

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING**

Trustees

Mike Niccum, President

John Thibeau, Clerk

Bill Phillips

Tony Sollecito

Joanne Vanderhorst

Claire D'Angelo, Student Rep

DATE: Thursday, September 15, 2011

TIME: 7:00 p.m. Open Session

LOCATION: Robert Down Elementary School
485 Pine Avenue
Pacific Grove CA 93950

SITE VISIT

The Board of Education welcomes you to its meetings, which are regularly scheduled for the first and third Thursdays of the month. Regular Board Meetings shall be adjourned by 10:00 pm, unless extended to a specific time determined by a majority of the Board. This meeting may be extended no more than once and may be adjourned to a later date. Individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Superintendent at least two days before the meeting date.

Any writings or documents that are public records and are provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 435 Hillcrest Avenue, Pacific Grove during normal business hours.

AGENDA AND ORDER OF BUSINESS

I. OPENING BUSINESS

A. Call to Order _____

B. Roll Call

C. Adopt Agenda Move: _____ Second: _____ Vote: _____

D. Pledge of Allegiance Led by _____

II. 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 may provide comments regarding the session that they attended.

III. COMMUNICATIONS

- A. Written Communication
- B. Board Member Comments
- C. Superintendent Report

IV. 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.

V. 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.*

- | | |
|---|-----------|
| A. <u>Minutes of September 1, 2011 Regular Board Meeting</u> | Page
5 |
| Recommendation: (Ralph Gómez Porras) Approval of minutes as presented. | |
| B. <u>Classified Assignment Order #3</u> | 9 |
| Recommendation: (Billie Mankey) The administration recommends adoption of Classified Assignment Order #3. | |
| C. <u>Transportation Invoice from MCOE</u> | 11 |
| Recommendation: (Cynthia Gallo) It is recommended that the Board approve payment of this invoice for transportation services from the Monterey County Office of Education (MCOE), in the amount of \$4,027.80 | |
| D. <u>New Board Policy 5145.3 – Nondiscrimination/Harassment – Final Reading</u> | 14 |
| Recommendation: (Ralph Gómez Porras) The Board approve this new policy that was discussed at the September 1, 2011 Board meeting. | |
| E. <u>Revised Unaudited Actuals – General Fund</u> | 18 |
| Recommendation: (Rick Miller) The Administration recommends that the Board accept the revised Unaudited Actual financial report for Fund 01, the General Fund. (Trustees received copies of the report and copies will be available for the public at the Board meeting.) | |

- F. Unaudited Actuals – Fund 51 19
Recommendation: (Rick Miller) The Administration recommends that the Board accept the Unaudited Actual financial report for Fund 51, the Bond Interest and Redemption Fund. (Trustees received copies of the report and copies will be available for the public at the Board meeting.)

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

VI. ACTION/DISCUSSION

- A. Approval of Resolution #899 Regarding Sufficiency of Instructional Materials for School Year 2011-2012 20
Recommendation: (Ani Silva) The Administration recommends that the Board approve Resolution 899.

Move: _____ Second: _____ Roll Call Vote: _____
Phillips ___ Thibeau ___ Niccum ___ Vanderhorst ___ Sollecito ___

- B. Contract with Community Human Services 24
Recommended: (Cynthia Gallo) It is recommended that the Board approve this contract for services in the amount of \$14,250.

Move: _____ Second: _____ Vote: _____

- C. Budget Revision I for PGMS Single School Plan for 2011-2012 28
Recommendation: (Buck Roggeman) Approval of Budget Revision I for PGMS Single School Plan for 2011-2012.

Move: _____ Second: _____ Vote: _____

- D. Board Calendar/Future Meetings 38

Move: _____ Second: _____ Vote: _____

VII. INFORMATION/DISCUSSION

- A. District and School Site Websites 41
Recommendation: (Bruce Cates) The Board will discuss the district and school site websites as communication tools.

Board Direction: _____

- B. Middle School Athletic Program Report 42
Recommendation: (Buck Roggeman) This item is being presented for discussion and possible Board direction.

Board Direction:: _____

- C. Facility Use of School Kitchens 44
Recommendation: (Dianne Hobson) The Board will discuss use of the school site kitchens and provide direction to staff.

Board Direction:: _____

- D. Future Agenda Items 45
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.

October 6

Athletic Eligibility Policy
Update on Food Service Program

October 20

K-5 Math Program Update
Substitute Teacher Pay

unassigned

Abandonment of Fountain Avenue
Depreciation Schedule
Facility Use Fees

VII. ADJOURN _____

Next regular meeting: October 6, 2011 – Adult School Multipurpose Room

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
Minutes of Regular Meeting of September 1, 2011 – District Office JB Conference Room

I. OPENED BUSINESS

A. Called to Order 6:05 p.m.

B. Roll Call President: Mike Niccum
Clerk: John Thibeau
Members Present: Bill Phillips
Tony Sollecito
Joanne Vanderhorst (arrived 6:55 p.m.)
Administration Present: Ralph Porras
Rick Miller
Billie Mankey
Board Recorder: Laura Emerson
Student Board Member Present: Claire D'Angelo

C. Adopted Agenda

An item requiring timely action was added to the agenda.

MOTION Thibeau/Sollecito to adopt agenda as amended

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 and 2011/12. [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 Evaluation

B. Public comment on Closed Session items none

C. Adjourned to Closed Session 6:08 p.m.

III. RECONVENED IN OPEN SESSION 7:10 p.m.

A. Reported action taken in Closed Session

1. Negotiations - Collective Bargaining Session, PGTA
No action was taken

2. Negotiations - Collective Bargaining Session, CSEA

No action was taken

3. Superintendent Evaluation

No action was taken

B. Pledge of Allegiance

Led by Mariphil Romanow-Cole

IV. BREAK OUT SESSIONS

Trustees participated in informative discussions concerning science and social studies across the grade levels and reported comments.

V. COMMUNICATIONS

A. Written Communication

Trustees received emails regarding the no-cut policy at the Middle School. Niccum received a letter from Communtiy Human Services.

B. Board Member Comments

D'Angelo said there are now 120 students in the Natural High Club; Homecoming floats will be made to fit on golf carts so they can be brought onto the football field for the Homecoming Game.

Phillips enjoyed seeing the completed photography room during the High School Open House.

Thibeau thanked staff for making Back to School Nights at the High School, Forest Grove and Robert Down so enjoyable.

Sollecito appreciates the teachers at the High School where his daughters are now freshmen, and especially PGHS having the highest SAT scores in Monterey County.

Niccum commented on the shared services between the School District and the City.

C. Superintendent Report

Porras was pleased to see Robert Down, Forest Grove and the High School get off to such a good start with Back to School Night. He introduced Rick Miller, new Assistant Superintendent for Business Services.

VI. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

A parent updated the Board on her student's improved progress in math and commented on the overall math program.

Kathleen Lee thanked the Board for providing ancillary resources and for supporting the students.

VII. CONSENT AGENDA

- A. Minutes of August 18, 2011 Regular Board Meeting
- B. Certificated Assignment Order #3
- C. Classified Assignment Order #3
- D. Acceptance of Donations
- E. Warrant Schedules No. 515
- F. Revolving Cash Report No. 1
- G. Cash Receipts Report No. 1
- H. Declaration of Surplus Property for 2011 Butterfly Parade Bazaar
- I. Revision to Board Policy 1112 – Media Relations
- J. ~~Approval of Resolution No. 898 Designating Authorized Agent to Sign School Orders~~

Item A: Niccum noted a correction to the Minutes – adding the SRO to list of positions receiving additional funding.

Item C: Niccum commented on Rhonda Freitag's contribution to the District.

Item D: Phillips commented on the very generous donations to the District, in particular the Breakers Club at the High School.

Item J: Moved to Action/Discussion for roll call vote.

MOTION Sollecito/Thibeau to approve Consent Agenda as amended

Public comment: none

Motion PASSED 5 – 0

VIII. ACTION/DISCUSSION

Approval of Resolution No. 898 Designating Authorized Agent to Sign School Orders

MOTION Thibuea/Vanderhorst to approve Resolution 898 as presented

Public comment: none

Motion PASSED by roll call vote 5 – 0

- A. Approval of 2011-2012 Forest Grove Single School Plan for Student Achievement

MOTION Thibeau/Sollecito to approve the Forest Grove Single Plan for Student Achievement for the 2011-2012 school year as presented

Public comment: none

Motion PASSED 5 - 0

- B. Administrative Assistant to the Assistant Superintendent of Business Services Job Description Update

MOTION Thibeau/Sollecito to approve the updated job description for Administrative Assistant to the Assistant Superintendent of Business Services as modified

Public comment: none

Motion PASSED 5 – 0

- C. New Board Policy 5145.3 – Nondiscrimination/Harassment – First Reading

The Board discussed this item. It will return on the Sept. 15 Consent Agenda for final reading.

- D. Board Calendar/Future Meetings

Trustees asked for tentative spring calendar of board meetings.

IX. INFORMATION/DISCUSSION

A. Review of Middle School and High School Math Program

Bell and Roggeman presented information about the math programs at the Middle School and the High School.

B. Athletic Eligibility Policy Review

The Board discussed this item. An update will be presented at a future Board meeting.

C. Future Agenda Items

Review of K-5 math programs
Review of Board regulations regarding athletic eligibility
Update of Food Service Program

September 15

Facility use – school kitchens
District Website/Webmaster

October

Substitute teacher pay

unassigned

Abandonment of Fountain Avenue
Depreciation Schedule
Facility Use Fees

X. ADJOURNED

10:10 a.m.

Approved and submitted:

Dr. Ralph Gómez Porras
Secretary to the Board

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

SUBJECT: Classified Assignment Order **#4**

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

RECOMMENDATION:

The administration recommends adoption of Classified Assignment Order **#4**.

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. 4, September 15, 2011**

NEW HIRE:

Debonna Pinheiro, Food Service I, Pacific Grove Middle School, 1.5 hours/day/180 days, Range 28, Step A, effective September 8, 2011 (replaces Fran Castorina who promoted).

STATUS CHANGE:

Audrey Kitayama, Instructional Assistant I, Robert Down Elementary School, 4 hrs./day/180 days, from short-term employment status (Jobs Bill Fund) to probationary employment status (General Fund), effective August 19, 2011.

Carolyn Wade, Instructional Assistant I, Robert Down Elementary School, 4 hrs./day/180 days, from short-term employment status (Jobs Bill Fund) to probationary employment status (General Fund), effective August 19, 2011.

SUBJECT: Transportation Invoice from MCOE

PERSON(S) RESPONSIBLE: Cynthia Gallo, Director of Student Services

RECOMMENDATION:

It is recommended that the Board approve payment of this invoice for transportation services from the Monterey County Office of Education (MCOE), in the amount of \$4,027.80

BACKGROUND:

During the 2010-11 school year, MCOE provided transportation for a student with special needs from Pacific Grove, to a school program located at Marina Children's Center in Marina.

INFORMATION:

This student was transported between 8/11/10 and 10/9/10 for a total of 1,150.8 miles, at a cost of \$3.50 per mile. The student moved out of Pacific Grove after that time. MCOE failed to bill the District for this service until August 11, 2011.

FISCAL IMPACT:

No monies were budgeted for this expenditure. Therefore, \$4,027.80 will need to be appropriated from the general fund to pay this invoice.



Monterey County Office of Education

Accounts Receivable
 901 Blanco Circle
 Post Office Box 80851
 Salinas, Ca. 93912-0851

Invoice

BILL TO
Pacific Grove Unified School District Attn: Accounts Payable 435 Hillcrest Avenue Pacific Grove, CA 93950

Date	Invoice #
8/10/2011	120013

P.O. NO.	TERMS	ACCOUNT #	DEPARTMENT
	30 days, net cash		Sp Ed/Dawn

DESCRIPTION	AMOUNT
Transportation of student 2010-2011 Student: ██████████ -Marina Children's Center 8/11/10-10/9/10 27.4 miles round trip x 42 days=1,150.8 miles 1,150.8 miles x \$3.50 per mile=\$4,027.80 0100-7240-0-5001-0000-869900-000-0250-202 For questions call Brenda Stevens 831 755-0327 BXS	4,027.80

RECEIVED
AUG 12 2011

TOTAL	\$4,027.80
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2010-11
MEMORANDUM OF UNDERSTANDING BETWEEN
THE MONTEREY COUNTY OFFICE OF EDUCATION AND
THE PACIFIC GROVE UNIFIED SCHOOL DISTRICT

This memorandum of understanding is entered into on the 1st day of August, 2010, between the Monterey County Office of Education (MCOE) and Pacific Grove Unified School District (PGUSD) in order to provide transportation for PGUSD Special Education student(s) not currently enrolled in MCOE special education programs. The MCOE will be providing the transportation vehicle(s) and driver(s) responsible for transporting the PGUSD students.

2010-11 List of Students Being Transported:

The following students will be transported by MCOE during the 2010-11 school year.

**██████████ – Marina Children Center's – 27.4 miles round trip
(start 08/11/10 – end 10/09/10)**

Transportation for any additional students must be requested by PGUSD in writing.

Payment for Services:

The MCOE Transportation department will provide transportation based on the student's school Calendar. PGUSD will pay their portion at the rate of \$3.50 per mile. Payment for the transportation services will be due upon receipt of MCOE's monthly invoice.

Indemnity:

Each Party shall indemnify, defend, and hold harmless the other Party and its officers, employees, agents, and volunteers from and against any and all claims, suits, actions, causes of action, losses, damage, or liabilities of any kind, nature or description, brought by any person or persons for or on account of any loss, damage, or injury to person, property or any other interest, tangible or intangible, sustained by or accruing to any person or persons, howsoever the same may be caused, directly or indirectly, arising or resulting from any alleged acts or omission of the indemnifying Party, its officers, employees, agents or subcontractors arising out of or resulting from the performance of this Agreement.

Said contract shall be in force from July 1, 2010 to June 30, 2011. Either party reserves the right to terminate with 60 days notice for any reason if the arrangement is not beneficial to MCOE or to PGUSD students.

Pacific Grove Unified School District

Monterey County Office of Education



Authorized Signature



Gary P. Bousum
Associate Superintendent of Finance and Business

6-3-11

Date

11/10/10

Date

#0100-7240-0-5001-0000-868900-000-0250-202 ✓

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

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The Board approve this new policy that was discussed at the September 1, 2011 Board meeting.

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

Students

New

Policy #5145.3

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

Students

New

Policy #5145.3

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: Revised Unaudited Actuals – General Fund

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

RECOMMENDATION:

The Administration recommends that the Board accept the revised Unaudited Actual financial report for Fund 01, the General Fund. (Trustees received copies of the report and copies will be available for the public at the Board meeting.)

BACKGROUND:

Following the close of the fiscal year, the District’s operating budget is revised to reflect all revenues and expenditures, balances, and carryovers. By law, the revised budget becomes the “Unaudited Actual financial report” and is submitted to the County for review. Due to county inadvertently posting revenues in error, Monterey County Office of Education (MCOE) had to make adjustments.

INFORMATION:

The report reflects a decrease in Revenue of \$1,414 and a net decrease in the Unappropriated amount of \$1,386 after adjusting for the decrease in property tax reserve.

FISCAL IMPACT:

A net decrease of \$1,386 in the Unappropriated Ending Fund Balance.

Ref: Unaudited Actual – 2009-10 General Fund

SUBJECT: Unaudited Actuals Fund 51

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

RECOMMENDATION:

The Administration recommends that the Board accept the Unaudited Actual financial report for Fund 51, the Bond Interest and Redemption Fund. (Trustees received copies of the report and copies will be available for the public at the Board meeting.)

BACKGROUND:

Following the close of the fiscal year, the District's operating budget is revised to reflect all revenues and expenditures, balances, and carryovers. By law, the revised budget becomes the "Unaudited Actual financial report" and is submitted to the County for review. Due to the lateness in obtaining the figures from the County, the report on Fund 51 is being submitted separately from the other funds. This fund is where the property taxes are deposited that is designated for paying off the debt of Measure A and Measure D bonds and where the payments to the bond holders are processed. The fund proceeds are restricted to this purpose.

INFORMATION:

The report reflects that there is currently \$44.5 million in outstanding indebtedness from bond issues A and D. The annual debt service of \$2.15 million is paid from the collection of \$2.47 million in property taxes and State Homeowner Exemption funds. The difference between the amount collected and paid is held in reserve. The information is provided to the Board in the State required format.

FISCAL IMPACT:

None – The fund is operated independently from the General Fund of the district and revenues cover expenses.

SUBJECT: Approval of Resolution #899 Regarding Sufficiency of Instructional Materials for School Year 2011-2012

PERSON(S) RESPONSIBLE: Ani Silva, Director Curriculum/Special Projects

RECOMMENDATION:

The Administration recommends that the Board approve Resolution 899.

BACKGROUND:

State Education Code Section 60119 and Assembly Bill 831, Chapter 118, Statutes of 2005, which took effect July 26, 2005, requires that the Governing Board hold a public hearing and make a determination, through the adoption of a resolution, as to whether each pupil in each school in the District has sufficient textbooks or instructional materials, or both, in each subject, that are consistent with the content and cycles of the State curriculum frameworks and adoption cycles.

If the Governing Board determines that there are insufficient textbooks or instructional materials, or both, the Governing Board shall provide information to classroom teachers and to the public setting forth, for each school in which there is insufficiency, the percentage of pupils who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each pupil does not have sufficient textbooks or instructional materials.

The Board is required to comply with this requirement in order to annually receive funds through the Instructional Materials Funding Realignment Program (IMFRP).

INFORMATION:

The District is constantly in the process of updating its textbooks and providing instructional materials to meet the requirements of the State curriculum frameworks, content standards, and adoption cycles. At any time there will always be a need for additional revenues to update aging or damaged textbooks and provide additional or replacement instructional materials. Assembly Bill X4 2 (Chapter 2, Statutes of 2009-10 Fourth Extraordinary Session) signed on July 28, 2009, suspended the process and procedures for adopting instructional materials, including framework revisions, until the 2013-14 school year. Senate Bill 70 (Chapter 7 of the Statutes of 2011) extended that suspension until the 2015-16 school year.

Between 2008–09 and 2012–13, LEAs are required to provide sufficient instructional materials for all students. When purchasing instructional materials LEAs must buy standards-aligned instructional materials, and in the case of kindergarten through grade eight, LEAs must purchase instructional materials that were state-adopted prior to July 1, 2008, unless the LEA purchased materials adopted after July 1, 2008.

Although this is the case, the High School had not adopted books for some time. In 2011 the High School Math department adopted Holt McDougal for Algebra 1, Algebra 2 and Geometry.

They also adopted AP Statistics from Bedford, Freeman, and Worth. The High School Science department adopted AP Environmental Science from Bedford, Freeman, and Worth, and Anatomy and Physiology from Pearson. The High School History department adopted Magruder's American Government and Economics from Wilson and Clark.

Adoptions have allowed the use of online textbooks to increase student and parent access to the curriculum. It is appropriate to find at this time that the District has provided sufficient textbooks and instructional materials for all students consistent with the State curriculum frameworks and adoption cycles.

FISCAL IMPACT:

The District received \$92,710.00 this year from the State specifically for instructional materials and textbooks meeting the requirements of curriculum framework and curriculum adopted by the State Board. Failure to adopt the attached resolution could jeopardize the receipt of these funds.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

Resolution No. 899
REGARDING SUFFICIENCY OF INSTRUCTIONAL MATERIALS FOR
FISCAL YEAR 2011-2012

WHEREAS, on September 15, 2011, the Governing Board of Pacific Grove Unified School District, in order to comply with the requirements of Education Code Section 60119, held a public hearing at _____ p.m. which did not take place during or immediately following school hours, and:

WHEREAS, the Governing Board provided at least 10 days notice of the public hearing posted in at least three public places within the district that stated the time, place, and purpose of the hearing, and:

WHEREAS, the Governing Board encouraged participation by parents, teachers, members of the community, and bargaining unit leaders in the public hearing, and:

WHEREAS, information provided at the public hearing and to the Governing Board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the district, and:

WHEREAS, the definition of “sufficient textbooks or instructional materials” means that each pupil has a textbook or instructional materials, or both, to use in class and to take home to complete required homework assignments, and:

WHEREAS, sufficient textbooks and instructional materials were provided to each student including English Learners, in mathematics, history-social science, and English/language arts, including the English language development component of an adopted program consistent with the cycles and content of the curriculum frameworks, and:

WHEREAS, the list of State Approved science textbooks (K-8) was released in Fall 2006. At that time, the District began the selection process and adoption took place during the 2008-2009 school year. Students have sufficient instructional materials for instruction in the content area of science, and:

WHEREAS, the list of State Approved math textbooks (K-8) was released in Fall 2007. At that time, the District began the selection process and adoption took place during the 2008-2009 school year in grades 6-8 and intervention math materials were adopted K-8. K-5 math materials were adopted in December, 2009, and implemented in 2010-2011.

WHEREAS, sufficient textbooks or instructional materials were provided to each pupil enrolled in foreign language or health classes, and:

WHEREAS, sufficient laboratory science equipment was provided for science laboratory classes offered in grades 9-12, inclusive:

NOW THEREFORE, the Governing Board declares that for the 2011-2012 school year, the Pacific Grove Unified School District provided each pupil with sufficient textbooks and instructional materials consistent with the adoption cycles and content of the State curriculum frameworks.

AYES:

NOES:

ABSENT:

Ralph Gómez Porras, Superintendent

SUBJECT: Contract with Community Human Services

PERSON(S) RESPONSIBLE: Cynthia Gallo, Director of Student Services

RECOMMENDATION:

It is recommended that the Board approve this contract for services in the amount of \$14,250.

BACKGROUND:

The district has contracted with Community Human Services for a number of years. This agency provides counselors at the middle school, high school and Community High School, to assist students with social/emotional issues that may interfere with learning. They also provide group counseling/education for students who have drug and/or alcohol issues that have become a problem at school.

INFORMATION:

Approval of the contract will allow the Director of Student Services to authorize up to 475 hours of group and individual counseling to be provided at the Middle School (160 hrs.), High School (215 hrs.) and Community High School (100 hrs.) If all of the hours are used the contract will cost \$14,250.

Dollars are available for funding this contract as follows: \$6500 from the district counseling budget, \$3900 from the 10th-grade counseling budget and \$2,000 from the school safety budget.

FISCAL IMPACT:

An additional \$1850 is needed to fund this contract, from the district's general fund.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

AGREEMENT FOR CONTRACTOR SERVICES

(To be used for provision of services involving potential for liability exposure for District)

THIS AGREEMENT is hereby entered into by the **Pacific Grove Unified School District**, hereinafter referred to as DISTRICT, and:

Community Human Services Agency

CONTRACTOR

P. O. Box 3076	Monterey	CA	93942
MAILING ADDRESS	CITY	STATE	ZIP

hereinafter referred to as CONTRACTOR.

CONTRACTOR agrees to provide to DISTRICT the services enumerated in Section G of this Agreement under the following terms and conditions:

- A. Services shall begin on **September 19, 2011** and completed on or before **May 25, 2012**.
- B. CONTRACTOR understands and agrees that CONTRACTOR and CONTRACTOR'S employees are not employees of the DISTRICT and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State and local taxes or contributions including Unemployment Insurance, Social Security, and Income Taxes with respect to CONTRACTOR'S employees.
- C. CONTRACTOR shall furnish, at CONTRACTOR'S own expense, all labor, materials equipment and other items necessary to carry out the terms of this Agreement.
- D. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor, with the authority to control and direct the performance of the details of the work, DISTRICT being interested only in the results obtained.
- E. CONTRACTOR agrees to defend, indemnify and hold harmless the DISTRICT, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of CONTRACTOR'S negligence in the performance of this Agreement, including but not limited to any claim due to injury and/or damage sustained by CONTRACTOR, and/or the CONTRACTOR'S employees or agents.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

- F. CONTRACTOR shall maintain Insurance with a minimum \$1,000,000 combined single limits of general liability and automobile coverages .
- G. Services rendered to the DISTRICT by the CONTRACTOR are as follows:

Group and individual counseling services at Pacific Grove Middle School, Pacific Grove High School, and Community High School at the direction of the Director of Student Services.

Neither party shall assign or delegate any part of this Agreement without the written consent of the other party.

- I. The work completed herein must meet the approve of the DISTRICT and shall be subject to the DISTRICT'S general right of inspection and supervision to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that our now, or may in the future become applicable to CONTRACTOR, CONTRACTOR'S business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.
- J. CONTRACTOR shall be paid at the rate of:

\$30.00 per hour:
for 160 hours at Pacific Grove Middle School
for 200 hours at Pacific Grove High School
for 100 hours at Community High School
for additional 15 hours of Drug and Alcohol Counseling at PG High School

Contract not to exceed \$14,250.00

- K. Payments will be made by the District to the Contractor as follows:
 - 1) Lump sum upon completion of services rendered.
 - 2) **Monthly - in accordance with provision of services.**
 - 3) Other
- L. This agreement may be terminated by either party notifying the other, in writing, at least __24hrs.__ prior to the date of termination.
- M. CONTRACTOR shall sign and submit a W-9 to DISTRICT prior to providing service.

SUBJECT: Budget Revision I for PGMS Single School Plan for 2011-2012

PERSON(S) RESPONSIBLE: Buck Roggeman

RECOMMENDATION:

Approval of Budget Revision I for PGMS Single School Plan for 2011-2012.

BACKGROUND:

Last spring, the Middle School was allocated \$17,286 and had an estimated 10-11 carry over at \$0 due to budget reductions.

At the August 18, 2011 board meeting the school board increased the Middle School allocation to \$20,336 and released a portion of the 10-11 carry over in the amount of \$5,079.

INFORMATION:

At the August 31, 2011 meeting, the council voted to make the following changes in some of the components of their plan and allocate funds accordingly:

- Language Arts, pg. 15 Increase funding from \$250 to \$500.
- Visual and Performing Arts, pg. 17 \$1,500 to fund a musical director.
- Library, pg. 18 Reduce amount from \$1,410 to \$1,059 to reflect actual cost.
- Staff Development, pg. 20 \$2,000
- Technology, pg. 21 Increase technology from \$5,100 to \$7,474.
- Student Social and Cultural Support Coach Stipends, pg. 24 \$2,300 to fund tennis and wrestling coaches.

The remaining balance of \$182 is unallocated.

Revised pages 15,17,18,20,21,24, an updated membership page 26, the revised budget page 32, and a cover sheet are attached.

FISCAL IMPACT: The proposed revision keeps the proposed expenditures within the site's funding allocation.

PACIFIC GROVE MIDDLE SCHOOL SINGLE PLAN FOR STUDENT ACHIEVEMENT 2011-2012

CDS Code: 27-66134-6058754
Approved: School Site Council: April 13, 2011
Board of Education: May 12, 2011
Revision 1 School Site Council: August 31, 2011
Revision 1 Board of Education:

This is a plan of actions to be taken to raise the academic performance of students and improve the school's educational program. For additional information on school programs and how you may become involved, please contact the following person:

Buck Roggeman
Principal, Pacific Grove Middle School
831.646.6568

broggeman@pgusd.org

**PACIFIC GROVE MIDDLE SCHOOL
SINGLE PLAN FOR STUDENT ACHIEVEMENT
2011-12**

Revision I

COMPONENT: Language Arts

GOAL: Students will improve their writing skills.

Objectives	Activities	Assessment	Budget
<p>Students' writing scores will improve in their class writing assignments, site English/Language Arts assessments, and on the STAR 7th grade writing assessment.</p>	<p>The English Department will meet twice yearly to score common writing assignments. All non-English/Language Arts classes will have students write at least a body paragraph quarterly in their class. All English/Language Arts classes will teach how to write opening, body, and closing paragraphs using the same model and language.</p>	<p>Scores will be compared from fall and spring prompts. Writing improvement will be seen at all grade levels. Writing samples and scores from non-English/Language Arts classes. Writing samples and scores from English/Language Arts classes. Portfolios will be maintained in all English/Language Arts classes.</p>	<p>Site funding Staff development funding \$250 \$500.00</p>

**PACIFIC GROVE MIDDLE SCHOOL
SINGLE PLAN FOR STUDENT ACHIEVEMENT
2011-12
Revision I**

COMPONENT: Visual and Performing Arts

GOAL: Students will have access to a variety of programs, special events, and activities that provide motivation and support for academics, climate, and culture of the school.

Objectives	Activities	Assessment	Budget
<p>Students will be given the opportunity to participate in a drama program that performs semi-annual productions for the school, parents, and community.</p>	<p>The school will sponsor musical and other drama productions throughout the year.</p> <p>The drama department may partner with local community colleges to enhance the program.</p>	<p>The number of participating students will be monitored each year for growth and/or stability.</p>	<p><i>\$1,500 for stipend, equipment, and/or supplies</i></p> <p>ASB/Drama funds</p> <p>Site funds</p> <p>Grants</p>
<p>Students will be given the opportunity to participate in the vocal and/or instrumental music program that strengthens and supports the elementary program and feeds into the high school program.</p>	<p>Vocal and instrumental music will be offered to students in the regular curriculum.</p>	<p>Students will participate in District activities and events throughout the year.</p>	<p>General fund</p>

**PACIFIC GROVE MIDDLE SCHOOL
SINGLE PLAN FOR STUDENT ACHIEVEMENT
2011-12**

Revision 1

COMPONENT: Library

GOAL: PGMS Students acquire Information Literacy Skills through the collaborative process of planning and instruction.

Objectives	Activities	Assessment	Budget
<p>Reinforce & extend classroom instruction by planning collaboratively with instructors</p>	<p>Purchase appropriate instructional materials to support curriculum, i.e. Steinbeck and Holocaust units, Research Assignments, etc. Meet with teachers to coordinate instructional component for effective learning</p>	<p>Instructor feedback; Student-produced projects and presentations Library circulation statistics</p>	<p>District Site Library Budget</p>
<p>Provide curricular support in a variety of formats</p>	<p>Provide materials in a variety of formats, i.e. foreign language, bilingual, audio/video, etc. Compile and distribute subject-related and/or format-related bibliographies to staff. Purchase equipment/software for classroom use (+ licenses) to enhance student learning in varied formats.</p>	<p>Librarian generated bibliographies, both subject-related and format-related Library circulation statistics</p>	<p>District Site Library Budget \$1,410 \$1,059 for equipment and software licenses.</p>
<p>Provide relevant, current, and age-appropriate materials, keeping in mind current State mandated Standards for each curricular area</p>	<p>Review and select library materials using accepted review sources and selection techniques. Use collection mapping techniques to access collection strengths and weaknesses.</p>	<p>Teacher and student feedback Collection Mapping Process Library circulation statistics</p>	<p>District Site Library Budget</p>

**PACIFIC GROVE MIDDLE SCHOOL
SINGLE PLAN FOR STUDENT ACHIEVEMENT
2011-12**

Revision I

COMPONENT: Staff Development

GOAL: Student learning is enhanced through instruction that utilizes the most recent research, teaching methodologies, and subject matter knowledge.

Objectives	Activities	Assessment	Budget
<p>All staff will regularly participate in professional development activities to enhance their teaching methodologies, deepen their subject matter knowledge, and broaden their understanding of learning. This will be done both in district-wide and individual professional growth seminars.</p>	<p>Staff members who attend external professional development will be expected to share with and/or train the rest of the staff on the information learned. Develop a report form for staff to fill out regarding the staff development activity that they attended.</p>	<p>Staff will be surveyed regarding staff development and that survey will be referred to in developing future staff development. Follow-up reports from staff participating in staff development opportunities.</p>	<p>\$2,000 Title II Funding Staff Development Days</p>

**PACIFIC GROVE MIDDLE SCHOOL
SINGLE PLAN FOR STUDENT ACHIEVEMENT
2011-12
Revision I**

COMPONENT: Technology

GOAL: Student learning is enhanced by access to a wide variety of technology throughout the middle school.

Objectives	Activities	Assessment	Budget
<p>Students regularly use technology in the classroom, library, and computer labs to enhance school-related projects work, and learning.</p> <p>Staff will regularly use technology to enhance instruction, record keeping, research, and communication.</p>	<p>A dynamic technology plan is implemented that addresses the need for new technology as well as maintenance of existing technology.</p> <p>Provide student access to technology with adult supervision outside of regular school hours.</p> <p>Staff is given regular professional development on the use of hardware and software as it relates to instruction, record keeping, research, and communication.</p>	<p>The technology committee reviews the plan for relevance to current needs and to implement phases as funding becomes available.</p> <p>Feedback from staff, students, parents and the community.</p> <p>Report from administration on the use of record keeping and communication software and services.</p>	<p>\$7,474 Repair and replace existing technology, maintain Web site, purchase new software, services and equipment as per Technology Plan.</p>

**PACIFIC GROVE MIDDLE SCHOOL
SINGLE PLAN FOR STUDENT ACHIEVEMENT
2011-12**

Revision I

COMPONENT: Student Social and Cultural Support Services

GOAL: Student learning will improve in a climate that motivates students, enhances understanding, tolerance, and empathy, and promotes pride through student accomplishment.

Objectives	Activities	Assessment	Budget
Students will aspire to do their best work, behave appropriately at all times, and strive for excellence during their school career.	Provide honors night, conduct club events, courtesy card program, inspirational assemblies, and quarterly academic recognition events.	Discipline reports from the assistant principal monitoring behavior will show a drop in poor behavior.	\$1,300 (supplies for these various programs)
Students will learn and practice understanding, tolerance, and empathy.	Challenge Day will be provided for seventh-grade students and follow-up activities will occur school-wide.	Student and staff feedback. Record keeping of behavior.	\$2,600
School attendance will improve.	Provide a part-time lunch period activity program that appeals to a wide variety of students.	Student feedback and participation in the activities.	Currently unfunded
At least 50% of PGMS students will participate in a variety of after school sports.	Provide additional coed sports opportunities.	Records will be kept regarding the number of students participating in the sports.	Currently unfunded \$2,300 for coach stipends

**PACIFIC GROVE MIDDLE SCHOOL
SINGLE PLAN FOR STUDENT ACHIEVEMENT
2011-12
Appendix A**

Revision I

SCHOOL SITE COUNCIL MEMBERS

The following are elected members of the School Site Council or are members in fulfillment of legal requirements.

NAME	REPRESENTING	TERM EXPIRES
Eric Lauritzen	Parent	2012-2013
Alex Taurke	Parent	2012-2013
Kelly Hartwell	Parent	2011-2012
Andrew Miller	Parent	2011-2012
<i>Pending</i>	Student	2011-2012
<i>Pending</i>	Student	2011-2012
Terry Piotrkowski	Faculty	2012-2013
Tiffany Jones	Faculty	2012-2013
Mary Schumaker	Faculty	2011-2012
Becky Ohsiek	Faculty	2011-2012
Denise Engles	Classified	2011-2012
Buck Roggeman	Principal	Perpetual

**PACIFIC GROVE MIDDLE SCHOOL
SINGLE PLAN FOR STUDENT ACHIEVEMENT
PROGRAM BUDGET
2011-2012
Appendix C**

Revision I

FUNDING:			
2011-2012 Approved, May, 2011		\$17,286	\$20,336
<i>2011-2012 Revised Allocation</i>			\$5,079
<i>Carry Over 2010-11 Approved, August, 2011</i>			
Total funds available		\$17,286	\$25,415
Total Revised Allocation for 2011-2012			
EXPENDITURES:			
Language Arts, p. 15	250	+250	500
Mathematics, Math Tutor p. 16	1,500		1,500
Visual and Performing Arts, p. 17		+1,500	1,500
Library, equipment and software, p. 18	1,410		1,059
Staff Development, professional development p. 20		+2,000	2,000
Technology, p. 21	5,100	+2,374	7,474
Student Academic Support, innovative program supplies, p. 22	3,000		3,000
Student Academic Support, AVID activities, p. 23	2,000		2,000
Student Social/Cultural Support, student motivation, p.24	1,300		1,300
Student Social/Cultural Support, Challenge Day, p.24	2,600		2,600
Student Social/Cultural Support, Activity supplies, p. 24			0
Student Social/Cultural Support, Coach Stipends, p. 24		+2,300	2,300
Student Social/Cultural Support, Safe Campus, p.25			0
Total Expenditures		\$17,160	\$25,233
UNALLOCATED BALANCE:		\$126	\$182

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

Tentative Board Meeting Calendar, January – June, 2012

Jan 19	Regular Board Meeting ✓ Budget process begins ✓ Preliminary enrollment projection for 2012/13 ✓ Review High School Open Campus and truancy trends	District Office
Feb 2	Regular Board Meeting	District Office
Feb 16	Regular Board Meeting ✓ Budget requests regarding staffing finalized (tba) ✓ Possible personnel action presented as information	District Office
Mar 1	Regular Board Meeting ✓ Resolution to honor all staff ✓ Second Interim Report ✓ Possible personnel action (RIF)	District Office
Mar 15	Regular Board Meeting School Site ✓ Review of Master Schedule ✓ Class size guidelines ✓ Declining Enrollment ✓ Open House schedules reviewed	District Office
April 19	Regular Board Meeting ✓ Superintendent Evaluation ✓ Budget Study Session scheduled if needed ✓ Instructional Minutes ✓ Board Priorities for 2012/13 Instructional Program Design	District Office
April 26	Regular Board Meeting ✓ Superintendent Evaluation ✓ Student Handbooks	District Office
May 3	Regular Board Meeting ✓ Superintendent Evaluation	District Office
May 17	Regular Board Meeting ✓ Identify Board member representatives for graduation ✓ Review Governor's revised budget ✓ Complete Superintendent's evaluation ✓ Bell Schedule	District Office
June 14	Regular Board Meeting ✓ Public hearing on budget ✓ Adopt budget for 2012/13	District Office

SUBJECT: District and School Site Websites

PERSON(S) RESPONSIBLE: Bruce Cates, Director of Technology/Webmaster

RECOMMENDATION:

The Board will discuss the district and school site websites as communication tools.

BACKGROUND:

The Pacific Grove USD has maintained a web-presence since 1996. The district was one of the first in Monterey County to offer an internet-based form of communication between the district and its students, families, and staff. It was the first to offer a searchable on-line version of Board Policy and the current offerings include a common calendar and public access to a wide range of district documents. The school sites maintain local websites reflecting the school personalities and information more specific to the needs of each site.

INFORMATION:

As the district's communication needs evolve, district and site-level staff occasionally review the websites and various options to meet those needs. The Board will discuss the current websites and consider direction and recommendations for the website staff in light of the Board's goal of a unified district.

SUBJECT: Middle School Athletic Program Report

PERSON(S) RESPONSIBLE: Buck Roggeman, Principal

RECOMMENDATION:

This item is being presented for discussion and possible Board direction.

BACKGROUND:

Athletic programs have long been an integral part of the culture throughout Pacific Grove Unified School District and the sports programs at the Middle School reflect this situation as well. At the Middle School, the expectation is that the athletic program will serve as an extension of the classroom. To that end, administration views sports as another venue in which our students have the opportunity to improve their minds, health, and character, thereby fulfilling the mission of school.

INFORMATION:

In the recent past, we have fielded the following teams:

- Fall – 6th/7th Grade Girls Volleyball, 8th Grade Girls Volleyball, Girls Soccer (all grades), Boys Soccer (all grades)
- Winter – 6th/7th Grade Girls Basketball, 8th Grade Girls Basketball, 6th/7th Grade Boys Basketball, 8th Grade Girls Basketball
- Spring – Boys and Girls Tennis (all grades), and Boys and Girls Golf (all grades).

The number of students participating in our sports program this fall are Volleyball 26; Boys Soccer 26; Girls Soccer 16. Last winter we had 26 participate in Boys Basketball and 27 in Girls Basketball. During spring there were 24 in Golf and 15 in Tennis.

This year, a Boys and Girls Wrestling team will be added. High interest in having a wrestling team was indicated by the number of students (more than 30) who participated in a club program that was run by the city of Pacific Grove.

Selection of Teams. Coaches for each of the sports teams are allowed to hold tryouts to determine who will be selected for each of the teams. Because of the high number of students trying out for teams, the coaches in our athletic program cut players to keep the roster small enough to run practices where all of the members of the team will participate extensively, to maximize the number of students who will get to play in games, to provide adequate supervision during practices, and to enable coaches to give meaningful feedback to the players on the team. Typically, all of our sports cut players with the exception of tennis and golf (wrestling also does not plan to cut to from its roster).

The practice of holding tryouts and cutting players has yielded some negative reaction from parents in the past. Typically, complaints focused on the coaches' choices for their rosters or the process by which the tryouts were conducted. To alleviate misunderstandings, at their preseason meetings, coaches now give players a description of their tryout process and the criteria upon which participants will be judged. Players are required to take the letter home and have it signed by their parents, so the parents can be informed of the tryout process before their student participates.

Other opportunities. For those players who do not make the PGMS teams, there are other recreational programs available. The Monterey Sports Center offers a volleyball program for Middle School students while the YMCA has recreational soccer and basketball programs.

Other schools. A recent inquiry to three schools in the Mission Trails Junior Athletic League found that those athletic programs allow coaches to select their teams. Carmel Middle School, Buena Vista Middle School, and San Benancio Middle School all cut players to determine their rosters. The players who do not make the team at those schools are referred to youth leagues run by cities or groups like the YMCA. This list of schools is not exhaustive but it provides a small pool for comparison.

Expanding our program. Like most programs, expansion of the athletic program at the Middle School is contingent upon the availability of funding and facilities. Increasing the size of our teams would necessitate a greater number of coaches. In the absence of additional coaching stipends, the athletic department would have to rely on volunteer coaches. If we formed additional teams, then facility use becomes a prominent issue. With four basketball teams vying for practice time, gym space is at a premium. Our soccer teams currently practice simultaneously on the field. In any case, administration recommends directly eliciting the input of all stake holders including Middle School coaches when considering an expansion of the sports program.

FISCAL IMPACT:

Funding for our athletic department comes from a variety of sources. The general fund subsidizes most of our coaching stipends; however, two stipends (tennis and wrestling) are projected to be funded through the School Improvement Plan budget. We pay our league and tournament dues, and purchase equipment and uniforms for our athletic teams using our after school activities budget, which is generated from gate fees and donations to the program.

SUBJECT: Facilities Use – School Kitchens

PERSON(S) RESPONSIBLE: Dianne Hobson, Nutrition Director

RECOMMENDATION:

The Board will discuss use of the school site kitchens and provide direction to staff.

BACKGROUND:

The kitchens and cafeterias at the district school sites are integral to providing food and nutrition to the students and staff at PGUSD. The kitchens and cafeterias are managed and utilized by the food service staff under the supervision of the Nutrition Director.

Use of these facilities by school and outside groups will not be allowed to disrupt the work of the food service staff.

Kitchens will not be available for use by groups between 9:30 am and 1:30 pm during the week, while school is in session. This time is needed to accommodate deliveries, food preparation, cooking, serving and clean up by the food service staff.

INFORMATION:

In order to accommodate requests to use the kitchen and the cafeterias, it is necessary to submit a Facilities Use Permit, and also to determine when it is appropriate to pay for a food service employee to be present, when a facility is being used.

Staff would like to present a two tier facilities use permit option.

Tier I: Cafeterias **without** the use of the kitchen. No food service employee required. Facilities use holders may use the sinks, and the counters for simple activities, such as preparing coffee, cutting cake, serving prepared food items and washing dishes. The site principal would be responsible for opening and closing the facility and any damages that might occur. A one time deposit will be made, and this would be used in the event of damage . Permission to use the facilities will be reassessed, and a new deposit required, if necessary.

Tier II: Cafeterias **with** the use of kitchen equipment and food preparation. Food service employee required If the facilities use permit holder plans on using the gas stove, ovens, warmer ovens, heating and serving units. If food is going to be prepared, cooked and served, then a district food service employee needs to be at the site for the duration of the event.

Staff will be available to do a food safety training for PTA groups and site principals, who plan on using the kitchens under the tier 1 permit.

All facilities use permits must be approved by the Nutrition Director, 14 days before the planned event.

FISCAL IMPACT:

The cost of the facilities use permit is \$45 per hour, when it is used for private purposes. Private and school users will need to pay the district foodservice worker at the current hourly rate as determined by the District.

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 September 1, 2011 Board Meeting.

October 6

Athletic Eligibility Policy
Update on Food Service Program

October 20

K-5 Math Program Update
Substitute Teacher Pay

unassigned

Abandonment of Fountain Avenue
Depreciation Schedule
Facility Use Fees