

3. Superintendent Evaluation

B. Public comment on Closed Session items

C. Adjourn to Closed Session _____

III. RECONVENE IN OPEN SESSION _____

A. Report action taken in Closed Session

1. Negotiations - Collective Bargaining Session, PGTA

2. Negotiations - Collective Bargaining Session, CSEA

3. Superintendent Evaluation

B. Pledge of Allegiance Led by _____

IV. BREAK OUT SESSIONS

Once a year, Board meetings are held at all school sites. This provides administration and staff with an opportunity to showcase their school’s accomplishments through presentations and discussions. Board members will conduct break-out sessions to talk with staff about student programs and projects. This is an opportunity for open dialogue. The public are invited to attend.

Board members will report out on their individual break out dialogues.

V. COMMUNICATIONS

A. Written Communication

B. Board Member Comments

C. Superintendent Report

VI. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

Public comment on any item of interest to the public that is within the Board’s jurisdiction will be heard. The Board may limit comments to no more than three (3) minutes for each agenda or non-agenda item; a total time for public input on each item is 20 minutes, pursuant to Board Policy 9323. Public comment will also be allowed on each specific action item prior to Board action thereon. This meeting of the Board of Education is a business meeting of the Board, conducted in public. Please note that the Brown Act limits the Board’s ability to respond to public comment. The Board may choose to direct items to the Administration for action or place an item on a future agenda.

VII. CONSENT AGENDA

*Items listed under the Consent Agenda are considered to be routine and/or may have been discussed at a previous Board meeting. **There is no discussion of these items prior to the Board vote unless a member of the Board, staff, or public requests specific items be discussed and/or removed from the Consent Agenda.** Each item on the Consent Agenda approved by the Board of Trustees shall be deemed to have been considered in full and adopted as recommended.*

- | | | |
|----|--|------|
| | | Page |
| A. | <u>Minutes of August 18, 2011 Regular Board Meeting</u>
Recommendation: (Ralph Gómez Porras) Approval of minutes as presented. | 5 |
| B. | <u>Certificated Assignment Order #3</u>
Recommendation: (Billie Mankey) The administration recommends adoption of Certificated Assignment Order #3. | 10 |
| C. | <u>Classified Assignment Order #3</u>
Recommendation: (Billie Mankey) The administration recommends adoption of Classified Assignment Order #3. | 12 |
| D. | <u>Acceptance of Donations</u>
Recommendation: (Rick Miller) The District Administration recommends that the Board approve acceptance of the donations. | 14 |
| E. | <u>Warrant Schedules No. 515</u>
Recommendation: (Rick Miller) As Assistant Superintendent for Business Services, I certify that I have reviewed the attached warrants for consistency with the District's budget, and purchasing and accounting practices and therefore, recommend Board approval. | 16 |
| F. | <u>Revolving Cash Report No. 1</u>
Recommendation: (Rick Miller) As Assistant Superintendent for Business Services, I have reviewed the Revolving Cash payments for consistency with District budget policy and accounting practices and certify their consistency and recommend approval of the payments by the Board. | 18 |
| G. | <u>Cash Receipts Report No. 1</u>
Recommendation: (Rick Miller) As Assistant Superintendent for Business Services, I have reviewed the receipt and deposit of the identified Cash Receipts for consistency with District policies and procedures and certify that the actions have been appropriately conducted. I recommend Board approval of the Cash Receipts. | 20 |
| H. | <u>Declaration of Surplus Property for 2011 Butterfly Parade Bazaar</u>
Recommendation: (Rick Miller) The administration recommends that the Board declare the identified property as surplus and authorize sale and disposal in accordance with Board Policy 3270 in conjunction with the Butterfly Bazaar. | 22 |
| I. | <u>Revision to Board Policy 1112 – Media Relations</u>
Recommendation: (Ralph Gómez Porras) The Board approve the change in language regarding the media photographing students on campus. | 23 |

APPROVE CONSENT AGENDA: Move: _____ Second: _____ Vote: _____

VIII. ACTION/DISCUSSION

- | | | |
|----|--|----|
| A. | <u>Approval of 2011-2012 Forest Grove Single School Plan for Student Achievement</u>
Recommendation: (Mariphil Romanow-Cole) Approval of the Forest Grove Single Plan for Student Achievement for the 2011-2012 school year. (Copies of the plan will be available at the board meeting with other handouts.) | 25 |
|----|--|----|

Move: _____ Second: _____ Vote: _____

- B. Administrative Assistant to the Assistant Superintendent of Business Services Job Description Update 26
 Recommendation: (Billie Mankey) The Administration recommends approval of the updated job description for Administrative Assistant to the Assistant Superintendent of Business Services.
 Move: _____ Second: _____ Vote: _____
- C. New Board Policy 5145.3 – Nondiscrimination/Harassment – First Reading 32
 Recommendation: (Ralph Gómez Porras) The Board discuss this new policy and give direction to staff.
 Move: _____ Second: _____ Vote: _____
- D. Board Calendar/Future Meetings 36
 Recommendation: (Ralph Gómez Porras) The Board review and possibly modify meeting dates on the attached calendar and determine, given information from the Administration, whether additional Board dates or modifications need to be established.
 Move: _____ Second: _____ Vote: _____

IX. INFORMATION/DISCUSSION

- A. Review of Middle School and High School Math Program 38
 Recommendation: (Matt Bell, Buck Roggeman) The Board will discuss the comprehensive report on math programs and provide direction to staff. [The report will be available at the Board meeting.]
- B. Athletic Eligibility Policy Review 39
 Recommendation: (Matt Bell) The Board will discuss this item.
- C. Future Agenda Items 40
 Recommendation: (Ralph Gómez Porras) The Board review each request for a future agenda item and direct Administration to placement of the agenda item on an upcoming Board agenda.

September 15

- Facility use – school kitchens
- District Website/Webmaster

October

- Substitute teacher pay

unassigned

- Abandonment of Fountain Avenue
- Depreciation Schedule
- Facility Use Fees

X. ADJOURN

Next regular meeting: September 15, 2011 – Robert Down Library

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
Minutes of Regular Meeting of August 18, 2011 – District Office JB Conference Room

I. OPENED BUSINESS

- A. Called to Order 6:00 p.m.
- B. Roll Call
- | | |
|-------------------------------|---|
| President: | Mike Niccum |
| Clerk: | John Thibeau (7:02 p.m.) |
| Members Present: | Bill Phillips
Tony Sollecito
Joanne Vanderhorst |
| Administration Present: | Ralph Porras
Robin Blakley |
| Board Recorder: | Laura Emerson |
| Student Board Member Present: | Claire D'Angelo |

C. Adopted Agenda

An item was added to the Consent Agenda; copies were available to the public.

MOTION Phillips/Sollecito to add Item S, Robert Down Single School Plan, to the Consent Agenda, present Information/Discussion Items A & B prior to Action/Discussion, and adopt agenda as revised

Public comment: none
Motion CARRIED 4 – 0

II. CLOSED SESSION

A. Identified Closed Session Topics

1. Negotiations - Collective Bargaining Session with the PGTA for 2010/11 [Gov't Code Section 3549.1 (d)] Executive session between the public school employer and its designated representative, Dr. Ralph G. Porras, for the purpose of giving direction and updates regarding negotiations.
2. Negotiations - Collective Bargaining Session with the CSEA for 2010/11. [Gov't Code Section 3549.1 (d)] Executive session between the public school employer and its designated representatives, Dr. Ralph G. Porras and Billie Mankey, for the purpose of giving direction and updates regarding negotiations.
3. Superintendent's Evaluation

B. Public comment on Closed Session items none

C. Adjourn to Closed Session 6:05 p.m.

III. RECONVENED IN OPEN SESSION

A. Reported action taken in Closed Session

- | | |
|--|--------------------------------|
| 1. <u>Negotiations - Collective Bargaining Session</u> | The Board received information |
| 2. <u>Negotiations - Collective Bargaining Session</u> | The Board received information |
| 3. <u>Superintendent's Evaluation</u> | This item was not discussed |

B. Pledge of Allegiance

Led by: Joanne Vanderhorst

IV. COMMUNICATIONS

A. Written Communication

Trustees received email regarding class sizes.

Niccum received a letter from the Association of California School Administrators thanking the Board for supporting ACSA by allowing Porras to serve in a leadership capacity as a director on their state board of directors.

B. Board Member Comments

D'Angelo provided details of the events at the High School with Spirit Week.

C. Superintendent Report

Porras thanked teachers and staff for the getting the school year off to such a good start.

V. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

Mariphil Romanow-Cole was pleased with the opening of school at Forest Grove, registration round-up went very smoothly as did the PTA's Welcome coffee. She thanked all her staff for their hard work.

Matt Bell gave an update on activities at the High School: the first day went very smooth, there are several new international students, and this year he's initiated a program similar to the Dot-Program begun at the Middle School, called "Two-Minute Intervention."

Buck Roggeman began the school year at the Middle School by focusing on students' minds, health and character. Students are also learning about the Natural High Program [that also has a club at the High School].

Linda Williams said enrollment at Robert Down is 450 students and they also had a great start of school. New programs this year are "Peaceful Playgrounds" and "Six School-Wide Practices."

Johanna Kroenlein read her letter to the Board regarding student-teacher ratios in classrooms and gave Trustees a letter from John and Maurisa Alt.

Jennifer Schmidt commented on classroom aides.

VI. PRESENTATIONS

Trustees and Porras offered their heartfelt gratitude to retirees Stefanie Briscoe and Robin Blakley for their exemplary years of service to the school district community and wished them well. Blakley thanked the Board for hiring Stefanie Briscoe.

Williams gave a report on the Summer School program and answered questions.

VII. CONSENT AGENDA

- A. Minutes of June 16, 2011 Regular Board Meeting
- B. Minutes of August 11, 2011 Special Board Meeting
- C. Certificated Assignment Order #2
- D. Classified Assignment Order #2
- E. 2011/12 BTSA (Beginning Teacher Support and Assessment Induction Program)
- F. Warrant Schedules No. 513 & 514
- G. Revolving Cash Report No. 11
- H. Cash Receipts Report No. 11
- I. Out of State/Overnight
- J. Approval of Vendor for Measure D Network Core Switch Replacement Project
- K. Award of High School Pool Membrane Lining System Contract
- L. Approval of Resolution #896 Authorizing Execution of State Preschool Contract
- M. Approval of Professional Service Agreement for Construction Legal Counsel
- N. Approve Resolution #897 Gann Limits for 2010/11 and 2011/12
- O. High School Textbook Adoption AP Environmental Science
- P. Award of Contract for Middle School Sliding Marker Board Storage Project
- Q. Pacific Grove Community High School Course Description for Vocational Education
- R. Acceptance of Quarterly Treasurer's Report
- S. Robert H. Down Elementary 2011-12 School Single Plan for School Achievement

MOTION Thibeau/Vanderhorst to approve Consent Agenda as revised

Public comment: none

Motion PASSED 5 – 0

VIII. ACTION/DISCUSSION

- A. Contracts for Special Education Services 2011-12

MOTION Sollecito/Vanderhorst to approve contracts as presented

Public comment: none

Motion PASSED: 5 – 0

- B. Contract with Visiting Nurse Association

MOTION Thibeau/Phillips to approve contract for \$54,504.00 with the Visiting Nurse Association (VNA) to provide nursing services to students in the district

Public comment: none

Motion PASSED 5 – 0

C. 2011/12 General Fund Budget Revision #1

MOTION Thibeau/Vanderhorst MOTION to approve General Fund budget revision #1 with the following additional directions:

- use the ‘Position Retention reserve’ to restore/retain .2 FTE Counselor, 0.1 FTE psychologist, 2 hrs. Library Media Tech III, 0.25 FTE Groundsman, Instructional Assistants (8 hrs. @ FG, 8 hrs. @ RD, 1 hr @MS, 1 hr @ HS) with the provision that the use of the funds for the counselor and/or psych position needs to be reviewed to see best way to proceed;
- from the \$190,392 Reserved carryover, allocate \$40,000 for the cost of 4 hrs of instructional assistant time at each elementary site and \$16,000 for the cost of an additional MS section (science 6th or 7th);
- create a “Compensation Reserve’ of \$143,392;
- restore the reduced carryover amounts;
- maintain the \$445,000 State mid yr reduction reserve;
- retained \$187,000 from the AS program to hire 2 elementary teachers with any remaining balance to be allocated to the AS;
- restore prior reductions to operating budgets (\$99,615) and SIP budgets (\$22,994);
- the resulting ‘unappropriated amount’ (currently shown as \$1,903,416 but will of course change as 3% reserve increases) be entirely allocated as a ‘Future Deficit Reserve’ leaving no unappropriated amount.

**Public comment: John Paff, Kathy Hunter, Matt Bell and Barbara Hurst
Motion PASSED 5 – 0**

D. 2011/12 Adult Education Budget Revision #1

MOTION Sollecito/Thibeau to approve the proposed budget revisions

Public comment: Craig Beller

Motion PASSED 5 – 0

E. Building Fund (21) Budget Revision #1

MOTION Thibeau/Vanderhorst to approve the proposed budget revision as presented

Public comment: none

Motion PASSED 5 – 0

F. Approval of Unaudited Actual Financial Report 2010/11

MOTION Sollecito/Thibeau to accept the unaudited actual financial report and authorize its filing with the County

Public comment: none

Motion PASSED 5 – 0

G. Board Calendar/Future Meetings

No action taken

IX. INFORMATION/DISCUSSION

A. Report to the Board on Property Tax – 2010/11 and 2011/12

[The Board received this information prior to their discussion about Budget Revision #1.] This item was presented for discussion only. Blakley indicated the increase in assessed value of property in the district justifies an increase in the projected 2011/12 property tax by 1.12%, resulting in approximately \$359,000 more revenue than estimated at the time of budget adoption. The Action item elsewhere in the agenda proposes to revise the budget to incorporate this new projection within the District's operating budget.

B. Review of Enrollment

[The Board received this information prior to their discussion about Budget Revision #1] The Board reviewed current enrollment information. Blakley noted that elementary enrollment is higher than projected, resulting in relatively higher class sizes. The Middle School and High School enrollment are close to projections.

Public comment: Eloise Guidara, Linda Williams, Mariphil Romanow-Cole, Buck Roggeman, Matt Bell, Barbara Hurst, and Stefanie Pechan.

C. Future Agenda Items

facility use of site kitchens
depreciation schedules,

September 1, 2011

Athletic eligibility policy review
6-12 Math review
Substitute teacher pay

unassigned

Abandonment of Fountain Avenue
Depreciation Schedules
Facility Use Fees
Naming memorials policy

X. ADJOURNED

9:56 p.m.

Approved and submitted:

Dr. Ralph Gómez Porras
Secretary to the Board

SUBJECT: Certificated Assignment Order #3

PERSON(S) RESPONSIBLE: Billie Mankey, Director II, Human Resources

RECOMMENDATION:

The administration recommends adoption of Certificated Assignment Order #3

BACKGROUND:

Under Board Policies #4200 and #4211, the Personnel Office is directed by the Superintendent and the Board of Education to employ the most highly qualified person available for each position. Recruitment and selection procedures include dissemination of vacancy announcements to newspapers, trade journals, the internet through the Pacific Grove Unified School District website, Monterey County Office of Education website and other recruitment websites in California. The recommendation to hire a selected candidate is made after weighing the information obtained by the complete application package, the interview process, and confidential reference checks. No inquiry is made with regard to the age, sex, race, color, religion, national origin, disability or sexual orientation.

INFORMATION:

Persons listed in the Certificated Assignment Order are being recommended to the Board of Education for employment in the District. No individual is recommended to the Board of Education for employment prior to receipt of the criminal background summary.

FISCAL IMPACT:

Funding has been approved and allocated for these items.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT CERTIFICATED PERSONNEL ASSIGNMENT ORDER NO. 3 September 1, 2011
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2011-12 Middle School Coaching Stipends

Employee	Assignment	Stipend % or # of Sections	Funding
Dennis Chappin	Athletic Director	1.0	General
Dennis Chappin	6-7 Grade Girls Volleyball	1.0	General
Tiffany Jones	8 Grade Girls Volleyball	1.0	General
Brian Deems	Girls Soccer	1.0	General
Richard Cochran	8 Grade Boys Basketball	1.0	General

2011-12 Middle School Curriculum Stipends

Employee	Assignment	Stipend % or # of Sections	Funding
Lisa McBride/Kelly Terry	Science	1 section (total of 17)	General

SUBSTITUTES:

Richard Hanna

SUBJECT: Classified Assignment Order **#3**

PERSON(S) RESPONSIBLE: Billie Mankey, Director II, Human Resources

RECOMMENDATION:

The administration recommends adoption of Classified Assignment Order **#3**.

BACKGROUND:

Under Board Policies #4200 and #4211, the Personnel Office is directed by the Superintendent and the Board of Education to employ the most highly qualified person available for each position. Recruitment and selection procedures include dissemination of vacancy announcements to newspapers, trade journals, the internet through the Pacific Grove Unified School District website, Monterey County Office of Education website and other recruitment websites in California. The recommendation to hire a selected candidate is made after weighing the information obtained by the complete application package, the interview process, and confidential reference checks. No inquiry is made with regard to the age, sex, race, color, religion, national origin, disability or sexual orientation.

INFORMATION:

Persons listed in the Classified Assignment Order are being recommended to the Board of Education for employment in the District. No individual is recommended to the Board of Education for employment prior to receipt of the criminal background summary.

FISCAL IMPACT:

Funding has been approved and allocated for these items.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL ORDER NO. 3, September 1, 2011**

RETIREMENT:

Rhonda Freitag, Administrative Secretary I (Confidential), District Office, retires effective December 30, 2011 (final working day due to vacation is October 17, 2011), after 25 successful years of service with the Pacific Grove Unified School District.

SUBJECT: Acceptance of Donations

PERSON(S) RESPONSIBLE: Rick Miller, Asst. Supt. for Business Services

RECOMMENDATION:

The Administration recommends that the Board approve acceptance of the below referenced donations.

INFORMATION:

During the past month the following donations were received:

Robert Down Elementary

Monterey Peninsula Foundation \$16,310 (\$6,500 Poetry; \$9,810 Garden)

Pacific Grove Middle School

ASB \$930 (1/2 Cost of 2011-12 Student Agenda Planners)
Monterey Peninsula Foundation \$5,000 (Musicals and Drama Productions)

Pacific Grove High School

Breakers Club \$25,000 (Athletic Department)

Pacific Grove Unified School District

Central Coast Kids & Families \$5,000 (Special Education)
PG PRIDE \$5,980 (July Donations)

Ref: Donations



Consent Agenda Item D
MAY 12 2011
By _____

PG PRIDE Meeting
~~May 9, 2011~~ July
Grant Requests

J. Lord/S. Gordon	FG SDC	Math Manipulatives	\$180.	approved
D. Jones/S. Perlstein/ K. Stejskal	RHD 3 rd grades	Monthly Art Lessons/Kristy Sebok	\$2295.	approved
L. Williams/All teachers	RHDown	Theatre of All Possibilities	\$3505.	approved
		Total		\$5,980.

Linda Jones
PG PRIDE Grants Secretary

SUBJECT: Warrant Schedule 515

PERSON(S) RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services

RECOMMENDATION:

As Assistant Superintendent for Business Services, I certify that I have reviewed the attached warrants for consistency with the District's budget, and purchasing and accounting practices and therefore, recommend Board approval.

BACKGROUND:

The attached listing of warrants identifies payments made by the District during the noted time period from Aug 11, 2011 through Aug. 31, 2011.

INFORMATION:

Prior to the issuance of the warrants, District procedures have been followed to ensure the appropriateness of the item purchased, the correctness of the amount to be paid, and that funds were available within the appropriate budget. All necessary site, department, and district authorizations have been obtained.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT**WARRANT SCHEDULE NO. 515****WARRANT LISTINGS****Warrant Payroll****AUGUST 11**

Certificated- Regular 08/31/11	\$	1,152,649.03
Total Certificated	\$	<u>1,152,649.03</u>
Classified- Regular 08/31/11	\$	365,959.33
Regular 08/31/11	\$	13,856.48
Total Classified	\$	<u>379,815.81</u>
TOTAL PAYROLL	\$	<u>1,532,464.84</u>
Warrants <u>12878685</u> through <u>12878703</u> (08/11/11)	\$	<u>63,759.72</u>
Warrants <u>12880454</u> through <u>12880490</u> (08/23/11)	\$	<u>200,928.07</u>
TOTAL WARRANTS	\$	<u>1,797,152.63</u>

SUBJECT: Revolving Cash Report No. 1

PERSON(S) RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services

RECOMMENDATION:

As Assistant Superintendent for Business Services, I have reviewed the Revolving Cash payments for consistency with District budget policy and accounting practices and certify their consistency and recommend approval of the payments by the Board.

BACKGROUND:

The attached listing identifies payments made from the Revolving Cash Fund during the period from May 16, 2011 through June 30, 2011.

INFORMATION:

Prior to the approval of the identified payments, appropriate District procedures were followed and authorizations obtained.

REVOLVING CASH
BOARD REPORT # 1
 July 1, 2011 - August 15, 2011

Consent Agenda Item F

Date	Num	Name	Account	Amount
Jul 1 - Aug 15, '11				
7/6/2011	4418	Deborah Porzig	MIDDLE SCHOOL	-95.20
7/6/2011	4419	Jo Lynn Costales	MIDDLE SCHOOL	-95.20
7/6/2011	4420	Diana Rookstool	MIDDLE SCHOOL	-95.20
7/6/2011	4421	Lisa McBride	MIDDLE SCHOOL	-95.20
7/6/2011	4422	Julie Ziegler	MIDDLE SCHOOL	-95.20
7/6/2011	4423	Amanda Dziurda	ADULT EDUCATION	-50.00
7/6/2011	4424	Noreen Bargan	ADULT EDUCATION	-100.00
7/6/2011	4425	Susan Therdore	ADULT EDUCATION	-70.00
7/6/2011	4426	Diane Brown	ADULT EDUCATION	-50.00
7/6/2011	4427	Neal Whitman	ADULT EDUCATION	-50.00
7/6/2011	4428	Kimberely Kite	ADULT EDUCATION	-45.00
8/2/2011	4429	Elise Jerran	ADULT EDUCATION	-45.00
8/2/2011	4430	Ria Edens	ADULT EDUCATION	-120.00
8/10/2011	4431	Patrick Kelly	ADULT EDUCATION	-50.00
8/10/2011	4432	Michael Amader	TEXT BOOK FEES	-55.00
8/10/2011	4433	M/M Wood	TEXT BOOK FEES	-62.00
Jul 1 - Aug 15, '11				-1,173.00

SUBJECT: Cash Receipts Report No. 1

PERSON(S) RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services

RECOMMENDATION:

As Assistant Superintendent for Business Services, I have reviewed the receipt and deposit of the identified Cash Receipts for consistency with District policies and procedures and certify that the actions have been appropriately conducted. I recommend Board approval of the Cash Receipts.

BACKGROUND:

The attached listing identifies Cash Receipts received by the District during the period of July 1, 2011 through August 15, 2011.

INFORMATION:

The receipt and deposit of the identified funds were conducted consistent with District policies and procedures within the appropriate revenue accounts.

CASH RECEIPTS BOARD REPORT # 1

July 1, 2011 - August 15, 2011

Date	Num	Name	Account	Amount
Jul 1 - Aug 15, '11				
7/1/2011	15309	ADULT EDUCATION	ADULT EDUCATION	4,536.50
7/1/2011	15310	ADULT EDUCATION	ADULT EDUCATION	5,672.00
7/1/2011	15311	BTSA	BTSA PYMT	4,500.00
7/1/2011	15312	STATE OF CALIFORNIA	CAFETERIA	14,049.91
7/1/2011	15313	BASRP-RD	BASRP	671.00
7/1/2011	15314	Pacific Gas and Electric	CAFETERIA	50.00
7/1/2011	15315	Smart & Final	REFUND	55.99
7/1/2011	15316	INS PAYMENT	ADULT EDUCATION	503.78
7/1/2011	15317	ATT	REFUND	142.45
7/1/2011	15318	D HART	HART	100.00
7/1/2011	15319	ATHLETICS	FEES	42.50
7/1/2011	15320	US Markerboard	REFUND	81.49
7/4/2011	15322	mpf-MONTEREY PENINSULA F...	DONATION	5,000.00
7/4/2011	15321	PGMS	REFUND	1,831.45
7/4/2011	15323	PG PRIDE	DONATION	5,980.00
7/4/2011	15324	DISCOUNT SCHOOL SUPPLY	REFUND	18.56
7/4/2011	15325	RD PTA	salary	49.27
7/4/2011	15326	Hartnell College	TRANSPORTATION	1,043.20
7/4/2011	15327	RETIREE INSURANCE	RETIREE INSURANCE	39,399.62
7/4/2011	15328	ATT	ADULT EDUCATION	1,000.00
7/8/2011	15329	RETIREE INSURANCE	RETIREE INSURANCE	15,555.97
7/8/2011	15330	ADULT EDUCATION	ADULT EDUCATION	2,648.00
7/8/2011	15331	STATE OF CALIFORNIA	PRESCHOOL	1,197.00
7/15/2011	15332	RETIREE INSURANCE	RETIREE INSURANCE	16,818.20
7/15/2011	15333	JPA	WORKERSCOMP	1,791.05
7/15/2011	15334	BREAKERS CLUB	DONATION	25,000.00
7/15/2011	15335	STATE OF CALIFORNIA	REFUND	3,055.00
7/15/2011	15336	MCOE	BTSA PYMT	600.00
7/22/2011	15337	D HART	HART	50.00
7/22/2011	15338	ADULT EDUCATION	ADULT EDUCATION	2,195.00
7/22/2011	15339	BUS PASS	TRANSPORTATION	150.00
7/22/2011	15340	INS PAYMENT	ADULT EDUCATION	1,331.38
7/22/2011	15341	RETIREE INSURANCE	RETIREE INSURANCE	26,095.91
7/22/2011	15342	STATE OF CALIFORNIA	CAFETERIA	99.65
7/22/2011	15343	Calvary High School	RENT	500.00
7/22/2011	15344	ATT	ADULT EDUCATION	1,000.00
7/29/2011	15345	STATE OF CALIFORNIA	CAFETERIA	837.74
7/29/2011	15346	INS PAYMENT	ADULT EDUCATION	503.78
7/29/2011	15347	CSUMB	FEES	500.00
7/29/2011	15348	WORKERSCOMP JPA	MAINT/GROUNDS	2,537.20
7/29/2011	15349	RETIREE INSURANCE	RETIREE INSURANCE	8,241.30
7/29/2011	15350	ADULT EDUCATION	ADULT EDUCATION	5,214.06
7/29/2011	15351	BUS PASS	TRANSPORTATION	3,300.00
7/29/2011	15352	RETIREE INSURANCE	RETIREE INSURANCE	7,074.13
7/29/2011	15353	Sayler Legal Service	COPY FEE	-15.00
8/5/2011	15354	MBCS/Monterey Bay Charter ...	UTILITIES	2,958.01
8/5/2011	15355	FG LIBRARY	LOST LIB BOOK	90.00
8/5/2011	15356	PGMS	COLLECTED FUNDS	125.00
8/5/2011	15357	TEXTBOOKS	TEXT BOOK FEES	809.00
8/5/2011	15358	BUS PASS	TRANSPORTATION	2,620.00
8/5/2011	15359	TEXTBOOKS	TEXT BOOK FEES	241.89
8/5/2011	15360	RETIREE INSURANCE	RETIREE INSURANCE	2,167.87
8/11/2011	15361	BASRP-FG	BASRP	1,965.25
8/11/2011	15362	BASRP-RD	BASRP	2,873.75
8/11/2011	15363	PGMS	REFUND	1,034.00
8/11/2011	15364	ATHLETICS	Physicals	5,305.00
Jul 1 - Aug 15, '11				231,197.86

SUBJECT: Declaration of Surplus Property for 2011 Butterfly Parade Bazaar

PERSON(S) RESPONSIBLE: Rick Miller, Asst. Supt. for Business Services

RECOMMENDATION:

The administration recommends that the Board declare the identified property as surplus and authorize sale and disposal in accordance with Board Policy 3270 in conjunction with the Butterfly Bazaar.

BACKGROUND:

Under the provisions of the Education Code, school districts are permitted to dispose of surplus material in several different ways. For many years the Pacific Grove Unified School District has put surplus or obsolete material up for public sale at the Butterfly Bazaar.

INFORMATION:

In accordance with Board Policy 3270, the Board is to be informed of the items to be considered surplus and must authorize disposition. The Administration requests authorization to hold a public sale in conjunction with the Butterfly Bazaar for the purpose of disposing of the surplus property identified as follows:

- Surplus furniture
- Surplus non-functioning, electronic equipment
- Obsolete textbooks
- Miscellaneous obsolete and/or non-functioning items no longer usable within the District
- Some of the specific items include:
 - File Cabinets
 - Obsolete computers
 - Obsolete office equipment
 - Tables
 - Desks
 - Chairs
 - Outdated textbooks

The following details apply to this sale:

1. The sale will be held on Saturday, October 1, 2011 at Robert Down School from 10:00 a.m. to 2:00 p.m.
2. No individual item is worth more than \$2,500. (Therefore advertising is not required)
3. All material for sale has been reviewed by District and site personnel and has been deemed to be in excess of our current needs.
4. Obsolete textbooks will be made available to the public at no cost for use for educational purposes, in accordance with Board Policy 3270.
5. Those items which are unsold will be deemed worthless and discarded at a public disposal site.

FISCAL IMPACT:

Any funds raised during the sale will be added to the District General Fund as additional revenue.

OPTIONS:

1. Declare the identified property as “surplus” and authorize sale and disposal in accordance with Board Policy 3270.
2. Provide alternative direction.

Ref: Butterfly Bazaar Surplus

SUBJECT: Revision to Board Policy 1112 – Media Relations

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The Board approve the change in language regarding the media photographing students on campus.

BACKGROUND:

One way to keep the community informed of student events and activities at the school sites is to invite the media to interview and/or photograph staff and/or students during these events or activities. Since student privacy and safety are primary concerns, language in the board policy addressing media relations needed to be revised.

INFORMATION:

“Media representatives who wish to interview or photograph students at school ~~are strongly encouraged to~~ must make prior arrangements with the principal so as to alleviate any possibility of disturbances on campus. This also allows the principal to arrange for interview times that will not interfere with the student's class attendance.”

FISCAL IMPACT:

None

Pacific Grove Unified School District

Community Relations

Policy #1112

MEDIA RELATIONS

The Governing Board recognizes that the media significantly influences the public's understanding of school issues and can greatly assist the District in communicating with the community about school needs.

The Board respects the public's right to information and recognizes that the media has a legitimate interest in the schools and a responsibility to provide the community with news.

The Superintendent or designee shall coordinate the release of information concerning the District and the actions of the Board.

Media representatives are welcome at all Board meetings and shall receive meeting announcements and agendas upon request. Like all visitors, media representatives are encouraged to identify themselves when they enter school grounds so as to avoid causing disruption or confusion. The principal or designee of each school shall provide the media with information relating to his/her school, including information about student awards, school accomplishments and events of special interest.

Employees should always make it clear that they are expressing their own personal viewpoints when so doing. They should not express viewpoints on behalf of the District unless they have been designated to do so.

Media representatives who wish to interview or photograph students at school ~~are strongly encouraged to~~ must make prior arrangements with the principal so as to alleviate any possibility of disturbances on campus. This also allows the principal to arrange for interview times that will not interfere with the student's class attendance.

The District shall not release information that is private or confidential as identified by law and Board policy or administrative regulation.

During a disturbance or crisis situation, the first priority of school staff is to address the situation at hand. At such times, media inquiries shall be routed to the Superintendent or designee, who shall:

1. Prepare an official statement responding to the particular situation.
2. Update the official statement as events unfold.
3. Keep staff and students well informed.

Legal Reference:

EDUCATION CODE

32210 Willful disturbance of public school or meeting
 32211 Threatened disruption or interference with classes
 32212 Classroom interruptions
 35144 Special meetings
 35145 Public meetings
 35145.5 Agenda; public participation
 35146 Closed sessions
 35160 Authority of governing boards
 35172 Promotional activities
 PENAL CODE 627-627.10 Access to school premises
 95 Ops.Cal.Atty.Gen. 509 (1996)

SUBJECT: Approval of 2011-2012 Forest Grove Single School Plan for Student Achievement

PERSON(S) RESPONSIBLE: Mariphil Romanow-Cole, Principal

RECOMMENDATION:

Approval of the Forest Grove Single Plan for Student Achievement for the 2011-2012 school year. (Copies of the plan will be available at the board meeting with other handouts.)

BACKGROUND:

The Board's allocation of School Improvement Funds was used in support of the Single Plan for Student Achievement. The School Site Council is interested in ensuring the learning and safety of all students.

The reduction of SIP funds required the Council to reduce the number of hours for Instructional Assistant time to 4 hours per day. The Budget for before and after school supervision in the back parking lot was increased to an hour per day (see budget page 22).

INFORMATION:

The Instructional Assistants will work with the general education teachers to provide instructional assistance or curriculum support under the direction of the certificated teacher. Twenty hours of instructional assistant time will be allocated among the seventeen teachers. The 60 minutes of supervision in the back parking lot will be split into 30 minutes before school and 30 minutes after school.

FISCAL IMPACT:

The proposed plan and budget keep expenditures at Forest Grove within the available SIP funding.

SUBJECT: Administrative Assistant to the Assistant Superintendent of Business Services
Job Description Update

PERSON RESPONSIBLE: Billie Mankey, Director II, Human Resources

RECOMMENDATION:

The Administration recommends approval of the updated job description for Administrative Assistant to the Assistant Superintendent of Business Services.

BACKGROUND:

Approximately twenty years ago, the support position for the Business Office was the support position for both the Assistant Superintendent of Personnel and the Business Manager. The job description, which is provided for your review was last revised in 1987 and has evolved from being mainly personnel support to solely supporting Business Services. While the job description for the support position for Personnel has been updated, the support position for Business Services was not. The current position is under the direction of the Assistant Superintendent of Business Services and is the district-level administrative support to the Business Office, Food Services, Maintenance, Operations, Transportation & Grounds. Critical responsibilities of this position have been and continue to increase in maintaining these departments, Board Report items, and reporting for State and Federal compliance.

INFORMATION/DESCRIPTION:

Whenever a position becomes vacant, the HR department conducts an analysis, salary comparison, and efficiency study of the current and future needs of the district in the area of the vacancy. For positions that are determined to continue, the job description is reviewed and changes recommended if necessary. The job description revisions submitted for this item are intended to give an updated, clear set of performance standards, outline the scope of job responsibilities and show where the positions fits into the organizational structure. A current job description helps recruit the most qualified applicants and retain the most qualified employees.

OPTIONS:

1. Approve the job description with revisions as submitted.
2. Approve the job description with additional recommended revisions.
3. Not approve the job description revision and provide alternative direction.

FUNDING:

No additional increase, funding remains as currently budgeted.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
BOARD POLICIES/ADMINISTRATIVE RULES AND REGULATIONS

JOB DESCRIPTION

ADMINISTRATIVE SECRETARY I

5731

A. Definition:

Under direction to act as secretary to Assistant Superintendent of Personnel and Business Manager, to perform a variety of complex and responsible secretarial work, and to perform related duties as assigned.

Confidential employees are those employees who, in the regular course of their duties, have access to, or possess information relating to, their employer's employer-employee relations. He/she also performs work of a confidential nature for the Board of Education during salary negotiations and at other times during the year.

B. Examples of Duties:

- Performs a variety of secretarial duties for Assistant Superintendent of Personnel and Business Manager;
- Takes and transcribes dictation, including material of a confidential nature;
- Prepares budget materials and reports for Business Manager;
- Performs a variety of personnel duties in connection with employment, record keeping, and benefits for classified employees;
- Arranges interviews, tests applicants, answers inquiries by telephone or letter, processes employment records and coordinates employment with the payroll department;
- Maintains personnel files, assists in recruitment, maintains eligibility lists, notifies applicants on results of tests and interviews;
- Interviews callers in person or by telephone and either furnishes desired information, refers them to the proper source or arranges an appointment with the Assistant Superintendent of Personnel.

C. Qualifications: 1. Ability to:

- Learn, interpret and apply school district policies, laws, rules and regulations affecting the activities of the Assistant Superintendent of Personnel and Business Manager;
- Learn quickly the secretarial procedures and operations of the Assistant Superintendent of Personnel and Business Manager's offices;
- Take responsibility for the compilation and organization of reports and memoranda;
- Compose correspondence independently;
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness;
- Understand and carry out complex oral and written instructions;
- Type at a speed of 60 words per minute from ordinary manuscript

or from printed or typewritten material ;
--Take dictation at a speed of not less than 100 words per minute.

2 Knowledge of:

--Functions and basic secretarial operations of a school district's administrator's office;
--Modern office methods and practices, including filing systems, receptionist and telephone techniques, and letter and report writing.

D. Experience:

--Four years of broad, varied and increasingly responsible experience in secretarial work, preferably in the field of public education.

E. Education:

--Completion of the twelfth grade. (College education may be substituted for qualifying experience on a year-for-year basis.)

Adopted: January 8, 1987

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

DRAFT 8-24-11

**POSITION TITLE: ADMINISTRATIVE ASSISTANT TO ASSISTANT SUPERINTENDENT
OF BUSINESS SERVICES - CONFIDENTIAL**

DEFINITION: Serves at the District Level as an assistant to the Assistant Superintendent of Business Services. Duties and responsibilities require a high level of specialized and technical knowledge, responsibility, initiative and independent decision-making covering a broad range of district level activities and are performed under minimal direction. Relieves the administrator of routine administrative duties, provides general information and assistance to site administrators, classified supervisors, and to the public.

Positions are considered confidential when incumbents, in the course of duties, have access to or possess information relating to employer-employee relations or negotiations.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:

- Perform a variety of complex, high-level clerical functions for the Assistant Superintendent of Business Services in support of all departments under the direction of Business Services.
- Type and proofread a wide variety of reports, letters, memos and statistical charts; type from rough draft, verbal instructions or transcribing machine recordings
- Prepare report drafts; compile, assemble and summarize data for a variety of reports, including special projects.
- In coordination with the Superintendent's office, draft and prepare agenda items for Board of Education meetings
- Review and prepare items submitted by others
- Review and update administrative details not requiring the immediate attention of a District administrator.
- Arrange committee and other meetings and send notices; may attend to take minutes; prepare summaries and distribute to appropriate staff.
- Prepare and maintain accurate budget materials, records and reports
- Maintain the administrator's appointment calendar; schedule meetings and appointments.
- Receive, screen, and appropriately respond to telephone calls, requests for information, and complaints.
- Prepare all purchase orders, expense vouchers, work orders and office supply orders.
- Compose and type publicity for newspapers, radio and television.
- Assist in training and monitoring of work done by clerical support staff.
- Share responsibility for monitoring the copier and training operators
- Respond to emergencies
- Maintain confidentiality
- Other duties as assigned.

**POSITION TITLE: ADMINISTRATIVE ASSISTANT TO THE ASSISTANT
SUPERINTENDENT OF BUSINESS SERVICES – CONFIDENTIAL, *Continued***

QUALIFICATIONS REQUIRED:

- Type at a minimum speed of 60 net words per minute.
- Ability to use a computer and other office equipment.
- Efficient use of computer programs.

Knowledge of:

- Functions and basic secretarial operations of a school district's administration Office
- Modern office methods, practices, and procedures; receptionist and telephone techniques.
- Proper English usage, spelling, grammar and punctuation; techniques of business letter and report writing.
- Provisions of applicable laws, regulations, legislation, codes and other federal and state policies and procedures related to the functions of Business Services
- School District policies and procedures.
- Principles and procedures of record keeping.
- Basic and complex budgeting principles and practices.

Ability to:

- Work independently; organize and prioritize work effectively.
- Understand and carry out complex oral and written directions
- Type from oral direction, rough draft, copy or notes from a variety of routine and complex materials including correspondence, tests, reports, memoranda, lists and documents.
- Act independently and make minor decisions based on established procedures
- Work under pressure and with frequent interruptions and in stressful situations with diplomacy and tact
- Perform research, compiling information from a variety of sources
- Ability to communicate verbally with administrators, staff, students and the community in situations requiring tact, diplomacy, and discretion
- Analyze situations quickly and suggest appropriate action
- Establish and maintain effective working relationships with administrators, district employees, and the community
- Make mathematical calculations quickly and accurately.
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, and firmness.
- Learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of situations.
- Must be able to work well independently and as part of a team.

EDUCATION AND EXPERIENCE REQUIRED:

- Four years of broad, varied and increasingly responsible paid experience in secretarial work preferably in the field of public education
- Completion of the twelfth grade.
- A college degree in business, secretarial science or a related business field or supplemental college coursework in these defined areas is desirable.

**POSITION TITLE: ADMINISTRATIVE ASSISTANT TO THE ASSISTANT
SUPERINTENDENT OF BUSINESS SERVICES – CONFIDENTIAL, *Continued***

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

Ability to:

- Sit for extended periods of time.
- Stand in one area for extended periods of time.
- Stand and walk for extended periods of time.
- Ascend and descend steps.
- See for the purpose of observing accuracy of reports and documents
- Hear and understand speech at normal levels.
- Communicate so others will clearly understand normal conversation.
- Communicate using the telephone and radio.
- Push/pull, squat, turn, twist, bend, and stoop.
- Lift and carry 20 lbs.
- Reach in all directions.
- Think clearly and rationally to solve problems, make good judgments and decisions.
- Work under stressful conditions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position.

WORKING CONDITIONS:

Office working environment often subject to deadlines and stress. Sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal.

LICENSE OR CERTIFICATE:

- Possession of a valid California Driver's license is desirable.
- Valid CPR/First Aid Certification is desirable.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.

SUBJECT: New Board Policy 5145.3 – Nondiscrimination/Harassment – First Reading

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The Board discuss this new policy and give direction to staff.

BACKGROUND:

Students have the fundamental right to a safe and secure environment. Students and parents place their trust in school officials to take all reasonable steps to provide a setting that is free of humiliation, intimidation and threat. Accordingly, the district and staff shall not tolerate any incidents of bullying or harassment.

INFORMATION:

To this end, the administration has the duty to implement programs that encourage students to behave with civility and common decency, and to establish and enforce codes of conduct that hold students accountable should they violate this policy.

FISCAL IMPACT:

None

NONDISCRIMINATION/HARASSMENT

Philosophy

Students have the fundamental right to a safe and secure environment. Students and parents place their trust in school officials to take all reasonable steps to provide a setting that is free of humiliation, intimidation and threat. Accordingly, the district and staff shall not tolerate any incidents of bullying or harassment. To this end, the administration has the duty to implement programs that encourage students to behave with civility and common decency, and to establish and enforce codes of conduct that hold students accountable should they violate this policy.

Definitions

For purposes of this policy, harassment consists of verbal or physical conduct relating to an individual's gender, race, color, religion, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, age, economic status, sexual orientation or the perception of one or more of such characteristics when:

1. The harassing conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise adversely affects an individual's learning opportunities.

For the purposes of this policy, bullying occurs when a student is intimidated by verbal or physical conduct or actions by one or more persons, i.e., "picked on." Bullying includes assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; social isolation; and hazing, which is defined as ritualistic behavior that subjects persons to abusive or humiliating tasks and ridicule. Intimidation refers to actions that would inflict or attempt to inflict fear, humiliation, or injury.

Application

This policy shall apply to all academic programs and extracurricular activities, including school-sponsored events away from school and while traveling to and from any school activity.

The Board of Education prohibits harassment or bullying of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to any individual's conduct, which may interfere with a student's ability to participate in or benefit from school services, activities or privileges. Upon witnessing an act of bullying or harassment, staff members are expected to immediately intervene, unless intervention would pose a threat to the staff member's safety. All incidents of bullying or harassment are to be reported to the school principal for investigation.

Any student who feels that he/she is being or has been subjected to harassment or bullying shall immediately report the incident to a school employee. Any student who has witnessed harassment or bullying is expected to immediately report the incident to a school employee. Parents and/or guardians, on behalf of their child, are similarly expected to immediately report incidents of harassment or bullying to the principal. A school employee to whom a complaint is made shall report it to the principal or designee immediately. If the alleged harasser is the principal or designee, the person reporting the complaint shall report the incident to the Superintendent or designee. Any

NONDISCRIMINATION/HARASSMENT

student who retaliates against another for reporting bullying or harassment may be subject to disciplinary action as defined in this policy.

In addition, the student or employee may file a formal complaint with the Superintendent or designee in accordance with the district's uniform complaint procedures (BP 1314).

Investigation

An investigation shall be conducted by school district officials or by a third party designated by the school district. The investigation shall include interviews of all students directly involved and contact with the parent(s) of the involved students. The investigation may include interviews with students, parents, and staff; review of school records; and identification of parent and family issues.

In determining whether alleged conduct constitutes a violation of this policy, the investigator should consider the surrounding circumstances, the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The investigation will be completed thoroughly and as soon as practicable.

The administration shall take appropriate steps to protect the privacy of accusers and/or victims and to assure that they are not subjected to retaliation for making a complaint.

Disciplinary Action/Intervention

Any student who engages in harassment or bullying will be subject to disciplinary action and/or intervention including, but not limited to, warning, counseling, parent contact, detention, restriction of activities, exclusion, suspension, involuntary transfer, and expulsion (BP 5144). Depending on the severity of the incident, the principal may also take additional steps to ensure student safety. These may include, but are not limited to, implementing a safety plan; separating and supervising the students involved; providing staff support for students; and developing a supervision plan with the parents. Any employee who permits or engages in harassment or bullying may be subject to disciplinary action including, but not limited to, warning, suspension, transfer, and dismissal. Consequences shall be commensurate with the findings of the investigation. Any student or employee who engages in harassment or bullying of a student may also be subject to criminal prosecution.

Documentation

The Superintendent or designee shall maintain a record of reported cases of harassment to enable the district to monitor, address and prevent repetitive harassing behavior in its schools.

Communication Of Policy

Each school site administrator shall be responsible for implementing programs that are designed to promote positive social interactions and to inform students of their rights and responsibilities under this policy.

School Discipline Plans (BP 5144.1) shall prohibit harassment and bullying. All parents and/or guardians will receive a copy of the School Discipline Plan upon registering their child at any school site in the District. Students in grades 6 through 12 will also receive a copy of the School Discipline

NONDISCRIMINATION/HARASSMENT

Plan each year. School Discipline Plans shall be articulated among the district's schools sites to encourage consistent and developmentally appropriate application of this policy.

Legal Reference:

EDUCATION CODE

[200-262.4](#) Prohibition of discrimination on the basis of sex, especially:
[221.5](#) Prohibited sex discrimination
[221.7](#) School-sponsored athletic programs; prohibited sex discrimination
[48900.3](#) Suspension or expulsion for act of hate violence
[48900.4](#) Suspension or expulsion for threats or harassment
[48904](#) Liability of parent/guardian for willful student misconduct
[48907](#) Student exercise of free expression
[48950](#) Freedom of speech
[49020-49023](#) Athletic programs
[51006-51007](#) Equitable access to technological education programs
[51500](#) Prohibited instruction or activity
[51501](#) Prohibited means of instruction
[60044](#) Prohibited instructional materials

CIVIL CODE

[1714.1](#) Liability of parents/guardians for willful misconduct of minor

CODE OF REGULATIONS, TITLE 5

[4621](#) District policies and procedures
[4622](#) Notice requirements

PENAL CODE

[422.55](#) Interference with constitutional right or privilege

UNITED STATES CODE, TITLE 42

[2000d-2000e-17](#) Title VI & VII Civil Rights Act of 1964 as amended
[2000h-2-2000h-6](#) Title IX, 1972 Education Act Amendments

CODE OF FEDERAL REGULATIONS, TITLE 34

100.3 Prohibition of discrimination on basis of race, color or national origin
104.7 Designation of responsible employee for Section 504
106.8 Designation of responsible employee for Title IX
106.9 Notification of nondiscrimination on basis of sex

COURT DECISIONS

Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Management Resources:

OFFICE OF CIVIL RIGHTS PUBLICATIONS

Notice of Non-Discrimination, January, 1999

Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance, 59 FR 47, March, 1994

WEB SITES

U.S. Department of Education, Office of Civil Rights: <http://www.ed.gov/offices/OCR>

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

SUBJECT: Board Calendar/Future Meetings

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The Board review the schedule of meeting dates and suggested agenda items on the attached calendar and give direction to staff if changes are necessary.

BACKGROUND:

The Board has approved Bylaw 9320, which states that regular Board meetings be held on the first and third Thursday of each month, from August through June. At the annual organizational meeting held in December, Trustees approves the meeting calendar as presented. The calendar is reviewed at each Board meeting.

INFORMATION:

Changes to the Board meeting calendar must be approved by a majority vote of the Trustees.

Approved Board Meeting Calendar, 2011/2012 School Year

Aug. 11	Special Board Meeting ✓ Parcel Tax Resolution ✓ Superintendent Evaluation	District Office
Aug 18	Regular Board Meeting ✓ Student Enrollment Update ✓ Back to School dates ✓ Property tax report ✓ Superintendent Evaluation	District Office
Sept 1	Regular Board Meeting ✓ Student enrollment update ✓ Superintendent's Goals ✓ Board Goals – review/revise	Forest Grove (School Site Visit)
Sept 15	Regular Board Meeting ✓ Unaudited Actual Report	Robert Down (School Site Visit)
Oct 6	Regular Board Meeting	Adult School (School Site Visit)
Oct 20	Regular Board Meeting	Middle School (School Site Visit)
Nov 10	Regular Board Meeting	District Office
Nov. 17	Regular Board Meeting ✓ Intent form due (to serve as Board President or Vice President)	High School (School Site Visit)
Dec. 8	Organizational Meeting ✓ Election of 2011/12 Board President and Clerk ✓ First Interim Report	District Office

SUBJECT: Review of Middle School and High School Math Programs

PERSON(S) RESPONSIBLE: Buck Roggeman, Principal; Matt Bell, Principal

RECOMMENDATION:

The Board will discuss the comprehensive report on math programs and provide direction to staff. [The report will be available at the Board meeting.]

BACKGROUND:

The report will include an analysis of trends in STAR data and student grades over the previous four years, areas where instructional practices are working and where improvement is needed, steps that are being taken to produce higher student engagement and enjoyment of math, and a description of the recruitment and retention of highly qualified math instructors.

SUBJECT: Athletic Eligibility Policy Review

PERSON(S) RESPONSIBLE: Matt Bell, Principal

RECOMMENDATION:

The Board will discuss this item.

BACKGROUND:

INFORMATION:

FISCAL IMPACT:

None

SUBJECT: Future Agenda Items

PERSON (S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The Board review the list of items, and direct Administration to add items to the list and/or schedule items for a particular agendas.

BACKGROUND:

Board Bylaw 9322 states in part that “Any member of the public or any Board member may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request [from a member of the public] must be submitted to the Superintendent or designee with supporting documents and information ...

INFORMATION:

Board members have the opportunity at the end of Open Session in a Regular Board meeting to request that items be added to the list for a future meeting. Depending upon the timeliness of the item, it may also be assigned a particular meeting date.

The following is a list of future agenda items as of the August 18, 2011 Board Meeting.

September 15

Facility Use – School Kitchens
District Website/Webmaster

October

Substitute Teacher Pay

unassigned

Abandonment of Fountain Avenue
Depreciation Schedule
Facility Use Fees