous assignments with close attention to detail, schedules and deadlines. Must be able to operate a computer terminal, printers, and specialized database software. Must be able to accurately input, analyze, compare and interpret position control data. Requires the ability to analyze technical problems and to develop appropriate solutions. Must be able to read, understand and apply information from computer software technical manuals. Must be able to prioritize work in order to meet deadlines and maintain schedules. Requires the ability to communicate with students, staff, parents and the public using patience and courtesy, and in a manner that reflects positively on the District. Must be able to work well independently and as part of a team.

**Physical Abilities:** Position involves standing, walking, stooping, and occasional carrying and lifting of lightweight materials (up to 20 pounds). Requires visual acuity and depth perception to recognize words and numbers; and hand and finger dexterity and hand/eye coordination to use a computer keyboard and common office equipment. Requires speaking and hearing ability sufficient to hear over a phone and carry on conversations, and to prepare and deliver formal talks to small groups.

**Minimum Qualifications (Education and/or Experience):** This is the minimum experience and education/training standards which will be used to admit or reject applicants for examination as approved on

Bachelor's degree in Public Administration, Industrial Psychology or Business Management and four (4) years of progressively responsible experience in the following activities: Classification, recruitment and selection.

or

High School Diploma or completion of GED and eight (8) years of experience in the following activities: Classification, recruitment and selection.



## PAJARO VALLEY UNIFIED SCHOOL DISTRICT POSITION DESCRIPTION

---

**Position:** MAA/LEA ~~Coordinator~~ Accountant  
**JOB CODE:**

**Department:** Assigned Department  
**Reports To:** Director of Assigned Department

---

### SUMMARY

~~Under general direction of assigned Director,~~ Oversees Medi-Cal Administrative Activities (MAA) and LEA Medi-Cal Billing Option (LEA) programs; provides training and technical support to District personnel regarding MAA/LEA fiscal and reporting requirements; performs reconciliation, auditing, and reporting of data; maintains knowledge of current legislation related to MAA/LEA to ensure compliance.

### NATURE AND SCOPE

~~Under general direction of assigned Director,~~ Incumbents in this classification perform independent technical and analytical functions related to the administration and coordination of the MAA/LEA programs. Duties include maximizing income from both funding sources. Performance of the assigned duties requires interface with regulatory agencies, contractors, and vendors. Work is performed in various settings and may include oversight of work assignments to other classified positions. Human relations contacts extend to multiple levels within the organization on a continuous basis such as the public, outside groups on a frequent basis.

### DISTINGUISHING CHARACTERISTICS

This position requires independent and advanced analytical, technical and professional knowledge and skills. The MAA/LEA ~~Coordinator~~ Accountant represents the District in communications and interactions with contractors, vendors, community agencies, and regulatory agencies.

**ESSENTIAL TYPES OF DUTIES** ~~(Examples)~~ Duties may include but are not limited to the following:

- Oversees development and completion of vendor contracts
- Arranges for and participates in annual MAA/LEA trainings
- Provides individual and small group training and technical assistance to program personnel including administrators, certificated and classified staff regarding program requirements in order to maximize funding
- Identifies eligibility for new and continuing claimants; collects, maintains, and submits job descriptions and/or duty statements for all claimants
- Notifies staff of each claiming period and/or reporting period; follows-up on any missing claims or other information with relevant staff

Board Approved: 3/14/07

Personnel Approved: 3/15/07

Range 48-53 Classified Salary Schedule

Revised 6/18/09

- Coordinates the collection and analysis of all data required by the District, regulatory agencies, and other agencies and submits as appropriate
- Maintains a complete set of records of financial transactions including annual budgets
- Prepares periodic performance reports by determining revenues; computing cost-of-service by allocating labor, materials and services to funds and accounts; and comparing operating data.
- Conducts internal audits and works with outside agencies conducting audits.
- Analyzes and interprets existing, newly-enacted and proposed legislation and regulations under Medicaid and Medi-Cal system for policy and financial impact on the district
- Assists in the development and updating of specific program systems, policies, procedures, and related forms and notices.
- Represents District on appropriate and related committees
- Work with contractors, vendors, community agencies, and regulatory agencies as needed
- Composes correspondence; maintains records and files
- Attends conferences and trainings related to assigned programs
- Performs related duties as required to accomplish the objectives of the position

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires knowledge of general accounting principles, theories, and practices; auditing procedures; financial analysis; projection techniques; and specific accounting practices and procedures of the organization. Requires knowledge of legislation specific to assigned programs such as the *California School-Based Medi-Cal Administrative Activities Manual*, applicable sections of *State Education Code*, and other applicable laws. Requires knowledge of computer software such as Microsoft Access, Excel, Power Point, and Word programs.

**Abilities:** Must be able to plan, develop, implement, and evaluate integrated, comprehensive programs. Requires the ability to collect and analyze data objectively and prepare related recommendations and reports. Must be able to effectively conduct surveys and organizational studies. Requires the ability to develop and implement relevant training programs. Must have the ability to communicate technical concepts to others. Requires the ability to communicate using patience and courtesy, and in a manner that reflects positively on the District. Requires ability to work well independently and as part of a team.

**Physical Abilities:** Position involves standing, walking, stooping, and occasional carrying and lifting of lightweight materials (up to 20 pounds). May be required to sit for extended periods of time. Requires visual acuity and depth perception to recognize words and numbers; and hand and finger dexterity and hand/eye coordination to use a computer keyboard and common office equipment. Requires speaking and hearing ability sufficient to hear over a phone and carry on conversations.

Board Approved: 3/14/07

Personnel Approved: 3/15/07

Range 4~~8~~-53 Classified Salary Schedule

Revised 6/18/09

**Minimum Qualifications (Education and/or Experience):** This is the minimum experience and education/training standards which will be used to admit or reject applicants for examination as approved on

~~Education and Experience: Requires a High School Diploma or completion of GED and two(2) years Any combination equivalent to 4 years of college level coursework beyond a high school diploma with a concentration in general business curriculum as well as and three 3 years of experience in accounting and billing capacity a business related field. Additional experience may substitute for higher education.~~

or

High School Diploma or completion of GED and five (5) years of experience in responsible accounting and billing capacity.



## **PAJARO VALLEY UNIFIED SCHOOL DISTRICT POSITION DESCRIPTION**

---

**Position:** Office Assistant III  
**Job Code:**  
  
**Department:** Sites and Departments  
**Reports To:** Principal or Department Administrator or designee

---

### **SUMMARY**

Performs routine and/or standardized duties associated with receptionist, clerical work, attendance verification and reporting, and providing general office or program assistance. Duties will vary according to area of assignment, which may include a school site or special program.

### **NATURE AND SCOPE**

Under close supervision this position performs moderate clerical, attendance, and MAA billing related duties. May include skilled typing and data entry, receptionist duties, records maintenance, filing and retrieval of information and reports, and other general duties as assigned. Work requires initiative, independent judgment and discretion in working with others. Contacts are generally within the immediate work group but may extend beyond immediate work group to include other District staff and departments, students, parents or the general public.

### **DISTINGUISHING CHARACTERISTICS**

Office Assistant III is the third level in the Office Assistant series. This is a classification requiring working knowledge of modern clerical practices and performs moderate clerical support duties involving the use of some independent judgment and an understanding of corresponding functions and procedures, as well as competency in word processing and spreadsheet software.

### **ESSENTIAL TYPES OF DUTIES** (Duties may include but are not limited to the following)

- Initiates and answers telephone calls. Screens incoming calls, mail, and visitors, evaluating the relative importance of each and independently resolving routine matters or referring to others.
- Types from straight copy or rough draft a variety of materials such as letters and memoranda. Completes correspondence and forms as necessary.
- Confirms attendance has been posted and posts tardies, trancies and absences. Processes enrollment of new students and enters pertinent information on database, which could include intra-district and inter-district transfers.

- Communicates with students, parents, faculty, administrators, and authorities regarding attendance, which includes obtaining medical notes for absences, signing students in and out, and posting reasons regarding attendance in the database.
- Prepares, maintains, and verifies a variety of lists, records and reports regarding student attendance.
- Completes MAA claim forms with assistance from Health Services Assistants and faculty. Collects the site based data required for MAA billing. Participates in annual MAA/LEA trainings and attends district trainings related to MAA billing and claims.
- Processes routine documents of moderate complexity requiring knowledge of the special terminology, policies and procedures of department or area of specialized function.
- Indexes and files correspondence, reports, and other materials according to predetermined breakdowns. Maintains filing system of hard copies and digital documents.
- Ensures the timely distribution and receipt of a variety of records and reports. Requests or provides information as necessary to assure completeness and accuracy.
- May compile statistical data, post routine financial transactions or other data and maintain various department, fiscal or other accounts or records. Searches out information in departmental records and files. Compiles data from varied sources.
- Prepares documents for entry of information into computerized database using standard formats. Follows up as necessary to complete documents.
- May prepare student work permits, student transcripts and registration packets, daily schedules, newsletters and other general correspondence.
- Maintains confidentiality of information processed or received during the course of performing assigned duties.
- May coordinate programs, workshops, and meetings between program staff, District administrators or the general public.
- Operates standard office machines and equipment including computer hardware, typewriters, printers, copiers, calculators, two-way radio, and fax machines. Utilizes software applications required for the production of office documents such as Microsoft Word and Excel.
- Performs other duties as assigned to accomplish the objectives of the position.

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires working knowledge of modern clerical principles, practices and methods. Basic knowledge of the special practices, technicalities, and work methods for the site/department of assignment. Working knowledge of English grammar and composition, business and/or legal formats, spelling, arithmetic, filing, and recordkeeping. Must be skilled in using various standard office machines, including personal computers with word processing and spreadsheet applications.

**Abilities:** Requires the ability to independently perform the duties of the position efficiently and effectively. Must be able to perform complex clerical work with speed and accuracy. Must be able to learn, understand, explain, and apply knowledge of District and department organization, operations, programs, functions and special department terminology. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to communicate with students, staff, parents and the public using courtesy, and in a manner that reflects positively on the department and District. Must be able to work well independently and as part of a team.

**Physical Abilities:** Position involves standing, walking, stooping, and occasional carrying and lifting of lightweight materials (up to 20 pounds). May be required to sit for extended periods of time. Requires visual acuity and depth perception to recognize words and numbers; and hand and finger dexterity and hand/eye coordination to use a computer keyboard and common office equipment. Requires speaking and hearing ability sufficient to hear over a phone and carry on conversations.

**Minimum Qualifications (Education and/or Experience):** This is the minimum experience and education/training standards which will be used to admit or reject applicants for examination as approved on

High School diploma or completion of GED and a minimum two (2) years of clerical and recordkeeping experience.

**Typing Requirement:** Must be able to type 40 words per minute.

Approved by Personnel Commission	TBD
Approved by Governing Board	TBD





## PAJARO VALLEY UNIFIED SCHOOL DISTRICT POSITION DESCRIPTION

---

**Position:** Print Production Technician Operator  
**JOB CODE:**

**Department:** Purchasing

**Reports To:** Director of Purchasing

---

### SUMMARY

Operates a full the print shop production operation. Sets up and operates offset duplicating presses and other related print shop equipment. Adjusts, cleans and maintains equipment to ensure proper functioning.

### NATURE AND SCOPE

Under general direction of the Director of Purchasing, independently produces a full range of print materials in support of District schools and departments. Prioritizes assigned work in order to meet required deadlines. Contacts are routine in nature and may extend to District office personnel, school staff, sales representatives, vendors and service technicians. Position requires standing for prolonged periods, lifting and moving materials, bending and stooping. There may be exposure to fumes from printing chemicals.

### DISTINGUISHING CHARACTERISTICS

This level requires a thorough understanding of the practices and principles of offset print production. The incumbent in this classification operates high speed copiers, bindery equipment, stitchers, paper drills, cutters and folders. This position requires experience in budget and cost control. Advancement to higher positions in the department may require additional print shop experience including high speed copying, budget and cost controls, and/or additional education or training in graphic arts or a related field.

### ESSENTIAL TYPES OF DUTIES (Examples) Duties may include but are not limited to the following:

- Sets up and operates offset presses and other related print shop equipment in the production of line work, half tones or multicolored materials, including such materials as forms, letters, notices, curriculum materials, course catalogs and other materials.
- Operates and performs light maintenance/repair of digital and analog high speed copiers and their finisher/bindery attachments.
- Adjusts offset press controls for size and thickness of paper. Aligns printed impressions. Regulates ink and water flow to obtain accurate color, balance and registration.

Print Production Technician

Effective 11/1/98, revised 5/13/04, Classification Study 6/16/05

Approved Personnel Commission 12/18/09 (Classification Study of 2007)

- Cleans, adjusts, lubricates and performs non-technical maintenance on material reproduction center equipment. May make minor adjustments to machine and maintains equipment in good working condition. Adjusts paper feed and guides for weights and sizes of stock.  
~~Inks and adjusts rollers. Regulates ink and repellent flow.~~
- Provides a variety of technical information to District personnel, teachers and parents concerning the reproduction of materials.
- Performs duties such as assembling, stapling, folding, trimming, binding, counting and padding of reproduced materials. Operates supplemental equipment such as ~~collators~~, stitchers, paper drills and cutters, folders, facsimile, copiers and related equipment.
- Operates a computer in carrying out assigned printing projects for both recordkeeping and lay-out.
- ~~• Processes different types of masters by techniques such as moistening, desensitizing, fusing and preserving. Processes metal plates in darkroom under safelight conditions, using copy camera, developer, fixer and lacquer.~~
- Estimates time needed for project completion. Determines the most cost effective materials and methods to be used in order to produce the finished product. Prepares costs for charge out print orders.
- Orders and transports supplies from the warehouse and outside vendors as needed. Receives supplies verifying invoices with shipments and stock supplies.
- ~~• Purchases, uses, stores, and disposes of hazardous/flammable chemicals, according to approved safety procedures. Maintains Material Safety Data Sheet file.~~
- Prepares and maintains a variety of records and files as needed.
- Performs other duties as assigned to accomplish the objectives of the position.

## **QUALIFICATIONS**

**Knowledge and Skills:** Thorough understanding of the methods, techniques and procedures of material reproduction ~~and offset printing techniques plus knowledge of the operation, techniques, adjustments and maintenance of offset duplicating equipment, digital and high speed copy machines, and related equipment~~ is essential. Must know the characteristics and uses of paper, ~~inks and other materials~~ used in duplicating work. Requires sufficient communication skills in order to interact with a wide range of contacts inside and outside of the school setting.

**Abilities:** Requires the ability to set up and operate ~~offset printing~~ copy machine equipment in order to produce quality materials. Must be able to perform routine troubleshooting and maintenance work on equipment. Must be able to prioritize projects in order to meet deadlines. Requires the ability to communicate with students, staff, parents and the public using patience and courtesy, and in a manner that reflects positively on the District. Must be able to work well independently and as part of a team.

Print Production Technician

Effective 11/1/98, revised 5/13/04, Classification Study 6/16/05

Approved Personnel Commission 12/18/09 (Classification Study of 2007)

**Physical Abilities:** Position involves standing, walking, stooping, and lifting light to medium weight materials (from 10 to 50 pounds). Requires sufficient hand-eye coordination, arm-hand dexterity and visual acuity, including depth perception, to operate electronic controls, place and guide materials, and read numbers and words. Ability to follow accepted safety standards for lifting, carrying and moving of heavy materials or objects is required.

**Minimum Qualifications (Education and/or Experience):** This is the minimum experience and education/training standards which will be used to admit or reject applicants for examination as approved on

~~Education and Experience: Requires a High School diploma or equivalent, completion of GED, plus and two (2) years of experience specific training in print shop operations one of them in color printing. Minimum of one year of experience required in multi-color printing.~~

Approved by Personnel Commission 01/07/99

Approved by Governing Board 04/14/99

Print Production Technician

Effective 11/1/98, revised 5/13/04, Classification Study 6/16/05

Approved Personnel Commission 12/18/09 (Classification Study of 2007)



PROPOSED

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION**

---

**Position:** Assistant Director, Student Services –Extended Learning

**Department:** Student Services and Extended Learning

**FLSA:** Exempt

**Reports to:** Director of Student Services and Extended Learning

---

**SUMMARY**

Under the general direction of the Director of Student Services-Extended Learning, assumes responsibility in planning, coordinating, managing, and maintaining sustainability for Healthy Start programs and Services for At Risk Students, and support to Extended Learning Program.

**NATURE AND SCOPE**

Works with minimal supervision to carry out the functions of senior administrative duties in support of the five Healthy Start Resource Centers, which provide support services to every school site district-wide. Under general direction, organizes, coordinates, implements legal mandates related to NCLB, McKinney Vento Act and AB 490 serving as the District Liaison for all homeless and foster youth. Facilitates administrative, faculty and parent trainings related these laws. Maintains continuous contact with other district, state and federal agencies. Provides support to Extended Learning Programs.

**DISTINGUISHING CHARACTERISTICS**

This position requires a combination of leadership and professional-level skills in program administration, data collection and skill in building program sustainability through county, state and federal grants. To qualify for this position, a prospective applicant would need to meet the minimum qualifications set forth for the position. Must have skill and experience in managing large budgets and grants. Must have experience in managing Extended Learning Programs.

**ESSENTIAL TYPES OF DUTIES** Duties may include but are not limited to the following:

- Coordinate professional development training related to legal mandates
- Build and maintains financial sustainability for programs
- Coordinate professional development for school site office staff district-wide
- Represent PVUSD at County Children's Network meetings
- Train supervise Classified Registration Specialists in essential functions

Assistant Director, Student Services –Extended Learning

Approved: \_\_\_\_\_

Range: 39

Work Days: 222

- Facilitate monthly Healthy Start Collaborative/Steering Committee meetings
- Train and supervise Certificated Family Advocates in essential functions
- Present to parent groups information related to Healthy Start and associated programs
- Compile a data source book, which includes number of services rendered
- Interface with County and State Liaisons regarding McKinney Vento and AB 490
- Provide information to Schools that will assist in completion of homeless survey
- Develop and maintain current program web site and information brochures
- Maintain and improve student data tracking system for programs
- Coordinate mandated reporting training for department
- Work with Principals to maximize support to systems for at risk students
- Work with Assistant Superintendents to provide additional support to strategic schools
- Oversee Healthy Start department grants and budgets
- Supervise and evaluate all Healthy Start Staff
- Coordinate Customer Satisfaction surveys
- Implement parent and student surveys as needed
- Facilitate regular staff meetings
- Coordinate and/or participate in Mental Health Subcommittee
- Maximize support services for students by interfacing with County programs
- Oversee ordering of all equipment, materials and supplies for program
- Support other Student Services programs
- Facilitate Coordinated School Health Council
- Support Extended Learning after school programs

Assistant Director, Student Services –Extended Learning

Approved: \_\_\_\_\_

Range: 39

Work Days: 222

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires advanced specialized professional-level knowledge of concepts, principles and practices in education and administration. Requires a thorough and in-depth knowledge of the efficient and effective operation of Resource Centers. Requires well-developed human relations skills sufficient to conduct training and presentations to various audiences. Requires advanced language and writing skills to support report writing, grant writing and the development of training materials. Requires skills sufficient to be able to access and analyze data and create comparative reports. Requires understanding of Extended Learning programs.

**Abilities:** Must be able to perform all the duties of the job that support its objectives. Requires the ability to plan, prioritize and assign work in order to meet yearly schedules and timelines. Position requires the ability to interact on both a formal and informal basis with a wide range of contacts within and outside of the school and/or district setting.

**Physical Abilities:** Requires sufficient visual acuity to recognize words and numbers; auditory capacity to speak and hear in public settings; and ambulatory ability to make presentation and travel to other locations.

**Education and/or Experience:** Requires the equivalent in education and experience to a Bachelors Degree in Education and at least 3 years of administrative experience.

**License and Certificates:** Requires a valid California Teaching Credential and a Driver's License, and an Administrative Credential.

Assistant Director, Student Services –Extended Learning

Approved: \_\_\_\_\_

Range: 39

Work Days: 222

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**

**POSITION ATTACHMENT**

**POSITION TITLE:** Coordinator of Healthy Start, Foster Youth and Students in Transition

**SUMMARY:**

Under the supervision of the child Welfare and Attendance Department, the person in this position coordinates the Healthy Start program, a collaborative school service providing direct services and case management to at-risk students and their families and acts as the District Liaison for Students in Transition (NCLB) and Foster Youth (A.B. 490).

**ESSENTIAL FUNCTIONS: (Examples)**

- Coordinates daily operations at Healthy Start Resource Centers assuring compliance with state and federal laws and regulations
- Provides administrative support to the Healthy Start Steering Committee and sub-committees.
- Supervises and evaluates Family Advocates, Healthy Start Registration Specialists and other staff as assigned.
- Organizes and convenes team meetings including Healthy Start Steering Committee meetings, Students in Transition meetings, and other meetings as necessary.
- Plans and coordinates staff development activities as appropriate.
- Obtains and manages program funding from various sources: LEA Medi-Cal Billing, grants, donations, etc.
- Processes funding applications, contracts and reports.
- Oversees data collection as necessary for all assigned programs.
- Collaborates with other District departments and community agencies such as Pajaro Valley Community Health Trust, Migrant Head Start, Head Start, County Office of Education, Region V Healthy Start and After School Collaborative, Santa Cruz County Children's Network, First 5 of Monterey and Santa Cruz Counties, Healthy Kids Community Relations Advisory, Health Care Outreach Coalition, USDA Nutrition Project.
- Completes and submits state required reports.
- Other duties as assigned

**EDUCATION/EXPERIENCE REQUIREMENTS:**

In addition to the requirements set forth for Coordinator-Special Programs, the position requires experience with social work, counseling, nursing, or a related field; a minimum of two years of experience in a related field. An Administrative Services Credential and supervisory experience is desirable, with the possibility of either a Certificated or Classified manager; Bilingual/biliterate preferred, but not required.

**FUNDING SOURCE:**

The position is funded through categorical funds, grants, and reimbursement from LEA Med-Cal billing.



PROPOSED

## PAJARO VALLEY UNIFIED SCHOOL DISTRICT POSITION DESCRIPTION

---

**Position:** Assistant Director, Student Services

**Department:** Student Services and Extended Learning

**FLSA:** Exempt

**Reports to:** Director of Student Services and Extended Learning

---

### SUMMARY

Under the general direction of the Director of Student Services-Extended Learning, assumes responsibility in planning, coordinating, managing, and reviewing all District policies and procedures along with State Education Codes, related to student discipline, attendance, student records, and provides support to all after-school programs.

### NATURE AND SCOPE

Works with minimal supervision to carry out a wide range of senior administrative duties in support of all discipline and attendance district-wide. Under general direction, organizes, coordinates, implements and analyzes discipline and attendance data, assuring that codes and policies are enforced. Facilitates group processes toward the coordination and analysis of student data. Maintains continuous contact with other departments and school and district leadership and state and federal agencies. Provides administrative support to all after-school programs throughout the district.

### DISTINGUISHING CHARACTERISTICS

This position requires a combination of leadership and professional-level skills in program administration, data collection and analysis, and policies and procedures of state and local agencies. To qualify for this position, a prospective applicant would need to meet the minimum qualifications set forth for the position. Must have skill and experience in managing large budgets and grants. Must have experience in managing after-school programs.

**ESSENTIAL TYPES OF DUTIES** Duties may include but are not limited to the following:

- Coordinates expulsion referrals, including parent meeting
- Trains all site administrators on Education Code, board policy, discipline procedures, attendance reporting
- Trains site personnel in discipline process, student records, expulsion and attendance
- Maintain and improve student discipline data tracking system

Assistant Director, Student Services

Approved: \_\_\_\_\_

Range:39

Work Days: 222



- Develops, distributes and collects data, on discipline, expulsion, attendance
- Reports on discipline data to sites, parents, District Office Administrators, Trustees, community agencies
- Compiles Student Services informational binder and update annually
- Oversees production of the Annual Parent Notification Handbook
- Interfaces with social workers, probation department, police, County Office of Education personnel, counseling agencies
- Provides information to schools that will assist with discipline and attendance procedures
- Supports expulsion/attendance report/handbook
- Supports district-wide student data system
- Trains staff on use of district-wide student data system
- Works with site attendance specialists/site administrators to develop and maintain data in attendance/discipline
- Works with COE to develop protocols to facilitate tracking of student enrollment between COE alternative education and District
- Assists sites in accessing discipline and attendance data reports
- Secures data for Consolidated Application and SARCS
- Provides administrative support to afterschool programs district-wide
- Works with Director of Student Services
- Supervises Student Services staff
- Other duties as assigned

### **QUALIFICATIONS**

**Knowledge and Skills:** Requires advanced specialized professional-level knowledge of concepts, principles and practices in education and administration. Requires a thorough and in-depth knowledge of all areas of attendance and student discipline. Requires well-developed human-relations skills sufficient to conduct training and presentations to various audiences. Requires advanced language and writing skills to support report writing and the development of

Assistant Director, Student Services

Approved: \_\_\_\_\_

Range:39

Work Days: 222

PROPOSED

training materials. Requires skills sufficient to be able to access and analyze data and create comparative reports. Requires understanding of after-school programs.

**Abilities:** Must be able to perform all the duties of the job that support its objectives. Requires the ability to plan, prioritize and assign work in order to meet yearly schedules and timelines. Position requires the ability to interact on both a formal and informal basis with a wide range of contacts within and outside of the school and/or district setting.

**Physical Abilities:** Requires sufficient visual acuity to recognize words and numbers; auditory capacity to speak and hear in public settings; and ambulatory ability to make presentation and travel to other locations.

**Education and/or Experience:** Requires the equivalent in education and experience to a Bachelors Degree in Education and at least 3 years of administrative experience.

**License and Certificates:** Requires a valid California Teaching Credential and a Driver's License, and an Administrative Credential.

Assistant Director, Student Services

Approved: \_\_\_\_\_

Range:39

Work Days: 222

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

**Position:** Coordinator, Child Welfare and Attendance  
**Department:** Child, Welfare and Attendance (CWA)  
**Reports To:** Director of Child Welfare and Attendance

---

**SUMMARY**

The Child Welfare and Attendance Coordinator will assist the Director of CWA and supervise the CWA staff in the processing of student expulsion referrals, student truancy referrals, and other CWA records management, and provide appropriate support to District staff and administration.

**NATURE AND SCOPE**

Under the direction of the Director of CWA, this position is responsible for managing student expulsion referrals and assuring that due process is followed according to the education code and District procedures. The Coordinator is also responsible for supervising the CWA staff, managing truancy referrals, conducting School Attendance Review Board (SARB) hearings and participating in the Truancy Mediation process as the administrator in charge. The Coordinator will assist the Director in managing student records, interdistrict transfers, student work permits, mandated cost reporting, District Safety grant funds, and management of accounting for student crime reports and suspension records.

**DISTINGUISHING CHARACTERISTICS**

This is a certificated administrative position requiring experience in student discipline and guidance. The Coordinator provides critical administrative support to school site administrator and is a resource to district assistant superintendents and other department directors.

**ESSENTIAL TYPES OF DUTIES** (Examples)

- Develops and implements programs and District policies regarding Truancy Reduction and Dropout Prevention.
- Visits schools and homes to investigate cases of irregular attendance and truancy.
- Represents the District as the Chairperson of the School Attendance Review Board (SARB).
- Advises counselors, administrators, parents, and pupils concerning compulsory education laws and Board of Education administrative regulations concerning attendance.
- On behalf of the District, files complaints when necessary against parents who have violated the laws regulating school attendance, and appears in court regarding such complaints as required.
- Works in close cooperation with other public agencies such as the District Attorney, the Probation Department, Police and Sheriffs Departments and community-based organizations.

## CURRENT JOB DESCRIPTION

- Works in coordination with the Director in matters regarding student re-entry from expulsion and student behavior hearings.
- Collects data, develops reports and makes assessments in regards to all truancy and dropout prevention programs.
- Provides professional development to all Truancy and Dropout Prevention personnel.
- Represents the District on all Community Task Force Meetings regarding attendance matters.
- Works closely with the District Communications Department to disseminate information to students, staff, parents, and the community regarding all attendance issues.
- Takes referrals for student expulsions, manages the due process for hearings and prepares reports for the Trustees.
- Oversees the monthly and semi-annual accounting of State Crime Reporting and student suspensions.
- Assists the Director in managing the District's Safety/Violence Reduction Budget.
- Approves or denies students' interdistrict transfer requests.
- Represents the District as the administrator for Truancy Mediation hearings.
- Responsible for additional duties as assigned.

### **JOB REQUIREMENTS - QUALIFICATIONS**

- Bachelor's degree, Teaching or Counseling Credential, with a minimum of three years experience
- Administrative credential
- School-level administrative experience
- Pupil Personnel Credential preferred
- Bilingual language skills preferred

### **KNOWLEDGE AND ABILITIES**

- State/local laws about school attendance, discipline, transfers, student due process and SARB.
- Outside agencies available to serve the needs of "at risk" students and local law enforcement and social service agencies.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.

## CURRENT JOB DESCRIPTION

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

### **ABILITY TO**

- Provide forceful support of District policies and procedures and existing laws.
- Organize and work with school, parents, community individuals, and groups in Child Welfare and Attendance functions as required.
- Communicate effectively both orally and in writing.
- Use various research methods and report writing techniques.
- Maintain records and prepare reports.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.

**Supervises:** Classified Staff

**Reports to :** Director of CWA

**Calendar:** 200 days, attractive benefits package



## PAJARO VALLEY UNIFIED SCHOOL DISTRICT POSITION DESCRIPTION

---

**Position:** Coordinator of Site Academics, Accountability and Instruction

**Department:** Educational Services **FLSA:** Exempt

**Reports To:** Assistant Superintendent

---

### **SUMMARY**

The Coordinator of Academics and Instruction assists the principal in administering, monitoring and implementing the school wide reform initiatives. Provides leadership to the staff and collaborates with fellow administrators in assuring effective and challenging curriculum and instructional practices that are ongoing in all classrooms; guides the staff in the process of using relevant data to arrive at informed choices in making and adjusting instructional decisions and practices; and assists the principal in administration and supervising the instructional program by assisting teachers in their classrooms through demonstrating, modeling, peer observations and discussions of student work along with technical assistance provided when applicable.

### **NATURE AND SCOPE**

The Coordinator of Academics and Instruction assists the Principal in administering and supervising the academic reform process as outlined in the Single Plan for Student Achievement, English Learner Master Plan, Coordinated Compliance Review and any other state, federal and PVUSD mandates and or guidelines. The Coordinator of Academics and Instruction participates on the site's leadership team and as well as PVUSD leadership meetings.

### **DISTINGUISHING CHARACTERISTICS**

This position requires a combination of leadership and professional-level skills as a content instructional leader and knowledge of and trained in the data team process that leads to improved student achievement at the school site.

### **ESSENTIAL TYPES OF DUTIES** Duties may include but are not limited to the following:

- Makes recommendations to the Principal concerning reform measures as defined by NCLB and in some cases, underperforming school guidelines
- Works with the School Leadership and data teams to provide optimal articulation of curriculum and instructional programs
- Meets with teachers in small groups, curriculum teams, departments and/or grade levels and/or individually to support instructional programs
- Makes recommendations to the administrative team, the leadership team, parents, students and staff concerning instructional goals, interventions and assessment issues.
- Provides leadership and professional development to staff in the development of curriculum, lesson planning, assessments and other instructional activities.

Coordinator of Site Academics, Accountability and Instruction

Approved: \_\_\_\_\_

Range:36

Work Days: 205

- Assists the Principal in gathering, analyzing and archiving student assessment data to identify areas needing improvement, works with site leadership and data teams to assure school wide participation in the school site's programs and activities using the data team cycle.
- Works with the teachers and other school site support staff to provide direct service as well as assure that all staff has an opportunity to receive coaching and guidance towards effective standards based teaching and assessment.
- Confers with the Principal and with school staff regarding effective instruction and accelerated curriculum.
- Assists the Principal in the performance appraisal of classified and certificated staff
- Assumes the role of Principal whenever the Principal is not available
- Works with district level administrators and teachers in articulating the school wide academic goals, curriculum and assessments
- Other duties as assigned

### **QUALIFICATIONS**

**Knowledge and Skills:** Knowledge of curricula; the educational needs of English learners; applications of technology to teaching and learning both for students and adults; effective instructional techniques that lead towards successful achievement of state grade level standards; curriculum development strategies, instructional delivery systems, and program evaluation processes; evaluation techniques for determining program activity and personnel effectiveness; principles of school based management and shared decision making, human relations and facilitation skills

**Abilities:** Plan, organize, direct and coordinate the work of certificated and classified staff at a school site. Assists and delivers the selection, planning, organization, supervision and implementation of professional development and evaluation of staff. Identify and respond to issues, concerns and needs of students, parents and staff. Develop, implement and administer goals as outlined by the District and School. Assists with budget administration. Monitors equipment purchases, maintenance and repairs. Communicates with District and site administrators, staff, students and parents. Reviews and prepares clear and concise reports. Interpret and apply, Federal, State and local policies, procedures, laws and regulations.

**Physical Abilities:** Requires sufficient visual acuity to recognize words and numbers; ambulatory ability to conduct visitations at various locations within the facility, speech and auditory capacity to speak and hear in public settings and carry on conversation both in person (formal and informal discussions) and on the phone.

Coordinator of Site Academics, Accountability and Instruction

Approved: \_\_\_\_\_

Range:36

Work Days: 205

**Education and/or Experience:** Requires Bachelors degree or equivalent from an accredited college or university with major course work in education. Also requires California teaching and administrative credentials. Minimum of 3 years at the site level including increasing responsibilities in administrative and counseling capacities..

**Licenses and Certificates:** Requires a valid California Teaching Credential and a Driver's License, and an Administrative Credential.

Coordinator of Site Academics, Accountability and Instruction

Approved: \_\_\_\_\_

Range:36

Work Days: 205





**PAJARO VALLEY UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION**

---

**Position:** Coordinator of Research, Evaluation and Assessments

**Department:** Education Services **FLSA: Exempt**

**Reports To:** Assistant Superintendent

---

**SUMMARY**

Plan, direct and implement highly visible and proactive program of research, evaluation and assessment providing both sound theoretical information and relevant and useful evaluation designed to support and improve the effectiveness of learning, teaching and leading teachers, administrators, school, and students in the Pajaro Valley Unified School District.

**ESSENTIAL TYPES OF DUTIES** Duties may included but are not limited to the following:

- Plan, organize, implement and direct the functions of Research, Evaluation and Assessment Services including research and evaluation, system-wide Federal, State and local testing and reporting, data analysis, and production activities.
- Design, oversee, and facilitate development of a variety of student achievement data reporting tools and displays, and assist central office and school site staff to use data to inform practice.
- Establish and implement a timely and practical schedule for the preparation and release or research, program evaluation and assessment plans and report.
- Manage optimum use or research, evaluation, and assessment data at the school site and District level for improvement planning, and decision-making.
- Direct and oversee implementation and revision of the local educational assessments.
- Administer and oversee functions, including administration and scoring of district assessments, mandated and supplemental data analysis and reporting, professional development at both site and district levels, program evaluation, and internal and external research.
- Act as manager for School Accountability Report Card and community surveys.
- Provide technical expertise, information and assistance to district staff, the development of policies, procedures and programs; provide recommendations in response to unusual trends or problems.
- Research and implement technology solutions and data tools that will assist the District and the school sites in gaining access to information and data for purposes of planning academic program focus and strategy.
- Able to deliver professional development in the use and application of site, district, state assessments that promotes the cycle of inquiry at the site with grade level and departments.
- Perform related duties as assigned.

Coordinator of Research, Evaluation and Assessments

Approved: \_\_\_\_\_

Range:37

### **DISTINGUISHING CHARACTERISTICS**

This position requires a combination of leadership and professional-level skills in program administration, data collection, research, program evaluation and assessment.

### **NATURE AND SCOPE**

Works with minimal supervision to carry out a wide range of senior administrative duties in support of all assessment district-wide. Under general direction, organizes, coordinates, implements and analyzes assessment data, assuring that educational standards are accomplished. Uses and implements the data team process toward the coordination and analysis of student data. Maintains continuous contact with other departments and school and district leadership, state and federal agencies.

### **QUALIFICATIONS**

**Knowledge and Skills:** Requires advanced specialized professional-level knowledge of concepts, principles and practices in education and administration. Requires a thorough and in-depth knowledge of all areas of evaluation and assessment. Requires well-developed human relations skills sufficient to conduct training and presentations to various audiences. Requires advanced language and writing skills to support report writing and the development of training materials. Requires skills sufficient to be able to access and analyze data and create comparative reports.

**Abilities:** Must be able to perform all the duties of the job that support its objectives. Requires the ability to plan, prioritize and assign work in order to meet yearly schedules and timelines. Position requires the ability to interact on both a formal and informal basis with a wide range of contacts within and outside of the school and/or district setting. Able to use technology and the operation of data systems, student information systems and other software relevant to improving student achievement results.

**Physical Abilities:** Requires sufficient visual acuity to recognize words and numbers; auditory capacity to speak and hear in public settings; and ambulatory ability to make presentations and travel to other locations.

**Education and/or Experience:** Requires the equivalent in education and experience to a Bachelors Degree in Education and at least 3 years of increasingly responsible teaching experience.

**Licenses and Certificates:** Requires a valid California Teaching Credential, Driver's License, and an Administrative Credential.

Coordinator of Research, Evaluation and Assessments

Approved: \_\_\_\_\_

Range:37



**PAJARO VALLEY UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION**

---

**Position:** Director of Student Achievement, Accountability and Instruction

**Department:** Education Services **FLSA:** Exempt

**Reports To:** Assistant Superintendent

---

**SUMMARY**

Plans, develops, coordinates, and implements curriculum and text adoptions, alignment of standards, assessment tools, and professional growth opportunities for district and site personnel.. Coordinates and monitors educational outcomes towards improvement of teaching, learning and leading.

**NATURE AND SCOPE**

Under general direction, organizes, coordinates, implements, and participates in the activities that assure educational standards, assist schools in administering, monitoring and implementing district-wide reform initiatives, facilitating of group processes toward common objectives, the conversion of broad program goals into action plans, and gathering and aligning educational programs in a culturally and ethically diverse setting. The director maintains continuous leadership and collaborative contact with other departments, school sites and related agencies, students, and parents.

**DISTINGUISHING CHARACTERISTICS**

This is a management position which requires a combination of leadership, managerial and professional – level skills in program administration, accountability and evaluation.

**ESSENTIAL TYPES OF DUTIES** Duties may include but are not limited to the following:

- Guides, provides resources for, and assists teachers, site leaders and other support staff in evaluation of programs, staff and site personnel, development of curriculum, and selection of materials and strategies.
- Directs implements and articulates the academic vertical and horizontal alignment of programs from pre-school through secondary levels.
- Develops and coordinates staff development programs designed to facilitate and build capacity for skill development, implement District goals and curriculum program requirements.
- Collaborates with district level administrators/support staff such as student services, special education, migrant to coordinate and align best practices to inform and make data driven and results oriented decisions.
- Establishes and administers a representative K-12 curriculum council for purpose of overall coordinator of District curriculum development, as needed
- Procures outside resources to partner with community, state and federal sources for development of the arts, humanities, wellness and other special areas for the curriculum.

Director of Curriculum

Approved: \_\_\_\_\_

Range: 43

- Provides leadership and assistance to all schools in the development of curriculum course syllabus, manuals and other curriculum materials.
- Develop systematic and implementation procedures for pilot and adoption of instructional materials that will bring state adopted as well as innovative and research based materials to support the improvement of student achievement
- Guides and provides assistance to the district and school sites in the interpretation and analysis of the school program to the public
- Serves in a line position between school sites as defined by the Assistant Superintendent
- Coordinates the development of a system for the tracking of post-secondary student progress.
- Develops and contributes to an instructional calendar collaboratively created with district level and site members, publishes the results district, county and state wide as appropriate.
- Represents the District at local, state and national meetings, conferences and conventions on matters concerning instruction and curriculum. Coordinates and researches grant proposals.
- Reviews and analyzes collaboratively with the research, evaluation and assessment department any report and assessment results of the District-wide testing program and other evaluative measures used by the District to measure success using the internal and external indicators.
- Performs other duties as assigned to accomplish the objectives of the position.

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires advanced specialized professional-level knowledge of concepts, principles, and practices in education and administration. Requires a thorough knowledge of the procedures, methods, and requirements for designing, implementing, and integrating curriculum theory and action plans that accomplish educational goals in a K-12 environment. Must have professional-level knowledge of K-12 literacy principles, best instructional practices and strategies, response to intervention strategies including the data team process. Requires well developed facilitation and relationship skills expected to lead and deliver in-service education programs and facilitate group processes. Requires advanced language and writing skills to support report writing, development of training materials, and make formal presentations.

**Abilities:** Must be able to perform all of the duties of the job that support its objectives. Requires the ability to plan, prioritize, and assign work in order to meet yearly schedules and timelines. Must be able to write complex reports and program materials. Position requires the ability to interact on both a formal and informal basis with a wide range of contacts within and outside of the school setting. Must have the ability to deliver responsibilities in both oral and written communications in English.

**Physical Abilities:** Requires sufficient acuity to recognize words and number; auditory capacity to speak and hear in public settings; and ambulatory ability to make presentations and travel to other locations.

Director of Curriculum

Approved: \_\_\_\_\_

Range: 43

**Education and Experience:** Masters Degree in education or a related field and certification on the State of California as a teacher and administrator is required. Minimum of 5 years classroom teacher experience plus 5 years of administrative experience is required. Bilingualism is desired.

**Licenses and Certificates:** Requires a valid California Driver's License, teaching credentials, and administrative credentials.

Director of Curriculum

Approved: \_\_\_\_\_

Range: 43



## PAJARO VALLEY UNIFIED SCHOOL DISTRICT POSITION DESCRIPTION

---

**Position:** Director, ~~Child Welfare and Attendance~~ Student Services and Extended Learning  
**Department:** ~~Child Welfare and Attendance~~ Student Services and Extended Learning  
**FLSA:** Exempt  
**Reports To:** Assistant Superintendent of Human Resources—

---

### SUMMARY

Maximizes the attendance of pupils registered with the district in accordance with requirements for compulsory full-time education. Acts as the principle liaison between the school, home and community agencies regarding student attendance and adjustments. Oversees monitoring of student attendance and adjustments related to truancy and violations of district and other laws or rules. Oversees the intra-district and inter-district process. Coordinates the expulsion process: coordinates the school site discipline review meetings, sets up administrative hearings, reviews options with families (involuntary transfer, waiver hearing, stipulated agreement, formal hearing), meets and consults with attorneys, conducts appropriate meetings with students, parents, and school administrators to facilitate suspended expulsions and full expulsions, utilizing the waiver process when possible. Plans, organizes, directs and coordinates a system of summer and intercession education.

### NATURE AND SCOPE

Under general direction of the Assistant Superintendent of Human Resources, develops, organizes, conducts implements, participates in and reviews the work of professionals and clerical staff who are dedicated to supporting ~~CWA~~ Student Services and Extended Learning activities. Implements processes that maximize extended learning opportunities on a year-round basis. Works independently to accomplish duties that are well-defined by policy, procedure, law, codes and regulations. Oversees and works directly with students and parents in situations requiring extreme use of tact, persuasion, and sensitivity. Exercises considerable judgment and discretion when adjudicating status changes. Work is performed in an office environment. The Director maintains continuous contact with all school sites, other departments, community agencies, and trustees.

### DISTINGUISHING CHARACTERISTICS

This is a management position requiring a combination of managerial and professional-level skills in program administration and counseling.

**ESSENTIAL TYPES OF DUTIES** (~~Examples~~) Duties may include but are not limited to the following:

- Supervises Specialists and others who visit schools and consult with principals, teachers and other staff members concerning student attendance referrals. Reviews student records to identify irregular attendance patterns. Advises Specialists on techniques for locating students.

Director, ~~Child Welfare and Attendance~~ Student Services and Extended Learning

Approved by Governing Board 12/7/05

Salary Range: 4443

Revised: 6/18/09 Approved: \_\_\_\_\_

- Processes student expulsion referrals, following legal guidelines and conducting hearings. After fact finding, prepares reports for the Board.
- Supervises Coordinator and clerical staff.
- Processes student truancy referrals. Conducts parent conferences, monitors performance, conducts reviews, and presides at SARB hearings and truancy mediation.
- Serves as a primary resource for school administrators in addressing student discipline issues. Instructs administrators and CWA staff in positive ways to address discipline issues.
- Presides over School Attendance Review Board hearings, which are held at the Watsonville Police Department with several community agencies. Presides at Truancy Mediation court hearings, which are held monthly at Watsonville Municipal Court. Coordinates meetings with local judges and District Attorneys. Refers students to SARB. Maintains follow-up records and provides review of attendance of students previously referred.
- Directs Healthy Start program. Oversees Program Coordinator, Family Advocate, and support staff. Attends Healthy Start Collaborative meetings as necessary.
- May visit the homes of students with attendance problems to observe home situations. Advises parents and students regarding regular attendance, providing information concerning school rules and regulations. Determines student needs, makes referrals to appropriate agencies and records home visit findings.
- Plans and participates in Attendance Awareness Night at each comprehensive high school site.
- Oversees and processes Permanent Record Cards (PRCs) onto the computerized database, then arranges for permanent storage via micro file.
- Develops, establishes and coordinates community resource contacts. Maintains information systems on available community resources for use by District personnel, parent groups and families.
- Serves on a variety of District and community committees related to student attendance, cultural issues and general student and family welfare.
- Prepares and coordinates distribution of the annual District Parent Notification packet.
- Develops and manages the process and procedures for inter- and intra-district transfers.
- Develops an action plan for summer and after school programs.
- Develops and evaluation instrument for all programs and elicits comments from parents, students and teachers, reports the results of the evaluation to the Board of Trustees.
- Provides Assessment Strategies for pre and post test reading inventories, math and writing.
- Develops parent information component to communicate student progress and instructional activities.

Director, ~~Child Welfare and Attendance~~ Student Services and Extended Learning

Approved by Governing Board 12/7/05

Salary Range: 4443

Revised:6/18/09 Approved: \_\_\_\_\_

- Provides instructional program standards and expectancies for summer and after school programs.
- Initiates, coordinates and facilitates planning committees to identify and address the needs, concerns, procedures, content and structure, of the summer and after school programs.
- Assures administration is in place for all summer and after school programs.
- Develops a Principal/Team Leader handbook for summer and after school programs.
- Consults with Universities and colleges to coordinate information, instruction and units of credit for students.
- Assures that all evaluation requirements are met for both State and Federal grant funded after school programs, and that the District competes for all applicable grant opportunities.
- Performs other duties as required to accomplish the objectives of the position.

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires in-depth professional knowledge of and skill in counseling students. Requires thorough knowledge of concepts, principles, and practices in education and educational administration. Requires a thorough knowledge of District attendance policies and procedures and the applicable sections of State Education Code and other laws applicable to compulsory attendance and due process procedures. Must have a good knowledge of District organization, operations, policies and objectives. Must have an understanding of the District's Inter and Intra-District Transfer Policies and Procedures. Requires considerable knowledge of the principles and practices of child guidance and development along with an understanding of cultural and minority issues relating to the student population. Knowledge of the principals of supervision, training and performance evaluation; pertinent Federal, State and local laws, codes and regulations. Requires well-developed human relations skill to resolve confrontation, facilitate group processes, present reports, instruct, coach and counsel.

**Abilities:** Requires the ability to schedule, assign, and review the work of subordinates in a manner conducive to proficient performance and high morale. Must be able to select, supervise, train and evaluate staff. Requires the ability to plan, prioritize, and assign work in order to meet yearly schedules and timelines. Position requires the ability to interact on both a formal and informal basis with a wide range of contacts within and outside of the school setting. Must be able to communicate effectively in a wide variety of settings, often requiring tact, diplomacy and persuasion to achieve results. May be required to work in a multi-ethnic setting. Requires the ability to prepare complex records, reports and correspondence and to plan and prioritize work in order to meet schedules and timelines: Interpret and apply Federal and State and local policies, procedures, laws and regulations.

**Physical Abilities:** Requires visual acuity to recognize letters and numbers, sufficient hand eye coordination to use a personal computer keyboard, and voice and hearing to carry on conversations in person and over the phone.

**Education and Experience:** Requires a Masters Degree in social work, counseling, education or a related field from an accredited college or university. Minimum of five (5) years experience working with community and social services organizations with at least one (1) year of experience in working with

Director, ~~Child Welfare and Attendance~~ Student Services and Extended Learning

Approved by Governing Board 12/7/05

Salary Range: 4443

Revised: 6/18/09 Approved: \_\_\_\_\_



school attendance problems and two (2) years working with school aged children in a leadership or administrative capacity is required. Classroom teaching experience is preferred.

**Licenses and Certificates:** Requires a valid California Administrative Service Credential. Pupil Personnel Services Credential is desired.



**PAJARO VALLEY UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION**

---

**Position:** ~~Director of Migrant Head Start~~ Migrant Head Start Program Director  
**Department:** Migrant Head Start  
**Reports To:** Assistant Superintendent  
**FLSA:** Exempt

---

**SUMMARY**

Plans, organizes and directs Migrant Head Start Program. Oversees delivery of comprehensive services to migrant farm worker families, including child development, child health and nutrition, disabilities, social services, parent involvement and parent education during peak agricultural periods.

**NATURE AND SCOPE**

Executive level position with full operational responsibility for program implementation, policy and procedural development, budget management, oversight of staff and Family Child Care Home providers, and coordination of activities with community partners. Responsible for development and implementation of systematic planning and monitoring processes in consultation with the Board of Trustees and Parent Policy Committee.

**ESSENTIAL TYPES OF DUTIES** (examples) Duties may include but are not limited to the following:

- Oversees operations of the Migrant Head Start Program and ensures compliance with federal, State, and local regulations and laws.
- Oversees community assessment processes and recommends service delivery options to meet needs.
- Establishes short and long-term goals and objectives, taking into account availability of funds and local resources.
- Develops annual refunding proposal and budget in collaboration with District/Program staff, Policy Committee and Board of Trustees. Similarly, develops other proposals and budgets for program improvement, expansion of services and cost-of-living increases.
- Oversees the local adaptation and implementation of grantee plans for Early Childhood Development and Health Services, Family and Community Partnerships and Program Design and Management activities.
- Designs a communication system so that appropriate information is shared in a timely manner with parents, staff, Policy Committee, Board of Trustees, community partners and the grantee.
- Establishes and implements effective record-keeping and reporting systems. Oversees implementation of confidentiality policy and procedure.

Director of Migrant Head Start  
Salary Range: 39  
Revised Approved: \_\_\_\_\_

Approved by Governing Board 12/7/05

- Organizes an effective internal monitoring system and participates in the coordination of annual self-assessment activities. Oversees corrective plans of action.
- Provides role clarification for administrative, management, coordination and direct service delivery functions.
- Establishes a system to address staff, Family Child Care Home Provider and community complaints, including a lines of communication policy and procedure.
- In collaboration with District staff, monitors and makes adjustments to budget. Submits budgets through approval processes within District and to grantee.
- Oversees the development and implementation of operational policies and procedures at the Program level. Obtains Policy Committee, Board of Trustee and/or District staff approval for applicable policies and procedures, as appropriate to each level of responsibility and authority.
- Ensures necessary Program representation at meetings held by District staff, Board of Trustees, Policy Committee, funding source, and community partners.
- Keeps informed about local, State and national resources that may benefit the program. Develops public relations that promote the Program as a valuable member of the broader child development community.
- In coordination with District staff, recruits, hires, and orients assigned staff. Recommends termination of employees and contractors in accord with policies and procedures.
- Supervises and evaluates assigned Program staff and oversees development and implementation of program-wide performance evaluation system.
- Oversees staff development efforts in collaboration with grantee staff. Conducts staff trainings, as appropriate.
- Provides a leadership style consistent with carrying out the vision and mission of Migrant Head Start and identified District values.
- Performs other duties as required to accomplish the objectives of the position.

## **QUALIFICATIONS**

**Knowledge and Skills:** Knowledge of management principles, including staff supervision and evaluation, budget preparation and monitoring, organizational development, and development of policies and procedures. Knowledge of pertinent federal, State and local laws and regulations. Sufficiently developed written and oral communication skills to work with culturally diverse groups and to produce required reports.

**Abilities:** Grant and contract writing skills. Planning and organizing skills to direct the work of management, supervisory, professional and technical staff and contractors. Delegation of tasks to appropriate staff and organization of teams to deliver integrated services. Develop, implement and monitor progress on goals, objectives, policies and procedures. Analyze problems, identify alternative

Director of Migrant Head Start

Salary Range: 39

Revised Approved: \_\_\_\_\_

Approved by Governing Board 12/7/05

solutions, project consequences of proposed actions and implement recommendations in support of goals. Research, analyze and evaluate new service delivery methods. Train small and large groups; organize and lead meetings. Prioritize and schedule activities according to seasonal cycle of program. Interpret roles and functions, policies and procedures, laws and regulations. Sensitivity to needs of migrant farm worker and low-income families. Periodic travel out of area.

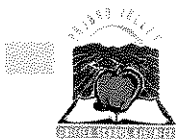
**Physical Abilities:** Requires ordinary abilities to conduct visits to program sites and events; visual acuity to read program materials; speech and hearing ability sufficient to carry on conversations in large groups, one-on-one meetings, and via phone.

**Education and Experience:** Three (3) years successful experience as (Migrant) Head Start Delegate/Grantee Program Director, C.D.E. Child Development Program Director or Program Director of other comparable, publicly-funded child development program. Bachelor's Degree in Child Development, Early Childhood Education, or relevant human, health or social services field. Commensurate education or professional certification may be partially substituted (e.g. Master of Public Health, R.N., R.D., Speech Therapist, MFCC, MSW, Administrative Services Credential or Multiple Subjects Credential with emphasis in Early Childhood Education).

**Licenses and Certificates:** In all cases, must be able to meet Department of Social Services requirements for Program Director of licensed child development program, as well as current Head Start requirements.

#### DESIRED QUALIFICATIONS

- 1) Current California Child Development Program Director Permit or ability to acquire said Permit in 18 months.
- 2) Ability to communicate effectively in Spanish and English.
- 3) Community College Instructor authorization to teach in one or more areas relevant to Head Start services.
- 4) Possession of a Head Start Child Development Associate certificate or other professional certification.
- 5) Prior experience working with migrant and seasonal farm workers.



**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**  
**2007-2008**  
**SALARY SCHEDULE FOR CLASSIFIED EMPLOYEES**

<b>Range</b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Step 4</u></b>	<b><u>Step 5</u></b>	<b><u>Step 6</u></b>
22	1619 / 9.31	1702 / 9.78	1789 / 10.28	1880 / 10.80	1975 / 11.35	2075 / 11.93
23	1660 / 9.54	1745 / 10.03	1834 / 10.54	1927 / 11.07	2024 / 11.63	2127 / 12.22
24	1702 / 9.78	1789 / 10.28	1880 / 10.80	1975 / 11.35	2075 / 11.93	2180 / 12.53
25	1745 / 10.03	1834 / 10.54	1927 / 11.07	2024 / 11.63	2127 / 12.22	2235 / 12.84
26	1789 / 10.28	1880 / 10.80	1975 / 11.35	2075 / 11.93	2180 / 12.53	2291 / 13.17
27	1834 / 10.54	1927 / 11.07	2024 / 11.63	2127 / 12.22	2235 / 12.84	2348 / 13.49
28	1880 / 10.80	1975 / 11.35	2075 / 11.93	2180 / 12.53	2291 / 13.17	2407 / 13.83
29	1927 / 11.07	2024 / 11.63	2127 / 12.22	2235 / 12.84	2348 / 13.49	2467 / 14.18
30	1975 / 11.35	2075 / 11.93	2180 / 12.53	2291 / 13.17	2407 / 13.83	2529 / 14.53
31	2024 / 11.63	2127 / 12.22	2235 / 12.84	2348 / 13.49	2467 / 14.18	2592 / 14.90
32	2075 / 11.93	2180 / 12.53	2291 / 13.17	2407 / 13.83	2529 / 14.53	2657 / 15.27
33	2127 / 12.22	2235 / 12.84	2348 / 13.49	2467 / 14.18	2592 / 14.90	2723 / 15.65
34	2180 / 12.53	2291 / 13.17	2407 / 13.83	2529 / 14.53	2657 / 15.27	2791 / 16.04
35	2235 / 12.84	2348 / 13.49	2467 / 14.18	2592 / 14.90	2723 / 15.65	2861 / 16.44
36	2291 / 13.17	2407 / 13.83	2529 / 14.53	2657 / 15.27	2791 / 16.04	2933 / 16.86
37	2348 / 13.49	2467 / 14.18	2592 / 14.90	2723 / 15.65	2861 / 16.44	3006 / 17.28
38	2407 / 13.83	2529 / 14.53	2657 / 15.27	2791 / 16.04	2933 / 16.86	3081 / 17.71
39	2467 / 14.18	2592 / 14.90	2723 / 15.65	2861 / 16.44	3006 / 17.28	3158 / 18.15
40	2529 / 14.53	2657 / 15.27	2791 / 16.04	2933 / 16.86	3081 / 17.71	3237 / 18.60
41	2592 / 14.90	2723 / 15.65	2861 / 16.44	3006 / 17.28	3158 / 18.15	3318 / 19.07
42	2657 / 15.27	2791 / 16.04	2933 / 16.86	3081 / 17.71	3237 / 18.60	3401 / 19.55
43	2723 / 15.65	2861 / 16.44	3006 / 17.28	3158 / 18.15	3318 / 19.07	3486 / 20.03
44	2791 / 16.04	2933 / 16.86	3081 / 17.71	3237 / 18.60	3401 / 19.55	3573 / 20.53
45	2861 / 16.44	3006 / 17.28	3158 / 18.15	3318 / 19.07	3486 / 20.03	3662 / 21.05
46	2933 / 16.86	3081 / 17.71	3237 / 18.60	3401 / 19.55	3573 / 20.53	3752 / 21.56

<b>Range</b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Step 4</u></b>	<b><u>Step 5</u></b>	<b><u>Step 6</u></b>
47	3006 / 17.28	3158 / 18.15	3318 / 19.07	3486 / 20.03	3662 / 21.05	3845 / 22.10
48	3081 / 17.71	3237 / 18.60	3401 / 19.55	3573 / 20.53	3752 / 21.56	3940 / 22.64
49	3158 / 18.15	3318 / 19.07	3486 / 20.03	3662 / 21.05	3845 / 22.10	4037 / 23.20
50	3237 / 18.60	3401 / 19.55	3573 / 20.53	3752 / 21.56	3940 / 22.64	4137 / 23.78
51	3318 / 19.07	3486 / 20.03	3662 / 21.05	3845 / 22.10	4037 / 23.20	4239 / 24.36
52	3401 / 19.55	3573 / 20.53	3752 / 21.56	3940 / 22.64	4137 / 23.78	4344 / 24.97
53	3486 / 20.03	3662 / 21.05	3845 / 22.10	4037 / 23.20	4239 / 24.36	4451 / 25.58
54	3573 / 20.53	3752 / 21.56	3940 / 22.64	4137 / 23.78	4344 / 24.97	4561 / 26.21
55	3662 / 21.05	3845 / 22.10	4037 / 23.20	4239 / 24.36	4451 / 25.58	4674 / 26.86

7/5/07



**Pajaro Valley Unified School District**  
**2008-2009**  
**MANAGEMENT SALARY SCHEDULE**

July 1, 2006

Job Classification	Range	Work Days	1	2	3	4	5	6	7	Masters
Coordinator/Special Programs	20	12 Mos.	44,786	46,122	47,509	48,934	50,399	51,914	53,468	1,232
Supervisor, Food Services	25	12 Mos.	51,914	53,468	55,074	56,731	58,426	60,185	61,984	1,428
Coordinator, Site - After School Program	27	184	45,649	47,022	48,427	49,885	51,375	52,919	54,505	1,256
Coordinator, Migrant Head Start (Certificated)	27	205	50,859	52,388	53,954	55,578	57,239	58,958	60,726	1,399
Coordinator, Migrant Head Start (Classified) *	27	205	43,284	44,576	45,904	47,282	48,692	50,152	51,660	1,190
Coordinator, Identification and Recruitment	27	12 Mos.	55,074	56,731	58,426	60,185	61,984	63,846	65,759	1,515
Applications Analyst I	29	12 Mos.	58,426	60,185	61,984	63,846	65,759	67,737	69,767	1,607
Fleet Maintenance Manager	29	12 Mos.	58,426	60,185	61,984	63,846	65,759	67,737	69,767	1,607
Supervisor, Custodial Operations	30	12 Mos.	60,185	61,984	63,846	65,759	67,737	69,767	71,861	1,656
Supervisor, Maintenance	30	12 Mos.	60,185	61,984	63,846	65,759	67,737	69,767	71,861	1,656
Supervisor, Transportation	30	12 Mos.	60,185	61,984	63,846	65,759	67,737	69,767	71,861	1,656
Supervisor, Accounting	33	12 Mos.	65,759	67,737	69,767	71,861	74,018	76,240	78,526	1,809
Supervisor, Payroll	33	12 Mos.	65,759	67,737	69,767	71,861	74,018	76,240	78,526	1,809
Supervisor, Planning-Facilities	33	12 Mos.	65,759	67,737	69,767	71,861	74,018	76,240	78,526	1,809
Coordinator, ELD Instructional Technology	36	200	64,740	66,684	68,686	70,746	72,862	75,050	77,306	1,781
Coordinator, Health Services	36	200	64,740	66,684	68,686	70,746	72,862	75,050	77,306	1,781
Coordinator, Instruction of Technology	36	200	64,740	66,684	68,686	70,746	72,862	75,050	77,306	1,781
Assistant Principal, Elementary	36	205	66,359	68,352	70,404	72,515	74,684	76,927	79,239	1,825
Assistant Principal	36	205	66,359	68,352	70,404	72,515	74,684	76,927	79,239	1,825
Coordinator, GATE Program	36	211	68,301	70,352	72,464	74,638	76,870	79,178	81,558	1,879
Risk and Safety Manager	36	12 Mos.	71,861	74,018	76,240	78,526	80,876	83,304	85,808	1,977
Assistant Principal, Middle School	37	211	70,352	72,464	74,638	76,870	79,178	81,558	84,000	1,935
Coordinator, Language Arts	37	211	70,352	72,464	74,638	76,870	79,178	81,558	84,000	1,935
Coordinator, Student Services	37	211	70,352	72,464	74,638	76,870	79,178	81,558	84,000	1,935
Coordinator, State and Federal Programs	37	211	70,352	72,464	74,638	76,870	79,178	81,558	84,000	1,935
Teacher/Principal	37	211	70,352	72,464	74,638	76,870	79,178	81,558	84,000	1,935
Coordinator, Extended Learning Program	37	215	71,686	73,838	76,052	78,327	80,679	83,104	85,592	1,972
Coordinator, Child Development	37	222	74,018	76,240	78,526	80,876	83,304	85,808	88,377	2,036
Coordinator, Healthy Start	37	222	74,018	76,240	78,526	80,876	83,304	85,808	88,377	2,036
Director, Maintenance & Operations	37	12 Mos.	74,018	76,240	78,526	80,876	83,304	85,808	88,377	2,036
Director, Purchasing	37	12 Mos.	74,018	76,240	78,526	80,876	83,304	85,808	88,377	2,036
Director, Transportation	37	12 Mos.	74,018	76,240	78,526	80,876	83,304	85,808	88,377	2,036
Network Engineer	37	12 Mos.	74,018	76,240	78,526	80,876	83,304	85,808	88,377	2,036
Senior Applications Analyst	37	12 Mos.	74,018	76,240	78,526	80,876	83,304	85,808	88,377	2,036
Asst. Director, State and Federal Programs	38	222	76,240	78,526	80,876	83,304	85,808	88,377	91,022	2,097
Coordinator, New Teacher Project	38	222	76,240	78,526	80,876	83,304	85,808	88,377	91,022	2,097
Assistant Director, Technology	38	12 Mos.	76,240	78,526	80,876	83,304	85,808	88,377	91,022	2,097
Director, Migrant Head Start	39	205	72,515	74,684	76,927	79,239	81,611	84,053	86,580	1,995
Assistant Principal, High School	39	210	74,284	76,506	78,803	81,172	83,601	86,103	88,692	2,043
Assistant Principal, High School (2)	39	216	76,406	78,691	81,054	83,491	85,990	88,563	91,226	2,102
Assistant Director, Adult Education	39	222	78,526	80,876	83,304	85,808	88,377	91,022	93,758	2,160
Asst. Director, Assessment Data and Evaluation	39	222	78,526	80,876	83,304	85,808	88,377	91,022	93,758	2,160
Assistant Principal, High School (1)	39	222	78,526	80,876	83,304	85,808	88,377	91,022	93,758	2,160
Program Director, Special Services	39	222	78,526	80,876	83,304	85,808	88,377	91,022	93,758	2,160
Principal, Charter School	40	200	72,862	75,050	77,306	79,620	82,002	84,468	87,002	2,004
Principal, Alternative Education	40	211	76,870	79,178	81,558	84,000	86,513	89,114	91,788	2,114
Director, Early Childhood/Child Development Programs	40	222	80,876	83,304	85,808	88,377	91,022	93,758	96,571	2,225
Director, Extended Learning	40	222	80,876	83,304	85,808	88,377	91,022	93,758	96,571	2,225
Director, Food & Nutrition Services	40	12 Mos.	80,876	83,304	85,808	88,377	91,022	93,758	96,571	2,225
Principal, Elementary	41	210	78,803	81,172	83,601	86,103	88,692	91,353	94,099	2,168
Director, Student Services	41	222	83,304	85,808	88,377	91,022	93,758	96,571	99,474	2,291
Principal, Middle School	42	215	83,104	85,592	88,153	90,804	93,528	96,340	99,225	2,286
Director, Technology Services	42	12 Mos.	85,808	88,377	91,022	93,758	96,571	99,474	102,454	2,360

Director, Curriculum	42	222	85,808	88,377	91,022	93,758	96,571	99,474	102,454	2,360
Director, English Learner Services	42	222	85,808	88,377	91,022	93,758	96,571	99,474	102,454	2,360
Director, Human Resources (Certificated)	43	222	88,377	91,022	93,758	96,571	99,474	102,454	105,536	2,431
Director, Migrant Education	43	222	88,377	91,022	93,758	96,571	99,474	102,454	105,536	2,431
Director, State and Federal Programs	43	222	88,377	91,022	93,758	96,571	99,474	102,454	105,536	2,431
Director, Finance	43	12 Mos.	88,377	91,022	93,758	96,571	99,474	102,454	105,536	2,431
Director, Human Resources (Classified)	43	12 Mos.	88,377	91,022	93,758	96,571	99,474	102,454	105,536	2,431
Principal, High School	44	222	91,022	93,758	96,571	99,474	102,454	105,536	108,695	2,504
Director, Adult Education	45	222	93,758	96,571	99,474	102,454	105,536	108,695	111,957	2,579
Director, SELPA/ Special Services	45	222	93,758	96,571	99,474	102,454	105,536	108,695	111,957	2,579
Assistant Superintendent, Human Resources	48	222	102,454	105,536	108,695	111,957	115,310	118,765	122,335	2,818
Assistant Superintendent, Zone	48	222	102,454	105,536	108,695	111,957	115,310	118,765	122,335	2,818
Associate Superintendent, Business Services	51	12 Mos.	111,957	115,310	118,765	122,335	126,009	129,784	133,676	3,079

\* Salary does not include vacation or holidays. Pro-rata vacations and holidays will be added to salary.

Masters Stipend = 2.75%/Step 1

Administrators with a PhD receive an additional stipend of 1.0% of the Base Salary





PAJARO VALLEY UNIFIED SCHOOL DISTRICT

## *Board Agenda Backup*

Item No: 14.5

**Date:** June 24, 2009

**Item:** Waivers

**Overview:** Although the District practices aggressive efforts in teacher recruitment, shortages of appropriately credentialed teachers still exist in Substitute Teaching. In order for the District to employ a sufficient number, substitute teachers must be hired on a waiver.

**Recommendation:** It is recommended that the board approve the appointment of these teachers on a waiver. Board approval is required by the Commission on Teacher Credentialing.

**Budget Considerations:** N/A

**Funding Source:**

**Budgeted:** Yes: ☐ No: ☐

**Amount:** \$

**Prepared By:** Dr. Albert J. Roman

**Superintendent's Signature:** Domna Bat



State Of California  
Commission On Teacher Credentialing  
Certification, Assignment and Waivers Division  
Box 1559  
Sacramento, CA 95812-1559

Telephone: (916) 323-7136  
E-mail: [waivers@ctc.ca.gov](mailto:waivers@ctc.ca.gov)

## VARIABLE TERM WAIVER REQUEST FOR 30-DAY SUBSTITUTE BASIC SKILLS REQUIREMENT

Requests must be prepared by the employing agency, not the applicant, and must be typewritten or computer generated. This form may be used for first time 30-Day Substitute basic skills requirement waivers only. Any other type of variable term waiver requests must be submitted on form WV1.

1. EMPLOYING AGENCY (include mailing address) <b>PAJARO VALLEY UNIFIED SCHOOL DISTRICT 294 GREEN VALLEY RD WATSONVILLE, CA 95076</b>	County/District CDS Code <b>446979</b>	Contact Person: <b>ROCIO LOPEZ</b> Telephone #: <b>(831) 786-2145</b> Email: <b>rocio_lopez@pvusd.net</b> Fax #: <b>(831) 761-6018</b>
--	--	--

### 2. APPLICANT INFORMATION

Social Security Number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	---	----------------------	----------------------	---	----------------------	----------------------	----------------------	----------------------

If fingerprint clearance is not on file at CTC, you must also include a completed application (form 41-4) and a LiveScan receipt. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name **RUIZ, VERONICA**

Former Name(s) \_\_\_\_\_ Birth Date \_\_\_\_\_

Applicant's Mailing Address \_\_\_\_\_

California Credential or Permit Held (if any) \_\_\_\_\_

Assignment **30-DAY SUBSTITUTE TEACHER**

### 3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED: EC §44830(a)

*"A governing board of a school district shall employ for positions requiring certification qualifications, only person who possess the qualifications therefor prescribed by law..."*

Specific section(s) covering the assignment: **EC 44252(b)**

### 4. EFFECTIVE DATES

<u><b>03</b></u> / <u><b>20</b></u> / <u><b>09</b></u> to <u><b>03</b></u> / <u><b>09</b></u> / <u><b>10</b></u>
--

Waivers are dated effective the beginning date of service. This waiver cannot exceed one year.



State Of California  
Commission On Teacher Credentialing  
Certification, Assignment and Waivers Division  
Box 1559  
Sacramento, CA 95812-1559

Telephone: (916) 323-7136  
E-mail: [waivers@ctc.ca.gov](mailto:waivers@ctc.ca.gov)

## VARIABLE TERM WAIVER REQUEST FOR 30-DAY SUBSTITUTE BASIC SKILLS REQUIREMENT

Requests must be prepared by the employing agency, not the applicant, and must be typewritten or computer generated. This form may be used for first time 30-Day Substitute basic skills requirement waivers only. Any other type of variable term waiver requests must be submitted on form WV1.

1. EMPLOYING AGENCY (include mailing address) <b>PAJARO VALLEY UNIFIED SCHOOL DISTRICT</b> <b>294 GREEN VALLEY RD WATSONVILLE, CA 95076</b>	County/District CDS Code <b>446979</b>	Contact Person: <b>ROCIO LOPEZ</b> Telephone #: <b>(831) 786-2145</b> Email: <b>rocio_lopez@pvusd.net</b> Fax #: <b>(831) 761-6018</b>
--	--	--

### 2. APPLICANT INFORMATION

Social Security Number:

-				-							
---	--	--	--	---	--	--	--	--	--	--	--

If fingerprint clearance is not on file at CTC, you must also include a completed application (form 41-4) and a LiveScan receipt. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name BERMUDEZ, MARISOL

Former Name(s) \_\_\_\_\_ Birth Date \_\_\_\_\_

Applicant's Mailing Address \_\_\_\_\_

California Credential or Permit Held (if any) \_\_\_\_\_

Assignment 30-DAY SUBSTITUTE TEACHER

### 3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED: EC §44830(a)

*"A governing board of a school district shall employ for positions requiring certification qualifications, only person who possess the qualifications therefor prescribed by law..."*

Specific section(s) covering the assignment: EC 44252(b)

### 4. EFFECTIVE DATES

03	/	20	/	09	to	03	/	20	/	10
----	---	----	---	----	----	----	---	----	---	----

Waivers are dated effective the beginning date of service. This waiver cannot exceed one year.

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

CERTIFICATED PERSONNEL

June 24, 2009

TO: Members of the Governing Board

FROM: Dr. Albert J. Roman, Assistant Superintendent, Human Resources

SUBJECT: Personnel Action

---

The following appointments have been made for the 2008-2009 School Year:

<u>NAME</u>	<u>SITE/PROGRAM</u>	<u>POSITION</u>	<u>EFF. DATES</u>	<u>WAIVER TYPE</u>
Bermudez, Marisol <sub>1</sub>	PVUSD	Substitute Teacher	03/20/2009-03/20/2010	CBEST
Ruiz, Veronica <sub>2</sub>	PVUSD	Substitute Teacher	03/20/2009-03/20/2010	CBEST

<sub>1</sub>Ms. Bermudez received her education through the Pajaro Valley Unified School District. She attended Alianza Elementary, E. A. Hall Middle, and graduated from Aptos High School. She went on to study at CSU Monterey Bay, where she received her B. A. in World Languages and Cultures with an emphasis in Spanish Language and Latin America History. While receiving her education, Ms. Bermudez was involved in tutoring and teaching children and adults in various capacities and through different agencies. Ms. Bermudez feels that Substitute Teaching is the path that would lead her to pursue a credential and a career in education.

<sub>2</sub>Ms. Ruiz received her A.A. Degree from Cabrillo College, where as a student, she participated in the P.U.P.I.L.S. Migrant Education Program, for students in pursuit of a career in the education field. During her participation in the program, Ms. Ruiz was placed at various PVUSD sites, which included Calabasas, Starlight, and Freedom Elementary. There she worked with students grades pre-school through third. Once Ms. Ruiz graduated and transferred to UCSC, she continued her employment with the district through the Adult Education CBET program and worked with the children of the Adult Education Students. Upon receiving her Bachelor's Degree, with a major in Latin American Studies and Literature, Ms. Ruiz, returned to the Migrant Education Department P.U.P.I.L.S. Program, where she worked with students at E. A. Hall Middle. Ms. Ruiz feels that Substitute Teaching is a good way of giving back to the community where she grow up in and the path that will lead her to her goal of becoming a teacher.