

## 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 26, 2011**  
**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 (4<sup>th</sup> Floor)
- On our Webpage: [www.pvusd.net](http://www.pvusd.net)

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

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

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

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

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

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

**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)
    - i. Reassignment of One (1) Certificated Employee
  - 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 2 Expulsions

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

- 3.1 Pledge of Allegiance
- 3.2 Welcome by Board Acting President  
Trustees Leslie De Rose, Kim De Serpa, Sandra Nichols, Karen Osmundson, Jeff Ursino, and Willie Yahiro and Acting President Doug Keegan.
- 3.3 Superintendent Comments
- 3.4 Student Recognition
  - *Damian Quintero – Ann Soldo Elementary School*
  - *David Canek Gomez – Alianza Charter School*
  - *Daniel Cesar Cabrera – Renaissance High School*
  - *Michael Sheely – Aptos High School*

**4.0 APPROVAL OF THE AGENDA**

**5.0 APPROVAL OF MINUTES**

- a) *Minutes for October 12, 2011*

**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 October 6 - 19, 2011.  
The PO's will be available in the Superintendent's Office.
- 9.2 Warrants October 6 - 19, 2011.  
The warrants will be available in the Superintendent's Office.
- 9.3 Accept with Gratitude Donation from Richard Grotegut of Silicon Valley Students Recycling Used Technology Program (SV StRUT) of 30 (thirty) Laptops for Watsonville High School's Language Lab, an Estimated Value of \$10,500.
- 9.4 Approve Migrant Head Start Refunding Application: Budget for March 1, 2012 – February 28, 2013 and Training/Technical Assistance Plan.
- 9.5 Approve 2011 Migrant & Seasonal Head Start Self Assessment Report and Corrective Plan of Action for Out of Compliance Findings.
- 9.6 Approve Award of Construction Contract and Notice of Completion for Aptos High School Ramp and Seatwall Improvements.

The administration recommends approval of the Consent Agenda.

**10.0 DEFERRED CONSENT ITEMS**

**11.0 REPORT AND DISCUSSION ITEMS**

- 11.1 Report and discussion on Early Childhood Education.  
*Report by Kathy Lathrop, Director, Child Development Department. 15 min.*
- 11.2 Report and discussion on Alternative Map Options for Decennial Trustee Area Realignment.  
*Report by Brett McFadden, CBO. 10 min.*

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

- 12.1 Report, discussion and Possible Action to Approve Award Contract RFP #RB-07-20-11, Medical, Dental, Vision Consulting Services.  
*Report by Brett McFadden, CBO. 10 min.*
- 12.2 Report, discussion and Possible Action to Approve Updated Board Policy #6164.4, Identification and Evaluation of Individuals for Special Education.  
*Report by Dorma Baker, Superintendent. 2 min.*

**13.0 ACTION ON CLOSED SESSION**

**14.0 GOVERNING BOARD COMMENTS/REPORTS**

**15.0 UPCOMING BOARD MEETINGS/REMAINING BOARD MEETINGS FOR 2011**

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
November	▪ 16	▪
December	▪ 7 Annual Organization Mtg. ▪ 10 – Special Meeting (Sat.)	▪ Approve 1 <sup>st</sup> Interim Report ▪ Re: TA III Residency (if necessary)

**16.0 ADJOURNMENT**

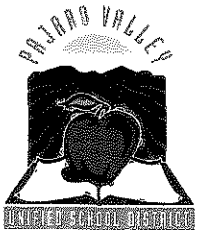
PAJARO VALLEY UNIFIED SCHOOL DISTRICT  
 CLOSED SESSION AGENDA  
 October 26, 2011

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

<b>New Hires – Probationary</b>	
	None
<b>New Substitutes</b>	
	None
<b>New Hires</b>	
1	Resource Specialist
1	Elementary Teacher
2	Secondary Teachers
<b>Promotions</b>	
1	Migrant Outreach Specialist
<b>Rehires</b>	
1	Elementary Teacher
1	Secondary Teacher
1	Child Development Teacher
<b>Administrative Appointments</b>	
	None
<b>Transfers</b>	
1	Elementary Teacher
<b>Extra Pay Assignments</b>	
5	Athletic Directors
33	Coaches
6	Department Chairs
<b>Extra Period Assignments</b>	
	None
<b>Leaves of Absence</b>	
3	Instructional Assistant II – Special Education
3	Bus Driver
1	Elementary Teacher
<b>Retirements</b>	
	None

<b>Resignations/Terminations</b>	
1	Occupational Therapist
<b>Supplemental Service Agreements</b>	
7	Elementary Teachers
11	Secondary Teachers
1	TOSA
<b>Miscellaneous Actions</b>	
1	Custodian II
1	District Receptionist
3	Instructional Assistant II – Special Education
4	Instructional Assistant – General Education
1	Office Manager
1	Student Services Specialist II
<b>Separations From Service</b>	
	None
<b>Limited Term – Projects</b>	
1	Administrative Secretary I
1	Administrative Secretary II
1	Administrative Secretary III
1	Behavior Technician
13	Cafeteria Assistant
1	Campus Safety Coordinator
1	Community Services Liaison I
1	Community Services Liaison II
2	Data Entry Specialist
1	Dispatcher
15	Enrichment Specialist
38	Instructional Assistant – General Education
1	Information System Support Technician
1	Language Support Technician
1	Office Assistant I
1	Office Assistant II
8	Office Assistant III
1	Office Manager
2	Site Computer Support Technician
1	Student Services Specialist II

1	Testing Specialist
3	Translator
<b>Exempt</b>	
5	Babysitters
5	Childcare
2	Crossing Guards
2	MEES
7	Migrant OWE
3	PUPILS
2	Safety Monitor
3	Spectra Artist
64	Student Helper
31	Workability I
5	Yard Duty
<b>Provisional</b>	
1	Behavior Technician
1	Health Assistant
8	Instructional Assistant - General Education
3	Office Assistant III
1	Payroll Technician
1	Site Computer Support Technician
<b>Limited Term - Substitute</b>	
1	Accounting Specialist II
1	Behavior Technician
1	Cafeteria Assistant
4	Custodian I
2	Delivery Driver
1	Health Services Assistant
1	Instructional Assistant II – Special Education
1	Instructional Assistant I – Special Education
1	Office Assistant III
1	Site Computer Support Technician



**October 12, 2011**  
**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**

Acting president Keegan called the meeting of the Board to order at 6:06 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 Substitutes</b>	
18	Teachers
<b>New Hires</b>	
<del>15</del> 14	Primary Teachers
<del>12</del> 11	Secondary Teachers
<b>Rehires</b>	
1	Secondary Teacher
<b>Transfers</b>	
1	Special Education Teacher
1	Primary Teacher
1	Secondary Teacher
<b>Extra Pay Assignments</b>	
19	Department Chairs
<b>Leaves of Absence</b>	
1	Translator
1	Health Services Assistant
1	Registration Specialist I
1	Primary Teacher
1	Secondary Teacher



1	Speech & Language Specialist
<b>Retirements</b>	
	None
<b>Resignations/Terminations</b>	
1	Payroll Technician
<b>Supplemental Service Agreements</b>	
47	Primary Teachers
18	Secondary Teachers
24	Migrant Education Teachers
1	Special Ed Teachers
72	Technology Teachers
1	Education Services Teachers
<b>Miscellaneous Actions</b>	
	None
<b>Separations From Service</b>	
1	Career Development Specialist I
<b>Limited Term – Projects</b>	
6	Instructional Assistant – General
1	Enrichment Specialist
<b>Exempt</b>	
4	Babysitter
15	Pupils
41	Student Helper
35	Workability
6	Yard Duty Supervisor
<b>Provisional</b>	
	None
<b>Change of Funding</b>	
1	Primary Teacher

**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 9 Expulsions

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

Acting president Keegan called the meeting of the Board in public to order at 7:10 pm.

**3.1 Pledge of Allegiance**

Trustee Yahiro led the Board in the Pledge of Allegiance.

**3.2 Welcome by Board Acting President**

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

**3.3 Superintendent Comments**

Dorma Baker welcomed everyone to the meeting, noting the recognition of the educator and classified employee of the month was an exciting piece of the meeting. She thanked student trustees for being at meeting and representing their high school. She reminded all about maintaining respect as the Board addressed the difficult items on the agenda.

**3.4 Brecek & Young Financial - Teacher of the Month Award  
- Mike Donegan, Rolling Hills Middle School**

Jacob Young spoke of the program, now in its third year, its process and how positive it is to honor people who do so much for the students. He introduced Mike Donegan, teacher at Rolling Hills School and the first recipient of the educator of the month award for 2011-12.

Rick Ito, principal, stated that Mr. Donegan is a teacher who does everything: yearbook, after school program, works with English Language students, assists with technology issues, all while making great connections with students and staff. Mr. Ito said he was honored to be part of giving Mr. Donegan this award.

**3.5 Brecek & Young Financial – Classified Employee of the Month Award  
- Herlindo Fernandez, Groundskeeper, Maintenance & Operations**

Acting president Keegan corrected Herlindo Fernandez's title as Energy Management Technician.

Steve Okamura, Energy Education Manager, spoke of Mr. Fernandez's role in the energy management program role for about a year. He noted that Herlindo is always willing to help the team out and he's done a great job in his position. Mr. Rick Mullikin, M & O Director, was also present to recognize him.

**4.0 APPROVAL OF THE AGENDA**

Trustee Nichols moved to approve the agenda. Trustee De Serpa seconded the motion. The motion passed unanimously.

**5.0 APPROVAL OF MINUTES**

**a) Minutes for September 28, 2011**

Trustee Nichols moved to approve the minutes for September 28, 2011. Trustee Ursino seconded the motion. The motion passed 6/0/1 (Yahiro abstained).

**6.0 HIGH SCHOOL STUDENTS BOARD REPRESENTATIVES REPORT**

Bianca Ornelas and Breanna Salgado of Watsonville High School, commented on home coming, on the issue of facility cleanliness due to lack of custodial help, especially bathrooms, and encouraged students to apply for free and reduced lunch to qualify for financial opportunities for the school and students.

Mayra Gonzalez and Anthony Barrios of Pajaro Valley High School, commented on their rally celebrating Fall sports, they announced homecoming queen and king. Some students of the Interact Club attended the Leadership Conference in Cupertino; the club's international project was defined: "Pennies for Change". The students commented on the success of the National Coming Out Day on Tuesday, an event put together by the Gays Straight Alliance group in school, where students and staff participated.

Fernando C. Huerta of Renaissance High School, commented on the California High School Exit Exam, a trip to visit UCSC, the benefits of community work, and the success of a class on ballet folklórico taught by teacher Graciela Vega. He also mentioned that the school was running out of school lunches during lunch.

Aaryn Ashworth and Sarah Dahel of Aptos High School, reported on homecoming week and gave a sports update. The school theatre department will present their Fall plays soon. The school is celebrating high test scores and planning a fun Halloween celebration.

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

Lowell Hurst, community member, spoke about agricultural education and the need to improve the agriculture department at Watsonville High School. Suggested having an Agriculture Advisory committee to discuss and recommend improvements to the program.

Jack Carroll, teacher, noted that the Report and Discussion section on the agenda is blank and no discussion should take place under that section.

Bill Beecher, community member, remarked that while high school students are complaining about the facilities PVFT is not speaking up. He spoke about the union's polling process and how he's skeptic about the effectiveness of the polls if they are unwilling to share actual numbers of staff participation.

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

Jenn Laskin, PVFT Vice President, commented about facilities, especially older ones involving mold and construction. She noted that the union has been working through the Williams Complaint process to voice those concerns. She stated that the union and Human Resources were successful in auditing some temporary positions and 55 contracts will be converted from temporary to permanent. Renaissance High School welcomed Fiona Ma, Luis Alejo and other representatives to hear and discuss with students issues about organic farming. Jen concluded by stating that the union site representatives had unanimously passed a resolution in support of trustee Osmundson remaining in her seat as at trustee.

Ulli Kummerow, PVAM, spoke of the recent school summits and the positive outcome of those meetings. It was an opportunity to learn from one another about how sites get funding and how they do fundraising. While all sites have felt the budget reductions, it was a reminder that we were in this together.

#### **9.0 CONSENT AGENDA**

Trustee Yahiro moved to approve the consent agenda.

Dorma Baker spoke a bit of the Williams complaint report, stating the process of how a complaint would qualify to fall under the Williams legislation.

Trustee DeRose seconded the motion. The motion passed unanimously.

**9.1 Purchase Orders September 22 – October 5, 2011.**

**9.2 Warrants September 22 – October 5, 2011.**

**9.3 Accept with Gratitude Donation from Carolyn Hyatt of an iMac for Mar Vista Elementary School, an Estimated Value of \$1,000.**

**9.4 Approve Williams Uniform Complaint Quarterly Report for July – September 2011. Number of complaints: zero.**

**10.0 DEFERRED CONSENT ITEMS**  
None.

**11.0 REPORT AND DISCUSSION ITEMS**  
None.

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

**12.1 Report, discussion and Possible Action on Trustee Area III Residency.**  
*Report by Brett McFadden, CBO.*

Dorma Baker prefaced this item by noting that the intent is to have the Board discuss its legal responsibility pertaining to boundaries.

Brett McFadden introduced Tom Manniello, an attorney with Lozano Smith. Brett noted that the item would address school attendance boundaries versus district legal boundaries; in addition, the concept of permanent versus temporary residency for trustees will be discussed given the letter received by trustee Osmundson claiming her new address is temporary. The issue of accuracy of the boundary in Trustee Area III was corroborated by the following government and public agencies: Santa Cruz County Office of Education, Monterey County Office of Education, North Monterey County Unified School District, San Juan Unified School District, Santa Cruz County Elections, Monterey County Elections, Monterey County Treasurer/Tax Collector, and the Monterey County Assessor. The agencies confirmed that the address in question is outside the political boundary of the district. Addressing a concern regarding TAIH's predecessor, Dan Hankemeier, Brett reported that staff found no evidence that the district's southern legal boundary was altered after the Aromas succession from the district in the 1980s and this finding was confirmed by the corresponding government agencies. It was also confirmed that the legal boundaries of Monterey County Office of Education and the North Monterey County Unified School District are congruent to PVUSD's southern boundary.

Tom Manniello began his presentation stating that if there had been any changes to the district boundaries there would be much paperwork confirming but none was found. Regarding political versus attendance boundaries, Mr. Manniello stated that political boundaries give boards jurisdiction but they are not subject to Board control. Attendance area boundaries, on the other hand, are under the control of the district but are legally irrelevant. The political boundaries are defined and approved by the County Committee on School District Organization. At this point, the district's attendance areas encroach the NMUSD area and this is something that has to be addressed and resolved by both districts.

Regarding the issue of permanent versus temporary residency, Manniello noted that most instances involve persons with two separate residences where one is the person's domicile. When temporary residence is claimed, the focus is on the intent and whether the person intends to not remain in that temporary residence. He cited a case regarding transient occupancy where it was upheld that a person can claim their prior domicile until a new domicile is obtained. If the trustee area is deemed vacant by the Board, the trustee does have the ability to seek an investigation through the District Attorney's office through quo warranto; the downside of this process is that the losing party has to pay the cost of the action and the District would just be a bystander.

The next step for the board is to determine whether a vacancy exists on the Board. If this action is taken, the Board would need to decide on a provisional appointment within 60 days or to proceed with a special election to fill the position.

Board participated with comments and questions.

Public Comment

Lowell Hurst, community member, spoke of his experience in elections and stated that the decision is an interesting moral one that needs to keep in mind the covenant with the voters of the area. He added that it would not be appropriate to dismiss a minority member of the board.

Ann Veronica Coyle and Joleigh Kambic, Adult Ed staff, stated that the situation results from errors made in attendance area maps created many years ago that perpetuated the mistake through the years. It is the board's moral responsibility to find a solution that is just and fair. Trustee Osmundson should continue to serve the people who elected her.

Robert Teran, attorney representing trustee Osmundson, spoke about intent noting that Osmundson was legally elected as a trustee, that the property she moved from is within the district boundaries and it is still under her name, it is also her voting residency and her driver's license still has that address. He suggested forming a committee to evaluate the issue and not rush to judgment. He added that the Board has a strong duty to protect everyone's right to be a member of the agency.

Jack Carroll, Adult Ed staff, spoke of Osmundson's intent, noting that she has a month to month tenancy and has not signed a lease. He mentioned that Superintendent Baker had said that the attendance maps and political maps have to match; there is a choice of shrinking or altering the political boundaries. Shrinking will cost the district ADA and transportation already has a route to that area of San Miguel Canyon Road.

Alex Solano, community member, commented that he'd served on the board and a similar situation happened in the late 70's where a trustee built a house a couple of blocks away from the boundary. She was asked to step down and she did. She made a mistake and didn't check with the right agencies either.

Peter Nichols, community member, commented that Mr. Solano's intent in bringing that issue up is that his daughter lost to Osmundson on the last election.

Board participated with comments and questions and were concerned about the 60 day limit.

Tom Manniello mentioned that the Board is not restricted to discussing the issue again. The Board can make a provisional appointment within 60 days of vacancy; however, until the board declares a vacancy one doesn't exist. Manniello cautioned the Board the district may be challenged since the situation of a possible vacancy was made public on September 23<sup>rd</sup>, when the board packet with this information was distributed. If there is a challenge, the board will not be able to make an appointment but will be asked to have an election.

Trustee Yahiro moved to declare the seat vacant and proceed with the 60 day application process for all applicants that want to fill that seat because of change of domicile. Trustee DeRose seconded the motion.

Board participated with comments.

After some comments regarding the letter trustee Osmundson presented regarding her current residence being temporary, trustees Yahiro and DeRose withdrew their motion.

Board participated with comments and focused on the intent of trustee Osmundson, which was never to leave her post or the trustee area.

Trustee De Serpa moved to table the issue and have staff set this item on the agenda either by December 7 or by special meeting no later than December 10 and if trustee Osmundson has not moved

back into the area the Board could declare a vacancy and proceed with provisional appointment. Trustee Ursino seconded the motion.

The Board participated with additional comments.

The motion passed unanimously.

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

#### **2.8 9 Expulsions**

##### ***Action on Expulsions***

Trustee DeRose moved to approve the Administrative Panel recommendation for the following expulsion case:

***11-12-004***

Trustee De Serpa seconded the motion. The motion passed 5/0/2 (Yahiro, Nichols absent from seat).

Trustee DeRose moved to reject the waived administrative hearing and to order a hearing for the following expulsion case:

***11-12-007***

Trustee Ursine seconded the motion. The motion passed 5/1/1 (Keegan dissented; Yahiro absent from his seat).

Trustee DeRose moved to approve the District Administration recommendation for the following expulsion case:

***11-12-010***

Trustee Ursino seconded the motion. The motion passed 5/1/1 (Keegan dissented; Yahiro absent from his seat).

Trustee DeRose moved to approve the District Administration recommendation with a correction the case heading as "Administrative Hearing Waiver Summary" for the following expulsion case:

***11-12-012***

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

Trustee DeRose moved to approve the District Administration recommendation for the following expulsion case:

***11-12-016***

Trustee De Serpa seconded the motion. The motion passed unanimously.

Trustee DeRose moved to approve the District Administration recommendation for the following expulsion case:

***11-12-017***

Trustee Ursino seconded the motion. The motion passed unanimously.

Trustee DeRose moved to approve the District Administration recommendation for the following expulsion case:

***11-12-018***

Trustee Yahiro seconded the motion. The motion passed unanimously.

Trustee DeRose moved to approve the District Administration recommendation for the following expulsion case:

***11-12-019***

Trustee Yahiro seconded the motion. The motion passed unanimously.

Trustee DeRose moved to approve the District Administration recommendation for the following expulsion case:

*11-12-020*

Trustee Ursino seconded the motion. The motion passed unanimously.

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

**a. Certificated Employees**

Trustee Nichols moved to approve the certificated employees report with the following changes: minus 2 secondary teachers and minus 1 primary teacher under new hires; addition of 2 secondary teachers under transfer; and 1 primary teacher under change of funding. Trustee DeRose seconded the motion. The motion passed unanimously.

**b. Classified Employees**

Trustee Nichols moved to approve the classified employee report with the addition of 1 payroll technician under resignation. Trustee DeRose seconded the motion. The motion passed unanimously.

**14.0 GOVERNING BOARD COMMENTS/REPORTS**

Trustee Nichols commented that the Board had to deal with a difficult item and civil behavior was maintained. She said it was great to be part of a team that works well with each other.

Trustee Yahiro commented on the football season and the annual Belgard Cup to support PVHS and WHS. He noted that AHS is having a fine year.

Trustee De Serpa commented on the student trustees' reports where it was noted that the high schools seem to be in disrepair; she would like to bring to the board what it might look like financially to put that needed help back into the campuses so that they can be in an acceptable state.

**15.0 UPCOMING BOARD MEETINGS/REMAINING BOARD MEETINGS FOR 2011**


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Trustee DeRose moved to add a tentative special board meeting on Saturday, December 10<sup>th</sup> to discuss Trustee Area III residency issue if necessary. Trustee Nichols seconded the motion. The motion passed unanimously.

		Comment
<b>October</b>	▪ 26	
<b>November</b>	▪ 16	▪
<b>December</b>	▪ 7 Annual Organization Mtg.	▪ Approve 1 <sup>st</sup> Interim Report

**16.0 ADJOURNMENT**

There being no further business to discuss, the meeting of the Board was adjourned at 10:23 pm.



Dorma Baker, Superintendent

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



*Board Agenda Backup*

Item No: 9.3

<b>Date:</b>	October 26, 2011
<b>Item:</b>	<b>Accept with Gratitude donation from Richard Grotegut of Silicon Valley Students Recycling Used Technology Program (SV StRUT) of 30 (thirty) Laptops for Watsonville High School's Language Lab, an Estimated Value of \$10,500.</b>
<b>Overview:</b>	The Board acknowledges and recognizes the generosity of community members and businesses. Their commitment to education is evident through their contribution.
<b>Recommendation:</b>	Accept with gratitude.

**Prepared By:** Dorma Baker, Superintendent

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





**Pajaro Valley Unified School District**  
Technology Services

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

Silicon Valley Students Recycling Used Technology  
Attention: Richard Grotegut  
43600 Mission Blvd  
Fremont, CA 94539

Thursday, October 20, 2011

Dear Mr. Richard Grotegut:

Thank you for your generous donation of 30 Lenovo Thinkpad T61 laptop computers with 2GB RAM, 100GB hard drive and 15.4" display. It is with support like yours that the local schools can build their technology expertise and better prepare students for the ever-changing world we live in. This hardware will remain at your specified school site: Watsonville High School in the Pajaro Valley Unified School District.

Your gift is tax-deductible as a charitable contribution to an educational organization, as defined by the Internal Revenue Code, Section 170(a) and (b)(1)(A)(ii). You have valued your donation at \$10,500.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Landeck". The signature is fluid and cursive, with a long horizontal stroke at the end.

Timothy Landeck  
Director, Technology Services



Pajaro Valley Unified School District

## Technology Services

294 Green Valley Rd, Watsonville, CA, 95076 | Voice 831.786-2333 | FAX 831. 855.2290

### TECHNOLOGY DONATION FORM

COMPANY NAME: Silicon Valley Students Recycling Used Technology

CONTACT PERSON: Richard Grotegut

ADDRESS: 43600 Mission Blvd.

CITY/STATE/ZIP: Fremont, CA 94539

DAY TIME PH#: 510-979-7479

EMAIL: rgrotegut@gmail.com

VALUE OF DONATION (\$350 Ea.) \$10,500 Total

REQUIRED IF YOU WANT ACKNOWLEDGEMENT FOR TAX RECORDS

#### For site use only

Site Name: Watsonville HS

Check one box only:

- Items to remain at site.
- Items to be forwarded to Tech Services and returned to site.
- Items to be forwarded to Tech Services and distributed via the Tech Liaison Network

### DESCRIPTION OF DONATED ITEMS

X CPU (computer) Lenovo Thinkpad T61 laptop computers

Manufacturer:  MAC G-4  MAC Intel

PENTIUM 4  DUAL CORE

Model: INTEL Speed (MHz): T7500 @ GH2(T61) / T2500 @ GH2 (T60P)

X KEYBOARDS

X MOUSE

X LCD MONITOR Size: 14-15 inches

INSTALLED SOFTWARE WITH LICENSES: LINPX OPEN SOURCE

BOXED SOFTWARE: N/A

X MISCELLANEOUS CABLES, CARDS, OTHER: 30 POWER ADAPTERS

LASER PRINTER

NOTES: Details of donation:

Lenovo Thinkpad T61 (Qty:14)

Intel Core 2 Duo T7300 @ 2GHz

2048 MB RAM

Seagate 100 GB 7200 RPM SATA HDD

15.4" Display

No OS

Lenovo Thinkpad T60p (Qty:16)

Intel Core 2 Duo T 2600 @ 2.16GHz

2048 MB RAM

Hitachi 80 GB 5400 RPM SATA HDD

15" Display

No OS

**Minimum Donation Specifications: Revised 2/11**

Windows XP, Pentium 4, 1 GB RAM, 60GB Hard drive, working CD ROM

Macintosh OS X, G4, 1 GB RAM, 60GB Hard Drive, working CD ROM drive

Laser Printer (no inkjet printers), 15" Color LCD Monitor (No CRTs unless packaged with a computer that meets Min. Specs)

Please forward completed form to Technology Services **PRIOR** to accepting donation. All donations require **Technology Dept. and School Board approval**

To: Dorma Baker, Superintendent PVUSD  
Board of Trustees, PVUSD

From: Elaine Legorreta, Principal Watsonville High School

Date: October 10, 2011

Re: Donation of 30 laptop computers

This is to request the Board accept the donation of 30 refurbished laptops from the Silicon Valley Students Recycling Used Technology (StRUT) program to be used at Watsonville High School as a portable language lab to improve the language development of English learners and their parents.

StRUT is sponsored by Ohlone College's Regional Cisco Network Academy program where career tech education students take donated computers and computer components and upgrade them to incorporate back into schools for student use. Ohlone College students involved in StRUT evaluate, repair and refurbish donated computers and in turn distribute those computers free to local schools. StRUT students gain valuable computer knowledge and hands on computer skills and schools like Watsonville gain valuable computers.

The 30 computers were donated to the StRUT program by Symantec Corporation which is headquartered in Cupertino, California. Symantec specializes in computer security, data protection and remote management software with both consumer and business offerings, and replaces its laptop computers on a 3 year cycle.

The computers are in excellent operating condition and will function adequately for the intended use.



# WATSONVILLE HIGH SCHOOL

250 E. Beach Street  
(831) 728-6390

Watsonville, CA. 95076  
Fax (831) 761-6013

Elaine Legorreta  
Principal

Richard Grotegut/SV StRUT  
43600 Mission Blvd.  
Fremont, CA 94539-5847

October 10, 2011

Dear Mr. Grotegut,

On behalf of the Board of Trustees for the Pajaro Valley Unified School District and the students of Watsonville High School, I would like to accept and thank you and the students in the Silicon Valley Students Recycling Used Technology Program for the 30 laptops donated to our school. These laptops will be used as a roving language lab for our English Learner students enrolled in English Language Development courses. With this lab, we hope to accelerate the acquisition of English for these students.

In addition to the language lab, parents of English learners will be able to use the lab to develop digital literacy skills and learn to access information on *School Loop* regarding their child's progress in school.

As you can see, we have big plans for using the laptops you've so generously made available to us. Teachers, students, and parents will be more actively engaged each day as a result of this new roving lab. Our entire school community has benefited and we are all grateful for this gift. A tremendous WildCatz, "Thank you" roar goes your way.

Sincerely,

Elaine Legorreta, Principal  
Watsonville High School  
Home of the WildCatz

**Board Agenda Back-up**

Item #

9.4,

**DATE:** October 26, 2011

**ITEM:** **Migrant & Seasonal Head Start Refunding Application:  
Budget for March 1, 2012 – February 28, 2013 & Training/Technical Assistance Plan**

**OVERVIEW:** The PVUSD Migrant & Seasonal Head Start Program offers comprehensive child development services twelve (12) hours per day, five days per week during the peak agricultural period (May 9 – October 15). The Program provides child development services in ten (10) center classrooms at five (5) District elementary school sites and also contractually through about 70 licensed Family Child Care Home Providers. The Program maintains 683 child development slots with a contractual requirement to serve a total of 712 children through child turnover for the 2012 season. A broad range of services are provided to children and families including social services, health, dental health, nutrition, mental health, and services for children with disabilities. Parent leaders are involved in key policy and other decision-making processes affecting Program operations. Also, there are many education activities designed to support the role of parents as the primary educators of their children.

Because of escalating employee costs, principally in the area of fringe benefits, and notification of the same amount of available funding, the budget reflects a reduction of three (3) days of child development services at all MSHS sites, a slightly later opening date in May to save on employee health insurance for various seasonal staff members, one less day of start up for center teachers, and other more minor budget adjustments.

Because of limitations in the interpretation of non-federal share (match) rules, it is anticipated that the Program will request a partial non-federal waiver for as much as \$590,000 during the course of the upcoming program year, as per funding source guidelines.

**RECOMMENDATION:** Approve the 2012-13 Migrant/Seasonal Head Start Refunding Application Budget and Training/Technical Assistance Plan

**BUDGET CONSIDERATIONS**

**Funding Source:**

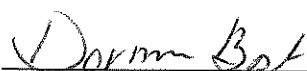
U.S. Department of Health and Human Services via Grantee (Grantee is Central California Migrant Head Start; Stanislaus County Office of Education is grantee fiscal agent)

**Budgeted: Yes No**

\$5,977,387 federal dollars (includes Training/Technical Assistance budget)

**Prepared by:** Carole L. Clarke, Director, Migrant/Seasonal Head Start Program

**Superintendent's Signature**



**CENTRAL CALIFORNIA MIGRANT HEAD START  
MIGRANT HEAD START  
March 1, 2012 - February 28, 2013**

**The following back-up and explanations are required with the submission of your application budgets:**

*If there is a change in the number of staff work days, describe the reason for the increase or decrease.*

Due to projected cost increases, principally related to District employee fringe benefits, but also to salary schedule increases, the Program is taking a series of steps to manage the budget within the existing available federal funds. This includes opening child development services slightly later in May, reducing one day of start up time for center seasonal certificated staff, and having a 3 day reduction in services across all sites (centers & FCCH's). Other more minor adjustments have been made.

*If an allocation change has occurred, describe the reason for the increase or decrease.*

n/a

*Describe how all multi-funded costs are allocated.*

n/a

*Were raises given to staff in 2011-12 greater than federal COLA?*

*No*

*Yes - Explain additional rates or amounts.*

2011-12 budget implemented as approved by grantee. No COLA available in 2011-12 for annualization in 2012-13.

*Describe fringe calculations, including rates and base amounts.*

Submitted to grantee on Excel spreadsheet in this application.

*Describe any new costs included.*

Minor adjustments have taken place in some non-personnel line items according to historical experience or rate changes (for example, change in mileage rate, rent rate, etc.). Some adjustments have been made to T/TA activities to support current Program plans and best estimates for upcoming training opportunities. Some reductions have been made to balance the budget, as reviewed with SCOE finance staff.

**CENTRAL CALIFORNIA MIGRANT HEAD START  
MIGRANT HEAD START  
Basic Funds**

March 1, 2012 - February 28, 2013

0

Delegate Agency: Pajaro Valley Unified School District

Reducing 3 days of service to children

								Allocated Budget	\$ 5,949,507	\$ 92,010
								\$ 2,217,436	\$ -	\$ -
6a Personnel										
# of Staff	Title	Daily Rate		# of Days			%			
1	Program Director	\$432.07 /day	x	205	days	x	100%	88,574		
1	Program Operations Coordinator	\$309.93 /day	x	215	days	x	100%	66,635		
1	Child Development Coordinator	\$298.84 /day	x	215	days	x	100%	64,251		
1	Family Child Care Home Coordinator	\$296.22 /day	x	215	days	x	100%	63,687		
1	Health/Disabilities Manager	\$395.93 /day	x	215	days	x	100%	85,125		
1	Family /Community Services Coordinator	\$298.03 /day	x	205	days	x	100%	61,096		
1	Nutrition Coordinator	\$287.60 /day	x	66	days	x	100%	18,982		
2	Parent Involvement Coordinators	\$300.94 /day	x	205	days	x	100%	123,385		
1	Speech/Language Therapist	\$366.88 /day	x	84	days	x	100%	30,818		
7	FCCH Specialists	\$175.24 /day	x	139	day	x	100%	170,506		
5	Site Supervisors	\$196.67 /day	x	130	days	x	100%	127,838		
2	Infant/Toddler Teachers	\$83.58 /day	x	120	days	x	100%	20,058		
2	Infant/Toddler Teachers	\$86.09 /day	x	120	days	x	100%	20,662		
1	Infant/Toddler Teachers	\$88.67 /day	x	120	day	x	100%	10,640		
2	Infant/Toddler Teachers	\$96.97 /day	x	120	days	x	100%	23,273		
2	Infant/Toddler Teachers	\$100.34 /day	x	120	days	x	100%	24,082		
4	Infant/Toddler Teachers	\$103.35 /day	x	120	days	x	100%	49,608		
1	Infant/Toddler Teachers	\$105.88 /day	x	120	days	x	100%	12,706		
1	Infant/Toddler Teachers	\$107.02 /day	x	120	days	x	100%	12,842		
1	Infant/Toddler Teachers	\$110.38 /day	x	120	days	x	100%	13,246		
1	Infant/Toddler Teachers	\$117.74 /day	x	120	days	x	100%	14,129		
1	Infant/Toddler Teachers	\$124.90 /day	x	120	days	x	100%	14,988		
2	Infant/Toddler Teachers	\$128.47 /day	x	120	days	x	100%	30,833		
1	Infant/Toddler Teachers	\$130.48 /day	x	120	days	x	100%	15,658		
2	Infant/Toddler Teachers	\$133.83 /day	x	120	days	x	100%	32,119		
1	Infant/Toddler Teachers	\$135.61 /day	x	120	day	x	100%	16,273		
2	Preschool Teachers	\$140.54 /day	x	120	days	x	100%	33,730		
2	Preschool Teachers	\$143.88 /day	x	120	days	x	100%	34,531		
1	Preschool Teachers	\$147.23 /day	x	120	days	x	100%	17,668		
1	Preschool Teacher	\$149.91 /day	x	120	days	x	100%	17,989		
3	Preschool Teacher	\$153.93 /day	x	120	days	x	100%	55,415		
1	Preschool Teacher	\$170.69 /day	x	120	days	x	100%	20,483		
2	Preschool Teacher	\$182.07 /day	x	120	days	x	100%	43,697		
32	Teachers (transition)	\$28.36 /day	x	5	days	x	100%	4,538		
1	Instructional Assistant (Special Needs)	\$84.32 /day	x	115	days	x	100%	9,697		
3	Instructional Assistants	\$84.32 /day	x	115	days	x	100%	29,090		
1	Instructional Assistants	\$93.04 /day	x	115	days	x	100%	10,700		
3	Instructional Assistant	\$97.76 /day	x	115	days	x	100%	33,727		
4	Instructional Assistants	\$102.72 /day	x	115	days	x	100%	47,251		
1	Instructional Assistant	\$107.92 /day	x	115	days	x	100%	12,411		
1	Parent Ed. Specialist (FSWs)	\$116.16 /day	x	172	days	x	100%	19,980		
3	Parent Ed. Specialists (FSWs)	\$122.08 /day	x	152	days	x	100%	55,668		
1	Parent Ed. Specialist (FSWs)	\$122.08 /day	x	172	days	x	100%	20,998		
1	Parent Ed. Specialist (FSW)4hrs	\$61.04 /day	x	152	days	x	100%	9,278		
3	Parent Ed. Specialists (FSWs)	\$128.24 /day	x	152	days	x	100%	58,477		
2	Parent Ed. Specialists (FSWs)	\$128.24 /day	x	165	days	x	100%	42,319		
2	Parent Ed. Specialists (FSWs)	\$128.24 /day	x	172	days	x	100%	44,115		
4	Parent Ed. Specialists (FSWs)	\$134.88 /day	x	172	days	x	100%	92,797		
1	Bilingual Office Assistant II	\$142.23 /day	x	200	days	x	100%	28,446		
2	Data Entry Specialists	\$147.12 /day	x	215	days	x	100%	63,259		
1	Administrative Secretary II	\$154.68 /day	x	215	days	x	100%	33,256		
1	Administrative Secretary III	\$178.30 /day	x	205	days	x	100%	36,552		
2.5	Custodians I	\$107.92 /day	x	157	days	x	100%	42,359		
1	Lead Custodian II	\$161.46 /day	x	230	days	x	100%	37,136		
	Custodians (overtime)	\$0.00 /day	x	0	days	x	100%	6,000		
	Child care for meetings	\$8.50 /day	x	1040	days	x	100%	8,840		
	Substitutes	\$88.20 /day	x	397	days	x	100%	35,015		



**MIGRANT HEAD START**  
**Basic Funds**  
**March 1, 2012 - February 28, 2013**

					0	
<b>6b Fringe Benefits</b>					<b>\$ 1,539,755</b>	<b>\$ -</b>
			%			
Retirement (STRS)	\$ 1,145,940.00	x	8.25%		94,540	
Retirement (PERS)	\$ 978,030.00	x	17.92%		175,292	
Retirement (ARS)	\$ 93,466.00	x	1.33%		1,243	
Retirement (OPEB) Certificated	\$ 571,735.00	x	4.03%		23,028	
Retirement (OPEB) Classified	\$ 198,649.00	x	4.19%		8,317	
OASDI	\$ 1,071,496.00	x	6.2%		66,432	
Medicare	\$ 2,217,436.00	x	1.45%		32,153	
SUI	\$ 2,217,436.00	x	1.61%		35,701	
SUI (LEC)	\$ 1,447,052.00	x	5.54%		80,167	
Workers' Compensation	\$ 2,217,436.00	x	2.70%		59,871	
Health, Dental & Vision Insurance (Including LTD)			Estimate		963,011	
<b>6c Travel (Out of County)*</b>					<b>\$ 12,228</b>	<b>\$ -</b>
National MSHS Conference, and other national/regional training opportunities (MSPB-TAC 12); may include up to two FCCH Forums	2 staff	x	\$2,004 /person	x 100%	4,008	
Manager/Coordinator Training (PITC, Health/Disabilities or other training for content area experts)	2 trainings	x	\$2,096 /training	x 100%	4,191	
C.L.A.S.S. Certification Training	2 staff	x	\$807 /person	x 100%	1,614	
Grantee sponsored Meetings/Trainings for Management Staff	5 staff	x	\$231 /person	x 100%	1,157	
Grantee sponsored Meetings/Trainings for Family Service Workers/other staff	17 staff	x	\$74 /person	x 100%	1,258	
<b>6d Equipment (Over \$5,000/Unit)</b>					<b>\$ -</b>	<b>\$ -</b>
<b>6e Equipment (Under \$5,000/Unit)</b>					<b>\$ 5,000</b>	<b>\$ -</b>
Replacement office equipment					5,000	
<b>6e Supplies</b>					<b>\$ 154,362</b>	<b>\$ -</b>
Classroom (consumables and manipulatives)	160 children	x	\$130 /child	x 100%	23,400	
Furnishings	10 classrooms	x	\$1,000 /classroom	x 100%	10,000	
Feeding and diapering supplies	100 children	x	\$200 /child	x 100%	20,000	
Health, mental health, first aid supplies	\$1,167 /month	x	6 months		7,000	
Sanitation supplies	\$892 /month	x	12 months		10,700	
Supplies for children with disabilities or special needs	\$483 /month	x	6 months		2,900	
Office supplies for centers	\$383 /month	x	6 months		2,300	
Office supplies (inc. duplication, paper, etc.)	\$2,000 /month	x	12 months		24,000	
Computer supplies and licenses	\$667 /month	x	12 months		8,000	
Training supplies	\$1,100 /month	x	12 months		13,205	
Parent involvement/meeting supplies	\$3,694 /month	x	6 months		22,161	
Local committee activities (parents)	\$1,228 /month	x	6 months		7,370	
Center employee morale/safety program	\$117 /month	x	6 months		700	
Other employee morale	\$219 /month	x	12 months		2,626	
<b>6f Contracts</b>					<b>\$ -</b>	<b>\$ -</b>
<b>6g Construction, Repairs/Renovations</b>					<b>\$ -</b>	<b>\$ -</b>

**MIGRANT HEAD START**  
**Basic Funds**  
**March 1, 2012 - February 28, 2013**

6h <b>Other</b>							0	\$ <b>1,867,984</b>	\$ <b>92,010</b>
Child accident liability insurance							6,000		
Uninsured property loss							5,000		
Licensing fees							2,400		
Association fees							1,500		
Audiometer/Tympanometer calibration							2,500		
Copier maintenance		\$1,000 /month		x	12	months	12,000		
FCCH Preschoolers	\$26 /child	x	249	children	x	111 days x 99% attendance	711,428		
FCCH Preschoolers/special co-hort	\$26 /child	x	9	children	x	71 days x 99% attendance	16,448		
FCCH Infants/Toddlers	\$31 /child	x	244	children	x	111 days x 99% attendance	831,208		
FCCH Disabilities/Medical Reimbursements			502				3,000		
FCCH Qualification-base rate enhancement							28,937		
<u>Parent Mileage and Child Care Reimbursements</u>									
Policy Committee Training Meetings (officials)		\$35 /day		x	50	officials	1,750		
Policy Council (non-voting representatives)		\$70 /meeting		x	30	reimbursements	2,100		
<u>Participation at each eligible level</u>									
Self-Assessment	\$70 /day	x	5	days	x	7 parents	2,450		
HAC Meeting	\$35 /meeting	x	2	meetings	x	4 parents	280		
Regular PC Meetings	\$35 /meeting	x	6	meetings	x	18 members	3,780		
PC Executive Meetings	\$35 /meeting	x	5	meetings	x	5 members	875		
Participation in interviews/FCCH selection	\$70 /day	x	15	days			1,050		
Educational supplies selection	\$70 /day	x	3	parents			210		
Parent Involvement Consultant	\$350 /session	x	6	sessions			2,100		
First Aid/CPR training for parents	\$50.00 /parent	x	30	parents			1,500		
Family Recruitment							5,000		
Printing Costs	\$417 /month	x	12	months			5,000		
Local travel/mileage reimbursement	\$0.56 /mile	x	18000	miles			9,990		
Travel/mileage reimbursement (other counties)	\$0.56 /mile	x	3481	miles			1,932		
Food	\$5.59 /child	x	107	days	x	181 children @ 85%	92,010		
Gas and Oil	\$417 /month	x	12	months			5,000		
Children's dental and medical expenses	\$835 /month	x	6	months			5,011		
Telephone costs	\$35 /month	x	19	phones	x	7 months	4,655		
Ongoing building/playground maintenance	\$1,667 /month	x	12	months			20,000		
District office rent	\$6,220 /month	x	12	months			74,640		
Meeting rooms rent	\$167 /month	x	12	months			2,000		
Food (non-reimbursed snack)	\$0.76 /child	x	181	children	x	107 days	14,719		
Staff meals with children	\$3.25 /staff	x	40	staff	x	107 days	13,910		
Postage	\$83 /month	x	12	months			1,000		
Vehicle maintenance and repairs	\$667 /month	x	12	months			8,000		
Mental health-social/emotional consultants	\$75 /hour	x	150	hours			11,250		
Child development consultants	\$500 /day	x	13	days			6,500		
Self-Assessment Consultants	\$500 /day	x	10	days			5,000		
Shared Governance/Planning Consultants	\$500 /day	x	6	days			3,000		
Car seat installation instructors	\$1,000 /person	x	2	instructors			2,000		
Car seat installation certification training							2,500		
Disabilities Services							3,000		
Translators/interpreters							10,000		
Child development enhancement-coursework; permits and tutorial assistance							6,361		
Clearances for substitutes and volunteers							1,000		
Staff recruitment/advertising							10,000		
<b>Direct Costs</b>								<b>\$ 5,796,765</b>	<b>\$ 92,010</b>
<b>6i Indirect</b>								<b>\$ 152,742</b>	<b>\$ -</b>
March-June (2.74%) = 25% of total budget			1,447,710.00	x	2.74%		\$ 39,667		
July-February (2.6%) = 75% of total budget			4,349,055.00	x	2.60%		\$ 113,075		

**MIGRANT HEAD START**  
**Basic Funds**  
**March 1, 2012 - February 28, 2013**

0

<b>CCFP Breakfast Reimbursement Projections:</b>	
107 days x 181 children x 85% attendance x \$1.6734 reimb rate (free) =	\$ 27,547
<b>CCFP Lunch Reimbursement Projections:</b>	
107 days x 181 children x 85% attendance x \$3.1559 reimb rate (free) =	\$ 51,952
<b>CCFP Snack Reimbursement Projections:</b>	
107 days x 181 children x 85% attendance x \$0.76 reimb rate (free) =	\$ 12,511
<b>Total CCFP Projections:</b>	<b>\$ 92,010</b>

\* Detail of Out of County Travel

Out of Area Travel is dependent upon opportunities provided by MSPB, TAC-12, the Grantee, as well as other organizations which offer Head Start related training or meetings (for example: A training opportunity may be available for an incoming Health/Disabilities Coordinator through region IX Head Start or TAC-12). Alternately the Child Development Coordinator may attend a "Trainer of Trainers" Program for Infant/Toddler Caregivers depending upon work schedule availability and location. PVUSD has offered to host at least one FCCH Forum per year but is allowing for a maximum of 2 FCCH Forum trips for two program staff.

<b>National NRSHS Conference</b>		<b>Coordinator/Manager Trainings</b>	
	2 staff		(2 trainings)
Registration Fees	600	Registration Fees	1,000
Flight (\$500/person)	1,000	Flight (\$600.00/trip)	1,200
Mileage (140 of miles x \$0.555)	78	Mileage (280 of miles x \$0.555)	155
Parking (\$15.00 per day x 6 days)	90	Parking (\$18.00 per day x 12 days)	216
Lodging (\$170 per night x 5 nights)	1,700	Lodging (\$108.00 per night x 10 nights)	1,080
Per Diem (\$45/person per day x 6 days)	540	Per Diem (\$45/person per day x 12 days)	540
<b>Total</b>	<b>#####</b>	<b>Total</b>	<b>\$4,131</b>
<b>Grantee Sponsored Meetings/Trainings for Management Staff</b>		<b>CLASCS Certification Trainings</b>	
			2 staff
Mileage (600 miles x \$0.555)	333	Registration Fees (\$150 per person X 2 staff)	300
Lodging (\$108 per night x 1 night/5 staff)	540	Lodging (\$108.00 per night X 4 nights/2 staff)	864
Per Diem (\$45/person per day x 5 staff)	225	Per Diem (\$45/person x day x 5 days/2 staff)	450
<b>Total</b>	<b>1,157</b>	<b>Total</b>	<b>\$ 1,614</b>
<b>Grantee Sponsored Meetings/Trainings for PSWs or other staff</b>			
Parking (\$18.00 per day x 5 days)	90		
Per Diem (\$16/person per day x 17 staff x 4 trainings)	1,088		
Incidentals	80		
<b>Total</b>	<b>#####</b>		

**CENTRAL CALIFORNIA MIGRANT HEAD START  
MIGRANT HEAD START  
Training and Technical Assistance Funds  
March 1, 2012 - February 28, 2013**

*Delegate Agency: Pajaro Valley Unified School District*

			<b>Budget: \$ 27,880</b>
<b>6a</b>	<b>Personnel</b>		<b>\$ _____ -</b>
<b>6b</b>	<b>Fringe Benefits</b>		<b>\$ _____ -</b>
<b>6c</b>	<b>Travel (Out of County)</b>		<b>\$ <u>4,400</u></b>
	National MSHS conference and/or other national/ regional training opportunities (MSPB-TAC 12)	2 x	\$2,200 /person \$ 4,400
<b>6d</b>	<b>Equipment (Over \$5000/Unit)</b>		<b>\$ _____ -</b>
<b>6e</b>	<b>Equipment (Under \$5000/Unit)</b>		<b>\$ _____ -</b>
<b>6e</b>	<b>Supplies</b>		<b>\$ <u>7,649</u></b>
	Pre-service, In-Service & Post-service training for staff/FCCH providers		\$ 6,424
	Pre-service, In-Service & Post-service training for Family Service Workers		\$ 1,225
<b>6f</b>	<b>Contracts</b>		<b>\$ _____ -</b>
<b>6g</b>	<b>Construction, Repairs/Renovations</b>		<b>\$ _____ -</b>
<b>6h</b>	<b>Other</b>		<b>\$ <u>15,115</u></b>
	Speech & Language Therapy Services (SJSU)		\$ 5,000
	First Aid/CPR Certification Training for staff	72 x	\$70 /person \$ 5,040
	Cabrillo College CAEYC conference and other local trainings		\$ 1,125
	<b>Consultants:</b>		
	Hearing/Tympanometric Training		\$ 1,600
	Pre-service, In-Service & Post-service training for staff/FCCH providers		\$ 1,550
	Pre-service, In-Service & Post-service training for Family Service Workers		\$ 800
<b>6i</b>	<b>Indirect</b>		<b>\$ <u>716</u></b>
	March-June (2.74%) = 25% of total budget	(\$6,970-\$6,784)	\$ 186
	July-February (2.6%) = 75% of total budget	(\$20,910-\$20,380)	\$ 530

**CENTRAL CALIFORNIA MIGRANT HEAD START  
MIGRANT HEAD START  
Non - Federal Share  
March 1, 2012 - February 28, 2013**

*Delegate Agency: Pajaro Valley Unified School District*

	<b>Budget</b>	<b>\$ 1,494,347</b>
<b>6e Supplies</b>		<b>\$ _____ -</b>
<b>6h Personnel</b>		<b>\$ _____ -</b>
<b>6h Non-Personnel</b>		<b>\$ <u>1,494,347</u></b>

	<b>Rate</b>						
Volunteer hours	\$23.53 /hour	x	42	hours			988
Additional Volunteer Hours	\$23.53 /hour	x	25,000	hours			588,250
FCCH Differential - Infants/Toddlers (Santa Cruz County)	214		children	x \$16.44/day	x 111 days	x 99%	\$ 386,611
FCCH Differential - Preschoolers (Santa Cruz County)	184		children	x \$18.32/day	x 111 days	x 99%	\$ 370,426
FCCH Differential - Infants/Toddlers (Monterey County)	30		children	x \$10.71/day	x 111 days	x 99%	\$ 35,308
FCCH Differential - Preschoolers (Monterey County)	65		children	x \$13.16/day	x 111 days	x 99%	\$ 94,000
FCCH Differential - Preschoolers -special co-hort (Sta Cruz)	9		children	x \$18.32/day	x 71 days	x 99%	\$ 11,589
Total children in FCCH	<u>502</u>						

*Total differential represents 99% of attendance*

**Food**

State portion USDA/CCFP for children's breakfast and lunch	181 children	\$.1634/meal	107 days		5,380
<i>Total state portion represents 85% of attendance in centers</i>				2 meals/day	
Other donated food					1795

**CENTRAL CALIFORNIA MIGRANT HEAD START  
MIGRANT HEAD START  
Administrative  
March 1, 2012 - February 28, 2013**

*Delegate Agency: Pajaro Valley Unified School District*

**Budget: \$ 593,609**

<b>6a Personnel</b>	Basic Amount	Admin Rate	<u>\$ 236,129</u>
Program Director	88,574	100.00%	88,574
Program Operations Coordinator	66,635	100.00%	66,635
Child Development Coordinator	64,251	50.01%	32,130
Site Supervisors	127,838	9.99%	12,773
Bilingual Office Assistant II	28,446	20.00%	5,690
Data Entry Specialists	63,259	20.00%	12,652
Administrative Secretary II	33,256	20.00%	6,651
Administrative Secretary III	36,552	20.00%	7,310
Lead Custodian II	37,136	10.00%	3,714
 <b>6b Fringe Benefits</b>			 <u>\$ 163,984</u>
Retirement (STRS)	\$ 94,540 x	10.65%	10,069
Retirement (PERS)	\$ 175,292 x	10.65%	18,669
Retirement (ARS)	\$ 1,243 x	10.65%	132
Retirement (OPEB) Certificated	\$ 23,028 x	10.65%	2,452
Retirement (OPEB) Classified	\$ 8,317 x	10.65%	886
OASDI	\$ 66,432 x	10.65%	7,075
Medicare	\$ 32,153 x	10.65%	3,424
SUI	\$ 35,701 x	10.65%	3,802
SUI (LEC)	\$ 80,167 x	10.65%	8,538
Workers' Compensation	\$ 59,871 x	10.65%	6,376
Health, Dental & Vision Insurance (Including LTD)	\$ 963,011 x	10.65%	102,561
 <b>6c Travel (Out of County)</b>			 <u>\$ 6,393</u>
National MSHS Conference, and other national/regional training opportunities (MSPB-TAC 12); may include up to two FCCH Forums	4008 x	100.00%	4,008
Coordinator Training for content area experts	4191 x	50.00%	2,096
Grantee sponsored Meetings/Trainings for Mgt. Staff	1157 x	25.00%	289

<b>6d</b>	<b>Equipment (Over \$5000/Unit)</b>			<b>\$ _____ :-</b>
<b>6e</b>	<b>Equipment (Under \$5000/Unit)</b>			<b>\$ <u>5,000</u></b>
	Replacement office equipment	5,000	100%	5,000
<b>6e</b>	<b>Supplies</b>			<b>\$ <u>9,600</u></b>
	Office supplies (inc. duplication, paper, etc.)	24,000	30%	7,200
	Computer supplies and licenses	8,000	30%	2,400
<b>6f</b>	<b>Contracts</b>			<b>\$ _____ :-</b>
<b>6g</b>	<b>Construction, Repairs/Renovations</b>			<b>\$ _____ :-</b>
<b>6h</b>	<b>Other</b>			<b>\$ <u>19,045</u></b>
	Child accident liability insurance	6,000	4.95%	297
	Licensing fees	2,400	16.27%	390
	Association fees	1,500	30.00%	450
	Copier maintenance	12,000	30.00%	3,599
	Printing costs	5,000	30.00%	1,500
	Local travel/mileage reimbursements	9,990	10.30%	1,029
	Gas and Oil	5,000	16.27%	814
	Ongoing building/playground maintenance	20,000	10.00%	2,000
	District office rent	74,640	10.27%	7,664
	Vehicle maintenance and repairs	8,000	16.27%	1,302
<b>6j</b>	<b>Indirect cost</b>			<b>\$ <u>153,458</u></b>
	March-June (2.74%) = 25% of total budget	(1,494,347-1,454,494)		\$ 39,853
	July-February (2.6%) = 75% of total budget	(4,483,040-4369,435)		\$ 113,605

<b>Administrative Rate Calculation:</b>	
Basic	\$ 5,949,507
T&TA	\$ 27,880
Non-Federal	\$ 1,494,347
Total Funding	<u>\$ 7,471,734</u>
Admin. Total	\$ 593,609
Divided by Total Funding	7,471,734
Admin. %	7.94%
Maximum Admin Rate Allowed	9.00%
Maximum Admin Budget Allowed	\$ 672,456

Central California Migrant Seasonal Head Start Program  
2012-2013  
Program Service Plan

Delegate Agency Name: Pajaro Valley Unified School District

**Center-Based Program Option**

DRAFT - PENDING ALL APPROVALS

Number of:

1.	Total number of proposed Center-Based Children by age group:	Infants/ Toddlers	Preschool
		68	123

2.	Total number of classes:	8	6
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3.	Name of Center	# of I/T	# of Prek	Opening Date	Closing Date	# of Days per Week	Total # of Days	Total # of Weeks	Max # of Hours Per Day
	Calabasas Migrant & Seasonal Head Start	16	20	5/9/2011	10/15/2011	5	107	23	12
	Freedom Migrant & Seasonal Head Start	0	37	5/9/2011	10/15/2011	5	107	23	12
	Hall District Migrant & Seasonal Head Start	16	20	5/9/2011	10/15/2011	5	107	23	12
	H A Hyde Migrant & Seasonal Head Start	16	20	5/9/2011	10/15/2011	5	107	23	12
	Ohlone Migrant & Seasonal Head Start	16	20	5/9/2011	10/15/2011	5	107	23	12
	Turnover	4	6						



Central California Migrant Seasonal Head Start Program  
2012-2013  
Program Service Plan

	Total	68	123					
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4.	Total Number of Infant/Toddler Teachers	24	
5.	Total Number of Infant/Toddler Assistants	0	
6.	Total Number of Preschool Teachers	12	
7.	Total Number of Preschool Assistants:	13	
8.	Number of hours of teacher employment per week:	37.5	40
9.	Number of hours of assistant employment per week:	0	40
10.	Number of education home visits per child per year:	2	2
11.	Length of each home visit:	1.5	1.5
12.	Number of parent conferences per child per year:	1	1

Briefly describe any changes made on this Program Service Plan from the current year's approved plan.

Due to budget issues, the length of service has been reduced by three days in both program options: centers and Family Child Care Homes.

Central California Migrant Seasonal Head Start Program  
2012-2013  
Program Service Plan

**Family Child Care Program Option**

Number of:

	Infants/ Toddlers	Preschool	Opening Date	Closing Date		Total # of Days	Total # of Weeks	Max # of Hours Per Day
1. Number of proposed Family Child Care Children:	244	249	5/9/2011	10/15/2011		111	23	12
Number of proposed Family Child Care Children: (Special co-hort)		9	5/9/2011	* 8/17/2011		71	15	12
FCCH Turnover	9	10						

2. Number of Family Child Care Homes:

3. Number of education home visits per child per year:

4. Length of each home visit:

5. Number of parent conferences per child per year:

\* Best estimate per information available at this time

Central California Migrant Seasonal Head Start Program  
2012-2013  
Program Service Plan

**State or Other Funded Collaboration**

1. Of the funded slots listed in the two options, the number of slots collaboratively funded with RHS or EHS and another source:

N/A

2. Number of Collaboratively Funded Classes

N/A

Number of:

Name of Center (if FCCH, list FCCH not each home)	Infant/ Toddlers	Preschool	Type

Types: Blended = B; Enhanced = E; Colocated = C

3. Briefly explain the collaboration model your agency is proposing and include the source of the Non-Head Start/Early Head Start funds:

N/A

**Pajaro Valley Unified School District**  
**Training and Technical Assistance (T/TA) Plan**  
**Program Year: March 1, 2012 – February 28, 2013**

**Objective:** Provide Pre-Service, in-service, post-service opportunities to improve the skills of teaching staff & Family Child Care Home Providers to ensure quality early childhood development services.

**Foundation:** Head Start Performance Standards; Goal 2, Objective 1; Goal 11, Objective 6.

Date/Time	Training Activities	Location(s)	T/TA Provider	Audience	Performance Standards	MSHS Budget	Other Budget
May-Oct 2012	1) Continue adaptation and implementation of second step curriculum which includes the use of puppets for social and emotional growth.	TBD	ECE Consultant	FCCH Providers & FCCH Specialists	1304.24	PA 20 \$0  PA 23 \$600	\$ 0
May-Oct 2012	2) Provide trainings on Grantee's recently developed social & emotional health classroom observation instrument/process (adapted from CSEFEL)	TBD	ECE Consultant Or TBD	Teaching Staff, Site Supervisors, FCCH Providers & FCCH Specialists	1304.24(a)(1)	PA 20 \$0  PA 23 \$ 600	\$ 0
May-Oct 2012	3) Provide training on child abuse	TBD	Family & Community Services Coordinator	Teaching Staff, Site Supervisors, FCCH Providers, FCCH Specialists & Family Service Workers	1304.24	See Page 7 for budget amounts	\$ 0

Evaluation: training agendas, sign-in sheets and training evaluations.

**Total PA 20: \$ 0**

**Total PA 23: \$ 1,200**

**Total Other: \$ 0**

**Note: "Other Budget" can include: state funds, non-federal share, etc.**

**Pajaro Valley Unified School District  
Training and Technical Assistance (T/TA) Plan  
Program Year: March 1, 2012 – February 28, 2013**

**Objective:** Provide Pre-Service, in-service, post-service opportunities to improve the skills of teaching staff & Family Child Care Home Providers to ensure quality early childhood development services.

**Foundation:** Head Start Performance Standards; Goal 11, Objectives 5 & 6.

Date/Time	Training Activities	Location(s)	T/TA Provider	Audience	Performance Standards	MSHS Budget	Other Budget
May-Oct 2012	4) Provide training on the C.L.A.S.S. instrument with a focus on three domains: Behavior Management, Instructional Learning Formats and Quality of Feedback.	TBD	Child Development Coordinator	Site Supervisors and/or FCCH Specialists	1304.24 (a)(3):(i)(iii) 1304.21 (a):(3) (4)(5) 642(f)(3)(A)	See Page 7 for budget amounts	\$ 0
May-Oct 2012	5) To provide training on the C.L.A.S.S. instrument with a focus on two domains: Instructional Learning Formats and Quality of Feedback.	TBD	Designated Grantee Trainer	FCCH Providers	1304.24 (a)(3):(i)(iii) 1304.21 (a):(3) (4)(5) 642(f)(3)(A)		
May-Oct 2012	6) Provide training on C.L.A.S.S. instrument and results from observations.	TBD	Designated Grantee Trainer	Site Supervisors & Preschool Teaching Staff	1304.24 (a)(3):(i)(iii) 1304.21 (a):(3) (4)(5) 642(f)(3)(A)		

Evaluation: training agendas, sign-in sheets and training evaluations.

**Total PA 20:** \$ See page 7

**Total PA 23:** \$ See page 7

**Total Other:** \$ 0

**Note:** "Other Budget" can include: state funds, non-federal share, etc.

**Pajaro Valley Unified School District  
Training and Technical Assistance (T/TA) Plan  
Program Year: March 1, 2012 – February 28, 2013**

**Objective:** Provide Pre-Service, in-service, post-service opportunities to improve the skills of teaching staff & Family Child Care Home Providers to ensure quality early childhood development services.

**Foundation:** Head Start Performance Standards; Goal 3, Objectives 1 & 3

Date Time	Training Activities	Location(s)	T/TA Provider	Audience	Performance Standards	MSHS Budget	Other Budget
Pending Form Revision	7) Provide training on revised Infant Needs & Service Plan	TBD	TBD	FCCH Providers, FCCH Specialists, Infant/Toddler Teachers & Site Supervisors	1304.21 1304.24	See Page 7 For budget amounts	\$ 0
Pending Form Revision	8) Provide training on revised Infant/Toddler Individual Plan	TBD	TBD	Infant/Toddler Teachers, Site Supervisors & FCCH Specialists	1304.20(f)(1) 1304.23(a)		
May-Oct 2012	9) Provide training on developing studies with emphasis on Dual Language Learners (DLL).	TBD	Child Development Coordinator	Preschool Teaching Staff & Site Supervisors	1304.21(a)(4)(i) 1304.21(a)(4)(ii) 1304.21(a)(4)(iii) 1304.21(a)(1)(iv)		

Evaluation: training agendas, sign-in sheets and training evaluations.

**Total PA 20:** \$ See page 7

**Total PA 23:** \$ See page 7

**Total Other:** \$ 0

**Note:** "Other Budget" can include: state funds, non-federal share, etc.

**Pajaro Valley Unified School District  
Training and Technical Assistance (T/TA) Plan  
Program Year: March 1, 2012 – February 28, 2013**

**Objective:** Provide Pre-Service, in-service, post-service opportunities to improve the skills of teaching staff & Family Child Care Home Providers to ensure quality early childhood development services.

**Foundation:** Head Start Performance Standards; Goal 11, Objectives 5 & 6.

Date Time	Training Activities	Location(s)	T/TA Provider	Audience	Performance Standards	MSHS Budget	Other Budget
May-Oct 2012	10) Provide trainings on Desired Results Developmental Profile Tool	TBD	Grantee Assigned Trainer	FCCH Providers, FCCH Specialists. Preschool Teaching Staff.	1304.20(2)©(2)	See page 7 for budget amounts	\$ 0
May-Oct 2012	11) Same as above (#8)	TBD	Child Development Coordinator	Infant/Toddler Teachers, FCCH Specialists & Site Supervisors	1304.20(2)©(2)		
May-Oct 2012	12) Provide training on how to make preschool curriculum adjustments based on the outcomes results.	TBD	Child Development Coordinator	Site Supervisors	1304.20(2)©(2)		
March-April 2012	13) Provide First Aid/CPR Certification Training	TBD	American Red Cross	Teaching Staff & Family Service Workers	1304.22	PA 20 \$ 5,040 PA 23 \$ 0	

Evaluation: training agendas, sign-in sheets and training evaluations.

**Total PA 20: \$ 5,040**

**Total PA 23: \$ See page 7**

**Total Other: \$ 0**

**Note: "Other Budget" can include: state funds, non-federal share, etc.**

**Pajaro Valley Unified School District**  
**Training and Technical Assistance (T/TA) Plan**  
**Program Year: March 1, 2012 – February 28, 2013**

**Objective:** Provide Pre-Service, in-service, post-service opportunities to improve the skills of teaching staff & Family Child Care Home Providers to ensure quality early childhood development services.

**Foundation:**

Head Start Performance Standards; Goal 3, Objective 1; Goal 11, Objective 6

Date/Time	Training Activities	Location(s)	T/TA Provider	Audience	Performance Standards	MSSH Budget	Other Budget
May-Oct 2012	14) Provide training on how to conduct more effective home visits and connecting the information with children's individual needs.	TBD	Child Development Coordinator	Infant/Toddler Teachers & Site Supervisors	1304.21(a)(3)(i)(A) 1304.20(f)(1)	See page 7 for budget amounts	\$ 0
May-Oct 2012	15) Provide training on effective transition strategies with children and parents during the first day of service.		Child Development Coordinator	Infant/Toddler Teachers & Site Supervisors	1304.21(a)(3)(i)(A) 1304.20(f)(1)		
May-Oct 2012	16) Provide training using effective bonding strategies during the first two weeks of attendance.		Child Development Coordinator	Infant/Toddler Teachers & Site Supervisors	1304.21(a)(3)(i)(A) 1304.20(f)(1)		

Evaluation: training agendas, sign-in sheets and training evaluations.

**Total PA 20: \$ See page 7**

**Total PA 23: \$ See page 7**

**Total Other: \$ 0**

**Note: "Other Budget" can include: state funds, non-federal share, etc.**



**Pajaro Valley Unified School District**  
**Training and Technical Assistance (T/TA) Plan**  
**Program Year: March 1, 2012 – February 28, 2013**

**Objective:** Provide Pre-Service, in-service, post-service opportunities to improve the skills of teaching staff & Family Child Care Home Providers to ensure quality early childhood development services.

**Foundation:**

Head Start Performance Standards; Goal 11, Objective 6

Date/Time	Training Activities	Location(s)	T/TA Provider	Audience	Performance Standards	MSSH Budget	Other Budget
May-Oct 2012	17) Provide training on the Head Start Framework; Promoting Positive Outcomes in Early Childhood Programs	TBD	Child Development Coordinator	Site Supervisors & FCCH Specialists	641A(g)(2)(A)	See page 7 for budget amounts	\$ 0
May-Oct 2012	18) Provide training on how to emphasize school readiness activities for kindergarten eligible children.	TBD	Child Development Coordinator	Preschool Teaching Staff	1304.21(a)(3) 1304.21(a)(4) 1304.21(a)(5) 642(f)(3)(A)		
May-Oct 2012	19) Offer opportunities to strengthen teaching staff /FCCH Providers' skills on how to work with children with significant behavior issues and children with disabilities.	TBD	Child Development Coordinator	Site Supervisors, Teaching Staff, FCCH Providers & FCCH Specialists	1308.4© 1308.4(d) 1308.4(o)		

Evaluation: training agendas, sign-in sheets and training evaluations.

**Total PA 20: \$ See page 7**

**Total PA 23: \$ See page 7**

**Total Other: \$ 0**

**Note: "Other Budget" can include: state funds, non-federal share, etc.**

**Pajaro Valley Unified School District  
Training and Technical Assistance (T/TA) Plan  
Program Year: March 1, 2012 – February 28, 2013**

**Objective:** Provide Pre-Service, in-service, post-service opportunities to improve the skills of teaching staff & Family Child Care Home Providers to ensure quality early childhood development services.

**Foundation:** Head Start Performance Standards; Goal 3, Objective 3.

Date/Time	Training Activities	Location(s)	T/TA Provider	Audience	Performance Standards	MSHS Budget	Other Budget
May-Oct 2012	20) Support dual language acquisition for preschoolers	TBD	TBD	FCCH Providers & FCCH Specialists	1304.20(f)(1)	PA 20 \$ 7,974	\$ 0
May-Oct 2012	21) Provide training on strategies to expand children's vocabularies to promote creative self-expression.	TBD	MSHS Speech/Language Therapist	FCCH Providers & FCCH Specialists	1304-24	PA 23 \$ 13,350  Total budget amounts for pages 1-7	
April 2012	22) Provide training to improve FCCH Specialists technical assistance capabilities on providing support for infant/toddler services and implementation of PITC approach.	TBD	ECE Consultant	FCCH Specialists	1304.51	PA 20 \$ 0  PA 23 \$ 2,500	\$ 0

Evaluation: training agendas, sign-in sheets and training evaluations.

**Total PA 20: \$ 7,974**

**Total PA 23: \$ 15,850**

**Total Other: \$ 0**

**Note: "Other Budget" can include: state funds, non-federal share, etc.**

**Pajaro Valley Unified School District  
Training and Technical Assistance (T/TA) Plan  
Program Year: March 1, 2012 – February 28, 2013**

**Objective:** To provide pre-service, in-service, post-service opportunities to improve the skills of Family Service Workers to ensure quality services to children and families.

**Foundation:** Head Start Performance Standards; Goal 5, Objective 1; Goal 11, Objective 5.

Date Time	Training Activities	Location(s)	T/TA Provider	Audience	Performance Standards	MSHS Budget	Other Budget
March-October 2012	1)Driving safely and dealing with behavior issues while transporting children to health appointments	TBD	PVUSD Transportation Department	Family Service Workers	1304.20	See total budget amounts on Page 9	\$ 0
March-October 2012	2)Provide training to improve communication with Mexican indigenous language speakers & cross-cultural understanding	TBD	TBD Pending agency budget cuts	Family Service Workers	1304.20		
March-October 2012	3)Provide training on hearing/tympanometric screenings	TBD	Contracted Audiologist	Family Service Workers	1304.20	PA 20 \$ 1,600 PA 23 \$ 0	\$ 0

Evaluation: training agendas, sign-in sheets and training evaluations.

**Total PA 20: \$ 1,600**

**Total PA 23: \$ See page 9**

**Total Other: \$**

**Note: "Other Budget" can include: state funds, non-federal share, etc.**

**Pajaro Valley Unified School District  
Training and Technical Assistance (T/TA) Plan  
Program Year: March 1, 2012 – February 28, 2013**

**Objective:** To provide pre-service, in-service, post-service opportunities to improve the skills of Family Service Workers to ensure quality services to children and families.

**Foundation:** Head Start Performance Standards; Goal 5, Objective 1; Goal 11, Objective 5.

Date Time	Training Activities	Location(s)	T/TA Provider	Audience	Performance Standards	MSHS Budget	Other Budget
March-October 2012	4) Provide training to support Family Service Workers working with families in crisis	TBD	TBD	Family Service Workers	1304.20	PA 20 \$ 2,025	\$ 0
March-October 2012	5) Provide training on interpretation and follow-up of health exams including vaccinations	TBD	County Public Health	Family Service Workers	1304.20	PA 23 \$ 1,855	
March-October 2012	6) Provide training on developing specialized Family Partnership Agreements.	TBD	Grantee Trainer	Family Service Workers	1304.20		Total budget amounts for pages 8-9
March-October 2012	7) Provide training on Communication and Team Building	TBD	TBD	Family Service Workers	1304.20		

Evaluation: training agendas, sign-in sheets and training evaluations.

**Total PA 20: \$ 2,025**

**Total PA 23: \$ 1,855**

**Total Other: \$ 0**

**Note: "Other Budget" can include: state funds, non-federal share, etc.**

**Pajaro Valley Unified School District  
Training and Technical Assistance (T/TA) Plan  
Program Year: March 1, 2012 – February 28, 2013**

**Objective:** Provide technical assistance including contractual assistance to ensure high quality, comprehensive, and culturally sensitive services to children and families in the program.

**Foundation:** Head Start Performance Standards; Goal 2, Objective 1, Goal 4, Objective 2.

Date/Time	Technical Assistance	Location(s)	T/TA Provider	Audience	Performance Standards	MSHS Budget	Other Budget
May-Oct 2012	1) Review/finalize any updates to the grantee's recently developed social/emotional health classroom observation instrument and process.	TBD	ECE Consultant and assigned Coordinators		1304.24	PA 20 \$ 0	\$ 0
	2) Carry out implementation of Grantee's social/emotional health classroom observation instrument (adapted from CSEFEL) .	Assigned centers	ECE Consultant		1304.24	PA 23 \$ 10,650	
Summer 2012	3)Implement San Jose State University Speech/Language Therapy Program "Cascades Project"	Various Preschool Centers	SJSU Foundation	MSHS enrolled children	1308.40	PA 20 \$ 5,000	\$ 0
						PA 23 \$ 0	

**Evaluation:** Review status of completed technical assistance/contractual assistance.

**Total PA 20: \$ 5,000**

**Total PA 23: \$ 10,650**

**Total Other: \$ 0**

**Note: "Other Budget" can include: state funds, non-federal share, etc.**

**Pajaro Valley Unified School District  
Training and Technical Assistance (T/TA) Plan  
Program Year: March 1, 2012 – February 28, 2013**

**Objective:** Provide technical assistance including contractual assistance to ensure high quality, comprehensive, and culturally sensitive services to children and families in the program.

**Foundation:** Head Start Performance Standards; Goal 5, Objective 1; Goal 11, Objective 5.

Date Time	Technical Assistance	Location(s)	T/TA Provider	Audience	Performance Standards	MSHS Budget	Other Budget
Fall 2012	Assistance conducting the Self-Assessment process	various	ECE Consultants		1304.51	PA 20 \$0 PA 23 \$ 5,000	\$ 0
As Needed	Provide translation & interpretation services (Spanish, English, Mexican indigenous languages)	Various	Consultants	Staff, parents and enrolled children	1304.40 1304.50 1304.51 1308.40	PA 20 \$0 PA 23 \$ 10,000	\$ 0
As Needed	Continue efforts towards College Degree Acquisition	Various	Consultants	MSHS Staff	1304.52	PA 20 \$0 PA 23 \$ 6,361	\$ 0
As Needed	Provide Child Development Training/Technical Assistance as needed	various	ECE Consultants	Teaching staff; FCCH Specialists	1304.20	PA 20 \$0 PA 23 \$ 3,400	\$ 0
May-Oct 2012	Car Seat Installation Training	TBD	TBD	Parent Involvement Coordinator and/or Family Service Workers	1304.20	PA 20 \$0 PA 23 \$ 2,500	

**Evaluation:** Review status of completed technical assistance/contractual assistance. Agendas, training packets, travel paperwork.

**Total PA 20: \$ 0**

**Total PA 23: \$ 27,261**

**Total Other: \$ 0**

**Note: "Other Budget" can include: state funds, non-federal share, etc.**

**Pajaro Valley Unified School District  
Training and Technical Assistance (T/TA) Plan  
Program Year: March 1, 2012 – February 28, 2013**

**Objective:** Provide technical assistance including contractual assistance to ensure high quality, comprehensive, and culturally sensitive services to children and families in the program.

**Foundation:** Head Start Performance Standards; Goal 11, Objective 5.

Date Time	Technical Assistance	Location(s)	T/TA Provider	Audience	Performance Standards	MSHS Budget	Other Budget
TBA	Attend the National MSHS Conference and/or other national/regional training opportunities; may include up to two FCCH Forums	TBD	Office of Head Start	PVUSD/MSHS Director & Designated Coordinators	1304.20	PA 20 \$ 4,400  PA 23 \$ 4,008	\$ 0
Fall 2012	Attend the Cabrillo College CAEYC Conference	Cabrillo College Campus	ECE Conference Committee	MSHS Staff & Providers	1304.20	PA 20 \$1,125 PA 23 \$0	\$ 0
TBA	Attend or provide local training opportunities	TBD	Local agencies	MSHS Staff	1304.20	\$0	\$ 0
March 2012- Feb. 2013	Manager/Coordinator Training (PITC, Health/Disabilities or other training for content area experts)	TBD	TBD	Director & Designated Coordinators	1304.20	PA 23 \$4,191	\$ 0
TBA	C.L.A.S.S. Certification Training	Modesto CA	Grantee Trainer	Assigned Coordinators	1304.20	PA 20 \$0 PA 23 \$1,614	\$ 0

**Evaluation:** Review status of completed technical assistance/contractual assistance. Agendas, training packets, travel paperwork.

**Total PA 20: \$ 5,525**

**Total PA 23: \$ 9,813**

**Total Other: \$ 0**

**Note: "Other Budget" can include: state funds, non-federal share, etc.**

**Pajaro Valley Unified School District  
Training and Technical Assistance (T/TA) Plan  
Program Year: March 1, 2012 – February 28, 2013**

**Objective:** Provide technical assistance including contractual assistance to ensure high quality, comprehensive, and culturally sensitive services to children and families in the program.

**Foundation:** Head Start Performance Standards; Goal 7, Objective 1; Goal 8, Objective 1.

Date Time	Technical Assistance	Location(s)	T/TA Provider	Audience	Performance Standards	MSHS Budget	Other Budget
March 2012-February 2013	Continue obtaining outside technical assistance for Shared Governance and Program Planning	PVUSD MSHS Office or other arranged location	Consultant	Management Staff; PVUSD Board Members and Policy Committee Members	Appendix A, CFR 1304.50	PA 20 \$0 PA 23 \$ 3,000	\$ 0
TBA	Grantee sponsored meetings/trainings for Management Staff	Grantee designated locations	Grantee	Management Staff	1304.20	PA 20 \$0 PA 23 \$1,157	\$ 0
TBA	Grantee sponsored meetings/trainings for Family Service Workers and/or other staff members	Grantee designated locations	Grantee	Family Service Workers and/or other staff members	1304.20	PA 20 \$0 PA 23 \$1,258	\$ 0

**Evaluation:** Review status of completed technical assistance/contractual assistance. Agendas, training packets, travel paperwork.

**Total PA 20: \$ 0**

**Total PA 23: \$ 5,415**

**Total Other: \$**

**Note: "Other Budget" can include: state funds, non-federal share, etc.**



**Board Agenda Back-up**

Item # 9.5

**DATE:** October 26, 2011

**ITEM:** 2011 Migrant & Seasonal Head Start Self Assessment Report and Corrective Plan of Action for Out of Compliance Findings

**OVERVIEW:** There was one area of non-compliance findings in the 2011 Self Assessment under Fiscal Reporting (part of Program Design & Management), along with various examples of exemplary practice and recommendations for continuous improvement. There are two cases where items have been previously identified for compliance under shared governance/planning and the Program is working to come into compliance per existing goals/objectives and related activities.

**RECOMMENDATION:** Accept the 2011 Self Assessment Report and approve the Corrective Plan of Action for the 2011 Self Assessment. The Program's Policy Committee approved the Corrective Plan of Action and has received the additional fiscal reporting information at its October 13, 2011 meeting.

**BUDGET CONSIDERATIONS**

**Funding Source:**


U.S. Department of Health and Human Services via Grantee (Grantee is Central California Migrant Head Start; Stanislaus County Office of Education is grantee fiscal agent)

**Prepared by:** Carole L. Clarke, Director, Migrant/Seasonal Head Start Program

**Superintendent's Signature**

*Dormer*

SELF-ASSESSMENT Review Year 2011  
Corrective Plan of Action For Out-of-Compliance Findings

<i>Delegate</i>	<b>Pajaro Valley Unified School District</b>	<i>Director Signature</i>			
<i>County</i>	<b>Southern Santa Cruz/Northern Monterey</b>	<i>Program Area</i>	<b>Program Design and Management</b>	<i>Performance Standard No.</i>	<b>642 (d)(2)(D)(E)</b>
				<i>Dates of Self-Assessment</i>	<b>September 19-September 22, 2011</b>

Each Out-of-Compliance Finding from the Findings Requiring Action Forms should have a corresponding Corrective Plan of Action. Prepare a separate page for each Out-of-Compliance Finding.

**Out-of-Compliance Finding:** The program currently does not provide monthly reports of meals and snacks provided through USDA programs to the Governing Body (PVUSD Board of Trustees) and the Policy Committee to assist them in program oversight and decision making. In addition, the program currently does not provide a copy of the Pajaro Valley Unified School District's financial audit to the Policy Committee.

**CORRECTIVE PLAN OF ACTION**

<i>Specific activities planned to correct the Systemic Issues and Findings Requiring Action</i>	<i>Person Responsible</i>	<i>Timeline</i>	<i>Date Completed</i>	<i>Verified By (Director Initial)</i>
---	---------------------------	-----------------	-----------------------	---------------------------------------

<p><b>Meals and Snack Report:</b> The program will provide center meal reports for the operating period beginning with the October 2011 meeting.</p> <p><b>District Financial Audit:</b> The program will provide the results of the 2010 District's audit according to the presentation guidelines provided by SCOE Data Director</p>	<p><b>Program Operations Coordinator</b></p> <p><b>Parent Involvement Coordinators</b></p>	<p><b>Beginning October 13<sup>th</sup>, 2011</b></p> <p><b>October 13<sup>th</sup>, 2011 and each Spring thereafter</b></p>		
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SELF-ASSESSMENT Review

Year 2011

Page 1 of 2

**PROGRAM STRENGTHS AND EXEMPLARY PRACTICES (Optional)**

Early Head Start  Regional Head Start  Migrant & Seasonal Head Start

Pájaro Valley Unified School District

Delegate/DO Agency

Southern Santa Cruz/Northern Monterey

Counties

Monday, September 19-Thursday, September 22, 2011

Review Dates

Family and Community Services including Eligibility,  
Recruitment, Selection, Enrollment & Attendance

Program Area

*[Handwritten Signature]*  
Team Leader Signature

Team Member Signatures:  
*[Handwritten Signature]*

*[Handwritten Signature]*

Delegate/DO Director Signature →

*[Handwritten Signature]*

Performance Standard #	Program Strengths and Exemplary Practices	Site(s)
1305.4 (c) 1305.4 (d) 1305.4 (e)	All family applications were appropriately completed and signed by an employee of the Head Start program, identifying which income documents were examined and stating that the child is eligible to participate in the program.	30 Files Reviewed  Main office, H.A Hyde, Calabasas and Hall District
1305.5 (a) 1308.5 1308.5 (b)(c)(f)	The program has developed and implemented a well-organized recruitment plan, to ensure to locate and recruit children most in need as well as children with suspected and diagnosed disabilities. Notably, about 30% of families are of Mexican indigenous origin, a population which is considered to be at risk for additional service needs.	All
1308.5 (c)	Actual enrollment shows that services have been provided to a total of 79 children (11%) with diagnosed disabilities with an additional group of children referred to the District's Special Education Department and Regional Center for assessment.	All

**Program Strengths and Exemplary Practices (continued)**

PVUSD-Southern Santa Cruz/Northern Monterey

Family and Community Services including Eligibility,  
Recruitment, Selection, Enrollment, & Attendance

Delegate Agency/Counties

Program Area

Performance Standard #	Program Strengths and Exemplary Practices	Site(s)
1304.40 (b)(1) 1304.40 (b) (1)(i)	The program has developed a well-organized resources binder which includes brochures and information sheets for low cost or free services and resources that are responsive to each family's interests and goals.	All
1304.40(b)(1) 1304.40(b)(1)(ii) 1304.20(e)(1)	<p>The Program works closely with other community agencies to assist families and children to access services and resources.</p> <p>The program helps to ensure that each child enrolled receives appropriate health-related services through assistance from Family Service Workers who provided needed transportation, interpretation, and advocacy.</p>	All

SELF-ASSESSMENT Review

Year 2011

Page 1 of 1

RECOMMENDATIONS FOR CONTINUOUS IMPROVEMENT (Optional)

Early Head Start  Regional Head Start  Migrant & Seasonal Head Start

Pájaro Valley Unified School District

Delegate/DO Agency

Southern Santa Cruz/Northern Monterey

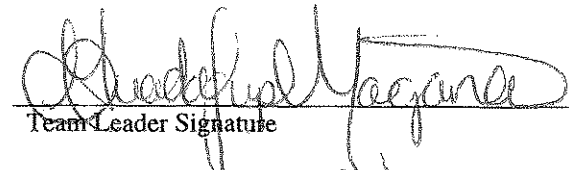
Counties

Monday, September 19-Thursday, September 22, 2011

Review Dates

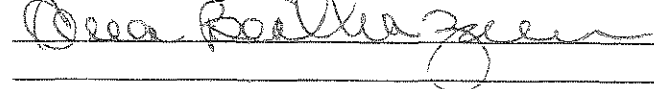
Family and Community Services including Eligibility,  
Recruitment, Selection, Enrollment & Attendance

Program Area



Team Leader Signature

Team Member Signatures:



Tuana Leon

Delegate/DO Director Signature →



Performance Standard #	Recommendation(s) for Continuous Improvement	Site(s)
1304.40 (a) (1) 1304.40 (a) (2)	Parents are offered opportunities to develop and implement individualized family partnership agreements that describe family goals and strategies for achieving these goals. However there is not enough written evidence that there is timely follow up or follow up progress toward meeting the goals. Additionally aspects of the grantee's family partnership system should be improved such that Family Services Workers can have sufficient time to build rapport and trust with the parents, and subsequently identify realistic, achievable goals within the seasonal operating period. For example, most families are interested in taking English as a Second Language classes as a goal and this goal is noted in the first 4-6 weeks but few families have the ability to take these classes during the season because of family and work demands. A better use of time would be to identify other needs which families can meet and then ensure timely follow up and documentation.	Out of 30 files reviewed Only 50% had timely follow up.

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Child/Family Services

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**SELF-ASSESSMENT Review**  
**FINDINGS REQUIRING ACTION**

Year 2011

Page 1 of 1

Early Head Start  Regional Head Start  Migrant & Seasonal Head Start

**Pájaro Valley Unified School District**

Delegate/DO Agency

**Southern Santa Cruz/Northern Monterey**

Counties

**Monday, September 19 - Thursday, September 22, 2011**

Review Dates

**Family and Community Services including Eligibility,  
Recruitment, Selection, Enrollment & Attendance**

Program Area

Corrective Plan of Action Due Date: \_\_\_\_\_

*[Handwritten Signature]*  
Team Leader Signature

Team Member Signatures:  
*[Handwritten Signature]*

*Juana Leon*

Delegate/DO Director Signature → *[Handwritten Signature]*

Performance Standard #	Systematic Issues and Findings Requiring Action	Site (s)
	<b>No Findings</b>	

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**SELF-ASSESSMENT Review  
DEFICIENCIES**

Year 2011

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Early Head Start  Regional Head Start  Migrant & Seasonal Head Start

**Pájaro Valley Unified School District**

Delegate/DO Agency

**Southern Santa Cruz/Northern Monterey**

Counties

**Monday, September 19-Thursday, September 22, 2011**

Review Dates

**Family and Community Services including Eligibility,  
Recruitment, Selection, Enrollment & Attendance**

Program Area

Corrective Plan of Action Due Date: \_\_\_\_\_

Delegate/DO Director Signature →

*[Handwritten Signature]*  
Team Leader Signature

Team Member Signatures:  
*[Handwritten Signature]*

*[Handwritten Signature]*

*[Handwritten Signature]*

Performance Standard #	Systematic Issues and Findings Requiring Action	Site (s)
	<b>No Findings</b>	

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SELF-ASSESSMENT Review

Year 2011

Page 1 of 1

**PROGRAM STRENGTHS AND EXEMPLARY PRACTICES (Optional)**

Early Head Start  Regional Head Start  Migrant & Seasonal Head Start

Pajaro Valley Unified School District

Delegate/DO Agency

Southern Santa Cruz/Northern Monterey

Counties

Monday, September 19-Thursday, September 22, 2011

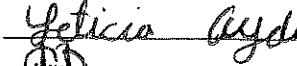

Review Dates

Program Design and Management

Program Area

  
Team Leader Signature

Team Member Signatures:

Delegate/DO Director Signature →



Performance Standard #	Program Strengths and Exemplary Practices	Site(s)
642 (c)(2) (B)(ii)(I)	Program's Policy Committee is currently made up of 23 parents of currently enrolled children and four community representatives; three of the community representatives are parents of formerly enrolled children and the fourth representative is a retired school teacher.	
642(d)(3)	The Program has maintained a high level of parent participation in the Policy Committee; shared governance materials are provided in the parent's language and the information is presented in a manner in which is understandable and facilitates their decision making process.	
1304.40(d)(2)(iv)	The Program has continuously maintained a high level of parent participation in the Local Committees, parent trainings, as well as in the Self-Assessment process and other Program activities.	

SELF-ASSESSMENT Review

Year 2011

Page 1 of 1

RECOMMENDATIONS FOR CONTINUOUS IMPROVEMENT (Optional)

Early Head Start  Regional Head Start  Migrant & Seasonal Head Start

Pajaro Valley Unified School District

Delegate/DO Agency

Southern Santa Cruz/Northern Monterey

Counties

Monday, September 19-Thursday, September 22, 2011

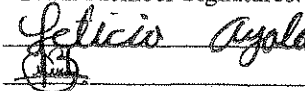

Review Dates

Program Design and Management

Program Area

  
Team Leader Signature

Team Member Signatures:

Delegate/DO Director Signature →



Performance Standard #	Recommendation(s) for Continuous Improvement	Site(s)
642 (d) (2)(A)(B)(C)	It is recommended that the Program obtain clarification on the appropriate process to provide the Governing Body (PVUSD Board of Trustees) with monthly financial statements, including credit card expenditures; monthly program information summaries; and program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency to assist them in program oversight and decision making. There are 2 members of the Board of Trustees who regularly attend Policy Committee meetings and receive these documents.	
1304.51 (a) (1)	It is recommended that the Program continue with the review and approval process of MSHS Personnel Policies that correspond to Appendix A governance requirements as part of the establishment of a continuous systematic planning process. Recommendation is already included in Program's Goals & Objectives.	
1304.50(b)(1)(2)(3)(4)	According to the Grantee's Program Area Plans it is recommended that the Bylaws be reviewed annually, therefore, it is suggested that the Program's Policy Committee Bylaws be reviewed and updated as needed.	

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**SELF-ASSESSMENT Review  
FINDINGS REQUIRING ACTION**

Year 2011

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Early Head Start  Regional Head Start  Migrant & Seasonal Head Start

**Pájaro Valley Unified School District**

Delegate/DO Agency

**Southern Santa Cruz/Northern Monterey**

Counties

**Monday, September 19-Thursday, September 22, 2011**

Review Dates

**Program Design and Management**

Program Area

Corrective Plan of Action Due Date: October 7, 2011

Delegate/DO Director Signature →

*[Signature]*  
Team Leader Signature

Team Member Signatures:  
*[Signature]*

*[Signature]*

Performance Standard #	Systematic Issues and Findings Requiring Action	Site (s)
642 (d) (2)(D)(E)	The Program currently does not provide monthly reports of meals and snacks provided through USDA programs to the Governing Body (PVUSD Board of Trustees) and the Policy Committee to assist them in program oversight and decision making. In addition, the Program currently does not provide a copy of the Pajaro Valley Unified School District's financial audit to the Policy Committee.	

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**SELF-ASSESSMENT Review  
 DEFICIENCIES**

Year 2011

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Early Head Start  Regional Head Start  Migrant & Seasonal Head Start

Pájaro Valley Unified School District

Delegate/DO Agency

Southern Santa Cruz/Northern Monterey

Counties

Monday, September 19-Thursday, September 22, 2011

Review Dates

Program Design and Management

Program Area

Corrective Plan of Action Due Date: \_\_\_\_\_

[Signature]  
 Team Leader Signature

Team Member Signatures:  
[Signature]

Delegate/DO Director Signature → [Signature]

Performance Standard #	Systematic Issues and Findings Requiring Action	Site (s)
	No deficiencies.	

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SELF-ASSESSMENT Review Year 2011  
PROGRAM STRENGTHS AND EXEMPLARY PRACTICES (Optional)

Early Head Start  Regional Head Start  Migrant Seasonal Head Start

Pájaro Valley Unified School District

Delegate/DO Agency

Southern Santa Cruz/Northern Monterey

County

Monday, September 19-Thursday, September 22, 2011

Review Dates

Education/Early Childhood Development Services in FCCH

Program Area

*Cheri Longaker*  
Team Leader Signature

Team Member Signatures:  
*Angel Diaz*  
*Teresh Medina*

Delegate/DO Director Signature → *Rosalee Clarke*

Performance Standard #	Program Strengths and Exemplary Practices	Site(s)
1304.52(h)(1)	<i>The program ensures that family child care providers have the required training</i> To support providers in providing high quality care, the program invests in on-going training for providers, exceeding the minimum required training hours.	
642(f)(3)(B)	<i>The program implements a curriculum based on scientifically valid research...</i> In response to research that shows young children learn best through their own exploration and experience, in environments that are engaging and developmentally appropriate, the program's curriculum planning form focuses first on planning specific areas of the environment, based on children's interests and development. This attention to environments that facilitate learning has resulted in many high quality outdoor environments with a variety of focused learning areas that invite and encourage children's movement, exploration, discovery, interaction, and practice. (It is recognized that in many homes, the outdoor environment has the greatest amount of available space.)	
1304.21(a)(3)(i)(A) 1304.21(b)(1)(ii)	<i>The program encourages trust and emotional security</i> In all home observed, children appeared to feel secure. They appeared to be very relaxed, happy, and comfortable with the adults and children in the home – even with visitors present. Overall, adults appeared to be calm, attentive and responsive to children.	

**Program Strengths and Exemplary Practices (continued)**

**Monday, September 19-Thursday, September 22, 2011**

**Education/Early Childhood Dev. Services in FCCH**

Delegate Agency/County

Program Area

Performance Standard #	Program Strengths and Exemplary Practices	Site(s)
1304.21(a)(3)(i)(B) 1304.21(b)(1)(v)	<p><i>The program fosters independence</i></p> <p>Environments observed encouraged active exploration. Children were provided with choices and opportunities to do things for themselves. In most homes observed, children were seen participating in clean up after activities and free play. Toy and materials shelves were well organized, set up for independent use, and labeled with pictures to support children in returning items to the shelves. Children were seen using materials independent; storing their own art work and jackets; feeding themselves, using the toilet, and washing their hands independently, as appropriate.</p>	
1304.21(a)(3)(i)(C)	<p><i>The program encourages self-control through setting clear, consistent limits and having realistic expectations.</i></p> <p>In all homes observed, children appeared to have a clear understanding of limits and expectations. Children were cooperative with adults, and in most cases, even with each other! When children required guidance or reminders of rules and limits, this was carried out gently, calmly, and clearly.</p>	
1304.51(c)(2) 1304.51(b)(4) 1304.51(a)(5) 1304.20(f)	<p><i>Staff members are familiar with the ethnic background and heritage of families in the program and communicate with parents in their primary or preferred language, or through an interpreter to the extent possible.</i></p> <p>Most of the children speak Spanish. All of the providers speak Spanish and share the ethnic background of the Spanish speaking children and families. The program seeks out and utilizes interpreters to communicate with, and provide support to, families of Mexican indigenous origin, to the extent possible. Providers actively explore strategies for learning key words to use in communication with the children.</p>	

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FP-364(c)



SELF-ASSESSMENT Review Year 2011  
RECOMMENDATIONS FOR CONTINUOUS IMPROVEMENT (Optional)

Early Head Start  Regional Head Start  Migrant Seasonal Head Start

Pájaro Valley Unified School District

Delegate/DO Agency

Southern Santa Cruz/Northern Monterey

County

Monday, September 19 – Thursday, September 22, 2011

Review Dates

Education/Early Childhood Development Services in FCCH

Program Area

*Cheri Longaker*  
Team Leader Signature

Team Member Signatures:

*Ana del Rio*  
*Theresa Medina*

Delegate/DO Director Signature →

*Robert Clark*

Performance Standard #	Recommendation(s) for Continuous Improvement	Site(s)
1304.21(c)(2) 642(f)(3)(C)	<i>The curriculum is linked to ongoing assessment...</i> It is a requirement that the curriculum be linked to ongoing assessment of children's development. Evidence of this link is inconsistent. It is recommended that the system and its importance be reviewed with providers and support given, as needed, to ensure more consistent linking and documentation of these links.	
1304.21(a)(3)(ii)	<i>Routines and transitions</i> In some cases, it was observed that children were required to wait, inactive, for inappropriate amounts of time. It is recommended that transitions, especially transitions involving hand washing and snacks or meals, be observed to identify providers and transitions in need of support. Support providers in developing alternative strategies for minimizing the amount of time children spend waiting and increase learning opportunities.	
1304.21(a)(4)(iii)	<i>The program promotes interaction and language use among children and between children and adults.</i> The program in encouraged to continue offering training to providers on language development, specifically on "engaging children in conversations individually and in small groups;" "extending children's thoughts and ideas;" and "facilitating conversations among children." While these types of rich and meaningful conversations took place in some homes, in others, language was used more for function to ask closed-ended questions and in brief exchanges between adults and children.	

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**Recommendations For Continuous Improvement (continued)**

**Monday, September 19 – Thursday, September 22, 2011**

**Education/Early Childhood Dev. Services in FCCH**

Delegate Agency/County

Program Area

Performance Standard #	Recommendation (s) for Continuous Improvement	Site (s)
1304.21(a)(1)(iv)	<p><i>Child-initiated and adult-directed activities</i></p> <p>It is recommended that the balance of adult-directed and child-initiated activities be revisited. In one home, it was observed that children were required to participate in adult-directed activities for excessive amounts of time, beyond the children's interests. A review of daily schedules revealed that, in some homes, the time scheduled for adult-directed activities was approximately 2 to 3 times more than time scheduled for children's free choice of activities. Support to providers can help them find a balance that better supports children's interests and development, and ages of children served.</p>	

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FP-364(a)





Child/Family Services

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**SELF-ASSESSMENT Review**  
**FINDINGS REQUIRING ACTION**

Year 2011

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Early Head Start  Regional Head Start  Migrant Seasonal Head Start

Pájaro Valley Unified School District

Delegate/DO Agency

Southern Santa Cruz/Northern Monterey

County

Monday, September 19-Thursday, September 22, 2011

Review Dates

Education/Early Childhood Development Services in FCCH

Program Area

Corrective Plan of Action Due Date: \_\_\_\_\_

Delegate/DO Director Signature →

*Cheri Longaker*  
 Team Leader Signature

Team Member Signatures:  
*Angel Diaz*  
*Teresa Medina*

*Paul L. Clark*

Performance Standard #	Systematic Issues and Findings Requiring Action	Site (s)
	No findings to report	

DISTRIBUTION: White - Grantee      Yellow - Delegate



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**SELF-ASSESSMENT Review  
 DEFICIENCIES**

Year 2011

Page 1 of 1

Early Head Start  Regional Head Start  Migrant Seasonal Head Start

Pájaro Valley Unified School District

Delegate/DO Agency

Southern Santa Cruz/Northern Monterey

County

Monday, September 19-Thursday, September 22, 2011

Review Dates

Education/Early Childhood Development Services in FCCH

Program Area

Corrective Plan of Action Due Date: \_\_\_\_\_

Delegate/DO Director Signature →

*Cheri Longaker*  
 Team Leader Signature

Team Member Signatures:  
*Angel Diaz*  
*Teresa Medina*

*Paul Clark*

Performance Standard #	Systematic Issues and Findings Requiring Action	Site (s)
	No deficiencies to report	

DISTRIBUTION: White – Grantee      Yellow – Delegate



**SELF-ASSESSMENT Review** Year 2011  
**PROGRAM STRENGTHS AND EXEMPLARY PRACTICES (Optional)**

Early Head Start  Regional Head Start  Migrant Seasonal Head Start

Delegate/DO Agency  
Pajaro Valley Unified School District

County  
Southern Santa Cruz/Northern Monterey

Review Dates  
8-26-11 and 9-9-11

Program Area  
Health Disabilities

Dana M Cox RN, MA  
Team Leader Signature

Team Member Signatures:  
\_\_\_\_\_  
\_\_\_\_\_

Delegate/DO Director Signature → Rowen Clarke 9/9/11

Performance Standard #	Program Strengths and Exemplary Practices	Site(s)
1308	Children with IFSP or IEPs were followed using a comprehensive "High-Risk" Tracker. Most files reviewed, maintained an accurate, easy to follow checklist that reflected the referrals, evaluations, and other pertinent information in children with suspected or identified disabilities.. Most IFSPs and IEP had at least one representative from PVUSD Migrant / Seasonal Head Start that participated with the plan.	



Child/Family Services

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**SELF-ASSESSMENT Review** Year 2011  
**RECOMMENDATIONS FOR CONTINUOUS IMPROVEMENT (Optional)**

Page 1 of 1

Early Head Start  Regional Head Start  Migrant Seasonal Head Start

Delegate/DO Agency  
Pajaro Valley Unified School District

Dana M Cox, RN, MA  
Team Leader Signature

County  
Southern Santa Cruz/Northern Monterey

Team Member Signatures:  
\_\_\_\_\_  
\_\_\_\_\_

Review Dates  
8-26-11 and 9-9-11

Program Area  
Disabilities

Delegate/DO Director Signature → Paula R Clarke 9/9/11

Performance Standard #	Recommendation(s) for Continuous Improvement	Site(s)
1308	In review of children's files for disability compliance indicators, I found several files of children with identified high-risk conditions (ie: medical conditions, chronic ear infections) for hearing impairment and speech/language and/or developmental disabilities, where it was unclear whether the child received a formal audiology evaluation; and/or if one was recommended, whether it occurred and/or what the follow-up was. It is suggested that this information be added to the "Disability Checklist" used to track the Coordination of Disability Services. It is also suggested that the child's newborn hearing screen status is documented if known.	



Child/Family Services

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**SELF-ASSESSMENT Review**  
**FINDINGS REQUIRING ACTION**

Year 2011

Page 1 of 1

Early Head Start  Regional Head Start  Migrant Seasonal Head Start

Delegate/DO Agency \_\_\_\_\_

**Pajaro Valley Unified School District**

County \_\_\_\_\_

**Southern Santa Cruz/Northern Monterey**

Review Dates \_\_\_\_\_

8/26/11 and 9/9/11

Program Area **Disabilities**

Corrective Plan of Action Due Date: \_\_\_\_\_

Dana M Cox, RN, MA  
 Team Leader Signature

Team Member Signatures:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Delegate/DO Director Signature → Carol Clark 9/9/11

Performance Standard #	Systematic Issues and Findings Requiring Action	Site (s)
	No Findings-- in Child File Review	All

DISTRIBUTION: White – Grantee      Yellow – Delegate



Child-Family Services

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**SELF-ASSESSMENT Review  
 DEFICIENCIES**

Year 2011

Page 1 of 1

Early Head Start  Regional Head Start  Migrant & Seasonal Head Start

Pájaro Valley Unified School District

Delegate/DO Agency

Southern Santa Cruz/Northern Monterey

Counties

8/26/11 and 9/09/11

Review Dates

Disabilities

Program Area

Corrective Plan of Action Due Date: \_\_\_\_\_

Delegate/DO Director Signature →

*Dana M. Cox*  
 Team Leader Signature

Team Member Signatures:

\_\_\_\_\_  
 \_\_\_\_\_

*Paula Clarke*

Performance Standard #	Systematic Issues and Findings Requiring Action	Site (s)
	No deficiencies.	

DISTRIBUTION: White – Grantee Yellow – Delegate

**Deficiencies (continued)**



Child/Family Services

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SELF-ASSESSMENT Review Year 2011  
PROGRAM STRENGTHS AND EXEMPLARY PRACTICES (Optional)

Page 1 of 1

Early Head Start  Regional Head Start  Migrant Seasonal Head Start

Delegate/DO Agency  
Pajaro Valley Unified School District

Dana M Cox, RN, MA  
Team Leader Signature

County  
Southern Santa Cruz/ Northern Monterey

Team Member Signatures:  
\_\_\_\_\_  
\_\_\_\_\_

Review Dates  
8-26-11 and 9-9-11

Program Area Health

Delegate/DO Director Signature → Carl L. Clarke 9/9/11

Performance Standard #	Program Strengths and Exemplary Practices	Site(s)
1304.20	PVUSD maintains a comprehensive health tracking system that is accessible to appropriate health and leadership staff to both: <ol style="list-style-type: none"> <li>1- Determine individual children's access and monitoring of health status, and maintenance of their recommended CHDP/ EPSDT primary and preventative health care; and</li> <li>2- Determine the public health status of groups of children—for example when there was a possible pertussis (whooping cough) outbreak in one of the centers, the staff was able to immediately provide the County Public Health Dept. with the current immunization status of all of the children (in which all of the children were up-to-date with their scheduled immunizations), and all "high-risk" children were immediately identified to be more closely followed by their primary health care providers</li> </ol>	



Child/Family Services

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SELF-ASSESSMENT Review Year 2011  
 RECOMMENDATIONS FOR CONTINUOUS IMPROVEMENT (Optional)

Page 1 of 1

Early Head Start  Regional Head Start  Migrant Seasonal Head Start

Delegate/DO Agency  
Pajaro Valley Unified School District  
 County  
Southern Santa Cruz/ Northern Monterey  
 Review Dates  
8-26-11 and 9-9-11  
 Program Area Health

Dana Cox, RW, MA  
 Team Leader Signature

Team Member Signatures:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Delegate/DO Director Signature → Paula L. Clarke 9/9/11

Performance Standard #	Recommendation(s) for Continuous Improvement	Site(s)
	No Recommendations	

DISTRIBUTION: White – Grantee Yellow – Delegate





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**SELF-ASSESSMENT Review  
 FINDINGS REQUIRING ACTION**

Year 2011

Page 1 of 1

Early Head Start  Regional Head Start  Migrant Seasonal Head Start

Delegate/DO Agency \_\_\_\_\_

**Pajaro Valley Unified School District**

County \_\_\_\_\_

**Southern Santa Cruz/Northern Monterey**

Review Dates \_\_\_\_\_

8-26-11 and 9-9-11

Program Area **Health**

Corrective Plan of Action Due Date: \_\_\_\_\_

Dana M Cox RN, MA  
 Team Leader Signature

Team Member Signatures:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Delegate/DO Director Signature → Paul L. Clarke 9/9/11

Performance Standard #	Systematic Issues and Findings Requiring Action	Site (s)
	No Findings -- In Child File Review, and Health/Safety Checklist	Freedom online

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Child Family Services

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**SELF-ASSESSMENT Review  
 DEFICIENCIES**

Year 2011

Page 1 of 1

Early Head Start  Regional Head Start  Migrant & Seasonal Head Start

Pájaro Valley Unified School District

Delegate/DO Agency

Southern Santa Cruz/Northern Monterey

Counties

8/26/11 and 9/09/11

Review Dates

Health

Program Area

Corrective Plan of Action Due Date: \_\_\_\_\_

Delegate/DO Director Signature →

*Dana M. Coy, JCR*  
 Team Leader Signature

Team Member Signatures:  
 \_\_\_\_\_  
 \_\_\_\_\_

*Carole Clark*

Performance Standard #	Systematic Issues and Findings Requiring Action	Site (s)
	No deficiencies.	

DISTRIBUTION: White – Grantee Yellow – Delegate

**Deficiencies (continued)**



SELF-ASSESSMENT Review

Year 2011

Page 1 of 2

**PROGRAM STRENGTHS AND EXEMPLARY PRACTICES (Optional)**

Early Head Start  Regional Head Start  Migrant & Seasonal Head Start

**Pajaro Valley Unified School District**

Delegate/DO Agency

**Southern Santa Cruz/Northern Monterey**

Counties

**Monday, September 19-Thursday, September 22, 2011**

Review Dates

**Safe Environments & Nutritional Service in FCCH**

Program Area

*[Signature]*  
Team Leader Signature

Team Member Signatures:

*[Signature]*

*[Signature]*

Delegate/DO Director Signature →

*[Signature]*

Performance Standard #	Program Strengths and Exemplary Practices	Site(s)
1304.22 (e) (4) 1304.53 (a) (7) 1304.53 (a) (10) (viii)	There is evidence that a system is in place to ensure the cleanliness, health, and safety of each facility, including daily monitoring of the cleanliness of indoor and outdoor premises. There is evidence that each Family Child Care Homes is cleaned daily and kept free of undesirable and hazardous materials and conditions.	All - 6 Family Child Care Homes visited
1304.53 (a) (9)	It was observed that children were supervised at all times. Providers ensured that indoors and outdoors are safe.	All - 6 Family Child Care Homes visited

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**Program Strengths and Exemplary Practices (continued)**

**Program Strengths and Exemplary Practices (continued)**

**PVUSD-Southern Santa Cruz/Northern Monterey**

**Safe Environments & Nutritional Services in FCCH**

Delegate Agency/Counties

Program Area

Performance Standard #	Program Strengths and Exemplary Practices	Site(s)
1304-23(b)(1)	Program implements a nutrition program that meets the nutritional needs and feeding requirements of each child, including those with special dietary needs or disabilities.	All
1304.23 (c) (b)	The nutrition program considers the cultural preferences of the children within the program.	
C1304-23 (a) (1) 1304-23 (a) (2)	There was consistent and clear documentation showing that program staff and families work together to identify each child's nutritional needs, utilizing relevant information from nutrition assessment data, family patterns, cultural preferences and special dietary requirements for children.	
1304-23 (a) (2) 1304-23 (b) (1)	There was evidence that the program serves a variety of foods that are considered culturally and ethnically diverse and broadens the children's food experience. All needs reviewed and meals observed reflected children's culture and ethnic background.	

SELF-ASSESSMENT Review

Year 2011

Page 1 of 1

RECOMMENDATIONS FOR CONTINUOUS IMPROVEMENT (Optional)

Early Head Start  Regional Head Start  Migrant & Seasonal Head Start

Pájaro Valley Unified School District

Delegate/DO Agency

Southern Santa Cruz/Northern Monterey


Counties

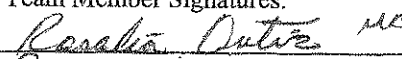

Monday, September 19-Thursday, September 22, 2011

Review Dates

Safe Environments & Nutritional Services in FCCH

Program Area

  
Team Leader Signature

Team Member Signatures:  
  


Delegate/DO Director Signature → 

Performance Standard #	Recommendation(s) for Continuous Improvement	Site(s)
	None	

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Recommendations For Continuous Improvement (continued)



Child/Family Services

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**SELF-ASSESSMENT Review  
 FINDINGS REQUIRING ACTION**

Year 2011

Page 1 of 1

Early Head Start  Regional Head Start  Migrant & Seasonal Head Start

**Pajaro Valley Unified School District**

Delegate/DO Agency

**Southern Santa Cruz/Northern Monterey**

Counties

**Monday, September 19-Thursday, September 22, 2011**

Review Dates

**Safe Environments & Nutritional Services in FCCH**

Program Area

Corrective Plan of Action Due Date: \_\_\_\_\_

Delegate/DO Director Signature →

Team Leader Signature

Team Member Signatures:

Performance Standard #	Systematic Issues and Findings Requiring Action	Site (s)
	No Findings	

DISTRIBUTION: White – Grantee    Yellow – Delegate



Child/Family Services

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**SELF-ASSESSMENT Review  
DEFICIENCIES**

Year 2011

Page 1 of 1

Early Head Start  Regional Head Start  Migrant & Seasonal Head Start

**Pajaro Valley Unified School District**

Delegate/DO Agency

**Santa Cruz/Monterey**

Counties


**Monday, September 19-Thursaday, September 22, 2011**

Review Dates


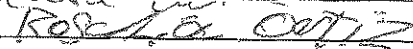
**Safe Environments & Nutritional Service in FCCH**


Program Area

Corrective Plan of Action Due Date: \_\_\_\_\_

  
Team Leader Signature

Team Member Signatures:

Delegate/DO Director Signature → 

Performance Standard #	Systematic Issues and Findings Requiring Action	Site (s)
	No Deficiencies	

DISTRIBUTION: White – Grantee      Yellow – Delegates

SELF-ASSESSMENT Review

Year 2011

Page 1 of 2

**PROGRAM STRENGTHS AND EXEMPLARY PRACTICES (Optional)**

Early Head Start  Regional Head Start  Migrant & Seasonal Head Start

Pájaro Valley Unified School District

Delegate/DO Agency

Southern Santa Cruz/Northern Monterey

Counties


Monday, September 19-Thursday, September 22, 2011

Review Dates

Education/Early Childhood Development Services Inc.

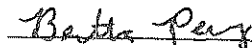
Mental Health (Centers)

Program Area

  
Team Leader Signature

Team Member Signatures:





Delegate/DO Director Signature





Performance Standard #	Program Strengths and Exemplary Practices	Site(s)
1304.21(a)(3)(i)(D)	ECD 5.5 The program encourages respect for other's feelings and rights. During the course of our site visits, team members observed a consistent pattern of teachers encouraging respect for others by: being respectful with children in their communications and interactions with them (ex; letting children know they are going to do something before doing it; using a respectful approach to redirection; asking for and thanking children for their cooperation; and, consistently attempting to mediate conflict resolution between children without imposing arbitrary outcomes	
1304.21 (a) (3) (i) (A)	ECD 5.1 The program encourages trust and emotional security. During the course of our site visits, team members observed a consistent pattern of teachers placing themselves at the children's level, serving as secure bases from which the children could move out and explore, being attentive to and supporting children's activities, being responsive to children's expressed need for comfort and reassurance (ex; in the presence of the review team) and speaking to children in calm, encouraging tone of voice.	
1304.21(a) (4) (ii)	ECD 6.2 The program provides opportunities for self expression through art, music and movement. During the observation cycle the team saw multiple activities and evidence of support for self expression through: music and movement activities; the use of rhythm instruments in small group time; painting activities as well as many drawings and paintings done by children representing their direct experiences related to the activity plan (ex; exploration of fish, dinosaurs, cows)	

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FP364(c)



**Program Strengths and Exemplary Practices (continued)**

**PVUSD-Southern Santa Cruz/Northern Monterey**

Delegate Agency/Counties

**Education Early Childhood Development Services inc. Mental Health (Centers)**

Program Area

Performance Standard #	Program Strengths and Exemplary Practices	Site(s)
1304.21 (a) (4) (iv)	<p>ECD 6.4 The program promotes literacy and early math development through materials and experiences according to each child's developmental level.</p> <p>In all sites visited by the team there was a consistent pattern of support for these types of experiences evidenced through direct observation. Examples include: imaginative play involving math concepts; small group activities involving counting and number concepts; posted examples of children's writing; the use of the vocabulary of math by teachers in support of children's activities; and multiple observations of adults reading to and conversing with children about books.</p>	
1304.21 (a) (4) (iii)	<p>ECD 6.3 The program promotes interaction and language use among children and between children and adults.</p> <p>In all sites observed the team saw a consistent pattern of adult support for language acquisition through the use of a variety of techniques including: conversation; open ended questioning; the use of vocabulary related to the children's activities by teachers; support for child-child interactions; commentary about and conversation related to children's creative play; facilitation of problem and conflict resolution; and, commentary during the carrying out of daily routines.</p>	
1304.21 (a) (5) (ii)	<p>ECD 7.2 The program provides time, space, equipment, materials and guidance for developing fine motor skills. The following types of materials and activities were observed at multiple sites: painting, drawing, writing, sand and water play; imaginative play materials, manipulatives, cause and effect toys, books, and meal and personal care activities (e.g. utensils, hand washing, tooth brushing, etc.)</p>	

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FP-364(c)

SELF-ASSESSMENT Review

Year 2011

Page 1 of 1

RECOMMENDATIONS FOR CONTINUOUS IMPROVEMENT (Optional)

Early Head Start  Regional Head Start  Migrant & Seasonal Head Start

Pájaro Valley Unified School District

Delegate/DO Agency

Southern Santa Cruz/Northern Monterey

Counties

Monday, September 19-Thursdays, September 22, 2011

Review Dates

Education/Early Childhood Development Services inc.

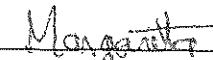
Mental Health (Centers)

Program Area


  
Team Leader Signature

Team Member Signatures:

  
Sonia (K) FSW

  
Margarita Valdez FSW

Delegate/DO Director Signature →



Performance Standard #	Recommendation(s) for Continuous Improvement	Site(s)
1304. 21 (c) (2)	ECD 3.4 The curriculum ... supports each child's individual pattern of development and learning. It is recommended that the program base its daily activity plans for infants and toddlers in all centers on the interests and emerging skills observed by the program staff and parents rather than utilizing the Project Approach currently being implemented in the preschool classrooms.	
1304.21 (a) (3) (ii)	ECD 5.6 The program plans for routines and transitions so they occur ... according to each child' needs. It is recommended that the program take steps to conduct meal times for the young and mobile infants (especially those who are bottle fed or eat baby food) in such a way that they are fed either individually or in smaller groups rather than seating them all at the table with the others in their group. This may require some minor staff schedule changes so that there sufficient support for these activities to take place either a bit earlier (10 -15 minutes) or separately.	



**SELF-ASSESSMENT Review  
FINDINGS REQUIRING ACTION**

Year 2011

Page 1 of 1

Early Head Start  Regional Head Start  Migrant Seasonal Head Start

**Pájaro Valley Unified School District**

Delegate/DO Agency

**Southern Santa Cruz/Northern Monterey**

County

**Monday, September 19-Thursday, September 22, 2011**

Review Dates

**Education/Early Childhood Development Services inc.**

**Mental Health (Centers)**

Program Area

Corrective Plan of Action Due Date: \_\_\_\_\_

Delegate/DO Director Signature →

*[Signature]*  
Team Leader Signature

Team Member Signatures:  
*[Signature]* *[Signature]* *[Signature]* FSN  
*[Signature]*

*[Signature]*

*[Signature]*

Performance Standard #	Systematic Issues and Findings Requiring Action	Site (s)
	No findings to report.	

DISTRIBUTION: White – Grantee Yellow – Delegate  
**Findings Requiring Action (continued)**



**SELF-ASSESSMENT Review  
DEFICIENCIES**

Year 2011

Page 1 of 1

Early Head Start  Regional Head Start  Migrant & Seasonal Head Start

**Pájaro Valley Unified School District**

Delegate/DO Agency

**Southern Santa Cruz/Northern Monterey**

Counties

**Monday, September 19-Thursday, September 22, 2011**

Review Dates

**Education/Early Childhood Development Services inc.**

**Mental Health (Centers)**

Program Area

Corrective Plan of Action Due Date: \_\_\_\_\_

Delegate/DO Director Signature →

*[Signature]*  
Team Leader Signature

Team Member Signatures:

*Margarita Valdes*  
*[Signature]* FSW

*Bertina Pary*

*[Signature]*

Performance Standard #	Systematic Issues and Findings Requiring Action	Site (s)
	No deficiencies to report.	

DISTRIBUTION: White – Grantee Yellow – Delegate

**Deficiencies (continued)**



Child/Family Services

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SELF-ASSESSMENT Review Year 2011 – 2012  
**PROGRAM STRENGTHS AND EXEMPLARY PRACTICES (Optional)**

Page 1 of 1

Early Head Start  Regional Head Start  Migrant Seasonal Head Start

**Pajaro Valley Unified School District**  
 Delegate/DO Agency  
**Santa Cruz**  
 County  
**9/19/11 – 9/22/11**  
 Review Dates  
**Fiscal Management**  
 Program Area

*Buanna Lopez*  
 Team Leader Signature

Team Member Signatures:  
*[Signature]*  
*[Signature]*

Delegate/DO Director Signature → *Carol Clark*

Performance Standard #	Program Strengths and Exemplary Practices	Site(s)
	None	

DISTRIBUTION: White – Grantee Yellow – Delegate

FP364(c)



Child/Family Services

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SELF-ASSESSMENT Review Year 2011 – 2012  
RECOMMENDATIONS FOR CONTINUOUS IMPROVEMENT (Optional)

Page 1 of 1

Early Head Start  Regional Head Start  Migrant Seasonal Head Start

Pajaro Valley Unified School District

Delegate/DO Agency

Santa Cruz

County

9/19/11 – 9/22/11

Review Dates

Fiscal Management

Program Area

Buana Lopes  
Team Leader Signature

Team Member Signatures:

[Signature]  
[Signature]

Delegate/DO Director Signature →

[Signature]

Performance Standard #	Recommendation(s) for Continuous Improvement	Site(s)
45 CFR 92.32(d)(1)	It is recommended that all property management records are compiled and organized into one complete report and the following items are properly included and/or updated: description of the property, a serial number and/or other identification number, the source of property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the specific location, use and condition of the property, any ultimate disposition data including the date of disposal and sale price of the property, and the last physical inventory date.	Central Office
45 CFR 92.24(b)(6) 45 CFR 92.24(d)(1)	It is recommended that documentation provided for third-party donated items received as inkind specify: quantity, unit price at fair market value, and total value of the donation.	Central Office



Child Family Services

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1100 H Street • Modesto, CA 95354 • (209) 238-1800 • FAX (209) 238-4217

**SELF-ASSESSMENT Review**  
**FINDINGS REQUIRING ACTION**

Year 2011 – 2012

Page 1 of 1

Early Head Start  Regional Head Start  Migrant Seasonal Head Start

**Pajaro Valley Unified School District**

Delegate/DO Agency

**Santa Cruz**

County

**9/19/11 – 9/22/11**

Review Dates

**Fiscal Management**

Program Area

Corrective Plan of Action Due Date: \_\_\_\_\_

Delegate/DO Director Signature →

*Buana Lopes*  
Team Leader Signature

Team Member Signatures:

*[Handwritten signatures]*

*[Handwritten signature: Peter Clark]*

Performance Standard #	Systematic Issues and Findings Requiring Action	Site (s)
	None	

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Child/Family Services

Tom Changnon, Superintendent  
1100 H Street • Modesto, CA 95354 • (209) 238-1800 • FAX (209) 238-4217

**SELF-ASSESSMENT Review  
DEFICIENCIES**

Year 2011 - 2012

Page 1 of 1

Early Head Start  Regional Head Start  Migrant Seasonal Head Start

**Pajaro Valley Unified School District**

Delegate/DO Agency

**Santa Cruz**

County

**9/19/11 – 9/22/11**

Review Dates

**Fiscal Management**

Program Area

Corrective Plan of Action Due Date: \_\_\_\_\_

Delegate/DO Director Signature →

*Buanna Lopez*  
Team Leader Signature

Team Member Signatures:

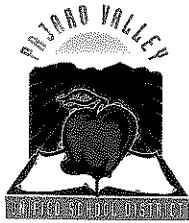
*[Two handwritten signatures]*

*Carol L. Clarke*

Performance Standard #	Systematic Issues and Findings Requiring Action	Site (s)
	None	

DISTRIBUTION: White – Grantee      Yellow – Delegate





## Board Agenda Backup

Item No: 9.6

**Date:** October 26, 2011

**Item:** Award of Construction Contract  
Aptos HS – Ramp & Seatwall Improvements

**Overview:** The Board awarded at contract to Knowlton Construction to construct site improvements at Aptos High School on April 13, 2011. The work under that contract is now complete. The awarded contract amount was \$143,671 and change orders totaled \$14,127.50 for a final contract amount of \$157,798.50.

**Recommendation:** It is recommended that the Board accept the project as complete, approve the final contract amount with Knowlton Construction in the amount of \$157,798.50 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:** Measure J : \$45,000.00  
Deferred Maintenance : \$112,798.50

**Budgeted:** Yes: X No:

**Amount:** \$157,798.50

**Prepared By:**

Richard Mullikin, Director of Maintenance, Operations & Facilities

**Superintendent's Signature:**

RECORDING REQUESTED BY  
AND WHEN RECORDED MAIL TO:

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

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 estate stated below in the property hereinafter described:

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

3. The full address of the owner is 294 Green Valley Road, Watsonville, California 95076

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

N/A

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

5. 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

6. 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

7. A work of improvement on the property hereinafter described was completed on October 14, 2011. The work done was: Construction of site accessibility improvements, seatwall, fencing, stairs, railings and landscaping

8. The name of the contractor, if any, for such work of improvement was Knowlton Construction

April 13, 2011

(IF NO CONTRACTOR FOR WORK OF IMPROVEMENT AS A WHOLE, INSERT "NONE")

(DATE OF CONTRACT)

9. The property on which said work of improvement was completed is in the City of Aptos  
County of Santa Cruz, State of CA, and is described as follows: Aptos High School

10. The Street address of said property is 100 Mariner Way, Aptos, CA 95003

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

Dated: October 26, 2011 X

(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, 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 26, 2011 at Watsonville CA  
(CITY) (STATE)

X

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



# Board Agenda Backup

Item No: 11.1

**Date:** October 26,2011

**Item: Program Report Early Childhood Education Department**

**Overview:** Kathy Lathrop will provide a requested report on the many early childhood education programs operating under various departments across the district. The report will address the contribution quality early education programs make to K- 12 achievement, provide brief information about various programs in the district and highlight some of the efforts being made to support English Development amongst dual language students.

**Recommendation:** Informational item only.

**Prepared By:** Kathy Lathrop Director, Early Childhood Education / Child Development

**Superintendent's Signature:** *Dorm Bat*

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



**Board Agenda Backup**

Item No: 11.2

**Date:** October 26, 2011

**Item:** **Report and Discussion on Alternative Map Options for Decennial Trustee Area Realignment**

**Overview:** In August, the Board of Trustees adopted a timeline and process for the 2012 trustee area realignment. The board is required to perform this task as a result of the 2010 Census. At its September 28 meeting, the board held a public hearing to review the Preliminary Trustee Area Analysis Report developed by the district's demographic firm – DecisionInsite. The report outlined demographic changes that would likely result in a realignment of district trustee areas in 2012. This data will be used to realign trustee areas in a manner that meets federal and state legal requirements.

The board is required to adopt an updated trustee areas realigned according to specific criteria. Such criteria was reviewed and adopted by the board via resolution on September 28. The district's tentative maps must receive pre-clearance by the U.S. Department of Justice prior to taking effect. The district is required by state law to have its updated maps approved and in place no later than March 2, 2012.

Attached is a report that includes two options for the board's consideration. Representatives from DecisionInsite and Lozano will be on hand to provide information, background, and perspectives on the proposed maps. Staff will seek the board's input and direction regarding these proposals.

**Recommendation:** Report and discuss alternative map options, direct staff on next steps for subsequent tentative map adoption on November 16.

**Prepared By:** Brett McFadden, CBO

**Superintendent's Signature:** Donna Bost

**DECISIONINSITE** 

Enrollment Impact Specialists



**Trustee Area  
Analysis Report**

**Strategic  
Decision  
Support  
for School  
Districts**

**Student Enrollment Projections Community Demographic Data Consulting**

# TRUSTEE AREA ANALYSIS REPORT

Prepared for: Pajaro Valley Unified School District  
 Study area: Trustee Areas  
 Base State: CALIFORNIA  
 2000 Population: 2000 Census  
 2010 Population: 2010 Census  
 Date: 10/20/2011

## About the Trustee Area Population Analysis Report

School districts that are subdivided geographically into trustee areas must review those areas for population balance upon the occasion of the Census Bureau's decennial census. This report provides the district with that analysis.

The **Trustee Analysis Report's** purpose is to provide a district a first look at compliance. This report is initially run on the existing trustee areas. The data in this report are based upon the 2000 census and the 2010 Census Redistricting Data [P.L. 94-171] Summary Files (for comparison purposes). The Summary File includes 2010 total population, racial/ethnic data and voting age population 18 and over. If this report indicates the district is out of compliance, redistricting adjustments will need to be made. Once these are completed, a final report will then be provided. If the data suggest the district is in compliance, then this report provides the district with the information necessary to demonstrate that it has fulfilled its obligation to review its compliance according to law.



Summary Findings of Preliminary Report	
Total Current Population of District	109,654
Ideal Population per TA for Balance	15,665
Number of Trustee Areas +10% or -10% of Ideal	0
Trustee Areas with population increase or decrease of 1,000 over the period	7
Estimate of likely compliance: Number of Trustee Areas...	
Likely in compliance (< 5% from Ideal)	7
Of questionable compliance (Between 5% and 10% of Ideal)	0
Likely not in compliance (greater than 10% from Ideal)	0

# POPULATION ANALYSIS

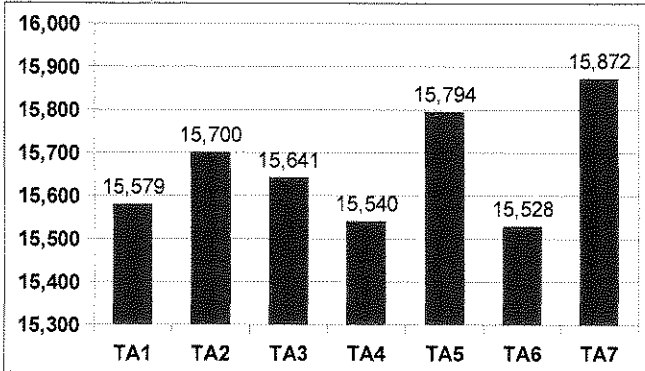
## About Population Analysis

Population analysis provides the baseline assessment of the relative balance between Trustee Areas. The 'Population by Trustee Area' graph presents the total population by each area. The 'Percentage of District Population by Trustee Area' graph shows the percentage of the total district population within each trustee area.

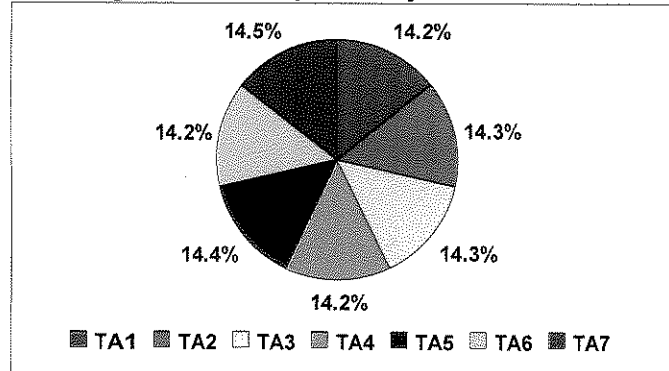
The table presents the population by Trustee Area for both the 2000 and 2010 census and the change in population for each trustee area between the two. (2000 data uses 2000 census geographies and 2010 data uses 2010 census geographies.)

The table also shows the percentage each trustee area represents of the total population within the district boundary. Finally, the table compares each trustee area to an 'ideal' total population for each trustee area. The "ideal" trustee area assumes that the total population within the bounds of the district is exactly evenly distributed across all trustee areas. The column 'Over/Under Ideal' demonstrates what percentage each trustee area is of the 'ideal'. Trustee Areas less than 100% are below the Ideal and areas greater than 100% are above the Ideal.

**Population by Trustee Area**



**Percentage of District Population by Trustee Area**



**Analysis of Compliance: Ideal Trustee Population Compared to Actual**

Definition: Ideal population is defined as 15,665 persons per trustee area or 14.29% of the total district population in each trustee area. (Total district population divided by # of trustee areas)

Compliance Range: 10% < or > Ideal

Low: 10% Below Ideal	Ideal	High: 10% Above Ideal
14,098	15,665	17,231

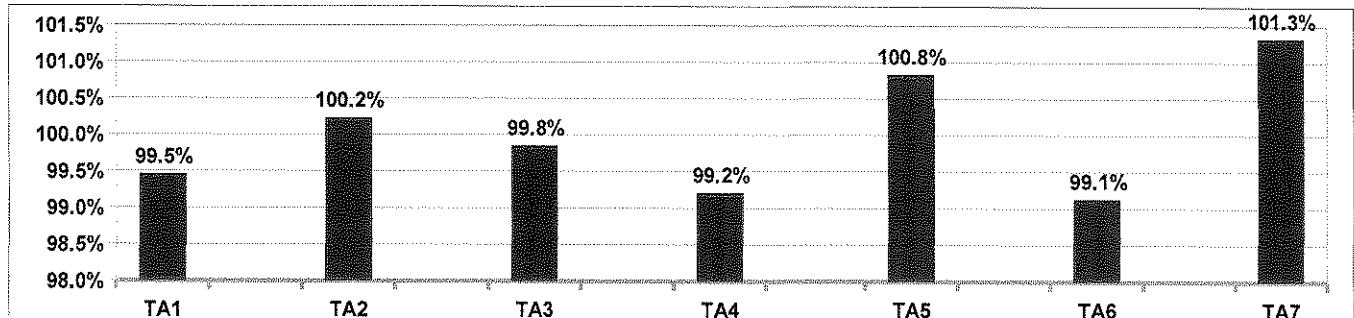
**Population by Trustee Area**

	2000		2010				
	2000 Population	% of Total District	2010 Population	10 Yr Pop Change	TA as % of Total District	Net TA Pop Diff Ideal	Trustee Area as a % of Ideal
Trustee Area 1	13,106	15.3%	15,579	2,473	14.2%	-86	99.5%
Trustee Area 2	12,003	14.0%	15,700	3,697	14.3%	35	100.2%
Trustee Area 3	16,870	19.7%	15,641	-1,229	14.3%	-24	99.8%
Trustee Area 4	10,334	12.1%	15,540	5,206	14.2%	-125	99.2%
Trustee Area 5	10,563	12.3%	15,794	5,231	14.4%	129	100.8%
Trustee Area 6	10,527	12.3%	15,528	5,001	14.2%	-137	99.1%
Trustee Area 7	12,332	14.4%	15,872	3,540	14.5%	207	101.3%
<b>Total District</b>	<b>85,735</b>	<b>100.0%</b>	<b>109,654</b>	<b>23,919</b>	<b>100.0%</b>		

Note: Any cells highlighted in red are either greater than or less than 10% of the ideal and therefore likely out of compliance

**Distance from the Ideal**

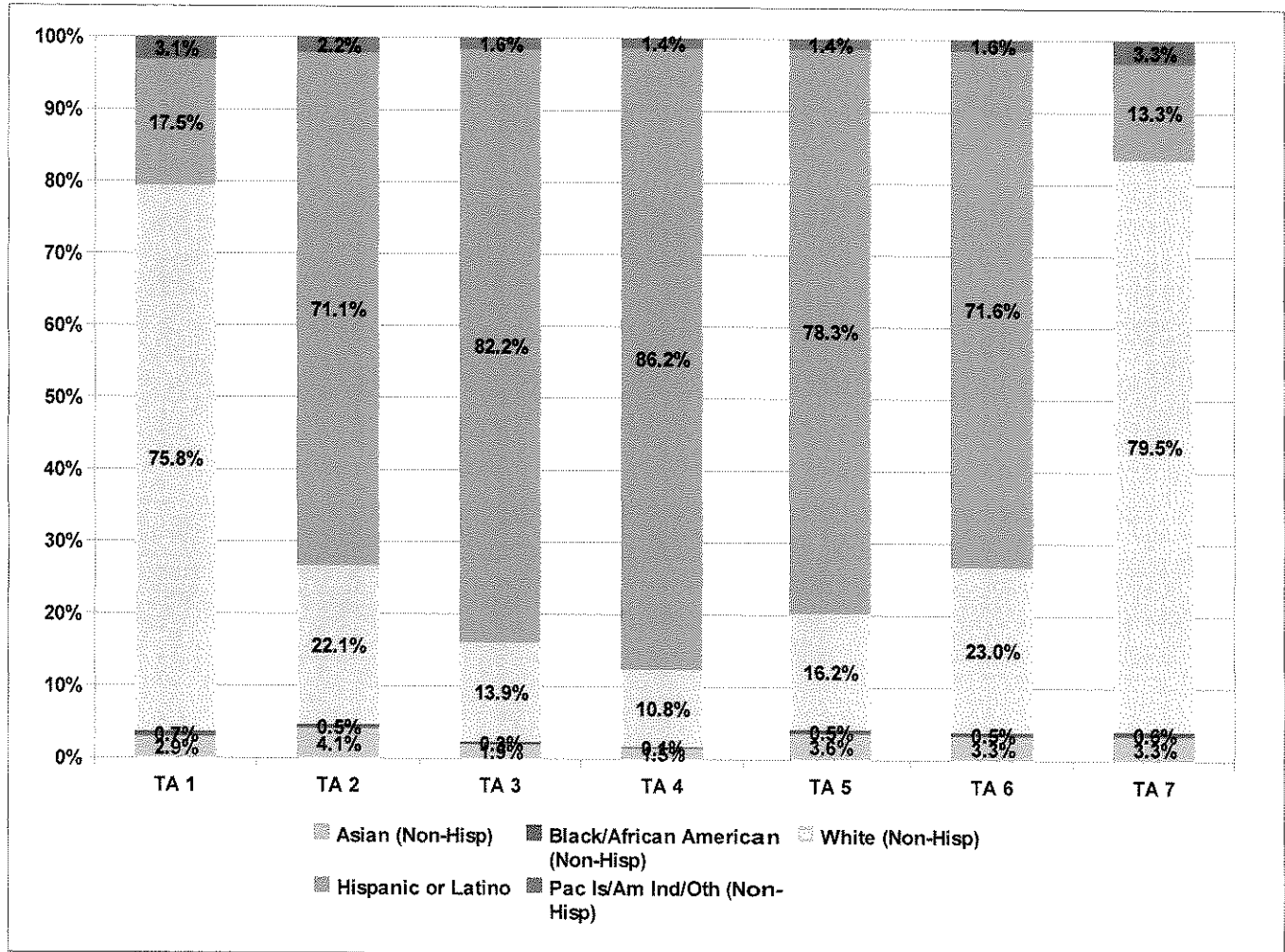
This graph illustrates the percentage of the Ideal for each trustee area as of the 2010 population. With "100%" representing the ideal, some trustee areas may be above the ideal and some may be below the ideal. Perfect balance would display all bars along the 100% line.



## RACIAL-ETHNICITY

The US population's racial-ethnic diversity is continually increasing adding new and rich cultural mixes. These data consider the six groups for which trending information is available. Please note that several groups are aggregated into a single category due to their smaller size. Those persons who indicated Hispanic or Latino ethnicity along with a racial category have been separated into a Hispanic or Latino category.

### Trustee Areas by Racial-Ethnicity



### Race and Ethnicity

Actual	TA 1	TA 2	TA 3	TA 4	TA 5	TA 6	TA 7	District
Asian (Non-Hisp)	454	643	301	233	562	510	529	3,232
Black/African Americ	105	81	51	21	83	80	103	524
White (Non-Hisp)	11,814	3,471	2,176	1,680	2,561	3,564	12,614	37,880
Hispanic or Latino	2,722	11,166	12,857	13,392	12,366	11,125	2,110	65,738
Pac Is/Am Ind/Oth (N	485	339	257	214	222	249	516	2,282
<b>Total</b>	<b>15,580</b>	<b>15,700</b>	<b>15,642</b>	<b>15,540</b>	<b>15,794</b>	<b>15,528</b>	<b>15,872</b>	<b>109,656</b>

### Race and Ethnicity by Percentage

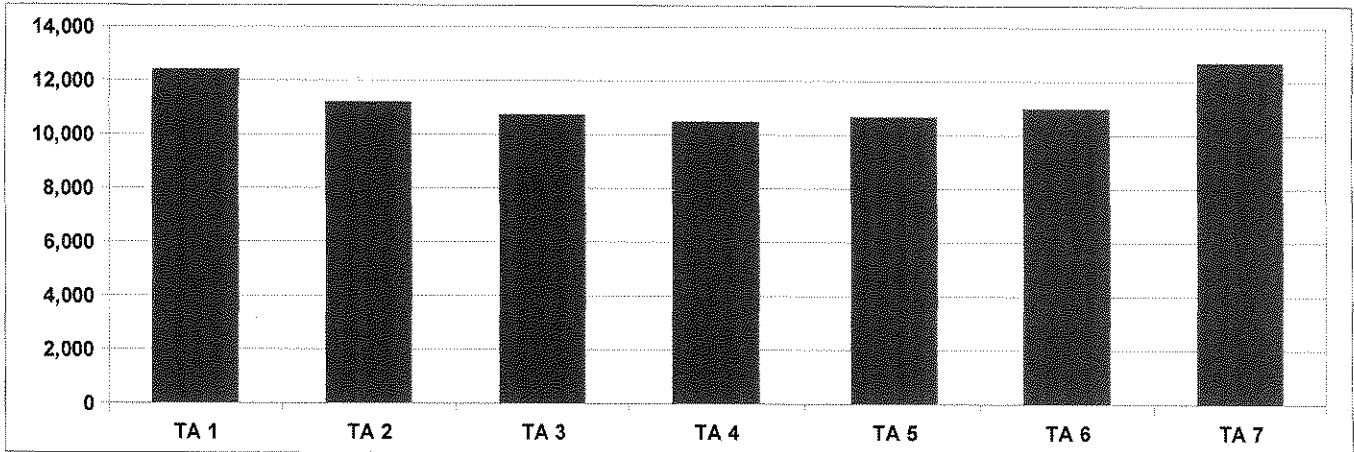
Percentages	TA 1	TA 2	TA 3	TA 4	TA 5	TA 6	TA 7	District
Asian (Non-Hisp)	2.9%	4.1%	1.9%	1.5%	3.6%	3.3%	3.3%	2.9%
Black/African Americ	0.7%	0.5%	0.3%	0.1%	0.5%	0.5%	0.6%	0.5%
White (Non-Hisp)	75.8%	22.1%	13.9%	10.8%	16.2%	23.0%	79.5%	34.5%
Hispanic or Latino	17.5%	71.1%	82.2%	86.2%	78.3%	71.6%	13.3%	59.9%
Pac Is/Am Ind/Oth (N	3.1%	2.2%	1.6%	1.4%	1.4%	1.6%	3.3%	2.1%
<b>Total</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>



## VOTING AGE POPULATION

Voting age population includes all persons 18 years of age and older.

### Voting Age Population by Trustee Area



### Voting Age Population by Trustee Area (Detail)

	TA 1	TA 2	TA 3	TA 4	TA 5	TA 6	TA 7	District
<b>Voting Age Pop</b>	12,417	11,219	10,741	10,502	10,672	11,003	12,717	79,271
<b>% of Tot TA Pop</b>	79.7%	71.5%	68.7%	67.6%	67.6%	70.9%	80.1%	72.3%
<b>Total Pop</b>	15,579	15,700	15,641	15,540	15,794	15,528	15,872	109,654

**District Population Change**

The total population of the Pajaro Valley Unified School District has changed by 23919 between the 2000 and 2010 census. This marks an increase of 27.90% across the district.

**Trustee Area Summary**

The following trustee areas are at or greater than 10.00% of the ideal per trustee area for the district of 15665: None.

The following trustee areas are at or less than the 10.00% of the ideal per trustee area for the district of 15665: None

**Recommendation**

Given that none of the District's trustee areas diverges from the ideal population per trustee area, it is recommended that the district submit all appropriate documents verifying compliance with all legal statutes.

**Additional Resources on Redistricting**

For more information on the redistricting process, please download the document "A Citizens Guide to Redistricting", by Justin Levitt from the Brennan Center for Justice at New York University School of Law.

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<http://www.decisioninsite.com/Area-DIsystem/DIsystem-TechnicalDocumentation.shtml>

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<http://www.census.gov/rdo/>

**DECISIONINSITE** 

Enrollment Impact Specialists



**Trustee Area  
Analysis Report**

**Strategic  
Decision  
Support  
for School  
Districts**

**Student Enrollment Projections Community Demographic Data Consulting**

# TRUSTEE AREA ANALYSIS REPORT

Prepared for: Pajaro Valley Unified School District  
 Study area: Trustee Areas  
 Base State: CALIFORNIA  
 2000 Population: 2000 Census  
 2010 Population: 2010 Census  
 Date: 10/20/2011

## About the Trustee Area Population Analysis Report

School districts that are subdivided geographically into trustee areas must review those areas for population balance upon the occasion of the Census Bureau's decennial census. This report provides the district with that analysis.

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Summary Findings of Preliminary Report	
Total Current Population of District	109,654
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# POPULATION ANALYSIS

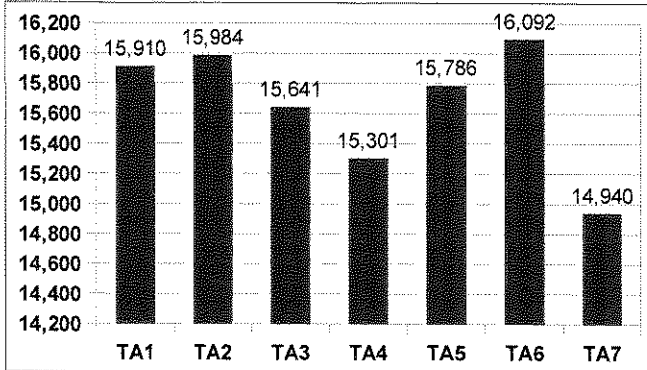
## About Population Analysis

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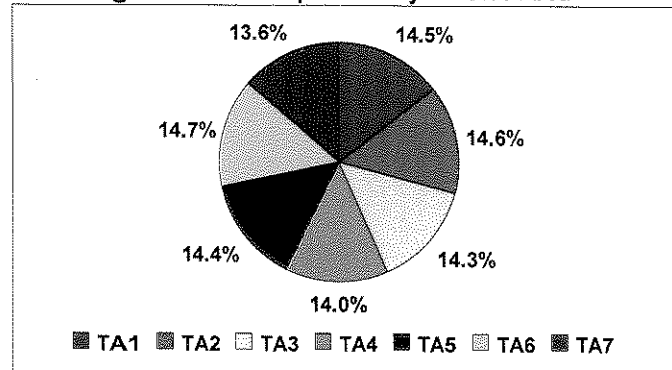
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### Population by Trustee Area



### Percentage of District Population by Trustee Area



### Analysis of Compliance: Ideal Trustee Population Compared to Actual

Definition: Ideal population is defined as 15,665 persons per trustee area or 14.29% of the total district population in each trustee area. (Total district population divided by # of trustee areas)

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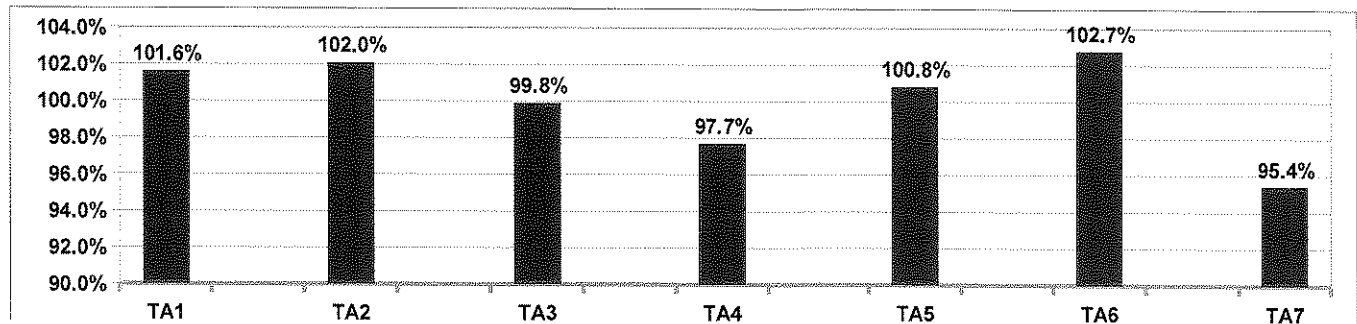
### Population by Trustee Area

	2000		2010				
	2000 Population	% of Total District	2010 Population	10 Yr Pop Change	TA as % of Total District	Net TA Pop Diff Ideal	Trustee Area as a % of Ideal
Trustee Area 1	13,351	15.2%	15,910	2,559	14.5%	245	101.6%
Trustee Area 2	12,374	14.1%	15,984	3,610	14.6%	319	102.0%
Trustee Area 3	16,870	19.2%	15,641	-1,229	14.3%	-24	99.8%
Trustee Area 4	12,012	13.7%	15,301	3,289	14.0%	-364	97.7%
Trustee Area 5	10,416	11.9%	15,786	5,370	14.4%	121	100.8%
Trustee Area 6	11,367	12.9%	16,092	4,725	14.7%	427	102.7%
Trustee Area 7	11,474	13.1%	14,940	3,466	13.6%	-725	95.4%
<b>Total District</b>	<b>87,864</b>	<b>100.0%</b>	<b>109,654</b>	<b>21,790</b>	<b>100.0%</b>		

Note: Any cells highlighted in red are either greater than or less than 10% of the ideal and therefore likely out of compliance.

### Distance from the Ideal

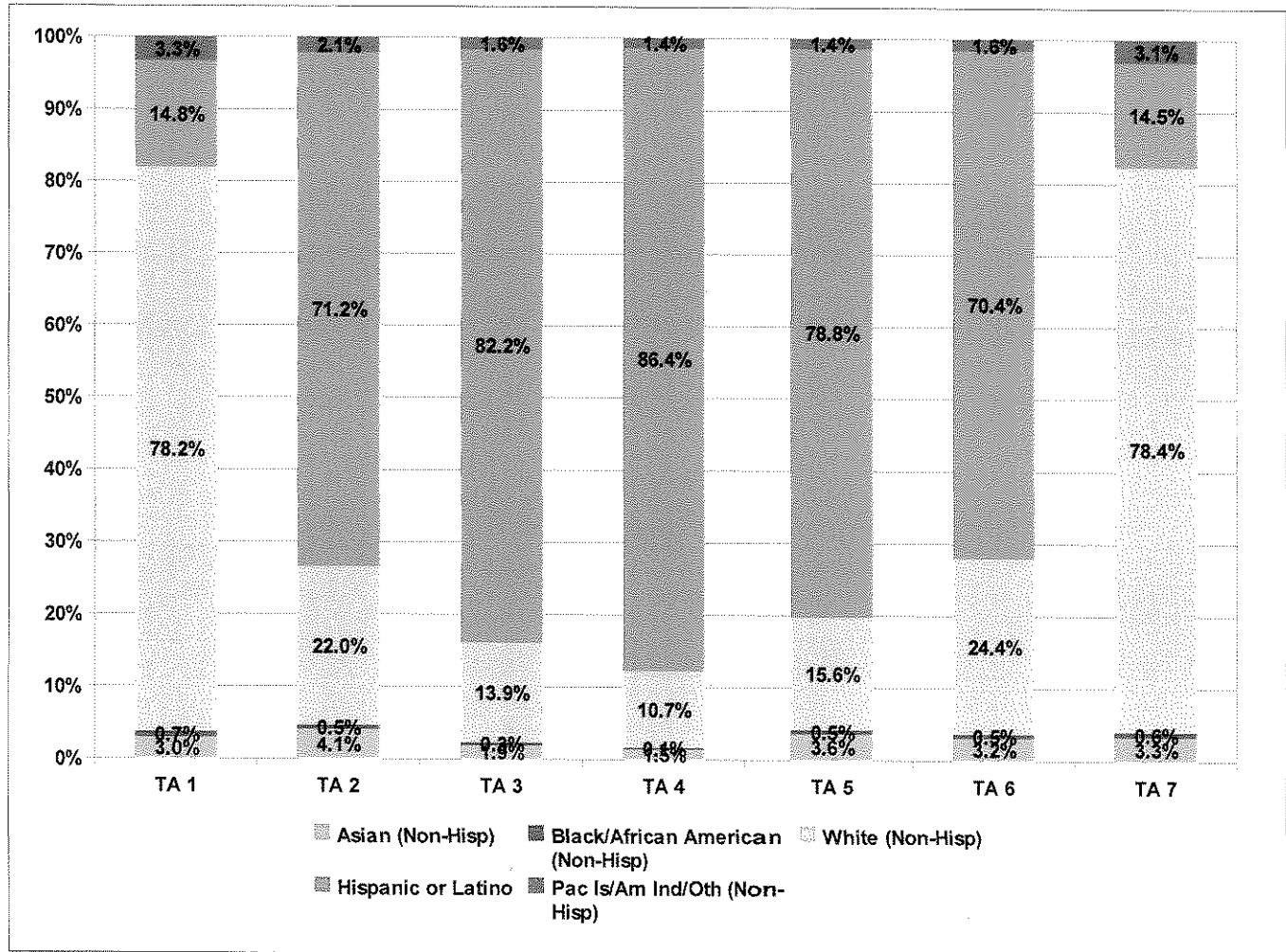
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## RACIAL-ETHNICITY

The US population's racial-ethnic diversity is continually increasing adding new and rich cultural mixes. These data consider the six groups for which trending information is available. Please note that several groups are aggregated into a single category due to their smaller size. Those persons who indicated Hispanic or Latino ethnicity along with a racial category have been separated into a Hispanic or Latino category.

### Trustee Areas by Racial-Ethnicity



### Race and Ethnicity

Actual	TA 1	TA 2	TA 3	TA 4	TA 5	TA 6	TA 7	District
Asian (Non-Hisp)	475	654	301	223	570	508	499	3,230
Black/African Americ	114	82	51	21	83	78	96	525
White (Non-Hisp)	12,442	3,524	2,176	1,634	2,470	3,922	11,712	37,880
Hispanic or Latino	2,350	11,381	12,857	13,214	12,445	11,325	2,166	65,738
Pac Is/Am Ind/Oth (N	529	343	257	210	217	259	467	2,282
<b>Total</b>	<b>15,910</b>	<b>15,984</b>	<b>15,642</b>	<b>15,302</b>	<b>15,785</b>	<b>16,092</b>	<b>14,940</b>	<b>109,655</b>

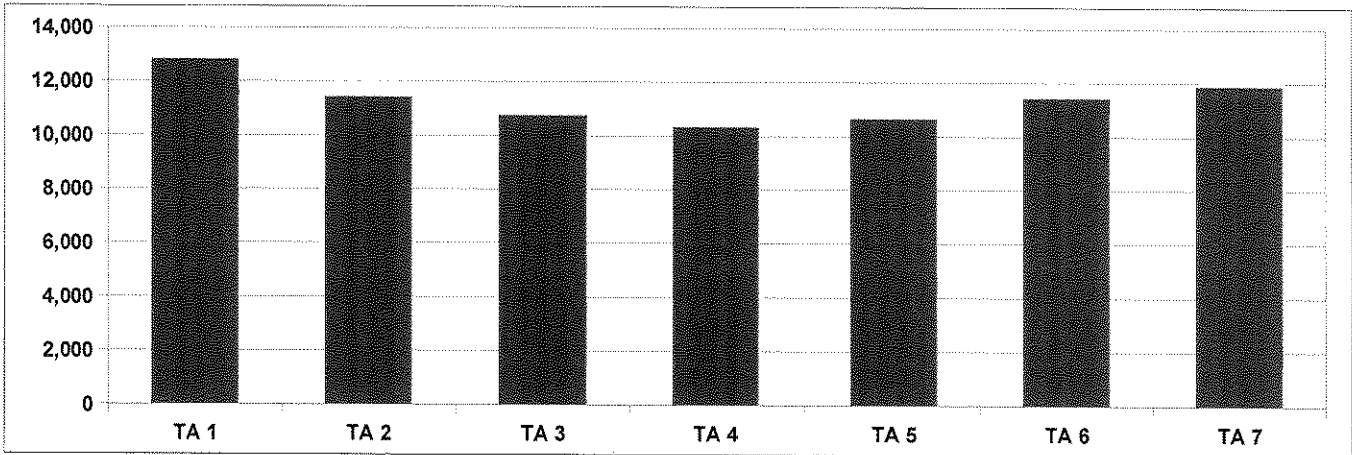
### Race and Ethnicity by Percentage

Percentages	TA 1	TA 2	TA 3	TA 4	TA 5	TA 6	TA 7	District
Asian (Non-Hisp)	3.0%	4.1%	1.9%	1.5%	3.6%	3.2%	3.3%	2.9%
Black/African Americ	0.7%	0.5%	0.3%	0.1%	0.5%	0.5%	0.6%	0.5%
White (Non-Hisp)	78.2%	22.0%	13.9%	10.7%	15.6%	24.4%	78.4%	34.5%
Hispanic or Latino	14.8%	71.2%	82.2%	86.4%	78.8%	70.4%	14.5%	59.9%
Pac Is/Am Ind/Oth (N	3.3%	2.1%	1.6%	1.4%	1.4%	1.6%	3.1%	2.1%
<b>Total</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>

## VOTING AGE POPULATION

Voting age population includes all persons 18 years of age and older.

### Voting Age Population by Trustee Area



### Voting Age Population by Trustee Area (Detail)

	TA 1	TA 2	TA 3	TA 4	TA 5	TA 6	TA 7	District
<b>Voting Age Pop</b>	12,813	11,420	10,741	10,332	10,646	11,437	11,882	79,271
<b>% of Tot TA Pop</b>	80.5%	71.4%	68.7%	67.5%	67.4%	71.1%	79.5%	72.3%
<b>Total Pop</b>	15,910	15,984	15,641	15,301	15,786	16,092	14,940	109,654

## TRUSTEE AREA ANALYSIS, SUMMARY ANALYSIS AND RECOMMENDATION

### District Population Change

The total population of the Pajaro Valley Unified School District has changed by 21 790 between the 2000 and 2010 census. This marks an increase of 24.80% across the district.

### Trustee Area Summary

The following trustee areas are at or greater than 10.00% of the ideal per trustee area for the district of 15665: None.

The following trustee areas are at or less than the 10.00% of the ideal per trustee area for the district of 15665: None

### Recommendation

Given that none of the District's trustee areas diverges from the ideal population per trustee area, it is recommended that the district submit all appropriate documents verifying compliance with all legal statutes.

### Additional Resources on Redistricting

For more information on the redistricting process, please download the document "A Citizens Guide to Redistricting", by Justin Levitt from the Brennan Center for Justice at New York University School of Law.

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# Initial Presentation of Trustee Area Maps

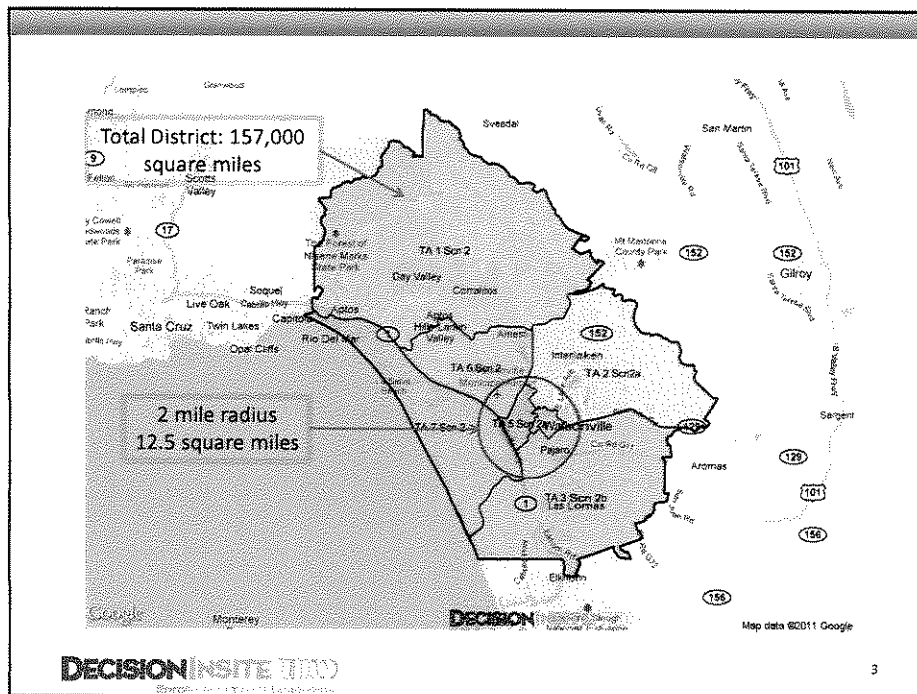
For Pajaro Unified School District  
October 20, 2011



## Things to Consider

- Its not about space its about people...
  - PVUSD has large areas of sparse population
  - Most of the population is in a relatively small area
    - District encompasses 157,000 square miles with a 2010 population of 109,654.
    - 51% of the total population of the district (56,056) resides within a 2 mile radius of Ramsey Park in Watsonville encompassing just 12.5 square miles
  - Consequently any boundary solution will be shaped by this reality creating some trustee areas covering vast areas while others cover small areas





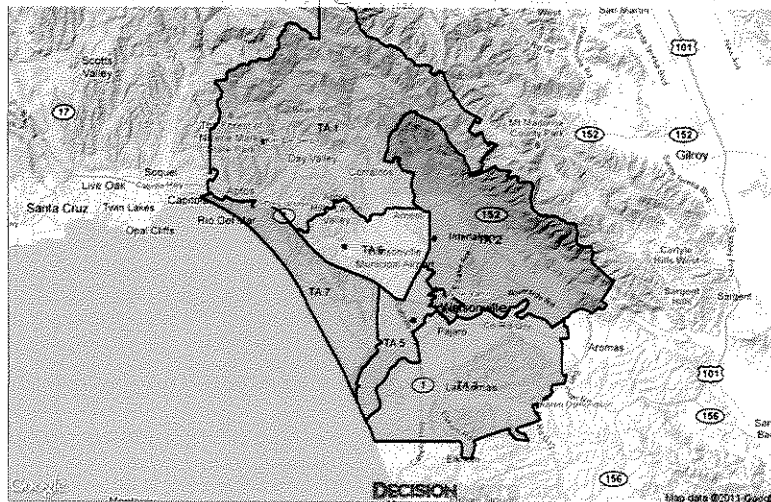
## Our Approach

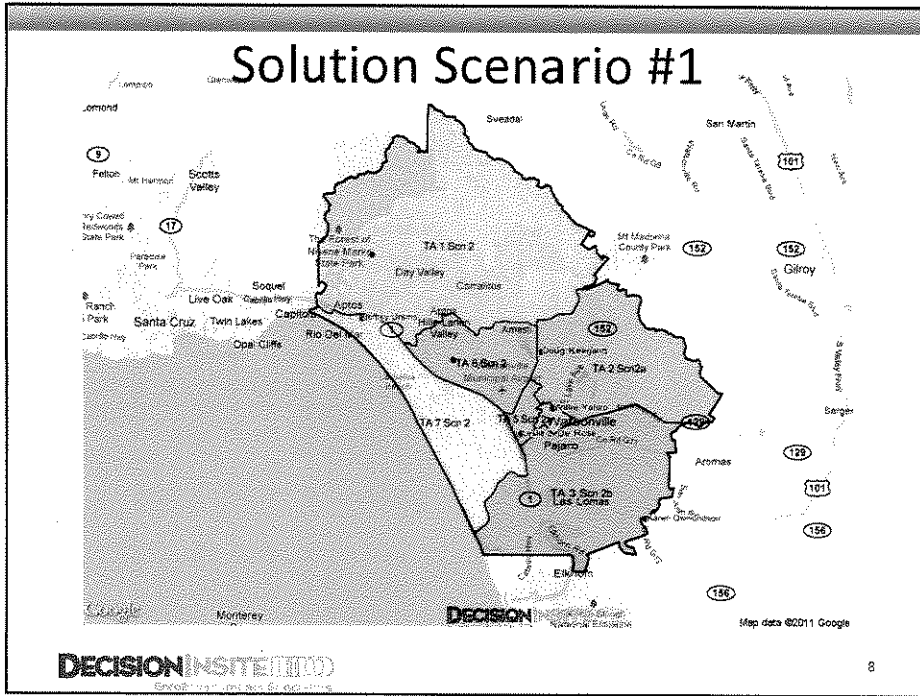
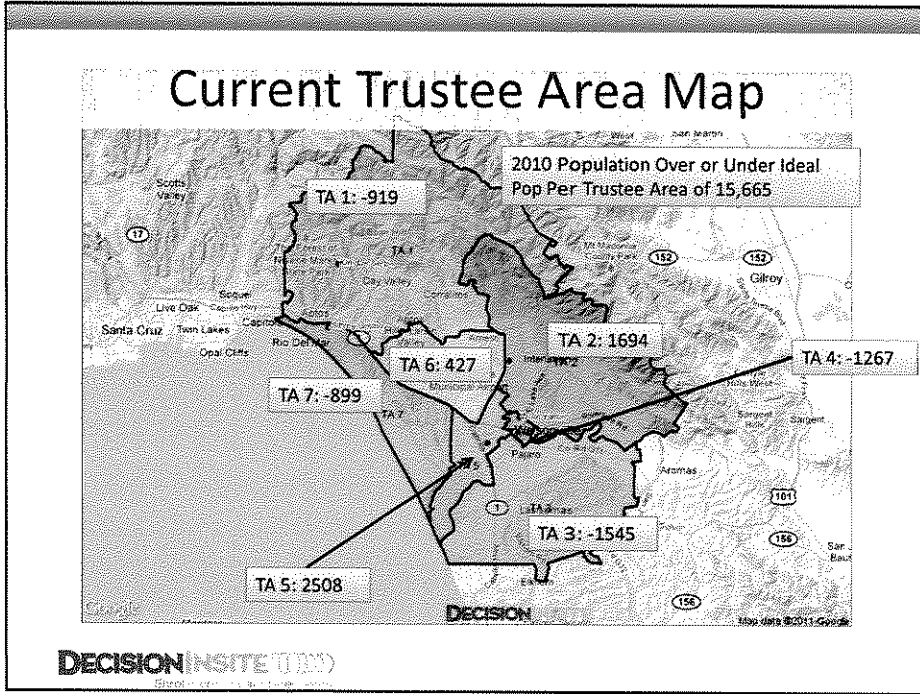
- Follow board approved criteria
- Where possible, leave boundaries as they are to minimize change
- Smooth out alignments with major roads when possible
- Consider population changes in existing trustee areas over prior 10 years as potential indicator of future change

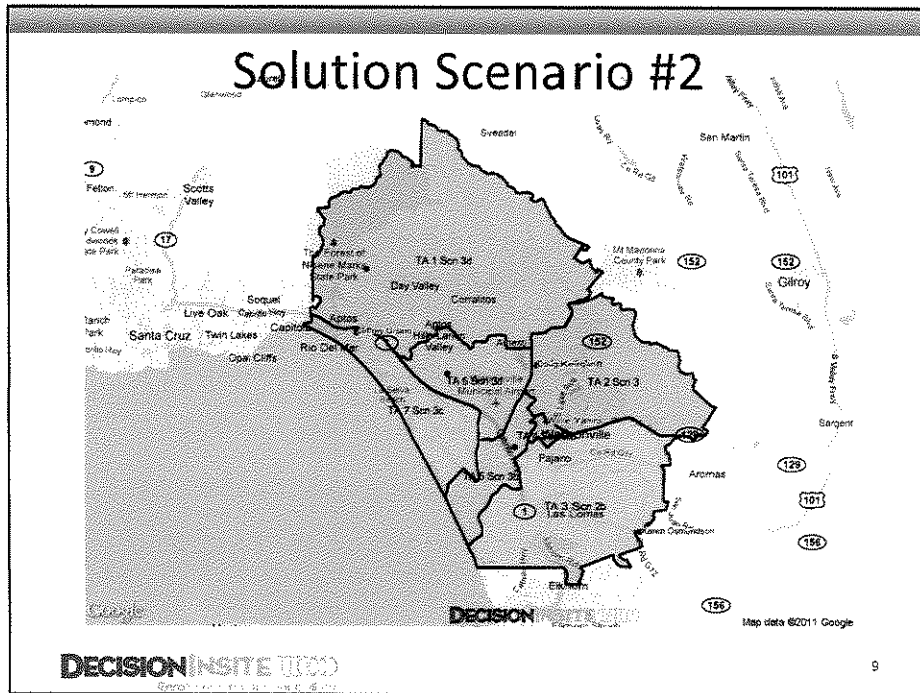
## Two Scenario Solutions

- Scenario 1:
  - Focus on maintaining current boundaries where possible while bringing population within 5% of the ideal
  - Some boundary smoothing
- Scenario Two:
  - Still focus on maintaining current boundaries where possible but pushing harder to get close to the ideal population in each trustee area
  - Smoothing out more boundaries
  - Consider growth or decline in prior 10 years in order to mitigate to some extent trustee area population imbalances over the next 10 years

## Current Trustee Area Map







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## Comparison

**Pajaro Valley Unified School District Trustee Area Solution Scenarios**

Total District Pop 2010: 109,654      Ideal Pop Per TA: 15,665

TA	Current Trustee Areas			Solution Scenario		Solution Scenario	
	Current	% of Ideal	Change from 2010	2010 Pop/TA	% of Ideal	2010 Pop/TA	% of Ideal
1	14,746	94.1%	-239	15,910	101.6%	15,579	99.5%
2	17,359	110.8%	2155	15,984	102.0%	15,700	100.2%
3	14,120	90.1%	-1169	15,641	99.8%	15,641	99.8%
4	14,398	91.9%	18	15,301	97.7%	15,540	99.2%
5	18,173	114.0%	2630	15,786	100.8%	15,794	100.8%
6	16,092	102.7%	1109	16,092	102.7%	15,528	99.1%
7	14,766	94.3%	-23	14,940	95.4%	15,872	101.3%
	109,654			109,654		109,654	

Goal: Less than 5% below or above the ideal population per trustee area.

Solution 2 is the preferred scenario.

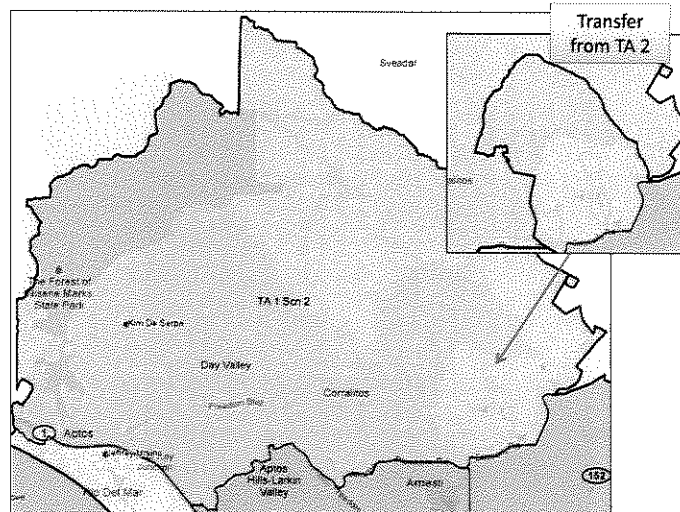
**DECISION INSITE ITD**  
Search, share, and collaborate on maps

10

## Detail Analysis with Maps

**DECISIONINSITE**  
Environmental Intelligence

### TA 1: Scenario 1



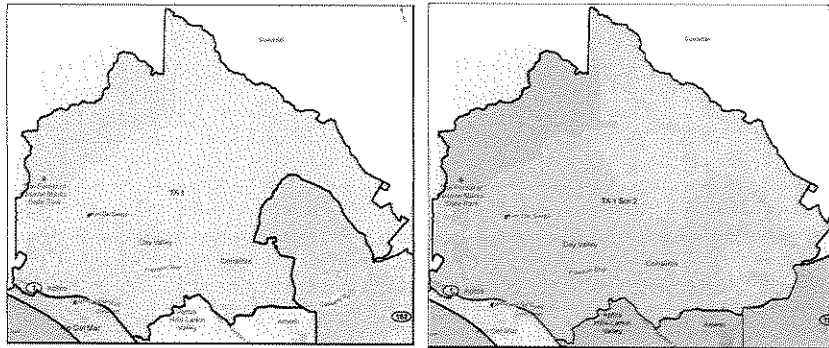
**DECISIONINSITE**  
Environmental Intelligence

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# TA 1: Compare Current to Scenario 1

Current Boundary

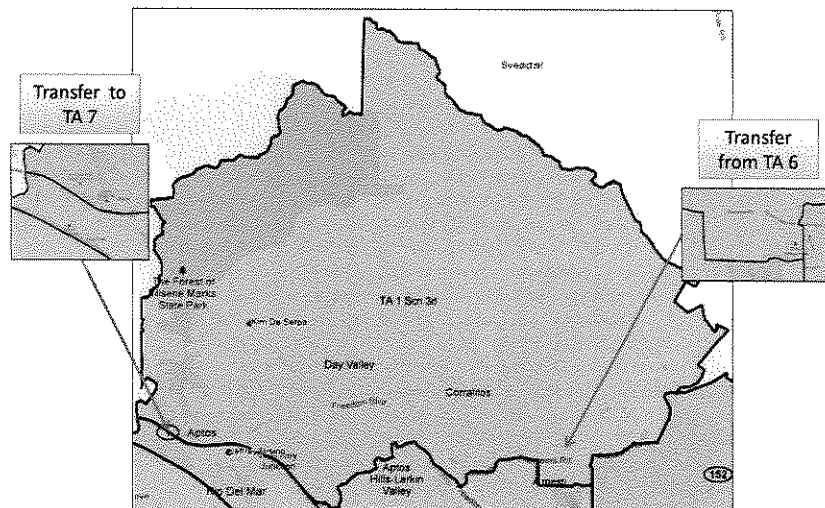
Scenario 1



DECISIONINSITE II (00)  
Environmental Impact Analysis

13

# TA 1: Scenario 2

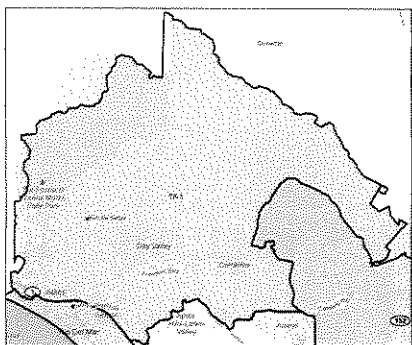


DECISIONINSITE II (00)  
Environmental Impact Analysis

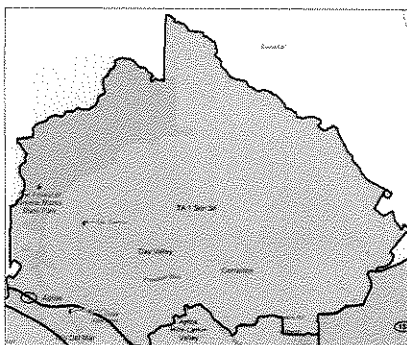
14

## TA 1: Compare Current to Scenario 2

Current Boundary



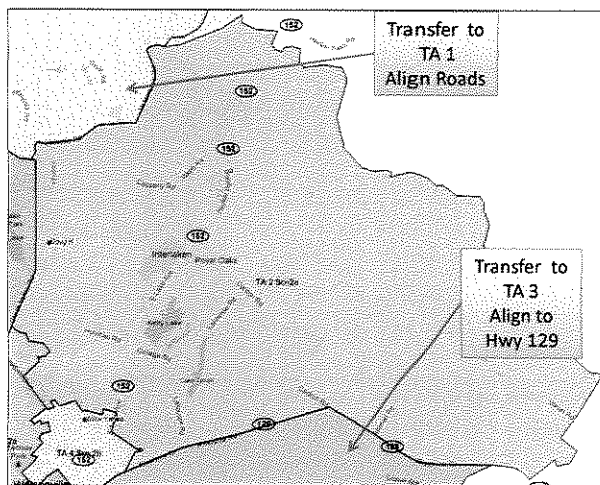
Scenario 2



DECISIONINSITE LLC  
Environmental Planning & Analysis

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## TA 2: Scenario 1



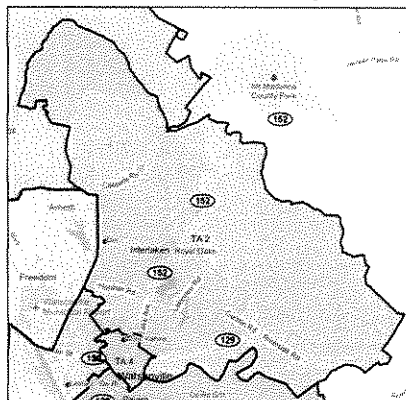
DECISIONINSITE LLC  
Environmental Planning & Analysis

16

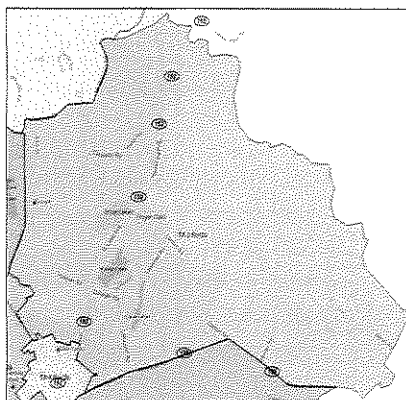


## TA 2: Compare Current to Scenario 1

Current Boundary



Scenario 1



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## TA 2: Scenario 2

Transfer from TA 4  
Align to Martinelli St

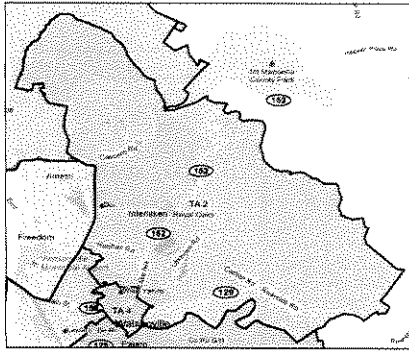


DECISIONINSITE

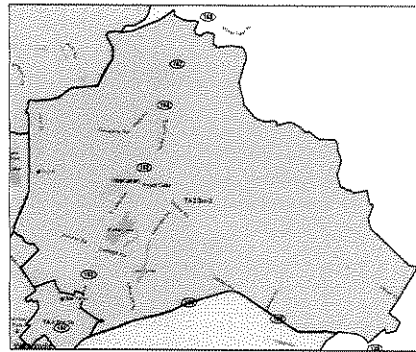
18

## TA 2: Compare Current to Scenario 2

**Current Boundary**



**Scenario 2**

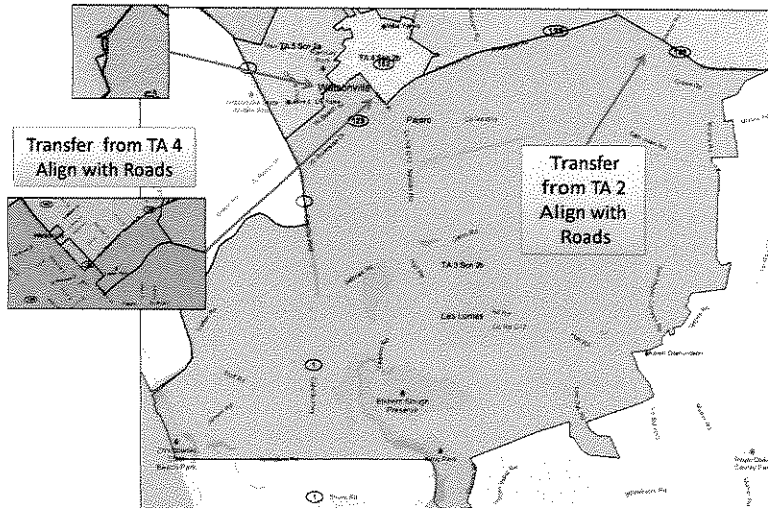


**DECISION INSITE**  
Evaluating the Current State of Things

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## TA 3: Scenario 1

Smoothed  
Boundary



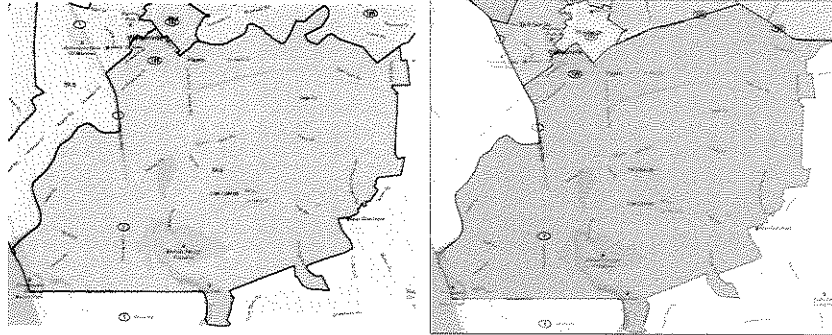
**DECISION INSITE**  
Evaluating the Current State of Things

20

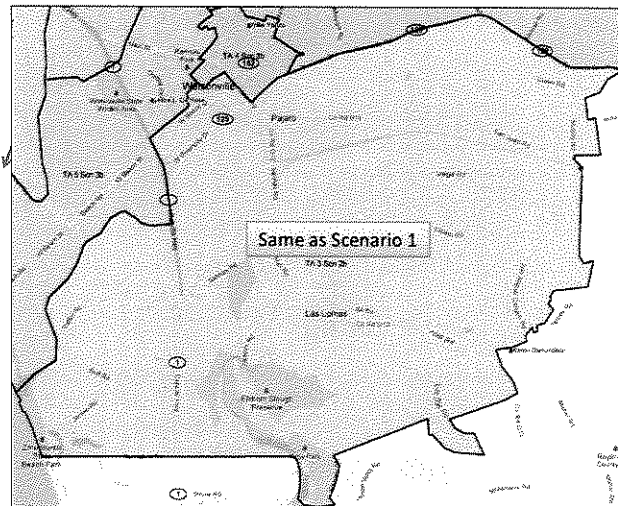
### TA 3: Compare Current to Scenario 1

Current Boundary

Scenario 1



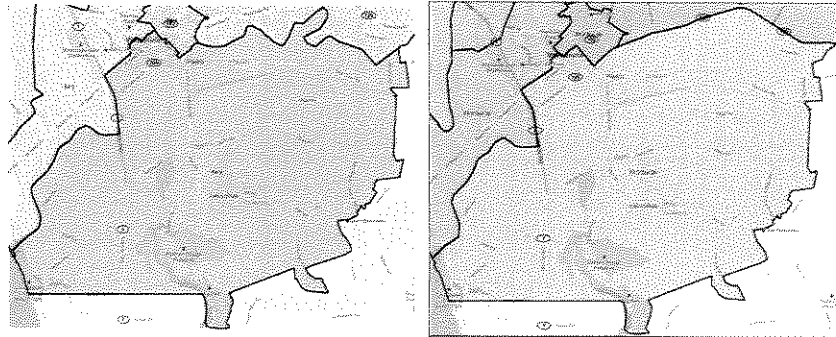
### TA 3: Scenario 2



### TA 3: Compare Current to Scenario 2

Current Boundary

Scenario 2

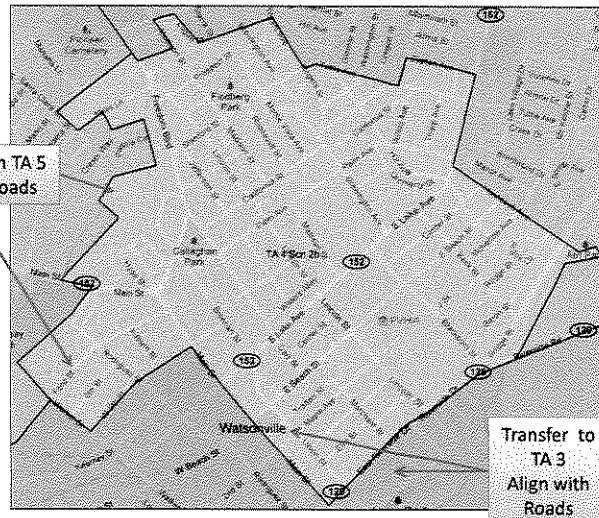


DECISION INSITE II (X)  
Empowering the Future

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### TA 4: Scenario 1

Transfer from TA 5  
Align with Roads



Transfer to  
TA 3  
Align with  
Roads

DECISION INSITE II (X)  
Empowering the Future

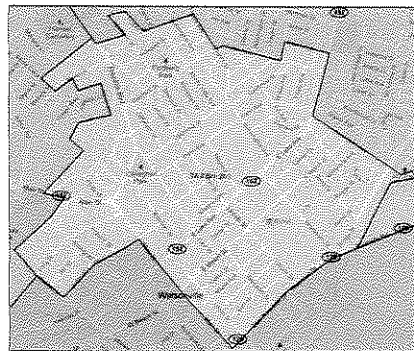
24

## TA 4: Compare Current to Scenario 1

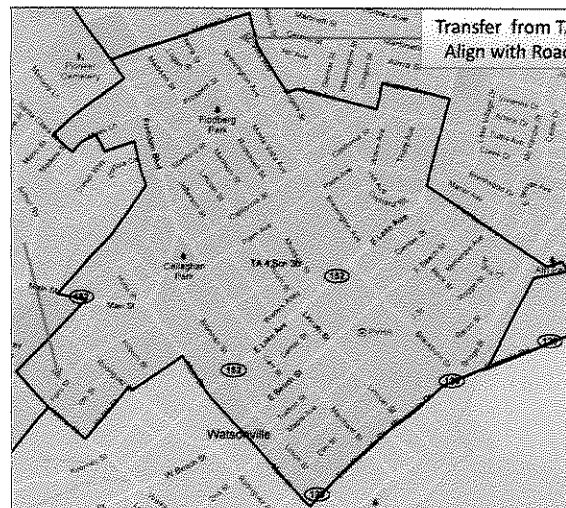
Current Boundary



Scenario 1

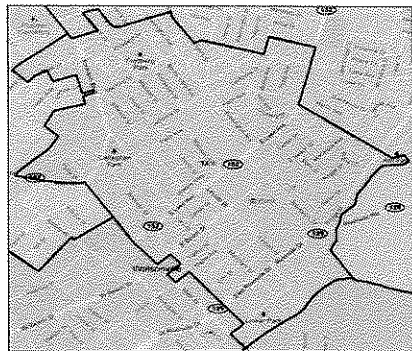


## TA 4: Scenario 2

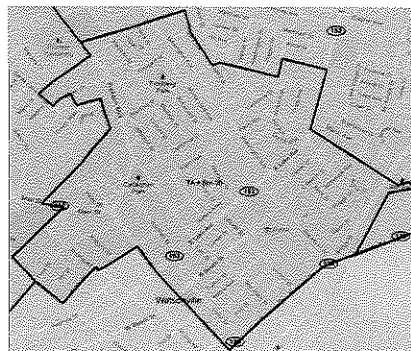


## TA 4: Compare Current to Scenario 2

Current Boundary



Scenario 2

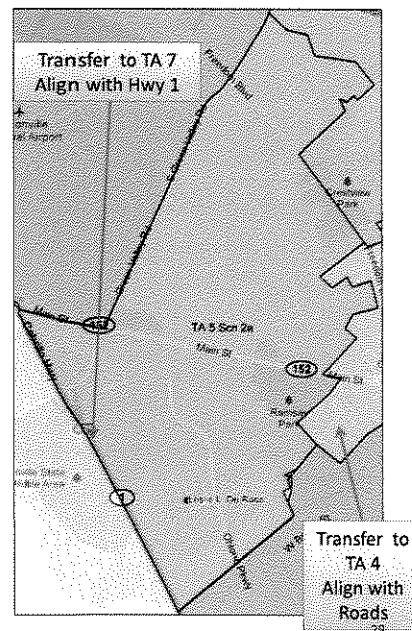


DECISION INSITE TUD

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## TA 5: Scenario 1

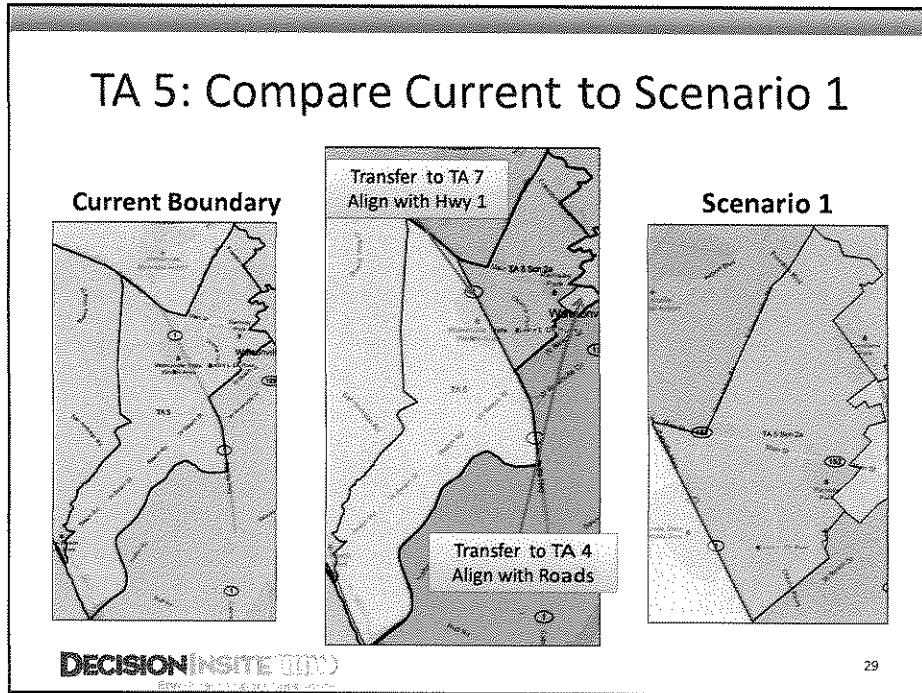
- TA 5 Scenario 1 most dramatic proposed changes
  - Goal: To balance TA 7 & TA4
  - Problem: TA 5 had the largest pop and TAs 4 & 7 the 2<sup>nd</sup> & 3<sup>rd</sup> smallest
  - Strategy: Capture as much of the coastal area as possible to rebalance
  - Result was a greatly diminished geography for TA 5



DECISION INSITE TUD

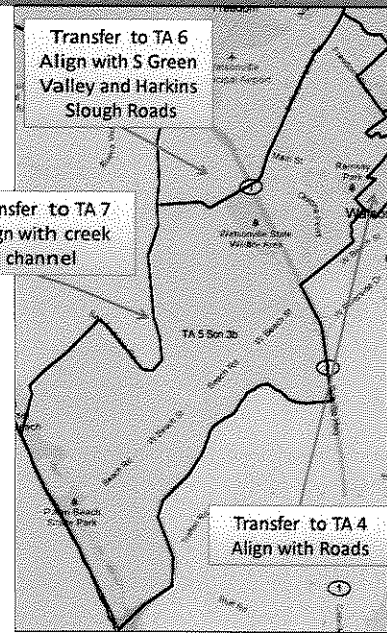
28

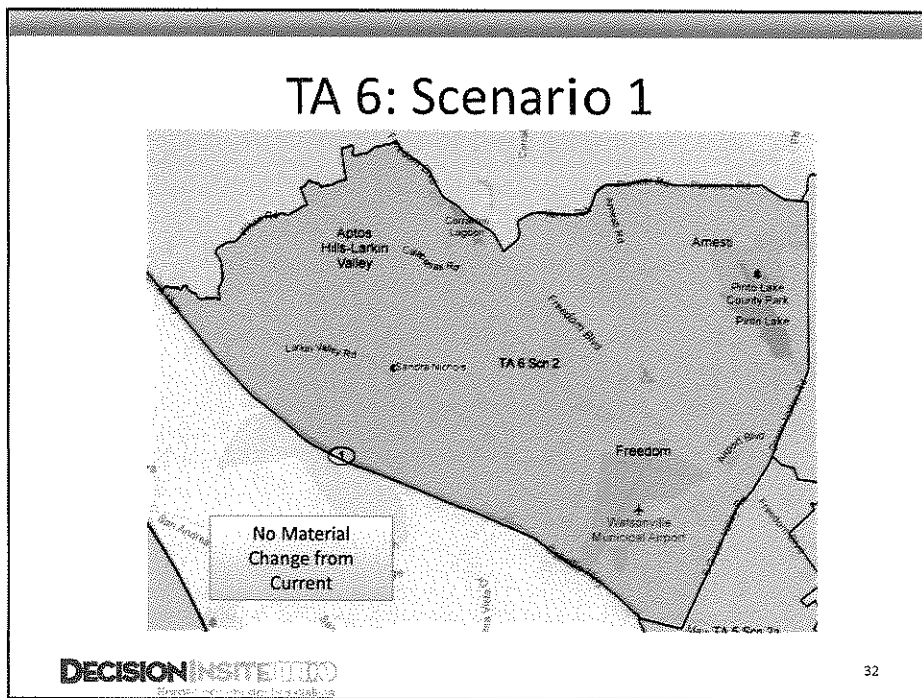
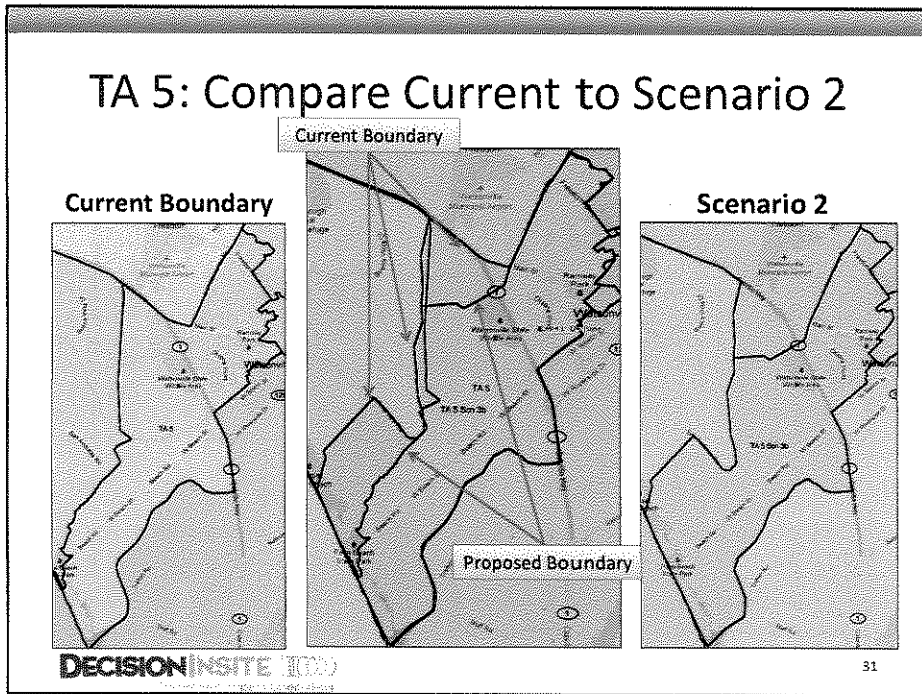
## TA 5: Compare Current to Scenario 1



## TA 5: Scenario 2

- TA 5 Scenario 2 less dramatic
  - Results of Scenario 1 did not provide enough population to solve imbalance and to justify the reduction of TA 5 geography
  - Increases TA geography closer to original boundary area



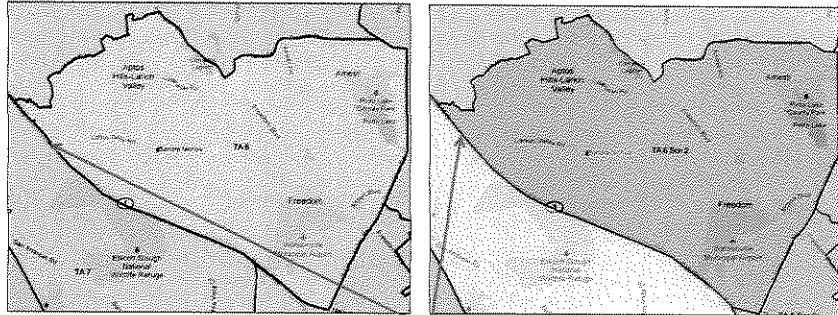




# TA 6: Compare Current to Scenario 1

Current Boundary

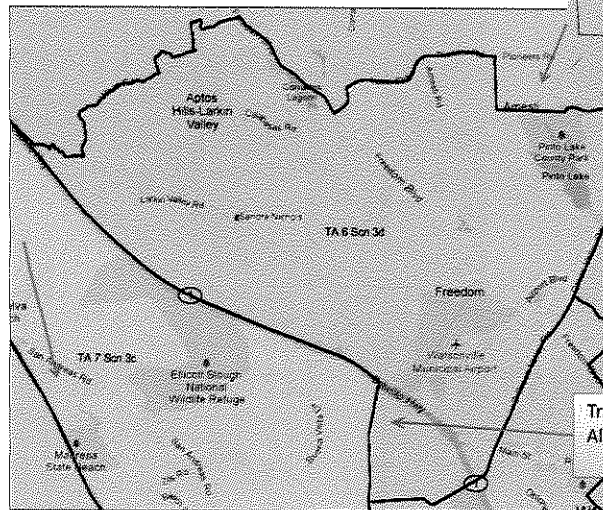
Scenario 1



Better Aligned Boundary to Hwy!

# TA 6: Scenario 2

Transfer to TA 1

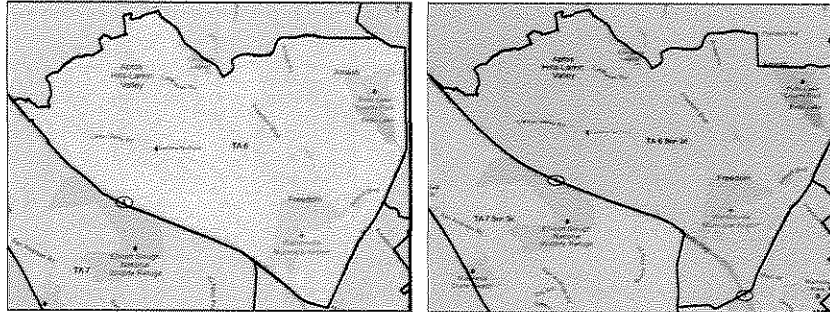


Transfer from TA 5 Align with Roads & Gain Pop

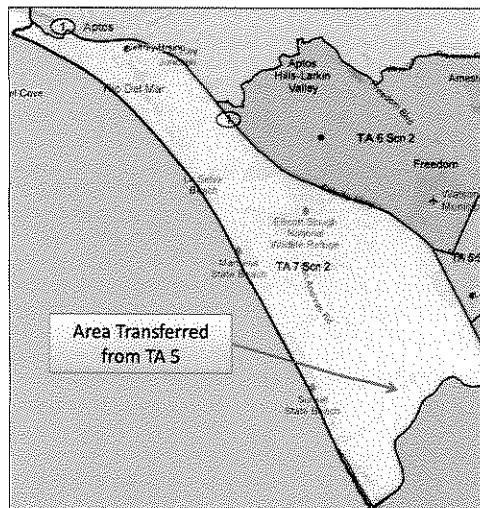
## TA 6: Compare Current to Scenario 2

Current Boundary

Scenario 2

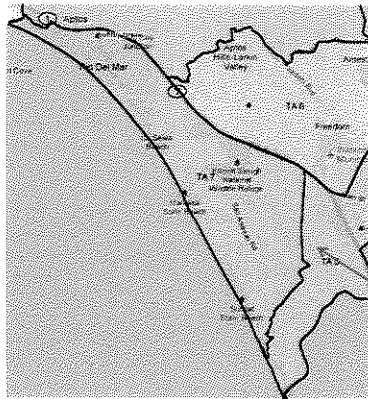


## TA 7: Scenario 1

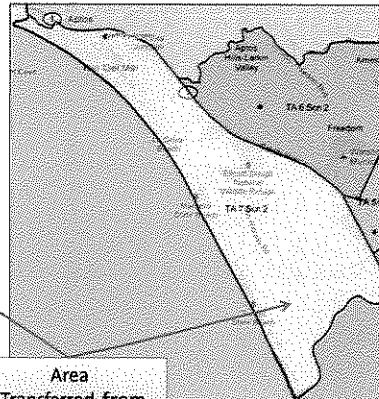


## TA 7: Compare Current to Scenario 1

Current Boundary



Scenario 1



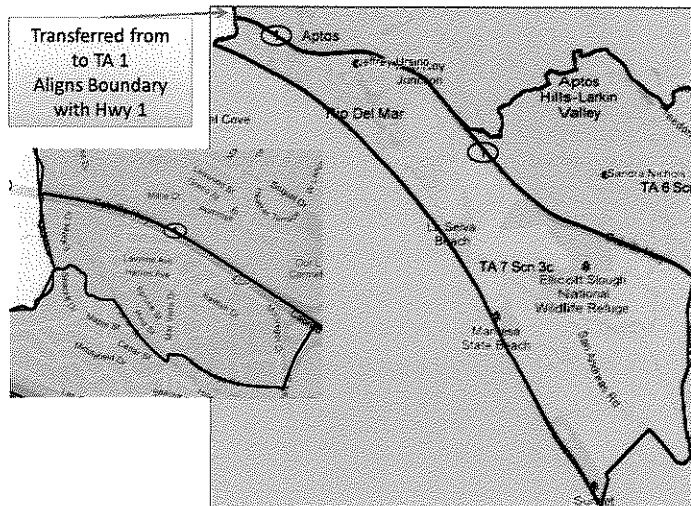
Area Transferred from TA 5

DECISIONINSITE (TM)

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## TA 7: Scenario 2

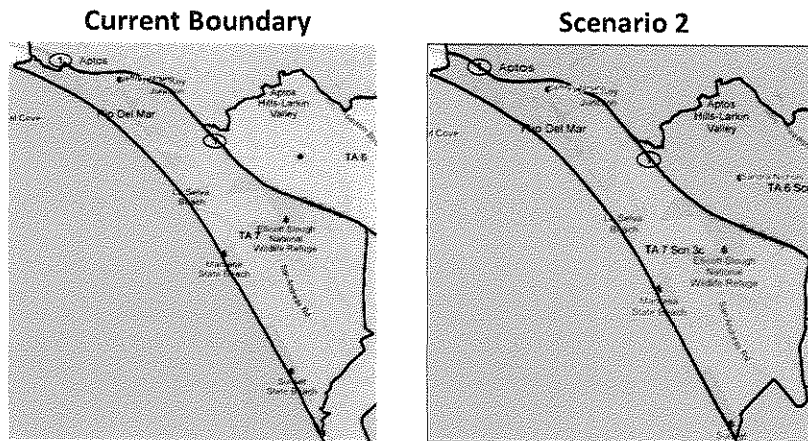
Transferred from to TA 1 Aligns Boundary with Hwy 1



DECISIONINSITE (TM)

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## TA 7: Compare Current to Scenario 2



**DECISION INSITE LLC**  
Boundary - Water - Compliance

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## Recommendations

- Relative to the goals and criteria established we would recommend Scenario 2.
- Scenario 2 results in the best population balance while also minimizing change to current boundaries and considering future population growth/decline, to some extent.

**DECISION INSITE LLC**  
Boundary - Water - Compliance

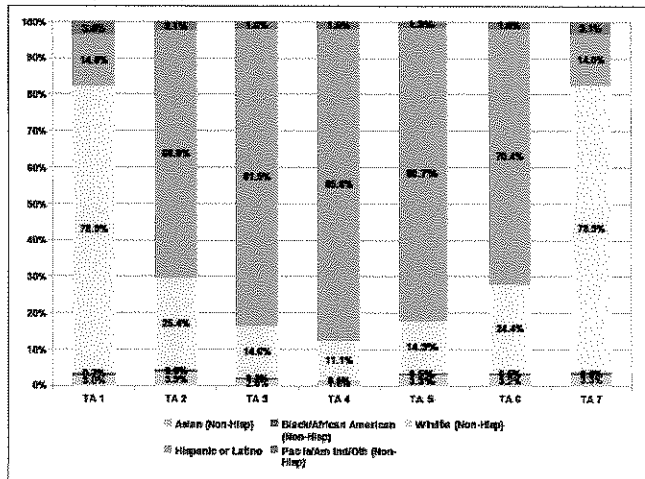
40

## Other Notes

- Following slides compare...
  - the racial/ethnicity of the current and proposed scenarios
  - The voting age profile of the current and proposed scenarios
- Findings
  - Mostly the profiles relatively similar the to current TA boundaries
  - Voting age in current TA 5 lowers in both scenarios

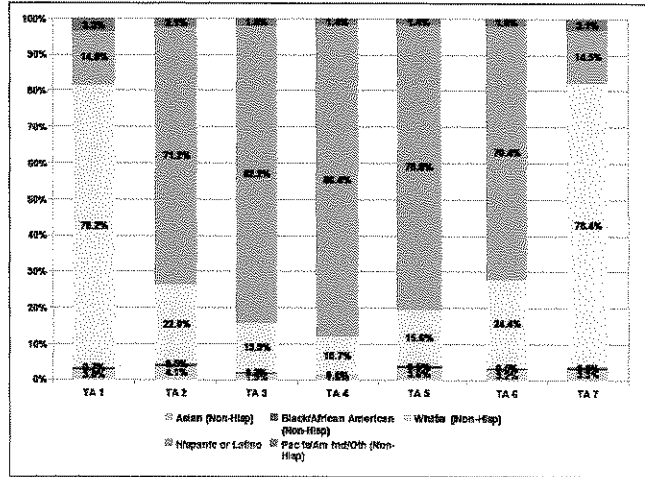
## Current TA Boundaries

Trustee Areas by Racial-Ethnicity



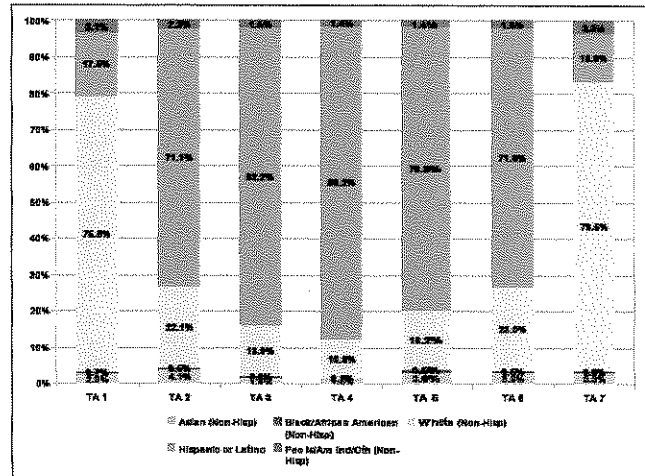
# Scenario 1

Trustee Areas by Racial-Ethnicity



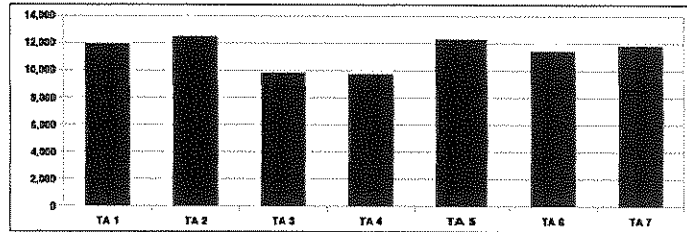
# Scenario 2

Trustee Areas by Racial-Ethnicity



## Current TA Boundaries

Voting Age Population by Trustee Area

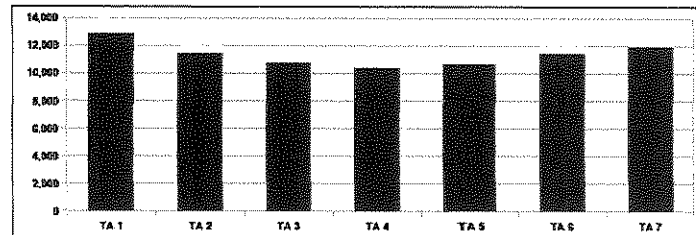


Voting Age Population by Trustee Area (Detail)

	TA 1	TA 2	TA 3	TA 4	TA 5	TA 6	TA 7	District
Voting Age Pop	11,097	12,489	9,745	9,725	12,210	11,437	11,764	79,271
% of Total TA Pop	80.7%	71.9%	69.0%	67.9%	67.2%	71.1%	79.7%	72.3%
Total Pop	14,745	17,359	14,126	14,396	18,173	16,092	14,766	109,654

## Scenario 1

Voting Age Population by Trustee Area

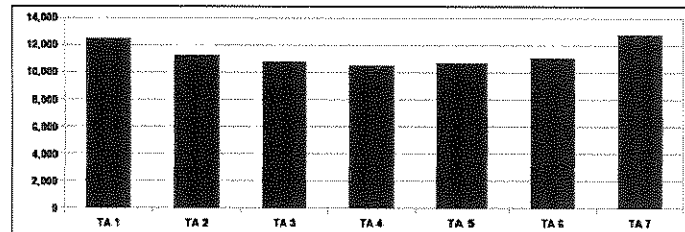


Voting Age Population by Trustee Area (Detail)

	TA 1	TA 2	TA 3	TA 4	TA 5	TA 6	TA 7	District
Voting Age Pop	12,913	11,420	10,741	10,332	10,646	11,437	11,852	79,271
% of Total TA Pop	86.6%	71.4%	68.9%	67.9%	67.4%	71.1%	79.9%	72.3%
Total Pop	15,910	15,984	15,541	15,301	15,786	16,092	14,940	109,654

## Scenario 2

Voting Age Population by Trustee Area



Voting Age Population by Trustee Area (Detail)

	TA 1	TA 2	TA 3	TA 4	TA 5	TA 6	TA 7	District
Voting Age Pop	12,417	11,219	10,741	10,502	10,672	11,003	12,717	79,271
% of Tot. TA Pop	79.7%	71.5%	68.7%	67.6%	67.6%	70.9%	80.1%	72.3%
Total Pop	15,579	15,700	15,641	15,540	15,794	15,528	15,872	109,654

## Method of Calculating Population

- Question: How is the population by Trustee Area is calculated?
  - Each trustee area aggregate population is derived from the underlying Census blocks.
  - Each Census block within each TA or TA Scenario is captured and aggregated to provide the total population per TA or TA Scenario
- Next slide provides partial example...



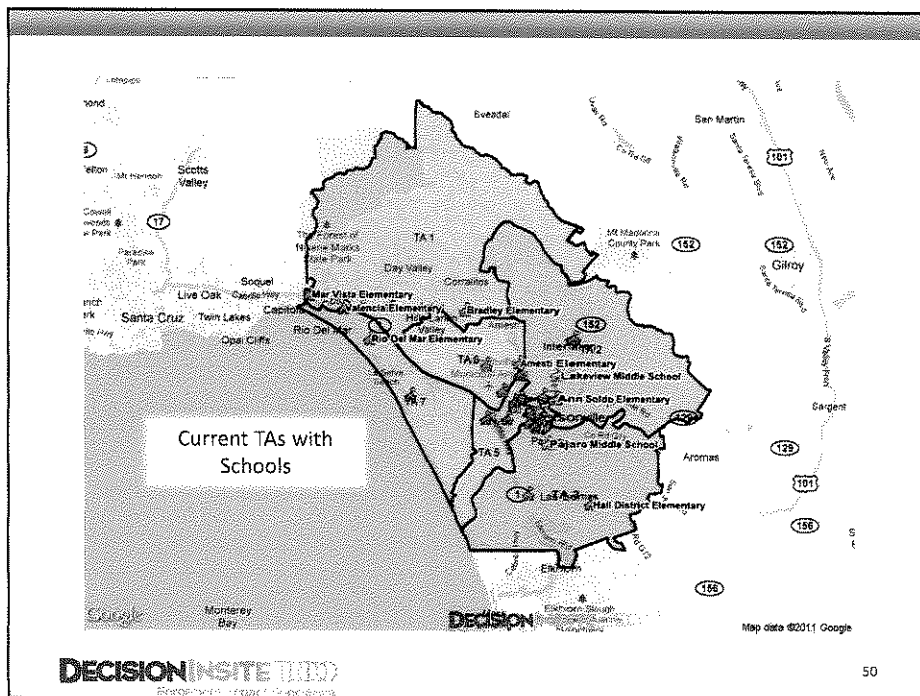
### Blocks comprising TA 1 for Scenario 2

Blockpoint	2010 Pop
TA 1 Scn 3d 060871222016006	127
TA 1 Scn 3d 060871222016002	32
TA 1 Scn 3d 060871222016003	188
TA 1 Scn 3d 060871222016001	27
TA 1 Scn 3d 060871222016010	63
TA 1 Scn 3d 060871224001023	2
TA 1 Scn 3d 060871210002019	1
TA 1 Scn 3d 060871220021037	0
TA 1 Scn 3d 060871220021019	49
TA 1 Scn 3d 060871210002015	24
TA 1 Scn 3d 060871220013007	92
TA 1 Scn 3d 060871224001032	0
TA 1 Scn 3d 060871224001042	106
TA 1 Scn 3d 060871220021010	30
TA 1 Scn 3d 060871224001053	639
TA 1 Scn 3d 060871220021009	29
TA 1 Scn 3d 060871220032004	30
TA 1 Scn 3d 060871220021027	0
TA 1 Scn 3d 060871220021022	36
TA 1 Scn 3d 060871220022020	19
TA 1 Scn 3d 060871224001062	64
TA 1 Scn 3d 060871224000609	170
TA 1 Scn 3d 060871224000609	2
TA 1 Scn 3d 060871224002016	38
TA 1 Scn 3d 060871224001057	27
TA 1 Scn 3d 060871222015011	0

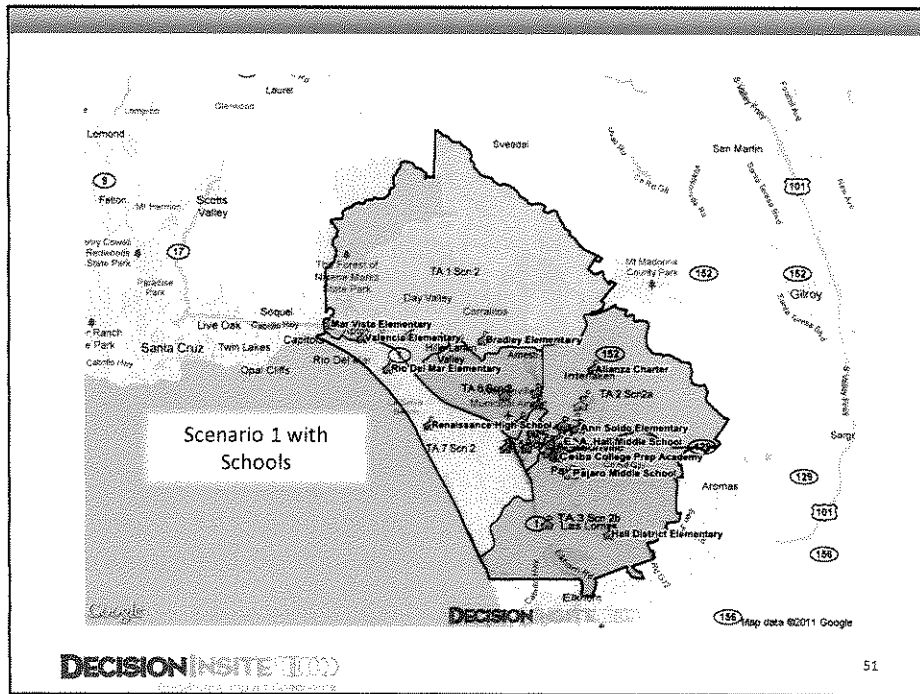
TA 1 Scn 3d 060871210003020	0
TA 1 Scn 3d 060871224001019	0
TA 1 Scn 3d 060871210021030	7
TA 1 Scn 3d 060871224001025	80
TA 1 Scn 3d 060871224003004	6
TA 1 Scn 3d 060871220031018	48
TA 1 Scn 3d 060871224006023	0
TA 1 Scn 3d 060871224002000	99
TA 1 Scn 3d 060871224005005	0
TA 1 Scn 3d 060871224001061	13
TA 1 Scn 3d 060871224001060	22
TA 1 Scn 3d 060871222015009	100
TA 1 Scn 3d 060871224006017	34
TA 1 Scn 3d 060871220021014	2
TA 1 Scn 3d 060871224001032	73
TA 1 Scn 3d 060871224006032	3
TA 1 Scn 3d 060871224005002	69
TA 1 Scn 3d 060871224001034	0
TA 1 Scn 3d 060871224001020	3
TA 1 Scn 3d 060871224001051	43
TA 1 Scn 3d 060871224002012	0
TA 1 Scn 3d 060871224001001	0
TA 1 Scn 3d 060871224005013	34
TA 1 Scn 3d 060871224001002	6
TA 1 Scn 3d 060871234006012	0
TA 1 Scn 3d 060871220021011	53
TA 1 Scn 3d 060871224001041	0
TA 1 Scn 3d 060871224002008	106
TA 1 Scn 3d 060871220022003	7
TA 1 Scn 3d 060871220022016	28
TA 1 Scn 3d 060871220022008	354
TA 1 Scn 3d 060871220022002	37

TA 1 Scn 3d 060871220022009	6
TA 1 Scn 3d 060871220022007	52
TA 1 Scn 3d 060871220022000	329
TA 1 Scn 3d 060871220022001	39
TA 1 Scn 3d 060871220022006	44
TA 1 Scn 3d 060871220022005	102
TA 1 Scn 3d 060871220022013	108
TA 1 Scn 3d 060871220022011	5
TA 1 Scn 3d 060871220022014	3
TA 1 Scn 3d 060871220022012	10
TA 1 Scn 3d 060871220022010	0
TA 1 Scn 3d 060871220022017	7
TA 1 Scn 3d 060871220022018	5
TA 1 Scn 3d 060871220022019	12
TA 1 Scn 3d 060871220022015	38
TA 1 Scn 3d 060871220022004	0
TA 1 Scn 3d 06087122014001	2
TA 1 Scn 3d 060871222014004	8
TA 1 Scn 3d 060871222014000	1237
TA 1 Scn 3d 060871222014002	805
TA 1 Scn 3d 060871222014005	13
TA 1 Scn 3d 060871222014002	17

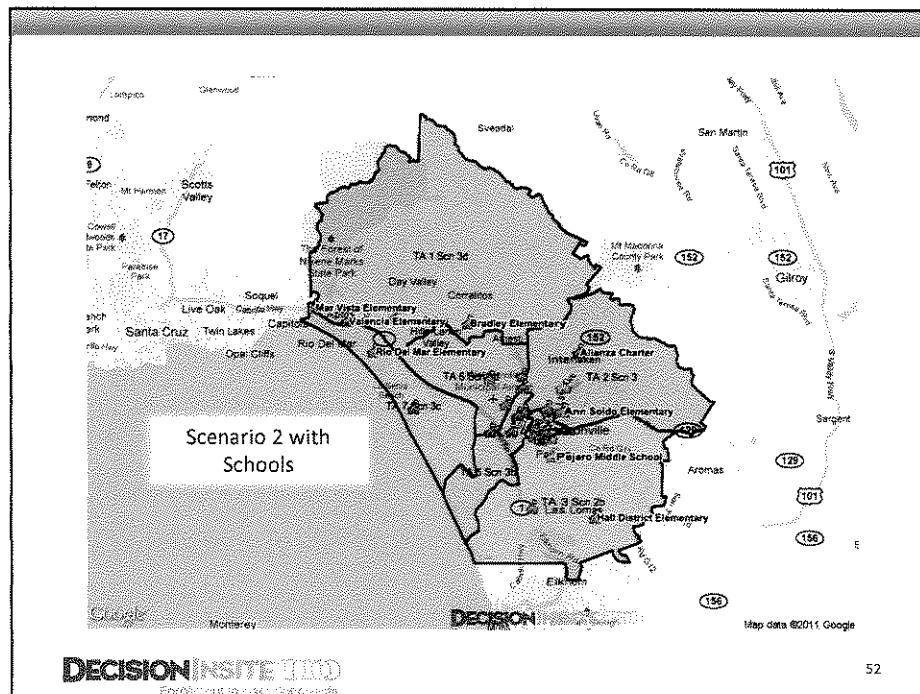
DECISION INSITE TUD



DECISION INSITE TUD



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# PAJARO VALLEY UNIFIED SCHOOL DISTRICT



## Board Agenda Backup

Item No: 12.1

**Date:** October 26, 2011

**Item:** Award contract RFP #RB-07-20-11 Medical, Dental, Vision Consulting Services

**Overview:** District staff recommends the selection of Alliant Insurance Services, Inc. to provide consulting services for the district's self funded employee health benefits plan. The district has relied on Keenan Associates for such services since 2002. This change only applies to consulting services. There is no change to employee health benefits or their delivery. Such benefits are established per contract and can only be changed through the collective bargaining process.

Every three years the district reviews medical, dental, and vision consulting services and invites responsible vendors to respond with a proposal for services. The Request for Proposal (RFP) invited nine separate vendors to respond. Four submitted proposals according to the district's criteria.

The district provides employee health benefits via its own self funded health care system. Naturally, this system is large and complex. This requires the district to contract with a health care consultant to provide analysis and recommendations regarding the district's medical, dental, and vision benefits for employees. The current two-year contract with Keenan Associates is scheduled to sunset on November 1, but there will likely be some overlap in November as the district transitions to the new consultant.

District staff conducted an extensive request for proposals (RFP) process to reach this recommendation. This process was reviewed and discussed by the board at its August meeting, with an update provided on September 28. The district initiated the RFP process in early August. The selection panel included management staff along with representatives from each employee organization acting in an advisory capacity. The panel conducted a review process that included paper screenings, interviews, and reference checks.

In addition, the district sought the assistance of the California Education Coalition for Health Care Reform (CECHCR). CECHCR is a joint labor and management coalition of major statewide education organizations. Both CFT and CSEA state organizations are members. CECHCR has provided the district's joint benefit committees with training and advice on how to improve the management and delivery of district employee benefits. CECHCR representatives (including management and labor experts) reviewed the district's RFP and proposed selection process.

Four prospective vendors submitted RFPs this year. They included:

<u>Vendor</u>	<u>Proposed per year amount</u>
EPIC Insurance Services	\$180,000
Keenan Associates	\$125,000
Alliant Insurance Services	\$95,000
Gallagher Benefit Services	\$54,000

The district did not select the low bidder in this case. The panel concluded that the vendor's proposal lacked the depth and comprehensive services necessary to adequately meet the district's needs and expectations during the contract term.

Staff notes that both Keenan and EPIC were found to be well qualified with proven track records in providing health benefit consulting to school districts across the state. The final decision was not easy to reach requiring considerable analysis and discussions among panel members. The panel's selection of Alliant was based on the following conclusions:

- Extensive experience in California school districts and county offices, as well as other public sector agencies
- Successful experience working with employee organizations with particular expertise in educating and assisting employees
- Experience with self funded public agency health care systems
- A fair contract fee within the guidelines of the RFP
- Outstanding reference checks from other school districts – references noted that Alliant exceeded their expectations
- A talented service team for the district

The proposed contract with Alliant will be for two-years with a one-year extension option based on performance and satisfaction of services. The proposed amount for consulting services is \$95,000 per year during the contract. The proposal also includes a service guarantee. The contract amount could be reduced by up to 25 percent per year if the district was not satisfied with the Alliant's quality of work. This provision could be invoked by the district unilaterally.

Attached is background information on Alliant's proposed services and the district's RFP.

**Recommendation:** Approve the selection of Alliant Insurance Services, Inc. to provide the district's medical, dental, and vision consulting services at \$95,000 per year for the contract term.

**Budget Considerations:**

**Funding Source:** Self-Insurance Fund

**Budgeted:** Yes:  No:

**Amount:** \$95,000

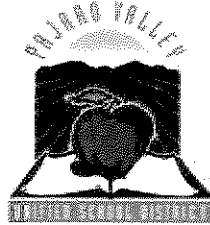
**Prepared By:** Brett McFadden, CBO

**Superintendent's Signature:** Dorm BSL

**Pajaro Valley Unified School District**

**Request for Proposal for Medical, Dental and Vision Consulting Services**

**RFP # RB-07-20-11**



RETURN PROPOSALS TO THE PURCHASING DEPARTMENT  
No later than; Wednesday August 10, 2011 2:00 P.M.

Pajaro Valley Unified School District  
Attn: Rich Buse, Director of Purchasing  
294 Green Valley Road, 4<sup>th</sup> Floor  
Watsonville, CA 95076

Pajaro Valley Unified School District is requesting proposals for the services of an employee health benefits consultant in conjunction with health and welfare benefits (medical, dental, vision, life, section 125) provided to employees and retirees (as appropriate). Pajaro Valley Unified School District (the district) is a K-12 school district which also includes child development programs, adult education and migrant education in the State of California. The district is governed by a board of trustees which meets bi-monthly.

The District provides self-insured health and welfare benefits for the following employee organizations: Pajaro Valley Federation of Teachers (PVFT), California School Employee Association (CSEA) and Pajaro Valley Administrative Members (PVAM), unrepresented administration, as well as retirees. There are approximately 2,500 district employees plus retirees. Total number of plans – medical (1) dental (1) vision (1) disability (1) life (1). Premiums charged to retirees (<65 years of age) same as active employees. The district's annual general fund budget is more than \$166 million.

You are invited to submit a proposal to serve as the district's health benefits consultant. The role of the employee health benefits consultant is to advise the district on coverage alternatives and considerations, assist with obtaining health benefits for active employees and retirees that best meet the needs of members at competitive rates, assist with benefit

administration and provide a full range of prompt reliable services. Responsibilities include, but are not limited to the following:

### **Nature of Services Required**

#### **Medical, Vision, Dental, Disability and Life Coverage(s)**

1. **CONSULTING/ACTUARIAL ANALYSIS**
  - A. Formulate benefit plan objectives, analyze existing plan design, recommend plan design changes and conduct cost analyses on an ongoing basis.
  - B. Monitor and interpret plan utilization and claim data.
  - C. Prepare written materials detailing the financial status of the benefit program(s) on a quarterly basis, or as needed.
  - D. Assist with budget projections on costs of benefit plan(s), as well as cost containment options
  - E. Identify current and desired utilization and cost patterns. Make recommendations to improve cost/benefit effectiveness.
  - F. Identify trends. Make recommendations for structuring and restructuring of the program.
  - G. Provide actuarial calculations as to the anticipated cost impact of plan modifications including budgets, if so directed.
  - H. Assist in the negotiation of renewal rates in partnership with the client and provide periodic reports of plan operations.
2. **TECHNICAL RESOURCES**
  - A. Compare the client's employee population to other similar groups, plans, and designs. Are the client's benefits, premiums, retention, reserves, and refunds comparable?
  - B. Provide the client with current industry trends and market data to allow the pro-active management of the client's plan performance and effective negotiations with the carriers. We understand that the client will take the primary lead in discussions and negotiations with client vendors in employing the data provided by the consultant.
3. **COMPLIANCE REVIEW & LEGISLATIVE UPDATES**
  - A. Assist in keeping the client aware of trends and changes in legislation which impact the client's employee benefit programs.
  - B. Review all benefit procedures and make recommendations for compliance with applicable state codes and regulations.

- C. Provide periodic client publications for communicating legislative, regulatory and industry developments of general interest within the scope of our practice.
- D. Direct compliance with applicable health & welfare laws and regulations including, ERISA, HIPPA, Section 125, discrimination testing, and applicable IRS code. Keeps informed of new trends and developments in alternative methods of benefits compensation and changes in tax laws.

4. **CUSTOMER SERVICE & RELATED SERVICES**

- A. Assist with resolution of billing, eligibility and claims problems with coverage providers as permitted under medical information privacy laws.
- B. Provide review of benefit documents.
- C. Provide continuous service in the administration of the plans, including coordination of open enrollments and health fairs, review of benefit enrollment materials and maintenance of administrative guides.
- D. Assist in the implementation of any new programs and act as a liaison between the client and various insurance carriers.
- E. Attend and provide informational data for all fringe benefit committee meetings.
- F. Make presentations to the School District Board and Bargaining Units as needed.

5. **PLAN MARKETING & INSTALLATION (please describe)**

- A. Evaluate marketplace conditions to determine the advisability of marketing benefit plans, negotiate rates and plan design, and assist with interviewing new providers.
- B. Assist the client in preparation of marketing specifications, data collection and conducting interviews and analysis of the responses from insurance carriers.
- C. Prepare any required specifications for bids for insurance or administrative services whenever the client elects to seek a new provider as administrator of plan benefits.
- D. Analyze all bids or proposals submitted and prepare reports and recommendations.
- E. Analyze contracts entered into with insurance carriers and other providers, and ascertain that premiums and expense changes are in accord with prior proposals and consistent with claim insurance. Negotiate with carriers and other providers for the most favorable cost/value ratio.

- F. Provide actuary services as needed for self-funded employee benefit plans and recommend appropriate premium rates and reserves to maintain the viability of the plans and ensure compliance with mandated benefit offerings.

**For Consideration:**

Mail to the requesting agency:

Pajaro Valley Unified School District  
Attn: Rich Buse, Director of Purchasing  
294 Green Valley Road, 4<sup>th</sup> Floor  
Watsonville, CA 95076  
(831) 786-2195  
Email: [Rich\\_Buse@pvusd.net](mailto:Rich_Buse@pvusd.net)

Number of **bound** and sealed proposals required: 2 each, marked "Original" and shall contain original signatures in all locations requiring a signature. **Faxed proposals will not be accepted.**

Date and time by which proposals must be received by:

**2:00 PM, Wednesday August 10, 2011**

Proposals will become part of the requestor's files without obligation on the requestor's part.

The following records will be available:

Prior year audits  
Prior year claims data  
Summary Plan Document

All proposals received will be matters of public record and subject to public scrutiny.

It is anticipated that the contract will be awarded no later than **September 14, 2011 and will begin November 1, 2011**

**Process for Selection**

The district shall review and select the top 3 vendors that meet the criteria of the RFP and meet the district needs.

The district shall notify the top 3 selections for the interview process 1 week prior to the panel interview.

Interviews will be held by a district panel.

**Right to Reject**

The district reserves the right to reject any and all proposals submitted and to request additional information from any and all bidders. The contract will be awarded to the firm which; in the opinion of the district will best meet its needs.



## **Right to Terminate**

Written notice of cancellation, non-renewal, or of any material change in the agreement shall be mailed to the district thirty (30) days in advance of the effective date thereof.

The district has the right to terminate the agreement thirty (30) days in advance of the effective date thereof.

## **Required Information:**

### **A. Information to be included in the Proposals**

Proposal must be organized as follows:

#### **i. Title Page**

1. Show the subject of the proposal, firm name, address, telephone number, contact person, and date.

#### **ii. Table of Contents**

1. Include a clear indication of contents with section and page numbers.

#### **iii. Letter of Transmittal**

This one or two page letter should include:

1. Statement of the sender understanding of the work to be done, including responses to all requests for response within the request for proposal, listed below and in prior sections.
2. Statement of the fees to be charged.
3. List of all persons authorized to make representations for the company, their titles, addresses, and telephone numbers.
4. Provide professional references for your firm.

#### **a. Profile of the Proposer**

1. Describe the proposer's history as a consultant for medical, dental and visions plans. Include the full legal name, trade name, if applicable, and parent organizational ties, if applicable.
2. Indicate how many years your organization has been active in the employee health benefits field to public entities.
3. List the number and names of school, college districts, and/or public entities for which your organization currently serves as consultant/broker for employee health benefits and the number of years you have serviced each.

4. List any potential conflicts of interest that your firm foresees should you be selected or state affirmatively that you foresee none. Please include any potential vendors from which your firm or individuals employed by your firm may potentially receive any compensation or consideration by way of this contract.
- 3.
4. If your company is owned, partially or completely, by any insurance company, please describe.
5. Describe your qualifications and what differentiates your firm from other employee benefits consulting firm.
6. Describe how your organization identifies, for your self-funded clients, ongoing opportunities for utilization and disease management programs, and also wellness programs.
7. Indicate the limits of errors and omission insurance that you carry. Describe the most recent claim you made under this policy.
8. Describe all lawsuits or regulatory actions initiated against you within the last three calendar years with respect to your provision of benefits consulting services.
9. List all institutional benefits consulting clients you have lost in the last three calendar years.
10. Indicate whether you will agree to the following contractual provisions:
  - a. maintain during the term of the contract errors and omission coverage;
  - b. indemnify the district as to claims or lawsuits arising from your negligence or willful misconduct;
  - c. reasonable attorneys fees and costs to the prevailing party, including prevailing through settlement or appeal, with respect to any litigation arising under the contract.
11. Provide the address of the office that would be assigned to this account. Will the office in charge of the account have access to resources and consultants in other offices? If so, please describe these resources.
12. Provide the names of all professionals who will be assigned to work on the account team and a brief resume of their background and experience, with emphasis on public sector organizations.
14. Identify the principal consultant who will perform this task. Briefly highlight the principal consultant's relevant education and experience working with public educational organization and/or local governments.

15. Provide a brief description of the specialized consultants or groups your company has in the following areas:

- Legal
- Contracts
- Underwriting/actuarial
- Alternative funding
- Health education
- Claims management
- Wellness & disease management
- Cost containment
- Carrier negotiations
- Other

Outline your firm's experience and expertise with the following:

- Cost containment
- Wellness & disease management
- Carrier negotiation and renewals
- Plan design
- Loss analysis/underwriting/actuarial

**b. Insurance Requirements**

- i. Provide proof of professional liability and errors and omissions insurance coverage with limits of at least one million dollars (\$1,000,000.00).

**c. Compensation**

1. State the fees to be charged for the service and an explanation of the fee. Any costs resulting from the firm misinterpreting the required services or due to error will be borne by the firm.

**REFERENCES**

1. Provide a client list from the past three years, specifying the benefit plan programs you managed, the number of covered employees, a contact name and a telephone number for each client.

Client Name	Programs	Covered Employees (per mo.)	Contact Information

The services will be performed in accordance with the requirements outlined in the request for proposal and will be performed by the personnel identified in Section G, Profile of the Proposer.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

Dated this \_\_\_\_ day of \_\_\_\_\_, 2011

\_\_\_\_\_  
(Name of Firm)

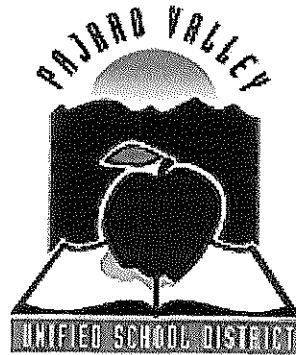
\_\_\_\_\_  
(Signature of Authorized Agent)

\_\_\_\_\_  
(Signature of Authorized Agent)

\_\_\_\_\_  
(Printed name and Title)

\_\_\_\_\_  
(Printed name and Title)

Addendum: 1. \_\_\_ 2. \_\_\_ 3. \_\_\_ 4. \_\_\_



**Pajaro Valley USD**

**Finalist Meeting  
for  
Medical, Dental & Vision Consulting Services**

**September 14, 2011**



# Table of Contents



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Section 1	Alliant Public Sector Consulting Experience
Section 2	Customer Service
Section 3	Consulting Services
Section 4	Benefit Strategies
Section 5	Alliant & Pajaro Valley USD - Partnership
Exhibit A	Alliant Pricing for the Pajaro Valley USD
Exhibit B	Sample Work Plan
Exhibit C	Sample Financial Report

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## Section 1: Alliant Insurance Services

### *History*

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- Founded in San Diego in 1925 as Robert F. Driver Company, with a focus on Property and Casualty insurance
- In 1971, Alliant Insurance Services began specializing in Employee Benefits
- In 2007, Blackstone Private Equity Group became Alliant's financial partner
- Alliant is the largest privately held brokerage in the United States, and 11<sup>th</sup> overall (private & public)
- Alliant operates in 20 different states, with 39 offices and 1,100 employees, servicing customers with employees in all fifty states
- Alliant works with more Public Agencies than any other consultant in California
- Alliant is the premier specialty insurance brokerage firm, focusing on developing advantaged insurance solutions and services for niche industries, such as California Public Agencies



## Section 1: Alliant Insurance Services *Public Sector Experience*

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Alliant Insurance Services, Inc. is the largest public entity broker/consultant in California and brings to **Pajaro Valley USD** the experience gained from working with many of California's public entities. We have over 1,000 public entity clients, including many cities, counties, special districts, community college districts, and K-12 public schools, as either individual clients and/or as clients through our relationship with Joint Powers Authorities.

Our Client base includes:

- Over 300 School Districts
- Over 300 Cities
- 56 of the 58 California Counties
- 12 Joint Powers Authorities
- Over 200 Special Districts
- Over 100 Hospitals





## Section 1: Alliant Insurance Services

### *Partial Listing of Clients*



Alameda County Schools Insurance Group (ACSIG)	Anaheim City School District
Self-Insured Schools of California (SISC)	Arcadia Unified School District
Butte Schools Self-funded Programs (BSSP)	Centinela Valley Union High School District
Redwood Empire Schools Insurance Group (RESIG)	Huntington Beach Union High School District
	Glendale Unified School District
Cabrillo College	Glendora Unified School District
California Western School of Law	Novato Unified School District
Cal State Fullerton Foundation	Orange County Office of Education
Cal State Bernardino Foundation	Pasadena Unified School District
Coast Community College District	Rosemead School District
College of the Canyons	San Gabriel Unified School District
College of the Desert	Santa Ana Unified School District
Santa Monica Community College	Santa Cruz City Schools
Santa Rosa Junior College	Tamalpais Union High School District
South Orange County Community College District	Upland Unified School District
	Westminster School District

## Section 1: Alliant Insurance Services

*Best of Both Worlds*



### Consultants

- Actuarial/Funding Analysis
- Benchmarking
- Clinical Consulting
- Consumerism
- Data Analysis / Benchmarking
- Financial Reporting
- HR Consulting
- Legal/Compliance
- Pharmacy Benefit Management
- Program Re-Design
- Reserve Setting/IBNR
- Strategy Setting
- Surveys
- Wellness

## ALLIANT

**Service-Driven  
Technical Resources  
Team Depth  
Creative Solutions  
Employee Empowerment  
Higher Skill Set**

### Brokers

- Annual Renewal / Marketing Process
- Plan Design
- Contract / SPD Review
- COBRA
- Eligibility/Billing
- Enrollment & Communication Assistance
- Voluntary Benefits
- Extension of Company Benefits Department
- Negotiations
- Performance Metrics/Guarantees
- Vendor Management

## Section 1: Alliant Insurance Services *Public Sector Benefit Programs*

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Alliant works with individual public employers and Joint Powers Authorities on behalf of their members to create exclusive programs specifically for special districts, cities, counties and schools. These programs allow Alliant to offer lower costs while matching your current benefits offerings. Our strategy is to provide an Independent Consulting Approach and present both program solutions as well as options that are available in the market.

### **Benefits of Joint Purchasing:**

- Volume discounts on fixed costs
- Reduced overhead charges
- Reduced or eliminated risk charges
- Reduced insurer and health plan profit margin
- Risk shared across larger pool



**Lower Costs for  
Employers and  
Employees**

**Greater Long Term  
Stability**

## Section 2: Customer Service

### *Your Dedicated Alliant Service Team*



#### **Tom Sher, First Vice President**

Tom will provide overall strategy planning and direction of all group insurance plans. He will assemble the correct Alliant resources and will analyze the effectiveness of the benefits program to ensure that expectations are met and exceeded.

#### **Christine Kerns, First Vice President**

Christine provides overall strategic planning and direction of all Alliant Public Entity Benefit Team resources in Northern CA. She assembles the correct resources and measures the effectiveness of Alliant's programs to ensure ongoing market competitiveness, rate stability and customer service.

#### **Kim Miller, Account Executive**

Kim is an expert in day-to-day issues, transitions to new carriers, and providing technical and compliance support. She will oversee benefit plan administration and ensure that client expectations are delivered.

#### **Callas Yuen, Benefit Analyst**

Callas will work with the team in selecting markets for solicitation. Callas will be responsible for performing an analysis of market proposals for verification of benefits, premiums and competitiveness.

#### **Scott McClave, Underwriting Consultant**

As head underwriting consultant, Scott will provide underwriting, forecasting and risk analysis services for the District's Benefit Programs as well as evaluate alternative funding options.

#### **Dana Klyver, Benefit Coordinator**

Dana will be responsible for the day-to-day service which includes: resolving routine claim and billing issues, reviewing contracts, coordinating and providing support at open enrollment meetings, ordering marketing materials and acting as a liaison for vendor or third party administration service issues.

## Section 2: Customer Service

### *Alliant's Philosophy*

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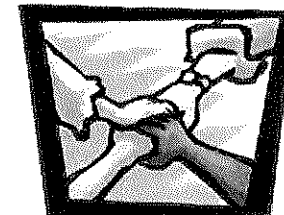


*Alliant helps our clients secure the “Best Benefit Package”*

- **Comprehensive coverage at lowest cost**
  - Alliant Consulting Expertise
  - Underwriting & Actuarial Departments
  - Negotiation Strength & Leverage in Marketplace
  - Alternative Joint Purchasing Program options

*The Alliant Team is an **Extension** of the District's Benefits Department*

- **Employer AND Employee Advocate**
  - **For the Employer.....**
    - Handle day-to-day issues
    - Resolve claim, eligibility and billing issues
    - Benefit and contract interpretation
    - Compliance & legislative updates
    - Monitor service of carriers & vendors
  - **For the Employee.....**
    - Benefit education & meetings
    - Communication materials and resources



## Section 3: Consulting Services

### *Long Range Planning/Goals*



- **We Work With You Each year to Set Goals and Plan Ahead**
- **We create an Annual Work plan each year to ensure that goals are met**
- **We track the progress and monitor results of the annual work plan in a detailed workbook that each team member has access to**

#### **1<sup>st</sup> Quarter meeting**

- ✓Financial Review  
Experience Reports  
Analysis
- ✓Benefit advocacy
- ✓Administrative Review
- ✓General Initiatives
- ✓Benefit Plan Initiatives
- ✓Compliance  
Considerations
- ✓Service Calendar

#### **2<sup>nd</sup> Quarter meeting**

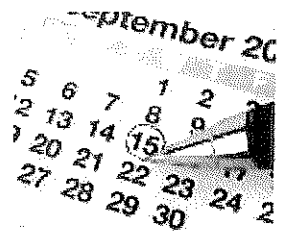
- ✓Financial Review  
Experience Reports  
Analysis  
Renewal projection
- ✓Benefit advocacy
- ✓Administrative Review
- ✓General Initiatives
- ✓Benefit Plan Initiatives
- ✓Compliance  
Considerations
- ✓Service Calendar

#### **3<sup>rd</sup> Quarter meeting**

- ✓Financial Review  
Experience Reports  
Analysis  
Renewal options  
Financial impact
- ✓Benefit advocacy
- ✓Administrative Review
- ✓General Initiatives
- ✓Benefit Plan Initiatives
- ✓Compliance  
Considerations
- ✓Service Calendar

#### **4<sup>th</sup> Quarter meeting**

- ✓Financial Review  
Experience Reports  
Analysis  
Final Renewal  
Communication  
strategy
- ✓Benefit advocacy
- ✓Administrative Review
- ✓General Initiatives
- ✓Benefit Plan Initiatives
- ✓Compliance  
Considerations
- ✓Service Calendar



**Long Range  
Planning/Goals**

## Section 3: Consulting Services

### *Renewal Analysis and Negotiations*

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- **We provide all underwriting services necessary to financially manage and forecast self-insured, partially self-insured and insured lines of coverage**
  - Renewal calculation and rate setting
  - Loss/premium allocation model development
  - Renewal calculation review and negotiation (insured contracts)
  - Renewal underwriting model development
  - Trend and Volatility Analysis
  - Lag analysis and Reserve calculation
  - Utilization tracking and analysis
  - Develop and maintain client-specific reporting packages

**Renewal Analysis,  
Negotiations  
& Labor Relations**

## Section 3: Consulting Services

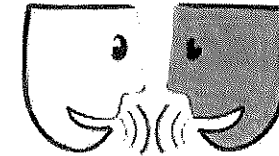
### *Communication & Education*

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### **Develop a Customized Communications strategy tailored to the District**

- Communication Tools & Resources ~ Hard Copy & Online
  - Employee Benefits Booklet/Overview
  - Employee Recruitment Guide
  - Benefits Fact Sheets
  - Quarterly Newsletters
  - Benergy Web Portal
  - Benefits Reference Card
  - Benefits Announcements – Mid-year & Open Enrollment
  
- Educational Resources ~ Employer and Employee
  - Group Meetings
    - Employee Awareness
    - Benefits Committee / Joint Labor Management Meetings
  - Train-the-Trainer
  - Wellness Programs



**Communication &  
Education**



## Section 3: Consulting Services

### *Labor Relations*

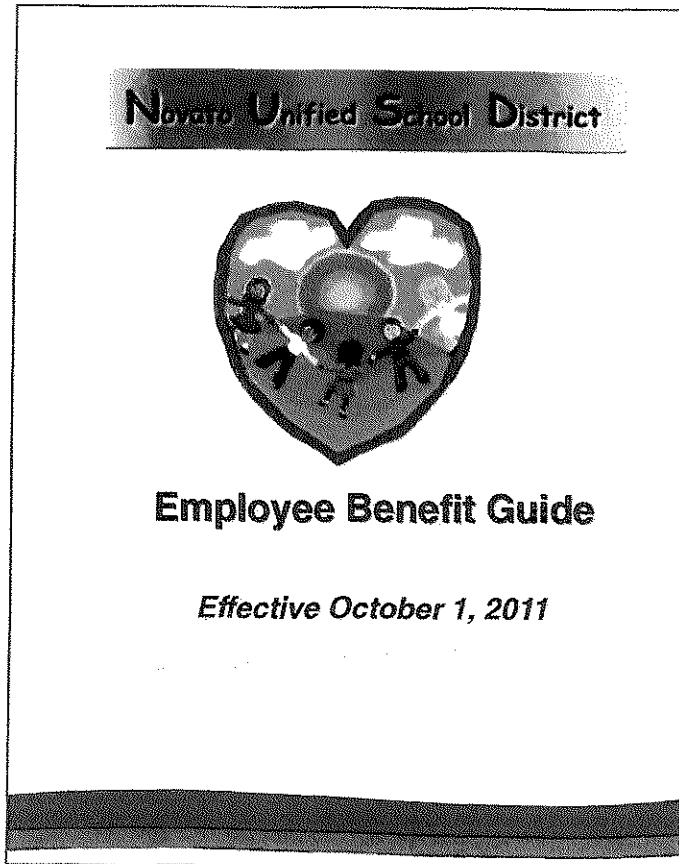
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- **Joint Labor Management & Insurance Committee Support**
  - We learn what is important to your unions and communicate in terms that facilitate dialogue
  - We will attend regular meetings with constituent groups
  - We will educate Committee members about the state of the market and key decision factors
  - **Our role is to provide education and support tools that enable all constituent groups to make decisions that achieve mutually satisfactory results**

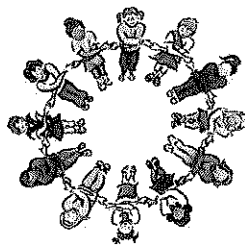
**Renewal Analysis,  
Negotiations  
& Labor Relations**

### Employee Benefits Overview



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# Section 3: Consulting Services Communication & Education



## Employee Benefits Overview

**Comparison of Dental Insurance Plans**

	DeltaCare HMO	BLUE SHIELD PPO Represented		BLUE SHIELD PPO Management	BLUE SHIELD PPO Out-of-network
		< 1 Year	> 1 Year		
<b>Calendar Year Maximum</b>	None	\$2,500	\$2,500	None	Depends on Represented or Management status
<b>Calendar Year Deductible</b>					Depends on Represented or Management status
<b>Individual / Family</b>	None	\$100-\$300	None	None	Depends on Represented or Management status
<b>Diagnostic and Preventive Services</b>					
Oral Exam	No charge	40% Co-Pay	15% Co-Pay	No Charge	Copy + Difference between DeltaCare's charge and Blue Shield's allowed amount
X-Rays	No charge				
Tooth Cleaning	No charge				
Fluoride Treatment	No charge				
Space Maintainers	No charge				
Bitewings	No charge				
Sealants	No charge				
<b>Basic Services</b>					
Amalgam/Composite					
Fillings	No charge	40% Co-Pay	15% Co-Pay	No Charge	Copy + Difference between DeltaCare's charge and Blue Shield's allowed amount
Periodontics (Gum disease)	No charge	Co-Pay	Co-Pay	Charge	
Endodontics (Root Canal)	No charge				
Extractions & Other Oral Surgery	No charge				
<b>Major Services</b>					
Crown Repair	No charge	40%	15%	No	Copy + Difference between DeltaCare's charge and Blue Shield's allowed amount
Restorative - Inlays and Crowns	No charge	Co-Pay	Co-Pay	Charge	
Prosthodontics	No charge				
Complex Oral Surgery	No charge				
<b>Orthodontics</b>					
Child to Age 19 - Maximum	\$1,600	Not covered		Not covered	Not covered
Adult - Maximum	\$1,800				

Questions? Contact Employee Benefits: 650-363-1800 or [benefits@co.sanmateo.ca.us](mailto:benefits@co.sanmateo.ca.us)

### Additional Information Regarding Your Benefits

#### The Newborns and Mothers Health Protection Act

Group health plans and health insurance issuers generally may not, under Federal law, restrict benefits for any hospital length of stay in connection with childbirth for the mother or newborn child to less than 48 hours following a vaginal delivery, or less than 96 hours following a cesarean delivery. However, Federal law generally does not prohibit the mother's or newborn's attending provider, after consulting with the mother, from discharging the mother or her newborn earlier than 48 hours (or 96 hours as applicable). In any case, plans and issuers may not, under Federal law, require that a provider obtain authorization from the plan or the issuer for prescribing a length of stay not in excess of 48 hours (or 96 hours).

#### The Women's Health and Cancer Rights Act

Your health plan, as required by the Women's Health and Cancer Rights Act of 1998, provides benefits for mastectomy-related services including reconstruction and surgery to achieve symmetry between the breasts, prostheses, and complications resulting from a mastectomy (including lymph edema). Call your health plan's Member Services for more information.

#### HIPAA Health Insurance Portability & Accountability Act Notice of Availability of HIPAA Privacy Notice

The federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA") requires that we periodically remind you of your right to receive a copy of the City's HIPAA Privacy Notice. You can request a copy of the Privacy Notice by contacting HACSC, Human Resources Department at 505 W. Julian Street, San Jose, 95110-2300.

HIPAA Privacy Notices that pertain to other Housing Authority health plans may be obtained by contacting your insurance carrier directly, at the address provided in the Evidence of Coverage booklet.

#### Changes Allowed Under the Children's Health Insurance Program Reauthorization Act of 2009

Effective April 1, 2009, the Children's Health Insurance Program Reauthorization Act of 2009 creates a new special enrollment period that applies to group health plans, similar to those currently in effect for the loss of eligibility for other group coverage or qualifying life status changes. Under this Act, group health plans must permit those eligible for group health plan coverage to enroll in the plan if they:


- Lose eligibility for Medicaid or SCHIP coverage OR
  - Become eligible to participate in a premium assistance program under Medicaid or SCHIP
- In both cases you must request special enrollment within 60 days (of the loss of Medicaid/SCHIP or the eligibility determination).

# Section 3: Consulting Services Communication & Education



## Employee Benefits Wallet Card

**EMPLOYEE BENEFITS  
QUICK REFERENCE CARD**



**Procedure for a claim or questions:**

**Step I** Call the carrier directly  
**Step II** Provide City of Mountain View's group number  
**Step III** Provide your name and Member ID # or SSN  
**Step IV** Provide information regarding your claim or question  
**Step V** Document your call: date, time, name/ext. of person assisting

**Additional information:**  
 Benefits Web Portal - <http://mountainviewbenefits.benergy.com>

**City of Mountain View, Human Resources**  
 500 Castro Street, 3rd Floor, Mountain View, CA 94041  
 (650) 903-6309

	Carrier	Plan	Group #	Phone
Medical Insurance	Health Net <a href="http://www.healthnet.com">www.healthnet.com</a>	HMO	1234	800-522-0088
		PPO POS	1234 1234	
Dental Insurance	Kaiser Permanente <a href="http://www.kp.org">www.kp.org</a>	HMO	1234	800-464-4000
		Dental Indemnity	1234	
Life Insurance	The Standard <a href="http://www.standard.com">www.standard.com</a>	Life	1234	800-628-8600
		Disability	1234	
Disability Insurance	Mutual of Omaha <a href="http://www.mutualofomaha.com">www.mutualofomaha.com</a>	Disability	1234	800-228-7104
Vision Insurance	MES <a href="http://www.mesvision.com">www.mesvision.com</a>	Vision	1234	800-877-6372
Employee Assistance Plan	UBH <a href="http://www.liveandworkwell.com">www.liveandworkwell.com</a>	EAP	1234	800-886-2998

## Benefits Fact Sheet



**What is a Flexible Spending Account (FSA)?**  
 A Flexible Spending Account allows you to set aside funds on a "pre-tax" basis to reimburse yourself for eligible out-of-pocket dependent care or medical expenses. Because the dollars you place in these accounts are taken out of your pay before they are taxed, you lower your taxable income, thereby saving you money on federal, Social Security and state taxes. For example, if your gross income is \$45,000 per year and you put away \$5,000 per year in a Dependent Care Reassessment Account, your taxable wages at the end of the year will be \$25,000. You pay no taxes on the \$5,000 and this can often have employees in a lower tax bracket. You can save as much as \$20-\$40 on every \$100 you choose to set aside.

**How does the FSA plan work?**  
 The County offers two types of Flexible Spending Accounts administered by Benergy:

**Health Care Spending Account** - Allow you to use "pre-tax" dollars to pay for eligible health care expenses not covered by your County medical, dental or vision plans. You may contribute up to \$5,000 annually.

**Dependent Care Account** - Allow you to use "pre-tax" dollars to pay for eligible dependent care expenses. You may contribute up to \$5,000 annually for married couple (or \$2,500 each if filing separately).

Each year during your enrollment, you may elect to place up to the maximum amount in each of the accounts. The dollars you place in these accounts will be automatically debited from your paycheck over 24 pay periods starting the first pay period of the plan year. For example, if you want to put \$1,000 in the Health Care Spending Account, the County would deduct \$38.46 per paycheck (\$1,000/26 pay periods = \$38.46 per paycheck). When you submit proof to Benergy of an eligible Dependent care or Health Care expense, you will be reimbursed from your account.

The dollar amount you choose for your FSA election is the dollar amount you are committed to; you do not have the ability to increase or decrease your elected amount. A 90-day grace period may be an exception to this rule -- see HR for more details.

**How do I get reimbursed?**  
 There are two ways to get reimbursed from your FSA:

- Employees (and employees' spouses) can use the "Benergy" Visa card for your health care or dependent care expenses. The money you put aside in your FSA account(s) for medical or dependent care expenses is available on your Benergy Card. By using the Benergy card to pay for these expenses, you do not need to pay out of pocket and you can reimburse from your FSA account. Expenses are automatically deducted from your account on the card. Typically, when you pay with your Benergy Visa card at a pharmacy or doctor's office, receipts will not be required by Benergy, but you must still obtain and keep a receipt for the purchase.
- You can also submit receipts to Benergy and they will mail you a check, or directly deposit the money into your bank account.

The Health Care and Dependent Care flexible spending accounts are separate accounts and funds cannot be transferred from one account to the other.

Eligible expenses must be incurred during the plan year -- between January 1 and December 31. According to the IRS, an expense is considered incurred when the services are actually received, not when you are billed or pay for the service. The IRS requires that you keep all receipts for your expenses. You may also not receive reimbursement for services received during the plan year no later than March 31 of the following year.

## Section 3: Consulting Services

### *Communication & Education*

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#### **Employee Awareness Meetings**

- The purpose of the Employee Awareness Meetings is to give employees helpful tips on how to maximize their benefits and empower them to become better consumers of their healthcare!
- The meetings are typically held outside of Open Enrollment and are not geared towards specific benefit levels or premium increases.
- Holding the meetings separate from Open Enrollment allows more time to explore the plans **Value Added Benefits and time and money savings tips** in depth.
- At a typical Open Enrollment meeting, a carrier rep spends the last 2 minutes of their presentation talking about the "Value Adds", and employees have usually tuned out by this time
- Doing the meetings off-cycle gives the employer an additional opportunity during the year to remind employees to be more engaged in their benefits
- Employee Awareness Meetings help ensure that employees appreciate what employers are offering!



**Communication &  
Education**

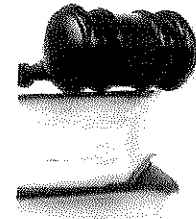
## Section 3: Consulting Services

### *Compliance & Legislation*

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- **Legislative Compliance: Health Care Reform and More**
  - Seminars and Webinars
  - Electronic Newsletters: Updates and Alerts
  - Relevant State and Federal Compliance/Legislative Updates
    - Distribution of templates that will aid in fulfilling compliance obligations
    - Examples include:
      - ERRP & Federal Health Care Reform
      - COBRA
      - Annual Medicare Part D Creditable Coverage Notices
      - FMLA
      - Section 125 regulations
- **Conduct Compliance Audit – Plan Document/SPD/Handbook/Processes**
  - HIPAA Compliance Obligations (primarily Privacy and Security)
  - SPD review and recommendations
- Assistance with compliance questions, audits and projects
- Involvement from legal counsel as needed



**Compliance &  
Legislation**

## Section 3: Consulting Services

### *Renewal Analysis and Negotiations*

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- Analyze Renewals on an annual basis to ensure fairness and accuracy and make certain that the increase is justified by the reported factors
- Proactively negotiate renewals and options to secure the best possible outcome for the District, while maintaining the integrity of the benefit plan as a whole
- Risk Consulting
  - Stop-Loss & Reinsurance Procurement
  - Risk Retention Setting & Forecasting

**Renewal Analysis,  
Negotiations  
& Labor Relations**

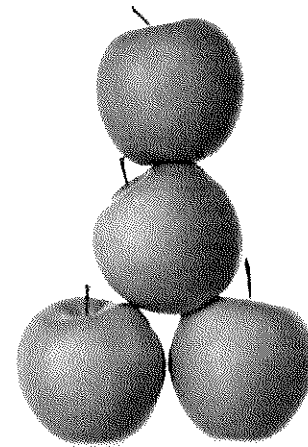
## Section 3: Consulting Services

### *Wellness Programs*

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- Employer Commitment
  - Wellness Champions/Wellness Committee
- Communications
- Health Risk Assessment (HRA)
- Biometric Screenings
- Rewards
- Health Fairs/Benefit Fairs
- Carrier Involvement
- Online Programs and Classes & Services
- Health Coaching
- Reporting Capabilities
- Program Cost Management



**Wellness Programs**



# Section 3: Consulting Services Wellness Programs



## Employee Wellness Newsletter

VOLUME 1, ISSUE 1

Human Resources  
Monthly Benefits Newsletter

**The New HR Benefits Newsletter is Here!**

**Bay Area Air Quality Management Plan**  
Resource Office is excited to roll out the new Human Resources Benefits Newsletter.

Beginning in January 1, 2010, the Human Resources Office is changing the look and content of the monthly newsletter.

The newsletter will include Human Resources updates, compensation updates and will include a wellness component with monthly wellness topics, regional employee health articles and other relevant topics to BAAQMD employees.

The newsletter should also cover the reasons why you're healthy and objectives for the year. It should encourage employees to work in partnership.

**3rd Payday of the Month**

Friday, October 30, 2009, is the third payday of the month. Payroll deductions which are taken on a semi-monthly or bi-weekly cycle will not be taken on this day. These deductions include medical, dental, vision, additional life, retirement (401k, deferred compensation, dependent care,

where it's good.

Employees who are eligible for the new benefits should be notified by the HR Office.

You should publish these new updates for about the new updates after they are published.

Send us your comments by email to hr@alliant.com or by mail to HR Office, 10000 Wilshire Blvd, Suite 1000, Los Angeles, CA 90024.

We can help you in all the ways you need.

We can help you in all the ways you need.

We can help you in all the ways you need.

VOLUME 1, ISSUE 1

Assistance Program (EAP)

assisted by a qualified EAP Work Life Consultant who will respond to your request thoroughly and promptly. You can also log onto the MyEAP website, where you'll find an abundance of useful resources, articles, links and interactive tools.

**Call toll free: 1-800-123-4567**

Or visit the website: [www.alliant.com/wellness](http://www.alliant.com/wellness)

**Free & Confidential Services:**

- EAP Counseling Services
- Recovering from Depression
- On-Line Work-Life Services
- Legal Services
- Financial Services

**WORK**

**LIFE**

**BALANCE**

VOLUME 1, ISSUE 1

about: Adequate Sleep

8 hours is about average sleep each night for most people. Let your body determine when it has had enough sleep, lose the alarm clock!

Sleep is necessary for growth, healing, and avoiding anxiety.

Adequate sleep prevents and maintains skills.

Lack of sleep is linked to weight gain.

If you get up too early, you're going to have a sleep deficit, as well as a dream deficit. In times of these deficits, if allowed, you will sleep longer and correct both the sleep and dream deficits. You have to do that to get back to a normal sleep cycle.

**Sleep Linked to Weight Gain**

It's shown a correlation between women who sleep 7 hours or less at a time and those who sleep 7 hours or more. The women who slept 7 hours or less were 15% more likely to gain 33 pounds or more.

It's shown a correlation between women who sleep 7 hours or less at a time and those who sleep 7 hours or more. The women who slept 7 hours or less were 15% more likely to gain 33 pounds or more.

**Healthy tips to help you sleep**

Search Products—it has an herbal formula that is designed to bring on sleep.

Check your mattress—is it helping or hurting your sleep?

Lighting & temperature—think about how the lights in the bed or the room in the room might affect your ability to fall or stay asleep.

Balanced diet of protein and complex carbs, like vegetables (except tomatoes and peppers) and whole grains.

Avoid spicy, fried and fatty foods, and milk, especially if you're prone to acid reflux.

Don't eat or drink 2-3 hours before bed to avoid the nighttime bathroom visits.

Avoid alcohol—it contains sugars and lowers the quality of your sleep.

Energy taken from *Between The Sheets Daily Health Aid*, 3/20/09

## Section 3: Consulting Services

### Wellness Programs



National Health Observances		
<b>January</b> Cervical Health Awareness Glaucoma Awareness National Birth Defects Prevention Thyroid Awareness National Radon Action National Folic Acid Awareness	<b>February</b> AMD Low Vision Awareness American Heart #11 Prenatal Infection Prevention National Wise Health Consumer National Children's Dental Health National Wear Red Day (25)	<b>March</b> National Colorectal Cancer Awareness National Nutrition National Endometriosis Awareness Save Your Vision Workplace Eye Wellness Tricomy Awareness
<b>April</b> Alcohol Awareness Month Irritable Bowel Syndrome Awareness Foot Health Awareness National Autism Awareness National Cancer Control National Donor Life National Minority Health Awareness National Youth Sports Safety National Child Abuse Prevention National Facial Protection National Sarcoptosis Awareness National Occupational Therapy National Sports Eye Safety National Women's Eye Health & Safety	<b>May</b> American Stroke Better Hearing & Speech Clean Air Health Vision Hepatitis Awareness Lupus Awareness Lyme Disease Skin Cancer Detection & Prevention National Arthritis Awareness National Bile National High Blood Pressure Education Mental Health National Asthma & Allergy Awareness National Otitis Media Awareness National Neurofibromatosis National Osteoporosis Awareness National Fitness & Sports National Teen Pregnancy Prevention Older Americans Sturge-Weber Awareness Ultraviolet Awareness	<b>June</b> Fireworks Safety Home Safety National Aphasia Awareness National Scoliosis Awareness National Scleroderma Awareness Vision Research National Headache Awareness
<b>July</b> #11 Group B Strep Awareness UV Safety Juvenile Arthritis Awareness	<b>August</b> Cataract Awareness Children's Eye Health & Safety National Immunization Awareness Psoriasis Awareness Spinal Muscular Atrophy Awareness	<b>September</b> Childhood Cancer Fruit & Veggies—More Matters Leukemia & Lymphoma #11 Alcohol & Drug Addiction Recovery National Ophthalmic Education National Infant Mortality Awareness National Sickle Cell National Yoga Awareness
<b>October</b> Eye Injury Prevention National Breast Cancer Awareness National Dental Hygiene National Domestic Violence Awareness National Celiac Disease Awareness National Down Syndrome Awareness National Spinal Bifida Awareness SBS Awareness	<b>November</b> American Diabetes COPD Awareness Diabetic Eye Disease Lung Cancer Awareness National Healthy Skin Pancreatic Cancer Awareness Pulmonary Hypertension Awareness Prematurity Awareness National Family Caregivers	<b>December</b> Safe Toys & Gifts #11 Aplastic Anemia & MDS Awareness Week (12/1—12/7) World AIDS Day (12/1) National Handwashing Awareness Week (12/5—12/11)

## Wellness Topics

### Newsletter/Wellness Topics

#### General Health

The Importance of Adequate Sleep  
 Managing Stress  
 Managing Depression & Anxiety  
 Women's Health Issues  
 Men's Health Issues  
 Generic versus Brand Name Prescriptions  
 Emergency Room versus Urgent care  
 The Importance of Using Sunscreen  
 Check-ups through the ages  
 Poison Control  
 Flu shot or not!  
 Exercising your Brain  
 The Truth about Smoking  
 Heart Healthy Tips  
 Staying Healthy while Traveling  
 Managing your Cholesterol  
 Managing Diabetes  
 Keeping your family healthy during the cold/flu season  
 Healthy Head of Hair  
 Check ups through the Years  
 Adult Vaccines  
 Carpal Tunnel Syndrome

#### Your Child's Health

Your Child's Health  
 Child Safety Seats  
 Immunizations

#### Nutrition

Healthy Eating Habits  
 The 10 Healthiest Foods You Can Eat  
 The 10 Worst Foods You Can Eat  
 Healthy Recipes—Monthly  
 10 Weight Management Tips  
 Pomegranate Comeback

#### Exercise

The Importance of Regular Exercise—  
 Is there such a thing as too much Exercise?  
 Benefits of Yoga

#### Eyes, Teeth, and Ears

Keeping your Eyes Healthy  
 Night Vision  
 Vision Correction Options  
 Taking Care of Teeth and Gums  
 Orthodontia in Adulthood  
 Taking care of your Ears and Hearing

#### Financial Health

Planning ahead  
 Saving for College—Section 529 plans  
 Active Retirement—what to do in the next phase of your life  
 Long Term Care Insurance—is it worth it?

#### Work/Life Issues

Dealing with Aging Parents

#### Managing your Health Benefits

What is a Health Savings Account?  
 Medicare Basics  
 Health Care Reform Resources—how do I keep up?

#### Alternative Medicine

Alternative Medicine as an Alternative  
 Natural Healing

## Section 3: Consulting Services

### *Human Resources Consulting: Strategic HR Membership*

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- Consultation with Human Resources & Safety Experts
- Human Resources Seminars & Webinars
- Legal Updates & Best Practices
- On-Line Access to HR Forms, Guidelines, Policies & Checklists
- Compensation Data
- Toll-free Management Support
- Discounts on More Extensive Services
  - Employee Handbook
  - HR Audit
  - HIPAA Audit
  - Harassment Prevention Training
  - Affirmative Action Planning
  - Unemployment Claims Management
  - Safety & Loss Control



**Human Resources  
Consulting**

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## Medical – Self-funded with Blue Cross network & Express Scripts

- **Review marketplace for alternatives to current program**
  - Evaluate pooled purchasing options
  - Evaluate provider networks to ensure deepest savings
  - Evaluate cost savings with carrier consolidation
  - Evaluate TPA alternatives
- **Consider offering Innovative Products**
  - Alternative Networks
  - High/Low PPO options

**Benefit Strategies  
& Recommendations**

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## Medical – Self-funded with Blue Cross network & Express Scripts

- **Health Care Reform**

- Alliant will provide analysis of pay (a penalty if coverage is not offered) or play (offer coverage) options, new market developments, including the California health insurance exchange, eligibility of District employees and retirees for premium subsidies or cost sharing, vouchers and other health care reform compliance requirements
- Alliant will work closely with the District to educate management and labor about emerging alternatives and the possible impact on District practices, policies and MOU's
- Alliant will make recommendations for action and provide practical, actionable advice

**Benefit Strategies  
& Recommendations**

### **Dental – Delta Dental through SISC**

- **Review dental plan reporting to evaluate in-network utilization and opportunities to communicate employee and employer cost savings**
- **Evaluate plan design to ensure appropriate incentives to Delta Dental participating dentists**

### **Vision – VSP**

- **Review marketplace for alternatives to current program**
- **Consider program with alternative network for employees**

**Benefit Strategies  
& Recommendations**

**Life Insurance – MetLife**

**Disability Insurance - ?**

- Consolidate carriers to provide cost savings and administrative efficiencies
- 10-35% lower costs with matching benefits
  - Improved contract provisions that are meaningful to employees
  - Lower voluntary rates for employees
  - Higher Guarantee Issue amounts

**Benefit Strategies  
& Recommendations**

## Section 4: Benefit Strategies/Future Opportunities

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### Employee Assistance Program

- Review marketplace for cost saving alternatives with enhanced benefits and services
- Consider program with larger network for employees
- Consider pooled purchasing options

**Benefit Strategies  
& Recommendations**



## Section 5: Why Partner with Alliant?

### *Service Guarantee*

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Alliant is confident that we will be able to exceed your service expectations and provide the best in class consulting. To illustrate this commitment, Alliant is willing to place 25% of our consulting fee at risk. Listed below are the categories of the Service Guarantee:

- Execution of Scope of Work (50%) – Client satisfaction with deliverables in the Scope of Work.
- Service and Support (50%) - Service and Support of Client with decision making tools, attendance at meetings, and assistance for any implementation of new benefits/products and transition of carriers.



At any time, ***Pajaro Valley USD*** can invoke the terms of the guarantee. All categories are based solely on client satisfaction level.

## Section 5: Why Partner with Alliant?

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**We believe that we are the most qualified firm to help *Pajaro Valley USD* achieve established goals and objectives, and we are confident that we will meet and exceed your expectations!**

- Public Sector Expertise - We know and understand Schools and Public Agencies
- Proven Track Record - Superior Results for Schools and Other Public Agencies
- Proprietary Joint Purchasing Program Options = Market Leverage and Cost Savings
- Best-in-Class Consulting in Joint Labor / Management Environment
- Dedicated & Responsive Account Service Team
- Experienced Underwriting, Actuarial and Consulting Team
- Benchmarking Data specific to School Districts, Colleges, Counties, Cities & Public Agencies
- Ongoing Legislative Updates & Compliance Support
- Customized Communication Campaign & Services

PAJARO VALLEY UNIFIED SCHOOL DISTRICT



*Board Agenda Backup*

Item No: 12.2

<b>Date:</b>	October 26, 2011
<b>Item:</b>	<b>Update Board Policy #6164.4, Identification and Evaluation of Individuals for Special Education</b>
<b>Overview:</b>	<p>PVUSD has retained the services of California School Boards Association (CSBA) in an effort to maintain our Board Policies up to date. The policy presented for approval has been reviewed and approved by staff. The following is a brief description of the change.</p> <p><b>BP 6164.4 - Identification and Evaluation of Individuals for Special Education</b> (BP revised)</p> <p><b>MANDATED</b> policy revised to include notification to parents/guardians regarding their right to consent to the assessment of their child for purposes of determining the child's eligibility for special education or related services.</p>
<b>Recommendation:</b>	Review and approve revised Board Policy #6164.4.

Prepared By: Dorma Baker, Superintendent

Superintendent's Signature: Dorma Baker

**IDENTIFICATION AND EVALUATION OF INDIVIDUALS FOR SPECIAL EDUCATION**

The Governing Board recognizes the need to actively seek out and evaluate district residents from birth to age 21 who have disabilities in order to provide them with appropriate educational opportunities in accordance with state and federal law.

*(cf. 0430 - Comprehensive Local Plan for Special Education)*

*(cf. 6164.41 - Children with Disabilities Enrolled by Their Parents in Private School)*

*(cf. 6164.6 - Identification and Education Under Section 504)*

The Superintendent or designee shall establish a comprehensive system that includes procedures for the identification, screening, referral, and regular and triennial assessment of individuals eligible for special education, as well as procedures for the planning, implementation, and review of the education and related services provided to such individuals. (Education Code 56301)

The district's identification procedures shall include methods for utilizing referrals from parents/guardians, teachers, appropriate professionals, and others, and shall be coordinated with school site procedures for referral of students whose needs cannot be met with modifications to the regular instructional program. (Education Code 56302)

The Superintendent or designee shall notify parents/guardians, in writing, of their rights related to identification, referral, assessment, instructional planning, implementation, and review, including the right to consent to any assessment concerning their child. In addition, the Superintendent or designee shall notify parents/guardians of procedures for initiating a referral for assessment to identify individuals who need special education services. (Education Code 56301)

*(cf. 1312.3 - Uniform Complaint Procedures)*

*(cf. 3541.2 - Transportation for Students with Disabilities)*

*(cf. 4112.23 - Special Education Staff)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

*(cf. 5145.6 - Parental Notifications)*

*(cf. 6159 - Individualized Education Program)*

*(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)*

*(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)*

*(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)*

*(cf. 6162.51 - Standardized Testing and Reporting Program)*

*(cf. 6162.52 - High School Exit Examination)*

*Legal Reference: (see next page)*

## IDENTIFICATION AND EVALUATION OF INDIVIDUALS FOR SPECIAL EDUCATION (continued)

### *Legal Reference:*

#### EDUCATION CODE

44265.5 *Professional preparation for teachers of impaired students*

56000-56885 *Special education programs, especially:*

56195.8 *Adoption of policies*

56300-56304 *Identification of individuals with disabilities*

56320-56331 *Assessment*

56333-56338 *Eligibility criteria for specific learning disabilities*

56340-56347 *Instructional planning and individualized education program*

56381 *Reassessment of students*

56425-56432 *Early education for individuals with disabilities*

56441.11 *Eligibility criteria, children ages 3-5*

56445 *Transition to grade school; reassessment*

56500-56509 *Procedural safeguards*

#### GOVERNMENT CODE

95000-95029.5 *California Early Intervention Services Act*

#### CODE OF REGULATIONS, TITLE 5

3021-3029 *Identification, referral and assessment*

3030-3031 *Eligibility criteria*

#### UNITED STATES CODE, TITLE 20

1232g *Family Educational Rights and Privacy Act of 1974*

1412 *State eligibility*

1415 *Procedural safeguards*

#### CODE OF FEDERAL REGULATIONS, TITLE 34

104.35 *Evaluation and placement*

104.36 *Procedural safeguards*

300.1-300.818 *Individuals with Disabilities Education Act, especially:*

300.301-300.306 *Evaluations and reevaluations*

#### COURT DECISIONS

*Hood v. Encinitas Union School District, (2007) 486 F.3d 1099*

### *Management Resources:*

#### FEDERAL REGISTER

*Rules and Regulations, August 14, 2006, Vol. 71, Number 156, pages 46539-46845*

#### WEB SITES

*California Department of Education, Special Education: <http://www.cde.ca.gov/sp/se>*

*U.S. Department of Education, Office of Special Education Programs:*

*<http://www.ed.gov/about/offices/list/osers/osep>*