

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

Trustees

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

**DATE:** Thursday, April 6, 2017

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

**LOCATION:** District Office - Jessie Bray Conference Room  
435 Hillcrest Avenue  
Pacific Grove, CA 93950

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

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

**AGENDA AND ORDER OF BUSINESS**

**I. OPENING BUSINESS**

- A. Call to Order
- B. Roll Call
- C. Adoption of Agenda

**II. CLOSED SESSION**

- A. Identify Closed Session Topics

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

- 1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2016/17 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Matt Bell, Rick Miller and Ralph Gómez Porras, for the purpose of giving direction and updates.

2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2016/17. [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Ralph Gómez Porras and Billie Mankey, for the purpose of giving direction and updates.
  3. Begin Assistant Superintendent Evaluation
  4. Begin Superintendent Evaluation
- B. Public comment on Closed Session item
- C. Adjourn to Closed Session

**III. RECONVENE IN OPEN SESSION**

- A. Report action taken in Closed Session
1. Negotiations - Collective Bargaining Session preparation with the PGTA for 2016/17
  2. Negotiations - Collective Bargaining Session preparation with the CSEA for 2016/17
  3. Begin Assistant Superintendent Evaluation
  4. Begin Superintendent Evaluation
- B. Pledge of Allegiance

**IV. COMMUNICATIONS**

- A. Written Communication
- B. Board Member Comments
- C. Superintendent Report
- D. PGUSD Staff Comments (Non Agenda Items)

**V. 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.*

**VI. 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 March 16, 2017 Board Meeting</u>	6	
Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends approval of minutes as presented.		
B. <u>Certificated Assignment Order #12</u>	12	
Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Certificated Assignment Order #12.		
C. <u>Classified Assignment Order #12</u>	14	
Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Classified Assignment Order #12.		
D. <u>Acceptance of Donations</u>	16	
Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board approve acceptance of the donations referenced below.		
E. <u>Out of County or Overnight Activities</u>	17	
Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board approve or receive the request as presented.		
F. <u>Warrant Schedules No. 582</u>	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: _____

**VII. PUBLIC HEARING**

A. <u>Public Hearing of Pacific Grove Teachers Association Sunshine List for 2016-17</u>	25
Public Hearing – Additional Proposal for Negotiations Submitted by the Pacific Grove Teachers Association with the Pacific Grove Unified School District Board of Education for the 2016-2017 School Year.	

Open Public Hearing \_\_\_\_\_ Close Public Hearing \_\_\_\_\_

**VIII. ACTION/DISCUSSION**

- A. Approval of Pacific Grove Teachers Association Sunshine List for 2016-17 28  
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends that the Board review and approve the additional sunshine topics for the 2016-2017 PGTA negotiations.

Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_  
Trustees: Paff \_\_\_ Swanson \_\_\_ Crandell \_\_\_ Phillips \_\_\_

- B. Resolution No. 993 Regarding Vacancy on Board of Education and Provisional Appointment Process 31  
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends the Board review and approve Resolution No. 993 Regarding Vacancy on Board of Education and Provisional Appointment.

Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_  
Trustees: Paff \_\_\_ Swanson \_\_\_ Crandell \_\_\_ Phillips \_\_\_

- C. Resolution No. 994 “National Teacher Appreciation Week” and “California Day of the Teacher” 38  
Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends that the Board review and adopt Resolution No. 994 proclaiming the week of May 1, 2017 through May 5, 2017 as “National Teacher Appreciation Week” and specifically Wednesday, May 10, 2017 as “California Day of the Teacher” (EC 37222)

Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_  
Trustees: Paff \_\_\_ Swanson \_\_\_ Crandell \_\_\_ Phillips \_\_\_

- D. Resolution No. 995 Classified School Employee Week 40  
Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends that the Board review and adopt Resolution No. 995 proclaiming May 21 – 27, 2017 as “Classified School Employee Week.”

Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_  
Trustees: Paff \_\_\_ Swanson \_\_\_ Crandell \_\_\_ Phillips \_\_\_

- E. Adopt Resolution No. 996 Designating Authorized Agents to Sign for PGUSD 125 Cafeteria Flexible Plan Bank Account with Wells Fargo Bank 42  
Recommendation: (Ralph Gómez Porras, Superintendent; Rick Miller, Assistant Superintendent) The Administration recommends that the Board of Education adopt Resolution No. 996 designating authorized agents to sign bank orders, changes and checks.

Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_  
Trustees: Paff \_\_\_ Swanson \_\_\_ Crandell \_\_\_ Phillips \_\_\_

- F. Review and Approval of Financing of Five Portable Classrooms 44  
Recommendation: (Rick Miller, Assistant Superintendent; Matt Kelly, Director of Maintenance and Operations) The District Administration recommends that the Board review and approve the financing of the purchase of five portable classrooms.

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

- G. Board Calendar/Future Meetings 46  
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: \_\_\_\_\_

**IX. INFORMATION/DISCUSSION**

- A. Presentation of the California Healthy Kids Survey results 2016-2017 49  
Recommendation: (Ani Silva, Director of Curriculum and Special Projects) Janie Lawrence, Pacific Grove Middle School Counselor, Shane Steinbeck, Pacific Grove High School Teacher, and Kimberly Shurtz, Community High School Teacher will be presenting results of the California Healthy Kids Survey along with recommendations.

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

- B. Monterey Peninsula College (MPC) and Pacific Grove Unified School District (PGUSD) College and Career Access Pathways Partnership Agreement (CCAP) 78  
Recommendation: (Sean Keller, Pacific Grove High School Assistant Principal; Matt Bell, Pacific Grove High School Principal) The Administration recommends that the Board review and discuss the 2017-18 College and Career Access Pathways Partnership Agreement (CCAP) between the Monterey Peninsula Community College District (MPCCD).

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

- C. Pacific Grove Math Update 106  
Recommendation: (Sean Roach, Pacific Grove Middle School Principal) The Administration recommends that the Board review the Pacific Grove Middle School math progress and next steps regarding improvement of SBAC middle school math scores.

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

- D. Future Agenda Items 107  
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.

Spanish Class at Elementary Schools (Fall 2017)  
Fencing for Security (Fall 2017)

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

**X. ADJOURNMENT**

Next regular meeting: April 27, 2017 – Pacific Grove Unified School District

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION  
Minutes of Regular Meeting of March 16, 2017 – District Office

**I. OPENED BUSINESS**

- A. Called to Order 6:01 p.m.
  
- B. Roll Call
  - President: Trustee Paff
  - Clerk: Trustee Swanson
  - Trustees Present: Trustee Crandell  
Trustee Phillips  
Trustee Thibeau
  - Administration Present: Superintendent Porras  
Assistant Superintendent Miller
  - Board Recorder: Mandi Freitag
  - Student Board Member: Lexi Rohrer

C. Adopted Agenda

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

**II. CLOSED SESSION**

A. Identified Closed Session Topics

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2016/17 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Matt Bell, Rick Miller and Ralph Gómez Porras, for the purpose of giving direction and updates.
2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2016/17. [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Ralph Gómez Porras and Billie Mankey, for the purpose of giving direction and updates.
3. Potential Litigation (1 case) [Government Code § 54956.9]

B. Public comment on Closed Session Topics

None.

C. Adjourned to Closed Session 6:03 p.m.

**III. RECONVENED IN OPEN SESSION** 7:05 p.m.

A. Reported action taken in Closed Session:

1. Negotiations - Collective Bargaining Session preparation with the PGTA for 2016/17

The Board discussed this item.

2. Negotiations - Collective Bargaining Session preparation with the CSEA for 2016/17

The Board discussed this item.

3. Potential Litigation (1 case) [Government Code § 54956.9]

The Board discussed this item.

B. Pledge of Allegiance

Led By: Trustee Thibeau

**IV. RECOGNITION**

Honoring Service: John Thibeau

The Board and Administration honored Trustee Thibeau's years of service. Highlighting his leadership on the Board, Trustee Thibeau was a fierce and dedicated leader to the students. Students were always first on his mind. Trustee Thibeau leaves behind a legacy, and he can walk away knowing he's done a great job, having done what is best for the students.

Trustee Thibeau noted that the Board consists of parents. Trustee Thibeau thanked the Board, and Administration, saying this District is the best, that the Administration is strong. The PGUSD community are not just colleague, but friends, who have helped raise and shape his own children. He asked that the Board always continue to remain focused on what is best for the students.

Administrators including Pacific Grove High School Principal Matt Bell, Adult School Principal Barbara Martinez, Pacific Grove Middle School Principal Sean Roach, Forest Grove Elementary Principal Buck Roggeman, Robert Down Elementary Principal Linda Williams, and Pacific Grove High School Assistant Principal Sean Keller each thanked Trustee Thibeau for his support, hard work, passion for students, and leadership.

**V. COMMUNICATIONS**

A. Written Communication

The Board received a multitude of letters in support of additional counseling hours at the elementary school. The Board also received written communication thanking the Board for passing the Resolution declaring Pacific Grove Unified School District a Safe Haven School District. Finally, Senior and Girl Scout Olivia Caine thanked the Board for their support, as she received her Golden Award.

B. Board Member Comments

Student Representative Rohrer updated the Board on events at Pacific Grove High School including the recent Powder Puff games, VAPA week including the Student Voices talent show.

Trustee Crandell attended Student Voices, noting the fabulous group of students, an array of talent, and thanked the staff and students for their hard work. Trustee Crandell also noted the passing of Ex-Mayor of Pacific Grove Morrie Fisher.

Trustee Swanson attended the music gala at the Hyatt and said the performances were outstanding.

C. Superintendent Report

None.

D. PGUSD Staff Comments (Non Agenda Items)

Pacific Grove High School Principal Matt Bell pointed out that Student Representative Rohrer is involved in swimming, she emceed the Student Voices event, and is involved in so many other events and activities, and that she is an amazing student and will go far. Principal Bell also updated the Board on the California Distinguished School Award (Golden Ribbon) which passed the first round. Teachers Sally Richmond and Larry Haggquist provided the Board a synopsis on the vision statement.

Pacific Grove Middle School Assistant Principal Jason Tovani updated the Board on the recent garden event, and invited the Board to the upcoming talent show.

Pacific Grove High School Assistant Principal Sean Keller invited the Board to a bowl-a-thon benefiting Breast Cancer awareness.

Forest Grove Elementary School Principal Buck Roggeman updated the Board on the recent student injury, recognizing the employees at the high school who assisted in keeping students out of the area. Principal Roggeman also thanked his own staff for all their help, as well as District personnel. The student was released and back at school the next day.

**VI. INDIVIDUALS DESIRING TO ADDRESS THE BOARD**

Pacific Grove Chamber of Commerce President Moe Ammar announced that the City of Pacific Grove Public Official of the Year has been named Superintendent Ralph Porras. An event will be held on June 3.

Darryl Smith with WAVE spoke to the Board about his 501c3 non-profit sports organization that is hosting programs for Pacific Grove students at the high school over the summer. Smith asked the Board to consider putting him on the agenda for an upcoming Board meeting.

Henry Nicois, parent, thanked the Board for their service, for doing a wonderful job, congratulated Superintendent Porras on the honor, and thanked Trustee Thibeau for his years of service.

Parent Carter, whose child is struggling in math at Pacific Grove High School noted how difficult it was to help her child, that her child is trying hard, attending after-school tutoring, meeting with the teacher, this parent is trying to learn math herself in order to help her student, said the experience for her and her child is very stressful and asked the Board to pay attention to the math department at the high school.

**VII. CONSENT AGENDA**

- A. Minutes of March 2, 2017 Board Meeting
- B. Certificated Assignment Order #11

- C. Classified Assignment Order #11
- D. Acceptance of Donations
- E. Out of County or Overnight Activities
- F. Declaration of Surplus Property
- G. Quarterly Report on Williams Uniform Complaints

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

**Public comment: none**

**Motion CARRIED 5 – 0**

## **VIII. PUBLIC HEARING**

- A. California School Employees Association Sunshine List

Open Public Hearing 7:52 p.m. Close Public Hearing 7:53 p.m.

Director of Human Resources Billie Mankey presented information to the Board.

- B. Public Hearing of Pacific Grove Unified School District/California School Employees Association Negotiations Sunshine Topics for 2016-17

Open Public Hearing 7:53 p.m. Close Public Hearing 7:54 p.m.

Director of Human Resources Billie Mankey presented information to the Board.

## **IX. ACTION/DISCUSSION**

- A. Approval of California School Employees Association Sunshine List, 2016-17

**MOTION Thibeau/Crandell to approve the California School Employees Association Sunshine List 2016-17.**

**Public comment: none**

**Motion CARRIED by roll call vote 5 – 0**

- B. Approval of Pacific Grove Unified School District/California School Employees Association Negotiations Sunshine Topics for 2016-17

**MOTION Crandell/Swanson to approve the Pacific Grove Unified School District/California School Employees Association Negotiations Sunshine Topics for 2016-17.**

**Public comment: none**

**Motion CARRIED by roll call vote 5 – 0**

- C. Adoption of Resolution #992- Issuance of a Tax and Revenue Anticipation Note

Assistant Superintendent Rick Miller presented information to the Board. The Board discussed this item.

**MOTION Crandell/Phillips to adopt Resolution #992 Issuance of a Tax and Revenue Anticipation Note.**

**Public comment: none**

**Motion CARRIED by roll call vote 5 – 0**D. Approval of Measure A Education Technology Expenditures

Assistant Superintendent Miller and Director of Education Technology Matthew Binder presented information to the Board.

**MOTION Phillips/Thibeau to approve the Measure A Education Technology Expenditures.**

**Public comment: none**

**Motion CARRIED 5 – 0**

E. Board Calendar/Future Meetings

**MOTION Thibeau/Crandell to approve the Board meeting calendar.**

**Public comment: none**

**Motion CARRIED 5 – 0**

X. INFORMATION/DISCUSSIONA. Research on the Effectiveness of Homework on Student Learning

Community High School Teacher Kim Shurtz presented information to the Board focused on research throughout the United States, citing 21 sources. The outcome of the research supported the idea that homework improves student learning and achievement, mainly at the secondary levels. The criteria is short, focused, used to inform teachers regarding the success of instruction, and provides student feedback on his or her progress. The time frame is typically the 10-minute rule, starting at 10 minutes in first grade, and adding 10 minutes per grade.

The Board discussed this item noting the policy sets the rule, that the intention of homework is really a parent/student/teacher loop. Homework should be purposeful, quality.

The Board also discussed technology impact, with a wide economic disparity between material availability. Technology needs to be accessible for all students, equitable. Technology options such as the possibility of providing students free wi-fi for student homework is also being researched.

Student Representative Rohrer spoke on her own experiences with her advanced load of classes, the hours spent on homework.

Finally, the Board cautioned on mandating time or rules for homework, that education comes first and that the Board should not take a position of micromanaging. The Board thanked Teacher Shurtz for her work and informative presentation.

**Public Comment:**

Principal Roggeman noted it was a great exercise looking at homework.

Principal Bell, Assistant Principal Keller discussed feedback from teachers.

B. California New Accountability System: Dashboard

Director of Curriculum and Special Projects Ani Silva, and Director of Educational Technology Matthew Binder presented information to the Board on the state's new School Accountability Dashboard, which focuses on better identifying and addressing disparities among student groups. The goal is to close achievement gaps between student groups on multiple measures of success at school.

C. Future Agenda Items

Spanish Class at Elementary Schools (Fall 2017)  
Portable Classroom Follow-Up (April 6)  
Fencing for Security (Fall 2017)

The Board directed Administration to work with WAVE.

XI. **ADJOURNED**

9:57 p.m.

Approved and submitted:

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Dr. Ralph Gómez Porras  
Secretary to the Board

**SUBJECT:** Certificated Assignment Order #12

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

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**RECOMMENDATION:**

The administration recommends adoption of Certificated Assignment Order #12

**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. 12  
April 6, 2017**

**TEMPORARY APPOINTMENT:**

Danielle Davenport, FGE Temporary Job Share 5<sup>th</sup> Grade (with Melanie Cardinalli), 0.50 fte, effective August 8, 2017 through June 1, 2018 only

**CHANGE OF ASSIGNMENT/TRANSFER:**

Sydney Dacuyan, RDE voluntary grade level change from 4<sup>th</sup> Grade to 5<sup>th</sup> Grade, effective August 8, 2017

**ADDITIONAL ASSIGNMENT:**

Becky Ohsiek, 2017 Outdoor Science School Teaching, 11.2 additional hours total paid per time sheet at the PGTA Hourly Instructional Rate, effective January 31, 2017 and February 1-3, 2017

**SUBSTITUTES:**

Allison Cresap  
Sarah Smith  
William Wells

**RETIREMENT/RESIGNATIONS:**

Melanie Cardinalli, requests and qualifies to participate in a STRS Reduced Workload, 0.50 fte, effective August 8, 2017 through June 1, 2018 only

Becky Ohsiek, PGMS Science teacher retires effective June 2, 2017 after 15.5 years of successful service with the Pacific Grove Unified School District

Danielle Hartnett, FGE Special Education Teacher, retires effective July 31, 2017 after 10 years of successful service with the Pacific Grove Unified School District

**SUBJECT:** Classified Assignment Order #12

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

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**RECOMMENDATION:**

The administration recommends adoption of Classified Assignment Order #12

**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. 12  
April 6, 2017**

**NEW HIRE:**

Michelle Hinnners, FGE Healthcare Assistant, 6 hrs./day, 180 day work year, Range 37, Step C, effective, March 20, 2017 (replaces Candace Frederick-Guidotti who resigned)

**TEMPORARY ADDITIONAL ASSIGNMENT:**

Norma Bakarar, RDE Noon Duty, temporary 5 hrs./week, effective March 24, 2017 through June 2, 2017 only

**SUBSTITUTE:**

Denise Moffett

**SUBJECT:** Acceptance of Donations

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

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**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**

Wells Fargo \$ 200 (field trips and class supplies)

**Robert H. Down Elementary School**

None

**Pacific Grove Middle School**

PG Pops Orchestra \$ 200 (undesignated)

**Pacific Grove High School**

Benevity Community Impact Fund \$ 200 (undesignated)  
 Pacific Grove Rotary \$1,000 (District Driving Program)  
 CRA Educational Foundation \$ 800 (culinary curriculum)

**Pacific Grove Community High School**

None

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

None

**Pacific Grove Unified School District**

Foundation for the Performing Arts \$7,500 (middle school auditorium improvements)

Ref: Donations

**SUBJECT:** Out of County or Overnight Activities

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

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**RECOMMENDATION:**

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

**BACKGROUND:**

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

**INFORMATION:**

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

**FISCAL IMPACT:**

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

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**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**

**OUT-OF-COUNTY OR OVERNIGHT ACTIVITIES**

<u>DATE</u>	<u>STUDENTS/CLASS</u>	<u>TRANSPORTATION</u>	<u>COST</u>	<u>FUNDING SOURCE</u>
<u>DESTINATION</u> April 18-23 George R. Brown Conv. Ctr. Houston, TX	PGHS Robotics Team World Championship Robotics Competition	Air	\$6,700	Donations
May 9 Roaring Camp/Mountain Men Felton, CA	4 <sup>th</sup> Grade Class CA History field trip	Auto	\$2,900	PG Pride, RHD PTA
May 12 UC Davis Davis, CA	PGMS Music Students CMEA All State Band Festival	Charter	\$4,772	PG Music Boosters, DO Transportation

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rec 3/16/17 @

Consent Agenda Item 5  
**FXED**  
45 323

PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
REQUEST FOR OFF CAMPUS ACTIVITY

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

**BOARD APPROVAL IS REQUIRED FOR ALL OUT-OF-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 4/18-4/23, 2017 Day of Activity Tues-Sat  
Place of Activity George R. Brown Convention Center, Houston, TX 77010  
School Pacific Grove High School Grade Level 9-12  
School Departure Time 5 AM          PM           
Pickup Time From Place of Activity          AM 12:30 PM          (TIMES ARE APPROXIMATE)  
Name of Employee Accompanying Students GAAC Ruben  
Number of Adults 3 Number of Students 6  
Class or Club Pacific Grove High School Robotics Team  
Description of Activity World Championship Robotics Competition  
Education Objective Summative Performance Assessment  
List All Stops HOUSTON TEXAS, SF OR SJ AIRPORT  
Means of Transportation: ( ) 84 Passenger ( ) 72 Passenger ( ) 48 Passenger ( ) 18 Passenger  
( ) Charter ( ) Auto\* ( ) Walk  Other\*\* Plane

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

1. NOTE: Board Regulation 3541.1 Requirements Will Be Complied With When Using Private Autos (Teachers Initials)  
2. If using vans, you MUST list who the drivers are. \_\_\_\_\_  
3. Cost of Activity \$ 175 X 4 DAYS = 700.00  
4. Cost of Transportation \$ 1000.00 + APPROX  
Total Cost (Activity + Transportation) \$ 1700.00 + APPROX  
5. Fund to be Charged for all activity expenses: ( ) Acct. Code \_\_\_\_\_  
( ) Students \_\_\_\_\_  
 Other fundraising, donations  
6. Requested By Isaac Ruben Date 3/16/17  
Employee's Signature Isaac Ruben AND Printed Name (Employee accompanying students on activity)  
7. Recommend Approval [Signature] Date \_\_\_\_\_  
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 3/22/17  
Transportation Supervisor  
Assistant Superintendent  
Date of Board Approval April 6, 2017  
PGUSD Regular Meeting of April 6, 2017

RECEIVED  
MAR 27 2017  
PACIFIC GROVE  
UNIFIED SCHOOL DISTRICT

**FAXED**  
RD 3/10

PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
REQUEST FOR OFF CAMPUS ACTIVITY

Mountain Men  
Consent Agenda Item E  
May 9  
all  
4th

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 May 9, 2017 Day of Activity Tuesday  
Place of Activity Reading Camp/Mountain Men-Felton, CA Santa Cruz  
School Robert Down Grade Level all 4th Grade Area  
School Departure Time 6:40 AM Between  
Returning Pickup Time From Place of Activity 4:30-5:00 PM  
Name of Employee Accompanying Students K. Levy, S. Ibrahim, A. Hober and S. Dacuyan  
Number of Adults 28 Number of Students 92  
Class or Club all 4th Grade Classes  
Description of Activity Lang. Arts Hands-on activities of CA History  
Education Objective Common Core Lang. Arts, Science & History Standards  
List All Stops \_\_\_\_\_

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

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

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

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

3. Cost of Activity \$ 2,900.00 Covered By RHD PTA

4. Cost of Transportation \$ 0 PG Pride Grant 2,900.00

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

6. Requested By S. Dacuyan, S. Ibrahim, K. Levy, A. Hober Date 3-7-2017  
Employee's Signature AND Printed Name (Employee accompanying students on activity)

7. Recommend Approval A. Williams Date 3-8-17  
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 3/10/17  
Assistant Superintendent

Date of Board Approval April 6, 2017

**RECEIVED**

MAR 10 2017

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

Updated 12/15/15

PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
REQUEST FOR OFF CAMPUS ACTIVITY

Consent Agenda/Item E  
**FIXED**  
MS + TRASP.

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. 3/28

**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 5/12/17 Day of Activity 5/12/17 Friday  
 Place of Activity UC Davis Davis, CA  
 School PGMS Grade Level 6,7,8  
 School Departure Time 6:00  AM  PM  
 Pickup Time From Place of Activity 2:30PM AM  PM  
 Name of Employee Accompanying Students B. Priest  
 Number of Adults 9 Number of Students 91  
 Class or Club PGMS Symphonic Band + Chamber Orchestra  
 Description of Activity CMEA All State Band + Orchestra Festival  
 Education Objective Adjudicated Festival Curriculum Assessment + Prof. Dev.  
 List All Stops None  
 Means of Transportation: ( ) 84 Passenger ( ) 72 Passenger ( ) 48 Passenger ( ) 18 Passenger  
 (2 buses)  Charter ( ) Auto\* ( ) Walk ( ) Other\*\* West Valley Trailway

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

1. NOTE: Board Regulation 3541.1 Requirements Will Be Complied With When Using Private Autos \_\_\_\_\_ (Teachers Initials)  
 2. If using vans, you MUST list who the drivers are. \_\_\_\_\_  
 3. Cost of Activity \$ \_\_\_\_\_  
 4. Cost of Transportation \$ 4,771.86  
 Total Cost (Activity + Transportation) \$ \$1,971.86 code \_\_\_\_\_  
 5. Fund to be Charged for all activity expenses:  Acct. Code DISTRICT TRANSP. 7900  
 Students \_\_\_\_\_  
 Other PG music Boosters \$1,800  
 6. Requested By [Signature] Employee's Signature Barbara Priest Date 1/30  
 AND Printed Name (Employee accompanying students on activity)  
 7. Recommend Approval [Signature] Date 1-31-17  
 Principal's Signature

District + Boosters contribute

.....  
 Transportation Department/District Office Use Only  
 Bus(s)  Available ( ) Not Available Date Received 2/1/17  
 Cost Estimate \$ 4,771.86  
 Approved By [Signature] Date 2/1/17  
 Approved By [Signature] Date 3/27/17  
 Assistant Superintendent  
 Date of Board Approval April 6, 2017

**RECEIVED**  
**FEB 08 2017**  
 Updated 12/15/15  
 PACIFIC GROVE  
 UNIFIED SCHOOL DISTRICT

# Invoice

West Valley Trailways  
240 Cristich Lane  
Campbell CA 95008  
Phone: (408) 371-1230  
FAX: (408) 371-2716  
Dispatch: (408) 371-1230  
www.westvalleytrailways.com



Customer No: 3287  
Contact: Lisa Stacks  
Phone: 831-646-6643  
FAX:  
E-Mail: lstacks@pgusd.org  
Order Number: 10330  
Order Date: 1/27/2017  
PO Number:  
Group: PGMS Symphonic Band&Orches  
Sales Associate Lisa Radler

Report produced by datavare!

Pacific Grove Unified School District  
Lisa Stacks  
555 Sinex Avenue  
Pacific Grove CA 93950

Deposit Required: \$1,192.97  
Deposit Due on: 2/06/2017  
Balance Due on: 4/12/2017

Invoice No.: 55185  
Invoice Date: 1/30/2017  
Terms:

Pickup			Destination			Amount	Misc. Charges	Total
Date	Time	Location	Date	Time	Location			
5/12/2017	6:00AM	Pacific Grove Middle School	5/12/2017	9:45AM	UC Davis	\$1,436.66	\$949.27	\$2,385.93
Spot:	5:45AM	835 Forest Avenue Pacific Grove CA 93950			1 Shield Ave Davis CA 95616			
Equipment Type: 56 PAX								
5/12/2017	6:15PM	<----- Return to Pickup	5/12/2017	2:30PM	<----- Depart From Destination			
***STANDBY FOR RETURN***								
					Fuel Surcharge 15%	\$215.50		
					Environmental Fee	\$15.00		
					SPAB Surcharge	\$143.67		
					Peak Season Rate	\$143.67		
					56 Passenger Coach	\$143.67		
					Deadhead	\$287.76		
5/12/2017	6:00AM	Pacific Grove Middle School	5/12/2017	9:45AM	UC Davis	\$1,436.66	\$949.27	\$2,385.93
Spot:	5:45AM	835 Forest Avenue Pacific Grove CA 93950			1 Shield Ave Davis CA 95616			
Equipment Type: 56 PAX								
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					Fuel Surcharge 15%	\$215.50		
					Environmental Fee	\$15.00		
					SPAB Surcharge	\$143.67		
					Peak Season Rate	\$143.67		
					56 Passenger Coach	\$143.67		
					Deadhead	\$287.76		
					<b>Total Misc. Charges:</b>		<b>\$1,898.54</b>	
					<b>Total:</b>		<b>\$4,771.86</b>	
					<b>Amount Paid:</b>			
					<b>Balance Due:</b>		<b>\$4,771.86</b>	

**SUBJECT:** Warrant Schedule 582

**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 December 1, 2015 through December 30, 2015.

**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. 582

### Warrants- Payroll

#### MARCH '17

Certificated-	Regular 03/03/17	\$	0
	Regular 03/10/17	\$	28,493.03
	Regular 03/15/17	\$	0
	Regular 03/31/17	\$	1,399,191.99
	<b>Total Certificated</b>	\$	<b><u>1,427,685.02</u></b>
Other-	Regular 03/03/17	\$	0
	Regular 03/10/17	\$	15,620.00
	Regular 03/15/17	\$	0
	Regular 03/31/17	\$	5,038.50
	<b>Total Other</b>	\$	<b><u>20,658.50</u></b>
Classified-	Regular 03/03/17	\$	1,419.83
	Regular 03/10/17	\$	7,883.83
	Regular 03/15/17	\$	0
	Regular 03/31/17	\$	510,747.22
	<b>Total Classified</b>	\$	<b><u>520,050.88</u></b>
	<b><u>TOTAL PAYROLL</u></b>	\$	<b><u>1,968,394.40</u></b>

### Warrants- AP

Warrants <u>12295572</u> through <u>12295599</u> (02/23/17)	\$	<u>38,130.67</u>
Warrants <u>12296320</u> through <u>12296336</u> (02/28/17)	\$	<u>29,002.32</u>
Warrants <u>12296950</u> through <u>12296978</u> (03/02/17)	\$	<u>42,018.78</u>
Warrants <u>12297795</u> through <u>12297822</u> (03/07/17)	\$	<u>111,252.96</u>
Warrants <u>12298518</u> through <u>12298541</u> (03/09/17)	\$	<u>21,419.40</u>
Warrants <u>12299330</u> through <u>12299354</u> (03/14/17)	\$	<u>42,586.90</u>
Warrants <u>12299969</u> through <u>12299988</u> (03/16/17)	\$	<u>52,111.80</u>
Warrants <u>12300875</u> through <u>12300908</u> (03/21/17)	\$	<u>30,750.42</u>
Warrants <u>12301509</u> through <u>12301531</u> (03/23/17)	\$	<u>67,707.83</u>
Warrants <u>12302997</u> through <u>12303025</u> (03/28/17)	\$	<u>70,612.60</u>
<b><u>TOTAL WARRANTS</u></b>	\$	<b><u>2,473,988.08</u></b>

**SUBJECT:** Public Hearing of Pacific Grove Teachers Association Sunshine List for 2016-17

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

---

**RECOMMENDATION:**

The Administration recommends that the Board hold a public hearing for the additional sunshine topics for the 2016-17 PGTA negotiations. [A copy of the sunshine list was posted at each school site five business days prior to the Board meeting.]

**INFORMATION:**

Government Code Section 3457 provides the basis and procedures for the recognition of the Pacific Grove Teachers Association's proposal for negotiations with the Pacific Grove Unified School District for the 2016-17 school year. The public hearing will provide an opportunity for the community to comment on the following:

Previous:

1. Class Sizes
2. Professional Development
3. Equity in Special Ed Services (students dispersed in classes plus programs at each site)
4. Transfers/Vacancies
5. CTE positions (possible change to permanent status)
6. Adjunct Duties
7. Wages and Benefits

New:

- 8. Language regarding the Alternative Evaluation Process (IX, part L)  
PGTA would like to make changes to better align alternative evaluation dates with traditional evaluation dates, as well as language regarding administrative approval of said alternative evaluations.**

**FISCAL IMPACT:**

To be assessed during negotiations.



www.pgusd.org

Public Hearing

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**435 Hillcrest Avenue Pacific Grove, CA 93950**

**Ralph Gomez Porras**  
**Superintendent**  
(831) 646-6520  
Fax (831) 646-6500  
rporras@pgusd.org

**Rick Miller**  
**Assistant Superintendent**  
Business Services  
(831) 646-6509  
rmiller@pgusd.org

## PUBLIC HEARING NOTICE

At the Board of Education meeting to be held at 7:00 p.m. on Thursday, April 6, 2017, at 435 Hillcrest Avenue, Pacific Grove, California at the District Office, a public hearing is scheduled in compliance with the requirements of Government Code Section 3457 to provide an opportunity for the community to comment on the following:

**Additional Proposal for Negotiations Submitted by the Pacific Grove Teachers Association Affiliate of the California Teachers Association for the 2016-17 School Year**

The Pacific Grove Teachers Association, California Teachers Association, has submitted an additional proposal for the collective bargaining agreement between the Board of Education of Pacific Grove Unified School District and their association.

Government Code Section 3457 provides the basis and procedures for the recognition of the Pacific Grove Teachers Association, California Teachers Association's Additional Proposal for Negotiations with the Pacific Grove Unified School District for the 2016-17 school year.

The Pacific Grove Teachers Association is proposing to negotiate the following sections of the Certificated Bargaining Unit Agreement:

**Previous:**

1. Class Sizes
2. Professional Development
3. Equity in Special Ed Services (students dispersed in classes plus programs at each site)
4. Transfers/Vacancies
5. CTE positions (possible change to permanent status)
6. Adjunct Duties
7. Wages and Benefits

**New:**

- 8. Language regarding the Alternative Evaluation Process (IX, part L)  
PGTA would like to make changes to better align alternative evaluation dates with traditional evaluation dates, as well as language regarding administrative approval of said alternative evaluations.**

Posted: Thursday, March 30, 2017

Copies posted at the PGUSD District Office and school sites



***Teamwork & Innovation***

---

***Chapter President***

**Juliana Dacuyan**  
Digital Coach - District Office  
[jdacuyan@pgusd.org](mailto:jdacuyan@pgusd.org)

***Vice-President***

**Stephanie Perlstein**  
Third Grade Teacher - RHD  
[sperlstein@pgusd.org](mailto:sperlstein@pgusd.org)

**To: Dr. Ralph Porras, Superintendent and Mr. Rick Miller, Assistant Superintendent**

**From: Juliana Dacuyan, President, Pacific Grove Teachers' Association 2016-17**

**Subject: Letter of Intent to Bargain, Reopeners**

**Date: November 30, 2016**

**Updated March 28, 2017**

**The Pacific Grove Teachers Association would like to negotiate reopeners for the 2016-2017 school year. The articles we propose to open with include the following:**

- 1. Class Sizes**
- 2. Professional Development**
- 3. Equity in Special Ed Services (students dispersed in classes plus programs at each site)**
- 4. Transfers/Vacancies**
- 5. CTE positions (possible change to permanent status)**
- 6. Adjunct Duties**
- 7. Wages and Benefits**
- 8. Language regarding the Alternative Evaluation Process (IX, part L)**

**PGTA would like to make changes to better align alternative evaluation dates with traditional evaluation dates, as well as language regarding administrative approval of said alternative evaluations.**

**PGTA reserves the right to amend, modify, delete or add to the above proposals.**

**We look forward to continuing our collaborative relationship with the District. If you have any questions or comments please contact me at [jdacuyan@pgusd.org](mailto:jdacuyan@pgusd.org)**

**Sincerely,  
Juliana Dacuyan  
Pacific Grove Teachers Association President**

**SUBJECT:** Approval of Pacific Grove Teachers Association Sunshine List for 2016-17

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

---

**RECOMMENDATION:**

The District Administration recommends that the Board review and approve the additional sunshine topics for the 2016-17 PGTA negotiations. [A copy of the sunshine list was posted at each school site five business days prior to the Board meeting.]

**INFORMATION:**

Government Code Section 3457 provides the basis and procedures for the recognition of the Pacific Grove Teachers Association's proposal for negotiations with the Pacific Grove Unified School District for the 2016-17 school year. The public hearing will provide an opportunity for the community to comment on the following:

Previous:

1. Class Sizes
2. Professional Development
3. Equity in Special Ed Services (students dispersed in classes plus programs at each site)
4. Transfers/Vacancies
5. CTE positions (possible change to permanent status)
6. Adjunct Duties
7. Wages and Benefits

New:

8. **Language regarding the Alternative Evaluation Process (IX, part L)**  
**PGTA would like to make changes to better align alternative evaluation dates with traditional evaluation dates, as well as language regarding administrative approval of said alternative evaluations.**

**FISCAL IMPACT:**

To be assessed during negotiations.



www.pgusd.org

Action/Discussion Item A  
**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**435 Hillcrest Avenue Pacific Grove, CA 93950**

**Ralph Gomez Porras**  
**Superintendent**  
(831) 646-6520  
Fax (831) 646-6500  
rporras@pgusd.org

**Rick Miller**  
**Assistant Superintendent**  
Business Services  
(831) 646-6509  
rmiller@pgusd.org

## **PUBLIC HEARING NOTICE**

At the Board of Education meeting to be held at 7:00 p.m. on Thursday, April 6, 2017, at 435 Hillcrest Avenue, Pacific Grove, California at the District Office, a public hearing is scheduled in compliance with the requirements of Government Code Section 3457 to provide an opportunity for the community to comment on the following:

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The Pacific Grove Teachers Association, California Teachers Association, has submitted an additional proposal for the collective bargaining agreement between the Board of Education of Pacific Grove Unified School District and their association.

Government Code Section 3457 provides the basis and procedures for the recognition of the Pacific Grove Teachers Association, California Teachers Association's Additional Proposal for Negotiations with the Pacific Grove Unified School District for the 2016-17 school year.

The Pacific Grove Teachers Association is proposing to negotiate the following sections of the Certificated Bargaining Unit Agreement:

**Previous:**

1. Class Sizes
2. Professional Development
3. Equity in Special Ed Services (students dispersed in classes plus programs at each site)
4. Transfers/Vacancies
5. CTE positions (possible change to permanent status)
6. Adjunct Duties
7. Wages and Benefits

**New:**

- 8. Language regarding the Alternative Evaluation Process (IX, part L)  
PGTA would like to make changes to better align alternative evaluation dates with traditional evaluation dates, as well as language regarding administrative approval of said alternative evaluations.**

Posted: Thursday, March 30, 2017

Copies posted at the PGUSD District Office and school sites



***Teamwork & Innovation***

---

***Chapter President***

**Juliana Dacuyan**  
Digital Coach - District Office  
[jdacuyan@pgusd.org](mailto:jdacuyan@pgusd.org)

***Vice-President***

**Stephanie Perlstein**  
Third Grade Teacher - RHD  
[sperlstein@pgusd.org](mailto:sperlstein@pgusd.org)

**To: Dr. Ralph Porras, Superintendent and Mr. Rick Miller, Assistant Superintendent**

**From: Juliana Dacuyan, President, Pacific Grove Teachers' Association 2016-17**

**Subject: Letter of Intent to Bargain, Reopeners**

**Date: November 30, 2016**

**Updated March 28, 2017**

**The Pacific Grove Teachers Association would like to negotiate reopeners for the 2016-2017 school year. The articles we propose to open with include the following:**

- 1. Class Sizes**
- 2. Professional Development**
- 3. Equity in Special Ed Services (students dispersed in classes plus programs at each site)**
- 4. Transfers/Vacancies**
- 5. CTE positions (possible change to permanent status)**
- 6. Adjunct Duties**
- 7. Wages and Benefits**
- 8. Language regarding the Alternative Evaluation Process (IX, part L)**

**PGTA would like to make changes to better align alternative evaluation dates with traditional evaluation dates, as well as language regarding administrative approval of said alternative evaluations.**

**PGTA reserves the right to amend, modify, delete or add to the above proposals.**

**We look forward to continuing our collaborative relationship with the District. If you have any questions or comments please contact me at [jdacuyan@pgusd.org](mailto:jdacuyan@pgusd.org)**

**Sincerely,  
Juliana Dacuyan  
Pacific Grove Teachers Association President**

**SUBJECT:** Resolution No. 993 Regarding Vacancy on Board of Education and Provisional Appointment Process

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

---

**RECOMMENDATION:**

The District Administration recommends the Board review and approve Resolution No. 993 Regarding Vacancy on Board of Education and Provisional Appointment.

**BACKGROUND:**

A vacancy on the Board of Education was created on March 31, 2017 when Trustee John Thibeau resigned from the Board. Educational Code section 5091 provides that when a vacancy occurs on the governing board in a school district, the governing board of the district shall, within sixty (60) days of the vacancy, either make a provisional appointment or order an election to fill the vacancy.

**INFORMATION:**

Upon approval of either the provisional appointment process or ordering an election, the Administration will commence to fill the vacancy. Information will be released to the public on Friday, April 7, 2017.

**FISCAL IMPACT:**

If the Board of Education orders an election, the cost will be approximately \$50,000.

**RESOLUTION NO. 993 REGARDING VACANCY ON BOARD OF EDUCATION AND PROVISIONAL APPOINTMENT PROCESS**

BEFORE THE BOARD OF EDUCATION OF THE  
PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
MONTEREY COUNTY, CALIFORNIA

WHEREAS, Education Code section 5090 provides that vacancies on school district governing boards are caused by any of the events specified in Government Code section 1770;

WHEREAS, Government Code section 1770(c) and (e) provide that an office becomes vacant when a board member resigns or ceases to be an inhabitant of the district;

WHEREAS, Education Code section 5091 provides that when a vacancy occurs on the governing board in a school district, the governing board of the district shall, within 60 days of the vacancy or filing of a deferred resignation, either order an election or make a provisional appointment to fill the vacancy;

WHEREAS, a vacancy on the Board was created when Board Member John Thibeau submitted his resignation on March 8, 2017, which became effective on March 31, 2017;

IT IS THEREFORE RESOLVED that the Board shall take all necessary steps to make a provisional appointment to fill Mr. Thibeau's position on the Board within the sixty (60) days from March 31, 2017 as required by Education Code section 5091;

BE IT FURTHER RESOLVED that interested persons will be required to fill out and return by April 28, 2017, the attached "Application to Fill Board of Education Vacancy." The Board hereby authorizes the formation of a subcommittee of the Board and administration, if the number of applicants exceeds six (6) total, to screen applications and present six (6) finalists to the Board by May 9, 2017. The Board will review the applications and conduct the interviews of the final applicants at a special Board meeting to be conducted on May 16, 2017. After conducting the interviews in open session, the Board will make the provisional appointment at the May 25, 2017 regular Board Meeting.

BE IT FURTHER RESOLVED that the District Superintendent will notify Dr. Nancy Kotowski, Monterey County Superintendent of Schools, of the Board's action on this matter by forwarding to her an executed copy of this Resolution;

BE IT FURTHER RESOLVED that, following this Board's appointment of a provisional appointee, the District Superintendent is authorized to publish the notice required by Education Code section 5092;

BE IT FURTHER RESOLVED that the District Superintendent or his designee is authorized to take any further action necessary to carry out the intent of this Resolution;

BE IT FURTHER RESOLVED that the District Superintendent or his designee shall circulate and post the Attached “Notice of Call for Applications” and prepare and distribute to those individuals interested copies of the attached “Application to Fill Board of Education Vacancy.”

The foregoing Resolution was adopted by the Board of Education of the Pacific Grove Unified School District on the \_\_\_ day of \_\_\_\_\_, 2017 by the following vote:

AYES:

NOES:

ABSENT:

---

President, Board of Education  
Pacific Grove Unified School District  
Monterey County, California

I, the Clerk to the Board of Education of the Pacific Grove Unified School District, do hereby certify that the foregoing Resolution was regularly introduced, passed and adopted by the Board of Education at its meeting held on \_\_\_\_\_, 2017.

---

Clerk, Board of Education  
Pacific Grove Unified School District  
Monterey County, California

## BOARD APPOINTMENT TIMELINE

March 31, 2017	Board vacancy created	Day 1
April 6, 2017	Board announces provisional appointment process	Day 6
April 7, 2017	Media notified of vacancy; application packets available	Day 7
April 28, 2017	Application deadline	Day 28
May 16, 2017	Interview candidates at Board meeting	Day 46
May 25, 2017	Board selects provisional appointee by majority vote and makes the provisional appointment.	Day 55



4. Please describe your involvement and participation within Pacific Grove Unified School District (children in school, committee work, parent club participation, etc.):

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---

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5. Please describe your involvement and participation in any other community or business activities that you believe are relevant to the role of a school board member:

---

---

---

6. Please use this space to add any other information that you would like to tell the Board about yourself:

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You may add additional pages.

I certify that I am 18 years of age or older, a citizen of the state of California, a resident within the Pacific Grove Unified School District, a registered voter, and am not disqualified by the Constitution or laws of this state from holding a civil office. I am qualified to be elected or appointed a member of the Pacific Grove Unified School District Board of Education without further qualifications.

---

Signature

---

Date

APPLICATION DEADLINE: Friday, April 28 at 5:00 P.M.

RETURN APPLICATION TO: Dr. Ralph Gómez Porras, Superintendent  
Pacific Grove Unified School District Office  
435 Hillcrest Avenue  
Pacific Grove, CA 93950

**\*Please note applications will become public documents with residential address redacted**

## **Legal Notice / Public Notice**

### **PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES Seeks Applicants To Fill Board Vacancy**

The Pacific Grove Unified School District is seeking to fill the Board vacancy created by the resignation of its current representative through an appointment rather than an election.

Persons interested in applying for the appointment can find the application on the District website at [www.pgusd.org](http://www.pgusd.org) or contact Mandi Freitag, Executive Assistant at either (831) 646-6510 or by email to [mfreitag@pgusd.org](mailto:mfreitag@pgusd.org) for an application packet.

#### **Provisional Appointment**

The period for submitting an application ends at 5:00 Friday, April 28, 2017. Applicants will be invited to a public session interview by the Board of Trustees to be held on Tuesday, May 16, 2017.

The Board plans to make its provisional appointment following the interviews.

by

Dr. Ralph Gómez Porras  
Superintendent  
and Secretary to the Pacific Grove Unified School District Board of Education

**SUBJECT:** Resolution No. 994 Teacher Appreciation Week and “California Day of the Teacher”

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

---

**RECOMMENDATION:**

The Administration recommends the Board adopt Resolution No. 994 proclaiming the week of May 1, 2017 through May 5, 2017 as Teacher Appreciation Week and specifically Wednesday, May 10 2017 as “California Day of the Teacher” (EC 37222.10)

**BACKGROUND AND INFORMATION:**

During the early 1970’s, The Association of Mexican-American Educators (AMAE) adopted the Mexican tradition of annually recognizing teachers and began organizing related events throughout the state. In 1985, AMAE sponsored legislation (incorporated in Education Code Section 37222.10) to establish the Day of the Teacher to be observed each year on the second Wednesday in May.

Teachers play an important role in our society fulfilling the responsibility to educate all children. The State of California has declared the second Wednesday in May as “California Day of the Teacher.” Therefore, we recognize our teachers with a resolution proclaiming May 1, 2017 through May 5, 2017 as Teacher Appreciation Week and specifically May 10, 2017 as “California Day of the Teacher.”

**FISCAL IMPACT:**

None

Pacific Grove Unified School District  
Board of Education

**Resolution Number 994 Proclaiming**

**TEACHER APPRECIATION WEEK and**

**“CALIFORNIA DAY OF THE TEACHER”**

**WHEREAS**, teachers personify our society’s belief that universal public education is key to meeting the challenges of a changing world and the influence of a good teacher continues long after school days are only memories; and

**WHEREAS**, teachers demonstrate and share their love of learning in the classroom every day and fill many roles: as listeners, explorers, role models, motivators, and mentors; and, by doing so, are partners with parents and the community in inspiring students’ dreams and laying the foundation for them to be good citizens; and

**WHEREAS**, teachers strive to make every classroom an exciting environment where productive and useful learning can take place and each student is encouraged to grow and develop and where teachers reach out to foster the well-being of each student, regardless of ability, social or economic background, race, or ethnic origin or religion; and

**WHEREAS**, the Board does applaud the unique and highly specialized skills and dedication required to meet the varied needs of the young people served by the District’s instructional programs and recognize that the quality of all student’s educational experiences depends significantly and vitally upon the quality of their teachers who are entrusted with fulfilling the mission of education to prepare our students for the future; and

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Board of Pacific Grove Unified School District that Resolution 994 be adopted to observe May 1, 2017 through May 5, 2017 as Teacher Appreciation Week and specifically, May 10, 2017 as the “CALIFORNIA DAY OF THE TEACHER” by taking time to remember and salute the teachers who mold and educate our children, impact and enrich our lives, and thereby, are critical to the constant transformation of our society.

***Passed and Adopted on the Sixth Day of April, 2017***

\_\_\_\_\_  
John Paff, President

\_\_\_\_\_  
Brian Swanson, Clerk

\_\_\_\_\_  
Debbie Crandell, Board Member

\_\_\_\_\_  
Bill Phillips, Board Member



[www.pgusd.org](http://www.pgusd.org)

\_\_\_\_\_  
Ralph Porras, Superintendent

**SUBJECT:** Resolution No. 995 Classified School Employee Week

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

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**RECOMMENDATION:**

The Administration recommends the Board adopt Resolution No. 995 proclaiming May 21 – 27, 2017 as “Classified School Employee Week.”

**INFORMATION AND BACKGROUND:**

In 1986, California School Employees Association sponsored state legislation to create Classified School Employee Week. Since then, California public schools has taken one week each May to recognize the outstanding efforts and contributions of its classified school workers.

**Classified school employees play crucial roles in education. From the time students board a school bus to the time that they head home at the end of the day, every aspect of their educational experience is impacted by a classified school employee. Classified staff includes school bus drivers, secretaries, clerical staff, food service, instructional assistants, maintenance personnel, custodians, and others. Classified school employees transport students, feed students, teach them vital skills, and ensure that our schools are operating smoothly and safely.**

We therefore recognize Classified School Employees by Board Resolution, proclaiming “Classified School Employee Week” May 21-27, 2017.

**FISCAL IMPACT:**

None

Pacific Grove Unified School District  
Board of Education

***Resolution Number 995 Proclaiming***

**“CLASSIFIED SCHOOL EMPLOYEE WEEK”**

**WHEREAS**, the Legislature of the State of California has declared that May 21-27, 2017 shall be “**CLASSIFIED SCHOOL EMPLOYEE WEEK**.” a time to recognize the many contributions of classified school employees to public education; and

**WHEREAS**, the education of our youth is imperative to our society, to California, to our nation, our world; and

**WHEREAS**, our District’s classified school employees are skilled personnel who serve our students and play important roles in the establishment and promotion of a positive instructional environment; and

**WHEREAS**, our classified staff are dedicated individuals who perform outstanding work and have continued to offer exceptional support for our students, teachers, and administration;

**WHEREAS**, our classified employees deserve rightful recognition and public celebration for their caring, their deeds, and the incalculable contributions they have made to California’s public education system;

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Board of Pacific Grove Unified School District that **Resolution 995** be adopted to observe **CLASSIFIED SCHOOL EMPLOYEE WEEK** during the time of May 21-27, 2017 as an opportunity to acknowledge the achievements and contributions of classified school employees in our system of public education.

***Passed and Adopted on the Sixth Day of April 2017***

\_\_\_\_\_  
John Paff, President

\_\_\_\_\_  
Brian Swanson, Clerk

\_\_\_\_\_  
Debbie Crandell, Board Member

\_\_\_\_\_  
Bill Phillips, Board Member



[www.pgusd.org](http://www.pgusd.org)

\_\_\_\_\_  
Ralph Porras, Superintendent

**SUBJECT:** Adopt Resolution No. 996 Designating Authorized Agents to Sign for PGUSD 125 Cafeteria Flexible Plan Bank Account with Wells Fargo Bank

**PERSON RESPONSIBLE:** Ralph Gómez Porras, Superintendent;  
Rick Miller, Assistant Superintendent

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**RECOMMENDATION:**

The Administration recommends that the Board of Education adopt Resolution No. 996 designating authorized agents to sign bank orders, changes and checks.

**BACKGROUND:**

The PGUSD125 Cafeteria Flexible Plan bank account has not been updated with new signing agents in several years.

**INFORMATION:**

The attached Resolution will authorize Assistant Superintendent Rick Miller and Fiscal Officer Nancy Bernahl to be empowered to sign all orders in the name of the PGUSD 125 Cafeteria Flexible Plan Account and to draw on funds of the account. The approval will enable the District to continue its normal business functions.

**FISCAL IMPACT:**

None.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
RESOLUTION No. 996**

**Resolution Designating Authorized Agent to Sign on PGUSD125 Cafeteria Flexible Plan Account**

The Board of Education of the Pacific Grove Unified School District, Monterey County  
ON MOTION of member, \_\_\_\_\_, seconded by member \_\_\_\_\_, effective April 6, 2017.

IT IS RESOLVED AND ORDERED by the Governing Board that, pursuant to provisions  
of Education Code Section 42632 or 85232,

Rick Miller, Assistant Superintendent, and Nancy Bernahl, Fiscal Officer, be authorized  
and are hereby empowered to sign any and all orders in the name of said District, drawn on the funds of  
PGUSD 125 Cafeteria Flexible Plan.

IT IS FURTHER RESOLVED that these motions shall stand and that all additions and  
deletions shall be submitted in writing.

PASSED AND ADOPTED by the Board of Education of the Pacific Grove Unified School  
District this 6<sup>th</sup> day of April, 2017, by the following vote:

AYES:

NOES:

ABSENT:

I, Ralph Gómez Porras, Secretary of the Governing Board, do hereby certify that the  
foregoing is a full, true, and correct copy of Resolution 996 duly passed and adopted by said Board at a  
regularly called and conducted meeting held on said date.

\_\_\_\_\_  
Ralph Gómez Porras, Secretary of the Governing Board

Signatures of authorized persons:

\_\_\_\_\_  
Rick Miller, Assistant Superintendent

\_\_\_\_\_  
Nancy Bernahl, Fiscal Officer

**SUBJECT:** Review and Approval of Financing of Five Portable Classrooms

**PERSON RESPONSIBLE:** Rick Miller, Assistant Superintendent for Business Services and Matt Kelly, Director of Maintenance and Transportation

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**RECOMMENDATION:**

The District Administration recommends that the Board review and approve the financing of the purchase of five portable classrooms.

**BACKGROUND:**

Because of an expected increase in enrollment, the Board approved the addition of one Kindergarten class at Forest Grove and Robert Down. Also, the existing Music building at Robert Down is going to be removed due to termite damage.

**INFORMATION:**

The purchase and installation of five portable classrooms is expected to cost \$812,775. The classrooms themselves will cost \$352,290, and the soft costs (which include architect fees, DSA fees, IOR, demolition of existing building, and infrastructure) are expected to be \$460,485.

Because the costs for the five portable classrooms exceed the fund balances that are available to the District, financing will be required. Attached is a quote from Dale Scott and Company for six different financing scenarios (approximate):

<b>Amount Financed</b>	<b>3 Years (2.66%)</b>	<b>5 Years (3.03%)</b>	<b>6 Years (3.13%)</b>
<b>\$390,000</b>	\$180,000/yr	\$81,000/yr	\$70,000/yr
<b>\$735,000</b>	\$340,000/yr	\$152,000/yr	\$130,000/yr

Each of these scenarios would require some amount of contribution from the District's existing fund balances. The \$390,000 financing would require \$422,775, while the \$735,000 financing would require \$77,775.

The repayment of this financing would come mainly from Fund 40, to the extent possible. Fund 40 currently has an Ending Fund Balance of \$183,000, with approximately \$230,000 in new revenue each year. A majority of this revenue comes from the lease of the David Avenue campus to the Monterey Bay Charter School. The Charter School is currently planning on relocating to a new facility located on the CSUMB campus, but will not have the necessary funding for another three years, at the soonest.

**FISCAL IMPACT:**

This item will impact Fund 40 expenses depending on which financing plan is chosen

**Pacific Grove Unified School District**  
**\$390,000 Proposed Equipment Lease**  
**Dated Date: 7/5/17**

	Scenario A 3 Years	Scenario B 5 Years	Scenario C 6 Years*
<b>Interest Rate**</b>	2.66%	3.03%	3.13%
<b>Date</b>	<b>Debt Service</b>	<b>Debt Service</b>	<b>Debt Service</b>
10/1/17	\$43,478.23	\$19,822.95	\$16,916.12
4/1/18	\$90,641.70	\$40,650.95	\$33,884.40
10/1/18	\$89,497.90	\$40,120.70	\$35,446.20
4/1/19	\$91,354.10	\$40,590.45	\$34,976.70
10/1/19	\$89,170.40	\$40,045.05	\$34,507.20
4/1/20		\$41,499.65	\$35,037.70
10/1/20		\$39,923.95	\$34,552.55
4/1/21		\$41,363.40	\$34,067.40
10/1/21		\$39,772.55	\$34,582.25
4/1/22		\$40,196.85	\$34,081.45
10/1/22		\$40,606.00	\$34,580.65
4/1/23			\$35,064.20
10/1/23			\$34,532.10
<b>TOTAL</b>	<b>\$404,142.33</b>	<b>\$424,592.50</b>	<b>\$432,228.92</b>

COI @ \$35,000 for all scenarios (DS&C \$20K and BT  
 Baystone Bank offers monthly payments option if  
 \*7 year option not available with equipment lease  
 \*\* BQ Indicative Rate by Baystone Bank on 03.10.17

**Pacific Grove Unified School District**  
**\$735,000 Proposed Equipment Lease**  
**Dated Date: 7/5/17**

	Scenario A 3 Years	Scenario B 5 Years	Scenario C 6 Years*
<b>Interest Rate**</b>	2.66%	3.03%	3.13%
<b>Date</b>	<b>Debt Service</b>	<b>Debt Service</b>	<b>Debt Service</b>
10/1/17	\$81,670.52	\$36,320.18	\$31,320.18
4/1/18	\$171,751.40	\$76,665.60	\$65,741.35
10/1/18	\$168,583.50	\$75,665.70	\$64,908.10
4/1/19	\$170,428.90	\$77,665.80	\$66,074.85
10/1/19	\$169,221.10	\$75,620.45	\$64,211.30
4/1/20		\$77,590.25	\$65,362.90
10/1/20		\$75,514.60	\$64,484.20
4/1/21		\$77,454.10	\$65,605.50
10/1/21		\$75,348.15	\$64,696.50
4/1/22		\$76,257.35	\$64,787.50
10/1/22		\$76,136.25	\$64,863.35
4/1/23			\$64,924.05
10/1/23			\$64,969.60
<b>TOTAL</b>	<b>\$761,655.42</b>	<b>\$800,238.43</b>	<b>\$811,949.38</b>

COI @ \$35,000 for all scenarios (DS&C \$20K and BT  
 Baystone Bank offers monthly payments option if  
 \*7 year option not available with equipment lease  
 \*\* BQ Indicative Rate by Baystone Bank on 03.10.17

**SUBJECT:** Board Calendar/Future Meetings

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

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**RECOMMENDATION:**

The Administration recommends that the Board review and possibly modify 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

Jan. 12	<b>Regular Board Meeting</b> ✓ Report on Governor's Budget Proposal ✓ Preliminary enrollment projection for 2017-18 ✓ Property Tax Update	District Office
Feb. 2	<b>Regular Board Meeting</b> ✓ Budget projections and assumptions ✓ Possible personnel action presented as information ✓ Preliminary Review of Site Master Schedules ✓ Maintenance/Facilities Update	District Office
Mar. 2	<b>Regular Board Meeting</b> ✓ Second Interim Report ✓ Budget Revision #3 ✓ Possible personnel action (RIF) ✓ Open House schedules reviewed	District Office
Mar. 16	<b>Regular Board Meeting</b> ✓ Budget projections and assumptions ✓ TRAN Resolution ✓ Williams/Valenzuela Uniform Complaint Report	District Office
Apr. 6	<b>Regular Board Meeting</b> ✓ Begin Superintendent Evaluation ✓ California Day of the Teacher ✓ Week of the CSEA Employee ✓ Draft 2017-18 Board meeting calendar	District Office
April 27	<b>Regular Board Meeting</b> ✓ Review of Site Master Schedules ✓ Review of Strategic plan and LCAP ✓ Review of Facilities Depreciation Schedule ✓ Begin Superintendent Evaluation ✓ California Day of the Teacher ✓ Approve 2017-18 Board meeting calendar ✓ Review of Strategic plan and LCAP ✓ Safety/Discipline Report	District Office
May 25	<b>Regular Board Meeting</b> ✓ 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	<b>Regular Board Meeting</b> ✓ Adopt budget for 2017-18 ✓ Recommend approval of LCAP ✓ Complete Superintendent Evaluation	District Office
June 29	<b>Regular Board Meeting</b> ✓ Approval of contracts and purchase orders for 2017-18	District Office

## Board Meeting Calendar, 2017-18 School Year

Aug. 24	<b>Regular Board Meeting</b> ✓ Student Enrollment Update ✓ Back to School dates ✓ Property tax report ✓ 2017-2018 Consolidated Application	District Office
Sept. 7	<b>Regular Board Meeting</b> ✓ Unaudited Actual Report ✓ Budget Revision #1	Forest Grove (School Site Visit)
Sept. 21	<b>Regular Board Meeting</b> ✓ Board Goals – review/revise	Robert Down
Oct. 5	<b>Regular Board Meeting</b> ✓ Superintendent’s Goals ✓ Strategic Plan/LCAP Review Begins ✓ Bus Ridership	Middle School (School Site Visit)
Oct. 26	<b>Regular Board Meeting</b> ✓ Review of Special Education Contracts	Adult School (School Site Visit)
Nov. 9	<b>Regular Board Meeting</b> ✓ Intent form due (to serve as Board President or Vice President) ✓ Set date for Annual Organizational meeting	High School (School Site Visit)
Dec. 7	<b>Organizational Meeting</b> ✓ Election of 2017-2018 Board President and Clerk ✓ First Interim Report ✓ Budget Revision #2 ✓ Review of Special Education Contracts	District Office

**SUBJECT:** Presentation of the California Healthy Kids Survey results 2016-2017

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

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**RECOMMENDATION:**

Janie Lawrence, Middle School Counselor, Shane Steinbeck, High School teacher, and Kimberly Shurtz, Community High Teacher will be presenting results of the California Healthy Kids Survey along with recommendations.

**BACKGROUND:**

The State of California mandates 7<sup>th</sup>, 9<sup>th</sup>, and 11<sup>th</sup> grade students to be given the California Healthy Kids Survey (CHKS) every other year. Our District administers this test every year in order to be informed and to make program decisions to address the needs of our students on a yearly basis. Our district administered the test in December 2016.

**INFORMATION:**

This year administration agreed to continue to have the high school, Community HS, and middle school counselor and teachers work together to analyze the results to identify needs and trends as students transition between middle and high school. As a result of this process, several of the middle and high school programs, currently in place, are established in direct response to the survey results. This year an additional module was administered to measure student's social and emotional health in response to concerns regarding depression and stress. The analysis of the California Healthy Kids Survey directly impacts and informs the actions and services set forth for each school year in accordance with the District's Local Control Accountability plan to address student social emotional and academic needs.

**FISCAL IMPACT:**

The California Healthy Kids Survey is paid through the TUPE Grant awarded by the State of California.

# California Healthy Kids Survey (CHKS) (J)

*-and two companion surveys-*

1. California School Staff Survey (CSSS)
2. California School Parent Survey (CSPS)

Is the largest most comprehensive effort in the nation to regularly assess students, staff and parents at the local level and form the:

**California School Climate, Health and Learning Surveys System**



Since 1997 the California Department of Education has funded the CHKS to provide data to assist schools in: *(J)*

1. Fostering safe and supportive school climates, social-emotional competencies and learning engagement
2. Preventing youth health risk behaviors and barriers to academic achievement
3. Promoting positive youth development, resilience and well-being

# What Does the Survey Assess? (1)

Student perceptions and experiences related to:

- School climate and engagement
- Learning supports
- Health-related, non-academic learning barriers, such as:
  - Substance use
  - Bullying and violence
  - Poor physical and mental health

**They provide a wealth of information to guide school improvement and Local Control and Accountability Plan (LCAP) efforts, particularly in regard to the state priorities of enhancing school climate, pupil engagement, and parent involvement.**

# Validity Factors (S)

*Data on self-report questionnaires are considered valid, providing confidentiality and anonymity has been maintained.*

To maintain validity, **student responses were removed if they were shown not to have taken the survey seriously**, were careless or untruthful meeting at least two of the following criteria:

- ❖ Inconsistency in their responses
- ❖ Exaggerated drug use (showing a pattern that was improbably high)
- ❖ Marking that they used a fake drug that was inserted in the list of real drugs
- ❖ Marking that they did not respond honestly to all or most questions in the reliability question at the end of the survey.

# Validity *(S)*

Survey results met response rate criteria for validity, and are considered reflective of our population.

In order to be considered valid, student response rates needed to be at least 60%.

<b>Grade 7</b>	<b>89% ( 169 students)</b>
Grade 9	89% ( 151 students)
Grade 11	77% ( 115 students)
Community HS	76% ( 19 students)

## Comparison of students scoring High or Moderate regarding School Developmental Supports, Connectedness & Academic Motivation (s)

14-15 / 15-16 / 16-17	7 <sup>th</sup> grade	9 <sup>th</sup> grade	11 <sup>th</sup> grade
<b>School Environment:</b>			
Total School Supports	92% / 89% / 95%	79% / 81% / 85%	81% / 91% / 84%
Caring adults in school	91% / 89% / 96%	81% / 84% / 84%	82% / 95% / 94%
High expectations from adults in school	96% / 93% / 98%	89% / 90% / 91%	88% / 94% / 93%
Meaningful participation at school	84% / 79% / 80%	63% / 70% / 71%	69% / 73% / <b>56%</b>
<b>School Connectedness</b>	96% / 95% / 96%	84% / 89% / 93%	94% / 96% / 88%
<b>Academic Motivation</b>	91% / 85% / 88%	69% / 73% / <b>81%</b>	61% / 78% / 76%

# School Connectedness & Academic Motivation by gender (J/S)

15-16 / 16-17	School Connectedness	Academic Motivation
7 <sup>th</sup> grade - male	68% / <u>79%</u>	47% / 46%
7 <sup>th</sup> grade - female	74% / 77%	44% / <u>51%</u>
9 <sup>th</sup> grade male	59% / 65%	29% / <u>36%</u>
9 <sup>th</sup> grade female	54% / 59%	46% / 45%
11 <sup>th</sup> grade male	62% / 54%	27% / <u>36%</u>
11 <sup>th</sup> grade female	62% / <u>46%</u>	37% / <u>27%</u>

# School Connectedness & Academic Motivation

## Racial/Ethnic (J/S)

2015-2016 / 2016-2017	7 <sup>th</sup> grade	9 <sup>th</sup> grade	11 <sup>th</sup> grade
<b>School Connectedness</b>	Hispanic 64% / <u>85%</u> Mixed 67% / <u>80%</u> White 74% / <u>83%</u>	Hispanic 57% / <u>63%</u> Mixed 52% / 57% White 67% / 66%	Hispanic NA / 41% Mixed 46% / 50% White 74% / <u>55%</u>
<b>Academic Motivation</b>	Hispanic 32% / <u>55%</u> Mixed 43% / 47% White 52% / <u>44%</u>	Hispanic 37% / 31% Mixed 31% / 38% White 40% / 39%	Hispanic NA / 41% Mixed 27% / 32% White 35% / 31%

# Perceived Safety at School *(S)*

14-15 / 15-16 / 16-17	Very Safe And Safe	Neither Safe nor Unsafe	Unsafe	Very Unsafe
7 <sup>th</sup> grade	83% / 86% / 87%	12% / 10% / 9%	2% / 3% / 3%	3% / 1% / 1%
9 <sup>th</sup> grade	67% / 73% / <b>78%</b>	24% / 24% / 21%	5% / 2% / 0%	4% / 1% / 1%
11 <sup>th</sup> grade	78% / 84% / 79%	19% / 12% / 19%	2% / 2% / 1%	1% / 2% / 2%

# Tobacco Use (cont.) (S)

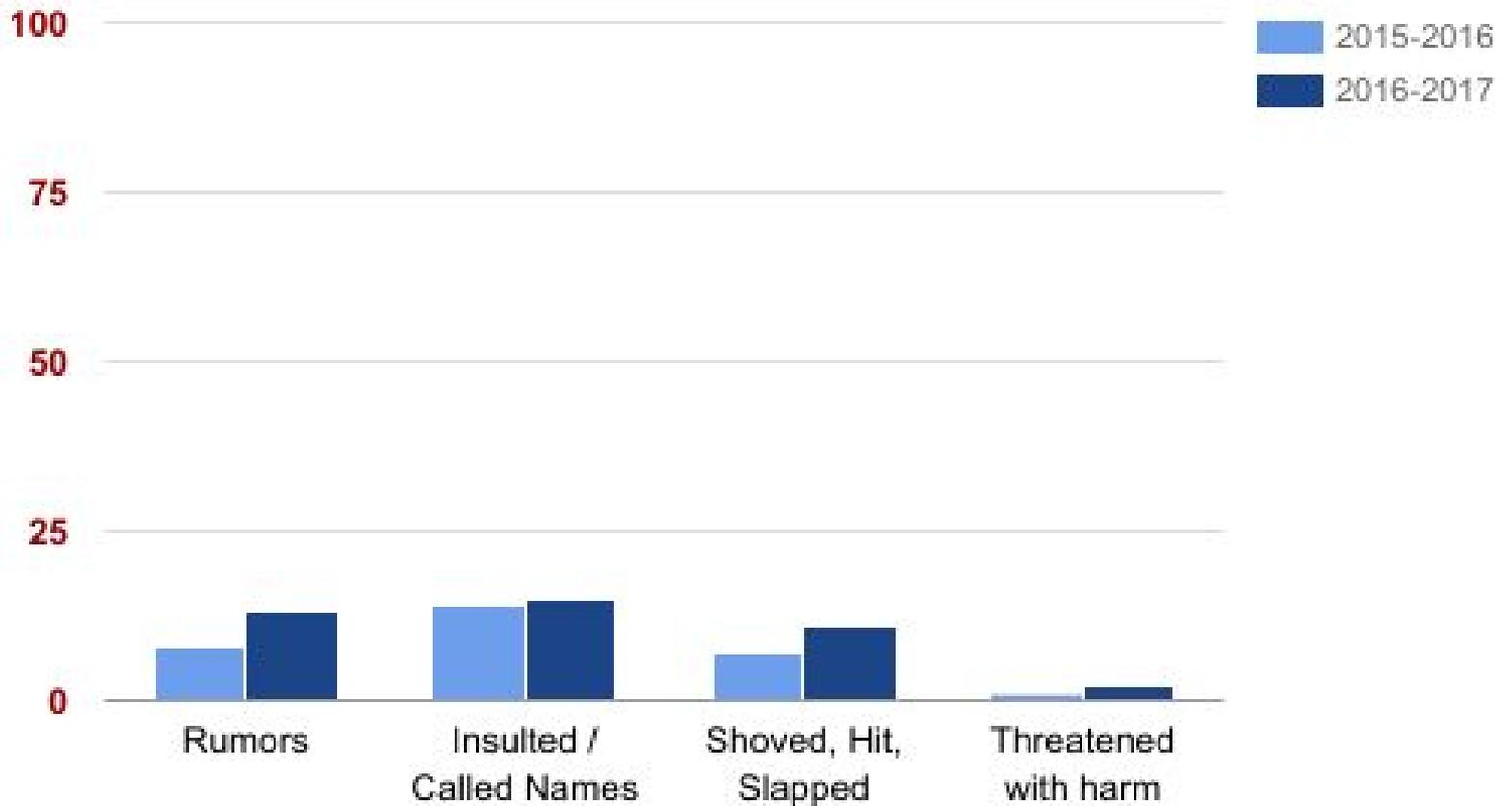
Any Student use of Tobacco in the Past 30 Days

Current Tobacco use at School

2014-15				2015-16				2016-17		
Ever used electronic cigarettes or vaping device	Current use of electronic cigarettes or vaping device	Current use of electronic cigarettes or other vaping device <u>at school</u>		Ever used electronic cigarettes or vaping device	Current use of electronic cigarettes or vaping device	Current use of electronic cigarettes or other vaping device <u>at school</u>		Current cigarette smoking at school	Current use of electronic cigarettes or other vaping device <u>at school</u>	
7 <sup>th</sup> grade	2%	1%	1%	7 <sup>th</sup> grade	6%	3%	1%	7 <sup>th</sup> grade	0%	1%
9 <sup>th</sup> grade	23%	14%	9%	9 <sup>th</sup> grade	19%	10%	6%	9 <sup>th</sup> grade	0%	<u>1%</u>
11 <sup>th</sup> grade	29%	13%	3%	11 <sup>th</sup> grade	30%	15%	2%	11 <sup>th</sup> grade	2%	3%

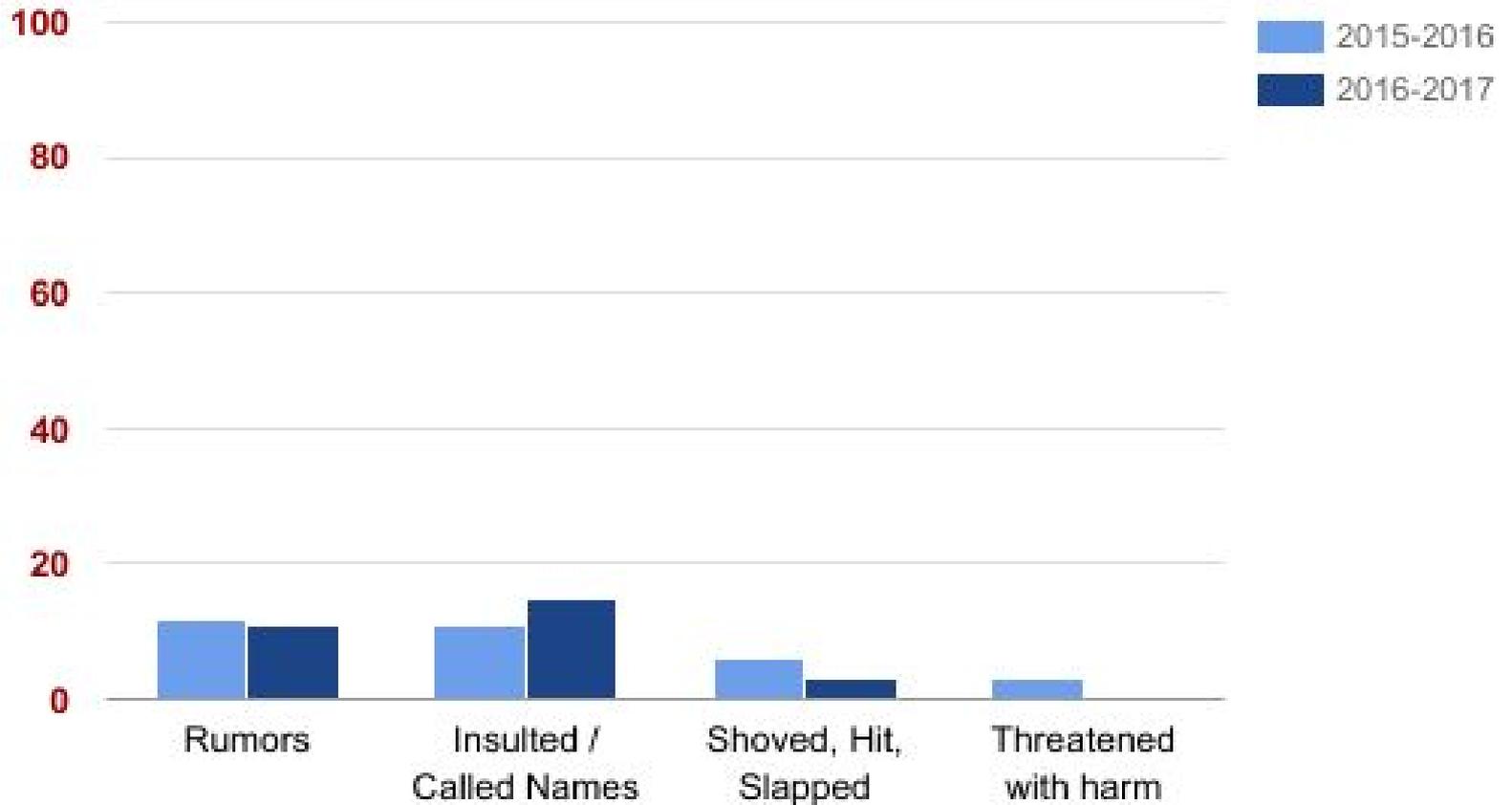
# 7<sup>th</sup> Grade Harassment Areas of Concern (J) (4 or more incidents/12 months)

## School Violence, Victimization, and Safety



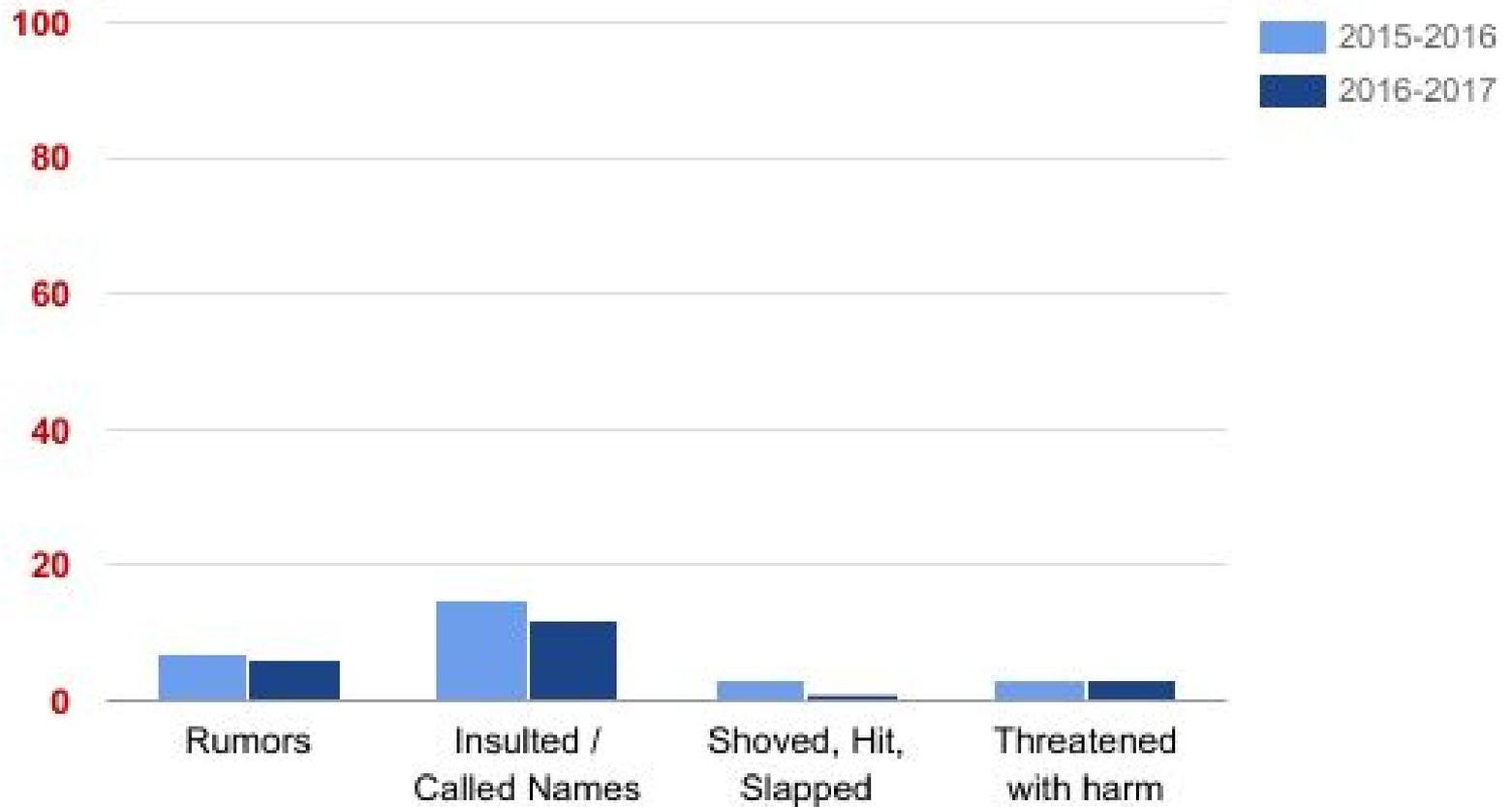
# 9th Grade Harassment Areas of Concern (S) (4 or more incidents/12 months)

## School Violence, Victimization, and Safety



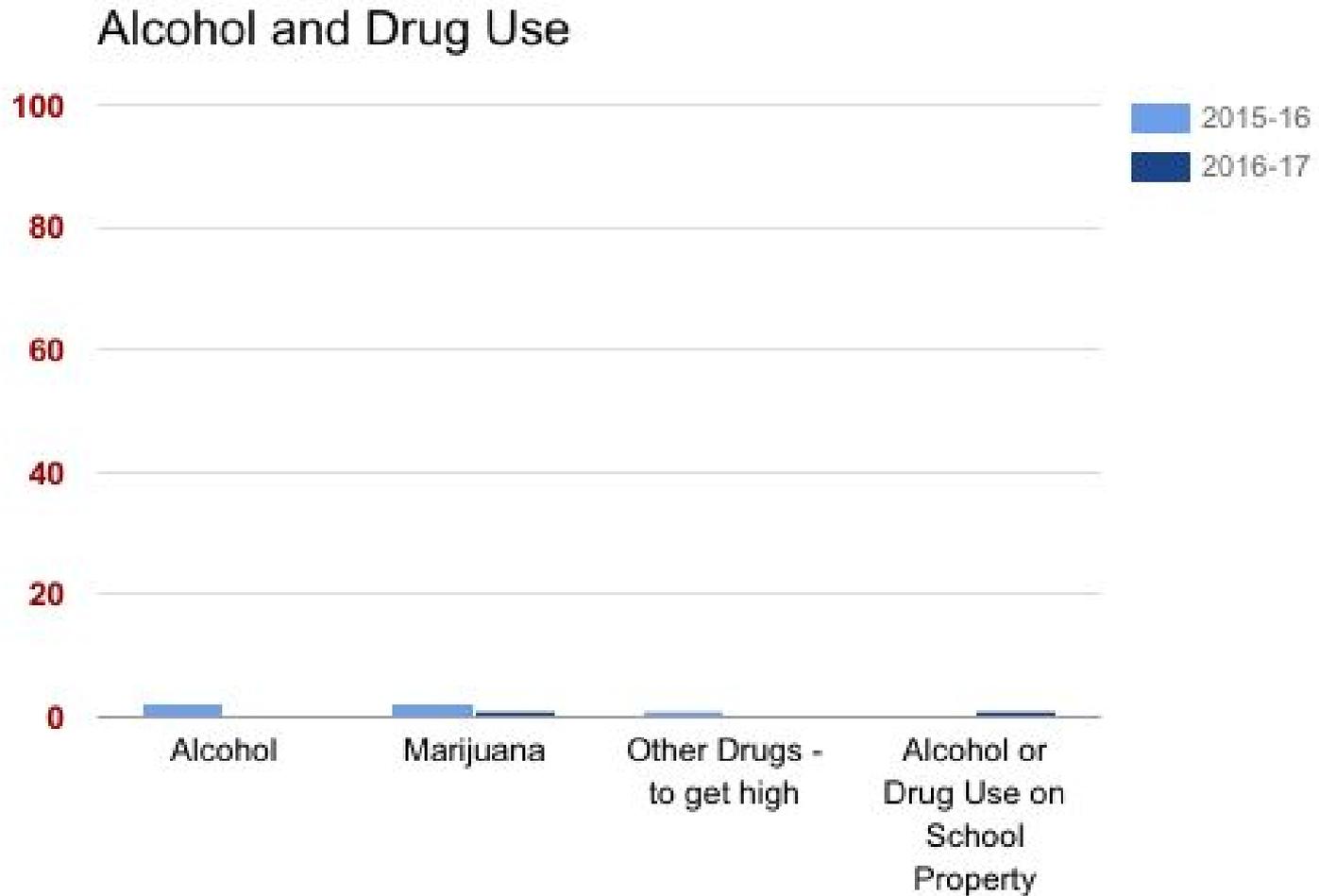
# 11th Grade Harassment Areas of Concern (S) (4 or more incidents/12 months)

## School Violence, Victimization, and Safety



## 7th Grade: (J)

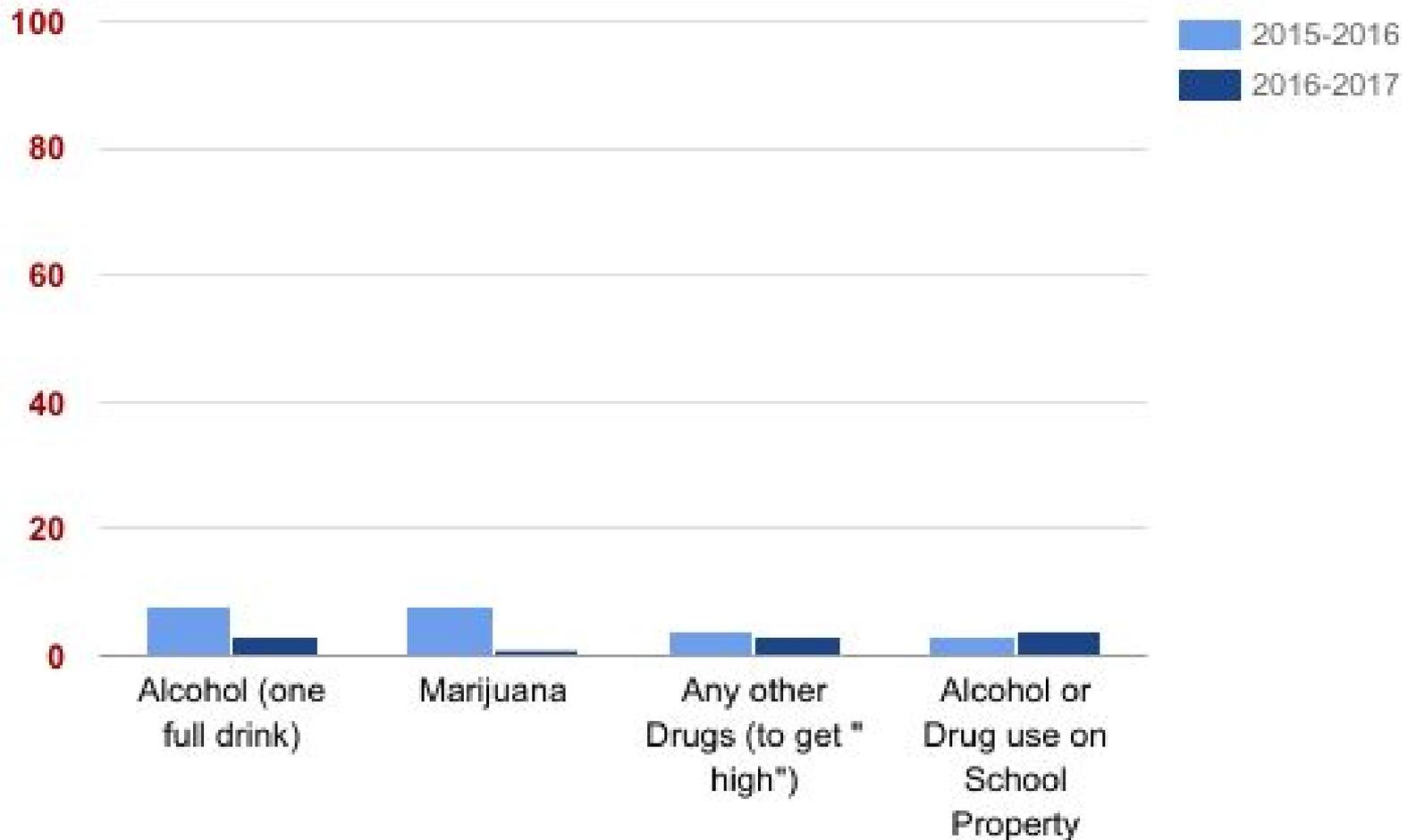
Comparison of 2015-16 and 2016-17 Alcohol and other Drug use in the Past 30 Days  
(ever used 4 or more times 2015-2016 / 1-3 or more days of **use at school** 2016-2017):



# 9th Grade: (S)

Comparison of 2015-16 and 2016-17 Alcohol and other Drug use in the Past 30 Days  
(ever used 4 or more times 2015-2016 / 1-3 or more days of use at school 2016-2017):

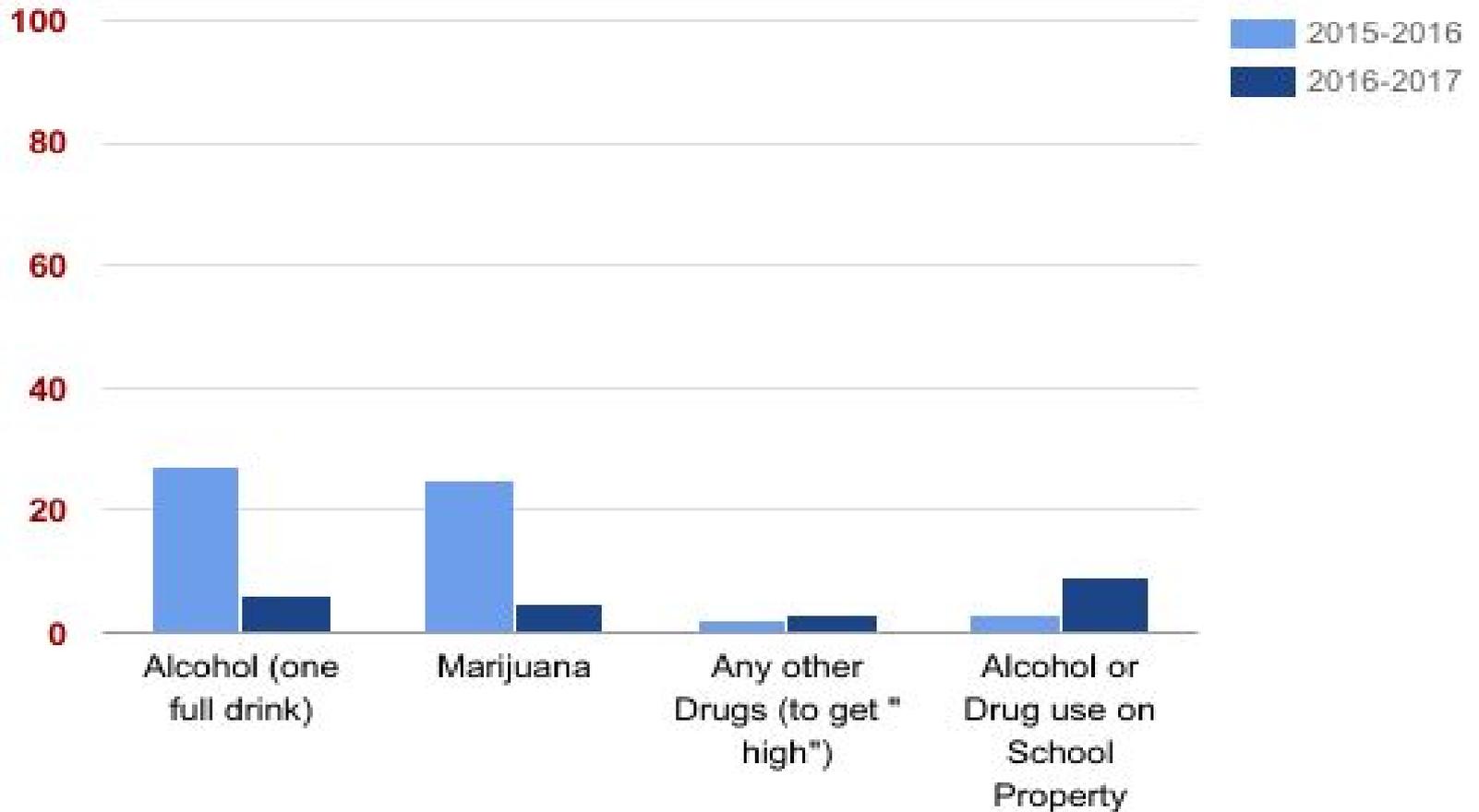
## Alcohol and Other Drug Use



# 11th Grade: (S)

Comparison of 2015-16 and 2016-17 Alcohol and other Drug use in the Past 30 Days (ever used 4 or more times 2015-2016 / 1-3 or more days of use at school 2016-2017):

## Alcohol and Other Drug Use



## Cyber-bullying 2015-16 (S)

During the past 12 months, how many times did other students spread mean rumors or lies about you on the internet ie, Facebook, Instagram, Snapchat, email, instant message.)	7 <sup>th</sup> grade	9 <sup>th</sup> grade	11 <sup>th</sup> grade
0 times (never)	84%	79%	83%
1 time	5%	7%	9%
2-3 times	7%	7%	4%
4 or more times	4%	6%	3%

**Cyber-bullying questions were omitted from the 2016-17 CHKS**

# Mental Health (S)

15-16 / 16-17	7 <sup>th</sup> grade	9 <sup>th</sup> grade	11 <sup>th</sup> grade
<b>Chronic Sad or Hopeless Feelings in last 12 months</b>	21 <sup>0</sup> % / 24 <sup>0</sup> %	27 <sup>0</sup> % / 26 <sup>0</sup> %	32 <sup>0</sup> % / 37 <sup>0</sup> %
<b>Seriously Considered Attempting Suicide in past 12 months.</b>	na / na	18 <sup>0</sup> % / <u>10<sup>0</sup>%</u>	16 <sup>0</sup> % / 12 <sup>0</sup> %

Nationwide survey of youth in grades 9–12 in public and private schools in the United States (U.S.) found that **17%** of students reported seriously considering suicide. 22.4% female/11.6% males (per CDC website 2015).

# Staff Perceptions of Student Physical & Mental Health

(J/S)

*Percentage of Staff that responded that “Most” or “Nearly All” students have these indicators.*

<i>15-16 / 16-17</i>	<b>Students arrive at school alert and rested</b>	<b>Depression or other mental health issues are moderate or severe problems</b>	<b>Alcohol and Drug Use</b>	<b>Harassment or Bullying</b>
<b>Middle School</b>	100% / 84%	54% / 16%	7% / 0%	NA / 32%
<b>High School</b>	NA / 66%	NA / 57%	NA / 69%	NA / 30%

Number of respondents: Middle School Staff: 15 / 34; High School Staff: 5 / 39

# Parent Perceptions of student drug/alcohol use, bullying/harassment and availability of counseling services (S)

2015-16	How much of a problem is student alcohol and drug use at this school	Feels the school provides quality counseling or other ways to help students with social or emotional needs	How much of a problem is harassment or bullying of students at this school
Middle School	<ul style="list-style-type: none"> <li>● 57% Not a problem or small problem</li> <li>● 7% Somewhat a problem</li> <li>● 1% Large problem</li> <li>● 34% Don't know</li> </ul>	<ul style="list-style-type: none"> <li>● 47% Strongly Agree or agree</li> <li>● 9% Disagree</li> <li>● 4% Strongly Disagree</li> <li>● 30% Don't know</li> </ul>	<ul style="list-style-type: none"> <li>● 58% Not a problem or small problem</li> <li>● 23% Somewhat a problem</li> <li>● 6% Large problem</li> <li>● 13% Don't know</li> </ul>
High School	<ul style="list-style-type: none"> <li>● 31% Not a problem or small problem</li> <li>● 43% Somewhat a problem</li> <li>● 13% Large problem</li> <li>● 13% Don't know</li> </ul>	<ul style="list-style-type: none"> <li>● 61% Strongly Agree or agree</li> <li>● 14% Disagree</li> <li>● 4% Strongly Disagree</li> <li>● 21% Don't know</li> </ul>	<ul style="list-style-type: none"> <li>● 61% Not a problem or small problem</li> <li>● 14% Somewhat a problem</li> <li>● 7% Large problem</li> <li>● 17% Don't know</li> </ul>

Number of respondents: Middle School Parents: 74; High School Parents: 76

# Parent Perceptions of student drug/alcohol use, bullying/harassment and availability of counseling services (S)

2016-17	How much of a problem is student alcohol and drug use at this school	Feels the school provides quality counseling or other ways to help students with social or emotional needs	How much of a problem is harassment or bullying of students at this school
Middle School	<ul style="list-style-type: none"> <li>● <b>69%</b> Not a problem or small problem</li> <li>● 5% Somewhat a problem</li> <li>● 2% Large problem</li> <li>● 24% Don't know</li> </ul>	<ul style="list-style-type: none"> <li>● 46% Strongly Agree or agree</li> <li>● 10% Disagree</li> <li>● 2% Strongly Disagree</li> <li>● 41% Don't know</li> </ul>	<ul style="list-style-type: none"> <li>● <b>67%</b> Not a problem or small problem</li> <li>● 16% Somewhat a problem</li> <li>● 6% Large problem</li> <li>● 11% Don't know</li> </ul>
High School	<ul style="list-style-type: none"> <li>● <b>37%</b> Not a problem or small problem</li> <li>● <b>29%</b> Somewhat a problem</li> <li>● 19% Large problem</li> <li>● 14% Don't know</li> </ul>	<ul style="list-style-type: none"> <li>● <b>47%</b> Strongly Agree or agree</li> <li>● 11% Disagree</li> <li>● 4% Strongly Disagree</li> <li>● <b>39%</b> Don't know</li> </ul>	<ul style="list-style-type: none"> <li>● 56% Not a problem or small problem</li> <li>● 14% Somewhat a problem</li> <li>● <b>3%</b> Large problem</li> <li>● 27% Don't know</li> </ul>

Number of respondents: Middle School Parents: **94** High School Parents: 80 Community: 1

## PGHS Activities and Events Supporting Student Engagement and Connectedness (S)

- **25 Clubs/Interventions on campus**, more added each year. Includes clubs that directly connect to health & safety issues - Breaker Buddies, Gay-Straight Alliance, Leadership, Natural High Club, and Academic Academy.
- **“Dot Kids”**, teachers and staff have worked together to identify and focus attention on kids who might not have many connections to PGHS. Interventions such as Student Study Team meetings, extra academic support and generally reaching out to converse and interact with these kids in meaningful ways are encouraged.
- **Health Class** directly instructs on drugs, alcohol, tobacco awareness, sex education, nutrition, exercise, suicide prevention and decision-making skills as part of the curriculum.
- **School-wide Assemblies & In-Class Activities** focused on relevant issues facing our students. This year’s assemblies on Real Inspiration presented by Keith Hawkins focused on equity and school culture; also a Safe Driving focus which included Distracted Driving and Josh Ochs presented the importance of responsible Social Media.
- **Counseling Services** provided by Community Human Services available on Wednesdays and Thursdays (hours increased this year.)

# PGMS Events and Activities (J)

Supporting Student Resilience, Connection, Anti-Bullying and Mental Health Support  
Matching the District-wide Focus to Build a Positive Environment for Students and Staff

- Beginning of the Year Assembly - Inspirational Speaker Keith Hawkins, (shared with PGHS).
- Cyber Safety - Josh Ochs Presentation to students and parents
- Red Ribbon Week – Break and lunchtime activities pledging to be Drug, Alcohol & Bully Free for a week in October.
- Suicide Prevention Presentation by the Family Service Agency of the Central Coast for 7th and 8th graders - educate youth to the warning signs, how to help others and community resources. A parent night was presented to inform parents prior to the presentation.
- Battle of the Books - reading incentive competition
- Superkids Counseling contracted through Community Human Services
- Peer2Peer Counseling Program

# Ongoing PGMS Events and Activities Supporting Student Resilience and Connection (J)

## ➤ **Extracurricular Activities**

- Sports – volleyball, soccer, basketball, x-country, golf, tennis, wrestling, track
- Drama - musical (2016-17 Mulan)
- Lunch Clubs – Herbal Potions, Bead Club, HW club, Garden Club (with an Ocean Guardian Grant from NOAA), Children2Children Club, Pokemon Club, Team Chiroptera (Bat Research Club), Scientific Illustration Club, Math Club (Mathletics), Music Club
- 7/8<sup>th</sup> Grade Dances, Elkhorn Slough, Tide Pools
- 6<sup>th</sup> Grade Activities - Outdoor school, afternoon movie, swimming party, Egyptian Museum, Tide Pools

## ➤ **Leadership Class**

- Student Government
- Spirit Days
- Homeroom Competitions
- Talent Show

## ➤ **Other Activities**

- Music – Instrumental and Vocal
- AVID – College Trips
- Honors Breakfast
- Student of the Month
- Conduct Club
- Honors Night
- Academic Intervention Class/ AIC
- Rape Crisis and Sexual Harassment Education - 6th grade
- Community Service Requirement

## Approx. 4% of PGUSD's High School students attend PGCHS Tier 3 intervention school for extremely at-risk students (RTI) (K)

### Response pool:

- 19/25 students responded
- 76% response rate
  - *3/6 non-responders in process of transferring out of district*
  - *3/6 non-responders absent during sample/survey period*
  - *7/19 students surveyed no longer attend PGCHS*
  - *11 new students have enrolled at PGCHS since survey administration*

### • Perspective:

- Each PGCHS student = approximately **5%** points
- Each PGHS 11<sup>th</sup> grader = approximately **1%**
- All PGHS/PGCHS comparisons are to the 11<sup>th</sup> grade level sample (median grade level of PGCHS students)

# PGCHS Enrollment (K)

(per grading period)

- **Average of 22.4 students attend**
- **2016-2017**
  
- **Round 1: 19 students**
- **Round 2: 21 students**
- **Round 3: 27 students**
- **Round 4: 22 students**
- **Round 5: 23 students**

## HKS demographic information:

- 22% of parents did not finish HS
- 20% receive Special Ed support
- Truancy rates are double the HS
- 30% not proficient in English
- 42% Hispanic/Latino
- 42% Free/Reduced lunch
- 17% live with a relative (non-parent)
- 6% are homeless

## PGCHS Data to celebrate: (K)

- **86%** feel moderately to highly connected with school
- **80%** reported high to moderate meaningful participation at school
- **60%** felt lessons were applicable to real life
- **80%** felt they were active participants in group discussions/activities

• *Comparable to PGHS in majority of indicators (Scale score within +/- 1%)*

- *CTAG indicators*
- *Academic motivation*
- *High expectations*
- *Total school supports*
- *Perception of caring adults*
- *Caring relationships*
- *Parent involvement*
- *Physical environment*

# Areas to address with our PGCHS School Site Council: (K)

- **21%** felt school was an unsafe environment
  - *3% at PGHS*
- **60%** felt they'd been harassed
  - *32% at PGHS*
- **40%** reported being made fun of at least 4 or more times
  - *10% at PGHS*
- **40%** report being pushed, shoved, slapped, or hit intentionally 1-4+ times
  - *6% at PGHS*
- **27%** report drug/alcohol use on school-property
  - *9% at PGHS*
- **40% & 43%** report depression & suicidal ideation (consecutively)
  - *37% & 12% at PGHS*
- **21%** higher truancy rates
- **10-20%** decreases in some Social Emotional Health indicators
- **~80%** graduation rate (2016)
  - 2/9 seniors transferred to adult school; have not yet graduated

**SUBJECT:** Monterey Peninsula College (MPC) and Pacific Grove Unified School District (PGUSD) College and Career Access Pathways Partnership Agreement (CCAP)

**PERSON(S) RESPONSIBLE:** Sean Keller, PGHS Assistant Principal and CTE Coordinator;  
Matt Bell, PGHS Principal

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**RECOMMENDATION:**

The Administration recommends that the Board review and discuss the 2017-18 College and Career Access Pathways Partnership Agreement (CCAP) between the Monterey Peninsula Community College District (MPCCD).

**BACKGROUND:**

California Assembly Bill 288 (AB 288) established the College and Career Access Pathways Act to authorize California Community College districts to enter into formal partnership agreements with local school districts to expand access to concurrent enrollment opportunities for high school students. The partnership agreement shall outline the terms of their partnership, such as the schedule of eligible courses that can be offered, thresholds for the academic readiness of pupils, protocols for sharing and joint facilities use, and requirements of instructors.

The new California College and Career Indicator (CCI) - the new API/school measurement system - will include Dual Enrollment in two of its five factors for *Prepared* high school graduates that are considered college and career ready.

**INFORMATION:**

Pacific Grove High School will offer two Dual Enrollment CTE courses during the 2017-18 school year; each will last one semester and take place on the PGHS campus in room N-1: Fall 2017 – IT Essentials (MPC course CSIS 75, 3 Units) and Spring 2018 – Intro to Networking (MPC Course CSIS 76, 4 units). Both courses will be free of charge to PGHS students and will earn them industry certifications. Since these are college-level courses, additional minutes will be required for instruction, but the PGUSD calendar will be used so there will not be any conflicts in breaks/holidays throughout the year. These Dual Enrollment opportunities will allow students to earn college credit without a high-stakes test and speeds up the CTE pathway from two years to one. More Dual Enrollment courses will surface for the 2018-19 school year.

**FISCAL IMPACT:**

One 0.2 FTE was already in place using the General Fund for the IT Essentials course; PGUSD will be reimbursed for the MPC instructor rate – a savings of approximately \$9,700. Additional minutes may require an MOU with PGTA and a stipend for the instructor, which could be funded through the MPC reimbursement to PGUSD. Subsequent years may provide a higher reimbursement due to the instructor's rate of pay and whether the course uses a PGUSD or MPC employee.

**COLLEGE AND CAREER ACCESS PATHWAYS  
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT  
2017-2018**

This College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between Monterey Peninsula College (“COLLEGE”) a college of the Monterey Peninsula Community College District (“MPCCD”), 980 Fremont Street, Monterey, CA 93940, and Pacific Grove Unified School District (“SCHOOL DISTRICT”).

WHEREAS, the mission of the COLLEGE includes providing educational programs and services that are responsive to the needs of the students and communities within the Monterey Peninsula Community College District; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences; and

WHEREAS, SCHOOL DISTRICT is a public school district serving grades 9-12 located in Monterey County and within the regional service area of MPCCD, unless otherwise specified and agreed to as specified in Sec. 2 (e); and

WHEREAS, MPCCD and SCHOOL DISTRICT desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of AB 288, for high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor’s Office, MPCCD and COLLEGE;

NOW THEREFORE, MPCCD and SCHOOL DISTRICT agree as follows:

## **1. TERM OF AGREEMENT**

- 1.1 The term of this CCAP Agreement shall be for one year beginning on July 1, 2017 and ending on June 30, 2018, and requires annual renewal each year by July 1, unless otherwise terminated in accordance with Section 19 of this Agreement.
- 1.2 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall also establish protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses. Sec. 2 (c)(1)
- 1.3 The CCAP Agreement Appendix shall identify a point of contact for the participating community college district and school district partner. Sec. 2 (c)(2)
- 1.4 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the department [California Department of Education] before the start of the CCAP partnership. Sec. 2 (c)(3)
- 1.5 The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed agreement.
- 1.6 COLLEGE and SCHOOL DISTRICT shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. Sec. 2(b)

## 2. DEFINITIONS

2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of MPCCD and applicable law. Sec. 2 (a)

2.2 Consistent with AB 288, this CCAP Agreement may include “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

2.3 Pupil or Student - A resident or nonresident student attending high school in California. High school pupils enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by section 4901.

## 3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY

3.1 Student Eligibility - Students who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

3.2 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and MPCCD standards and policies.

3.3 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and MPCCD policy.

3.4 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.

3.5 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil's CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3)(g)

3.6 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)

3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.

3.8 Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.

#### **4. COLLEGE APPLICATION PROCEDURE**

4.1 The COLLEGE will be responsible for processing student applications.

4.2 The COLLEGE will provide the necessary admission and registration forms and procedures and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.

4.3 The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.

4.4 COLLEGE admission and registration requires that each participating student has completed the COLLEGE enrollment application process.

4.5 Participating students enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by California Education Code Sections 49011, 76060.5, 76140, 76223, 76300, 76350, and 79121. Sec. 2 (f)(q)

## **5. PARTICIPATING STUDENTS**

5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011. See also Sec. 2 (f)(q). The governing board of a community college district participating in a CCAP partnership agreement established pursuant to this article shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5, 76140, 76223, 76300, 76350, and 79121.

5.2 The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be specified in the Appendix to this Agreement. Costs will be borne by SCHOOL DISTRICT.

5.3 Grades earned by students enrolled in courses offered as part of this CCAP Agreement will be posted on the official COLLEGE transcript. Students may submit a request for Pass/No Pass if the course is designated as such in the COLLEGE catalog.

5.4 Students enrolled in courses offered as part of this CCAP Agreement will be directed to the official catalog of the COLLEGE for information regarding applicable policies and procedures.

5.5 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement will be eligible for student support services, which shall be available to them at the COLLEGE or through the SCHOOL DISTRICT. COLLEGE shall ensure that student support services, including admissions and records, counseling and guidance, assistance with assessment and placement, tutoring, and additional support available to students with disabilities are available to participating students at the COLLEGE. SCHOOL DISTRICT shall ensure that support services, including counseling and guidance, and assistance with assessment and placement are available to students at the SCHOOL DISTRICT.

5.6 Students who withdraw from courses offered as part of this CCAP Agreement will not receive COLLEGE credit. Students must comply with, and submit appropriate information/paperwork, by all published deadlines. Transcripts will be annotated according to COLLEGE policy.

5.7 A course dropped within the MPCCD drop “without a W” deadline will not appear on the SCHOOL DISTRICT or the COLLEGE transcript.

## **6. CCAP AGREEMENT COURSES**

6.1 A COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to a CCAP Agreement. Sec. 2 (o)(1)

6.2 Courses offered as part of this CCAP Agreement at the COLLEGE may not limit enrollment in the course. Sec. 2 (o)(1)

6.3 The COLLEGE is responsible for all courses and educational programs offered as part of CCAP Agreement regardless of whether the course and educational program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.

6.4 The scope, nature, time, location, and listing of courses offered by a COLLEGE shall be determined by COLLEGE with the approval of the Governing Board and will be recorded in the Appendix to this Agreement. Sec. 2 (c)(1)

6.5 Courses offered as part of a CCAP Agreement either at the COLLEGE or SCHOOL DISTRICT shall be jointly reviewed and approved.

6.6 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with MPCCD academic standards.

6.7 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits.

6.8 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department.

6.9 Courses offered as part of this CCAP Agreement and taught by SCHOOL DISTRICT instructors are part of an approved Instructional Service Agreement as required by MPCCD Business Procedure 2.02.

6.10 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to MPCCD as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between the COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the COLLEGE regulations, policies, procedures, prerequisites, and standards, shall prevail.

6.11 Site visits and instructor evaluations by one or more representatives of the COLLEGE and/or MPCCD shall be permitted by the SCHOOL DISTRICT to ensure that courses offered as part of this CCAP Agreement in the SCHOOL DISTRICT are the same as the courses offered on the COLLEGE campus and in compliance with MPCCD academic standards. The site visits and instructor evaluation process for any instructor who is also an employee of the SCHOOL DISTRICT will be determined and detailed in an Instructional Service Agreement to be developed in agreement between the COLLEGE and the SCHOOL DISTRICT

6.12 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with MPCCD and COLLEGE guidelines, policies, pertinent statutes and regulations.

6.13 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with MPCCD guidelines, policies, pertinent statutes, and regulations.

6.14 COLLEGE has the sole right to control and direct the instructional activities of all instructors, including those who are SCHOOL DISTRICT employees.

6.15 Degree and Certificate programs that are included in the CCAP agreement must have been approved by the California Community College Chancellor's Office and courses that make up the programs must be part of the approved programs,

## **7. INSTRUCTOR(S)**

7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by the MPCCD.

7.2 The CCAP Agreement Appendix shall specify which participating SCHOOL DISTRICT or COLLEGE will be the employer of record for purposes of assignment monitoring and reporting to the county office of education. Sec. 2 (m)(1)

7.3 This CCAP Agreement specifies the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. Sec. 2 (m)(2)

7.4 COLLEGE and MPCCD must individually designate an employee to coordinate efforts to comply with and carry out each entity's responsibilities under Title IX of the Education Amendments of 1972. Upon receipt of a complaint alleging harassment, discrimination or any other violation of law, including but not limited to Title IX, the designated employee from the entity receiving the complaint shall inform and provide a copy of such complaint to the designated employee from the other entity. The designated employees from the COLLEGE and MPCCD shall review the facts giving rise to the complaint and determine which entity will take the lead on investigating, managing and resolving such complaint. Neither COLLEGE nor MPCCD may abandon or assign their obligations under the law, including Title IX.

7.5 Instructors who teach COLLEGE courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity.

7.6 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.

7.7 Prior to teaching, faculty provided by the SCHOOL DISTRICT shall receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training shall be approved by and provided by the COLLEGE. [1][2]

7.8 Prior to teaching, faculty provided by the COLLEGE shall receive training and orientation from SCHOOL DISTRICT regarding, but not limited to, SCHOOL DISTRICT policies, practices and requirements. Said training shall be approved by and provided by the SCHOOL DISTRICT.

7.9 Faculty provided by the SCHOOL DISTRICT are eligible to participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited address course content, course delivery, assessment, evaluation, and/or research and development in the field. Adjunct faculty are not required to participate in these activities however, they are encouraged to participate.

7.10 Performance of faculty members employed by the COLLEGE shall be evaluated by the COLLEGE using the existing procedures as outlined in Article 14 – Evaluation of the Agreement between Monterey Peninsula Community College District and Monterey Peninsula College Teachers Association (MPCTA). In cases where a faculty member is employed by the SCHOOL DISTRICT to teach AB288 courses, the performance expectations and evaluation process will be detailed in an Instructional Service Agreement between the COLLEGE and SCHOOL DISTRICT. The Agreement between MPCCD and the Monterey Peninsula College Teachers Association (MPCTA)/CTA/NEA is available at <http://www.mpc.edu/home/showdocument?id=5521>.

7.11 The COLLEGE may select instructors from SCHOOL DISTRICT personnel. SCHOOL DISTRICT personnel selected to be instructors remain employees of the SCHOOL DISTRICT, subject to the authority of the SCHOOL DISTRICT, but will also be subject to the authority of MPCCD specifically with regard to their duties as instructors of record for the college course..

7.12 The COLLEGE shall determine the number of instructors, the ratio of instructors to students, and the subject areas of instruction, subject to approval by MPCCD.

## **8. ASSESSMENT OF LEARNING AND CONDUCT**

8.1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.

8.2 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.

8.3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.

8.4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.

## **9. LIAISON AND COORDINATION OF RESPONSIBILITIES**

9.1 The COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with MPCCD policies and standards. Sec. 2 (c)(2)

9.2 The SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards. Sec. 2 (c)(2)

9.3 The COLLEGE will provide SCHOOL DISTRICT personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under this CCAP Agreement, including conducting appropriate student assessments, outreach/recruitment activities and compliance with MPCCD policy and COLLEGE procedures and academic standards.

9.4 The SCHOOL DISTRICT shall provide personnel to perform clerical services and services associated with student outreach and recruitment activities, student assessment and college applications, the enrollment of eligible students and other related services as deemed necessary.

9.5 The SCHOOL DISTRICT's personnel will perform services specified in 9.4 as part of their regular assignment. SCHOOL DISTRICT personnel performing these services will be employees of SCHOOL DISTRICT, subject to the authority of SCHOOL DISTRICT, but will also be subject to the direction of COLLEGE, specifically with regard to their duties pertaining to the COLLEGE courses.

9.6 This CCAP Agreement requires an annual report as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE and SCHOOL DISTRICT on all the following information: Sec. 2 (t)(1)(A-D)

- The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec. 2 (t)(1)(A)
- The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. Sec. 2 (t)(1)(B)
- The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. Sec. 2 (t)(C)
- The total number of full-time equivalent students generated by CCAP partnership community college district participants. Sec. 2 (t)(1)(D)

## 10. APPORTIONMENT

10.1 MPCCD shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.

10.2 For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. Sec. 2 (o)(2)

10.3 MPCCD shall not receive a state allowance or apportionment for an instructional activity for which the partnering SCHOOL DISTRICT has been, or shall be, paid an allowance or apportionment. Sec. 2 (r)

10.4 The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. Sec. 2 (s)

10.5 The SCHOOL DISTRICT certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources.

10.6 MPCCD certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.

10.7 The SCHOOL DISTRICT agrees and acknowledges that MPCCD will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.

10.8 This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended. Sec. 2 (h)

10.9 This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus. Sec. 2 (i)

10.10 This CCAP Agreement certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus. Sec. 2 (j)

10.11 The COLLEGE certifies that:

- A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE. Sec. 2 (k)(1)
- A community college course that is oversubscribed of has a waiting list shall not be offered or included in this Agreement. Sec. 2 (k)(2)
- The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead displacement of otherwise eligible adults at the COLLEGE. Sec. 2 (k)(3)

10.12 This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (1)

## **11. PROGRAM IMPROVEMENT**

11.1 The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT pupils, instructors, principals, and guidance counselors for the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

## **12. RECORDS**

12.1 Permanent records of student attendance, grades and achievement will be maintained by SCHOOL DISTRICT for SCHOOL DISTRICT students who enroll in a course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades and achievement for COLLEGE students shall be maintained by COLLEGE.

12.2 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

## **13. REIMBURSEMENT**

13.1 The financial arrangements implied herein may be adjusted annually by a duly adopted written Appendix to this CCAP Agreement.

## **14. FACILITIES**

14.1 The SCHOOL DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to MPCCD or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.

14.2 The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement. SCHOOL DISTRICT understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.

14.3 The COLLEGE facilities may be used subject to mutually agreement by the parties as expressed in the Appendix to this Agreement.

## **15. INDEMNIFICATION**

15.1 The SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE and MPCCD and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SCHOOL DISTRICT, its officers, employees, independent contractors, subcontractors, agents and other representatives.

15.2 The MPCCD agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of MPCCD and COLLEGE'S performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the MPCCD and COLLEGE its officers, employees, independent contractors, subcontractors, agents and other representatives.

## **16. INSURANCE**

16.1 The SCHOOL DISTRICT, in order to protect the MPCCD, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the COLLEGE and MPCCD, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including such endorsement shall be furnished to the COLLEGE and to MPCCD.

16.2 For the purpose of Workers' Compensation, SCHOOL DISTRICT shall be the "primary employer" for all its personnel who perform services as instructors and support staff. SCHOOL DISTRICT shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective SCHOOL DISTRICT personnel made in connection with performing services and receiving instruction under this Agreement. SCHOOL DISTRICT agrees to hold harmless, indemnify, and defend COLLEGE and MPCCD, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by SCHOOL DISTRICT personnel connected with providing services under this Agreement. SCHOOL DISTRICT is not responsible for non-School District personnel who may serve as instructors or students who are not affiliated with the SCHOOL DISTRICT.

## **17. NON-DISCRIMINATION**

17.1 Neither the SCHOOL DISTRICT nor the COLLEGE and MPCCD shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

## **18. TERMINATION**

18.1 Either party may terminate this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this Agreement shall be addressed to the responsible person listed in Section 20 below.

## **19. NOTICES**

19.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

### **COLLEGE**

Monterey Peninsula College  
980 Fremont Street  
Monterey, CA 93940  
Attn: Kim McGinnis, Vice President of Student Services

### **SCHOOL DISTRICT**

Pacific Grove Unified School District  
435 Hillcrest Ave.  
Pacific Grove, CA 93950  
Attn: Sean Keller, Pacific Grove High School Assistant Principal

**20. INTEGRATION**

20.1 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

**21. MODIFICATION AND AMENDMENT**

21.1 No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

**22. GOVERNING LAWS**

22.1 This agreement shall be interpreted according to the laws of the State of California.

**23. COMMUNITY COLLEGE DISTRICT BOUNDARIES**

23.1 For locations outside the geographical boundaries of MPCCD, COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

**24. SEVERABILITY**

24.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

**25. COUNTERPARTS**

25.1 This CCAP Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

Executed on \_\_\_\_\_2017

By: \_\_\_\_\_  
SCHOOL DISTRICT

By: \_\_\_\_\_  
COLLEGE

By: \_\_\_\_\_  
Monterey Peninsula COMMUNITY COLLEGE DISTRICT

## APPENDIX

### **COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) A DUAL ENROLLMENT PARTNERSHIP AGREEMENT**

WHEREAS, the College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between Monterey Peninsula College (“COLLEGE”) a college of the Monterey Peninsula Community College District (“MPCCD”), 980 Fremont Street, Monterey, CA 93940, and Pacific Grove Unified School District hereinafter known as “SCHOOL DISTRICT” and

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and Sec. 2 (c)(1)

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Section 66010.4, and that pupils participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college; Sec. 2 (k)(3)

NOW THEREFORE, MPCCD, the COLLEGE and SCHOOL DISTRICT agree as follows:

## 1. CCAP AGREEMENT

- a. COLLEGE and SCHOOL DISTRICT shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. Sec. 2 (b)
- b. COLLEGE shall file this CCAP Agreement with the office of the Chancellor of the California community colleges prior to the start of the partnership. Sec. 2 (c)(2)
- c. COLLEGE and SCHOOL DISTRICT shall review and establish new or amended CCAP Agreements annually on or before [REDACTED] [3][4] and follow the protocols set forth in (a) and (b) of this section.
- d. MPCCD, COLLEGE and SCHOOL DISTRICT point of contact: Sec. 2 (c)(2)

<b>LOCATION</b>	<b>NAME</b>	<b>TELEPHONE</b>	<b>EMAIL</b>
MPCCD:	Dr. Kim McGinnis, Vice-President of Student Services	(831) 646-4191	kmcginnis@mpc.edu
School District:	Sean Keller, Pacific Grove High School Assistant Principal	(831) 646-6590 ext. 274	skeller@pgusd.org

## 2. STUDENT SELECTION

a. Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142. In all circumstances the COLLEGE shall claim allowable FTES for the enrollment of high school students in a CCAP Agreement community college course.

b. SCHOOL DISTRICT shall select students consistent with the intent of AB 288 to include: high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” *Sec. 2 (a)* and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” *Sec. 1 (d)*

c. COLLEGE and SCHOOL DISTRICT shall certify that participating students will have a signed parental consent form on file with the COLLEGE. *Preamble and Sec. 2 (c)(1)*

d. COLLEGE and SCHOOL DISTRICT shall certify that participating students may enroll in up to a maximum of 15 unit load per term, the units may not constitute more than four courses per term, the units are part of an academic (educational) program identified as part of this CCAP Agreement and the units are part of an academic (educational) program designed to award students both a high school diploma and an associate degree or a certificate or credential. *Sec. 2 (p)(1-3)*

## 3. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

a. COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.

**4. CCAP AGREEMENT PROGRAM YEAR FALL 2017** - college has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; the total number of students to be served and projected FTES; and the instructor and employer of record.

PROGRAM YEAR: 2017-2018

COLLEGE: Monterey Peninsula College

SCHOOL DISTRICT: Pacific Grove Unified School District

HIGH SCHOOL: Pacific Grove High School

EDUCATIONAL PROGRAM: Computer Information Systems

TOTAL NUMBER OF STUDENTS TO BE SERVED: 25[5][6]	TOTAL PROJECTED FTES: 3.0
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COURSE NAME	COURSE NUMBER	UNITS	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Introduction to Computer Hardware/A+ Prep	CSIS 75	4	Fall 2017	XX[7][8] [9][10][11] 1:04 pm - 1:52 Pm	Monday, Tuesday, Thursday	Staff	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Networking Fundamentals	CSIS 76A	4	Spring 2018	1:04 pm - 1:52 Pm	Monday, Tuesday, Thursday	Staff	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Routing and Switching Basics	CSIS 177A	4	Fall 2018	1:04 pm - 1:52 Pm	Monday, Tuesday, Thursday	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Networking Security Fundamentals/Security + Prep	CSIS 86		Spring 2019	1:04 pm - 1:52 Pm	Monday, Tuesday, Thursday	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS

**Required:** Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (Sec. 2 (c)(1)):

In consultation with their SCHOOL DISTRICT counselors, students self-select a pathway based on their academic readiness and alignment of course content to students' educational and career goals. The goal is that students who choose to do so can graduate from high school having earned Certificate of Training, be eligible to enter the workforce in their selected career pathway, and/or be well on their way toward completion of an Associate Degree. SCHOOL DISTRICT and COLLEGE faculty identified CCAP courses to align with high school pathways and college programs of study and for the potential for course completion to accelerate students' time to completion of a postsecondary degree or certificate.[12]

**5. BOOKS AND INSTRUCTIONAL MATERIALS** - The total cost of books and instructional materials for school district students participating as part of this CCAP agreement will be borne by school district.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
Introduction to Computer Hardware/A+ Prep	No textbook, course uses CISCO academy online	\$0.00		
Introduction to Computer Hardware/A+ Prep	No textbook, course uses CISCO academy online	\$0.00		
Networking Fundamentals	Intro to Networks Companion Guide CISCO academy online	\$0.00		
Routing and Switching Basics	LabSIM - online code supplied by MPC	\$102		
Networking Security Fundamentals/Security + Prep	LabSIM Security Pro 2014	\$136 (Rent)		

## 6. MANDATED ANNUAL STATE REPORTING

a. COLLEGE and SCHOOL DISTRICT shall ensure accurate and timely reporting of the total number of full-time equivalent students generated by CCAP partnership community college district participants.

b. COLLEGE and SCHOOL DISTRICT shall report the annual total number of unduplicated high school student headcount by school site enrolled in each CCAP Agreement are aggregated by gender and ethnicity and reconciled on or before \_\_\_\_\_ and shall be reported annually in compliance with all applicable state and federal privacy laws. The MPCCD shall annually report the student data to the office of the Chancellor of the California Community Colleges. *Sec. 2 (t) (1)(A)*

c. COLLEGE and SCHOOL DISTRICT shall report the annual total number of community college courses by category and type and by school site enrolled in by this CCAP Agreement. *Sec. 2 (t) (1)(B)*

d. COLLEGE and SCHOOL DISTRICT shall report the annual total number of the unduplicated high school student headcount and the percentage of successful course completions, by course category and type and by school site. *Sec. 2 (t)(1)(C)*

e. COLLEGE and SCHOOL DISTRICT shall report the annual total number of full-time equivalent students generated by this CCAP Agreement. *Sec. 2 (t)(1)(D)*

f. COLLEGE and SCHOOL DISTRICT shall ensure that the point of contact for each site establish protocols for the collection and dissemination of participating student data each semester within 30 days of the end of the term.

## 7. CCAP AGREEMENT DATA MATCH AND REPORTING

a. COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.

b. COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

## 8. PRIVACY OF STUDENT RECORDS

a. COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian’s prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)

b. Limitation on Use. COLLEGE and SCHOOL DISTRICT shall use each student education record that he or she may receive pursuant to this CCAP Agreement solely for a purpose(s) consistent with his or her authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)

c. Recordkeeping Requirements. COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.

d. Acknowledgement of Receipt of Notice of FERPA Regulations. By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian’s prior written consent.

**9. FACILITIES USE**

a. COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 15, Facilities, of this CCAP Agreement.

b. COLLEGE, as part of Section 15.3 of this CCAP Agreement, shall extend access and use of the following COLLEGE facilities:

BUILDING	CLASSROOM	DAYS	HOURS
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<b>PGHS N-Wing – Fall Semester</b>	<b>N-1</b>	<b><u>Monday, Tuesday, &amp; Thursday</u></b>	<b><u>Monday: 1:04-1:54</u></b> <b><u>Tu/Th: 1:04-2:54</u></b>
<b><u>PGHS N-Wing – Spring Semester</u></b>	<b><u>N-1</u></b>	<b><u>Monday, Tuesday, &amp; Thursday</u></b>	<b><u>Monday: 1:04-1:54</u></b> <b><u>Tu/Th: 1:04-3:09</u></b>

**SUBJECT:** Pacific Grove Math Update

**PERSON(S) RESPONSIBLE:** Sean Roach, Principal

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**RECOMMENDATION:**

The Administration wishes to update the Board regarding the Pacific Grove Middle School math progress and next steps regarding improvement of SBAC middle school math scores.

**BACKGROUND:**

The board has requested periodic updates regarding middle school math progress and initiatives.

**INFORMATION:**

Administration would like to review recent activity in math in regards to additional access to elementary/secondary math coach, the use of the data cycle to monitor student achievement and professional development opportunities for math teachers.

**FISCAL IMPACT:**

None

**SUBJECT:** Future Agenda Items

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

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**RECOMMENDATION:**

The Administration recommends that the Board review the list of future agenda items and direct Administration to add items to the list and/or schedule items for a particular agenda.

**BACKGROUND:**

Board Bylaw 9322 states in part that “Any member of the public or any Board member may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request [from a member of the public] must be .... submitted to the Superintendent or designee with supporting documents and information ...”

**INFORMATION:**

Board members have the opportunity at the end of Open Session in a Regular Board meeting to request that items be added to the list for a future meeting. Depending upon the timeliness of the item, it may also be assigned a particular meeting date.

The following is a list of future agenda items as of the April 6, 2017 Regular Board Meeting:

Spanish Class at Elementary Schools (Fall 2017)  
Fencing for Security (Fall 2017)