

**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, November 13, 2014

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

LOCATION: Pacific Grove High School - Library
615 Sunset 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. Negotiations - Collective Bargaining Session preparation with the PGTA for 2014/15 [Gov't Code Section 3549.1 (d)]. Executive session between the public school employer and its designated representative, Dr. Ralph G. Porras, for the purpose of giving direction and updates regarding negotiations.

2. Negotiations - Collective Bargaining Session preparation with the CSEA for 2014/15 [Gov't Code Section 3549.1 (d)]. Executive session between the public school employer and its designated representatives, Dr. Ralph G. Porras and Billie Mankey, for the purpose of giving direction and updates regarding negotiations.

B. Public comment on Closed Session items

C. Adjourn to Closed Session

III. RECONVENE IN OPEN SESSION

A. Report action taken in Closed Session

1. Negotiations - Collective Bargaining Session preparation with the PGTA for 2014/15
2. Negotiations - Collective Bargaining Session preparation with the CSEA for 2014/15

B. Pledge of Allegiance

IV. 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.

Pacific Grove High School's presentation is: To College, Career, and Beyond

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.

- | | Page |
|--|------|
| A. <u>Minutes of October 30, 2014 Board Meeting</u> | 5 |
| Recommendation: (Ralph Gómez Porras) The Administration recommends approval of minutes as presented. | |
| B. <u>Certificated Assignment Order #6</u> | 10 |
| Recommendation: (Billie Mankey) The Administration recommends adoption of Certificated Assignment Order #6. | |
| C. <u>Classified Assignment Order #6</u> | 13 |
| Recommendation: (Billie Mankey) The Administration recommends adoption of Classified Assignment Order #6. | |
| D. <u>Acceptance of Donations</u> | 15 |
| Recommendation: (Rick Miller) The Administration recommends that the Board approve acceptance of the donations referenced below. | |
| E. <u>Warrant Schedules No. 553</u> | 16 |
| Recommendation: (Rick Miller) As Assistant Superintendent for Business Services, I certify that I have reviewed the attached warrants for consistency with the District's budget, and purchasing and accounting practices and therefore, recommend Board approval. | |
| Move: _____ Second: _____ Vote: _____ | |

VIII. ACTION/DISCUSSION

- | | |
|---|----|
| A. <u>Substitute Teacher Pay</u> | 18 |
| Recommendation: (Billie Mankey) The Administration recommends that the Board review and give direction for a potential substitute teacher pay increase based on information provided. | |
| Move: _____ Second: _____ Vote: _____ | |
| B. <u>Board Calendar/Future Meetings</u> | 20 |
| 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. Transition Program for Young Adults with Disabilities 23
Recommendation: (Clare Davies) The Administration recommends that the Board review and provide direction to the proposed establishment of a Pacific Grove Unified School District Transition Program for Young Adults with Disabilities.

Board Direction: _____

- B. Elementary School Reconfiguration 26
Recommendation: (Ralph Gómez Porras) District Administration recommends that the Board discuss the possibility of reconfiguring the two K-5 elementary schools, Robert Down and Forest Grove, in to one Transitional Kindergarten – 2 school and one 3 -5 school. It is also recommended that the Board provide Administration further direction.

Board Direction: _____

- C. Presentation of Design Options for Forest Grove’s Congress Avenue Entrance 29
Recommendation: (Rick Miller) The District Administration recommends that the Board review various options for the design of the Congress Avenue entrance to Forest Grove Elementary School, and provide direction as to which option best addresses the needs of the campus.

Board Direction: _____

- D. Pacific Grove High School Dress Code 31
Recommendation: (Matt Bell) The Pacific Grove High School Administration recommends that the Board review the direction that the students and Administration have taken and to give further guidance to create a new policy.

Board Direction: _____

- E. Future Agenda Items 32
Recommendation: (Ralph Gómez Porras) The Board review the list of items, and direct Administration to add items to the list and/or schedule items for a particular agenda.

None at this time.

Board Direction: _____

X. ADJOURNMENT

Next regular meeting: December 11, 2014 – District Office

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
Minutes of Regular Meeting of October 30, 2014 – Adult School

I. OPENED BUSINESS

- A. Called to Order 6:35 p.m.
- B. Roll Call
 - President: Trustee Sollecito
 - Clerk: Trustee Thibeau
 - Trustees Present: Trustee Crandell
Trustee Paff
Trustee Phillips arrived at 7:00 p.m.
 - Administration Present: Superintendent Porras
Assistant Superintendent Miller
 - Board Recorder: Mandi Freitag
 - Student Board Member: Lela Hautau
- C. Adopted Agenda
Classified Assignment Order #5 amended to reflect Andre DeBruin retirement of February 27, 2015.

**MOTION Thibeau/Paff to adopt agenda as amended.
Public comment: none
Motion CARRIED 4 – 0**

II. CLOSED SESSION

- A. Identified Closed Session Topics
 - 1. Employee Discipline/Dismissal/Release/Complaint (1 case) Government Code Section 54957
- B. Public comment on Closed Session Topics
None.
- C. Adjourned to Closed Session 6:37 p.m.

III. RECONVENED IN OPEN SESSION 7:08 p.m.

- A. Reported action taken in Closed Session:
 - 1. Employee Discipline/Dismissal/Release/Complaint (1 case) Government Code Section 54957

The Board received information and discussed this item.
- B. Pledge of Allegiance Led By: Barbara Martinez

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

The State has passed AB86, which attempts to align adult schools with community colleges. The PG Adult School is collaborating with the Monterey Adult School and Monterey Peninsula College to give the best possible programs to our community. The 5 areas of focus include:

- ABE
- ESL/Citizenship
- Adults with Disabilities
- CTE
- Apprentices

The Adult School partnered with the Monterey Adult School and Monterey Peninsula College. Laverne Baker-Leyva is representative for the Adults with Disabilities focus and discussed this focus with the Board.

Barba Kraus is the ESL representative for the Adult School and spoke to the Board about various needs including child care and evening class options.

Lisa Koenig and Sarah Webber represent the Adult School ABE focus and discussed the GDE with the Board.

The Adult School also presented on the Happiness Advantage. Baker-Leyva informed the Board of the older adult programs and the benefits of the social relationships that are built and enhanced in these programs.

Elizabeth Olney talked about the benefit of the person-to-person/parent-to-parent connection.

Jennifer Ross discussed the curriculum at the Preschool Co-Op which is built for parents and children.

The Board and Porras noted the extraordinary community involvement of the Adult School and the exceptional achievements Martinez has made at the school site.

V. COMMUNICATIONS

A. Written Communication

Paff received a letter.

Thibeau received a letter from a parent regarding the Principal of the Day at the Middle School. Thibeau thanked Buck Roggeman for the fantastic opportunity.

Porras received a letter regarding a transportation issue, as well as a letter regarding an enrollment issue.

B. Board Member Comments

Hautau said it was great to see PGUSD reach out to the community through adult education.

Phillips was happy to be at the Adult School, and thanked the staff for their Measure A efforts.

Crandell thanked the Adult School for their presentation, and reminded the audience to please vote on November 4th.

Paff was impressed with the presentation by the Adult School and also noted the improvements made on the school and district websites.

Thibeau said it was great to be back at the Adult School and thanked their staff for keeping the programs alive.

C. Superintendent Report

Porras acknowledged all the people promoting Measure A and thanked them for their efforts. He explained that regardless of what was printed in the newspaper, PGUSD is within legal right and it is appropriate for the District to distribute information regarding Measure A using District funds.

Porras also thanked the Assistant Principals and Ani Silva for their help in covering for the Principals during their absence.

Porras made a special note of Andre DeBruin, a wonderful employee, gentle giant, who has been an exceptional employee and will be greatly missed as he will be retiring in December.

D. PGUSD Staff Comments

Roggeman thanked the Board for their efforts and support for Measure A, and spoke to the Board about the upcoming walk for Measure A.

Sean Roach informed the Board about the Conduct Club which acknowledges the 270 Straight Outstanding's, amazing kids and over half the students.

Matt Bell thanked Martinez, Baker-Leyva and the rest of the Adult School staff for their presentation. Bell also noted PGHS had planned upcoming college readiness events such as various colleges coming to the high school to meet with seniors, community partners coming to speak to the students about community service opportunities and connections. Finally, Bell noted that the bell changes this year was a great move allowing teachers and staff the opportunity for collaboration and thanked the Board for their support.

Sean Keller noted the great Adult School presentation, and acknowledged the 8 new hires at PGHS who have been amazing. Keller also noted the PSAT's were successful, with 177 students taking the test. Red Ribbon Week is upcoming, and Natural Highs Club will have a rock wall brought on campus to remind students that they can smile and have fun without alcohol and drugs. Finally Keller reminded the Board that Breast Cancer Awareness will be coming up in March and PGHS will be hosting a bowling event to raise awareness.

VI. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

Leslie Flynn introduced herself to the Board as the school liaison for the Navy, helping provide Naval support and working to support military families moving in and out of the area.

Tom Moore from the soccer fundraiser presented a check to PGHS and Bell for the two programs benefiting the school, a check for \$4,377 from last summer's Over 30 program and another check for \$361 from the women's program.

VII. CONSENT AGENDA

- A. Minutes of October 2, 2014 Board Meeting
- B. Certificated Assignment Order #5
- C. Classified Assignment Order #5
- D. Acceptance of Donations
- E. Out of County or Overnight Activities
- F. Cash Receipts Report No. 3
- G. Revolving Cash Report No. 3
- H. Contract for Services with David Sonderegger
- I. Patrice Vecchione, Contract for Services
- J. California Interscholastic Federation (CIF) School Representatives

Porras noted that the retirement date of Andre DeBruin in the Classified Assignment Order #5 would be changed from February 27, 2014 to February 27, 2015.

MOTION Crandell/Thibeau to approve consent agenda as amended.

Public comment:

Bell pointed out the retirement of Craig Beller, and thanked him for his leadership and friendship.

Motion CARRIED 5 – 0

Porras acknowledged Beller's retirement, thanking him for his leadership, insight, energy, for saving the Adult School and leaving behind a legacy. Porras also thanked Beller for being a wonderful friend.

VIII. ACTION/DISCUSSION

- A. Review and Approve the Job Description for Director of Facilities and Transportation

Billie Mankey explained to the Board the new job description which requires increased responsibility, providing authority to the position to give employee evaluations, manage the transportation department, increased involvement in bids, and required knowledge of employee law. Salary based on experience.

MOTION Thibeau/Crandell to approve the Job Description for Director of Facilities and Transportation.

Public comment:

Rachel Mein voiced concerns about the impact the position can make in the future.

Beller noted that the Carmel Unified School District has a similar model and believes it is an excellent move on behalf of the District.

Motion CARRIED 5 – 0

B. Board Calendar/Future Meetings

Porras noted changes include moving the December meeting from the 4th to the 11th as well as an additional Board meeting added to June 30, 2015.

Porras also asked that the Board note that if an additional summer Board meeting was needed that it would be held on July 23, 2015 but is not scheduled at this time.

MOTION Phillips/Paff to approve the Board meeting calendar.

Public comment: None

Motion CARRIED 5 – 0

IX. INFORMATION/DISCUSSION

A. Review of Measure D Projects

Miller provided information for the Board. The Board discussed the Forest Grove facilities such as parking, bus pick up and drop off and safety issues.

Public comment included a Forest Grove parent that noted the community rumor is that Robert Down is a better school than Forest Grove, and that she is concerned with the safety of the facilities.

Kathy Hunter spoke to the difficulty of getting all the kindergarteners up to the bus pickup spot in such a short period of time.

The Board noted that the Measure D Forest Grove funds item is scheduled as a future agenda item and will be discussed at the next Board meeting on November 13, 2014. The Board directed Administration to provide input at that upcoming meeting on possible changes to create a safer front entrance and drop off/pick up location for the students. The Board also directed Administration to include school site council opinions and request city representatives to attend the upcoming meeting to join in the discussion.

B. Future Agenda Items

- 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)

Thibeau suggested moving the Facilities Depreciation item slotted for the November 13th Board meeting to a future meeting as the upcoming meeting on November 13th will require adequate time to discuss all items.

X. ADJOURNED

8:58 p.m.

Approved and submitted:

Dr. Ralph Gómez Porras
Secretary to the Board

SUBJECT: Certificated Assignment Order #6

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

RECOMMENDATION:

The Administration recommends adoption of Certificated Assignment Order #6.

BACKGROUND:

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

INFORMATION:

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

FISCAL IMPACT:

Funding has been approved and allocated for these items.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT CERTIFICATED PERSONNEL ASSIGNMENT ORDER NO. 6 November 13, 2014
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2014-15 Pacific Grove High School Coaching and Curriculum Stipends

Employee	Assignment	Stipend % or # of Sections	Funding
Chris Morgan	Varsity Football Coach	1.0	General
Todd Buller	Varsity Football Assistant Coach	0.5	General
John Montanez	Varsity Football Assistant Coach	0.5	General
Jeff Gray	Varsity Football Assistant Coach	0.5	General
Jim Lowell	Varsity Football Assistant Coach	0.5	General
Noah Young	JV Football Coach	0.5	General
John Hiserman	JV Football Assistant Coach	0.5	General
Janna Simons	Varsity Volleyball Coach	1.0	General
Bernadette Villarreal	JV Volleyball Coach	1.0	General
Jeff McDowell	Girls Tennis Coach	1.0	General
Tom Light	Cross Country Coach	1.0	General
Steve Watkins	Cross Country Assistant Coach	1.0	General
Linda Lyon	Spirit Squad Coach	1.0	General
Marcia Waitt	Girls' Golf Coach	1.0	General
Dan Powers	Varsity Boys' Basketball Coach	1.0	General
Todd Buller	Boys' Basketball Assistant Coach	0.5	General
Robin Lewis	JV Boys' Basketball Coach	0.5	General
Cale Silva	Boys' Basketball Assistant Coach	0.5	General
Ken Ottmar	Varsity Girls' Basketball Coach	1.0	General
Craig Bell	JV Girls' Basketball Coach	1.0	General
Nick Lackey	Varsity Boys' Soccer Coach	1.0	General
William Brown	JV Boys' Soccer Coach	1.0	General
Michael Aguilera	Varsity Girls' Soccer Coach	1.0	General
Andrea Davis	JV Girls' Soccer Coach	1.0	General
Travis Selfridge	Varsity Wrestling Coach	1.0	General
Bill Grant	Wrestling Assistant Coach	0.5	General
Gil Ruiz	Varsity Baseball Coach	1.0	General
Rich Hurley	JV Baseball Coach	1.0	General
Sal Lucido	Varsity Softball Coach	1.0	General
Richard Cochran	JV Softball Coach	1.0	General
Sharon Osgood	Varsity Swimming Coach	1.0	General
Katie Selfridge	Swimming Assistant Coach	1.0	General
Ken Ottmar	Boys Golf Coach	1.0	General
Gabe Pfeiffer	Track Coach	1.0	General
Steve Watkins	Track Assistant Coach	1.0	General
Rich Schramm	Track Assistant Coach	0.5	General
Morris (Moe) Kauffman	Track Assistant Coach	0.5	General
Jean Therou	Boys' Tennis Coach	1.0	General
Greg Ricker	Varsity Lacrosse Coach	1.0	General
Fran O'Hagan	JV Lacrosse Coach	1.0	General

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
CERTIFICATED PERSONNEL ASSIGNMENT ORDER NO. 6
November 14, 2014**

TEMPORARY APPOINTMENT:

Mary Reidel, FGE, Interim Principal, effective January 5, 2015 through May 29, 2015 (temporary replacement for retiree Craig Beller)

RESIGNATION:

Martha Tonkin, PGHS, resigns as CTE Department Chair

SUBJECT: Classified Assignment Order #6

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

RECOMMENDATION:

The Administration recommends adoption of Classified Assignment Order #6.

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. 6
November 13, 2014**

RETIREMENT:

Larry Tyndall, District, Maintenance III, retires after 25 successful years of service with the Pacific Grove Unified School District, effective December 30, 2014 and using vacation days making last day of service in the district December 19, 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

PG PRIDE \$ 7,073.50 (Walk w/ Pride)

Robert H. Down Elementary School

PG PRIDE \$13,831.50 (Walk w/ Pride)

Pacific Grove Middle School

PG PRIDE \$ 4,076.50 (Walk w/ Pride)

Pacific Grove High School

PG PRIDE \$ 20 (Walk w/ Pride)

PG Alumni Association \$ 350 (CTE/ROP)

Pacific Grove Community High School

Barbara & Douglas Thomas \$ 400 (Save the Forest project)

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

\$ 1,105 (Walk w/ Pride)

Pacific Grove Unified School District

None

SUBJECT: Warrant Schedule 553

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

RECOMMENDATION:

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

BACKGROUND:

The attached listing of warrants identifies payments made by the District during the noted time period from October 3, 2014 through October 31, 2014.

INFORMATION:

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

Please note a full copy of the warrants are available by request.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

WARRANT SCHEDULE NO. 553

Warrants- Payroll

OCT 14

Certificated-	Regular 10/03/14	\$	0
	Regular 10/10/14	\$	813.00
	Regular 10/15/14	\$	0
	Regular 10/31/14	\$	1,329,460.85
	Total Certificated	\$	<u>1,330,273.85</u>
Other-	Regular 10/03/14	\$	0
	Regular 10/10/14	\$	0
	Regular 10/15/14	\$	0
	Regular 10/31/14	\$	9,394.40
	Total Other	\$	<u>9,394.40</u>
Classified-	Regular 10/03/14	\$	0
	Regular 10/10/14	\$	0
	Regular 10/15/14	\$	0
	Regular 10/31/14	\$	463,295.92
	Total Classified	\$	<u>463,295.92</u>
	<u>TOTAL PAYROLL</u>	\$	<u>1,802,964.17</u>

Warrants- AP

Warrants <u>12108058</u> through <u>12108110</u> (09/30/14)	\$	<u>98,453.72</u>
Warrants <u>12108899</u> through <u>12108929</u> (10/02/14)	\$	<u>23,356.97</u>
Warrants <u>12109488</u> through <u>12109498</u> (10/07/14)	\$	<u>51,600.85</u>
Warrants <u>12112120</u> through <u>12112133</u> (10/21/14)	\$	<u>15,459.91</u>
Warrants <u>12112765</u> through <u>12112784</u> (10/23/14)	\$	<u>140,974.42</u>
Warrants <u>12114788</u> through <u>12114858</u> (10/30/14)	\$	<u>216,736.15</u>
<u>TOTAL WARRANTS</u>	\$	<u>2,349,546.19</u>

SUBJECT: Substitute Teacher Pay

PERSON RESPONSIBLE: Billie Mankey, Director II, Human Resources

RECOMMENDATION:

The Administration recommends that the Board review and give direction for a potential substitute teacher pay increase based on information provided.

BACKGROUND AND INFORMATION:

To provide the Board with additional options for substitute teacher pay increases, a chart is provided that reflects an analysis of types of substitutes hired with total costs for the 2013-14 school year. In addition, several options are outlined for daily rate increases with projected annual budgetary costs.

Any increase in daily rate for substitutes for the 2014-15 school year and beyond should also consider a budget increase due to additional time needed for teacher professional development.

Additional costs for a minimum 3-day sick leave allotment for substitute teachers working a minimum of 30 calendar days in one year will need to be considered in budgeting beginning July of 2015.

Currently, we do not have a shortage of substitute teachers. We open our substitute pool in the fall each year and always have qualified interest.

OPTIONS:

1. Maintain the current substitute teacher rate.
2. Adjust the current substitute teacher rate.
3. Provide alternative direction.

FUNDING:

Any funding adjustments to be determined.

Substitutes Paid ~ School Year 2013/14	COST	FTE DAYS
REG ED	\$90,410.00	740.0
CRED SUB REG ED LONG TERM	\$25,830.00	184.5
TOTAL REG ED with LONG TERM	\$116,240.00	924.5
TOTAL TITLE III	\$1,555.00	13.0
SPED	\$17,617.50	143.5
TOTAL SPED LONG TERM	\$26,040.00	186.0
TOTAL SPED with LONG TERM	\$43,657.50	329.5
MISC	\$2,710.00	22.0
CURRICULUM	\$25,237.50	206.5
MUSIC	\$2,840.00	23.0
LIB MED	\$1,125.00	9.0
PE	\$6,825.00	57.0
OUTDOOR SCHOOL	\$345.00	3.0
COMM. HS	\$115.00	1.0
ATHLETICS	\$125.00	1.0
ROP	\$3,742.50	30.5
2013/14 SUB DAYS	\$152,162.50	1,245.5
2013/14 LONG TERM SUB DAYS	\$52,430.00	374.5
2013/14 TOTAL SUB DAYS	\$204,592.50	1,620.0
1245.5 Days SUBS (115/125) + \$5 per day = increase of \$6,227.50		
374.5 Days LT SUBS (140) + \$5 per day = increase of \$1,872.50		
374.5 Days LT SUBS (140) + \$94 per day= increase of \$35,203.00		
This option creates a rate equal to per diem at I/1 on the Certificated Salary Schedule.		
374.5 Days LT SUBS (140) + \$60 per day= increase of \$22,470.00		
This option creates a \$200 per day long term rate.		
Total Long Term Substitutes = 9 employees		
Total Substitutes working 30 plus days = 18 employees		

SUBJECT: Board Calendar/Future Meetings

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

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:

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	Regular Board Meeting ✓ Student Enrollment Update ✓ Back to School dates ✓ Property tax report ✓ 2014-2015 Consolidated Application	District Office
Sept. 4	Regular Board Meeting ✓ Superintendent's Goals ✓ Board Goals – review/revise	Forest Grove (School Site Visit)
Sept. 18	Regular Board Meeting ✓ Unaudited Actual Report ✓ Budget Revision #1	Robert Down (School Site Visit)
Oct. 2	Regular Board Meeting ✓ Strategic Plan/LCAP Review Begins ✓ Bus Ridership	Middle School (School Site Visit)
Oct. 30	Regular Board Meeting ✓	Adult School (School site Visit)
Nov. 13	Regular Board Meeting ✓ Intent form due (to serve as Board President or Vice President) ✓ Set date for Annual Organizational meeting	High School (School Site Visit)
Dec. 11	Organizational Meeting ✓ 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	Regular Board Meeting ✓ Budget process begins ✓ Report on Governor's Budget Proposal ✓ Preliminary enrollment projection for 2014/16 ✓ Williams/Valenzuela Uniform Complaint Report	Community High School (School Site Visit)
Feb. 5	Regular Board Meeting ✓ 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	District Office
Mar. 5	Regular Board Meeting ✓ Week of School Administrator ✓ Second Interim Report ✓ Possible personnel action (RIF) ✓ Open House schedules reviewed	District Office
Mar. 19	Regular Board Meeting ✓ Budget projections and assumptions ✓ Class size guidelines ✓ Enrollment	District Office
Apr. 16	Regular Board Meeting ✓ 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	Regular Board Meeting ✓ 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	Regular Board Meeting ✓ 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	Regular Board Meeting ✓ 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	Regular Board Meeting ✓	District Office

SUBJECT: Transition Program for Young Adults with Disabilities

PERSON(S) RESPONSIBLE: Clare Davies, Director of Student Services

RECOMMENDATION:

The Administration recommends that the Board review and provide direction to the proposed establishment of a Pacific Grove Unified School District Transition Program for Young Adults with Disabilities.

BACKGROUND:

School Districts are required to provide a Transition Program for students with moderate to severe disabilities from 18-22 years of age. This includes students who earned a Certificate of Completion rather than a Diploma due to the severity of their disability. Presently, PGUSD students who fit the Transition Program criteria are served by MPUSD.

INFORMATION:

- School Year 2014/15 we are funding 5 students to attend the MPUSD Transition Program at a cost of \$445,748.
- Cost does not including lift bus transportation costs to and from Seaside where the MPUSD Transition Program is located.
- PGUSD will continue to have the need to provide a Transition Program for Young Adults with Disabilities.
- School year 2015/16 we project 6-8 students will require placement in a Transition Program. Cost projection for 15/16 MPUSD placements range from \$441,153 for 6 students to \$529,293 for 8 students.

FISCAL IMPACT:

We project considerable cost savings to the district by providing our Young Adults with Disabilities a Transition Program within their local community. Given the need for start-up costs, we project an increase in savings over time.

Proposal-To Establish a PGUSD Young Adult Transition Program for SY 2015/16

Site-Adult School, Meadows Room

Direct Line Supervisor-Director of Student Services

Secondary Supervisor-Adult School Principal

Calendar-PGUSD calendar with 4 weeks of Extended School Year (4 hours a day)

Projected Budget-

Ongoing Costs:	\$309,500
Special Education Teacher (M/S credential)	\$80,000
4 paraprofessionals	\$225,000
Gas card	\$3,000
Groceries	\$1,500
One Time Start-up Costs:	\$52,300
Lift van	\$40,000
3 computers	\$1,500
1 printer	\$300
4 iPads	\$1,500
Furniture	\$5,000
Refrigerator, microwave, toaster oven	\$1,000
Transition assessments & curriculum	\$3,000
Total First Year Costs	\$361,800
Projected cost savings 15/16	\$83,948
Projected annual cost savings over time	\$136,248

Advantages

1. Students are provided Community Based Instruction within their own community which is the intent of a Transition Program
2. Decrease cost of transporting outside of district although students would still require transport within the district
3. Local control of para-professionals; assignment, utilization, use of NPAs such as TUCCI, CCFK
4. Assume additional Speech and OT services within existing service providers-no additional FTE
5. Decrease cost of educating this group of students over time
6. Open up enrollment to Carmel students with a fee for service
7. Students will access classes at PG Adult School which assists in the attainment of the goal to expand services to adults with disabilities

Disadvantages

1. May not be able to get all the students listed to join the program the first year but the earlier we start, the better the chance parents will elect to place their student back in home district

SUBJECT: Elementary School Reconfiguration

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

District Administration recommends that the Board discuss the possibility of reconfiguring the two K-5 elementary schools, Robert Down and Forest Grove, in to one Transitional Kindergarten – 2 school and one 3 -5 school. It is also recommended that the Board provide Administration with further direction.

BACKGROUND:

Several events/issues have led to this recommendation. Limited physical classroom space in the elementary schools is very close to the maximum allowable, and while a reconfiguration does not necessarily increase physical capacity, grade levels could be assigned to the site best suited for those students.

The implementation of Common Core Standards and adapting our teaching programs to the new assessments creates a positive opportunity for the reconfigured model, as the new standards require that our teachers include collaborative learning and collaborative assessment as part of regular instruction. This would be better facilitated if all of our grade level students and staff were together in the same place, making things easier for all of the teachers to plan, deliver instruction and assess.

Additionally, every year starts with an imbalance of class size ratios, teacher to student ratios, and support service allocations within common grade levels, across the two elementary schools. For example, due to residency and special program needs, Forest Grove first grade classes may out number, and be more populated, than first grade classes at Robert Down. This initiates mandated deferrals of incoming students to the other site, including adding transportation services, until the ratios equalize. It can adversely impact families with students in multiple grades, create temporary class assignments, and have the potential of shifting personnel after the year begins. There have also been past instances of multi-grade (combo) classrooms as a result. By having all of the first grade classes at the same site, these issues are completely mitigated resulting in a more successful start of the year for students.

These issues, coupled with the effective use of limited maintenance funds for facility improvements post-Measure D, the required implementation of a transitional kindergarten classroom(s), the required implementation of the Common Core Standards and Smarter Balanced Assessments which necessitates efficient staffing and funding the needs for these educational program changes, all support the need for possible reconfiguration of the two elementary schools.

INFORMATION:

The following statements are the result of input taken from District administrators, teachers and staff. Further input from the parents and greater community is recommended.

COLLABORATION

- Teacher assignments across grade levels will be more balanced, with little or no need for multi-grade (combo) classrooms.
- Classroom instructional practices at a full grade level will be better aligned to articulate with the next grade level (preparation), facilitate common assessment and grading practices.
- Grade level collaboration will become more accessible and more efficient to facilitate. With the new Common Core Standards, we will need to have very close collaboration with our grade level teachers if we hope to incorporate the instructional model, which will include the new standards and

- performance based activities.
- It will provide more efficient communication between the middle school and our (potentially) single feeder school.
- The majority of teachers want to team-teach and share strengths with students. For example, an outstanding math teacher and an outstanding ELA teacher in a grade level could combine their strengths in teaching two classrooms of students giving each group the best of each teacher. For now, there are usually three teachers at a grade level. When two want to team-teach, it always leaves the other teacher out. With six teachers at a grade level, there could be three teams of two teachers sharing students.
- Professional development will become more efficient and cost-effective. Professional development and collaboration time can be spent together rather than driving and parking at the school across town every Thursday (a loss of 15 minutes each week plus limited communication from day to day).
- Reconfiguration aligns our instructional practices with the expectations of the California State Common Core Standards and the new Smarter Balanced assessment program; that is, facilitating student collaboration within grade levels.
- Staff collaboration will be enhanced with a larger group of colleagues having professional dialog about students: Collaboration will be better facilitated and on-going.
- Staff development around Common Core Standards can be focused on collaboration day and during early release days: Primary needs are often different than the intermediate grades.
- Teaming is such a powerful tool as it keeps teachers learning and growing together on a daily basis. It allows for more flexible grouping with two teachers available at all times in the classroom.
- Teaming, planning and assessing with other teachers at the same grade level would be more effective and efficient.
- The development of Professional Learning Communities will be enhanced: new groups of teachers will have new dynamics.
- The experience for the children at each grade level will be more consistent and equitable if all of the grade level teachers are collaborating at one site.
- We will be relying greatly on each other for instructional and assessment support/ collaboration, and being in close proximity will facilitate the necessary communication.
- More effectively address a consistent approach to science and math instruction at a full grade level, allows for effective Professional Development.

RESOURCES

- Allows for more efficient allocation of resources.
- Grades TK, K, 1, 2 must develop and implement their own benchmark testing. These grades will not be tested by the state, which means they must use such assessments as DRA, DIBELS, etc. and keep it at the same level across all classrooms and grade levels. Ideas on how to support teachers and aides (resource, Title I, phonemic awareness, speech, etc.) can be part of a school-wide assessment team. This can only happen if everyone is working physically close to each other and implement it on a regular basis (such as every six weeks).
- Playground facilities and PE programs can be focused on the age group they serve.
- Technology implementation will be more efficient and effective when student grade levels are together as technology needs differ grades TK-2 and 3-5.

STUDENT SERVICES

- This structure helps every student succeed.
- Support services, intervention programs, etc. will not have to be duplicated. For example a resource group of three first-grade students can become a resource group of six first-grade students (when combining two schools) without the need for two teachers such as when these groups are at two different sites.
- Mainstreaming Special Education students would be more effective in the general education classes since there would be more classroom options for assigning the students.
- We could offer more targeted, and possibly fewer, Special Education classes through grade-level groupings.

- Training regarding special education issues for general education teachers (legal compliance matter) could be more focused.

UNIFICATION

- Allows schools to efficiently focus services and goals on a narrower age and developmental range of students (grades TK-2 and 3-5). Specialists can specialize according to a smaller age and developmental range of students: PE, music, SpEd, ELD, art and science.
- This will help unify our district: We will all be Otters and Falcons. Cooperation will replace competition.
- Eliminates any one school from being viewed as the privileged/preferred venue.
- It makes professional sense and aligns with continued efforts of curricular and special programs unification.
- Likely eliminates the need for split classes or changes in student classroom/teacher assignments, especially at the beginning of the school year - a TK-2 campus and a 3-5 campus would help reduce the need in the future for combination classes.
- Parents will have the opportunities to meet other parents of students who are at their child's grade level.
- Student experience no longer depends on the school they attend.
- Students will meet and study with all of the students at their grade levels TK-12.
- The wide range of grades and ages makes it difficult to design support services and intervention services. Some programs like the MegaSkills program is being used in Grades K, 1, 2 because it best suits the primary child and The Leader in Me in Grades 3,4, 5 because it doesn't suit the primary but the older child. These programs really should be school-wide programs but we have found they don't work school-wide because the older and younger child require different approaches to building character and resiliency. This is just one example of many programs which just don't fit the needs of both kinders and 5th graders.

FISCAL IMPACT:

Savings would result from eliminating duplication of services and resources, more efficient staffing assignments, more focused and non-duplicated professional development, etc. To what extent is unknown at this time.

SUBJECT: Presentation of design options for Forest Grove's Congress Avenue entrance

PERSON RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services

RECOMMENDATION:

The District Administration recommends that the Board review various options for the design of the Congress Avenue entrance to Forest Grove Elementary School, and provide direction as to which option best addresses the needs of the campus.

BACKGROUND:

The funding provided by Measure D has a remaining budget of \$481,215 which is designated for Forest Grove Elementary School. In October, a Facilities Master Plan was presented to the Forest Grove School Site Council by architect Oona Johnsen. Part of the plan was a redesign of the Congress Avenue entrance to the school.

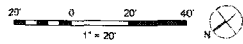
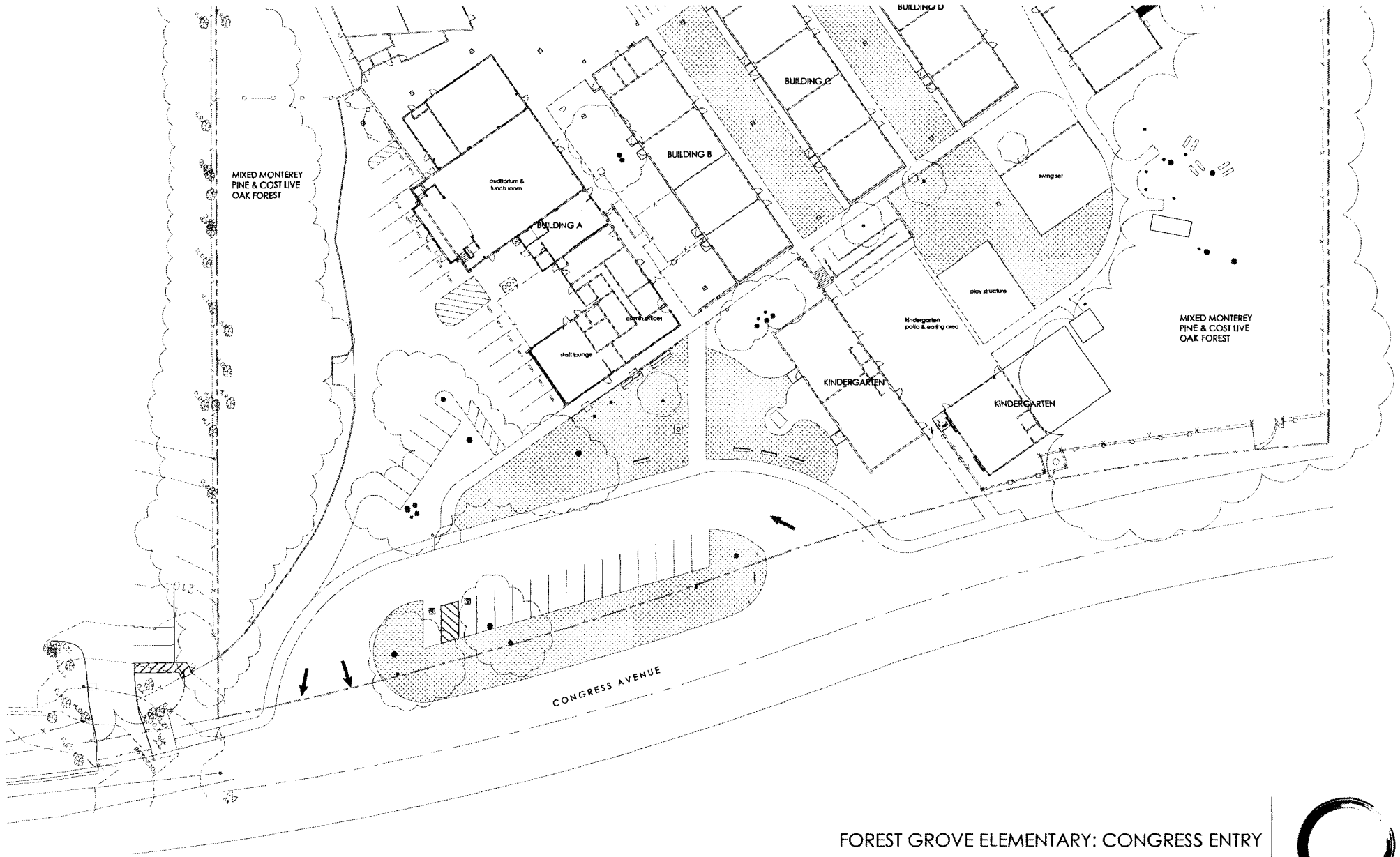
INFORMATION:

The District has asked architect Oona Johnsen to present various options for redesigning the front entrance to Forest Grove Elementary School. The highest priority was given to making improvements that would focus on safety. Additionally, there is a need to allow for a better flow of traffic and people through the area, especially during morning drop-off and afternoon pick-up times. There was also consideration given towards providing additional parking spaces, and to preserving the existing trees as much as possible.

The final drawings of several different design options will be provided at the Board meeting, but an Existing Conditions map is provided with this agenda item. Oona Johnsen will make a presentation of the designs and will be able to receive comments and answer questions.

FISCAL IMPACT:

There is no fiscal impact, this is a presentation only.



Existing Conditions Map

FOREST GROVE ELEMENTARY: CONGRESS ENTRY
pgusd

FACILITY GROUP

November 13, 2014



OONA JOHNSEN
LANDSCAPE ARCHITECTURE

SUBJECT: Pacific Grove High School Dress Code

PERSON(S) RESPONSIBLE: Matt Bell, Principal

RECOMMENDATION:

The Pacific Grove High School Administration recommends that the Board review the direction that the students and Administration have taken and to give further guidance to create a new policy.

BACKGROUND:

At the August 28, 2014 School Board meeting, several students expressed concern over the school dress code. Their concern was over perceived ambiguity, enforcement that was skewed toward females, and lack of student input into designing the dress code. The current dress code in the High School Handbook is as follows:

Students shall not dress in a way that detracts from the learning environment or is hazardous to student health. Students must wear footwear and shirts/sweatshirts at all times unless they are in a P.E. swim unit or swim team event.

Girls: Bare midriff, strapless, backless, and low-cut tops are not allowed as well as mini shorts/cut-off jeans that show inside of front pockets – all skirts and shorts must be at least mid-thigh in length. All under garments must be covered.

Boys: Pants/jeans must be worn at the waist - sagging pants that reveal underwear must be pulled up immediately and continued to be worn at that height. Students may not wear clothing/jewelry/headwear or carry items that depict vulgar or obscene language/images, illegal drugs, tobacco, alcohol, pornography, misogynistic, weapons, or gang-related symbols. Students will be asked to remove or change the article of clothing and will have the option to be sent home to change or wear a school-provided article of clothing. This rule also applies to all school dances and dress up spirit days. Repeat offenders will receive a detention or be suspended.

INFORMATION:

A group of 6 female students met with high school administrators numerous times to detail the concerns, strategize student input and to create a new policy. Several foundational areas came up that included non-discrimination based on the style of clothing worn (eg. Wearing clothing traditionally worn by the opposite gender), application of the policy in an equitable manner between boys and girls so that the policy applied to both genders, adding student representation to the handbook committee, and refining the specific parameters that clothing must meet.

Some of the policy was deemed appropriate and would stay the same such as covering undergarments, clothing and/or accessories not depicting gang-related symbols, drugs or alcohol, etc., and no sagging pants.

As some of the policy was ambiguous, some suggested changes included shirts that cover the bellybutton and had arm holes that were modest, shorts that had a 4" inseam, and skirts that reached mid-thigh.

The students plan on surveying students through an informal survey to get further input on their ideas and to write a formal proposal for a policy.

FISCAL IMPACT:

None

SUBJECT: Future Agenda Items

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

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 November 13, 2014 Regular Board Meeting:

None at this time.