



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 27, 2012 REGULAR BOARD MEETING

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

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

NOTICE TO THE PUBLIC: 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 (4th Floor)
- On our Webpage: 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.

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

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

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

2.0 CLOSED SESSION (AND AFTER REGULAR SESSION IF NECESSARY)

- 2.1 Public Employee Appointment/Employment, Government Code Section 54957
 - a. Certificated Employees (see Attached)
 - b. Classified Employees (see attached)
- 2.2 Public Employee Discipline/Dismissal/Release/Leaves
- 2.3 Negotiations Update
 - a. CSEA
 - b. PVFT
 - c. Unrepresented Units: Management and Confidential
 - d. Substitutes – Communication Workers of America (CWA)
- 2.4 Claims for Damages
- 2.5 Pending Litigation
- 2.6 Anticipated Litigation
- 2.7 Real Property Negotiations
- 2.8 3 Expulsions

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

- 3.1 Pledge of Allegiance
- 3.2 Welcome by Board President
Trustees Kim De Serpa, Doug Keegan, Sandra Nichols, Karen Osmundson, Jeff Ursino, Willie Yahiro and President Leslie DeRose.
- 3.3 Superintendent Comments

4.0 APPROVAL OF THE AGENDA

5.0 APPROVAL OF MINUTES

a) Minutes for June 13, 2012

6.0 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.)

President of the Board closes regular meeting and opens public hearing.

7.0 PUBLIC HEARING ON PVUSD 2012-13 BUDGET

- 7.1 Budget
Report by Brett McFadden, CBO and Helen Bellonzi, Finance Director
- 7.2 Public Comment
- 7.3 Board Comments/Questions

Board President closes public hearing and resumes regular Board meeting.

8.0 EMPLOYEE ORGANIZATIONS COMMENTS – PVFT, CSEA, PVAM, CWA 5 Min. Each

9.0 CONSENT AGENDA

Information concerning the Consent items listed above has been forwarded to each Board Member prior to this meeting for his/her study. Unless some Board Member or member of the audience has a question about a particular item(s) and asks that it be withdrawn from the Consent list, the item(s) will be approved at one time by the Board of Trustees. The action taken in approving Consent items is set forth in the explanation of the individual item(s).

- 9.1 Purchase Orders June 7 - 20, 2012
The PO's will be available in the Superintendent's Office.
- 9.2 Warrants June 7 - 20, 2012
The warrants will be available in the Superintendent's Office.
- 9.3 Accept with Gratitude Donation from Mr. Joe Gallagher of an Overhead Projector with Table for the District, an Estimated Value of \$200.00.
- 9.4 Approve CAHSEE Passage Waiver for Student # 11-12-40, Mathematics, Watsonville High School.
- 9.5 Approve CAHSEE Passage Waiver for Student # 11-12-41, Mathematics, Renaissance High School.
- 9.6 Approval of Contract for Health Supplies/Blanket Bid # JL050112-HTH, for the District Warehouse/Stores.
- 9.7 Approval of Contract for Custodial Supplies/Blanket BID #JL050112-CUST, for the District Warehouse/Stores.
- 9.8 Approval of Contract for Athletic Supplies/Blanket BID #050112-ATH, for the District Warehouse/Stores.
- 9.9 Approve New Course: Advanced Placement World Civilizations for Watsonville High School. Second Reading.
- 9.10 Approve Resolution #11-12-35, Updated Authorized District Signatures on Records.

The administration recommends approval of the Consent Agenda.

10.0 DEFERRED CONSENT ITEMS

11.0 REPORT, DISCUSSION AND POSSIBLE ACTION ITEMS

- 11.1 Approve PVUSD 2012-13 Budget.
Report given under item 7.0.
- 11.2 Report, discussion and possible action to Approve Renewal of Contracts for Assistant Superintendent of Secondary Education, Assistant Superintendent of Primary Education and Chief Business Officer.
Report by Dorma Baker, Superintendent. 2 min. pres.; 5 min. discussion
- 11.3 Report, discussion and possible action to Approve Annual Declaration of Need for Fully Qualified Educators.
Report by Leland Takemoto, Director, HR, Certificated. 2 min. pres.; 2 min. discussion

- 11.4 Report, discussion and possible action to Approve New Board Policy #1114, Social Media Use.
Report by Tim Landeck, Director, Technology. 5 min. pres.; 10 min. discussion
- 11.5 Report, discussion and possible action to Approve New Job Description for Office Manager, Adult Education.
Report by Pam Shanks, Director, Human Resources, Classified. 2 min. pres.; 2 min. discussion
- 11.6 Report, discussion and possible action to Approve Revised Job Description for Accounting Technician.
Report by Pam Shanks, Director, Human Resources, Classified. 2 min. pres.; 2 min. discussion
- 11.7 Report, discussion and possible action to Amend MOU with Watsonville Charter School for the Arts to discontinue district provided food services and implement a one-year pilot program with Revolution Foods, Inc.
Report by Brett McFadden, CBO. 5 min. pres.; 10 min. discussion

13.0 ACTION ON CLOSED SESSION

14.0 GOVERNING BOARD COMMENTS/REPORTS

15.0 UPCOMING BOARD MEETINGS/REMAINING BOARD MEETINGS FOR 2012

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.

July	▪	▪ No Meetings Scheduled
August	▪ 8 ▪ 22	
September	▪ 12 ▪ 26	▪ Unaudited Actuals
October	▪ 10 ▪ 24	
November	▪ 14	▪
December	▪ 5 Annual Organization Mtg.	▪ Approve 1 st Interim Report

16.0 ADJOURNMENT

PAJARO VALLEY UNIFIED SCHOOL DISTRICT
CLOSED SESSION AGENDA
June 27, 2012

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

New Hires – Probationary	
1	Office Assistant III
New Substitutes	
	None
New Hires	
	None
Promotions	
	None
Rehires	
	None
Administrative Appointments	
1	Administrator on Special Assignment
Transfers	
	None
Extra Pay Assignments	
3	Coaches
Extra Period Assignments	
	None
Leaves of Absence	
3	Primary Teacher
3	Secondary Teacher
1	Site Coordinator
Retirements	
	None
Resignations/Terminations	
1	Primary Teacher
1	Secondary Teacher
Supplemental Service Agreements	
7	Collaboration
2	Guest Teachers
18	Head Teacher Summer School

1	IEP Completion
1	Independent Study Program
3	Intervention Teachers 2 – 5
1	Jumpstart Academy
1	Kinder Proficiency Exam
26	Math Solutions Training
4	Teachers Moving Classrooms
1	Professional Development
11	RTI Data Team Planning
1	Saturday School
30	SIG Increased Learn Time
5	SIG Leadership
4	Smart Board Training
2	Speech Language Pathologists
32	Teacher Summer School
1	TCI Trainings
2	Writing Assessment Scoring
Miscellaneous Actions	
1	Administrative Secretary II
1	Custodian II
Separations From Service	
1	Instructional Assistant II
1	Accounting Specialist II
1	Library Media Technician
Limited Term – Projects	
10	Campus Safety Coordinators
2	Career Development Specialist I
1	Career Development Specialist II
3	Enrichment Specialist
7	Instructional Assistant – General
1	Instructional Assistant II
9	Instructional Assistant – Migrant/Children Center
1	Instructional Support Clerk
1	Library Media Technician
1	Site Computer Technician

Exempt	
3	Childcare
4	Crossing Guards
1	PUPILS
Provisional	
1	Instructional Assistant I
Limited Term - Substitute	
1	Instructional Assistant II
5	Instructional Assistant – Migrant/Children Center



June 13, 2012
REGULAR BOARD MEETING
CLOSED SESSION – 6:00 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 – 6:00 P.M.

1.1 Call to Order

President DeRose called the meeting of the Board to order at 6:05 PM at 292 Green Valley Road, Watsonville, CA.

1.2 Public comments on closed session agenda.

None.

2.0 CLOSED SESSION (AND AFTER REGULAR SESSION IF NECESSARY)

2.1 Public Employee Appointment/Employment, Government Code Section 54957

a. Certificated Employees

b. Classified Employees

New Hires – Probationary	
2	Behavior Techs
New Substitutes	
	None
New Hires	
	None
Promotions	
	None
Rehires	
	None
Administrative Appointments	
	None
Transfers	
	None
Extra Pay Assignments	
9	Coaches
1	Athletic Director

Extra Period Assignments	
	None
Leaves of Absence	
1	Cafeteria Cook/Baker
1	Cafeteria Assistant
8	Primary Teacher
3	Secondary Teacher
Retirements	
	None
Resignations/Terminations	
1	Assistant Principal
2	Primary Teacher
1	Resource Specialist
1	<i>Assistant Superintendent, Human Resources</i>
Supplemental Service Agreements	
1	Speech and Language Pathologist
1	Nurse
5	Special Education Teacher
1	Teacher Saturday School
1	Teacher Independent Study
2	Guest Teachers
11	RTI/Data Team Training
4	Smart Board Training
35	Child Development Teacher
8	Writing Assessment Scoring
1	SELPA TCI Trainings
1	Professional Development
1	Jump Start Academy
Miscellaneous Actions	
4	Cafeteria Assistant
1	Dispatcher
Separations From Service	
2	Custodian II
1	Instructional Support Clerk
1	Administrative Secretary II
1	Instructional Assistant I

Limited Term – Projects	
1	Behavior Tech
1	Cafeteria Cook Baker
3	Career Development Specialist I
1	Custodian I
1	Instructional Assistant II
4	Instructional Assistant Migrant/Children Center
1	Library Media Tech
1	Office Assistant I
2	Office Assistant III
1	Registrar
1	Translator
Exempt	
1	Babysitter
1	Migrant OWE
21	PUPILS
1	Safety Monitor
2	Spectra Artist
4	Workability I
9	Yard Duty
Provisional	
	None
Limited Term - Substitute	
3	Bus Driver
1	Cafeteria Assistant
2	Campus Safety Coordinator
6	Custodian I

2.2 Public Employee Discipline/Dismissal/Release/Leaves

2.3 Negotiations Update

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

2.4 Claims for Damages

Francisco Ortiz-Garcia, DOI 5/6/12

2.5 Pending Litigation

2.6 Anticipated Litigation

2.7 Real Property Negotiations

2.8 3 Expulsions

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

President DeRose called the meeting of the Board in public to order at 7:14 PM.

3.1 Pledge of Allegiance

Trustee Yahiro led the Board in the Pledge of Allegiance.

3.2 Welcome by Board President

Trustees Kim De Serpa, Doug Keegan, Sandra Nichols, Karen Osmundson, Jeff Ursino, Willie Yahiro and President Leslie DeRose were present.

3.3 Superintendent Comments

Superintendent Dorma Baker mentioned that this would be Albert Roman's last meeting as he had accepted another job. She thanked him for his dedication to the district.

President DeRose thanked Mr. Roman for his leadership in the department.

Albert Roman thanked all for the opportunity to serve the district, noting that the district has changed tremendously in a positive way.

3.4 Student Recognition

Principals, teachers, and family members gathered to honor the following student:

- Jacob Cunha, Watsonville Charter School of the Arts

4.0 APPROVAL OF THE AGENDA

Trustee Yahiro moved to approve the agenda, moving item #13.4 after item #6.0. Trustee Nichols seconded the motion, requesting item #13.5 be moved after item #6.0 and before item #13.4. The second was not supported and trustee Nichols withdrew her second. Trustee Keegan seconded trustee Yahiro's motion asking to move item #13.5 after item #13.4. The motion passed 6/1/0 (Nichols dissented).

5.0 APPROVAL OF MINUTES

a) Minutes for May 23, 2012

Trustee Nichols moved to approve the minutes for May 23, 2012. Trustee Keegan seconded the motion. The motion passed 6/0/1 (DeRose abstained).

b) Minutes for May 30, 2012

Trustee Nichols moved to approve the minutes for May 30, 2012. Trustee De Serpa seconded the motion. The motion passed unanimously.

6.0 VISITOR NON-AGENDA ITEMS

The following community members spoke of their concerns around permits and environmental review requirements regarding the grading project for an athletic field at Aptos High School: Kim Tschantz, Kimberly McLeod and Claudia Stevens.

Dennis Carney and Brent Chapman of the Aptos Sports Foundation was positive that the district, foundation and the community would be able to work through the difficulties to ensure the schools completes the project to benefit the students.

13.0 REPORT, DISCUSSION AND POSSIBLE ACTION ITEMS

13.4 Report, discussion and possible action to Adopt Resolution #11-12-31 Ordering a Proposition 39 School Bond Measure for the November 2012 Election and Establishing Specification of the Election.

Report by Brett McFadden, CBO.

Brett McFadden introduced Dennis Dunston, architect and Project Manager, David Casnocha, district bond counsel, and Sabrina Kochprapha of TBWB Strategies, who were available to respond to any questions. The information presented included the reorganized the resolution as it was requested by the board at its last meeting. Since the last meeting, staff has continued to receive community input which showed strong support but also concerns about the size of the bond. We have been analyzing options in terms of size and do recommend to reduce the authorization amount from the \$190 million approved at the prior meeting to \$150 million. An initial analysis suggests that a significant share of the most pressing needs in terms of safety and adequate facilities can be completed with a bond this size. The language is sufficient to meet the district's obligations with the reduced amount as well as to provide flexibility to the Board for any unforeseen future changes.

Board participated with comments.

Mr. McFadden offered a summary of changes: Pajaro Valley High School at an equitable level with other high schools; modernization of facilities; and technology improvements to the Aptos area schools.

David Casnocha clarified that the project list is the same as it was when the resolution was at \$190 million dollars. The list would not change because proposition 39 requires the district describes the projects which will be covered by the bond by type. This language is also meant to aid independent audits and oversight committees. A separate action, item #13.5 on this agenda, further defines the projects and their priorities.

Public comment:

The following spoke in support of the bond: Joe Gregorio, PVHS Coach; Helder Zaragoza, graduate of PVHS; Ruby Wildenboer, student at AHS; Allison Niizawa, PVHS Assistant Principal; and Robert Gomez, athletic director of PVHS.

The following spoke against the bond: Mrs. Miller, community resident; Vic Marani, community member; Sharon Gray, senior coalition; Jim Bacon, community member; Dana Sales, community member; Sarah Chauvet, community member and Watsonville Pilots Association member; Joe Moreno, senior coalition; and Rhea DeHart, senior coalition.

Board participated with comments.

Mr. McFadden and Mr. Casnocha explained that district funds cannot be used to promote or advocated for the bond. However, the district can use general funds if they are commenting on the specific of the bonds, factual information, conversations, so long as there is no advocacy for the measure. The opportunity to inform the community in a factual way is available for the district up until election day.

Trustee comments showed willingness to compromise at \$150 million authorization amount.

Trustee De Serpa moved to approve resolution #11-12-31, amending \$190 million to \$150 million dollars. Trustee Keegan seconded the resolution. A roll call vote was taken and the motion passed unanimously.

13.5 Report, discussion and possible action to Adopt Priorities for Use of Possible General Fund Savings from School Bond Related Projects.

Report by Brett McFadden, CBO.

Brett McFadden noted that it is important to have conversations around how savings generated from the bond project will be spent; the Board has indicated that their priorities lie around class size reduction,

counselors and intervention services, and custodians. He noted that the board will continue to have authorization to change these as necessary.

Board participated with comments.

Public comment:

Vic Marani, community comments, expressed his concern regarding the non-binding language used on Exhibit B in the resolution of item #13.4.

Board continued with comments and questions.

Given the length of the agenda, the Board determined that this item could be tabled for a future agenda.

President of the Board closed regular meeting and opened public hearings.

7.0 PUBLIC HEARING ON SELPA ANNUAL SERVICE AND BUDGET PLAN, 2012-13

7.1 SELPA Annual Service and Budget Plan, 2012-13

Report by Ray Houser, SELPA Director

Mr. Ray Houser explained the public hearing is part of the process for the annual budget plan. The plan includes a list of all services in place to meet students' needs. The budget identifies the expected expenditures. Mr. Houser noted that about 2,500 students receive special education services, 2,000 of those students are non-severe. The budget plan will also need to be submitted to the CDE. The plan and services remain the same except for the addition to provide services to incarcerated youth in the Santa Cruz County, excluding Juvenile Hall, due to other arrangements with other county agencies.

7.2 Public Comment

None.

7.3 Board Comments/Questions

None.

8.0 PUBLIC HEARING ON 2011-12 CATEGORICAL PROGRAM FLEXIBILITY TRANSFERS

8.1 Report on 2011-12 Categorical Program Flexibility Transfers

Report by Brett McFadden, CBO, and Helen Bellonzi, Finance Director

Brett McFadden stated that this is a legal requirement. A status quo budget will be brought forth at the end of June. We are required to conduct a public hearing for Tier III categorical shifts, which meets the recent legal change in place: to present this item to the board at a meeting prior to the adoption of the district budget. He noted that this action would not include any changes to current programs.

8.2 Public Comment

Jack Carroll, teacher, requested to revisit sweeping funds from Adult Education and to avoid making any additional reductions to the school.

8.3 Board Comments/Questions

Board participated with comments and questions.

9.0 PUBLIC HEARING PAJARO VALLEY UNIFIED SCHOOL DISTRICT SUNSHINE PROPOSAL TO CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 132

9.1 Report on PVUSD Sunshine Proposal FOR 2012-13, 2013-14, 2014-15 School Years to CSEA

Report by Albert Roman, Assistant Superintendent, Human Resources

Lee Takemoto, HR Director, Certificated, noted that the Rodda Act requires to present initial bargaining proposal with bargaining units as public hearing. The proposal shows items of mutual interest between union and district. CSBA contracts ends at the end of 2012 school year and it is proposed to renew the contract for three years.

9.2 Public Comment

None.

9.3 Board Comments/Questions

None.

Board President closed public hearings and resumed regular Board meeting.

10.0 EMPLOYEE ORGANIZATIONS COMMENTS – PVFT, CSEA, PVAM, CWA 5 Min. Each

Francisco Rodriguez, PVFT president, wished Albert Roman well and thanked him for his service. Regarding the bond, we will be placing it through the endorsement process after summer vacation. Our process includes forums and we will be inviting people from both sides to give their opinion. Mr. Rodriguez thanked the board for postponing the list of priorities as it allows the collective bargaining process to run its course and to give unions the opportunity to provide their input.

11.0 CONSENT AGENDA

Trustee Keegan moved to approve the consent agenda, recognizing the generous donation to WHS from Mr. Richard Grotegut. Trustee Nichols seconded the motion. The motion passed unanimously.

11.1 Purchase Orders May 17 – June 6, 2012

11.2 Warrants May 17 – June 6, 2012

11.3 Accept with Gratitude Donation from Mr. Richard Grotegut of 18 laptops with LCD Screens for Watsonville High School, an Estimated Value of \$6,300.

11.4 Approve CAHSEE Passage Waiver for Student # 11-12-39, Mathematics, Pajaro Valley High School.

11.5 Approve Notice of Completion for Rio Del Mar Elementary School, New Concrete Stairs with Railings.

11.6 Approve New Course: Advanced Placement World Civilizations for Watsonville High School.

11.7 Approve Resolution #11-12-32, Calling for Consolidation of Elections with the November 6, 2012 General Election for Santa Cruz County.

11.8 Approve Resolution #11-12-33, Calling for Consolidation of Elections with the November 6, 2012 General Election for Monterey County.

11.9 Approve 2011-2012 Consolidated Application for Funding Federal and State Programs.

11.10 Approve Carl Perkins Application and Career Technical Education (CTE) Advisory Committee.

12.0 DEFERRED CONSENT ITEMS

None.

13.0 REPORT, DISCUSSION AND POSSIBLE ACTION ITEMS (continued)

13.1 Approve SELPA Annual Service and Budget Plan for 2012-13.

Report given under item 7.0.

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

13.2 Approve Resolution #11-12-34: Public Notice of 2012-13 Categorical Program “Tier III” Fund Transfers.

Report given under item 8.0

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

13.3 Approve PVUSD Sunshine Proposal FOR 2012-13, 2013-14, 2014-15 School Years to CSEA

Report given under item 9.0.

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

13.6 Report, discussion and possible action to Approve Revised Job Description: Parent Education Specialist.

Report by Albert Roman, Assistant Superintendent, HR

Trustee Osmundson moved to approve this item. Trustee Nichols seconded the motion.

Board participated with questions.

Albert Roman noted that the primary change is that the description is used currently for primarily the migrant student population but it will now be used for the general student body.

The motion passed 6/0/1 (Osmundson away from her seat).

13.7 Report, discussion and possible action to Approve New Job Description: Project Specialist.

Report by Albert Roman, Assistant Superintendent, HR.

Albert Roman stated that the proposed description is associated with reclassification studies, which has shown that duties have changed.

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

13.8 Report, discussion and possible action to Approve New Job Description: Warehouse Delivery Worker.

Report by Albert Roman, Assistant Superintendent, HR.

Albert Roman noted that the description includes combining delivery and warehouse work.

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

13.9 Report, discussion and possible action to Approve New Job Description: Central Kitchen Manager.

Report by Albert Roman, Assistant Superintendent, HR.

Albert Roman noted that this is a position needed to provide lead support to food services in the central kitchen. The salary includes all benefits and statutory costs.

Board participated with comments.

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

13.10 Report, discussion and possible action to Approve New Job Description: Mental Health Clinician.

Report by Albert Roman, Assistant Superintendent, HR.

Albert Roman noted that there is a change in ABI 14 of government code which shifts mental health services County to the school districts. The position will be responsible for spearheading and overseeing mental health services. Many districts are beginning to create similar positions in response to the change in law.

Board participated with comments and questions and requested that the certificates include a Licensed Clinical Social Worker.

At 10:30 PM, trustee Ursino moved to extend the meeting to 11:00 PM. Trustee Keegan seconded the motion. The motion passed unanimously.

Trustee Osmundson moved to approve the item with the indicated changes. Trustee Keegan seconded the motion. The motion passed unanimously.

14.0 ACTION ON CLOSED SESSION

2.1 Public Employee Appointment/Employment, Government Code Section 54957

a. Certificated Employees

Trustee Nichols moved to approve the certificated employee report with addition of 1 Assistant Superintendent of Human Resources under Resignations. Trustee Keegan seconded the motion. The motion passed unanimously.

b. Classified Employees

Trustee Nichols moved to approve the classified employee report as presented. Trustee Keegan seconded the motion. The motion passed unanimously.

2.4 Claims for Damages

Francisco Ortiz-Garcia, DOI 5/6/12

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

2.8 3 Expulsions

Action on Expulsions:

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

11-12-088

Trustee Nichols seconded the motion. The motion passed unanimously.

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

11-12-089

Trustee Nichols seconded the motion. The motion passed unanimously.

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

11-12-090

Trustee Nichols seconded the motion. The motion passed unanimously.

15.0 GOVERNING BOARD COMMENTS/REPORTS

Trustee Yahiro commented that he had the pleasure of attending 7 graduations; he praised all for the great events. He requested a report on summer schools. He invited all to participate in the 4th of July parade and join the district and the school bus.

President DeRose stated that she attended 7 graduations. She thanked all staff at the schools who organized and set up the graduation ceremonies for a great job. She noted that PVHS had a flash mob dance.

Trustee Osmundson reported that she attended some graduations as well and was most impressed with the after school technology program ceremony.

16.0 UPCOMING BOARD MEETINGS/REMAINING BOARD MEETINGS FOR 2012

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.

June	▪ 27	▪ 12-13 Budget Adoption
July	▪	▪ No Meetings Scheduled
August	▪ 8 ▪ 22	
September	▪ 12 ▪ 26	▪ Unaudited Actuals
October	▪ 10 ▪ 24	
November	▪ 14	▪
December	▪ 5 Annual Organization Mtg.	▪ Approve 1 st Interim Report

17.0 ADJOURNMENT

There being no further business to discuss, the Board adjourned at 10:47 PM.

Dorma Baker, Superintendent

PAJARO VALLEY UNIFIED SCHOOL DISTRICT



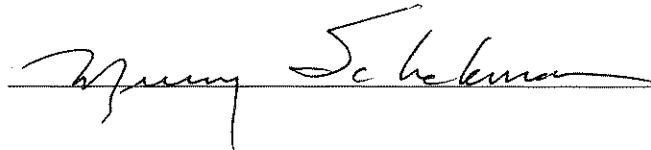
Board Agenda Backup

Item No: 7.0

Date:	June 27, 2012
Item:	Public Hearing: 2012-13 Proposed District Budget.
Overview:	<p>Current law requires school districts to adopt a fiscal year budget no later than June 30 of each year. District staff developed the enclosed budget based on enrollment, staffing, and programmatic assumptions. The budget also reflects the latest assumptions based on the governor's May Revision proposal. Finally, the budget incorporated the board's policy priorities as directed by the board over the course of the budget development process. The board received periodic updates on the 2012-13 fiscal outlook since January. During this process, it provided direction to staff on major elements of the budget and these are reflected in the final proposed July budget.</p> <p>An overview of the budget is provided in the budget document. The district's financial projections and numbers are subject to change depending on the final outcome of state budget deliberations. The district is required to revise its fiscal year budget 45 days after the adoption of the final state budget.</p> <p>The district will submit the budget to the Santa Cruz County Office of Education for review pursuant to current law.</p>
Recommendation:	Hold public hearing and receive input on the district's proposed 2012-13 July Budget.

Prepared By: Brett W. McFadden, CBO and Helen Belonzi, Director of Fiscal Services

Superintendent's Signature:



PAJARO VALLEY UNIFIED
2011-2012 ESTIMATED ACTUALS

BEGINNING FUND BALANCE	38,346,395
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Adjustments

INCOME

Revenue Limit	91,589,374	
Federal Sources	29,283,018	
Other State Revenues	48,575,997	
Other Local Revenues	3,366,150	
Transfers In	520,431	
Other Sources	0	
Contributions	0	
TOTAL REVENUES	173,334,970	

EXPENDITURES

Certificated Salaries	68,686,775	
Classified Salaries	24,152,424	
Employee Benefits	47,400,979	
Books and Supplies	7,159,676	
Services, Other Operating Expenses	18,291,320	
Capital Outlay	0	
Other Outgo	45,892	
Direct Support/Indirect Costs	(499,279)	
Other Uses	400,988	
Transfers Out	777,503	
TOTAL EXPENDITURES	166,416,278	

Net Incr(Decr) in Fund Balance	6,918,692	
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ENDING FUND BALANCE	45,265,087
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Components of Fund Balance:

Revolving Cash	55,000	
Stores	230,652	
3% Required Reserve	4,992,488	
COE Required Reserve	0	
Restricted Fund Balance	7,999,117	
Unappropriated Fund Balance	31,922,830	
Ending Fund Balance	45,200,087	

Pajaro Valley Unified School District

GENERAL FUND SUMMARY

FISCAL YEAR 2011-2012

11/12 Estimated Actuals

Includes 2.24% Cola with Deficit of 20.602%
on General and 0.0% COLA on State
Categorical, 10% HW increase, Step and
Column and ADA Adjust for Ceiba College
Prep

	General Unrestr	Lottery 1100	TOTAL UNRESTRICTED	Transportation 7230/7240	Special Ed 6500/6510	Federal and State Grants/ Entitlements	Restricted Maintenance 8150	Community Day School 2430	TOTAL REST	Total General
INCOME										
Revenue Limit	88,337,969		88,337,969		3,031,378			220,027	3,251,405	91,589,374
Federal Sources	4,554		4,554			29,278,464			29,278,464	29,283,018
Other State Revenues	17,987,429	2,404,712	20,392,141	2,633,054	11,130,444	14,420,358			28,183,856	48,575,997
Other Local Revenues	705,434	0	705,434	80,659	37,978	2,537,938	4,141		2,660,716	3,366,150
TOTAL REVENUES	107,035,386	2,404,712	109,440,098	2,713,713	14,199,800	46,236,760	4,141	220,027	63,374,441	172,814,539
EXPENDITURES										
Certificated Salaries	43,100,109	723,834	43,823,943		7,453,219	17,139,586		270,027	24,862,832	68,686,775
Classified Salaries	8,399,455	155,819	8,555,274	2,788,591	3,706,157	7,602,950	1,425,932	73,520	15,597,150	24,152,424
Employee Benefits	24,629,004	146,730	24,775,734	2,362,689	7,283,702	11,718,691	1,092,496	167,667	22,625,245	47,400,979
Books and Supplies	1,243,666	219,798	1,463,464	999,438	144,429	3,987,682	552,398	12,265	5,696,212	7,159,676
Services, Other Operating Expenses	7,618,669	615,520	8,234,189	(442,288)	3,219,301	6,159,637	1,057,455	63,026	10,057,131	18,291,320
Capital Outlay	0		0			0	0		0	0
Other Outgo	45,892		45,892						0	45,892
Direct Support/Indirect Costs	(1,910,745)		(1,910,745)		538,227	760,238	113,001		1,411,466	(499,279)
Other Uses	310,929		310,929	90,059					90,059	400,988
TOTAL EXPENDITURES	83,436,979	1,861,701	85,298,680	5,798,489	22,345,035	47,368,784	4,241,282	586,505	80,340,095	165,638,775
INTERFUND TRANSFERS										
Transfers In	520,431		520,431						0	520,431
Transfers Out	(776,517)		(776,517)			(986)			(986)	(777,503)
Other Financing Sources	0		0						0	0
Contributions	(16,143,055)		(16,143,055)	3,084,776	8,145,235	309,425	4,237,141	366,478	16,143,055	0
TOTAL TRANSFERS	(16,399,141)	0	(16,399,141)	3,084,776	8,145,235	308,439	4,237,141	366,478	16,142,069	(257,072)
Net Incr(Decr) in Fund Balance	7,199,266	543,011	7,742,277	0	0	(823,585)	0	0	(823,585)	6,918,692
FUND BALANCE										
Beginning Fund Balance	31,101,678	1,717,452	32,819,130	0	0	5,527,265	(0)	(0)	5,527,265	38,346,395
Components of Fund Balance:										
Audit Adjustment			0						0	0
Revolving Cash	55,000		55,000	0	0	0	0	0	0	55,000
Cash with Fiscal Agent	65,000		65,000	0	0	0	0	0	0	65,000
Stores	230,652		230,652	0	0	0	0	0	0	230,652
3% Required Reserve	4,992,488		4,992,488	0	0	0	0	0	0	4,992,488
			0	0	0	0	0	0	0	0
			0	0	0	0	0	0	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	3,295,437		3,295,437	0	0	4,703,680	(0)	(0)	4,703,680	7,999,117
Unappropriated Fund Balance	29,662,367	2,260,463	31,922,830	0	0	0	0	0	0	31,922,830
Ending Fund Balance	38,300,944	2,260,463	40,561,407	0	0	4,703,680	(0)	(0)	4,703,680	45,265,087

Pajaro Valley Unified School District

GENERAL FUND SUMMARY

FISCAL YEAR 2011-2012

11/12 Estimated Actuals

Includes 2.24% Cola with Deficit of 20.602%
on General and 0.0% COLA on State
Categorical, 10% HW increase, Step and
Column and ADA Adjust for Ceiba College
Prep

	Charter School	Adult Education	Child Dev	Food Serv	Def Maint	General Oblig Bond	Capitol Fac	State Sch Bldg	Self Ins	Retiree Benefit	Trust Scholarship
	09	11	12	13	14	21	25	35	67	71	73
INCOME											
Revenue Limit	7,499,821										
Federal Sources		167,302	6,584,188	7,157,281							
Other State Revenues	1,900,600	864,180	2,933,301	442,850							
Other Local Revenues	47,280	514,412	347,938	653,346	14,145	715	933,419	221	38,194,130	4,034,599	102,451
TOTAL REVENUES	9,447,701	1,545,894	9,865,427	8,253,477	14,145	715	933,419	221	38,194,130	4,034,599	102,451
EXPENDITURES											
Certificated Salaries	4,415,606	931,090	2,280,111								
Classified Salaries	725,847	343,915	1,036,682	1,954,764					172,337		
Employee Benefits	2,321,117	686,982	1,981,369	2,248,472					101,073		
Books and Supplies	276,468	53,437	1,976,216	3,571,833	5,439						
Services, Other Operating Expenses	2,307,270	185,967	2,300,895	(31,983)	546,436		601,783		36,719,668	4,006,769	106,575
Capital Outlay	3,479		34,417	96,487	26,568	273,753	36,711	901			
Other Outgo											
Direct Support/Indirect Costs	5,068	23,679	261,003	209,529							
Other Uses	14,324	119,609									
TOTAL EXPENDITURES	10,069,179	2,344,679	9,870,693	8,049,102	578,443	273,753	638,494	901	36,993,078	4,006,769	106,575
INTERFUND TRANSFERS											
Transfers In	443,754	331,795	1,954								
Transfers Out									(520,431)		
Other Financing Sources											
Contributions											
TOTAL TRANSFERS	443,754	331,795	1,954	0	0	0	0	0	(520,431)	0	0
Net Incr(Decr) in Fund Balance	(177,724)	(466,990)	(3,312)	204,375	(564,298)	(273,038)	294,925	(680)	680,621	27,830	(4,124)
FUND BALANCE											
Beginning Fund Balance	2,853,191	1,455,815	49,147	1,749,149	3,770,046	273,038	259,811	72,620	6,567,350	2,247,308	1,918,718
Components of Fund Balance:											
Audit Adjustment									(743,982)		
Revolving Cash	0	0	0	0	0	0	0	0	0	0	0
Cash with Fiscal Agent	0	0	0	0	0	0	0	0	0	0	0
Stores	0	0	0	281,797	0	0	0	0	0	0	0
3% Required Reserve	0	0	0	0	0	0	0	0	0	0	0
Cash w/Fiscal Agent					0	0	0	0	0	2,132,596	0
Restricted Fund Balance	0		0	0	0	0	0		0	0	0
Unappropriated Fund Balance	2,675,467	988,825	45,835	1,671,727	3,205,748	0	554,736	71,940	6,503,989	142,542	1,914,594
Ending Fund Balance	2,675,467	988,825	45,835	1,953,524	3,205,748	0	554,736	71,940	6,503,989	2,275,138	1,914,594

PAJARO VALLEY UNIFIED
2012-2013 JULY ADOPT BUDGET

BEGINNING FUND BALANCE	45,265,087
Adjustments	

INCOME

Revenue Limit	91,156,853
Federal Sources	25,483,235
Other State Revenues	44,970,734
Other Local Revenues	1,613,579
Transfers In	124,167
Other Sources	0
Contributions	0
TOTAL REVENUES	163,348,568

EXPENDITURES

Certificated Salaries	68,681,124
Classified Salaries	25,213,990
Employee Benefits	51,754,756
Books and Supplies	6,530,830
Services, Other Operating Expenses	16,851,442
Capital Outlay	0
Other Outgo	55,000
Direct Support/Indirect Costs	(486,255)
Other Uses	411,033
Transfers Out	610,590
TOTAL EXPENDITURES	169,622,510

Net Incr(Decr) in Fund Balance (6,273,942)

ENDING FUND BALANCE	38,991,145
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Components of Fund Balance:

Revolving Cash	55,000	
Stores	230,652	
3% Required Reserve	5,088,675	
COE Required Reserve	7,591,436	
Restricted Fund Balance	6,328,598	
Unappropriated Fund Balance	19,631,784	
Ending Fund Balance		38,926,145

Pajaro Valley Unified School District

GENERAL FUND SUMMARY

FISCAL YEAR 2012-2013

12/13 July Adopt Budget

Includes 3.24% Cola with Deficit of 22.272%
on General and 0.0% COLA on State
Categorical, 10% HW increase, Step and
Column, adjusted ADA for Ceiba College
Prep Acad

	General Unrestr	Lottery	TOTAL UNRESTRICTED	Transportation	Special Ed	Federal and State Grants/ Entitlements	Restricted Maintenance	Community Day School	TOTAL REST	Total General
		1100		7230/7240	6500/6510		8150	2430		
INCOME										
Revenue Limit	87,971,399	0	87,971,399	0	2,993,140	0	0	192,314	3,185,454	91,156,853
Federal Sources	0		0			25,483,235			25,483,235	25,483,235
Other State Revenues	17,416,344	2,258,000	19,674,344	2,581,465	10,982,440	11,732,485		0	25,296,390	44,970,734
Other Local Revenues	358,206	0	358,206	100,000	0	1,155,373			1,255,373	1,613,579
TOTAL REVENUES	105,745,949	2,258,000	108,003,949	2,681,465	13,975,580	38,371,093	0	192,314	55,220,452	163,224,401
EXPENDITURES										
Certificated Salaries	43,626,118	1,615,998	45,242,116		7,483,595	15,680,390	0	275,023	23,439,008	68,681,124
Classified Salaries	9,805,370	126,221	9,931,591	3,623,575	4,121,806	6,036,310	1,427,367	73,341	15,282,399	25,213,990
Employee Benefits	28,287,976	621,642	28,909,618	2,701,605	8,123,049	10,694,295	1,148,635	177,554	22,845,138	51,754,756
Books and Supplies	1,184,735	296,077	1,480,812	846,915	227,231	3,417,185	546,287	12,400	5,050,018	6,530,830
Services, Other Operating Expenses	7,955,575	837,010	8,792,585	(162,275)	3,105,644	4,182,294	880,689	52,505	8,058,857	16,851,442
Capital Outlay			0			0	0		0	0
Other Outgo	55,000		55,000			0			0	55,000
Direct Support/Indirect Costs	(1,755,877)		(1,755,877)		495,553	670,973	103,096		1,269,622	(486,255)
Other Uses	320,377		320,377	90,656					90,656	411,033
TOTAL EXPENDITURES	89,479,274	3,496,948	92,976,222	7,100,476	23,556,878	40,681,447	4,106,074	590,823	76,035,698	169,011,920
INTERFUND TRANSFERS										
Transfers In	124,167		124,167	0		0	0	0	0	124,167
Transfers Out	(610,590)	0	(610,590)	0				0	0	(610,590)
Other Financing Sources	0	0	0	0	0			0	0	0
Contributions	(18,644,727)	0	(18,644,727)	4,419,011	9,581,298	139,835	4,106,074	398,509	18,644,727	0
TOTAL TRANSFERS	(19,131,150)	0	(19,131,150)	4,419,011	9,581,298	139,835	4,106,074	398,509	18,644,727	(486,423)
Net Incr(Decr) in Fund Balance	(2,864,475)	(1,238,948)	(4,103,423)	0	0	(2,170,519)	0	0	(2,170,519)	(6,273,942)
FUND BALANCE										
Beginning Fund Balance	38,300,944	2,260,463	40,561,407	0	0	4,703,680	(0)	(0)	4,703,680	45,265,087
Components of Fund Balance:										
Audit Adjustment			0						0	0
Revolving Cash	55,000	0	55,000	0	0	0	0	0	0	55,000
Cash with Fiscal Agent	65,000		65,000	0	0	0	0	0	0	65,000
Stores	230,652	0	230,652	0	0	0	0	0	0	230,652
3% Required Reserve	5,088,675	0	5,088,675	0	0	0	0	0	0	5,088,675
COE Required Resrv (\$441 per ADA)	7,591,436	0	7,591,436	0	0	0	0	0	0	7,591,436
Cash w/Fiscal Agent			0	0	0		0	0	0	0
Restricted Fund Balance	3,795,437	0	3,795,437	0	0	2,533,161	(0)	0	2,533,161	6,328,598
Unappropriated Fund Balance	18,610,269	1,021,515	19,631,784	0	0	0	0	0	0	19,631,784
Ending Fund Balance	35,436,469	1,021,515	36,457,984	0	0	2,533,161	(0)	(0)	2,533,161	38,991,145

GENERAL FUND SUMMARY

FISCAL YEAR 2012-2013

12/13 July Adopt Budget

Includes 3.24% Cola with Deficit of 22.272% on General and 0.0% COLA on State Categorical, 10% HW increase, Step and Column, adjusted ADA for Ceiba College Prep Acad

	Charter School	Adult Education	Child Dev	Food Serv	Def Maint	General Oblig Bond	Capitol Fac	State Sch Bldg	Self Ins	Retiree Benefit	Trust Scholarship
	09	11	12	13	14	21	25	35	67	71	73
INCOME											
Revenue Limit	7,873,987										
Federal Sources	0	141,499	6,377,600	7,015,000							
Other State Revenues	1,783,691	686,709	2,956,717	591,000							
Other Local Revenues	5,800	337,381	84,000	805,000	15,000		456,308		40,098,472	3,768,071	100,000
TOTAL REVENUES	9,663,478	1,165,589	9,418,317	8,411,000	15,000	0	456,308	0	40,098,472	3,768,071	100,000
EXPENDITURES											
Certificated Salaries	4,551,875	930,956	2,648,951								
Classified Salaries	583,529	322,001	1,273,707	2,106,453					117,075		
Employee Benefits	2,528,642	689,310	2,405,961	2,680,130					76,788		
Books and Supplies	236,752	43,051	530,569	3,413,763	0						
Services, Other Operating Expenses	2,469,433	168,810	2,325,046	(11,356)	1,696,000		416,556		39,780,442	3,768,071	100,000
Capital Outlay			0	0			39,752	71,940			
Other Outgo											
Direct Support/Indirect Costs	1,234	40,191	234,083	210,747							
Other Uses	0	0									
TOTAL EXPENDITURES	10,371,465	2,194,319	9,418,317	8,399,737	1,696,000	0	456,308	71,940	39,974,305	3,768,071	100,000
INTERFUND TRANSFERS											
Transfers In	278,795	331,795	0	0	0						
Transfers Out		0	0	0	0				(124,167)	0	0
Other Financing Sources	0	0	0	0	0				0	0	0
Contributions		0	0	0	0				0	0	0
TOTAL TRANSFERS	278,795	331,795	0	0	0	0	0	0	(124,167)	0	0
Net Incr(Decr) in Fund Balance	(429,192)	(696,935)	0	11,263	(1,681,000)	0	0	(71,940)	0	0	0
FUND BALANCE											
Beginning Fund Balance	2,675,467	988,825	45,835	1,953,524	3,205,748	0	554,736	71,940	6,503,989	2,275,138	1,914,594
Components of Fund Balance:											
Audit Adjustment									0		
Revolving Cash	0	0	0	0	0				0	0	0
Cash with Fiscal Agent									0	0	0
Stores	0	0	0	281,797	0				0	0	0
3% Required Reserve	0	0	0	0	0				0	0	0
COE Required Reserv (\$441 per ADA)	0	0	0	0	0				0	0	0
Cash w/Fiscal Agent									0	2,132,596	0
Restricted Fund Balance									0	0	0
Unappropriated Fund Balance	2,246,275	291,890	45,835	1,682,990	1,524,748	0	554,736	(0)	6,503,989	142,542	1,914,594
Ending Fund Balance	2,246,275	291,890	45,835	1,964,787	1,524,748	0	554,736	(0)	6,503,989	2,275,138	1,914,594

GENERAL FUND SUMMARY

FISCAL YEAR 2013-2014

13/14 Budget at 12/13 July Adopt

Includes 2.50% Cola with Deficit of 22.272% on General and 2.5% COLA on State Categorical, 10% HW Increase, Step and Column, adjusted ADA for Ceiba College Prep Acad

	General Unresr	Lottery	TOTAL UNRESTRICTED	Transportation	Special Ed	Federal and State Grants/Entitlements	Restricted Maintenance	Community Day School	TOTAL REST	Total General
		1100		7230/7240	6500/6510		8150	2430		
INCOME										
Revenue Limit	89,961,990	0	89,961,990	0	3,067,969	0	0	192,314	3,260,283	93,222,273
Federal Sources	0		0			25,483,235			25,483,235	25,483,235
Other State Revenues	17,585,799	2,253,070	19,838,869	2,646,002	11,257,001	11,957,972		0	25,860,975	45,699,844
Other Local Revenues	358,206	0	358,206	100,000	0	1,155,373			1,255,373	1,613,579
TOTAL REVENUES	107,905,995	2,253,070	110,159,065	2,746,002	14,324,970	38,596,580	0	192,314	55,859,866	166,018,931
EXPENDITURES										
Certificated Salaries	44,688,971	1,441,114	46,130,085		7,629,598	14,510,800		280,687	22,421,085	68,551,170
Classified Salaries	9,848,932	126,221	9,975,153	3,640,647	4,160,312	5,701,255	1,435,903	73,928	15,012,045	24,987,198
Employee Benefits	30,346,043	595,933	30,941,976	2,875,321	8,720,903	10,492,606	1,219,467	189,572	23,497,869	54,439,845
Books and Supplies	1,218,458	259,924	1,478,382	846,915	227,231	3,189,013	546,287	12,400	4,821,846	6,300,228
Services, Other Operating Expenses	6,722,851	837,010	7,559,861	(162,275)	3,105,644	4,165,034	685,089	52,505	7,845,997	15,405,858
Capital Outlay	0	0	0						0	0
Other Outgo	55,000		55,000						0	55,000
Direct Support/Indirect Costs	(1,731,865)		(1,731,865)			677,707	103,096		1,245,610	(486,255)
Other Uses	318,598		318,598						0	318,598
TOTAL EXPENDITURES	91,466,988	3,260,202	94,727,190	7,200,608	24,308,495	38,736,415	3,989,842	609,092	74,844,452	163,571,642
INTERFUND TRANSFERS										
Transfers In	125,236		125,236	0	0	0	0	0	0	125,236
Transfers Out	(626,513)	0	(626,513)	0	0	0	0	0	0	(626,513)
Other Financing Sources	0	0	0		0				0	0
Contributions	(18,984,586)	0	(18,984,586)	4,454,606	9,983,525	139,835	3,989,842	416,778	18,984,586	0
TOTAL TRANSFERS	(19,485,863)	0	(19,485,863)	4,454,606	9,983,525	139,835	3,989,842	416,778	18,984,586	(501,277)
Net Incr(Deer) in Fund Balance	(3,046,856)	(1,007,132)	(4,053,988)	0	0	0	0	0	0	(4,053,988)
FUND BALANCE										
Beginning Fund Balance	35,436,469	1,021,515	36,457,984	0	0	2,533,161	(0)	(0)	2,533,161	38,991,145
Components of Fund Balance:										
Audit Adjustment			0						0	0
Revolving Cash	55,000	0	55,000	0	0	0	0	0	0	55,000
Cash with Fiscal Agent	65,000		65,000	0	0	0	0	0	0	65,000
Stores	230,652	0	230,652	0	0	0	0	0	0	230,652
3% Required Reserve	5,105,945	0	5,105,945	0	0	0	0	0	0	5,105,945
COE Required Resrv (\$441 per ADA)	7,591,436	0	7,591,436	0	0	0	0	0	0	7,591,436
COE Required Resrv (\$441 per ADA)	7,573,796	0	7,573,796	0	0	0	0	0	0	7,573,796
Cash w/Fiscal Agent			0						0	0
Restricted Fund Balance	4,295,437	0	4,295,437	0	0	2,533,161	(0)	0	2,533,161	6,828,598
Unappropriated Fund Balance	7,472,347	14,383	7,486,730	0	0	0	0	0	0	7,486,730
Ending Fund Balance	32,389,613	14,383	32,403,996	0	0	2,533,161	(0)	(0)	2,533,161	34,937,157

Pajaro Valley Unified School District

GENERAL FUND SUMMARY

FISCAL YEAR 2013-2014

13/14 Budget at 12/13 July Adopt

Includes 2.50% Cola with Deficit of 22.272%
on General and 2.5% COLA on State
Categorical, 10% HW increase, Step and
Column, adjusted ADA for Ceiba College
Prep Acad

	Charter School	Adult Education	Child Dev	Food Serv	Def Maint	General Oblig Bond	Capitol Fac	State Sch Bldg	Self Ins	Retiree Benefit	Trust Scholarship
	09	11	12	13	14	21	25	35	67	71	73
INCOME											
Revenue Limit	7,983,872										
Federal Sources		141,499	6,377,600	7,015,000							
Other State Revenues	1,810,062	745,988	2,956,717	591,000		0					
Other Local Revenues	5,800	337,381	84,000	805,000	15,000		456,308		43,780,600	4,126,301	100,000
TOTAL REVENUES	9,799,734	1,224,868	9,418,317	8,411,000	15,000	0	456,308	0	43,780,600	4,126,301	100,000
EXPENDITURES											
Certificated Salaries	4,303,798	930,956	2,661,399								
Classified Salaries	584,812	322,251	1,275,920	2,124,266					117,075		
Employee Benefits	2,507,125	710,904	2,495,884	2,881,731					80,419		
Books and Supplies	222,394	46,722	425,985	3,413,763							
Services, Other Operating Expenses	2,469,323	168,810	2,325,046	(11,356)	1,539,748		416,556		43,457,870	4,126,301	100,000
Capital Outlay							39,752				
Other Outgo	1,234	40,191	234,083	210,747							
Direct Support/Indirect Costs	0										
Other Uses											
TOTAL EXPENDITURES	10,088,686	2,219,834	9,418,317	8,619,151	1,539,748	0	456,308	0	43,655,364	4,126,301	100,000
INTERFUND TRANSFERS											
Transfers In	288,952	337,561	0	0	0						
Transfers Out		0		0	0				(125,236)	0	0
Other Financing Sources	0	0	0	0	0				0	0	0
Contributions		0	0	0	0				0	0	0
TOTAL TRANSFERS	288,952	337,561	0	0	0	0	0	0	(125,236)	0	0
Net Incr/Deer in Fund Balance	0	(657,405)	0	(208,151)	(1,524,748)	0	0	0	0	0	0
FUND BALANCE											
Beginning Fund Balance	2,246,275	291,890	45,835	1,964,787	1,524,748	0	554,736	(0)	6,503,989	2,275,138	1,914,594
Components of Fund Balance:											
Audit Adjustment											
Revolving Cash	0	0	0	0	0				0	0	0
Cash with Fiscal Agent	0	0	0	281,797	0				0	0	0
Stores	0	0	0	0	0				0	0	0
3% Required Reserve	0	0	0	0	0				0	0	0
COE Required Resrv (\$441 per ADA)	0	0	0	0	0				0	0	0
COE Required Resrv (\$441 per ADA)	0	0	0	0	0				0	0	0
Cash w/Fiscal Agent	0	0	0	0	0				0	0	0
Restricted Fund Balance	0	0	0	0	0				0	2,132,596	0
Unappropriated Fund Balance	2,246,275	(365,515)	45,835	1,474,839	0	0	554,736	(0)	6,503,989	142,542	1,914,594
Ending Fund Balance	2,246,275	(365,515)	45,835	1,756,636	0	0	554,736	(0)	6,503,989	2,275,138	1,914,594

Pajaro Valley Unified School District

GENERAL FUND SUMMARY

FISCAL YEAR 2014-2015

14/15 Budget at 12/13 July Adopt

Includes 2.70% Cola with Deficit of 22.272%
on General and 2.7% COLA on State
Categorical, 10% HW increase, Step and
Column, adjusted ADA for Ceiba College Prep
Acad

	General Unrestr	Lottery	TOTAL UNRESTRICTED	Transportation	Special Ed	Federal and State Grants/ Entitlements	Restricted Maintenance	Community Day School	TOTAL REST	Total General
		1100		7230/7240	6500/6510		8150	2430		
INCOME										
Revenue Limit	92,166,446	0	92,166,446		3,155,359			198,517	3,353,876	95,520,322
Federal Sources	0		0			25,483,235			25,483,235	25,483,235
Other State Revenues	17,603,427	2,243,210	19,846,637	2,717,444	11,560,940	12,084,874			26,363,258	46,209,895
Other Local Revenues	358,206	0	358,206	100,000	0	1,155,373			1,255,373	1,613,579
TOTAL REVENUES	110,128,079	2,243,210	112,371,289	2,817,444	14,716,299	38,723,482	0	198,517	56,455,742	168,827,031
EXPENDITURES										
Certificated Salaries	46,146,166	849,271	46,995,437		7,774,566	14,458,467		286,351	22,519,384	69,514,821
Classified Salaries	9,878,154	126,221	10,004,375	3,657,333	4,188,261	5,576,627		74,066	14,938,208	24,942,583
Employee Benefits	32,753,390	272,016	33,025,406	3,056,287	9,322,079	10,976,385		202,586	24,848,639	57,874,045
Books and Supplies	1,215,820	259,924	1,475,744	906,461	227,231	3,023,675		12,400	4,716,054	6,191,798
Services, Other Operating Expenses	6,751,014	735,778	7,486,792	(162,275)	3,105,644	4,146,464		52,505	7,827,427	15,314,219
Capital Outlay			0						0	0
Other Outgo	55,000		55,000						0	55,000
Direct Support/Indirect Costs	(1,705,111)		(1,705,111)		434,061	681,699		103,096	1,218,856	(486,255)
Other Uses	318,598		318,598						0	318,598
TOTAL EXPENDITURES	95,413,031	2,243,210	97,656,241	7,457,806	25,051,842	38,863,317	4,067,695	627,908	76,062,568	173,724,809
INTERFUND TRANSFERS										
Transfers In	126,413		126,413							126,413
Transfers Out	(643,394)		(643,394)						0	(643,394)
Other Financing Sources			0						0	0
Contributions	(19,612,826)		(19,612,826)	4,640,362	10,335,543	139,835	4,067,695	429,391	19,612,826	0
TOTAL TRANSFERS	(20,129,807)	0	(20,129,807)	4,640,362	10,335,543	139,835	4,067,695	429,391	19,612,826	(516,981)
Net Incr(Decr) in Fund Balance	(5,414,759)	0	(5,414,759)	0	0	0	0	0	0	(5,414,759)
FUND BALANCE										
Beginning Fund Balance	32,389,613	14,383	32,403,996	0	0	2,533,161	(0)	(0)	2,533,161	34,937,157
Components of Fund Balance:										
Audit Adjustment			0						0	0
Revolving Cash	55,000	0	55,000	0	0	0	0	0	0	55,000
Cash with Fiscal Agent	65,000		65,000	0	0	0	0	0	0	65,000
Stores	230,652	0	230,652	0	0	0	0	0	0	230,652
3% Required Reserve	5,231,046	0	5,231,046	0	0	0	0	0	0	5,231,046
COE Required Resrv (\$441 per ADA)	7,591,436	0	7,591,436	0	0	0	0	0	0	7,591,436
COE Required Resrv (\$441 per ADA)	7,573,796	0	7,573,796	0	0	0	0	0	0	7,573,796
COE Required Resrv (\$441 per ADA)	7,556,156	0	7,556,156	0	0	0	0	0	0	7,556,156
Cash w/Fiscal Agent			0	0	0	0	0	0	0	0
Restricted Fund Balance	4,795,437	0	4,795,437	0	0	2,533,161	(0)	0	2,533,161	7,328,598
Unappropriated Fund Balance	(6,123,669)	14,383	(6,109,286)	0	0	0	0	0	0	(6,109,286)
Ending Fund Balance	26,974,854	14,383	26,989,237	0	0	2,533,161	(0)	(0)	2,533,161	29,522,398

Pajaro Valley Unified School District
GENERAL FUND SUMMARY
FISCAL YEAR 2014-2015
14/15 Budget at 12/13 July Adopt
Includes 2.70% Cola with Deficit of 22.272%
on General and 2.7% COLA on State
Categorical, 10% HW increase, Step and
Column, adjusted ADA for Ceiba College Prep
Acad

	Charter School	Adult Education	Child Dev	Food Serv	Def Maint	General Oblig Bond	Capitol Fac	State Sch Bldg	Self Ins	Retiree Benefit	Trust Scholarship
	09	11	12	13	14	21	25	35	67	71	73
INCOME											
Revenue Limit	8,105,516										
Federal Sources		141,499	6,377,600	7,015,000							
Other State Revenues	1,839,253	811,609	2,956,717	591,000							
Other Local Revenues	5,800	337,381	84,000	805,000			456,308		47,791,313	4,538,931	100,000
TOTAL REVENUES	9,950,569	1,290,489	9,418,317	8,411,000	0	0	456,308	0	47,791,313	4,538,931	100,000
EXPENDITURES											
Certificated Salaries	4,325,319	930,956	2,671,954								
Classified Salaries	584,748	322,326	1,277,624	2,136,330					117,275		
Employee Benefits	2,658,392	731,983	2,589,521	3,091,497					84,487		
Books and Supplies	212,986	53,105	320,089	3,413,763							
Services, Other Operating Expenses	2,467,340	161,521	2,325,046	(11,356)			416,556		47,463,138	4,538,931	100,000
Capital Outlay							39,752				
Other Outgo											
Direct Support/Indirect Costs	1,234	40,191	234,083	210,747							
Other Uses	0										
TOTAL EXPENDITURES	10,250,019	2,240,082	9,418,317	8,840,981	0	0	456,308	0	47,664,900	4,538,931	100,000
INTERFUND TRANSFERS											
Transfers In	299,450	343,944	0	0	0						
Transfers Out		0		0	0	0	0	0	(126,413)	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
TOTAL TRANSFERS	299,450	343,944	0	0	0	0	0	0	(126,413)	0	0
Net Incr(Decr) in Fund Balance	0	(605,649)	0	(429,981)	0	0	0	0	0	0	0
FUND BALANCE											
Beginning Fund Balance	2,246,275	(365,515)	45,835	1,756,636	0	0	554,736	(0)	6,503,989	2,275,138	1,914,594
Components of Fund Balance:											
Audit Adjustment									0		
Revolving Cash	0	0	0	0	0	0	0	0	0	0	0
Cash with Fiscal Agent	0	0	0	0	0	0	0	0	0	0	0
Stores	0	0	0	281,797	0	0	0	0	0	0	0
3% Required Reserve	0	0	0	0	0	0	0	0	0	0	0
COE Required Resrv (\$441 per ADA)	0	0	0	0	0	0	0	0	0	0	0
COE Required Resrv (\$441 per ADA)	0	0	0	0	0	0	0	0	0	0	0
COE Required Resrv (\$441 per ADA)	0	0	0	0	0	0	0	0	0	0	0
Cash w/Fiscal Agent					0	0	0	0	0	2,132,596	0
Restricted Fund Balance	0	0	0	0	0	0	0	0	0	0	0
Unappropriated Fund Balance	2,246,275	(971,164)	45,835	1,044,858	0	0	554,736	(0)	6,503,989	142,542	1,914,594
Ending Fund Balance	2,246,275	(971,164)	45,835	1,326,655	0	0	554,736	(0)	6,503,989	2,275,138	1,914,594

PAJARO VALLEY UNIFIED SCHOOL DISTRICT



Board Agenda Backup

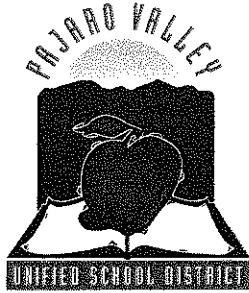
Item No: 9.3

Date:	June 27, 2012
Item:	Accept with Gratitude Donation of an Overhead Projector with Table from Mr. Joe Gallaher for PVUSD.
Overview:	The Board acknowledges and recognizes the generosity of community members and businesses. Their commitment to education is evident through their contribution.
Recommendation:	Accept with gratitude.

Prepared By: Dorma Baker, Superintendent

Superintendent's Signature:

A handwritten signature in cursive script, appearing to read "Mary Schuler", written over a horizontal line.



Pajaro Valley Unified School District

Technology Services

Timothy Landeck, Director
294 Green Valley Road
Watsonville, CA 95076
831-786-2333

Joe Gallagher, MD
268 Green Valley Road
Freedom, CA 95019
(831)332-2694

Thursday, June 07, 2012

Dear Mr. Joe Gallagher, MD:

Thank you for your donation of an Overhead Projector with Table.

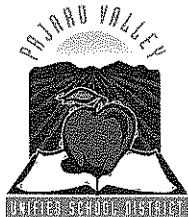
This hardware will remain in use at the Pajaro Valley Unified School District.

Your gift is tax-deductible as a charitable contribution to an educational organization, as defined by the Internal Revenue Code, Section 170(a) and (b)(1)(A)(ii). You have valued your donation at a total of \$200.00

Thank you again for your support of Pajaro Valley Unified School District.

Sincerely,

Timothy Landeck
Director, Technology Services



Board Agenda Backup

Item No: 9.4

Date: June 27, 2012

Item: CAHSEE Passage Waiver
Math (WHS 11-12-40)

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: Dee Teutschel, Program Director Special Services

Superintendent's Signature:

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

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

Date: 05/21/12

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: 6/4/12

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: 5/21/12

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's 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.)
 - 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 the most recent triennial evaluation dated 03/01/12, _____, a specific learning disability in the area of auditory processing that manifests in the imperfect ability to do mathematical calculations.
 - 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): Stephanie used a calculator as recommended in her psychological report.
 - c. State the rationale for applying the modification(s) used to achieve an equivalent passing score on the CAHSEE for this student. As documented in the triennial evaluation report dated 03/01/12, _____, lowest score on the Woodcock-Johnson III Test of Achievement is a 69 Standard Score in calculation. This score falls in the very limited range. However, all her other scores are in the low average to average range. The use of a calculator allows _____ to demonstrate her ability to perform at an algebraic level and applied problems.

- d. Describe the modification(s) that the student regularly uses in the classroom and on other assessments. regularly uses a calculator in the classroom and uses scaffolding strategies.
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.*)
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.*)

Certified by: Elaine Segura
Principal's Signature

6/4/12
Date

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

V. M. P.
Signature of Student's Special Education Teacher

5/25/12
Date

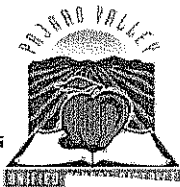
VICTOR Nolasco
Print Name of Student's Special Education Teacher

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.

Cynthia S.
Signature of Student's Academic Counselor

6/5/12
Date

ANGELICA ECHEVARRIA
Printed Name of Student's Academic Counselor



**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 03/12/12

SUPPLEMENTARY/SPECIALIZED SUPPORT

Student requires supplementary aids and services or specialized materials/equipment as specified below.

- ☐ Supports for school personnel ☐ Specialized aids/materials/equipment (Assistive Technology)
☐ Program modifications ☒ None

Description	Responsible Personnel/Agency	Location	Frequency/Intensity	Duration	Start/End Date*
					Start:
					End:
					Start:
					End:

* If a placement or service is ending, give reason _____

PARTICIPATION IN STATE AND DISTRICT-WIDE STANDARDIZED TESTING AND ASSESSMENT

Including: Desired Results Developmental Profile (DRDP) California Standards Test (CST), CAT-6, California Modified Achievement Test (CMA), and California Alternative Performance Assessment (CAPA)

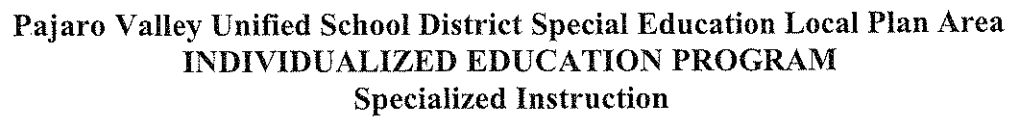
- ☐ School Readiness (Preschool Only)
☐ DRDP-R ☐ DRDP Access Adaptations/Accommodations (specify) _____
- ☒ Language Arts: (Gr. 2-11) ☒ Grade Exempt ☐ CST **OR** ☐ CMA (Criteria Met) (Gr. 3-11)
☐ No accommodations or modifications ☐ Accommodations (specify below) _____ ☐ Modifications (specify below) _____
Accommodations: _____
Modifications: _____
- ☒ Math: (Gr. 2-11) ☒ Grade Exempt ☐ CST **OR** ☐ CMA (Criteria Met) (Gr. 3-7; Algebra I: 7-11)
☐ CMA (Geometry, Grades 7-11) (Grades 8-11 effective 2011-2012 school year)
☐ No accommodations or modifications ☐ Accommodations (specify below) _____ ☐ Modifications (specify below) _____
Accommodations: _____
Modifications: _____
- ☒ Science (Gr. 5 & 8 Gr. 9-11) ☒ Grade Exempt ☐ CST **OR** ☐ CMA (Criteria Met) (Gr. 5, 8 & 10)
☐ No accommodations or modifications ☐ Accommodations (specify below) _____ ☐ Modifications (specify below) _____
Accommodations: _____
Modifications: _____
- ☒ History/Social Science* ☒ Grade Exempt ☐ CST *(Grade 8; Grade 11 for U.S. History; Grades 9 through 11 World History)
☐ No accommodations or modifications ☐ Accommodations (specify below) _____ ☐ Modifications (specify below) _____
Accommodations: _____
Modifications: _____
- ☒ Writing (Gr. 4 & 7 only) ☒ Grade Exempt ☐ CST **OR** ☐ CMA (Criteria Met) (Gr. 4 & 7 only)
☐ No accommodations or modifications ☐ Accommodations (specify below) _____ ☐ Modifications (specify below) _____
Accommodations: _____
Modifications: _____
- ☐ Life Skills Curriculum: CAPA Level 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
Participation in CAT-6/CST not appropriate due to: _____
- ☐ Other State or District-Wide Assessment Accommodations/Modifications (specify) _____

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)

- ☐ No accommodations or modifications ☐ Exempt due to eligibility for participation in CAPA
☒ Modifications (specify) calculator, test items read aloud ☐ Grade Exempt (below grade 10)
☒ Accommodations (specify) extended time, flexible setting ☐ Passed both subtests of the CAHSEE

IEP Meeting Date 03/12/12

Area of Difficulty	Accommodation	Responsible Agency/Personnel	Start Date
Processing Speed	Extra Time: Assignments/Tests (1.5), Shortened Assignments	District of Service/ Gen. Ed. Teacher, Assistant, RS	08/15/2009
Auditory Memory	Calculator, Provide with Notes, Take Tests in Alternate Setting	District of Service/ Gen. Ed. Teacher, Assistant, RS	08/15/2009
Auditory Memory	Preferential Seating, Tests in Short Segments	District of Service/ Gen. Ed. Teacher, Assistant, RS	08/15/2009

Student Name	
Gender	F

Pajaro Valley Unified School District

Enter Date: 8/13/2008

Graduated:

Class Of: 2012

School Name/Address

Watsonville High School
250 East Beach St
Watsonville, CA 95076

Tel: (831)728-6390 Fax: (831)761-6013

Counselor: Echevarria A

SSID:

Comm:

CrsID	Course Title	Mark	Credit	CrsID	Course Title	Mark	Credit	Credit Summary - High School			
Watsonville High School Grd 09 12/2008				Crs Att: 30.000 Cmp: 30.000 Total GPA: 1.833				Subject Area	Req	Cmp	Def
9240	Advisory 9th	C	0.500	Gustine High School Grd 11 6/2011				A English	40.00	35.00	5.00
2410	P Algebra 1A/B	C	5.000	2410	P Algebra 1	C-	5.000	B Math	20.00	5.00	15.00
1130	P English 1	D-	5.000	3110	Earth Sci II	C+	5.000	C Biological Science	10.00	10.00	
5415	Food/ Nutrition	B-	5.000	1330	P English III	C-	5.000	D Physical Science	10.00	10.00	
3910	Health	C	5.000	9250	ESL R/W Lab	C	5.000	E Health	5.00	5.00	
3605	P Integrated Science 1	D-	5.000	3110	Pass: Phy Sci	C	5.000	F Fine Arts / Foreign L	10.00	10.00	
4510	N Physical Education 9	A-	5.000	4610	N Physical Ed	CR	10.000	G Physical Education	20.00	20.00	
Crs Att: 30.500 Cmp: 30.500 Total GPA: 2.164				7210	P US History	C	5.000	H Applied Arts	10.00	10.00	
Watsonville High School Grd 09 6/2009				5940	Yearbook	C	5.000	I World Civilization	10.00	10.00	
9240	Advisory 9th	A	0.500	Crs Att: 45.000 Cmp: 45.000 Total GPA: 2.000				J US History	10.00	10.00	
2410	P Algebra 1A/B	RF	0.000	Gustine High School Grd 11 7/2011				K Federal Government	5.00	0.00	5.00
1130	P English 1	D+	5.000	3210	P Biology	C	5.000	L Economics	5.00	0.00	5.00
5415	Food/ Nutrition	F	0.000	3110	Pass: Phy Sci	B	5.000	M Electives	45.00	41.50	3.50
3605	P Integrated Science 1	F	0.000	7110	P Pass: Wld Hist	A	5.000	N Algebra	10.00	20.00	
5051	Intro Computers	F	0.000	7110	P Pass: Wld Hist	A	5.000	O Science	10.00	10.00	
4510	N Physical Education 9	F	0.000	9250	Writing Academy	CR	5.000	X Electives 2	0.00	0.50	
Crs Att: 30.500 Cmp: 5.500 Total GPA: 0.230				Crs Att: 25.000 Cmp: 25.000 Total GPA: 3.250				---Total Credits---			
Watsonville High School Grd 09 7/2009				Watsonville High School Grd 12 7/2012				GPA Summary			
SS2410	P ALGEBRA 1	D-	0.000	9243	Advisory 12th	B	0.500	Academic GPA:	1.618	Rank 0	out of
Crs Att: 5.000 Cmp: 0.000 Total GPA: .000				9292	Ba Sk/HSEE/ Eng	A	5.000	Total GPA:	1.707	Rank 0	out of
Watsonville High School Grd 10 12/2009				9294	CANSEE Math	A+	5.000	UC/CSU GPA:	1.400		
4610	N Adv PE	B-	5.000	2514	Consumer Math 10-12	F	0.000	Testing Information			
9241	Advisory 10th	B+	0.500	7410	P Economics	F	0.000	CANSEE ELA-1-1			
3210	P Biology	RF	0.000	1430	P English 4	D	5.000	CA HSEE ELA	P	11/1/2011	
6072	Digital Media Arts VA	B	5.000	6070	P ROP Video Productions	C-	5.000	CANSEE Math-1-1			
1230	P English 2	D-	5.000	Crs Att: 30.500 Cmp: 20.500 Total GPA: 1.852				CA HSEE Math	F	3/14/2012	
2510	P Geometry	F	0.000								
7110	P World Civ	RF	0.000								
Crs Att: 30.500 Cmp: 15.500 Total GPA: 1.197											
Gustine High School Grd 10 6/2010											
3210	P Biology	C-	5.000								
1230	P English II	D	5.000								
9250	ESL R/W Lab	C	5.000								
2510	P Geometry	F	0.000								
7110	P Mod Wld Hist	RD	0.000								
4610	N Physical ED	B-	5.000								
Crs Att: 30.000 Cmp: 20.000 Total GPA: 1.600											
Gustine High School Grd 11 12/2010											
2410	P Algebra 1	C-	5.000								
3110	Earth Science II	D-	5.000								
1330	P English III	D-	5.000								
9250	ESL R/W Lab	A	5.000								
7210	P US History	D-	5.000								
5940	Yearbook	C	5.000								

H = Honors A = Advanced Placement P = College Prep N = Non-Academic R = Repeated Course
One GPA is provided per semester.

Polio	5/2/1994	8/16/1994	10/17/1994	7/2/1998
DTP	5/2/1994	8/16/1994	10/17/1994	5/3/1995 7/2/1998
MMR	5/3/1995	7/2/1998		
HEP B	5/2/1994	8/16/1994	8/7/1995	
Varicella	10/28/2004			

Transcript is unofficial unless signed by a school official
School Officials
Signature

Date: 6/4/2012



California High School Exit Examination

Security Guard
See back for details

Student and Parent Report

District: 69799 - Pajaro Valley Unified

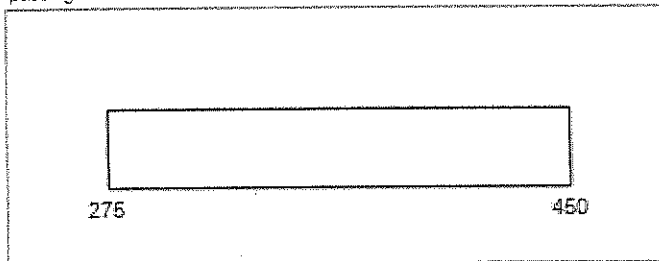
County: 44 - Santa Cruz

English-Language Arts

Test Date: 03/13/2012

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
--	---------------------	----------------

READING

Word Analysis		
Reading Comprehension		
Literary Response & Analysis		

WRITING

Writing Strategies		
Writing Conventions		

Writing Applications*

Your Score

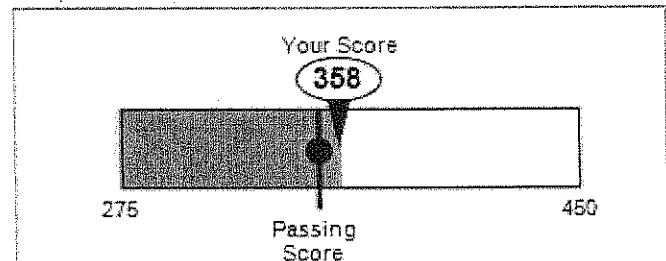
Essay

Mathematics

Test Date: 03/14/2012

Your Total Score	Score Required to Pass	Status
358	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.



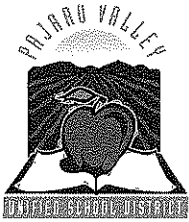
Strands for Mathematics

	Number of Questions	Number Correct
--	---------------------	----------------

Probability & Statistics	13	8
Number Sense	17	10
Algebra & Functions	20	10
Measurement & Geometry	18	11
Algebra I	12	8

* 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: 9.5

Date: June 27, 2012

Item: CAHSEE Passage Waiver
Math (RHS 11-12-41)

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: Dee Teutschel, Program Director Special Services

Superintendent's Signature:

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

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

Date: 5/31/2012

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: 6/5/12

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: 5/31/2012

FOR SITE USE ONLY

Date Received by Principal

Student Identification

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's 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:

See attached page

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.)

- 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).
- 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):
- c. State the rationale for applying the modification(s) used to achieve an equivalent passing score on the CAHSEE for this student.
- d. Describe the modification(s) that the student regularly uses in the classroom and on other assessments.

1. Has an IEP adopted pursuant to the IDEA that specifies the use of the modification on the exit exam, standardized testing or classroom instruction and assessments.

- a) has been assessed to have an auditory processing disorder and attending skills issues. He has trouble staying on track with multi-step problems or problems involving more complex steps. In addition, his auditory processing issues including problems with short term memory cause him to have trouble remembering his math facts.
- b) uses a calculator in all of his math and algebra classes; he uses it on class work, tests and formal assessments.
- c) Use of a calculator has helped move faster through a long problem, and not get confused when his attention strays off task. It also helps in that he does not remember all of his division and multiplication facts.
- d) uses a calculator on all of his math work.

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.*)
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.*)

Certified by:


Principal's Signature

6/5/12
Date

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

Pat Messer

Signature of Student's Special Education Teacher

5/31/2012
Date

Pat Messer

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.

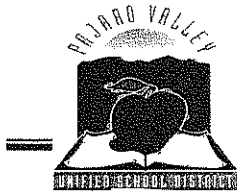
Pat Messer

Signature of Student's Academic Counselor

5/31/2012
Date

Pat Messer

Printed Name of Student's Academic Counselor



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

Student _____

Date of Birth _____

IEP Meeting Date 04/05/11

☐ **HEARING IMPAIRED STUDENT** _____

Language mode: _____

Opportunities for direct communication with peers of similar abilities and language mode: _____

Opportunities for direct communication with professionals who are proficient in the student's language mode: _____

Opportunities for appropriate academic instruction, school services, and extracurricular activities in the student's language mode: _____

☐ **VISUALLY IMPAIRED STUDENT** _____

Based on an evaluation of this student's needs in the areas of reading and writing:

- ☐ Instruction in Braille is recommended.
☐ Instruction in Braille is not recommended.
☐ Other _____

☒ **ENGLISH LEARNER** _____

Proficiency Levels to be Determined Through:

- ☐ Grade Exempt (below Kindergarten)
☒ California English Language Development Test (CELDT)
☒ No accommodations/modifications ☐ accommodations (specify below) ☐ modifications (specify below)
Accommodations: _____
Modifications: _____

☐ Alternative Assessment (specify) _____
Student is unable to take the CELDT due to _____

Date of Current Assessment: 10/10/10 CELDT Results: L 2 S 3 R 1 W 3 Overall 3

OR Alternative Assessment Results: _____

Based upon assessed English language proficiency, student requires:

- ☒ Instructional and support strategies such as SDAIE
☐ Primary language support
☐ Goals that address English language development standards
☒ English Language Development provided in: ☒ General Education ☐ Special Education

Type of Instruction in General Education:

- ☒ Mainstream English ☐ Structured English Immersion ☐ Bilingual Alternative ☐ NA (100% Spec. Ed.)

Language of Instruction in Special Education: English

☐ **BEHAVIOR INTERVENTION** _____

Student's behavior impedes learning of self or others. Behavior intervention as checked below is required.

- ☐ Addressed in Goals and Short-Term Objectives/Benchmarks
☐ Addressed in Informal Behavior Change Plan (Attached)
☐ Addressed in Formal Behavior Intervention Plan (Attached)



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

Student _____

Date of Birth _____

IEP Meeting Date 04/05/11

INSTRUCTIONAL ACCOMMODATIONS

Area of Difficulty	Accommodation	Responsible Agency/Personnel	Start Date
Auditory Memory, Auditory Perception	Extra Time: Assignments/Tests (2.0), Frequent Breaks, Preferential Seating, Provide with Notes, Visual Models	District of Service/ Gen. Ed. Teacher, RS	04/05/2011
Attending Skills, Auditory Perception	Calculator, Frequent Breaks, Take Tests in Alternate Setting, Tests in Short Segments	District of Service/ Gen. Ed. Teacher, RS	04/05/2011

Pajaro Valley Unified School District

ler Date: 2/4/2010

aduated: 5/31/2012

ss Of: 2012

School Name/Address

Renaissance
11 Spring Valley Road
Watsonville, CA 95076

Tel: (831)728-6344 Fax: (831)728-6419

Counselor: Pat Messer

SSID:

CrsID	Course Title	Mark	Credit	CrsID	Course Title	Mark	Credit	CrsID	Course Title	Mark	Credit
Renaissance Grd 12 6/2012											
2410	Algebra 1A/B	P	1.200								
5910	Applied Arts Elective	P	5.000								
5910	Applied Arts Elective	P	2.000								
6010	Art 1	P	6.900								
7410	Economics	P	5.000								
1740	English Elective	P	1.700								
1740	English Elective	P	1.500								
7310	Federal Government/US G	P	0.800								
2998	Math Elective	P	2.000								
7210	US History	P	1.500								
Crs Att: 27.600 Cmp: 27.600 Total GPA: .000											
Credit Summary - High School											
Subject Area	Req	Cmp	Def								
A English	40.00	40.00									
B Math	20.00	20.00									
C Biological Science	10.00	10.00									
D Physical Science	10.00	10.00									
E Health	5.00	5.00									
F Fine Arts / Foreign L	10.00	10.00									
G Physical Education	20.00	20.00									
H Applied Arts	10.00	10.00									
I World Civilization	10.00	10.00									
J US History	10.00	10.00									
K Federal Government	5.00	5.00									
L Economics	5.00	5.00									
M Electives	45.00	45.00									
N Algebra	10.00	10.00									
O Science	10.00	10.00									
X Electives 2	0.00	8.10									
---Total Credits---											
	220.00	228.10	0.00								
GPA Summary											
Academic GPA:	0.756	Rank 0	out of								
Total GPA:	0.574	Rank 0	out of								
CSU GPA:	0.620										
Cal Grant GPA:	0.530										
Testing Information											
CAHSEE ELA-1-1											
CA HSEE ELA	M	3/16/2010									
CAHSEE Math-1-1											
CA HSEE Math	M	3/17/2010									

H = Honors A = Advanced Placement P = College Prep N = Non-Academic
One GPA is provided per semester.

Transcript is unofficial unless signed by a school official
School Officials
Signature _____

Date: 6/5/2012



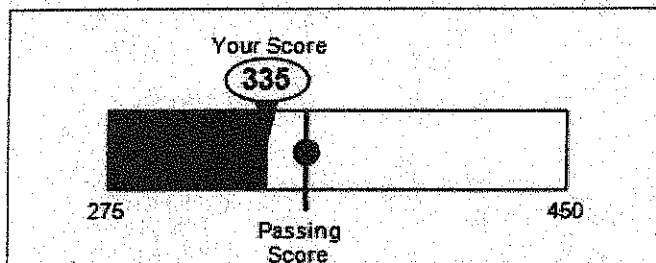
Student and Parent Report

English-Language Arts

Test Date: 03/13/2012

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

Go to www.cde.ca.gov/ta/tg/hs/resources.asp for study information for the CAHSEE.



Strands for English-Language Arts

	Number of Questions	Number Correct
READING		
Word Analysis	7	3
Reading Comprehension	18	9
Literary Response & Analysis	20	12
WRITING		
Writing Strategies	12	5
Writing Conventions	15	11

Writing Applications*

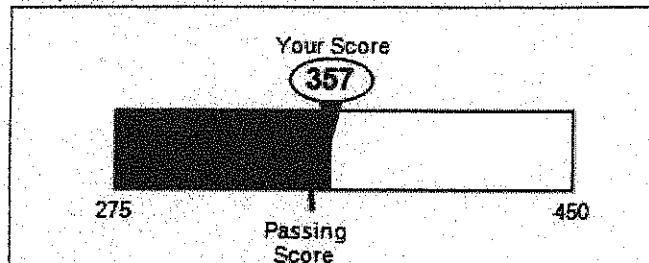
	Your Score
Essay	2.0

Mathematics

Test Date: 03/14/2012

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	8
Number Sense	17	11
Algebra & Functions	20	12
Measurement & Geometry	18	10
Algebra I	12	5

* 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.

PAJARO VALLEY UNIFIED SCHOOL DISTRICT



Board Agenda Backup

Item No: 9.6

Date: June 27, 2012

Item: Approval of Contract for Health Supplies/Blanket Bid # JL050112-HTH, for the District Warehouse/Stores.

Overview: This bid establishes blanket order prices for the purchase of health supplies beginning July 1, 2012 through June 30, 2013. Awards are recommended to the lowest responsible bidder meeting terms, conditions, and specifications on each item. Prices shall be firm for one (1) year. Awards are based on previous year's usage and projected usage for 2012/13. Actual expenditures will vary as supplies will be ordered as needed.

Six bids were received and opened at 3:00 p.m. on May 25, 2012.

Alpha Scientific Medical
Henry Schein
Moore Medical LLC
School Nurse
United Health Supplies
Pyramid School Products

Recommendation: Administration recommends approval in accordance with Invitation to Bid, resulting in awards to the following Vendors:

Moore Medical, LLC
United Health Supplies

The expenditures are dependent upon the needs of the district during the course of the fiscal year. Quantities bid are the estimated needs for July 1, 2012 through June 30, 2013.

Budget Considerations:

Funding Source: General Fund: Stores Revolving Fund

Budgeted: Yes: ☒ No: ☐

Amount: Total TBD (Revolving Warehouse Account for Sales to Schools.)

Prepared By:

Rick Buse

Superintendent's Signature:

Yvonne Sch...



PAJARO VALLEY UNIFIED SCHOOL DISTRICT



Board Agenda Backup

Item No: 9.7

Date: June 27, 2012

Item: Approval of Contract for Custodial Supplies/Blanket BID #JL050112-CUST, for the District Warehouse/Stores.

Overview: This bid establishes blanket order prices for the purchase of custodial supplies beginning July 1, 2012 through June 30, 2013. Awards are recommended to the lowest responsible bidder meeting terms, conditions, and specifications on each item. Prices shall be firm for one (1) year. Awards are based on previous year's usage and projected usage for 2012/13. Actual expenditures will vary as supplies will be ordered as needed.

Ten bids were received and opened at 3:00 p.m. on May 25, 2012.

California Janitorial	Clean Source
HD Supply	Hillyard
Mid Valley Supply	Pioneer Chemical Co
Pyramid School Supply	Southwest School Supply
Pioneer Chemical	Waxie Sanitary Supply
Unisource	

Recommendation: Administration recommends approval in accordance with Invitation to Bid, resulting in awards to the following Vendors:

Clean Source
Hillyard
Mid Valley Supply
Pyramid School Products
Southwest School Supply
HD Supply
Unisource

The expenditures are dependent upon the needs of the district during the course of the fiscal year. Quantities bid are the estimated needs for July 1, 2012 through June 30, 2013.

Budget Considerations:

Funding Source: General Fund: Stores Revolving Fund

Budgeted: Yes: ☒ No: ☐

Amount: TBD (Revolving Warehouse Account for Sales to Schools.)

Prepared By:

Rachel Buse

Superintendent's Signature:

Wm. S. S.



PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Board Agenda Backup

Item No: 9.8

Date: June 27, 2012

Item: Approval of Contract for Athletic Supplies/Blanket BID #050112-ATH, for the District Warehouse/Stores.

Overview: This bid establishes blanket order prices for the purchase of athletic supplies beginning July 1, 2012 through June 30, 2013. Awards are recommended to the lowest responsible bidder meeting terms, conditions, and specifications on each item. Prices shall be firm for one (1) year. Awards are based on previous year's usage and projected usage for 2012/13. Actual expenditures will vary as supplies will be ordered as needed.

Seven bids were received and opened at 3:00 p.m. on May 25, 2012.

BSN / Sport Supply Group
Baden Sport
Cannon
Gopher Sports
Pyramid School Products
S & S Worldwide
Toledo PE

Recommendation: Administration recommends approval in accordance with Invitation to Bid, resulting in awards to the following Vendors:

Baden
BSN / Sport Supply Group
Cannon
Toledo PE

The expenditures are dependent upon the needs of the district during the course of the fiscal year. Quantities bid are the estimated needs for July 1, 2012 through June 30, 2013.

Budget Considerations:

Funding Source: General Fund: Stores Revolving Fund

Budgeted: Yes: ☒ No: ☐

Amount: Total TBD (Revolving Warehouse Account for Sales to Schools.)

Prepared By:

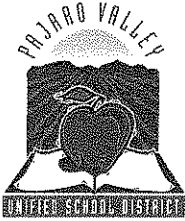
Rich Buse

Superintendent's Signature:

Mary S. C.



PAJARO VALLEY UNIFIED SCHOOL DISTRICT



Board Agenda Backup

Item No: 9.9

Date: June 27, 2012

Item: New Course Proposals – Watsonville High School – Advanced Placement World Civilizations (Second Reading)

Overview: Each year the high schools may propose new courses. Proposed courses go through a process which includes approval by the administration and the principal's leadership group. New courses at WHS go through the site's leadership team – Cabinet. Cabinet is comprised of Department Chairs, Smaller Learning Community representatives and the site administrators. The course being submitted for review and approval is: Advanced Placement World Civilizations. The June 13 Board meeting afforded board members to have a first reading of the curriculum. The Board will have the opportunity to approve this new course at the June 27 meeting.

Rationale: Currently, Watsonville High School offers AP European History for 10th grade students wishing to enroll in an AP course to replace their 10th grade Social Studies A-G requirement. AP World Civilizations would replace this course. AP World Civilizations would offer students an academically rigorous course from a truly global perspective, better preparing students to function in a global economy. The content of AP World is also more closely aligned with the general ed. class, thus offering more continuity between AP and non-AP. Because of this continuity, and considering the future of Common Core Standards, the proposing instructor endeavors to create a curriculum modeled after the AP World course that can then be taught to general World Civ students, and shared throughout the department—thus creating an opportunity for all WHS 10th grade World Civ students to complete AP level course work.

Board approval also affords our other high schools the opportunity to offer AP World Civilizations.

Recommendation: This is the second reading of this course. It will be the recommendation that the board approve this course at this board meeting so it can be included on the list of course offerings for WHS.

Budget Considerations: General Fund. This course will be part of the staffing at WHS and the others schools. It will not be an additional cost to the district.

Funding Source:

Budgeted: Yes: ☒ No: ☐

Amount: \$

Prepared By: Murry Schekman

Superintendent's Signature:

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Division of Secondary Education

NEW COURSE PROPOSAL—HIGH SCHOOL

From Watsonville High School

School: Watsonville High School

Date: 3/20/12

Proposer: Ryan Jones

Department: Social Sciences

Title of Proposed Course: AP World Civilizations

I. Statement of Need

Currently, Watsonville High School offers AP European History for 10th grade students wishing to enroll in an AP course to replace their 10th grade Social Studies A-G requirement. AP World Civilizations would replace this course. AP World Civilizations would offer students an academically rigorous course from a truly global perspective, better preparing students to function in a global economy. The content of AP World is also more closely aligned with the general ed. class, thus offering more continuity between AP and non-AP. Because of this continuity, and considering the future of Common Core Standards, the proposing instructor endeavors to create a curriculum modeled after the AP World course that can then be taught to general World Civ students, and shared throughout the department—thus creating an opportunity for all WHS 10th grade World Civ students to complete AP level course work.

II. Students Involved

Eligible incoming 10th grade students wishing to enroll in AP World Civilizations instead of the required 10th grade general ed. course in Social Studies (World Civilizations).

III. Prerequisites

1. Students must complete an AP World Civilizations application and contract.
2. Students must compose a typed essay expressing their interest in AP World Civilizations and outline their academic goals.
3. Students must receive a recommendation from their Freshmen level ELA course instructor.

IV. Staff Required

This course would replace an already existing course (AP European History). The district funding for the existing course would be used for this course.

V. Program Length and Credit

- A. One academic year in length
- B. 10 credits per year
- C. Will satisfy the A—G Social Studies requirements for 10th grade.

VI. Objectives

A. General:

AP World Civilizations examines the evolution of global processes and contacts, including interactions over time, in order to find patterns in the causes and consequences of significant changes in various regions around the world from 8000 B.C.E. to present.

B. Behavioral:

- Construct meaningful interpretations through sophisticated analysis of relevant historical evidence; and evaluate and synthesize conflicting historical evidence to construct persuasive historical arguments.
- Analyze such features of historical evidence as audience, purpose, point of view, format, argument, limitations, and context in order to make supportable inferences and draw appropriate conclusions thus placing evidence in its context.
- Distinguish among coincidence, causation, and correlations in relations to historical events, as well as critiquing standard interpretations of causes and effect.
- Analyze and evaluate historical patterns of continuity and change over time, thus making connections to course themes, global processes, and current events.
- Analyze and assess competing models of periodization, and construct plausible alternate examples of periodization.
- Compare related historical developments and processes across place, time and/or different societies (or within one society), explaining and evaluating multiple and differing perspectives on a given historical phenomenon or event.
- Evaluate ways in which historical phenomena or processes relate to broader regional, national, or global processes.
- Critique diverse historical interpretations, recognizing the constructed nature of historical interpretation, how the historians' point of view influences their interpretations, and how models of historical interpretation change over time.
- Demonstrate an understanding of the past by applying several of the historical thinking skills, and drawing appropriately on ideas from different fields of inquiry or disciplines when presented in the form of data and arguments.

C. Framework:

- i. Examine archeological evidence from Paleolithic era to determine migration patterns of early hominids from East Africa to Eurasia, Australia, and the Americas with particular attention to developing uses of tools and technology and impacts on culture and climate.
- ii. Examine the causes and effects of the Neolithic Revolution and the development of new and more complex economic and social systems including pastoralism in Afro-Eurasia, Mediterranean, Mesopotamia, Papua New Guinea, Mesoamerica, and the Andes.
- iii. Codifications and further developments of existing religious traditions and the effect on cultural traditions, laws and governance, social organization, art, and architecture.
- iii. The rise and decline of growing states and empires such as the Persian Empires of Southwest Asia, the Qin and Han Empire of East Asia, the Maurya and Gupta Empires of South Asia, the Greek city-states and colonies and Roman Empires of the Mediterranean, Teotihuacan and Maya city-states of Mesoamerica, and the Moche of South America—as well as their effects on political administration, diplomacy, military action, social structure and cultural traditions, and climate.

- iv. Examine trans-regional trade and communication methods and effects including: Eurasian Silk Roads, Trans-Saharan caravan routes, Indian Ocean sea lanes, Mediterranean sea lanes; and their impact in the trade of goods, exchange of people, technology, religious and cultural beliefs, agriculture, and disease pathogens.
- v. Examine the effects of improved transportation technologies as well as commercial practices that led to an increased volume of trade, and expanded geographical range of existing and newly active trade networks within China, the Byzantine Empire, the Caliphates, and the Mongols.
- vi. Describe the causes and consequences of the rapid decline of empires.
- vii. Examine innovations in agriculture and industrial production and their effects on urbanization, trade networks, labor management, religious and cultural institutions, gender roles, and family life.
- viii. Examine the technological innovations in transportation that brought about a global circulation of goods, such as the Columbian Exchange, and its effects on language, religion, culture and social structure, pathogens, and agriculture and pastoralism.
- ix. Examine forms of social organization and modes of production in relation to peasant farming and African slave labor.
- x. Examine the causes of industrialization as well as its effects on how goods were produced, urbanization, agricultural production, transportation, accumulation of capital, social class, labor management, economies, and political and social institutions.
- xi. Examine the effects and motivations for imperialism and nation-state formation including rising nationalism, revolution and political reform.
- xii. Examine global migrations patterns and the effects on agriculture, transportation, and labor.
- xiii. Examine accelerating global changes and realignments in relations to science developments, communication and access to information, climate, shifts in political and economic capital and influence, and causes and consequences of a century of unprecedented military and political conflicts on a global scale.
- xiv. Challenges and conceptualizations of a global economy, society, and culture.

VII. Course Outline

A. Major Concepts (Themes of AP World Civilizations):

- i. Interaction Between Humans and the Environment:** Demography and disease, migration patterns, patterns of settlement, and technology
- ii. Development and Interaction of Cultures:** religions, belief systems, philosophies and ideologies, science and technology, the arts and architecture.
- iii. State-Building, Expansion, and Conflict:** Political structures and forms of governance, empires, nations and nationalism, revolts and revolutions, regional, trans-regional, and global structures and organizations.
- iv. Creation, Expansion, and Interaction of Economic Systems:** Agricultural and pastoral production, trade and commerce, labor systems, industrialization, capitalism and socialism.
- v. Development and Transformation of Social Structures:** Gender roles and relations, family and kinship, racial and ethnic constructions, social and economic classes.

B. Activities:

- Opportunities for students to identify and analyze patterns of change and continuity and change over time and across geographical regions.
- Opportunities for students to apply multiple historical thinking skills to examine a particular historical problem or question.
- Students research current political events in the world and connect insights from a historical context to the present.
- Through writing, students examine cause and effect, and relationships between events and form arguments supported with written documents, maps, images, quantitative data, works of art, and other types of historical sources.
- Students are taught to discourse with their peers regarding historical insights and context.
- Students practice skills to prepare them to become self-learners.

VIII. Teaching Methods Involved

Instructor will use a variety of teaching methods to engage students in course content and increase academic literacy. These methods include lecture, structured academic discourse, primary and secondary source analysis, document based questions, free response questions, group and individual course work, etc. Appropriate strategies for ELLs will also be in place to scaffold content and literacy skills.

IX. Instructional Materials and Equipment

The following materials will be used in the course:

1. Textbook: World Civilizations: The Global Experience, 5th Edition, *AP Edition* by: Sterns, Adas, Schwartz, and Gilbert. ISBN: 0-13-220699-4
2. AP World Exam prep book
3. A variety of primary and secondary documents

X. Evaluation

All students will participate in the end of the year AP exam. The exam is 3 hours and 5 minutes long and includes both a 55-minute multiple-choice section and a 130 minute free-response section. The multiple-choice section of the examination accounts for half of the student's exam grade, and the free-response section for the other half. Section I consists of 70 multiple-choice questions designed to measure the student's knowledge of world history from Period 1 to the present. In Section II, the free-response section of the exam, Part A begins with a mandatory 10-minute reading period for the document-based question. Students should answer the document-based question in approximately 40 minutes. In Part B students are asked to answer a question that deals with continuity and change over time (covering at least one of the periods in the concept outline). Students will have 40 minutes to answer this question, 5 minutes of which should be spent planning and/or outlining the answer. In Part C students are asked to answer a comparative question that will focus on broad issues or themes in world history and deal with at least two societies. Students will have 40 minutes to answer this question, 5 minutes of which should be spent planning and/or outlining the answer.

In addition to the AP Exam, instructor will use formative and summative assessments to measure both content and academic literacy skills to inform instruction and evaluate student progress. Some of these assessments include multiple-choice exams and quizzes, open-ended response, timed essays, and formal typed (untimed) essays.



Board Agenda Backup

Item No: 9.10

Date: June 27, 2012

Item: Update Authorized District Signatures on Record (Resolution 11-12-35)

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 2012-2013 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: Wm. Schla

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

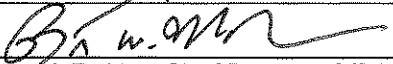

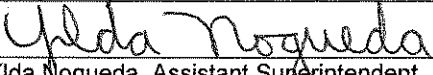

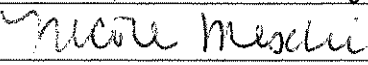
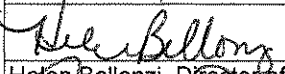
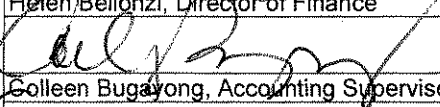

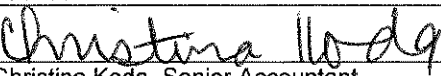
Resolution No. 12-13-35

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
 Brett McFadden, Chief Business Official	X	X	X	X	X	X	X	X
Cathy Stefanki, Interim Assistant Superintendent/ Human Resources	X	X	X	X	X	X	X	X
 Murry Schekman, 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, Director of Maintenance, Operations and Facilities			X	X				
 Christina Koda, Senior Accountant	X	X			X			

A=BILL WARRANTS (Includes Wire Transfer in lieu of a Bill Warrant)
B=CHECKING & SAVINGS
C=CONTRACTS & AGREEMENTS
D=GOVERNMENT PROJECTS

E=PAYROLL DOCUMENTS AND ACCOUNTING DOCUMENTS
F=PURCHASE & 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 27th day of June, 2012, by the following vote:

AYES _____ NOES _____ ABSENT _____

Attest

Leslie De Rose
President, Board of Trustees

Jeff Ursino
Vice President/Clerk, Board of Trustees

PAJARO VALLEY UNIFIED SCHOOL DISTRICT



Board Agenda Backup

Item No: 11.1

Date: June 27, 2012

Item: Adoption of 2012-13 Proposed District Budget

Overview: The board was presented with an overview of the district's proposed 2012-13 July Budget during the public hearing item on the matter.

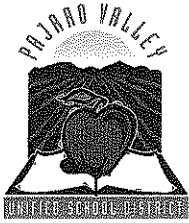
Recommendation: Adopt the proposed 2012-13 July Budget as submitted.

Prepared By: Brett W. McFadden, CBO and Helen Belonzi, Director of Fiscal Services

Superintendent's Signature:

A handwritten signature in black ink, appearing to read "Murray S.", written over a horizontal line.

PAJARO VALLEY UNIFIED SCHOOL DISTRICT



Board Agenda Backup

Item No: 11.2

Date: June 13, 2012

Item: Approve Renewal of Contracts for Assistant Superintendent of Secondary Education, Assistant Superintendent of Primary Education and Chief Business Officer.

Overview: The employment contracts for Assistant Superintendents of Primary and Secondary Education and for Chief Business Officer expire June 2012. Attached are the three contracts extending them through June 2014.

The only change is for the Assistant Superintendents' contracts, and it is the removal of language around furlough days as it is a clause that was in place through the year 2011-12.

Recommendation: Approve renewal of contract through June 30, 2014.

Prepared By: Dorma Baker, Superintendent

Superintendent's Signature:

A handwritten signature in black ink, appearing to read "Dorma Baker", written over a horizontal line.

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT
OF SANTA CRUZ COUNTY, CALIFORNIA**

**CONTRACT OF EMPLOYMENT
Assistant Superintendent's Contract**

THIS AGREEMENT is made this 27th day of June, 2012, by and between the Governing Board of the Pajaro Valley Unified School District and Ylda Noguera.

1. Term. District hereby employs Assistant Superintendent for a period beginning the 1st day of July, 2012 and terminating on the June 30, 2014, subject to the terms and conditions set forth below.

2. Salary. The Assistant Superintendent's annual salary shall be based on the salary schedule, Range 48. In addition, the employee qualifies to receive a stipend for his/her earned Master's Degree and/or Doctoral Degree. Payment will be in twelve (12) equal payments.

The Board reserves the right to change the Assistant Superintendent's salary for any year of this contract with the mutual written consent of the Assistant Superintendent and the Board. A change in salary shall not constitute the creation of a new contract nor extend the termination date of this Agreement.

The Parties recognize that the Assistant Superintendent is paying for coverage under that District's health insurance plans. Therefore, if the District increases its contribution for health premiums for non-contracted management/supervisory employees, the District shall increase the salary of the Assistant Superintendent in the same dollar amount. For example, if the District's current contribution for health benefits is \$6,000 per year for management/supervisory employees and the District increases its contribution to \$6,200 in the following year, the District shall increase the salary of the Assistant Superintendent by \$200 in the following year.

3. Credentials. Assistant Superintendent represents that he/she possesses current credentials authorizing service in the California Public Schools and that such credentials are registered with the County Superintendent of Schools.

4. Health Benefits. The Assistant Superintendent may purchase at his/her own expense the health benefits coverage offered by the District to other management employees. The Assistant Superintendent may elect to waive health benefits coverage through the District by providing verification of coverage under an outside health insurance carrier. If coverage is continued under PVUSD Health Plan, the total cost of that coverage will be deducted from the Assistant Superintendent's salary, divided equally over twelve months.

5. Sick Leave. Assistant Superintendent shall, during the term of this Agreement, earn and accrue one day of sick leave with pay for each full month of service rendered. Assistant Superintendent shall not be entitled to utilization of sick leave in advance of accrual or in excess of the number of days actually earned or accrued.

6. Management Hours. It is understood that the demands of the office will require Assistant Superintendent to average more than a forty (40) hour work week. It is also understood that there will be times when the demands of the office does not require the presence or services of Assistant Superintendent during the normal work week. Therefore, Assistant Superintendent shall maintain a work schedule, which is sufficient to adequately, efficiently, and effectively perform the duties of his office. When the Superintendent grants permission, he/she may be absent from duty during normal working hours and shall not be required to adhere to those office hours prescribed for other personnel.

7. Positive Work Year/Earned Vacation. Assistant Superintendent shall be required to render two hundred twenty-two (222) days of service to the District during each fiscal year. Assistant Superintendent shall submit a proposed work year calendar indicating days of service to the Superintendent prior to the beginning of each year. Approval of the proposed calendar shall be within the sole and absolute discretion of the Superintendent. In the event an acceptable calendar is not submitted, the Superintendent shall establish the work year for the Assistant Superintendent. Because of the positive work year of 222 days, Assistant Superintendent shall not earn or accrue vacation days.

8. Evaluation and Supervision. The Assistant Superintendent shall be evaluated and supervised by the Superintendent.

9. Professional Meetings. The Assistant Superintendent is expected to attend appropriate professional meetings at local, state, and national levels. State association fees will be paid by the District. Prior notice shall be given to the Superintendent when the Assistant Superintendent attends a function outside of the District in accordance with District policy.

10. Outside Professional Activities. By prior approval of the Superintendent, the Assistant Superintendent may undertake for consideration outside professional activities, including consulting, speaking and writing. The Assistant Superintendent's outside professional activities shall not occur during regular work hours. In no event will the Board be responsible for any expenses attendant to the performance of such outside activities.

11. Termination of Contract.

- a. Mutual Consent. This Agreement may be terminated at any time by mutual consent of the Board and the Assistant Superintendent. The Assistant Superintendent shall notify the Superintendent and the Board in the event that he becomes a finalist for another position and prior to interviewing as a finalist.
- b. Non-renewal of Agreement by the District. The Board may elect not to renew this Agreement for any reason by providing written notice to the Assistant Superintendent in accordance with Education Code Section 35031.
- c. Termination of Status as Certificated Employee. The Assistant Superintendent shall not achieve status as a permanent certificated employee of the District, and may be terminated as a probationary in accordance with the applicable provisions of law.

- d. Termination as Assistant Superintendent for Cause. The Assistant Superintendent's status as Assistant Superintendent and all of the Assistant Superintendent's rights under this Agreement may be terminated by the Board at any time for, but not limited to, breach of contract, any ground enumerated in the Education Code, or the Assistant Superintendent's failure to perform his responsibilities as set forth in this Agreement, as defined by law, or as specified in the Assistant Superintendent's job description, if any. The Board shall not terminate this Agreement pursuant to this paragraph 11.d until a written statement of the grounds for termination has first been served upon the Assistant Superintendent. The Assistant Superintendent shall then be entitled to a conference with the Board at which time the Assistant Superintendent shall be given a reasonable opportunity to address the Board's concerns. The conference with the Board shall be the Assistant Superintendent's exclusive right to any hearing otherwise required by law.
- e. Early Termination. The Board may unilaterally and without cause, terminate this Agreement and the Assistant Superintendent's status as Assistant Superintendent. In consideration for exercise of this right of the Board to terminate, the District shall pay to Assistant Superintendent for the remainder of the un-expired term of this contract not to exceed eighteen (18) months a monthly sum equal to the difference between Assistant Superintendent's gross monthly salary at the salary rate in effect during his last month of service and the amount which Assistant Superintendent earns subsequent to the effective date of termination. As a condition of payment hereunder, Assistant Superintendent shall file with the District not later than the last day of each month, a written statement listing the amount of Assistant Superintendent's earnings for that month. Failure to file such a statement by the time required for any month shall constitute a waiver of and release of the District from any obligation of payment for that month.

12. Expense Reimbursement. The District shall reimburse the Assistant Superintendent for actual and necessary expenses incurred by the Assistant Superintendent within the scope of his employment so long as such expenses are permitted by District policy or incurred with prior approval of the Board. For reimbursement, the Assistant Superintendent shall submit an expense claim to the Board in writing for the Assistant Superintendent's reimbursable expenses for the prior month. The Assistant Superintendent's expense claim shall be supported by appropriate written documentation verifying the contents of the report prior to the Board's authorization of reimbursement.

13. Mileage Reimbursement. You shall receive monthly the sum of five hundred (\$500.00) for the use of an automobile owned by you within the counties of Santa Cruz and Monterey. The approved mileage rate will apply for assigned duties outside of the stated counties.

14. Retirement. At the termination of employment, the Assistant Superintendent may receive a retirement incentive equal to the one offered for the 05-06 school year to management employees if the following qualifications are met: Minimum of five (5) years in the District and have reached the age of 55 years old.

15. Longevity. A 2.5% longevity stipend shall be awarded after 5-years of district service in a management position. After 10-years of service to the district as a manager, an additional 2.5% stipend will be awarded; and every five years thereafter, a 2.5% stipend will be awarded.

16. General Provisions.

- a. Governing Law. This Agreement, and the rights and obligations of the parties, shall be construed and enforced in accordance with the laws of the State of California.
- b. Entire Agreement. The Agreement contains the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions, and neither party has relied upon any representation, express or implied, not contained in this Agreement.
- c. No Assignment. The Assistant Superintendent may not assign or transfer any rights granted or obligations assumed under this Agreement.
- d. Seniority. The Assistant Superintendent shall not be considered a school site administrator for purposes of Education Code Section 44956.5.
- e. Modification. This Agreement cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument executed by both of the parties.

Dorma Baker, Superintendent

Leslie L. DeRose, Board President

ACCEPTANCE OF OFFER

I accept the above offer of employment and the terms and conditions thereof and will report for duty as directed above.

I have not entered into a contract of employment with the governing board of another school district or any other employer that will in any way conflict with the terms of this employment agreement.

I hold legal and valid administrative and teaching credentials each of which is, or will be, recorded in the office of the Assistant Superintendent of Personnel of the Pajaro Valley Unified School District before receipt of my first payroll warrant. I further certify that I meet the qualifications of Education Code Section 35028.

Date

Ylda Nogueta, Assistant Superintendent

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT
OF SANTA CRUZ COUNTY, CALIFORNIA**

**CONTRACT OF EMPLOYMENT
Assistant Superintendent's Contract**

THIS AGREEMENT is made this 27th day of June, 2012, by and between the Governing Board of the Pajaro Valley Unified School District and Murry Schekman.

1. Term. District hereby employs Assistant Superintendent for a period beginning the 1st day of July 2012 and terminating on the June 30, 2014, subject to the terms and conditions set forth below.

2. Salary. The Assistant Superintendent's annual salary shall be based on the salary schedule, Range 48. In addition, the employee qualifies to receive a stipend for his/her earned Master's Degree and/or Doctoral Degree. Payment will be in twelve (12) equal payments.

The Board reserves the right to change the Assistant Superintendent's salary for any year of this contract with the mutual written consent of the Assistant Superintendent and the Board. A change in salary shall not constitute the creation of a new contract nor extend the termination date of this Agreement.

The Parties recognize that the Assistant Superintendent is paying for coverage under that District's health insurance plans. Therefore, if the District increases its contribution for health premiums for non-contracted management/supervisory employees, the District shall increase the salary of the Assistant Superintendent in the same dollar amount. For example, if the District's current contribution for health benefits is \$6,000 per year for management/supervisory employees and the District increases its contribution to \$6,200 in the following year, the District shall increase the salary of the Assistant Superintendent by \$200 in the following year.

3. Credentials. Assistant Superintendent represents that he/she possesses current credentials authorizing service in the California Public Schools and that such credentials are registered with the County Superintendent of Schools.

4. Health Benefits. The Assistant Superintendent may purchase at his/her own expense the health benefits coverage offered by the District to other management employees. The Assistant Superintendent may elect to waive health benefits coverage through the District by providing verification of coverage under an outside health insurance carrier. If coverage is continued under PVUSD Health Plan, the total cost of that coverage will be deducted from the Assistant Superintendent's salary, divided equally over twelve months.

5. Sick Leave. Assistant Superintendent shall, during the term of this Agreement, earn and accrue one day of sick leave with pay for each full month of service rendered. Assistant Superintendent shall not be entitled to utilization of sick leave in advance of accrual or in excess of the number of days actually earned or accrued.

6. Management Hours. It is understood that the demands of the office will require Assistant Superintendent to average more than a forty (40) hour work week. It is also understood that there will be times when the demands of the office does not require the presence or services of Assistant Superintendent during the normal work week. Therefore, Assistant Superintendent shall maintain a work schedule, which is sufficient to adequately, efficiently, and effectively perform the duties of his office. When the Superintendent grants permission, he/she may be absent from duty during normal working hours and shall not be required to adhere to those office hours prescribed for other personnel.

7. Positive Work Year/Earned Vacation. Assistant Superintendent shall be required to render two hundred twenty-two (222) days of service to the District during each fiscal year. Assistant Superintendent shall submit a proposed work year calendar indicating days of service to the Superintendent prior to the beginning of each year. Approval of the proposed calendar shall be within the sole and absolute discretion of the Superintendent. In the event an acceptable calendar is not submitted, the Superintendent shall establish the work year for the Assistant Superintendent. Because of the positive work year of 222 days, Assistant Superintendent shall not earn or accrue vacation days.

8. Evaluation and Supervision. The Assistant Superintendent shall be evaluated and supervised by the Superintendent.

9. Professional Meetings. The Assistant Superintendent is expected to attend appropriate professional meetings at local, state, and national levels. State association fees will be paid by the District. Prior notice shall be given to the Superintendent when the Assistant Superintendent attends a function outside of the District in accordance with District policy.

10. Outside Professional Activities. By prior approval of the Superintendent, the Assistant Superintendent may undertake for consideration outside professional activities, including consulting, speaking and writing. The Assistant Superintendent's outside professional activities shall not occur during regular work hours. In no event will the Board be responsible for any expenses attendant to the performance of such outside activities.

11. Termination of Contract.

- a. Mutual Consent. This Agreement may be terminated at any time by mutual consent of the Board and the Assistant Superintendent. The Assistant Superintendent shall notify the Superintendent and the Board in the event that he becomes a finalist for another position and prior to interviewing as a finalist.
- b. Non-renewal of Agreement by the District. The Board may elect not to renew this Agreement for any reason by providing written notice to the Assistant Superintendent in accordance with Education Code Section 35031.
- c. Termination of Status as Certificated Employee. The Assistant Superintendent shall not achieve status as a permanent certificated employee of the District, and may be terminated as a probationary in accordance with the applicable provisions of law.

- d. Termination as Assistant Superintendent for Cause. The Assistant Superintendent's status as Assistant Superintendent and all of the Assistant Superintendent's rights under this Agreement may be terminated by the Board at any time for, but not limited to, breach of contract, any ground enumerated in the Education Code, or the Assistant Superintendent's failure to perform his responsibilities as set forth in this Agreement, as defined by law, or as specified in the Assistant Superintendent's job description, if any. The Board shall not terminate this Agreement pursuant to this paragraph 11.d until a written statement of the grounds for termination has first been served upon the Assistant Superintendent. The Assistant Superintendent shall then be entitled to a conference with the Board at which time the Assistant Superintendent shall be given a reasonable opportunity to address the Board's concerns. The conference with the Board shall be the Assistant Superintendent's exclusive right to any hearing otherwise required by law.
- e. Early Termination. The Board may unilaterally and without cause, terminate this Agreement and the Assistant Superintendent's status as Assistant Superintendent. In consideration for exercise of this right of the Board to terminate, the District shall pay to Assistant Superintendent for the remainder of the un-expired term of this contract not to exceed eighteen (18) months a monthly sum equal to the difference between Assistant Superintendent's gross monthly salary at the salary rate in effect during his last month of service and the amount which Assistant Superintendent earns subsequent to the effective date of termination. As a condition of payment hereunder, Assistant Superintendent shall file with the District not later than the last day of each month, a written statement listing the amount of Assistant Superintendent's earnings for that month. Failure to file such a statement by the time required for any month shall constitute a waiver of and release of the District from any obligation of payment for that month.

12. Expense Reimbursement. The District shall reimburse the Assistant Superintendent for actual and necessary expenses incurred by the Assistant Superintendent within the scope of his employment so long as such expenses are permitted by District policy or incurred with prior approval of the Board. For reimbursement, the Assistant Superintendent shall submit an expense claim to the Board in writing for the Assistant Superintendent's reimbursable expenses for the prior month. The Assistant Superintendent's expense claim shall be supported by appropriate written documentation verifying the contents of the report prior to the Board's authorization of reimbursement.

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- c. No Assignment. The Assistant Superintendent may not assign or transfer any rights granted or obligations assumed under this Agreement.
- d. Seniority. The Assistant Superintendent shall not be considered a school site administrator for purposes of Education Code Section 44956.5.
- e. Modification. This Agreement cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument executed by both of the parties.

Dorma Baker, Superintendent

Leslie L. DeRose, Board President

ACCEPTANCE OF OFFER

I accept the above offer of employment and the terms and conditions thereof and will report for duty as directed above.

I have not entered into a contract of employment with the governing board of another school district or any other employer that will in any way conflict with the terms of this employment agreement.

I hold legal and valid administrative and teaching credentials each of which is, or will be, recorded in the office of the Assistant Superintendent of Personnel of the Pajaro Valley Unified School District before receipt of my first payroll warrant. I further certify that I meet the qualifications of Education Code Section 35028.

Date

Murry Schekman, Assistant Superintendent

PAJARO VALLEY UNIFIED SCHOOL DISTRICT
OF SANTA CRUZ COUNTY, CALIFORNIA

CONTRACT OF EMPLOYMENT
(Chief Business Officer)

The following is an agreement between the Board of Trustees of the PAJARO VALLEY UNIFIED SCHOOL DISTRICT OF SANTA CRUZ COUNTY, CALIFORNIA, hereinafter referred to as the "District", and Brett W. McFadden, hereinafter referred to as "Chief Business Officer." (This position is a senior-management position.)

The District does hereby employ Brett McFadden, Chief Business Officer, subject to the terms and conditions of statutes governing the employment of classified employees. The terms and conditions hereinafter set forth are effective commencing July 1, 2012 and ending on June 30, 2014.

1. COMPENSATION

The salary of the Chief Business Officer shall be based on the management/confidential salary schedule, Range 51 payable in (12) equal monthly installments in accordance with the pay schedule for Classified Management Personnel. The District reserves the right to increase the annual salary of the Chief Business Officer at any time during the terms of this contract, said increase to be effective on the date stipulated in the action by the Governing Board. The annual salary may not be reduced unless by mutual consent of the Chief Business Officer and the District. It is provided, however, that any change in salary shall not be considered that a new contract has been entered into.

The Board of Trustees agree that the Yearly Gross Salary provided for the Chief Business Officer will include the current District-provided contribution that other certificated administrators receive for health and welfare benefits as part of the Chief Business Officer's compensation. The Chief Business Officer may purchase, at his own expense, the health benefit coverage offered by the District to other management employees or may elect to waive the benefit coverage. If the District increases its contribution for health premiums for non-contracted management/supervisory employees, the District shall increase the salary of the Chief Business Officer in the same dollar amount.

2. LONGEVITY

A 2.5% longevity stipend shall be awarded after 5-years of district service in a management position. After 10-years of service to the district as a manager, an additional 2.5% stipend will be awarded; and every five years thereafter, a 2.5% stipend will be awarded.

3. EVALUATION

After the initial six (6) months of employment, an evaluation shall be completed by the Superintendent. After the six (6) month evaluation, the Superintendent shall evaluate the Chief Business Officer at least once each year. Said evaluations shall be performed in accordance with the Rules and Regulations of the Classified Personnel Commission.

4. DUTIES

The Chief Business Officer shall perform the duties prescribed by law, District policy and Personnel Commission's Rules and Regulations. He shall supervise and coordinate the Business Services Program for the District, working cooperatively with the Superintendent to ensure an efficient and effective Business Services Program. The Chief Business Officer shall also perform those duties outlined in the job description for the Chief Business Officer which has been adopted by the District, and other duties assigned by the District. A copy of the job description is attached and is a part of the contract.

5. MANAGEMENT HOURS

It is understood that the demands of the office will require the Chief Business Officer to average more than a forty (40) hour work week. It is also understood that there will be times when the demands of the office does not require the presence or services of the Chief Business Officer during the normal work week. Therefore, the Chief Business Officer shall maintain a work schedule, which is sufficient to adequately, efficiently, and effectively perform the duties of his office. When the Superintendent grants permission, he may be absent from duty during normal working hours and shall not be required to adhere to those office hours. The Chief Business Officer may accept speaking, training and presentation opportunities as long as those events do not hinder the performance of his duties as the Chief Business Officer of the District. Such activities will be approved by the Superintendent in accordance with the Chief Business Officer's reporting functions.

6. EXPENSE REIMBURSEMENT

The District shall reimburse the Chief Business Officer for actual and necessary expenses incurred by the Chief Business Officer within the scope of his employment so long as such expenses are permitted by District policy or incurred with prior approval of the Board. For reimbursement, the Chief Business Officer shall submit an expense claim in writing for the reimbursable expenses for the prior month. The expense claim shall be supported by appropriate documentation verifying the contents of the report prior to the authorization of reimbursement.

7. VACATION

The Chief Business Officer shall be required to render twelve (12) months of full and regular service to the District during each year, except that he shall be entitled to twenty-six (26) working days annual vacation (exclusive of regular holidays and weekends). Upon separation from the District, the Chief Business Officer shall be entitled to compensation for up to thirty (30) days of unused vacation, accrued vacation at the salary rate in effect at the time of separation. Vacation usage shall be pursuant to the Rules and Regulations of the Personnel Commission and by agreement of the Superintendent

8. OTHER BENEFITS

Sick leave shall be earned at a rate of one (1) day per month (twelve days annually) as provided by the Education Code, and the Rules and Regulations of the Personnel Commission. Earned sick leave shall be cumulative.

In addition, the Chief Business Officer shall be granted all other leaves contained in the Rules and Regulations of the Classified Service and in the Education Code.

The District shall make payment for the employee's contribution to PERS.

Further, the Chief Business Officer shall receive a monthly sum of five hundred dollars (\$500.00) for the use of an automobile owned by him and used in the performance of regularly assigned duties within the counties of Santa Cruz and Monterey and/or within the boundaries of Pajaro Valley Unified School District. The approved mileage rate shall apply for assigned duties outside the Santa Cruz County.

The Chief Business Officer is expected to attend appropriate professional meetings at local, state, and national levels. State association fees will be paid by the District. Prior notice shall be given to the Superintendent when the Chief Business Officer attends a function outside of the District in accordance with District policy.

9. CHANGES IN CONTRACT

This contract may be changed by mutual agreement of the parties. The party seeking a change shall be given not less than sixty (60) days written notice to the other party. This contract can be changed or modified only by an amendment reduced to writing, signed by all parties or their successors in interest to this contract.

10. TERMINATION OF CONTRACT

Mutual Consent. This Agreement may be terminated at any time by mutual consent of the Board and the Chief Business Officer. The Chief Business Officer shall notify the Superintendent and the Board in the event that he becomes a finalist for another position and prior to interviewing as a finalist.

Nonrenewal of Agreement by the District. The Board may elect not to renew this Agreement for any reason by providing written notice to the Chief Business Officer in accordance with Education Code Section 35031.

Termination of Status as a Classified Employee. The Chief Business Officer is a classified employee of the District, and may be terminated as a probationary employee in accordance with the applicable provisions of law.

Termination as the Chief Business Officer for Cause. The Chief Business Officer's status as Chief Business Officer and all of the Chief Business Officer's rights under this Agreement may be terminated by the Board at any time for cause which may include but is not limited to, any ground enumerated in the Education Code or Board Policy. The Board shall not terminate this Agreement pursuant to paragraph VII (d) until a written statement of the grounds for termination as first been served upon the Chief Business Officer. The Chief Business Officer shall then be entitled to a conference with the Board at which time the Chief Business Officer shall be given a reasonable opportunity to address the Board's concerns. The conference with the Board shall be the Chief Business Officer's exclusive right and shall not substitute any hearing otherwise required by law.

Early Termination. The Board may, unilaterally and without cause, terminate this Agreement and the Chief Business Officer's status as Chief Business Officer. In consideration for the exercise of this right of the Board to terminate, the District shall pay to the Chief Business Officer for the remainder of the unexpired term of this contract, including health and welfare benefits. This compensation shall not exceed eighteen (18) months a monthly sum equal to the difference between Chief Business Officer's gross monthly salary at the salary rate in effect during his last month of service and the amount which the Chief Business Officer earns subsequent to the effective date of termination. As a condition of payment hereunder, the Chief Business Officer shall file with the District not later than the last day of each month, a written statement listing the amount of the Chief Business Officer's earnings for that month. Failure to file such a statement by the time required for any month shall constitute a waiver of and release of the District from any obligation of payment for that month.

Severability. In the event that any section of this contract is deemed null and void by a court of competent jurisdiction, all other provisions of the contract shall remain in full force and effect.

II. GENERAL PROVISIONS

- a. Governing Law. This Agreement, and the rights and obligations of the parties shall be construed and enforced in accordance with the laws of the State of California.
- b. Entire Agreement. This Agreement contains the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions, and neither party has relied upon any representation, express or implied, not contained in this Agreement.
- c. No Assignment. The Chief Business Officer may not assign or transfer any rights granted or obligations assumed under this Agreement.
- d. Modification. This Agreement cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument executed by both parties.

In witness whereof, we affix our signatures to this contract this _____ day of _____, 2012, in Watsonville, CA

By: _____
Leslie L. DeRose, Board President

I hereby accept this offer of employment and agree to comply with the conditions hereof, and to fulfill all of the duties of employments as the Chief Business Officer of the Pajaro Valley Unified School District.

By: _____
Brett McFadden, Chief Business Officer

Date of Acceptance: _____



Board Agenda Backup

Item No: 11.3

DATE: June 27, 2012**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.

New 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, math and science. These are statewide shortage areas as well. The District has developed a Plan to Remedy the Shortage of Bilingual 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; Teacher 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:**

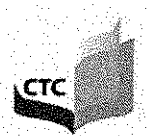
Budgeted: Yes: ☐

No: ☐

Amount: \$

Prepared By: Leland Takemoto

Superintendent's Signature:



DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

☒ Original Declaration of Need for year: 2012-2013

☐ 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 6/27/12 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, 2013.

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

Lee Takemoto

Name

Signature

Human Resource Director

Title

831 761-6018

Fax Number

831 786-2145

Telephone Number

Date

294 Green Valley Road, Watsonville, CA 95076

Mailing Address

leland_takemoto@pvusd.net

Email Address

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, 2013.

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

Submitted by Superintendent, Director, or Designee:

Lee Takemoto

Human Resource Director

Name

Signature

Title

831 786-6018

831 786-2145

Fax Number

Telephone Number

Date

294 Green Valley Road, Watsonville, CA 95076

Mailing Address

leland_takemoto@pvusd.net

Email 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/English Learner Authorization (applicant already holds teaching credential)

5

☐ Bilingual Authorization (applicant already holds teaching credential)

10

List target language(s) for bilingual authorization:

☒ Resource Specialist

5

☐ 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 the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	5
Single Subject	10
Special Education	15
TOTAL	30

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 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 intern 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 intern program? ☒ Yes ☐ No

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

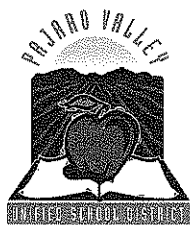
If yes, list each college or university with which you participate in an intern program.

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

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



PAJARO VALLEY UNIFIED SCHOOL DISTRICT



Board Agenda Backup

Item No: 11.4

Date:	June 27, 2012
Item:	APPROVE NEW BOARD POLICY #1114, SOCIAL MEDIA USE
Overview:	<p>Attached is Board Policy #1114, Social Media Use, for the Board's approval. Also included is the Administrative Regulation for this policy for the Board's information.</p> <p>This is a new policy that addresses an important issue for our students and our community. Once approved, the policy (and regulation) will be added to the District's policies and will be distributed to our staff.</p>
Recommendation:	Review and approve new Board Policy 1114, Social Media Use.

Prepared By: Tim Landeck, Director of Technology

Superintendent's Signature:

Dorinda Baker

SOCIAL MEDIA USE

The Governing Board supports the expansion of technology systems to effectively meet student and staff needs in the 21st century. The Governing Board recognizes the value of social media and networking sites and emerging forums for online collaboration and interaction to enhance communication; strengthen connections with students, parents/guardians, staff, and community members; and support student learning and staff development. The use of social media shall support the districts goals and focus areas, and be coordinated with other District communication strategies, and be operated in accordance with all applicable laws.

(cf. 0000 - Vision)

(cf. 0440 - District Technology Plan)

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

(cf. 1113 - District and School Web Sites)

(cf. 6020 - Parent Involvement)

(cf. 6145.5 - Student Organizations and Equal Access)

Definitions

As used in this Policy, “social media” and/or “networking sites” mean those Internet and Web technologies which allow users to collaborate and share information over the Internet with a network of other district users or the community as a whole. These sites include, but are not limited to, Facebook, YouTube, Twitter, MySpace, LinkedIn, and Flickr.

“Official District” social media and/or or networking sites are those sites created or authorized by the Superintendent or designee and the District’s IT Director. These include, for example, a school site Facebook page.

Standards and Guidelines

The Superintendent or designee shall establish standards and guidelines for the use of official District social media to ensure the appropriate and responsible use of these tools and resources and compliance with law, Board policies and procedures. Each site shall contain a statement that specifies the site's purposes along with a statement that users are expected to use the site only for those purposes. Each site shall also contain a statement that users are personally responsible for the content of their posts.

Official District social media and/or or networking sites are nonpublic forums. To inform users of this, the following paragraph shall be posted on all “Official District” social media site to forewarn all users:

“Official District” social media platforms shall be used only for their stated purposes and in a manner consistent with this policy and administrative regulation. By creating these official sites and allowing for public comment, the Board does not intend to create a limited public forum or otherwise guarantee an individual's right to free speech.

SOCIAL MEDIA USE (continued)

(cf. 5145.2 - Freedom of Speech/Expression)
(cf. 6145.5 - Student Organizations and Equal Access)
(cf. 5131 - Conduct)
(cf. 4040 - Employee Use of Technology)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 6163.4 - Student Use of Technology)

Content

The Superintendent or designee shall develop content guidelines for official district social media or networking sites in accordance with the law and Board policy.

Official District social media or networking sites shall not contain content that is obscene, libelous, slanderous, defamatory or proprietary, that interferes with the privacy of any individual, that constitutes bullying, that creates a clear and present danger of inciting students to commit unlawful acts, violate school rules, substantially disrupt the school orderly operations, or that violates any law or Board Policy.

Appropriate Use of Social Media and Networking Sites

All users of official district social media or networking sites, including employees, shall conduct themselves in a respectful manner and adhere to standards of civility.

All users of official district social media or networking sites are responsible for their communications and actions.

Employees and students shall comply with all policies, procedures and practices established by the District in connection with the use of official district social media or networking sites. Use of social media or networking sites through a District computer, personal computer, mobile telephone, or any other means of electronic transmission, either on or off District property, in violation of the law or Board policies may result in disciplinary action.

(cf. 1340 - Access to District Records)
(cf. 9012 - Board Member Electronic Communications)

Privacy

The Superintendent or designee shall ensure that official district social media or networking sites' content protects the privacy rights of students, parents/guardians, staff, Board members, and other individuals, as required by law.

(cf. 5125.1 - Release of Directory Information)

SOCIAL MEDIA USE (continued)

Social media and networking sites and other online forums shall not be used by district employees, students, parents/guardians or community members to transmit confidential information about students, employees, school or district operations. Transmittal of confidential information is prohibited whether transmitted through a District computer, personal computer, mobile telephone, or any other means of electronic transmission whether on or off District property.

Phone numbers, home addresses, and/or email addresses of students and/or staff shall not be posted online without prior written permission of the Superintendent or designee.

(cf. 1340 - Access to District Records)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5022 - Student and Family Privacy Rights)

(cf. 5125 - Student Records)

Because of the wide accessibility of the Internet and potential risk to students, photographs and/or video of individual students shall not be published with names or other personally identifiable information without the permission of the students' parent/guardian. Photographs and/or video of groups of students at a school activity or event may be posted with parent/guardian permission, provided that individual students are not identifiable and students' names are not included.

Legal Reference: (see next page)

SOCIAL MEDIA USE (continued)

Legal Reference:

EDUCATION CODE

32261 School safety, definitions of bullying and electronic act

35182.5 Contracts for advertising

48900 Grounds for suspension and expulsion

48907 Exercise of free expression; rules and regulations

48950 Speech and other communication

49061 Definitions, directory information

49073 Release of directory information

60048 Commercial brand names, contracts or logos

GOVERNMENT CODE

3307.5 Publishing identity of public safety officers

6250-6270 Public Records Act, especially:

6254.21 Publishing addresses and phone numbers of officials

6254.24 Definition of public safety official

54952.2 Brown Act, definition of meeting

UNITED STATES CODE, TITLE 17

101-1101 Federal copyright law

UNITED STATES CODE, TITLE 20

1232g Federal Family Educational Rights and Privacy Act

UNITED STATES CODE, TITLE 29

157 Employee rights to engage in concerted, protected activity

794 Section 503 of the Rehabilitation Act of 1973; accessibility to federal web sites

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

COURT DECISIONS

Page v. Lexington County School District, (2008, 4th Cir.) 531 F.3d 275

Downs v. Los Angeles Unified School District, (2000) 228 F.3d 1003

Aaris v. Las Virgenes Unified School District, (1998) 64 Cal.App.4th 1112

Perry Education Association v. Perry Local Educators' Association, (1983) 460 U.S. 37

Board of Education, Island Trees Union Free School District, et.al. v. Pico, (1982) 457 U.S. 853

NATIONAL LABOR RELATIONS BOARD DECISIONS

18-CA-19081 *Sears Holdings*, December 4, 2009

Management Resources:

FACEBOOK PUBLICATIONS

Facebook for Educators Guide, 2011

WEB SITES

CSBA: <http://www.csba.org>

California School Public Relations Association: <http://www.calspra.org>

Facebook in Education: <http://www.facebook.com/education>

Facebook for Educators: <http://facebookforeducators.org>

Facebook, privacy resources: <http://www.facebook.com/fbprivacy>

SOCIAL MEDIA USE

The District encourages students, employees, and community members who use online forums, including but not limited to social media and/or networking sites and District Internet sites, to do so for the purpose of supporting the District's educational mission, and in a manner consistent with applicable law, Board Policies and Administrative Regulations. The District requires that students and employees follow District guidelines for online communications and the appropriate use of technology.

All users, including District employees, students, and community members, of official District online social media and/or networking sites must be aware of the public nature and accessibility of electronic postings, messages, and displays, and to adhere to standards of civility. District employees, students, and community members who post, display, and/or send communications on official District social media and/or networking sites that violate applicable laws, or Board Policies/Administrative Regulations, whether using a District computer, personal computer, mobile telephone, or any other means of electronic transmission, either on or off District property, will be held individually responsible.

Definitions

As used in this Administrative Regulation "social media" and/or "networking sites" mean those Internet and Web technologies which allow users to collaborate and share information over the Internet with a network of other District users or the community as a whole. These sites include, but are not limited to, Facebook, YouTube, Twitter, MySpace, LinkedIn, Flickr, Edmodo, and Haiku.

"Official District" social media and/or networking sites are those sites created or authorized by the Superintendent or designee and the District's IT Director. These include, for example, a school site Facebook page.

Procedures

Official District social media and/or networking sites are nonpublic forums. As nonpublic forums, the District reserves the right to monitor and remove any or all content from official District social media and/or networking sites at any time and without prior notice.

District employees, students or community members (such as a parent-teacher organization or booster club) shall obtain written approval from the Superintendent or designee and the District's IT Director before creating an official District social media and/or networking site

The District will create a form for employees, students and/or community members to complete for requesting approval to create an official District social media and/or networking site. The request for approval form will ask for information about the purpose of the social media and/or networking site, the proposed content, the person designated to maintain the site, and any links and images which may be contained on the site.

SOCIAL MEDIA USE (continued)**Content**

The content of all official District social media and/or networking sites shall be limited to current and useful information regarding the District's educational programs, activities and operations. Such content shall support the educational mission of the District and be appropriate for all audiences. Official District social media and/or networking sites shall not post, display, or otherwise communicate content that does not support the District's educational mission.

The posting on official District social media and/or networking sites of links to other online social media and/or networking sites is permissible if the linked sites' content are of an educational or academic nature, support the District's educational mission, and are consistent with District policies and regulations. The District is not responsible for the content of external online social media and/or networking sites or Internet sites.

Materials posted on official District social media and/or networking sites shall comply with copyright and other laws. If copyrighted material is posted, credit to the original producer of the material must be included, noting how and when permission to post the material was granted.

If a parent-teacher association, booster club or other community organization creates an official District social media and/or networking site, the organization must adhere to the District's Policies, Administrative Regulations and guidelines for establishing a social media and/or networking site, including, but not limited to, obtaining prior written approval from the Superintendent or designee and the IT Director.

District-related community organizations, including parent-teacher associations and booster clubs, are encouraged to adhere to the District's policies and guidelines when establishing or using a social media and/or networking site that references the District.

Appropriate Use of Social Media

District employees, students and community members who access, or post content to, official District social media and/or networking sites shall:

1. Where appropriate, identify himself or herself by name and District title.
2. Ensure the factual accuracy of content.
3. Not identify yourself as a representative of or spokesperson for the District, unless you have been approved to do so by the Superintendent or designee. This includes using school logos, mascots, photographs, or other such graphic representations or images associated with the District.
4. Keep content current and respond to comments in a timely fashion.

SOCIAL MEDIA USE (continued)

5. Communicate with others in a respectful, courteous and professional manner
6. Not communicate in a manner that could be considered bullying, intimidation or harassment.
7. Immediately report online communications that violate these guidelines to his or her supervisor, site principal, and/or IT Director.
8. Refrain from using official District social media and/or networking site to provide access to a personal online forum, or to promote or advertise personal events, commercial activities, political endeavors or other enterprises, except as permitted by Board Policies and Administrative Regulations.
9. The Superintendent or designee shall ensure that the limited purpose of the official District social media platforms is clearly communicated to users. Each site shall contain a statement that specifies the site's purposes along with a statement that users are expected to use the site only for those purposes. Each site shall also contain a statement that users are personally responsible for the content of their posts.
10. Follow all laws, District Board Policies and Administrative Regulations.

Use of official District social media and/or networking sites in violation of this Administrative Regulation may result in disciplinary actions, up to and including termination of employment, expulsion, and/or referral to the appropriate law enforcement agencies. The District may suspend or terminate user rights for individuals who violate District policies and/or regulations.

Employees who use personal social media and/or networking sites are further encouraged to:

1. Refrain from accepting current school district students as “friends” on personal social networking sites. Be aware that people classified as “friends” have the ability to download and share your information with others.
2. Refrain from providing personal contact information to students.
3. Refrain from discussing or posting images of students or employees on social networking sites.
4. Not create an alias, false or anonymous identity on any social media.
5. Consider whether a particular posting puts your professional reputation and effectiveness as a district employee at risk. Remember that once something is posted to a social networking site, it may remain available online even if you think it is removed, and it may be far-reaching.

SOCIAL MEDIA USE (continued)

Regulation
date:

PAJARO VALLEY UNIFIED SCHOOL DISTRICT
Watsonville, CA

Pajaro Valley Unified School District Social Media Use

Board Policy Sections

- * Definitions
- * Standards and Guidelines
- * Appropriate Use of Social Media
- * Privacy

Definitions

- * “Social Media”
 - * Internet and Web technologies which allow users to collaborate and share information over the Internet
- * “Official District” social media
 - * sites created or authorized by the Superintendent or designee and the District’s IT Director

Standards and Guidelines

- * Superintendent or designee establish standards and guidelines
- * Statement of purpose
 - * “Official District” social media platforms shall be used only for their stated purposes and in a manner consistent with this policy and administrative regulation. By creating these official sites and allowing for public comment, the Board does not intend to create a limited public forum or otherwise guarantee an individual's right to free speech.
 - * Non public forums

Privacy

- * Protect privacy rights of students, parents/guardians, staff, Board members, and other individuals
- * Prohibited to transmit confidential information

Administrative Regulations Sections

- * Procedures
- * Content
- * Appropriate Use of Social Media

Procedures

- * Non public forums
 - * The District reserves the right to monitor and remove any or all content
- * Written approval needed
- * Submit form for employees, students and/or community members to request approval

Content

- * Limited to current and useful information regarding the District's educational programs
- * Appropriate for all audience
- * Support the District's educational mission

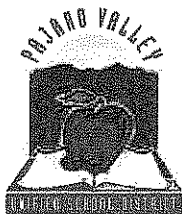
Appropriate Use of Social Media

- * Guidelines

- * Identify himself or herself by name and District title.

- * Recommendations

- * Refrain from accepting current school district students as “friends” on personal social networking sites.
 - * Refrain from discussing or posting images of students or employees on social networking sites.



Board Agenda Backup

Item No: 11.5

Date: June 27, 2012

Item: Approval of New Job Description -- Office Manager Adult Education

Overview: The Office Manager-Adult Education is being presented as a new classified non-management job description. The Human Resources Department reviews reclassification requests that come in each year, and sometimes after analyzing an employee's packet, it is determined that a new job description needs to be created in order to more accurately reflect the work being performed. The Office Manager-Adult Education falls into this category. It is being established to not only reflect the work being performed by the employee who submitted the reclassification request, but also to be used for any future positions that may needed in the District.

The new classified job description was approved by the Personnel Commission on June 21, 2012, and was placed on salary range 42 on the classified salary schedule, which ranges from \$2,657 to \$3,401/month.

Recommendation: It is recommended that the Board approve the new job description for the Office Manager-Adult Education.

Prepared by:

Director, Classified Personnel

Superintendent:



PAJARO VALLEY UNIFIED SCHOOL DISTRICT POSITION DESCRIPTION

Position: Office Manager - Adult Education
Job Code: 940

Department: Adult Education
Reports To: Director of Adult Education or designee

SUMMARY

Performs responsible and complex secretarial and clerical duties for a Director or designee by performing routine administrative tasks and coordinating the work flow and clerical support activities of the site. Assist Director or designee with technical clerical work in the area of personnel related transactions.

NATURE AND SCOPE

The Office Manager - Adult Education has functional responsibility for an Adult Education School, involving partial leadership over a large staff of clerical and support employees. The incumbent is required to organize, lead, and perform varying activities according to area of assignment. Requires a thorough knowledge of those particular clerical and secretarial principles, practices, fields of activity and specialties which are applied in the area of assignment as well as well-developed skills in applying leadership principles and practices. The emphasis in an Office Manager – Adult Education scope of responsibility may include such areas as preparing and transcribing written materials; processing, organizing and preserving written materials; gathering and compiling information for or researching and distributing information from official or administration records; coordinating or facilitating student registration; maintaining student records and posting related transactions; maintaining teacher personnel files; reviews and monitors credentials for applicants and employees; auditing and proofing records; and collecting and/or disbursing funds. Works under the general supervision of the Director or designee who reviews work for conformance with regulations, directives, and established policies. Exercises highly responsible independent judgment and discretion within assigned functions. Incumbent is expected to be adept in the activities of other clerical/technical staff such as registration and attendance; and may assist clerical staff in performing duties, or personally perform the more advanced, or integrated activities. Oversees, trains, and participates in the evaluations of clerical/technical office staff. Designs, installs and monitors work methods, systems and work standards that are effective, efficient and consistent with the policies, guidelines and directives established by the Director or District regulations. Work relations extend to a wide range of contacts including District staff, school site staff, students, parents and the general public.

DISTINGUISHING CHARACTERISTICS

The Office Manager - Adult Education is the third level in a career ladder devoted to office leadership at a school or equivalent department. This level works at an Adult School which is substantially similar in scope to a high school, with some added duties unique to Adult Education, and requires both supplemental training and experience in personnel related practices, file and record administration, as well as student registration, attendance, records, and financial record keeping.

Office Manager – Adult Education
Approved by the Personnel Commission: TBD
Approved by the Board of Trustees: TBD

ESSENTIAL TYPES OF DUTIES (Duties may include but are not limited to the following)

- Coordinates school/office activities. Coordinates communications regarding activities, events and timelines to relieve the Director of routine administrative detail.
- Performs secretarial duties for the Adult School. Composes letters, memoranda and bulletins independently within scope of authority. Schedules appointments and maintains calendar. Distributes mail.
- Takes and transcribes dictation for correspondence, reports, bulletins, memoranda, manuals and other materials.
- Assists in the preparation of the budget. Organizes budget and financial material to monitor expenditures and maintains accurate fiscal records for a variety of programs. Maintains a variety of files.
- May collect, deposit and account for money collected in conjunction with fund-raising and other school activities. Issues receipts.
- Assigns or processes certificated and classified payroll. Maintains accurate absence records and reports with respect to personnel. Assists substitute teachers and classified personnel by providing them with keys and materials. Prepares substitute personnel time sheets and releases or retains the substitute at the end of the day.
- Arranges meetings. Notifies participants, prepares agenda and materials, records minutes, transcribes and distributes as directed.
- Coordinates the school site or office activities acting as contact and reference source for staff, students, parents and the public.
- May oversee and participate in student registration and maintenance of up-to-date-records and master schedules.
- Provides information over the phone or in person to parents, students or school personnel as appropriate; routes calls to appropriate personnel as necessary.
- Types from rough drafts or verbal instructions a variety of materials including master schedules, letters, memoranda, requisitions, lists, bulletins, reports and statistical data.
- Administers first aid as necessary according to approved procedures.
- Requisitions, receives, stores and distributes supplies and office materials. Maintains materials and equipment inventory.
- Performs research as directed. Computes and compiles information and statistical reports.
- Reports and schedules necessary repairs to buildings and equipment.

Office Manager – Adult Education

Approved by the Personnel Commission: TBD

Approved by the Board of Trustees: TBD

- May participate in the registration of students and related activities as assigned.
- Provides work direction and guidance to clerical staff and volunteers as assigned.
- Maintains Adult Education teachers' personnel files.
- Performs responsible and technical duties involved in assisting Adult Education certificated applicants and employees in obtaining credentials. May work with outside agencies such as the County Office of Education or the Commission on Teacher Credentialing to obtain needed information.
- Prepares teacher notice of assignments.
- Assists in the preparation of the Adult Education seniority list.
- Performs other duties as assigned to accomplish the objectives of the position.

QUALIFICATIONS

Knowledge and Skills: Requires a thorough knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques and letter and report writing. Requires thorough knowledge of those activities associated with statistical record keeping, staff administration, cashing and confidential record keeping. Requires thorough knowledge of proper English usage, grammar, spelling, punctuation and basic arithmetic skills. Must be skilled in using various standard office machines, including computers and word processing and spreadsheet applications. Requires specialized technical knowledge of generally accepted personnel management practices, fair employment practices and laws.

Abilities: Requires the ability to independently perform all of the duties of the position efficiently and effectively. Requires the ability to learn and interpret the policies, procedures, techniques, and rules governing human resources management. Must be able to coordinate and perform office, secretarial and clerical work with speed and accuracy. Must be able to learn, interpret, explain and apply school and District policies, rules and objectives. Must be familiar with and apply applicable sections of the State Education Code and Health and Safety regulations. Requires the ability to supervise staff in a manner that encourages high morale and efficiency. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to analyze situations accurately and adopt an effective course of action. 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. Must be able to type 50 words per minute.

Office Manager – Adult Education

Approved by the Personnel Commission: TBD

Approved by the Board of Trustees: TBD

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: TBD

Education and Experience:

High School diploma or GED plus four (4) years of progressively secretarial office management experience preferably in an educational setting and (1) year of experience processing human resources related transactions.

or

High School diploma or GED plus completion of 30 semester units and three (3) years of progressively secretarial office management experience preferably in an educational setting and one and a half (1 ½) years of experience processing human resources related transactions.



PAJARO VALLEY UNIFIED SCHOOL DISTRICT

2010-2011

SALARY SCHEDULE FOR CLASSIFIED EMPLOYEES

Range	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
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
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



Board Agenda Backup

Item No: 11.6

Date: June 27, 2012

Item: Approval of Revised Job Description – Accounting Technician

Overview: The Accounting Technician is being presented as a revised classified non-management job description. The Human Resources Department reviews reclassification requests that come in each year, and sometimes after analyzing an employee's packet, it is determined that an existing job description may need to be revised in order to more accurately reflect the work being performed. The Accounting Technician falls into this category. It is being revised to not only reflect the work being performed by the employee(s) who submitted the reclassification request, but also to be used for any future positions that may be needed to be filled by the District.

The revised classified job description was approved by the Personnel Commission on June 21, 2012, and remains on salary range 40 on the classified salary schedule, which ranges from \$2,529 to \$3,237/month.

Recommendation: It is recommended that the Board approve the revised job description for the Accounting Technician.

Prepared by:

Director, Classified Personnel

Superintendent:



PAJARO VALLEY UNIFIED SCHOOL DISTRICT POSITION DESCRIPTION

Position: Accounting Technician
Job Code: 120
Department: Finance
Reports To: Accounting Supervisor, Director of Finance

SUMMARY

~~Performs a variety of responsible and technical accounting duties, maintains and produces~~ Maintains and produces financial accounting performance information by overseeing and processing transactions. Prepares routine related to customer accounting transactions in maintaining or inspecting financial records. Maintains and reconciles accounts in accordance with established policies and procedures. Compiles, prepares, verifies and inputs data or by producing work in progress cost reports for assigned projects. Prepares basic to complex accounting transactions, preparing adjustments to sub ledgers and ledgers and producing summary statements.

NATURE AND SCOPE

~~Under general supervision this position performs~~ Incumbents in this classification apply considerable technical knowledge of financial recordkeeping accounting to produce customer- or project-oriented financial responsibility statements. The Accounting Technician represents the first level of a para-professional, technical accounting series. It is intended to encompass individual jobs that maintain a complete set of records for a complex enterprise. Problem-solving challenges are highly technical in nature yet well-precedented. Completion of transactions and reports requires periodic interface with regulatory agencies, vendors, independent contractors and reimbursement agencies. Work is performed in an office setting with considerable time spent entering information on a computer terminal.

DISTINGUISHING CHARACTERISTICS

~~This position requires the ability to prepare~~ Advancement to this position requires the prospective incumbent will demonstrate the following: ability to prepare consolidated trial financial statements; develop financial estimates and work-in-progress reports; perform statistical computations; reconcile and review the work of others; and prepare basic audit reports. Must meet the minimum qualifications of the job.

ESSENTIAL TYPES OF DUTIES (Examples)(Duties may include but are not limited to the following)

- Prepares document trails and references to support audits. Conducts research to trace discrepancies or missing documents.
- Maintains a complete set of records of financial transactions by overseeing, reviewing and entering transaction details onto an established project or fund accounting system. Ensures that account summary information converts to accounting systems used in the District.

- Inspects invoices; match invoices to purchase orders; verifies process; attach receiving information and calculates taxes and discounts.
- Reconciles cash accounts, balance sheet accounts; reviews revenue and expense accounts. Reclassifies accounting transactions into proper account classifications.
- Maintains ledgers of appropriations, encumbrances, expenditures, and unencumbered balances for various funds and accounts.
- Reviews invoices, and purchase orders and requisitions for correct account numbers, prices, extensions, vendor names, vendor codes, and for compliance with specific grant regulations and school plans.
- Reviews and analyzes the transactions processed by other departments and school sites for accuracy, proper account coding or classification and allocation.
- Performs mathematical computations to maintain records, complete reports and update budget (s).
- Prepares and makes deposits from cash and/or checks received.
- Creates reports objectively, concisely, and accurately using data provided from standard query or other standard processes as directed.
- Audit payroll claims for IRS and EDD regulations.
- ~~May oversee the processing of routine accounting transactions, verifying accuracy and documentation.~~
- Prepares periodic reports of revenue and expense performance, asset balances, cash balances, accounts payable and receivable, aging and summaries, and other accounts that contribute to a complete accounting of the activity of a functional unit.
- Prepares work-in-progress reports depicting monthly account activity, year-to-date balances and variances. Works with others to prepare narrative explanations of account activity.
- 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.
- Verifies, calculates and allocates payroll information to funds and accounts based on the nature of work performed, then submits information to payroll for check processing.
- ~~Develops standard rates for services such as labor and materials, by researching and computing historical trend information.~~
- Assists the Director or Supervisor by conducting research and analysis.
- Maintains files based on retention guidelines.

Accounting Technician

Effective 11/1/98, revised 5/13/04, Classification Study 6/16/05

- Performs related duties as required to accomplish the objectives of the position.

QUALIFICATIONS

Knowledge and Skills: Requires considerable technical knowledge ~~associated with of methods, practices, the principles and terminology used in bookkeeping.~~ Knowledge of general ledger recordkeeping and basic financial analysis. Requires knowledge of laws, rules, and regulations related to assigned accounting activities. Knowledge of complex accounting and auditing work. ~~financial accounting practices and specific accounting practices and procedures of the organization.~~ Requires basic technical knowledge of financial statistics and cost accounting, and skill at conveying technical information to others. Knowledge of computer software applications including spreadsheets.

Abilities: Must be able to performs complex accounting and auditing work, prepare trial balance financial summaries, account adjustments, and prepare custom reports using spreadsheet programs. Requires ability to initiate and conduct technical research, complete complex arithmetic computations and prepare reports. Analyze and evaluate data for specific use. Collect research information for the manager. Demonstrates analytical and problem solving skills. Post and make arithmetic computations rapidly and accurately. Requires ability to communicate technical concepts to others, as needed. 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 read, understand and apply district budget, accounting, and fiscal procedures and policies. 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:

~~Education and Experience:~~ Requires a high school diploma or completion of GED and two (2) -years of college level coursework in general business or accounting curriculum ~~beyond high school with a general business or accounting curriculum as well as plus three (3) years of experience in a responsible record keeping/bookkeeping capacity. Additional experience may substitute for higher education.~~

or

High school diploma or completion of GED and four (4) years of progressively responsible experience in a recordkeeping/bookkeeping capacity.

Approved by Personnel Commission 01/07/99; Revised 6/21/12
Approved by Governing Board 04/14/99; Revised TBD

Accounting Technician
Effective 11/1/98, revised 5/13/04, Classification Study 6/16/05



PAJARO VALLEY UNIFIED SCHOOL DISTRICT

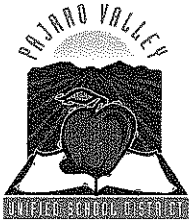
2010-2011

SALARY SCHEDULE FOR CLASSIFIED EMPLOYEES

Range	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
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
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



PAJARO VALLEY UNIFIED SCHOOL DISTRICT



Board Agenda Backup

Item No: 11.7

Date: June 27, 2012

Item: Possible action to amend MOU with Watsonville Charter School for the Arts to discontinue district provided food services and implement a one-year pilot program with Revolution Foods, Inc.

Overview: Staff requests the board's review, discussion, and possible action regarding a request by parents of Watsonville Charter School for the Arts (WCSA) to discontinue district provided food/nutritional services. WCSA would instead contract with Revolution Foods, Inc. to provide such services to its students.

Background:

Pursuant to an MOU, the district provides food services to WCSA. Due to space limitations, WCSA students must walk over to Alianza Charter School to be served breakfast and lunch. The walk is not a hardship as the two schools are adjacent to another, but it is an inconvenience on students and staff.

In the spring of this year, WCSA parents participated in a parent survey seeking input on the food services they desired at their school site (see attached). Survey results strongly supported a change in meal options available to WCSA students as well as a desire to contract with Revolution Foods as their identified vendor for this service.

Revolution Foods is a private, nonprofit company that provides food and nutrition services to various public and private institutions serving students pre-school thru high school. The company boasts that it provides a wide array of nutritional offerings at reasonable costs. Staff notes that Santa Cruz City Schools recently discontinued their partnership with the firm due to considerable cost and logistical challenges.

A similar issue arose two years ago when Alianza and WCSA jointly requested a similar amendment to their MOUs. The board rejected the proposal expressing the following concerns:

- The proposal would have resulted in the potential reduction of two district food services positions
- The proposal created a number of potential legal issues regarding statutory restrictions from contracting out for private services

- Revolution Foods was considerably more expensive and would have forced both schools to utilize their reserves at a rate that could eventually impact the district's General Fund as both schools are dependent charters
- It was not clear at the time, how each school would be responsible for processing and administering compliance requirements for state and federal school meal programs
- The board expressed doubt about Revolution Foods' ability to meet program and cost objectives based on feedback from current and former school district clients.

Issues for consideration

Staff notes the following issues for the board's consideration:

WCSA's fund balance: To date, no budget or fiscal plan has been presented and/or developed for this proposal. WCSA is projected to deficit spend in 2012-13, utilizing their fund balance to cover the deficit. WCSA would also be subject to a \$441 per student reduction if the governor's November tax initiative fails and the district is subject to mid-year reductions in 2012-13. WCSA's 2012-13 estimated fund balance is as follows:

Estimated fund balance (June 2012)	\$123,051.23
Estimated to use in FY 12/13 (deficit spending)	\$ -60,693.00
Proportionate funding provided from cat flex	\$ +46,742.72
Total estimated 2012-13 fund balance	\$109,100.74
Possible mid-year reduction (\$441 per ADA)	\$112,124.00
Potential total fund balance if tax initiative fails	\$ (3,023.26)

These estimates do not include the recently approved reclassification of WCSA's office assistant position to office manager. That action could be an additional cost of \$1,500 in the first year, up to \$10,000 ongoing.

The school has developed a strong fund balance in the past two years. This was not the case prior to 2009-10, but site leadership worked closely with district fiscal staff to improve the school's financial position. Nevertheless, the fund balance could be easily depleted if not closely monitored. This would create a possible encroachment threat on the district's General Fund.

Impact to district positions: Unlike the Alianza/WCSA proposal two years ago, this proposal is likely to not result in any layoffs of district personnel. WCSA is a smaller school and does not have as high a percentage of free and reduced lunch eligible students as Alianza. Approximately 47 percent of WCSA student qualify, but the district only provides 30 -35 meals per day. Alianza has over 80 percent of its students participating in the free and reduced program, with the district providing more than 150 meals per day at that site. Meals for WCSA students are prepared and served at the Alianza kitchen. Staff at Alianza would still retain a sufficient work load to remain at Alianza.

Support from parents: WCSA parents strongly support this initiative. Site leadership indicates that a one-year pilot program would be acceptable. District staff is open to this possibility subject to terms listed below.

Linscott and Ceiba charter schools: Both Linscott and Ceiba charter schools utilize Revolution Foods for their food services programs. Both schools have reported positive experiences with the vendor. However, costs for the service are higher than compared to the districts per-meal costs. Ceiba is completely independent from the district for services, and Linscott is quasi independent. WCSA, however, is a dependent charter relying on the district for all major services and staffing.

Terms for conditional approval of a pilot program

Should the board approve the WCSA proposal, staff recommends that approval be subject to the following terms and conditions:

- This is a one year pilot program only
- The program must be self-sustaining and cannot result in a potential encroachment into the district's General Fund, nor can it endanger the school's fund balance in a manner that precludes it from addressing higher priority educational and/or operational safety matters.
- The pilot program is null and void at the end FY 2012-13 should the district be subject to mid-year reduction to the extent that WCSA fund balance is negative in the multi-year fiscal projection
- The district will not be the school food authority for processing and claiming related to the free and reduced meal program, WCSA would instead seek outside assistance from another agency
- WCSA will need to purchase and install heating and refrigeration equipment and find a location on their campus to house that equipment subject to district approval
- The school will not be able to use the kitchen facilities at Alianza School for these needs
- No afterschool snack will be provided to the school in the extended learning program
- The school will still be able to initiate its own food and nutrition related grants.

Recommendation:

Provide direction to staff regarding possible amendment to the district and WCSA MOU as outlined above.

Prepared By: Brett W. McFadden, Chief Business Officer
Murry Schekman, Assistant Superintendent

Superintendent's Signature:

