

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.

October 10, 2012 REGULAR BOARD MEETING

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

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

NOTICE TO THE PUBLIC: PURSUANT TO SB 343, BOARD PACKET DOCUMENTS ARE AVAILABLE FOR YOUR REVIEW AT THE FOLLOWING LOCATIONS:

- Superintendent's Office: 294 Green Valley Road, Watsonville, CA (4th Floor)
- On our Webpage: www.pvUSD.net

Notice to the Audience on Public Comment

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

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

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

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

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

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

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

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

2.0 CLOSED SESSION (AND AFTER REGULAR SESSION IF NECESSARY)

- 2.1 Public Employee Appointment/Employment, Government Code Section 54957
 - a. Certificated Employees (see Attached)
 - b. Classified Employees (see attached)
- 2.2 Public Employee Discipline/Dismissal/Release/Leaves
- 2.3 Negotiations Update
 - a. CSEA
 - b. PVFT
 - c. Unrepresented Units: Management and Confidential
 - d. Substitutes – Communication Workers of America (CWA)
- 2.4 Claims for Damages
- 2.5 Pending Litigation
- 2.6 Anticipated Litigation
- 2.7 Real Property Negotiations
- 2.8 1 Expulsion

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

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

4.0 APPROVAL OF THE AGENDA

5.0 APPROVAL OF MINUTES

a) Minutes for September 26, 2012

6.0 HIGH SCHOOL STUDENTS BOARD REPRESENTATIVES REPORT

7.0 VISITOR NON-AGENDA ITEMS

Public comments on items that are not on the agenda can be addressed at this time. The Board President will recognize any member of the audience wishing to speak to an item not on the agenda on a matter directly related to school business. The President may allot time to those wishing to speak, but no action will be taken on matters presented (Ed. Code Section 36146.6). If appropriate, the President or any Member of the Board may direct that a matter be referred to the Superintendent's Office for placement on a future agenda. (Please complete a card if you wish to speak.)

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

9.0 CONSENT AGENDA

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

- 9.1 Purchase Orders September 20 – October 3, 2012
The PO's will be available in the Superintendent's Office.
- 9.2 Warrants September 20 – October 3, 2012
The warrants will be available in the Superintendent's Office.
- 9.3 Approve Williams Uniform Complaint Quarterly Report for July, August, September 2012.
Number of Complaints: Zero
- 9.4 Approve Supplemental Educational Services Providers.
- 9.5 Approve Project Acceptance/Notice of Completion and Change Order Approval for Aptos Jr. High School for New Concrete Stairs and Chain Link Fencing. SDA #112260.
- 9.6 Approve Project Acceptance/Notice of Completion and Change Order Approval for EA Hall Middle School for Boys and Girls Bathroom Improvements. SDA #112172.
- 9.7 Approve Award of Contract for Office/Classroom Supplies, RFP #002-09/12.

The administration recommends approval of the Consent Agenda.

10.0 DEFERRED CONSENT ITEMS

11.0 REPORT, DISCUSSION AND POSSIBLE ACTION ITEMS

- 11.1 Report, discussion and possible action to approve Changes to Board Policy 5141.33, Head Lice.
Report by Ylida Nogueda, Assistant Superintendent. 2 min. report; 5 min. discussion

12.0 REPORT AND DISCUSSION ITEMS

- 12.1 Report and discussion on Refinancing Opportunity: Measure J General Obligation Bond, Series B and 2005 Refunding Bonds.
Report by Brett McFadden, CBO. 10 min. report; 5 min. discussion

13.0 ACTION ON CLOSED SESSION

14.0 GOVERNING BOARD COMMENTS/REPORTS

15.0 UPCOMING BOARD MEETINGS/REMAINING BOARD MEETINGS FOR 2012

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

October	▪ 24	
November	▪ 14	▪
December	▪ 5 Annual Organization Mtg.	▪ Approve 1 st Interim Report

16.0 ADJOURNMENT

PAJARO VALLEY UNIFIED SCHOOL DISTRICT
CLOSED SESSION AGENDA
October 10, 2012

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

New Hires – Probationary	
	None
New Hires	
6	Primary Teacher
2	Secondary Teacher
New Substitutes	
	None
Promotions	
	None
Rehires	
	None
Administrative Appointments	
1	After School Site Coordinator
Transfers	
	None
Extra Pay Assignments	
6	Department Chairs
3	Athletic Director
12	Coaches
2	Head Teacher
Extra Period Assignments	
	None
Leaves of Absence	
3	Primary Teacher
1	Secondary Teacher
1	Instructional Assistant II – Special Education
1	Instructional Assistant I – Special Education
1	Cafeteria Assistant
1	Custodian II
Retirements	
	None

Resignations/Terminations	
	None
Supplemental Service Agreements	
11	Primary Teacher
82	Secondary Teacher
Miscellaneous Actions	
	None
Separations From Service	
1	Campus Safety Coordinator
1	Special Education Teacher
1	After School Coordinator
Limited Term – Projects	
1	Data Entry Specialists
28	Enrichment Specialist
106	Instructional Assistant – General
1	Information Systems Support Technician
3	Office Assistant II
Exempt	
4	Childcare
1	Spectra Artist
10	Migrant OWE
20	Workability
3	Pupils
9	Student Worker
2	Yard Duty Supervisor
Provisional	
1	Instructional Assistant – General
1	Accounting Specialist II
Limited Term - Substitute	
	None



September 26, 2012
REGULAR BOARD MEETING
UNADOPTED MINUTES
CLOSED SESSION – 6:00 p.m. – 7:00 p.m.
PUBLIC SESSION – 7:00 p.m.

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

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

1.1 Call to Order

President DeRose called the meeting of the Board to order at 6:00 pm at 292 Green Valley Road, Watsonville, CA.

1.2 Public comments on closed session agenda.

None.

2.0 CLOSED SESSION (AND AFTER REGULAR SESSION IF NECESSARY)

2.1 Public Employee Appointment/Employment, Government Code Section 54957

a. Certificated Employees

b. Classified Employees

New Hires – Probationary	
1	Mental Health Clinician
New Substitutes	
8	New Substitutes
2	Retired Teacher Substitutes
New Hires	
9	Primary Teacher
3	Secondary Teacher
Promotions	
1	Accounting Tech
1	Instructor/Driver
Rehires	
	None
Administrative Appointments	
1	Assistant Principal
1	After School Site Coordinator
Transfers	
	None
Extra Pay Assignments	
38	Department Chairs

1	Athletic Director
4	Coach
Extra Period Assignments	
	None
Leaves of Absence	
3	Primary Teacher
1	Secondary Teacher
1	Cafeteria Assistant
1	Cafeteria Manager II
1	Health Services Assistant
Retirements/Resignations/Terminations	
	None
Supplemental Service Agreements	
30	Primary Teacher
78	Secondary Teacher
21	Migrant Education Teacher
1	TOSA (Teacher on Special Assignment)
Miscellaneous Actions	
1	Bus Driver
3	Campus Safety Coordinator
1	Instructional Assistant – General
3	Instructional Assistant II
1	Lead Custodian III
Separations From Service	
1	Administrative Secretary III
Limited Term – Projects	
1	Administrative Secretary I
5	Behavior Technician
16	Cafeteria Assistant
1	Cafeteria Cook/Baker
1	Cafeteria Manager III
4	Campus Safety Coordinators
2	Career Development Specialist I
1	Community Services Liaison I
1	Community Services Liaison II
3	Data Entry Specialists

53	Enrichment Specialist
1	Human Resources Specialist
2	Instructional Assistant – General
1	Instructional Assistant I
4	Instructional Assistant II
2	Language Support Liaison I
1	Language Support Liaison II
1	Library Media Technician
5	Office Assistant II
21	Office Assistant III
2	Registration Specialist I
2	Student Information System Specialist
Exempt	
23	Childcare
3	Crossing Guards
15	Migrant OWE
2	Safety Monitor
10	Pupils
14	Student Worker
22	Yard Duty Supervisor
Provisional	
4	Behavior Technician
1	Instructional Assistant – General
2	Instructional Assistant I
1	Instructional Assistant II
1	Office Assistant II
1	Site Computer Technician
Limited Term - Substitute	
1	Bus Driver
3	Cafeteria Assistant
2	Campus Safety Coordinator
1	Human Resources Analyst
1	Instructional Assistant/Migrant Children Center
4	Instructional Assistant/Migrant Children Center
1	Office Assistant II

2.2 Public Employee Discipline/Dismissal/Release/Leaves

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

2.4 **Claims for Damages**

2.5 **Pending Litigation**

2.6 **Anticipated Litigation**

2.7 **Real Property Negotiations**

2.8 **5 Expulsions**

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

President DeRose called the meeting of the Board in public to order at 7:01 pm.

3.1 Pledge of Allegiance

Trustee Ursino led the Board in the Pledge of Allegiance.

3.2 Welcome by Board President

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

3.3 Superintendent Comments

Superintendent Baker shared that an article about Richard Buse, Director of Purchasing, was included in the *SchoolBusiness* publication. Ms. Baker asked for a moment of silence in honor of Crystal De La Torre, daughter of Carmen Calderon, a member of the Finance Department, who was in a car accident and passed away

4.0 APPROVAL OF THE AGENDA

Trustee Ursino moved to approve the agenda. Trustee Keegan seconded the motion. The motion passed 5/0/1 (De Serpa absent).

5.0 APPROVAL OF MINUTES

a) Minutes for September 12, 2012

Trustee Keegan moved to approve the minutes for September 12, 2012. Trustee Yahiro seconded the motion. The motion passed 5/0/1 (De Serpa absent).

6.0 HIGH SCHOOL STUDENTS BOARD REPRESENTATIVES REPORT

Ellie O'Boy, Aptos High School student trustee, reported on many activities currently taking place at school, including homecoming and students preparing for testing.

Aaron Romero, Renaissance High School student trustee, reported on various activities taking place at school. He noted that additional students will be enrolling at RHS in October. Mr. Romero shared that the ROP class is teaching skills to build a house and that he is personally benefitting from this program.

Yesenia Pulido-Mejia, Pajaro High School student trustee, reported that students are building a big support group to work towards approving the bond. She noted that many girls are participating in sports and that many students and parents are participating in activities, such as school site council. Homecoming is currently being planned.

7.0 PUBLIC HEARING: RESOLUTION #12-13-03, REGARDING SUFFICIENCY OF INSTRUCTIONAL MATERIALS K-12 AND SCIENCE LABORATORY EQUIPMENT FOR GRADES 9-12.

7.1 Report by Susan Perez, Director, Education and English Language Services

Susan Perez reported that the district completed the Williams review this year. Nineteen schools were visited by the COE and provided positive feedback. Ed Code requires that the district holds a Public Hearing regarding sufficiency of textbooks. She reported that all schools were contacted and asked to return a signed Verification of Sufficiency of Textbooks.

7.2 Public comment

None.

7.3 Board questions and comments

None.

8.0 VISITOR NON-AGENDA ITEMS

Jack Carroll, Adult Education teacher, thanked the board for serving this community. He commented on Ceiba's current use of a building that Adult Ed hopes to regain in the fall. He emphasized the difficulty of finding a location for a school that is growing and asked the Board to requests a status report at each to ensure a facility is found on time.

9.0 EMPLOYEE ORGANIZATIONS COMMENTS – PVFT, CSEA, PVAM, CWA

Francisco Rodriguez, PVFT president, reported on a successful common core training and thanked Susan Perez for her presentation and the upcoming implementation. Mr. Rodriguez hopes there is clarity for teachers on the implementation process for common cores.

Olga de Santa Anna, PVAM, thanked technology staff for their hard work during the recent network problem caused by blackout and for always being willing to assist with any technology issue. E-School Plus has worked well to ensure accurate attendance counts. Other applications, such as SuccessMaker and Accelerated Reader, are also being used to assist the schools run better. Ms. De Santa Anna commended assistant superintendents Noguera and Schekman for organizing successful articulation meetings amongst schools this past week; sharing of data and information is helpful.

10.0 CONSENT AGENDA

Trustee Keegan moved to approve the consent agenda. Trustee Yahiro seconded the motion. The motion passed 5/0/1 (De Serpa absent).

10.1 Purchase Orders September 6 - 19, 2012

10.2 Warrants September 6 - 19, 2012

11.0 DEFERRED CONSENT ITEMS

None.

12.0 REPORT, DISCUSSION AND POSSIBLE ACTION ITEMS

12.1 Report, discussion and possible action to approve Resolution #12-13-03, Regarding Sufficiency of Instructional Materials K-12 and Science Laboratory Equipment for Grades 9-12.

Report Given Under Item 7.1, Public Hearing.

Trustee Keegan moved to approve Resolution #12-13-03. Trustee Yahiro seconded the motion. The motion passed 5/0/1 (De Serpa absent).

13.0 REPORT AND DISCUSSION ITEMS

13.1 Report and discussion on Student Services: Combining Prevention and Intervention to Support Student Success.

Report by Carol Ortiz, Director, Student Services.

Carol Ortiz began by introducing ShaKenya Edison, CWA Coordinator and Jenny Sarmiento, PVPSA Director, who were present to respond to any questions throughout the presentation. Ms. Ortiz offered a brief history of the Student Services Department, created in 2009-10 with the intent to strengthen support to students and families. Student Services is comprised of Child Welfare and Attendance, Extended Learning and Healthy Start.

ShaKenia Edison presented information on the expulsion process for mandatory suspension or expulsion recommendations and suspension or possible expulsion recommendations. Per Ed Code, there are five violations that would call for a mandatory suspension/expulsion: firearm incident, knife incident, selling of controlled substances, sexual assault or battery incident, and incident with explosives. Ms. Edison highlighted violations that would cause a suspension/possible expulsion recommendation; these include violations related to conduct and threat to physical safety of self or others. It was noted that there are three types of expulsions that are recommended by the district: 1) suspended expulsion, where student is allowed to attend a different site within the district; 2) full expulsion, where student cannot attend any school within the district; and 3) a combination of suspended and full expulsion. Ms. Edison commented on the student discipline process and noted that the department ensures parents understand all options and agreements for students.

Carol Ortiz presented on district enrollment figures for the past 10 years (2002-03 – 2011-12), noting an increase in enrollment through the years. She mentioned that student days of suspension have dramatically decreased since 2008-09, which is in part due to discussions with site administration and staff about process. Regarding expulsions, Ms. Ortiz noted that there is also a reduction and she believes this is indicative of the effective intervention programs such as VALOR and Basta. Similarly, re-entry rates have increased; intervention programs in place are effective. Ms. Ortiz outlined the various prevention and intervention programs available for students, including PVPSA's Caminos, VALOR and Guiding Good Choices. Extended Learning programs such as Family Literacy Project, Padres Como Socios, and Healthy Start Resource Centers are also effective intervention tools. In conclusion, Ms. Ortiz noted that the charge of the department is to support students and develop their skills through all available programs.

Board participated with comments and questions and thank staff for the presentation.

13.2 Report and discussion on State Testing and Pajaro Valley Unified School District Results.

Report by Susan Perez, Director, Educational and English Learner Services.

Susan Perez introduced Francine Holland and Francis Whitney who would also be presenting. Ms. Perez noted that, while there is some improvement in the California Standards Test, there room for greater improvement. The data is being analyzed to see which efforts are working and what challenges sites face.

Francine Holland provided information on English Language Arts test cluster by grade, noting that improvements can be made. Ms. Holland addressed the indicators of success for ELA, including Response to Instruction, Data Team Focus, Implementation of Accelerated Reader, and Professional Development on Vocabulary Building. Data indicates that schools that have implemented Accelerated Reader have increased CST scores results. Regarding challenges in ELA, Ms. Holland noted that the Language Arts program is antiquated, creating more work for the teacher and that there is a disconnect between benchmarks and how that data can be useful to inform instruction. In addition, there is lack of time to read books in the day and a lack of consistency from site to site.

Frances Whitney Basich reported on Mathematics, noting that there are five to six clusters. Cluster 3 on algebra and functions has a direct tie to algebra 1 success. Ms. Whitney noted that she was encouraged by success of 5th grade scores as historically it is a level that has weak scores but it has improved

significantly. The challenge in the algebra readiness test for 8th grade is that it is not aligned with state standards, she noted. This causes difficulties in assessment as well. Not one high school met the state's minimal proficiency score. Ms. Whitney noted that there is much work to do.

Susan Perez continued the presentation addressing the California English Language Development Test (CELDT), designed for English Learners. The test provides data for Annual Measurable Achievement Objectives (AMAO #1, # 2) and measures acquisition and growth in English Learners by tracking cohorts. AMAO #1 gives information annual increase in the percentage of children making progress in learning English. 2011-12 figures show that the district surpassed the 56% target. Ms. Perez stated that this may be due to the implementation of *Edge*, a comprehensive English Language Development (ELD) program, in 2009-10 at high schools. A middle school pilot program for ELD called *Inside* was implemented in 2009-10 at Rolling Hills Middle School and the results, an increase of 12.4%, is indicative of the effectiveness of the program. Other schools implemented *Inside* and results are encouraging in all middle schools. AMAO #2 offers data on annual increases in the percentage of children attaining English proficiency at two levels: students learning English less than 5 years and over 5 years. Information indicates that students in the less than 5 years level are not progressing as well as expected. In contrast, English Learners over 5 years have made a significant improvement, surpassing target. This may be a result of the focus on CELDT and of the ELD programs in place.

Ms. Perez reported on the indicators of success for ELD, including new curriculum, training and ongoing coaching for staff. The challenges include the need for ELD program at elementary levels and the need to follow through with implementation. It is a content area that may require the same focus as ELA and mathematics. The needs of the district include working with same programs throughout all sites, using benchmarks to information instruction and having high expectations and rigor. It is important, Ms. Perez stated, that staff are given adequate tools and that results are evaluated continuously.

Board participated with comments and questions and thanked the staff for the presentation.

14.0 ACTION ON CLOSED SESSION

2.1 Public Employee Appointment/Employment, Government Code Section 54957

a. Certificated Employees

Trustee Keegan moved to approve the certificated employee report as presented. Trustee Ursino seconded the motion. The motion passed 5/0/1 (De Serpa absent).

b. Classified Employees

Trustee Keegan moved to approve the classified employee report as presented. Trustee Ursino seconded the motion. The motion passed 5/0/1 (De Serpa absent).

2.8 5 Expulsions

Action on Expulsions

Trustee Osmundson moved to approve the recommendation of the Administrative Panel for the following expulsion:

12-13-006

Trustee Keegan seconded the motion. The motion passed 5/0/1 (De Serpa absent).

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

12-13-007

Trustee Keegan seconded the motion. The motion passed 5/0/1 (De Serpa absent).

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

12-13-008

Trustee Keegan seconded the motion. The motion passed 5/0/1 (De Serpa absent).

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

12-13-009

Trustee Keegan seconded the motion. The motion passed 5/0/1 (De Serpa absent).

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

12-13-010

Trustee Keegan seconded the motion. The motion passed 5/0/1 (De Serpa absent).

15.0 GOVERNING BOARD COMMENTS/REPORTS

None.

16.0 UPCOMING BOARD MEETINGS/REMAINING BOARD MEETINGS FOR 2012

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October	<ul style="list-style-type: none">▪ 10▪ 24	
November	<ul style="list-style-type: none">▪ 14	<ul style="list-style-type: none">▪
December	<ul style="list-style-type: none">▪ 5 Annual Organization Mtg.	<ul style="list-style-type: none">▪ Approve 1st Interim Report

17.0 ADJOURNMENT

There being no further business to discuss, the meeting of the Board was adjourned at 9:27 pm.

Dorma Baker, Superintendent



PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Board Agenda Backup

Item No: 9.3

Date: October 10, 2012

Item: Williams Uniform Complaint Quarterly Report
(July, August, September 2012)

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** Williams Complaints filed.

Recommendation: Approve Williams Quarterly Report as Submitted.

Budget Considerations:

Funding Source:

Budgeted:

Amount:

Prepared By: Sharon Roddick, Assistant Superintendent, HR

Superintendent's Signature:

B. W. M. CBO

**QUARTERLY DISTRICT STATUS REPORT OF UNIFORM COMPLAINTS
TO THE COUNTY SUPERINTENDENT OF SCHOOLS
QUARTER ENDED SEPTEMBER 2012**

DISTRICT: Pajaro Valley Unified School District Date Reported to District Governing Board: October 10, 2012

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: 9.4

Date: September 28, 2012**Item:** Supplemental Educational Services Providers

Overview: PVUSD has 18 schools identified as "Program Improvement" in years two or higher. Under the federal **No Child Left Behind Act (NCLB)**, they are required to offer **Supplemental Educational Services (SES)** to eligible students that attend these schools. All students that remain at the school from low-income families (those qualifying for free/reduced lunch), as determined by the district for purposes of allocating **Title 1** funds to schools, are eligible to receive SES.

Elementary Schools: Alianza, Amesti Ann Soldo, Calabasas, Freedom, Hall Dist., HA Hyde, Landmark Mintie White, MacQuiddy, Ohlone, Radcliff, Starlight and Middle Schools: Cesar Chavez Middle, EA Hall, Pajaro Middle, Rolling Hills and Lakeview are required to offer parents the choice of SES after school.

The attached list includes the State approved SES providers who will be providing tutoring service in PVUSD. The listed SES providers must develop an individualized learning plan, in collaboration with the student's parent, and provide support in the areas of English Language Arts and/or Mathematics based on students' needs.

The NCLB Act requires that parents have the choice of selecting any provider on the state-approved list. Parents of eligible students in the elementary and middle schools listed above, have been notified and offered the choice of selecting their prioritized, preferred 3 choices of State approved SES providers.

Recommendation: Consent**Budget Considerations:** N/A**Funding Source:** Title 1**Budgeted:** Yes: ☒ No: ☐**Amount:** \$\$768,563..00**Prepared By:** Susan Pérez and Ruby Vásquez**Superintendent's Signature:**
C.B.O.

PVUSD Approved SES Provider List
2012-2013

Name of tutoring Company	
#1 Academia de Servicio de Tutoria	800-293-3091
100% Learning Fun Center	800-381-1676
Academic Tutoring Services Inc.	800-940-0388
After School Programs Inc.	831-521-3162
A+ Educational Centers	800-700-2758
ATS Project Success	800-297-2119
Brain Hurricane	877-668-8867
Club Z! In-Home Tutoring Services Inc	888-434-2582
Girls Moving Forward	831-421-1952
Jump Into Math	831-684-0000
Sullivan Learning Systems Inc.	800-975-7086
Tutoring Club of Watsonville	831-722-8886
Extreme Learning	408-782-5045
Action Learning Systems	916-447-0764



Board Agenda Backup

Item No: 9.5

Date: October 10, 2012

Item: **Project Acceptance / Notice of Completion & Change Order Approval For Aptos Junior High School – New Concrete Stairs and Chain link fencing. DSA # 112260**

Overview: **Aptos Junior H.S.** - On June 1, 2012 the Board awarded a contract to Knowlton Construction, the apparent low bidder and entered into contract in the amount of \$115,687.00. The project had one change order for the deducted amount of \$1,214.00 and the new contract total is now \$114,473.00.

The work under that contract is now complete; however the contractor took Forty (40) extra days to complete the project at no additional cost.

Recommendation: It is recommended that the Board accept the Change Order Approval and the Notice of Completion for this project and authorize the Director of Maintenance, Operations and Facilities to execute the Notice of Completions (attached) and file it with the County of Santa Cruz.


Budget Considerations:

Funding Source: **Deferred Maintenance Funds**

Budgeted: Yes: ☒ No: ☐

Amount: \$114,437.00

Prepared By:


Richard Mullikin, Director of Maintenance, Operations & Facilities

Superintendent's Signature:


Dorma Baker



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

CHANGE ORDER REQUEST – SUMMARY

PROJECT NAME: Aptos Junior High School – New Concrete Stairs and Chain link Fencing

CONTRACTOR: Knowlton Construction

ORIGINAL CONTRACT: \$115,687.00

CO #: 1 – with 3 Items

NEW CONTRACT AMOUNT: \$114,473.00

CONTRACT START DATE: 6/11/12

CONTRACT COMPLETION DATE PER CONTRACT: 8/10/12

ACTUAL COMPLETION DATE: 9/28/12 - Forty (40) days over.

TENTATIVE BOARD APPROVAL DATE: 10/10/2012 **DSA App #:** 01-112260 **DSA File #:** 44-37

The Owner (PVUSD) accepts the above noted change order request in the amount of: **-\$1,214.00**

and agrees to extend the contract completion date by: **2 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

AEO = ARCHITECTURAL ERRORS / OMISSIONS

UC = UNFORSEEN CONDITIONS

The description of the change order is as follows:

Item No. 1: **AV** – Skateboard Deterrent strips omitted from project per Districts request:
Cost Deduction = \$390.00 – No days added or reduced to Contract.

Item No. 2: **AV** – Handrail painting omitted from project per Districts request:
Cost Deduction = \$1,985.00 – No days added or reduced to Contract.

Item No. 3: **AV** – Install handrail sleeves and handrail section at retaining wall for added safety.
Added Cost = \$1,161.00 – Two (2) days added to Contract.

END OF CHANGE ORDER SUMMARY

RECORDING REQUESTED BY
[PAJARO VALLEY UNIFIED SCHOOL DISTRICT]

AND WHEN RECORDED MAIL TO:

PAJARO VALLEY UNIFIED SCHOOL DISTRICT
MAINTENANCE, OPERATIONS & FACILITIES DEPARTMENT
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 Road, 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: September 28, 2012.
The work done was: Construction of new concrete stairs, handrails and chain link fencing.

7. The name of the contractor, if any, for such work of improvements was: Knowlton Construction

8. The property on which said work of improvements was completed is in the City of: Aptos, County of: Santa Cruz, State of: California, and is described as follows: Aptos Junior High School

9. The Street address of said property is: 101 Huntington Road, Aptos, CA 95003 APN#: 041-221-01
(IF NO STREET ADDRESS HAS BEEN OFFICIALLY ASSIGNED, INSERT "NONE")

Dated: October 10, 2012

X Richard Mullikin,

(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 Dept. the declarant of the foregoing Notice of Completion
(("PRESIDENT OF", "MANAGER OF", "PARTNER OF", "OWNER OF", ETC.)

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

Executed on October 10, 2012 at Watsonville, CA 95076
(CITY) (STATE) (ZIP)

DSA#: 01-112260
File#: 44-37

X

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



Board Agenda Backup

Item No: 9.6

Date: October 10, 2012

Item: **Project Acceptance / Notice of Completion & Change Order Approval For E.A Hall Middle School – Boys and Girls Bathroom Improvements, DSA# 112172**

Overview: **E.A Hall M.S** - On March 29, 2012 the Board awarded a contract to Knowlton Construction, the apparent low bidder and entered into contract in the amount of \$162,567.00. The project had one change order for the amount of \$6,287.50 and the new contract total is now \$168,854.50. The work under this contract is now complete; however the contractor took ninety (90) extra days to complete the project at no additional cost.

Recommendation: It is recommended that the Board accept the Change Order Approval and the Notice of Completion for this project and authorize the Director of Maintenance, Operations and Facilities to execute the Notice of Completion (attached) and file it with the County of Santa Cruz.

Budget Considerations:

Funding Source: **Deferred Maintenance Funds**

Budgeted: Yes: ☒ No: ☐

Amount: \$168,854.50

Prepared By:

Richard Mullikin, Director of Maintenance, Operations & Facilities

Superintendent's Signature:

Dorma Baker



PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Maintenance, Operations & Facilities Department

294 Green Valley Road, Watsonville, CA 95076

Phone: (831) 786-2100 Ext. 2557 Fax: 728-0136

CHANGE ORDER REQUEST – SUMMARY

PROJECT NAME: E.A Hall Middle School – Bathroom Modernizations, Wing A

CONTRACTOR: Knowlton Construction

ORIGINAL CONTRACT: \$162,567.00

CO #: 1 – with 7 Items

NEW CONTRACT AMOUNT: \$168,854.50

CONTRACT START DATE: 3/29/12

CONTRACT COMPLETION DATE PER CONTRACT: 6/12/12

ACTUAL COMPLETION DATE: 9/28/12 (90 days over)

TENTATIVE BOARD APPROVAL DATE: 10/10/2012

DSA App #: 01-112172

DSA File #: 44-37

The Owner (PVUSD) accepts the above noted change order request in the amount of: **\$6,287.50**

and agrees to extend the contract completion date by: **5 ¼**

The change order request amount is to be:

<input type="checkbox"/>
<input checked="" type="checkbox"/>

days for this C.O.R.

deducted from allowance

Added to contract sum

LEGEND – Reason(s) for Change

AV = ADDED VALUE

AEO = ARCHITECTURAL ERRORS / OMISSIONS

UC = UNFORSEEN CONDITIONS

The description of the change order is as follows:

- Item No. 1: UC – Remove lumber – step in change for plumbing in Girls restroom.
Added Cost = -\$168.00 – Quarter (¼) day added to Contract.
- Item No. 2: AEO – Water supply not shown on plumbing plan – Add plumbing in Girls restroom.
Added Cost = \$1,750.00 – One (1) day added to Contract.
- Item No. 3: AV – Add/install three isolation valves in girls and boys restroom plumbing chase.
Added Cost = \$1,135.00 – One (1) day added to Contract.
- Item No. 4: AEO – Install floor drain in girls restroom (same as in boys restroom).
Added Cost = \$171.00 – Quarter (¼) day added to Contract.
- Item No. 5: AEO – Bring water supply and drainage plumbing to furred out wall in girls restroom:
Added Cost = -\$1,118.00 – One (1) day added to Contract.
- Item No. 6: UC – Install floor mounted toilet in original location in staff restroom (wall mounted on prints).
Added Cost = \$2,060.00 – Two (2) days added to Contract.
- Item No. 7: AEO – Removal of a baby changing station. Not designed for project.
Cost Deduction = \$115.00 – Quarter (¼) day deducted from Contract.

END OF CHANGE ORDER SUMMARY

Pajaro Valley Unified School District – Maintenance, Operations & Facilities Department

RECORDING REQUESTED BY
[PAJARO VALLEY UNIFIED SCHOOL DISTRICT]

AND WHEN RECORDED MAIL TO:

PAJARO VALLEY UNIFIED SCHOOL DISTRICT
MAINTENANCE, OPERATIONS & FACILITIES DEPARTMENT
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 Road, 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:
N/A NAMES: ADDRESSES:

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:
N/A NAMES: ADDRESSES:

6. A work of improvement on the property hereinafter described was completed on: September 28, 2012.
The work done was: Girls & Boys Bathroom Improvements on wing A

7. The name of the contractor, if any, for such work of improvements was: Knowlton Construction

8. The property on which said work of improvements was completed is in the City of: Watsonville, County of: Santa Cruz, State of: California, and is described as follows: E.A Hall Middle School

9. The Street address of said property is: 201 Brewington Avenue Watsonville, CA 95076 APN#: 018-541-01
(IF NO STREET ADDRESS HAS BEEN OFFICIALLY ASSIGNED, INSERT "NONE")

Dated: October 10, 2012 X Richard Mullikin,
(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 Dept. The declarant of the foregoing Notice of Completion
(“PRESIDENT OF”, “MANAGER OF”, “PARTNER OF”, “OWNER OF”, ETC.)

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

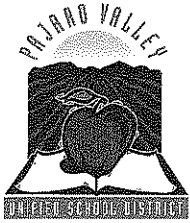
Executed on October 10, 2012 at Watsonville, CA 95076
(CITY) (STATE) (ZIP)

DSA#: 01-112172
File#: 44-37

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



PAJARO VALLEY UNIFIED SCHOOL DISTRICT



Board Agenda Backup

Item No: 9.7

Date: October 10, 2012

Item: Award of Contract for Office/Classroom Supplies, RFP #002-09/12

Overview: Purchasing Services has completed a competitive process for the purchase and direct delivery of office/classroom supplies. The Request for Proposals required that bidders;

1. Provide fixed pricing on a list of 416 specific items with specific quantities ("Contract A" items)
2. Provide a stated discount percentage off items found in their Full Line Office/Classroom Supply Catalog and submit with the bid. ("Contract B" items)
3. Provide information on service factors, including capabilities in the areas of cost containment, customer service, on-line ordering, product handling and references.

The District mailed the RFP to eight (8) prospective vendors. Four (4) proposals were received. This contract will be available for three (3) consecutive years. An office contract review team consisting of the PVUSD Director of Purchasing, PVUSD Senior Buyer and Cabrillo College Buyer is evaluating each proposal for accuracy and consistency including product quality, price and service.

A point system is used to evaluate the responses given on a proposal form provided in the RFP document.

Price is worth 60% of total score, service is worth 40% of total score.

Non-responsive bids are given 0 points

Recommendation: The evaluation process shall be completed and submitted to the Board for the recommendation and approval October 10, 2012.

BUDGET CONSIDERATIONS

Funding Source: N/A Contract will be used by all District funds

Budgeted: Yes: ☒ No: ☐

Amount: TBD

Prepared By: Rich Buse, Director of Purchasing & Safety

Superintendent (signature): B. W. Williams CBO

PAJARO VALLEY UNIFIED SCHOOL DISTRICT



Board Agenda Backup

Item No: 11.1

Date:	October 10, 2012
Item:	APPROVE REVISED BOARD POLICY #5141.33, HEAD LICE (Students Series)
Overview:	Attached is revised BP 5141.33 addressing Head Lice. This updated policy reflects NEW STATE GUIDANCE from the California Department of Public Health (CDPH) on head lice prevention and control in schools. In accordance with CDPH guidance, policy (1) deletes routine screening by schools and the school's responsibility to check siblings of infected students, (2) adds provision of information to parents/guardians to encourage at-home screening and inspection, (3) allows student found with active head lice to stay in school until the end of the school day, and (4) gives discretion to principal or designee to determine whether to send notification and information to parents/guardians when students in a class or school are found infested with head lice.
Recommendation:	Review and approve new Board Policy 5141.33, Head Lice.

Prepared By: Ylda Nogueda, Assistant Superintendent

Superintendent's Signature:

Dorma Baker

HEAD LICE

The Governing Board recognizes that head lice infestations among students require treatment but do not pose a risk of transmitting disease. The Superintendent or designee shall encourage early detection and treatment in a manner that minimizes disruption to the educational program and reduces student absences.

The Superintendent or designee may distribute information to parents/guardians of preschool and elementary students regarding routine screening, symptoms, accurate diagnosis, and proper treatment of head lice infestations. The Superintendent or designee also may provide related information to school staff.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

School employees shall report all suspected cases of head lice to the school nurse or designee as soon as possible.

If a student is found with active, adult head lice, he/she shall be allowed to stay in school until the end of the school day. The parent/guardian of any such student shall be given information about the treatment of head lice and encouraged to begin treatment of the student immediately and to check all members of the family. The parent/guardian also shall be informed that the student shall be checked upon return to school the next day and allowed to remain in school if no active head lice are detected.

Upon the student's return to school, the school nurse or designee shall check the student for active head lice. If it is determined that the student remains infected with head lice, the school nurse or designee shall contact the student's parent/guardian to discuss treatment. As needed, he/she may provide additional resources and/or referral to the local health department, health care providers, or other agencies.

(cf. 5141.3 - Health Examinations)

(cf. 5141.6 - School Health Services)

If a student is found consistently infested with head lice, he/she may be referred to a multidisciplinary team, which may consist of the school nurse, representatives from the local health department and social services, and other appropriate individuals, to determine the best approach for identifying and resolving problems contributing to the student's head lice infestations.

(cf. 1020 - Youth Services)

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

HEAD LICE (continued)

When it is determined that one or more students in a class or school are infested with head lice, the principal or designee may, at his/her discretion, notify parents/guardians of students in that class or school and provide them with information about the detection and treatment of head lice.

Staff shall maintain the privacy of students identified as having head lice.

(cf. 4119.23/4219.23/4319.23 - *Unauthorized Release of Confidential/Privileged Information*)
(cf. 5125 - *Student Records*)

Legal Reference:

EDUCATION CODE

48320-48325 *School attendance review boards*

49451 *Physical examinations: parent's refusal to consent*

Management Resources:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS

Guidelines on Head Lice Prevention and Control for School Districts and Child Care Facilities, rev. March 2012

A Parent's Guide to Head Lice, 2008

CALIFORNIA SCHOOL NURSES ORGANIZATION

Pediculosis Management, Position Statement, rev. 2011

WEB SITES

American Academy of Pediatrics: <http://www.aap.org>

California Department of Public Health: <http://www.cdph.ca.gov>

California School Nurses Organization: <http://www.csno.org>

Centers for Disease Control and Prevention, Parasitic Disease Information, Head Lice:
<http://www.cdc.gov/parasites/lice/head>



PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Board Agenda Backup

Item No: 12.1

Date: October 10, 2012

Item: **Refinancing Opportunity: Measure J General Obligation Bond, Series B and 2005 Refunding Bonds**

**Overview and
Rationale:**

The board is requested to analyze and consider the possibility of refinancing a portion of the district's Measure J General Obligation Bond approved by district voters in 2002. The district has in previous years refinanced portions of it bond and certificates of participation debt. These actions resulted in significant savings to taxpayers.

A refinancing of publically held debt is similar to refinancing one's home mortgage. In this case, the district would refinance its Measure J Series B and 2005 refunding bonds at a lower interest rate. The old bonds were financed at the time of their issuance at an average rate of 5.25 percent. Recent reductions in interest rates by the Federal Reserve indicate that the district may be able to now attain an average rate of 2.28 percent.

The estimated savings to district taxpayers (net of costs) could be in the range of \$1.1 million to \$1.3 million. This would NOT increase the term length of the original bonds. The original financing mechanism approved by voters would remain a traditional G.O. bond with no capital appreciation or future balloon payments. The district would not incur any fiscal savings or budgetary benefits. District taxpayers would be the sole beneficiaries of this action.

Staff and the district's bond underwriter will be on hand to provide additional information.

Recommendation: Provide staff input and direction necessary to develop a refinancing package for board approval at the earliest possible date.

Prepared By: Brett McFadden, CBO

Superintendent's Signature:

Dorma Baker (AA)