

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

Trustees

*Tony Sollecito, President  
John Thibeau, Clerk  
Debbie Crandell  
John Paff  
Bill Phillips  
Lela Hautau, Student Rep*

**DATE:** Thursday, October 30, 2014

**TIME:** 6:30 p.m. Closed Session  
7:00 p.m. Open Session

**LOCATION:** Adult School - Multipurpose Room  
1025 Lighthouse 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. Adoption of Agenda

**II. 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. Employee Discipline/Dismissal/Release/Complaint (1 case) Government Code Section 54957
- 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. Employee Discipline/Dismissal/Release/Complaint (1 case) Government Code Section 54957

B. Pledge of Allegiance

**IV. SITE PRESENTATION**

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.

Adult School's presentation is: Pathways to Partnerships

**V. COMMUNICATIONS**

A. Written Communication

B. Board Member Comments

C. Superintendent Report

D. PGUSD Staff Comments

**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.*

A. Minutes of October 2, 2014 Board Meeting

Recommendation: (Ralph Gómez Porras) Approval of minutes as presented.

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B. Certificated Assignment Order #5

Recommendation: (Billie Mankey) The administration recommends adoption of Certificated Assignment Order #5.

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- C. Classified Assignment Order #5 12  
Recommendation: (Billie Mankey) The administration recommends adoption of Classified Assignment Order #5.
- D. Acceptance of Donations 14  
Recommendation: (Rick Miller) The Administration recommends that the Board approve acceptance of the donations referenced below.
- E. Out of County or Overnight Activities 15  
Recommendation: (Rick Miller) The Administration recommends that the Board approve or receive the request as presented.
- F. Cash Receipts Report No. 3 22  
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.
- G. Revolving Cash Report No. 3 25  
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.
- H. Contract for Services with David Sonderegger 27  
Recommendation: (Rick Miller) The Administration recommends that the Board review and approve the Contract for Service.
- I. Patrice Vecchione, Contract for Services 31  
Recommendation: (Linda Williams) The Administration recommends that the Board review and approve the contract for services as submitted.
- J. California Interscholastic Federation (CIF) School Representatives 34  
Recommendation: (Ralph Gómez Porrás) The Administration recommends that the Board review and approve Principal Matt Bell, Athletic Director Todd Buller and Assistant Principal Sean Keller as the 2014-15 CIF representatives for Pacific Grove High School.

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

**VIII. ACTION/DISCUSSION**

- A. Review and Approve the Job Description for Director of Facilities and Transportation 36  
Recommendation: (Billie Mankey) The Administration recommends approval of the classified management job description for Director of Facilities and Transportation.

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

- B. Board Calendar/Future Meetings 41  
Recommendation: (Ralph Gómez Porras) 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.

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

**IX. INFORMATION/DISCUSSION**

- A. Review of Measure D Projects 44  
Recommendation: (Rick Miller) The District Administration recommends that the Board review the status of Board approved Measure D projects.

Board Direction: \_\_\_\_\_

- B. Future Agenda Items 47  
Recommendation: (Ralph Gómez Porras) 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.

Elementary School Reconfiguration (November 13)  
Measure D: Amphitheatre Project, Potential Changes to front of Forest Grove (November 13)  
Pacific Grove High School Dress Code (November 13)  
Substitute Teacher Pay (November 13)

Board Direction: \_\_\_\_\_

**X. ADJOURNMENT**

Next regular meeting: November 13, 2014 – Pacific Grove High School Library

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION  
Minutes of Regular Meeting of October 2, 2014 – Pacific Grove Middle School

**I. OPENED BUSINESS**

- A. Called to Order 7:00 p.m.
- B. Roll Call
  - President: Trustee Sollecito
  - Clerk: Trustee Thibeau
  - Trustees Present: Trustee Crandell  
Trustee Paff  
Trustee Phillips
  - Administration Present: Superintendent Porras  
Assistant Superintendent Miller
  - Board Recorder: Mandi Freitag
  - Student Board Member: Lela Hautau

C. Adopted Agenda

**MOTION Thibeau/Crandell to adopt agenda as presented.**  
**Public comment: none**  
**Motion CARRIED 5 – 0**

D. Pledge of Allegiance Led By: Buck Roggeman

**II. SITE PRESENTATIONS**

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.

Middle School’s presentation is: *Faculty, Friends, and "For You, I Will..." Maintaining a Positive Environment at Pacific Grove Middle School*

The presentation began with Chorus Teacher Desma Johnson and her students singing the National Anthem. Linda Goulet introduced her students from the Foods class and provided light snacks throughout the presentation to the Board.

Roggeman spoke on keeping a positive atmosphere at the middle school, as well as keeping technology education classes alive, and preparing students for college and careers with fantastic electives.

Students from the Leadership class spoke about various events and activities including Walk with Pride, ALS Ice Bucket Challenge, Spirit Days and recycling programs.

Sean Roach and Janie Lawrence collaborated on conflict resolution, which provides students a place to talk out problems and find resolution. Roach and Lawrence also shared how PG Middle School is addressing the needs of the MS English Language Learners.

Becky Ohsiek spoke to the Board about Outdoor School which provides outdoor school opportunities for the students, including hiking, games and rope courses.

Brice Gamble spoke to the Board about the use of rubrics, along with the importance of providing student feedback. He also informed the Board of the Veteran's Day event plans at the middle school which include Buddy Poppies, as well as gold stars the students can fill out with a family or friend's military service information which will then be hung on a banner at the school site on Monday, November 10.

Matthew Binder spoke to the Board about technology use in science, including communication, content and curriculum delivery, as well as creativity and collaboration.

Finally, Wendy Milligan and Moira Mahr spoke to the Board about the benefits of google docs, tapping, meditation, and journaling.

### III. COMMUNICATIONS

#### A. Written Communication

None.

#### B. Board Member Comments

Hautau updated the Board on upcoming events at PG High School including the homecoming game on Friday, October 10.

Phillips, Crandell and Paff each thanked the Middle School for the great food, fantastic presentation and noted that each site is outstanding in its own way.

Thibeau felt great to be at the Middle School, enjoyed the presentation from the chorus students signing to the leadership team and the food class. Thibeau also noted that the Measure A walk was successful, and that it has been heartwarming and exciting to see residents of Pacific Grove involved. Finally, Thibeau shared that Craig Beller will be retiring in December and spoke on behalf of the Board that it was a loss for our school district.

#### C. Superintendent Report

Porras introduced Kevin Macintosh of Blach Construction who presented a plaque for the PG High School pool to the Board. Porras also shared a video from Monterey Drone of aerial shots of Pacific Grove, and finally confirmed that Beller would be retiring from Forest Grove Elementary School on December 19<sup>th</sup> and Mary Reidel would substitute until the position was permanently filled.

#### D. PGUSD Staff Comments

Matt Bell noted that Bo Resh passed away. Bell also informed the Board that 4<sup>th</sup> graders from Forest Grove Elementary visited PG High School recently, and that Monterey Drones may partner with the high school to video home football games.

Mankey updated the Board on CLAD, teaching teachers prep course.

### IV. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

None.

V. **CONSENT AGENDA**

- A. Revised Minutes of September 4, 2014 Regular Board Meeting
- B. Minutes of September 18, 2014 Regular Board Meeting
- C. Certificated Assignment Order #4
- D. Classified Assignment Order #4
- E. Acceptance of Donations
- F. Warrant Schedules #552
- G. Quarterly Report on Williams Uniform Complaints

**MOTION Thibeau/Phillips to approve consent agenda as presented.**

**Public comment: none**

**Motion CARRIED 5 – 0**

VI. **ACTION/DISCUSSION**

- A. Approval of Resolution #950 Regarding Sufficiency of Instructional Materials for fiscal Year 2014- 2015

**MOTION Phillips/Thibeau to approve resolution #950 Regarding Sufficiency of Instructional Materials for fiscal Year 2014-2015.**

**Public comment: none**

**Motion CARRIED unanimously by roll call vote**

- B. Resolution No. 951 Proclaiming Week of the School Administrator

**MOTION Crandell/Paff to approve resolution No. 951 Proclaiming Week of the School Administrator.**

**Public comment: none**

**Motion CARRIED unanimously by roll call vote**

- C. Superintendent's Goals

**MOTION Thibeau/Crandell to approve the Superintendent's Goals.**

**Public comment: none**

**Motion CARRIED 5 – 0**

- D. Board Calendar/Future Meetings

Board requested a summer meeting either in late June or July.

**No action taken.**

VII. **INFORMATION/DISCUSSION**

- A. Local Control Accountability Plan Update

Ani Silva presented information to the Board.

B. Substitute Teacher Pay

Mankey presented information to the Board.

The Board requested a review of the long term rates. Item to be brought back in November.

C. Review of Bus Ridership

Miller presented information to the Board.

D. Future Agenda Items

Elementary School Reconfiguration (October 30)

Measure D: Amphitheatre Project, Potential Changes to front of Forest Grove (October 30)

Pacific Grove High School Dress Code (November 13)

Board directed Administration to move the Measure D Future Agenda Item to November 13, as well as the addition of Substitute Teach Pay.

**VIII. ADJOURNED**

9:58 p.m.

Approved and submitted:

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Dr. Ralph Gómez Porras  
Secretary to the Board



**SUBJECT:** Certificated Assignment Order #5

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

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**RECOMMENDATION:**

The administration recommends adoption of Certificated Assignment Order #5.

**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.

<b>PACIFIC GROVE UNIFIED SCHOOL DISTRICT</b> <b>CERTIFICATED PERSONNEL ASSIGNMENT ORDER NO. 5</b> <b>October 30, 2014</b>
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**TEMPORARY APPOINTMENT:**

Pedro Chavez, PGAS, Spanish Instructor, temporary, hourly, Column A, Step 8, not to exceed 4 hours per week, effective October 7, 2014 and dependent upon sufficient enrollment

Jessica Lucido, PGAS, Flamenco Instructor, temporary, hourly, Column A, Step 1, not to exceed 2 hours per week, effective October 7, 2014 and dependent upon sufficient enrollment

Nancy Melton, PGAS, Zumba Instructor, temporary, hourly, Column A, Step 1, not to exceed 1.5 hours per week, effective October 10, 2014 and dependent upon sufficient enrollment

**2014-15 Pacific Grove High School Curriculum Stipends and Special Assignments**

Employee	Assignment	Stipend % or # of Sections	Funding
Martha Tonkin	CTE Dept.	11 sections	General
Matt Kelly	CTE Dept.	11 sections	General

**2014-15 Pacific Grove Middle School Curriculum Stipends and Special Assignments**

Employee	Assignment	Stipend % or # of Sections	Funding
James Lopez	7 <sup>th</sup> Grade Girls' Basketball	1.0	General
Bill Sendell	8 <sup>th</sup> Grade Girls' Basketball	1.0	General
Jim Courtney	6 <sup>th</sup> Grade Boys' Basketball	1.0	General
Mike Taormina	7 <sup>th</sup> Grade Boys' Basketball	1.0	General
Bill Sendell	8 <sup>th</sup> Grade Boys' Basketball	1.0	General

**2014-15 Community After-School Enrichment Instructors**, temporary, hourly positions, paid per time sheet at \$35 per hour, effective the week of November 10, 2014 through the week of December 18, 2014 only and dependent upon sufficient enrollment.

Instructor	Course Title	Total Hours
Sydney Dacuyan	Sewing Arts	5
Stefanie Pechan	Sewing Arts	5
Jacob Ellzey	Beginning Guitar	5
Jacob Ellzey	Guitar II	5
Julie Heilman	Art 101	5
David Peelo	Chess	5
Ryan Lee	Making Digital Video Games	9
Heleen Zontag-Williams	Yoga for Kids	12
Maria Dawson	Theatre Arts	7.5

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
CERTIFICATED PERSONNEL ASSIGNMENT ORDER NO. 5  
October 30, 2014**

**TEMPORARY ADDITIONAL ASSIGNMENTS 2014-15 School Year only**  
**GATE TEACHERS (GATE funding), paid at the PGTA hourly instructional rate**

Katie Uppman, RDE, not to exceed 27 hours total  
Larry Hagquist, PGHS, not to exceed 88 hours total  
Isaac Rubin, PGHS, not to exceed 88 hours total  
Martha Tonka, PGHS, not to exceed 55 hours total  
Kim Shurtz, CHS, not to exceed 52.5 hours total  
Elaine Demarco, PGMS, not to exceed 40.5 hours total  
Barbara Priest, PGMS, not to exceed 40.5 hours total  
Moira Mahr, PGMS, not to exceed 40.5 hours total  
Becky Ohsiek, PGMS, not to exceed 30 hours total

**RETIREMENT:**

Craig Beller, FGE, Principal, retires from administration after 4.5 successful years of service in the Pacific Grove Unified School District and after over 42 years in education

**SUBSTITUTES:**

Brynn Casas  
Dana Grimm  
Richard Haskell, Adult School  
Hilary Landry  
Kelly O'Connor  
Sherry Spendlove

# REVISED

**SUBJECT:** Classified Assignment Order #5

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

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**RECOMMENDATION:**

The administration recommends adoption of Classified Assignment Order #5.

**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. 5  
October 30, 2014**

**SHORT-TERM/TEMPORARY APPOINTMENT:**

2014-15 AVID Tutors, PGMS and PGHS, \$16.29 per hour, paid per timesheet, funded through AVID Grant

Employee	Site	Schedule	Site	Schedule
Alana Price	PGHS	70 mins./2 days per week	PGMS	1 hour, 1 day per week

**RETIREMENT:**

Andre DeBruin, District Maintenance and Operations Foreman, retires after 16 successful years of service with the Pacific Grove Unified School District, effective February 27, 2015, prior to using 51 vacation days making last day of service in the district December 8, 2014

SUBJECT: Acceptance of Donations

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

RECOMMENDATION:

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

INFORMATION:

During the past month the following donations were received:

**Forest Grove Elementary School**

Sherrill Meaney	Office Supplies (value approx. \$250)
PG PRIDE	\$1,270 (October grant)

**Robert H. Down Elementary School**

PG PRIDE	\$4,620 (October grant)
M/M Michael Schimpf	\$1,000 (M. Hiserman classroom)
Nataly De La Rosa	\$ 500 (Renteria classroom)

**Pacific Grove Middle School**

PGMS PTA	\$3,000 (Lunch Clubs)
Monterey Jazz Festival	\$ 125 (music program)

**Pacific Grove High School**

Big Sur Marathon	\$2,500 (PGHS Track Team)
PG PRIDE	\$ 400 (October grant)

**Pacific Grove Community High School**

None

**Pacific Grove Adult School /Lighthouse Preschool & Preschool Plus Co-op**

William Turrentine	Shelving Units (value approx. \$1,245)
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**Pacific Grove Unified School District**

Chapman Foundation	\$20,000 (GATE Grant)
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**SUBJECT:** Out of County or Overnight Activities

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

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**RECOMMENDATION:**

The Administration recommends that the Board approve or receive the request as presented.

**BACKGROUND:**

Board Policy 6153 requires prior approval of all school sponsored trips. Out of County/State or overnight trips require Board approval. Other trips may be approved by the Superintendent or designee.

**INFORMATION:**

The attached list identifies an overnight/Out of County/State trip(s) being proposed by a school site at this time.

**FISCAL IMPACT:**

The request has an identified cost and associated source of funds. The activities expose the District to increased liability with a resulting potential for financial impact.

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**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**
**OUT-OF-COUNTY OR OVERNIGHT ACTIVITIES**

<u>DATE</u> <u>DESTINATION</u>	<u>STUDENTS/CLASS</u> <u>ACTIVITY</u>	<u>TRANSPORTATION</u>	<u>COST</u>	<u>FUNDING SOURCE</u>
Oct. 31-Nov. 2 Irvine, CA	PGHS Mock Trial Club Beach Ball Classic Mock Trial Invitational Tournament	Auto	\$5,975	ASB, Club Funds
Nov. 11 Academy of Art Univ. & Le Cordon Bleu San Francisco	PGHS CTE/VAPA Dept. College visit	Auto	\$350	PG Alumni Assoc. donation
Nov. 12 Stanford Univ. Palo Alto, CA	PGMS Mathletics Club Campus Tour	Charter Bus	TBD	Neil Math Grant
Nov. 28-Dec. 6 Washington D.C. Williamsburg, VA	PGHS Close-Up	Air	\$1,902	Close-Up Acct.
April 25, 2015 Santa Crus HS	PGMS Instrumental Music CMEA-CCS Music Festival	Charter Bus	\$6,000	PG Pride, Music Boosters, Student fees

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**PACIFIC GROVE UNIFIED SCHOOL DISTRICT** Consent Agenda Item **FAXED**  
**REQUEST FOR OFF CAMPUS ACTIVITY** HS 10/7/14

INSTRUCTIONS: Submit this form to the Transportation Department if transportation requires use of buses or vans. Other forms go directly to Business Office. After District and/or Board approval, the form will be returned to the school site. For in-state or non-overnight activities submit form two weeks in advance of activities.

**BOARD APPROVAL IS REQUIRED FOR ALL OUT-OF-STATE OR OVERNIGHT ACTIVITIES.**  
**THE REQUEST MUST BE APPROVED BY THE BOARD PRIOR TO THE EVENT, THEREFORE THE**  
**REQUEST MUST BE SUBMITTED AT LEAST TWO (2) WEEKS PRIOR TO BOARD MEETING**  
**PRIOR TO THE EVENT**

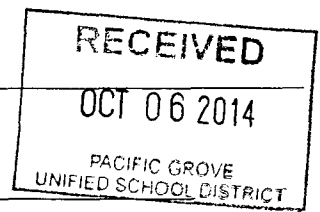
Date of Activity 10/31 - 11/2/14 Day of Activity Friday, Saturday, Sunday  
 Place of Activity Irvine, Ca.  
 School Pacific Grove High School Grade Level 9-12  
 School Departure Time 2:45 AM PM X  
 Pickup Time From Place of Activity 8 AM PM X  
 Name of Employee Accompanying Students Larry Haggquist  
 Number of Adults 6 Number of Students 23  
 Class or Club Mock Trial  
 Description of Activity Beach Ball Classic Mock Trial Invitational Tournament  
 Education Objective gain practice at argument writing, public speaking, + critical thinking  
 List All Stops gas and food along the way (In-n-Out, Valencia)  
 Means of Transportation: ( ) 84 Passenger ( ) 72 Passenger ( ) 48 Passenger ( ) 18 Passenger  
 ( ) Charter (X) Auto\* ( ) Walk ( ) Other\*\*

\*#s 1, 2, 3, 5, 6, & 7 Must Be Completed Before Submitting To The Business Office /Transportation Department \*

1. NOTE: Board Regulation 3541.1 Requirements Will Be Complied With When Using Private Autos JL  
 (Teachers Initials)  
 2. If using vans, you MUST list who the drivers are. \_\_\_\_\_  
 3. Cost of Activity \$ 3803.00 Reimbursed through Club Funds  
 4. Cost of Transportation \$ 2172.00  
 Total Cost (Activity + Transportation) \$ 5975.00  
 5. Fund to be Charged for all activity expenses:  Acct. Code Mock Trial Club  
 ( ) Students WELLS FARGO BANK - ASB  
 ( ) Other \_\_\_\_\_  
 6. Requested By Larry Haggquist Date 10/3/14  
 Employee's Signature (Employee accompanying students on activity)  
 7. Recommend Approval [Signature] Date 10/3/14  
 Principal's Signature

**Transportation Department/District Office Use Only**

Bus(s) ( ) Available ( ) Not Available Date Received \_\_\_\_\_  
 Cost Estimate \$ \_\_\_\_\_  
 Approved By \_\_\_\_\_ Date \_\_\_\_\_  
 Approved By \_\_\_\_\_ Date 10-6-14  
 \_\_\_\_\_  
 Assistant Superintendent  
 Date of Board Approval Oct. 30, 2014 Regular Meeting of October 30, 2014



### PACIFIC GROVE UNIFIED SCHOOL DISTRICT REQUEST FOR OFF CAMPUS ACTIVITY

INSTRUCTIONS: Submit this form to the Transportation Department if transportation requires use of buses or vans. Other forms go directly to Business Office. After District and/or Board approval, the form will be returned to the school site. For in-state or non-overnight activities submit form two weeks in advance of activities.

**BOARD APPROVAL IS REQUIRED FOR ALL OUT-OF-STATE OR OVERNIGHT ACTIVITIES.  
THE REQUEST MUST BE APPROVED BY THE BOARD PRIOR TO THE EVENT, THEREFORE THE  
REQUEST MUST BE SUBMITTED AT LEAST TWO (2) WEEKS PRIOR TO BOARD MEETING  
PRIOR TO THE EVENT**

Date of Activity T 11/11/2014 Day of Activity Holiday - No School

Place of Activity Academy of Art, S.F. + Le Cordon Bleu S.F.

School Pacific G. High Grade Level 9-12

School Departure Time 7:30  AM \_\_\_\_\_ PM \_\_\_\_\_

Pickup Time ~~From~~ Place of Activity \_\_\_\_\_ AM 6:00 PM BACK AT PSH

Name of Employee Accompanying Students Martha Tonkin, Matt Kelly, Martin Scorduto, Jenn Erickson

Number of Adults 4 Number of Students 21

Class or Club CTE/VAPA Department

Description of Activity College visit - career exploration

Education Objective exposure to college art programmes

List All Stops -

Means of Transportation: ( ) 84 Passenger ( ) 72 Passenger ( ) 48 Passenger ( ) 18 Passenger  
 ( ) Charter (  ) Auto\* ( ) Walk ( ) Other\*\*  
TEACHERS ARE DRIVING

\*#s 1, 2, 3, 5, 6, & 7 Must Be Completed Before Submitting To The Business Office /Transportation Department \*

1. NOTE: Board Regulation 3541.1 Requirements Will Be Complied With When Using Private Autos MLK  
 (Teachers Initials)

2. If using vans, you MUST list who the drivers are. Martha Tonkin, Matt Kelly  
Martin Scorduto, Jenn Erickson

3. Cost of Activity \$ 0

4. Cost of Transportation \$ 350.00  
 Total Cost (Activity + Transportation) \$ 350.00 - For gas reimbursement

5. Fund to be Charged for all activity expenses: ( ) Acct. Code \_\_\_\_\_  
 ( ) Students \_\_\_\_\_  
 (  ) Other DONATION  
(received \$ from Alumni Association)

6. Requested By M. Kelly Date 10/20/14  
 Employee's Signature (Employee accompanying students on activity)

7. Recommend Approval [Signature] Date 10/20/14  
 Principal's Signature

Transportation Department/District Office Use Only

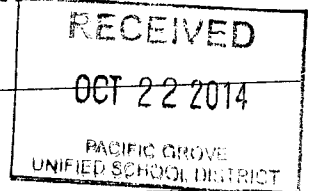
Bus(s) ( ) Available ( ) Not Available

Cost Estimate \$ \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
 Transportation Supervisor

Approved By [Signature] Date \_\_\_\_\_  
 Assistant Superintendent

Date of Board Approval \_\_\_\_\_  
 PGUSD Regular Meeting of October 30, 2014



PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
REQUEST FOR OFF CAMPUS ACTIVITY

INSTRUCTIONS: Submit this form to the Transportation Department if transportation requires use of buses or vans. Other forms go directly to Business Office. After District and/or Board approval, the form will be returned to the school site. For in-state or non-overnight activities submit form two weeks in advance of activities.

**BOARD APPROVAL IS REQUIRED FOR ALL OUT-OF-STATE OR OVERNIGHT ACTIVITIES. THE REQUEST MUST BE APPROVED BY THE BOARD PRIOR TO THE EVENT. THEREFORE THE REQUEST MUST BE SUBMITTED AT LEAST TWO (2) WEEKS PRIOR TO BOARD MEETING PRIOR TO THE EVENT**

Date of Activity 11/12/14 Day of Activity Wednesday

Place of Activity Stanford University, Palo Alto

School Pacific Grove Middle Grade Level 6-8

School Departure Time 8:00 AM \_\_\_\_\_ PM \_\_\_\_\_

Pickup Time From Place of Activity \_\_\_\_\_ AM 3:00 PM \_\_\_\_\_

Name of Employee Accompanying Students Elaine DeMarco

Number of Adults 2 Number of Students ~50 (1 busload)

Class or Club Mathletics Club

Description of Activity Campus Tour especially as it relates to STEM

Education Objective encourage STEM and college going behaviors

List All Stops \_\_\_\_\_

Means of Transportation: ( ) 84 Passenger ( ) 72 Passenger ( ) 48 Passenger ( ) 18 Passenger  
 Charter ( ) Auto\* ( ) Walk ( ) Other\*\* \_\_\_\_\_

\*#s 1, 2, 3, 5, 6, & 7 Must Be Completed Before Submitting To The Business Office /Transportation Department \*

1. NOTE: Board Regulation 3541.1 Requirements Will Be Complied With When Using Private Autos ed  
(Teachers Initials)

2. If using vans, you MUST list who the drivers are. \_\_\_\_\_

3. Cost of Activity \$ \_\_\_\_\_

4. Cost of Transportation \$ \_\_\_\_\_

Total Cost (Activity + Transportation) \$ \_\_\_\_\_ NEIL MATH GRANT

5. Fund to be Charged for all activity expenses: (X) Acct. Code 01.0038.0.1110.1000.4300.00.005  
( ) Students 7350.0720  
( ) Other \_\_\_\_\_

6. Requested By [Signature] Date 10/10/14  
Employee's Signature (Employee accompanying students on activity)

7. Recommend Approval [Signature] Date 10/20/14  
Principal's Signature

Transportation Department/District Office Use Only

Bus(s) ( ) Available ( ) Not Available

Date Received \_\_\_\_\_

Cost Estimate \$ \_\_\_\_\_

Approved By \_\_\_\_\_  
Transportation Supervisor

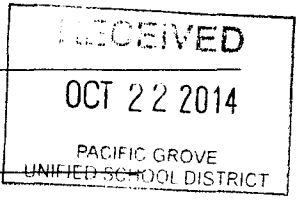
Date \_\_\_\_\_

Approved By \_\_\_\_\_  
Assistant Superintendent

Date 10/22/14

Date of Board Approval \_\_\_\_\_

Updated 7/24/14



**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
REQUEST FOR OFF CAMPUS ACTIVITY**

INSTRUCTIONS: Submit this form to the Transportation Department if transportation requires use of buses or vans. Other forms go directly to Business Office. After District and/or Board approval, the form will be returned to the school site. For in-state or non-overnight activities submit form two weeks in advance of activities.

**BOARD APPROVAL IS REQUIRED FOR ALL OUT-OF-STATE OR OVERNIGHT ACTIVITIES.**  
**THE REQUEST MUST BE APPROVED BY THE BOARD PRIOR TO THE EVENT, THEREFORE THE REQUEST MUST BE SUBMITTED AT LEAST TWO (2) WEEKS PRIOR TO BOARD MEETING PRIOR TO THE EVENT**

Date of Activity 11/28/14 - 12/6/14 Day of Activity Saturday to Saturday  
Place of Activity Washington DC & Williamsburg  
School Pacific Grove High Grade Level 10-12  
School Departure Time N/A AM \_\_\_\_\_ PM \_\_\_\_\_  
Pickup Time From Place of Activity N/A AM \_\_\_\_\_ PM \_\_\_\_\_  
Name of Employee Accompanying Students Lillian Griffiths  
Number of Adults 2 Number of Students 5-10  
Class or Club Close Up  
Description of Activity Study trip to DC  
Education Objective - get a first hand look @ how government works  
List All Stops N/A - no flight info yet  
Means of Transportation: ( ) 84 Passenger ( ) 72 Passenger ( ) 48 Passenger ( ) 18 Passenger  
( ) Charter ( ) Auto\* ( ) Walk (  ) Other\*\* AIR

\*#s 1, 2, 3, 5, 6, & 7 Must Be Completed Before Submitting To The Business Office /Transportation Department \*

1. NOTE: Board Regulation 3541.1 Requirements Will Be Complied With When Using Private Autos \_\_\_\_\_  
(Teachers Initials)

2. If using vans, you MUST list who the drivers are. \_\_\_\_\_

3. Cost of Activity \$ 1,902.-

4. Cost of Transportation \$ included.  
Total Cost (Activity + Transportation) \$ 1902.-

5. Fund to be Charged for all activity expenses: ( ) Acct. Code \_\_\_\_\_  
( ) Students \_\_\_\_\_  
(  ) Other Close Up acct.

6. Requested By Lillian Griffiths Date 10/9/14  
Employee's Signature (Employee accompanying students on activity)

7. Recommend Approval [Signature] Date 10/9/14  
Principal's Signature

.....  
**Transportation Department/District Office Use Only**

Bus(s) ( ) Available ( ) Not Available Date Received OCT 10 2014

Cost Estimate \$ \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_

Approved By [Signature] Transportation Supervisor Date 10/14/14

Assistant Superintendent

Date of Board Approval October 30, 2014 Updated 7/24/14

PGUSD Regular Meeting of October 30, 2014 20

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
REQUEST FOR OFF CAMPUS ACTIVITY**

Consent Agenda Item E

**FIXED**  
MIS + TRAVEL

INSTRUCTIONS: Submit this form to the Transportation Department if transportation requires use of buses or vans. Other forms go directly to Business Office. After District and/or Board approval, the form will be returned to the school site. For in-state or non-overnight activities submit form two weeks in advance of activities.

**BOARD APPROVAL IS REQUIRED FOR OUT-OF-STATE OR OVERNIGHT ACTIVITIES.**  
**REQUEST MUST BE SUBMITTED AT LEAST TWO (2) WEEKS PRIOR TO BOARD MEETING.**

9/24

Date of Activity 4/25/15 Day of Activity Saturday  
 Place of Activity Santa Cruz HS + ~~Great America~~ Boardwalk  
 School PGMS Instrumental Music Grade Level 6-8  
 School Departure Time 6:15 AM \_\_\_\_\_ PM \_\_\_\_\_  
 Pickup Time From Place of Activity \_\_\_\_\_ AM \_\_\_\_\_ PM 9:00 PM  
 Name of Employee Accompanying Students B. Priest  
 Number of Adults 14 Number of Students 120  
 Class or Club PGMS Instrumental Music  
 Description of Activity CMEA-CCS Large Ensemble Festival + ~~Great America~~ Boardwalk  
 Education Objective Professional Development + Student Assessment, Adjudication fee  
 List All Stops Santa Cruz HS + ~~Great America~~ Boardwalk Festival  
 Means of Transportation:  84 Passenger ( ) 72 Passenger ( ) 48 Passenger ( ) 18 Passenger  
two Busses ( ) Charter ( ) Auto\* ( ) Walk ( ) Other\*\* \_\_\_\_\_

8:45 PM  
Sharp  
Buses must  
leave by  
8:45

\*#'s 1, 2, 3, 5, 6, & 7 Must Be Completed Before Submitting To The Business Office /Transportation Department \*

1. NOTE: Board Regulation 3541.1 Requirements Will Be Complied With When Using Private Autos BP  
(Teachers Initials)
2. If using vans, you MUST list who the drivers are. \_\_\_\_\_
3. Cost of Activity \$ ≈ 40 per student
4. Cost of Transportation \$ \_\_\_\_\_  
Total Cost (Activity + Transportation) \$ \_\_\_\_\_
5. Fund to be Charged for all activity expenses: ( ) Acct. Code \_\_\_\_\_  
(X) Students \_\_\_\_\_  
(A) Other Walk w/ Pride + Boosters
6. Requested By [Signature] Date 4/20/14  
Employee's Signature (Employee accompanying students on activity)
7. Recommend Approval Buck Roggeman Date 8/28/14  
Principal's Signature

**Transportation Department/District Office Use Only**

Bus(s)  Available ( ) Not Available Date Received 9/2/14  
 Cost Estimate \$ 1819.00  
 Approved By [Signature] Date 9/24/14  
 Approved By [Signature] Date 8/29/14  
 Assistant Superintendent

Date of Board Approval going to Oct 30, 2014 mtg PGUSD Regular Meeting of October 30, 2014

**SUBJECT:** Cash Receipts Report No. 3

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

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**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 September 10, 2014 through October 22, 2014.

**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 # 3

September 10, 2014 - October 22, 2014

Date	Num	Name	Account	Amount
Sep 10 - Oct 22, '14				
9/18/2014	16982	Panthers Youth Football	FACILITIES	1,000.00
9/18/2014	16983	PGMS	SCIENCE CAMP	2,900.00
9/18/2014	16984	Forest Grove Elementary	REBATE	467.33
9/18/2014	16985	PGMS	DONATION	470.08
9/18/2014	16986	TEXTBOOKS	TEXT BOOK FEES	181.00
9/18/2014	16987	Gerard Escano	MISC	200.00
9/18/2014	16988	PGMS	DONATION	1,250.00
9/18/2014	16989	PGMS	SCIENCE CAMP	5,180.00
9/18/2014	16990	MBCS/Monterey Bay Charter ...	SPECIAL RESERVE	15,266.14
9/18/2014	16991	PG PRIDE	PG Pride	7,868.00
9/18/2014	16992	RETIREE INSURANCE	RETIREE INSURANCE	7,140.27
9/18/2014	16993	BASRP-RD	BASRP	3,705.50
9/18/2014	16994	BASRP-FG	BASRP	3,734.00
9/18/2014	16995	BASRP-RD	BASRP	2,756.25
9/18/2014	16996	BASRP-FG	BASRP	2,872.25
9/26/2014	16997	BUS PASS	BUS PASS	300.00
9/26/2014	16998	RETIREE INSURANCE	RETIREE INSURANCE	2,932.46
9/26/2014	16999	Calvary High School	SPECIAL RESERVE	500.00
10/1/2014	17000	NMCUSD	custodial	603.00
10/1/2014	17001	ROP	Class Fees	560.00
10/1/2014	17002	Robert Down Elementary	DONATION	500.00
10/1/2014	17003	TEXTBOOKS	TEXT BOOK FEES	132.50
10/1/2014	17004	ROP	Class Fees	180.00
10/1/2014	17005	BUS PASS	BUS PASS	100.00
10/1/2014	17006	ACSA	REFUND	100.40
10/1/2014	17007	RETIREE INSURANCE	RETIREE INSURANCE	7,465.02
10/1/2014	17008	ASE - After School Enrichment	After School Enrichment Class	3,990.00
10/1/2014	17009	PGMS	SCIENCE CAMP	1,400.00
10/1/2014	17010	STATE OF CALIFORNIA	PRESCHOOL	2,822.00
10/1/2014	17011	ADULT EDUCATION	ADULT EDUCATION	8,801.50
10/1/2014	17012	STATE OF CALIFORNIA	CAFETERIA	1,253.04
10/1/2014	17013	STATE OF CALIFORNIA	CAFETERIA	16,409.25
10/1/2014	17014	BASRP-RD	BASRP	2,477.00
10/1/2014	17015	BASRP-FG	BASRP	3,782.00
10/8/2014	17016	PG PRIDE	PG Pride	6,290.00
10/8/2014	17017	ADULT EDUCATION	ADULT EDUCATION	3,535.08
10/8/2014	17018	ADULT EDUCATION	CREDIT CARD SALES	26,654.95
10/8/2014	17019	Chapman Foundation	GATE	20,000.00
10/8/2014	17020	PGMS	FIELD TRIP	276.00
10/8/2014	17021	Robert Down Elementary	DONATION	1,090.00
10/8/2014	17022	Robert Down Elementary	DONATION	1,825.00
10/8/2014	17023	PGMS	DONATION	3,000.00
10/8/2014	17024	RETIREE INSURANCE	RETIREE INSURANCE	3,755.11
10/8/2014	17025	SURPLUS EQPT	SURPLUS SALES	363.00
10/8/2014	17026	Susan Stegge	PAYROLL	487.43
10/8/2014	17027	BASRP-RD	BASRP	9,099.76
10/8/2014	17028	BASRP-FG	BASRP	7,858.75
10/10/2014	17029	RETIREE INSURANCE	RETIREE INSURANCE	3,217.78
10/10/2014	17030	ADULT EDUCATION	ADULT EDUCATION	11,550.00
10/10/2014	17031	ADULT EDUCATION	ADULT EDUCATION	3,511.00
10/10/2014	17032	Kathy Hannas	PAYROLL	2,496.42
10/10/2014	17033	BASRP-RD	BASRP	3,085.50
10/10/2014	17034	BASRP-FG	BASRP	3,159.75
10/16/2014	17035	Maryn Sanchez	INS PAYMENT	1,934.85
10/16/2014	17036	BUS PASS	BUS PASS	100.00
10/16/2014	17037	PGMS	DONATION	125.00
10/16/2014	17038	STATE OF CALIFORNIA	CAFETERIA	445.26
10/16/2014	17039	MERMA	MATCHING FUNDS	3,800.00
10/16/2014	17040	RETIREE INSURANCE	RETIREE INSURANCE	1,984.48
10/22/2014	17041	WORKERSCOMP JPA	WORKERSCOMP	307.04

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
10/22/2014	17042	Monterey County Superior Court	JURY DUTY	23.16
10/22/2014	17043	Calvary High School	SPECIAL RESERVE	500.00
10/22/2014	17044	STATE OF CALIFORNIA	CAFETERIA	1,602.60
10/22/2014	17045	STATE OF CALIFORNIA	CAFETERIA	20,801.09
10/22/2014	17046	RETIREE INSURANCE	RETIREE INSURANCE	2,435.82
Sep 10 - Oct 22, '14				<u>254,613.82</u>



**SUBJECT:** Revolving Cash Report No. 3

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

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**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 September 10, 2014 through October 22, 2014.

**INFORMATION:**

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

**REVOLVING CASH**  
**BOARD REPORT # 3**  
September 10, 2014 - October 22, 2014

Date	Num	Name	Account	Amount
Sep 10 - Oct 22, '14				
9/22/2014	4808	Christin Strang Lopez	TEXT BOOK FEES	-10.00
9/22/2014	4809	Jewel Idevhten	ADULT EDUCATION	-120.00
10/1/2014	4810	Beverly Navarro	SCIENCE CAMP	-150.00
10/1/2014	4811	Yvonne Hildebrand Bowen	SCIENCE CAMP	-300.00
10/3/2014		ANALYSIS CHARGE	FEES	-180.12
10/10/2014	4812	Thomas Pochari	ADULT EDUCATION	-75.00
10/10/2014	4813	Ahnalisa Miller	TEXT BOOK FEES	-9.00
Sep 10 - Oct 22, '14				<u>-844.12</u>

**SUBJECT:** Contract for Services with David Sonderegger

**PERSON(S) RESPONSIBLE:** Rick Miller, Assistant Superintendent

---

**RECOMMENDATION:**

The Administration recommends that the Board review and approve the Contract for Service.

**BACKGROUND:**

David Sonderegger continues to provide assistance with the E-Rate filing process as in past years.

**INFORMATION:**

The amount of this contract is up to \$4,000. The scope of service includes post funding processes for 2013-2014 and 2014-2-15 years. This will capture approximately \$26,000 in state and federal funding that otherwise not be received from AT&T.

**FISCAL IMPACT:**

Approximately \$26,000 in revenue.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue
Pacific Grove, CA 93950

CONTRACT FOR SERVICES

(To be used for provision of services involving no potential for liability exposure for District)

This contract is an agreement between the Pacific Grove Unified School District and David Sonderegger for services rendered as specified below.

1. Scope of Service:

Assist with e-Rate filing. Includes post-funding processes for 2013-2014 and 2014-2015 fiscal year; develop plan for applying for funding for 2015-2016 fiscal year.

2. Evaluation and/or expected outcome(s):

Capture approximately \$26,000 in state and federal funding that would otherwise not be received for the 2013-2014 and 2014-2015 fiscal years, plus an undetermined amount of funding for 2015-2016. Amount undetermined due to program changes and other factors.

3. Length of the Contract:

Service is to be provided on the following date(s):
Hourly as needed through 6/30/15.

4. Financial Consideration:

Consultant is to be paid at the rate of \$125 per hour for approximately 32 hours. Additional hours, if needed, will require District approval in advance. \$ 4000. —
School Funding Source: General Fund

Consultant: David Sonderegger Email: dwsonde@comcast.net

Address 27312 Bavella Way, Salinas, CA 93908 Phone (831) 261-8197

Signed \_\_\_\_\_ Date \_\_\_\_\_

X Independent Consultant

Signed \_\_\_\_\_ Date \_\_\_\_\_

Site/Program Administrator – (Check appropriate box below)

~~Contracted work was assigned using District's normal employment recruitment process.~~

X Contracted work was not assigned using District's normal employment recruitment process. Attached Criteria Page (REQUIRED) identifies reason.

Signed Billie Manbey Date 10/22/14
Director of Human Resources

Signed [Signature] Date 10/6/14
Assistant Superintendent

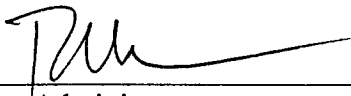
ALL SIGNATURES MUST BE OBTAINED BEFORE SERVICES ARE PROVIDED.

\*Independent Consultant must sign and submit a W-9 to District prior to providing service.

## Contract for Services Criteria

**District/Site Administrator – Please checke criteria that apply and sign below.**

- (1) There is a specifically documented cost savings relative to using district employment. (The documentation requirements are specified and must be attached).
- (2) The contract is for new school district functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors.
- (3) The services contracted are not available within the district, cannot be performed satisfactorily by school district employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the school district.
- (4) The services are incidental to a contract for the purchase or lease of real or personal property. Contracts under this criterion, known as "service agreements," shall include, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented.
- (5) The policy, administrative, or legal goals and purposes of the district cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary school district hiring process. Contracts are permissible under this criterion to protect against a conflict of interest or to ensure independent and unbiased findings in cases where there is a clear need for a different, outside perspective. These contracts shall include, but not be limited to, obtaining expert witnesses in litigation.
- (6) The nature of the work is such that the criteria for emergency appointments apply. "Emergency appointment" means an appointment made for a period not to exceed 60 working days either during an actual emergency to prevent the stoppage of public business or because of the limited duration of the work. The method of selection and the qualification standards for an emergency employee shall be determined by the district. The frequency of appointment, length of employment, and the circumstances appropriate for the appointment of firms or individuals under emergency appointments shall be restricted so as to prevent the use of emergency appointments to circumvent the regular or ordinary hiring process.
- (7) The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the school district in the location where the services are to be performed.
- (8) The services are of such an urgent, temporary, or occasional nature that the delay incumbent in their implementation under the district's regular or ordinary hiring process would frustrate their very purpose.



\_\_\_\_\_  
District/Site Administrator

10/6/14  
\_\_\_\_\_  
Date

## Letter of Agency

Date: October 6, 2014

To: AT&T Corp., including Pacific Bell Telephone Company, Advanced Solutions Inc., Pacific Bell Internet Services, and all other subsidiaries; and to the Schools and Libraries Division of USAC.

Please be advised that Pacific Grove Unified School District has entered into an agreement with David Sonderegger as an Independent Telecommunications and E-Rate Consultant. Please provide him with access to the same information that you would provide to our staff including contracts, pricing, account information, and all information related to the application of E-Rate and CTF discounts.

This approval applies to all voice, data, and Internet services provided by AT&T under any name under any agreement or tariff.

It also applies to communications with AT&T's National E-Rate Center of Excellence and the SLD.

Customer understands that some billing information provided may be proprietary or confidential, and indemnifies AT&T of unauthorized disclosure or use by contractor.

This letter becomes effective on October 6, 2014, and is valid through June 30, 2014, unless revoked sooner by authorized District staff.

This letter does not authorize placement of service orders for new services or changes to existing services.

This authorization does not preclude the District's ability to act in our own behalf.

 10/6/14

\_\_\_\_\_  
Authorized Signature and Date.

Rick Miller, Assistant Superintendent, Business Services  
Pacific Grove Unified School District  
435 Hillcrest Ave. Pacific Grove, CA 93950  
(831) 646-6509  
rmiller@pgusd.org

**SUBJECT:** Patrice Vecchione, Contract for Services

**PERSON(S) RESPONSIBLE:** Linda Williams, Principal

---

**RECOMMENDATION:**

The Administration recommends that the Board review and approve the contract for services as submitted.

**BACKGROUND:**

Continuing services: Providing poetry lessons to our 4<sup>th</sup> grade students.

**INFORMATION:**

Students will become more skilled writers.

Seven Poetry Workshops and preparation for each of the three fourth grade classes (21 total workshops)

Poetry Anthology editing, preparation, coordination with printer, recital organization, rehearsal and recital

**FISCAL IMPACT:**

Site Donation Fund

PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
555 Sinex Avenue, Pacific Grove, CA 93950

CONTRACT FOR SERVICES

(To be used for provision of services involving no potential for liability exposure for District)

This contract is an agreement between the Pacific Grove Unified School District and Patrice Vecchione for services rendered as specified below.

- 1. Scope of Service:** Seven (7) poetry workshops, including prep, for each of our three 4<sup>th</sup> grade classes for a total of 21 workshops for fourth grade. Contract also includes Poetry Anthology editing, preparation, coordination with printer, recital organization and rehearsal; Tuesday 1/13 9:00-11:30, recital: Wednesday, 1/14 6:00-7:00pm. Anthology does not include printing costs.
- 2. Expected outcome(s)** Students will become more skilled writers and a poetry anthology will be published.
- 3. Dates of Service:** Lessons to <sup>begin</sup> upon contract approval and end with recital on January 14, 2015
- 4. Financial Arrangements:**  
Consultant is to be paid at the rate of: \$3,150 for the workshops and prep for 4<sup>th</sup> grade plus \$900 for the Anthology, editing, prep, coordination, rehearsal and recital. To be billed and paid at completion of workshops and recital. (project) and not to exceed \$4,050.00 for the entire contract.

Funding Source: Monterey Peninsula Youth Foundation carryover for previous donation 01-0005-0-1110-1000-4300-00-002-7280-0720

Consultant: Patrice Vecchione Social Security # \_\_\_\_\_

Address P.O. Box 1261, Monterey, CA 93942

Signed [Signature] Date 9/23/14  
District Employee  Independent Consultant \*

Signed [Signature] Date 9-23-14  
Site/Program Administrator - \_\_\_\_\_

Contracted work was assigned using District's normal employment recruitment process.

Contracted work was not assigned using District's normal employment recruitment process. Attached Criteria Page (REQUIRED) identifies reason.

Signed [Signature] Date 9/24/14  
Asst. Supt./Supt. \_\_\_\_\_

ALL SIGNATURES MUST BE OBTAINED BEFORE SERVICES ARE PROVIDED.

\*Independent Consultant must sign and submit a W-9 to District prior to providing service.

Revised 9/05

RECEIVED  
BY: \_\_\_\_\_  
SEP 25 2014

RECEIVED  
SEP 24 2014  
PACIFIC GROVE  
UNIFIED SCHOOL DISTRICT  
32

Yes  
END



### Contract for Services Criteria

District/Site Administrator – Please circle criteria that applies and sign below.

- (1) There is a specifically documented cost savings relative to using district employment. (The documentation requirements are specified and must be attached).
- (2) The contract is for new school district functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors.
- (3) The services contracted are not available within the district, cannot be performed satisfactorily by school district employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the school district.
- (4) The services are incidental to a contract for the purchase or lease of real or personal property. Contracts under this criterion, known as "service agreements," shall include, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented.
- (5) The policy, administrative, or legal goals and purposes of the district cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary school district hiring process. Contracts are permissible under this criterion to protect against a conflict of interest or to ensure independent and unbiased findings in cases where there is a clear need for a different, outside perspective. These contracts shall include, but not be limited to, obtaining expert witnesses in litigation.
- (6) The nature of the work is such that the criteria for emergency appointments apply. "Emergency appointment" means an appointment made for a period not to exceed 60 working days either during an actual emergency to prevent the stoppage of public business or because of the limited duration of the work. The method of selection and the qualification standards for an emergency employee shall be determined by the district. The frequency of appointment, length of employment, and the circumstances appropriate for the appointment of firms or individuals under emergency appointments shall be restricted so as to prevent the use of emergency appointments to circumvent the regular or ordinary hiring process.
- (7) The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the school district in the location where the services are to be performed.
- (8) The services are of such an urgent, temporary, or occasional nature that the delay incumbent in their implementation under the district's regular or ordinary hiring process would frustrate their very purpose.

  
District/Site Administrator

9-23-17  
Date

**SUBJECT:** California Interscholastic Federation (CIF) School Representatives

**PERSON(S) RESPONSIBLE:** Ralph Gómez Porras, Superintendent

---

**RECOMMENDATION:**

The Administration recommends that the Board review and approve Principal Matt Bell, Athletic Director Todd Buller and Assistant Principal Sean Keller as the 2014-15 CIF representatives for Pacific Grove High School.

**BACKGROUND:**

CIF believes that athletic competition is an integral part of the high school experience. CIF strives to strengthen the integrity of students and adults across the state by promoting the concepts of sportsmanship, honesty and quality academics. These priorities advance the highest principles of character – trustworthiness, respect, responsibility, fairness, caring and good citizenship.

**INFORMATION:**

Education Code 33353(a)(1) gives the authority for high school athletics to the district's governing board, requiring that they designate their representatives to CIF leagues on an annual basis. These representatives are the only people who will be voting on issues that impact athletics at the league and section level.

**FISCAL IMPACT:**

None

**2014-2015 Designation of CIF Representatives to League**

Please complete the form below for each school under your jurisdiction and **RETURN TO THE CIF SECTION OFFICE (ADDRESSES ON REVERSE SIDE) no later than June 25, 2014.**

\_\_\_\_\_ School District/Governing Board at its \_\_\_\_\_ meeting,  
 (Name of school district/governing board) (Date)

appointed the following individual(s) to serve for the 2014-2015 school year as the school's league representative:

**PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES**

NAME OF SCHOOL \_\_\_\_\_

NAME OF REPRESENTATIVE _____	POSITION _____
ADDRESS _____	CITY _____ ZIP _____
PHONE _____ FAX _____	E-MAIL _____

\*\*\*\*\*

NAME OF SCHOOL \_\_\_\_\_

NAME OF REPRESENTATIVE _____	POSITION _____
ADDRESS _____	CITY _____ ZIP _____
PHONE _____ FAX _____	E-MAIL _____

\*\*\*\*\*

NAME OF SCHOOL \_\_\_\_\_

NAME OF REPRESENTATIVE _____	POSITION _____
ADDRESS _____	CITY _____ ZIP _____
PHONE _____ FAX _____	E-MAIL _____

\*\*\*\*\*

NAME OF SCHOOL \_\_\_\_\_

NAME OF REPRESENTATIVE _____	POSITION _____
ADDRESS _____	CITY _____ ZIP _____
PHONE _____ FAX _____	E-MAIL _____

If the designated representative is not available for a given league meeting, an alternate designee of the district governing board may be sent in his/her place. **NOTE:** League representatives from public schools and private schools must be designated representatives of the school's governing boards in order to be eligible to serve on the section and state governance bodies.

Superintendent's or Principal's Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**PLEASE MAIL OR FAX THIS FORM DIRECTLY TO THE CIF SECTION OFFICE.  
 SEE REVERSE SIDE FOR CIF SECTION OFFICE ADDRESSES.**

**SUBJECT:** Review and Approve the Job Description for Director of Facilities and Transportation

**PERSON RESPONSIBLE:** Billie Mankey, Director II, Human Resources

**RECOMMENDATION:**

The Administration recommends approval of the classified management job description for Director of Facilities and Transportation.

**BACKGROUND AND INFORMATION:**

The job description for the position of Director of Facilities and Transportation is being presented due to the changes and increases in responsibility, scope of District programs, and State and Federal accountability. Responsibility and accountability along with the level of authority necessary in this position warrant the recommended title of Director in a classified management salary range that is appropriate and competitive. This job description replaces the classified job description and position of Maintenance and Operation Foreman.

**OPTIONS:**

1. Review and approve the job description for the classified management position of Director of Facilities and Transportation as presented or with changes.
2. Not approve the job description for the Director of Facilities and Transportation and provide alternative direction.

**FISCAL IMPACT:**

None. This position is currently accounted for in the budget and remains cost neutral for the 2014-15 school year as reflected in cell #4 at \$114,157.

Director of Facilities and Transportation	225 days	105,807	108,520	111,303	114,157	117,011	119,936	122,934	126,007
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**POSITION TITLE: DIRECTOR OF FACILITIES AND TRANSPORTATION**

**DEFINITION:** Under the supervision of the Assistant Superintendent, plan, coordinate, direct and supervise the District's capital facilities program; provide leadership and direction for the District's pupil transportation program. Major areas of responsibility include project management, long-range demographic planning, property management and development, building maintenance, grounds maintenance, custodial operations, transportation operations, emergency services, hazardous material management, contract administration, and all aspects of public works projects.

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

- Plan, coordinate, and direct facility maintenance, modernization, construction, grounds and transportation projects.
- Ensure compliance with applicable federal, state, and local mandates governing environmental protection, hazards to buildings and building occupants, public safety, and access compliance.
- Develop and maintain high standards for all departmental services and regularly analyze and monitor to ensure accountability.
- Direct, supervise, and evaluate the maintenance, grounds, and transportation employees.
- Oversee custodial employees in conjunction with school site administrators, including random supervisory evening site visits.
- Plan and supervise all aspects of the student transportation program in coordination with the Transportation Supervisor.
- Provide training and professional development to departmental employees.
- Regularly inspect and evaluate District facilities, prepare long and short range plans.
- Coordinate all work orders, special projects and preventive maintenance.
- Assist with preparation of budgets and budget proposals for maintenance, deferred maintenance, repair and site improvement projects.
- Assist with architects, technical consultants, contractors, and appropriate local and state agencies to help develop projects, work plans and cost estimates.
- Assist with preparation, administration and supervision of plans, cost estimates, specifications, bid forms, and contracts for labor, material and services including all activities related to doing public bids.
- Estimate costs of work for maintenance and capital improvement projects.
- Conduct a preventative maintenance program, and prepare recommendations for equipment and facility repair and replacement.
- Inspect the condition of athletic fields and landscaping.
- Assign staff to ensure that athletic fields are ready for use and landscaped areas are properly maintained.
- Prepare the department budget for district maintenance, grounds and custodial upkeep.
- Assign, prioritize, and inspect work.
- Monitor overtime costs and make staffing recommendations accordingly.
- Meet with and advise the school principals and staff on transportation, maintenance, grounds, custodial, and construction issues.
- Prepare reports and maintain records as needed including items such as Material Safety Data Sheets and AHERA (asbestos inspections).
- Requisition and maintain inventory of maintenance and custodial materials, supplies and equipment.

<b>POSITION TITLE: DIRECTOR OF FACILITIES AND TRANSPORTATION, <i>Continued</i></b>
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- Assist in supervising the District-wide facility use program.
- Assist with maintenance of District energy management system, including programming school schedules and checking operation of systems.
- Direct the preparation of facilities for special events.
- Direct the summer maintenance and cleaning program.
- Authorize the vacation schedules for department staff.
- Respond to emergencies quickly and calmly and make appropriate decisions.
- Authorize and review for accuracy all staff attendance forms.
- Assist the District's Safety Administrator, in execution of District emergency and school site safety plans, including appropriate ongoing staff training and documentation.
- Maintain an integrated pest management program in accordance with State regulations.
- Assign substitutes as necessary in accordance with the Human Resource Office.
- Assist in the selection or recommendations for employment of all departmental personnel.
- Other duties as assigned.

**QUALIFICATIONS:**

**Knowledge of:**

- Methods, practices, equipment, supplies and procedures in the operational fields of school building services, grounds, maintenance, custodial, automotive, and school transportation service.
- Public construction projects and the formal bidding process.
- Building safety regulations, including laws relating to building construction and safety.
- Landscaping, plant propagation, soils, pesticides, herbicides, fertilizers, and landscaping equipment.
- Facilities maintenance and construction management.
- Custodial maintenance practices and procedures.
- Building security systems, anti-intrusion, and theft prevention methods.
- Energy management and utilities conservation measures.
- California State Architect and Office of Public School Instruction procedures.
- California Administrative Code, California Education Code, Building Codes, Health and Safety Codes, Public Contract Codes, CSF's relating to health, safety, hazardous materials and handicapped access, and related codes of regulations as may be required in application to construction, maintenance and modification of school buildings.
- Transportation laws and compliance pertaining to schools and student transportation.
- Methods, tools and equipment employed in the repair of district vehicles.
- Budget preparation/management and record keeping practices.
- Fiscal management.
- Current technology, software applications, office methods and practices.
- Contract development and administration.
- Journeyman's tools and their proper use.
- Principles and practices of effective supervision and training.
- Labor agreements, FLSA (Fair Labor Standards Act), and personnel management.

**Ability to:**

- Provide leadership and effectively direct the work of others.
- Plan, organize, supervise, and evaluate the work of others.
- Lead collaborative planning and project implementation efforts.
- Establish and implement training schedules.
- Understand and carry out oral and written instructions.

**POSITION TITLE: DIRECTOR OF FACILITIES AND TRANSPORTATION, *Continued***

- Develop and maintain cooperative working relations with those contacted in the course of work.
- Compile and maintain work schedules and submit reports.
- Estimate amounts of material and labor required for jobs.
- Read plans and specifications and interpret them.
- Make mathematical calculations with speed and accuracy.
- Exercise safe driving practices and maintain a safe driving record.
- Obtain AHERA inspection certification, hazardous materials certificate.
- Understand and implement policy or regulations such as hazard communications.
- Communicate clearly and concisely.

***EDUCATION AND EXPERIENCE:***

- Education and experience equivalent to a Bachelor's degree that would demonstrate possession of the knowledge and abilities listed herein; for example, demonstrable, paid experience in industrial management, building construction, maintenance work or a related field, that includes supervisory and management experience.
- Use of journeyman's tools and a journeyman's level of skill in at least one field.
- Combination of three years of paid experience in building, repair, maintenance, transportation and custodial work.
- Minimum of three years of paid lead/supervisory experience.
- School district experience preferred with responsibility for maintenance, facilities, and transportation.

***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 reading laws and codes, rules, reading work orders, diagrams, labels and other printed material and policies, and other related matter.
- Hear and understand speech at normal levels in person, on the telephone and on a two-way radio.
- Communicate so others will clearly understand normal conversation.
- Communicate using the telephone and radio.
- Bend, twist, kneel and/or stoop.
- Operate hand tools, mechanical equipment and power tools, as well as District vehicles, with dexterity.
- Lift and carry 75 lbs. and to occasionally lift/carry equipment and supplies weighing up to 80 lbs.
- Wear appropriate safety equipment including mask, respirator, safety glasses and/or goggles; ear protectors, protective hat, gloves, coveralls, etc. as required.
- Reach in all directions.
- Think clearly and rationally to solve problems.
- Stand/work on ladder for extended periods of time.
- Drive various automatic or manual transmission vehicles.
- Meet the travel requirements of the position.

**POSITION TITLE: DIRECTOR OF FACILITIES AND TRANSPORTATION**

**WORKING CONDITIONS:**

Position requires irregular schedule involving both night and day shifts. Indoor and outdoor working environments subject to bending, crouching, and kneeling in confined spaces such as attics and sub-floor areas; pushing/pulling of equipment and tools; reaching in all directions; long periods of standing/walking, and with appropriate safety equipment, working with potentially hazardous asbestos-containing materials/equipment, solvents, paints, grease, oil, and other chemicals.

**LICENSE OR CERTIFICATES:**

- Valid California Driver's license.
- Valid AHERA inspection certification within one year of hire
- Valid CPR/First Aid Certification 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.

Date of Board Adoption:



**SUBJECT:** Board Calendar/Future Meetings

**PERSON(S) RESPONSIBLE:** Ralph Gómez Porras, Superintendent

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**RECOMMENDATION:**

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.

**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 approve the meeting calendar as presented. The calendar is reviewed at each Board meeting.

**INFORMATION:**

Please note the December Board meeting date has been moved from December 4, 2014 to December 11, 2014. An additional Board meeting was also scheduled for June 30, 2014. Changes to the Board meeting dates must be approved by a majority vote of the Trustees.

## Board Meeting Calendar, 2014/15 School Year

Aug. 21	<b>Regular Board Meeting</b> ✓ Student Enrollment Update ✓ Back to School dates ✓ Property tax report ✓ 2014-2015 Consolidated Application	District Office
Sept. 4	<b>Regular Board Meeting</b> ✓ Superintendent's Goals ✓ Board Goals – review/revise	Forest Grove (School Site Visit)
Sept. 18	<b>Regular Board Meeting</b> ✓ Unaudited Actual Report ✓ Budget Revision #1	Robert Down (School Site Visit)
Oct. 2	<b>Regular Board Meeting</b> ✓ Strategic Plan/LCAP Review Begins ✓ Bus Ridership	Middle School (School Site Visit)
Oct. 30	<b>Regular Board Meeting</b> ✓	Adult School (School site Visit)
Nov. 13	<b>Regular Board Meeting</b> ✓ Intent form due (to serve as Board President or Vice President) ✓ Set date for Annual Organizational meeting ✓ Review of Facilities Depreciation Schedule	High School (School Site Visit)
Dec. 11	<b>Organizational Meeting</b> ✓ Election of 2014/15 Board President and Clerk ✓ First Interim Report ✓ Budget Revision #2	District Office

## Board Meeting Calendar, 2014/2015 School Year

Jan. 22	<b>Regular Board Meeting</b> ✓ Budget process begins ✓ Report on Governor's Budget Proposal ✓ Preliminary enrollment projection for 2014/16 ✓ Williams/Valenzuela Uniform Complaint Report ✓ Review of Facilities Depreciation Schedule and Associated Budget	Community High School (School Site Visit)
Feb. 5	<b>Regular Board Meeting</b> ✓ Review of Governor's Budget Proposal ✓ Budget requests regarding staffing finalized (TBA) ✓ Budget projections and assumptions ✓ Possible personnel action presented as information ✓ Preliminary Review of Site Master Schedules ✓ Review of Facilities Depreciation Schedule and Associated Budget	District Office
Mar. 5	<b>Regular Board Meeting</b> ✓ Week of School Administrator ✓ Second Interim Report ✓ Possible personnel action (RIF) ✓ Open House schedules reviewed ✓ Review of Facilities Depreciation Schedule and Associated Budget	District Office
Mar. 19	<b>Regular Board Meeting</b> ✓ Budget projections and assumptions ✓ Class size guidelines ✓ Enrollment ✓ Review of Facilities Depreciation Schedule and Associated Budget	District Office
Apr. 16	<b>Regular Board Meeting</b> ✓ Board Priorities for 2015/16 Instructional Program Design ✓ Budget Study Session scheduled if needed ✓ Review of Strategic plan and LCAP ✓ Williams/Valenzuela Uniform Complaint Report ✓ Review of Facilities Depreciation Schedule and Associated Budget	District Office
May 7	<b>Regular Board Meeting</b> ✓ Begin Superintendent Evaluation ✓ California Day of the Teacher ✓ Final Review of Site Master Schedules ✓ Draft 2015/16 Board meeting calendar, Aug. – Dec. ✓ Review of Strategic plan and LCAP	District Office
May 21	<b>Regular Board Meeting</b> ✓ Week of the CSEA Employee ✓ Retiree Reception ✓ Review Bell Schedule for 2015/16 ✓ Superintendent's evaluation ✓ Identify Board member representatives for graduation ✓ Review Facility Use Fee Schedule ✓ LCAP Public Hearing ✓ Review Governor's revised budget ✓ Present 2015/16 Budget	District Office
June 4	<b>Regular Board Meeting</b> ✓ Adopt budget for 2015/16 ✓ Recommend approval of LCAP ✓ Public hearing on budget ✓ Williams/Valenzuela Uniform Complaint Report ✓ Approve 2015/16 Board meeting calendar, Aug. – Dec. ✓ Complete Superintendent Evaluation	District Office
June 30	<b>Regular Board Meeting</b> ✓	District Office

**SUBJECT:** Review of Measure D Projects

**PERSON RESPONSIBLE:** Rick Miller, Assistant Superintendent for Business Services

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**RECOMMENDATION:**

The District Administration recommends that the Board review the status of Board approved Measure D projects.

**BACKGROUND:**

Measure D was passed by voters in 2006 with 65.6% of the vote. Measure D provided the District with funding of \$42 million, to be used for Capital Facilities projects.

**INFORMATION:**

Measure D is a \$42 million bond, of which 98.6% has been expended on various projects at all sites in the District. There is currently \$568,919 remaining that has been earmarked for projects at Forest Grove and Robert Down.

The remaining funds are:

- 1) **Forest Grove Facilities (\$481,215)** – This funding was originally to be used to partially fund the construction of an outdoor amphitheater, or a redesign of the front turnaround area. However, the Site Council will be meeting October 27 to discuss alternative uses of this funding. I will report out to the Board the outcome of that meeting.
- 2) **Robert Down Facilities (\$ 87,704)** – Robert Down is using the Facility Master Plan as a basis for improving the area where the lunch tables are located. This project will need to go out to bid, and the work will probably be done over the summer break.

**FISCAL IMPACT:**

None, this item is for review only.

## Pacific Grove Unified School District

## Measure D

Site-Project	Project #	Budget	Expended	Balance	Percent Complete
<b>Forest Grove</b>					
Furniture and Equipment	F-19	206,543	206,543	-	100.0%
Playground and Misc Projects (Oct 27)	Misc Imp	658,313	177,098	481,215	26.9%
Facility Upgrade Projects	F-0	1,299,354	1,299,354	-	100.0%
<b>Total Forest Grove</b>		<b>2,164,210</b>	<b>1,682,995</b>	<b>481,215</b>	<b>77.8%</b>
<b>Robert Down</b>					
Furniture and Equipment, Playground	RD-43	311,452	223,748	87,704	71.8%
Window Closure, Dumpsters	Misc Imp	143,502	143,502	-	100.0%
Projects	RD-0	2,228,983	2,228,983	-	100.0%
Window Coverings	RD-24	42,053	42,053	-	100.0%
<b>Total Robert Down</b>		<b>2,725,990</b>	<b>2,638,286</b>	<b>87,704</b>	<b>96.8%</b>
<b>Middle School</b>					
Auditorium	M-5	963,062	963,062	-	100.0%
Bleachers	M-42	22,890	22,890	-	100.0%
Track and Field Repair	M-8	506,962	506,962	-	100.0%
Flooring Replacement	M-3	236,563	236,563	-	100.0%
Fountain Avenue		895,787	895,787	-	100.0%
Furniture and Equipment	M-39	361,570	361,570	-	100.0%
Outdoor Rec, Basketball Courts	Misc Imp	191,493	191,493	-	100.0%
Music Room	M-4	1,569,460	1,569,460	-	100.0%
Projects	M-0	3,570,115	3,570,115	-	100.0%
<b>Total Middle School</b>		<b>8,317,902</b>	<b>8,317,902</b>	<b>-</b>	<b>100.0%</b>
<b>High School</b>					
Art Room Remodel	H-36	59,386	59,386	-	100.0%
Digital Music	H-35	23,144	23,144	-	100.0%
Electrical Upgrades	H-24	40,065	40,065	-	100.0%
Furniture and Equipment	H-40	253,801	253,801	-	100.0%
Gym Lighting	H-32	9,522	9,522	-	100.0%
Music Tech Equipment	H-41	79,121	79,121	-	100.0%
Parking Lot	H-2	482,598	482,598	-	100.0%
Pool Repairs	H-15	222,071	222,071	-	100.0%
Student Union		90,000	90,000	-	100.0%
Pool (\$666,995 from Fund 40)		1,821,943	1,821,943	-	100.0%
Projects	H-0	10,148,511	10,148,511	-	100.0%
Stadium (\$4,305 from Fund 40)	H-2	6,806,757	6,806,757	-	100.0%
Walkway Repairs	Misc Imp	129,527	129,527	-	100.0%
Locker Replacement		103,000	103,000	-	100.0%
<b>Total High School</b>		<b>20,269,446</b>	<b>20,269,446</b>	<b>-</b>	<b>100.0%</b>
<b>Adult School</b>					
Lighting Improvements, Frontage	Misc Imp	15,480	15,480	-	100.0%
Projects		1,014,525	1,014,525	-	100.0%
<b>Total Adult School</b>		<b>1,030,005</b>	<b>1,030,005</b>	<b>-</b>	<b>100.0%</b>

Site-Project	Project #	Budget	Expended	Balance	Percent Complete
<b>Community High School</b>					
Classroom Carpeting	C-10	4,050	4,050	-	100.0%
Computer Tech	C-2	16,688	16,688	-	100.0%
Furniture and Equipment	C-1	7,664	7,664	-	100.0%
Jewelry Counter	C-11	28,445	28,445	-	100.0%
Lab Station	C-9	2,238	2,238	-	100.0%
Office Counter	C-5	5,625	5,625	-	100.0%
Outdoor Area	C-3	37,909	37,909	-	100.0%
Outdoor Shed	C-4	812	812	-	100.0%
Projects	C-0	25,489	25,489	-	100.0%
Science Room Floor	C-8	750	750	-	100.0%
Science Room Sink/Counter	C-7	2,500	2,500	-	100.0%
<b>Total Community High School</b>		<b>132,170</b>	<b>132,170</b>	-	<b>100.0%</b>
<b>District Office/Maintenance Facility</b>					
District Office Project (\$212,121 Fund 40)	O-1	1,953,357	1,953,357	-	100.0%
Maintenance Facility Project	O-2	1,509,427	1,509,427	-	100.0%
<b>Total District Office/Maintenance</b>		<b>3,462,784</b>	<b>3,462,784</b>	-	<b>100.0%</b>
<b>District Wide</b>					
General Administration Costs		35,734	35,734	-	100.0%
FG,RD,MS,HS Security Cameras		130,459	130,459	-	100.0%
RD,MS,HS Exterior Painting (\$7,513 Fund 40)		153,154	153,154	-	100.0%
RD,MS,HS Window Replacement		2,045,538	2,045,538	-	100.0%
Computer Labs and Computer Replacement		147,914	147,914	-	100.0%
Landscape Improvements		262,873	262,873	-	100.0%
Forest Avenue Crosswalk		86,606	86,606	-	100.0%
Network Improvements		1,035,215	1,035,215	-	100.0%
<b>Total District Wide</b>		<b>3,897,493</b>	<b>3,897,493</b>	-	<b>100.0%</b>
<b>Total All Measure D Projects</b>		<b>42,000,000</b>	<b>41,431,081</b>	<b>568,919</b>	<b>98.6%</b>
<b>Summary:</b>		<b>Funding</b>	<b>Budgeted</b>	<b>Unbudgeted</b>	
<b>Measure D Funding</b>		42,000,000	42,000,000	-	100.0%

**SUBJECT:** Future Agenda Items

**PERSON(S) RESPONSIBLE:** Ralph Gómez Porras, Superintendent

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**RECOMMENDATION:**

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.

**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 October 30, 2014 Regular Board Meeting:

- Elementary School Reconfiguration (November 13)
- Measure D: Amphitheatre Project, Potential Changes to front of Forest Grove (November 13)
- Pacific Grove High School Dress Code (November 13)
- Substitute Teacher Pay (November 13)