

## 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.

**March 4, 2009**

### **REGULAR BOARD MEETING**

***CLOSED SESSION - 6:30 p.m. – 7:00 p.m.***

***PUBLIC SESSION - 7:00 p.m.***

**ANN SOLDI ELEMENTARY SCHOOL  
MULTI PURPOSE ROOM  
1140 MENASCO DRIVE, WATSONVILLE, CA**

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

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

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

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

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

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

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

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

### **1.0 CLOSED SESSION OPENING CEREMONY IN OPEN SESSION – 6:30 P.M.**

1.1 Call to Order

1.2 Public comments on closed session agenda.

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

- 2.1 Negotiations Update
  - a. CSEA
  - b. PVFT
  - c. Unrepresented Units: Management and Confidential
  - d. SCASST

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

- 3.1 Pledge of Allegiance
- 3.2 Welcome by Board President  
Trustees, Doug Keegan, Sandra Nichols, Karen Osmundson, Kim Turley, Libby Wilson, Willie Yahiro, and President Leslie De Rose.

**4.0 ACTION ON CLOSED SESSION**

**5.0 APPROVAL OF THE AGENDA**

- 6.0 APPROVAL OF MINUTES**  
*-Minutes of February 17, 2009*  
*-Minutes of February 18, 2009*

**7.0 HIGH SCHOOL STUDENTS BOARD REPRESENTATIVES REPORT**

**8.0 VISITOR NON-AGENDA ITEMS**

Public comments will be allowed. 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.)

**9.0 EMPLOYEE ORGANIZATION COMMENTS – PVFT, CSEA, PVAM, SCASST 5 Min. Each**

**10.0 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).

- 10.1 Purchase Orders February 19 - 25, 2009  
The PO's will be available in the Superintendent's Office.
- 10.2 Warrants February 19 - 25, 2009  
The warrants will be available in the Superintendent's Office.
- 10.3 Approve with Gratitude the Donation of Computer and Computer Components from Michael Gardner of Grey Wolf Computers
- 10.4 Approve Implementation of New Facilities Fee Schedule and Regulations
- 10.5 Approve Annual CBET Application.

The administration recommends approval of the Consent Agenda.

**11.0 DEFERRED CONSENT ITEMS**

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

12.1 Report, discussion and possible action on Current and Subsequent Year Budget Reductions.  
*Report by Mary Hart, Associate Superintendent. 15 min.*

**13.0 GOVERNING BOARD AND SUPERINTENDENT COMMENTS/REPORTS**

**14.0 UPCOMING BOARD MEETINGS/REMAINING BOARD MEETINGS FOR 2009**

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.

		<b>Comment</b>
<b>March</b>	<ul style="list-style-type: none"><li>▪ 5</li><li>▪ 11</li><li>▪ 25</li></ul>	<ul style="list-style-type: none"><li>▪ <b>Approve 2<sup>nd</sup> Interim Report</b></li></ul>
<b>April</b>	<ul style="list-style-type: none"><li>▪ 8</li><li>▪ 22</li></ul>	<ul style="list-style-type: none"><li>▪</li></ul>
<b>May</b>	<ul style="list-style-type: none"><li>▪ 13</li><li>▪ 27</li></ul>	<ul style="list-style-type: none"><li>▪</li><li>▪ <b>Approve 3<sup>rd</sup> Interim Report</b></li></ul>
<b>June</b>	<ul style="list-style-type: none"><li>▪ 10</li><li>▪ 24</li></ul>	<ul style="list-style-type: none"><li>▪ <b>09-10 Budget Adoption</b></li></ul>
<b>July</b>	<ul style="list-style-type: none"><li>▪ 15</li></ul>	
<b>August</b>	<ul style="list-style-type: none"><li>▪ 12</li><li>▪ 26</li></ul>	
<b>September</b>	<ul style="list-style-type: none"><li>▪ 9</li><li>▪ 23</li></ul>	<ul style="list-style-type: none"><li>▪ <b>Unaudited Actuals</b></li></ul>
<b>October</b>	<ul style="list-style-type: none"><li>▪ 14</li><li>▪ 28</li></ul>	
<b>November</b>	<ul style="list-style-type: none"><li>▪ 18</li></ul>	
<b>December</b>	<ul style="list-style-type: none"><li>▪ <b>9 Annual Organization Mtg.</b></li></ul>	<ul style="list-style-type: none"><li>▪ <b>Approve 1<sup>st</sup> Interim Report</b></li></ul>

**15.0 ADJOURNMENT**



**Pajaro Valley Unified School District  
February 17, 2009  
Unadopted Minutes**

**BOARD TRAINING SESSION  
PUBLIC RECORDS ACT  
6:30 PM – 9:30 PM**

**District Office - Boardroom  
292 Green Valley Road  
Watsonville, CA 95076**

**1.0 OPENING CEREMONY – 6:30 P.M.**

President De Rose opened the meeting of the Board in public at 6:33 pm.

**1.1 Pledge of Allegiance**

Trustee Yahiro led the Board in the Pledge of Allegiance.

**1.2 Welcome by Board President**

Trustees, Doug Keegan, Sandra Nichols, Karen Osmundson, Kim Turley, Libby Wilson, Willie Yahiro, and President Leslie De Rose were present.

**2.0 APPROVAL OF THE AGENDA**

Trustee Turley moved to approve the agenda. Trustee Keegan seconded the motion. The motion passed unanimously.

**3.0 VISITOR NON-AGENDA ITEMS**

Walt Zander, Director of Maintenance & Operations, advocated for keeping custodians and grounds people during the budget reductions.

**4.0 PUBLIC RECORDS ACT TRAINING SESSION – 6:30 – 9:30 P.M.**

The session was facilitated by Robert J. Henry, attorney. He distributed a *Public Records Act, Conflicts, and Incompatible Offices* booklet produced by Lozano Smith law firm. Board participated with comments and questions.

**5.0 ADJOURNMENT**

There being no further business to discussion, the meeting was adjourned at 9:35 pm.

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Dorma Baker, Secretary to the Board



**Pajaro Valley Unified School District  
February 18, 2009  
Unadopted Minutes**

**BOARD TRAINING SESSION  
BROWN ACT  
6:00 PM – 9:00 PM**

**District Office - Boardroom  
292 Green Valley Road  
Watsonville, CA 95076**

**1.0 OPENING CEREMONY – 6:00 P.M.**

President De Rose opened the meeting of the Board in public at 6:06 pm.

**1.1 Pledge of Allegiance**

Trustee Turley led the Board in the Pledge of Allegiance.

**1.2 Welcome by Board President**

Trustees, Doug Keegan, Sandra Nichols, Karen Osmundson, Kim Turley, Libby Wilson, and President Leslie De Rose. Trustee Willie Yahiro arrived to the meeting at 6:15 pm.

**2.0 APPROVAL OF THE AGENDA**

Trustee Turley moved to approve the agenda. Trustee Keegan seconded the motion. The motion passed 6/0/1 (Yahiro absent).

**3.0 VISITOR NON-AGENDA ITEMS**

None.

**4.0 BROWN ACT TRAINING SESSION – 6:00 – 9:00 P.M.**

The session was facilitated by Robert J. Henry, attorney. He distributed two booklets produced by Lozano Smith law firm: *The Brown Act* and *The Brown Act Resource Materials*. Board participated with comments and questions.

**5.0 ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 9:06 pm.

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Dorma Baker, Secretary to the Board

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**



***Board Agenda Backup***

Item No: 10.3

**Date:** March 4, 2009

**Item:** Approve with Gratitude the Donation of Computer and Computer Components from Michael Gardner of Grey Wolf Computers

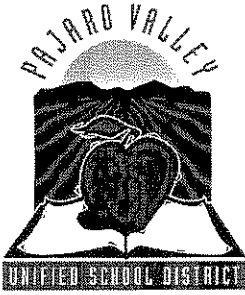
**Overview:** The Board acknowledges and recognizes the generosity of community members. Their commitment to education is evident through their contribution.

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

**Prepared By:** Dorma Baker, Superintendent

**Superintendent's Signature:**

*Dorma Baker*



**Pajaro Valley Unified School District**  
Technology Services

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

Grey Wolf Computers  
Michael Gardner  
3130 Winkle Avenue  
Santa Cruz, CA 95065

Wednesday, February 18, 2009

Dear Mr. Gardner:

Thank you for your generous donation of a Pentium III Computer including Keyboard, Mouse and 17 inch color monitor. It is with support like yours that the local schools can build their technology expertise and better prepare students for the ever-changing world we live in. This hardware will be refurbished and distributed to your requested site: Mintie White Elementary in the Pajaro Valley Unified School District.

Your gift is tax-deductible as a charitable contribution to an educational organization, as defined by the Internal Revenue Code, Section 170(a) and (b)(1)(A)(ii). You have valued your donation at \$300.

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

Sincerely,

Timothy Landeck  
Director, Technology Services



## Board Agenda Backup

Item No: 10.4

**Date:** March 4, 2009

**Item:** Implementation of New Facility Fee Schedule and Regulations

**Overview:** Pajaro Valley Unified School District has researched and reviewed current District facility fees and compared them with neighboring District's or other comparable venues and has found that current District fees are significantly priced lower than compared groups.

**Recommendation:** It is recommended that the Board accept and implement the new Facility Fee Schedule and Regulations to comply with California Code, Education Code section 38130 - 38139 - 40043, Civic Center Act. This implementation will bring our fees in closer alignment with adjacent agencies.

### Budget Considerations:

**Funding Source:** N/A

**Budgeted:** Yes:

No:

**Amount:** N/A

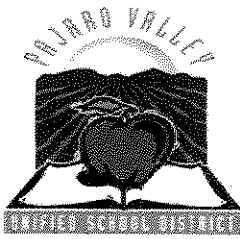
**Prepared By:**

Richard Mullikin, Interim Director of Construction

**Superintendent's Signature:**

Dorma Baker, Superintendent





**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**

**OFFICE OF FACILITY ASSIGNMENTS**

294 Green Valley Road, Watsonville, CA 95076

Phone: (831) 786-2100 Ext. 2559 Fax: (831) 728-0136

**FACILITY USE APPLICATION**

Date \_\_\_\_\_ # \_\_\_\_\_

Site Requested \_\_\_\_\_ Facility/Room \_\_\_\_\_

Dates Desired \_\_\_\_\_  
 month day(s) date(s) time

**CURRENT**

Purpose \_\_\_\_\_ Number Expected \_\_\_\_\_

Will admission be charged or donation collected? Yes No  
 Can you provide a Certificate of Liability Insurance? Yes No

Requesting Organization/Group \_\_\_\_\_

Representative \_\_\_\_\_ Day Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Special Personnel and/or Equipment needed:	Emergency Phone Numbers
Custodian: _____ Food Services Personnel: _____ _____ Grounds _____ Projector & Screen _____ TV/VCR _____ Chairs _____ _____ Garbage Cans or Dumpsters _____ Easel _____ Tables _____ Other _____ Set-Up (If you require a set-up, you MUST submit a diagram of the set-up along with this Facility Use Form)	_____ _____ _____

**Note: \*\*School Activities hold priority over any Facility Use Application.  
 \*\*Organization is responsible for cleaning & leaving room or premises as found.**

**AGREEMENT:** I, the undersigned, have read the Regulations for use of District Facilities on the reverse side of this form and the Hold Harmless and Indemnification Agreement attached and certify that I will assume full responsibility and comply with the full contents of this agreement.

Date \_\_\_\_\_ Representative's Signature \_\_\_\_\_

Note: If the kitchen is used, Food Services Personnel MUST be present and paid by the group as billed.  
 \*\*\*\*CHECK MUST BE MADE PAYABLE TO, **PAJARO VALLEY UNIFIED SCHOOL DISTRICT (P.V.U.S.D.)**

<b>Estimated Charges</b> Facility Fee _____ hrs. @ \$_____ per hr. Custodial O/T _____ hrs. @ \$_____ per hr. Food Service Personnel O/T _____ hrs. @ \$_____ per hr. Total Estimated Charges \$_____	<b>To be Completed by Custodian</b> Date Worked _____ Time _____ to _____ Total Hrs. of Over Time _____ _____ Custodians Signature	<b>Actual Charges</b> Facility Fee _____ hrs. @ \$_____ per hr. Custodial O/T _____ hrs. @ \$_____ per hr. Amount paid in advance \$ _____ Amount to be billed \$ _____
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**School Approval**

For Office Use Only:

**District Office Approval**

white/office yellow/school pink/custodian goldenrod/requestor

## REGULATIONS FOR USE OF DISTRICT FACILITIES

1. Applications must be submitted to the Facility Assignments Office at least ten (10) working days preceding the date(s) of use.
2. A Certificate of Liability Insurance **MUST** be submitted to the District and the District must be listed as a policy holder before any type of process can commence.
3. Fees, if any, will be collected at least 24 hours in advance of scheduled event.
4. Applicant is responsible for preservation of order and enforcement of all regulations pertaining to the use of District facilities. Negligence or violation of facility use, instructions and regulations will result in an organization being held responsible for damages and possible denial of subsequent requests.
5. The requesting organization shall be responsible for any additional fees incurred due to unusual or unexpected requirements for District personnel.
6. School premises shall not be available on such occasions or during hours as interfere with the regular functions of the school.
7. All requests for the use of school premises shall be denied where the proposed use is inconsistent with the proper and regular use of the facilities or where the purpose of the meeting is immoral, offensive or injurious.
8. All permits will be issued for specific rooms and for specific hours. It shall be the responsibility of the organization to see that the unauthorized portions of the building are not disturbed, and that the premises are vacated as scheduled.
9. Any juvenile organization or group seeking use of District premises must have a responsible adult sponsor signing and present during use, providing adequate and effective supervision.
10. There shall be **NO SMOKING** on premises. **NO ALCOHOLIC BEVERAGES** shall be brought to or consumed on the premises. Profane language, fighting or gambling will not be permitted on District property.
11. The authorized District personnel shall open the building only upon presentation of a Facility Use Application properly issued and signed.
12. No alterations or physical changes shall be permitted in or on any campus facility including buildings or playing fields. **NO PESTICIDES, HERBICIDES OR RODENTICIDES OF ANY TYPE SHOULD BE APPLIED TO, OR USED ON DISTRICT PREMISES WITHOUT THE PRIOR CONSENT AND AUTHORIZATION OF THE DISTRICT'S SAFETY MANAGER.**
13. Organizations wishing to use the facilities during the summer months may make applications at any time during the year, but these applications will not be processed before May 1<sup>st</sup> of each year.
14. The District may require as a condition of approval that the applicant furnish adequate security officers.
15. Any cancellations need to be within 24 hours of the event in order to avoid any unnecessary charges for District personnel. If group does not cancel within 24 hours a minimum of 4 hours @ \$20.00 hr. will be charged.

# Pajaro Valley Unified School District

## FACILITY ASSIGNMENTS AND FEES

- CLASS I** Civic Center Groups which include PTA, campfire girls, boy/girl scout troops, organizations, school community advisory councils, senior citizens organizations, associations formed for recreational, educational, political, economic, artistic of the school district.
- CLASS II** Class I users when an admission or donation fee is charged and is expended for the welfare of District students. Community wide activities where memberships are sold, admission fees charged or where the primary interest is to raise funds. Churches utilizing facilities for religious services.
- CLASS III** Commercial or profit making organizations (examples: traveling road shows, independent production companies, aerobics, jazzercise classes). Also Class I civic center groups where admission fees are charged and the net proceeds do not benefit the welfare of the District students.

FACILITY	CLASS I Free**	CLASS II Direct Cost*	CLASS III Fair Market Cost
Classroom	Free	14.00/hr	27.00/hr
Multi-Use	Free	27.00/hr	34.00/hr
Auditorium	Free	33.00/hr	104.00/hr
Gymnasium	Free	33.00/hr	55.00/hr
Cafeteria	Free	33.00/hr	55.00/hr
Cafeteria w/kitchen	Free (Except Staff Cost)	48.00/hr	72.00/hr
Library	Free	21.00/hr	27.00/hr
Football Field	Free	42.00/hr	61.00/hr
Football Field & Lights	Free	82.00/hr	104.00/hr
Field House	Free	27.00/hr	42.00/hr
Shower/Lockers Pool	Free	42.00/hr	260.00/Day
Baseball Field	Free	25.00/hr	42.00/hr

\*Hourly cost and cost of staff (if any) at \$20.00/hr.

\*\*Free unless held on a weekend, holiday or during the Summer/Winter Breaks; then will be charged custodial overtime.

Under certain conditions fees may be waived. Organizations whose purpose is the interest in and support of the students of the school district may request a waiver of fees for use of certain facilities if the following criteria are met:

1. The use occurs during normal working hours of school custodial personnel.
2. The use will not substantially increase the need for additional utilities and services.
3. The organization is not making a charge to the students to participate in the activity.

No waiver of fees, however, may be approved for any activity which requires overtime pay for school personnel or other added costs to the District. Fees annually adjusted by CPI index or by 5%.



**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**  
**OFFICE OF FACILITY ASSIGNMENTS**  
 294 Green Valley Road, Watsonville, CA 95076  
 Phone: (831) 786-2100 Ext. 2559 Fax: (831) 728-0136

**FACILITY USE APPLICATION**

#: \_\_\_\_\_

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

Site Requested \_\_\_\_\_ Facility/Room \_\_\_\_\_

Purpose \_\_\_\_\_ Number Expected \_\_\_\_\_

Requesting Organization/Group \_\_\_\_\_

Representative \_\_\_\_\_ Day Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Dates Desired \_\_\_\_\_

**NEW - PROPOSED**

Will admission be charged or donation collected? Yes No  
 Can you provide a Certificate of Liability Insurance? Yes No

Special Personnel and/or Equipment needed:

Custodian: _____	Food Services Personnel: _____	Emergency Phone Numbers _____ _____ _____
____ Grounds _____ Projector & Screen	____ TV/VCR _____ Chairs _____	
____ Garbage Cans or Dumpsters	____ Easel _____ Tables _____	
____ Other _____		
____ Set-Up (If you require a set-up, you MUST submit a diagram of the set-up along with this Facility Use Form)		

Processing Fee: \_\_\_\_\_ CLASS I - Free \_\_\_\_\_ CLASS II - \$10.00 \_\_\_\_\_ CLASS III - \$20.00

**Processing fee: A non-refundable processing fee will be charged to all groups that fall under Class II and Class III categories.**  
 Class I - Group which include PTA, campfire girls, boy/girls scout troops, agricultural organizations school community advisory councils, senior citizens organizations, clubs and associations formed for recreational, educational, political, economic, artistic or more activities of the school district.  
 Class II - Class I users when an admission or donation fee is charged and is expended for the welfare of District students. Community wide activities where memberships are sold, admission fees charged or where the primary interest is to raise funds.  
 Class III - Commercial or profit making organization such as traveling road show, independent production companies, aerobics, jazzercise classes). Also Class I civic center groups where admission fees are charged and the net proceeds do not benefit the welfare of the District students.

Note: If the kitchen is used, Food Services Personnel MUST be present and paid by the group as billed.  
 \*\*\*\*CHECK MUST BE MADE PAYABLE TO, **PAJARO VALLEY UNIFIED SCHOOL DISTRICT (P.V.U.S.D.)**

<b>Estimated Charges</b>	<b>To be Completed by Custodian</b>	<b>Actual Charges</b>
Processing Fee: _____	Date Worked _____	Processing Fee: _____
Deposit Fee: _____ Date: _____	Start Time: _____	Deposit Fee: _____ Date: _____
Facility Fee _____ hrs. @ \$_____ per hr.	End Time: _____	Facility Fee _____ hrs. @ \$_____ per hr.
Custodial O/T _____ hrs. @ \$_____ per hr.	Total hours Worked: _____	Custodial O/T _____ hrs. @ \$_____ per hr.
Food Service _____	Custodians Signature _____	Amount paid in advance \$ _____
Personnel O/T _____ hrs. @ \$_____ per hr.		Amount to be billed \$ _____
Total Estimated Charges \$ _____		

**Note: \*\*School Activities hold priority over any Facility Use Application.**  
**\*\*Organization is responsible for cleaning & leaving room or premises as found.**

**AGREEMENT:** I, the undersigned, have read the Regulations for use of District Facilities on the reverse side of this form and the Hold Harmless and Indemnification Agreement attached and certify that I will assume full responsibility and comply with the full contents of this agreement.

Date \_\_\_\_\_ Representative's Signature \_\_\_\_\_

**School Approval**

For Office Use Only:

**District Office Approval**

white/office      yellow/school      pink/custodian      goldenrod/requestor

1. Applications must be submitted to the Facility Assignments Office at least ten (10) working days preceding the date(s) of use.
2. A Certificate of Liability Insurance **MUST** be submitted to the District and the District must be listed as a policy holder before any type of process can commence.
3. Fees, if any, will be collected at least 24 hours in advance of scheduled event.
4. Applicant is responsible for preservation of order and enforcement of all regulations pertaining to the use of District facilities. Negligence or violation of facility use, instructions and regulations will result in an organization being held responsible for damages and possible denial of subsequent requests.
5. The requesting organization shall be responsible for any additional fees incurred due to unusual or unexpected requirements for District personnel.
6. School premises shall not be available on such occasions or during hours as interfere with the regular functions of the school.
7. All requests for the use of school premises shall be denied where the proposed use is inconsistent with the proper and regular use of the facilities or where the purpose of the meeting is immoral, offensive or injurious.
8. All permits will be issued for specific rooms and for specific hours. It shall be the responsibility of the organization to see that the unauthorized portions of the building are not disturbed, and that the premises are vacated as scheduled.
9. Any juvenile organization or group seeking use of District premises must have a responsible adult sponsor signing and present during use, providing adequate and effective supervision.
10. There shall be **NO SMOKING** on premises. **NO ALCOHOLIC BEVERAGES** shall be brought to or consumed on the premises. Profane language, fighting or gambling will not be permitted on District property.
11. The authorized District personnel shall open the building only upon presentation of a Facility Use Application properly issued and signed.
12. No alterations or physical changes shall be permitted in or on any campus facility including buildings or playing fields. **NO PESTICIDES, HERBICIDES OR RODENTICIDES OF ANY TYPE SHOULD BE APPLIED TO, OR USED ON DISTRICT PREMISES WITHOUT THE PRIOR CONSENT AND AUTHORIZATION OF THE DISTRICT'S SAFETY MANAGER.**
13. Organizations wishing to use the facilities during the summer months may make applications at any time during the year, but these applications will not be processed before May 1<sup>st</sup> of each year.
14. The District may require as a condition of approval that the applicant furnish adequate security officers.
15. Any cancellations need to be within 24 hours of the event in order to avoid any unnecessary charges for District personnel. If group does not cancel within 24 hours a minimum of 4 hours @ \$30.00 hr. will be charged.

# Pajaro Valley Unified School District

## **Eligibility for Civic Center Permits**

Community organizations and groups that qualify for public use of school facilities must be fully organized and recognized. Their meetings must be non-profit in nature. All juvenile organizations or groups must have satisfactory adult sponsorship and supervision. Permits are not issued to individuals. A CERTIFICATE OF LIABILITY INSURANCE may be required by the District before the issuing of some civic center permits. (California Codes, Education Code, Section 38130-38139).

## **Group Approved for Free Use of School Facilities**

The Governing Board may grant the use of school facilities or grounds as a civic center upon the terms and conditions the Board deems proper, subject to the limitations, requirements and restrictions set forth, for any of the following purposes:

1. Public, literary, scientific, recreational, educational or public agency meetings.
2. The discussion of matters of general or public interest.
3. The conduct of religious services for temporary periods by any church or religious organizations which have no suitable meeting place for the conduct of the services, provided the Board charges the church or religious organizations using the school facilities or grounds a fee as specified in EC 40043.
4. Child Care or day care programs to provide supervision and activities for children of preschool and elementary school age.
5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies.
6. Supervised recreational activities.
7. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare by public agencies, including but not limited to, the American Red Cross and the provision of any services deemed necessary by the Board to meet the needs of the community.
8. Other purposes deemed appropriate by the Board.

## **Unauthorized Uses of District Facilities**

No permits shall be granted for:

1. Aiding any religious purpose or for any denominational doctrine or instruction EXCEPT that temporary use may be granted in cases where a church or religious organization has no suitable meeting place, upon such terms and conditions as the Board deems proper including a charge to offset the District costs for such use.
2. Any public meetings or entertainment which reflects in any way on a citizen's race, color or creed.

**USE OF SCHOOL FACILITIES**

The Governing Board recognizes that district facilities and grounds are a community resource and authorizes their use by community groups for purposes provided for in the Civic Center Act when such use does not interfere with school activities. Any district facility that is subject to a joint powers agreement with another public agency is exempted from this Board policy.

*(cf. 6145.5 - Student Organizations and Equal Access)*

All school-related activities shall be given priority in the use of facilities and grounds under the Civic Center Act. Thereafter, the use shall be on a first-come, first-served basis.

The Superintendent or designee shall maintain procedures and regulations for the use of school facilities and grounds that: (Education Code 38133)

1. Aid, encourage, and assist groups desiring to use school facilities for approved activities
2. Preserve order in school buildings and on school grounds and protect school facilities, designating a person to supervise this task, if necessary

*(cf. 0450 - Comprehensive School Safety Plan)*

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work

**Fees**

The Board authorizes the use of school facilities or grounds without charge by nonprofit organizations, clubs, or associations organized to promote youth and school activities. In accordance with Education Code 38134(a), these groups include, but are not limited to, Girl Scouts, Boy Scouts, Camp Fire, Inc., parent-teacher associations, and school-community advisory councils. Other groups, including nonprofit groups not organized to promote youth and school activities or for-profit groups that request the use of school facilities under the Civic Center Act, shall be charged at least direct costs.

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. (Education Code 38134)

*Legal Reference: (see next page)*

**USE OF SCHOOL FACILITIES (continued)**

*Legal Reference:*

EDUCATION CODE

10900-10914.5 *Community recreation programs*

32282 *School safety plan*

37220 *School holidays*

38130-38138 *Civic Center Act, use of school property for public purposes*

BUSINESS AND PROFESSIONS CODE

25608 *Alcoholic beverage on school premises*

MILITARY AND VETERANS CODE

1800 *Definitions*

UNITED STATES CODE, TITLE 20

7905 *Equal access to public school facilities*

COURT DECISIONS

*Good News Club v. Milford Central School*, (2001) 533 U.S. 98

*Lamb's Chapel v. Center Moriches Union Free School District*, (1993) 508 U.S. 384

*Cole v. Richardson*, (1972) 405 U.S. 676

*Connell v. Higgenbotham*, (1971) 403 U.S. 207

*ACLU v. Board of Education of Los Angeles*, (1961) 55 Cal. 2d 167

*Ellis v. Board of Education*, (1945) 27 Cal. 2d 322

ATTORNEY GENERAL OPINIONS

82 *Ops. Cal. Atty. Gen.* 90 (1999)

79 *Ops. Cal. Atty. Gen.* 248 (1996)

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

1101.89 *School District Liability and "Hold Harmless" Agreements, LO: 4-89*

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>



**USE OF SCHOOL FACILITIES**

**Application for Use of Facilities**

Any persons applying for the use of any school facility or grounds on behalf of any society, group, or organization shall present written authorization from the group or organization to make the application.

Persons or organizations applying for the use of school facilities or grounds shall submit a statement of information indicating that the organization upholds the state and federal constitutions and does not intend to use school premises to commit unlawful acts.

**Civic Center Use**

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes: (Education Code 32282, 38131)

1. Public, literary, scientific, recreational, educational, or public agency meetings
2. The discussion of matters of general or public interest
3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization
4. Child care programs to provide supervision and activities for children of preschool and elementary school age

*(cf. 5148 - Child Care and Development)*  
*(cf. 5148.2 - Before/After School Programs)*  
*(cf. 6300 - Preschool/Early Childhood Education)*

5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies
6. Supervised recreational activities including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youths may participate regardless of religious belief or denomination
7. A community youth center

*(cf. 1020 - Youth Services)*

**USE OF SCHOOL FACILITIES** (continued)

8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization

*A veterans' organization* means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories. (Military and Veterans Code 1800)

10. Other purposes deemed appropriate by the Governing Board

The district may grant the use of school facilities on those days on which the public school is closed. (Education Code 37220)

*(cf. 6115 - Ceremonies and Observances)*

**Restrictions**

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law
2. Any use which is inconsistent with the use of the school facility for school purposes or which interferes with the regular conduct of school or school work
3. Any use which involves the possession, consumption, or sale of alcoholic beverages or any restricted substances, including tobacco use

*(cf. 3513.3 - Tobacco-Free Schools)*

The district may exclude certain school facilities from non-school use for safety or security reasons.

**USE OF SCHOOL FACILITIES (continued)**

**Damage and Liability**

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damages caused by the activity. The Board may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds.

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134)

Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence. Groups or organizations shall also be required to include the district as an additional insured on their liability policies for claims arising out of the negligence of the group.

As permitted, the Superintendent or designee may require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facility being used.

## DEVELOPER FEE - RESEARCH

Pajaro Valley Unified School District has reviewed and compared our current Facility Fee Schedule to those of the following neighboring District's or other comparable venues.

- Santa Cruz City Schools
- Soquel High School
- Monterey Peninsula Unified School District
- North Monterey County
- Carmel Unified School District
- Gilroy Unified School District
- Cabrillo College
- Morgan Hill Unified School District

(See attachments)

Facility Cost	Pajaro Valley Unified School District						Facility Deposit (Non-Refundable) For class II & class III only	Facility Cost
	Current			Proposed				
	Class I	Class II	Class III	Class I	Class II	Class III		
	Free	Direct Cost Per Hour	Fair Market Cost Per Hour	Free	Direct Cost Per Hour (2hr. Min.)	Fair Market Cost Per Hour (2hr. Min.)		
Classroom/ Standard	Free	\$14.00	\$27.00	*Custodial Fee	\$25.00	\$45.00		
Large Classroom	-	-	-	*Custodial Fee	\$30.00	\$50.00		
Restrooms	-	-	-	*Custodial Fee	\$25.00	\$45.00		
Computer Lab Use	-	-	-	*Custodial Fee	\$40.00	\$80.00	\$100.00	
Library	Free	\$21.00	\$27.00	*Custodial Fee	\$35.00	\$45.00		
Auditorium (E.A. Hall)	Free	\$33.00	\$104.00	*Custodial Fee	\$85.00	\$200.00	\$100.00	
Choir/Band Room	-	-	-	*Custodial Fee	\$35.00	\$55.00	\$100.00	
MPR	Free	\$27.00	\$34.00	*Custodial Fee	\$55.00	\$75.00	\$100.00	
Cafeteria	Free	\$33.00	\$55.00	*Custodial Fee	\$55.00	\$75.00	\$100.00	
Cafeteria/MPR w/Kitchen*	Free	\$48.00	\$72.00	Fee*	\$65.00	\$85.00	\$100.00	
Gymnasium	Free	\$33.00	\$55.00					
Elementary (Valencia)	-	-	-	*Custodial Fee	\$55.00	\$65.00	\$100.00	
Jr. High	-	-	-	*Custodial Fee	\$65.00	\$75.00	\$100.00	
High	-	-	-	*Custodial Fee	\$75.00	\$85.00	\$200.00	
Gym w/Shower & Lockers	-	-	-	*Custodial Fee	\$95.00	\$115.00	\$200.00	
Football Stadium/Track	-	-	-	*Custodial Fee	\$200.00	\$750.00	\$400.00	
Football Stadium w/Lights	-	-	-	*Custodial Fee	\$275.00	\$900.00	\$500.00	
Football/Soccer Fields (Grass Area)	Free	\$42.00	\$61.00	*Custodial Fee	\$45.00	\$65.00	\$100.00	
Baseball/Softball Field	Free	\$25.00	\$42.00	*Custodial Fee	\$45.00	\$65.00	\$100.00	
w/Lights (WHS only)	-	-	-	*Custodial Fee	\$75.00	\$100.00	\$150.00	
Other Athletic/Practice Field	-	-	-	*Custodial Fee	\$45.00	\$65.00	\$100.00	
Tennis Courts	-	-	-	*Custodial Fee	\$200.00/day	\$300.00/day	\$100.00	
Pool Only	-	-	-	*Custodial Fee	\$100.00(4hr. Min.)	\$200.00(4hr. Min.)	\$200.00	
Pool w/shower/Locker Room	Free	\$42.00	\$260.00/day	*Custodial Fee	\$150.00(4hr. Min.)	\$300.00(4hr. Min.)	\$250.00	
Lifeguard (note 1)	-	-	-					
(1) The District does not have a LifeGuard on staff. The user will be required to obtain a certified lifeguard and be responsible for direct payment. Please provide proof of services.								
Parking Lots	-	-	-	*Custodial Fee	\$125.00/day	\$200.00/day	\$100.00	
Theater w/Theater Manager	-	-	-	\$85.00	\$110.00	\$150.00	\$225.00	
Technical use of lights & sound.	-	-	-	\$55.00	\$65.00	\$75.00		
Theater Administrative Fee	-	-	-	\$50.00	\$50.00	\$50.00		
Staff Costs								
Custodian		\$25 per hr.			\$30.00 per hour			
Food Service Personnel		\$15-\$35 per hr.			\$30.00 per hour			
Audio-Visual Tech Staff (note 2)		-			\$40.00 per hour			
Maintenance/Grounds Personnel		-			\$30.00 per hour			
Other Costs								
TV/VCR	-	-	-		\$35.00/day			
Projection Screen	-	-	-		\$35.00/day			
Sound System	-	-	-		\$35.00/day			
Processing Fee	-	-	-	Free	\$10	\$20		
(1) The District does not have a LifeGuard on staff. The user will be required to obtain a certified lifeguard and be responsible for direct payment. Please provide proof of services.								
(2) The District does not have a Audio-Visual Tech Staff on hand at all sites.								
(*Custodial Fee) Any use which results in the need for custodial time, either directly by requiring the custodian to be present beyond his/her normal working hours, or indirectly by keeping the custodian from performing regular duties which require additional hours or on the weekend will be charged a rate of \$30 per hour with a two hour minimum.								
(Processing Fee) A \$10-\$20 processing fee (non-refundable) will be charged for each application submitted in Group 2 and Group 3 to cover administrative costs.								

Football Stadium  
 Football Stadium w/Lights  
 Grass Field  
 Synthetic  
 Football/Soccer Fields (Grass Area)  
 Football Field w/Lights  
 Baseball/Softball Field  
 w/Lights  
 Other Athletic/Practice Field  
 Track  
 Theater  
 Lecture  
 Rehearsal/Set-up  
 Technical Rehearsal/Use  
 of lights sound, Technician  
 Performance  
 Theater Manager/ Facility Manager  
 Equipment Operators  
 Use of Masonite Floors  
 Theater Administrative Fee

Facility Cost

Santa Cruz City Schools

Facility Cost		Category A	Category B	Category C
Facility Cost		Custodial Fee per hr. only	Rate per hr	Rate per hr.
Classroom/ Standard		Custodial Fee	\$25.00	\$55.00
Large Classroom		-	-	-
Restrooms		-	-	-
Computer Lab Use		-	-	-
Library		Custodial Fee	\$30.00	\$40.00
Auditorium (E.A. Hall)		Custodial Fee	\$40.00	\$60.00
Choir/Band Room		-	-	-
MPR		Custodial Fee	\$25.00	\$55.00
Cafeteria		Custodial Fee	\$40.00	\$60.00
Cafeteria/MPR w/Kitchen*		Staff Fee	\$45.00	\$65.00
Gymnasium				
Elementary (Valencia)				
Jr. High		Custodial Fee	\$35.00	\$55.00
High		Custodial Fee	\$45.00	\$65.00
Gym w/Shower & Lockers		Custodial Fee	\$40.00	\$60.00
Football Stadium/Track	Football Stadium	Custodial Fee	\$35.00	\$50.00
Football Stadium w/Lights	Football Stadium w/Lights	Custodial Fee	\$60.00	\$60.00
	Grass Field	-	-	-
	Synthetic	-	-	-
Football/Soccer Fields (Grass Area)	Football/Soccer Fields (Grass Area)	Custodial Fee	\$45.00	\$65.00
	Football Field w/Lights	Custodial Fee	\$60.00	\$60.00
Baseball/Softball Field	Baseball/Softball Field	Custodial Fee	\$35.00	\$50.00
w/Lights (WHS only)	w/Lights	Custodial Fee	\$60.00	\$60.00
Other Athletic/Practice Field	Other Athletic/Practice Field	Custodial Fee	\$30.00	\$45.00
	Track	-	-	-
Tennis Courts		Custodial Fee	\$250/day	\$300/day
Pool Only		Custodial Fee	\$400.00	\$400.00
Pool w/shower/Locker Room		Custodial Fee	\$455.00	\$495.00
Lifeguard (note 1)		-	-	-
(1) The District does not have a LifeGuard on staff. The user will be required to obtain a certified lifeguard and be responsible for direct payment. Please provide proof of services.				
Parking Lots		Custodial Fee	\$5.00 per space	
Theater w/Theater Manager	Theater			
	Lecture	\$45.00	\$45.00	\$57.00
Technical use of lights & sound.	Rehearsal/Set-up	\$40.00	\$40.00	\$52.00
Theater Administrative Fee	Technical Rehearsal/Use of lights sound, Technician	\$50.00	\$50.00	\$62.00
	Performance	\$55.00	\$55.00	\$67.00
	Theater Manager/ Facility Manager	\$30.00	\$30.00	\$30.00
	Equipment Operators	\$15.00	\$15.00	\$15.00
	Use of Masonite Floors	\$150.00	\$150.00	\$150.00
	Theater Administrative Fee	\$50.00	\$50.00	\$50.00
Staff Costs				
Custodian			\$17-\$44 per hr.	
Food Service Personnel			\$23-\$25 per hr.	
Audio-Visual Tech Staff (note 2)			-	
Maintenance/Grounds Personnel			-	
Other Costs				
TV/VCR			-	
Projection Screen			-	
Sound System			-	
Processing Fee			-	
(1) The District does not have a LifeGuard on staff. The user will be required to obtain a certified lifeguard and be responsible for direct payment. Please provide proof of services.				
(2) The District does not have a Audio-Visual Technician on staff. The user will be required to obtain a certified Audio-Visual Technician and be responsible for direct payment. Please provide proof of services.				
(*Custodial Fee) Any use which results in the custodian's normal working hours, or indirectly by the custodian's absence during the weekend will be charged a rate of \$30 per hour.				
(Processing Fee) A \$10-\$20 processing fee (not included) will be charged to cover administrative costs.				

Facility Cost

Soquel High School

Monterey Peninsula Unified School District

North Monterey County

	Category A	Category B	Category C	Civic Center Partners	Community Partners	Commercial Use	Deposit	Use Fee
	Custodial Fee per hr. only	Rate per hr	Rate per hr.	Free Per Hour	Minimal Fee Per Hour	Full Fee Per Hour	Non-refundable	per hr.
Classroom/ Standard	Custodial Fee	\$25.00	\$45.00	Free	\$30.00	\$150.00	\$75.00	\$45.00
Large Classroom	-	-	-	-	-	-	-	-
Restrooms	-	-	-	-	-	-	-	-
Computer Lab Use	-	-	-	-	\$35 per computer	-	-	-
Library	Custodial Fee	\$25.00	\$55.00	-	-	-	-	-
Auditorium (E.A. Hall)	Custodial Fee	\$25.00	\$55.00	Free	\$85.00	\$990.00	-	-
Choir/Band Room	-	-	-	-	-	-	-	-
MPR	Custodial Fee	\$25.00	\$55.00	Free	\$65.00	\$475.00	\$75.00	\$55.00
Cafeteria	Custodial Fee	\$25.00	\$55.00	Free	\$50.00	Not Permitted	\$75.00	\$55.00
Cafeteria/MPR w/Kitchen*	Custodial Fee	\$25.00	\$55.00	-	-	-	\$200.00	\$37.00
Gymnasium	-	-	-	-	-	-	-	-
Elementary (Valencia)	-	-	-	-	-	-	-	-
Jr. High	Custodial Fee	\$25.00	\$55.00	Free	\$80.00	\$650.00	\$300.00	\$55.00
High	Custodial Fee	\$35.00	\$65.00	Free	\$95.00	\$990.00	\$300.00	\$55.00
Gym w/Shower & Lockers	Custodial Fee	\$25.00	\$35.00 (Showers)	-	\$75.00 per support used	-	-	-
Football Stadium/Track	Custodial Fee	\$25.00	\$45.00	Free	\$105.00	\$1,125.00	\$300.00	\$175.00 per use
Football Stadium w/Lights	Custodial Fee	\$60.00	\$60.00	Free	\$170.00	\$1,750.00	-	-
-	-	-	-	-	-	-	-	-
Football/Soccer Fields (Grass Area)	Custodial Fee	\$35.00	\$65.00	-	-	-	-	-
-	Custodial Fee	\$60.00	\$60.00	-	-	-	-	-
Baseball/Softball Field	Custodial Fee	\$25.00	\$45.00	-	-	-	-	-
w/Lights (WHS only)	Custodial Fee	\$60.00	\$60.00	-	-	-	-	-
Other Athletic/Practice Field	Custodial Fee	\$25.00	\$45.00	Free	\$100.00	\$875.00	\$75.00	\$10.00
-	-	-	-	-	-	-	-	-
Tennis Courts	Custodial Fee	\$5 per court	\$10 per court	-	-	-	-	-
Pool Only	Custodial Fee	\$400.00	\$400.00	Free	\$300.00	Not Permitted	-	-
Pool w/shower/Locker Room	Custodial Fee	\$425.00	\$425.00	-	-	-	-	-
Lifeguard (note 1)	-	-	-	-	\$35 per hr.	-	-	-
(1) The District does not have a LifeGuard on staff. The user will be required to obtain a certified lifeguard and be responsible for direct payment. Please provide proof of services.								
Parking Lots	Custodial Fee	\$5.00 per space		-	-	-	-	-
Theater w/Theater Manager								
Technical use of lights & sound.	\$45.00	\$45.00	\$57					
Theater Administrative Fee	\$40.00	\$40.00	\$52					
	\$50.00	\$50.00	\$62					
	\$55.00	\$55.00	\$67					
	\$30.00	\$30.00	\$30					
	\$15.00	\$15.00	\$15					
	\$150.00	\$150.00	\$150					
	\$50.00	\$50.00	\$50					
<b>Staff Costs</b>								
Custodian		\$17-\$44 per hr.			\$50 per hr.		Not Stated	
Food Service Personnel		\$20.00	\$25.00		\$25 per hr.		Not Stated	
Audio-Visual Tech Staff (note 2)		-	-		\$40 per hr.		-	-
Maintenance/Grounds Personnel		-	-		\$45 per hr.		-	-
<b>Other Costs</b>								
TV/VCR		-	-		-	-	-	-
Projection Screen		-	-		\$35 per unit	-	-	-
Sound System		-	-		\$35 per microphone unit	-	-	-
Processing Fee		-	-		-	-	-	-

(1) The District does not have a LifeGuard on staff. The user will be required to obtain a certified lifeguard and be responsible for direct payment. Please provide proof of services.

(2) The District does not have a Audio-Visual T

(\*Custodial Fee) Any use which results in the n his/her normal working hours, or indirectly by k the weekend will be charged a rate of \$30 per l

(Processing Fee) A \$10-\$20 processing fee (nc cover administrative costs.

**Facility Cost**

**Carmel Unified School District**

**Gilroy Unified School District**

	Group I	Group II	Group III	Group IV		Group I	Group II	Group III	Deposit
						per Hour	2hr min.	2 hr min.	
Classroom/ Standard	Custodial Fee	\$6.00	\$16.00	\$32.00		\$6.00	\$13.00	\$26.00	\$25.00
Large Classroom	Custodial Fee	\$10.00	\$20.00	\$40.00		\$6.00	\$13.00	\$26.00	\$25.00
Restrooms	-	-	-	-		-	-	-	-
Computer Lab Use	-	-	-	-		-	-	-	-
Library	Custodial Fee	\$11.00	\$22.00	\$44.00		\$6.00	\$13.00	\$16.00	\$50.00
Auditorium (E.A. Hall)	Custodial Fee	\$32.00	\$64.00	\$128.00					
Choir/Band Room	Custodial Fee	\$10.00	\$20.00	\$40.00					
MPR	Custodial Fee	\$32.00	\$64.00	\$128.00		\$9.00	\$17.00	\$34.00	\$100.00
Cafeteria	Custodial Fee	\$13.00	\$26.00	\$52.00		\$9.00	\$17.00	\$34.00	\$100.00
Cafeteria/MPR w/Kitchen*	Staff Fee	\$21.00	\$42.00	\$84.00	Kitchen only	\$9.00	\$13.00	\$26.00	\$50.00
Gymnasium	Custodial Fee	\$15.00	\$30.00	\$60.00		\$17.00	\$34.00	\$68.00	\$100.00
Elementary (Valencia)	-	-	-	-		-	-	-	-
Jr. High	-	-	-	-		-	-	-	-
High	-	-	-	-		-	-	-	-
Gym w/Shower & Lockers	Custodial Fee	\$21.00	\$42.00	\$84.00					
Football Stadium/Track	Custodial Fee	\$21.00	\$42.00	\$84.00					
Football Stadium w/Lights	-	-	-	-					
Football/Soccer Fields (Grass Area)	Custodial Fee	\$6.00	\$12.00	\$24.00	Available Only Under Special Arrangement				
Baseball/Softball Field	Custodial Fee	\$6.00	\$12.00	\$24.00					
w/Lights (WHS only)	-	-	-	-					
Other Athletic/Practice Field	-	-	-	-					
Tennis Courts						\$4.00	\$8.00	\$16.00	\$0.00
Pool Only	Custodial Fee	\$20.00	\$40.00	\$80.00		\$17.00	\$33.00	\$66.00	\$100.00
Pool w/shower/Locker Room	Custodial Fee	\$28.00	\$56.00	\$120.00					
Lifeguard (note 1)									
<p>(1) The District does not have a LifeGuard on staff.                  The user will be required to obtain a certified lifeguard                  and be responsible for direct payment. Please provide                  proof of services.</p>									
Parking Lots	Custodial Fee	\$4.00	\$8.00	\$16.00		\$3.00	\$5.00	\$10.00	\$0.00
Theater w/Theater Manager						\$11.00	\$22.00	\$44.00	\$100.00
Technical use of lights & sound.									
Theater Administrative Fee									
<b>Staff Costs</b>									
Custodian	\$0.00*/\$33.00	\$22.50*/\$33.00	\$45.00*/\$66.00 per hr.			\$35 Per hour, two-hour minimum			
Food Service Personnel	\$33.00 per hr.		\$66.00 per hr			\$30 per hour, two hour minimum			
Audio-Visual Tech Staff (note 2)									
Maintenance/Grounds Personnel									
<p>*Special shift, Special shift is considered to be Saturday,                  Sunday and any over time.</p>									
<b>Other Costs</b>									
TV/VCR	Free	\$6.25	\$12.50	\$25.00					
Projection Screen	-	-	-	-					
Sound System	Free	\$11.00	\$22.00	\$44.00					
Processing Fee	Free	\$9.75	\$19.50						

(1) The District does not have a LifeGuard on staff.  
 payment. Please provide proof of services.

(2) The District does not have a Audio-Visual T

(\*Custodial Fee) Any use which results in the n  
 his/her normal working hours, or indirectly by k  
 the weekend will be charged a rate of \$30 per l

(Processing Fee) A \$10-\$20 processing fee (nr  
 cover administrative costs.



Facility Cost

Cabrillo College

Morgan Hill Unified School District

	Category A	Category B	Category C	Group 1	Group 2	Group 3		
				May pay direct cost	Hourly Rate	Hourly Rate		
Classroom/ Standard	\$0.00	\$45.00	\$65.00	No Charge	\$9.00	\$18.00		
Large Classroom	-	-	-	No Charge	\$13.00	\$26.00		
Restrooms	-	-	-	-	-	-		
Computer Lab Use	-	-	-	No Charge	\$13.00	\$26.00		
Library	-	-	-	No Charge	\$23.00	\$46.00		
Auditorium (E.A. Hall)	-	-	-	-	-	-		
Choir/Band Room	-	-	-	-	-	-		
MPR	-	-	-	No Charge	\$23.00	\$46.00		
Cafeteria	-	-	-	-	-	-		
Cafeteria/MPR w/Kitchen*	-	-	-	(1) No Charge	\$13.00	\$26.00	kitchen only	kitchen only
Gymnasium	\$0.00	\$225.00	\$400.00	No Charge	\$35.00	\$70.00		
Elementary (Valencia)	-	-	-	-	-	-		
Jr. High	-	-	-	-	-	-		
High	-	-	-	-	-	-		
Gym w/Shower & Lockers	\$0.00	\$55.00	\$115.00	No Charge	\$13.00	\$26.00	locker room only	locker room only
Football Stadium/Track	\$0.00	\$500.00	\$1,000.00	(3) (4) No Charge	\$225.00	\$250.00		
Football Stadium w/Lights	\$400.00	\$900.00	\$14,000.00	-	-	-		
	-	-	-	-	-	-		
Football/Soccer Fields (Grass Area)	-	-	-	No Charge	\$10.00/day	\$20.00/day		
	-	-	-	\$15.00	lights only	\$30.00	lights only	
Baseball/Softball Field	\$0.00	\$75.00	\$145.00	No Charge	\$10.00/day	\$20.00/day		
w/Lights (WHS only)	-	-	-	\$15.00	lights only	\$30.00	lights only	
Other Athletic/Practice Field	-	-	-	-	-	-		
	\$0.00	\$90.00	\$130.00	(3) (4) No Charge	\$100.00	\$125.00	H.S. Track	H.S. Track
Tennis Courts	\$0.00	\$20.00	\$50.00	No Charge	\$4.00	\$8.00		
Pool Only	\$0.00	\$140.00	\$260.00	No Charge	\$56.00	\$113.00		
Pool w/shower/Locker Room	-	-	-	-	-	-		
Lifeguard (note 1)	-	-	-	-	-	-		
<p>(1) The District does not have a LifeGuard on staff. The user will be required to obtain a certified lifeguard and be responsible for direct payment. Please provide proof of services.</p>								
Parking Lots	\$0.00	\$180.00	\$300.00	No Charge	\$25.00	\$50.00		
Theater w/Theater Manager	\$0.00	\$250.00	\$350.00	(2) No Charge	\$23.00	\$46.00		
	-	-	-	-	-	-		
Technical use of lights & sound.	-	-	-	(2) A member of Live Oak staff shall be present if any stage lighting/equipment is used. A charge of \$40.00 per hour (2 hr min) covers actual costs.	-	-		
Theater Administrative Fee	-	-	-	-	-	-		
	\$15.00	\$15.00	\$15.00	-	-	-		
	-	-	-	-	-	-		
	-	-	-	-	-	-		
	-	-	-	-	-	-		
	-	-	-	-	-	-		
	-	-	-	-	-	-		
	-	-	-	-	-	-		
<p><b>Staff Costs</b></p>								
Custodian	-	-	-	-	\$40 per hour	-		
Food Service Personnel	-	-	-	-	\$40 per hour	-		
Audio-Visual Tech Staff (note 2)	-	-	-	-	-	-		
Maintenance/Grounds Personnel	-	-	-	-	-	-		
<p><b>Other Costs</b></p>								
TV/VCR	-	-	-	-	-	-		
Projection Screen	-	-	-	-	-	-		
Sound System	-	-	-	\$12.00	\$12.00	\$24.00		
Processing Fee	-	-	-	No Charge	\$25 (non Refundable)	\$25 (non Refundable)		
<p>(1) The District does not have a LifeGuard on staff payment. Please provide proof of services.          (2) The District does not have a Audio-Visual Technician          (*Custodial Fee) Any use which results in the custodian's normal working hours, or indirectly by the custodian the weekend will be charged a rate of \$30 per hour.          (Processing Fee) A \$10-\$20 processing fee (not refundable) cover administrative costs.</p>								
<p>(3) Custodial staff shall be present. A charge of \$40.00 per hour (2 hr min) covers actual cost. (4) use of restroom requires a custodian on duty.</p>								



# Board Agenda Backup

Item No: 10.5

**Date:** March 4, 2009

**Item:** Community-Based English Tutoring (CBET) Program - Notification of Intent to Participate, Fiscal Year 2009-2010

**Overview:** Pursuant to *California Code of Regulations (CCR)*, Title 5, sections 11315 and 11315.5, the State Superintendent of Public Instruction is to allocate funds, contingent upon an appropriation in the annual Budget Act, to LEAs that request participation in the CBET Program. Funds are to be used to provide free or subsidized English language instruction to parents or other members of the community who pledge to provide personal English language tutoring to California school children with limited English proficiency. Any school district, county office of education or direct-funded charter school that reports one or more English learner (EL) students on the February 27, 2009, Language Census (Form R30-LC) is eligible to participate.

In our district, CBET funding is used to provide language development activities for English learning parents and to help them understand the kinds of language development activities that can be done in the home to prepare their children for achievement in school.

Funding will be allocated on a formula basis utilizing the results of the February 27, 2009 Language Census. The appropriated funds will be prorated according to the number of EL students enrolled in the participating LEAs. The average annual per-pupil allocation has been approximately \$30 per EL, and a similar level of funding is expected for Fiscal Year 2009-2010.

As regulated in *CCR*, Title 5, Section 11315 (c), LEAs may use CBET Program funds for direct program services, community notification, transportation services, and background checks related to the tutoring program. All LEAs need to have a locally approved CBET plan, maintain thorough and auditable documentation, as well as pledge records of the adult participants and achievement information as described by *EC* Section 317.

Board approval is needed and recommended to apply in the 2009-2010 Community-Based English Tutoring (CBET) Program to receive funding.

**Recommendation:** Approval to participate in the Community-Based English Tutoring (CBET) Program in 2009-2010

**Budget Considerations:**

**Funding Source:** State

**Budgeted:** Yes:  No:

**Amount:** \$

**Prepared By:** Dr. Nancy A. Bilicich, Director; Cynthia Stark, Assistant Director

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

**COMMUNITY-BASED ENGLISH TUTORING PROGRAM  
APPLICATION FORM, FISCAL YEAR 2009-10**

**Submission Postmark Deadline: May 15, 2009**

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**Local Educational Agency (LEA) Information**

Name of LEA Pajaro Valley Unified School District

County/District Code 44-69799

School Code (Leave blank unless applicant is a direct-funded charter school) \_\_\_\_\_

Program Director Name Dr. Nancy Bilicich / Cynthia Stark

Title Director of Watsonville/Aptos Adult ED ./ Assistant Director and Coordinator of CBET

Telephone Number 831-786-2160

Fax Number 831-722-2749

E-mail Address nancy\_bilicich@pvusd.net cynthia\_stark@pvusd.net

Chief Fiscal Officer Mary Hart

Title Associate Superintendent

E-mail Address mary\_hart@pvusd.net

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**Assurances**

The signature of the superintendent or designee on this form acknowledges that the following general assurances will be observed.

1. The conditions established pursuant to *California Education Code (EC)* sections 315-317, and *California Code of Regulations (CCR)*, Title 5, sections 11315, 11315.5, and 11315.6, will be met by the LEA in the administration of this program.
2. The LEA will use fiscal control and accounting procedures that will ensure proper disbursements and accounting of state funds paid to that agency under the program. The LEA will make all records available for audit when requested.
3. Funds may be used for direct program services, community notification processes, transportation services, and background checks related to the adults participating in the tutoring program.
4. The LEA will be responsible for expending these funds to provide free or subsidized adult English-language instruction for parents or community members who have pledged to provide personal English-language tutoring to English learners in kindergarten through grade twelve.

5. Pledge records will consist of the following information: name of school district, name of school, and the name and signature of parent or community member committed to tutor English learners. These records will be maintained for audit.
6. A Community-Based English Tutoring (CBET) plan will be adopted by the local governing board and include elements of instruction and achievement information as described by *EC* Section 317. The data collected shall be used, by the governing board, to review and revise the plan as necessary, not less than once every three years, and be made available to the state as requested.

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### Certification and Signature

I certify that: (1) the planned allocation and expenditures of funds for the CBET program are for educational services for eligible participants; (2) the expenditures of funds and the programmatic activities will be conducted in accordance with federal and state statutes and regulations, including the assurances contained in this application; (3) full records of program activities and expenditures will be maintained and made available for review and/or audit by the California Department of Education and/or the representatives or designees of the Department; and (4) a CBET plan has been written in accordance with *EC* sections 315-317, and *CCR*, Title 5, sections 11315 and 11315.5.

I hereby certify that I have read the conditions contained in this document and agree to comply with all requirements as a condition of funding and that to the best of my knowledge the information contained in this CBET application form is complete and correct.

Name of LEA	<u>Pajaro Valley Unified School District</u>
Signature of Superintendent or Designee	_____
Printed Name	<u>Dorma Baker</u>
Title	<u>Superintendent</u>

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### Board Approval

Board Approval Date	<u>March 4, 2009</u>
Signature of Presiding Officer of Governing Board	_____
Printed Name	<u>Leslie De Rose, President</u>

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Mail this application form, postmarked on or before May 15, 2009, to:

**CBET Application**  
**Language Policy and Leadership Office**  
**California Department of Education**  
1430 N Street, Suite 4309  
Sacramento, CA 95814-5901

# PAJARO VALLEY UNIFIED SCHOOL DISTRICT



## Board Agenda Backup

Item No: 12.1

**Date:** March 4, 2009

**Item:** Current and subsequent year budget reductions

**Overview:** Due to the California State budget crisis the District Board of Trustees has met several times in open Board meetings to discuss and review potential budget reductions.

On February 19, 2009 the California Legislators passed a State budget and the Governor is expected to sign the document February 20, 2009. The State budget encompasses solutions to the \$41 billion State deficit. The budget is proposed to be for a period of 18 months. The budget entails \$15 billion in expenditure reduction, \$14.4 billion in temporary revenues and \$11 billion of borrowing.

Securitize the state lottery  
1-cent increase in the sales tax  
Vehicle License Fee increase to 1 percent of the car's value  
0.25 percent increase in the state income tax  
reduction of the dependent care tax credit  
Income tax surcharge of 2.5 percent

The budget relies on a special election scheduled for May 19, 2009. At this election the voters will be asked to pass a modified spending cap.

- Proposition 1A: a measure to securitize the state lottery, taking schools out of the lottery and allowing the state to sell bonds to help balance the budget in the 2009-10 fiscal year and possibly later. Schools will see an increase in Proposition 98 funding to accommodate the loss of lottery revenue.
- Proposition 1B: state spending cap
- Proposition 1C: education funding for the maintenance factor
- Proposition 1D: allows the state to divert the use of Proposition 10 monies
- Proposition 1E: allows the state to divert the use of Proposition 63 monies

If these items pass on the May ballot the revenues will stay in affect through 2012/13. If the spending cap is not approved by voters, the revenues will only be enacted for 24 months. Either way the funds are not ongoing.

At the writing of this document details on the affect on the district's budget were not available.

Due to the uncertainty of these items and the fact the district still must reduce its budget; the PVUSD board will still need to make the decisions tonight on what the "Fiscal Stability Plan" will encompass. This plan is necessary because our district's budget is rated "negative" under AB 1200. In addition, under education code we are required to give certificated personnel a notice by March 15<sup>th</sup> if their employment is questionable in the following year. And give classified employees a 45 day notice if their employment is questionable in the following year. Both are due to financial hardship in this case.

It is important that everyone understand that while we must prepare tonight to give these notices and make these expenditure reductions to balance our budget and prepare the "Fiscal Stability Plan", we are still able to negotiate with units and or identify other viable items. But, without additional items or negotiations we will need to implement the reductions identified tonight.

**Recommendation:** Identify and approve the reductions necessary to meet our requirement of a balanced budget for the current and two subsequent years.

**BUDGET CONSIDERATIONS**

**Funding Source:**

**Budgeted:** Yes:  No:

**Amount:**

**Associate Superintendent (signature):** Mary Hart

**Superintendent (signature):** Dorma Balas (A)