



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.

April 22, 2009
REGULAR BOARD MEETING
CLOSED SESSION - 6:00 p.m. – 7:00 p.m.

PUBLIC SESSION - 7:00 p.m.
DISTRICT OFFICE BOARDROOM
292 Green Valley Road
Watsonville, CA 95076

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

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

Notice to the Audience on Public Comment

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

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

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

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

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

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

1.1 Call to Order

1.2 Public comments on closed session agenda.

- 2.0 CLOSED SESSION (AND AFTER REGULAR SESSION IF NECESSARY)**
- 2.1 Public Employee Appointment/Employment, Government Code Section 54957
 - a. Certificated Employees (see Attached)
 - b. Classified Employees (see attached)
 - 2.2 Public Employee Discipline/Dismissal/Release/Leaves
 - 2.3 Negotiations Update
 - a. CSEA
 - b. PVFT
 - c. Unrepresented Units: Management and Confidential
 - d. SCAST
 - 2.4 Claims for Damages
 - 2.5 Existing Litigation
 - 2.6 Pending Litigation
 - 2.7 Anticipated Litigation
 - 2.8 Real Property Negotiations
 - 2.9 Superintendent's Informal Evaluation
 - 2.10 2 Expulsions

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

- 3.1 Pledge of Allegiance
- 3.2 Welcome by Board President
Trustees, Doug Keegan, Sandra Nichols, Karen Osmundson, Kim Turley, Libby Wilson, Willie Yahiro, and President Leslie De Rose.
- 3.3 Student Recognition
 - Nicholas Willy – Bradley Elementary School (officially from the January 28 meeting)
 - Miranda Rodriguez- Cesar Chavez Middle School
 - Ashlyn Wenger - Aptos Jr. High School
 - Rigoberto Perez Hernandez, E.A. Hall Middle School
 - Rebeca Leon - New School

4.0 ACTION ON CLOSED SESSION

5.0 APPROVAL OF THE AGENDA

6.0 APPROVAL OF MINUTES

- Minutes of April 8, 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, SCAST 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 April 2 - 15, 2009
The PO's will be available in the Superintendent's Office.
- 10.2 Warrants April 2 - 15, 2009
The warrants will be available in the Superintendent's Office.
- 10.3 Approve Scholarship Committees for Watsonville, Renaissance, Pajaro Valley and Aptos High Schools.
- 10.4 Approve California High School Exit Exam Passage Waiver for English/Language Arts for Student Number 08-09-18.
- 10.5 Approve Implementation of Facility Fee Schedule (Second Reading).

The administration recommends approval of the Consent Agenda.

11.0 DEFERRED CONSENT ITEMS

12.0 POSITIVE PROGRAM REPORT

- 12.1 Report from New School.
Report by Victoria Sorensen, Principal. 10 min.
- 12.2 Report from Pajaro Valley High School.
Report by Pancho Rodriguez, Principal. 10 min.

13.0 REPORT, DISCUSSION AND POSSIBLE ACTION ITEMS

- 13.1 Report, discussion and possible action to approve Tentative Agreement with CSEA.
Report by Dr. Albert J. Roman, Assistant Superintendent, Human Resources. 5 min.

14.0 REPORT AND DISCUSSION ITEMS

- 14.1 Report and discussion on Budget and Update on Federal Stimulus.
Report by Mary Hart, Associate Superintendent and Barney Finley, COE. 10 min.

15.0 GOVERNING BOARD AND SUPERINTENDENT COMMENTS/REPORTS

16.0 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.

		Comment
May	<ul style="list-style-type: none"> ▪ 13 ▪ 27 	<ul style="list-style-type: none"> ▪ Approve 3rd Interim Report
June	<ul style="list-style-type: none"> ▪ 10 ▪ 24 	<ul style="list-style-type: none"> ▪ 09-10 Budget Adoption
July	<ul style="list-style-type: none"> ▪ 15 	
August	<ul style="list-style-type: none"> ▪ 12 ▪ 26 	
September	<ul style="list-style-type: none"> ▪ 9 ▪ 23 	<ul style="list-style-type: none"> ▪ Unaudited Actuals
October	<ul style="list-style-type: none"> ▪ 14 ▪ 28 	
November	<ul style="list-style-type: none"> ▪ 18 	
December	<ul style="list-style-type: none"> ▪ 9 Annual Organization Mtg. 	<ul style="list-style-type: none"> ▪ Approve 1st Interim Report

16.0 ADJOURNMENT

PAJARO VALLEY UNIFIED SCHOOL DISTRICT
CLOSED SESSION AGENDA
April 22, 2009

2.1 Closed Session - 6:00 pm in the Human Resources Office.

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

New Hires

1 Teacher
24 Substitutes

New Hires – Probationary

None

Administrative

1 Interim Principal

Promotions

None

Transfers

None

Extra Pay Assignments

8 Coaches

Additional Assignments

1 Counselor Administrator

Extra Period Assignments

None

Leaves of Absence

4 Elementary Teachers
1 Secondary Teacher
1 Speech Therapist
1 Administrative Secretary II
1 Data Entry Specialist
1 Groundskeeper I
1 Instructional Assistant Migrant/Childcare

Separations From Service

None

Retirements

None

Resignations

1 Child Development Coordinator

Supplemental Service Agreements

- 15 Elementary Teachers
- 210 Instructional Assistants II
- 5 Migrant Head Start Site Supervisors

Miscellaneous Actions

None

Limited Term – Projects

- 6 Behavior Technicians
- 1 Campus Safety Coordinator
- 4 Enrichment Specialist
- 7 Instructional Assistant – General Education
- 1 Instructional Assistant I
- 3 Instructional Assistant II
- 1 Library Media Technician
- 1 Office Assistant II
- 1 Warehouse Worker I

Limited Term – Substitutes

- 2 Campus Safety Coordinator

Provisional

None

Exempt

- 1 Student Helper



PAJARO VALLEY UNIFIED SCHOOL DISTRICT

April 8, 2009

**REGULAR BOARD MEETING
UNADOPTED MINUTES**

DISTRICT OFFICE BOARDROOM

292 Green Valley Road
Watsonville, CA 95076

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

1.1 Call to Order

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

1.2 Public comments on closed session agenda.

None.

2.0 CLOSED SESSION (AND AFTER REGULAR SESSION IF NECESSARY)

2.1 Public Employee Appointment/Employment, Government Code Section 54957

- a. Certificated Employees**
- b. Classified Employees**

New Hires

None

New Hires – Probationary

None

Administrative

None

Promotions

None

Transfers

None

Extra Pay Assignments

7 Coaches

Extra Period Assignments

None

Leaves of Absence

- 1 Bus Driver
- 1 Custodian II
- 1 Instructional Assistant
- 1 Instructional Assistant II – Special Education
- 5 Elementary Teachers
- 3 Secondary Teachers

4 District Office Employees

Separations From Service

1 Print Technician

1 Instructional Support Clerk

Retirements

1 Assistant Superintendent

Resignations

2 Elementary Teachers

1 Secondary Teachers

Supplemental Service Agreements

188 Elementary Teachers

141 Secondary Teacher

Miscellaneous Actions

None

Limited Term – Projects

1 Behavior Technician

1 Enrichment Specialist

2 Instructional Assistant – General Education

1 Instructional Assistant II – Special Education

Limited Term – Substitutes

1 Instructional Assistant II

Provisional

None

Exempt

3 Student Helpers

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

a. Westchester vs. PVUSD

2.6 Pending Litigation

2.7 Anticipated Litigation

2.8 Real Property Negotiations

2.9 6 Expulsions

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

3.1 Pledge of Allegiance

Trustee Keegan led the Board in the Pledge of Allegiance.

3.2 Welcome by Board President

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

4.0 ACTION ON CLOSED SESSION

2.1 Public Employee Appointment/Employment, Government Code Section 54957

a. Certificated Employees

b. Classified Employees

Trustee Nichols moved to approve the personnel report with the addition of 1 Retirement - Assistant Superintendent. Trustee Keegan seconded the motion. The motion passed 6/0/1 (Wilson absent).

Dorma Baker commented on the work that is done by an Assistant Superintendent and noted that it was a great loss to the District to receive resignation from Catherine Hatch.

2.9 6 Expulsions

Trustee Osmundson moved to approve the Administrative Panel recommendation for the following student case:

08-09-072

Trustee Keegan seconded the motion. The motion passed 6/0/1 (Wilson absent).

Trustee Osmundson moved to approve the District Administration recommendation with the addition of "or the district" to item 'i' for the following student case:

08-09-082

Trustee Keegan seconded the motion. The motion passed 6/0/1 (Wilson absent).

Trustee Osmundson moved to approve the District Administration's recommendation for the following student case:

08-09-074

Trustee Keegan seconded the motion. The motion passed 5/1/1 (Osmundson dissented; Wilson absent).

Trustee Osmundson moved to approve the District Administration's recommendation for the following student cases:

08-09-073

08-09-080

08-09-081

Trustee Keegan seconded the motion. The motion passed 6/0/1 (Wilson absent).

5.0 APPROVAL OF THE AGENDA

Trustee Turley moved to approve the agenda moving items 12.1, 12.2 and 10.0 to be after item 7.0.

Trustee Keegan seconded the motion. The motion passed 6/0/1 (Wilson absent).

Public comment

Bill Beecher, community member, offered his recommendations for shortening Board meeting times.

6.0 APPROVAL OF MINUTES

- Minutes of March 25, 2009

- Minutes of March 31, 2009, Special Board Meeting

Trustee Nichols moved to approve the minutes for March 25, 2009. Trustee Yahiro seconded the motion. The motion passed 5/0/1/1 (Keegan abstained; Wilson absent).

Trustee Nichols moved to approve the minutes for the special meeting of March 31, 2009 with the correction to note that trustee Keegan was absent. Trustee Yahiro seconded the motion. The motion passed 4/0/2/1 (Keegan, Osmundson abstained; Wilson absent).

7.0 HIGH SCHOOL STUDENTS BOARD REPRESENTATIVES REPORT

Joaquin Seymore of Pajaro Valley High School, Oscar Zambudio of Renaissance High School, and Priscila Serrano of Watsonville High School were present to offer the Board a report on events and activities at their sites.

12.0 POSITIVE PROGRAM REPORT

12.2 Report from Aptos High School.

Report by Casey O'Brien, Principal.

Casey O'Brien, principal, introduced the presentation that focused on the school's connection to the community through the Regional Occupational Programs (ROP). Students Chelsey, Shelby, Halle Jacobs, Hanna Hiddleston and Sandra Doyle were present to discuss their experience with the Culinary, Medical and Computer Programming programs.

12.1 Report from Renaissance High School.

Report by Tom Tatum, Principal.

Tom Tatum, principal of Renaissance High and Karen Lemon, were present to speak about the work of the school with the ROP programs, specifically the photography class.

10.0 CONSENT AGENDA

Trustee Keegan moved to approve the consent agenda, with many thanks to First Alarm for their donation to the district of security guard coverage for two Board meetings; he also requested that item 10.10 be deferred. Trustee Yahiro seconded the motion. The motion passed 6/0/1 (Wilson absent).

10.1 Purchase Orders March 19 – April 1, 2009

10.2 Warrants March 19 – April 1, 2009

10.3 Approve with Gratitude Donation from First Alarm of Security Services for Two Board Meetings, a Savings to the District of \$1,600.00.

10.4 Approve Williams Complaint Report: Zero Complaints.

10.5 Approve California High School Exit Exam Passage Waiver for Math for Student Number 08-09-17.

10.6 Approve Watsonville-Kawakami Sister City Middle School Exchange May 9 – 17, 2009.

10.7 Approve Notice of Completion for Valencia Elementary School for the Installation of Two Relocatable Classroom.

10.8 Approve Notice of Completion for Calabasas Elementary School for the Installation of One Relocatable Classroom.

- 10.9 Approve Notice of Completion for Watsonville High School Art/Science Modernization.
- 10.10 Approve Twelve Students from Pajaro Valley High School for Travel to Siena, Italy and Stay with Host Families from May 4 – May 13, 2009.
This item was deferred.
- 10.11 Approve the Final SAIT Visit Update for 2008-09 School Year.

11.0 DEFERRED CONSENT ITEMS

- 10.10 Approve Twelve Students from Pajaro Valley High School for Travel to Siena, Italy and Stay with Host Families from May 4 – May 13, 2009.

Pancho Rodriguez, PVHS principal, and Genevieve Goldstein, teacher organizing the trip to Italy, were present and noted that this will be a positive experience for participating students.

Trustee Keegan moved to approve this item. Trustee Turley seconded the motion. The motion passed 6/0/1 (Wilson absent).

8.0 VISITOR NON-AGENDA ITEMS

The following technology staff spoke against the reductions to the department, citing the need that sites and departments have for technical support: Tim Landeck, director; Vicente Garcia; Mitch Novak; Allison Iskenderian; Randy Moon; Ovidio Solorio; Jose Anaya; Amee Chapman; David Russell; and Israel Zuckerman.

Gloria Manson, community member, supports the Board.

Krishna Roman, teacher, spoke about the intended stimulus money and the need for the District to have it.

Shireen Goudarzi, teacher, spoke in favor of binding arbitration.

Robin Butterworth, classified employee, commented on the impact the reductions are having on staff.

Nancy Goudarzi, community member, in favor of eliminating zones and reinstating music programs.

Cathy Garza, library media tech, Board needs to take into account the needs of their constituents.

Bernie Feldman, community member, commented and presented 2300 signatures for vote of non-confidence for the Board from community members; the vote excluded trustees Nichols and Osmundson. Ana Maldonado, student, translated into Spanish Mr. Feldman's comments to the Board.

The following supported the no-confidence vote: Carlos Barba, UCSC student; Olga Torres, HA Hyde parent; and Francisco Naranjo, parent.

The following support class size reduction: Raquel Perez, parent; Karen Richmond, teacher; Toni Levier, community member; Caryn Lane, teacher; Alexandra Khaloff, parent, Margaret Ellis, educator; and Ester Lomelli, student at WHS.

Lynne Siqueiros, teacher, spoke about administration giving up 10 days and the health care cost increase;

Andy Hsia-Coron, teacher, stated that the Board needs to reestablish community trust.

Camille Haroldsen, teacher, had letter read by Jennifer Goodheart, against the budget reductions.

Sarah Henne, teacher, proposed that for 2009-10 district office administrators spend 25% of their time working directly with students.

Ann May, English Language Specialist, presented petition from Spanish speaking parents opposing budget cuts.

Bill Beecher, community member, stimulus funds should be used to save jobs.

Steve Peterson, community member, thanked the board members who are willing to make the tough decisions.

Nancy Clasill-Navarro, teacher, commented on the inconvenience of having to change the date for her school's open house due to it conflicting with a board meeting.

Eileen Clark, teacher, open house is a community event for students, parents and teachers and they were greatly disrespected when it was cancelled.

Rhea DeHart, community member, commented that there is math tutoring available at the Watsonville Bike Shack.

Kathleen Kilpatrick, nurse, against proposed cuts.

9.0 EMPLOYEE ORGANIZATION COMMENTS – PVFT, CSEA, PVAM, SCAST

Jack Carroll, PVFT representative, commented on the budget situation and on the stimulus funds that may be available to be used as intended.

Bobby Salazar, CSEA president, spoke about the impact that the cuts to classified staff will have for the entire district.

13.0 REPORT, DISCUSSION AND POSSIBLE ACTION ITEMS

13.1 Report, discussion and possible action to approve Board Policy 1313, Civility.

Report by Cathy Stefanki, Assistant Superintendent, North Zone.

Trustee Nichols moved to approve the policy striking "insulting" and inserting "abusive" on the first page. Trustee Turley seconded the motion.

Public comment:

Rhea DeHart, community member, expressed her concern about the policy and would support a more positive tone regarding expectations.

The motion passed 6/0/1 (Wilson absent).

13.2 Report, discussion and possible action to approve Resolution #08-09-32, to Layoff Particular Classified Employee Services.

Report by Dr. Albert Roman, Assistant Superintendent, Human Resources.

Trustee Yahiro moved to approve the resolution with the understanding that if funding returns that some of these reductions be rescinded. Trustee Keegan seconded the motion. The motion passed 4/2/1 (Nichols, Osmundson dissented; Wilson absent).

Trustee Turley moved to extend the meeting until 11:30 pm. Trustee Keegan seconded the motion. The motion passed 5/1/1 (Nichols dissented; Wilson absent).

13.3 Report, discussion and possible action to approve Implementation of New Facility Fee Schedule and Regulations.

Report by Rick Mullikin, Director of Construction/Facilities/Planning.

Trustee Yahiro moved to approve this item as a first reading. Trustee Turley seconded the motion. The motion passed 5/0/1/1 (Nichols abstained; Wilson absent).

15.0 GOVERNING BOARD AND SUPERINTENDENT COMMENTS/REPORTS

Dorma Baker, superintendent, commented on this Board's courageous leadership.

Trustee Yahiro commented that it was difficult to grasp all of the different funding.

Trustee Osmundson noted that she attended open houses, participated in graffiti cleanup around the city and cleaned up garbage.

President De Rose noted that showing leadership and making these tough decisions are part of the Board's responsibilities.

Trustee Nichols noted that chopping from the top has been a theme and asked that the Board be not critical of the different viewpoints in reference to the budget.

Trustee Keegan would like the board to consider to use the stimulus funding to avoid layoffs.

Trustee Turley noted that she's looking forward to the stimulus packet, hoping to be able to save jobs. She asked that public speakers with children be heard first.

16.0 UPCOMING BOARD MEETINGS/REMAINING BOARD MEETINGS FOR 2009

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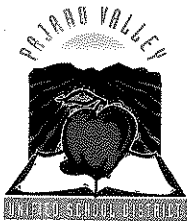
16.1 Determine a date to hold a Board Governance session during the month of April, 2009. Trustee Keegan moved to have brief regular board meeting and organize a public forum to allow dialogue and interaction with the focus on budget. Trustee Turley seconded the motion. The motion passed 6/0/1 (Wilson absent).

		Comment
April	▪ 22	▪
May	▪ 13 ▪ 27	▪ ▪ Approve 3rd Interim Report
June	▪ 10 ▪ 24	▪ 09-10 Budget Adoption
July	▪ 15	
August	▪ 12 ▪ 26	
September	▪ 9 ▪ 23	▪ Unaudited Actuals
October	▪ 14 ▪ 28	
November	▪ 18	
December	▪ 9 Annual Organization Mtg.	▪ Approve 1st Interim Report

17.0 ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 11:27 pm.

Dorma Baker, Secretary to the Board



Board Agenda Backup

Item No: 10/3

Date: April 22, 2009

Item: **High School Scholarship Committee 2008-2009**

Overview: Each school year, per Administrative Policy 5314, administration submits a list of names to the Board of Trustees for nomination to each high school Scholarship Committee. The names reflect participation on the part of administration, classified staff, community, parents, students and teachers. The group of individuals work together to review scholarship applications, determine student qualifications and match students with an appropriate scholarship(s). Principals nominate participants annually for their individual site and process.

Recommendation:

Approve Scholarship Committee membership as submitted. Administrative Policy 5314 requires Board approval of the Scholarship Committee for Watsonville High School, Aptos High School, Pajaro Valley High School and Renaissance High School.

Budget Considerations:

Funding Source:

Budgeted: Yes: No:

Amount: \$

Prepared By: Ylda Nogueta, Catherine Hatch, Cathy Stefanki – Assistant Superintendents

Superintendent's Signature:

Dorma Baker

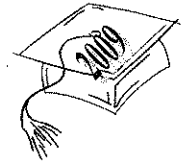


WATSONVILLE HIGH SCHOOL

250 E. Beach Street
(831) 728-6390

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

Murry Schekman
Principal



Wildcatz

TO: Ylda Nogueta, Assistant Superintendent
South Zone
Pajaro Valley Unified School District

FROM: Murry Schekman, Principal

RE: Watsonville High School Scholarship Committee

DATE: April 1, 2009

We are activating our Scholarship Committee. To comply with the Pajaro Valley Unified School District Administrative Procedure 5314, as Scholarship Chairperson, I am requesting that you contact the board and obtain their approval of the following members:

NAME

DEPARTMENT

Suzanne Smith	Chairperson
Lorraine Sandoval-Vigil	Scholarship Coordinator
Denise Brazil de Castro	Counselor
Federico Castaneda	Counselor
Amparo Alvarez	Foreign Language
Debra Finney	English
Bill Callahan	Science
Vivian Moutafian	Math
Delia Mendez	Social Studies
Marian Monto	Community Representative
Silvia Alba	MEST

Thank you very much.

**Aptos High School
April 2, 2009**

Scholarship Committee

Name	Department/Area	Comments
Tom Whitwam	Social Studies	
Emily Oberheim	Classified	
Heidi Story	English	
Cecilia Phillips	Foreign Language	
Silvestra Adolfo	Guidance	Scholarships Coordinator
Alan Yagi	Math	
Monica Lalanne	Parent Representative	
Larry Johnson	Science	
Veronica Morse	Student Representative	Junior Class President
Evan Domsic	Student Representative	Junior Class President

Meeting dates: Thursday, April 23 & 30; May 7 & 14.

Time and place: 3:00 – 4:00 in the career center.

Renaissance High School

11 Spring Valley Road
La Selva Beach, CA 95076
(831) 728-6344 Fax (831) 728-6419

April 2, 2009

To: Cathy Stefanki
Assistant Superintendent, North Zone
Pajaro Valley Unified School District

From: Tom Tatum
Principal, Renaissance High School

Re: Local Scholarship Committee Membership

In adherence with the Pajaro Valley Unified School District's Administrative Procedure 5314, I am requesting that the Board of Trustees be contacted to approve the following representatives to the Local Scholarship Committee.

Tom Tatum	Principal
Fran Majors	ROP/OWE/Scholarship Coordinator
Nubia Padilla	Staff (Certificated)
Courtney Rudd	Staff (Certificated)
Pat Horner	Staff (Classified)
Anna Solis	Staff/Migrant Student Association (Classified)
Ann Norman	Parent
Brittany Mendoza	Student
Tom House	Parent/Community Member
Mary Altier	Retired Teacher/Community Member
Cal Deason	Retired Teacher/Community Member

Smead, Gloria

From: Hiltz, Thomas
Sent: Thursday, April 16, 2009 6:37 PM
To: Vega, Justina; Smead, Gloria; Stefanki, Cathy; Hatch, Catherine; Sandidge, Ron; Rodriguez, Frank "Pancho"
Subject: Fw: Scholarship committee members

Catherine,
As you can read below I sent this info out on the 7th. Sorry it didn't get to you.
Tom

Sent from my BlackBerry Wireless Device

----- Original Message -----
From: Hiltz, Thomas
To: Hatch, Catherine
Sent: Tue Apr 07 15:33:21 2009
Subject: Scholarship committee members

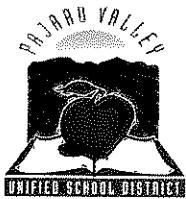
Catherine,

Here are the members of the scholarship committee who will be identifying students for specific local scholarships:

Tom Hiltz - AP/Chairperson
Sandra Macias - Teacher
Victor Barajas - Teacher
Susan Daugherty - Teacher
Greg Tucker - Teacher
Diana Martinez - Registrar
Geoff Smith - Community member

I am working to identify two junior students who will help organize and MC the Senior Awards Night scheduled for May 28th at 6:30 pm. I should be able to provide you the students' names by tomorrow.

Tom



Board Agenda Backup

Item No: 10.4

Date: April 22, 2009

Item: CAHSEE Passage Waiver
English / Language Arts (Central Zone 08-09-18)

Overview: Per Education Code 60851 (c) the parent/guardian of a student who has taken any section of the exam with one or more modifications and has received the equivalent of a passing score may request that his/her child receive a waiver of the requirement to successfully pass the exam. Upon receipt of such request, the principal shall submit to the Governing Board a request for a waiver.

The attached documentation as required by Education Code demonstrates that the identified special education student has earned "the equivalent of a passing score" (350 or more points) on the exit exam using modifications identified in the student's IEP.

Required documentation includes a) Notification to Parent regarding students eligibility for waiver b) Parent's written request for a waiver c) Documentation of passing score with the use of a modification d) Documentation of the disability which required the modification e) IEP authorizing use of the modification and f) Transcript identifying current academic progress.

Recommendation: Approve

Budget Considerations: None

Funding Source:

Budgeted: Yes: No:

Amount: \$

Prepared By: Dea Pretzer, Program Director Special Services

Superintendent's Signature: _____

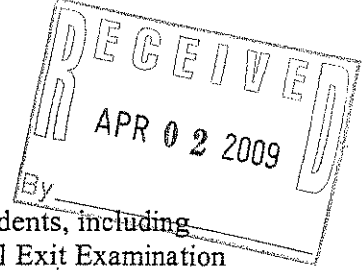
Dorinda Baker

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Parent/Guardian Request for Waiver of the High School Exit Examination Requirement for Students with Disabilities

Date: February 20, 2009

To The Parent/Guardian of:



Beginning with the 2005-06 school year, all California public school students, including students with disabilities, are required to pass the California High School Exit Examination (CAHSEE) to receive a high school diploma.

This letter is to inform you that your child took one or more subject matter parts of the CAHSEE with a modification prescribed in his/her current individualized education program (IEP

At your written request, The PVUSD Board of Education may waive the requirement to successfully pass one or both subject matter parts of the CAHSEE in order to receive a diploma. You may submit this request by completing the information below and returning this form to the principal of your child's high school.

Signature of Principal:

Date:

3-31-09

I request that my child, _____ who was tested with a modification and earned the equivalent of a passing score one or more parts of the CAHSEE, be granted a waiver of this California graduation requirement.

I understand that, in order to receive such a waiver, state law requires that my child have all of the following:

- 1. An IEP that specifies the use of modification(s) on the exit examination, standardized testing, or classroom instruction and assessments.
2. Sufficient high school level coursework either satisfactorily completed or in progress in the high school level curriculum sufficient to have attained the skills and knowledge otherwise needed to pass the CAHSEE.
3. An individual score report showing that my child has received the equivalent of a passing score on the CAHSEE while using a modification that fundamentally alters what the high school examination measures as determined by the State Board of Education.

Signature of Parent:

Date:

3-31-09

FOR SITE USE ONLY

Date Received by Principal:

Student Identification Number:

CAHSEE Waiver

1.

A. Student has deficits in auditory processing (reversal of sounds , poor letter/sound discrimination) which impact his reading comprehension skills (approximate grade level: 5th to 6th gr). Weak organizational and planning skills limit his overall written expression.

B. Student had questions read aloud for the ELA section of the CAHSEE.

C. Reading the ELA questions aloud provided the student with accurately read content allowing him to pace his responses and stay focused.

D. Teachers have been provided with copies of the student's goals and recommended accommodations or modifications. Directions to assignments and specific test items may be read aloud for his clarification within the classroom at the student's request , or as considered necessary by the teacher.

302028

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Principal's Certification and Request for the Governing Board to Waive the High School Exit Examination Requirement for Students with Disabilities

Student's Name: _____

Student's ID Number: _____

Pursuant to Education Code 6051, the parent/guardian of _____, a student with disabilities, has requested that the Governing Board waive the requirement that he/she successfully pass the high school exit examination in order to receive a diploma. This student has taken the high school exit examination with one or more modifications that fundamentally alter what the test measures as determined by the State Board of Education, and has achieved the equivalent of a passing score one or both parts of the examination.

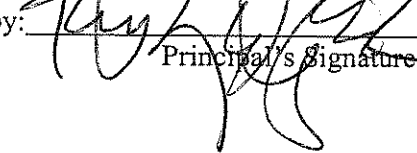
I certify that the student qualifies for a waiver because he/she satisfies all of the following conditions:

1. Has an individualized education program (IEP) adopted pursuant to the Individuals with Disabilities Education Act that specifies the use of the modification(s) on the exit examination, standardized testing, or classroom instruction and assessments.
(Attach the section of the IEP that specifies the modifications.)
 - a. Describe the nature of the student's disability as identified on the IEP (please note if this will result in overt identification of the student.
 - b. Describe any modification used on the English/language arts or math section of the exam (separate form must be filled out for each section):
 - c. State the rationale for applying the modification(s) used to achieve an equivalent passing score on the CAHSEE for this student.
 - d. Describe the modification(s) that the student regularly uses in the classroom and on other assessments.

Please see attached page

2. Has sufficient high school coursework either satisfactorily completed or in progress in the high school level curriculum sufficient to have attained the skills and knowledge otherwise needed to pass the CAHSEE. (*Attach transcripts showing coursework completed.*)

3. An individual score report showing that my child has received the equivalent of a passing score on the CAHSEE while using a modification that fundamentally alters what the high school examination measures as determined by the State Board of Education. (*Attach a copy of the exit exam Student and Parent Report showing "equivalent of a passing score" in the English/language arts and/or the mathematics portion of the exam.*)

Certified by: 
Principal's Signature

3-21-09
Date

I agree that the information on this Waiver Request Sheet accurately describes the modifications that this student regularly uses as identified in the IEP.

Mary South
Signature of Student's Special Education Teacher

2/03/09
Date

Mary South
Print Name of Student's Special Education Teacher

I agree that the information on this Waiver Request Sheet accurately states that the coursework this student has satisfactorily completed or is in the process of completing in the high school curriculum is sufficient to have obtained the skills and knowledge otherwise to pass the California High School Exit Examination.

Ximena Ospina
Signature of Student's Academic Counselor

2/03/09
Date

Ximena Ospina
Printed Name of Student's Academic Counselor



California High School Exit Examination

Student and Parent Report

Student Name:

Date Of Birth:

Student ID:

Grade: 10

School: 0105858 - Pajaro Valley High

District: 69799 - Pajaro Valley Joint Unified

County: 44 - Santa Cruz

Mathematics

Test Date: 03/12/2008

Your Total Mathematics Score	Score Required to Pass	Status
373	350	PASSED

Strands for Mathematics

Number of Questions Correct Percent Correct

Strand	Number of Questions Correct	Percent Correct
Probability & Statistics	13	54%
Number Sense	17	94%
Algebra & Functions	20	65%
Measurement & Geometry	18	72%
Algebra I	12	42%

English-Language Arts

Test Date: 03/11/2008

Your Total ELA Score	Score Required to Pass	Status
367	350	MODIFIED

Your student took this test using modifications as specified in his or her IEP or Section 504 plan. See "Taking the CAHSEE with Modifications" on the back of this report.

Strands for English-Language Arts

Number of Questions Correct Percent Correct

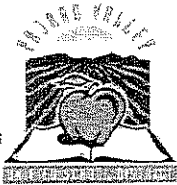
Strand	Number of Questions Correct	Percent Correct
READING		
Word Analysis	7	86%
Reading Comprehension	18	72%
Literary Response & Analysis	20	80%
WRITING		
Writing Strategies	12	75%
Writing Conventions	15	67%

Writing Applications*

Your Score

Essay	2.0
-------	-----

* Each student essay receives two scores that range from 1 (lowest) to 4 (highest) or non-scorable (NS). The average of these two scores is listed above under the heading "Your Score". The Writing Applications score counts as 20% of the total English-Language Arts score.



**Pajaro Valley Unified School District Special Education Local Plan Area
INDIVIDUALIZED EDUCATION PROGRAM
Supplementary & Specialized Support/Promotion & Assessment Standards**

Student _____

Date of Birth _____

IEP Meeting Date 2-21-2008

SUPPLEMENTARY/SPECIALIZED SUPPORT

Student requires supplementary aids and services or specialized materials/equipment as specified below.

Supports for school personnel Specialized aids/materials/equipment (Assistive Technology)
 Program modifications None

Description	Responsible Personnel/Agency	Location	Frequency/Intensity	Duration	Start/End Date*
					Start: End:
					Start: End:
					Start: End:

* If a placement or service is ending, give reason _____

PARTICIPATION IN STATE AND DISTRICT-WIDE STANDARDIZED TESTING AND ASSESSMENT

Including: Desired Results Developmental Profile (DRDP) California Standards Test (CST), CAT-6, California Modified Achievement Test (CMA), and California Alternative Performance Assessment (CAPA)

School Readiness (Preschool Only)
 DRDP-R DRDP Access Adaptations/Accommodations (specify) _____

Language Arts: CST/CAT-6 OR CMA (Criteria Met)
 No accommodations or modifications Accommodations (specify below) Modifications (specify below)
extra time, flexible setting; test directions/items read aloud (ELA & MATH)

Math: CST/CAT-6 OR CMA (Criteria Met)
 No accommodations or modifications Accommodations (specify below) Modifications (specify below)
test items/directions read aloud; extra time, flexible setting

Science CST/CAT-6 OR CMA (Criteria Met)
 No accommodations or modifications Accommodations (specify below) Modifications (specify below)

Life Skills Curriculum: CAPA Level 1 2 3 4 5
 Participation in CAT-6/CST not appropriate due to: _____

Other State or District-Wide Assessment Accommodations/Modifications (specify) _____

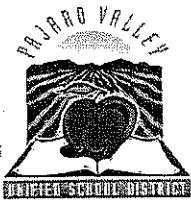
Grade exempt (Kindergarten, grade 1, or above grade 11)

PROMOTION STANDARDS

Student is working towards a diploma and will be promoted based upon district curriculum standards without accommodations or with accommodations.
 Student is working towards a certificate and will be promoted based upon alternative curriculum standards and/or substantial progress towards goals.

CALIFORNIA HIGH SCHOOL EXIT EXAMINATION (CAHSEE)

No accommodations or modifications Exempt due to eligibility for participation in CAPA
 Modifications (specify) ELA: Read directions/aloud Grade Exempt (below grade 10)
 Accommodations (specify) extra time; flexible setting; read test directions/questions aloud



**Pajaro Valley Unified School District Special Education Local Plan Area
INDIVIDUALIZED EDUCATION PROGRAM
Specialized Instruction**

Student _____

Date of Birth _____

IEP Meeting Date 02/21/2008

INSTRUCTIONAL ACCOMMODATIONS

Area of Difficulty	Accommodation	Responsible Personnel/Agency	Start Date
Reading comprehension	extra time on class assignments or testing; flexible setting; clarifying directions; reading aloud test directions/items	Resource specialist, general ed and student	cont
study skills; organization	weekly monitoring of assigned & completed work; provide copy of class notes; provide model/sample of expected product	Res. specialist, general ed and student	cont
auditory processing; maintaining focus	preferential seating close to teacher; clarifying directions	Res. specialist, general ed and student	cont
written language	use of spell checker as needed; extra time on larger assignments	Res. specialist, general ed and student	cont.

Student Name		
Student ID	Grade	Gender M
Birth Place CA USA	Date Of Birth	
Parent Guardian		

Watsonville, CA 95076

Candidate for Accreditation
Approved by the SC of the WASC

School Name/Address Pajaro Valley High School 500 Harkins Slough Road Watsonville, CA 95076	
Tel: 831-728-8102	Fax: 728-6944
Counselor: Ospina, Ximena	

Enter Date: 08/16/00
Leave Date:
Class Of: 2010

Crs ID	Course Title	Mark	Ab	Credit	Crs ID	Course Title	Mark	Ab	Credit
Pajaro Valley High School Grd 09 12/2006					Pajaro Valley High School Grd 11 11/2008				
1120	P English 1 (SDAIE)	D-		5.000	1230	P English 2-B	C+		5.000
1162	Dev Reading 2	D+		5.000	Crd Att: 5.000 Cmp: 5.000 Total GPA: 2.000				
2413	P Algebra 1A/B (S/9)	B		5.000	Credit Summary - High School				
2976	Math B (9th)	B+		5.000	Subject Area				
4510	N PE 9	D		5.000			Req	Cmp	Def
5051	Intro Computers	F			A	English	40.00	15.00	25.00
3270	Directed Study	B		5.000	B	Mathematics	20.00	20.00	
Crd Att: 35.000 Cmp: 30.000 Total GPA: 1.714					C	Biological Science	10.00	0.00	10.00
Pajaro Valley High School Grd 09 6/2007					D	Physical Science	10.00	10.00	
1120	P English 1 (SDAIE)	B-		5.000	E	Health	5.00	5.00	
1162	Dev Reading 2	C		5.000	F	Fine Arts/Foreign Lang	10.00	0.00	10.00
2413	P Algebra 1A/B (S/9)	B		5.000	G	Physical Education	20.00	20.00	
2976	Math B (9th)	D		5.000	H	Applied Arts	10.00	0.00	10.00
3910	Health	C		5.000	I	World Civilization	10.00	10.00	
4510	N PE 9	C		5.000	J	US History	10.00	0.00	10.00
9270	Directed Study	B-		5.000	K	Federal Government	5.00	0.00	5.00
Crd Att: 35.000 Cmp: 35.000 Total GPA: 2.286					L	Economics	5.00	0.00	5.00
Pajaro Valley High School Grd 10 12/2007					M	Elective	45.00	30.00	15.00
1163	Dev Reading 3	B		5.000	N	Algebra	10.00	10.00	
1230	P English 2	F			O	Science	10.00	0.00	10.00
2510	P Geometry	C		5.000	-----Total Credits----- 220.000 120.000 100.00				
3610	P Integ Sci I	C-		5.000	GPA Summary				
4210	P Spanish 1 SS	F			Academic GPA:	1.720	Class rank is 345 of 400		
4610	N Adv PE	C+		5.000	Total GPA:	1.724			
7110	P World Civ	D		5.000	CSU GPA:	1.385			
Crd Att: 35.000 Cmp: 25.000 Total GPA: 1.429					Testing Information				
Pajaro Valley High School Grd 10 6/2008					Proficiency Tests				
1230	P English 2	F			CA HSEE Math	Passed	03/12/08		
2510	P Geometry	C		5.000	CA HSEE ELA	Failed	03/11/08		
3610	P Integ Sci I	B-		5.000					
4210	P Spanish 1 SS	F							
4610	N Adv PE	C-		5.000					
7110	P World Civ	F							
9270	Directed Study	C+		5.000					
Crd Att: 35.000 Cmp: 20.000 Total GPA: 1.500									
Pajaro Valley High School Grd 10 8/2008									
7110	P World Civ	D		5.000					
Crd Att: 5.000 Cmp: 5.000 Total GPA: 1.000									

Candidate for Accreditation. Approved by the School Commission of the WASC.

GPA - A=4.0, B= 3.0, C=2.0, D=1.0, F=0.0, P=PASS R=REPEAT

Comments:

Polio(OPV)	10/21/91	12/25/91	03/11/93	03/29/96	-----	-----
DTP_DT/TD	10/21/91	03/16/92	06/15/92	03/11/93	03/29/96	-----
MMR	11/24/92	03/29/96				
Measles	-----	-----				
Mumps	-----	-----				
Rubella	-----	-----				
TB Test	-----	-----				

Transcript is unofficial unless signed by a school official

School
Official's Signature

Date: 03/26/09

PAJARO VALLEY UNIFIED SCHOOL DISTRICT



Board Agenda Backup

Item No: 10.5

Date: April 22, 2009

Item: Implementation of New Facility Fee Schedule and Regulations

Second Reading

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. The implementation will bring our fees in closer alignment with adjacent agencies.

Budget Considerations:

Funding Source: N/A

Budgeted: Yes: No:

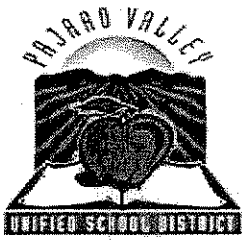
Amount: N/A

Prepared By:

Richard Mullikin, Interim Director of Construction

Superintendent's Signature:

Dorma Baker, Superintendent



PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Current

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.)

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

School Approval

For Office Use Only:

District Office Approval

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 1st 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.

**USE OF SCHOOL FACILITIES
FACILITY ASSIGNMENTS AND FEES**

- CLASS I Civic Center Groups which include PTA, campfire girls, boy/girl scout troops, agricultural organizations, school community advisory councils, senior citizens organizations, club 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. 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

Date: _____ # : _____

Site Requested _____ Facility/Room _____

Purpose _____ Number Expected _____

Requesting Organization/Group _____ Non-Profit# _____

Representative _____ Day Phone No. _____

Address _____ E-mail _____

Dates Desired _____

NEW PROPOSED

Will admission be charged or donation collected? Yes No Will food be served? Yes No

Can you provide a Certificate of Liability Insurance? Yes No Will items be sold? 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: A non-refundable processing fee will be charged to all groups that fall under Class II and Class III categories.

Class I - Groups 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 memberships are sold is expended for the welfare of District students.
Class III - Commercial or profit making organization. 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.)**

Processing Fee: _____ CLASS I - Free _____ CLASS II - \$5.00 _____ CLASS III - \$10.00

<u>Estimated Charges</u>	<u>To be Completed by Custodian</u>	<u>Actual Charges</u>
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 \$ _____		

PVUSD Use Only-
Account Number: _____

**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 _____ **District Office Approval** _____

For Office Use Only: _____

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 1st 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.

FACILITY ASSIGNMENTS AND FEES

- CLASS I Civic Center Groups which include PTA, campfire girls, boy/girl scout troops, agricultural organizations, school community advisory councils, senior citizens organizations, club 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. 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*	DEPOSIT (Non-Refundable)***
Classroom (Standard) 1,000 Sq. Ft. or less	FREE	\$25.00/hr	\$45.00/hr	\$50.00
Classroom (Large) Over 1,000 Sq. Ft.	FREE	\$30.00/hr	\$50.00/hr	\$50.00
Restroom	FREE	\$25.00/hr	\$45.00/hr	\$50.00
Computer Lab	FREE	\$200.00/hr	\$350.00/hr	\$200.00
Library	FREE	\$35.00/hr	\$45.00/hr	\$50.00
Auditorium	FREE	\$85.00/hr	\$125.00/hr	\$100.00
Choir/Band Room	FREE	\$35.00/hr	\$55.00/hr	\$100.00
Multi-Purpose Room	FREE	\$55.00/hr	\$75.00/hr	\$100.00
Cafeteria	FREE	\$55.00/hr	\$75.00/hr	\$100.00
Cafeteria/MPR w/Kitchen	STAFF COST	\$65.00/hr	\$85.00/hr	\$100.00
Gymnasium:				
Elementary	FREE	\$55.00/hr	\$65.00/hr	\$100.00
Jr. High/Middle	FREE	\$65.00/hr	\$75.00/hr	\$100.00
High School	FREE	\$75.00/hr	\$85.00/hr	\$100.00
Gym/Shower/Lockers	FREE	\$95.00/hr	\$115.00/hr	\$200.00
Football Stadium/Track (Synthetic)	FREE	\$175.00/hr	\$600.00/hr	\$300.00
Football Stadium w/lights (Synthetic)	FREE	\$275.00/hr	\$750.00/hr	\$300.00
Football/Soccer Field (Grass)	FREE	\$45.00/hr	\$65.00/hr	\$100.00
Baseball/Softball Field (Grass)	FREE	\$45.00/hr	\$65.00/hr	\$100.00
w/Lights		\$65.00/hr	\$85.00/hr	\$150.00
Athletic Practice Field (Grass)	FREE	\$45.00/hr	\$65.00/hr	\$100.00
Tennis Courts	FREE	\$100.00/day	\$200.00/day	\$100.00
Pool- Note (1)		\$100.00/hr (4hr. Min.)	\$200.00/hr (4hr. Min.)	\$200.00
Pool w/Shower/Lockers- Note (1)		\$150.00/hr (4hr. Min.)	\$300.00/hr (4hr. Min.)	\$250.00
Parking Lot	FREE	\$125.00/day	\$200.00/day	\$100.00
Theater w/staff	\$85.00/hr	\$85.00/hr	\$150.00/hr	\$225.00
Processing Fee	FREE	\$5.00	\$10.00	

Other Costs:

TV/VCR	\$35.00/ Per Event
Projection Screen	\$35.00/Per Event
Sound System	\$35.00/Per Event

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%.

Notes: (1) District does not have a Lifeguard on staff, the group/organization is required to obtain a certified lifeguard and be responsible for direct payment. Please provide proof of services with certificate to the District when submitting application.

(2) The District does not have a Audio-Visual Tech Staff at all sites.

***Hourly cost plus cost of staff (if any):**

Custodian	\$30.00/hr
Food Service Personnel	\$30.00/hr
Maintenance/Grounds Personnel.	\$30.00/hr
Audio-Visual Tech Staff (2)	\$40.00/hr.

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

***Deposit may be applied towards group's outstanding charges and for any additional fees that may have been incurred due to damages of District Facilities. Each site will be in charge of evaluating facility after each event.

PAJARO VALLEY UNIFIED SCHOOL DISTRICT **Proposed**
Facility Planning & Construction Office
294 Green Valley Road, Watsonville, CA 95076
Phone: (831) 786-2190 Fax: 728-0136

USE OF DISTRICT FACILITIES

Addendum to Facility Use Agreement Application

All individuals and groups using district **facilities** (buildings, classrooms, multi-use rooms, auditoriums, and/or kitchens) and **active use areas** (any fields, playgrounds, restrooms, tennis courts, gymnasiums, pools, parking lots, or other active use/recreational areas) are required to

1) Name PVUSD as additional insured in a policy of liability insurance which will cover the period of use.

2) Provide a **Certificate of Insurance and Endorsement of Coverage**. Minimum coverage limits will include:

Comprehensive General Liability Insurance

Injuries, including death, sustained by one person	\$1,000,000
Injuries, including death, to two or more persons	\$1,000,000
Property Damage/Liability	\$1,000,000

The Certificate of Insurance and Endorsement of Coverage will be submitted to PVUSD when the facility use application is submitted for approval, and must contain each of this language:

"PAJARO VALLEY UNIFIED SCHOOL DISTRICT, ITS OFFICERS, AGENTS, EMPLOYEES, AND BOARD MEMBERS ARE HEREBY DECLARED TO BE ADDITIONAL INSUREDS under the terms of this policy."

"This insurance policy will not be reduced or cancelled without 30 days written notice to the District, nor will PVUSD be responsible for the payment of any premium or assessments on this policy."

This policy shall be primary coverage to the full limits of the liability stated above, and if the additional insured (PVUSD) has other insurance against loss covered by this policy, that other insurance shall be excess insurance only. *

* Note: The amount of the insurance requirement, upon approval by the Pajaro Valley Unified School District, may be increased for certain activities such as concerts or large-scale events, due to the risks and liabilities associated with such events. *Under no circumstances will PVUSD waive the insurance requirement.*

FACILITY ASSIGNMENTS OFFICE PROCEDURES

Any outside group that uses the District's facilities will follow the "P.V.U.S.D. Use of School Facilities Regulations; as well as, the Facility Fees Schedule", and in addition to the charges the group must provide a "Certificate of Liability Insurance" before the Facility Application can be processed.

It is recognized that school properties are intended primarily for school purposes and for the benefit of individuals of school age. It is therefore agreed that, in planning programs and scheduling activities on school grounds, the needs and opportunities of such individuals are primary.

The District will at all times be in full charge and control of scheduling use of school property.

Each building or school site in the District can be considered to consist of the "Facilities" (building, classrooms, multi-use rooms, auditoriums, and/or kitchens) and "Active Use Areas" (any fields, playgrounds, restrooms, tennis courts, gymnasiums, pools, parking lots or other active use and/or recreational areas). Arrangements for use of each may have different inherent needs and risks.

An application for use of facilities is a contract between the District and the user. Due to space limitations, the hold harmless agreement cannot include all of the 'legalese' needed to provide the best liability protection to the District. Therefore, "high risk" users – such as athletic groups, i.e. Little League, Pop Warner Football, Soccer leagues, etc. - may be required to sign a separate, more comprehensive hold harmless and indemnification agreement which will supercede the agreement printed on the facility use form.

1. When a applicant comes in, have them fill out the blue Facility Use Application Form (your working copy), check the calendar
 - (a) If the date and room is taken, tell them it is not available. Try giving them an option of time or location.
 - (b) If the date and room is O.K. tell them you will need to check with the school and you will notify them when the application comes back.
2. Fill out a "Site Facility Request" form and attach the Facility Request Application to it and fax it to the site.

Exception to this procedure is: Any site that has an M.O.U. in place.

3. When the Facilities Office receives the Facility Use Application back from the site, if approved it should have the Principals/Assistant Principals signature on the School Approval line, and if not approved it will have NOT APPROVED on the School Approval line.

- (a) Once the site approves the date/s then go ahead and post it in your computer/calendar and type a Facility Use Application. Type OK per who ever gave you the approval.
 - (b) If the facility request was not approved by the site, then notify the requesting party that their request was denied.
4. Fees, if any, will be invoices after each event. The requesting organization will be invoiced for any fees incurred due to damages to the facility, facility fees, custodial overtime, food service personal, and any other requirements that may call for District personnel.

On-line Request

At the moment the Facility/Planning and Construction Department is working on implementing a new online system called **NetSimplicity**. This new system will allow you to submit a Facility Use Application on line and give you access to view the District Facility Calendar and see which facility is available. We hope to have it up and running by the beginning of the new 2009-2010 fiscal year.

Board Policies and Ed Codes are available for viewing in a binder located at the Facility/ Planning and Construction Office, during our normal business hours; Monday thru Friday 8:00am - 4:30pm.

FACILITY 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
- Cabrillo College
- Morgan Hill Unified School District

(See attachments)

Proposed

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	\$50.00	
Large Classroom	-	-	-	*Custodial Fee	\$30.00	\$50.00	\$50.00	
Restrooms	-	-	-	*Custodial Fee	\$25.00	\$45.00	\$50.00	
Computer Lab Use	-	-	-	*Custodial Fee	\$40.00	\$80.00	\$200.00	
Library	Free	\$21.00	\$27.00	*Custodial Fee	\$35.00	\$45.00	\$50.00	
Auditorium (E.A. Hall)	Free	\$33.00	\$104.00	*Custodial Fee	\$85.00	\$125.00	\$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	\$85.00	\$100.00	
Jr. High	-	-	-	*Custodial Fee	\$65.00	\$75.00	\$100.00	
High	-	-	-	*Custodial Fee	\$75.00	\$85.00	\$100.00	
Gym w/Shower & Lockers	-	-	-	*Custodial Fee	\$95.00	\$115.00	\$200.00	
Football Stadium/Track	-	-	-	*Custodial Fee	\$175.00	\$600.00	\$300.00	Football Stadium
Football Stadium w/Lights	-	-	-	*Custodial Fee	\$275.00	\$750.00	\$300.00	Football Stadium w/Lights Grass Field Synthetic
Football/Soccer Fields (Grass Area)	Free	\$42.00	\$61.00	*Custodial Fee	\$45.00	\$65.00	\$100.00	Football/Soccer Fields (Grass Area)
Baseball/Softball Field	Free	\$25.00	\$42.00	*Custodial Fee	\$45.00	\$65.00	\$100.00	Baseball/Softball Field
w/Lights (WHS only)	-	-	-	*Custodial Fee	\$75.00	\$100.00	\$150.00	w/Lights
Other Athletic/Practice Field	-	-	-	*Custodial Fee	\$45.00	\$65.00	\$100.00	Other Athletic/Practice Field Track
Tennis Courts	-	-	-	*Custodial Fee	\$100.00/day	\$200.00/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	\$85.00	\$150.00	\$225.00	Theater
Technical use of lights & sound.	-	-	-	\$65.00	\$65.00	\$75.00		Lecture Rehearsal/Set-up Technical Rehearsal/Use of lights sound, Technician Performance
Theater Administrative Fee	-	-	-	\$50.00	\$50.00	\$50.00		Theater Manager/ Facility Manager Equipment Operators Use of Masonite Floors Theater Administrative Fee
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								
V/VCR	-	-	-		\$35.00/Per Event			
Projection Screen	-	-	-		\$35.00/Per Event			
Sound System	-	-	-		\$35.00/Per Event			
Processing Fee	-	-	-	Free	\$5	\$10		
(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.								

Facility Cost	Santa Cruz City Schools			Soquel High School		
	Category A	Category B	Category C	Category A	Category B	Category C
	Custodial Fee per hr. only	Rate per hr	Rate per hr.	Custodial Fee per hr. only	Rate per hr	Rate per hr.
Classroom/ Standard	Custodial Fee	\$25.00	\$55.00	Custodial Fee	\$25.00	\$45.00
Large Classroom	-	-	-	-	-	-
Restrooms	-	-	-	-	-	-
Computer Lab Use	-	-	-	-	-	-
Library	Custodial Fee	\$30.00	\$40.00	Custodial Fee	\$25.00	\$55.00
Auditorium (E.A. Hall)	Custodial Fee	\$40.00	\$60.00	Custodial Fee	\$25.00	\$55.00
Choir/Band Room	-	-	-	-	-	-
MPR	Custodial Fee	\$25.00	\$55.00	Custodial Fee	\$25.00	\$55.00
Cafeteria	Custodial Fee	\$40.00	\$60.00	Custodial Fee	\$25.00	\$55.00
Cafeteria/MPR w/Kitchen*	Staff Fee	\$45.00	\$65.00	Custodial Fee	\$25.00	\$55.00
Gymnasium						
Elementary (Valencia)						
Jr. High	Custodial Fee	\$35.00	\$55.00	Custodial Fee	\$25.00	\$55.00
High	Custodial Fee	\$45.00	\$65.00	Custodial Fee	\$35.00	\$65.00
Gym w/Shower & Lockers	Custodial Fee	\$40.00	\$60.00	Custodial Fee	\$25.00	\$35.00 (Showers Only)
Football Stadium/Track	Custodial Fee	\$35.00	\$50.00	Custodial Fee	\$25.00	\$45.00
Football Stadium w/Lights	Custodial Fee	\$60.00	\$60.00	Custodial Fee	\$60.00	\$60.00
	-	-	-	-	-	-
Football/Soccer Fields (Grass Area)	Custodial Fee	\$45.00	\$65.00	Custodial Fee	\$35.00	\$65.00
	Custodial Fee	\$60.00	\$60.00	Custodial Fee	\$60.00	\$60.00
Baseball/Softball Field	Custodial Fee	\$35.00	\$50.00	Custodial Fee	\$25.00	\$45.00
w/Lights (WHS only)	Custodial Fee	\$60.00	\$60.00	Custodial Fee	\$60.00	\$60.00
Other Athletic/Practice Field	Custodial Fee	\$30.00	\$45.00	Custodial Fee	\$25.00	\$45.00
	-	-	-	-	-	-
Tennis Courts	Custodial Fee	\$250/day	\$300/day	Custodial Fee	\$5 per court	\$10 per court
Pool Only	Custodial Fee	\$400.00	\$400.00	Custodial Fee	\$400.00	\$400.00
Pool w/shower/Locker Room	Custodial Fee	\$455.00	\$495.00	Custodial Fee	\$425.00	\$425.00
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		Custodial Fee	\$5.00 per space	
Theater w/Theater Manager						
	\$45.00	\$45.00	\$57.00	\$45.00	\$45.00	\$57
Technical use of lights & sound.	\$40.00	\$40.00	\$52.00	\$40.00	\$40.00	\$52
Theater Administrative Fee						
	\$50.00	\$50.00	\$62.00	\$50.00	\$50.00	\$62
	\$55.00	\$55.00	\$67.00	\$55.00	\$55.00	\$67
	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30
	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15
	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150
	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50
Staff Costs						
Custodian		\$17-\$44 per hr.			\$17-\$44 per hr.	
Food Service Personnel		\$23-\$25 per hr.			\$20.00	\$25.00
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 an Audio-Visual Technician on staff. The user will be required to obtain a certified technician and be responsible for direct payment. Please provide proof of services.						
(*Custodial Fee) Any use which results in the facility being used outside of his/her normal working hours, or indirectly by the weekend will be charged a rate of \$30 per hour.						
(Processing Fee) A \$10-\$20 processing fee is charged to cover administrative costs.						

Facility Cost	Monterey Peninsula Unified School District			North Monterey County		Carmel Unified School District				
	Civic Center Partners	Educational/Community		Commercial Use	Deposit	Use Fee	Group I	Group II	Group III	Group IV
		Minimal Fee Per Hour	Full Fee Per Hour							
	Free Per Hour									
Classroom/ Standard	Free	\$30.00	\$150.00	\$75.00	\$45.00	Custodial Fee	\$8.00	\$16.00	\$32.00	
Large Classroom	-	-	-	-	-	Custodial Fee	\$10.00	\$20.00	\$40.00	
Restrooms	-	-	-	-	-	-	-	-	-	
Computer Lab Use	-	\$35 per computer	-	-	-	-	-	-	-	
Library	-	-	-	-	-	Custodial Fee	\$11.00	\$22.00	\$44.00	
Auditorium (E.A. Hall)	Free	\$95.00	\$990.00	-	-	Custodial Fee	\$32.00	\$64.00	\$128.00	
Choir/Band Room	-	-	-	-	-	Custodial Fee	\$10.00	\$20.00	\$40.00	
MPR	Free	\$65.00	\$475.00	\$75.00	\$55.00	Custodial Fee	\$32.00	\$64.00	\$128.00	
Cafeteria	Free	\$50.00	Not Permitted	\$75.00	\$55.00	Custodial Fee	\$13.00	\$26.00	\$52.00	
Cafeteria/MPR w/Kitchen*	-	-	-	\$200.00	\$37.00	Staff Fee	\$21.00	\$42.00	\$84.00	
Gymnasium	-	-	-	-	-	Custodial Fee	\$15.00	\$30.00	\$60.00	
Elementary (Valencia)	-	-	-	-	-	-	-	-	-	
Jr. High	Free	\$80.00	\$650.00	\$300.00	\$55.00	-	-	-	-	
High	Free	\$95.00	\$990.00	\$300.00	\$55.00	-	-	-	-	
Gym w/Shower & Lockers	-	\$75.00 per support used	-	-	-	Custodial Fee	\$21.00	\$42.00	\$84.00	
Football Stadium/Track	Free	\$105.00	\$1,125.00	\$300.00	\$175.00 per use	Custodial Fee	\$21.00	\$42.00	\$84.00	
Football Stadium w/Lights	Free	\$170.00	\$1,750.00	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	-	
Football/Soccer Fields (Grass Area)	-	-	-	-	-	Custodial Fee	\$6.00	\$12.00	\$24.00	
-	-	-	-	-	-	-	-	-	-	
Baseball/Softball Field	-	-	-	-	-	Custodial Fee	\$6.00	\$12.00	\$24.00	
w/Lights (WHS only)	-	-	-	-	-	-	-	-	-	
Other Athletic/Practice Field	Free	\$100.00	\$875.00	\$75.00	\$10.00	-	-	-	-	
-	-	-	-	-	-	-	-	-	-	
Tennis Courts	-	-	-	-	-	-	-	-	-	
Pool Only	Free	\$300.00	Not Permitted	-	-	Custodial Fee	\$20.00	\$40.00	\$80.00	
Pool w/shower/Locker Room	-	-	-	-	-	Custodial Fee	\$28.00	\$56.00	\$120.00	
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	\$4.00	\$8.00	\$16.00	
Theater w/Theater Manager	-	-	-	-	-	-	-	-	-	
Technical use of lights & sound.	-	-	-	-	-	-	-	-	-	
Theater Administrative Fee	-	-	-	-	-	-	-	-	-	
Staff Costs										
Custodian	-	\$50 per hr.	-	-	Not Stated	\$0.00/\$33.00	\$22.50/\$33.00	\$45.00/\$66.00 per hr.		
Food Service Personnel	-	\$25 per hr.	-	-	Not Stated	\$33.00 per hr.	-	\$66.00 per hr		
Audio-Visual Tech Staff (note 2)	-	\$40 per hr.	-	-	-	-	-	-		
Maintenance/Grounds Personnel	-	\$45 per hr.	-	-	-	-	-	-		
*Special shift, Special shift is considered to be Saturday, Sunday and any over time.										
Other Costs										
V/VCR	-	-	-	-	-	Free	\$6.25	\$12.50	\$25.00	
Projection Screen	-	\$35 per unit	-	-	-	-	-	-	-	
Sound System	-	\$35 per microphone unit	-	-	-	Free	\$11.00	\$22.00	\$44.00	
Processing Fee	-	-	-	-	-	Free	\$9.75	\$19.50		
(1) The District does not have a LifeGuard on staff. Please provide proof of services.										
(2) The District does not have a Audio-Visual Tech Staff.										
(*Custodial Fee) Any use which results in the user's/their normal working hours, or indirectly by the weekend will be charged a rate of \$30 per hour.										
(Processing Fee) A \$10-\$20 processing fee (to cover administrative costs).										

Facility Cost

Morgan Hill Unified School District

	Group 1	Group 2	Group 3
	May pay direct cost	Hourly Rate	Hourly Rate
Classroom/ Standard	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	No Charge	\$35.00	\$70.00
Elementary (Valencia)			
Jr. High	-	-	-
High	-	-	-
Gym w/Shower & Lockers	No Charge	\$13.00	\$26.00
locker room only		locker room only	locker room only
Football Stadium/Track	(3) (4) No Charge	\$225.00	\$250.00
Football Stadium w/Lights	-	-	-
Football/Soccer Fields (Grass Area)	No Charge	\$10.00/day	\$20.00/day
\$15.00 lights only	\$15.00	lights only	\$30.00
lights only			lights only
Baseball/Softball Field	No Charge	\$10.00/day	\$20.00/day
w/Lights (WHS only)	\$15.00	lights only	\$30.00
lights only			lights only
Other Athletic/Practice Field	(3) (4) No Charge	\$100.00	\$125.00
H.S. Track		H.S. Track	H.S. Track
Tennis Courts	No Charge	\$4.00	\$8.00
Pool Only	No Charge	\$56.00	\$113.00
Pool w/shower/Locker Room	-	-	-
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	No Charge	\$25.00	\$50.00
Theater w/Theater Manager	(2) No Charge	\$23.00	\$46.00
Technical use of lights & sound.			
Theater Administrative Fee			
(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.			
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
Staff Costs			
Custodian		\$40 per hour	
Food Service Personnel		\$40 per hour	
Audio-Visual Tech Staff (note 2)	-	-	-
Maintenance/Grounds Personnel	-	-	-
Other Costs			
TV/VCR	-	-	-
Projection Screen	-	-	-
Sound System	\$12.00	\$12.00	\$24.00
Processing Fee	No Charge	\$25 (non Refundable)	\$25 (non Refundable)
(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.			
(1) A member of the food Services staff shall be present. A charge of \$40.00 per Hour (2hr min) will be made to cover costs.			
(2) The District does not have a Audio-Visual Tech Staff 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.			
(2) 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.			
(*Custodial Fee) Any use which results in the restroom being used outside of the custodian's normal working hours, or indirectly by the user on the weekend will be charged a rate of \$30 per hour.			
(Processing Fee) A \$10-\$20 processing fee (non-refundable) will be charged to cover administrative costs.			

Facility Cost	Central Union High School District			South Pasadena Unified School District		
	Class I- CUHSD/OSB	Class II- Community	Class III- Commercial	High School	Middle School	Elementary School
	(Based on 4-hour minimum use)					
Classroom/ Standard	No charge	\$50.00	\$50.00	\$44.00/\$89.00	\$44.00/\$89.00	\$44.00/\$89.00
Large Classroom	-	-	-	-	-	-
Restrooms	-	-	-	-	-	-
Computer Lab Use	-	-	-	-	-	-
Library	-	-	-	-	-	-
Auditorium (E.A. Hall)	-	-	-	\$96.00/\$159.00	-	-
Choir/Band Room	No charge	\$15.00	\$25.00	-	-	-
MPR	No charge	\$100.00	\$200.00	\$83.00/\$102.00	-	\$63.00/\$127.00
Cafeteria	-	-	-	\$190.00/\$380.00	\$190.00/\$380.00	-
Cafeteria/MPR w/Kitchen*	No charge	\$150.00	\$250.00	\$138.00/\$190.00	-	\$63.00/\$127.00
Gymnasium	No charge	\$250.00	\$350.00	-	-	-
Elementary (Valencia)	-	-	-	-	\$190.00/\$220.00	-
Jr. High	-	-	-	-	-	-
High	-	-	-	\$190.00/\$318.00	-	-
Gym w/Shower & Lockers	-	-	-	-	-	-
Football Stadium/Track	No charge	\$300.00	\$500.00	-	-	-
Football Stadium w/Lights	-	\$10 per hr (lights only)	-	-	-	-
Football/Soccer Fields (Grass Area)	-	-	-	-	-	-
Baseball/Softball Field	No charge	\$250.00	\$250.00	Negotiable	-	-
w/Lights (WHS only)	-	\$10 per hr (lights only)	-	Negotiable	-	-
Other Athletic/Practice Field	-	-	-	\$69/per game	Negotiable	-
Tennis Courts	-	-	-	-	-	-
Pool Only	-	-	-	-	-	-
Pool w/shower/Locker Room	-	-	-	-	-	-
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	-	-	-	Negotiable	Negotiable	Negotiable
Theater w/Theater Manager	Performance Facility Fee (First 2hrs after curtain)			-	-	-
Technical use of lights & sound.	No charge	\$350.00	\$650.00	\$115.00/\$190.00	\$115.00/\$190.00	\$44.00/\$90.00
Theater Administrative Fee	No charge	\$131.00	\$243.00	-	-	-
Rehearsal Hours with Stage Lighting	No charge	\$50.00	\$100.00	\$190.00/\$380.00	\$190.00/\$437.00	\$63.00/\$159.00
Rehearsal Hours without Stage Lighting	No charge	\$35.00	\$50.00	\$35.00	\$35.00	\$35.00
Load-in and Load-out Hours	No charge	\$35.00	\$50.00	-	-	-
Staff Costs						
Custodian	-	-	-	-	\$35.00 per hour	-
Food Service Personnel	-	-	-	-	\$25.00 per hour	-
Audio-Visual Tech Staff (note 2)	-	-	-	-	-	-
Maintenance/Grounds Personnel	-	-	-	-	-	-
Other Costs						
V/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 Tech Staff. The user will be required to obtain a certified Audio-Visual Tech Staff and be responsible for direct payment. Please provide proof of services.						
(*Custodial Fee) Any use which results in the facility being used outside of the user's normal working hours, or indirectly by the user on the weekend will be charged a rate of \$30 per hour.						
(Processing Fee) A \$10-\$20 processing fee (to cover administrative costs).						

PAJARO VALLEY UNIFIED SCHOOL DISTRICT



Board Agenda Backup

Item No: 13.1

Date: April 22, 2009

Item: Ratification of the 2007-2008 Tentative Agreement (TA) between the California School Employees Association (CSEA), Chapter 132 and the Pajaro Valley Unified School District (PVUSD).

Overview: The Pajaro Valley Unified School District is requesting ratification of the 2007-2008 Tentative Agreement between the District and CSEA. CSEA has ratified the TA as attached herein. The TA requires formal approval from the Board of Trustees.

Recommendation: Approve the 2007-2008 Tentative Agreement between CSEA and PVUSD.

Prepared By: Dr. Albert J. Roman, Assistant Superintendent of Human Resources

Superintendent's Signature: _____

Dorinda Baker

Tentative Agreement
March 23, 2009

The District and CSEA agree to resolve all issues in negotiations for the 2007-2008 school year on the following basis:

1. All provisions of the current collective bargaining agreement shall continue without modification except as provided herein.

1. ARTICLE IX. LEAVES

The parties agree to the revisions of the classified leave form.

2. ARTICLE XIII. EVALUATION PROCEDURES

D. EVALUATION FORMS:

1. The parties agree to the new evaluation form approved by the evaluation committee (Appendix A-5) to be implemented in the 2009-2010 school year.

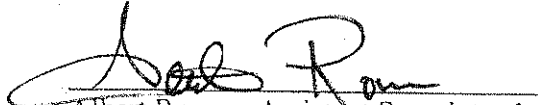
3. ARTICLE XXVII. FLEX SCHEDULE ROUTES

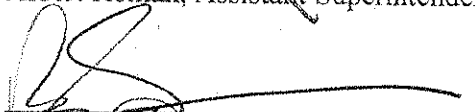
- a. The parties agree to designate up to six(6) Flex Schedule Routes. The flex routes will be designated by administration prior to each bid.
- b. Flex Schedule Routes will be included in the regular bidding process.
- c. If there is a requirement to respond to unique student transportation needs including but not limited to those from Special Education, Student Services, Extended Learning and No Child Left Behind, Bus Drivers who bid for a Flex Schedule Route will have their hours increased or schedule changed during the course of the semester.
- d. Flex schedule bus drivers when bidding an after school program will assume a 4:45 p.m. yard time for bidding purpose only.
- e. If there is a need to increase a Flex Schedule Bus Driver's hours, the District will not decrease the hours for the duration of the semester.
- f. No provision under this section shall preclude Administration from asking individual Bus Drivers by seniority within the affected area, if they are interested in adding time to their route or changing their schedule based on the route that will be most cost efficient.

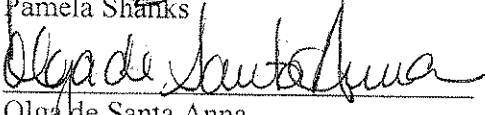
- g. The District and CSEA agree to meet before November of 2009 to discuss the flex schedule routes.

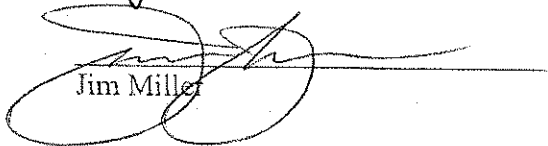
In WITNESS WHEREOF, the parties hereto have executed this Agreement on March 23, 2009.

FOR THE DISTRICT

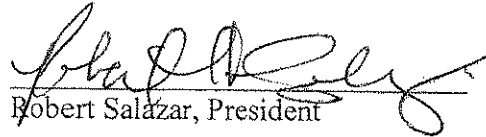

Albert Roman, Assistant Superintendent

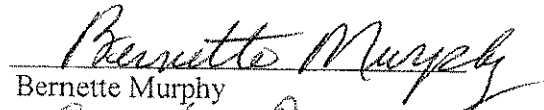

Pamela Shanks

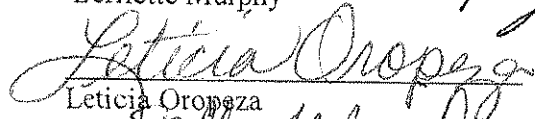

Olga de Santa Anna

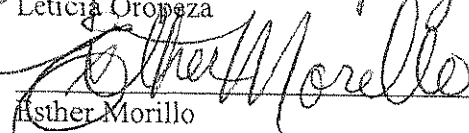

Jim Miller

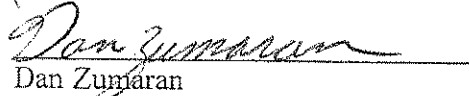
FOR CSEA

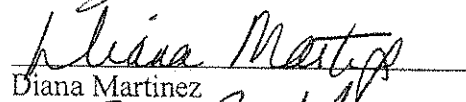

Robert Salazar, President

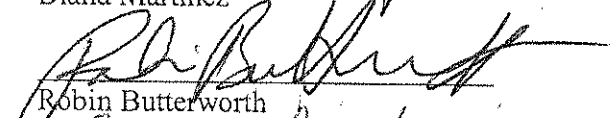

Bernette Murphy

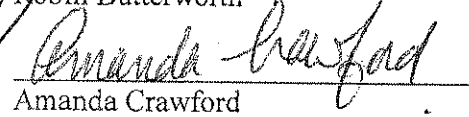

Leticia Oropeza

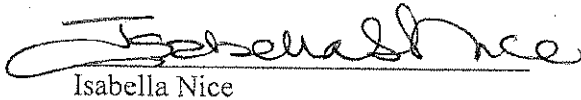

Esther Morillo


Dan Zumaran


Diana Martinez


Robin Butterworth


Amanda Crawford


Isabella Nice

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

CLASSIFIED ABSENCE CONFIRMATION

Legal Name on Payroll _____ Site/Dept. _____
 Social Security #XXX-XX-_____

Date(s) of Absence _____
(Indicate hours absent on each day)

Indicate number of hours for appropriate category(ies) listed. **All leaves are listed under Article IX in the PVUSD_CSEA Contract.** See contract for all leave benefits. This form must be completed and returned to the school or department office staff, who will then send it to Payroll. *Please refer to the back of this form for further explanation on leaves.*

- | | |
|--|--|
| <p>___ A. Sick Leave for personal illness or Injury (includes Dr/Dental Appt.)
 If out of Sick Leave use Vacation _____
 <i>(12 month employees only)</i></p> <p>___ B. Personal Necessity _____
 (State reason here)</p> <p>___ C. Industrial Accident (Dr. note attached)</p> <p>___ D. Birth of Child/Adoption Leave (one day only)</p> <p>___ E. Vacation ***</p> <p>___ F. Military Leave</p> | <p>___ G. Bereavement _____
 (Specify Relationship to employee)
 Travel beyond 250 miles yes/no (circle)</p> <p>___ H. Jury Duty or Court Appearance as a witness under an official order
 Circle one: (please see reverse for required proof of service)</p> <p>___ I. Bargaining Unit Leave ***</p> <p>___ J. Negotiations***</p> <p>___ K. Leave of Absence without Pay***</p> <p>___ L. Family Care and Medical Leave***</p> |
|--|--|
- _____ **TOTAL HOURS**

All statements and declarations made by me on this form are true to the best of my knowledge and belief.

Employee's Signature _____ Date _____

___ **APPROVED** ___ **DENIED**

 Administrator's Approval

For questions about availability or the proper use of leave; please call Payroll at 786-2350

TO BE COMPLETED BY PAYROLL IN ACCORDANCE WITH THE PVUSD-CSEA CONTRACT

___ FULL PAY ___ DEDUCT FULL PAY ___ DEDUCT SICK LEAVE
 ___ DEDUCT VACATION ___ DEDUCT 50% EXTENDED SICK LEAVE

Pay Rate of Employee _____ Sick Leave Balance _____
 Full Pay Deduction _____ hours x _____ pay rate = _____ Vacation Balance _____
 50% deduction _____ hours x _____ pay rate = _____ Verified by _____
 Payroll Dated _____ Total Deduction = \$ _____ P/N Balance _____

Type of Leave	Limit	Pertinent Information	Salary/Sick Leave Loss
Personal Necessity	Up to 10 days of absence earned for sick leave may be used by the employee, at his/her election in any one year <u>only</u> in the following circumstances:	<ol style="list-style-type: none"> 1. The death of a member of the employee's immediate family, or any relative living in the immediate household of the employee, in addition to bereavement leave. 2. Accident or illness involving the employee's person or property or the person or property of a member of his/her immediate family. 3. Appearance to testify in any court or before any administrative tribunal as a litigant or party under an official order. 4. Illness of a member of the immediate family calling for the services of a physician and verified by the physician's statement and of such an emergency nature that the immediate presence of the employee is required during his/her work day. 5. One day for funeral attendance for other than immediate family. 6. Unexpected events over which the employee has no control, the leave to cover a period only until satisfactory arrangements can be made to meet the emergency and enable the employee to return to his/her professional responsibilities. 	No Salary Loss Sick Leave Loss
Jury Duty or Court Appearance as Witness Under Official Order	No Limit	Employees are entitled to be absent as many days as necessary to serve on a jury or as a witness in court to an official order with pay up to the difference between regular pay and any amount received as a juror's fee or witnesses' fee (meals, mileage, and parking allowance excepted).	Employee must provide proof of jury service or proof of witness service with verification of service date and time from the court. No Salary Loss No Sick Leave Loss
Bereavement	Five (5) days plus three (3) more if beyond 250 miles	Employees shall be granted a leave with full pay in the event of the death of any member of the employee's immediate family. The leave shall be for a period of five days plus three more days if beyond two hundred fifty miles of travel is required. The immediate family is defined as mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse of the employee, spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the employee, brother-in-law, sister-in-law, or any relative living in the immediate household of the employee.	No Salary Loss No Sick Leave Loss
Paternity	One (1) day	A father who is an employee shall be allowed one day of absence for childbirth purpose with full pay. One additional day may be granted under Personal Necessity.	No Salary Loss No Sick Leave Loss
Adoption	One (1) day	An employee who is adopting a child shall be entitled to one day of paid leave for the purpose of processing the adoption. Where additional time is needed for adoption, one additional day may be granted under Personal Necessity.	No Salary Loss No Sick Leave Loss
Leave without Pay		Approval must be secured in advance per Contract Agreement	Full Loss of Pay
Association Leave	25 Days Total	Prior notice to the Superintendent, with copies to the immediate supervisor and Assistant Superintendent of Personnel.	No Salary Loss
Military Leave		Shall be granted privileges as granted by Law	No Salary Loss* 1 st 30 days
Other Leave		Refer to Contract	

PERFORMANCE EVALUATION REPORT

Classified Personnel

EMPLOYEE NAME				Evaluation Type		Site/ Dept		LOCATION NO.	
CLASS TITLE				Employee Status		IF UNSCHEDULED REPORT CHECK HERE <input type="checkbox"/>		DUE DATE	
SECTION A				SECTION B: Record Job STRENGTHS					
a	b	c	d	DOES NOT APPLY					
NOT SATISFACTORY REQUIRES IMPROVEMENT EFFECTIVE - MEETS STDS. EXCEEDS STANDARDS				FACTOR CHECK LIST Immediate Supervisor Must Check Each Factor in the Appropriate Column					
1. OBSERVANCE OF WORK HOURS 2. ATTENDANCE 3. GROOMING & DRESS 4. COMPLIANCE WITH RULES 5. SAFETY PRACTICES 6. PUBLIC CONTACTS 7. PUPIL CONTACTS 8. EMPLOYEE CONTACTS 9. KNOWLEDGE OF WORK 10. WORK JUDGMENTS and decisions 11. PLANNING AND ORGANIZING, coordinating 12. JOB SKILL LEVEL 13. QUALITY OF WORK 14. VOLUME OF ACCEPTABLE WORK 15. MEETING DEADLINES 16. ACCEPTS RESPONSIBILITY 17. ACCEPTS DIRECTION 18. ACCEPTS CHANGE 19. EFFECTIVENESS UNDER STRESS 20. APPEARANCE OF WORK STATION 21. OPERATION & CARE OF EQUIP. 22. INITIATIVE ADDITIONAL FACTORS TRAINING AND INSTRUCTION LEADERSHIP OPERATIONAL ECONOMY				SECTION C: Record specific work performance DEFICIENCIES or job behavior requiring improvement or correction. (Explain checks in Col. A)					
				SECTION D: Record specific GOALS and/or IMPROVEMENT PROGRAMS to be undertaken during next evaluation period.					
				SECTION E: Record PROGRESS ACHIEVED in attaining previously set goals for improved work performance, for personal or job qualifications.					
				SUMMARY EVALUATION - Check Overall Performance - <input type="checkbox"/> NOT SATISFACTORY <input type="checkbox"/> REQUIRES IMPROVEMENT <input type="checkbox"/> EFFECTIVE - MEETS STANDARDS					
				RATER: <input type="checkbox"/> I DO <input type="checkbox"/> I DO NOT recommended this employee to be granted permanent status. <small>(REVIEWER'S SIGNATURE)</small> <small>(TITLE)</small> <small>(DATE)</small>					
				EMPLOYEE: I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement.					
				Comment:					
CHECKS IN COL. (a) MUST BE EXPLAINED IN SECTION E				EMPLOYEE'S SIGNATURE				DATE	

note: input may be provided by a person in a leadership position or a certificated person.