

REVISED AGENDA

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION REGULAR MEETING

Trustees

John Thibeaup, President
John Paff, Clerk
Debbie Crandell
Bill Phillips
Brian Swanson
Lexi Rohrer, Student Rep

DATE: Thursday, October 6, 2016

TIME: 7:00 p.m. Open Session

LOCATION: Pacific Grove Middle School Library
835 Forest 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
- D. Pledge of Allegiance

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.

The presentation is: *Pacific Grove Middle School: A Day in the Life*

III. COMMUNICATIONS

- A. Written Communication
- B. Board Member Comments
- C. Superintendent Report
- D. Board Subcommittee Reports: Monterey County School Board Association
- E. PGUSD Staff Comments

IV. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

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

V. CONSENT AGENDA

*Items listed under the Consent Agenda are considered to be routine and/or may have been discussed at a previous Board meeting. **There is no discussion of these items prior to the Board vote unless a member of the Board 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 September 22, 2016 Regular Board Meeting</u>
Recommendation: (Ralph Gómez Porras, Superintendent) Approval of minutes as presented. | 5 |
| B. <u>Certificated Assignment Order #4</u>
Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Certificated Assignment Order #4. | 9 |
| C. <u>Classified Assignment Order #4</u>
Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Classified Assignment Order #2. | 11 |
| D. <u>Acceptance of Donations</u>
Recommendation: (Rick Miller, Assistant Superintendent) The District Administration recommends that the Board approve acceptance of the donations. | 13 |
| E. <u>Out of County or Overnight Activities</u>
Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board approve or receive the request as presented. | 14 |

- F. Cash Receipts Report No. 2 19
 Recommendation: (Rick Miller, Assistant Superintendent) 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. 2 21
 Recommendation: (Rick Miller, Assistant Superintendent) 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. Warrant Schedules No. 575 and 576 23
 Recommendation: (Rick Miller, Assistant Superintendent) 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: _____

VI. ACTION/DISCUSSION

- A. Purchase of a 78 Passenger School Bus 26
 Recommendation: (Rick Miller, Assistant Superintendent) The District Administration recommends that the Board approve the lease of a 78 passenger Blue Bird school bus.
- B. Final Issuance of Regulation 6152.1 Placement in Mathematics Course 37
 Recommendation: (Ani Silva, Director of Curriculum and Special Projects) The Administration recommends that the Board approve Regulation 6152.1 Placement in Mathematics Course (as required by California Education Code) for issuance.

Move: _____ Second: _____ Vote: _____

Move: _____ Second: _____ Vote: _____

- C. 2016-17 Declaration of Need for Fully Qualified Educators 40
 Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of the Declaration of Need for Fully Qualified Educators to be filed with the Commission on Teacher Credentialing for the beginning of the 2016-2017 school year.

Move: _____ Second: _____ Vote: _____

- D. Proposition 39 Energy Expenditure Plan 44
 Recommendation: (Matt Kelly, Director Facilities and Transportation) The Administration recommends that the Board review and approve the Energy Expenditure Plan.

Move: _____ Second: _____ Vote: _____

- E. Board Calendar/Future Meetings 74
Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends that the Board review and possibly modify meeting dates on the attached calendar and determine, given information from the Administration, whether additional Board dates or modifications need to be established.

Move: _____ Second: _____ Vote: _____

VII. INFORMATION/DISCUSSION

- A. Review of Bus Ridership 77
Recommendation: (Rick Miller, Assistant Superintendent) The District Administration recommends that the Board review the bus ridership information.

Board Direction: _____

- B. Future Agenda Items 78
Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends that the Board review the list of future agenda items and direct Administration to add items to the list and/or schedule items for a particular agenda.

California Healthy Kids Survey Follow-Up (October 27)
Choir Class Course Description (November 17)
Senior Class Projects Review (November 17)
Elementary School Counseling Services
Spanish Class at Elementary Schools
Pebble Beach Housing Project

Board Direction: _____

VIII. ADJOURNMENT

Next regular meeting: October 27, 2016 – Adult School Multipurpose Room

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
Minutes of Regular Meeting of September 22 – Robert Down Elementary School

I. OPENED BUSINESS

- A. Called to Order 7:01 p.m.

- B. Roll Call
 - President: Trustee Thibeau
 - Clerk: Trustee Paff
 - Trustees Present: Trustee Crandell
Trustee Phillips
Trustee Swanson
 - Administration Present: Superintendent Porras
Assistant Superintendent Miller
 - Board Recorder: Mandi Freitag
 - Student Board Member: Lexi Rohrer

C. Adopted Agenda

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

- D. Pledge of Allegiance Led By: Boy Scouts Troop Pack 125, Dens 8 and 1; Girl Scouts 32138 and 30614

II. SITE PRESENTATION

Robert Down’s presentation: *Go for Gold!*

Students Katie, Anthony, Orion, Sean, Luiza and Matthew spoke to the Board regarding Physical Education program and the new Toolbox program. Olympic Marathon runner Blake Russell, four time winner of the Big Sur Marathon Adam Roach and Occupational Therapist Megan Roach spoke to the Board and community regarding the importance of Physical Education.

The presentation concluded with physical education activities and calisthenics in the Cafeteria.

III. COMMUNICATIONS

A. Written Communication

The Board received written communication regarding elementary school counselors, as well as a letter from a City of Pacific Grove council member.

Superintendent Porras received a letter praising the hard work of Edward Overstreet, Efron Torres and Matt Kelly.

Superintendent Porras also received a letter on behalf of Monterey County Office of Education certifying the District budget, and thanked Assistant Superintendent Miller for his hard work.

B. Board Member Comments

All Trustees expressed their enjoyment of the presentation by Robert Down Elementary, thanking students, parents and staff.

Trustee Crandell also thanked the Co-Op Preschool parents for their efforts in resolving a recent issue. Trustee Crandell also thanked PG High School Principal Matt Bell and Assistant Principal Sean Keller for presenting the movie *Audrie and Daisy* for parents and students.

Trustee Paff also thanked PG High School Administrators for showing the movie *Audrie and Daisy*, as well as the recent Coffee with the Principal.

Trustee Thibeau thanked the Administrators and staff at Robert Down Elementary for their response to the recent shelter-in-place, and specifically thanked Assistant Superintendent Miller for keeping the Board informed.

C. Superintendent Report

Superintendent Porras noted the recent showing of the movie *Audrie and Daisy* at PG High School. Superintendent Porras also expressed appreciation to Director of Curriculum Ani Silva, Director of Technology Bruce Cates and Director of Education Technology Matthew Binder for the Tech Night at Forest Grove Elementary, noting the District is doing a great job managing the tech bond money. Finally, Superintendent Porras thanked Director of Human Resources Billie Mankey and the Human Resources department for their poise and patience.

D. PGUSD Staff Comments (Non Agenda Items)

PG High School Principal Matt Bell thanked Assistant Principal Sean Keller for going above and beyond to bring the movie *Audrie and Daisy* to the high school. Principal Bell also discussed follow up regarding the subject matter, including a bulletin with questions to the students and awareness information available on campus.

Forest Grove Principal Buck Roggeman praised the Robert Down Elementary staff and students, sharing in the joy of their Gold Ribbon achievement. Principal Roggeman also thanked the Forest Grove Elementary teachers for their regular review of student work, addressing the needs of the most vulnerable learners, and thanked Director of Curriculum Ani Silva.

IV. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

None.

V. PRESENTATION/INFORMATION/DISCUSSION

Pacific Grove High School student Olivia Caine, in an effort to obtain the Gold Award with the Girl Scouts, asked the Board to add Choir as a course option for students. Caine then presented her plan to the Board, including asking for class status and payment for the teacher. Many students and parents attended in support of Caine. The presentation concluded with the choir singing for the Board. The Board discussed logistics of adding a Choir as an approved course with Principal Bell. The Board supported adding Choir as a course and asked Administration to bring the item back as an Action/Discussion item.

VI. CONSENT AGENDA

- A. Minutes of September 8, 2016 Regular Board Meeting
- B. Certificated Assignment Order #3
- C. Classified Assignment Order #3
- D. Acceptance of Donations
- E. Out of County or Overnight Activities
- F. Quarterly Report on Williams Uniform Complaints
- G. Declaration of Surplus Property for 2016 Butterfly Parade Bazaar

MOTION Phillips/Crandell to approve consent agenda as presented.

Public comment: none

Motion CARRIED 5 – 0

VII. PUBLIC HEARING: Approval of Resolution #984 Regarding Sufficiency of Instructional Materials for Fiscal Year 2016-2017

Open Public Hearing 8:22 p.m. Close Public Hearing 8:25 p.m.

VIII. ACTION/DISCUSSION

- A. Approval of Resolution #984 Regarding Sufficiency of Instructional Materials for Fiscal Year 2016- 2017

MOTION Crandell/Paff to approve Resolution #984 Regarding Sufficiency of Instructional Materials for Fiscal Year 2016-2017.

Public comment: none

Motion CARRIED roll call vote 5 – 0

- B. Approval of Board Bylaw 9270 Conflict of Interest Code Amendments and Resolution #985

MOTION Swanson/Crandell to approve Board Bylaw 9270 Conflict of Interest Code Amendments and Resolution #985.

Public comment: none

Motion CARRIED roll call vote 5 – 0

- C. Board Calendar/Future Meetings

No action taken.

IX. INFORMATION/DISCUSSION

- A. 2015-2016 California Assessment of Student Performance and Progress (CAASPP) Results

Director of Curriculum Ani Silva and Director of Education Technology Matthew Binder presented information to the Board. The Board discussed this item.

- B. Future Agenda Items

Senior Class Projects Review (November 17)
California Healthy Kids Survey Follow-Up (October 27)

Spanish Class at Elementary Schools
Pebble Beach Housing Project

The Board added the Choir class consideration to Action/Discussion no later than November 17, as well as the Elementary School Counseling.

X. **ADJOURNED**

9:37 p.m.

Approved and submitted:

Dr. Ralph Gómez Porras
Secretary to the Board

SUBJECT: Certificated Assignment Order #4

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

RECOMMENDATION:

The administration recommends adoption of Certificated Assignment Order #4.

BACKGROUND:

Under Board Policies #4200 and #4211, the Human Resource 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. 4
October 6, 2016**

TEMPORARY, ADDITIONAL ASSIGNMENT:

Kim Shurtz, FGE GATE Teacher, not to exceed 3 hrs./week, paid at the hourly instructional rate, effective 2016-17 school year:

2016-17 Pacific Grove Unified CTE Annual Stipends, funded through CTEIG (Career Technical Ed Grant), to be paid 50% of total each semester

Employee	Position	% FTE	CTEIG Funding
Isaac Rubin	CTSO Student Advisor Tier 2	1.0	\$4,749
Jenn Erickson	CTSO Student Advisor Tier 2	1.0	\$4,749
	CTE Curriculum Building and University Articulation	1.0	\$2,610
Emily Gutierrez	CTSO Student Advisor Tier 2	1.0	\$4,749
	CTE Curriculum Building and University Articulation	1.0	\$2,610
Tony Payan	CTE Curriculum Building and University Articulation	1.0	\$2,610
Celia Lara			
Stefanie Pechan	CTSO Student Advisor Tier 2 (PGMS, FGE, and RDE)	1.0	\$4,749
Kim Shurtz	CTSO Student Advisor Tier 1	1.0	\$2,610

2016-17 Pacific Grove High School Curriculum Stipends and Special Assignments

Employee	Assignment	Stipend % or # of Sections	Funding
Lillian Griffith	Fall Drama Production	1.0 FTE	GF

LEAVE OF ABSENCE:

Adrienne D'Amico, PGHS Science Teacher, requests maternity and child rearing leave from approximately November 7, 2016 through April 17, 2017.

INCREASE/DECREASE IN ASSIGNMENT:

Nicki Klevan, FGE TK Teacher, requests to a voluntary and permanent reduction in FTE to maintain 0.50 FTE through STRS Reduced Workload Program, effective September 16, 2016.

SUBSTITUTES:

Marguerite Fearn
Elana Lipstein
Richard Tezak

SUBJECT: Classified Assignment Order #4

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

RECOMMENDATION:

The administration recommends adoption of Classified Assignment Order #4.

BACKGROUND:

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

INFORMATION:

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

FISCAL IMPACT:

Funding has been approved and allocated for these items.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL ORDER NO. 4
October 6, 2016**

NEW HIRE:

Dana Jones, FGE, Instructional Assistant, 3 hrs./day/5 days per week, 180 day work calendar, Range 30, Step A, effective September 28, 2016 (new position)

Nargess Akhavi, RDE, Instructional Assistant, 3 hrs./day/5 days per week, 180 day work calendar, Range 30, Step A, effective September 28, 2016 (new position)

Norma Mreish-Barakat, RDE, Instructional Assistant, 3 hrs./day/5 days per week, 180 day work calendar, Range 30, Step E, effective October 19, 2016 (new position)

ADDITIONAL ASSIGNMENT:

Habiba Malik, FGE, Instructional Assistant, 1.5 hrs./day/5 days per week, 180 day work calendar, Range 30, Step A, effective September 26, 2016 (replacement hours due to IA time being restructured to Kindergarten)

CHANGE OF ASSIGNMENT:

Greg Ellis, MOT & G, from Grounds, 8 hrs./day/12 month work calendar, Range 37, Step E to Bus Driver, 4.5 hrs./day Range 38, Step E and Utility Worker, 3.5 hrs./day Range 37, Step E, 12 month work calendar, standard assignment 8 hours total, however each category based upon need, effective October 3, 2016 (partial replacement for Lynn Book and partial new Utility Worker hours)

Melissa Gibson, PGMS, Noon Duty, 1 hr./day/5 days per week, 180 day work calendar to RDE, Instructional Assistant, 3 hrs./day/5 days per week, 180 day work calendar, Range 30, Step A, effective October 17, 2016 (new position)

INCREASE/DECREASE IN HOURS:

Marlene Roman, FGE Recreation Leader, increase in assignment from 7.5 hrs./day to 8 hrs./day, 10 month work calendar, effective August 10, 2016 (necessary for TK schedule)

RESIGNATION:

Joanne Nolan-Stewart, PGAS, Clerk III, resigns effective October 8, 2016

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

LifeTouch	\$ 333.13 (undesignated)
Yellow Brick Road	\$ 600 (Z. Roach)

Robert H. Down Elementary School

None

Pacific Grove Middle School

Demetra Jamson	\$ 100 (Garden Habitat)
Ocean Guardian Grant	\$4,000 (school-wide)

Pacific Grove High School

None

Pacific Grove Community High School

None

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

None

Pacific Grove Unified School District

None

Ref: Donations

SUBJECT: Out of County or Overnight Activities

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

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.

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

<u>DATE</u>	<u>STUDENTS/CLASS</u>	<u>TRANSPORTATION</u>	<u>COST</u>	<u>FUNDING SOURCE</u>
<u>DESTINATION</u>	<u>ACTIVITY</u>			
December 12 Nasa Ames Center Moffett Field, San Jose, CA	RD 5 th Grade Class (Pechan) Space Science field trip	Auto	None	N/A
January 27-28, 2017 Mello Center & Watsonville High School Watsonville, CA	PGMS Music Students CMEA-CCS Honor Concerts	PGUSD Bus & Charter	\$2,003	MS Music Dept.
January 28, 2017 Marin Catholic HS Kentfield, CA	PGHS Wrestling Team Wrestling Tournament	District Vans	\$425	HS Athletics

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
REQUEST FOR OFF CAMPUS ACTIVITY

copy to site 9/21
Consent Agenda Item E

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-COUNTY, 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 THE BOARD MEETING PRIOR TO THE EVENT

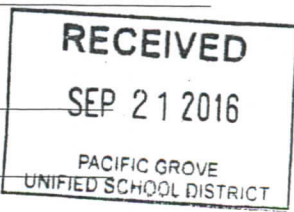
Date of Activity 12-6-16 Day of Activity Tuesday
Place of Activity NASA Ames Education Center, Moffett Field
School Robert Down Elem. Grade Level 5 San Jose, CA
School Departure Time 7:15 AM PM _____
Pickup Time From Place of Activity _____ AM 1:00 PM _____
Name of Employee Accompanying Students Stefanie Pechan
Number of Adults 10 Number of Students 27
Class or Club Mrs. Pechan's Class
Description of Activity Field Trip
Education Objective NGSS Unit 4: Space
List All Stops RHTD -> NASA -> RHTD
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 (Teacher's Initials) SP
2. If using vans, you MUST list who the drivers are. _____
3. Cost of Activity \$ 0
4. Cost of Transportation \$ 0
Total Cost (Activity + Transportation) \$ 0
5. Fund to be Charged for all activity expenses: () Acct. Code _____
() Students _____
() Other _____
6. Requested By Pechan / Stefanie Pechan Date 9-19-2016
Employee's Signature AND Printed Name (Employee accompanying students on activity)
7. Recommend Approval [Signature] Date 9-20-16
Principal's Signature

Transportation Department/District Office Use Only

Bus(s) () Available () Not Available Date Received _____
Cost Estimate \$ _____
Approved By _____ Date _____
Transportation Supervisor
Approved By _____ Date _____
Assistant Superintendent
Date of Board Approval October 6, 2016



Updated 12/15/15

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
REQUEST FOR OFF CAMPUS ACTIVITY

FAXED
Consent Agenda Item E

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-COUNTY, 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 THE BOARD MEETING PRIOR TO THE EVENT

2017
Date of Activity 1/26, 1/27, 1/28 Day of Activity TH 4-8pm, Fri 8-3pm, Sat. 8am
Place of Activity Watsonville Mello Center + Watsonville HS Drop only
School PGMS Grade Level G-8
School Departure Time TH 4pm, Fri 8AM, Sat 8AM PM
Pickup Time From Place of Activity TH 8PM, Fri 8AM, Sat 8AM
Name of Employee Accompanying Students Barbara Priest
Number of Adults 5 Number of Students ≈ 50
Class or Club PGMS Music Dept.
Description of Activity CMEA- CCS Honor Band + Orchestra Weekend
Education Objective Student Honors event + Professional Development
List All Stops _____

Means of Transportation: one () 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 no
(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) \$ _____

5. Fund to be Charged for all activity expenses: () Acct. Code _____
() Students _____
() Other MS Music Dept.

6. Requested By Barbara Priest Date 9/7/16
Employee's Signature AND Printed Name (Employee accompanying students on activity)

7. Recommend Approval [Signature] Date 9-7-16
Principal's Signature

Transportation Department/District Office Use Only

Bus(s) Available () Not Available Date Received _____
Cost Estimate \$ 2023.00
Approved By [Signature] Date _____
Transportation Supervisor
Approved By [Signature] Date 9/7/16
Assistant Superintendent
Date of Board Approval October 6, 2016

RECEIVED
SEP 07 2016
PACIFIC GROVE
UNIFIED SCHOOL DISTRICT

PACIFIC GROVE UNIFIED SCHOOL DISTRICT Consent Agenda Item E
copy to state 1/22
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-COUNTY, 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 THE BOARD MEETING PRIOR TO THE EVENT

Date of Activity 1-28-17 Day of Activity ~~8/27/17~~ Saturday
 Place of Activity Marin Catholic HS, Kentfield, CA - DAWN-2-DUSK
 School PG High Grade Level 9-12 Tournament
 School Departure Time 4:00 AM _____ PM X
 Pickup Time From Place of Activity 8:00 AM _____ PM X
 Name of Employee Accompanying Students Travis Selfridge, Bill Grant
 Number of Adults 4 Number of Students 14
 Class or Club Wrestling Team
 Description of Activity Tournament
 Education Objective _____
 List All Stops store for food, dinner both days
 Means of Transportation: () 84 Passenger () 72 Passenger () 48 Passenger () 18 Passenger
 () Charter () Auto* () Walk (x) Other** school vans

*#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 TS
 (Teachers Initials)

2. If using vans, you MUST list who the drivers are. Travis Selfridge

3. Cost of Activity \$ 275 - meet fee. Registration

4. Cost of Transportation \$ 150
 Total Cost (Activity + Transportation) \$ 425

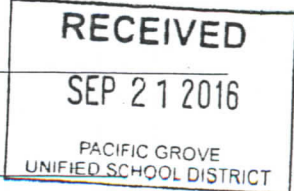
5. Fund to be Charged for all activity expenses: (x) Acct. Code ATHLETIC DEPART. FUND
 () Students WELLS FARGO BANK
 () Other _____

6. Requested By [Signature] / Travis Selfridge Date 9-9-16
 Employee's Signature AND Printed Name (Employee accompanying students on activity)

7. Recommend Approval [Signature] Date 9/21/16
 Principal's Signature

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

Bus(s) () Available () Not Available Date Received _____
 Cost Estimate \$ _____
 Approved By _____ Date _____
 Approved By [Signature] Date 9/21/16
 Transportation Supervisor
 Assistant Superintendent
 Date of Board Approval October 6, 2016



Updated 12/15/15

SUBJECT: Cash Receipts Report No. 2

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

RECOMMENDATION:

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

BACKGROUND:

The attached listing identifies Cash Receipts received by the District during the period of August 31, 2016 through September 23, 2016.

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 # 2

August 31, 2016 - September 23, 2016

Date	Num	Name	Account	Amount
Aug 31 - Sep 23, '16				
9/12/2016	18035	RETIREE INSURANCE	RETIREE INSURANCE	12,230.86
9/12/2016	18036	BASRP-FG	BASRP	1,018.25
9/12/2016	18037	BASRP-RD	BASRP	3,977.00
9/12/2016	18038	BASRP-FG	BASRP	8,906.00
9/12/2016	18039	BASRP-RD	BASRP	9,426.00
9/12/2016	18040	BUS PASS	BUS PASS	1,150.00
9/12/2016	18041	Fingerprinting	Fingerprint Fees	2,233.00
9/12/2016	18042	RLS	FACILITIES	300.00
9/12/2016	18043	YMCA	FACILITIES	1,530.00
9/12/2016	18044	STATE OF CALIFORNIA	SP ED	4,152.11
9/12/2016	18045	PGHS	DONATION	241.43
9/12/2016	18046	Sanchez, Maryn	INS PAYMENT	2,838.16
9/13/2016	18047	MPC	ADULT EDUCATION	13,849.96
9/13/2016	18048	BUS PASS	BUS PASS	150.00
9/13/2016	18049	PGMS	SCIENCE CAMP	10,305.00
9/13/2016	18050	TEXTBOOKS	TEXT BOOK FEES	25.00
9/13/2016	18051	PGMS	SCIENCE CAMP	15,335.50
9/13/2016	18052	MCOE	SP ED	9,599.00
9/13/2016	18053	PGMS	SCIENCE CAMP	4,067.50
9/13/2016	18054	Robert Down Elementary	DONATION	540.00
9/13/2016	18055	ROP	Class Fees	200.00
9/13/2016	18056	ROP	Class Fees	200.00
9/13/2016	18057	ROP	Class Fees	350.00
9/13/2016	18058	ADULT EDUCATION	ADULT EDUCATION	3,112.23
9/13/2016	18059	ADULT EDUCATION	ADULT EDUCATION	1,454.00
9/13/2016	18060	ADULT EDUCATION	ADULT EDUCATION	3,395.00
9/15/2016	18061	BASRP-FG	BASRP	12,136.00
9/15/2016	18062	BASRP-RD	BASRP	5,469.67
9/15/2016	18063	RETIREE INSURANCE	RETIREE INSURANCE	897.73
9/15/2016	18064	BUS PASS	BUS PASS	200.00
9/15/2016	18065	PGMS	DONATION	100.00
9/15/2016	18066	Robert Down Elementary	FIELD TRIP	83.00
9/15/2016	18067	Forest Grove Elementary	DONATION	600.00
9/15/2016	18068	Forest Grove Elementary	DONATION	333.13
9/20/2016	18069	Calvary High School	SPECIAL RESERVE	500.00
9/20/2016	18070	Shoreline Community Church	SPECIAL RESERVE	4,007.50
9/20/2016	18071	Catalyst Soccer Club	SPECIAL RESERVE	375.00
9/20/2016	18072	STATE OF CALIFORNIA	SP ED	249.80
9/20/2016	18073	ADULT EDUCATION	ADULT EDUCATION	4,236.00
9/20/2016	18074	ADULT EDUCATION	ADULT EDUCATION	250.77
9/20/2016	18075	SCCOE	MAA	9,150.01
9/20/2016	18076	PGMS	GRANT	4,000.00
9/20/2016	18077	PGMS	SCIENCE CAMP	1,980.00
9/23/2016	18078	RETIREE INSURANCE	RETIREE INSURANCE	2,761.62
9/23/2016	18079	Robert Down Elementary	DONATION	260.00
9/23/2016	18080	Lost Key Fee	MAINT/GROUNDS	35.00
9/23/2016	18081	PGMS	SCIENCE CAMP	720.00
9/23/2016	18082	BASRP-RD	BASRP	1,268.25
9/23/2016	18083	BASRP-FG	BASRP	1,384.25
Aug 31 - Sep 23, '16				<u>161,583.73</u>

SUBJECT: Revolving Cash Report No. 2

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

RECOMMENDATION:

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

BACKGROUND:

The attached listing identifies payments made from the Revolving Cash Fund during the period from August 31, 2016 through September 23, 2016.

INFORMATION:

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

REVOLVING CASH
BOARD REPORT # 2
 August 31, 2016- September 23, 2016

Date	Num	Name	Account	Amount
Aug 31 - Sep 23, '16				
9/15/2016		DEPOSIT	none	4,589.87
9/23/2016	5089	Laurie Musci	ADULT EDUCATION	-75.00
9/23/2016	5090	Ashleigh Anderson	ADULT EDUCATION	-120.00
9/23/2016	5091	Mariana Avalos-Feehan	ADULT EDUCATION	-75.00
9/23/2016	5092	Hariette Harris	ADULT EDUCATION	-45.00
9/23/2016	5093	Ryan Wells	TEXT BOOK FEES	-55.00
9/23/2016	5094	Donaldo Hernandez	TEXT BOOK FEES	-9.00
9/23/2016	5095	Claire Bessat	ADULT EDUCATION	-65.00
9/23/2016	5096	Maryam Khatapoosh	ADULT EDUCATION	-95.00
9/23/2016	5097	Klare Hidas	ADULT EDUCATION	-90.00
9/23/2016	5098	M/M Ruiz	TEXT BOOK FEES	-50.00
9/23/2016	5099	Cielle Summy	TEXT BOOK FEES	-10.00
9/23/2016	5100	M/M McKinney	TEXT BOOK FEES	-15.00
9/23/2016	5101	Tina TAvares	ADULT EDUCATION	-30.00
Aug 31 - Sep 23, '16				<u>3,855.87</u>

SUBJECT: Warrant Schedule 575 and 576

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 August 2, 2016 through September 30, 2016.

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. 575

Warrants- Payroll

AUGUST '16

Certificated-	Regular 08/05/16	\$	0
	Regular 08/10/16	\$	0
	Regular 08/15/16	\$	0
	Regular 08/31/16	\$	1,404,027.39
	Total Certificated	\$	<u>1,404,027.39</u>
Other-	Regular 08/05/16	\$	0
	Regular 08/10/16	\$	0
	Regular 08/15/16	\$	0
	Regular 08/31/16	\$	0
	Total Other	\$	<u>0</u>
Classified-	Regular 08/05/16	\$	0
	Regular 08/10/16	\$	0
	Regular 08/15/16	\$	0
	Regular 08/31/16	\$	489,304.23
	Total Classified	\$	<u>489,304.23</u>
	<u>TOTAL PAYROLL</u>	\$	<u>1,893,331.62</u>

Warrants- AP

Warrants <u>12252641</u> through <u>12252658</u> (08/02/16)	\$	<u>16,998.80</u>
Warrants <u>12253206</u> through <u>12253219</u> (08/04/16)	\$	<u>313,310.07</u>
Warrants <u>12253956</u> through <u>12253982</u> (08/09/16)	\$	<u>58,212.57</u>
Warrants <u>12254479</u> through <u>12254494</u> (08/11/16)	\$	<u>189,096.54</u>
Warrants <u>12255155</u> through <u>12255190</u> (08/16/16)	\$	<u>100,050.47</u>
Warrants <u>12255791</u> through <u>12255809</u> (08/18/16)	\$	<u>45,999.13</u>
Warrants <u>12256555</u> through <u>12256579</u> (08/23/16)	\$	<u>50,456.88</u>
<u>TOTAL WARRANTS</u>	\$	<u>2,667,456.08</u>

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

WARRANT SCHEDULE NO. 576

Warrants- Payroll

SEPTEMBER '16

Certificated-	Regular 09/02/16	\$	0
	Regular 09/09/16	\$	9,561.82
	Regular 09/15/16	\$	0
	Regular 09/30/16	\$	1,392,446.66
	Total Certificated	\$	<u>1,402,008.48</u>
Other-	Regular 09/02/16	\$	0
	Regular 09/09/16	\$	0
	Regular 09/15/16	\$	0
	Regular 09/30/16	\$	0
	Total Other	\$	<u>0</u>
Classified-	Regular 09/02/16	\$	0
	Regular 09/09/16	\$	1,863.57
	Regular 09/15/16	\$	0
	Regular 09/30/16	\$	511,001.78
	Total Classified	\$	<u>512,865.35</u>
	<u>TOTAL PAYROLL</u>	\$	<u>1,914,873.83</u>

Warrants- AP

Warrants <u>12260616</u> through <u>12260628</u> (09/13/16)	\$	<u>125,073.65</u>
Warrants <u>12261333</u> through <u>12261382</u> (09/15/16)	\$	<u>229,045.53</u>
Warrants <u>12262093</u> through <u>12262136</u> (09/20/16)	\$	<u>354,811.03</u>
Warrants <u>12262968</u> through <u>12263005</u> (09/22/16)	\$	<u>52,886.25</u>
Warrants <u>12264289</u> through <u>12264325</u> (09/27/16)	\$	<u>69,254.89</u>
<u>TOTAL WARRANTS</u>	\$	<u>2,745,945.18</u>

SUBJECT: Purchase of a 78 Passenger School Bus

PERSON RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services

RECOMMENDATION:

The District Administration recommends that the Board approve the lease of a 78 passenger Blue Bird school bus.

BACKGROUND:

One of the District buses (Bus #1) is in poor condition and needs constant repairs. The District has purchased four buses/vans in the last five years and this purchase will improve the quality and safety of our fleet.

INFORMATION:

The District recommends leasing a 78 passenger school bus, at a cost of \$158,410. With an interest rate of 2.40%, the total cost of the bus will be \$162,510, paid over three years.

Payment #1	\$54,170
Payment #2	\$54,170
Payment #3	\$54,170
TOTAL	\$162,510

FISCAL IMPACT:

A three-year lease with \$54,170 per year paid from the General Fund.



ORIGINAL FINANCE LEASE DOCUMENTS

Sign and fill out the **CONTRACT**. Please have signature notarized *
and/or provide a copy of authority to sign contracts.
A School Seal may be used.

Fill in Federal ID # and sign the 8038 IRS Form.
(Santander Bank will file once lease is funded and finalized.)

Sign and fill out the Insurance Company and Coverage Information *
Please send a copy to your agent ASAP and return copy with docs.
Fill out all necessary documents included in this Packet.
Including all checked and marked items. *

Please attach a copy of signed Board Minutes in which this
finance arrangement was approved. The official minutes can
be used or the board's attorney must sign and approve. }

ENCLOSE the most recent copy of the last TWO years of the
Audited Financial Statements. (**REQUIRED**)

Complete Audits/Reports

Please include 2014 & 2015 }

Please include the current years approved budget.

Return completed set of documents and other required documents to:

Mr. Jeff Drawdy, VP
Santander Bank, N.A.
831 Whitfield Walk
Zebulon, GA 30295



Municipal Lease Program

Customer's Full LEGAL Name Pacific Grove Union School District

Addresses (Street and Mailing) 435 Hillcrest Avenue

City, State, Zip Code Pacific Grove, CA 93950

Distributor A-Z Bus Sales

Name of Administrator/Business Officer/Title Matt Kelly

Telephone/Fax 831-646-6537 Fax #- _____ ✓

Number of units to be sold & type 2017 Blue Bird T3RE 78 passenger

Initial Payment: 30 days deferred PMT Annual Delivery Date: 10/15/2016 estimated

Year School District was formed: _____ ✓ Current Enrollment: _____ ✓

Districts Current Bus Fleet: _____ ✓ Federal /Employee ID Number: _____ ✓

Provide Basic Justification for Request: _____ ✓

Borrowing Reference: _____ ✓ Bank Relationship Reference: _____ ✓

Completed By: _____ ✓ Title: _____ ✓

Computations from Amortization Schedule: Quote Expires if not accepted within 30 days. Quote Date: Acceptance by Santander Bank is subject to Credit review and approval by Santander Bank at it's sole discretion.

Compound Period: Annual Please send current two years audited financial statements to the below address.

If you have any questions, Please feel free to call, or email:

Jdrawdy@santander.us

Jeff Drawdy, VP, Santander Bank

831 Whitfield Walk, Zebulon GA 30295

(Office) 770-567-5514 (Fax) 770-567-5516

MUNICIPAL LEASE-PURCHASE AGREEMENT

LESSOR

Santander Bank N. A.
 3 Huntington Quad
 Suite 101N
 Melville, NY 11747-4616

LESSEE

Name: Pacific Grove Union School District
 Street: 435 Hillcrest Avenue
 City/State/Zip: Pacific Grove, CA 93950
 Responsible Official: _____
 Phone: () _____



1. LEASE OF VEHICLES: LESSOR hereby agrees to lease to LESSEE and LESSEE hereby agrees to lease from LESSOR the school buses or other motor vehicles and equipment and accessories thereon (herein "Vehicles") on the terms and conditions provided in this Agreement and the schedule and additional schedules annexed hereto (each a "Schedule" and collectively, the "Schedules"). Each Schedule shall be a separately enforceable Lease, the terms and conditions of which shall be those set forth herein and on each Schedule (each a Lease-Purchase Agreement "Lease" and collectively, the "Leases").

2. COVENANTS: LESSEE represents, covenants and warrants that (a) It is a public body corporate and politic, (b) It is a "tax- exempt issuer" within the meaning of the Internal Revenue Code, (c) It is authorized by all applicable laws to make, and perform under, this Lease, (d) **The Vehicles are essentially needed** for their proper, efficient and economic operation, (e) At the time of making the Lease, sufficient funds were appropriated to fulfill the Lessee's obligations of the current fiscal year, and (f) LESSEE has not previously terminated a lease for non-appropriation.

3. TERM AND RENT: The Lease term shall commence as of the date that the Vehicles are delivered to LESSEE, or LESSEE's Agent (the "Commencement Date") and shall continue for the term shown on the attached Schedule relating thereto, unless Lessee notifies LESSOR that an Event of Non-appropriation (described below) has occurred. At the end of such term LESSEE shall acquire legal title to the Vehicles and terminate this Lease with respect thereto by paying to LESSOR all amounts then due and unpaid hereunder and the remaining principal balance with respect to such Vehicles as shown on the Schedule relating The rent under this Lease shall be payable in lawful money of the United States of America, from any and all legally available funds, and at the times and in the amounts as indicated on each attached Schedule. In lieu of cash, LESSOR will accept payment by check or wire transfer of immediately available funds only. Each payment will consist of a principal and interest component.

4. EVENT OF NON-APPROPRIATION: Lessee shall notify LESSOR promptly (and in no case later than 30 days prior to the last day of its current fiscal year) if sufficient funds are not appropriated for the payments for the next Renewal Term (an "Event of Non-appropriation"). If LESSEE terminates this Lease or an Event of Non-appropriation occurs, Lessee agrees, to the extent not prohibited or required by law, not to (i) purchase, lease, rent, or otherwise acquire vehicles performing functions similar to those performed by the Vehicles or (ii) contract with another party to furnish services that the Vehicles had provided, for one year after such termination or occurrence.

5. PAYMENTS UNCONDITIONAL: LESSEE HAS EXAMINED, TESTED AND ACCEPTED THE VEHICLES COVERED BY THIS LEASE AND SCHEDULES, AND SUBJECT ONLY TO AN EVENT OF NON-APPROPRIATION, LESSEE'S OBLIGATION TO PAY RENT AND OTHER PAYMENTS HEREUNDER SHALL BE ASOLUTE AND UNCONDITIONAL AND NOT SUBJECT TO ANY ABATEMENT, SET-OFF, DEFENSE OR COUNSELCLAIM FOR ANY REASON WHATSOEVER, REGARDLESS OF LOSS, DAMAGE, DESTRUCTION, MALFUNCTION OR DISREPAIR OF THE EQUIPMENT, OR DISPUTE WITH THE MANUFACTURER OR SUPPLIER OF THE VEHICLES OR FOR ANY OTHER REASON.

6. DISCLAIMER OF WARRANTIES: LESSOR, NEITHER BEING THE MANUFACTURER, NOR A SUPPLIER, NOR A DEALER IN THE VEHICLES, MAKES NO WARRANTY, EXPRESS OR IMPLIED, TO ANYONE, AS TO DESIGN, CONDITION, CAPACITY, PERFORMANCE OR ANY OTHER ASPECT OF THE VEHICLES OR THEIR MATERIAL OR WORKMANSHIP. LESSOR ALSO DISCLAIMS ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR USE OR PURPOSE WHETHER ARISING BY OPERATION OF LAW OR OTHERWISE. LESSOR FURTHER DISCLAIMS ANY LIABILITY FOR LOSS, DAMAGE OR INJURY TO LESSEE OR THIRD PARTIES AS A RESULT OF ANY DEFECTS, LATENT OR OTHERWISE, IN THE VEHICLES WHETHER ARISING FROM THE APPLICATION OF THE LAWS OF STRICT LIABILITY OR OTHERWISE. AS TO LESSOR, LESSEE LEASES THE VEHICLES "AS-IS". LESSEE HAS SELECTED THE SUPPLIER OF THE VEHICLES AND ACKNOWLEDGES THAT LESSOR HAS NOT RECOMMENDED SUPPLIER. LESSOR SHALL HAVE NO OBLIGATION TO MAINTAIN, OR SERVICE THE VEHICLES. If the Vehicles are unsatisfactory for any reason, LESSEE shall make claim on account thereof solely against Supplier, and any of Suppliers vendors, and shall nevertheless pay LESSOR all rent payable under the Lease. LESSOR hereby assigns to LESSEE all of the rights which LESSOR may have against Supplier and Suppliers vendors for breach of warranty or other representations respecting the Vehicles. LESSEE understands and agrees that neither Supplier nor any agent of Supplier; is an agent of LESSOR or is authorized to waive or alter any term or condition of this Lease.

7. RISK OF LOSS: LESSEE shall bear all risks of loss of and damage to Vehicles from any cause; occurrence of such loss or damage shall not relieve LESSEE of any obligation hereunder. In the event of loss or damage, LESSEE, at its option, shall (a) place the damaged Vehicle in good repair, condition and working order; or (b) replace lost or damaged Vehicles with like Vehicles in good repair, condition and working order, with documentation creating a lien or favor of LESSOR or its assignee, or (c) purchase the Vehicles for the Purchase Option Price set forth on the related Schedule for the fiscal year then or next ending.

8. INSURANCE: LESSEE will purchase and maintain in force during the term of this Agreement, insurance policies in at least the amounts listed below covering the Vehicles between the time of delivery thereof to LESSEE and final disposition by LESSOR. Said insurance shall be written by an insurance company or companies acceptable to LESSOR, insuring LESSEE against any loss, damage, claims, suits, actions or liability, and by endorsement naming LESSOR as an Additional Named Insured and Loss Payee. Such endorsement or endorsements shall provide in each case that said insurance company or companies shall give to LESSOR at least thirty (30) days' notice in writing of proposed cancellation, modification, or alteration of any said insurance.

<u>Type</u>	<u>Amount</u>
Public Liability and Property Damage (Comprehensive)	\$1,000,000 Combined Single Limit (per occurrence) (\$5,000,000.00) for multi-passenger or I.C.C. Regulated Vehicles)
Collision, Fire and Theft (ALL RISK)	Not less than replacement value

The above insurance shall also include the following, in amounts not less than the applicable minimum legal requirements: (a) uninsured/underinsured motorist coverage, and (b) no fault protection. LESSEE shall in addition provide general liability insurance covering LESSEE'S indemnification responsibilities hereunder. Prior to the date that any Vehicle is placed in service by LESSEE, LESSEE shall furnish LESSOR with a certificate of insurance or other evidence thereof acceptable to LESSOR. Policies covering the aforementioned fire and theft and collision insurance shall bear endorsements to the effect that proceeds thereof shall be payable to LESSOR and/or LESSEE as their interests may appear. LESSEE hereby appoints LESSOR as LESSEE'S attorney-in-fact to receive payment of and endorse all checks and other documents and to take any other action necessary to pursue insurance claims and recover payments if LESSEE fails to do so. Any expense of LESSOR in adjusting or collecting insurance shall be borne by LESSEE. In the event a Vehicle is involved in any material accident, LESSEE shall immediately notify LESSOR and provide (i) a detailed report describing the accident, (ii) copies of all reports provided to an insurance carrier or governmental agency and (iii) copies of any legal papers relating to the accident.

9. LESSEE'S OPERATION OF VEHICLES: LESSEE shall use the Vehicles primarily in the state of registration for business purposes and in a safe and lawful manner, and shall comply with all federal, state, county and municipal statutes, ordinances and regulations which may be applicable to the leasing, use or operation of the Vehicles. LESSEE shall, at its sole expense, maintain the Vehicles in good operating

condition and repair. In addition, LESSEE shall prepare and furnish to LESSOR all documents, returns or forms legally required to be prepared by LESSEE. LESSEE shall be solely responsible for any fines or penalties assessed for violations of any statute, ordinance, by law or regulation of any duly constituted governmental authority, as a result of the use or operation of the Vehicles by any of LESSEE's employees, agents, sublessees or subcontractors, and indemnify LESSOR against any costs, fines or charges LESSOR is required to pay. LESSEE agrees to operate only those Vehicles which have adequate insurance coverage and to comply with all conditions of insurance related to the Vehicles, to maintain the Vehicles and all accessories and equipment thereof in safe and good mechanical condition and running order at all times during the term of this Agreement and to furnish all supplies, accessories, and other essentials required for the use or operation of the Vehicles. In no event will the Vehicles be used to transport any hazardous substances.

10. TITLE; REDELIVERY OF VEHICLES: Title to each Vehicle shall pass to Lessee upon delivery. To secure all of LESSEE's obligations to LESSOR hereunder, LESSEE grants to LESSOR a first security interest and lien (the "Lien") in the Vehicles. LESSEE shall deliver originals of the certificates of title to LESSOR and sign any necessary documents, including applications for Liens to the Motor Vehicle Bureau as requested by LESSOR to note the Lien of LESSOR on the title of the Vehicles. If this Lease is terminated or an Event of Non-appropriation occurs, LESSEE shall immediately deliver the Vehicles to LESSOR or as LESSOR directs.

11. NON-ASSIGNABILITY BY LESSEE: LESSEE shall not assign, sub-lease, transfer or otherwise encumber its rights in and to this Lease or the Vehicles without the prior written consent of the LESSOR.

12. ASSIGNMENT BY LESSOR: This Lease, the Vehicles and any payments by LESSEE due or to become due under it, may be assigned or otherwise transferred, either in whole or in part, by LESSOR and its assignee, without affecting any obligations of LESSEE, and in such event LESSOR's transferee or assignee shall have all the rights, powers, privileges and remedies of LESSOR hereunder. Any assignee's rights shall be free from all defenses, set-offs or counterclaims which LESSEE may be entitled to assert against LESSOR. No assignee shall be obligated to perform any duty or condition required to be performed by LESSOR under the terms of this Lease.

13. DEFAULT: In the event of default by LESSEE, in the payment of any sums due under this Lease when due which continues uncured for thirty (30) days, or receivership, insolvency, or proceedings by or against LESSEE under the bankruptcy laws, or LESSEE's failure to observe or perform any other required provision of this Lease, and such default continues for fifteen (15) days after written notice thereof, by LESSOR, to LESSEE, LESSOR shall have the right to exercise any one or more of the following remedies: (a) to declare all sums due and to become due hereunder, during the LESSEE's current fiscal period, immediately due and payable, without notice or demand to LESSEE; (b) to sue for and recover all payments then accrued or thereafter accruing with respect to the Vehicles; (c) to take possession of the Vehicles without demand or notice wherever it may be located, with or without legal process, and retain it free from any claims of LESSEE whatsoever; (d) to terminate this Lease; or (e) to pursue any other remedy at law or in equity. If LESSOR sells or re-leases any of the repossessed Vehicles, the net proceeds of such sale or lease, less LESSOR's expenses incurred in connection therewith, including attorneys' fees, shall be applied to the total amount due by LESSEE under this Lease and related Schedule and LESSEE shall be obligated to pay LESSOR any deficiency. All of the foregoing remedies are cumulative and may be exercised concurrently or separately. LESSEE shall pay all costs and legal expenses incurred by LESSOR in collecting, or attempting to collect, any sums due hereunder or in securing possession of the Vehicles. LESSEE consents to the personal jurisdiction of the courts, and the applicability of the laws, of the State of the Lessee with respect to any dispute arising out of the Lease.

14. FEDERAL, STATE AND LOCAL TAXES: In addition to payments specified herein, LESSEE shall promptly pay all taxes, assessments and other governmental charges (including penalties, interest, recording and registration fees, if any) levied or assessed: upon the ownership, use or operation of the Vehicles and the payments due hereunder. LESSEE acknowledges that its compliance with the reporting requirements of the Internal Revenue Code is essential to the exemption from Federal income tax of the interest portion of payments made by LESSEE hereunder. Accordingly, LESSEE agrees that its failure to comply with those requirements shall constitute a Default hereunder. LESSEE certifies that it reasonably anticipates that not more than \$10,000,000 of "qualified tax-exempt obligations" (as that term is defined in Section 265(b)(3)(D) of the Internal Revenue Code, as amended by the Tax Reform Act of 1986, (the "Code")) will be issued by it and subordinate entities during the calendar year in which the Lease begins. Further, LESSEE will, by resolution, designate the Lease as comprising a portion of the \$10,000,000 in aggregate issues to be designated as "qualified tax exempt obligations" eligible for the exception contained in Section 265(b)(3)(D) of the Code allowing for an exemption to the general rule of the Code which provides for a total disallowance of a deduction for interest expense allocable to the carrying of tax exempt obligations. If for any reason the payments due hereunder are not exempt from federal taxes, then LESSEE shall pay LESSOR such amounts as will permit LESSOR to realize the same after tax income as if such payments were so exempt, together with all costs, liabilities, damages, expenses, taxes and penalties (including Federal income tax penalties and interest) incurred as a consequence thereof, which LESSEE agrees to pay upon written demand therefor.

15. ADMINISTRATIVE SUPPORT: LESSEE may, from time to time, be required to file, or assist in the filing of, reports to regulatory and/or taxing authorities, which may be necessary to establish, perfect or maintain the legality and/or tax-exempt status of this Lease, or to execute documents needed for LESSORS' financing. LESSEE promises to promptly make such filings or to render such assistance as may, from time to time, be reasonably requested by LESSOR or its Assigns, and to indemnify and hold harmless LESSOR or its assigns from any cost, expense or other damage caused by its failure to do so. LESSEE hereby further authorizes LESSOR to file UCC-1 financing statements without LESSEE'S signature, and to fill in dates and other obvious minor corrections on this Lease.

16. SEVERABILITY: Any term or provision of this Lease found to be prohibited by law or unenforceable shall be ineffective to the extent of such prohibition or unenforceability without, to the extent reasonably possible, invalidating the remainder of the Lease.

17. ENTIRE AGREEMENT: This Lease constitutes the entire agreement between the parties regarding the Vehicles, and there are no representations, warranties, promises, guarantees or agreements, oral or written, expressed or implied, between the parties hereto with respect to the Lease. No modification or amendment hereof shall be binding upon the LESSOR unless made in writing and executed on behalf of LESSOR by its duly authorized officer or agent.

Board Minutes of Lessee approving this transaction on (date) _____ are attached and included with these documents. Please have Notary sign and stamp below/ or use a school seal Stamp.

LESSOR: Santander Bank N.A.

LESSEE: Pacific Grove Union School District

Signature: _____

Signature: _____ Date: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date of this Lease: _____

"Signed and sworn before me this _____ day of _____".

Handwritten signature and notary stamp area with a star symbol.

If Board Minutes are not attached, The following must be completed by the Lessee's Legal Council.

OPINION OF LESSEE'S COUNSEL

As Counsel for aforementioned LESSEE, it is my opinion that:

- (a) LESSEE is a political subdivision of the State, duly organized, existing and operating under the constitution and laws of the State.
- (b) The Lease has been duly authorized and has been executed by an authorized representative.
- (c) The Lease creates a legal, valid and binding obligation of the LESSEE and that such Lease is enforceable in accordance with its terms.
- (d) The equipment covered by the Lease is not being used for other than a public purpose.

COUNSEL FOR LESSEE:

Print Name: _____	Firm Name: _____
Title: _____	and Address: _____
Title: _____	_____
Date: _____	_____

Form **8038-G**
(Rev. September 2011)
Department of the Treasury
Internal Revenue Service

Information Return for Tax-Exempt Governmental Obligations

► Under Internal Revenue Code section 149(e)
► See separate instructions.

OMB No. 1545-0720

Caution: If the issue price is under \$100,000, use Form 8038-GC.

Part I Reporting Authority

If Amended Return, check here

1 Issuer's name Pacific Grove USD		2 Issuer's employer identification number (EIN)	
3a Name of person (other than issuer) with whom the IRS may communicate about this return (see instructions)		3b Telephone number of other person shown on 3a	
4 Number and street (or P.O. box if mail is not delivered to street address) 435 Hillcrest Avenue		Room/suite	5 Report number (For IRS Use Only) 3
6 City, town, or post office, state, and ZIP code Pacific Grove, CA 93950		7 Date of issue 10/15/16	
8 Name of issue		9 CUSIP number	
10a Name and title of officer or other employee of the issuer whom the IRS may call for more information (see instructions)		10b Telephone number of officer or other employee shown on 10a	

Part II Type of Issue (enter the issue price). See the instructions and attach schedule.

11 Education	11		
12 Health and hospital	12		
13 Transportation	13	158,409	57
14 Public safety	14		
15 Environment (including sewage bonds)	15		
16 Housing	16		
17 Utilities	17		
18 Other. Describe ►	18		
19 If obligations are TANs or RANs, check only box 19a <input type="checkbox"/>			
If obligations are BANs, check only box 19b <input type="checkbox"/>			
20 If obligations are in the form of a lease or installment sale, check box <input checked="" type="checkbox"/>			

Part III Description of Obligations. Complete for the entire issue for which this form is being filed.

	(a) Final maturity date	(b) Issue price	(c) Stated redemption price at maturity	(d) Weighted average maturity	(e) Yield
21	11/15/18	\$ 158,409.57	\$	2 years	2.4 %

Part IV Uses of Proceeds of Bond Issue (including underwriters' discount)

22 Proceeds used for accrued interest	22		
23 Issue price of entire issue (enter amount from line 21, column (b))	23	158,409	57
24 Proceeds used for bond issuance costs (including underwriters' discount)	24		
25 Proceeds used for credit enhancement	25		
26 Proceeds allocated to reasonably required reserve or replacement fund	26		
27 Proceeds used to currently refund prior issues	27		
28 Proceeds used to advance refund prior issues	28		
29 Total (add lines 24 through 28)	29		
30 Nonrefunding proceeds of the issue (subtract line 29 from line 23 and enter amount here)	30	158,409	57

Part V Description of Refunded Bonds. Complete this part only for refunding bonds.

31 Enter the remaining weighted average maturity of the bonds to be currently refunded	_____ years
32 Enter the remaining weighted average maturity of the bonds to be advance refunded	_____ years
33 Enter the last date on which the refunded bonds will be called (MM/DD/YYYY)	_____
34 Enter the date(s) the refunded bonds were issued (MM/DD/YYYY)	_____

For Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 63773S

Form **8038-G** (Rev. 9-2011)

Part VI Miscellaneous

35	Enter the amount of the state volume cap allocated to the issue under section 141(b)(5)	35	
36a	Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC) (see instructions)	36a	
b	Enter the final maturity date of the GIC ▶ _____		
c	Enter the name of the GIC provider ▶ _____		
37	Pooled financings: Enter the amount of the proceeds of this issue that are to be used to make loans to other governmental units	37	
38a	If this issue is a loan made from the proceeds of another tax-exempt issue, check box <input type="checkbox"/> and enter the following information:		
b	Enter the date of the master pool obligation ▶ _____		
c	Enter the EIN of the issuer of the master pool obligation ▶ _____		
d	Enter the name of the issuer of the master pool obligation ▶ _____		
39	If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box <input type="checkbox"/>		
40	If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box <input type="checkbox"/>		
41a	If the issuer has identified a hedge, check here <input type="checkbox"/> and enter the following information:		
b	Name of hedge provider ▶ _____		
c	Type of hedge ▶ _____		
d	Term of hedge ▶ _____		
42	If the issuer has superintegrated the hedge, check box <input type="checkbox"/>		
43	If the issuer has established written procedures to ensure that all nonqualified bonds of this issue are remediated according to the requirements under the Code and Regulations (see instructions), check box <input type="checkbox"/>		
44	If the issuer has established written procedures to monitor the requirements of section 148, check box <input type="checkbox"/>		
45a	If some portion of the proceeds was used to reimburse expenditures, check here <input type="checkbox"/> and enter the amount of reimbursement ▶ _____		
b	Enter the date the official intent was adopted ▶ _____		

Signature and Consent	Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above.			
	Signature of issuer's authorized representative	Date	Type or print name and title	
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed PTIN
	Firm's name ▶	Firm's EIN ▶		
	Firm's address ▶	Phone no.		

Santander Lease Agreement Terms Sheet

Lessor: Santander Bank, N.A.
 3 Huntington Quadrangle
 Suite 101N
 Melville, NY 11747-4616

Lessee: Pacific Grove Union School District
 435 Hillcrest Avenue
 Pacific Grove, CA 93950

Equipment Description / Quantity

1

2017 Blue Bird T3RE 78 passenger
 School Bus

Schedule of Terms

Schedule of Terms	Payment Date	Per Quantity		Total for Group		Combined Min. Insurance For Equip. After Payments
		Payment amount	Implied Interest	Payment Amount	Implied Interest	
Initial payment	11/15/2016	54,170.00	322.90	54,170.00	322.90	107,071.97
Second Payment	11/15/2017	54,170.00	2,509.50	54,170.00	2,509.50	54,170.00
Third Payment	11/15/2018	54,170.00	1,268.03	54,170.00	1,268.03	4,100.43



Signed by: _____



Lessor: Santander Bank, N.A.
 3 Huntington Quadrangle
 Suite 101N
 Melville, NY 11747-4616

Lessee: Pacific Grove Union School District
 435 Hillcrest Avenue
 Pacific Grove, CA 93950

Amortization per unit or per group.

1 2017 Blue Bird T3RE 78 passenger

Nominal Annual Rate: 2.400%

CASH FLOW DATA

Event	Date	Amount	Number	Period	Totals
1 Loan	10/15/2016	158,409.57	1		\$158,409.57
2 Payment	11/15/2016	54,170.00	3	Annual	\$54,170.00
					\$0.00

AMORTIZATION SCHEDULE - Normal Amortization

	Date	Payment	Interest	Principal	Balance	
Loan	10/15/2016				158,409.57	
1	11/15/2016	54,170.00	322.90	53,847.10	104,562.47	\$54,170.00
2	11/15/2017	54,170.00	2,509.50	51,660.50	52,901.97	\$54,170.00
3	11/15/2018	54,170.00	1,268.03	52,901.97	0.00	\$54,170.00
Grand Totals		162,510.00	4,100.43	158,409.57		\$162,510.00

INSURANCE COMPANY AND COVERAGE INFORMATION SHEET

Please insert VIN(s)# and send to your Insurance Agent Immediately!!!!

Agency should fax completed Certificate of Insurance to - 888-853-0484

TO: Santander Bank, N.A.
3 Huntington Quadrangle
Suite 101N
Melville, NY 11747-4616

From: Pacific Grove Union School District
435 Hillcrest Avenue
Pacific Grove, CA 93950

INSURANCE: COMPANY AND COVERAGE

Company	_____
Address	_____
City/ST/Zip	_____
Agent	_____
Phone Number	_____
	✓ Fax Number _____ ✓

In Agreement with the Types and Amounts listed in the Insurance Section of Santanders Lease Agreement, paragraph 8, the Insurance Company / Agent listed above, has been asked to Issue a Certificate of Insurance naming Santander Bank as Loss Payee and additional insured, with full correct VIN # listed on COI.

VIN # _____ ✓

<u>Type</u>	<u>Amount</u>
Public Liability and Property Damage(Comprehensive)	\$1,000,000.00 Combined Single Limit (per occurrence)
Collision, Fire and Theft (All Risk)	Not less than replacement Value
Combined Minimum for Collision, Fire and Theft(Risk)	\$ 158,732.47

Lessee:

Responsible Official: _____ ✓
Title: _____ ✓

SUBJECT: Final Issuance of Regulation 6152.1 Placement in Mathematics Course

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

RECOMMENDATION:

The Administration recommends that the Board approve Regulation 6152.1 Placement in Mathematics Course (as required by California Education Code) for issuance.

BACKGROUND:

This new Board Regulation supports the Board Policy adopted by the Board of Trustees on June 2, 2016, is necessary to meet government requirements and has been reviewed by legal counsel.

Student achievement in mathematics is important to prepare students for college and career, especially careers in the fields of science, technology, engineering, and mathematics. Appropriate placement in mathematics courses is important for a student during his or her middle and high school years.

All middle schools will administer the CSU/UC Mathematics Diagnostic Testing Project (MDTP) High School Math Readiness Assessment and the spring math interim (KDS) in second semester of their eighth grade year. The results along with transcript grades will be aggregated and used to determine appropriate placement and interventions for students as they enter High School in the 2016-2017 school year. Based upon multiple measures for placement, ninth grade students will be placed in Fundamentals of Mathematics, Integrated Math I, or Integrated Math II. It is important to note that any placement will allow a student opportunity to meet UC/CSU A-G requirements for college application. The results of the CSU/UC Mathematics Diagnostic Testing Project (MDTP) High School Math Readiness Assessment, KDS, and transcript grades will be used to determine students placed in the appropriate math class. The aggregate results of this examination will be presented to the School Board annually.

FISCAL:

None.

Pacific Grove Unified School District

Instruction

Regulation #6152.1

PLACEMENT IN MATHEMATICS COURSES

Student achievement in mathematics is important to prepare students for college and career, especially careers in the fields of science, technology, engineering, and mathematics. Appropriate placement in mathematics courses is important for a student during his or her middle and high school years. In order to ensure that teachers and guidance personnel advise students and parents on the importance of accurate mathematics course placement, the following protocols will be used to determine placement of incoming ninth grade students in mathematics courses.

Assessment

In the spring, all middle school students in the eighth grade will take two placement assessments. One assessment is the Key Data Systems Grade 8 Spring Math Interim Assessment (KDS Assessment). The second assessment varies depending on the class in which the student is enrolled. Students enrolled in Math 8 will take the CSU/UC Mathematics Diagnostic Testing Project High School Math Readiness Assessment (MDTP Assessment). The eighth grade students enrolled in Integrated I will take the CSU/UC Mathematics Diagnostic Testing Project Integrated Math II Readiness Assessment (MDTP Assessment).

The results of the KDS Assessment, the MDTP Assessment, and transcript grade for the student's first semester of his or her eighth grade mathematics course will be used to determine ninth grade placement. Students entering ninth grade are placed into Fundamentals of Math, Integrated Math I or Integrated Math II. The scales listed below will create the composite score to determine student placement:

MDTP Assessment	
8	90-99.9
7	80-89.9
6	70-79.9
5	60-69.9
4	50-59.9
3	40-49.9
2	30-39.9
1	20-29.9
0	0-19.9

KDS Assessment	
8	90-99.9
7	80-89.9
6	70-79.9
5	60-69.9
4	50-59.9
3	40-49.9
2	30-39.9
1	20-29.9
0	0-19.9

Semester Grade	
4	A
3	B
2	C
1	D
0	F

The MDTP Assessment and KDS Assessment Scores are based on an 8 point scale, and Semester 1 Grades are based on a 4 point scale. The total point scale is 20. Every student will receive a combined score that will be used to place the student into the appropriate mathematics course.

Pacific Grove Unified School District

Instruction

Regulation #6152.1

PLACEMENT IN MATHEMATICS COURSES

Placement

Based upon the student's combined score, a student will be placed in Fundamentals of Mathematics, Integrated Math I, or Integrated Math II as follows:

Mathematics Course Placement for student enrolled in Math 8	Combined Score
Fundamentals of Mathematics	0 – 7
Integrated Math I	8 – 20

Mathematics Course Placement for student enrolled in Integrated I	Combined Score
Integrated Math I	0 – 12
Integrated Math II	13 – 20

If a student does not qualify to be enrolled in a higher level mathematics course based on his or her combined score, or if a student does not receive a KDS or MDTP Assessment score and as a result does not qualify to be enrolled in a higher level mathematics course based on his or her overall combined score, the student may nevertheless be admitted to a higher level mathematics course based on reassessment.

Reassessment

Within the first month of school of a student's ninth grade year, each mathematics course will administer a placement assessment to ensure accurate placement of each individual student and/or permit reevaluation of a student. In the event a student is determined to have been misplaced, the student shall be promptly placed in the appropriate mathematics course. If a student arrives after the placement assessment is administered, they will promptly be given the placement assessment to determine proper placement.

Appeal

Within ten (10) school days of an initial placement decision or a placement decision upon reassessment and reevaluation of a student, a student and his/her parent/guardian who disagree with the placement of the student may appeal the decision to the Superintendent or designee. The Superintendent or designee shall decide whether or not to overrule the placement determination within ten (10) school days of receiving the appeal. The decision of the Superintendent or designee shall be final.

SUBJECT: 2016-17 Declaration of Need For Fully Qualified Educators

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

RECOMMENDATION:

The Administration recommends adoption of the Declaration of Need for Fully Qualified Educators to be filed with the Commission on Teacher Credentialing for the beginning of the 2016-2017 school year.

BACKGROUND:

Because of the difficulty on occasion in finding a fully credentialed individual to fill a particular need, school districts may employ a credentialed teacher on an emergency basis to teach in an area for which that teacher is not yet fully credentialed. Each school district that may need to employ individuals on emergency permits must have a Declaration of Need on file with the Commission on Teacher Credentialing before the Commission will issue any emergency permits for service in a district. The Commission recommends that the Declaration be on file at the beginning of the school year to cover potential vacancies that may be difficult to fill during the year. The Declaration of Need must be approved by the Board of Education before being submitted to the Commission.

INFORMATION/DESCRIPTION:

Pacific Grove Unified School District may need to provide a substitute, temporary or probationary teacher to replace a teacher on leave of absence or unanticipated absence or to fill a position for which that individual may not yet be fully credentialed.

There may on occasion be a need for a teacher to take a part-time assignment needed to meet student enrollment. Part-time positions are sometimes difficult to fill with fully qualified educators but may serve as an excellent opportunity for a beginning teacher completing a credentialing program. The Human Resource Department advertises extensively for long-term substitutes, temporary teachers and probationary teachers with the proper credentials to fill these positions.

The recruitment process consists of providing vacancy announcements and advertisements in nearby district offices, county offices of education, State, UC and private university placement offices,, as well as professional publications, our District web page, and Edjoin.org an internet service. Because of the difficulty in finding a properly credentialed person to fill a particular position at a certain time even after extensive recruiting, the District may hire a person who is working toward the required credential and who qualifies for an internship credential, emergency, or short-term staff permit in that particular field of study.

OPTIONS:

Option one: File the Declaration of Need at the beginning of the year with the Commission so that it is in place should the need arise to fill a particular position during the year for which there may not be a significant pool of fully credentialed applicants. The Commission recommends this option that allows the District to maintain an inclusive Declaration of Need on file during the entire year.

Option two: File an individual Declaration of Need at the time the situation arises. Doing so, however, would require that the position could not be filled until after the Commission on Teacher Credentialing had received the Declaration approved by the Board of Education. This could cause a delay of several weeks or longer before the teaching candidate could file for the appropriate emergency or limited assignment permit and begin to work.



DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

- Original declaration of need for year _____
- Revised declaration of need for year _____

For Service in a School District

Name of District _____ District CDS Code _____

Name of County _____ County CDS Code _____

By submitting this annual Declaration the district is certifying the following:

- a diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- if a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on ___/___/___ certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the Board agenda item**

With my signature below I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, _____.

Submitted by (Superintendent, Board Secretary, or Designee):

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
E-Mail Address		

For Service in a County Office of Education, State Agency or Non-Public School or Agency

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

(Complete only the appropriate line.)

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ___/___/___, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

(continued)

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
E-Mail Address		

► *This declaration must be on file with the California Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

Areas of Anticipated Need for Fully Qualified Educators

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD (applicant already holds teaching credential)	_____
BCLAD (applicant already holds teaching credential)	_____
List Target Language(s) for BCLAD Permit(s)	

Resource Specialist	_____
Library Media Teacher Services	_____
Clinical or Rehabilitative Services:	
Language, Speech and Hearing	_____
Special Class Authorization	_____

Limited Assignment Permits

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of limited assignment permits the employing agency estimates it will need in multiple subject and single subject areas.

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	
TOTAL	

(continued)

Efforts to Recruit Certificated Personnel

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for more details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable teacher is not available to the school district, the district made a reasonable effort to recruit an individual for the assignment, in the following order:

- an individual who is scheduled to complete initial preparation requirements within six months
- a candidate who qualifies and agrees to participate in an approved internship program in the region of the school district

Efforts to Certify, Assign, and Develop Fully Qualified Personnel

Has your agency established a District Intern program? Yes No

If no, explain. _____

Does your agency participate in a Commission-approved college or university internship program? Yes No

If yes, how many interns do you expect to have this year? _____

If yes, list each college or university with which you participate in an internship program. _____

If no, explain why you do not participate in an internship program.

SUBJECT: Proposition 39 Energy Expenditure Plan

PERSON(S) RESPONSIBLE: Matt Kelly, Director Facilities & Transportation

RECOMMENDATION:

The Administration recommends that the Board review and approve the Energy Expenditure Plan.

BACKGROUND:

The California Clean Energy Jobs Act (Prop. 39) changed the corporate income tax code and allocates projected revenue to California's General Fund and the Clean Energy Job Creation Fund for five fiscal years, beginning with fiscal year 2013-14. Under the initiative, roughly up to \$550 million annually is available for appropriation by the Legislature for eligible projects to improve energy efficiency and expand clean energy generation in schools.

INFORMATION:

Working with the Association of Monterey Bay Area Governments (AMBAG) it was determined that by retrofitting or replacing every interior and exterior light fixture to LED lighting resulted in the greatest yearly savings. The remainder of the funding will be used to replace and install 150 smart thermostats at Forest Grove, Robert Down, Pacific Grove Adult School, Community High School, and the District Office. Yearly estimated savings is calculated to be \$78,788.73.

FISCAL IMPACT:

All funding will come from Prop 39 allocations and rebates. Allocations are awarded on a formula-based method: 85 percent based on average daily attendance (ADA) reported as of the second principal apportionment for the prior fiscal year (P-2) and 15 percent based on the number of students eligible for free and reduced-priced meals (FRPM) in the prior year.

Tier Levels	ADA (Prior Year)	Minimum Funding Awards
Tier 1	100 or fewer	\$15,000 + FRPM
Tier 2	101-1,000	Prior year ADA or \$50,000 (<i>whichever amount is larger</i>) + FRPM
Tier 3	1,001 to 1,999	Prior year ADA or \$100,000 (<i>whichever amount is larger</i>) + FRPM
Tier 4	2,000 or more	Prior year ADA + FRPM

The Estimated Five Year Prop 39 allocation amount of \$496,669 uses accurate amounts for year one, two and three and uses a projected amount for year four and five based on the year three allocation amount of \$105,119. The District is also eligible for rebates from PG&E and Association of Monterey Bay Area Governments (AMBAG) Energy Watch Program totaling an estimated \$63,807.05.

Complete Lighting Opportunity Across PGUSD - Self Install						5 Year Prop 39 Energy Expenditure Plan Development		
	Final Prop 39 Cost	Project Cost	AMBAG Rebate	Annual kWh Saved	Annual Cost Savings	For Pacific Grove Unified 9.28.2016		
District Office / Maintenance Yard								
Interior	\$ 14,788.68	\$ 15,669.46	\$ 880.79	6,923.88	\$ 1,454.01	Interior Cost =	\$ 370,206.68	SIR = 2.23
Exterior	\$ 2,392.56	\$ 3,976.15	\$ 1,583.58	9,897.40	\$ 1,682.56	Interior Energy Cost Savings =	\$ 43,170.98	
Total	\$ 17,181.24	\$ 19,645.61	\$ 2,464.37	16,821.28	\$ 3,136.57	Interior Annual kWh Saved =	220,787.26	
Pacific Grove Middle School								
Interior	\$ 50,477.05	\$ 57,702.01	\$ 7,224.96	37,805.04	\$ 7,182.96	AMBAG Rebate =	\$ 34,453.35	
Exterior	\$ 13,000.07	\$ 16,251.86	\$ 3,251.79	20,323.70	\$ 3,861.50	Exterior LED Cost =	\$ 151,807.15	SIR = 4.64
Total	\$ 63,477.12	\$ 73,953.87	\$ 10,476.76	58,128.74	\$ 11,044.46	Exterior LED Energy Cost Savings =	\$ 35,617.75	
Pacific Grove High School								
Interior	\$ 96,861.06	\$ 108,554.72	\$ 11,693.66	73,085.38	\$ 13,886.22	Exterior LED Annual kWh Saved =	183,460.65	
Exterior	\$ 43,694.49	\$ 59,380.11	\$ 15,685.62	98,035.10	\$ 18,626.67	AMBAG Rebate =	\$ 29,353.70	
Total	\$ 140,555.55	\$ 167,934.83	\$ 27,379.28	171,120.48	\$ 32,512.89	EMS/Tstat Potential =	\$ 38,462.22	SIR = 0.29
Robert Downs Elementary								
Interior	\$ 45,006.34	\$ 52,294.77	\$ 7,288.43	51,091.02	\$ 9,707.29	Total 5 YR Funding Amount =	\$ 496,669.00	
Exterior	\$ 3,734.58	\$ 5,923.98	\$ 2,189.40	13,683.75	\$ 2,599.91	Project Cost Savings Total =	\$ 78,788.73	
Total	\$ 48,740.92	\$ 58,218.76	\$ 9,477.83	64,774.77	\$ 12,307.21	Project Rebate Total =	\$ 63,807.05	
Forest Grove Elementary								
Interior	\$ 49,541.79	\$ 53,639.48	\$ 4,097.69	28,883.70	\$ 6,065.58	Project Cost Total =	\$ 560,476.05	SIR = 2.67
Exterior	\$ 8,762.48	\$ 12,291.11	\$ 3,528.62	22,053.90	\$ 4,631.32	Annual kWh Saved Total =	404,247.91	
Total	\$ 58,304.27	\$ 65,930.59	\$ 7,626.32	50,937.60	\$ 10,696.90	Amount Remaining =	\$ 0.00	
Pacific Grove Community High School								
Interior	\$ 11,267.46	\$ 12,585.96	\$ 1,318.50	9,234.72	\$ 1,846.94	Notes:		
Exterior	\$ 1,800.92	\$ 2,336.21	\$ 535.30	3,345.60	\$ 669.12	- The school district is choosing to allocate Prop 39 funds towards in-house self-install. Included in both the "Interior Cost" and "Exterior Cost" calculation is \$45,360 for the in-house labor. The labor cost is accounted for in the SIR calculation.		
Total	\$ 13,068.37	\$ 14,922.17	\$ 1,853.80	12,580.32	\$ 2,516.06			
Pacific Grove Adult School Campus								
Interior	\$ 22,450.96	\$ 24,400.27	\$ 1,949.31	13,763.52	\$ 3,027.97			
Exterior	\$ 3,708.34	\$ 6,287.74	\$ 2,579.39	16,121.20	\$ 3,546.66			
Total	\$ 26,159.30	\$ 30,688.01	\$ 4,528.70	29,884.72	\$ 6,574.64			
District Totals								
Interior	\$ 290,393.33	\$ 324,846.68	\$ 34,453.35	220,787.26	\$ 43,170.98			
Exterior	\$ 77,093.45	\$ 106,447.15	\$ 29,353.70	183,460.65	\$ 35,617.75			
Total	\$ 367,486.78	\$ 431,293.83	\$ 63,807.05	404,247.91	\$ 78,788.73			

California Prop. 39 Energy Survey

Pacific Grove Unified School District

Prepared by the Association of Monterey Bay Area Governments (AMBAG) Energy Watch Program.

9/28/2016

Contents

Forest Grove Elementary School	9
Robert Down Elementary.....	12
Pacific Grove Middle School	15
Pacific Grove High School	18
Pacific Grove Community High School.....	21
Pacific Grove Adult School	23
District Office and Maintenance Yard.....	25

Facility Benchmarking Report

Property Name	Site EUI (kBtu/ft ²)	Source EUI (kBtu/ft ²)	Energy Cost Intensity (\$/ft ²)	Electricity Use (kWh)	Electricity Cost (\$)	Natural Gas Use (therms)	Natural Gas Cost (\$)
Forest Grove Elementary	16.5	37.1	\$0.61	168,466	\$34,596	4,346	\$2,672
Robert Down Elementary School	18.3	44.5	\$0.73	180,332	\$34,634	3,100	\$2,123
Pacific Grove Middle School	17.4	41	\$0.65	232,341	\$44,628	4,704	\$2,947
Pacific Grove High School	49.2	68.6	\$0.89	577,475	\$108,615	53,705	\$24,697
Pacific Grove Community High School	13.3	27.4	\$0.42	83,035	\$16,440	3,009	\$1,968
PG Adult School	20	48.5	\$0.88	67,849	\$14,723	1,201	\$827

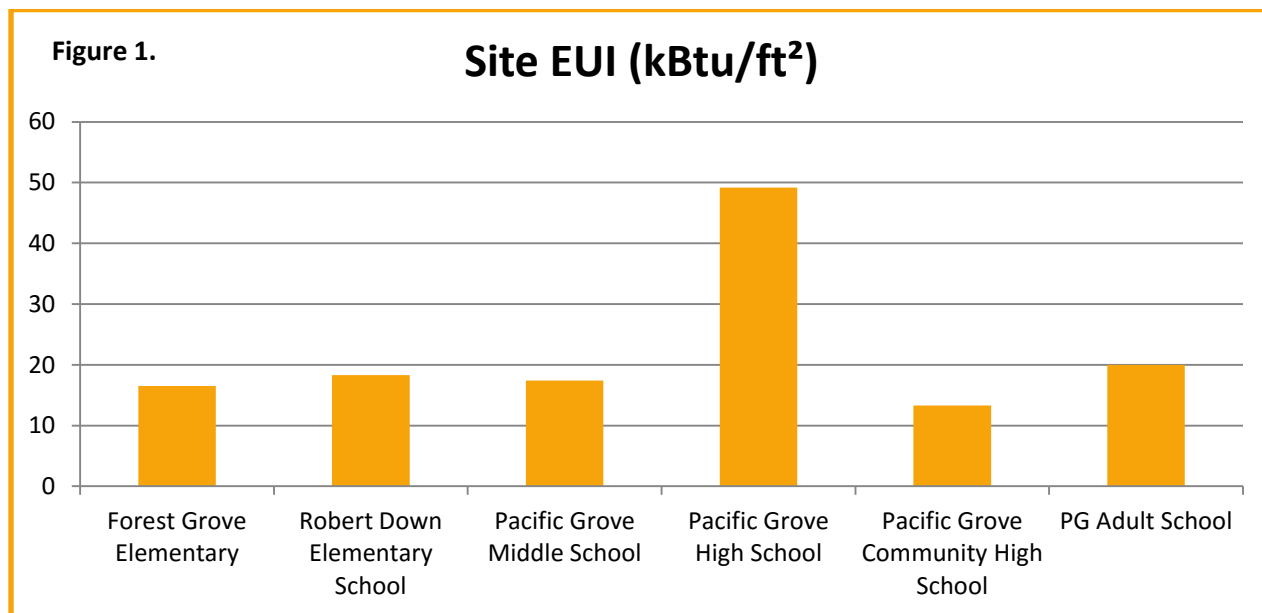
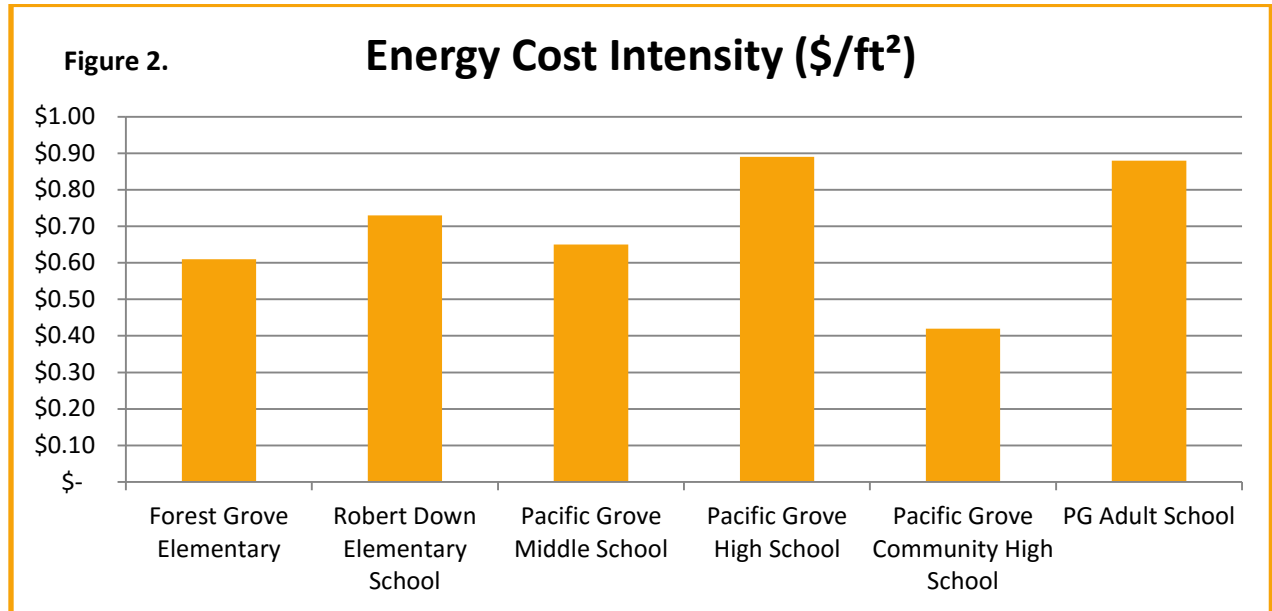


Figure 1. (above) compares the EUI, expressed in kBtu per square foot, of each school which is a measure of the overall efficiency at the school. Pacific Grove High School has the highest site EUI at 49.2 kBtu/ ft², followed by PG Adult School and then Robert Down Elementary School. Figure 2 (below) compares the Energy Cost Intensity (ECI) of each school which is measured in dollars per square foot.

California Proposition 39 – Energy Survey
Pacific Grove Unified School District

The property with the highest ECI is PG High School at \$0.89 per square foot, followed by PG Adult School at \$0.88 per square foot.



Energy Efficiency Measure (EEM) Summary

1. Facility Background

District Office/Maintenance Yard is 21,052 square feet. The PG&E rate schedule is HA1X (electric) and GNR1 (gas). Annual electricity consumption at the MOT Yard is 39,494 kWh, and 2,399 therms. The annual electricity cost total is \$8,734 and annual gas cost is \$2,531. The interior hours of operation 1,620 are exterior hours of operation are 4,100.

Energy Efficiency Measure	Demand Savings (kW)	Electricity Savings (kWh/yr)	Electricity Cost Savings (\$/yr)	Natural Gas (therms) Savings	Nat Gas Cost Savings	Annual Cost Savings	Installed Measure Cost (minus rebate)
Interior Lighting - LED	25.51	37,035	\$7,777	N/A	N/A	\$7,777	\$43,677
Exterior Lighting - LED	5.38	22,053	\$4,631	N/A	N/A	\$4,631	\$8,762

Pacific Grove Middle School is 72,690 square feet. The PG&E rate schedule is HA10SX (electric) and GNR1 (gas). Annual electricity consumption at Pacific Grove Middle School is 232,341 kWh and 4,704 therms (gas). The electricity cost total is \$44,628 and \$4,610 for gas. The interior hours of operation are 1,440 and exterior hours of operation are 4,100.

Energy Efficiency Measure	Demand Savings (kW)	Electricity Savings (kWh/yr)	Electricity Cost Savings (\$/yr)	Natural Gas (therms) Savings	Nat Gas Cost Savings	Annual Cost Savings	Installed Measure Cost (minus rebate)
Interior Lighting - LED	34.04	49,015	\$9,312	N/A	N/A	\$9,312	\$43,395
Exterior Lighting - LED	4.96	20,323	\$3,861	N/A	N/A	\$3,861	\$13,000

Pacific Grove High School is 149,400 square feet. The PG&E rate schedule is HA10S (electric) and GNR1 (gas). Annual electricity consumption at Pacific Grove High School is 584,596 kWh and 53,705 therms (gas). The annual electricity cost total is \$5109,884 and \$52,631 for gas. The interior hours of operation are 1,720 and exterior hours of operation are 4,100.

Energy Efficiency Measure	Demand Savings (kW)	Electricity Savings (kWh/yr)	Electricity Cost Savings (\$/yr)	Natural Gas (therms) Savings	Nat Gas Cost Savings	Annual Cost Savings	Installed Measure Cost (minus rebate)
Interior Lighting - LED	49.32	84,829	\$16,117	N/A	N/A	\$16,117	\$89,743
Exterior Lighting - LED	24.64	101,036	\$19,196	N/A	N/A	\$19,196	\$43,100

Robert Downs Elementary School is 50,700 square feet. The PG&E rate schedule is HA1X (electric) and GNR1 (gas). Annual electricity consumption at Robert Downs Elementary School is 180,332 kWh and 3,100 therms for gas. The electricity cost total is \$34,634 and \$3,038 for gas. The interior hours of operation are 1,400 and exterior hours of operation are 4,100.

Energy Efficiency Measure	Demand Savings (kW)	Electricity Savings (kWh/yr)	Electricity Cost Savings (\$/yr)	Natural Gas (therms) Savings	Nat Gas Cost Savings	Annual Cost Savings	Installed Measure Cost (minus rebate)
Interior Lighting - LED	40.58	58,625	\$11,138	N/A	N/A	\$11,138	\$43,677
Exterior Lighting - LED	3.34	13,683	\$2,599	N/A	N/A	\$2,599	\$8,762

Forest Grove Elementary School is 61,000 square feet. The PG&E rate schedule is A10S (electric) and GNR1 (gas). Annual electricity consumption at Forest Grove Elementary is 168,466 kWh and 4,345 therms for gas. The electricity cost total is \$34,596 and \$4,258 for annual gas usage. The interior hours of operation are 1,440 and exterior hours of operation are 4,100.

Energy Efficiency Measure	Demand Savings (kW)	Electricity Savings (kWh/yr)	Electricity Cost Savings (\$/yr)	Natural Gas (therms) Savings	Nat Gas Cost Savings	Annual Cost Savings	Installed Measure Cost (minus rebate)
Interior Lighting - LED	25.51	37,035	\$7,777	N/A	N/A	\$7,777	\$43,677

California Proposition 39 – Energy Survey
Pacific Grove Unified School District

Exterior Lighting - LED	5.38	22,053	\$4,631	N/A	N/A	\$4,631	\$8,762
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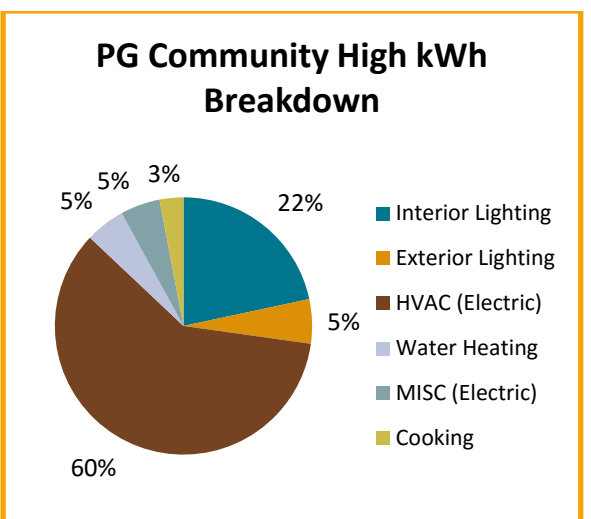
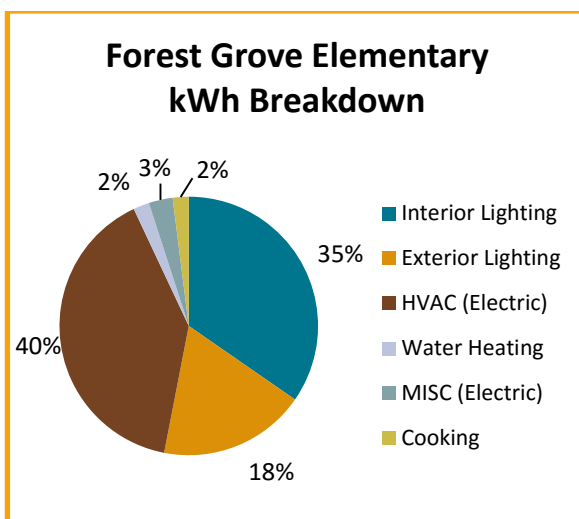
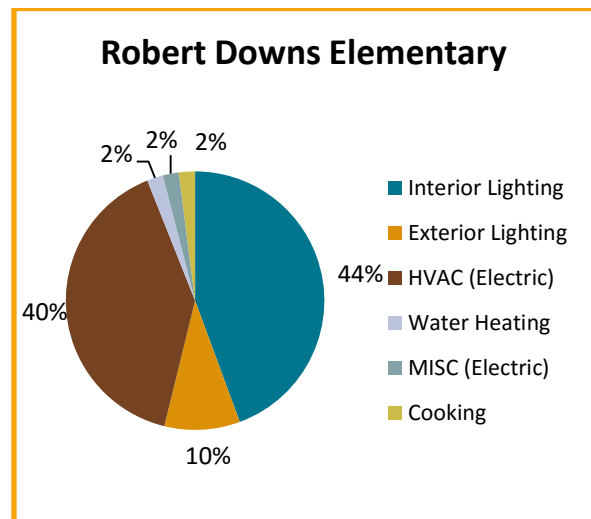
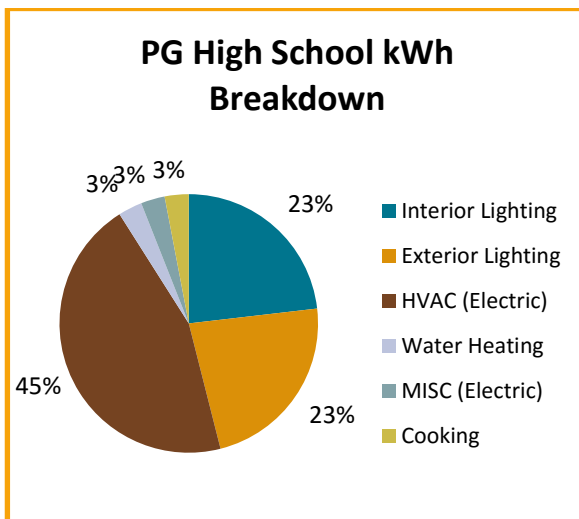
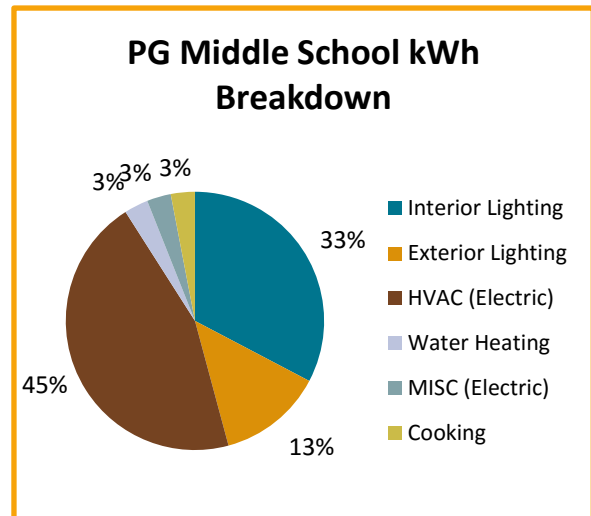
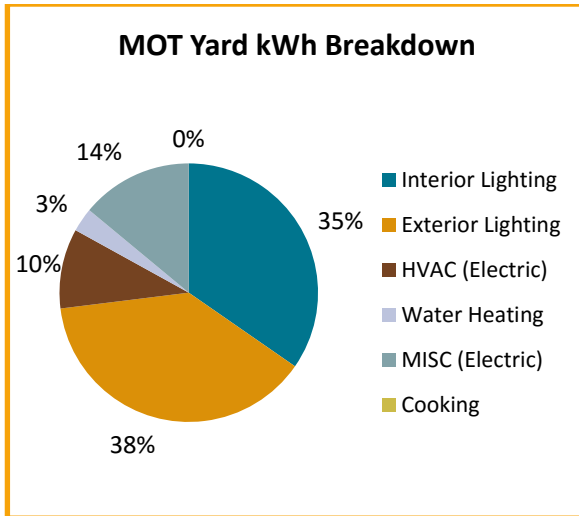
Pacific Grove Community School is 44,000 square feet. The PG&E rate schedule is A1 (electric) and GNR1 (gas). Annual electricity consumption at Pacific Grove Community School is 83,035 kWh and 3,009 therms for gas usage. The electricity cost total is \$16,440 and \$2,949 for gas. The interior hours of operation are 1,440 and exterior hours of operation are 4,100.

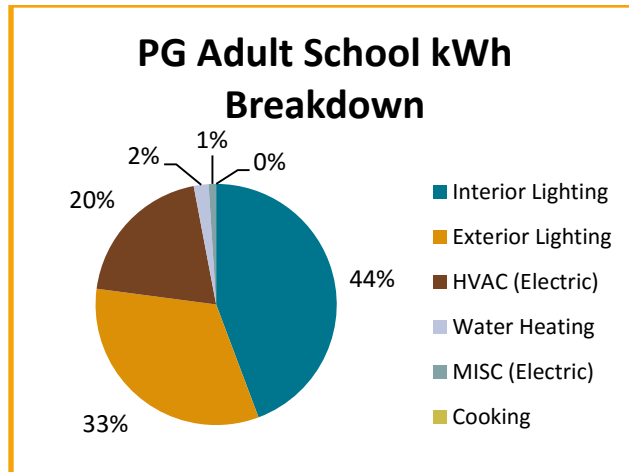
Energy Efficiency Measure	Demand Savings (kW)	Electricity Savings (kWh/yr)	Electricity Cost Savings (\$/yr)	Natural Gas (therms) Savings	Nat Gas Cost Savings	Annual Cost Savings	Installed Measure Cost (minus rebate)
Interior Lighting - LED	8.41	12,148	\$2,429	N/A	N/A	\$2,429	\$9,712
Exterior Lighting - LED	0.82	3,345	\$669	N/A	N/A	\$669	\$1,800

Pacific Grove Adult School Campus is 17,580 square feet. The PG&E rate schedule is xHA1X (electric) and GNR1 (gas). Annual electricity consumption at Pacific Grove Adult School is 67,849 kWh and 1,210 therms for gas. The electricity cost total is \$14,723 and \$1,177 for the gas usage. The interior hours of operation are 1,440 and exterior hours of operation are 4,100.

Energy Efficiency Measure	Demand Savings (kW)	Electricity Savings (kWh/yr)	Electricity Cost Savings (\$/yr)	Natural Gas (therms) Savings	Nat Gas Cost Savings	Annual Cost Savings	Installed Measure Cost (minus rebate)
Interior Lighting - LED	13.07	19,036	\$4,187	N/A	N/A	\$4,187	\$19,665
Exterior Lighting - LED	3.93	16,121	\$3,546	N/A	N/A	\$3,546	\$3,708

Energy Balance Charts





Forest Grove Elementary School

Overview:

In support of the California Proposition 39 process, AMBAG Energy Watch staff visited the Forest Grove Elementary School campus on April 20, 2016. Forest Grove Elementary is 61,000 square feet and PG&E rate schedule is A10S (electric) and GNRI (gas). The energy survey revealed that energy efficiency opportunities exist across the campus. The following report offers basic recommendations for improving energy efficiency. The greatest energy reduction and cost saving opportunities that were identified are as follows:

Prop 39 Best Opportunities

1. Interior Lighting (T8 Fluorescent to LED Replacement)
2. Exterior Lighting (High Intensity Discharge to LED)
3. New Exterior Lighting Controls – Motion and Step-Dimming

Prop 39 Good Opportunities

1. Install occupancy control in each shared space and classroom
2. Install/Update Smart Thermostats or Energy Management System
3. Replaced HVAC units that are beyond their effective useful life

EXTERIOR LIGHTING OBSERVATIONS:

Exterior lighting at Forest Grove Elementary predominately consists of (66) half circle wall packs with 70w HPS metal halide lamps. The remaining fixtures are mostly small CFL or incandescent wall packs. All of the exterior lighting fixtures are recommend to be replaced with new energy efficient LED fixtures to save energy and improve visual acuity.



70w HPS half circle cut off wall pack



70w HPS half circle cut off wall pack (lamp close up)



(4) 250w HPS Parking Lot lights



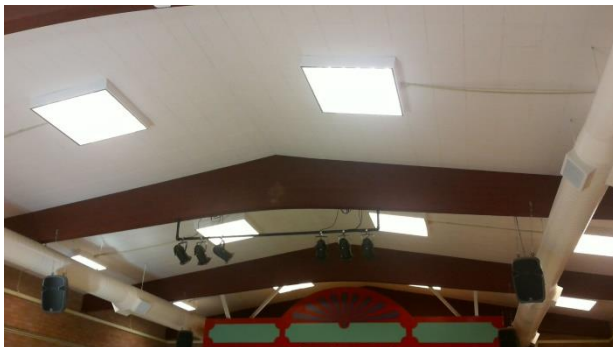
24w or 48w CFL wallpack common on portables

EXTERIOR LIGHTING RECOMMENDATIONS:

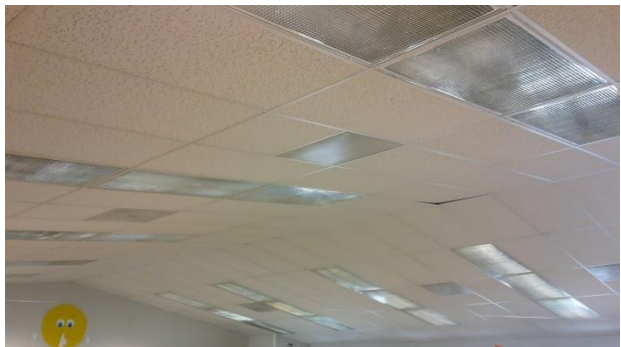
1. Replace all exterior lighting with new LED fixtures or lamps.
2. Purchase LED fixtures that include smart control features

INTERIOR LIGHTING OBSERVATIONS:

Most of Forest Grove Elementary school has 2 lamp T8 surface wrap or 2 lamp T8 suspended fixtures in the classrooms. The MPR has 6 lamp surface mount T8 fixtures that is specified to be replaced with Linear high bay LED fixtures with multi-sector automatic control. All of the new interior lighting is modeled to reduce energy by greater than 50%.



6lamp surface mounted parabolic fixtures in MPR



4lamp T8 troffer in library

California Proposition 39 – Energy Survey
Pacific Grove Unified School District



Suspended (2) lamp T8 fixtures in classroom



Surface mount 2lamp T8 wraps in classrooms

INTERIOR LIGHTING RECOMMENDATIONS:

1. Replace all prioritized interior lighting with new LED fixtures or LED retrofit kits
2. Install occupancy controls in each classroom

Heating, Venting and Air Conditioning:

Pacific Grove Unified School District has a replace on burnout policy that it has earmarked maintenance funding for. The district has chosen not to spend Prop 39 funding on any HVAC systems.



Robert Down Elementary

Overview:

In support of the California Proposition 39 process, AMBAG Energy Watch staff visited the Robert Down Elementary School campus on April 20, 2016. Robert Down Elementary is 50,700 square feet and the PG&E rate schedule is GNR1 (gas) and HA1X, HA1X (electric). The energy survey revealed that energy efficiency opportunities exist across the campus. The following report offers basic recommendations for improving energy efficiency. The greatest energy reduction and cost saving opportunities that were identified are as follows:

Prop 39 Best Opportunities

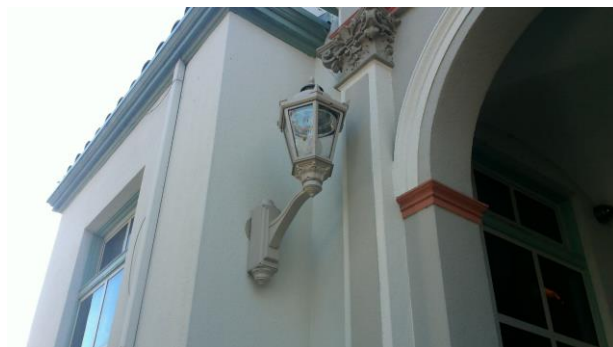
1. Interior Lighting (T8 Fluorescent to LED Replacement)
2. Exterior Lighting (High Intensity Discharge to LED)
3. New Exterior Lighting Controls – Motion and Step-Dimming

Prop 39 Good Opportunities

1. Install occupancy control in each shared space and classroom
2. Install/Update Smart Thermostats or Energy Management System
3. Replaced HVAC units that are beyond their effective useful life

EXTERIOR LIGHTING OBSERVATIONS:

Exterior lighting at the campus was a mix of CFL and HPS wall pack and flood fixtures. There are some decorative sconce fixtures in the front of the building that are specified to receive new LED lamps. All of the exterior lighting fixtures are recommend to be replaced with new energy efficient LED fixtures to save energy and improve visual acuity.



(10) Decorative fixtures in front of school



50w HPS wall pack fixtures



HPS area parking lot fixture

EXTERIOR LIGHTING RECOMMENDATIONS:

1. Replace all exterior lighting with new LED fixtures or lamps.
2. Purchase LED fixtures that include smart control features

INTERIOR LIGHTING OBSERVATIONS:

Most of the interior lighting consists of 3 lamp T8 suspended fixtures in the classrooms and some administrative areas. There are also a few spaces with 4 lamp T12 troffer fixtures. All of the interior lighting is specified to be replaced with new LED fixtures reducing interior lighting load by greater than 50%.



(8) 175 MH surface boxes in auditorium



2 and 3 lamp suspended fixtures in classrooms

INTERIOR LIGHTING RECOMMENDATIONS:

1. Replace all prioritized interior lighting with new LED fixtures or LED retrofit kits
2. Install occupancy controls in each classroom

Heating, Venting and Air Conditioning:

Pacific Grove Unified School District has a replace on burnout policy that it has earmarked maintenance funding for. The district has chosen not to spend Prop 39 funding on any HVAC systems.



Pacific Grove Middle School

Overview:

In support of the California Proposition 39 process, AMBAG Energy Watch staff visited the Pacific Grove Middle School campus on April 20, 2016. Pacific Grove Middle School is 72,690 square feet and the PG&E rate schedule is GNR1 (gas) and HA10SX (electric). The energy survey revealed that energy efficiency opportunities exist across the campus. The following report offers basic recommendations for improving energy efficiency. The greatest energy reduction and cost saving opportunities that were identified are as follows:

Prop 39 Best Opportunities

1. Interior Lighting (T8 Fluorescent to LED Replacement)
2. Exterior Lighting (High Intensity Discharge to LED)
3. New Exterior Lighting Controls – Motion and Step-Dimming

Prop 39 Good Opportunities

1. Install occupancy control in each shared space and classroom
2. Install/Update Smart Thermostats or Energy Management System
3. Replaced HVAC units that are beyond their effective useful life

EXTERIOR LIGHTING OBSERVATIONS:

Pacific Grove Middle consists of a variety of CFL, HPS, Incandescent and Quartz Halogen wall packs and flood light fixtures. Most of these fixtures are lower wattage wall packs and there are not too many 250w fixtures. There are also (20) post top decorative fixtures that are specified to be replaced with LED Post Top Screw-in lamps to maintain the fixture shell while still saving over 50% of exterior lighting load.



Post top decorative fixtures



Parking lot area HPR area lights

California Proposition 39 – Energy Survey
Pacific Grove Unified School District



50w HPS wall pack and canopy fixtures



2 lamp pin based CFL flood

EXTERIOR LIGHTING RECOMMENDATIONS:

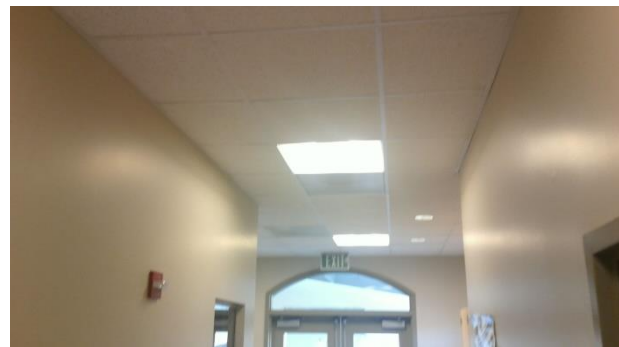
1. Replace all exterior lighting with new LED fixtures or lamps.
2. Purchase LED fixtures that include smart control features

INTERIOR LIGHTING OBSERVATIONS:

The interior lighting consists of mainly suspended 2-lamp T8 and a few T12 fixtures. The woodshop currently has large incandescent lamps that are specified to be replaced with new LED industrial fixtures which will provide greater energy savings and safety.



Suspended 2 lamp classroom fixtures



U-Bend T12 recessed 2x2 troffer fixtures

INTERIOR LIGHTING RECOMMENDATIONS:

1. Replace all prioritized interior lighting with new LED fixtures or LED retrofit kits
2. Install occupancy controls in each classroom

Heating, Venting and Air Conditioning:

Pacific Grove Unified School District has a replace on burnout policy that it has earmarked maintenance funding for. The district has chosen not to spend Prop 39 funding on any HVAC systems.



Pacific Grove High School

Overview:

In support of the California Proposition 39 process, AMBAG Energy Watch staff visited the Pacific Grove High School campus on April 20, 2016. Pacific Grove High School is 149,400 square feet and the PG&E rate schedule is HA1X (electric) and GNR1 (gas). The energy survey revealed that energy efficiency opportunities exist across the campus. The following report offers basic recommendations for improving energy efficiency. The greatest energy reduction and cost saving opportunities that were identified are as follows:

Prop 39 Best Opportunities

1. Interior Lighting (T8 Fluorescent to LED Replacement)
2. Exterior Lighting (High Intensity Discharge to LED)
3. New Exterior Lighting Controls – Motion and Step-Dimming

Prop 39 Good Opportunities

1. Install occupancy control in each shared space and classroom
2. Install/Update Smart Thermostats or Energy Management System
3. Replaced HVAC units that are beyond their effective useful life

EXTERIOR LIGHTING OBSERVATIONS:

Exterior lighting at the high school provides a lot of significant energy savings opportunities. There are (100) 100W HPS wall packs, and (66) 50w and 70w canopy and pendant lights around the building perimeter. There is also numerous 175w metal halide and HPS area lights in the parking lot and court yard areas. All the exterior lighting is specified to be replaced with LED fixtures reducing the total exterior lighting load by greater than 50%.



Most common 100w HPS wallpack



70w HPS wall pack on all day



50/70w HPS canopy fixtures



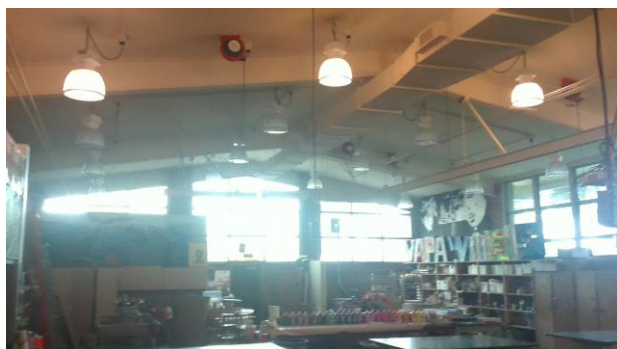
175w metal halide area lights in parking lot

EXTERIOR LIGHTING RECOMMENDATIONS:

1. Replace all exterior lighting with new LED fixtures or lamps.
2. Replace old mechanical time clocks with modern easy to use time clocks
3. Purchase LED fixtures that include smart control features

INTERIOR LIGHTING OBSERVATIONS:

The interior lighting was a variety of T8 and T12 suspended, wrap and troffer fixtures in the classrooms and administrative areas. The woodshop had 4 lamp CFL high bay fixtures which is specified to be replaced with LED industrial high bays to provide better light and safety while reducing energy. The MPR had 6 and 4 lamp CFL fixtures that are specified to be replaced with LED high bays.

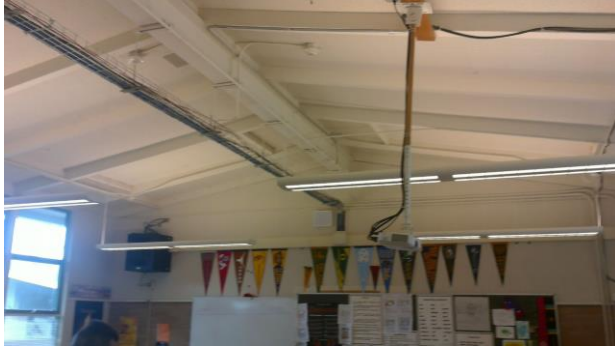


Woodshop high bay fixtures



3 lamp parabolic troffer fixtures in the library

California Proposition 39 – Energy Survey
Pacific Grove Unified School District



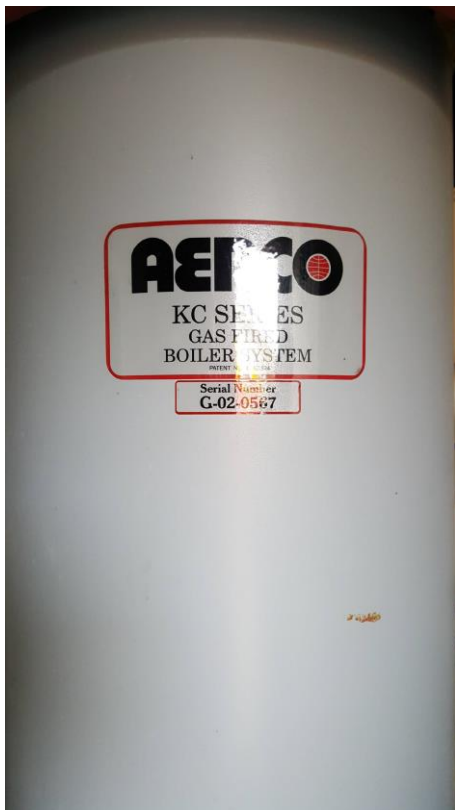
Suspended 2 lamp classroom fixtures



Suspended 2 lamp weight room fixtures

Heating, Venting and Air Conditioning:

Pacific Grove Unified School District has a replace on burnout policy that it has earmarked maintenance funding for. The district has chosen not to spend Prop 39 funding on any HVAC systems.



AERCO KC Series
Gas Fired Water Heating System



Classroom systems fed from AERCO KC

Pacific Grove Community High School

Overview:

In support of the California Proposition 39 process, AMBAG Energy Watch staff visited the Pacific Grove Community High School campus on April 20, 2016. Pacific Grove Community High School is 44,000 square feet and the PG&E rate schedule is A1 (electric) and GNR1 (gas). The energy survey revealed that energy efficiency opportunities exist across the campus. The following report offers basic recommendations for improving energy efficiency. The greatest energy reduction and cost saving opportunities that were identified are as follows:

Prop 39 Best Opportunities

1. Interior Lighting (T8 Fluorescent to LED Replacement)
2. Exterior Lighting (High Intensity Discharge to LED)
3. New Exterior Lighting Controls – Motion and Step-Dimming

Prop 39 Good Opportunities

1. Install occupancy control in each shared space and classroom
2. Install/Update Smart Thermostats or Energy Management System
3. Replaced HVAC units that are beyond their effective useful life

EXTERIOR LIGHTING OBSERVATIONS:

Exterior lighting at Pacific Grove Community High Schools mainly consisted of incandescent, CFL and one mercury vapor wall pack. All of the exterior lighting is specified to be replaced with new LED technology.

EXTERIOR LIGHTING RECOMMENDATIONS:

1. Replace all exterior lighting with new LED fixtures or lamps.
2. Purchase LED fixtures that include smart control features

INTERIOR LIGHTING OBSERVATIONS:

The interior lighting consists mostly of suspended and surface mount wrap fixtures.

INTERIOR LIGHTING RECOMMENDATIONS:

1. Replace all prioritized interior lighting with new LED fixtures or LED retrofit kits
2. Install occupancy controls in each classroom

California Proposition 39 – Energy Survey
Pacific Grove Unified School District

Heating, Venting and Air Conditioning:

Pacific Grove Unified School District has a replace on burnout policy that it has earmarked maintenance funding for. The district has chosen not to spend Prop 39 funding on any HVAC systems.



Pacific Grove Adult School

Overview:

In support of the California Proposition 39 process, AMBAG Energy Watch staff visited Pacific Grove Adult School on April 20, 2016. The Adult School is 17,580 square feet and the PG&E rate schedule is GNR1 (gas) and HA1X (electric). The energy survey revealed that energy efficiency opportunities exist across the campus. The following report offers basic recommendations for improving energy efficiency. The greatest energy reduction and cost saving opportunities that were identified are as follows:

Prop 39 Best Opportunities

1. Exterior Lighting (High Intensity Discharge to LED)
2. Interior Lighting (T8 Fluorescent to LED Replacement)
3. New Exterior Lighting Controls – Motion and Step-Dimming

Prop 39 Good Opportunities

1. Install occupancy control in each shared space and classroom
2. Install/Update Smart Thermostats or Energy Management System
3. Replaced HVAC units that are beyond their effective useful life

EXTERIOR LIGHTING OBSERVATIONS:

Exterior lighting at the Adult School had (17) decorative metal halide area lights and (10) bollard lights lighting the pathways. The entryway had (2) quartz halogen flood lights and the rest of the site was mostly CFL pin or screw in fixtures.

EXTERIOR LIGHTING RECOMMENDATIONS:

1. Replace all exterior lighting with new LED fixtures or lamps.
2. Purchase LED fixtures that include smart control features

INTERIOR LIGHTING OBSERVATIONS:

The interior lighting consists mostly of suspended and surface mount wrap fixtures.

INTERIOR LIGHTING RECOMMENDATIONS:

1. Replace all prioritized interior lighting with LED fixtures.

Heating, Venting and Air Conditioning:

Pacific Grove Unified School District has a replace on burnout policy that it has earmarked maintenance funding for. The district has chosen not to spend Prop 39 funding on any HVAC systems.

District Office and Maintenance Yard

Overview:

In support of the California Proposition 39 process, AMBAG Energy Watch staff visited the MOT Yard campus on April 20, 2016. The MOT Yard is 21,052 square feet and the PG&E rate schedule is GNR1 (gas) and HA1X (electric). The energy survey revealed that energy efficiency opportunities exist across the campus. The following report offers basic recommendations for improving energy efficiency. The greatest energy reduction and cost saving opportunities that were identified are as follows:

Prop 39 Best Opportunities

1. Exterior Lighting (High Intensity Discharge to LED)
2. Interior Lighting (T8 Fluorescent to LED Replacement)
3. New Exterior Lighting Controls – Motion and Step-Dimming

EXTERIOR LIGHTING OBSERVATIONS:

Exterior lighting at the MOT yard and district office had (30) 42w CFL wall packs and (13) 150w HPS area lights. All exterior lighting at the MOT yard and district office is specified to be replaced with new LED lighting which will reduce the exterior lighting load be greater than 50%.



150w HPS shoebox parking lot lights



42w Quad pin CFL wall packs

EXTERIOR LIGHTING RECOMMENDATIONS:

1. Replace all exterior lighting with new LED fixtures or lamps.
2. Purchase LED fixtures that include smart control features

INTERIOR LIGHTING OBSERVATIONS:

The interior lighting at the District Office consisted of T8 troffer fixtures and (4) T8 wall mounted fixtures. The Maintenance Yard has (48) 2 lamp T8 suspended fixtures with reflectors to increase light output. All interior lighting is specified to be replaced with new LED lighting fixtures.

INTERIOR LIGHTING RECOMMENDATIONS:

1. Replace all interior lighting with new LED fixtures

Heating, Venting and Air Conditioning:

Pacific Grove Unified School District has a replace on burnout policy that it has earmarked maintenance funding for. The district has chosen not to spend Prop 39 funding on any HVAC systems.



5 Year Prop 39 Energy Expenditure Plan Development Pacific Grove Unified School District

The following is a summary of the estimated project costs for retrofitting the entire district (interior & exterior) to LED lighting based on discussions between Matt Kelly and AMBAG Energy Watch staff. This scope also includes \$38,462 in either EMS or EMS and Smart Thermostat potential. The costs below reflect the strategy of using Prop 39 funds to pay \$90,720 for PGUSD in-house labor for project installation. The estimated five year total Prop 39 allocation for Pacific Grove Unified School District is \$496,669.

Right now, the overall Savings-to-Investment Ratio (SIR) is 2.67 (safely above the minimum funding requirement of 1.01).

5 Year Prop 39 Energy Expenditure Plan Development		
For		
Pacific Grove Unified		
9.28.2016		
Interior Cost =	\$ 370,206.68	SIR = 2.23
Interior Energy Cost Savings =	\$ 43,170.98	
Interior Annual kWh Saved =	220,787.26	
AMBAG Rebate =	\$ 34,453.35	
Exterior LED Cost =	\$ 151,807.15	SIR = 4.64
Exterior LED Energy Cost =	\$ 35,617.75	
Exterior LED Annual kWh =	183,460.65	
AMBAG Rebate =	\$ 29,353.70	
EMS/Tstat Potential =	\$ 38,462.22	SIR = 0.29
Total 5 YR Funding Amount =	\$ 496,669.00	
Project Cost Savings Total =	\$ 78,788.73	
Project Rebate Total =	\$ 63,807.05	
Project Cost Total =	\$ 560,476.05	SIR = 2.67
Annual kWh Saved Total =	404,247.91	
Amount Remaining =	\$ 0.00	

^[1] The California Energy Commission (CEC) is the authority organization to ensure Prop 39 projects meet the 2015 Program Guidelines before energy expenditure plan funding is released. The California Department of Education (CDE) calculates and allocates each LEA Proposition 39 award funding each fiscal year based on legislatively appropriated funds. Year three, four and five allocations have yet to be solidified and may change. The Estimated Five Year Prop 39 allocation amount of \$496,669 uses accurate amounts for year one, two and three and uses a projected amount for year four and five based on the year three allocation amount of \$105,119.

^[2] AMBAG Energy Watch rebate amount is an estimate and subject to change.

SUBJECT: Board Calendar/Future Meetings

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The Administration recommends that the Board review and possibly modify the schedule of 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 approves 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, 2016/17 School Year

Aug. 25	Regular Board Meeting ✓ Student Enrollment Update ✓ Back to School dates ✓ Property tax report ✓ 2016-2017 Consolidated Application ✓ Maintenance/Facilities Update	District Office
Sept. 8	Regular Board Meeting ✓ Unaudited Actual Report ✓ Budget Revision #1 ✓ Safety/Discipline Report	Forest Grove (School Site Visit)
Sept. 22	Regular Board Meeting ✓ Board Goals – review/revise	Robert Down (School Site Visit)
Oct. 6	Regular Board Meeting ✓ Superintendent’s Goals ✓ Strategic Plan/LCAP Review Begins ✓ Bus Ridership	Middle School (School Site Visit)
Oct. 27	Regular Board Meeting ✓ Review of Special Education Contracts	Adult School (School Site Visit)
Nov. 17	Regular Board Meeting ✓ Intent form due (to serve as Board President or Vice President) ✓ Set date for Annual Organizational meeting ✓ Maintenance/Facilities Update	High School (School Site Visit)
Dec. 8	Organizational Meeting ✓ Election of 2016/17 Board President and Clerk ✓ First Interim Report ✓ Budget Revision #2 ✓ Review of Special Education Contracts	District Office

Board Meeting Calendar, 2016/17 School Year

Jan. 12	Regular Board Meeting ✓ Report on Governor's Budget Proposal ✓ Preliminary enrollment projection for 2017/18 ✓ Property Tax Update	Community High School (School Site Visit)
Feb. 2	Regular Board Meeting ✓ Budget projections and assumptions ✓ Possible personnel action presented as information ✓ Preliminary Review of Site Master Schedules ✓ Maintenance/Facilities Update	District Office
Mar. 2	Regular Board Meeting ✓ Second Interim Report ✓ Budget Revision #3 ✓ Possible personnel action (RIF) ✓ Open House schedules reviewed	District Office
Mar. 16	Regular Board Meeting ✓ Budget projections and assumptions ✓ TRAN Resolution ✓ Williams/Valenzuela Uniform Complaint Report	District Office
Apr. 6	Regular Board Meeting ✓ Board Priorities for 2017/18 Instructional Program Design ✓ Review of Strategic plan and LCAP ✓ Begin Superintendent Evaluation ✓ California Day of the Teacher ✓ Week of the CSEA Employee ✓ Approve 2017/18 Board meeting calendar, Aug. – Dec.	District Office
April 27	Regular Board Meeting ✓ Review of Site Master Schedules ✓ Review of Strategic plan and LCAP (as needed) ✓ Review of Facilities Depreciation Schedule	District Office
May 4	Regular Board Meeting ✓ Begin Superintendent Evaluation ✓ California Day of the Teacher ✓ Final Review of Site Master Schedules ✓ Draft 2017/18 Board meeting calendar ✓ Review of Strategic plan and LCAP ✓ Safety/Discipline Report	District Office
May 25	Regular Board Meeting ✓ Week of the CSEA Employee ✓ Retiree Reception ✓ Review Bell Schedule for 2017/18 ✓ Superintendent's evaluation ✓ Identify Board member representatives for graduation ✓ Review Facility Use Fee Schedule ✓ LCAP Public Hearing ✓ Review Governor's revised budget ✓ Present 2017/18 Budget ✓ Maintenance/Facilities Update	District Office
June 8*	Regular Board Meeting ✓ Adopt budget for 2017/18 ✓ Recommend approval of LCAP ✓ Complete Superintendent Evaluation	District Office
June 29	Regular Board Meeting ✓ Approval of contracts and purchase orders for 2017/18	District Office

**Board to determine morning or evening meeting*

SUBJECT: Review of Bus Ridership

PERSON RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services

RECOMMENDATION:

The District Administration recommends that the Board review the bus ridership information.

BACKGROUND:

The District has provided bus transportation to and from school for several years. When ridership began declining in 2006-07 and 2007-08, the District reduced bus fees in order to attract more riders. While most families pay a fee per student, families that qualify for the Free-and-Reduced-Meal program also qualify for free bus transportation. The District is currently running bus routes that provide transportation for both Regular and Special Education students.

INFORMATION:

As of September, 2016, the District is provides Regular Education transportation for approximately 300 riders (actual numbers will be provided at the Board meeting). The number of riders has increased since 2007-08 when there were only 144 riders, but has remained flat since 2011-12.

The cost of the Transportation program is budgeted to be \$230,000 in 2015-16. The revenue that pays for the program comes from three sources:

- 1) The state provides Home-to-School Transportation revenue of \$105,000 (46%),
- 2) Transportation Fees collected from riders provides about \$15,000 (6%)
- 3) The General Fund Contribution provides \$110,000 (48%).

For comparison purposes, below are the transportation fees charged at Pacific Grove Unified School District, Carmel Unified School District, and Monterey Peninsula Unified School District.

	1 st Rider	2 nd Rider	3 rd Rider (or more)
1) PGUSD	\$100	\$ 50 (\$150)	Free (\$150)
2) CUSD	\$200	\$200 (\$400)	\$100 (\$500)
3) MPUSD	\$200	\$160 (\$360)	\$120 (\$480)

Actual ridership numbers will be provided at the Board meeting

FISCAL IMPACT:

This report is informational only.

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 October 6, 2016 Regular Board Meeting:

- California Healthy Kids Survey Follow-Up (October 27)
- Choir Class Course Description (November 17)
- Senior Class Projects Review (November 17)
- Elementary School Counseling Services
- Spanish Class at Elementary Schools
- Pebble Beach Housing Project