



**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 27, 2004
REGULAR BOARD MEETING
ADOPTED MINUTES
District Office - Boardroom
292 Green Valley Road
Watsonville, CA 95076**

1.0 OPENING CEREMONY - MEETING OF THE BOARD IN PUBLIC – 6:00PM

1.1 Call to Order

President DeHart called the meeting to order at 6:00 pm at the District Office at 292 Green Valley Road, Watsonville.

1.2 Public Comments on Closed Session Agenda

None

2.0 CLOSED SESSION

2.1

Public Employee Appointment: Certificated, Classified

New Hires

- 3 Elementary Teachers
- 7 Secondary Teachers
- 2 Special Services Specialist
- 12 Substitutes

Rehires

- 1 Elementary Teacher

Administrators

None

Transfers

- 4 Elementary Teacher
- 2 Special Services Specialist

Promotions

- 1 Cafeteria Assistant

Permanent Appointments

- 7 Cafeteria Assistant

Return to Work

None

Additional Assignments

28 Secondary Teacher

Extra Period Assignments

7 Secondary Teacher

Extra Pay Assignment

None

Leaves of Absences

1 Administrative Secretary IV
1 Cafeteria Assistant
1 Campus Safety Coordinator
3 Elementary Teachers
3 Instructional Support Aide
1 Instructional Support Specialist III
2 Office Assistant
1 Office Manager – High School
1 Secondary Teacher
2 Special Services Specialists

Resignations

None

Retirement

None

Supplemental Service Agreements

19 Teachers

Miscellaneous Action

3 Cafeteria Assistant
1 Instructional Support Specialist III
1 Lead Custodian I

Limited Term – Project

1 Behavior Technician
1 Office Assistant II
1 Office Manager

Limited Term – Substitute

2 Cafeteria Assistant
3 Instructional Support Aide
1 Instructional Support Specialist II
2 Office Assistant II

Provisional

1 Instructional Support Aide

Exempt

- 3 Babysitter
- 1 School Crossing Guard
- 2 Special Project-MEES
- 1 Special Projects-PUPILS
- 4 Yard Duty Supervisor

Students

- 3 Migrant OWE Student
- 9 Workability Student

Separations from Service

- 1 Bus Driver
- 1 Custodian II
- 1 Data Entry Specialist

Rescinds

None

Tenures

None

2.2 Public Employee Discipline/Dismissal/Release/Leaves

2.3 Negotiations Update

- a. CSEA
- b. PVFT
- c. Unrepresented Units: Management and Confidential
- d. SCAST

2.4 Claims for Damages

2.5 Existing Litigation

2.6 Pending Litigation

2.7 Superintendent's Evaluation

2.8 2 Expulsion

3.0 OPENING CEREMONY – MEETING OF THE BOARD IN PUBLIC – 7:00PM

President DeHart called the meeting of the Board in public to order at 7:00 pm.

3.1 Pledge of Allegiance

Trustees Hankemeier led the Board in the Pledge of Allegiance.

3.2 Welcome by Board President

Trustees, Sharon Gray, Sandra Nichols, Dan Hankemeier, Carol Roberts, Evelyn Volpa, Willie Yahiro, and President Rhea DeHart

President DeHart welcomed everyone to the meeting and asked for a moment of silence.

Reynaldo Galera – Was a native of the Philippines who came to Watsonville in 1992 who worked at Pajaro Valley Unified School District as night custodian at Watsonville High. He recently purchased a home in Elk Grove and commuted on weekends to be with his family. Ray died as a result of an automobile accident on his way to San Diego to a family wedding. He will be remembered by the Watsonville High School staff as an easy going a hard worker.

Victor Gonzalez – US Marine Core. Who attended Mintie White Elementary School, and EA Hall Middle School. Victor graduated from Watsonville High School in June of 2003. He combined his academics achievement with sports like cross country and junior varsity soccer. Was a cadet officer, an after graduation enlisted in the US Marine Core. On morning of October 13, 2004 Victor was wounded when he and others were in route to secure a site.

Trustee De Hart welcomed and thanked the public for attending the board meeting on a cold rainy night on a not easy night to be out.

Management audit copy for anyone we have some copies to sign out and need to be returned at the end of the meeting. The report went on the PVUSD website at 4:00pm.

4.0 ACTION ON CLOSED SESSION

Action on Expulsions

04-05-06 Trustee Gray moved to approve the disciplinary action as recommended by the panel. Trustee Hankemeier seconded the motion. The motion passed unanimously.

04-05-13 Trustee Gray moved to approve the disciplinary action as recommended by the panel. Trustee Hankemeier seconded the motion. The motion passed unanimously.

5.0 APPROVAL OF THE AGENDA

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

6.0 APPROVAL OF MINUTES

7.0 SUGGESTIONS, COMMENTS, AND CONCERNS

5 Minutes each

7.1 Employee Organizations - PVFT, CSEA, PVAM and SCAST

PVFT - Carolyn Savino, The Boston Red Socks were ahead when she left her home. On a more serious note at this time next week will be finished with the miserable ads, on elections national, state, county, local, and even city. I want to commend the seven candidates who are running for our board of trustees. You have all run a hard race and based on good issues that are good for our community and what is good for our students. Listed all candidates who were running Ms. Nichols, Mr. Andrade, Mr. Keegan, Mr. Mares, Ms. Acosta, Ms. Osmandson, and Mr. Hankemeier, they have all ran a good race. Wished all the campaigns would run so well. Our sunshine is done in the best spirit of interest based bargaining. Listed things that we want to talk about. Keeping in mind the best interest of our students. As the management audit is presented, hopes that we don't point fingers and look and try to understand what is said. We need to keep in mind that we have the hardest working employees not just certificated that include all of our employees classified and administration site based and non site based are working for the best of our students.

7.2 **Student Trustee Reports**

Danny Rico, Watsonville High, Excused himself for not attending the last board meeting. The first qtr is done. Lots of help being provided to seniors, there is always someone in the career center to help seniors with overall admissions process. Administration has made a decision to move the school into The Smaller Learning Communities. Sports are doing okay wrestling tryouts has begun. The soccer team continues to fundraise for their national tournament. If you could attend any of the fundraiser events that would be great. In activities we had our homecoming against Soquel High School everything went well. Homecoming queen Chris Gonzalez was queen this year. MATA will be holding a Halloween sock hop in gym during lunch. This passed weekend they had the Central Coast Monte United Nations, sponsored by Watsonville High Monte United Nations we had over eight different schools participate. Sam Farr was their guest speaker. Events to come they have The Miracle Worker, strongly suggest that they attend. Also remind to vote on Tuesday and exercise your rights as citizens.

Yesenia Curiel, Aptos High, Reported on the construction, staff parking lot has been completed. There is 160 parking spots there are 120 for staff and 40 for students. The parking spots are going to be for seniors, there is going to be a lottery. Currently have the Food drive and have 45 bins filled. Will also have adopt a family in November. They are going to pick two families and will give them each a dinner and also collecting cloths and toys. Have world week and show the heritage of different countries.

Daniel Bellonzi, Pajaro Valley High, Homecoming game has been moved to November 10, 2004 at Watsonville High. Homecoming activities Monday, Tuesday and Wednesday everyone is invited. First school dance this Friday. Halloween party during lunch, bobbing for apples, teacher trick or treat. Will also have an advisory day to learn about small learning communities. Also printed their new news paper.

7.3 **Governing Board Comments**

Trustee Volpa, Valencia harvest festival on Friday evening. November 7th – 12th there are forty-two 8th graders going to Washington DC. They are going to be able to see the ceremonies at Arlington during Veteran's day. Driving to Aptos High the first day was a nightmare. The second day they had everything fixed and we were back to normal driving time. Will be out of town the day new assistant superintendent Gary Woods starts, looking forward to working with him. Also, wanted to thank Larry Lane for every thing you have done.

Trustee Gray, also wanted to add her thanks to Larry Lane.

7.4 **President's Report**

President De Hart reported that she participated in the civic education project at Watsonville High, where she was a judge. The civic education project was just stunning, she was very pleased. Also went to presidential debate was very well done. Great presentation at our Community School with a mural dedicated to Lydia Vargas who died in September she was a former student. Sam Farr was there at the dedication. Freedom school had a carnival on Saturday and they raised \$1200.00. Steps to Success will be opening under First Five a family resource center at Freedom School.

7.5 **Assistant Superintendents' Reports**

Lawrence Lane, Interim Assistant Superintendent, North Zone, reported that this was his last meeting. Wanted to thank the trustees and Dr. Mays for the opportunity these last three months and also thanked colleges. Wish the board smooth sailing.

7.6 **Associate Superintendent's Report**

Terry McHenry reported that there was some good news the property around Radcliff school that we had purchased. Public hearing on November 4, 2004 at Radcliff school. Waiting on

approval of the removal of dirt around the site. They will start working on the parking lot and play field.

7.7 Superintendent's Report

Dr. Mays, commented what a great team member Larry Lane has been. Dr. Gary Woods, comes to us from his former job in Personnel Services. Also, commented that we could not have selected a better interim superintendent.

8.0 VISITOR NON-AGENDA ITEMS

Carlett Starks – Her issue has three children that are attending Aptos High. Daughter that is a Aptos High was not allotted a bus pass. The bus is already going to Rolling Hills, there is already a bus going to Aptos High doesn't understand why they are not issuing a bus pass for her daughter. President De Hart stated that she would direct card to Elvia Torres-Martinez to have staff contact parent and dialog.

Aurelio Gonzalez – They were informed they violated The Brown Act due to the publication on the Register Pajaronian that the meeting was going to be held at the Towers and the retreat was held at Dr. Mays home. Interested to see, that we were paying a lawyer to attend the meeting. What hurt me the most was that they were too tired to go on and ended at 9:30, when there was some good dialoge being discussed and too tired to discuss the goals of the school district.

Rodney Brooks – At 7:34pm the start of a total eclipse of the moon. He spoke to Michael Barsi, he read a letter that was written by Sandra Nichols in the year 2000. In that letter or what he reports to be the letter that a promise was made to exchange votes, for help in the aspiration of the north zone to have their own district. For those of you who don't know the history. In the year 1999 there was a special election and Michael Barsi came in second and Sandra Nichols came in third and I was elected. In the year 2000 Michael Barsi told him that he had 600 votes that he felt that he could trade for consideration. He has never seen the letter don't know if it's true, but if anyone wants to contact Michael Barsi his phone number 685-2900. Was thinking if that was true then, what deals would be cut at this election. The one thing he knows for sure is the only person that won't make a deal is Tony Campos.

Katie Borges – Kids attending school in Aptos and although moved to Watsonville, due to special needs that her son has wanted to keep her son at Aptos High. She got an inter district transfer and are aware that they needed to provide their own transportation. Found out that there was a bus that went from Starlight to Aptos High. Son has been riding the bus since the beginning of the school year and just received a letter Went to starlight his son is not eligible. The busses are not crowded. Why can't he ride the bus? Apparently freshmen are not allowed to ride the bus. Does not understand what the transportation department is thinking of. Refer card to staff for follow up.

Dan Hernandez – Title 1 should be receiving all feeder schools to Watsonville High are Title 1 schools and don't know why Watsonville High not receiving any Title 1 money. The bus issue we went out on campaign and brought up the free and reduced lunch and have not seen a cent of it at Watsonville High. The way the Title 1 money works, it's made up from the 2000 census show the makeup for your rationally mixed people we have in the district. We need to get this during the reform because this is the last chance our kids get. Once you get to high school this is it. We average about 400 students a year lost. These students end up in the other UC system, Juvenal Hall, CYA, prisons. We also know in the fourth grade how many students will end up there. We also know that the last chance is high school. Another issue with one of the candidates, Mr. Doug Keegan. He stated that he was on school site council. Mr. Hernandez was also on the IIUSP team. As an everyday concerned parent have made movements on the reform for the smaller learning communities. It's tailored for each site and its' potential needs. There will be an ELAC meeting on lost students and invites anyone who would like to attend. His theory is that you are part of the answer to part of the problem. Please help Watsonville High they are going to need every cent the can get to make a difference.

Nancy Orosco – Concerned parent, inter district transfer that is always a question and understands that there are limits to it. Her daughter is going to Aptos High and is in last year and doing wonderful. They do live here in Watsonville and when they first enrolled it was open enrollment. Then her paperwork was tossed and was considered placement. Was entitled to take the bus and then the route was eliminated. Ms. Orosco drives her daughter to school, but feels that it limits her from socializing with her peers. Thinks it's sad that our transportation is going the way it's going. A big concern that without transportation you are leaving children behind. In regards to inter district you are leaving children behind. Would know the proper procedures to follow to do what is right for the child and the parent.

Adjourned 7:44pm

9.0 PUBLIC HEARING: APPOINTMENT OF CSEA TO PERSONNEL COMMISSIONER

9.1 Staff Report by Kathryn Benson

Kathryn Benson, have put reported of the 03/04 Personnel Commission for your reference. We are a Merit System District and the Personnel Commission is comprised with three positions one is the board appointee, one is appointed by CSEA and those two appoint at third member. We currently have a vacancy as the CSEA representative and this public hearing is for the board to consider the nominee that is brought forward and any public input or any input from CSEA that you might have before you move forward later on the agenda.

9.2 Board Questions

Trustee, Roberts – Do you have any idea what this blue sheet letter is from CSEA that they did not vote to have their candidate brought forward. President, De Hart said that public comment may answer your question to Trustee, Roberts.

9.3 Public Comment

Angie Lozada – Comment in regards to the Personnel Commission election. She and CSEA believe that the importance of the election should be open to all CSEA members. There were at least three candidates that they would like to consider. However they were not aware of the timeline nor did they have the opportunity to bring those candidates forward. Because of the confusion on the agenda we did not feel that all interested parties had the opportunity to participate in the selection process. We are requesting that The Board table the agenda item to allow the CSEA membership the opportunity to consider all candidates in an open and inclusive procedure or process.

Kathryn Benson – Here is the way the process works, CSEA can bring forward a candidate which is approved by the Board. The Board does not have the authority to disapprove a specific candidate. However, if the board is not convinced that there was a process followed correctly and that they feel CSEA is not comfortable with they do have the option to table it CSEA back out, which is her understanding. CSEA is requesting some more time where they could include the entire membership. They would then come back to the board at a following meeting and bring forward a candidate that they have a majority agreement on.

Trustee, Nichols – What would be the downside of pulling this and waiting. Ms. Benson responded that there is no downside that the Personnel Commission here is able to function and make decisions with only two members and has been doing that. CSEA is a very active participant in all Personnel Commission meetings they attend all of them. They do receive and provide input to the commissioners. It would be a big issue in some districts where there wasn't a collaborative thing but thinks that it's better to wait another month or so to have them all in total agreement.

Trustee, Hankemeier – Would like to know how the decision made on the particular candidate that was selected. Ms. Loszda introduced Pat Reeder who is the Regional Rep. from CSEA and would like to respond.

Pat Reeder - Recently had a chapter meeting, there was one candidate that was interviewed and a vote was taken at that time. Finding out later that all members were not notified and they deserve a five day notification of any action to be taken.

Trustee Yahiro – Thinks that is reasonable request the CSEA is requesting but would like to see the process that CSEA is able to support.

9.4 Board President closes public hearing and resumes regular board meeting

Closed Public Session 8:50pm

10.0 PUBLIC HEARING: THE 2004-2005 PVFT SUNSHINE PROPOSAL TO THE PAJARO VALLEY UNIFIED SCHOOL DISTRICT

10.1 Staff Report by Dorma Baker

Open public meeting 8:52pm.

Dorma Baker, PVFT has submitted a sunshine proposal.

Carolyn Savino, introduce the sunshine proposal and read the whole proposal. Something that is not on the list is that they would like to discuss binding arbitration.

10.2 Board Questions

None

10.3 Public Comment

None

10.4 Board President closes public hearing and resumes regular board meeting

Close Public Hearing 8:55pm.

11.0 CONSENT AGENDA

Trustee Nichols asked for item 11.5 to be deferred. Trustee Volpa motion to approve the consent agenda, deferring item 11.5 and adding blue sheeted item to 11.6. Trustee Hankemeier seconded the motion. The motion passed unanimously.

11.1 Purchase Orders – 10/8/04 to 10/22/04

The Purchase Orders will be available for preview in the Superintendent's Office.

11.2 Warrants – 10/6/04 to 10/20/04

The warrants will be available in the Superintendent's Office.

11.3 Approve Ms. Mary Kelly donated an IMAC Computer to Bradley Elementary School, an estimated value of \$500.

11.4 Approve The Arola Family's donation to Bradley Elementary School a Office Desk, an estimated value of \$700.

11.5 Approve bid for Aptos High School Campus Expansion - Tennis Courts.

Differed

11.6 Certificated/Classified Approval (See Closed Session Agenda).

Recommendation: The Administration recommends approval of the Consent Agenda.

12.0 Deferred Consent Items

11.5 Approve bid for Aptos High School Campus Expansion - Tennis Courts.

Trustee Nichols, questioned Mr. McHenry where does the money come from. Mr. McHenry responded that these are bond projects. Yes, the money comes from the Aptos High bond project fund. Trustee Volpa moved to approve item 11.5. Trustee Gray seconded the motion. The motion passed unanimously.

13.0 ITEMS SCHEDULED FOR POSSIBLE ACTION

13.1 Report, discussion and possible action to Accept PVFT Sunshine Proposal to the Pajaro Valley Unified School District.

Report by Dorma Baker, Assistant Superintendent **5 Min.**

Trustee Hankemeier moved to approve this item. Trustee Roberts seconded the motion. The motion passed unanimously.

13.2 Report, discussion and possible action to approve the appointment of CSEA representative to the Personnel Commissioner.

Report by Kathryn Benson, Director of Human Resources **5 Min**

Trustee Roberts moved to table this item and wait for 60 days. Trustee Volpa seconded the motion, the motion passed unanimously.

13.3 Report, discussion and possible action to approve New SELPA policies.

Report by Carol Lankford, Director of Special Services **5 Min.**

Carol Lankford reported the two polices are new policies that SELPA is required to have in place. The first policy is regarding students with legal rights with disabilities who are enrolled in private schools. Defines the process that SELPA will use to locate students asses them and provide services. The second the independent educational evaluation this policy sets forth the procedures that will be followed in providing educational assessment when the parents disagree with the assessment conducted by the school district.

Board participated with questions and comments.

Trustee Nichols moved to approve to this item. Trustee Hankemeier seconded the motion. The motion passed 6/1. (Trustee Yahiro, dissented)

13.4 Report, discussion on Funding for the Development of the Adult Education Downtown Center, Approve Resolution # 04-05-05.

Report by Terry McHenry, Associate Superintendent **5 Min.**

Bob Harper, thanked Dr. Mays and Terry McHenry for all of their support. Adult Education has grown 43% in the passed several years, in large part due to the success of our teachers in the classroom. We lost the Radcliff campus for instructional space, and the needs are great.

Terry McHenry, reported that the current estimates is about two million and Adult Education does have some reserve funds. They are proposing to use .5 million and using 1.5 million to borrow for 25 years. Cost \$65,750.00 for issuance of the loan. The payment \$112,000.00 annually the obligation is part of the district. Adult Education will continue to pay that obligation. In order to make this work is that you approve the resolution.

Board participated with questions and comments.

Trustee Nichols moved to approve the resolution 04-04-05 Adult Education downtown center. Trustee Hankemeier seconded the motion.

Roll call was taken the motion passed unanimously.

13.5 Report, discussion on possible action to approve New Trustee Orientation.

Report by Mary Anne Mays, Superintendent **5 Min.**

Dr. Mays reported that it would be a good idea for you the trustees to plan an orientation for the new trustees. The date that is being looked at is Monday, November 15th, from 5:00pm

to 7:00pm in the board room. By that time the elections would be over and you would know who the new trustees would be.

Trustee Volpa moved to approve this item. Trustee Hankemeier seconded the motion. The motion passed unanimously.

13.6 Report, discussion on possible action to approve Trustee participation in workshops and conferences.

Report by Mary Anne Mays, Superintendent

5 Min.

Dr. Mays reported that over the passed few years the district has had to reduce 13 million and in the course of those discussion the trustees had concerns about their budget. This is the discussion for trustees. The superintendent's view on this item is that it is critical and very important for trustees to attend conferences. Dr. Mays, would like you to consider a process for the board to attend conferences.

Trustee Roberts, commented that she realized that we have gone thru changes. This is very important and understands that there is a budget and we need to look and keep us informed. The trustees are able to network with other trustee, employees etc. You can't overlook the need and it is very important.

Trustee Yahiro, commented that most of us the trustees have been to one CSBA conference. I think that the new board members should attend and the district to pay for that. We all get \$400.00 a month. The new board members have not accumulated the money. The new person should go to the meeting and not the previous board members that have attended.

Trustee Volpa, commented that she was curious on how it is determined on who pays for their own and who is paid for by the district.

Dr. Mays responded three trustees interested in attending. Two trustees asked to attend with district support and the third trustee indicated that the trustee would attend with out district support.

Trustee Volpa, commented that she thinks we need to have a flat line agreement. Other comment, that is hard when we have school sites and departments have been told that you can't spend any money. I think that they need to lead by example.

Trustee Nichols, commented that throughout the time that she has been on board and she doesn't think that current trustees have been taking advantage of conference fee reimbursement. She said the freeze needs to apply to the board as well. When Trustee Nichols, was president of the board she was asked to attend a lot of functions which were expensive. It isn't a treat, but rather it is school board work and the board president attends, representing the district. She proposes that new trustees and the president could have a higher cap on expenses than other trustees, but all trustees should be limited in their conference expenses.

Trustee Hankemeier, commented that when he came to the board in 1992 everything was in freeze and the board took a cut in pay. They stopped attending conferences. Does not attend any conferences because does not want to be questioned that he is taking advantage of district funds. Also thinks that they should lead by example.

Trustee Gray, commented that she done it both ways. She has attended everything she could at own expense. She did it because of the huge amount of money that we are handling. Board policies, that keep us legal and keep the district from legal action also keeps us in due process. The board trustee needs to be informed about. After the two years the district started paying again if there were new laws that we need to know about NCLB. Yes, is in favor of training.

President DeHart, commented that Aptos High Jazz group will be at the conference. Feels very important about professional development. Thinks it's very important just like it is for our teachers to go to workshops and conferences. There are ones that we have an obligation that we attend. If we ask teachers they report back about conference. This district needs to be represented. She attended CSBA, she has never missed going to The New Teacher Symposium in San Jose. The Curriculum Institute in Monterey. To encourage someone to run as a trustee and once they are in to tell them they can not attend any conferences unless they pay for them on their own is creating another hurdle.

Trustee Roberts, commented on that the board has not abused this budget.

Trustee Roberts moved to allow board members to allow the board to use its' budget for the education it needs and for the stakeholders deserve. Trustee Gray seconded the motion. Trustee Volpa should create some kind of a cap. You lead by example. PR has been low, the board has been looked at in the district. Trustee Roberts, no cap in the motion. Don't think the board has taken advantage. Roll call was taken, the motion passed 4/3. (Trustee Hankemeier, Yahiro and Volpa dissented)

Break for 5 minutes at 9:00pm.

14.0 ITEMS FOR REPORT AND DISCUSSION

14.1 Report and Discussion on Management Audit

Introduction by Mary Anne Mays, Superintendent and Presentation by Ron Bennett, of School Services and Associates. 30 Min.

Dr. Mary Anne Mays commented, that the original recommendation to conduct a management audit came from the district's budget committee. We are appreciative of the leadership of the parent members of that committee. They encouraged the district to move forward with the audit. District administrative staff supported the idea of a management audit, in that we believe it is necessary to take a hard look at our work so that we can continue to improve. There is good news in the report and there also are areas we need to address as we strive to function efficiently so that we can support our main task – raising student achievement.

Ron Bennett, President of School Services, introduced his team and presented the report. They see many districts up close every year. Enrollment declines have reduced District revenue. Budget shortfalls have required staff cuts and program restructuring. Zone structure presents administrative challenges, as well as community benefits. Coordination of curriculum, communications and community relations.

School Services of California staff: Interviewed more than 130 staff, managers, parents, and community leaders. Surveyed five comparable school districts determined by subcommittee based on ADA, demographics, and categorical funding levels. Coachella Valley, Fairfield-Suisun, Folsom-Cordova, Madera and Manteca.

The 2002-03 SACS data shows PVUSD has high site-level administrative costs, combining school site, and District Office costs at 22.2%. Five of the eight districts selected responded to the survey; however, we utilized our statewide database to compare all eight districts chosen, and we compared those eight districts to PVUSD. PVUSD had the highest school site administrative expenditures at 15.6% of total expenditures; statewide average is 12.0%. PVUSD had nonschool site administrative expenditures of 6.6%; statewide average 7% – slightly lower than average. Total classroom expenditures as a percent of the budget were the lowest of the comparison group at 63.8% compared to the statewide average of 69.7%. Based on the survey of five comparable districts, PVUSD central office staffing is the second highest. Above-average staffing in Migrant Education and Special Education. Curriculum and instruction staffing – well below average.

The Zone structure is an outcome of a failed attempt to reorganize the District into three separate districts. Positive outcomes, responsive to zone community and vertical integration of school program within each zone. The negative attributes include: Greater administrative costs, curriculum and textbooks differ across District.

The challenges: Clear and consistent district communication. Unified District wide goals, board policies should be updated. Jurisdictional conflicts between departments go unresolved. Conflicting information provided by Personnel. Communications with board, school sites, and public should be improved. Clearly, Facilities, Maintenance, and Technology need to improve communications among the three departments and with the school sites. Operational changes that impact school sites are not explained thoroughly nor in a timely manner.

Position classifications should be reevaluated. One of the goals for the District is the emphasis of curriculum and instruction. However, the Director of Curriculum and Instruction position has been downgraded, providing the perception that there is a lack of importance. This reduction should be reconsidered.

Staff training should be improved to include all departments in several areas: Personnel involved with the use of the new financial system. Personnel department regarding lines of authority, duties, and specific guidelines. Technology staff to provide training on a regular schedule for changes in or upgrades of software applications – in addition to a schedule for new hires. Orientation toward customer service can be improved by the entire district office. Service to school sites and students should drive operations.

Technology requirements and District resources should be reevaluated in order to determine any overlap of work performed by different departments. Some personnel transfers may be justified in order to eliminate duplication of efforts on the same project. Work order process needs improvement.

Staffing levels and specific positions should be examined. High District staffing of Special Education due in part to PVUSD being a single-district SELPA; however, it is important to review staffing levels on a continual basis since this is an area that can potentially grow and efficiency can be lost. Workload and cost does not justify director position in Personnel. Facilities warrants a Director-level position.

The District may be able to increase attendance, resulting in additional unrestricted revenues. A 1% increase in the ADA-to-enrollment ratio could yield approximately \$1 million in additional revenue. The District ratio is 93% versus an average of 94%. Several strategies are available to the district. Monitoring and following up on absences. Adjusting the calendar to reduce absences.

Our opinion is: Towers complex offers the best option for the District Office given the price/features of the complex. Splitting the office is ill advised – decreases efficiency.

Use of other District sites is not feasible because of limited space. Consider negotiating a lease/purchase agreement, after appraisal of Towers complex. Zone structure should be reevaluated in light of the District's current needs. Are the benefits worth the added cost and curriculum inconsistencies? Proactive management of issues we identified in the district office would improve school operations. Administrative expenditures – particularly at the school site – should be rigorously evaluated. Towers complex is a reasonable choice for the administrative facility.

Dr. Mary Anne Mays commented that our main goal as a district is to improve student achievement. My efforts over the past two years and those of our district employees have been focused on this primary goal. We also know, as you see in the report, that all the services we provide must work together effectively and efficiently to support that goal. We know we have work to do to make that happen.

As a cabinet we began our discussions about immediate actions we will take to create more continuity and collaboration across the zones. This is a process we began last year with the school scans and focused walks and we will continue and build on this.

Tomorrow the cabinet and directors will meet to discuss the report, the data and the recommendations. It is critical that we understand the basis of the information included in the report, share that information and then respond to the recommendation or make new recommendations. We need to do this because some of the data is at a high level of aggregation and may create - a distorted picture unless we disaggregate it. Let me give you an example. The report indicates that site administration, that means administration at the schools, is very high. We believe the data that was used to generate the report included Extended Day Coordinators as administration. You may recall that last year we changed the classification of the teachers who manage the after school program, from teacher on special assignment to coordinator because it would save the program money and allow more children to be served. Part of what we don't know is the degree to which that classification inflated the site administration numbers.

Directors will review the information about their own department and bring the information to expanded cabinet. From there it will go to cabinet for communication and or implementation of the recommendation. This could result in information to the Board in a Friday Update, a recommendation to the Board or it could become part of the upcoming budget cycle. We expect to complete this process within the next three months. Once completed we will communicate with the board about all of the items.

We have placed the report on our website in English. Our district translator has been ill, however, upon her return she will begin translating the document into Spanish. Once the translation is completed it too will be placed on the website. In the meantime the Zone Assistant Superintendents will share the table of contents at their next zone meeting and direct parents to the report on the website. Assistant Superintendent Ylida Noguera will translate the table of contents into Spanish so that Spanish Speaking Parents will be aware of the areas discussed in the report even before it is fully translated.

The report provides much information about ways in which we can improve, and it also puts to rest some prior concerns. First, even with the zone structure, the district office administrative staffing is below the state average and about in the middle of the districts surveyed. Second, the housing of the district functions here at the Towers is the most economical alternative.

So as we strive to use the critical information for continuous improvement, we will also need to call attention to the positive conclusions in the report.

Board participated with questions and comments.

Public Comments:

Nicole Benford – You should be really proud of the community that you represent. Thank you Dr. Mays for supporting in getting this done. There are a lot of really good quality information. Thinks is healthy that organizations stop and look and what we can do and accomplish. Some of recommendations come back through the budget committee where the public could track it.

Aurelio Gonzalez - Parents from the south and north zone and we are working coming together and look at where and how we can become more efficient. Look at as it as a group of parents and look at how we could improvement. We want better administration and build the communication with in the different part of communities. Allow the budget committee to reconvene. The important things are the kids in our community.

Peter Stoll – We spent hours on how to compare a comparable district. We asked that over and over one of the challenges trying to compare. The question is can we track this process, getting the report and tracking the changes. Are there other district that have done that could we be the first. We have the leadership the staff the superintendent. This report, has very attainable information that you could understand. We should set a timeline and look back to what we have accomplished. With our superintendent we could do this.

Maria Torres – Get together the budget committee.

Dan Hernandez – Thanked the audit team. Also thanked Dr. Mays for saying where do we go from here. You need community involvement. At the zone concept, if the central zone wanted to do something you had community involvement. Start listening to the good ideas, we don't reinvent the wheel. We need to network, with city council and need to have the Board network. We have too many little ships out there. Need to use the zone concept so we have the same course. We need to come together as a community.

Board participated with comments.

15.0 UPCOMING BOARD MEETINGS

15.1 Items for Subsequent Board Meeting Agendas.

Trustee Gray, would like to update our policies and add them to the upcoming board agenda.

Trustee Volpa, would like a monthly board budget and expenses on Friday Update.

15.2 November 10, Regular Board Meeting, District Office Boardroom, 292 Green Valley Road, Watsonville, CA. Closed Session: 6:00 pm; Open Session: 7:00 pm.

15.3 Monday, November 15, Trustee Orientation, District Office Boardroom, 292 Green Valley Road, Watsonville, CA. Open Session: 5:00 pm to 7:00 pm.

Trustee Yahiro, Trustee Gray and President DeHart to set up the agenda for the workshop.

15.4 December 8, Regular Board Meeting, District Office Boardroom, 292 Green Valley Road, Watsonville, CA. Closed Session: 6:00 pm; Open Session: 7:00 pm.

15.5 Thursday, January 13, Goals Board Study Session, District Office Boardroom, 292 Green Valley Road, Watsonville, CA. Open Session: 5:00 pm to 8:00pm.

16.0 ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 10:52pm.

Secretary