

## PAJARO VALLEY UNIFIED SCHOOL DISTRICT MISSION STATEMENT

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



### August 12, 2015 REGULAR BOARD MEETING

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

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

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

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

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

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

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

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

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

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

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

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

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

1.1 Call to Order

1.2 Public comments on closed session agenda.

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

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

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

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

## **4.0 APPROVAL OF THE AGENDA**

## **5.0 APPROVAL OF MINUTES**

*- Minutes for June 24, 2015*

## **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.)

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

*5 min. each*

## **8.0 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).

- 8.1 Purchase Orders June 17 – August 5, 2015  
The PO's will be available in the Superintendent's Office.
- 8.2 Warrants June 17 – August 5, 2015  
The warrants will be available in the Superintendent's Office.
- 8.3 Acknowledge with Gratitude Donation of \$10,000 from Rita and Tuzon family for Hall District Elementary School's Ardell Tuzon Library.
- 8.4 Acknowledge with Gratitude Donation of \$10,000 from Monterey Peninsula Foundation for Hall District Elementary School to Support Student Field Trips.
- 8.5 Approve New Asphalt Walkway Notice of Completion and Change Order for Rio del Mar Elementary School, Bid # B-15-17-06-843-004GG.
- 8.6 Approve Septic Systems Improvements Notice of Completion for Bradley Elementary School.
- 8.7 Approve New Two Story Relocatable Classrooms for Watsonville High School, Bond Project #8505, Bid # B-15-21-07-804-8505.
- 8.8 Approve Water Intrusion Repair Project for Hall District Elementary School, Bid # B-15-21-04-810-8510.
- 8.9 Approve Notices of Completion for Gutters and Downspouts Improvements at Various Sites.
- 8.10 Approve Notice of Completion for Roof, Gutter and Dry Rot Repairs for Calabasas Elementary School.
- 8.11 Approve Architectural Service Amendment for the Pajaro Valley High School New Auditorium Building Project, Measure L Bond Project #8301.
- 8.12 Approve Architectural Service Amendment for the Pajaro Valley High School Upper Fields Project, Measure L Bond Project #8300.
- 8.13 Approve Architectural Service Amendment for MacQuiddy Elementary School New Relocatable Classroom Addition.
- 8.14 Approve Architectural Service Amendment for the Lakeview Middle School Campus-wide Fire Alarm Upgrades.
- 8.15 Approve D-Wing Re-Roofing Project for Valencia Elementary School, B-15-23-6-046-8150.
- 8.16 Approve Williams Quarterly Complaint Report for April, May June 2015. Number of Complaints: Zero.
- 8.17 Approve Resolution #15-16-02, Updated Authorized District Signatures on Record.
- 8.18 Approve Migrant & Seasonal Head Start 2013-14 Program Information Report (P.I.R).

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

The administration recommends approval of the Consent Agenda.

## 9.0 DEFERRED CONSENT ITEMS

### 10.0 REPORT ITEMS

- 10.1 Report and discussion and Update on Bond Projects and Summer Construction and Modernization Projects throughout the District.  
*Report by Rick Mullikin, Director of Maintenance, Construction and Facilities.*  
*15 min. report; 30 min. discussion*
- 10.2 Report and discussion on the Transportation Study Report.  
*Report by Melody Canady, CBO.*  
*15 min. report; 30 min. discussion*

### 11.0 ACTION ITEMS

- 11.1 Report, discussion and possible action to Approve Contract of Employment for Ian MacGregor, Interim Assistant Superintendent for Human Resources.  
*Report by Dorma Baker, Superintendent.*  
*2 min. report; 2 min. discussion*
- 11.2 Report, discussion and possible action to Approve Contract of Employment for Lisa Aguerria Lewis, Assistant Superintendent for Elementary Services.  
*Report by Dorma Baker, Superintendent.*  
*2 min. report; 2 min. discussion*
- 11.3 Report, discussion and possible action to Approve Updated Management Salary Schedule.  
*Report by Ian MacGregor, Interim Assist. Sup, HR.*  
*2 min. report; 2 min. discussion*
- 11.4 Report, discussion and possible action to Approve 3 Job Revisions in Migrant & Seasonal Head Start: Supervisor, MSHS Health Services; Supervisor, MSHS Program Operations; Supervisor, MSHS Parent Involvement.  
*Report by Pam Shanks, Director Classified HR.*  
*5 min. report; 5 min. discussion*
- 11.5 Report, discussion and possible action to Approve 3 Job Revisions in Migrant & Seasonal Head Start: Coordinator, MSHS Disabilities/Mental Health; Coordinator, MSHS Child Development; Coordinator, MSHS Family Child Care Home; Coordinator, MSHS Family & Community Services.  
*Report by Pam Shanks, Director Classified HR.*  
*5 min. report; 5 min. discussion*

### 12.0 ACTION ON CLOSED SESSION

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

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

		Comment
August	▪ 26	
September	▪ 9 ▪ 23	▪ Unaudited Actuals
October	▪ 14	

	▪ 28	
<b>November</b>	▪ 18	▪
<b>December</b>	▪ 9	▪ Annual Organization Mtg. ▪ Approve 1 <sup>st</sup> Interim Report

#### 14.0 ADJOURNMENT

PAJARO VALLEY UNIFIED SCHOOL DISTRICT  
CLOSED SESSION AGENDA  
August 12, 2015

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

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

	None
<b>Other</b>	
	None
<b>Extra Pay Assignments</b>	
12	Coach
<b>Extra Period Assignments</b>	
	None
<b>Leaves of Absence</b>	
6	Teacher
1	Bus Driver Specialized
1	Health Care Assistant
1	Human Resources Analyst
1	Instructional Assistant – Moderate/Severe
<b>Miscellaneous Action</b>	
1	Instructional Assistant – General Ed
1	Supervisor of Planning
<b>Retirements</b>	
	None
<b>Resignations/Terminations</b>	
	None
<b>Supplemental Service Agreements</b>	
1	Coordinator
1	Counselor
2	Curriculum Coach
1	Program Director
4	School Nurse
363	Teacher
<b>Separations From Service</b>	
1	Academic Coordinator
1	Assistant Superintendent, Elementary
2	Assistant Principal
1	Counselor
1	School Nurse
19	Teacher
1	Administrative Secretary III
2	Attendance Specialist

1	Behavior Technician
1	Director, Food Services
1	Instructional Assistant – Mild/Moderate
1	Instructional Assistant – Moderate/Severe
1	Office Manager III
<b>Limited Term – Projects</b>	
1	Administrative Secretary I
1	Administrative Secretary II
1	Administrative Secretary III
35	Behavior Technician
41	Bus Driver
15	Cafeteria Assistant
1	Cafeteria Manager II
2	Cafeteria Manager III
17	Campus Safety & Security Officer
1	Central Kitchen Manager
12	Custodian I
2	Custodian II
2	Data Entry Specialist
6	Health Care Assistant
1	Human Resources Analyst
63	Instructional Assistant – General Ed
14	Instructional Assistant – Mild/Moderate
84	Instructional Assistant – Moderate/Severe
11	Instructional Assistant – Migrant Ed
1	Interpreter Tutor Sign Language
1	Language Support Liaison
10	Library Media Tech
1	Low Incidence Tech
4	Office Assistant II
5	Office Assistant III
1	Occupational Therapist
2	Office Manager
3	Site Computer Support Technician
1	Translator
1	Warehouse/Delivery Driver

<b>Exempt</b>	
11	Crossing Guards
17	Enrichment Specialist
39	Pupil
47	Student Worker
7	Yard Duty
<b>Provisional</b>	
1	Registration Specialist I
<b>Limited Term - Substitute</b>	
1	Administrative Secretary I
1	Attendance Specialist
1	Cafeteria Assistant
14	Custodian I
1	Groundskeeper I
2	Groundskeeper II
3	Office Manager

**June 24, 2015  
REGULAR BOARD MEETING  
UNADOPTED MINUTES**

***CLOSED SESSION – 5:30 p.m. – 7:00 p.m.***

***PUBLIC SESSION – 7:00 p.m.***

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



**1.0 CLOSED SESSION OPENING CEREMONY IN OPEN SESSION – 5:30 P.M.**

**1.1 Call to Order**

President Ursino called the meeting of the Board to order in public at 5:37 PM at 292 Green Valley Road, Watsonville, CA.

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

None.

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

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

**a. Certificated Employees**

**b. Classified Employees**

<b>New Hires – Probationary</b>	
1	Groundskeeper II
2	Instructional Assistant - Moderate/Severe
2	Lead Custodian I
1	Maintenance Specialist Painter
1	Office Assistant II
1	Office Assistant III
1	Office Manager
<b>New Hires</b>	
3	Teachers
<b>Rehires</b>	
	None
<b>Promotions</b>	
	None
<b>New Substitutes</b>	
2	
<b>Administrative Appointments</b>	
3	<i>Assistant Principals</i>



1	Director
1	Coordinator, After School
<b>Transfers</b>	
	None
<b>Other</b>	
	None
<b>Extra Pay Assignments</b>	
8	Coach
<b>Extra Period Assignments</b>	
	None
<b>Leaves of Absence</b>	
2	Teachers
<b>Miscellaneous Action</b>	
	None
<b>Retirements</b>	
	None
<b>Resignations/Terminations</b>	
	None
<b>Supplemental Service Agreements</b>	
45	Teacher
<b>Separations From Service</b>	
1	Bus Driver
1	Instructional Assistant – General Ed
1	Warehouse Worker II
9	Teachers
<b>Limited Term – Projects</b>	
12	Cafeteria Assistant
4	Campus Safety
1	Date Entry Specialist
1	Library Media Technician
2	Office Assistant II
<b>Exempt</b>	
1	Childcare
2	Enrichment Specialist
<b>Provisional</b>	
	None

<b>Limited Term - Substitute</b>	
1	Administrative Secretary I
1	HR Analyst
1	Office Assistant III

**2.2 Public Employee Discipline/Dismissal/Release/Leaves**  
**a. Classified Employee Dismissal Hearing**

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

**2.4 Claims for Damages**  
**a. California State Automobile Insurance vs. PVUSD**  
**b. Claudia Plascencia vs. PVUSD**

**2.5 Existing Litigation**

**2.6 Pending Litigation**

**2.7 Anticipated Litigation**

**2.8 Real Property Negotiations**

**3.0 OPENING CEREMONY – MEETING OF THE BOARD IN PUBLIC - 7:00 P.M.**  
President Ursino called the meeting of the Board in public to order at 7:07 PM.

**3.1 Pledge of Allegiance**  
Trustee Rivas led the Board in the Pledge of Allegiance.

**3.2 Welcome by Board President**  
Trustees Kim De Serpa, Leslie DeRose, Karen Osmundson, Lupe Rivas, Willie Yahiro and President Jeff Ursino were present. Trustee Maria Orozco was absent.

**3.3 Superintendent Comments**  
Dorma Baker introduced Dr. Nancy Bilicich, Watsonville Mayor, who was present to issue City Proclamations to retiring Assistant Superintendents Murry Schekman and Ylda Nogueta.

Dr. Bilicich read the proclamation and thanked Mr. Schekman and Mrs. Nogueta for their dedication to the District.

Dorma Baker also announced that Assistant Superintendent of Human Resources, Sharon Roddick, had resigned; she noted that she will be missed.

**3.4 Governing Board Comments/Reports Standing Committee Meetings**  
Trustee Osmundson attended the Migrant and Seasonal Head Start committee meeting; they take place all year. She said farewell to administrators leaving the district.

Trustee Rivas stated she had her grandchildren visiting and they enjoyed this lovely area.

Trustee DeRose thanked leaving administrators for their work with the district.

Trustee De Serpa noted that change is a constant and it is an exciting time for PVUSD, especially with a more positive financial outlook. She looks forward to working with the new members in Cabinet.

Trustee Yahiro noted that Sharon and Nancy were on the very first women's softball team in the 60's. It was the only softball team around. The army from Fort Ord sent their softball team and they learned about teamwork. Management has been handling very well the team work.

President Ursino announced that an Aptos lady was injured in a hit-and-run accident and there is a benefit for her at Sushi Garden; he invited all to participate in the event. He attended the Annie Glass Chamber of Commerce meeting on behalf of PVUSD. He is proud that PVHS was recognized by Julie Packard with the work they do around the environment

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

Trustee DeRose moved to approve the agenda with the following changes: move action item #12.5 after item #10.0; remove #2.2a from the agenda; and item #12.3 board back up has noted that the report is under 12.5 but it is actually under #12.5. Trustee Osmundson seconded the motion. The motion passed 6/0/1 (Orozco absent).

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

##### **- Minutes for June 10, 2015**

Trustee De Serpa moved to approve the minutes for June 10, 2015. Trustee Rivas seconded the motion. The motion passed 5/0/1/1 (Orozco absent; Ursino abstained).

**Board President closed the regular Board meeting and opened the Public Hearing.**

#### **6.0 PUBLIC HEARING ON PERSONNEL COMMISSION BOARD APPOINTED VACANCY PUBLIC HEARING (Merit Rule 3.2)**

##### **6.1 Report by Pam Shanks, Director, Classified Staff**

Pam Shanks reported that a public hearing on May 27<sup>th</sup> the board announced Judy Durand as the appointee for the unexpired term for the Personnel Commission Board appointee. This public hearing gives the public, employees and unions the opportunity to comment on the appointment. The action to appoint will be made during action items.

##### **6.2 Public Comment**

None.

##### **6.3 Board Comments/Questions**

Trustee De Serpa stated that she'd met Judy Durand and she is very qualified.

Trustee Rivas added that the position was vacated due to the passing of Mary Ann Gomez.

**Board President closed the public hearing and resumed the regular meeting.**

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

Lucila Villarreal, retired teacher and president of California Association of Bilingual Education, spoke about CABE's access to the best resources to meet the needs of English Learners, including research-based dual language programs. She commented on the existing models at PVUSD and asked that the district works to reinstate the programs that were dismantled.

Bill Beecher, community member, stated that trustee Orozco did a wonderful job running these past couple of meetings. He appreciates the focus on student performance at the last meeting but finds that

presentations are missing information on results. He met with Jenny Sarmiento of PVPSA and discussed the importance of helping the family in order to impact the students.

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

Jack Carroll, PVFT, commented on the revenue discrepancy between the district and the State's Department of Finance, a difference of about \$30 million dollars, with the district showing exaggerated expenses. The benefit expense forecast is also exaggerated with an increase of 9%, 7% and 5% respectively for the next three years, when the forecast could be a lot less. There seems to be hidden reserves. He commented on the continuous SELPA encroachment, noting that the figures increase significantly year after year. He hopes to see FCMAT Special Ed report soon so that a plan can be developed to mitigate encroachment.

Patty Padilla Salsberg, CSEA Regional representative, stated she was invited by the members to share that beginning in April 2014 there were concerns with the M&O department. Because they were not contract violations, a complaint for violation of employee safety, evaluation and lack of leadership and support from the supervisor was filed. Under employee safety, there were concerns that employees were expected to clean rooms/portables that may not have been safe for employees to clean but yet they were directed to do so. In addition, there were complaints regarding the supervisor's leadership evaluation. She presented a packet to each trustee with materials on these matters, including letters from long-term, dedicated members expressing their concerns. In September we met with Sharon Roddick, pleasant meeting, who responded to our concerns and came up with some solutions. One of the resolutions was that CSEA would be included if there were significant matters. Hope that the new person replacing Sharon continues that commitment.

## **9.0 CONSENT AGENDA**

Trustee De Serpa moved to approve the consent agenda, thanking Mrs. and Mrs. Colombetti for their donation. Trustee DeRose seconded the motion. The motion passed 6/0/1 (Orozco absent).

- 9.1 Purchase Orders June 4 -17, 2015**
- 9.2 Warrants June 4 - 17, 2015**
- 9.3 Acknowledge with Gratitude Donation of Spanish Books and Literacy Sets from Mr. And Mrs. Guillermo Colombetti for the Extended Learning Department's Family Literacy Project, an Estimated Value of \$3,000.**
- 9.4 Approve Declaration of Obsolete and/or Surplus Furniture, Textbooks and Equipment.**
- 9.5 Approve 2015-16 Consolidated Application for Funding Federal and State Programs.**
- 9.6 Approve Legal Services Agreement for Fagen Friedman & Fulfroost LLP for 2015-16.**
- 9.7 Approve Agreement for Program, Facilities and Services for Pajaro Valley Prevention and Student Assistance for 2015-16.**
- 9.8 Approve Resolution #14-15-35, Updated Authorized Signatories List.**
- 9.9 Approve Agricultural Career Technical Education Incentive Grant for 2015-16.**
- 9.10 Approve Contract for Health Supplies/Blanket Bid #JL032915-HTH for the District Warehouse/Stores.**

- 9.11 Approve Contract for Athletic Supplies/Blanket Bid #JL032915-Ath for the District Warehouse/Stores.
- 9.12 Approve Contract for Paper Supplies/Blanket Bid #JL032915=PAP for the District Warehouse/Stores.
- 9.13 Approve Contract for Custodial Supplies/Blanket Bid #JL032915-CUST for the District Warehouse/Stores.
- 9.14 Approve Resolution #14-15-37, Emergency Closure and Suspension of Days of Operation at CDD Children's Centers and State Preschools Due to Circumstances beyond the Agencies Control.
- 9.15 Approve Resolution #14-15-38, Child Development Contracts Child Development Division (CDD) Programs 2015-16 (CMIG-5016, CMSS-5016, CSPP-5543, CPKS-5101, CCTR-5287).
- 9.16 Approve New Asphalt Walkway at Rio del Mar Elementary School.
- 9.17 Approve Contract for Rosemarie Pottage for July and August 2015

#### 10.0 DEFERRED CONSENT ITEMS

None.

#### 12.0 ACTION ITEMS

- 12.5 Report, discussion and possible action on Resolution #14-15-36, Declaration of Cooperative Support and Collaboration Between the Pajaro Valley Unified School District and the Aptos Sports Foundation.

##### ***Report by Dorma Baker, Superintendent***

Dorma Baker introduced Paul Bailey to talk about the ASF to talk about a cooperative model to support schools.

Paul Bailey, president ASF, introduced a group of parents, alumnae and business people who have built this organization and were present at the meeting. He gave a brief vision of the of the organization that started in 1979 to improve sports facilities at Aptos High School, including a timeline with the many projects the association has done to improve the athletics at the school. Their organization has touched every program in the school. The intent is to establish and ASF Endowment Fund and have it become an Aptos community asset within 5 years. The fund would depend on our alumnae base. An additional purpose is to continue to develop a unique relationship with PVSUD. ASF can be a resource to access the creativity to improve systems in public schools. We have reached out to PVHS & WHS to find out what each of the athletic facilities will like in the next 10 years.

Dorma Baker added that this action formalizes a cooperative support and collaboration, acknowledging the partnership. We appreciate the work being done at the schools. There is no budgetary consideration.

Board participated with comments and questions.

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

The board continued with comments and questions.

The motion passed 6/0/1 (Orozco absent).

## **11.0 REPORT ITEMS**

### **11.1 Report and discussion on Safety In and Around Our Schools.**

***Report by Rich Buse, Director of Purchasing and Risk Management/Safety; and Eric Lauritzen, ~~Deputy Commissioner~~, Monterey Agriculture Commissioner***

Rich Buse reported that the safety committee meets quarterly to discuss any safety concerns. He commented on the recent issues with vandalism and crime in our schools. He spoke about the notification process on fumigation of a restricted chemical close to one of our schools. All pertinent information, including time, type of chemical, acreage being fumigated, the list of fumigants to be used, and a map that shows the area being fumigated and the relationship to the school is disseminated to sites in a timely manner.

Mr. Lauritzen commented on the importance of the regulatory program on pesticide schools notification as it protects the community and the environment. The Ag Department interfaces with schools regularly and there is an excellent historical relationship with PVSUD. The Department of Pesticide Regulation is engaged in holding workshops throughout California aimed to look at the interest of all stakeholders. The California Ag Commissioner, PVUSD, and growers are discussing issues of common interest.

Board participated with comments and questions.

### **11.2 Report and discussion on Santa Cruz Youth Violence Prevention Taskforce Strategic Plan.**

***Report by Murry Schekman and Sarah Emmert, Community Coordinator for YVPTF, United Way***

Sarah Emmert presented on turning the curve on youth violence and moving from data to action, a strategic youth violence prevention program. The presentation focused on the planning process and how the organization developed the 145-page document for the county. She discussed implementation and highlighted where LCAP overlaps with the strategic plan. She introduced students Berenice Valentina and Felicia Davidson.

Felicia and Berenice introduced the mission statement and spoke about how they prepared for the plan, analyzed 60 indicators, focused on youth 10-17 and adults 18-24 as they are the most at risk. A partnership with ASR (Applied Survey Research) was established to understand data and what is happening in our community.

Ms. Emmert added that the intent is to promote positive child and youth development. She referenced the executive summary, of the plan, that included: a “map of change” for youth, families and neighborhoods and indicators to measure success. Schools cannot prevent violence alone and the implementation of the strategic plan is a huge task. The YVPTF is a way to achieve mutual goals. Out of 89 strategies in the plan about 60 are school-based required. The strategies came from best practices from many programs and tapped into the community to find out what is working. It is important to leverage what’s working and address what is not. 75 people actively participated actively throughout the process.

She asked for endorsement from PVUSD to implement.

Board participated with questions and comments.

## **12.0 ACTION ITEMS (CONTINUED)**

### **12.1 Action on Personnel Commission Board Appointed Vacancy.**

***Report given under Item 6.0, Public Hearing.***

Trustee Rivas moved to approve this item. Trustee DeRose seconded the motion. The motion passed 6/0/1 (Orozco absent).

**12.2 Report, discussion and possible action Update of Wellness Policy and Administrative Regulation #5030.**

***Report by Murry Schekman, Assistant Superintendent, and Nicole Meschi, Director, Food Services.***

Nicole Meschi stated that the policy and regulation guide the district to create a supportive food and nutritional environment. She offered a brief historical background on the wellness policy since The Child Nutrition Re-Authorization Act of 2006; this is the first actual language change since 2006 for board policy 5030. Most of the changes are around federal regulations updates. The regulation is mostly changed because many of the nutrition requirements are updated. The department received feedback from elementary principals because they were not allowed to have a sale day. To remedy this matter, the district has added up to 4 approved days for secondary school and elementary schools can have up to 2 sale days. Identified areas where the principal is responsible, including classroom celebrations while trying to ensure students get healthy food options at all times during the school day. The reg and policy addresses competitive food sales and fundraisers.

The Board participated with comments and question.

Trustee DeRose moved to approve this item. Trustee De Serpa seconded the motion. The motion passed 6/0/1 (Orozco absent).

**12.3 Report, discussion and possible action to Approve final Adoption of the 2015-16 Local Control Accountability Plan (LCAP).**

***Report by Susan Perez, Assistant Superintendent, Education Services.***

Susan Perez noted that this item was back to present the final plan. There were no changes made since the Public Hearing.

Public comment:

Abel Mejia, teacher, commented expressed his concern for the lack of proposal to better serve the new comers program; he added the human resources does not recruit at CABE conferences. He stated that it seems there is a lack of resources to help them reach some goals. He suggested ways to improve goals for all students.

Elleen Clark-Nagaoka, teacher, spoke about how the bilingual program is addressed on the LCAP and suggested additional language to support late exit program.

Jack Carroll, PVFT, said that at the last board meeting he was critical about the lack of consulting with the union noting that the two teachers who have spoken today could have given valuable input. The LCAP plan did not have PVFT's input.

Board participated with comments and questions.

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

The board continued with comments.

The motion passed 5/1/1 (Rivas dissented; Orozco absent).

**12.4 Report, discussion and possible action on to Adopt the 2015-16 Proposed District Budget.**

***Report by Rosemarie Pottage, Interim CBO.***

Rosemarie Pottage stated that the presentation would focus on the fiscal outlook for 2017-18 upon the adoption of the 2015-16 budget and what has changed since the June 10 public hearing. The unrestricted fund balance shows a decline due to the structural deficit. Since the public

hearing, there is a decrease of \$4 million dollars to the unrestricted fund balance due to the addition of 2 counselors, the addition of the ROP costs, a set aside amount to address the bus yard matter with the county. She addressed with more detail on the leasehold improvements at the bus yard, noting that the district is in negotiation with the county and the district has been advised that remediation of the current site is the best option; \$1.6 million dollars has been set aside for this purpose. She outlined the components of the fund balance: Committed Funds – part of the fiscal stabilization plan, Assigned Funds- set aside for textbooks and other instructional materials, and Unappropriated Funds – the ending fund balance in excess of the required 3% reserve. Regarding the state budget, Ms. Pottage noted that it has been finalized. There have been two expenditure items affecting schools: one is one-time \$500 million teacher effectiveness block grant and the second expenditure is a \$265 million to fund preschools. In reference to the PVUSD budget changes and the LCAP, she stated that the district will calculate how the state's enacted budget will impact PVUSD in 2015-16 and beyond.

#### Public comments

Jack Carroll, PVFT, stated that there has been a long history of unrestricted funds and surplus being used up by transportation and special education.

Board participated with comments and questions.

At 10:30, trustee DeRose moved to continue meeting until 10:40 PM. Trustee De Serpa seconded the motion. The motion passed 6/0/1 (Orozco absent).

Board continued with comments and questions.

Trustee DeRose moved to approve the budget. Trustee Rivas seconded the motion. The motion passed 6/0/1 (Orozco absent).

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

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

##### **a. Certificated Employees**

Trustee DeRose moved to approve the certificated employee report with the following changes: 3 Assistant Principals, 1 Director and 1 After School Coordinator under Administrative Appointments; 2 Teachers under Leaves of Absence; and 3 Teachers under Separations. Trustee De Serpa seconded the motion. The motion passed 6/0/1 (Orozco absent).

##### **b. Classified Employees**

Trustee DeRose moved to approve the classified employee reports as presented. Trustee Rivas seconded the motion. The motion passed 6/0/1 (Orozco absent).

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

##### **a. Classified Employee Dismissal Hearing**

Trustee DeRose reported that the Board approved in closed session with a vote of 6/0/1 (Orozco absent) the resignation of the following 2 employees: employee #283 and #1096.

#### **2.4 Claims for Damages**

##### **a. California State Automobile Insurance vs. PVUSD**

Trustee DeRose reported that the Board approved in closed session to reject this claim and to send notice of rejection to claimant; this was with a vote of 6/0/1 (Orozco absent).

##### **b. Claudia Plascencia vs. PVUSD**

Trustee DeRose reported that the Board approved this claim in closed session with a vote of 6/0/1 (Orozco absent).



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

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

		Comment
<b>July</b>	No Meetings	
<b>August</b>	<ul style="list-style-type: none"><li>▪ 12</li><li>▪ 26</li></ul>	
<b>September</b>	<ul style="list-style-type: none"><li>▪ 9</li><li>▪ 23</li></ul>	<ul style="list-style-type: none"><li>▪ Unaudited Actuals</li></ul>
<b>October</b>	<ul style="list-style-type: none"><li>▪ 14</li><li>▪ 28</li></ul>	
<b>November</b>	<ul style="list-style-type: none"><li>▪ 18</li></ul>	<ul style="list-style-type: none"><li>▪ </li></ul>
<b>December</b>	<ul style="list-style-type: none"><li>▪ 9</li></ul>	<ul style="list-style-type: none"><li>▪ Annual Organization Mtg.</li><li>▪ Approve 1<sup>st</sup> Interim Report</li></ul>

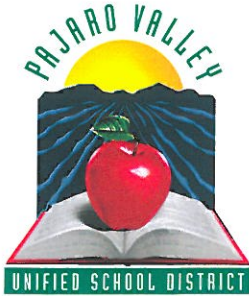
**15.0 ADJOURNMENT**

There being no further business to address, the Board adjourned at 10:34 PM.

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Dorma Baker, Superintendent

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



***Board Agenda Backup***

Item No: **8.3**

**Date:** August 12, 2015

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

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

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

**Prepared By:** Dorma Baker, Superintendent

**Superintendent's Signature:**

*Dorma Baker*



## Hall District Elementary, PVUSD

Guillermo Ramos  
300 Sill Rd  
Watsonville, Ca 95076

Phone: 831 728-6371  
Fax: 831 761-6174  
Email: guillermo\_ramos@pvusd.net

June 22, 2015

Dear Rita and Tuzon Family,

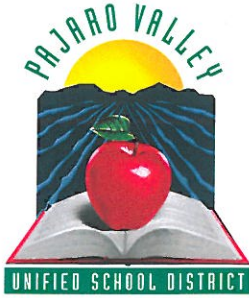
On behalf of Hall District Elementary, I would like to thank you for your donation of \$10,000 made in March of 2015 to the Ardell Tuzon Library and to the school. The school relies on the generosity of donors such as yourself and your family and is grateful for your support. I am thrilled that the school and your family are able to collectively carry on your mother's dream of having children read.

Thank you once again.

Sincerely,

Guillermo Ramos  
Principal  
Hall District Elementary

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



***Board Agenda Backup***

Item No: **8.4**

**Date:** August 12, 2015

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

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

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

**Prepared By:** Dorma Baker, Superintendent

**Superintendent's Signature:**

*Dorma Baker*



## Hall District Elementary, PVUSD

Guillermo Ramos  
300 Sill Rd  
Watsonville, Ca 95076

Phone: 831 728-6371  
Fax: 831 761-6174  
Email: guillermo\_ramos@pvusd.net

June 22, 2015

**Monterey Peninsula Foundation**  
1 Lower Ragsdale Drive, Bldg. 3, Ste. 100  
Monterey, California 93940  
Tel: 831-649-1533 Fax: 831-649-1763  
[www.montereypeninsulafoundation.org](http://www.montereypeninsulafoundation.org)

Dear Dean Flippo and Youth Grant Committee,

On behalf of Hall District Elementary, I would like to thank you for your donation of \$10,000 made in August of 2014 for student field trips. The school relies on the generosity of donors such as the your organization and is grateful for the support. With your support, our 4th grade students visited Pinnacles National Park and 5th grade students attended Camp Sea Lab.

Thank you once again.

Sincerely,

Guillermo Ramos  
Principal  
Hall District Elementary



## Board Agenda Backup

Item No: 8.5

**Date:** July 12, 2015

**Item:** Rio Del Mar E.S - New Asphalt Walkway, (Bid # B-15-17-06-843-004GG)  
Notice of Completion and Change Order.

**Comments:** The New Asphalt Walkways Project at Rio Del Mar was awarded to Earthworks Paving Contractors, Inc., by the Board on its regular meeting, June 24, 2015. The bid amount was \$54,000.00 and the contract had one change order in the amount of \$3,800.00. The project is now complete and final payment of retention is due to the contractor.

**Recommendation:** It is recommended that the Board accepts the Notice of Completion for this project and authorize the Director of Maintenance, Operations and Facilities to sign, file and record them at the Santa Cruz County Recorder's office, as well as approve the Change Order and authorize the Director of Maintenance, Operations and Facilities to increase the Contractors purchase order to the new contract amount.

### Budget

#### Considerations:

**Funding Source:** Measure L Bond, Fund 21

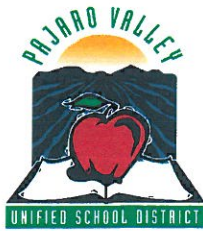
**Budgeted:** Yes: ☒ No: ☐

**Amount:** \$58,200.00

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

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





**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**  
**Maintenance, Operations & Facilities Department**  
294 Green Valley Road, Watsonville, CA 95076  
Phone: (831) 786-2100 Ext. 2557 Fax: 728-0136

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**CHANGE ORDER REQUEST – SUMMARY**

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**PROJECT NAME:** New Asphalt Walkways at Rio Del Mar E.S- Bid # B-15-17-06-843-004GG  
**CONTRACTOR:** JB Jordan and Associates  
**DSA App #:** N/A - **DSA File #:** N/A  
**CO #:** 1 – With 1 Items  
**APPROVAL DATE:** 7/29/2014  
**ORIGINAL CONTRACT AMOUNT:** \$54,400.00 - P.O# 16-00938

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The Owner (PVUSD) accepts the above noted change order request in the amount of: **\$3,800.00**  
and agrees to extend the contract completion date by: **0 days for this C.O.R.**

The change order request amount is to be: ☐ deducted from allowance  
☒ Added to contract sum

**LEGEND – Reason(s) for Change**

**AV = ADDED VALUE**  
**CE = CONTRACTOR ERROR**  
**UC = UNFORSEEN CONDITIONS**  
**RS = REDUCED SCOPE**

The description of the change order is as follows:

Item No. 1: **AV** – Added asphalt areas to be removed and replaced per planning Dept. directive  
**Cost = \$3,800.00**

**Total of all Items: \$3,800.00 + \$54,400.00 = \$58,200.00 – New contract total.**  
**Total of all days added to contract: 0**

On behalf of the Owner (PVUSD):

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

Richard Mullikin, Director - Maintenance, Operations & Facilities Department

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

On behalf of the Contractor:

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

Earthworks Paving Contractors, Inc.

RECORDING REQUESTED BY  
[PAJARO VALLEY UNIFIED SCHOOL DISTRICT]

AND WHEN RECORDED MAIL TO:

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

Complimentary Recording, Pursuant to Government Code 27383

SPACE ABOVE THIS LINE FOR RECORDERS USE

### NOTICE of COMPLETION

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

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

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

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

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

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

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

NAMES:

ADDRESSES:

N/A

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

NAMES:

ADDRESSES:

N/A

6. A work of improvement on the property hereinafter described was completed on 7/29/2015 The work done was:  
Asphalt walkway improvements

7. The name of the contractor, if any, for such work of improvements was: Earthworks Paving Contractors, Inc.

8. The property on which said work of improvements was completed is in the COUNTY OF SANTA CRUZ, and State of CALIFORNIA, and is described as follows:

Rio Del Mar Elementary School

9. The Street address of said property is 819 Pinehurst Drive, Aptos, CA 95076 APN# 053-011-12

(IF NO STREET ADDRESS HAS BEEN OFFICIALLY ASSIGNED, INSERT "NONE")

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

Dated: August 13, 2015

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

### VERIFICATION

I, the undersigned, say: I am the Director of Maintenance, Operations & Facilities of Pajaro Valley Unified School District the declarant of the foregoing Notice of Completion. I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed On: August 13, 2015 AT Watsonville California 95076  
(DATE) (CITY) (STATE) (ZIP)

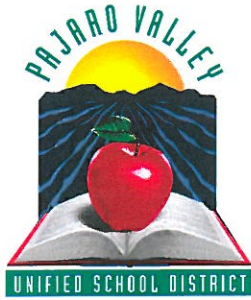
☒ Richard Mullikin

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

DSA# N/A  
File# N/A



**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



**Board Agenda Backup**

Item No: 8.6

**Date:** August 12, 2015

**Item:** Bradley Elementary School - Septic System Improvements - Notice of Completion

**Overview:** On March 25, 2015, the Bradley Elementary School Septic System Improvements project was awarded by the District's Board to The Don Chapin Company, the apparent low bidder with a bid amount of \$125,846.00. As of July 2, 2015 The Don Chapin Company has satisfactory completed the project as to specifications and without delays or Change Orders.

**Recommendation:** It is recommended that the Board accept the Notice of Completion for this project and authorize the Director of Maintenance, Operations and Facilities to sign, file and record the Notice of Completion with the Santa Cruz County Recorder's Office.

**Budget Considerations:**

**Funding Source:** Measure L Bond Funds


**Budgeted:** Yes: ☒ No: ☐

**Amount:** \$125,846.00

**Prepared By:**

  
Richard Mullikin, Director of Maintenance, Operations & Facilities

**Superintendent's Signature:**

  
Dorma Baker, Superintendent

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

AND WHEN RECORDED MAIL TO:

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

Complimentary Recording, Pursuant to Government Code 27383

SPACE ABOVE THIS LINE FOR RECORDERS USE

### NOTICE of COMPLETION

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

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

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

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

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

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

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

NAMES:

ADDRESSES:

N/A

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

NAMES:

ADDRESSES:

N/A

6. A work of improvement on the property hereinafter described was completed on 7-2-2015 The work done was:  
Installation of a new septic system leach field and distribution tank at Bradley Elementary School.

7. The name of the contractor, if any, for such work of improvements was: The Don Chapin Company

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

Bradley Elementary School

9. The Street address of said property is 321 Corralitos Road, Watsonville, CA 95076 APN# 108-171-07

(IF NO STREET ADDRESS HAS BEEN OFFICIALY ASSIGNED, INSERT "NONE")

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

Dated: 8-13-2015

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

### VERIFICATION

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

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

Executed On: 8-13-2015 AT Watsonville California 95076  
(DATE) (CITY) (STATE) (ZIP)

x Richard Mullikin

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

DSA# N/A  
File# N/A



## Board Agenda Backup

Item No: 8.7

**Date:** August 12, 2015

**Item:** **Watsonville High School – New Two Story Relocatable Classrooms  
Inc. #2  
Bond Project #8505 (Bid # B-15-21-07-804-8505)**

**Comments:** On June 16<sup>th</sup> & 23<sup>rd</sup> of 2015 a Notice to Bidders for the aforementioned project was advertised in local newspapers and local plan rooms. On July 21, 2015 the District received sealed bids from the following Contractors:

Seward L Schreder Construction, Inc.	\$859,000.00
Cal State Construction	\$888,555.00
Guerra Construction Group	\$964,000.00

**Overview:** District staff, as well as the Project Manager (Blach Construction) reviewed all (3) bid packets for this project. The apparent low bidder has been contacted and interviewed to ensure their paperwork was in order. The apparent low bidder for this project is Seward L Schreder Construction, Inc. of Redding, CA with a bid amount of \$859,000.00. Seward L Schreder Construction, Inc. is also on the District's list of Pre-Qualified Contractors.

The attached document shows the bid results.

**Recommendation:** It is recommended that the Board approve the Bid Proposal of Seward L Schreder Construction, Inc., in the amount of \$859,000.00. In addition, it is recommended that the Board authorize the Director of Maintenance, Operations and Facilities to execute a construction agreement with the Contractor.

**Budget Considerations:**

**Funding Source:** Measure L Bond Funds

**Budgeted:** Yes: ☒ No: ☐

**Amount:** \$859,000.00

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

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

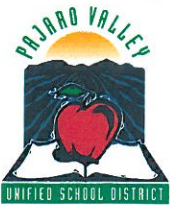


REVIEWED BY
Gregory Giuffre - PVUSD
REVIEWED BY
Scott Wallace - Blach Construction

**WATSONVILLE HIGH SCHOOL NEW 2 STORY RELOCATABLES, INC. 2 - BID #: B-15-21-07-804-8505**  
**PAJARO VALLEY UNIFIED SCHOOL DISTRICT - MAINTENANCE, OPERATIONS & FACILITIES DEPARTMENT**  
**Bid Date – Tuesday, July 21, 2015 - before 2:00:00 PM**

	<b>Seward L. Schreder Construction Inc.</b> License # 746525 D.I.R # 1000002636	<b>Cal State Construction</b> License # 856043 D.I.R # (none found)	<b>Guerra Construction Group</b> License # 915544 D.I.R # (None found)
	<u>Contractor A</u>	<u>Contractor B</u>	<u>Contractor C</u>
Bid Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bid Bond	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sub-Contractor List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Non-Collusion Affidavit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
# of Addenda - 3	3	3	3
Site Visit Certification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fingerprinting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Iran Contracting Certification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sufficient Funds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<u>Bid Amounts</u>			
Base Bid	<u>\$859,000.00</u>	<u>\$888,555.00</u>	<u>\$964,000.00</u>
<u>Summary Of Bids</u>			
Total Base Bid	<u>\$859,000.00</u>	<u>\$888,555.00</u>	<u>\$964,000.00</u>





## Board Agenda Backup

Item No:8.8

**Date:** August 12, 2015

**Item:** Hall District Elementary School – Water Intrusion Repair Project  
Bond Project #8510 (Bid # B-15-21-04-810-8510)

**Comments:** On June 9<sup>th</sup> & 16<sup>th</sup> of 2015 a Notice to Bidders for the aforementioned project was advertised in local newspapers and local plan rooms. On July 14, 2015 the District received sealed bids from the following Contractors:

CRW Industries, Inc.	\$831,174.00
Tombleson, Inc.	\$833,588.00
Pueblo Construction, Inc.	\$844,562.00

**Overview:** District staff, as well as the Project Manager (Blach Construction) reviewed all (3) bid packets for this project. The apparent low bidder has been contacted and interviewed to ensure their paperwork was in order. The apparent low bidder for this project is CRW Industries, Inc. of Scotts Valley, CA with a bid amount of \$831,174.00. CRW Industries Inc. is also on the District's list of Pre-Qualified Contractors.

The attached document shows the bid results.

**Recommendation:** It is recommended that the Board approve the Bid Proposal of CRW Industries in the amount of \$831,174.00. In addition, it is recommended that the Board authorize the Director of Maintenance, Operations and Facilities to execute a construction agreement with the Contractor.

**Budget Considerations:**

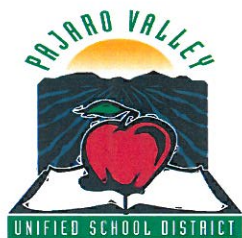
**Funding Source:** Measure L Bond Funds

**Budgeted:** Yes: ☒ No: ☐

**Amount:** \$831,174.00

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

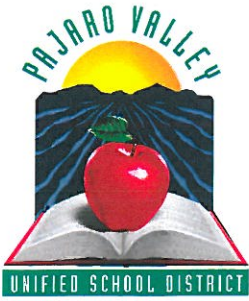
**Superintendent's Signature:** Dorma Baker  
Dorma Baker



**Hall District Elementary School Water Intrusion Repair Project**  
**PAJARO VALLEY UNIFIED SCHOOL DISTRICT - MAINTENANCE, OPERATIONS & FACILITIES DEPARTMENT**  
**Bid Date – Tuesday, July 14, 2015 - before 2:00:00 PM**

	<b>CRW Industries</b> <b>License #402484</b>	<b>Tombleson Inc.</b> <b>Licence #126454</b>	<b>Pueblo Construction Inc.</b> <b>License #538295</b>
<b>Bid Form</b>	x	x	x
<b>Bid Bond</b>	x	x	x
<b>Sub-Contractor List</b>	x	x	x
<b>Non-Collusion Affidavit</b>	x	x	x
<b># of Addenda - 3</b>	3	3	3
<b>Site Visit Certification</b>	x	x	x
<b>Fingerprinting</b>	x	x	x
<b>Iran Contracting Certification</b>	x	x	x
<b>Sufficient Funds</b>	x	x	x
<b><u>Bid Amounts</u></b>			
<b>Base Bid</b>	\$831,174.00	\$833,588.00	\$844,562.00
<b>Add Alternate #1</b>	\$16,500.00	\$27,680.00	\$21,076.00
<b>Unit Pricing Total</b>	\$7,190.00	\$10,050.00	\$9,437.00

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



**Board Agenda Backup**

Item No: 8.9

**Date:** August 12, 2015

**Item: Various Sites - Gutters & Downspouts Improvements: Notice of Completion**

**Overview:** On April 12, 2015 the Board approved the Contract with Wildcat Metals out of San Jose, CA . The Contractor performed Gutter & Downspouts repairs to a total of (7) schools sites: Watsonville High, Pajaro M.S., Rio Del Mar E.S., Aptos Jr., Hall District E.S., Mar Vista E.S., and Ohlone E.S. The project has now been completed to job specification and final payment needs to be released to the Contractor.

**Recommendation:** It is recommended that the Board accepts the Notice of Completion for this project and authorize the Director of Maintenance Operations and Facilities to sign, file and record it at both the Santa Cruz County and Monterey County Recorder's Office.

**Budget Considerations:**

**Funding Source:** Deferred Maintenance - Fund 06

**Budgeted:** Yes: ☒ No: ☐

**Amount:** \$73,500.00

**Prepared By:**

  
Richard Mullikin, Director of Maintenance, Operations & Facilities

**Superintendent's Signature:**

  
Dorma Baker, Superintendent



RECORDING REQUESTED BY  
[PAJARO VALLEY UNIFIED SCHOOL DISTRICT]

AND WHEN RECORDED MAIL TO:

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

Complimentary Recording, Pursuant to Government Code 27383

NOTICE of COMPLETION

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

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

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

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

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

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

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

NAMES:

ADDRESSES:

N/A

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

NAMES:

ADDRESSES:

N/A

6. A work of improvement on the property hereinafter described was completed on 07/17/2015 The work done was:  
Installation of new gutters, downspouts, and minor roofing repairs at seven school campuses.

7. The name of the contractor, if any, for such work of improvements was: Radonich Enterprises dba Wild Cat Metals.

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

Watsonville High School, 250 E. Beach, APN#01713108; Ohlone Middle School, 21 Bay Farms, APN# 117091011000; Hall District Middle School, 300 Sill, APN# 119152020000; Pajaro Middle School, 25 Salinas, APN# 117311001000; Rio Del Mar Middle School, 819 Pinehurst, APN# 95003-05301112; Mar Vista Middle School, 6860 Soquel, APN# 95003-3918115; and Aptos Junior High School, 1001 Huntington, APN# 9500304122101..

9. The Street address of said property is See above APN# see above

Dated: 08/13/2015

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

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

VERIFICATION

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

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

Executed On: 08/13/2015 AT Watsonville California 95076  
(DATE) (CITY) (STATE) (ZIP)

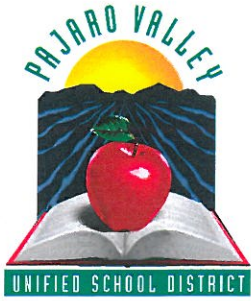
X Richard Mullikin

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

DSA# N/A  
File# N/A



**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



***Board Agenda Backup***

Item No: 8.10

**Date:** August 12, 2015

**Item:** Calabasas Elementary School – Roof, Gutter & Dry Rot Repairs:  
Notice of Completion

**Overview:** On May 27, 2015 the Board approved the contract with Brazos Urethane, Inc. out Fresno, CA to complete these repairs at Calabasas E.S. Brazos Urethane, Inc. has now completed their scope of work within budget and no delays. A Notice of Completion needs to be filed in order to release final payment due to the Contractor.

**Recommendation:** It is recommended that the Board accepts the Notice of Completion for this project and authorize the Director of Maintenance Operations & Facilities to sign, file and record it at the Santa Cruz County recorder's Office.


**Budget Considerations:**

**Funding Source:** Measure L Bond Funds

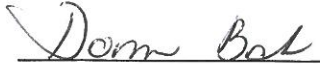
**Budgeted:** Yes: ☒ No: ☐

**Amount:** \$117,727.00

**Prepared By:**

  
Richard Mullikin, Director of Maintenance, Operations & Facilities

**Superintendent's Signature:**

  
Dorma Baker, Superintendent

RECORDING REQUESTED BY  
[PAJARO VALLEY UNIFIED SCHOOL DISTRICT]

AND WHEN RECORDED MAIL TO:

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

Complimentary Recording, Pursuant to Government Code 27383

SPACE ABOVE THIS LINE FOR RECORDERS USE

### NOTICE of COMPLETION

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

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

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

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

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

NAMES:

ADDRESSES:

N/A

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

NAMES:

ADDRESSES:

N/A

6. A work of improvement on the property hereinafter described was completed on 07/24/2015 The work done was:  
Roof repairs at Calabasas Elementary School

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

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

9. The Street address of said property is 202 Calabasas Rd. Watsonville, CA 95076 APN# 04918120

(IF NO STREET ADDRESS HAS BEEN OFFICIALY ASSIGNED, INSERT "NONE")

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

Dated: 08/13/2015

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

### VERIFICATION

I, the undersigned, say: I am the Director of Maintenance, Operations & Facilities of Pajaro Valley Unified School District the declarant of the foregoing Notice of Completion. I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

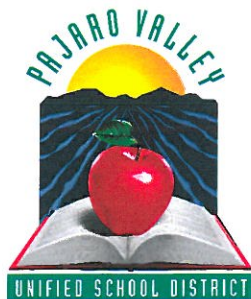
Executed On: 08/13/2015 AT Watsonville California 95076  
(DATE) (CITY) (STATE) (ZIP)

☒ Richard Mullikin

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

DSA# N/A  
File#N/A

# PAJARO VALLEY UNIFIED SCHOOL DISTRICT



## Board Agenda Backup

Item No: 8.11

**Date:** August 12, 2015

**Item:** Approval of Architectural Service Amendment for the  
Pajaro Valley High School – New Auditorium Building Project,  
Measure L Bond Project #8301

**Overview:** On November 12, 2014 the Board approved the Architectural Master Agreement Contract for Sugimura, Finney Architects out of Campbell, CA. SFA be working on various capital projects funded by Measure L bond funds as well as other funding sources. SFA was brought on board to replace NTD Architects who filed for Chapter 11 Bankruptcy. SFA will step in as the new Architectural Firm to undertake the Pajaro Valley High School – New Auditorium Building Project as noted in the attached Amendment.

**Recommendation:** It is recommended that the Board approve the Amendment to the Architectural Services Contract related to this project as indicated on the attached document and authorize the Director of Maintenance, Operations and Facilities to sign the Architectural Amendment.

### Budget Considerations:

**Funding Source:** MEASURE L BOND FUNDS

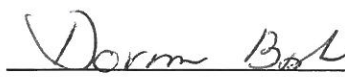
**Budgeted:** Yes: ☒ No: ☐

**Amount:** \$360,000.00

**Prepared By:**

  
Richard Mullikin, Director of Maintenance, Operations & Facilities

**Superintendent's Signature:**

  
Dorma Baker, Superintendent





## **Architect's Master Agreement Amendment Measure L Bond Construction Program**

Project Location/School: Pajaro Valley High School  
Project Name: New Auditorium Building  
Project Number (District's 4 digit code): 8301

### **Exhibit B to Master Agreement for Architectural Services**

#### Project Schedule Milestones

Start of Design: September 1, 2015\*  
DSA Submittal: May 1, 2016\*  
Project Bid Date: October 1, 2016\*

\*Estimated dates until District receives CDE 4.0 review of the project.

### **Exhibit C to Master Agreement for Architectural Services**

#### Project Scope, Budget, and Compensation

Project Scope Narrative: The Architect shall be responsible for site verification of existing conditions of the project site including meeting with the Site Staff to fully understand the nature of the work being contemplated, the physical conditions of the area of the work, and the nature of adjacent surroundings.

The scope of this project will include: Design and construction of a new multi-purpose auditorium building

Project Budget: \$4,000,000.00

Pending site verification of scope and existing conditions by the Design Team, project budgets are to be defined as Bid Day Total Construction Costs, escalated to the mid-point of the anticipated construction duration.

Project Compensation: **\$360,000.00**

Based on the project budgets, compensation for Basic Services, as defined by the Articles 1 and 5 of the Master Agreement shall not exceed 9% of the Project Budget for New Construction.



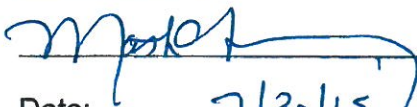
**Project Management Amendment  
Measure L Bond Construction Program**

Project Location/School: Pajaro Valley High School  
Project Name: New Auditorium Building  
Project Number (District's 4 digit code): 8301

**Amendment to the Master Agreement for Architectural Services**

**SIGNED:**

**ARCHITECT:**

  
Date: 7/30/15

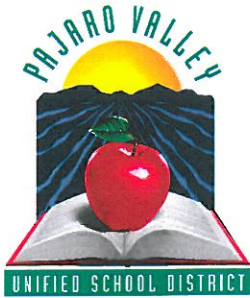
Sugimura, Finney Architects  
Attn: Mark Finney  
2155 So. Bascom Ave., Suite 200  
Campbell, CA 95008  
(408) 879-0600  
[SFA@sugimura.com](mailto:SFA@sugimura.com)

**DISTRICT:**

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

Richard Mullikin  
Pajaro Valley USD  
294 Green Valley Road  
Watsonville, CA 95076  
(831)786 - 2390

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



**Board Agenda Backup**

Item No: 8.12

**Date:** August 12, 2015

**Item:** Approval of Architectural Service Amendment for the  
Pajaro Valley High School – Upper Fields Project,  
Measure L Bond Project #8300

**Overview:** On November 12, 2014 the Board approved the Architectural Master Agreement Contract for Sugimura, Finney Architects out of Campbell, CA. SFA be working on various capital projects funded by Measure L bond funds as well as other funding sources. SFA was brought on board to replace NTD Architects who filed for Chapter 11 Bankruptcy. SFA will step in as the new Architectural Firm to undertake the Pajaro Valley High School – Upper fields Project as noted in the attached Amendment.

**Recommendation:** It is recommended that the Board approve the Amendment to the Architectural Services Contract related to this project as indicated on the attached document and authorize the Director of Maintenance, Operations and Facilities to sign the Architectural Amendment.

**Budget Considerations:**

**Funding Source:** MEASURE L BOND FUNDS


**Budgeted:** Yes: ☒ No: ☐

**Amount:** \$1,035,000.00

**Prepared By:**

  
Richard Mullikin, Director of Maintenance, Operations & Facilities

**Superintendent's Signature:**

  
Dorma Baker, Superintendent





## **Architect's Master Agreement Amendment Measure L Bond Construction Program**

Project Location/School: Pajaro Valley High School  
Project Name: Upper Fields Project  
Project Number (District's 4 digit code): 8300

### **Exhibit B to Master Agreement for Architectural Services**

#### Project Schedule Milestones

Start of Design: September 1, 2015\*  
DSA Submittal: May 1, 2016\*  
Project Bid Date: October 1, 2016\*

\*Estimated dates until District receives CDE 4.0 review of the project.

### **Exhibit C to Master Agreement for Architectural Services**

#### Project Scope, Budget, and Compensation

Project Scope Narrative: The Architect shall be responsible for site verification of existing conditions of the project site including meeting with the Site Staff to fully understand the nature of the work being contemplated, the physical conditions of the area of the work, and the nature of adjacent surroundings. The scope of this project will include: Design and construction of a new artificial turf athletic field to be used for football and soccer; new all-weather surface competition track and field events venue; new bleachers for 1,500 home seats and 500 visitor seats; press box; Field House incorporating a concession stand, restrooms, ticket booth, coach's office; team rooms; trainer's room, and equipment storage. The project will include accommodation for future facilities for a competition baseball field and bleachers, and a future competition swimming and water polo pool. The project will also include a 600' fire lane/access road, parking along the road for 200 cars, and a vehicular turn around.

Project Budget: \$11,500,000.00

Pending site verification of scope and existing conditions by the Design Team, project budgets are to be defined as Bid Day Total Construction Costs, escalated to the mid-point of the anticipated construction duration.

Project Compensation: **\$1,035,000.00**

Based on the project budgets, compensation for Basic Services, as defined by the Articles 1 and 5 of the Master Agreement shall not exceed 9% of the Project Budget for New Construction.



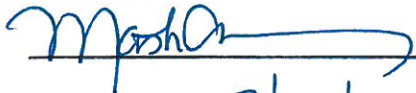
**Project Management Amendment  
Measure L Bond Construction Program**

Project Location/School: Pajaro Valley High School  
Project Name: Upper Fields Project  
Project Number (District's 4 digit code): 8300

**Amendment to the Master Agreement for Architectural Services**

**SIGNED:**

**ARCHITECT:**



Date: 7/30/15

Sugimura, Finney Architects  
Attn: Mark Finney  
2155 So. Bascom Ave., Suite 200  
Campbell, CA 95008  
(408) 879-0600  
[SFA@sugimura.com](mailto:SFA@sugimura.com)

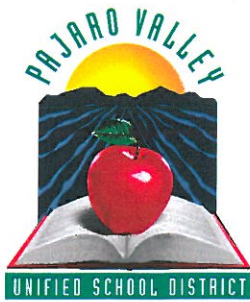
**DISTRICT:**

\_\_\_\_\_

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

Richard Mullikin  
Pajaro Valley USD  
294 Green Valley Road  
Watsonville, CA 95076  
(831)786 - 2390





## PAJARO VALLEY UNIFIED SCHOOL DISTRICT

### Board Agenda Backup

Item No: 8.13

**Date:** August 12, 2015

**Item:** Approval of Architectural Service Amendment for  
MacQuiddy Elementary School – New Relocatable Classroom Addition

**Overview:** On November 12, 2014 the Board approved the Architectural Master Agreement Contract for Sugimura, Finney Architects out of Campbell, CA. This firm will be working on various capital projects funded by Measure L bond funds as well as other funding sources. Due to increase enrollment at MacQuiddy E.S. and the need for additional classroom space; the District has requested a proposal from SFA to complete the scope of work for the installation of (1) 32 'x 60" relocatable classroom building.

**Recommendation:** It is recommended that the Board approve the Amendment to the Architectural Services Contract related to this project as indicated on the attached document and authorize the Director of Maintenance, Operations and Facilities to sign the Architectural Amendment.

#### Budget Considerations:

**Funding Source:** DEVELOPER FEES

**Budgeted:** Yes: ☒ No: ☐

**Amount:** \$25,000.00

**Prepared By:**

Richard Mullikin, Director of Maintenance, Operations & Facilities

**Superintendent's Signature:**

Dorma Baker, Superintendent



## Architect's Master Agreement Amendment Measure L Bond Construction Program

Project Location/School: MacQuiddy Elementary School  
 Project Name: New Relocatable Classroom Building Addition  
 Project Number (District's 4 digit code): 9291 (Developer Fees)

### Exhibit B to Master Agreement for Architectural Services

#### Project Schedule Milestones

Start of Design: February 23, 2015  
 DSA Submittal: June 8, 2015  
 Project Bid Date: November 19, 2015

### Exhibit C to Master Agreement for Architectural Services

#### Project Scope, Budget, and Compensation

Project Scope Narrative: PROVIDE ARCHITECTURAL AND ENGINEERING SERVICES FOR THE DESIGN AND PREPARATION OF DRAWINGS AND SPECIFICATIONS FOR THE INSTALLATION OF ONE 32' X 60' PORTABLE BUILDING WITH THE ASSUMPTION THAT THIS BUILDING IS CLOSED WITH CERTIFICATION (OR THERE IS AN IN-PLANT INSPECTION AVAILABLE). ARCHITECTUAL FEE INCLUDES DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTS, CONSTRUCTION ADMINISTRATION; AS WELL AS, SEEK DSA CLOSE-OUT AT THE COMPLETION OF THE PROJECT.

SCHEMATIC & DESIGN DEVELOPMENT (SC/DD)	25%
CONSTRUCTION DOCUMENTS (CD)	40%
BID AND AWARD (BA)	05%
CONSTRUCTION ADMINISTRATION	25%
CLOSE-OUT WITH DSA (CO)	05%
	100%

Project Budget: \$265,000.00  
 Estimate of the construction cost for this project.

Project Compensation: **\$25,000.00 (Twenty-Five Thousand) - FIXED FEE**



**Project Management Amendment  
Measure L Bond Construction Program**

Project Location/School: MacQuiddy Elementary School  
Project Name: New Relocatable Classroom Building Addition  
Project Number (District's 4 digit code): 9291 (Developer Fees)

**Amendment to the Master Agreement for Architectural Services**

**SIGNED:**

**ARCHITECT:**

Marka  
Date: 5/30/15

Sugimura, Finney Architects  
Attn: Mark Finney  
2155 So. Bascom Ave., Suite 200  
Campbell, CA 95008  
(408) 879-0600  
[SFA@sugimura.com](mailto:SFA@sugimura.com)

**DISTRICT:**

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

Richard Mullikin, Director  
Maintenance, Operations & Facilities  
Pajaro Valley Unified School District  
294 Green Valley Road  
Watsonville, CA 95076  
(831) 786-2380



Architecture • Planning • Interiors  
Landscape Architecture

2155 So. Bascom Ave., Suite 200  
Campbell, CA 95008-3279  
408 / 879-0600 Fax 408 / 377-6066

E-mail: SFA@sugimura.com  
Website: www.sugimura.com

RECEIVED  
PVUSD  
MAINT., OPERATIONS  
& FACILITIES

2015 JUL 27 PM 12:41

April 21, 2015

Mr. Richard Mullikin  
Director of Maintenance Operations and Facilities PVUSD  
294 Green Valley Road  
Pajaro Valley Unified School District  
Watsonville, CA 95076

Subject: Relocatable Classroom Building at T.S. Macquiddy Elementary  
SFA Project #15029

Dear Mr. Mullikin:

We are pleased to provide a written proposal for Architectural and Engineering services for your consideration. The following best describes services that we will provide once you have accepted this proposal:

#### **SCOPE OF WORK**

Provide architectural and engineering services for the design and preparation of drawings and specifications for the installation of one oversized portable building at the MacQuiddy Elementary School site.

This proposal includes the design, electrical, low voltage, and plumbing toward a complete set of biddable drawings. We will seek DSA approval for site and building with the assumption that this building is closed with certification (or there is an in-plant inspection available). Our fee includes Design Development, Construction Documents, and Construction Administration. We will seek DSA close-out at the completion of this project. The breakdown for billing is as follows:

Schematic and Design Development (SD/DD)	25% of the fee
Construction Documents (CD)	40% of the fee
Bid and Award (BA)	5% of the fee
Construction Administration (CA)	25% of the fee
Close-out with DSA (CO)	5% of the fee

We will coordinate between your geo-hazard report and the CGS as required for this site and for this project to obtain DSA approval.

#### **BASIC COMPENSATION**

We propose a total fixed fee as follows:

A fixed fee of \$25,000.

*Principals*  
Gene M. Sugimura, AIA  
Mark C. Finney, AIA

*Associate*  
Donald Barry

*Project Managers*  
Jackie Barbé  
Brendan Kelly  
John Tischler  
Jocelyn Martinez  
Linda Mao



RECEIVED  
PVUSD  
MAINT., OPERATIONS  
& FACILITIES

2015 JUL 27 PM 12: 41

#### **ADDITIONAL SERVICES**

Services beyond Basic Service described above will be invoiced based upon an hourly rate as accepted and approved by the District staff prior to work requested by the District staff. Hourly rates would only be used with the District's written approval.

#### **REIMBURSABLE EXPENSES**

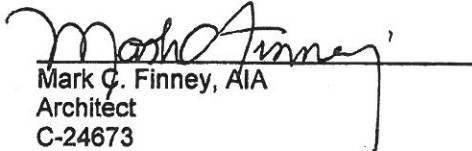
Reimbursable expenses are invoiced at 1.10 times actual cost.

We are available to proceed immediately on this project, upon your approval of this proposal. Please do not hesitate to contact us for any issues that are not clearly identified. Please indicate your acceptance of this Proposal by signing below, which will become our working agreement, and fax or email a copy back to us as soon as possible so that we can get started.

*Again, thank you for allowing us to provide a proposal for this project. We look forward to working with you again.*

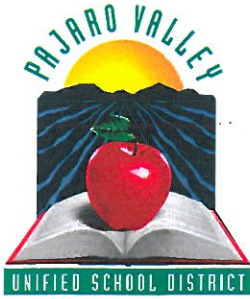
Sincerely yours,  
Sugimura Finney Architects, Inc.

Accepted:

  
Mark C. Finney, AIA  
Architect  
C-24673

\_\_\_\_\_  
Pajaro Valley Unified School District

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



***Board Agenda Backup***

Item No: 8.14

**Date:** August 12, 2015

**Item:** Approval of Architectural Service Amendment for the  
Lakeview Middle School – Campus Wide Fire Alarm Up-grades

**Overview:** On November 12, 2014 the Board approved the Architectural Master Agreement Contract for Sugimura, Finney Architects out of Campbell, CA. This firm will be working on various capital projects funded by Measure L bond funds as well as other funding sources. Upon an inspection from CalFire to the Lakeview MS; they have determined that the old Fire Alarm System needs to be replaced. For this reason the District has requested a proposal from SFA to complete the Campus Wide Fire Alarm Up-Grade scope of work.

**Recommendation:** It is recommended that the Board approve the Amendment to the Architectural Services Contract related to this project as indicated on the attached document and authorize the Director of Maintenance, Operations and Facilities to sign the Architectural Amendment.

**Budget Considerations:**

**Funding Source:** MEASURE L BOND FUNDS

**Budgeted:** Yes: ☒ No: ☐

**Amount:** \$40,000.00

**Prepared By:**

Richard Mullikin, Director of Maintenance, Operations & Facilities

**Superintendent's Signature:**

Dorma Baker, Superintendent



## Architect's Master Agreement Amendment Measure L Bond Construction Program

Project Location/School: Lakeview Middle school  
 Project Name: Campus Wide Fire Alarm Upgrades  
 Project Number (District's 4 digit code): 8320

### Exhibit B to Master Agreement for Architectural Services

#### Project Schedule Milestones

Start of Design: February 23, 2015  
 DSA Submittal: June 8, 2015  
 Project Bid Date: September 28, 2015

### Exhibit C to Master Agreement for Architectural Services

#### Project Scope, Budget, and Compensation

Project Scope Narrative: PROVIDE ARCHITECTURAL AND ENGINEERING SERVICES FOR THE DESIGN AND PREPARATION OF DRAWINGS AND SPECIFICATIONS FOR REMOVAL AND UPGRADE TO THE FIRE ALARM SYSTEMS TO THE ENTIRE CAMPUS AT LAKEVIEW MIDDLE SCHOOL. SCOPE INCLUDES THE DESIGN, ELECTRICAL, AND FIRE ALARM TO COMPLETE A SET OF BIDDABLE DRAWINGS. ARCHITECT FIRM WILL ALSO SEEK DSA APPROVAL FOR THE FIRE ALARM UPGRADES. FEE INCLUDES: DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTS, AND CONSTRUCTION ADMINISTRATION AND DSA CLOSE-OUT AT THE COMPLETION OF PROJECT.

SCHEMATIC & DESIGN DEVELOPMENT (SC/DD)	25%
CONSTRUCTION DOCUMENTS (CD)	40%
BID AND AWARD (BA)	05%
CONSTRUCTION ADMINISTRATION	25%
CLOSE-OUT WITH DSA (CO)	05%
	<hr/> 100%

Project Budget: \$400,000.00  
 Estimate of the construction cost for this project.

Project Compensation: **\$40,000.00 (Forty Thousand) - FIXED FEE**




**Project Management Amendment  
Measure L Bond Construction Program**

Project Location/School: Lakeview Middle School  
Project Name: Campus Wide Fire Alarm Upgrade  
Project Number (District's 4 digit code): 8320

**Amendment to the Master Agreement for Architectural Services**

**SIGNED:**

**ARCHITECT:**

  
Date: 7/30/15

Sugimura, Finney Architects  
Attn: Mark Finney  
2155 So. Bascom Ave., Suite 200  
Campbell, CA 95008  
(408) 879-0600  
[SFA@sugimura.com](mailto:SFA@sugimura.com)

**DISTRICT:**

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

Richard Mullikin  
Pajaro Valley USD  
294 Green Valley Road  
Watsonville, CA 95076  
(831)786 - 2390





2155 So. Bascom Ave., Suite 200  
Campbell, CA 95008-3279  
408 / 879-0600 Fax 408 / 377-6066

E-mail: [SFA@sugimura.com](mailto:SFA@sugimura.com)  
Website: [www.sugimura.com](http://www.sugimura.com)

April 23, 2015

Mr. Richard Mullikin  
Director of Maintenance Operations and Facilities PVUSD  
294 Green Valley Road  
Pajaro Valley Unified School District  
Watsonville, CA 95076

Subject: Lakeview Middle School Fire Alarm Upgrade  
SFA Project #15013

Dear Mr. Mullikin:

We are pleased to provide a written proposal for Architectural and Engineering services for your consideration. The following best describes services that we will provide once you have accepted this proposal:

#### **SCOPE OF WORK**

Provide architectural and engineering services for the design and preparation of drawings and specifications for removal and upgrade to the fire alarm at the entire campus at Lakeview Middle School.

This proposal includes the design, electrical, and fire alarm to complete a set of biddable drawings. We will seek DSA approval for the fire alarm upgrades. Our fee includes Design Development, Construction Documents, and Construction Administration. We will seek DSA close-out at the completion of this project. The breakdown for billing is as follows:

Schematic and Design Development (SD/DD)	25% of the fee
Construction Documents (CD)	40% of the fee
Bid and Award (BA)	5% of the fee
Construction Administration (CA)	25% of the fee
Close-out with DSA (CO)	5% of the fee

#### **BASIC COMPENSATION**

Are are estimating the construction cost for this project to be estimated at \$400,000 at bid time. We propose a total fixed fee as follows:

A fixed fee of \$40,000.

*Principals*  
Gene M. Sugimura, AIA  
Mark C. Finney, AIA

*Associate*  
Donald Barry

*Project Managers*  
Jackie Barbé  
Brendan Kelly  
John Tischler  
Jocelyn Martinez  
Linda Mao

#### **ADDITIONAL SERVICES**

Services beyond Basic Service described above will be invoiced based upon an hourly rate as accepted and approved by the District staff prior to work requested by the District staff. Hourly rates would only be used with the District's written approval.

### **REIMBURSABLE EXPENSES**

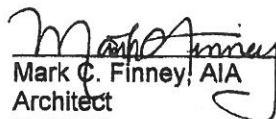
Reimbursable expenses are invoiced at 1.10 times actual cost.

We are available to proceed immediately on this project, upon your approval of this proposal. Please do not hesitate to contact us for any issues that are not clearly identified. Please indicate your acceptance of this Proposal by signing below, which will become our working agreement, and fax or email a copy back to us as soon as possible so that we can get started.

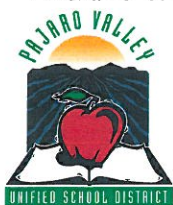
*Again, thank you for allowing us to provide a proposal for this project. We look forward to working with you again.*

Sincerely yours,  
Sugimura Finney Architects, Inc.

Accepted:

  
Mark C. Finney, AIA  
Architect  
C-24673

\_\_\_\_\_  
Pajaro Valley Unified School District



## Board Agenda Backup

Item No: 8.15

**Date:** August 12, 2015**Item:** Valencia D-Wing Re-Roofing Project  
B-15-23-6-046-8150**Comments:** On June 8<sup>th</sup> of 2015 a Request for Proposal was sent out to several roofing contractors. June 23, 2015 the District received sealed bids from the following Contractors:

Legacy Roofing and Waterproofing	\$114,671.00
State Roofing Systems	\$115,765.00
Western Roofing Services	\$153,216.00

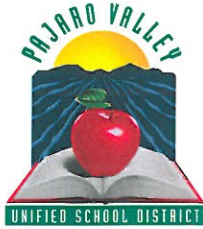
**Overview:** District staff, reviewed all (3) bid packets for this project. The apparent low bidder has been contacted and vetted to ensure their paperwork was in order. The apparent low bidder for this project is Legacy Roofing and Waterproofing of Salinas, CA with a bid amount of \$114,671.00. Legacy Roofing and Waterproofing is also on the District's list of Pre-Qualified Contractors.

The attached document shows the bid results.

**Recommendation:** It is recommended that the Board approve the Bid Proposal of Legacy Roofing and Waterproofing in the amount of \$114,671.00. In addition, it is recommended that the Board authorize the Director of Maintenance, Operations and Facilities to execute a construction agreement with the Contractor.**Budget Considerations:****Funding Source:** Measure L Bond Funds**Budgeted:** Yes: ☒ No: ☐**Amount:** \$114,671.00**Prepared By:** Richard Mullikin  
Richard Mullikin, Director of Maintenance, Operations & Facilities**Superintendent's Signature:** Dorma Baker  
Dorma Baker



## PAJARO VALLEY UNIFIED SCHOOL DISTRICT



### Board Agenda Backup

Item No: 8.16

**Date:** August 12, 2015

**Item:** Williams Uniform Complaint Quarterly Report  
(April, May, June 2015)

**Overview and Rationale:** All school districts have been required to adopt a complaint system as a part of the Williams Settlement.

On a quarterly basis, Williams' complaints must be reported to the board and the county superintendent. The report must include the number and types of complaints received and how they were corrected.

During this quarter there were zero complaints submitted.

**Recommendation:** Approve Williams Quarterly Report as Submitted.

**Budget Considerations:** N/A

**Prepared By:** Ian MacGregor, Assistant Superintendent, HR, Interim

**Superintendent's Signature:**

*Dorm Bot*

**QUARTERLY DISTRICT STATUS REPORT OF UNIFORM COMPLAINTS  
TO THE COUNTY SUPERINTENDENT OF SCHOOLS  
QUARTER ENDED JUNE 2015**

**DISTRICT:** Pajaro Valley Unified School District Date Reported to District Governing Board: August 12, 2015

**I. INSTRUCTIONAL MATERIALS**

A) Insufficient text books or instructional materials in classroom:

# of Complaints	# of Complaints Resolved	# of Complaints Unresolved*
0		

- Explanation: \_\_\_\_\_

B) Insufficient textbooks or instructional materials to take home:

# of Complaints	# of Complaints Resolved	# of Complaints Unresolved*
0		

- Explanation: \_\_\_\_\_

C) Textbooks or instructional materials in poor or unusable condition:

# of Complaints	# of Complaints Resolved	# of Complaints Unresolved*
0		

- Explanation: \_\_\_\_\_

**II. TEACHER VACANCY OR MISASSIGNMENT**

A) No assigned certified teacher at beginning of semester:

# of Complaints	# of Complaints Resolved	# of Complaints Unresolved*
0		

- Explanation: \_\_\_\_\_

B) Teacher lacking credentials or training to teach English Language Learners (ELL) with  
More than 20% ELL in class:

# of Complaints	# of Complaints Resolved	# of Complaints Unresolved*
0		

- Explanation: \_\_\_\_\_

D) Teacher instructing class lacking subject matter competency:

# of Complaints	# of Complaints Resolved	# of Complaints Unresolved*
0		

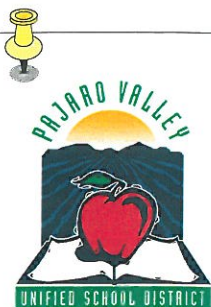
- Explanation: \_\_\_\_\_

**III. FACILITIES**

A) Conditions pose an emergency or urgent threat to the health or safety of students/staff:

# of Complaints	# of Complaints Resolved	# of Complaints Unresolved*
0		





## Board Agenda Backup

Item No: 8.17

Date: August 12, 2015

Item: Update Authorized District Signatures on Record (Resolution 15-16-02)

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 2015-2016 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: Dorm Bpk

## PAJARO VALLEY UNIFIED SCHOOL DISTRICT

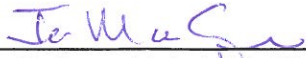
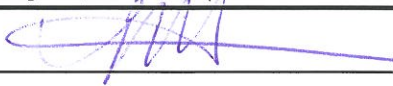

Resolution No. 15-16-02

## 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
 Ian MacGregor, Interim Assistant Superintendent/ Human Resources	X	X	X	X	X	X	X	X
Remove Yida Nogueta, Assistant Superintendent								
 Lisa Aguerria-Lewis, Assistant Superintendent	X	X	X	X	X	X	X	X
Remove Nicole Meschi, Director of Food Services								
 Sue Brooks, Interim Director of Food Services			X	X				

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

B=CHECKING &amp; SAVINGS

C=CONTRACTS &amp; AGREEMENTS

D=GOVERNMENT PROJECTS

E=PAYROLL DOCUMENTS AND ACCOUNTING DOCUMENTS

F=PURCHASE &amp; BID DOCUMENTS

G=COUNTY DOCUMENTS

H=REPORTS

PASSED AND ADOPTED by the Board of Trustees of the Pajaro Valley Unified School District, County of Santa Cruz, State of California, this 24th day of June, 2015, by the following vote:

AYES \_\_\_\_\_

NOES \_\_\_\_\_

ABSENT \_\_\_\_\_

Attest

\_\_\_\_\_  
Jeff Ursino  
President, Board of Trustees

\_\_\_\_\_  
Maria Orozco  
Vice President/Clerk, Board of Trustees

## PAJARO VALLEY UNIFIED SCHOOL DISTRICT


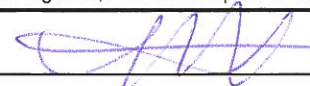

Resolution No. 15-16-02

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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
 Ian MacGregor, Interim Assistant Superintendent/ Human Resources	X	X	X	X	X	X	X	X
Remove Ylida Nogueta, Assistant Superintendent								
 Lisa Aguerria-Lewis, Assistant Superintendent	X	X	X	X	X	X	X	X
Remove Nicole Meschi, Director of Food Services								
 Sue Brooks, Interim Director of Food Services			X	X				

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

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PASSED AND ADOPTED by the Board of Trustees of the Pajaro Valley Unified School District, County of Santa Cruz, State of California, this 24th day of June, 2015, by the following vote:

AYES \_\_\_\_\_

NOES \_\_\_\_\_

ABSENT \_\_\_\_\_

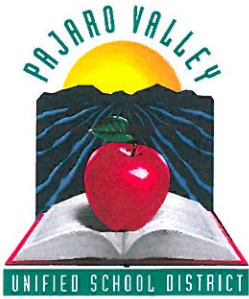
Attest

\_\_\_\_\_  
Jeff Ursino  
President, Board of Trustees

\_\_\_\_\_  
Maria Orozco  
Vice President/Clerk, Board of Trustees



# PAJARO VALLEY UNIFIED SCHOOL DISTRICT



## Board Agenda Backup

Item No: 8.18

**Date:** 8/12/15

**Item:** **Migrant & Seasonal Head Start 2013-2014 Program Information Report (P.I.R.)**

**Overview:** All Head Start programs are required to collect data annually on a wide range of services to children and families, in addition to certain data regarding staffing and other administrative services. The data report is due every year to the Office of Head Start and is used in a report to Congress.

It is the responsibility of each Head Start program to present this report to the governing body for its acceptance. The data is reported one year behind and our most recent official and approved report is from the 2013 program season.

The Policy Committee accepted the 2013-2014 Program Information Report (P.I.R.) at their May 14, 2015 meeting.

**Recommendation:** Accept the 2013-2014 Program Information report (P.I.R.)

**Budget Considerations:** None

**Funding Source:** U.S. Department of Health and Human Services via Grantee (Central California Migrant Head Start/Stanslaus County Office of Education)

**Prepared By:** Angelica C. Renteria, Migrant & Seasonal Head Start Program Director

**Superintendent's Signature:** Dom B...



# 2013-2014 MIGRANT HEAD START PROGRAM INFORMATION REPORT

90CM9801-001 Pajaro Valley Unified School District

## A. PROGRAM INFORMATION

### GENERAL INFORMATION

Grant Number	90CM9801
Program Number	001
Program Type	Migrant Head Start
Program Name	Pajaro Valley Unified School District
Program Address	294 Green Valley Road, 2nd Floor Watsonville CA 95076-1382
Program Phone Number	(831) 728 6955 - 2732
Program Fax Number	(831) 728 6998
DUNS Number	
Program Email Address	angelica_renteria@pvusd.net
Head Start Director Name	Mrs. Angelica Renteria
Head Start Director Email	angelica_renteria@pvusd.net
Agency Web Site Address	www.pvusd.net
Agency Type	School System
Agency Description	Delegate agency
Agency Affiliation	A secular or non-religious agency

### ENROLLMENT YEAR

#### Enrollment dates

A.1 Enrollment Year	<i>Date</i>
a. Start Date	05/09/2013
b. End Date	10/15/2013

### FUNDED ENROLLMENT

#### Funded enrollment by funding source

A.2 Funded Head Start Enrollment	<i># of children/ pregnant women</i>
a. Head Start Funded Enrollment, as identified on NOA	752
b. Funded Enrollment from non-federal sources, i.e. state, local, private	0

#### Funded enrollment by program option - children

A.3 Center-based program - 5 days per week:	<i># of children</i>
a. Full-day enrollment	191
1. Of these, the number available as full-working-day enrollment	191
a. Of these, the number available for the full-calendar-year	0
b. Part-day enrollment	0
1. Of these, the number in double sessions	0
A.4 Center-based program - 4 days per week:	<i># of children</i>



a. Full-day enrollment	0
b. Part-day enrollment	0
1. Of these, the number in double sessions	0
A.5 Home-based program	0
A.6 Combination option program	0
A.7 Family child care option	561
a. Of these, the number available as full-working-day enrollment	561
1. Of these, the number available for the full-calendar-year	0
A.8 Locally designed option	0

### Funded enrollment at child care partner

	# of children
A.10 The number of funded enrollment positions at center-based child care partners with whom the program has formal contractual arrangements	0
Total funded enrollment at child care partners (A.10, center-based partner and A.7, family child care program option)	561

## CLASSES

### Classes

	# of classes
A.11 Total number of classes operated	11
a. Of these, the number of double session classes	0

## CUMULATIVE ENROLLMENT

### Children by age

A.12 Children by age:	# of children at enrollment
a. Under 1 year	12
b. 1 year old	110
c. 2 years old	160
d. 3 years old	178
e. 4 years old	192
f. 5 years and older	101

### Total cumulative enrollment

	# of children / pregnant women
A.14 Total cumulative enrollment	753

### Type of eligibility

A.15 Report each enrollee only once by primary type of eligibility:	# of children
a. Income below 100% of federal poverty line	664
b. Receipt of public assistance such as TANF, SSI	20
c. Status as a foster child - # children only	0
d. Status as homeless	0
e. Over income	69

	# of children
f. Enrollees exceeding the allowed over income enrollment (as noted below) with family incomes between 100% and 130% of the federal poverty line	0
A.16 If the program serves enrollees under A.15.f, specify how the program has demonstrated that all income-eligible children in their area are being served.	
Specify:	

### Prior enrollment

A.17 Enrolled in Head Start or Early Head Start for:	# of children
a. The second year	230
b. Three or more years	259

### Transition and Turnover

	# of children
A.22 Total number of children who left the program any time after classes or home visits began and did not re-enroll	83
a. Of the children who left the program during the program year, the number of children who were enrolled less than 45 days	12
b. Of the children who left the program during the program year, the number of preschool children who aged out, i.e. left the program in order to attend kindergarten	50

### Child care subsidy

	# of children at end of enrollment year
A.23. The number of enrolled children for whom the program received a child care subsidy	0

### Ethnicity

A.24 Ethnicity:	# of children
a. Hispanic or Latino origin	753
b. Non-Hispanic or Non-Latino origin	0

### Race

A.25 Race:	# of children
a. American Indian or Alaska Native	224
b. Asian	0
c. Black or African American	0
d. Native Hawaiian or other Pacific Islander	0
e. White	529
f. Biracial/Multi-racial	0
g. Other	0
h. Unspecified	0

### Primary language of family at home

A.26 Primary language of family at home:	# of children
a. English	0
b. Spanish	534
c. Native Central American, South American, and Mexican Languages	219
d. Caribbean Languages	0
e. Middle Eastern & South Asian Languages	0

f. East Asian Languages	0
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages	0
i. European & Slavic Languages	0
j. African Languages	0
k. Other	0
l. Unspecified	0

## TRANSPORTATION

### Transportation services

A.27 Does the program provide transportation to some or all of the enrolled children either directly or through a formal contractual agreement with a transportation provider?	No
--	----

### Buses

	# of buses owned
A.28 Total number of buses owned by the program that were purchased with ACF grant funds and are currently used to support program operations, regardless of year purchased	0
a. Of these, the number of buses purchased since last year's PIR was reported	0

A.29 Are any of the buses used by the program leased by the program itself?	No
---	----

## RECORD KEEPING

### Management Information Systems

A.30 Does your program use a management information system to track enrollees, program services, characteristics of families, and information on program staff?		Yes
<i>Name/title</i>	<i>Locally designed</i>	<i>Web Based</i>
COPA (Child Outcome, Planning, and Administration/Assessment)	No	Yes



## B. PROGRAM STAFF & QUALIFICATIONS

### TOTAL STAFF

#### Staff by Type

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	95	74
a. Of these, the number who are current or former Head Start or Early Head Start parents	39	38
b. Of these, the number who left since last year's PIR was reported	6	10
1. Of these, the number who were replaced	4	10

### TOTAL VOLUNTEERS

#### Volunteers by Type

	# of volunteers
B.2 Number of persons providing any volunteer services to your program since last year's PIR was reported	528
a. Of these, the number who are current or former Head Start or Early Head Start parents	515

### MANAGEMENT STAFF

#### Coordination of services

B.4 On average, the number of hours per week services managers spend coordinating services:	Average # of hours per week
a. Child Development & Education Manager	10
b. Health Services Manager	10
c. Family & Community Partnerships Manager	10
d. Disability Services Manager	10

### CHILD DEVELOPMENT STAFF

#### Preschool Child Development Staff Qualifications - Classroom and Assistant Teachers

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
B.5 Total number of preschool child development staff by position	16	12

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of preschool child development staff by position, the number with the following degrees or credentials:		
a. An advanced degree in:		
1. Early childhood education	0	0
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	0	0

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of preschool child development staff by position, the number with the following degrees or credentials:		
b. A baccalaureate degree in:		
1. Early childhood education	0	0
2. Any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	0	0
3. Any field and has been admitted into and is supported by the Teach for America program and passed a rigorous early childhood content exam	0	0
Of the preschool child development staff with a baccalaureate degree in B.5.b.1 through B.5.b.3 above, the number enrolled in:		
4. Advanced degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	0

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of preschool child development staff by position, the number with the following degrees or credentials:		
c. An associate degree in:		
1. Early childhood education	12	3
2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	0	0
Of the preschool child development staff with an associate degree in B.5.c.1 and B.5.c.2 above, the number enrolled in:		
3. A baccalaureate degree program in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	0

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of preschool child development staff by position, the number with the following credentials:		
d. A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements	4	3
1. Of these, a Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0	0
Of the preschool child development staff with the credentials in B.5.d above, the number enrolled in:		
2. A baccalaureate degree program in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	0
3. An associate degree program in early childhood education or in a related field and coursework equivalent to a major relating to early childhood education	4	3



	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of preschool child development staff by position:		
e. The number who do not have the qualifications listed in B.5.a through B.5.d	0	6
Of the preschool child development staff in B.5.e above, the number enrolled in:		
1. A baccalaureate degree program in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	0
2. An associate degree program in early childhood education or in a related field and coursework equivalent to a major relating to early childhood education	0	4
3. Any type of Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0	0

	# of classes
B.6 Total number of center-based option classes serving preschool-aged children	6
B.7 Number of center-based option classes serving preschool-aged children in which at least one teacher (excluding assistant teachers) has one of the following: - An advanced or baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education with experience teaching pre-school age children, or - A baccalaureate degree and has been admitted into and is supported by the Teach for America program and passed a rigorous early childhood content exam - An associate degree in early childhood education or in a related field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	6

### Infant and Toddler Child Development Staff Qualifications - Classroom and Assistant Teachers

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
B.8 Total number of infant and toddler child development staff by position	28	0

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of infant and toddler child development staff by position, the number with the following degrees or credentials:		
a. An advanced degree in:		
1. Early childhood education with a focus on infant and toddler development	0	0
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	0	0

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of infant and toddler child development staff by position, the number with the following degrees or credentials:		
b. A baccalaureate degree in:		
1. Early childhood education with a focus on infant and toddler development	1	0
2. Any field and coursework equivalent to a major relating to early childhood education with experience teaching infants and/or toddlers	0	0
Of the infant and toddler child development staff with a baccalaureate degree in B.8.b.1 through B.8.b.2 above, the number enrolled in:		
3. Advanced degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education with a focus on infant and toddler development	0	0

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of infant and toddler child development staff by position, the number with the following degrees or credentials:		
c. An associate degree in:		
1. Early childhood education with a focus on infant and toddler development	13	0
2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching infants and toddlers	0	0
Of the infant and toddler child development staff with an associate degree in B.8.c.1 and B.8.c.2 above, the number enrolled in:		
3. A baccalaureate degree program in early childhood education or in any field and coursework equivalent to a major relating to early childhood education with a focus on infant and toddler development	0	0

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of infant and toddler child development staff by position, the number with the following credentials:		
d. A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements	14	0
1. Of these, a Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0	0
Of the infant and toddler child development staff with the credentials in B.6.d above, the number enrolled in:		
2. A baccalaureate degree program in early childhood education or in any field and coursework equivalent to a major relating to early childhood education with a focus on infant and toddler development	0	0
3. An associate degree program in early childhood education or in a related field and coursework equivalent to a major relating to early childhood education with a focus on infant and toddler development	0	0

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of infant and toddler child development staff by position:		
e. The number who do not have the qualifications listed in B.8.a through B.8.d	0	0
Of the infant and toddler child development staff in B.8.e above, the number enrolled in:		
1. A baccalaureate degree program in early childhood education or in any field and coursework equivalent to a major relating to early childhood education with a focus on infant and toddler development	0	0
2. An associate degree program in early childhood education or in a related field and coursework equivalent to a major relating to early childhood education with a focus on infant and toddler development	0	0
3. Any type of Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0	0

### Child development staff qualifications - home-based and FCC

	(1) # of Home- Based Visitors	(2) # of Home- Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
B.9 Total number of child development staff by position	0	0	74	8

	(1) # of Home- Based Visitors	(2) # of Home- Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
Of the number of child development staff by position, the number with the following degrees or credentials:				
a. An advanced degree in/licensed as:				
1. 1. Social work/ Licensed clinical social worker (LCSW)/ Licensed master social worker (LCMW)	0	0	0	0
2. Marriage and family therapy/ Licensed marriage and family therapist (LMFT)	0	0	0	0
3. Psychology	0	0	0	0
4. Sociology	0	0	0	0
5. Human services (include related areas such as child and family services or social services)	0	0	0	0
6. Nursing plus Nurse Practitioner (NP) license	0	0	0	0
7. Early childhood education	0	0	0	0
8. Other	0	0	0	0
Home-Based Visitors:				
Home-Based Visitor Supervisors:				
Family Child Care Providers:				
Family Child Care Specialists:				



	(1) # of Home- Based Visitors	(2) # of Home- Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
Of the number of child development staff by position, the number with the following degrees and licenses:				
b. A baccalaureate degree in:				
1. Social work	0	0	0	0
2. Psychology	0	0	0	0
3. Sociology	0	0	0	0
4. Human services (include related areas such as child and family services or social services)	0	0	0	0
5. Nursing plus Registered Nurse (RN) license	0	0	0	0
6. Early childhood education	0	0	0	1
7. Other	0	0	0	0
Home-Based Visitors:				
Home-Based Visitor Supervisors:				
Family Child Care Providers:				
Family Child Care Specialists:				

	(1) # of Home- Based Visitors	(2) # of Home- Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
Of the number of child development staff by position, the number with the following degrees and licenses:				
c. An associate degree in:				
1. Social work	0	0	0	0
2. Psychology	0	0	0	0
3. Sociology	0	0	0	0
4. Human services (include related areas such as child and family services or social services)	0	0	0	0
5. Nursing plus Registered Nurse (RN) license	0	0	0	0
6. Early childhood education	0	0	7	7
7. Other	0	0	0	0
Home-Based Visitors:				
Home-Based Visitor Supervisors:				
Family Child Care Providers:				
Family Child Care Specialists:				

	(1) # of Home- Based Visitors	(2) # of Home- Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
Of the number of child development staff by position, the number with the following credentials:				
d. License, certification, or credential held:				
1. Nursing, non-RN, i.e. LPN, CNA, etc.	0	0	0	0
2. Family development credential (FDC)	0	0	0	0
3. Child development associate credential (CDA)	0	0	19	0
4. State-awarded certification, credential, or license appropriate to the option in which they are working, i.e. home-based option or family child care option	0	0	45	0
5. Other	0	0	0	0
Home-Based Visitors:				
Home-Based Visitor Supervisors:				
Family Child Care Providers:				
Family Child Care Specialists:				

	(1) # of Home- Based Visitors	(2) # of Home- Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
Of the number of child development staff by position:				
e. The number who do not have the qualifications listed in B.9.a through B.9.d	0	0	3	0
Of the child development staff in B.9.e above, the number enrolled in:				
1. An advanced degree or license	0	0	0	0
2. A baccalaureate degree	0	0	0	0
3. An associate degree	0	0	0	0
4. Studies leading to a non-degree license, certificate, or credential	0	0	3	0

## NON-SUPERVISORY CHILD DEVELOPMENT STAFF

### Child development staff - ethnicity

B.12 Ethnicity:	# of non-supervisory child development staff
a. Hispanic or Latino origin	125
b. Non-Hispanic or Non-Latino origin	0

### Child development staff - race

B.13 Race:	# of non-supervisory child development staff
a. American Indian or Alaska Native	0
b. Asian	0
c. Black or African American	0
d. Native Hawaiian or other Pacific Islander	0
e. White	122
f. Biracial/Multi-racial	0
g. Other	0
h. Unspecified	8
1. Explain: Staff did not specify race	



## Child development staff - language

	# of non-supervisory child development staff
B.14 The number who are proficient in a language(s) other than English	125
a. Of these, the number who are proficient in more than one language other than English	0
B.15 Language groups in which staff are proficient	# of non-supervisory child development staff
a. Spanish	125
b. Native Central American, South American, and Mexican Languages	0
c. Caribbean Languages	0
d. Middle Eastern & South Asian Languages	0
e. East Asian Languages	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages	0
h. European & Slavic Languages	0
i. African Languages	0
j. Other	0
k. Unspecified	0

## Child development staff - classroom teacher turnover

	# of classroom teachers
B.16 The number of classroom teachers who left your program during the year.	1
B.17 Of these, the number who left for the following reasons:	# of classroom teachers
a. Higher compensation/benefits package in the same field	0
b. Change in job field	0
c. Other	1
1. Comments: B.17.c: Unable to meet requirements for position	
B.18 Number of classroom teacher vacancies in your program that remained unfilled for a period of 3 months or longer	1
B.19 Number of classroom teachers hired during the year due to turnover	0

## Child development staff - home-based visitor turnover

	# of home-based visitors
B.20 The number of home-based visitors who left the program during the year	0
B.21 Of these, the number who left for the following reasons:	
a. Higher compensation/benefits package in the same field	0
b. Change in job field	0
c. Other	0
1. Comments: null	
B.22 Number of home-based visitor vacancies in the program that remained unfilled for a period of 3 months or longer	0
B.23 Number of home-based visitors hired during the year due to turnover	0

## FAMILY & COMMUNITY PARTNERSHIPS STAFF

### Family & community partnerships staff - qualifications

	(1) # of family workers	(2) # of FCP supervisors
B.24 Total number of family & community partnerships staff	18	1
a. Of the FCP supervisors, the number who work directly with families, i.e. staff with a family caseload		0
	(1) # of family workers	(2) # of FCP supervisors
B.25 Of the family & community partnerships staff, the number with the following education		
a. A related advanced degree	0	0
b. A related baccalaureate degree	1	0
c. A related associate degree	0	1
d. GED or high school diploma	17	0
B.26 Of the family & community partnerships staff who do not have a degree, the number in training leading to a related degree or credential	0	0
B.27 Comments on staff shared by Head Start and Early Head Start programs:		

	<b># of ECD managers/ coordinators</b>
B.28 Total number of education & child development managers/coordinators	1
	<b># of ECD managers/ coordinators</b>
Of the education & child development managers/coordinators, the number with the following degrees or credentials:	
a. An advanced degree in early childhood education, or an advanced degree in any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	1
b. A baccalaureate degree in early childhood education, or a baccalaureate degree in any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	0
	<b># of ECD managers/ coordinators</b>
Of the education & child development managers/coordinators, the number with the following degrees or credentials:	
c. An associate degree in early childhood education, or an associate degree in any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	0
Of the education & child development managers/coordinators preschool child development staff in B.28.c above, the number enrolled in:	
1. A baccalaureate degree in early childhood education, or a baccalaureate degree in any field and coursework equivalent to a major relating to early childhood education	0
	<b># of ECD managers/ coordinators</b>
Of the education & child development managers/coordinators, the number with the following degrees or credentials:	
d. A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements	0
Of the education & child development managers/coordinators preschool child development staff in B.28.d above, the number enrolled in:	
1. A baccalaureate degree in early childhood education, or a baccalaureate degree in any field and coursework equivalent to a major relating to early childhood education	0
	<b># of ECD managers/ coordinators</b>
Of the education & child development managers/coordinators, the number with the following degrees or credentials:	
e. None of the qualifications listed in B.28.a through B.28.d	0
Of the education & child development managers/coordinators preschool child development staff in B.28.e above, the number enrolled in:	
1. A baccalaureate degree in early childhood education, or a baccalaureate degree in any field and coursework equivalent to a major relating to early childhood education	0
B.29 Comments on education & child development managers/coordinators shared by Head Start and Early Head Start programs:	



## C. CHILD & FAMILY SERVICES

### HEALTH SERVICES

#### Health insurance - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.1 Number of all children with health insurance	745	752
a. Number enrolled in Medicaid and/or CHIP	728	738
b. Number enrolled in state-only funded insurance (for example, medically indigent insurance)	8	4
c. Number with private health insurance (for example, parent's insurance)	3	4
d. Number with health insurance other than those listed above, for example, Military Health (Tri-Care or CHAMPUS)	6	6
1. Specify	Received services from Salud para la Gente	
C.2. Number of children with no health insurance	8	1

### Medical

#### Medical home - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.5 Number of children with an ongoing source of continuous, accessible health care	751	753
C.6 Number of children receiving medical services through the Indian Health Service	0	0
C.7 Number of children receiving medical services through a migrant community health center	417	432

#### Medical services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.8 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care	504	452
		# of children at end of enrollment year
a. Of these, the number diagnosed by a health care professional with a chronic condition needing medical treatment since last year's PIR was reported		99
1. Of these, the number who have received or are receiving medical treatment		99
b. Specify the primary reason that children who needed medical treatment, for any chronic condition diagnosed by a health care professional since last year's PIR was reported, did not receive it:		

C.9 Number of all children who received medical treatment for the following chronic conditions since last year's PIR was reported, regardless of when the condition was first diagnosed by a health care professional:	# of children
a. Anemia	43
b. Asthma	46
c. Hearing Difficulties	20
d. Vision Problems	23
e. High Lead Levels	1
f. Diabetes	0

### Body Mass Index (BMI) - children (HS and Migrant programs)

C.10 Number of all children who are in the following weight categories according to the 2000 CDC BMI-for-age growth charts	# of children at enrollment
a. Underweight (BMI less than 5th percentile for child's age and sex)	10
b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)	255
c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)	85
d. Obese (BMI at or above 95th percentile for child's age and sex)	121

### Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.11 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	748	753
C.12 Number of children who have been determined by a health care professional to have received all immunizations possible at this time, but who have not received all immunizations appropriate for their age	5	0
C.13 Number of children who meet their state's guidelines for an exemption from immunizations	0	0

### Dental

#### Dental home - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.17 Number of children with continuous, accessible dental care provided by a dentist	749	753



## Preschool dental services (HS and Migrant programs))

	# of children
C.18 Number of children who received preventive care since last year's PIR was reported	416
C.19 Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination since last year's PIR was reported	463
a. Of these, the number of children diagnosed as needing treatment since last year's PIR was reported.	203
1. Of these, the number of children who have received or are receiving treatment	198
b. Specify the primary reason that children who needed dental treatment did not receive it:	Appointment is scheduled for future date

## Infant and toddler preventive dental services (EHS and Migrant programs)

	# of children at end of enrollment year
C.20 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary oral health care according to the relevant state's EPSDT schedule	280

## MENTAL HEALTH SERVICES

### Mental health professional

	# of hours
C.22 Average total hours per operating month a mental health professional(s) spends on-site	9

### Mental health services

	# of children at end of enrollment year
C.23 Indicate the number of enrolled children who were served by the mental health (MH) professional(s) since last year's PIR was reported.	
a. Number of children for whom the MH professional consulted with program staff about the child's behavior / mental health	3
1. Of these, the number for whom the MH professional provided three or more consultations with program staff since last year's PIR was reported	0
b. Number of children for whom the MH professional consulted with the parent(s) / guardian(s) about their child's behavior/mental health	3
1. Of these, the number for whom the MH professional provided three or more consultations with the parent(s) / guardian(s) since last year's PIR was reported	2
c. Number of children for whom the MH professional provided an individual mental health assessment	0
d. Number of children for whom the MH professional facilitated a referral for mental health services	0

### Mental health referrals

	# of children at end of enrollment year
C.24 Number of children who were referred by the program for mental health services outside of Head Start since last year's PIR was reported	0
a. Of these, the number who received mental health services since last year's PIR was reported	0

## DISABILITIES SERVICES

### Preschool disabilities services (HS and Migrant programs)

	# of children
C.25 Number of children enrolled in the program who have an Individualized Education Program (IEP) indicating they have been determined eligible by the LEA to receive special education and related services	69
a. Of these, the number who were determined eligible to receive special education and related services:	# of children
1. Prior to enrollment into the program for this enrollment year	52
2. During this enrollment year	17
b. Of these, the number who have not received special education and related services	0

### Infant and toddler Part C early intervention services (EHS and Migrant programs)

	# of children
C.26 Number of children enrolled in the program who have an Individualized Family Service Plan (IFSP) indicating they have been determined eligible by the Part C Agency to receive early intervention services under the Individuals with Disabilities Education Act (IDEA)	23
a. Of these, the number who were determined eligible to receive early intervention services:	# of children
1. Prior to enrollment into the program for this enrollment year	13
2. During this enrollment year	10
b. Of these, the number who have not received early intervention services under IDEA	0

### Preschool primary disabilities (HS and Migrant programs)

C.27 Diagnosed primary disability	(1) # of children determined to have this disability	(2) # of children receiving special services
a. Health impairment(i.e. meeting IDEA definition of 'other health impairments')	0	0
b. Emotional disturbance	0	0
c. Speech or language impairments	58	58
d. Intellectual disabilities	1	1
e. Hearing impairment, including deafness	7	7
f. Orthopedic impairment	0	0
g. Visual impairment, including blindness	1	1
h. Specific learning disability	0	0
i. Autism	2	2
j. Traumatic brain injury	0	0
k. Non-categorical/developmental delay	0	0
l. Multiple disabilities (excluding deaf-blind)	0	0
m. Deaf-blind	0	0



## EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

### Screening

	# of children
C.28 Number of all newly enrolled children since last year's PIR was reported	264
C.29 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	260
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	4
C.30 The instrument(s) used by the program for developmental screening:	
ASQ- 3 (Ages & Stages Questionnaire)	

### Assessment

C.31 Approach or tool(s) used by the program to support ongoing child assessment:	
<i>Name/title</i>	<i>Locally designed</i>
DRDP (Desired Results Developmental Profile)	No

### Curriculum

C.32 What curriculum does your program use:	
a. For center-based services:	
<i>Name/title</i>	<i>Locally designed</i>
Creative Curriculum (PreSchool)	No
Creative Curriculum (Infant & Toddler)	No
b. For family child care services:	
<i>Name/title</i>	<i>Locally designed</i>
Creative Curriculum (Other)	No
c. For home-based services:	

## STAFF-CHILD INTERACTION OBSERVATION TOOLS

	# of families at enrollment
C.33 Does the program routinely use staff-child interaction observation tools to assess quality?	Yes
C.34 If yes, interaction observation tool(s) used by the program:	
	(1) <i>Name/title</i>
	(2) <i>Locally designed</i>
a. Center-based settings	Classroom Assessment Scoring System (CLASS) No
b. Home-based settings	
c. Family child care settings	

## FAMILY AND COMMUNITY PARTNERSHIPS

### Number of families

	# of families at enrollment
C.35 Total number of families:	577
a. Of these, the number of two-parent families	465
b. Of these, the number of single-parent families	112

### Employment

C.36 Of the number of two-parent families, the number of families in which:	# of families at enrollment
a. Both parents/guardians are employed	455
b. One parent/guardian is employed	10
c. Both parents/guardians are not working (i.e. unemployed, retired, or disabled)	0

C.37 Of the number of single-parent families, the number of families in which:	# of families at enrollment
a. The parent/guardian is employed	112
b. The parent/guardian is not working (i.e. unemployed, retired, or disabled)	0

	# of families at enrollment
C.38 The number of all families in which at least one parent/guardian is a member of the United States military on active duty	0

### Federal or other assistance

	# of families
C.39 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance for Needy Families (TANF) Program	8
C.40 Total number of families receiving Supplemental Security Income (SSI)	2
C.41 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	560
C.42 Total number of families receiving services under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	33

### Job training/school

C.43 Of the number of two-parent families, the number of families in which:	# of families at enrollment
a. Both parents/guardians are in job training or school	0
b. One parent/guardian is in job training or school	6
c. Neither parent/guardian is in job training or school	459
C.44 Of the number of single-parent families, the number of families in which:	# of families at enrollment
a. The parent/guardian is in job training or school	0
b. The parent/guardian is not in job training or school	112



## Parent/guardian education

C.45 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s)	# of families at enrollment
a. An advanced degree or baccalaureate degree	2
b. An associate degree, vocational school, or some college	16
c. A high school graduate or GED	61
d. Less than high school graduate	498

## Family services

C.46 Report the number of families who received the following services since last year's PIR was reported	# of families
a. Emergency/crisis intervention such as meeting immediate needs for food, clothing, or shelter	4
b. Housing assistance such as subsidies, utilities, repairs, etc.	40
c. Mental health services	15
d. English as a Second Language (ESL) training	18
e. Adult education such as GED programs and college selection	73
f. Job training	4
g. Substance abuse prevention	2
h. Substance abuse treatment	0
i. Child abuse and neglect services	1
j. Domestic violence services	2
k. Child support assistance	0
l. Health education	152
m. Assistance to families of incarcerated individuals	1
n. Parenting education	544
o. Relationship/marriage education	6
C.47 Of these, the number that received at least one of the services listed above	564

## Father involvement

C.48 Does the program have organized and regularly scheduled activities designed to involve fathers / father figures?	No
---	----

## Homelessness services

	# of families
C.49 Total number of families experiencing homelessness that were served during the enrollment year	0
	# of children
C.50 Total number of children experiencing homelessness that were served during the enrollment year	0
	# of families
C.51 Total number of families experiencing homelessness that acquired housing during the enrollment year	0



## Foster care and child welfare

	# of children
C.52 Total number of enrolled children who were in foster care at any point during the program year	0
C.53 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	0

## Collaboration Agreements

### Local education agency (LEA)

	# of LEAs
C.54 Number of LEAs in the service area	2
C.55 Number of formal agreements the program has with LEAs:	# of formal agreements
a. To coordinate services for children with disabilities	2
b. To coordinate transition services	2

### Public school pre-kindergarten programs

C.56 Does the program have formal collaboration and resource sharing agreements with public school pre-kindergarten programs?	No
---	----

### Part C agencies

	# of Part C Agencies
C.57 Number of Part C agencies in the program's service area	2
	# of formal agreements
a. Number of formal agreements the program has with Part C agencies to coordinate services for children with disabilities	2

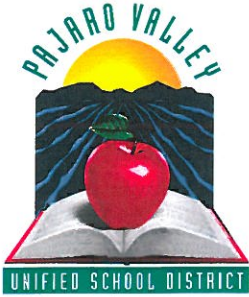
### Child welfare agencies

C.58 Does the program have formal collaboration agreements with child welfare agencies?	No
	# of formal agreements
a. If yes, the number of formal agreements in which the program is currently participating	0

## REPORTING INFORMATION

PIR Report Status	Completed
Confirmation Number	14082822170
Last Update Date	08/28/2014

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



***Board Agenda Backup***

Item No: 8.19

**Date:** 8/12/15

**Item: Migrant & Seasonal Head Start Policy Committee By-Laws**

**Overview:** The purpose of the Policy Committee is to involve elected parents and community leaders in shared governance and management processes for the Migrant & Seasonal Head Start Program.

Each Grantee and delegate agency governing body operating a Migrant & Seasonal Head Start Program must approve the Policy Committee By-Laws annually as part of the shared-governance structure and responsibilities.

Minor changes were made throughout the document for better interpretation (See changes in red).

The Policy Committee approved the revised By-Laws at their July 9, 2015 meeting.

**Recommendation:** Approve the 2015 Migrant & Seasonal Head Start Policy Committee By-Laws

**Budget Considerations:** Budget is not affected by the implementation of this procedure.

**Prepared By:** Angelica C. Renteria, MSHS Program Director

**Superintendent's Signature:**

*Dorm Bot*



## **POLICY COMMITTEE BY-LAWS**

### **Purpose**

The purpose of the Pajaro Valley Unified School District (PVUSD) Migrant & Seasonal Head Start Policy Committee (PC) is to involve elected parent and community leaders in shared governance and other management processes pertaining to the Program as required by the Head Start Performance Standards 1304.50. Policy Committee Representatives shall represent the interests, opinions, and needs of all the families in the Program. In addition, Policy Committee Representatives shall work in collaboration with the School District's Board of Trustees, the Grantee (Central California Migrant Head Start Program) and its Policy Council to support and promote quality services for Migrant & Seasonal Head Start children and families.

### **ARTICLE I – Name**

The name of this Committee shall be the Pajaro Valley Unified School District Migrant & Seasonal Head Start Policy Committee, hereafter referred to as the Policy Committee.

### **ARTICLE II - General Roles and Responsibilities**

The Policy Committee and the Board of Trustees will carry out all duties, roles and responsibilities as outlined in Head Start Performance Standards, Head Start Act 2007, and other federal regulations and official federal policy interpretations. The Policy Committee is not responsible for implementation of day-to-day operations. Day-to-day operations are carried out under the authority of the Program Director.

The Pajaro Valley Unified School District is a Delegate Agency of the Central California Migrant Head Start Program, also known as the Grantee. It is recognized that the primary legal & fiscal responsibility and liability for compliance with laws lies with the District's Board of Trustees. Similarly, the decision to continue to apply for annual funding lies with the District's Board of Trustees. The Grantee maintains contractual authority over administration of the District's Migrant & Seasonal Head Start grant.

Following the stipulations of the Head Start Performance Standards, *Appendix A-Governance and Management Responsibilities*, the Policy Committee shall approve or not approve and submit for consideration to the District's Board of Trustees the following items:

- Procedures for program planning.
- The Program's philosophy and long-and-short-range goals and objectives.
- Criteria for defining recruitment, selection, and enrollment priorities.
- All funding applications and amendments to funding applications, prior to the submission of such applications to the Grantee.
- Reimbursements for reasonable expenses incurred by participating in the Policy Committee and Local Parent Committees.
- The annual **Program Audit**.
- The Policy Committee composition and the procedures by which policy group members are chosen.



- Procedures describing how the governing body (District's Board of Trustees) and the Policy Committee will implement shared decision-making.
- Internal dispute resolution and the procedures for resolving internal disputes.
- Program personnel policies, including, standards of conduct for program staff, consultants, and volunteers.
- Decisions to hire or terminate the Program Director.
- Decisions to hire or terminate any person who works primarily for the Program.

In the event that a disagreement arises between the Policy Committee and the District's Board of Trustees, the ***Arbitration Agreement for Resolution of Impasse*** will be followed (see document).

## **ARTICLE III – Members**

### **Section A - Composition of the Policy Committee**

The Policy Committee will have proportional representation of Representatives from the Program's service delivery options: Family Child Care Homes and Child Care Centers. The total number of Representatives may be different, depending upon the number of funded child development slots in Centers and Family Child Care Homes in operation, as well as the periodic need to expand and/or close sites. Policy Committee Representatives will be elected annually from Local Parent Committees.

#### **Part I – Representation of Current Parents**

- Each Center Local Committee will elect one (1) Policy Committee Representative.
- Each Homes Local Committee will elect two (2) Policy Committee Representatives.

#### **Part II – Community Representatives**

A total of two (2) Community Representatives may serve on the Policy Committee and must be elected annually for a maximum of three (3) years. For the purpose of the Policy Committee, there are two categories of Community Representatives:

##### **Category 1: Former Parents**

Former parents are those who have been previously enrolled in the Program. Former parents, especially those who have participated as Policy Committee Representatives, are encouraged to take part as Community Representatives to provide continuity of leadership and peer training opportunities.

##### **Category 2: Representatives from the Community-At-Large**

These Representatives may come from other public or private non-profit organizations or the private business sector. These Representatives shall demonstrate an interest and ability to promote the welfare and advancement of low-income families. Of particular interest are those individuals who have professional working ties with hired farmworkers.

*\*Current Policy Committee members are encouraged to actively recruit possible Community Representatives that will help enrich the Policy Committee's work.*

### **Part III – Board Liaisons**

The District's Board of Trustees will annually elect two of its members to participate as Board Liaisons to the Policy Committee. These Board Liaisons are non-voting members. Their primary role is to serve as communication liaisons between the District's Board of Trustees and the Policy Committee.

### **Section B - Majority Representation to the Policy Committee by Parent Representatives**

The majority of positions on the Policy Committee will be reserved for current center & home option parents during all **plenary sessions** (July-November) and during **executive committee** format (off season meetings).

### **Section C - Member Selection & Term Limits**

#### **Part I- Parent Representatives**

Parent Representatives to the Policy Committee will be elected according to the election process outlined in the *Local Parent Committee Procedures, Article IV, Section A, Part II, Election Process for Policy Committee Representatives/Alternates*.

- All currently enrolled parents in Centers or Family Child Care Homes are eligible for annual election or re-election as Parent Representatives or Alternates to the Policy Committee.
- Elections will take place at the June Local Parent Committee meetings.
- Each Center Local Committee will elect one (1) Policy Committee Representative.
- Each Homes Local Committee will elect two (2) Policy Committee Representatives.
- Alternates will be elected for each of the Center and Homes Representatives.
- **Parents that are regular Program employees cannot serve on the Policy Committee.**
- Parents that have an "immediate family"\* member as a regular employee of the Program or are related to a Family Child Care Homes Provider contracting with the Program, may not serve on the Policy Committee.

*\*Definition of immediate family member: mother, father, husband/wife, son/daughter, brother/sister, father-in-law/mother-in-law, bother-in-law/sister-in-law, grandfather/grandmother, uncle/aunt, nephew/niece.*

- Two members of the same family cannot serve on the Policy Committee. See definition of "immediate family".
- No Representative or Alternate may serve for more than a cumulative total of three (3) years on the Policy Committee.
- Apart from the Executive Committee meetings, the plenary meeting of the Policy Committee will be from July through November.
- Definition of service year: attending three (3) or more meetings during the plenary sessions.

#### **Part II- Community Representatives**

Community Representatives will be elected according to the following election process:

- All Community Representatives must be elected or re-elected annually by seated members of the Policy Committee for a maximum cumulative term of three (3) years.
- The voting may be by open majority vote (**show of hands**) or closed (secret ballot).



- Every effort will be made to elect or re-elect the Community Representatives during the plenary sessions (July – November).
- Parents who will no longer have children in the Program and who wish to serve as a Former Parent Community Representative should make their desire known formally or informally present themselves to the Policy Committee, provided they have not exceeded the three (3) year term limit. Parent Involvement Coordinators can assist in this process.
- **Regular Program employees cannot serve as Community Representatives to the Policy Committee.**
- Community Representatives that have an “immediate family” member as a regular employee of the Program or are a Family Child Care Homes Provider contracting with the Program, may not serve on the Policy Committee. (*see definition in Article III, Section C, Part I*).

## **Section D - Voting Rights**

### **Part I - Parent Representatives**

- Each member will have voting rights for each motion for required action items.
- In the absence of a Representative their Alternate will have the same voting rights and privileges but cannot be elected to the Executive Committee.
- **Approvals can be made by open majority vote (show of hands) or by closed voting (secret ballot).**

### **Part II – Community Representatives**

- Community Representatives will have the same voting rights as the Parent Representatives.

## **Section E - Code of Conduct**

All Representatives (be it parents or Community Representatives) and present program staff at formal or informal Policy Committee meetings will follow the code of conduct outlined in addendum #1 on pages 11 & 12 of this document. Every effort possible will be made to review the Policy Committee’s Code of Conduct in the first plenary meeting in July and the Representatives will indicate that they agree to abide by these norms with their signature.

## **Section F- Conflicts of Interests**

All Representatives (be it parents or Community Representatives) present at formal or informal Policy Committee meetings will avoid conflicts of interest by declaring any self-interest in any transaction or decision that will result in a personal benefit or gain. Representatives will not accept gratifications, favors or remuneration in exchange for influencing the decision making process. Representatives will indicate with their signature on addendum #2 on page 13 that they agree to follow what is outlined in this paragraph and avoid any situations that appear to lead to a conflict of interest.

## **Section G. Process to Fill Membership Vacancy**

### **Part I - Parent Representatives**

1. Representatives that need or want to resign from the Policy Committee shall inform the Parent Involvement Coordinators and the Coordinators will be responsible for

informing the rest the members as soon as possible/or in the following Policy Committee meeting and recording it in the minutes.

2. Representatives that have three (3) consecutive absences during the plenary sessions and have not communicated with the Parent Involvement Coordinators to explain their absences, will be considered as having resigned from the Policy Committee and **their positions may be filled.**
3. Representatives that do not abide by the Code of Conduct will be asked to step down from the Policy Committee if approved by a majority vote.
4. Representatives that obtain employment with the Program will be dropped from the Policy Committee.
5. Membership will be automatically terminated for those Representatives who are no longer receiving program services.

**5a. An exception will be made for those Representatives who have kinder eligible children that will be attending school in August;** these members will have the option of continuing their participation in the Policy Committee until the last plenary session in November even if they are no longer enrolled in the Program. If the Representatives do not wish to continue participating after August, their Alternates will be given priority to move up and replace them.

- Priority will be given to the Alternates of the Representatives to fill vacancies if they wish to participate for the rest of the operating period. If Alternates are not interested in filling the vacancy, then elections will have to take place at the corresponding Local Parent Committee. All the criteria to elect Representatives mentioned in: **Article III, Section C, Part I** will apply.
- Coordinators will notify via a telephone call and/or by mail (depending on the circumstances) of the termination to the affected Representatives. Coordinators will provide documentation of the termination in the Policy Committee minutes.

## **Part II – Community Representatives**

1. The same reasons for membership termination of parent Policy Committee Representatives (items 1-4) will apply to Community Representatives.
- The vacancies for Community Representatives will be filled using the procedures detailed on **Article III, Section C, Part II.**
  - The same notification of termination process for the parent Representatives mentioned previously will be followed for the Community Representatives.

## **ARTICLE IV – Executive Committee Members**

**Section A** At the first plenary meeting in July, the incoming Policy Committee members will elect the members of the Executive Committee for the new year. The elected members must



be parent Representatives. The preceding Executive Committee members will carry out the meeting until they turn over their seats at the end of the meeting.

- Section B** The Executive Committee will carry out the management duties and responsibilities on behalf of the Policy Committee during the off-season.
- Section C** The members of the Executive Committee need to be elected by a majority of votes, 50 percent (%) plus one (1) of the members present. The voting may be by open majority vote (show of hands) or by secret ballot.
- Section D** The Officers for the Executive Committee shall include: President, Vice-President, Secretary, Treasurer, and Sergeant-At-Arms. *Article VII-Description of Responsibilities for the Executive Committee Members* explains the responsibilities of each position on the Executive Committee.
- Section E** The Executive Committee members shall serve for a year starting in July until elections for Executive Committee members take place the following year.
- Section F** In the last plenary session in November, the Policy Committee members will elect a minimum of four (4) Alternates to the Executive Committee to attend the off season meetings. The Alternates will have an order of priority according to the order in which they were elected, for example, Alternate #1, Alternate #2, etc.
- A Community Representative can be elected as an Alternate to the Executive Committee during the off-season meetings.
  - In the case of an absence of a member of the Executive Committee during the off-season meetings, an Alternate that is present with the highest priority will be part of the Executive Committee for that meeting and will have voting rights.
  - If necessary, Alternates to the Executive Committee are eligible to replace vacancies within the Executive Committee.
- Section G** In case of a vacancy\* in the Executive Committee during the plenary sessions, the members can (voluntarily) move up one position, in order of rank. If one of the members does not want to move up to a higher position, the members of the Policy Committee can fill any vacancy by an election with a majority of votes.

The same process mentioned in the paragraph above will be implemented to fill vacancies during the off-season but if one of the members does not want to move up, Alternates or a Community Representative of the Executive Committee could be considered to fill any seat by being elected with a majority vote.

*\*see Article III, Section G, Part I & II for the reasons that constitute a vacancy in the Policy Committee.*

- Section H** During the plenary and out of season meetings, the Executive Committee can be called in to serve in one or more of the following capacities:
- Staff interviews and/or actions.
  - Dispute resolution processes with the Grantee/Program and/or School District/Program.

- Assist with the development of the agenda and related planning activities.
- Consider final budget changes or adjustments to “one-time” proposals for submission. If prior general discussion has taken place on these matters with the full Policy Committee, the Executive Committee may finalize reasonable adjustments to meet short-turnaround submission deadlines.

## **ARTICLE V – Meetings**

- Section A** Typically, there will be five (5) plenary Policy Committee meetings during the year. The meetings will take place during the following months: July, August, September, October & November. If needed, adjustments to the calendar will be made to meet Grantee deadlines. When necessary, special meetings can be called to order.
- Section B** Executive Committee off-season meetings will typically take place in: December, March, April, May & June.
- Section C** Every effort will be made to secure the School District’s Board Room and depending on the availability of the room if there is a change in meeting location, members will be notified as soon as possible. The Executive Committee meetings will take place in the Program’s Conference Room on the second floor.
- Section D** A simple majority of Representatives should determine the number of Representatives necessary to establish quorum for plenary sessions and for Executive Committee format sessions. The Secretary shall establish quorum at the beginning of each meeting.
- Section E** Members should be notified by mail and receive an agenda before each regular meeting. Voting members will contact the Parent Involvement Coordinators to notify them if they are able or not able to participate in the meeting. If a member cannot attend, the Parent Involvement Coordinators will contact their Alternate.
- Section F** The Executive Committee will take action during the months that the full Policy Committee does not meet and when a decision is pending that cannot wait until a plenary session. In addition, meetings can take place to finalize details of urgent action items during the plenary session period but the Executive Committee format shall not be used as a means to exclude the participation of the full Policy Committee when this is the appropriate method to address the issues. Abuse of authority on behalf of the Executive Committee can constitute a “vote of no confidence” by the rest of the members of the Policy Committee. A 2/3 vote of no confidence can result in the destitution of members of the Executive Committee and they will not be eligible to participate in the Policy Committee.

## **ARTICLE VI – Subcommittees**

- Section A** Subcommittees can be established when necessary to obtain information, review and make recommendations to the Policy Committee. The subcommittees that can be created include, but are not limited to:



- Staff subcommittee
- Budget subcommittee
- Program quality subcommittee
- By-laws subcommittee

- Section B** Volunteers will be requested from the current Policy Committee members (parent Representatives/Community Representatives) to be part of the subcommittees when necessary.
- Section C** Specialty area experts outside the Policy Committee may participate in the subcommittees, especially if they have valuable knowledge to contribute to the subcommittee. These members will need to be approved by a majority vote from the Policy Committee.
- Section D** Members of the subcommittees will do their best to serve until the completion of the assigned task.
- Section E** Subcommittee vacancies shall be filled with other current Policy Committee members (current parent Representatives/Community Representatives). A vacancy is constituted when a member leaves the Program or does not attend sufficient meetings that make it impossible to meet their obligation. Such determination shall be made by the President of the Policy Committee in consultation with the rest of the corresponding subcommittee members.
- Section F** Minutes will need to be written for each of the subcommittee meetings and submitted to the Program within a period of ten (10) days. The Secretary, along with the support of program staff can assist with this responsibility.
- Section G** All the subcommittee meetings will be open to the public.
- Section H** The actions taken by any subcommittee will not be adopted until they are approved by the Policy Committee in a regular meeting or in the Executive Committee format during the off-season.

## **ARTICLE VII – Description of Responsibilities for Members of the Executive Committee**

The most important function of the Executive Committee is to provide leadership by working as a team for the rest of the Policy Committee.

### **President:**

The President shall open, close and preside at all meetings. The President serves as the principal contact person for assigned Program staff to be kept informed about essential Program business. Is responsible for signing official documents on behalf of the Policy Committee.

### **Vice President:**

The Vice President shall take the place of the President during his/her absence.

**Secretary:**

The Secretary will work with assigned staff to help support the voting process during elections of the incoming Policy Committee. Helps establish quorum. When possible, can assist staff with the note taking for minutes and can also help read the minutes during the meetings.

**Treasurer:**

The Treasurer can help support issues relating to the Policy Committee budget.

**Sergeant-At-Arms:**

The Sergeant-At-Arms will help bring Policy Committee members together to start the meeting on time. The Sergeant-At-Arms will assist with the distribution of documents and materials to the Policy Committee during the meeting. The Sergeant-At-Arms will assist the Secretary with election processes, including collection of ballots. The Sergeant-At-Arms will help bring the Policy Committee to order as needed throughout a meeting and will use the Code of Conduct found in the Policy Committee by-laws as a guideline for this purpose.

**ARTICLE VIII - Policy Committee Representation to the Policy Council**

The Stanislaus County Office of Education has established the Central California Migrant Head Start (CCMHS) Policy Council to ensure maximum parent participation in the shared decision making process. The Policy Council Representatives will be elected from the delegate agency's Policy Committees. The meetings will take place in Modesto, California, one Saturday per month during the months of July through November. Occasionally, the meetings may take place at other sites, for example, at Delegate Agencies' sites.

**Section A - Number of Policy Council Representatives**

- The Policy Council establishes the number of Policy Committee positions that serve on the Grantee Policy Council.
- The Policy Committee will elect from its memberships three (3) Policy Council Representatives.
- The Policy Committee will elect three (3) Policy Council Alternates in order to take the place of the Representatives when they are not able to attend the Policy Council meetings.

**Section B - Selection of Policy Council Representatives**

- Policy Council Representatives will be elected during the first Policy Committee plenary meeting in July.
- All parent Policy Committee Representatives, including Executive Committee members are eligible to participate in the Policy Council.
- Policy Committee Alternates and Community Representatives cannot be part of the Policy Council.
- Voting can be carried out by secret ballot or by an open vote to elect the Representatives/Alternates. The voting method will be determined before the nominations.
- The candidate with the most votes will be elected. The Alternates will be elected and ranked in order according to how they were elected, for example, Alternate #1, Alternate #2, Alternate #3.

### **Section C - Role of Policy Committee Representatives to the Grantee Policy Council**

- One role of Policy Committee Representatives is to bring Program-wide concerns and issues of the District's Migrant & Seasonal Head Start Program to the attention of the Policy Council and find solutions to resolve them. Policy Committee Representatives are to represent the official interests of the Program and not personal agendas; they are to serve as advocates and a reporting link between the Policy Council and the Policy Committee.

### **ARTICLE IX – Rules of Order**

**Section A** The Policy Committee will be governed by the most current version of *Robert's Rules of Order* and in all situations where it applies and does not contradict these by-laws.

**Section B** The Ralph M. Brown Act will be applied and will be followed in all regular or special Policy Committee meetings including subcommittee meetings.

### **ARTICLE X - Amendments**

The By-laws of the Policy Committee shall be reviewed annually and when necessary they will be updated. Amendments to the By-laws must be passed during plenary sessions of the Policy Committee. A copy of the most recent edition of the By-laws will be forwarded to the District's Board of Trustees and any change to the composition or procedures by which the members of the Policy Committee are elected must be approved by the Board of Trustees.

### **ARTICLE XI – Official Address**

**The official address for the Migrant & Seasonal Head Start Program Policy Executive Committee will be: 294 Green Valley Rd., 2<sup>nd</sup> Floor, Watsonville, CA 97056.**

**Adoption Date:** August 21, 2001

**President:** Santiago Carrillo

**Revision Date:** November 21, 2013

**President:** Manuel Jimenez

**Revision Date:** October 16, 2014

**President:** Vicenta Montes

**Most recent revision PC approval date:** July 9, 2015

\_\_\_\_\_  
**Policy Committee President's Signature**

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

**Most recent revision Board approval date:** \_\_\_\_\_

\_\_\_\_\_  
**District's Board of Trustees Representative**

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





## **Addendum #1 of the Policy Committee By-Laws**

### **CODE OF CONDUCT**

Members of the Pajaro Valley Unified School District's Migrant & Seasonal Head Start Policy Committee will make decisions and take action for the benefit of all the children and families that are served in the Program. Also, the members agree to:

1. Make every effort to attend all meetings.
2. In case of an absence, notify the Parent Involvement Coordinators so they can contact an Alternate as soon as possible.
3. Contact the Parent Involvement Coordinators to catch up on program business after an absence.
4. Make every effort possible to arrive on time.
5. Be respectful of other members. Listen attentively to their comments and concerns.
  - Have one (1) person speak at a time.
  - Express opinions and concerns in a diplomatic manner by using a calm tone of voice and using respectful terms of address.
  - Represent and respect the views and actions that have been approved by the Policy Committee.
6. Make every effort possible to not deviate from agenda and follow agenda items.
7. Bring accurate and timely reporting information to and from the group you represent.
8. Follow through upon agreed tasks outside of the meeting.
9. Not to push hidden agendas. Follow all the laws, regulations, program policies and rules.
10. Maintain required confidentiality on personnel/provider matters. The specifics of personnel matters (for example misconduct) will only be discussed in authorized---Closed Session---Policy Committee meetings to avoid any legal repercussions. Use best judgement taking into consideration all points of view relating to personnel matters.
11. Follow proper lines of communication with other Policy Committee members, Program staff, the District's Board of Trustees, the Grantee and its Policy Council, and the funding source (Federal Government).



12. Not engage in conversations in which staff are lobbying for a particular Policy Committee outcome.
13. Resign from the Policy Committee if one obtains regular employment with the Program.
14. Promote positive public relations on behalf of the Program.

**My signature indicates that I agree to abide by the Code of Conduct of the Policy Committee.**

\_\_\_\_\_  
**Name in Print**

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

\_\_\_\_\_  
**Policy Committee Representative Signature**



**Addendum #2 of the Policy Committee By-Laws**

**CONFLICT OF INTEREST STATEMENT**

All Representatives (be it parents or Community Representatives) will avoid conflicts of interest; and will declare any interest in any transaction or decision where they could receive a personal benefit or gain. Representatives will not accept gratifications, favors or remuneration in exchange for influencing the decision making process. In addition, Representatives will avoid any situations that appear to lead to a conflict of interest.

The purpose of this policy is to protect the integrity of the shared decision making process as part of the shared governance and to ensure that the decisions made are in the best interest of the families of the Program.

**My signature indicates that I agree to follow what is described in the Conflict of Interest Statement of the Policy Committee.**

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**Name in Print**

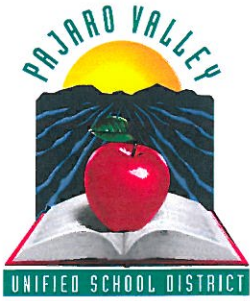
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**Date**

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**Policy Committee Representative Signature**

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



**Board Agenda Backup**

Item No: 8.20

**Date:** 8/12/15

**Item: Code of Conduct**

**Overview:** Federal Head Start Performance Standards require districts/programs to have a code of conduct and a system in place for informing staff members of its existence.

The Child Development Department and the Migrant Head Start Program have compiled applicable Board policies and Department of Social Services (title 22) licensing regulations to meet this requirement. A revision to the current code of conduct has been made to include the following statement:

"Employees holding positions requiring engagement in the administration of grants, will be required to sign statements that they will not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors."

A certification page was also added to the original version (See attachment with additions in red).

The Policy Committee approved the changes at their April 9, 2015 meeting.

**Recommendation:** Approve the revisions to the Code of Conduct

**Budget Considerations:** Budget is not affected by the implementation of this policy

**Prepared By:** Angelica C. Renteria, Migrant & Seasonal Head Start Program Director

**Superintendent's Signature:** Dorm BSA

It is required that all employees, volunteers and consultants working of the Pajaro Valley Unified School District Early Childhood Education department follow the attached PVUSD Board Policies related to conduct.

These policies include:

- Professional Standards BP 4119.21, 4219.21, 4319.21
- Dress and Grooming BP 4119.22, 4219.22, 4319.22
- Unauthorized Release of Confidential / Privileged Information BP 4119.23, 4219.23, 4319.23  
HSPS 45 CFR1304.52 (h)(1)(ii)
- Non Discrimination in District Programs and Activities BP 0410(a)/ HSPS 45 CFR  
1304.52(h)(1)(i)(iv)
- Non Discrimination in Employment AR 4030

Employees holding positions requiring engagement in the administration of grants, will be required to sign statements that they will not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors.

Failure to abide by the policies above may result in Suspension/ Disciplinary Action as outlined by Board Policy PB 4118/ HSPS 45 CFR 1304.52 (h)(1-3)

In addition early childhood education staff of all programs (Migrant & Seasonal Head Start, Migrant State Childcare, State Preschool, Family Childcare Home Services) will adhere to all Department of Social Services / Community Care Licensing regulations including:

- Personal Rights (Lic.613A ) / HSPS 45 CFR 1304.52(h)(1)(iv)
- Responsibility for Providing Care and Supervision DSS- CCL 101229 & 101429/ HSPS 45 CFR 1304.52(h)(1)(iii)
  - “No child shall be left without the supervision of a teacher at any time.  
Supervision shall include visual observation”
  - “Under no circumstances shall ANY infant be left unattended”

Early Childhood Education staff may also be guided in their work with families and children by National Association for the Education of Young Children’s (NAEYC) Code of Ethical Conduct & Statement of Commitment position statement.



CERTIFICATION

I \_\_\_\_\_, holding the position of \_\_\_\_\_, (employee, consultant or volunteer)

in the \_\_\_\_\_ (program), certify that I have read or had explained to me and understand the PVUSD Early Childhood Education Code of Conduct Policy. If my position requires engagement in the administration of grants, I will not solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties of sub agreements.

I understand this certification will be placed in my personnel file.

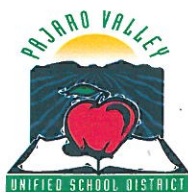
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Signature

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Date



# PAJARO VALLEY UNIFIED SCHOOL DISTRICT



## Board Agenda Backup

Item No: 8.21

**Date:** August 12, 2015

**Item:** Approval to award open purchase order contracts for Food and Nutritional Services bids.

**Overview:** The competitive bidding process was executed by the Food and Nutrition Services Department for the following Food and Nutritional Services products and supplies: Dairy Products Bid FS-01-1516; Frozen/Dry/Canned Products FS-02-1516; Paper Products Bid FS-03-1516.

Bids received were evaluated and awarded in accordance with the bid and contract documents. Open purchase order contracts for fiscal year July 1, 2015 – June 30, 2016 in estimated amounts will be issued to the awarded vendors. Estimated amounts are the total of bid product and supply line items awarded to each vendor and calculated using the prior year estimated usage and the awarded bid price. These amounts may increase or decrease as orders will be placed as needed throughout the fiscal year.

**Recommendation:** Administration recommends contract awards in the estimated amounts to the following vendors for fiscal year July 1, 2015 through June 30, 2016.

### Dairy Products Bid FS-01-1516

Crystal Creamery..... \$583,941.17

**Total \$583,941.17**

### Frozen/Dry/Canned Products FS-02-1516

Gold Star Foods, Inc. .... \$103,232.70

Performance Foodservice

Ledyard ..... \$9,232.43

School Lunch Products, Inc. .... \$86,404.20

SYSCO San Francisco Inc. .... \$225,468.36

The Danielsen Company, Inc.... \$139,238.90

**Total \$563,576.59**

### Paper Products Bid FS-03-1516

Ekon-O-Pac.....\$13,725.00

P & R Paper Supply

Company, Inc. .... \$67,257.55

Performance Foodservice

Ledyard ..... \$2,014.80

Plastic Package, Inc. .... \$18,841.50

Pressed Paperboard

Technologies, LLC..... \$32,816.50

SYSCO San Francisco, Inc. .... \$4,991.25

The Danielsen Company, Inc.....\$4,419.36

Wallace Packaging.....\$10,671.00

**Total \$154,736.96**

**Grand Total (all Bids) ..... \$1,299,509.80**

### BUDGET CONSIDERATIONS

**Funding Source:** Cafeteria Fund

**Budgeted:** Yes: \_\_\_\_\_ No: \_\_\_\_\_

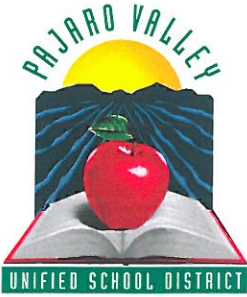
**Amount:** \$ (estimated amount only)

**Prepared by:** Rich Buse, Director of Purchasing Services

**Chief Business Officer:** Melody Canady

**Superintendent:** Dorma Baker

*Dorma Baker*



## PAJARO VALLEY UNIFIED SCHOOL DISTRICT

### Board Agenda Backup

Item No: **10.1**

**Date:** August 12, 2015

**Item:** **Update on Bond Projects and Summer Construction, Modernization Projects at PVUSD.**

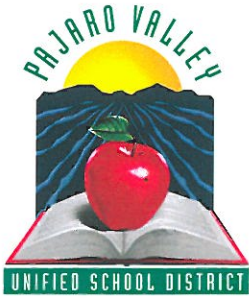
**Overview:** The board will receive a report from the Facilities department on the various projects taking place throughout the district.

**Recommendation:** Report item only.

**Prepared By:** Rick Mullikin, Director of Maintenance, Construction and Facilities.

**Superintendent's Signature:** Dorm Bol

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



**Board Agenda Backup**

Item No: **10.2**

**Date:** August 12, 2015

**Item: Report and Discussion on the Transportation Study Report.**

**Overview:** In March 2015, the Pajaro Valley Unified School District entered into an agreement with the Pupil Transportation Information for a study to perform a field study review for the purpose of reviewing pertinent operational documents, best practices, staffing and program budget. The report contains the study team's finding and recommendations. Recommendations from the report are included in the attached Board report.

**Recommendation:** Report item only.

**Budget Considerations:** N/A

**Funding Source:**

**Budgeted:** Yes: ☐ No: ☐

**Amount:** \$

**Prepared By:** Melody Canady, CBO

**Superintendent's Signature:**

*Dorm Bosh*



**Pajaro Valley Unified School District  
Transportation Study - Summary Sheet**

**Findings**

**Recommendations**

<p><b>School Transportation Funding &amp; Finance</b></p> <p>In the 2013-14 school year the district expended similar funding amounts as in prior years. The district increased the budget by \$1,552,554 due primarily to financing costs of new capital equipment, which includes buses, two-way radios and video camera equipment, and a bus pass.</p> <p>The district pays full benefits for employees and dependents for any employee working over 20 hours per week. The district also pays the employee portion and the districts portion of CalPERS retirement.</p> <p>Stipulations within the collective bargaining agreement that allow for drivers who drive a route and have less than one hour between get paid for the off-duty time.</p> <p>There are eight ‘floater’ bus driver positions, which do not have regular bus routes. The department often struggles to find work for these eight hour positions.</p>	<ol style="list-style-type: none"><li>1. Consider negotiating with classified employees to reduce the rich benefits the district currently offers, perhaps by grandfathering existing employees and offering a lower, more reasonable level of benefits to new employees.</li><li>2. Consider reducing the daily guarantee for bus driver floater positions.</li></ol>
<p><b>Leadership and Staffing</b></p> <p>The current staffing level and model is sufficient for the needs of the department, with the exception of one position that the district might consider reinstating.</p> <p>The department has policies and procedures as well as a collective bargaining agreement and a driver’s handbook that is challenging to enforce at times as key staff do not always support these efforts.</p>	<ol style="list-style-type: none"><li>1. Invest in professional mentoring for the Director of Transportation, training and application in leadership styles and a team-building process for the primary office staff of the department.</li><li>2. Regularly update the Driver’s Handbook.</li><li>3. Reinstatement a Shop Supervisor position.</li></ol>

**Driver Training and Safety**

Over the past year the district hired two non-certified Delegated Behind the Wheel Instructors (DBTWI), which have been receiving training from the single staff member certified as a DBTWI. Due to the volume of training and the work load on this individual, duties such as ride along to observe a bus driver's driving skills has fallen behind.

The program to train new trainees has been scaled back to once per year. The program also has two renewal classes a year for drivers renewing their bus certificate.

The district has 15 passenger vans that have been reduced in legal capacity to comply with vehicle code for insurance purposes. In order for a driver to drive a 15 passenger van, they must have a class B license. Many of these vans are at school sites and the transportation doesn't have knowledge of where these vehicles are located nor does the department maintain the vans.

DMV pull notices and driving records were found to be kept in compliance with the law. However, it was observed that the records needed to be secured in a locked file cabinet or behind a locked door at all times.

1. Review and adjust the instructor hiring practices.
2. Once staffing is accomplished, reinstate training and in-service opportunities for drivers. Reinstated driver ride-alongs.
3. Ensure that 15 passenger vans that have been reduced in capacity are legally insured and drivers are properly licensed.
4. Enroll teachers, staff and coaches that drive district vehicles in the DMV Pull Notice Program.
5. Organize and secure driver training records.

**Bus Routing & Scheduling**

The district operates 36 regular education routes and 28 special education routes. Principals and athletic directors indicated that the districts transportation services are good.

Some special education students that have significant needs that cannot be supported by the district are transported in cabs and/or through third party bus companies. The cost for students being transported through cab services is \$85,000 per year, which appears to be about \$50 per ride.

There are several other students being transported by their parents and being reimbursed by the district at the IRS mileage rate. The district however, doesn't have an articulated contractual agreement with the parents.

It was found that school bell times are determined by the transportation routes, which is a good practice to help reduce the number of routes needed.

1. Have a formal contract with cab companies that articulate responsibilities and addresses liability.
2. Develop a formal contract for parents that transport their children in lieu of receiving bus transportation and are paid mileage for this by the district.
3. Utilize its school transportation software system and implement computerized routing
4. Annually consult with the transportation department regarding school bell times to determine if reasonable adjustments can be made to enhance bus routing efficiency.

<p>Administrative Regulation 3541(a) stipulates that transportation zones or “walking distances” are served by transportation within 1 mile of the K-5 schools, 1.5 miles of the 6-8 schools and 2 miles of 9-12 schools.</p> <p>There are 460 special education students with IEP’s that indicate transportation needs. There is a need for these students needs to be articulated and coordinated with the transportation department. The average number of special education students being transported is 13, which is an acceptable ratio.</p> <p>There isn’t a decision tree process or software being utilized in the transportation department to help with rout scheduling for regular education and special education transportation.</p> <p>When parents have questions or concerns about transportation for their regular education student, their point of contact is the transportation department. However, for special education students, the point of contact isn’t clear, which many times the parent calls special education or transportation, leaving these parents with a misconnect.</p> <p>The field trip approval process is complicated and time consuming. All field trips have to be approved through the assistant superintendent of business office before a field trip can be scheduled.</p> <p>Also discovered, which is not uncommon, parents are transporting students for field trips and other events. This area needs to be streamlined for the safety of the students and the liability of the district.</p> <p>Not all school district vehicles and vans are maintained and tracked through the transportation department. Most departments and school sites have their own vehicle processes and maintenance.</p>	<ol style="list-style-type: none"> <li>5. Evaluate regular education service zones on a school-by-school basis, taking into account demographic and geographic needs and safety infrastructure.</li> <li>6. Implement a decision tree that can be utilized by IEP teams to determine the appropriate need for transportation as a related service.</li> <li>7. Ensure that a parent’s first contact and the primary responsibility for transportation service and parent communication is the transportation department, not the special education department.</li> <li>8. Develop a more comprehensive special education parent transportation handbook.</li> <li>9. Streamline the field trip approval process. Minimize the involvement of the Assistant Superintendent’s administrative assistant.</li> <li>10. Maintain vans that transport small groups of students to the same standards as school buses.</li> <li>11. Require teachers and coaches that drive students attend a specialized defensive driving course and are enrolled in the district’s DMV Pull Notice Program.</li> <li>12. Limit the number of field trips that the transportation department can take on a daily basis that conflict with route times.</li> </ol>
<p><b>Vehicle Maintenance &amp; Fleet</b></p> <p>There are two mechanic shifts for the transportation department. One comes in at</p>	<ol style="list-style-type: none"> <li>1. Evaluate the need for the number of special education spare buses. Declare surplus and sell those that are excessive.</li> </ol>

approximately 5:30 am and works to 2:30 pm. The second shift covers the afternoon and evening. Each shift is staffed by a Lead Mechanic and two other mechanics. As noted in the staffing section, there are also three Bus Drivers Specialized, two of whom fuel buses and can do light maintenance, and one who focuses on inventory and shop office needs.

The transportation department operates five support vehicles with an average age of 16.6 years. They operate 99 school buses with an average age of 10.28 years. There are 43 special education buses and 55 regular education buses. Considering the district operates 28 special education bus routes, this is a large number of spare special education buses (15) for the size of this operation. The district should evaluate if some of these buses could reasonably be declared surplus. There are approximately 20 spare coach-type buses for the 36 regular education bus routes and field trip needs. This is a reasonable number of these buses for the needs of the district.

The district also operates over 90 support vehicles (including the minivans assigned to the schools) and approximately 15 trailers. Other than a few food service department vehicles, these other vehicles are not maintained by the mechanics at the transportation department. With the staffing noted above, it is reasonable that the transportation department mechanics should be able to maintain all district vehicles. At the time of PTI's visit, and also based on a review of work completed, it does not appear that the mechanics are as productive as they could be, and have a significant availability of excess capacity to perform vehicle maintenance work for the district.

The district has recently made a significant financial commitment to the transportation department. The district has qualified for a number of coach-type school bus replacement grants from the Monterey Bay Air Quality Management District, with moderate contribution from the district over the past several years. The grants were in excess of \$5 million. This effort has significantly reduced the number of old, Crown Coach school buses that no longer meet the state's stringent diesel particulate emission requirements. Recently ten replacement special education buses were purchased and ten new coach type buses were purchased outright to replace older buses. The district has also purchased video camera equipment for each bus, and a two-way radio system with GPS capabilities.

School buses are subject to the most stringent maintenance requirements of any vehicle on the road. School bus drivers must complete a comprehensive pre-trip inspection. In compliance with Title 13 of the California Code of Regulations (13CCR1232), school buses must be inspected every 45 days or 3,000 miles, whichever comes first. The carrier (owner and operator of the vehicles) must establish a written vehicle preventive maintenance program.

2. Immediately communicate with the CHP Motor Carrier Inspector and revise maintenance practices to be in compliance with Title 13 of the California Administrative Code, and ensure that preventive maintenance inspections are accomplished within the mandated intervals. Evaluate the need to schedule inspections on 30 day rotations rather than 45 days.

3. Ensure that the Transportation Director inspect and approve all purchases for payment.

4. Use the pupil transportation software system to inventory all parts, log all work orders and generate valuable management information reports.

5. Utilize parts on the shelf prior to purchasing new parts.

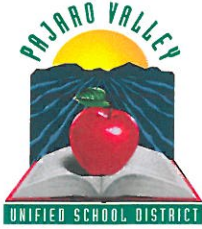
6. Institute general housekeeping and tidiness standards for the vehicle maintenance shop.



<p>Annually, each school bus must be inspected and certified by a Motor Carrier Inspector from the California Highway Patrol (CHP). Each terminal must also be inspected and graded annually. The CHP Terminal Grade is, in essence, the closest thing to a safety report card for the pupil transportation maintenance program. Although the department has recently received the satisfactory grade, indicating compliance with laws and regulations, there is evidence that the CHP is concerned with certain maintenance issues that should be quickly addressed.</p> <p>The mechanics articulated that they schedule the 45-day, 3,000 mile preventive maintenance inspections on approximately a 30 day rotation. A review of inspection records verified that this is the case. Every third inspection includes an oil change and lubrication. The maintenance intervals are scheduled by the Lead Mechanics. There are occasions when buses exceed the 3,000 mile interval.</p> <p>The department underutilizes the software system to order parts and maintain inventory. This system can help in streamlining repair orders and purchasing and inventory of parts.</p> <p>The shop is disorganized and dirty with parts and equipment strewn through the maintenance bays. Regular housekeeping and organization should be instituted.</p>	
<p><b>Facility</b></p> <p>The district leases significant additional space at a county-owned road maintenance yard for its transportation facility. This lease was initiated in approximately 1974. The district utilizes the shop facility, has office space and adequate parking space for employees and the districts bus fleet. The district also utilizes some cargo containers for surplus parts storage.</p> <p>Recently some of the surplus parts have been inventoried and declared surplus. The district also is able to utilize an area for steam cleaning buses and a separate area for washing buses. It does not appear that the district is in compliance with State Storm water Regulations that requires rain runoff testing during storm events to ensure that hazardous materials do not enter local creeks or waterways. Neither the steam clean area nor the bus wash area has an approved separator system that would separate out and store hazardous runoff from these activities. Typically municipalities or counties have industrial waste permitting processes, again, to ensure that hazardous materials do not enter local creeks or waterways. The water from bus washing enters a drain to the west of the facility and is deposited directly into a creek on that side of the yard.</p>	<ol style="list-style-type: none"> <li>1. Take measures in cooperation with the County of Santa Cruz to comply with State Stormwater Regulations and local Industrial Waste Regulations.</li> <li>2. Rectify the site's water system.</li> <li>3. Institute fueling security measures.</li> </ol>



**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



***Board Agenda Backup***

Item No: **11.1**

**Date:** August 12, 2015

**Item:** **Approve Contract for Employment for Interim Assistant Superintendent of Human Resources Ian MacGregor**

**Overview and Rationale:** The District is pleased to present the attached contract for employment for Interim Assistant Superintendent of Human Resources Ian MacGregor.

**Recommendation:** Approve the Contract for Employment for Ian MacGregor.

**Budget Considerations:** See agreement

**Prepared By:** Dorma Baker, Superintendent

**Superintendent's Signature:**

*Dorma Baker*

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

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

THIS AGREEMENT is made this 1st day of July, 2015, by and between the Governing Board of the Pajaro Valley Unified School District and Ian MacGregor.

1. Term. District hereby employs Assistant Superintendent for a period beginning the 1st day of July, 2015, and terminating on June 30, 2016, 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.
- 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. The parties agree that damages to the Assistant Superintendent that may result from the Board's early termination of this Agreement cannot be readily ascertained. Accordingly, the parties agree that the damage payment made pursuant to this early termination clause constitutes reasonable liquidated damages for the Assistant Superintendent for all tort, contract and other damages of any nature whatsoever, whether in law or equity, and does not result in a penalty. The parties agree that the District's completion of its obligations under this provision constitutes the Assistant Superintendent's sole remedy to the fullest extent provided by law. Finally, the parties agree that this provision meets the requirements governing maximum cash settlements as set forth in Government Code sections 53260, et seq.
- f. Termination for Inappropriate Fiscal Practices. Notwithstanding any other provision of this Agreement to the contrary, if the Board believes, and subsequently confirms through an independent audit, that the Assistant Superintendent has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then the Board may terminate the Assistant Superintendent and the Assistant Superintendent shall not be entitled to any

cash, salary payments, health benefits or other non-cash settlement (e.g. health benefits) as set forth above. If the Assistant Superintendent elects to contest the Board's determination in this regard, the Assistant Superintendent may request a hearing before an administrative law judge who shall determine the amount of the cash settlement in accordance with the requirements of Government Code section 53260(b).

12. Abuse of Office Provisions. In accordance with Government Code section 53243 et seq., and as a separate contractual obligation, if the Assistant Superintendent receives a paid leave of absence or cash settlement and this Agreement is terminated for any reason, such paid leave or cash settlement shall be fully reimbursed to the District by the Assistant Superintendent if the Assistant Superintendent is convicted of a crime involving an abuse of office or the position of the Assistant Superintendent. In addition, if the District funds the criminal defense of the Assistant Superintendent against charges involving abuse of office or position and the Assistant Superintendent is then convicted of such charges, the Assistant Superintendent shall fully reimburse the District all funds expended for the Assistant Superintendent's criminal defense. Notwithstanding any other provision of this Agreement to the contrary, if the Board believes, and subsequently confirms through an independent audit, that the Assistant Superintendent has engaged in fraud, misappropriation of funds, or other illegal practices, then the Board may terminate the Assistant Superintendent and the Assistant Superintendent shall not be entitled to the cash, salary payments, health benefits or other non-cash settlement as set forth above. This provision is intended to fully implement the requirements of Government Code section 53260, subdivision (b). In addition, if this Agreement is terminated, any cash settlement related to the termination that the Assistant Superintendent receives from the District shall be fully reimbursed to the District if the Assistant Superintendent is convicted of a crime involving an abuse of his office or position. For purposes of this provision, "abuse of office or position" means either the following: (a) an abuse of public authority, including, but not limited to, waste, fraud, and violation of the law under color of authority and (b) a crime against public justice, including but not limited to, a crime described in Title 7 (commencing with Section 92) of Part 1 of the Penal Code.

13. Notice of Finalist in Search. 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.

14. 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.

15. Mileage Reimbursement. The Assistant Superintendent shall receive monthly the sum of five hundred (\$500.00) for the use of an automobile owned by the Assistant Superintendent

within the counties of Santa Cruz and Monterey. The approved mileage rate will apply for assigned duties outside of the stated counties.

16 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.

17. General Provisions.

- a. Governing Law and venue. 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. Venue shall be in Santa Cruz County, 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.
- f. Construction. This Agreement shall not be construed more strongly in favor of or against either party regardless of which party is responsible for its preparation.
- g. Board Approval. The effectiveness of this Agreement shall be contingent upon approval by the District's Board as required by law.
- h. Execution of Other Documents. The parties shall cooperate fully in the execution of any other documents and in the completion of any other acts that may be necessary or appropriate to give full force and effect to this Agreement.
- i. Savings Clause. If any provision of this Agreement or its application is held invalid, the invalidity shall not affect the other provisions or applications of the Agreement that can be given effect without the invalid provisions or applications and the provisions of this Agreement are declared to be severable.
- j. Binding Effect. This Agreement shall be for the benefit of and shall be binding upon all parties and respective successors, heirs, and assigns.

- k. Execution. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Photographic copies of such signed counterparts may be used in lieu of the originals for any purpose.
- l. Public Record. The parties recognize that, once final, this Agreement is a public record and must be available to the public upon request.

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

\_\_\_\_\_  
Jeff Ursino, 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.

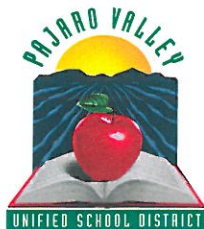
I hold legal and valid administrative and teaching credentials each of which is, or will be, recorded in the office of the Assistant Superintendent of Personnel of the Pajaro Valley Unified School District before receipt of my first payroll warrant. I further certify that I meet the qualifications of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

7/1/2015  
Date

I MacGregor  
Ian MacGregor, Interim Assistant Superintendent



**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



***Board Agenda Backup***

Item No: **11.2**

**Date:** August 12, 2015

**Item:** **Approve Contract for Employment for Lisa Aguerria Lewis  
Assistant Superintendent for Elementary Education.**

**Overview and Rationale:** The District is pleased to present the attached contract for employment for Assistant Superintendent for Elementary Education Lisa Aguerria Lewis.

**Recommendation:** Approve the Contract for Employment for Lisa Aguerria Lewis.

**Budget Considerations:** See agreement

**Prepared By:** Dorma Baker, Superintendent

**Superintendent's Signature:** Dorma Baker

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

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

THIS AGREEMENT is made this 5th day of August, 2015, by and between the Governing Board of the Pajaro Valley Unified School District and Lisa Aguerria Lewis.

1. Term. District hereby employs Assistant Superintendent for a period beginning the 11th day of August, 2015, and terminating on June 30, 2016, 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.
- 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. The parties agree that damages to the Assistant Superintendent that may result from the Board's early termination of this Agreement cannot be readily ascertained. Accordingly, the parties agree that the damage payment made pursuant to this early termination clause constitutes reasonable liquidated damages for the Assistant Superintendent for all tort, contract and other damages of any nature whatsoever, whether in law or equity, and does not result in a penalty. The parties agree that the District's completion of its obligations under this provision constitutes the Assistant Superintendent's sole remedy to the fullest extent provided by law. Finally, the parties agree that this provision meets the requirements governing maximum cash settlements as set forth in Government Code sections 53260, et seq.
- f. Termination for Inappropriate Fiscal Practices. Notwithstanding any other provision of this Agreement to the contrary, if the Board believes, and subsequently confirms through an independent audit, that the Assistant Superintendent has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then the Board may terminate the Assistant Superintendent and the Assistant Superintendent shall not be entitled to any



cash, salary payments, health benefits or other non-cash settlement (e.g. health benefits) as set forth above. If the Assistant Superintendent elects to contest the Board's determination in this regard, the Assistant Superintendent may request a hearing before an administrative law judge who shall determine the amount of the cash settlement in accordance with the requirements of Government Code section 53260(b).

12. Abuse of Office Provisions. In accordance with Government Code section 53243 et seq., and as a separate contractual obligation, if the Assistant Superintendent receives a paid leave of absence or cash settlement and this Agreement is terminated for any reason, such paid leave or cash settlement shall be fully reimbursed to the District by the Assistant Superintendent if the Assistant Superintendent is convicted of a crime involving an abuse of office or the position of the Assistant Superintendent. In addition, if the District funds the criminal defense of the Assistant Superintendent against charges involving abuse of office or position and the Assistant Superintendent is then convicted of such charges, the Assistant Superintendent shall fully reimburse the District all funds expended for the Assistant Superintendent's criminal defense. Notwithstanding any other provision of this Agreement to the contrary, if the Board believes, and subsequently confirms through an independent audit, that the Assistant Superintendent has engaged in fraud, misappropriation of funds, or other illegal practices, then the Board may terminate the Assistant Superintendent and the Assistant Superintendent shall not be entitled to the cash, salary payments, health benefits or other non-cash settlement as set forth above. This provision is intended to fully implement the requirements of Government Code section 53260, subdivision (b). In addition, if this Agreement is terminated, any cash settlement related to the termination that the Assistant Superintendent receives from the District shall be fully reimbursed to the District if the Assistant Superintendent is convicted of a crime involving an abuse of his office or position. For purposes of this provision, "abuse of office or position" means either the following: (a) an abuse of public authority, including, but not limited to, waste, fraud, and violation of the law under color of authority and (b) a crime against public justice, including but not limited to, a crime described in Title 7 (commencing with Section 92) of Part 1 of the Penal Code.

13. Notice of Finalist in Search. 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.

14. 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.

15. Mileage Reimbursement. The Assistant Superintendent shall receive monthly the sum of five hundred (\$500.00) for the use of an automobile owned by the Assistant Superintendent

- k. Execution. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Photographic copies of such signed counterparts may be used in lieu of the originals for any purpose.
- l. Public Record. The parties recognize that, once final, this Agreement is a public record and must be available to the public upon request.

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

\_\_\_\_\_  
Jeff Ursino, 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.

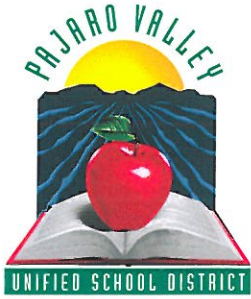
I hold legal and valid administrative and teaching credentials each of which is, or will be, recorded in the office of the Assistant Superintendent of Personnel of the Pajaro Valley Unified School District before receipt of my first payroll warrant. I further certify that I meet the qualifications of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

\_\_\_\_\_  
Date

8-5-15

\_\_\_\_\_  
Lisa Aguerria Lewis, Assistant Superintendent

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



**Board Agenda Backup**

Item No: **11.3**

**Date:** August 12, 2015

**Item: Approve the Updated Management Salary Schedule**

**Overview:** The management salary schedule has been updated to reflect changes that have taken place in current positions over the past few years such as the number of days managers work, job titles and changes in job responsibilities. No new management positions have been added; rather, positions have been reconfigured to accurately reflect current job responsibilities and assignments.

**Recommendation:** To approve the updated management salary schedule.

**Budget Considerations:** N/A

**Funding Source:**

**Budgeted:** Yes: ☐ No: ☐

**Amount:** \$

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

**Superintendent's Signature:**

*Dorm Boh*





# Pajaro Valley Unified School District

## 2015-2016

### MANAGEMENT SALARY SCHEDULE

July 1, 2015

Certificated Job Classification	Range	Work Days	1	2	3	4	5	6	7	Masters
Coordinator, Child Development	20	205	44,252	45,572	46,944	48,352	49,800	51,296	52,831	1,217
Coordinator, Child Development	20	222	47,921	49,351	50,835	52,359	53,927	55,548	57,211	1,318
Coordinator, Site - After School Program	27	190	50,437	51,954	53,506	55,118	56,764	58,470	60,222	1,387
Coordinator, Program Operations	27	205	54,419	56,055	57,731	59,468	61,246	63,085	64,977	1,497
Coordinator, MSHS Disabilities/Mental Health	27	205	54,419	56,055	57,731	59,468	61,246	63,085	64,977	1,497
Coordinator, MSHS Family & Community Services	27	205	54,419	56,055	57,731	59,468	61,246	63,085	64,977	1,497
Coordinator, MSHS Family Child Care Home	27	215	57,073	58,789	60,547	62,369	64,232	66,162	68,145	1,570
Coordinator, MSHS Child Development	27	215	57,073	58,789	60,547	62,369	64,232	66,162	68,145	1,570
Coordinator, ELD Instructional Technology	36	200	69,272	71,352	73,494	75,698	77,962	80,304	82,717	1,905
Coordinator, Health Services	36	200	69,272	71,352	73,494	75,698	77,962	80,304	82,717	1,905
Coordinator, Instruction of Technology	36	200	69,272	71,352	73,494	75,698	77,962	80,304	82,717	1,905
Coordinator, Site Academics Accountability and Instr.	36	205	71,004	73,137	75,332	77,591	79,912	82,312	84,786	1,953
Assistant Principal, Elementary	36	205	71,004	73,137	75,332	77,591	79,912	82,312	84,786	1,953
Coordinator, GATE/VAPA Program	36	222	76,892	79,199	81,577	84,023	86,537	89,135	91,815	2,116
Assistant Principal, Middle School	37	211	75,277	77,536	79,863	82,251	84,720	87,267	89,880	2,070
Coordinator, Student Services	37	211	75,277	77,536	79,863	82,251	84,720	87,267	89,880	2,070
Teacher/Principal	37	211	75,277	77,536	79,863	82,251	84,720	87,267	89,880	2,070
Coordinator, Extended Learning Program	37	215	76,704	79,007	81,376	83,810	86,327	88,921	91,583	2,109
Coordinator, Research, Accountability and Assessments	37	222	79,199	81,577	84,023	86,537	89,135	91,815	94,563	2,178
Coordinator, ELA/ELD	37	222	79,199	81,577	84,023	86,537	89,135	91,815	94,563	2,178
Coordinator, Math	37	222	79,199	81,577	84,023	86,537	89,135	91,815	94,563	2,178
Coordinator, Child Development	37	222	79,199	81,577	84,023	86,537	89,135	91,815	94,563	2,178
Coordinator, Healthy Start	37	222	79,199	81,577	84,023	86,537	89,135	91,815	94,563	2,178
Coordinator, New Teacher Project	38	222	81,577	84,023	86,537	89,135	91,815	94,563	97,394	2,243
Director, Migrant and Seasonal Head Start	39	205	77,591	79,912	82,312	84,786	87,324	89,937	92,641	2,134
Assistant Principal, High School	39	210	79,484	81,861	84,319	86,854	89,453	92,130	94,900	2,186
Assistant Principal, High School (2)	39	216	81,754	84,199	86,728	89,335	92,009	94,762	97,612	2,248
Assistant Director, Adult Education	39	222	84,023	86,537	89,135	91,815	94,563	97,394	100,321	2,311
Assistant Principal, High School (1)	39	222	84,023	86,537	89,135	91,815	94,563	97,394	100,321	2,311
Program Director, Special Services	39	222	84,023	86,537	89,135	91,815	94,563	97,394	100,321	2,311

Masters Stipend = 2.75%/Step 1

Administrators with a PhD receive an additional stipend of 1.0% of the Base Salary

Reflects 7 percent increase effective 7/1/13

Updated as of 08/12/15 Board Meeting





**Pajaro Valley Unified School District**  
**2015-2016**  
**MANAGEMENT SALARY SCHEDULE**

**July 1, 2015**

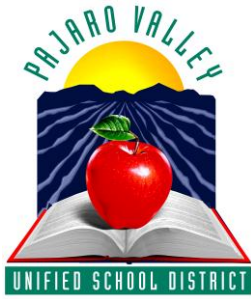
<b>Certificated Job Classification</b>	<b>Range</b>	<b>Work Days</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>Masters</b>
Principal, Alternative Education	40	211	82,251	84,720	87,267	89,880	92,569	95,352	98,213	2,262
Principal, WCSA Charter School	40	211	82,251	84,720	87,267	89,880	92,569	95,352	98,213	2,262
Principal, Diamond Technology Institute	40	211	82,251	84,720	87,267	89,880	92,569	95,352	98,213	2,262
Principal, Pacific Coast Charter	40	211	82,251	84,720	87,267	89,880	92,569	95,352	98,213	2,262
Director, Early Childhood/Child Development Programs	40	222	86,537	89,135	91,815	94,563	97,394	100,321	103,331	2,380
Director, Extended Learning	40	222	86,537	89,135	91,815	94,563	97,394	100,321	103,331	2,380
Principal, Elementary	41	210	84,319	86,854	89,453	92,130	94,900	97,748	100,686	2,319
Director, Student Services	41	222	89,135	91,815	94,563	97,394	100,321	103,331	106,437	2,451
Principal, Middle School	42	215	88,921	91,583	94,324	97,160	100,075	103,084	106,171	2,445
Principal, Alianza Charter School	42	215	88,921	91,583	94,324	97,160	100,075	103,084	106,171	2,445
Director, Curriculum	42	222	91,815	94,563	97,394	100,321	103,331	106,437	109,626	2,525
Director, Ed Services and ELA	42	222	91,815	94,563	97,394	100,321	103,331	106,437	109,626	2,525
Principal K-8	43	222	94,563	97,394	100,321	103,331	106,437	109,626	112,924	2,600
Director, Human Resources (Certificated)	43	222	94,563	97,394	100,321	103,331	106,437	109,626	112,924	2,600
Director, Migrant Education	43	222	94,563	97,394	100,321	103,331	106,437	109,626	112,924	2,600
Director, Equity, State & Federal Programs & Accountability	43	222	94,563	97,394	100,321	103,331	106,437	109,626	112,924	2,600
Principal, High School	44	222	97,394	100,321	103,331	106,437	109,626	112,924	116,304	2,678
Director, Adult Education	45	222	100,321	103,331	106,437	109,626	112,924	116,304	119,794	2,759
Director, SELPA/ Special Services	45	222	100,321	103,331	106,437	109,626	112,924	116,304	119,794	2,759

Masters Stipend = 2.75%/Step 1

Administrators with a PhD receive an additional stipend of 1.0% of the Base Salary

Reflects 7 percent increase effective 7/1/13

Updated as of 08/12/15 Board Meeting



## PAJARO VALLEY UNIFIED SCHOOL DISTRICT

### Board Agenda Backup

Item No:

**Date:** August 12, 2015

**Item:** Job Description Revisions in Migrant & Seasonal Head Start (MSHS)

- Supervisor, MSHS Health Services
- Supervisor, MSHS Program Operations
- Supervisor, MSHS Parent Involvement

**Overview:** Migrant & Seasonal Head Start programs are required to hire staff with content area expertise and oversight to assume management responsibilities to provide quality services to children and families.

Revisions of the currently existing classified supervisory job descriptions were necessary to separate duties by area of expertise in order to meet grant requirements.

**Recommendation:** Approve the attached job descriptions placed on the classified management salary schedule:

Supervisor, MSHS Health Services (placed on Range 27; 215 days)

Supervisor, MSHS Program Operations (placed on Range 27; 215 days)

Supervisor, MSHS Parent Involvement (placed on Range 27; 205 days)

**Budget Considerations:** Budget is not affected by the revision of these positions

**Funding Source:** U.S. Department of Health and Human Services via Grantee (Central California Migrant Head Start/Stanislaus County Office of Education)

**Budgeted:** Yes: ☒ No: ☐

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

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

## **PAJARO VALLEY UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: SUPERVISOR – MIGRANT & SEASONAL HEAD START HEALTH SERVICES**

### **BASIC FUNCTION:**

Under the Direction of the Director, Migrant & Seasonal Head Start, monitor and assure the provision of comprehensive health and safety, nutrition, physical and dental services for Migrant & Seasonal Head Start children aged 2 months - 5 years and their families; develop and recommend strategies for the implementation of comprehensive health services which promote preventive health services; implement, and utilize an information tracking system; and supervise and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Monitor and assure the provision of comprehensive health and safety, nutrition, physical and dental services for Migrant & Seasonal Head Start children aged 2 months - 5 years and their families; recommend strategies for the implementation of comprehensive health services to address the Head Start Performance Standards. Oversee health services and ensure compliance with federal, State, and local mandates.

Develop and monitor staff schedules to support timely completion of required child health screenings, assessments, diagnoses, and treatment plans. Work closely with Family and Community Services Coordinator to ensure family services staff complete child and family service assignments in a timely manner. Prioritize cases requiring prompt intervention and follow-up.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; manage and monitor staff attendance; verify substitute attendance; approve and disapprove staff absences.

Oversee data tracking and record-keeping system for health-related screenings, assessments, and diagnoses.

Review and evaluate child health data to identify individuals with specific health conditions. Assist in development and implementation of goals and objectives to handle identified areas of health concern.

Oversee the local adaptation and implementation of grantee plans for health services.

Assist with transition processes for children between Program locations, other programs and school district.

## **Supervisor – Migrant & Seasonal Head Start Health Services**

Implement an effective internal monitoring system and participate in the coordination of annual program audits and other activities related to child health services.

Assist with procurement and monitoring of health-related budget expenditures and coordinate inventory.

Arrange for certification of designated staff in health-related services (e.g. audiometry, tympanometry, vision and blood pressure screening, Pediatric First Aid/CPR).

Provide and/or arrange for training on health and safety-related procedures. Coordinate training activities with other Program management team members and other involved Program and grantee staff.

Arrange for and coordinate health-related professional services (e.g. nurses, dentists, nutritionist, etc.).

Organize Health Advisory Committee meetings and document activities. Assist in the development of locally adapted plans that support Committee recommendations.

Coordinate activities with community partners to obtain free or low-cost health services.

Represent Program at assigned meetings held by District staff, funding source, and/or community partners.

Participate in assigned Program meetings. Organize and support meetings with assigned staff.

Keep informed about local, State and national resources and practices that may benefit the program.

Provides a management style consistent with carrying out the vision and mission of Migrant & Seasonal Head Start and identified District values.

Maintain positive public relations and assist with special projects and events that promote the Program as a valuable member of the broader community.

Operate with fluency a variety of technology devices, programs, and applications; drive a vehicle to various sites to conduct work.

### **OTHER DUTIES:**

Perform related duties as assigned.



**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles of children's health, mental health and dental content areas and systems.  
Health and safety practices and health education techniques.  
Child health screening and assessment processes.  
Head Start performance standards as well as federal, state and local regulations governing health and safety.  
Community resources related to health services.  
Principles and practices of organization, management, supervision and training.  
Techniques involved with small and large group training and presentations.  
Budget preparation and control.  
Strategies and methods for developing agreements and partnerships.  
Oral and written communication skills.  
Applicable laws, codes, regulations, policies and procedures.  
Operation of a variety of technology devices, programs, and applications.  
Comprehensive tracking system for the delivery of health services and follow-up treatment.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Coordinate functions and activities between the Migrant & Seasonal Head Start program and outside agencies.  
Interpret, apply and explain State and federal rules, regulations, policies and procedures.  
Learn and apply Head Start regulations and funding source requirements.  
Supervise, instruct and coach the performance of assigned personnel.  
Establish and maintain cooperative and effective working relationships with others.  
Develop and implement procedures for the evaluation of program outcomes/results.  
Plan, organize and prioritize work to meet schedules and timelines.  
Analyze situations accurately and adopt an effective course of action.  
Communicate effectively both orally and in writing.  
Operate fluently a variety of technology devices, programs and applications.  
Prepare comprehensive narrative and statistical reports from a variety of informational sources.  
Work in a diverse setting with sensitivity to the needs of low-income farmworker families.  
Attend out-of-area meetings and conferences; work evenings and Saturdays, and also during peak work activity periods which include summers.  
Communicate effectively in English and Spanish.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in public health, nursing, health education, maternal and child health, or health administration and three years of job related experience with demonstrated competence in health services management and in the provision of health training.

**LICENSES AND OTHER REQUIREMENTS:**

L.V.N., R.N., Physician's Associate/Assistant, Registered Dietician may partially substitute for experience requirement.

Valid California driver's license.

Valid First Aid/CPR Certification within 30 days of hire.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Health office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a variety of technology devices.

Reaching overhead, above the shoulders and horizontally to retrieve supplies.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials and screen student health conditions.

**HAZARDS:**

Exposure to blood-borne pathogens and bodily fluids.

Approved by Board of Trustees: TBD

Approved by Personnel Commission: TBD

## **PAJARO VALLEY UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: SUPERVISOR – MIGRANT AND SEASONAL HEAD START PROGRAM OPERATIONS**

### **BASIC FUNCTION:**

Under the Direction of the Director, Migrant and Seasonal Head Start, plan, organize and direct program management systems related to delivery of comprehensive services for Migrant & Seasonal Head Start children aged 2 months - 5 years and their families. Carries out broad range of administrative and supervisory functions, including finance and budgetary responsibilities, proposal development, management of information systems; compliance with Head Start Performance Standards and other regulations, policies and procedures; develop and improve procedures and forms to support integrated management functions; and supervise and evaluate the performance of assigned personnel. Responsible for overseeing training activities and ensuring Head Start and licensing requirements are met.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Plan, organize and direct program management systems related to delivery of comprehensive services for Migrant & Seasonal Head Start children aged 2 months - 5 years and their families.

Support Program Director in establishing program vision as well as direction of operations in Migrant and Seasonal Head Start child development centers and affiliated Family Child Care Homes.

Ensure compliance with federal, State, and local mandates to provide safe, healthy and nurturing learning environments for children and adults.

Organize and direct an effective internal monitoring system and provide coordination of annual self-assessment, audit and external monitoring activities. Assist with the development and implementation of corrective plans of action.

Assist with annual refunding proposal and detailed budget development. Assist with development of other proposals and budgets for program improvement, changes in scope of services and cost-of-living increases.

Support the development and implementation of short and long-term goals and objectives, taking into account availability of funds and local resources. Coordinate key community assessment processes and reports.

Assist with the local adaptation and implementation of Grantee plans for Early Childhood Development and Health Services, Family and Community Partnerships, and Program Design and Management areas.

Assist with the development, implementation and modification of operational policies, procedures and forms.

### **Supervisor – Migrant and Seasonal Head Start Program Operations**

Monitor financial data and reports from various sources, including non-federal share (donations), and recommend budget adjustments. Develop budget models and expenditure plans. Provide Policy Committee and others with required financial reports.

Assist with communication systems so that appropriate information is shared in a timely manner with parents, staff, Policy Committee, Board of Trustees, community partners and the Grantee.

Organize and coordinate effective record-keeping and reporting systems. Coordinate quarterly and annual program information reports and licensing records.

Support implementation of confidentiality policies and procedures. Support a system to address staff, Family Child Care Home Provider and community concerns and complaints and role clarification functions.

Assist with oversight and coordination of procurement, inventory and distribution systems.

Represent Program at assigned meetings held by District staff, Board of Trustees, Policy Committee, funding source and community partners. Attend assigned out-of-area training conferences and meetings.

Maintain positive public relations and assist with special projects and events that promote the Program as a valuable member of the broader community.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide or coordinate staff training.

May be assigned to serve as back up to other management team positions.

Provide a management style consistent with carrying out the vision and mission of Migrant & Seasonal Head Start and identified District values.

#### **OTHER DUTIES:**

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Planning, organization and direction of Migrant and Seasonal Head Start programs.

Organizational management, systems and procedures related to Migrant and Seasonal Head Start programs.

Budget preparation and control.

Strategies and methods for developing agreements and partnerships.

State and federal requirements relating to the Migrant and Seasonal Head Start programs.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

**August 2015**

**PS-7/29/15**



## **Supervisor – Migrant and Seasonal Head Start Program Operations**

Operation of a variety of technology devices, programs, and applications.  
Principles and methods of child development.  
Interpersonal skills using tact, patience and courtesy.

### **ABILITY TO:**

Plan, organize and administer the operation of the Migrant and Seasonal Head Start program.  
Interpret, apply and explain State and federal rules, regulations, policies and procedures.  
Learn and apply Head Start regulations and funding source requirements.  
Supervise, instruct and coach the performance of assigned personnel.  
Establish and maintain cooperative and effective working relationships with others.  
Develop and implement procedures for the evaluation of program outcomes/results.  
Plan, organize and prioritize work to meet schedules and timelines.  
Analyze situations accurately and adopt an effective course of action.  
Communicate effectively both orally and in writing.  
Operate fluently a variety of technology devices, programs and applications.  
Prepare comprehensive narrative and statistical reports from a variety of informational sources.  
Work in a diverse setting with sensitivity to the needs of low-income farmworker families.  
Attend out-of-area meetings and conferences; work evenings and Saturdays, and also during peak work activity periods which include summers.  
Communicate effectively in English and Spanish.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in accounting, business management, business administration, liberal arts, Spanish, human services, human development, or related field and three (3) years' increasingly responsible experience in similarly-sized, comprehensive child development program or comparable human services or social services program.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

#### **PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate a variety of technology devices.  
Reaching overhead, above the shoulders and horizontally to retrieve supplies.  
Sitting or standing for extended periods of time.  
Seeing to read a variety of materials.

Approved by Board of Trustees: TBD  
Approved by Personnel Commission: TBD

**August 2015**  
**PS-7/29/15**

## **PAJARO VALLEY UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: SUPERVISOR – MIGRANT & SEASONAL HEAD START  
PARENT INVOLVEMENT**

### **BASIC FUNCTION:**

Under the Direction of the Director, Migrant & Seasonal Head Start, plan, develop, implement and oversee Migrant & Seasonal Head Start program governance, parent involvement and parent education programs. Coordinate activities of program wide Policy Committee, as well as Center/Family Child Care Home Committees. Support Program representation in grantee's region wide Policy Council; and supervise and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Plan, develop, implement and oversee parent involvement and parent education activities and ensures compliance with federal, State and local regulations and laws. Implements Head Start Performance Standards related to shared-governance and parent involvement.

Organizes activities to establish and maintain Program's Policy Committee. Develop and maintain a structure of shared governance in which parents and Board members can participate in decision making.

Coordinate and support active participation of Program's Policy Committee Representatives in grantee's Policy Council. Out-of-area Saturday meeting attendance is required up to ten times per year.

Organize activities to establish Center/Family Child Care Home Local Committees.

Arrange or conduct training for Policy Committee Representatives and Center/Family Child Care Home Committees on appropriate roles and responsibilities.

Ensure effective system of communication and coordination between committees and Board of Trustees.

Oversee the local adaptation and implementation of grantee plans related to areas of program governance, and parent involvement, and coordinate overlap with staff responsible for other areas of program services.

In collaboration with Family and Community Services Coordinator, establish system to identify individual and group parent education and development needs. Assist with data collection related to community assessment process and periodically conduct parent satisfaction surveys.

Oversee record-keeping system for Policy Committee, Center/Family Child Care Home Committees and other parent involvement activities. Arrange for translation and/or interpretation services.

## **Supervisor – Migrant & Seasonal Head Start Parent Involvement**

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; manage and monitor staff attendance; verify substitute attendance; approve and disapprove staff absences.

Implement an effective internal monitoring system and participate in the coordination of annual program audits related to program governance, parent involvement and parent education services. Assist in the development of corrective plans of action and implement them.

Arrange for and coordinate professional services to support Policy Committee, Center/Family Child Care Home Committee and other parent involvement activities.

Represent Program at assigned meetings held by District staff, funding source and/or community partners.

Participate in assigned Program meetings. Organize and support meetings with assigned staff.

Provides a management style consistent with carrying out the vision and mission of Migrant & Seasonal Head Start and identified District values.

Operate with fluency a variety of technology devices, programs, and applications; drive a vehicle to various sites to conduct work.

### **OTHER DUTIES:**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

State and Federal Head Start regulations.  
Performance standards and guidelines related to Head Start programs.  
Standard policies and procedures for social services agencies.  
Community resources related to Head Start family advocacy services.  
Principles and practices of organization, management, supervision and training.  
Techniques involved with small and large group training and presentations.  
Budget preparation and control.  
Strategies and methods for developing agreements and partnerships.  
Local agricultural practices and trends.  
Oral and written communication skills.  
Applicable laws, codes, regulations, policies and procedures.  
Operation of a variety of technology devices, programs, and applications.  
Comprehensive tracking system for the delivery of family services.  
Interpersonal skills using tact, patience and courtesy.

## **Supervisor – Migrant & Seasonal Head Start Parent Involvement**

### **ABILITY TO:**

Plan, develop, implement and oversee Head Start program governance and parent involvement programs.

Coordinate activities of program wide Policy Committee, as well as Center/Family Child Care Home Committees.

Interpret, apply and explain State and federal rules, regulations, policies and procedures.

Learn and apply Head Start regulations and funding source requirements.

Supervise, instruct and coach the performance of assigned personnel.

Establish and maintain cooperative and effective working relationships with others.

Develop and implement procedures for the evaluation of program outcomes/results.

Plan, organize and prioritize work to meet schedules and timelines.

Analyze situations accurately and adopt an effective course of action.

Communicate effectively both orally and in writing.

Operate fluently a variety of technology devices, programs and applications.

Prepare comprehensive narrative and statistical reports from a variety of informational sources.

Work in a diverse setting with sensitivity to the needs of low-income farmworker families.

Attend out-of-area meetings and conferences; work evenings and Saturdays, and also during peak work activity periods which include summers.

Communicate effectively in English and Spanish.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in social, behavioral science, psychology, family services, human, child development, early childhood education or related field and three years of job related experience with demonstrated competence in social service, public health or education programs.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

#### **PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a variety of technology devices.

Reaching overhead, above the shoulders and horizontally to retrieve supplies.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Approved by Board of Trustees: TBD

Approved by Personnel Commission: TBD





# Pajaro Valley Unified School District

## 2015-2016

### MANAGEMENT SALARY SCHEDULE

July 1, 2015

Classified Job Classification	Range	Work Days	1	2	3	4	5	6	7	Masters
Coordinator/Special Programs	20	261	47,928	49,356	50,844	52,356	53,928	55,560	57,216	1,318
Supervisor, Food & Nutrition Services Operations	25	261	55,560	57,216	58,932	60,708	62,520	64,404	66,336	1,528
Supervisor, Food & Nutrition Services Nutrition Education	25	261	55,560	57,216	58,932	60,708	62,520	64,404	66,336	1,528
Supervisor, MSHS Parent Involvement*	27	205	49,459	50,948	52,472	54,049	55,661	57,325	59,060	1,360
Supervisor, MSHS Program Operations*	27	215	51,717	53,275	54,868	56,517	58,203	59,943	61,757	1,422
Supervisor, MSHS Health Services*	27	215	51,717	53,275	54,868	56,517	58,203	59,943	61,757	1,422
Coordinator, Identification and Recruitment	27	261	58,932	60,708	62,520	64,404	66,336	68,316	70,368	1,621
Applications Analyst I	29	261	62,520	64,404	66,336	68,316	70,368	72,480	74,652	1,716
Energy Education Manager	29	261	62,520	64,404	66,336	68,316	70,368	72,480	74,652	1,716
Fleet Maintenance Manager	29	261	62,520	64,404	66,336	68,316	70,368	72,480	74,652	1,716
Supervisor, Custodial Operations	30	261	64,404	66,336	68,316	70,368	72,480	74,652	76,896	1,776
Supervisor, Maintenance	30	261	64,404	66,336	68,316	70,368	72,480	74,652	76,896	1,776
Supervisor, Transportation	30	261	64,404	66,336	68,316	70,368	72,480	74,652	76,896	1,776
Supervisor, Accounting	33	261	70,368	72,480	74,652	76,896	79,212	81,588	84,024	1,932
Supervisor, Payroll & Benefits	33	261	70,368	72,480	74,652	76,896	79,212	81,588	84,024	1,932
Supervisor, Planning-Facilities	33	261	70,368	72,480	74,652	76,896	79,212	81,588	84,024	1,932
Risk and Safety Manager	36	261	76,896	79,212	81,588	84,024	86,544	89,136	91,824	2,112
Director, Purchasing	37	261	79,212	81,588	84,024	86,544	89,136	91,824	94,572	2,184
Director, Transportation	37	261	79,212	81,588	84,024	86,544	89,136	91,824	94,572	2,184
Network Engineer	37	261	79,212	81,588	84,024	86,544	89,136	91,824	94,572	2,184
Senior Applications Analyst	37	261	79,212	81,588	84,024	86,544	89,136	91,824	94,572	2,184
Assistant Director, Technology	38	261	81,588	84,024	86,544	89,136	91,824	94,572	97,440	2,244
Director, Food & Nutrition Services	40	261	86,544	89,136	91,824	94,572	97,404	100,332	103,332	2,376
Director, Maintenance & Operations & Facilities	41	261	89,136	91,824	94,572	97,404	100,332	103,332	106,440	2,448
Director, Technology Services	42	261	91,824	94,572	97,404	100,332	103,332	106,440	109,632	2,520
Director, Finance	43	261	94,572	97,404	100,332	103,332	106,440	109,632	112,932	2,604
Director, Human Resources (Classified)	43	261	94,572	97,404	100,332	103,332	106,440	109,632	112,932	2,604

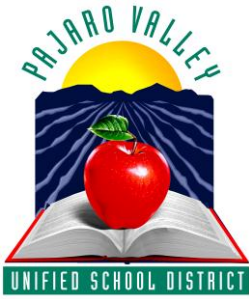
\* Salary does not include vacation or holidays. Pro-rata vacations and holidays will be added to salary.

Masters Stipend = 2.75%/Step 1

Administrators with a PhD receive an additional stipend of 1.0% of the Base Salary

Reflects 7 percent increase effective 7/1/13

Updated as of 08/12/15 Board Meeting



# PAJARO VALLEY UNIFIED SCHOOL DISTRICT

## Board Agenda Backup

Item No:

**Date:** August 12, 2015

- Item:** **Job Description Revisions in Migrant & Seasonal Head Start (MSHS)**
- **Coordinator, MSHS Disabilities/Mental Health**
  - **Coordinator, MSHS Child Development**
  - **Coordinator, MSHS Family Child Care Home**
  - **Coordinator, MSHS Family & Community Services**

**Overview:** Migrant & Seasonal Head Start programs are required to hire staff with content area expertise and oversight to assume management responsibilities to provide quality services to children and families.

Revisions of the currently existing certificated coordinator job descriptions were necessary to separate duties by area of expertise in order to meet grant requirements.

**Recommendation:** Approve the attached job descriptions placed on the certificated management salary schedule:  
Coordinator, MSHS Disabilities/Mental Health (placed on Range 27; 205 days)  
Coordinator, MSHS Child Development (placed on Range 27; 215 days)  
Coordinator, MSHS Family Child Care Home (placed on Range 27; 215 days)  
Coordinator, MSHS Family & Community Services (placed on Range 27; 205 days)

**Budget Considerations:** **Budget is not affected by the revision of these positions**

**Funding Source:** U.S. Department of Health and Human Services via Grantee (Central California Migrant Head Start/Stanislaus County Office of Education)

**Budgeted:** Yes: ☒ No: ☐

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

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

## **PAJARO VALLEY UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: COORDINATOR- MIGRANT & SEASONAL HEAD START DISABILITIES/MENTAL HEALTH**

#### **BASIC FUNCTION:**

Under the direction of the Director- Migrant & Seasonal Head Start, plan, organize, and coordinate delivery of comprehensive disabilities/mental health services for Migrant & Seasonal Head Start children aged 2 months - 5 years and their families. Coordinate planning, implementation and assessment of all related services with other areas of program activities. Manage system to link families with ongoing access to disabilities and mental health services in the community; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize, and coordinate delivery of comprehensive disabilities/mental health services for Migrant & Seasonal Head Start children aged 2 months - 5 years and their families.

Oversee disabilities and mental health services and ensure compliance with federal, State and local regulations and laws. Implement Head Start Performance Standards related to disabilities and mental health services.

Oversee the local adaptation and implementation of grantee plans for disabilities/mental health services.

Support timely completion of required developmental, social/emotional screenings, referrals, assessments, and diagnoses.

Oversee data tracking and record-keeping systems for disabilities-related activities and plans.

Participate in an effective internal monitoring system including annual audits and external monitoring activities. Assist with the development and implementation of corrective plans of action.

Support the development and implementation of short and long-term goals and objectives, and participate in the community assessment processes and report.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide or coordinate staff training.

Oversee child disabilities-related processes for development and implementation of Individual Education Plans and Individual Family Services Plans for children with disabilities.

August 4, 2015

PS

Coordinate activities with other program management team members, special service providers and community partners.

Assist with transition processes for children between Program locations, to other programs and into kindergarten.

In collaboration with other designated management team members, monitor status of at-risk children.

Assist with the development, implementation and modification of related policies, procedures and forms.

Represent Program at assigned meetings held by District staff, Board of Trustees, Policy Committee, funding source and community partners. Attend assigned out-of-area training conferences and meetings.

Maintain public relations and assist with special projects and events that promote the Program as a valuable member of the broader community.

Coordinate activities and development of interagency agreements or memorandums of understanding with school district, Regional Center, California Children's Services, Child Health and Disability Prevention Program, WIC, SELPA and other community partners to obtain free or low-cost disabilities services.

Complete required reports.

Participate in assigned program meetings. Organize and support meetings with assigned staff.

Arrange for and coordinate related trainings for staff, Family Child Care Home Providers, and parents.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; maintain communications and organization with a variety of departments to assure efficient and accurate program objectives.

Use with fluency current technological devices, their programs and applications; drive a vehicle to various sites to conduct work.

**OTHER DUTIES:**

Perform related duties as assigned.

**August 4, 2015**

**PS**



**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization, and coordination of comprehensive disabilities/mental health services for Migrant & Seasonal Head Start children aged 2 months - 5 years and their families.

Child screening and assessment processes.

Local, State and federal laws and regulations of Migrant and Seasonal Head Start program development and administration.

Principles and practices of early child development and mental health and disabilities programs.

Head Start program policies, objectives and performance standards.

Program compliance issues and regulations.

Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies and procedures.

Methods, practices, terminology, policies and procedures used in the administration of a mental health and disabilities program.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Current technological devices, their programs and applications.

Record-keeping and report preparation techniques.

Technical aspects of field of specialty.

Public relations and speaking techniques.

**ABILITY TO:**

Plan, organize, and coordinate a comprehensive disabilities/mental health services program for Migrant & Seasonal Head Start children aged 2 months - 5 years and their families.

Coordinate program activities and information with various departments, outside agencies and the public for smooth and effective program operations.

Supervise and evaluate the performance of assigned personnel.

Attend out-of-area meetings and conferences, work various evenings and some Saturdays with a summer peak work activity period.

Monitor program activities at various locations.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Use effectively current technological devices, their programs and applications.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

Communicate effectively in English and Spanish.

**EDUCATION AND EXPERIENCE:**

Possess a Bachelor's degree in child development, early childhood education, special education, social work, counseling psychology, marriage and family education, or relevant human or social services field. Two years' experience in training and in securing and individualizing needed services for children with disabilities and in comparable position in a similar human, social services, or comprehensive child development program. Additional experience may partially substitute the academic requirement.

**LICENSES AND OTHER REQUIREMENTS:**

California Child Development Site Supervisor Permit.  
Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate current technological devices.  
Reaching overhead, above the shoulders and horizontally to retrieve supplies.  
Sitting or standing for extended periods of time.  
Seeing to read a variety of materials.

Approved by the Board of Trustees: TBD

## **PAJARO VALLEY UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: COORDINATOR- MIGRANT & SEASONAL HEAD START CHILD DEVELOPMENT**

### **BASIC FUNCTION:**

Under the direction of the Director- Migrant & Seasonal Head Start, plan, organize, and coordinate delivery of comprehensive child development services for Migrant & Seasonal Head Start children aged 2 months - 5 years and their families. Coordinate planning, implementation and assessment of child development services with other areas of program activities. Oversee staff training related to child development and support parent education activities. Coordinate facilities maintenance and repairs and monitor center operations; and supervise and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Plan, organize, and coordinate delivery of comprehensive child development services for Migrant & Seasonal Head Start children aged 2 months - 5 years and their families.

Oversee child development services and ensure compliance with federal, State and local regulations and laws. Implement Head Start performance Standards related to early childhood development services.

Under direction of Program Director, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide or coordinate staff training.

Develop and monitor center staffing schedules that meet required staff/child ratios and group sizes.

Oversee developmentally appropriate curriculum system, including child screening and assessment procedures and individualized instruction process.

Oversee the local adaptation and implementation of grantee plans for early childhood development services and school readiness.

Oversee data tracking and record-keeping system for developmental assessments and related plans.

Participate in an effective internal monitoring system including annual audits and external monitoring activities. Assist with the development and implementation of corrective plans of action.

Support the development and implementation of short and long-term goals and objectives, and participate in the community assessment processes and reports.

August 4, 2015

PS

Coordinate activities with other Program management team members, special service providers, and community partners.

Assist with transition of children between Program locations, to other programs, and into kindergarten.

In collaboration with other designated management team members, monitor status of at-risk children.

Provide and/or arrange for child development-related training. Coordinate child development training activities with other Program management team members and other involved Program and grantee staff.

Assist with the development, implementation and modification of related policies, procedures and forms.

Represent Program at assigned meetings held by District staff, Board of Trustees, Policy Committee, funding source, and community partners. Attend assigned out-of-area training conferences and meetings.

Maintain public relations and assists with special projects and events that promote the Program as a valuable member of the broader community.

Participate in assigned Program meetings. Organize and support meetings with assigned staff.

Arrange for and coordinate related trainings for staff, Family Child Care Home Providers, and parents.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; maintain communications and organization with a variety of departments to assure efficient and accurate program objectives.

Use with fluency current technological devices, their programs and applications; drive a vehicle to various sites to conduct work.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization, and coordination of delivery of comprehensive child development services for Migrant & Seasonal Head Start children aged 2 months - 5 years and their families.

Theories, principles and practices of child growth and development, early childhood education and family support.

Routines and center systems for children ages birth through five years.

**August 4, 2015**

**PS**



Child development screening and assessment processes, individual and group lesson plan development, and parent/teacher conference techniques.

Design of age-appropriate center environments and usage of developmentally appropriate materials, furnishings, and equipment.

Local, State and federal laws and regulations of Migrant and Seasonal Head Start program development and administration.

Head Start program policies, objectives and performance standards.

Program compliance issues and regulations.

Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies and procedures.

Methods, practices, terminology, policies and procedures used in the administration of a child development program.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Current technological devices, their programs and applications.

Record-keeping and report preparation techniques.

Technical aspects of field of specialty.

Public relations and speaking techniques.

**ABILITY TO:**

Plan, organize, and coordinate a comprehensive child development services program for Migrant & Seasonal Head Start children aged 2 months - 5 years and their families.

Coordinate program activities and information with various departments, outside agencies and the public for smooth and effective program operations.

Supervise and evaluate the performance of assigned personnel.

Attend out-of-area meetings and conferences, work various evenings and some Saturdays with a summer peak work activity period.

Monitor program activities at various locations.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Use effectively current technological devices, their programs and applications.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

Communicate effectively in English and Spanish.

**EDUCATION AND EXPERIENCE:**

Possess a Bachelor's degree in child development, human development, early childhood education, or related field. Two years' experience as a supervisor in a field related to child development, human development or disabilities services. Two years case management experience or equivalent combination of supervisory, case management and/or adult training experience may be considered towards the overall supervisory experience requirement.

**LICENSES AND OTHER REQUIREMENTS:**

California Child Development Site Supervisor Permit.

California Child Development Program Director Permit must be obtained within 18 months of employment.

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate current technological devices.

Reaching overhead, above the shoulders and horizontally to retrieve supplies.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Approved by the Board of Trustees: TBD

**August 4, 2015**

**PS**

## **PAJARO VALLEY UNIFIED SCHOOL DISTRICT**

**CLASS TITLE:       COORDINATOR- MIGRANT & SEASONAL HEAD START  
FAMILY CHILD CARE HOME**

### **BASIC FUNCTION:**

Under the direction of the Director- Migrant & Seasonal Head Start, plan, organize, and coordinate delivery of comprehensive child development services for Migrant & Seasonal Head Start children aged 2 months - 5 years and their families in contracted Family Child Care Homes. Coordinate Family Child Care Home operations with other areas of program activities. Coordinate training related to child development and Family Child Care Home operations; and supervise and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Plan, organize, and coordinate delivery of comprehensive child development services for Migrant & Seasonal Head Start children aged 2 months - 5 years and their families in contracted Family Child Care Homes.

Identify potential contractors to serve as Family Child Care Home Providers and make recommendations regarding their suitability for child placement. Orient Family Child Care Home Providers.

Oversee contract implementation for Family Child Care Home Providers and ensure compliance with federal, State, and local regulations and laws. Implement Head Start Performance Standards.

Under direction of Program Director, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide or coordinate staff training.

Oversee system for Family Child Care Home Specialists to monitor Family Child Care Homes to ensure compliance with required Provider/Assistant child ratios, group sizes and age limitations.

Oversee system to ensure implementation of developmentally-appropriate curriculum system, including child screening and assessment procedures, and individualized instruction process.

Coordinate early childhood development services in Family Child Care Homes with staff responsible for other areas of program services.

Support the Program communication system so that appropriate information is shared in a timely manner with parents, staff, Family Child Care Home Providers, community partners and the grantee.

In coordination with the Coordinator, MSHS Child Development ensure the local adaptation and implementation of grantee plans for early childhood development services and school readiness.

August 4, 2015

PS

Participate in an effective internal monitoring system including annual audits and external monitoring activities. Assist with the development and implementation of corrective plans of action.

Support the development and implementation of short and long-term goals and objectives, and participate in the community assessment processes and reports.

Participate in assigned meetings. Organize and support meetings with Family Child Care Home Specialists and other staff.

Coordinate activities with other Program management team members, special service providers, and community partners.

Assist with the development, implementation and modification of related policies, procedures and forms.

Represent Program at assigned meetings held by District staff, Board of Trustees, Policy Committee, funding source and community partners. Attend assigned out-of-area training conferences and meetings.

Maintain public relations and assist with special projects and events that promote the Program as a valuable member of the broader community.

Arrange for and coordinate related trainings for staff, Family Child Care Home Providers and parents.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; maintain communications and organization with a variety of departments to assure efficient and accurate program objectives.

Use with fluency current technological devices, their programs and applications; drive a vehicle to various sites to conduct work.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Planning, organization, and coordination of delivery of comprehensive child development services for Migrant & Seasonal Head Start children aged 2 months - 5 years and their families in contracted Family Child Care Homes.

Theories, principles and practices of child growth and development.

Routines and Family Child Care Home systems for children ages birth through five years.

Child development screening and assessment processes, individual and group lesson plan development, and parent/provider conference techniques.

**August 4, 2015****PS**



Design of age-appropriate Family Child Care Home environments and usage of developmentally-appropriate materials, furnishings, and equipment.

Local, State and federal laws and regulations of Migrant and Seasonal Head Start program development and administration.

Head Start program policies, objectives and performance standards.

Program compliance issues and regulations.

Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies and procedures.

Methods, practices, terminology, policies and procedures used in the administration of a child development program.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Current technological devices, their programs and applications.

Record-keeping and report preparation techniques.

Technical aspects of field of specialty.

Public relations and speaking techniques.

**ABILITY TO:**

Plan, organize, and coordinate a comprehensive child development services program for Migrant & Seasonal Head Start children aged 2 months - 5 years and their families in contracted Family Child Care Homes.

Coordinate program activities and information with various departments, outside agencies and the public for smooth and effective program operations.

Supervise and evaluate the performance of assigned personnel.

Attend out-of-area meetings and conferences, work various evenings and some Saturdays with a summer peak work activity period.

Monitor program activities at various locations.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Use effectively current technological devices, their programs and applications.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

Communicate effectively in English and Spanish.

**EDUCATION AND EXPERIENCE:**

Possess a Bachelor's degree in child development, human development, early childhood education, or related field. Three years' experience in a position responsible for monitoring licensed Family Child Care Home operations or three years' experience supervising adults in a licensed child development center. Additional experience may partially substitute the academic requirement.

**LICENSES AND OTHER REQUIREMENTS:**

California Child Development Site Supervisor Permit.  
Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate current technological devices.  
Reaching overhead, above the shoulders and horizontally to retrieve supplies.  
Sitting or standing for extended periods of time.  
Seeing to read a variety of materials.

Approved by the Board of Trustees: TBD

## **PAJARO VALLEY UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: COORDINATOR- MIGRANT & SEASONAL HEAD START  
FAMILY & COMMUNITY SERVICES**

### **BASIC FUNCTION:**

Under the direction of the Director- Migrant & Seasonal Head Start, plan, organize, and coordinate recruitment and enrollment of eligible families. Coordinate planning, implementation and assessment of all family and social service-related activities with other areas of program. Oversee staff and parent training related to family and community partnerships and eligibility, recruitment, selection, enrollment and attendance systems. Manage system to link families with ongoing access to community services. Coordinate enrollment transition processes for children; and supervise and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Plan, organize, and coordinate recruitment and enrollment of eligible families. Coordinate planning, implementation and assessment of all family and social service-related activities with other areas of program.

Oversee services to families. Ensure compliance with federal, State, and local regulations and laws. Implement Head Start Performance Standards related to the areas of Family and Community Partnerships and eligibility, recruitment, selection, enrollment and attendance.

Oversee recruitment and enrollment processes for eligible families and ensure the availability of 10% of enrollment opportunities for children with disabilities. Work with Coordinator, MSHS Parent Involvement and/or Policy Committee to establish local adaptation of grantee's recruitment and enrollment plan.

Coordinate placement of children in child development centers and Family Child Care Homes according to family needs, facility and age group limitations, geographic and other considerations. Assist with transition processes for children between Program locations, to other programs and to kindergarten.

Oversee the local adaptation and implementation of grantee plans related to family services and coordinate overlap with staff responsible for other areas of program services.

Oversee assessment of families' living situations and the development and implementation of plans that meet perceived and identified needs. Coordinate emergency and crisis intervention services. Coordinate system of referrals for services relevant to migrant and seasonal farmworker families.

Under direction of Program Director, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide or coordinate staff training.

August 4, 2015

PS

Works closely with Coordinator, MSHS Health Services to ensure family service staff complete child and family service assignments in a timely manner. Prioritize cases requiring prompt intervention and follow-up.

Oversee data tracking and record-keeping systems for family services.

Coordinate professional services and activities with community partners to support child and family needs.

Implement an effective internal monitoring system and participates in the coordination of annual program audits and other activities related to child/family services.

Coordinate training activities with other Program management team members and grantee staff.

Represent Program at assigned meetings held by District staff, funding source, and/or community partners.

Participate in assigned Program meetings. Organize and support meetings with assigned staff.

Keep informed about local, State and national resources and practices that may benefit the program.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; maintain communications and organization with a variety of departments to assure efficient and accurate program objectives.

Use with fluency current technological devices, their programs and applications; drive a vehicle to various sites to conduct work.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization, and coordination of recruitment and enrollment of eligible families.

Fields related to social, human or family services.

Current social, economic and cultural needs of migrant and seasonal farmworker families.

Local agricultural practices and trends.

Social and family services available to low-income families.

Advocacy skills related to obtaining needed family and community services.

Local, State and federal laws and regulations of Migrant and Seasonal Head Start program development and administration.

Principles and practices of early child development programs.

Head Start program policies, objectives and performance standards.

**August 4, 2015**

**PS**



Program compliance issues and regulations.

Organizational policies, procedures and operations.

Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies and procedures.

Methods, practices, terminology and procedures used in the administration of a child development program.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Current technological devices, their programs and applications.

Record-keeping and report preparation techniques.

Technical aspects of field of specialty.

Public relations and speaking techniques.

**ABILITY TO:**

Plan, organize, and coordinate recruitment and enrollment of eligible families.

Coordinate program activities and information with various departments, outside agencies and the public for smooth and effective program operations.

Supervise and evaluate the performance of assigned personnel.

Attend out-of-area meetings and conferences, work various evenings and some Saturdays with a summer peak work activity period.

Monitor program activities at various locations.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Use effectively current technological devices, their programs and applications.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

Communicate effectively in English and Spanish.

**EDUCATION AND EXPERIENCE:**

Possess a Bachelor's degree in social, behavioral science, psychology, family services, human, child development, early childhood education or related field. Certificate program or credential in Family Services sponsored by Head Start or other State or nationally-recognized program may be used to satisfy part of the academic requirement. Two years' experience in comparable position in a similar human, social services, or comprehensive child development program. Additional experience may partially substitute the academic requirement.

**LICENSES AND OTHER REQUIREMENTS:**

California Child Development Site Supervisor Permit.  
Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate current technological devices.  
Reaching overhead, above the shoulders and horizontally to retrieve supplies.  
Sitting or standing for extended periods of time.  
Seeing to read a variety of materials.

Approved by the Board of Trustees: TBD



# Pajaro Valley Unified School District

## 2015-2016

### MANAGEMENT SALARY SCHEDULE

July 1, 2015

Certificated Job Classification	Range	Work Days	1	2	3	4	5	6	7	Masters
Coordinator, Child Development	20	205	44,252	45,572	46,944	48,352	49,800	51,296	52,831	1,217
Coordinator, Child Development	20	222	47,921	49,351	50,835	52,359	53,927	55,548	57,211	1,318
Coordinator, Site - After School Program	27	190	50,437	51,954	53,506	55,118	56,764	58,470	60,222	1,387
Coordinator, Program Operations	27	205	54,419	56,055	57,731	59,468	61,246	63,085	64,977	1,497
Coordinator, MSHS Disabilities/Mental Health	27	205	54,419	56,055	57,731	59,468	61,246	63,085	64,977	1,497
Coordinator, MSHS Family & Community Services	27	205	54,419	56,055	57,731	59,468	61,246	63,085	64,977	1,497
Coordinator, MSHS Family Child Care Home	27	215	57,073	58,789	60,547	62,369	64,232	66,162	68,145	1,570
Coordinator, MSHS Child Development	27	215	57,073	58,789	60,547	62,369	64,232	66,162	68,145	1,570
Coordinator, ELD Instructional Technology	36	200	69,272	71,352	73,494	75,698	77,962	80,304	82,717	1,905
Coordinator, Health Services	36	200	69,272	71,352	73,494	75,698	77,962	80,304	82,717	1,905
Coordinator, Instruction of Technology	36	200	69,272	71,352	73,494	75,698	77,962	80,304	82,717	1,905
Coordinator, Site Academics Accountability and Instr.	36	205	71,004	73,137	75,332	77,591	79,912	82,312	84,786	1,953
Assistant Principal, Elementary	36	205	71,004	73,137	75,332	77,591	79,912	82,312	84,786	1,953
Coordinator, GATE/VAPA Program	36	222	76,892	79,199	81,577	84,023	86,537	89,135	91,815	2,116
Assistant Principal, Middle School	37	211	75,277	77,536	79,863	82,251	84,720	87,267	89,880	2,070
Coordinator, Student Services	37	211	75,277	77,536	79,863	82,251	84,720	87,267	89,880	2,070
Teacher/Principal	37	211	75,277	77,536	79,863	82,251	84,720	87,267	89,880	2,070
Coordinator, Extended Learning Program	37	215	76,704	79,007	81,376	83,810	86,327	88,921	91,583	2,109
Coordinator, Research, Accountability and Assessments	37	222	79,199	81,577	84,023	86,537	89,135	91,815	94,563	2,178
Coordinator, ELA/ELD	37	222	79,199	81,577	84,023	86,537	89,135	91,815	94,563	2,178
Coordinator, Math	37	222	79,199	81,577	84,023	86,537	89,135	91,815	94,563	2,178
Coordinator, Child Development	37	222	79,199	81,577	84,023	86,537	89,135	91,815	94,563	2,178
Coordinator, Healthy Start	37	222	79,199	81,577	84,023	86,537	89,135	91,815	94,563	2,178
Coordinator, New Teacher Project	38	222	81,577	84,023	86,537	89,135	91,815	94,563	97,394	2,243
Director, Migrant and Seasonal Head Start	39	205	77,591	79,912	82,312	84,786	87,324	89,937	92,641	2,134
Assistant Principal, High School	39	210	79,484	81,861	84,319	86,854	89,453	92,130	94,900	2,186
Assistant Principal, High School (2)	39	216	81,754	84,199	86,728	89,335	92,009	94,762	97,612	2,248
Assistant Director, Adult Education	39	222	84,023	86,537	89,135	91,815	94,563	97,394	100,321	2,311
Assistant Principal, High School (1)	39	222	84,023	86,537	89,135	91,815	94,563	97,394	100,321	2,311
Program Director, Special Services	39	222	84,023	86,537	89,135	91,815	94,563	97,394	100,321	2,311

Masters Stipend = 2.75%/Step 1

Administrators with a PhD receive an additional stipend of 1.0% of the Base Salary

Reflects 7 percent increase effective 7/1/13

Updated as of 08/12/15 Board Meeting



# Pajaro Valley Unified School District

## 2015-2016

### MANAGEMENT SALARY SCHEDULE

July 1, 2015

Certificated Job Classification	Range	Work Days	1	2	3	4	5	6	7	Masters
Principal, Alternative Education	40	211	82,251	84,720	87,267	89,880	92,569	95,352	98,213	2,262
Principal, WCSA Charter School	40	211	82,251	84,720	87,267	89,880	92,569	95,352	98,213	2,262
Principal, Diamond Technology Institute	40	211	82,251	84,720	87,267	89,880	92,569	95,352	98,213	2,262
Principal, Pacific Coast Charter	40	211	82,251	84,720	87,267	89,880	92,569	95,352	98,213	2,262
Director, Early Childhood/Child Development Programs	40	222	86,537	89,135	91,815	94,563	97,394	100,321	103,331	2,380
Director, Extended Learning	40	222	86,537	89,135	91,815	94,563	97,394	100,321	103,331	2,380
Principal, Elementary	41	210	84,319	86,854	89,453	92,130	94,900	97,748	100,686	2,319
Director, Student Services	41	222	89,135	91,815	94,563	97,394	100,321	103,331	106,437	2,451
Principal, Middle School	42	215	88,921	91,583	94,324	97,160	100,075	103,084	106,171	2,445
Principal, Alianza Charter School	42	215	88,921	91,583	94,324	97,160	100,075	103,084	106,171	2,445
Director, Curriculum	42	222	91,815	94,563	97,394	100,321	103,331	106,437	109,626	2,525
Director, Ed Services and ELA	42	222	91,815	94,563	97,394	100,321	103,331	106,437	109,626	2,525
Principal K-8	43	222	94,563	97,394	100,321	103,331	106,437	109,626	112,924	2,600
Director, Human Resources (Certificated)	43	222	94,563	97,394	100,321	103,331	106,437	109,626	112,924	2,600
Director, Migrant Education	43	222	94,563	97,394	100,321	103,331	106,437	109,626	112,924	2,600
Director, Equity, State & Federal Programs & Accountability	43	222	94,563	97,394	100,321	103,331	106,437	109,626	112,924	2,600
Principal, High School	44	222	97,394	100,321	103,331	106,437	109,626	112,924	116,304	2,678
Director, Adult Education	45	222	100,321	103,331	106,437	109,626	112,924	116,304	119,794	2,759
Director, SELPA/ Special Services	45	222	100,321	103,331	106,437	109,626	112,924	116,304	119,794	2,759

Masters Stipend = 2.75%/Step 1

Administrators with a PhD receive an additional stipend of 1.0% of the Base Salary

Reflects 7 percent increase effective 7/1/13

Updated as of 08/12/15 Board Meeting