

# Revised

**PACIFIC GROVE UNIFIED SCHOOL  
DISTRICT BOARD OF EDUCATION  
REGULAR MEETING: THURSDAY, DECEMBER 14, 2023**

Mission Statement

*Pacific Grove Unified School District, in partnership with the community and with a focus on equity, will challenge every student by providing a quality instructional program in a positive, safe and stimulating environment. The District will meet the diverse needs of all students by ensuring exceptional learning opportunities to acquire and apply the knowledge and skills that develop the insight and character necessary for a productive and rewarding life.*

**DATE:** December 14, 2023

**TIME:** 6:30 p.m. Open Session  
TBD Closed Session to begin  
upon adjournment of open  
session

**LOCATION: IN PERSON**  
Pacific Grove Unified School

District Office 435 Hillcrest  
Avenue  
Pacific Grove, CA 93950  
Trustees  
*Carolyn Swanson, President Jennifer  
McNary, Clerk  
Dr. Elliott Hazen Laura  
Ottmar Brian Swanson  
Dayci Dishny/Dario Dimaggio, Student Representatives*

**VIRTUAL ZOOM MEETING**

Join Zoom Meeting

<https://pgusd.zoom.us/j/89442162387?pwd=RzBIWU1aQkRWblpSZ05HMmVoazB1dz09>

Meeting ID: 894 4216 2387

Passcode: 812204

One tap mobile +13017158592,,87820869443#,,,,\*585985# US (Washington DC)

+13092053325,,87820869443#,,,,\*585985# US

Find your local number: <https://pgusd.zoom.us/j/89442162387?pwd=RzBIWU1aQkRWblpSZ05HMmVoazB1dz09>

**ADDITIONAL TELECONFERENCE LOCATION**

This meeting is also being conducted by teleconference at the following location: 100 Shaffer Rd. Santa Cruz, CA 95060

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. Land Acknowledgement

Good evening. As we begin this meeting, it's important to pay respect to and acknowledge that we are on the traditional land of the **Ohlone, Costanoan & Esselen** people and additionally pay respect to elders both past and present.

C. Roll Call

D. Adoption of Agenda

• Board Discussion:

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- Public Comment:
- Board Discussion:
- Move: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**II. ANNUAL ORGANIZATIONAL MEETING**

*As required by Education Code Section 35143*

- A. Election of President to Serve for One-Year Period 8  
*(Note: nominations do not need a "second.")*

- Board Discussion:
- Public Comment:
- Board Discussion:
- Move: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

- B. Election of Vice-President/Clerk to Serve for One-Year Period 9  
*(Note: nominations do not need a "second.")*

- Board Discussion:
- Public Comment:
- Board Discussion:
- Move: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

- C. Appointment of Superintendent to serve a Secretary to the Board  
Recommendation: (Dr. Linda Adamson, Superintendent) It is recommended that the Board of Education appoint a Superintendent to serve as Secretary to the Board.

- D. Determination of Dates, Time and Location of Regular Meetings  
Recommendation: (Dr. Linda Adamson, Superintendent) It is recommended that the Board of Education set the 1<sup>st</sup> Thursdays of each month as Regular Board meetings and 3<sup>rd</sup> Thursday for Special Meeting as needed. Meetings will be held at 6:30 p.m. at the District Office Board Room.

- Board Discussion:
- Public Comment:
- Board Discussion:
- Move: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

- E. Adoption of Resolution No. 1098 Designating Authorized Agents to Sign School Orders 10  
Recommendation: (Dr Linda Adamson, Superintendent; Joshua Jorn, Assistant Superintendent) The Administration recommends that the Board of Education adopt Resolution No. 1098 designating authorized agents to sign school orders.

- Board Discussion:
- Public Comment:
- Board Discussion:
- Move: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

- F. Designation of Committee Representatives  
Recommendation: (Dr Linda Adamson, Superintendent) The Administration recommends that the Board of Education select liaisons for 4 different community committee.

Monterey County School Board Executive Committee Liaison  
Primary: \_\_\_\_\_ Alternative: \_\_\_\_\_

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Community Human Services Liaison

Primary: \_\_\_\_\_ Alternative: \_\_\_\_\_

Sub Committee with the City of Pacific Grove

Primary: \_\_\_\_\_ Alternative: \_\_\_\_\_

Policy Committee

Trustee: \_\_\_\_\_ Trustee: \_\_\_\_\_

- General discussion regarding any further committee recommendations

- Board Discussion:

- Public Comment:

- Board Discussion:

- Move: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

G. Pledge of Allegiance

**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 will also take public comment on each specific action item prior to Board action on each item. **Any individual wishing to comment on a specific item on the current agenda are kindly asked to wait till that item is being discussed.** The Board will allow a reasonable amount of time for public comment on each agenda item not to exceed 3 minutes per speaker and no more than 20 minutes per agenda item, pursuant to Board Policy 9323. Speakers will be called sequentially until there is no speaker coming forward on the agenda item or the amount of time allocated for the agenda item has elapsed, whichever comes first. 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.*

A. PGUSD Staff Comments (Non-Agenda Items)

B. Community Members (Non-Agenda Items)

**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 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. Revised Minutes of November 16, 2023 Board Meeting 10  
Recommendation: (Linda Adamson, Superintendent) The District Administration recommends that the Board review and approve the minutes as presented.

B. Cash Receipts #10 17  
Recommendation: (Joshua Jorn, Assistant Superintendent) The District Administration recommends

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that the Board review and approve the Cash Receipts #8.

- C. Out of County or Overnight Activities 19  
Recommendation: (Joshua Jorn, Assistant Superintendent) The District Administration recommends that the Board review and approve the Out of County or Overnight requests.
- D. Warrant Schedule 22  
Recommendation: (Joshua Jorn, Assistant Superintendent) The District Administration recommends that the Board review and approve the Warrant Schedule.
- E. Quarterly Report on Williams Uniform Complaints 24  
Recommendation: (Dr. Linda Adamson, Superintendent) The District Administration recommends that the Board review and approve the Quarterly Report on Williams Uniform Complaints.
- F. Personnel Report 26  
Recommendation: (Claudia Arellano, Director II of Human Resources) The District Administration recommends that the Board review and approve the Personnel Report.
- G. Contract for services with the Robert Half Inc. Customer Agreement 29  
Recommendation: (Claudia Arellano, Director II of Human Resources) The District Administration recommends that the Board review and approve the Contract for services for Robert Half Inc. Customer agreement.
- H. Contract for services with Psyched Services 34  
Recommendation: (Yolanda Cork-Anthony, Director of Student Services) The District Administration recommends that the Board review and approve the Contract for services for Psyched Services
- I. Board Policy Updates 40  
Recommendation: (Dr. Linda Adamson, Superintendent) The District Administration recommends the Board review the Board Policy, Administrative Regulation, and Board Bylaw updates recently reviewed by the Board Policy Committee on November 6, 2023.
- J. Contract for services with Entrevision 517  
Recommendation: (Barbara Martinez, Principal of the Adult School) The District Administration recommends the Board review the contract for service for Entervision.

- Board Discussion:
- Public Comment:
- Board Discussion:
- Move: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**VI. ACTION/DISCUSSION**

- A. Job Description for the PGMS Robotics/ROV extracurricular activity 523  
Recommendation: (Claudia Arellano, Director II of Human Resources) The District Administration recommends that the Board review and provide direction to Administration regarding the Job description for the PGMS Robotics/ROV extracurricular activity.

- Board Discussion:
- Public Comment:
- Board Discussion:
- Move: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

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- B. Memorandum of Understanding between PGUSD and Sandy Hook Promise for Implementing See Something Say Something Anonymous Reporting Tool 526  
Recommendation: (Josh Jorn, Assistant Superintendent) The District Administration recommends that the Board review and provide direction to Administration regarding the Memorandum of Understanding between PGUSD and Sandy Hook Promise for Implementing See Something Say Something Anonymous Reporting Tool.

- Board Discussion:
- Public Comment:
- Board Discussion:
- Move: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

- C. Approval of the 2023-24 First Interim Report 550  
Recommendation: (Josh Jorn, Assistant Superintendent) The District Administration recommends that the Board review and provide direction to Administration regarding the first interim report.

- Board Discussion:
- Public Comment:
- Board Discussion:
- Move: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

- D. Supplemental Employee Retirement Program Final Approval 843  
Recommendation: (Josh Jorn, Assistant Superintendent) The District Administration recommends that the Board review and provide direction to Administration regarding Supplemental Employee Retirement Program Final Approval.

- Board Discussion:
- Public Comment:
- Board Discussion:
- Move: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

- E. Board Calendar/Future Meetings 862  
Recommendation: (Dr Linda Adamson, Superintendent) The Administration recommends that 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.

- Board Discussion:
- Public Comment:
- Board Discussion:
- Move: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**VII. INFORMATION/DISCUSSION**

- A. 2023 California School Board Association annual conference  
Recommendation: (Dr. Linda Adamson, Superintendent) The Administration recommends that the Board report out what they learned and experienced while attending the CSBA annual conference.

- B. Future Agenda Items  
Recommendation: (Linda Adamson, Superintendent) The Administration recommends that the Board review the list of future agenda items and direct Administration to add items to the list and/or schedule items for a particular agenda.

- Added June 1, 2023: Review of the business contracts fingerprinting section (January 2024)

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- Added August 3, 2023: Human Resources Organizational Review Plan (January 2024)
- Added September 7, 2023: Board Cultural Proficiency Training
- Added September 21, 2023: Common school year calendar with surrounding Districts
- Added September 21, 2023: Comprehensive School Safety Plan- LGBTQ+ Student Safety Component (January 2024)
- Added September 21, 2023: Staff support for combating incidents of racism (Ongoing)
- Added September 25, 2023: Cultural Proficiency 2023-2024 Implementation Plan (November 2023)
- Added September 28, 2023: Board Governance
- Added October 5, 2023: Racism zero tolerance policy
- Added November 2, 2023: Equity between elementary schools (January 2024)
- Added November 2, 2023: Elementary Spanish offerings TK-2 (January 2024)
  
- Public Comment:
- Direction: \_\_\_\_\_

**VIII. CLOSED SESSION**

A. Identify Closed Session Topics

The Board of Education will meet in Closed Session to consider matters appropriate for Closed Session in accordance with Education and Government Code.

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2023-2024 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Buck Roggeman and Dr. Linda Adamson for the purpose of giving direction and updates.
2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2023-2024 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Claudia Arellano and Dr. Linda Adamson for the purpose of giving direction and updates.
3. Public Employee Discipline/Dismissal/Release/Complaint/Leaves [Government Code § 54957 subdivision (b)]
4. Public Employee Appointment/Employment: After School Coordinator

B. Public comment on Closed Session Topics

C. Adjourn to Closed Session

**IX. RECONVENE IN OPEN SESSION**

A. Report action taken in Closed Session:

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2023-2024 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Buck Roggeman and Dr. Linda Adamson for the purpose of giving direction and updates.
2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2023-2024 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Claudia Arellano and Dr. Linda Adamson for the purpose of giving direction and updates.

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3. Public Employee Discipline/Dismissal/Release/Complaint/Leaves [Government Code § 54957 subdivision (b)]
4. Public Employee Appointment/Employment: After School Coordinator

**X. ADJOURNMENT**

Next regular Board meeting will be held on Thursday, January 11, 2024