Pajaro Valley USD Website ADA Maintenance Plan

District Office Homepage

Website Section:	Person(s) Responsible:	Frequency:	Comments:
Banner images	Alicia Jimenez, Public Information Officer	As posted	
Announcements (including linked flyers)	Alicia Jimenez, Public Information Officer	As posted	
Calendars/ Upcoming Events	Miranda Felton	As posted	
Spotlight	● Miranda Felton ● Alicia Jimenez, Public Information Officer	Monthly and as posted	
Footer compliance and District resources	Miranda Felton	Monthly and as posted	
Overall styling, CSS	Catapult CMS' inherent ADA compliance features	Ongoing	

District Office Interior Pages

Website Section:	Person(s) Responsible:	Frequency:	Comments:
Department pages	● Department leads (they have all been identified and trained)	As updated	

	● Catapult CMS' inherent ADA compliance features		
Linked PDFs and flyers	Department leads (they have all been identified and trained)	As updated	
Overall styling, CSS	Catapult CMS	Ongoing	

School Websites

Website Section:	Person(s) Responsible:	Frequency:	Comments:
Homepage banner images	● School site technicians ● Office Managers	As posted	
Homepage announcements (including linked fliers)	● Alicia Jimenez, Public Information Officer ● Brenda Guzman, Parent Education coordinator (for their announcements and fliers) ● School site technicians ● Office Managers	As posted	
Homepage calendars/ Upcoming Events	● School site technicians ● Office Managers	As posted	
Homepage spotlight	● School site technicians ● Office Managers	As posted	
Interior pages	● School site technicians ● Office Managers ● Catapult CMS' inherent ADA compliance features	As posted	

Footer linked resources	• School site technicians • Office Managers	As posted	
Overall styling, CSS	Catapult CMS	Ongoing	

Training

Compliance Features:	Person(s) Responsible:	Frequency:	Comments:
ADA Compliance for Site Technicians	Miranda Felton	Bi-annual: Once in August before school starts, once in January after Winter Break	Refresher training and/or training for new employees
ADA Compliance for Office Managers and school site administrators	Miranda Felton	Bi-annual: Once in August before school starts, once in January after Winter Break	Refresher training and/or training for new employees including how to use Grackle and Adobe accessibility checkers
ADA Compliance for District Office staff	Miranda Felton	Bi-annual: Once in August before school starts, once in January after Winter Break	Refresher training and/or training for new employees including how to use Grackle and Adobe accessibility checkers
One-on-one ADA Compliance Training	District Technology Innovation Coaches (currently Janie Islas, Kate Freels, Melissa Shaw, Miranda Felton)	As requested	
On-demand digital resources/ training	Web page managed by District Technology Innovation Coaches	Ongoing, updated as needed	

	(currently Janie Islas, Kate Freels, Melissa Shaw, Miranda Felton)		

Tools

Compliance Features:	Person(s) Responsible:	Frequency:	Comments:
Catapult CMS	Catapult CMS has built-in ADA compliance features (For example, CSS text formatting, forced alt text on images and links, etc).	On-going	Service paid for by PVUSD (Technology, Software and Maintenance budget)
Grackle Accessibility Checker for Google Docs, Slides, and Sheets	Checks Google apps for accessibility, makes suggestions for corrections, and includes the ability to download the ADA compliant PDF	On-going	Service paid for by PVUSD (Technology, Software and Maintenance budget)
Adobe Accessibility Checker for PDFs	Checks PDFs for accessibility, makes suggestions for corrections, and includes the ability to download the ADA compliant PDF	On-going	Service paid for by PVUSD (Technology, Software and Maintenance budget)
Website ADA Email Contact	Harendra Goonetilleke and Alec VanderWoude, Systems Engineers	On-going	If someone emails "webmaster@pvusd.net" they can request ADA compliant versions of documents posted to the website.