

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.



November 18, 2015 REGULAR BOARD MEETING

CLOSED SESSION – 5:30 p.m. – 6:30 p.m.
PUBLIC SESSION – 6:30 p.m.

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

Note earlier
start times!

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

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

Notice to the Audience on Public Comment

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

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

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

Las Solicitudes de Traducción:

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

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

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

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

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

Note earlier
start time!

2.0 CLOSED SESSION (AND AFTER REGULAR SESSION IF NECESSARY)

- 2.1 Public Employee Appointment/Employment, Government Code Section 54957
 - a. Certificated Employees (see Attached)
 - b. Classified Employees (see attached)
- 2.2 Public Employee Discipline/Dismissal/Release/Leaves
- 2.3 Negotiations Update
 - a. CSEA
 - b. PVFT
 - c. Unrepresented Units: Management and Confidential
 - d. Substitutes – Communication Workers of America (CWA)
- 2.4 Claims for Damages
- 2.5 Existing Litigation
- 2.6 Pending Litigation
- 2.7 Anticipated Litigation
- 2.8 Real Property Negotiations
- 2.9 5 Expulsions

Note earlier
start time!

3.0 OPENING CEREMONY – MEETING OF THE BOARD IN PUBLIC – 6:30 P.M.

- 3.1 Pledge of Allegiance
- 3.2 Welcome by Board President
Trustees Kim De Serpa, Leslie DeRose, Maria Orozco, Karen Osmundson, Lupe Rivas, Willie Yahiro and President Jeff Ursino.
- 3.3 Superintendent Comments
- *Bobby Salazar, Aptos Chamber Community Hero Award*
- 3.4 Governing Board Comments/Reports Standing Committee Meetings (*1 minute per trustee*)
- 3.5 Student Recognition
 - *Camila Cardenas – Cesar Chavez Middle School*
 - *Omar Casillas - Pajaro Middle School*
 - *Desiree Garcia – EA Hall Middle School*
 - *Enrique Arana - New School*
- 3.6 Jacob Young Financial Services: Employee of the Month Award
October & November 2015
 - *Vue Vang, Teacher of the Month, MacQuiddy Elementary School, October*
 - *Christy Rodriguez, Classified Employee of the Month, Instructional Assistant, MacQuiddy Elementary School, October*
 - *Joe Martinez, Lead Custodian II, District Office, Classified Employee of the Month, November*

4.0 APPROVAL OF THE AGENDA

5.0 APPROVAL OF MINUTES

- *Minutes for October 14, 2015*
- *Minutes for October 28, 2015*

6.0 HIGH SCHOOL STUDENTS BOARD REPRESENTATIVES REPORT **5 min. per school**

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 22 – November 11, 2015
The PO's will be available in the Superintendent's Office.

9.2 Warrants October 22 – November 11, 2015
The warrants will be available in the Superintendent's Office.

9.3 Approve Classroom Re-Keying to New Safety Locks Project for All Secondary Schools – Phase Two.

9.4 Approve Award of Contract for Copier Equipment and Service JL101415-001.

The administration recommends approval of the Consent Agenda.

10.0 DEFERRED CONSENT ITEMS

11.0 REPORT ITEMS

11.1 Report and discussion on Santa Cruz County Office of Education's Annual Williams Settlement Report.

Report by Adam Wade, COE, Coordinator of Curriculum and Instruction.

5 min. report; 5 min. discussion

11.2 Report and discussion on Mathematics Instructional Materials and Practices Update.

Report by Susan Perez Assistant Superintendent, and Mariya Clark, Mathematics Coordinator.

20 min. pres; 15 min. discussion.

11.3 Report and discussion on Pajaro Valley Prevention and Student Assistance, California Healthy Kids Survey and Services Report.

Report by Erica Padilla Chavez, PVPSA

15 min. pres; 10 min. discussion.

11.4 Report and discussion on Student Home Internet Connection.

Report by Tim Landeck, Director of Technology

10 min. pres; 15 min. discussion.

12.0 ACTION ITEMS

12.1 Report, discussion and possible action on Resolution #15-16-10, Acknowledging Week of School Psychologist, November 9 – 13, 2015.

Report by Dorma Baker, Superintendent

2 min. pres; 2 min. discussion.

13.0 ACTION ON CLOSED SESSION**14.0 UPCOMING BOARD MEETINGS/REMAINING BOARD MEETINGS FOR 2015**

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

| | | Comment |
|----------|-----|--|
| December | ▪ 9 | <ul style="list-style-type: none">▪ Annual Organization Mtg.▪ Approve 1st Interim Report |

15.0 ADJOURNMENT

PAJARO VALLEY UNIFIED SCHOOL DISTRICT
CLOSED SESSION AGENDA
November 18, 2015

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

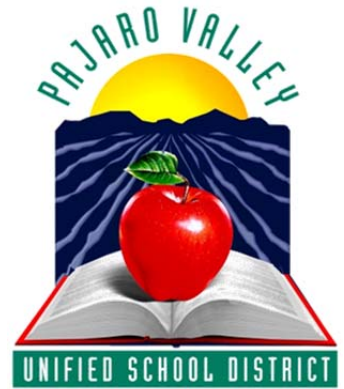
| | |
|------------------------------------|---|
| New Hires – Probationary | |
| 2 | Administrative Secretary III |
| 1 | Behavior Tech |
| 1 | Business Information System Analyst |
| 1 | Cafeteria Assistant |
| 2 | Instructional Assistant – Moderate/Severe |
| 1 | Registration Specialist I |
| 1 | Student Services Specialist |
| New Hires | |
| 2 | Counselor |
| 6 | Teacher |
| Rehires | |
| | None |
| Promotions | |
| | None |
| New Substitutes | |
| 6 | |
| Administrative Appointments | |
| | None |
| Transfers | |
| | None |
| Other | |
| | None |
| Extra Pay Assignments | |
| | None |
| Extra Period Assignments | |
| | None |
| Leaves of Absence | |
| 5 | Teacher |
| Miscellaneous Action | |
| | None |

| | |
|--|----------------------------------|
| Retirements | |
| | None |
| Resignations/Terminations | |
| | None |
| Supplemental Service Agreements | |
| 44 | Teacher |
| Separations From Service | |
| 1 | Cafeteria Assistant |
| 2 | Office Manager – Adult Education |
| 1 | Teacher |
| Limited Term – Projects | |
| 1 | Cafeteria Assistant |
| 1 | Office Assistant II |
| 1 | Office Manager |
| 1 | Testing Specialist I |
| 1 | Translator |
| Exempt | |
| 11 | Childcare |
| 18 | Pupil |
| 9 | Student Helper |
| 2 | Yard Duty |
| Provisional | |
| | None |
| Limited Term - Substitute | |
| | None |

**October 14, 2015
REGULAR BOARD MEETING
UNADOPTED MINUTES**

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

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



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

1.1 Call to Order

President Ursino called the meeting of the Board to order in public at 6:00 PM at 292 Green Valley Road, Watsonville, CA.

1.2 Public comments on closed session agenda.

None.

2.0 CLOSED SESSION (AND AFTER REGULAR SESSION IF NECESSARY)

2.1 Public Employee Appointment/Employment, Government Code Section 54957

a. Certificated Employees

b. Classified Employees

| New Hires – Probationary | |
|------------------------------------|--------------------------------------|
| 1 | Custodian II |
| 1 | Instructional Assistant – General Ed |
| 1 | Site Computer Support Technician |
| New Hires | |
| 3 | Teacher |
| 1 | Counselor |
| Rehires | |
| | None |
| Promotions | |
| | None |
| New Substitutes | |
| 26 | |
| Administrative Appointments | |
| 1 | Academic Coordinator |
| Transfers | |
| | None |
| Other | |
| 3 | Academic Coordinator |

| | |
|--|---|
| 1 | Administrative Coach |
| 1 | Assistant Principal |
| 1 | Assistant Superintendent |
| Extra Pay Assignments | |
| | None |
| Extra Period Assignments | |
| | None |
| Leaves of Absence | |
| 1 | Counselor |
| 7 | Teacher |
| 1 | Bus Driver |
| 1 | Cafeteria Assistant |
| 1 | Coordinator MHS Family Services |
| 1 | Health Care Assistant |
| 2 | Instructional Assistant – Mild/Moderate |
| 1 | Instructional Assistant – Moderate/Severe |
| 1 | Language Support Liaison I |
| 1 | Office Manager |
| 1 | Transportation Dispatcher |
| Miscellaneous Action | |
| 1 | Instructional Assistant – Moderate/Severe |
| Retirements | |
| | None |
| Resignations/Terminations | |
| | None |
| Supplemental Service Agreements | |
| 1 | Assistant Coordinator |
| 325 | Teacher |
| Separations From Service | |
| 4 | <i>Teacher</i> |
| 1 | Site Coordinator |
| 1 | Bus Driver |
| 1 | Campus Safety & Security Officer |
| 2 | Maintenance Specialist |
| 1 | Office Manager |
| 1 | Planning Assistant |

| | |
|----------------------------------|---|
| 1 | Senior Buyer |
| 1 | Accounting Technician |
| Limited Term – Projects | |
| 1 | Administrative Secretary I |
| 1 | Administrative Assistant, Confidential |
| 1 | Attendance Specialist |
| 1 | HR Analyst |
| 2 | Instructional Assistant – Child Development |
| 188 | Instructional Assistant – General Ed |
| 1 | Lead Custodian II |
| 1 | Lead Custodian III |
| 2 | Office Assistant II |
| 1 | Office Assistant III |
| 1 | Workers’ Comp Analyst |
| Exempt | |
| 9 | Childcare |
| 1 | Crossing Guard |
| 8 | Student Helper |
| 10 | Yard Duty |
| Provisional | |
| 1 | Attendance Specialist |
| Limited Term - Substitute | |
| 1 | Attendance Specialist |
| 1 | Cafeteria Assistant |
| 1 | Campus Safety & Security Officer |
| 1 | Community Services Liaison I |
| 2 | Custodian I |
| 1 | Instructional Support Clerk |
| 1 | Lead Custodian I |

2.2 Public Employee Discipline/Dismissal/Release/Leaves

2.3 Negotiations Update

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

2.4 Claims for Damages

- 2.5 Existing Litigation**
- Settlement: 1 Certificated Employee
- 2.6 Pending Litigation**
- 2.7 Anticipated Litigation**
- 2.8 Real Property Negotiations**
- 2.9 3 Expulsions**

Trustee Osmundson arrived at 6:40 PM.

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

President Ursino called the meeting of the Board in public to order at 7:05 PM.

3.1 Pledge of Allegiance

Trustees and the public participated in the Pledge of Allegiance.

3.2 Welcome by Board President

Trustees Leslie DeRose, Maria Orozco, Lupe Rivas, Willie Yahiro and President Jeff Ursino were present. Trustee Kim De Serpa was absent; Trustee Karen Osmundson arrived at 6:40 PM.

3.3 Superintendent Comments

Ian MacGregor, Assistant Superintendent of HR, reported that there are discussions on class size at Aptos High, Radcliff, Mar Vista, Cesar Chavez and Amesti. Between staff, principals and union members, solutions are being provided on this matter, always keeping what's best for students in mind.

3.4 Governing Board Comments/Reports Standing Committee Meetings

Trustee Yahiro advocated for additional athletic coaches at middle schools.

Trustee Orozco attended the Youth Violence conference and was pleased with the participation from parents and students. She also attended the Migrant Head Start meeting.

Trustee DeRose noted that the Board's study session on Goals was very productive. She attended the ELAC meeting at EA Hall. She reported on Pre-SAT testing for all 10th and 11th graders as well as other activities for 12th graders while testing took place.

Trustee Rivas welcomed all to the meeting. She attended the Watsonville High School's game at Levi's stadium as well as the Aptos High presentation on "The Mask You Live In". The Goals meeting was very good. She mentioned that Healthy Start is a great organization.

Trustee Osmundson reported she'd missed the Goals meeting due to her sister's visit. She attended Ohlone and Pajaro Middle School's open house.

3.5 Student Recognition

Staff, administration, family and friends honored the following students of the year and recognized their achievements:

- Isaac Anibal Menjivar- Freedom Elementary School**
- Manuel Melgoza-Castillo - Renaissance High School**

4.0 APPROVAL OF THE AGENDA

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

5.0 APPROVAL OF MINUTES

- Minutes for September 9, 2015

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

6.0 HIGH SCHOOL STUDENTS BOARD REPRESENTATIVES REPORT

Elias Napa and Casie Smith of Aptos High School and Jasmine Padilla and Maddie Ramirez of Pajaro Valley High School gave an update on events, activities and sports at their campus.

Board President closed regular meeting and opened public hearing.

7.0 PUBLIC HEARING: CWA (COMMUNICATIONS WORKERS OF AMERICA) SUNSHINE PROPOSAL FOR COLLECTIVE BARGAINING AGREEMENT (CBA) FOR SUBSTITUTE TEACHERS WITH PVUSD.

7.1 Report on Proposal.

Report by Ian MacGregor, Assistant Superintendent, Human Resources

Ian MacGregor reported that the District received the initial Sunshine proposal from CWA representing substitute teachers for negotiations. The district will be discussing and negotiating on the items identified in this sunshine.

7.2 Public Comment

Bill Beecher, community member, pleased to know what CWA will be bargaining. This gives the board the opportunity to discuss what is being proposed for negotiations and provide their own input on those items.

7.3 Board Comments/Questions

Board participated with comments and questions, pleased to have the district have this conversation with the Substitute union, including compensation to become more competitive with other districts.

Board President closed public hearing and resumed regular meetings.

8.0 VISITOR NON-AGENDA ITEMS

Esther Morillo, PVUSD employee, commented on what Diamond Technology Institute offers and gave all board members a gift bag.

Bill Beecher, community member, good meeting on Goals and would recommend doing this type of meeting on other important items, such as LCAP, negotiations options, and budget.

Kate Hitt, bus driver, commented on the need for additional bus drivers, trainers and instructors. She does not recommend private drivers as an answer to the problem.

Christine Matheny, community member, spoke about the success of decoding dyslexia program, increasing awareness and the law as of October 2015. She passed out awareness wrist bands to board members.

Jack Carroll, PVFT, commented that lack of substitutes impacts students significantly. District should have a rotation list for when no substitutes are available with District Office certificated personnel. He recommends caution when scheduling professional development.

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

Jack Carroll, PVFT, commented on PVFT's efforts and work with the business office to avoid the penalty in benefits, on tutoring programs to help students especially in mathematics, setting aside

funds for AP classes so that every student has access to those classes. He suggested a job description for floating assignments. He noted that a special ed committee should be formed to take a look at the program's encroachment. He announced that negotiations will begin to take place, discussing class size and wages.

Esther Morillo, CSEA, commented on upcoming negotiations next week, on the classification study's expected completion date of December, on shortage of bus drivers, on lack of custodial staff and substitutes – sometimes asking classified staff to fill in. She noted that transferring to Digital Schools has been challenging.

10.0 CONSENT AGENDA

Trustee Orozco moved to approve the consent agenda, deferring items 10.3, 10.5 and 10.7. Trustee DeRose seconded the motion. The motion passed 6/0/1 (De Serpa absent).

10.1 Purchase Orders September 3 - October 7, 2015

10.2 Warrants September 3 - October 7, 2015

10.3 Approve Williams Quarterly Report for July, August, September 2015. Number or Complaints: Zero.

10.4 Approve Award of Contract for Office/Classroom Supplies, RFP # 002-08-15.

10.5 Approve Agreement of the Participating School Districts in Santa Cruz County Regarding Interdistrict Attendance Agreements.

10.6 Approve Migrant and Seasonal Head Start Budget Revision – Increase Services to Families by Nine (9) Days

10.7 Approve Migrant and Seasonal Head Start 2014-15 Program Information Report (PIR).

10.8 Approve Award of Proposition 39 Exterior Lighting Energy Efficiency Project for Elementary and Secondary Schools.

10.9 Approve Watsonville High School Notice of Completion – Solar Project #8509.

11.0 DEFERRED CONSENT ITEMS

10.3 Approve Williams Quarterly Report for July, August, September 2015. Number or Complaints: Zero.

Public comment:

Bill Beecher, community member, stated that there may have been an oversight on the report as he submitted a complaint in April but it has not shown up in any of these reports; he suggested that whether the complaint qualifies as a Williams complaint or not, it should be noted on the report as an acknowledgement.

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

10.5 Approve Agreement of the Participating School Districts in Santa Cruz County Regarding Interdistrict Attendance Agreements.

After clarification that this item is current practice and that all districts participate, trustee DeRose moved to approve this item. Trustee Orozco seconded the motion. The motion passed 6/0/1 (DeSerpa absent).

10.7 Approve Migrant and Seasonal Head Start 2014-15 Program Information Report (PIR).

After clarification that all employees hired in this program follow the same fingerprinting protocol, trustee Orozco moved to approve this item. Trustee Rivas seconded the motion. The motion passed 6/0/1 (DeSerpa absent).

12.0 REPORT ITEMS

12.1 Report and discussion on Summits, Best Practices: HA Hyde School .

Report by Lisa Aguerria, Assistant Superintendent, and Michael Berman, Principal.

Lisa Aguerria began by addressing the summits; each principal was asked to present on LCAP Goal #1, increase number of students proficient in SBAC testing and who are college and career ready, and on Goal #7, increase number of English Learners who demonstrate growth after one year. Principals presented on the programs and systems that have worked to meet those specific goals.

Mr. Berman reported on parent involvement opportunities at HA Hyde. Grade-level specific parent informational meetings take place and provide information as to what to expect for their student and how to best support them at home. We encourage reading and constant interaction with their student as they go through their day, asking them why, encouraging the importance of perseverance, healthy choices in all they do, adequate sleep, and overall getting involved. Bullying is also discussed and taking a stand to ensure students feel safe. Technology is used to help students increase their reading and math levels through effective program access anytime through a variety of devices. A pathway to biliteracy program started last year to highlight its importance. Family Literacy Project also has some programs to support parent involvement, including Strong Families, which meets Thursdays. Parents are taught about computers through the PACT program – Parents Accessing Computers and Program and through the Latino Parent Literacy Project.

The board participated with comments and questions.

13.0 ACTION ITEMS

13.1 Action to Approve CWA (Communication Workers of America) Sunshine Proposal for Collective Bargaining Agreement (CBA) with PVUSD.

Report given under Item #7.0, Public Hearing.

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

13.2 Report, discussion and possible action to Approve Job Description – Business Information Systems Analyst.

Report by Pam Shanks, Director, Classified Human Resources

Pam Shanks noted that this is a new position and is tied to the development of the new system, Digital School. It is a crucial position to support a district of this size during the transition to the new system.

Melody Canady, CBO, commented that a person has been temporarily fulfilling these functions and it has been funded the past two years but as a temporary project. The position reports to the CBO.

Board participated with comments and questions.

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

13.3 Report, discussion and possible action to Approve Resolution #15-16-07, Acknowledging October 11 – 17, 2015 as Week of the School Administrator. Report by Dorma Baker, Superintendent.

Trustee DeRose moved to approve this item, noting that leadership also makes this district great. Trustee Orozco seconded the motion. The motion passed 6/0/1 (De Serpa absent).

14.0 ACTION ON CLOSED SESSION

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

Trustee Orozco moved to approve the certificated employees report with the following addition: 1 Teacher under Separations. Trustee DeRose seconded the motion. The motion passed 6/0/1 (De Serpa absent).

b. Classified Employees

Trustee Orozco moved to approve the classified employee report with the following addition: 1 Senior Buyer and 1 Accounting Technician under Separations from Service. Trustee DeRose seconded the motion. The motion passed 6/0/1 (De Serpa absent).

2.9 3 Expulsions

Action on Expulsions:

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

15-16-03

Trustee Orozco seconded the motion. The motion passed 6/0/1 (De Serpa absent).

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

15-16-04

Trustee Orozco seconded the motion. The motion passed 6/0/1 (De Serpa absent).

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

15-16-05

Trustee Orozco seconded the motion. The motion passed 6/0/1 (De Serpa absent).

15.0 UPCOMING BOARD MEETINGS/REMAINING BOARD MEETINGS FOR 2015

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

| | | Comment |
|----------|------|--|
| October | ▪ 28 | |
| November | ▪ 18 | ▪ |
| December | ▪ 9 | ▪ Annual Organization Mtg. ▪ Approve 1 st Interim Report |

16.0 ADJOURNMENT

There being no further business to discuss the meeting of the Board was adjourned at 8:45 PM.

Dorma Baker, Superintendent

**October 28, 2015
REGULAR BOARD MEETING**

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

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



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

1.1 Call to Order

President Ursino called the meeting of the Board in order in public at 6:00 PM at 292 Green Valley Road, Watsonville, CA.

1.2 Public comments on closed session agenda.

None.

2.0 CLOSED SESSION (AND AFTER REGULAR SESSION IF NECESSARY)

2.1 Public Employee Appointment/Employment, Government Code Section 54957

a. Certificated Employees

b. Classified Employees

| New Hires – Probationary | |
|------------------------------------|---------------------------------------|
| 1 | Cafeteria Assistant |
| 1 | Office Assistant II |
| 1 | Parent Education Specialist |
| New Hires | |
| 1 | Counselor |
| 14 | Teacher |
| Rehires | |
| | None |
| Promotions | |
| 1 | Accounting Operations Manager |
| 1 | Attendance Specialist |
| New Substitutes | |
| 6 | |
| Administrative Appointments | |
| 1 | Assistant Principal/Extended Learning |
| Transfers | |
| 1 | Coordinator |
| | |

| | |
|--|---|
| Other | |
| 1 | Academic Coordinator |
| 1 | Assistant Principal |
| Extra Pay Assignments | |
| 1 | Coach |
| Extra Period Assignments | |
| | None |
| Leaves of Absence | |
| 1 | Cafeteria Assistant |
| 1 | Office Assistant III |
| 2 | Office Manager |
| 1 | Counselor |
| 2 | <i>Teacher</i> |
| Miscellaneous Action | |
| 2 | Custodian II |
| 1 | Occupational Therapist |
| 1 | Office Manager – Adult Education |
| 1 | Student Services Specialist |
| Retirements | |
| | None |
| Resignations/Terminations | |
| | None |
| Supplemental Service Agreements | |
| 32 | Teacher |
| Separations From Service | |
| 1 | Bus Driver |
| 2 | Custodian II |
| 2 | Director |
| 1 | Teacher |
| Limited Term – Projects | |
| 2 | Administrative Secretary II |
| 4 | Campus Safety & Security Officer |
| 2 | Custodian I |
| 3 | Custodian II |
| 1 | Instructional Assistant – Child Development |
| 2 | Instructional Assistant – General Education |

| | |
|----------------------------------|---|
| 1 | Instructional Assistant – Moderate/Severe |
| 1 | Instructional Support Clerk |
| 6 | Lead Custodian I |
| 2 | Lead Custodian II |
| 1 | Testing Specialist |
| 2 | Translator |
| 11 | Instructional Assistant – General Education |
| Exempt | |
| 10 | Childcare |
| 3 | Enrichment Specialist |
| 3 | Student Helper |
| 25 | Workability |
| 2 | Yard Duty |
| Provisional | |
| | None |
| Limited Term - Substitute | |
| 1 | Custodian I |
| 1 | Executive Assistant – Confidential |
| 1 | Instructional Assistant – Child Development |
| 1 | Office Assistant III |
| 2 | Payroll Technician |
| 1 | Translator |

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

- a. Minor Cervantes vs. Pajaro Valley Unified School District

2.5 Existing Litigation

- Conference with Legal Counsel, per Government Code section 54956.9(d)(1):
Name of Case: California Sportfishing Protection Alliance v. Santa Cruz County,
Kasey Kolassa and Pajaro Valley Unified School District, Case no. 5:15-cv-00127-EJD

2.6 Pending Litigation

2.7 Anticipated Litigation

2.8 Real Property Negotiations

- **Lease Agreement for the Property at 198 Grimmer Road between Santa Cruz County and PVUSD**

2.9 3 Expulsions

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

President Ursino called the meeting of the Board in public to order at 7:15 PM

3.1 Pledge of Allegiance

Trustee DeRose led the Board in the Pledge of Allegiance.

3.2 Welcome by Board President

Trustees Kim De Serpa, Leslie DeRose, Maria Orozco, Karen Osmundson, Lupe Rivas, Willie Yahiro and President Jeff Ursino were all present.

3.3 Superintendent Comments

Dorma Baker visited the Watsonville Wetlands Watch located at the Pajaro Valley High School campus and realized the great opportunity to have built this school at that location and to have the partnership with the WWW.

3.4 Governing Board Comments/Reports Standing Committee Meetings

Trustee Osmundson was disappointed to have missed the On the Same Page event; she knows it is a great community event.

Trustee Rivas attended the On the Same Page event. She visited Lakeview to welcome the school's new principal. She also visited head start and early education programs and was impressed with what she witnessed.

Trustee Orozco attended the inter-governmental committee meeting where the item of Safe School Routes was discussed. The City has made improvements near 14 school sites to increase student safety. She volunteered for UCSC to talk to perspective students.

Trustee De Serpa attended an event at Aptos High School, in collaboration with Pacific Collegiate, that included the movie *The Mask the You Live In* - it was a powerful movie focusing on how to do a better job raising children.

Trustee Yahiro commented that when he went to school he was in band and played the triangle. It was fun.

President Ursino attended the inter-governmental meeting and it is clear that the entire community works together to ensure the needs of children are met.

3.5 Student Recognition

Staff, administration, family and friends honored the following students of the year and recognized their achievements:

- **Michelle Soriano- Alianza Charter School**

- **Jordan Gospodnetich - Aptos High School**

4.0 APPROVAL OF THE AGENDA

Trustee DeRose moved to approve the agenda, moving item 12.5 after 5.0. Trustee Orozco seconded the motion. The motion passed unanimously.

5.0 APPROVAL OF MINUTES

- Minutes for October 7, 2015, Study Session, Mission and Goals

Trustee Orozco moved to approve the minutes for the Special meeting of October 7, 2015.

Trustee DeRose seconded the motion. The motion passed 5/0/2 (De Serpa and Osmundson dissented).

12.0 ACTION ITEMS:

12.5 Report, discussion and possible action on Possible Lease Agreement for the Property at 198 Grimmer Road between County of Santa Cruz and Pajaro Valley Unified School District.

Report by Melody Canady, CBO

Devon Lincoln, attorney for Lozano Smith, presented the item noting that the district has occupied this location for over 40 years and the lease expired in 2011 and we have been in negotiations with the County since then. The lease agreement is the result and it is a 10-year lease for the site with two potential 5 year extensions, for a total of up to 20 years for this lease. The lease has a provision that the district will take responsibility for the storm water permit as of January 2016 as well as splitting the cost with the County on specific obligations for hazardous materials at the site.

Board participated with comments and questions.

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

6.0 HIGH SCHOOL STUDENTS BOARD REPRESENTATIVES REPORT

Elias Napa and Cassie Smith of Aptos High School and Stephanie Lomeli-Mendoza and Krista Arellano of Watsonville High School gave an update on events, activities and sports at their campus.

7.0 VISITOR NON-AGENDA ITEMS

Jack Carroll, PVFT, asked for an update regarding the Special Education committee that is being considered.

8.0 EMPLOYEE ORGANIZATIONS COMMENTS - PVFT, CSEA, PVAM, CWA

Francisco Rodriguez, PVFT President, commented on an issue that came up regarding recent fumigations close to Hall District and Ohlone with less than 72 hours notification, although there is a 5-day requirement. He noted that in 2015 a notice posted in the Monterey County Ag Commissioner's website indicates that the requirement is 72 hours. The union hopes that the district was notified of this change and that the sites were in turn notified. Mr. Rodriguez added that some sections of a field had plastic covers flapping in the wind, potentially releasing chemicals into the air. Both incidents were reported to the safety committee and acknowledged. Last week the Ag Commissioner posted a memorandum at is website that noted that applications around schools "are safe". There are strong reservations regarding that statement given specific chemicals being used as there may be chronic long-term exposure and some students are exposed to this environment for up to 9 years if the stay in schools in that area. Parents also need to be notified.

Leticia Oropeza, CSEA president, introduced three bus drivers who wanted to share some information. They commented that there are 6 routes that are currently unable to be filled. One bus broke down and there was no one to assist so students were late. Mechanics drive every day and all other staff try to drive and it is still not enough. No one will come to work for \$13/hour pay. A raise was requested.

9.0 CONSENT AGENDA

Trustee Rivas moved to approve deferring item 9.6. Trustee DeRose seconded the motion. The motion passed unanimously.

9.1 Purchase Orders October 8 - 21, 2015

9.2 Warrants October 8 - 21, 2015

9.3 Approve Disposal of Obsolete and/or Surplus Equipment.

9.4 Approve Migrant & Seasonal Head Start Training and Technical Assistance Plan and Budget for March 1, 2016 – February 28, 2017.

9.5 Approve Migrant & Seasonal Head Start Refunding Application Budget for March 1, 2016 – February 28, 2017 and Program Service Plan.

9.6 Approve Migrant & Season Head Start 2015 Community Assessment Update.

This item was deferred.

10.0 DEFERRED CONSENT ITEMS

9.6 Approve Migrant & Season Head Start 2015 Community Assessment Update.

Trustee Rivas noted that she was moved by the report and visited the sites to see what was happening. The needs of students continue after the centers close for the season.

Angelica Renteria, MSHS Director, noted that the program provides services to ag workers for 5 ½ months. When the program ends some parents need to stop working to care for children. The report shows the government that there are many families that require this service. What we are finding, is that some families are not moving and lose the opportunity to use the MSHS program because they are no longer migrating but still working in agriculture. All the counties are experiencing the same change in demographics with arrival of indigenous families.

Board participated with comments and questions, brainstormed possible solutions with other agencies.

Trustee Orozco moved to approve this item. Trustee Rivas seconded the motion. The motion passed unanimously.

11.0 REPORT ITEMS

11.1 Report and discussion on Best Practices: Aptos High School.

Report by Mark Brewer, Assistant Superintendent, and Casey O'Brian, Principal.

Casey O'Brien, AHS principal, shared the school's process to align LCAP with the site's plan and action steps from different perspectives. The school has many guiding documents, including LCAP, the district's mission, the school's mission, core values, Expected School-wide Learning Results (ESLRs), and goals and action steps. It is important to simplify and determine what really should be the focus. These were all reviewed and came up with a proposed new mission statement for the school: *AHS provides an appropriate education for every student to reach their highest potential in academic achievement and social responsibility in a safe and compassionate environment.* Staff and faculty did not agree with it and it is still being discussed. He reported on performance indicators that show student college and career readiness. Staff looked at all guiding documents and found a lot of commonality and alignment to LCAP. The result was a plan on one page, an overall summary, removed core values and ESLRs and created a proposed draft for school-wide goals that are well aligned with LCAP, with SMART goals, and that included performance indicators. Mr. O'Brien gave an example of one action step in the school plan: identify the action, the timeline in which it is to be addressed, the person responsible to that action, and the measures used for that particular action. In addition, he commented on how an action step looks like in the classroom.

Board participated with comments and questions.

11.2 Report and discussion on Annual Update on District's Energy Management Program and Update on Solar Project.

Report by Steve Okamura, Energy Education Manager

Steve Okamura gave a report from July 2014 to June 2015: in electricity and natural gas, the district saved \$455,677; in water, the district saved \$85,927. Although savings were lower than expected, they are still significant and result from the implementation of the program as well as changing behaviors to support the program. The solar project for Hall District has yielded an 80% savings from 2013-14 figures. Bradley's solar project is quite new but the 2014-15 year saw a savings of 59% from the 2013-14 year. Watsonville High, Rolling Hills and Aptos High are current solar projects. Once they are in place it is expected to see an annual savings of about \$344,660. The district is also using Prop 39 funds to work on outside LED lighting for all high schools, all Jr High schools and all elementary schools. In addition, the district is in planning stages with Prop 39 and funding for charter schools.

Board participated with comments and questions.

11.3 Report and discussion on Vacancy during Term of Office for Commission Members (Merit Rule 3.2).

Report by Pam Shanks, Human Resources Director, Classified

Pam Shanks reported that the Personnel Commission position has been vacant since July. At this time CSEA wishes to recommend for appointment Diane Bensberg, a former employee of the district. The candidate's resume was distributed to the board. In December there will be a public hearing and at that time the board will have the opportunity to approve that appointment. Ms. Bensberg is looking forward to serving in this capacity.

Leticia Oropeza, CSEA president, reiterated CSEA's support for this candidate.

12.0 ACTION ITEMS (CONTINUED):

12.1 Report, discussion and possible action on District Goals.

Report by Dorma Baker, Superintendent

Dorma Baker noted that Cabinet facilitated a study session to review and revise district and board goals. The outcome of the session is included in the back up materials and Cabinet feels that it reflects the conversation during the meeting. Once these goals are approved they will become the official goals. She recommended taking a second look at item #4 as it has the potential of becoming too specific.

The board participated with comments and questions and agreed on the following goals:

Goal 1: Universal Achievement – All Students Career and College Ready.

Provide relevant, engaging and common core aligned instruction to all students. Fully implement LCAP. Practice informed instruction through teacher collaboration and formative assessments.

Increase students scoring Proficient and above on the CCSS-SBAC English Language Arts and Mathematics assessments and increase percent of students who demonstrate 'readiness for college' or 'ready for college- conditional' on EAP.

Close gap between subgroups and ensure that all students have equitable access to A-G courses. Improve pathway options for Career Technical Education. Improve equal opportunity to technology access for all students. Ensure all students have access to all available resources.

Increase student access to Visual and Performing Arts in grades K – 12.

Provide student access to standards-aligned instructional materials.

Improve partnership with higher education institutions and other agencies to further support student achievement and opportunity.

Increase percent of English learners who demonstrate at least one year of progress toward English fluency as measured by the state English language development test and decrease the number of Long Term English Learners

Goal 2: Sound Operational Oversight

Ensure that facilities provide equitable, sound learning and working environments.

Maintain a balanced budget while effectively maximizing all resources to fulfill educational priorities through responsible fiscal oversight.

Improve grant procurement and management to support current educational initiatives/projects.

Goal 3: Positive and Supportive Culture

Promote a safe, supportive, and positive school environment that encourages positive behavior and increases students' sense of connectedness.

Ensure all schools provide a safe, healthy and positive school environment for all students and staff. Improve equal access to socio-emotional support for all students through continued collaboration with PVPSA as well as other service agencies.

Increase parent participation in parent education trainings, and increase parent capacity and participation in school governance and decision-making.

Goal 4: Develop Human Capital

Ensure all teachers are appropriately credentialed for their assignment. Ensure adequate staffing at all levels.

Attract, hire, develop and retain highly qualified staff throughout the district ensuring effective accountability systems for faculty, staff and administration.

Develop succession plan to prevent disruption of services.

Trustee Orozco moved to approve the goals with the changes as indicated. Trustee DeRose seconded the motion. The motion passed unanimously.

12.2 Report, discussion and possible action on Reinstatement of Board Stipend to Amount Allowable by Education Code.

Report by Dorma Baker, Superintendent

Ms. Baker noted that when the district was in budget crisis the board took action to reduce their stipend. This item will reinstate the original allowable amount of \$400 per month.

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

The board participated with comments and questions.

The motion passed 6/1/0 (De Serpa dissented).

12.3 Report, discussion and possible action on Resolution #15-16-08, Supporting National Bullying Prevention Month.

Report by Dorma Baker, Superintendent

Lisa Aguerria noted that this is National Bullying prevention month. It is very important that students are able to go to a school that is safe. Some principals submitted their anti-bullying plan and those are included in the back up material.

Dorma Baker noted the request was for an item that would start a conversation on how prevention looks at each site.

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

Board continued with discussion. Trustee Orozco requested additional data, i.e. anonymous reporting, effectiveness of program, etc., and to look at texting as a possibility for students to anonymously report incidents. Students may fear repercussions for reporting bullying. Trustee Rivas suggested that a uniform process be in place for all sites.

The motion passed unanimously.

12.4 Report, discussion and possible action to approve Resolution #15-16-09, Designating a Pajaro Valley Unified School District Representative – and Alternates - to the Santa Cruz County Adult Education Consortium.

Report by Dorma Baker, Superintendent

Superintendent Baker reported that during the Adult Ed transition, Cabrillo College and county-wide collaborators have developed a plan to submit to the state plan outlining all support systems. There has been significant discussion on this matter and now the process has moved from just conversations to meeting important deadlines, submitting a plan, and to forming a consortium. The State is not certain about funding and funding sources but they are moving forward with it as if we will continue to receive funds. The plan is the money that would have been originally given to Adult Ed will go to this consortium and then be sent back out to each site based on specific plans that are developed. At this time conversations still look at what adult ed looks like countywide. We want to look at continuing with programs that are successful but there will be many requirements that will need to be met. She congratulated the board for the continued support for Adult Education as it is a healthy, robust and critical program in the district. This action will allow the district to continue having a say on what to do with the money.

Public comment:

Jack Carroll, Adult Ed staff, noted that it is an unusual circumstance as the money that Adult Ed is entitled to would come through a voting process. PVUSD would not be able to get any funding if there were no designees to the consortium. He supports this action.

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

13.0 ACTION ON CLOSED SESSION

**2.1 Public Employee Appointment/Employment, Government Code Section 54957
a. Certificated Employees**

Trustee Orozco moved to approve the certificated report with the following additions: 1 Coordinator under Transfers; and 1 Teacher under Leaves of Absence. Trustee Osmundson seconded the motion. The motion passed unanimously.

b. Classified Employees

Trustee Orozco moved to approve the classified report as presented. Trustee Rivas seconded the motion. The motion passed unanimously.

2.5 Existing Litigation

- **Conference with Legal Counsel, per Government Code section 54956.9(d)(1):
Name of Case: California Sportfishing Protection Alliance v. Santa Cruz County,
Kasey Kolassa and Pajaro Valley Unified School District, Case no. 5:15-cv-00127-EJD**

Trustee Orozco reported the Board had unanimously approved two settlement agreements with respect to item 2.5.

2.4 Claims for Damages

a. Minor Cervantes vs. Pajaro Valley Unified School District

Trustee Orozco reported that the Board rejected the claim and asked for a letter of rejection to be sent to claimant.

2.9 3 Expulsions

Action on Expulsions:

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

15-16-006

Trustee DeRose seconded the motion. The motion passed unanimously.

Trustee Orozco left the meeting at 10:00 PM.

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

15-16-007

Trustee Rivas seconded the motion. The motion passed 6/0/1 (Orozco absent).

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

15-16-009

Trustee Rivas seconded the motion. The motion passed 6/0/1 (Orozco absent).

14.0 UPCOMING BOARD MEETINGS/REMAINING BOARD MEETINGS FOR 2015

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

| | | Comment |
|----------|------|--|
| November | ▪ 18 | ▪ |
| December | ▪ 9 | ▪ Annual Organization Mtg. ▪ Approve 1 st Interim Report |

15.0 ADJOURNMENT

There being no further business to address, the meeting of the board was adjourned at 10:01 PM.

Dorma Baker, Superintendent



Board Agenda Backup

Item No: 9.3

Date: November 18, 2015

Item: Secondary Schools - Classroom Re-Keying to new safety locks Project Phase Two

Comments: Advertisement for this project started on August 20th with both published announcements and individual invitations. November 5th the District received three sealed bids from the following contractors:

AA Safe and Lock

(2) North Zone: \$115,713.04
 (4) Central Zone: \$99,109.45
 (3) South Zone: \$218,450.44

Opening Technologies

(2) North Zone: \$161,152.00
 (4) Central Zone: \$160,370.00
 (3) South Zone: \$361,085.00

Coast Lock and Safe

(2) North Zone: \$167,152.00
 (4) Central Zone: \$ None submitted
 (3) South Zone: \$ None Submitted

Overview: District staff reviewed all 3 bid packets for this project. The apparent low bidder withdrew their bid due mathematical errors in the bid package, as well as licensing and registration errors.

Second lowest bidder, Opening Technologies was vetted and found that all paper work, licensing, and registration are in order. A conversation with them indicated that they are comfortable with their bid pricing, experienced in school re-keying projects, and capable of completing this project in good order.

The attached document shows the bid results.

Recommendation: It is recommended that the Board approve the Bid Proposal of Opening Technologies for the sum of \$682,607.00. In addition, it is recommended that the Board authorize the Director of Maintenance, Operations and Facilities to execute a construction agreement with the Contractor.

Budget Considerations:

Funding Source: Measure L Funds

Budgeted: Yes: ☒ No: ☐

Amount: \$682,607.00

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

Superintendent's Signature: Dorma Baker
 Dorma Baker

[illegible]



PAJARO VALLEY UNIFIED SCHOOL DISTRICT



Board Agenda Backup

Item No: **9.4**

Date: November 18, 2015

Item: Award of Contract for Copier Equipment and Service JL101415-001

Overview: Purchasing Services has completed a competitive process for the lease and maintenance of copiers District wide. The Request for Proposals required that bidders;

1. Provide the required documents.
2. Complete the supplier questionnaire in its entirety for evaluation.
3. Complete the Response to Pricing

The District received 5 responses of prospective vendors. This recommended contract will be available for five (5) consecutive years. Other non-profit organizations will have the opportunity to utilize the potential savings via the approved piggyback language provided. The Director of Purchasing & Safety along with the Senior Buyer carefully evaluated each proposal for accuracy and consistency of the documents which included the supplier questionnaire and pricing/service for each category of copier submitted.

A point system was used to evaluate the responses given on a proposal response form.

The totals of the evaluations are indicated on the bid recap attached.

Recommendation: The Administration recommends that the Copier Equipment & Service RFP #JL101415-001 be awarded to Monterey Business Solutions of Monterey County in accordance with all terms and conditions of the bid documents.

Budget Considerations:

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

Budgeted: Yes: ☒ No: ☐

Amount: \$ TBD

Prepared By: Rich Buse, Director of Purchasing & Safety

Chief Business Official: Melody Canady

Superintendent's Signature: Dorinda Buse

RECAP RFP No. JL102810-001 Copier Equipment And Service

Pajaro Valley Unified School District

294 Green Valley Road

Watsonville, CA 95076

RECAP

BIDDER

Monterey Bay Systems 1 (Award)

Toshiba Business Solutio 2

Xerox Corporation 3

Zoom 4

Dataflow 5

SUPPLIER QUESTIONNAIRE SUMMARY

Points were awarded based percentage of the highest score. The highest score was 40 points.

| | Zoom | TOSHIBA | Dataflow | XEROX | MBS |
|---------------|------|---------|----------|-------|-----|
| Vendor Points | 19 | 23 | 36 | 30 | 40 |

RESPONSE TO PRICING SUMMARY

Points were awarded based percentage of the lowest price. The highest score was 60 points.

| | Zoom | TOSHIBA | Dataflow | XEROX | MBS |
|------------------------------|------|---------|----------|-------|------|
| PRICING (50 Points Possible) | 50 | 49.3 | 48.6 | 47.5 | 45.8 |

AWARD SUMMARY

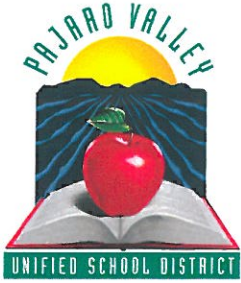
| | Zoom | TOSHIBA | Dataflow | XEROX | MBS |
|--------------|------|---------|----------|-------|------|
| Total Points | 69 | 72.3 | 84.6 | 77.5 | 85.8 |

| SUPPLIER QUESTIONNAIRE | | | | | | | | | | | |
|---|--|--|----|--|----|---|----|---|----|--|----|
| Reviewed By: JL= Janet Linney, Senior Buyer RB= Rich Buse, Director of Purchasing | | JL | RB | JL | RB | | RB | JL | RB | JL | RB |
| 1 Similar Accounts | | Zoom | | TOSHIBA | | Dataflow | | XEROX | | MBS | |
| | All vendors received good scores from references | Driscolls Monterey CO UOP Natomas USD Merced UHSD | | SLV USD City of Roseville UCB/ Lawrence Labs Contra Costa CC Mendicino County | | Hartnell Alisal USD Foster Farms MPUSD | | Naval Post Grad Monterey COE Salinas UHSD Compton CC | | CSUMB Salinas Elem USD Santa Cruz County | |
| | # of Local Schools Listed | 0 | | 1 | | 3 | | 1 | | 3 | |
| | Score 1 to 5, 5 being the highest | 1 | 2 | 3 | 3 | 5 | 5 | 3 | 3 | 4 | 5 |
| 2 Account Rep | | Zoom | | TOSHIBA | | Dataflow | | XEROX | | MBS | |
| | Office Location | Salinas | | San Jose | | Salinas | | Monterey | | Salinas | |
| | Account Rep | Brandon Berger | | Wes Montoya | | "Oly" Olegario Gome | | Dennis Leighton | | Julie Ann Lozano | |
| | Region | Salinas | | Northern CA | | Salinas | | Monterey | | Salinas | |
| | # Years with Brand | 3 months | | 3 years | | 10 years | | 13 years | | 6 years | |
| | # Years in Industry | 15 years | | 20+ years | | 26 years | | 13 years | | 6 years | |
| | Interview Notes | Fairly new vendor to the area. Was WOLCO. Toshiba Corporate bid against them. Not to familiar with SC territory. New to Toshiba copiers. | | Bid against local Rep, represents a large territory, not very familiar with local SC territory, based in San Jose. | | Very familiar with territory, including other school districts. Growing. Small local office in Salinas. | | Largest client naval Post Grad Sch, but they have their own tech. Few copiers in the SC area. Techs and Service calls are though Xerox. | | Current PVUSD vendor. Largest presence in the SC area. One service Tech Dedicated to PVUSD only. | |
| | This category worth 2x points | 2 | 2 | 3 | 3 | 4 | 5 | 4 | 4 | 5 | 4 |

| SUPPLIER QUESTIONNAIRE | | | | | | | | | | | |
|---|---|---------------------------------|----|---------------------------|----|----------------------------------|----|---------------------------------|----|-----------------------------------|----|
| Reviewed By: JL= Janet Linney, Senior Buyer RB= Rich Buse, Director of Purchasing | | JL | RB | JL | RB | | RB | JL | RB | JL | RB |
| 1 | Similar Accounts | Zoom | | TOSHIBA | | Dataflow | | XEROX | | MBS | |
| 3 | Maintenance Technicians | Zoom | | TOSHIBA | | Dataflow | | XEROX | | MBS | |
| | Maintenance Source | Zoom Techs | | Toshiba Techs | | DataFlow Techs | | Xerox Techs | | MBS Techs | |
| | Primary Tech | Todd Choomoo | | Frank Escobedo | | Scot Scorci | | Auto System | | Sergio Brava | |
| | Location | Salinas | | San Jose | | Salinas | | 800 Area Code | | PVUSD Only | |
| | # Years @ Company | 1 year | | 15 years | | 3 years | | | | 8 years | |
| | # Years in Industry | | | | | 9 years | | | | 30 years | |
| | 2nd Tech | Ronnie Dominguez | | Rich D'Amore | | Mark Knecht | | Joel Evens | | Albert Saldana | |
| | Location | Unknown | | SAN JOSE | | Salinas | | Sacramento (916) | | Watsonville | |
| | # Years @ Company | | | 15 years | | 6 years | | | | 19 years | |
| | # Years in Industry | | | 26 years | | 30 years | | | | 30 years | |
| | Number of techs & copiers local office is maintaining | 497 copiers / 4 techs 124.25/ea | | 21 copiers / 1 tech 21/ea | | 1500 copiers / 7 techs 214.29/ea | | 400 copiers / 3 techs 133.33/ea | | 3210 copiers / 19 techs 169.95/ea | |
| | Number of employees in local operation | 7 Salinas | | 190 San Ramon | | 18 Salinas | | 10 Monterey | | 40 Salinas | |
| | This category worth 2x points | 3 | 2 | 3 | 3 | 4 | 4 | 4 | 3 | 5 | 5 |
| 4 | Parts | Zoom | | TOSHIBA | | Dataflow | | XEROX | | MBS | |
| | Service call response time for down service calls | 4 hr or less | | 4 hrs | | 4 hrs or less | | 4-8 hrs | | 90 minutes | |
| | Warehoused spare parts | Hayward | | Hayward | | Salinas | | Salinas and | | Salinas | |
| | Warehoused copiers | Milpitas | | Hayward | | Salinas | | Hayward | | Salinas | |
| | Copiers from distributor | 1-3 days | | 10-15 days | | 3-5 days | | 7-10 days (installed) | | 1-2 days | |
| | Out of stock time to us | 1-2 days | | 15-30 days | | 1 day | | 5 days | | 2 days | |
| | Emergency supplies | 3 hours | | overnight | | 3 hours | | N/A | | 3 hours | |
| | Score 1 to 5, 5 being the highest | 4 | 3 | 2 | 1 | 4 | 4 | 4 | 4 | 5 | 5 |
| TOTALS | | Zoom | | TOSHIBA | | Dataflow | | XEROX | | MBS | |
| | Subtotal | 15 | 13 | 17 | 16 | 25 | 27 | 23 | 21 | 29 | 29 |
| | RB + JL | 28 | | 33 | | 52 | | 44 | | 58 | |
| % of HighestScore | | 48% | | 57% | | 90% | | 76% | | 100% | |
| VENDOR (40 Points Possible) | | 19 | | 23 | | 36 | | 30 | | 40 | |
| PRICING (60 Points Possible) | | 60 | | 59.6 | | 58.4 | | 57 | | 55 | |
| Total Points (100 Points Possible) | | 79 | | 82 | | 94 | | 87 | | 95 | |



PAJARO VALLEY UNIFIED SCHOOL DISTRICT



Board Agenda Backup

Item No: 11.1

Date: November 18, 2015

Item: Annual Williams/Valenzuela Legislation Status Report – 2015-16
Fiscal Year

Overview: California *Education Code* Section 1240 requires that the County Superintendent of Schools or appointed designee, visit schools identified in our county, review information in the areas noted below, and report to the governing board results of the visits and review. Submitted to your governing board at a regularly scheduled meeting, the first quarterly report for fiscal year 2015-16 as required by *Education Code* section 1240(c) (2)(G) pursuant to the *Williams* Settlement – which was previously sent to the Board via e-mail. This report presents the results of the visits and review at Pajaro Valley Unified School District for the period of August – October 2015.

Recommendation: Receive report

Prepared By: Adam Wade, COE, Coordinator of Curriculum and Instruction

Superintendent's Signature: Dormin B. B. B.



Board of Education
Ms. Jane Royer Barr
Mr. Jack Dilles
Ms. Sandra Nichols
Mr. Dana Sales
Mr. Abel Sanchez
Mr. Bruce Van Allen
Mr. George "Bud" Winslow

Michael C. Watkins, Superintendent • 400 Encinal Street, Santa Cruz, CA 95060 • 831-466-5600 • FAX 831-466-5607 • www.santacruz.k12.ca.us

**Santa Cruz County Superintendent of Schools
WILLIAMS SETTLEMENT LEGISLATION
ANNUAL REPORT FOR PAJARO VALLEY UNIFIED SCHOOL DISTRICT
2015-16 FISCAL YEAR**

The Williams Settlement Legislation requires the County Superintendent of Schools to annually monitor and report on schools ranked in Deciles 1-3 based upon the 2012 Base API (California Department of Education's Website - <http://www.cde.ca.gov/eo/ce/wc/wmsschools.asp>).

The Santa Cruz County Superintendent of Schools and staff at the Santa Cruz County Office of Education are responsible for:

1. Determining if students have "sufficient" standards-aligned instructional materials in four core subjects areas (English language arts, mathematics, history/social science and science), including science laboratory equipment in grades 9-12, and, as appropriate, in foreign languages, and health;
2. Determining if there is any facility condition that "poses an emergency or urgent threat to the health or safety of pupils or staff";
3. Determining if the school has provided accurate data on the annual School Accountability Report Card (SARC) related to the sufficiency of instructional materials and the safety, cleanliness, and adequacy of school facilities;
4. Ensuring that a Uniform Complaint Process (UCP) policy is in use and UCP notices are posted in all classrooms and in administrative offices; and
5. Determining if there are any Teacher Mis-Assignments or Teacher Vacancies at these schools.

This report presents the results of our visits and review at Pajaro Unified School District for the period of August - October 2015. The following schools were visited, and a complete Site Summary Report and Facilities Inspection Tool for each school has been included with this Annual Report for submission to District and COE Board Members and Superintendents.

| School | Principal | Facilities Rating | Facilities Percentage | Instr. Materials Insufficiencies |
|--------------------------|--------------------|------------------------------|----------------------------------|---|
| Amesti Elementary | Erin Haley | Good | 92.81% | None |
| Ann Soldo Elementary | Elaine Parker | Good | 92.13% | None |
| Calabasas Elementary | Todd Westfall | Good | 94.75% | None |
| Cesar E. Chavez Middle | Benjamin Benavidez | Good | 94.00% | None |
| E. A. Hall Middle | Adelina Cervero | Good | 91.69% | None |
| Freedom Elementary | Gloria Puga | Good | 97.50% | None |
| H. A. Hyde Elementary | Michael Berman | Good | 96.81% | None |
| Hall District Elementary | Claudia Monasterio | Good | 91.75% | None |
| Lakeview Middle | Rosa Hernandez | Good | 98.50% | None |
| Landmark Elementary | Roberto Torres | Good | 97.06% | None |
| MacQuiddy Elementary | Tom Hiltz | Good | 98.13% | None |
| Mintie White Elementary | Vicki Hallof | Good | 93.71% | None |
| Ohlone Elementary | Brett Knupfer | Exemplary | 99.38% | None |

| | | | | |
|----------------------|-------------------|------|--------|------|
| Pajaro Middle | Victoria Sorensen | Good | 94.88% | None |
| Pajaro Valley High | Alison Niizawa | Good | 96.19% | None |
| Radcliff Elementary | Ulli Kummerow | Good | 93.75% | None |
| Rolling Hills Middle | Rick Ito | Good | 93.81% | None |
| Starlight Elementary | Mark Donnelly | Good | 97.00% | None |
| Watsonville HS | Elaine Legorreta | Good | 96.94% | None |

Our findings for each area are as follows:

Instructional Materials

The team found that all students had access to sufficient instructional materials, including textbooks, in the core subject areas (Including science laboratory materials at the secondary schools). All nineteen schools reviewed for instructional materials/ textbook sufficiency fully complied with the *Williams* settlement.

Facility Inspections

Utilizing the Facilities Inspection Tool (FIT), as developed by the Office of Public Schools Construction to determine if a school facility is in “good repair” as defined by Education Code (EC) Section 17002(d)(1) and to rate the facility pursuant to EC Section 17002(d)(2), a school facilities inspection was completed at each school site. Our visiting team reviewed the previous year’s FIT reports, annual FIT reports submitted by the district, and inspected restrooms, common areas, kitchen/multi-purpose facilities, and 25% of the school classrooms. 18 schools were determined to be in “Good Repair,” and 1 school received an “Exemplary” rating. No schools pose an emergency or urgent threat to the health or safety of pupils or staff.

School Accountability Report Cards (SARC)

The Williams Settlement included language regarding the accuracy of data reported in the School Accountability Report Card (SARC). The 2013-14 SARCs for each school are available on the Pajaro Valley Unified School District (PVUSD) Website. In reviewing the 2013-2014 reports, all nineteen schools’ SARCs accurately reflect the findings by the *Williams* committee members.

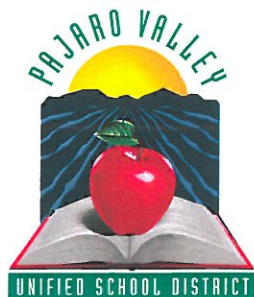
Teacher Assignments/Misassignments

During our visit, the 2015-2016 Master Schedule or Teacher Assignment Listing was collected and has been submitted to the Santa Cruz County Office of Education Human Resources Department for their annual review. The Human Resources department in PVUSD has worked collaboratively with the Santa Cruz County Office of Education to ensure that teachers are appropriately credentialed and placed in the correct teaching assignments. In 2014-15 there were 8 mis-assignments at the start of the school year, all but one mis-assignment were corrected within 30 calendar days. There were also 13 teacher vacancies reported at the start of the school year, but these were all filled in 2014-15.

Uniform Complaint Process

All classrooms must have the Uniform Complaint Process Classroom Notice posted. The team found that of the 25% of classrooms visited at each site, all had current notices posted in both Spanish and English. Notices were also posted in the school administration buildings and at the high schools were revised to include language as required by *Education Code* section 1240 (c) (2) (E) pursuant to the *Valenzuela* Settlement.

PAJARO VALLEY UNIFIED SCHOOL DISTRICT



Board Agenda Backup

Item No: 11.2

Date: November 18, 2015

Item: Mathematics Instructional Materials and Practices Update

Overview: Mathematics instruction is a major area of focus for improvement this year at the secondary level. Improvement efforts have included a transition to a new mathematics pathway at the high school level, professional development for teachers and site administrators, coaching, and a pilot that is underway to adopt new instructional materials. This improvement effort began last spring with professional development and district wide conversations about the mathematics pathway at the high school level. A decision was made to transition from our traditional pathway (Algebra 1, Geometry, Algebra 2) to the International pathway (Math 1, Math 2, Math 3), which is an option with the Common Core State Standards.

Mariya Clark, Mathematics Coordinator, will provide an update on the improvement efforts underway this year, including our transition to the new mathematics pathway, professional development, and our process/timeline for reviewing and purchasing new instructional materials.

Recommendation: Report

Budget Considerations: N/A

Prepared By: Susan Pérez, Assistant Superintendent, Curriculum and Instruction

Superintendent's Signature:

Dorann Bask

School Board Presentation

NOVEMBER 18, 2015
EDUCATIONAL SERVICES
MARIYA CLARK

PVUSD Integrated Math Transition

| School Year | New common core math course |
|-------------|--|
| 2016-2017 | Math 1 will replace Algebra 1 We will continue to offer Geometry and Algebra 2 |
| 2017-2018 | Math 2 will replace Geometry We will continue to offer Algebra 2 |
| 2018-2019 | Math 3 will replace Algebra 2 Full implementation of CCSS |

PVUSD Integrated Math Transition

PVUSD HS CC Integrated Math Pathways

2016-2017



2017-2018



2018-2019



School Improvement – Secondary PD

- ▶ Math Practice 5 Professional Development – Graphing Calculators
- ▶ Mathematics Vision Project Professional Development
- ▶ College Preparatory Mathematics Professional Development
- ▶ MathLinks Professional Development (6 Trainings have occurred to date)
- ▶ Manga High Professional Development
- ▶ Khan Academy Professional Development
- ▶ Publisher Presentations – Pearson and CPM
- ▶ Feedback not Grading – Professional Development
- ▶ Common Assessment Scoring Sessions @ MS and HS

Mathematical Practice 5

Use appropriate tools strategically



I know when to use certain tools to help me explore and deepen my math understanding.

I have a math toolbox.



- ◆ I know *HOW* to use math tools.
- ◆ I know *WHEN* to use math tools.
- ◆ I can reason: "Did the tool I used give me an answer that makes sense?"



$m\angle ABC$
 $m\angle BCA$
 $m\angle CAB$



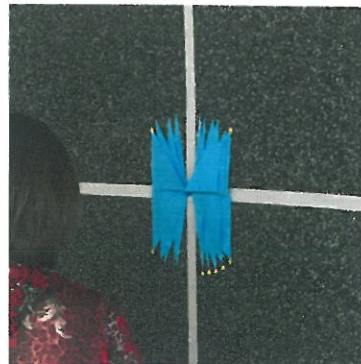
$$a \times b = b \times a$$



$$V = b \times h$$



Mathematics Vision Project - Training



CPM – Full Day Training



- ▶ Collaborative Groupings
- ▶ Team Roles
- ▶ Academic Discourse
- ▶ Kagan Strategies

LCAP Goal 6 –

Provide student access to standards-aligned materials

100 % of students will
have standards aligned
materials for all core
content areas.



Five HS Publisher's Curriculum

- ▶ Big Ideas Learning
- ▶ College Preparatory Mathematics
- ▶ Houghton Mifflin Harcourt
- ▶ Mathematics Vision Project
- ▶ Pearson



HS Curriculum Adoption Time Line

- ▶ **August 5** Digital access to a variety of textbook solutions is circulated.
- ▶ **August 7** Mathematics stakeholders convene and identify stakeholders, values, and critical considerations applicable to the adoption process. Math Stakeholders will be asked to select pilot teachers (2 per site).
- ▶ **August 27** Site department chair report back teachers who will be "piloting". Stakeholders begin examining the curriculum options and work to narrow the pilot options.
- ▶ **September 2 & 9** Pilot Teachers' Review Committee finalize selections
- ▶ **September 23 & 30** Textbook representatives showcase their wares to piloting teachers. Parent informational to be created.
- ▶ **October 21** Pilot Teachers convene to co-plan a common lesson/unit.
- ▶ **November** Textbook pilot materials distribution to take place.
- ▶ **November 18** Full day of pilot teacher CPM training with Karen Arth.
- ▶ **November 19** Teachers convene to create common assessments.
- ▶ **January - February** Teachers pilot selected curriculum.
- ▶ **February** – Pilot survey data is collected. Teachers re-convene. Curriculum Committee recommends a textbook for adoption or to postpone adoption. Math Departments asked to endorse the recommendation of the Curriculum Committee.
- ▶ **Late February** – Potential Board Adoption
- ▶ **Summer 2016** -- Teachers will be offered professional development to work with the new program.
- ▶ **Fall 2016** – New secondary math textbooks will be in the hands of students.

MS Curriculum Pilot



- ▶ Big Ideas
- ▶ Digits
- ▶ Go Math
- ▶ Math in Focus
- ▶ CPM
- ▶ Eureka Math
- ▶ MathLinks (current bridge)

MS Curriculum Adoption Time Line

- ▶ **October 11** Digital access to a variety of textbook solutions is circulated, with an invitation to sign-up to be a pilot teacher.
- ▶ **October 26** Site administration reminded to select a pilot teacher(s), if they haven't already done so.
- ▶ **October 28** Curriculum Council - Mathematics stakeholders convene and identify stakeholders, values, and critical considerations applicable to the adoption process. Stakeholders begin examining the curriculum options and work to narrow the pilot options. (1 rep per site).
- ▶ **November 5** Finalized list of Pilot Teachers and first pilot teacher meeting. Identify publishers to be considered.
- ▶ **November 10** Pilot Teacher's Meet with Publisher(s). Pearson's Digits presented.
- ▶ **November 17 Pilot Teacher's Meet with Publishers. (Big Ideas & Go Math)**
- ▶ **December 7** Teachers look at units of instruction to be piloted. Parent informational to be created.
- ▶ **December 14** Pilot Teachers convene to co-create common assessments.
- ▶ **December 18** Textbook materials distribution to take place.
- ▶ **January - February** Teachers pilot selected curriculum.
- ▶ **February** - Pilot survey data is collected. Teachers re-convene. Curriculum Committee recommends a textbook for adoption or to postpone adoption. Sites submit an endorsement for or against the pilot committee's recommended curriculum.
- ▶ **March** - Potential Board Adoption
- ▶ **Summer 2016** -- Teachers will be offered professional development to work with the new program.
- ▶ **Fall 2016** - New secondary math textbooks will be in the hands of students.

Elementary Curriculum Adoption Time Line

- ▶ **November 12** Elementary Curriculum Council – Elementary pilot introduced.
- ▶ **November 13** Digital access to a variety of textbook solutions is circulated, with an invitation to sign-up to be a pilot teacher.
- ▶ **November 20** Site administration reminded to select a pilot teacher(s), if they haven't already done so.
- ▶ **December 3** Mathematics stakeholders convene and identify stakeholders, values, and critical considerations applicable to the adoption process. Stakeholders begin examining the curriculum options and work to narrow the pilot options. (1 rep per site).
- ▶ **December 10** Finalized list of Pilot Teachers and first pilot teacher meeting. Identify publishers to be considered.
- ▶ **December 15** Pilot Teacher's Meet with Publisher(s).
- ▶ **January 5** Teachers look at units of instruction to be piloted. Parent informational to be created.
- ▶ **January 14** Pilot Teachers convene to co-create common assessments.
- ▶ **January 21** Textbook materials distribution to take place.
- ▶ **February - March** Teachers pilot selected curriculum.
- ▶ **Late March** – Pilot survey data is collected. Teachers re-convene. Curriculum Committee recommends a textbook for adoption or to postpone adoption. Sites submit an endorsement for or against the pilot committee's recommended curriculum.
- ▶ **April**– Potential Board Adoption
- ▶ **Summer 2016** -- Teachers will be offered professional development to work with the new program.
- ▶ **Fall 2016** – New secondary math textbooks will be in the hands of students.

Textbook Evaluation Rubric Categories

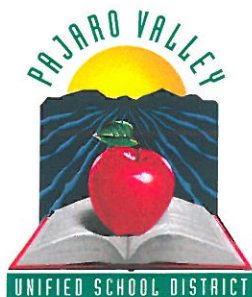
- ▶ Section A: Organization/Layout
- ▶ Section B: Content
- ▶ Section C: Assessment
- ▶ Section D: Technology
- ▶ Section E: Mathematics Practices
- ▶ Section F: Professional Development
- ▶ Section G: Teacher's Guide and Additional Materials

Next Steps

- ▶ Adoption recommendations to Board of Trustees: February, March, April
- ▶ Purchase new instructional materials
- ▶ Teacher Training using new instructional materials: possible summer academies
- ▶ Continue to monitor student learning with local assessments and CAASPP
- ▶ Recruit and hire elementary mathematics coaches

Questions ?

PAJARO VALLEY UNIFIED SCHOOL DISTRICT



Board Agenda Backup

Item No: **11.3**

Date: November 18, 2015

Item: **Pajaro Valley Prevention & Student Assistance Presentation on the 2014-2015 California Healthy Kids Survey**

Overview: Pajaro Valley Prevention and Student Assistance (PVPSA) will provide a brief presentation on the results of the 2014-2015 California Healthy Kids Survey (CHKS).

The purpose of the CHKS is to provide school districts, policy makers and other interested members of the community with a better understanding of the relationship between students' health behaviors and academic performance.

Recommendation: Report item only.

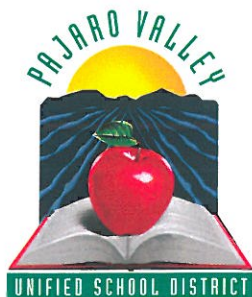
Budget Considerations: N/A

Prepared By: Erica Padilla-Chavez, MPA, PVPSA CEO

Superintendent's Signature:

Dorm Boh

PAJARO VALLEY UNIFIED SCHOOL DISTRICT



Board Agenda Backup

Item No: **11.4**

Date: November 18, 2015

Item: Student Home Internet Connection

Overview: Access to the Internet and wireless at home makes students more likely to have good online skills and increases access to learning. This informational presentation will share the various options associated with a district sponsorship of student Internet access from within their home.

Recommendation: Report

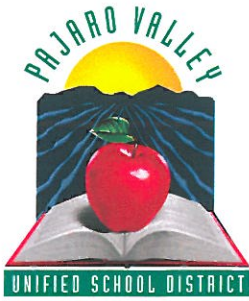
Budget Considerations: N/A

Prepared By: _____

Superintendent's Signature: _____

Dorinda B. ...

PAJARO VALLEY UNIFIED SCHOOL DISTRICT



Board Agenda Backup

Item No: **12.1**

Date: November 18, 2015

Item: Resolution #15-16-10, Acknowledging School Psychology Awareness Week, November 9-13, 2015

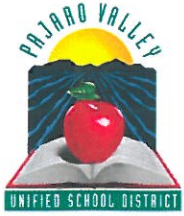
Overview: The attached is a resolution that outlines the importance and benefits of school psychologist services for our students.

Recommendation: Approve Resolution #15-16-10.

Prepared By: Dorma Baker, Superintendent

Superintendent's Signature:

Dorma Baker



Acknowledging School Psychology Awareness Week
November 9 -13, 2015
Resolution #15-16-10

Whereas, one way to draw attention to the importance of school psychological services and children's mental health is to have a resolution commending the work of Pajaro Valley Unified School District school psychologists; and

Whereas, with 20,500 students at PVUSD, many benefit from these professional mental health services, engaging students at all levels of learning and development to promote personal achievement, growth and resilience, as well as a sense of connectedness and wellbeing; and

Whereas, all children and youth learn best when they are healthy, supported, and receive an education that helps to develop their sense of belonging to a team at home and at school; and

Whereas, schools can more effectively ensure that all students are able to learn and invested in their learning when they meet the needs of the whole child and encourage and provide opportunities to be a part of a team; and

Whereas, children's mental health is directly linked to their learning and development, and the learning environment provides an optimal context to promote good mental health; and

Whereas, sound psychological principles are integral to instruction and learning, social and emotional development, prevention, early intervention and school safety, and supporting culturally diverse student populations; and

Whereas, school psychologists are specially trained to deliver a continuum of mental health services and academic support that lower barriers to teaching and learning; and

Whereas, school psychologists help children to become members of teams that nurture their individual strengths across both personal and academic endeavors; and

Whereas, school psychologists are trained to assess student and school-based barriers to learning as well as individual strengths, utilize data-based decision-making, implement research-driven prevention and intervention strategies, and evaluate outcomes and improve accountability; and

Whereas, the Pajaro Valley Unified School District community should recognize the vital role that school psychologists play in the personal and academic development of our children,

Therefore, we, the Board of Trustees of Pajaro Valley Unified School District, do hereby proclaim November 9-13, 2015, as School Psychology Awareness Week.

PASSED AND ADOPTED THIS 18th Day of November 2015 by the following vote:

AYES _____ NOES: _____ ABSTENTIONS: _____ ABSENT: _____

Attest:

President, Jeff Ursino

Secretary, Dorma Baker