

TO: Board of Education

FROM: Constance Hubbard, Superintendent
Randall Booker, Assistant Superintendent, Educational Services

SUBJECT: Frank C. Havens Learnscape Garden Program

I. **SUPPORT INFORMATION**

The retaining walls on Bonita Avenue at Havens Elementary School have been under discussion by the SSBP Steering Committee as a list of possible post-SSBP capital projects. As a result of value-engineering to meet budgetary and/or design requirements, Havens currently has no permanent garden site. Since the remodel completion, discussions have been underway as to how to reestablish the garden program.

With input from staff, district, and professionals, Havens' community has determined the ideal, most cost-effective location to restore a permanent garden, the Environmental Education Lab, is the area behind the Havens multipurpose room just beyond the fence. This location requires building a retaining wall to the left on the Bonita Avenue side.

A parallel project designed to enhance Havens' schoolyard over time, the Havens Learnscape Project, identifies the addition of a second retaining wall to the right on the Bonita Avenue side of Havens and rerouting a small portion of fence to create a gathering space for students in direct view of the garden.

To summarize, the Havens Learnscape Committee is requesting funding for two retaining walls and the rerouting of a portion of fence for the re-establishment of a permanent Environmental Education Lab and a contribution toward the Havens Learnscape Project.

History

The Frank C. Havens Elementary School's garden program continues to provide an opportunity to integrate math, science, language arts, social studies, art, and health curriculum into a dynamic, integrated setting for all students. Over the 12+ years since its inception, Havens' garden program has gradually expanded in scope due to the commitment from faculty, parents, and students.

Although it continues to thrive, currently the garden is located in a temporary site, greatly reduced from its former size, as a result of the school's 2009-2010 redesign/rebuild. This temporary site is no longer viable as the raised beds are eroding and the limited space does not allow for comprehensive teaching opportunities.

The Havens' garden initially encompassed approximately 550 sq. ft. at the original school site. In time, the garden came to include a greenhouse (funded by a Piedmont Educational Foundation grant), a butterfly garden, and planting boxes maintained by students, during school hours, and the After-School Gardening Club. To provide instruction on some level, teachers and community members built and maintain several vegetable planters. These temporary planters, which provide 146 ft² of garden space, limit our students' learning opportunities and are beginning to erode. The long-term vision is to build a functional and permanent space for the purpose of expanding, developing, and supporting curriculum-based lessons taught in the Environmental Education Lab.

The Environmental Education Lab

Since 2000 when a parent-led team of volunteers created a first-grade garden, teachers have had an opportunity to integrate math, science, social studies, art, language arts and health curriculum with a dynamic, interactive garden experience for students in all grades. Having an Environmental Education Lab will expand students' learning about complex topics such as sustainability, conservation, food systems, and community awareness. In addition, learning about and participating in the process of growing food is more likely to develop with students a deeper appreciation for the connection between healthy eating and a healthy body.

The Environmental Education Lab reflects the goals of the District's Green Initiative Action Plan for 2009-2012. Embedded in the PUSD Green Initiative commitment is the responsibility of the school community to be stewards of the environment, appreciating and understanding the flow of resources that sustain us and ways in which we can minimize the impact of our activities on resources. Financially supporting the building of Havens' Environmental Education Lab is one way for the School Board to contribute to achieving integration of the green initiatives outlined in the District's curriculum, values, and educational mission.

Havens' Learnscape Master Plan Initiative

In the search to find the ideal location and environmental considerations for the new Environment Education Lab, Havens' community began a larger discussion on how to enhance students' social-emotional, educational, and physical experiences throughout the school day.

In 2012, with funding provided by Havens' Parents Club, representatives from the Parents Club, the Garden Committee, and Principal Wozniak hired Bay Tree Design, a landscape/environmental design firm renowned for its schoolyard work, to facilitate the development of a community-based Schoolyard Master Plan for Havens. The plan identifies ways to enhance exploration, learning, imaginative and quiet play, as well as unstructured active play. Implementation of the Learnscape Master plan will occur in an organized, phased way. Planning and input meetings began this fall and will culminate with a final Master Concept Plan in Spring 2013. A vital part of this plan is the integration of the Environmental Education Lab with other spaces on the school yard that optimize students' science learning.

Site Identification

After meeting with a number of experts involved with the Havens remodel, including the architectural firm of Murakami & Nelson, the optimal location for reestablishing the Environmental Education Lab site is beyond the gate behind the MPR, which will require a new retaining wall along the Bonita Street school entrance. (Plan C). This retaining wall option provides the best location for our future garden for the following reasons:

- Sunniest space (the other sites are primarily shade space)
- Functional and flexible for learning, teaching (can be effectively supervised by staff)
- Least expensive
- Most central to the school site and school life
- Approximately the same size space, which restores the size of the previous garden site of 500-600 feet)

Involvement & Support

From the beginning, the Havens Learnscope Project has been a collaborative effort among students, teachers, and parents. Below is a list of several of the people who have been involved.

- All Havens students – Student Design Day
- Professionals (Murakami Architects, Palmieri Builder, Bay Tree Design)
- Havens Faculty and Staff (Tery Susman, Cheryl Wozniak, Terry Smith, Helen Brown, Ken Taylor, Joanne Chase, Mary Leon, Recess/lunch monitors)
- Havens Parents Club (Sara Valkonen, HPC President, Jill Lindenbaum, HPC Green Committee Co-Chair, Felicia Lipansky, HPC Green Committee Co-Chair and all Green Committee members)
- Havens Science Liaison Parent Group supporting Havens' science curriculum
- Piedmont school liaisons (PMS, Beach, and Wildwood)
- Wider Piedmont Community (Andy Ball, Mark Becker)

Conclusion

Since the inception of the Havens' gardens, members of the Havens' community and staff have consistently prioritized and supported a garden program to ensure students have the opportunity for the integration of math, science, social studies, art, language arts and health curriculum into a dynamic, interactive setting for students in all grades.

By building a more integrated, permanent garden site, we believe we can better implement our curriculum-based Environmental Education Lab program, better support the District's Green Initiative Action Plan for 2009-2012 and, ultimately, offer extraordinary learning experiences for our students.

II. RECOMMENDATION: REVIEW

Review Frank C. Havens Learnscope Garden Program.

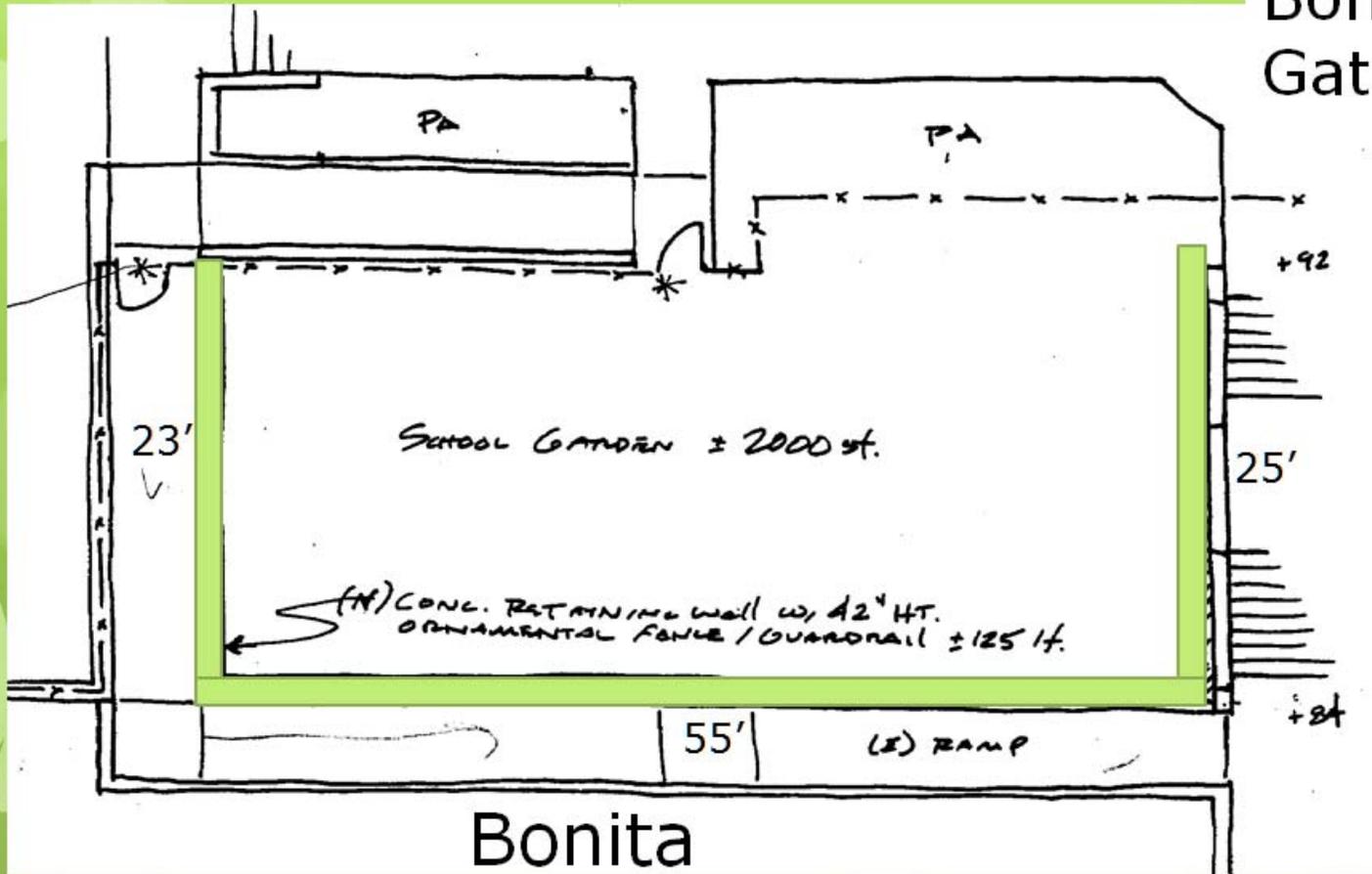
Plan C



Construct a retaining wall to bring area up to walkway level

Plan C

Bonita Gate



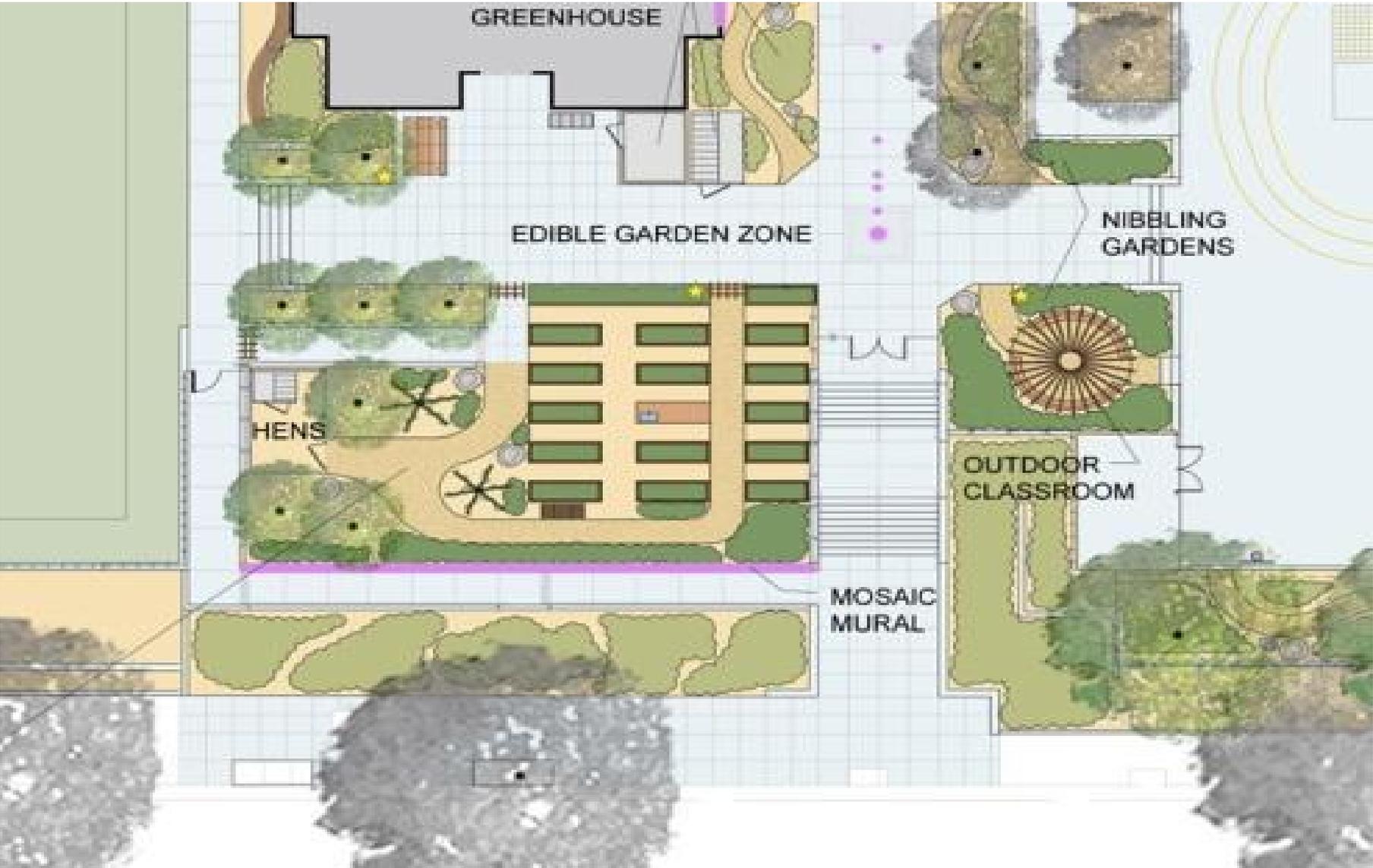
Bonita

New Retaining Wall

Exhibit F - Draft of Havens Learnscape Concept Plan as of 2/26/13



Exhibit G - Environmental Education Lab and outdoor classroom of Havens Learnscape Plan - Draft 2/26/13



MEMORANDUM OF UNDERSTANDING

Contribution to the Piedmont Unified School District Athletic Facilities Preservation Fund

This Memorandum of Understanding, dated January 25, 2013, is hereby agreed to by and between the Piedmont Unified School District, hereinafter referred to as **District**, and the Piedmont Soccer Club, the Piedmont Baseball/Softball Foundation, and the Skyline/Piedmont Lacrosse Club, hereinafter referred to as **Sports Clubs**, for the purpose of agreement for a contribution from the **Sports Clubs** to the **District's** Athletic Facilities Preservation Fund.

1. Purpose

The **District** has established an Athletic Facilities Preservation Fund (AFPF) to hold funds for the replacement, maintenance or repair of the District's Athletic Facilities, including the Witter Sports Complex, gyms, and Haven's Playfield.

2. Term

The term covered by the Memorandum of Understanding shall begin for the 2012 – 2013 Fiscal Year, July 1, 2012 through June 30, 2013, and continue until terminated by a party hereto.

3. Amount

The **Sports Clubs** agree to make a contribution to the **District's** AFPF in an amount no less than \$24,500 on or before July 1, 2013, and thereafter before July 1 of each subsequent fiscal year during which this MOU is effective, in one lump sum or in any schedule of progress payments as the **Sports Clubs** deem appropriate. As mentioned above in Section 1, this amount is intended to fund replacement, maintenance, and repair of District Athletic Facilities, and is therefore in lieu of any "maintenance, repair, restoration, or refurbishment" costs otherwise allowed to be charged to the Sports Clubs under the 2012 revisions to the California Civic Center Act (Section 38134(g)(1)(b)). The share of the donation among the **Sports Clubs** and the amount to be paid by participants shall be at the complete discretion of the **Sports Clubs**. The amount to be contributed is related to use of **District** facilities only.

4. Condition of Contribution

The **District** agrees to place the funds contributed by the **Sports Clubs** directly into to the **District's** Capital Facilities Fund (Fund 40) under a resource code entitled "Athletic Facilities Preservation Fund." The funds contributed by the **Sports Clubs** shall be used only for replacement, repairs or upgrades of the District's Athletic Facilities.

Such work may include replacing Witter Field artificial turf, replacing Witter Track, replacing Havens Playfield artificial turf, removal of trees impacting fields and irrigation systems, drainage work, repairs to the baseball backstop, replacing padding on the ball fields; adding permanent lacrosse nets, replacing stands in the gyms, repair or replacement of Witter Field lighting, replacement or repair of volleyball stands, and replacing motors that raise/lower basketball backboards. The funds shall not be used for routine maintenance. The time, manner and priority of replacement, repair or upgrading of **District** Athletic Facilities shall be in the sole discretion of the **District**. The acceptance of the **Sports Clubs'** donated funds does not obligate the **District** to a particular timeframe for commencement of any project.

5. Other Use of Funds

The **District** agrees that any other use of any kind of the **Sports Clubs** donation will only take place with written approval of the **Sports Clubs**.

6. Termination

The **Sports Clubs** or the **District** may terminate this MOU by written notice to the other party (in the case of the **Sports Clubs**, the **District** shall provide written notice to any current officer of each participating **Sports Club**). The termination shall be effective for the next fiscal year, *i.e.* any donation owed during the then current fiscal year shall still be made.

7. City Contributions

Any contribution/donation by the **Sports Clubs** to the City of Piedmont will be at the discretion of the **Sports Clubs** and will have no connection to the terms of this MOU.

IT IS SO AGREED:

PIEDMONT UNIFIED SCHOOL DISTRICT

Richard W. Raushenbush
President, Board of Education

Constance Hubbard, Superintendent

PIEDMONT SPORTS CLUBS

Piedmont Soccer Club

Skyline/Piedmont Lacrosse Club

President

President

Piedmont Baseball/Softball Foundation

President

TO: Board of Education

FROM: Constance Hubbard, Superintendent
Randall Booker, Assistant Superintendent, Educational Services

SUBJECT: Report on Piedmont High School Proposed World Language Course:
Spanish 3 in Action

I. **SUPPORT INFORMATION**

In response to both formal and informal conversations with students, parents, teachers, and administrators over the past year in Site Council Meetings, Department Meetings, and Curriculum Forum Meetings, the World Language Department received feedback that indicated a need for an additional Spanish III course that supported students who did not necessarily want to continue in Spanish on an “Advanced Placement track.”

The Foreign Language Framework for California Public Schools acknowledges the extensive leap in rigor from Level II to Level III. Our current Spanish III curriculum is focused on preparing students for Level IV and AP and mainly serves students who are on the AP path.

Students, counselors, resource teachers, administrators, and the PHS Spanish teachers support the need for a course that isn’t specifically designed for AP preparation and yet encourages students to further develop their communication skills, cultural competence, and language acquisition.

Spanish 3 in Action aims to serve those students who want to add a third year of language study but do not wish to continue beyond Level III. This new course will be designated “UC Approved” in order to be considered college preparatory and count as a UC/CSU third year language course.

The four thematic units are designed to enhance communicative and cultural experiences. Students will be required to use the target language to:

- Broaden their interpersonal communication skills to carry out conversations, make oral presentations, read about current events, and read and write personal correspondence.
- Increase their auditory comprehension in a variety of situations (e.g., going to the movies, shopping, dining out, negotiating social situations, going to the doctor’s, etc.).
- Explore and compare history and culture through the arts (music, dance, paintings, cinema).

The addition of *Spanish 3 in Action* for the 2013-14 school year will not register as an addition to Piedmont High School's overall FTE. This course will supplant an existing Spanish III course. If approved, this course's textbook needs will be taken into consideration as part of the district textbook adoption cycle for World Language.

This is brought as a first reading for approval this evening or to be brought back as a second reading on March 27, 2013.

II. **RECOMMENDATION: REVIEW AND ACTION**

Approve Piedmont High School Proposed World Language Course: *Spanish 3 in Action*.

PIEDMONT UNIFIED SCHOOL DISTRICT

PROPOSAL FOR A NEW COURSE

Title: **SPANISH 3 in Action**

Dept./Grade Level: **Spanish 3, grades 10-12**

Proposed date of implementation: **August 2013**

Origin of Request: **PHS World Languages Dept. (Joanne Guillén-Donohoe, Christelle Hutin-Lee)**

Course Description:

This course will be an alternate Spanish 3 course that will address the World Languages Content Standards for California Public Schools for stage 3 (<http://www.cde.ca.gov/be/st/ss/documents/worldlanguage2009.pdf> pp.2, 6, 7, 10, 11) as well as the Foreign Language Framework for California Public Schools for stage 3 (<http://www.cde.ca.gov/ci/cr/cf/documents/foreignlangfrmwrk.pdf>. P. 7). The focus will be on communication and cultural exploration through review and mastery of all indicative tenses. However, it is not designed to prepare students for further advancement in Spanish at PHS (level 4 and AP). This course would emphasize guest speakers, field trips, contact with the community, practical vocabulary units as well as real life communicative scenarios.

For comparison, see our current Spanish III course description:

Prerequisite: B- or better in Spanish II

As students progress through the succeeding years of foreign language, there is advancement in the study and practice of speaking, reading, listening and writing with increased emphasis on grammar and writing. Authentic materials in the form of newspaper articles, plays, internet resources and poetry that reflect the culture are introduced starting in the third year.

The proposed course description is as follows:

SPANISH III in Action* 5451 10-12 Pending UC approval YEAR/10

Prerequisite: C- or better in Spanish II is recommended.

This alternate Spanish 3 course focuses on real life communicative scenarios, practical vocabulary, essential grammar skills and cultural exploration. Contact with the community will be facilitated through guest speakers and field trips. Students with a grade of C- or higher are encouraged to take this course. This course is not designed to prepare students for further advancement in Spanish at PHS (level IV and AP).

*Pending PUSD Board Approval

1. Needs Statement/Needs Assessment. What need will this course fulfill?

This alternate Spanish III course will provide students with a course that will serve students who want to add a third year of language study to their High School transcript but do not wish to continue beyond level III. Spanish II students who receive a grade of C will be able to enroll in this course. (Currently, only students receiving a grade of B- or better are admitted into the current Spanish III course).

How was this need determined?

Conversations with students, counselors, administrators and the Spanish teachers throughout the years determined that we needed a course that was less stressful, that focused less on accuracy and more on communication, than the current course, which serves mainly students who are on the A.P path.

Why can't this need be met by the current curriculum?

The current Spanish 3 course is focused on preparing students for level 4 and AP. Students who do not wish to continue are not served adequately by this particular course.

What pre-requisites will there be? Completion of Spanish 2 with a grade of C or better. Why do you think this course is the best solution in meeting the need?

This course targets a segment of the student population that needs (and/or wishes) to complete three years of World Languages for College requirements but do not wish to adhere to the more rigorous linguistic structure the current course presents. Student stress would be diminished in that an advanced level of language would be more easily attainable because of the reduced prerequisite for entry to Spanish 3. Consequently, creating this new course would allow the World Language department to maintain the curricular and academic focus intact in our current Spanish 3 in preparation for higher levels.

2. Effect on Other Aspects of the School Program From what other subjects do you anticipate that students will be drawn? The current Spanish 3 class. Will the course require specially trained teachers not now on the staff?

No. The current staff is qualified to teach this course.

3. Projected Cost

60 textbooks is anticipated to be required. The World Language department is in the process of selecting new textbooks and we expect to use the same texts as the current Spanish 3. No other costs are anticipated.

4. Graduation Requirement

How does this course fulfill PHS Graduation Requirements? Is it UC approved? If so, where does it fall?

This new Spanish III course will be an elective course and will be going through the UC approval process.

5. Similar School Comparison. List any schools similar to PHS that have the particular course as one of their offerings.

We do not know of any other school with this particular course. Other schools offer Honors courses but because of our small number of students at PHS, this option is not feasible. (Spanish III: Honors, Spanish IV regular, Spanish V: AP)

To: Board Members

From: Constance Hubbard, Superintendent
Michael Brady, Assistant Superintendent
Michelle Nguyen, Director of Fiscal Services

Subject: **REVIEW 2012-13 SECOND INTERIM FINANCIAL REPORT OF THE DISTRICT; DETERMINE A *POSITIVE* CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET FINANCIAL OBLIGATIONS FOR CURRENT YEAR AND SUBSEQUENT TWO FISCAL YEARS; AND AUTHORIZE BUDGET TRANSFERS OF FUNDS**

I. **SUPPORT INFORMATION**

Governing Boards are required to certify the financial condition of each school district at two intervals during the school year. The Piedmont Unified School District's budget is fluid and undergoes constant revision as revenues and expenditures are clarified. For 2012-13 and beyond, districts throughout California will continue to apply a "deficit factor" to public education funding from the State, though with the passage of Proposition 30, the deficit factor is not likely to grow beyond the current level of 22%. This means that after the State revenue to schools is calculated, the total is multiplied by 78% to determine the actual amount of money a district will receive. Even with the application of the deficit factor, beginning in 2013-14, school districts may begin to see the first increases to school funding in over five years because the total owed calculation will grow slightly.

Over these past five years, the Piedmont Unified School District Board of Education has developed and adopted budgets that "stay the course" by building strong reserves that have afforded the District and community ample time to plan for and address economic uncertainty in the future while maintaining student programs. If the State Budget as proposed by the Governor in January (subject to revision in May, 2013) is adopted, the District will realize modest growth in funding, though still below 2008 levels. The District believes it will meet its financial obligations for the current year and subsequent two years given current conditions, and will have positive ending fund balances through 2015.

Per the requirements of AB 1200, the District declares its ability to meet its financial obligations through one of three self-certifications: A *Positive* Certification means that the District believes it can meet its financial obligations for the remainder of the current fiscal year and subsequent two fiscal years; a *Qualified* Certification indicates a district may not be able to meet financial obligations over three years; and a *Negative* Certification is used when a district will not be able to meet its financial obligations for the remainder of the current year nor for the subsequent two fiscal years. *Qualified* or

Negative Certifications serve as an “early warning device” and are transmitted to the County Office, California Department of Education, and the State Controller for possible intervention by these agencies. Certification is based on the General Fund Summary of Revenues and Expenditures as presented in the Interim Reports. The District submitted a Positive Certification at the 2012-13 First Interim Report in December 2012, noting that the District can meet its financial obligations through 2014-15. The First Interim Report showed positive ending fund balances through June of 2015. The Second Interim Report confirms maintenance of positive ending fund balances with the understanding that there will need to be adjustments in revenue/expenditures to meet the minimum required 3% reserve level in 2014-15.

Impact of the Passage of Measure A:

Measure A is an 8-year renewal/continuance of the current School Support Tax (Measure B), which expires on June 30, 2014. The purpose of this tax is to provide long-term stability that maintains the quality of Piedmont’s schools to attract, train and retain qualified teachers, protects programs in math, science and technology, continue funding for music, visual and performing arts programs, and keeps textbooks and instructional technology up-to-date.

As part of the District’s budget reporting requirements, PUSD must include multi-year projections for the current and following two years. Although the District affirmed at the First Interim ability to meet fiscal obligations through 2014-15, without the passage of Measure A, as part of this Second Interim, PUSD would have had to show the impact of the loss of Measure B upon its expiration starting in 2014-15 and beyond. The passage of Measure A on March 5th by 76.50% of Piedmont voters ensures that with an eight-year term (expires June 30 2021) multi-year projections fit well within the District’s reporting guidelines through the 2018-19 budget year. The passage of Measure A avoided having to make provisions for layoff notices in 2013-14 to over one-third of PUSD employees starting in 2014-15. Piedmont Schools remain dependent on and grateful for the community School Support Tax.

Impact of the Governor’s Proposed 2013-14 Budget:

Governor Brown’s 2013-14 proposed State Budget clearly demonstrates the Governor’s intent to increase per-student funding for the first time since 2008. However, embedded within the budget proposal is a new distribution system for public school funding (referred to as the Local Control Funding Formula). Essentially, LCFF is a funding mechanism formula that revamps and replaces revenue limits and most categorical program funding with “base grants” per pupil, along with supplemental funding provided for students that are not English language proficient, who are from low-income families, or who are in foster care. The proposal, if adopted, would replace the existing revenue limit funding system and completely overhaul the distribution of State funds to at least 40 categorical programs. It will also mean that some school districts will receive a greater proportion of new State revenue than others. The LCFF is projected to be “phased in” over the next seven years, and it is likely that the proposal will undergo significant changes over time. Most importantly, the LCFF is only a proposal at this

juncture in time, and until approved as part of the overall 2013-14 State Budget by the legislature, it remains a proposal only. What is known is that for 2013-14, the Governor's Budget will use funds from Proposition 30 to move districts toward their formerly "fully funded" levels in 2008. Unfortunately, there is no way to project how much additional funding will be provided in 2014-15 or any subsequent year. For the purposes of the Second Interim Report, PUSD is using the current State funding formula for education and the School Services Dartboard for Cost-of-Living-Adjustments.

Second Interim Report:

The Second Interim Report as presented reflects relevant information to budgets for 2012-13 through 2014-15 based on conditions as of January 31, 2013. Per guidelines established by the Alameda County Office of Education, the Second Interim report uses the School Services Dartboard which was updated based on the Governor's Proposed 2013-14 State Budget in January, 2013 for COLA, revenue limit deficits, and categorical funding. At the First Interim Report, the District chose to include the SSC projections of a 2.0% and 2.3% increase in COLA's in 2013-14 and 2014-15 as part of its revenue limit calculations. As part of the Second Interim report, COLA's have been revised downward to 1.65% and 2.2%. PUSD will remain using the School Services Dartboard pending the May Revise of the Governor's budget and further articulation of the Local Control Funding Formula.

The 2013-14 State Budget Act as proposed by the Governor begins to reverse the trend of continuous cuts to public education in California in an effort to return to the funding levels of 2008. There is still a long way to go; under the guidelines established by the Board of Education, the District has built reserves sufficient to sustain educational programs through 2014-15 which includes the restoration of a full instructional year for students and the elimination of all furlough days for employees. PUSD has managed to accomplish this through the shared generosity and shared sacrifices of many. Specifically, through contributions from Parent Clubs to renew their commitment to fund two of the furlough days in 2013-14 and increased per pupil contributions; through ongoing sacrifice on the part of PUSD employees to reduce salaries, benefits, and post-employment benefits to keep overall reductions in workforce low; and through the generosity of the community in the form of the base school support tax (Measure A), donations and ongoing fundraising by parent groups, support clubs, and the Piedmont Education Foundation. Working together, PUSD has preserved K-3 class-size reduction, K-12 counseling and library services, a seven-period day at Piedmont High School, Piedmont Middle School, and Millennium High School, and a rich elective program. Together, the Piedmont education community has successfully preserved what has been lost in many other school districts throughout California.

In consultation with the Alameda County Office of Education, PUSD will take a conservative approach to budget development and its use of current budget assumptions. The District has chosen to focus on current conditions within the Second Interim Report to provide perspective on both the District's capacity to meet financial

obligations this year and next (preserving the Board's commitment not to issue layoffs this year) and to inform budget development discussions in anticipation of the District's 2013-14 Adopted Budget scheduled for June, 2013.

Attached is the financial summary of the Second Interim Report, which shows the condition of the District's General Fund as of January 31, 2013. Budget development assumptions as stated were in place at the point in time when each budget revision and multi-year projection was developed. The final page is a summary of the multi-year projection that establishes the District's ability to meet its financial obligations for the current year through 2014-15. It should be noted that revenue summaries include a final 5% increase in the Measure B parcel tax levy. The election results of March 5, 2013 for Measure A confirms this amount as the revenue for 2013-14 and 2014-15.

The District also continues to work within the parameters for use of one-time funds as well as State categorical fund flexibility. With regard to Federal funding reductions caused by Sequestration (a fiscal policy procedure adopted by Congress to deal with the federal budget deficit), PUSD has not incorporated these reductions (projected to be somewhere in the \$40k range) as they were not part of the District's "current conditions" as of January 31, 2013. The Adopted Budget will include the effect of the Federal funding as determined by June 1, 2013.

State categorical funding flexibility as outlined in the Enacted 2011-12 California State Budget, PUSD retains authority to use money received from the State for Tier III programs for any educational purpose to the extent permitted by Education Code 42605. Categorical program funding flexibility requires an annual public hearing on the proposed explicit use of the funds. In May of 2012, the Board authorized budget transfers from some Tier III categorical programs to support K-12 education, including \$120,000 from Adult Education, but has predominantly maintained categorical funding within existing K-12 categorical programs. A similar hearing may need to be held this year to renew and/or expand this flexibility, depending on the implementation of the LCFF.

The budget documents presented in this Second Interim report continue to serve as a reflection of the District's goals and philosophy of spending current funds on current students. As the District develops its budget for 2013-14, we will initiate the process of identifying how to make budget corrections and adjustments to present an adopted budget in June of 2013 that provides for positive ending balances with a full 3% reserve through 2015. The budget development principles approved by the Board will inform this process.

2012-13 General Fund Second Interim (as of January 31, 2013)

Revenue: +540,091

Revenue Limit funding increases per increased enrollment confirmed by P-1 report in December, 2012. State Revenue slightly decreased (-\$48k), mostly from Special

Education reductions, while Federal Revenue remains unchanged. Local revenues include receipts from parent clubs for expenditures and per pupil contributions (\$140k); Special Education funding (\$80k); revised income contributions (\$160k) from PEF, music donations, special education, Wellness Center; receivables from associated student body funds, grants, principal resource accounts, and athletic fees.

Expenditures: +\$565,020

Increases in salaries include costs for substitute teachers and adjustments to salary calculations in October. There were also three full-time long-term substitutes hired since October. Classified salaries reflect additional personnel for specialized programs. An increase in benefits of approximately \$85,125 is attributed to “qualifying event” changes in medical plans and to the transfer of some personnel benefits costs between operating funds. Increases in Post Employment benefits will be offset in the coming weeks from the collection of medical benefits premiums from retirees through a third party vendor (and booked as income via reimbursements). Books & Supplies/Services & Operating expenses are booked against revenues received.

Ending Fund Balance: \$3,402,296

The total ending balance on June 30, 2013 is projected to be \$3,402,296 which represents 10.7% of total expenditures. The District continues to maintain reserves through cost saving measures, including roll-over of ending fund balances where authorized, and the preservation of General Fund money through use of restricted, one-time funding (Federal, Parent Club emergency funding, etc.). AB 1200 requires each district to maintain a 3% reserve for economic uncertainty. \$2,424,197 is what remains after the 3% reserve (\$953,099) has been met.

The District will identify a combination of revenue enhancements, expenditure reductions, and inter-fund adjustments to correct and resolve a projected \$424k shortfall in meeting its 3% reserve in 2014-15 as part of its Adopted Budget for 2013-14. Options for revenue enhancement include Board authorization of a parcel tax increase and a sweep of Tier III categorical programs (where appropriate). The District will identify any reductions required by the First Interim report in December, 2013.

Assumptions - General Fund Multi-year Projections (as of January 31, 2013)

2013-14 Revenue:

- Cost of Living Adjustment (COLA) 1.65% per January 2013 School Services of California Dartboard
- Deficit Factor of 22.272% per School Services of California Dartboard
- Revenue Limit ADA at 2545 (same as 2012-13)
- Categorical and Special Education funding at 0% increase from the previous year.
- \$70k Mandated Cost Block Grant
- Measure A revenue at rate of Measure B plus 5%

- Piedmont Educational Foundation Endowment contribution of \$200,000
- Parent Club contributions of approximately \$1.55 million (direct District-funded support of \$300/student and parent club funded personnel with benefits costs)
- Parent Club contribution of \$180,000 to buy back 2 furlough days

2013-14 Expenditures:

- 0% increase in salary schedules for all employees
- Continuation of 3 of 5 staff furlough days
- “Step & Column” and “Longevity” salary schedule increases of \$307,869 for employees (approximately 1.5% of all Certificated 191.1 FTE and Classified 114.3 FTE salaries)
- 0% increase in health and welfare benefits for all employees; additional increases in H&W benefits assumed by employees.
- Unexpended funds in categorical programs to be reserved for the program from which the funding originated or captured as allowed under 2009 State budget provisions.
- \$50,000 transfer to Capital Facilities Fund for Witter Field sinking fund
- Reimbursement from Adult Education Fund of \$120,000
- Savings of \$90k for 6 retirees (as of January 31, 2013)
- Ending Fund Balance: \$2,363,361
- Funds above 3% reserve for use in 2014-15: \$1,399,768

2014-15 Revenue:

- Cost of Living Adjustment (COLA) 2.2% per January 2013 School Services of California Dartboard
- Categorical funding increase of 0%
- Continue deficit factor of 22.272%
- Federal funding at the same rate as the 2012-13
- Parcel tax revenues from Measure A as approved by the voters in March 2013 the same as 2013-14. Under revenue enhancement options, the Board *may*, after a public hearing, authorize a 2% increase
- Revenue Limit ADA of 2545 is the same used for 2013-14
- \$70k Mandated Cost Block Grant
- Parent and support group contributions for programs and per pupil at the same level as in 2013-14
- No APCP contribution for 2 furlough days (\$180,000)
- PEF contribution of \$200,000 on behalf of the Endowment Fund

2014-15 Expenditures:

- No salary schedule increases for any employee group
- “Step & Column” and “Longevity” salary schedule increases of \$311,136
- \$50,000 transfer to Capital Facilities Fund for Witter Field sinking fund
- 0% increase in health and welfare benefit cost for all employees; cost increases in H&W benefits assumed by employees per negotiated cap
- No furlough days for Certificated and Classified staff

- Transfer of \$95,000 to Deferred Maintenance Fund
- Transfer of \$190,000 of School Support Tax for use in later years
- Unexpended funds in categorical programs to be reserved for the program from which the funding originated or captured as allowable under 2009 State budget provisions.
- Reimbursement from Adult Education Fund of \$120,000
- Ending Fund Balance: \$565,495
- Funds needed for 3% reserve in 2014-15: \$424,427

Status of Other Funds Operated by the District as of Second Interim (1/31/13)

Adult Education

The Adult Education Fund is balanced for the 2012-13 year. The Adult Education Fund remains solvent for 2012-13 and beyond. The high school diploma program continues to accept adult students and concurrently enrolled Piedmont students. The Creative Retirement Center (CRC) program for senior citizens continues to operate out of Veteran's Hall thanks to the generosity of the City of Piedmont and the Piedmont Recreation Department. The Adult Education Fund has built reserves for use in case of economic uncertainty in future years.

Cafeteria Fund

The Cafeteria Fund is a separate fund for which the District tracks all food services operations. Food services at the elementary sites are exclusively operated by parent volunteers. Food service at the High and Middle schools require at least 2 employees whose salaries are accounted for through this fund. All costs associated with the operation of the food services provided to the students are wholly supported by the Parent Club organizations. This fund does not receive contributions from the District General Fund. Revenue is anticipated to increase by the cost of salary and benefits for employees in the multi-year projections. Expenses include 1.5% in longevity increases only.

Deferred Maintenance Fund

Expenditures for this fund support the District's Five-Year Deferred Maintenance Plan. Costs reflected in services and operating expenses remain the same, and the use of Deferred Maintenance funds in support of Modernization projects is ongoing. Changes in the multi-year projections show identical expenditures in Deferred Maintenance, although these will no doubt be subject to change. There is a transfer from the General Fund to the Deferred Maintenance Fund in 2014-15 in the amount of \$95,000; however, the Governor's 2013-14 Budget proposal calls for the elimination of the required local district "set-aside" for DM contributions.

Building Fund

The Building Fund is the established fund for which all voter-approved Bond measure proceeds are accounted. The balance of the funds may be used in support of any voter-approved project. All current funds are derived directly from Seismic Safety Bond funds approved by the voters in March, 2006. Additionally, the Citizens Oversight

Committee reviews all District expenditures related to the Seismic Safety Bond program since the inception of the PUSD Seismic Risk Reduction Program. The COC must report to the Board to present an annual report, and will be scheduled for the second Board meeting in March, 2013. Current year revenues show interest earnings only. There are a few remaining expenses for Seismic Safety Bond Program projects, including recalculated fees to the Division of the State Architect based on changes to the final Guaranteed Maximum Price (GMP) for the Beach Elementary School project. The ending fund balance for the Building Fund is approximately \$300k, from which any remaining fees or close-out expenditures will be paid.

State School Facilities Fund

The State School Facilities Fund is where restricted money received from the State of California for the modernization and construction of school facilities is held. It is different from the Building Fund, which contains proceeds from the voter-approved Bond measure. Now that the Seismic Safety Bond Program is concluded, all future expenditures tied to modernization funds will be tracked separately.

Capital Facilities Fund

The Capital Facilities Fund is a fund for capital projects as identified by the Board of Education. This is the fund through which all donations for athletic facilities are accounted. Interest earnings, capital improvement projects (funded through donations), and limited facilities rental fees reflect any current changes to this fund. Projected transfers from the General Fund of \$50,000 from rental receipts will go toward the replacement costs for Witter Field and Witter Track. In addition, donations from community sports organizations and contributions from the City of Piedmont (combined estimate at \$70k per year) are accounted for in this fund.

School Support Tax (Parcel) Reserve Fund

The School Support (Parcel) Tax Reserve Fund was established for funds from the first year of the current Parcel Tax approved by voters to support programs as necessary in later years of the term of the tax. The Parcel Tax reserve fund is required to be fully expended as mandated by the parcel tax measure. The Second Interim Report identifies funds to be set aside for future years of the tax.

NODA Fund

The NODA Fund was established by the Board of Education to use the proceeds from the sale of a mural by artist (and former PHS student) Benjamin Hideo Noda to establish a fund from which the interest earned is used for grants to support visual arts at the secondary level. The NODA account is fully funded, and there are no changes to report at the second interim and there are no significant changes in the multi-year projections.

Summary and Recommendation

The Budget Advisory Committee (BAC), which is a standing committee with representatives from all stakeholders in the District, is a vehicle for dissemination of

information to as many parents, students, staff and community members as possible. Its purpose is to review the District's budget, share the information with constituent groups and generate recommendations for Board consideration in the budget development process. It provides frequent opportunities for the Piedmont educational community to review the District's budget and identify trends and make recommendations for Board consideration in the budget development process. The Committee is advisory in nature and does not have decision-making responsibilities. After the BAC has reviewed the Second Interim Report, results of its discussions for budget priorities and recommendations are presented to the Board as part of the 2013-14 budget development process. The Advisory Subcommittee for Measure A funds is in process and will be designated by the end of the 2013 school year.

It is recommended that the Board of Education review and approve the Second Interim Report as presented and that they provide a Positive Certification as to the District's ability to meet its financial obligations for the current year and subsequent two fiscal years based on the District's strong reserve levels and its ability to increase revenue and reduce expenses as needed and in time to respond to economic uncertainty. This recommendation is based on information that is available as of January 31, 2013.

The District staff, Board of Education, and community at large are aware of the effects of enrollment fluctuations and State budget uncertainties and will plan accordingly. Piedmont is committed to the long-term tradition of solid fiscal responsibility in the management of the District's finances. The District Business Services staff continues to work closely with the Business Services Department at the Alameda County Office of Education and in consultation with School Services of California. The Alameda County Office of Education is dedicated to supporting Piedmont to assure all requirements of AB 1200 and the Daucher Bill are met.

II. **RECOMMENDATION: ACTION**

Upon review of the 2012-13 PUSD Second Interim Report, approve a *Positive* certification of the District's ability to address and meet its financial obligations for the current year and subsequent two years

MJB
Attachments

ROUTE TO THE GOVERNING BOARD

FROM 02/01/2013 TO 02/28/2013
UNAPPROVED TRANSACTIONS INCLUDED

Fund :01 General Fund

SUMMARY BY Object	WORKING BUDGET	EXPENDED/RECEIVED			%	ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE				BALANCE	%
80xx Revenue	13,720,457.00	7,060.74	5,842,826.20	42.5	0.00	7,877,630.80	57.4	
81xx FEDERAL REVENUE	654,139.00	0.00	44,340.56	6.7	0.00	609,798.44	93.2	
82xx OTHER FEDERAL REVENUE	81,621.00	0.00	0.00	.0	0.00	81,621.00	100.0	
83xx OTHER STATE REVENUE	167,419.00	18,762.00	44,770.00	26.7	0.00	122,649.00	73.2	
84xx OTHER STATE REVENUE	674,512.00	198,884.00	367,567.00	54.4	0.00	306,945.00	45.5	
85xx OTHER STATE REVENUE	1,487,114.00	12,639.00	654,200.26	43.9	0.00	832,913.74	56.0	
86xx OTHER LOCAL REVENUE	12,227,827.00	0.00	6,652,992.36	54.4	0.00	5,574,834.64	45.5	
87xx OTHER TRANSFER IN	1,056,098.00	0.00	529,994.00	50.1	0.00	526,104.00	49.8	
89xx INTERFUND TRANSFER IN	244,343.00	0.00	244,343.00	100.0	0.00	0.00	.0	
TOTAL: 8xxx	30,313,530.00	237,345.74	14,381,033.38	47.4	0.00	15,932,496.62	52.5	
11xx Certificated Salaries	12,153,747.00	1,110,675.88	7,871,116.95	64.7	0.00	4,282,630.05	35.2	
12xx Counselors/Psych/Nurse/Librari	1,191,510.00	99,776.72	703,460.07	59.0	0.00	488,049.93	40.9	
13xx Cert Salaries-Admin/Supervisor	1,792,912.00	130,846.82	1,053,303.89	58.7	0.00	739,608.11	41.2	
19xx Other Certificated Salaries	478,710.00	35,339.82	251,020.74	52.4	0.00	227,689.26	47.5	
TOTAL: 1xxx	15,616,879.00	1,376,639.24	9,878,901.65	63.2	0.00	5,737,977.35	36.7	
21xx Class Sal/Instructional Aide	2,004,798.00	184,172.16	1,225,180.14	61.1	0.00	779,617.86	38.8	
22xx Classified Support Salaries	1,268,298.00	95,518.55	784,454.80	61.8	0.00	483,843.20	38.1	
23xx Class Sal/Administrator/Superv	126,071.00	10,993.47	81,886.54	64.9	0.00	44,184.46	35.0	
24xx Class Sal/Clerical&Othr Office	1,438,650.00	99,261.79	808,539.10	56.2	0.00	630,110.90	43.7	
29xx Other Classified Salaries	69,983.00	5,454.24	36,656.49	52.3	0.00	33,326.51	47.6	
TOTAL: 2xxx	4,907,800.00	395,400.21	2,936,717.07	59.8	0.00	1,971,082.93	40.1	
31xx STRS	1,292,359.00	109,661.87	565,499.83	43.7	0.00	726,859.17	56.2	
32xx PERS	526,100.00	43,863.90	304,299.35	57.8	0.00	221,800.65	42.1	
33xx SOCIAL SECURITY	588,545.00	47,895.80	523,311.45	88.9	0.00	65,233.55	11.0	
34xx HEALTH & WELFARE	3,171,697.00	296,357.40	2,094,148.75	66.0	0.00	1,077,548.25	33.9	
35xx STATE UNEMPLOYMENT INSURANCE	226,013.00	19,455.36	106,020.10	46.9	0.00	119,992.90	53.0	
36xx WORKERS COMPENSATION INSURANCE	386,277.00	17,686.45	224,641.00	58.1	0.00	161,636.00	41.8	
37xx OPEB	542,369.00	3,147.07	355,381.65	65.5	0.00	186,987.35	34.4	
38xx PERS REDUCTION	41,496.00	6,158.60	36,228.09	87.3	0.00	5,267.91	12.6	
TOTAL: 3xxx	6,774,856.00	544,226.45	4,209,530.22	62.1	0.00	2,565,325.78	37.8	
41xx Approved Textbooks	206,050.00	0.00	77,621.80	37.6	1,409.89	127,018.31	61.6	
42xx Books and Othr Ref Materials	24,725.00	0.00	13,968.03	56.4	1,226.27	9,530.70	38.5	
43xx Materials and Supplies	1,005,456.00	48,566.79	541,850.00	53.8	122,829.53	340,776.47	33.8	
44xx Non-Capitalized Equipment	88,031.00	67,058.22	88,602.73	100.0	50,461.77	51,033.50-	.0	
TOTAL: 4xxx	1,324,262.00	115,625.01	722,042.56	54.5	175,927.46	426,291.98	32.1	

ROUTE TO THE GOVERNING BOARD

FROM 02/01/2013 TO 02/28/2013
UNAPPROVED TRANSACTIONS INCLUDED

Fund :01 General Fund

SUMMARY BY Object	WORKING BUDGET	EXPENDED/RECEIVED			%	ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE				BALANCE	%
52xx Travel and Conference	76,424.00	6,557.75	49,898.58	65.2	21,385.00	5,140.42	6.7	
53xx Dues and Memberships	17,200.00	756.00	15,364.84	89.3	0.00	1,835.16	10.6	
54xx INSURANCE	137,518.00	67,862.00	136,279.97	99.0	695.00	543.03	.3	
55xx Operation and Housekeeping Svc	431,090.00	44,115.68	267,180.58	61.9	3,271.69	160,637.73	37.2	
56xx Rntls,Leases,Repair,Noncapital	283,819.00	18,515.21	161,887.74	57.0	96,828.57	25,102.69	8.8	
58xx Prof/Consulting Svcs/Operating	2,165,941.00	90,949.94	1,049,371.43	48.4	1,039,421.22	77,148.35	3.5	
59xx Communications	104,181.00	11,251.27	74,656.39	71.6	31,268.05	1,743.44-	.0	
TOTAL: 5xxx	3,216,173.00	240,007.85	1,754,639.53	54.5	1,192,869.53	268,663.94	8.3	
TOTAL: 1xxx - 5xxx	31,839,970.00	2,671,898.76	19,501,831.03	61.2	1,368,796.99	10,969,341.98	34.4	
73xx DIRECT SUPPORT/INDIRECT COST	120,000.00-	0.00	120,000.00-	.0	0.00	0.00	100.0	
76xx INTERFUND TRANSFER/OTHER USES	50,000.00	0.00	0.00	.0	0.00	50,000.00	100.0	
TOTAL: 7xxx	70,000.00-	0.00	120,000.00-	.0	0.00	50,000.00	100.0	
TOTAL: 1xxx - 7xxx	31,769,970.00	2,671,898.76	19,381,831.03	61.0	1,368,796.99	11,019,341.98	34.6	

ROUTE TO THE GOVERNING BOARD

FROM 02/01/2013 TO 02/28/2013

Fund :01 General Fund

UNAPPROVED TRANSACTIONS INCLUDED
Summary

SUMMARY BY Object	WORKING BUDGET	EXPENDED/RECEIVED			%	ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE	BALANCE			%	
TOTAL INCOME (8000 - 8999)	30,313,530.00	237,345.74	14,381,033.38	47.4	0.00	15,932,496.62	52.5	
TOTAL: 1xxx - 5xxx	31,839,970.00	2,671,898.76	19,501,831.03	61.2	1,368,796.99	10,969,341.98	34.4	
TOTAL: 1xxx - 6xxx	31,839,970.00	2,671,898.76	19,501,831.03	61.2	1,368,796.99	10,969,341.98	34.4	
TOTAL: 1xxx - 7xxx	31,769,970.00	2,671,898.76	19,381,831.03	61.0	1,368,796.99	11,019,341.98	34.6	
TOTAL EXPENSES (1000 - 7999)	31,769,970.00	2,671,898.76	19,381,831.03	61.0	1,368,796.99	11,019,341.98	34.6	

CIF APPLICATION FOR RENEWAL OF MULTI-SCHOOL MEMBERSHIP

(CIF Form 303 Renewal)

Schools Return Completed Application to: _____

CIF Section _____

NO LATER THAN MAY 31, 2013 (in the section office)

Address _____ City _____ Zip _____

Date of Application: _____

CIF WILL INVOICE YOUR SCHOOL THE FOLLOWING AMOUNT FOR MULTI-SCHOOL DUES

* _____ x \$0.63 = _____

Total # of students in multi-school _____ Total Dues _____

- Please complete signatures on all lines below.
- Renewal applications must be filed annually by May 31 of the current school year. YOU WILL BE INVOICED BY THE STATE CIF FOR YOUR PER STUDENT DUES INCLUDING THE MULTI CAMPUS ENROLLMENT.
- An application for renewal that is received after May 31 but prior to September 1 of the current school year will be assessed a late fee of \$200 in addition to the dues owed as outlined above. Late fee must accompany the application.
- NO RENEWAL applications will be accepted after September 1 of the current school year.

RENEWAL APPLICATION

Piedmont High School _____ 9-12 _____
(CIF Member School requesting multi-school teams status) (Grade levels involved)

800 Magnolia Ave. _____ Piedmont _____ 94611 _____
(Street Address) (City) (ZIP)

Rich Kitchens _____
(Principal designated to have administrative responsibility)

List school(s) or campus(es), location(s), and grade level(s) to be unified with the above listed CIF school for sports team purposes:

School Name: Millennium High School _____
 Address: 760 Magnolia Ave., Piedmont, CA 94611 _____
 Principal's Name: Ting Hsu Engelman _____

Please specify even though you are a continuation high school whether your board of education considers the school an alternative school

List reason(s) for request: _____

List sport(s) by team to be included (identify as student, boys, or girls):
Football, Volleyball(B), Cross Country, Golf(B&G), Water Polo (B&G), Basketball (B&G), Soccer (B&G), Tennis (B&G), Baseball, Softball, Track (B&G), Badminton, Lacrosse (B&G), Swimming (B&G)

CBEDS enrollments (required): CIF member school: 9-12: 736 +
 School/program(s) to be unified: 9-12: 78 =
 Total students (transfer total to * at top of page for invoicing) 809 *

The following signatures indicate that State CIF Rule 303 has been read and certifies that all the required conditions have been met for this multi-school status request (see attached CIF Bylaw 303):

← Rich Kitchens Piedmont High 3/1/13
(Signed) (School) (Date)

Principal, CIF Member School

← [Signature] Millennium High 3/1/13
(Signed) (School) (Date)

Principal, Non Member School Involved
 (Attach additional pages as necessary)

← _____
(Signed) (Date)

Commissioner, _____
(CIF Section)

Permission to field multi-campus or unified sports teams as indicated in this application is granted for the 2013-2014 school year.

 State CIF Executive Director

 Date

PIEDMONT UNIFIED SCHOOL DISTRICT

Piedmont, California

March 13, 2013

TO: Members of the Board of Education
FROM: Constance Hubbard, Superintendent
SUBJECT: Personnel Action

SUBJECT TO BOARD APPROVAL

Employment: Certificated

Kandace Forrester Effective 3/4/13	Psychologist .2 FTE Temporary	District
---------------------------------------	----------------------------------	----------

Resignation: Classified

Joseph Wolf Effective 2/28/2013	Special Ed Para .67 FTE	MHS
------------------------------------	----------------------------	-----

Employment: Classified

Danielle Nestore Effective 2/25/2013	Fiscal Services Assistant 1.0 FTE	District
---	--------------------------------------	----------

Harold One Feather Effective 2/1/2013	Custodian .70 FTE	Wildwood
--	----------------------	----------

Richard Rodriguez III Effective 3/6/2013	Special Ed Para .67 FTE	MHS
---	----------------------------	-----

Extra Compensation:

Bangert, Chelsea Effective 2/4/2013	Varsity Asst Swim Coach	PHS
--	-------------------------	-----

Bell, Michael Effective 2/4/2013	Strength & Conditioning Coach	PHS
-------------------------------------	-------------------------------	-----

Brethauer, Rob Effective 2/4/2013	Varsity Baseball Assistant Coach	PHS
--------------------------------------	----------------------------------	-----

Byrd, Melisa Effective 2/4/2013	Varsity Badminton Head Coach	PHS
------------------------------------	------------------------------	-----

**Board of Education Meeting
Personnel Action List
March 13, 2013
Page 2 of 4**

Extra Compensation Continued:

Chapon, Christine Effective 2/4/2013	Varsity Track Asst Coach	PHS
Clark, Mike Effective 2/4/2013	JV Boys Lacrosse Asst Coach	PHS
Combe, Devon Effective 2/4/2013	JV Girls Lacrosse Head Coach	PHS
Davies, Morgan Effective 2/4/2013	Varsity Golf Coach	PHS
Diazgranados, Alfonso Effective 2/4/2013	JV Baseball Asst Coach	PHS
Fineman, Matt Effective 2/4/2013	JV Boys Lacrosse Asst Coach	PHS
Gillins, LaNon Effective 2/4/2013	Varsity Girls Lacrosse Head Coach	PHS
Giron, Bruce Effective 2/4/2013	Varsity Track Asst Coach	PHS
Haskell, Frank Effective 2/4/2013	Varsity Softball Head Coach	PHS
Hayden, Gerald Effective 2/4/2013	JV Softball Head Coach	PHS
Hill, Scott Effective 2/4/2013	Varsity Softball Asst Coach	PHS
Jellison, Mark Effective 2/4/2013	Varsity Track Head Coach	PHS
Landes, Jim Effective 2/4/2013	JV Boys Tennis Coach	PHS
Laynes, Jeff Effective 2/4/2013	Varsity Track Asst Coach	PHS

**Board of Education Meeting
Personnel Action List
March 13, 2013
Page 3 of 4**

Extra Compensation Continued:

Olson, Eric Effective 2/4/2013	Varsity Baseball Head Coach	PHS
Peritore, Andrew Effective 2/4/2013	JV Boys Lacrosse Head Coach	PHS
Peterson, Joe Effective 2/4/2013	Varsity Softball Asst Coach	PHS
Pewther, Sean Effective 2/4/2013	JV Golf Coach	PHS
Piterman, Milan Effective 2/4/2013	Varsity Track Asst Coach	PHS
Reich, Corey Effective 2/4/2013	JV Boys Tennis Asst Coach	PHS
Rothenberg, Neil Effective 2/4/2013	Varsity Boys Tennis Coach	PHS
Safir, Nick Effective 2/4/2013	JV Baseball Head Coach	PHS
John Savage Effective 2/4/2013	Varsity Swim Head Coach	PHS
Siu, David Effective 2/4/2013	Badminton Asst Coach	PHS
Simpson, Dave Effective 2/4/2013	Varsity Girls Lacrosse Asst Coach	PHS
Smith, Chris Effective 2/4/2013	Track Head Coach	PHS
Strothers, Jerem Effective 2/4/2013	Varsity Boys Lacrosse Head Coach	PHS
Tandeta, Ellie Effective 2/4/2013	JV Softball Asst Coach	PHS

**Board of Education Meeting
Personnel Action List
March 13, 2013
Page 4 of 4**

Extra Compensation Continued:

Thayer, Chris Effective 2/4/2013	Varsity Track Asst Coach	PHS
Udinski, Kelsey Effective 2/4/2013	JV Girls Lacrosse Asst Coach	PHS
Wainess, Elliot Effective 2/4/2013	Varsity Boys Lacrosse Asst Coach	PHS
Wolf, Josh Effective 2/4/2013	Varsity Swim Asst Coach	PHS



Field Trip Request

(Overnight and/or Out-of-State/Foreign Field Trips must be approved by the Board)

ANDREW WILLATS

Instructor/Advisor/Coach: JOHN WHITE # of Students: 8-14

School: PHS Grade/Class: 9-12

Destination: Eureka, CA
Mattole R./petrolia, CA Depart Date: 4/14/13 Return Date: 4/19/13
Depart Time: 8 A.M. Return Time: 6 P.M.

Describe the objectives of the proposed activity and how they relate to the course/grade/program

- Service learning: Salmon watershed protection (15 hrs)
- Ecological sites around Arcata/Eureka: wastewater treatment wetland, Kayakers, the pristine Eel River, VISITING low Energy Demo house
- PRIMARY relevant to AP ENV. Sci. class, but all students are

Transportation: Private Vehicle(s) Rental Vehicle(s) Bus(es) Walking Flight Mailed

Cost: SPRING BREAK

Substitute Coverage Needed (Teachers ... please use AESOP to record absence after approval)

Estimated Student Cost: \$ 600 Funding Source: STUDENTS' families
Transportation/Lodging/Meals

Additional Information Needed Once Approved:

- PUSD Field Trip: Permission/Waiver/Accident Form (for each student)
- PUSD Field Trip: Itinerary Form
- PUSD Field Trip: Personal Vehicle Use Form (if using private vehicle(s) - for each driver)
- PUSD Field Trip: Staff Notification and Student Roster Form
- PUSD Field Trip: Out-of-state/Foreign Travel Agreement (only if traveling out-of-state)
- PUSD Field Trip: Medical Information Form (for each student needing medication)
- PUSD Volunteer Clearance Form (for each adult volunteer)

Approval

Principal

Date

[Signature]

2/14/13

Governing Board (Overnight/Out-of State only)

Date