

**\*\*\*GOVERNOR'S EXECUTIVE ORDER N-25-20\*\*\*  
\*\*RE CORONAVIRUS COVID-19\*\***

**THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT.**

**MEMBERS OF THE PUBLIC MAY PARTICIPATE REMOTELY AT THE FEBRUARY 18, 2021 MEETING VIA LIVESTREAM. THE LINK(S) WILL BE PROVIDE 24 HOURS PRIOR TO THE MEETING. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA WILL BE TAKEN VIA LIVESTREAM AT THE TIME INDICATED ON THE AGENDA. PUBLIC COMMENT ON SPECIFIC ITEMS ON THE AGENDA WILL BE TAKEN DURING THE TIME THAT ITEM IS DISCUSSED.**

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

Trustees

*John Paff, President*

*Brian Swanson, Clerk*

*Cristy Dawson*

*Carolyn Swanson*

*Jon Walton*

*Gabriella Giraldo, Student Representative*

**DATE:** Thursday, February 18, 2021

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

**LOCATION:** **VIRTUAL MEETING**

Join Zoom Meeting

<https://pgusd.zoom.us/j/89729143555?pwd=MTBDQnRIRGFralMzY0NjMmtQMUNZz09>

Meeting ID: 897 2914 3555

Passcode: 367818

One tap mobile

+19292056099,,89729143555#,,,,\*367818# US (New York)

+12532158782,,89729143555#,,,,\*367818# US (Tacoma)

Meeting ID: 897 2914 3555

Passcode: 367818

Find your local number: <https://pgusd.zoom.us/j/89729143555?pwd=MTBDQnRIRGFralMzY0NjMmtQMUNZz09>

Pacific Grove Unified School District Office

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

Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_

Trustees: Paff \_\_\_ B. Swanson \_\_\_ Dawson\_\_\_ C. Swanson \_\_\_ Walton \_\_\_

### **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 2020-21 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Buck Roggeman, Song Chin-Bendib and Ralph Gómez Porras, for the purpose of giving direction and updates.
2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2020-21 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Billie Mankey, Song Chin-Bendib and Ralph Gómez Porras for the purpose of giving direction and updates.

### **III. RECONVENE IN OPEN SESSION**

A. Report action taken in Closed Session:

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2020-21 [Government Code § 3549.1 (d)]
2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2020-21 [Government Code § 3549.1 (d)]

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.*

- A. Minutes of February 4, 2021 Board Meeting 6  
Recommendation: (Ralph Gómez Porras, Superintendent) Approval of minutes as presented.
- B. Classified Assignment Order #13 15  
Recommendation: (Billie Mankey, Director II of Human Resources) The Administration recommends adoption of Classified Assignment Order #13.
- C. Acceptance of Donations 17  
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The Administration Recommends that the Board approve acceptance of the donations referenced below.
- D. Payment to Arcpoint Labs for COVID-19 Testing for Student 18  
Recommendation: (Clare Davies, Director of Student Services) The District Administration recommends the Board approve the payment of invoice from Arcpoint Labs for providing COVID19 testing for a student.
- E. Contract for Services with Fleet Net Silke 20  
Recommendation: (Matt Kelly, Director Facilities and Transportation) The District Business Office recommends that the Board review and authorize execution of the contract for services agreement between Pacific Grove Unified School District and Fleet Net Silke.
- F. Contract for Services with the Association of Monterey Bay Area Governments 25  
Recommendation: (Matt Kelly, Director Facilities and Transportation) The District Business Office recommends that the Board review and authorize execution of the contract for services agreement between Pacific Grove Unified School District and The Association of Monterey Bay Area Governments.

G. Contract for Services with Steele Tape Construction 33

Recommendation: (Matt Kelly, Director Facilities and Transportation) The District Business Office recommends that the Board review and authorize execution of the contract for services agreement between Pacific Grove Unified School District and Steele Tape Construction.

Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_

Trustees: Paff \_\_\_ B. Swanson \_\_\_ Dawson\_\_\_ C. Swanson \_\_\_ Walton \_\_\_

**VII. ACTION/DISCUSSION**

A. California School Board Association Delegate Assembly Election 37

Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration Recommends the Board review and consider an optional vote for the California School Board Association (CSBA) Delegate Assembly Election.

Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_

Trustees: Paff \_\_\_ B. Swanson \_\_\_ Dawson\_\_\_ C. Swanson \_\_\_ Walton \_\_\_

B. Board Goals 2020-21 and California School Board Association Self-Evaluation Results 45

Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends that the Board discuss and approve the Board Goals, including any new additions presented at the meeting, and review and discuss the California School Board Association self-evaluation.

Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_

Trustees: Paff \_\_\_ B. Swanson \_\_\_ Dawson\_\_\_ C. Swanson \_\_\_ Walton \_\_\_

C. Pacific Grove Unified School District Governance Handbook 49

Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends that the Board review and approve the revisions to the Pacific Grove Unified School District Governance Handbook based on changes to the Board Goals.

Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_

Trustees: Paff \_\_\_ B. Swanson \_\_\_ Dawson\_\_\_ C. Swanson \_\_\_ Walton \_\_\_

D. Revised Job Description for Confidential Position of Fiscal Officer 76

Recommendation: (Billie Mankey, Director II of Human Resources) The District Administration recommends the Board review and approve the proposed position updates and provide direction or recommendations which will allow us to begin recruitment.

Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_

Trustees: Paff \_\_\_ B. Swanson \_\_\_ Dawson\_\_\_ C. Swanson \_\_\_ Walton \_\_\_



- E. Board Calendar/Future Meetings 83  
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: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_

Trustees: Paff \_\_\_ B. Swanson \_\_\_ Dawson\_\_\_ C. Swanson \_\_\_ Walton \_\_\_

## VIII. INFORMATION/DISCUSSION

- A. District Update on Response to COVID-19 86  
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration will update the Board, staff and community on current District response and protocols to COVID-19.

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

- B. District Review of Distance Learning 87  
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration will continue to update the Board, staff and community on Distance Learning including how to improve for students and families and a review of academic progress:

- Survey to families
- Review of instructional minutes of the elementary schools
- Review of grades and enrollment levels
- Social emotional support of students

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

- C. Future Agenda Items 88  
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.

- Added January 21, 2021: Board requested a review and to receive recommendations by an HVAC expert (March 4, 2021)
- Board requested a presentation on Diversify Our Narrative (March 4, 2021)
- A member of the public requested Dual Language Elementary Program (March 18, 2021)
- Added January 21, 2021: Board requested a review of class sizes (March 18, 2021)
- A member of the public requested that the Board consider streaming all Board meetings after COVID conditions (March 18, 2021)
- Board requested a renewed discussion about district solar panels (May 20, 2021)
- Added February 4, 2021: Board requested a Report on CARE Act money
- Added February 4, 2021: Return of Affordable Housing at a later date when more information becomes available

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

## IX. ADJOURNMENT

Next Board regular Board meeting: March 4, 2021 – VIRTUAL

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION  
Minutes of Regular Meeting of February 4, 2021 – VIRTUAL

**I. OPENED BUSINESS**

- A. Called to Order 5:31 p.m.
- B. Roll Call
  - President: Trustee Paff
  - Clerk: Trustee Brian Swanson
  - Trustees Present: Trustee Dawson  
Trustee Carolyn Swanson  
Trustee Walton
  - Administration Present: Superintendent Porras  
Asst. Superintendent Chin-Bendib
  - Board Recorder: Mandi Ackerman
  - Student Board Member: Gabriella Giraldo

C. Adopted Agenda

Changes to the agenda include a revised Consent Item D Classified Assignment Order #12.

**MOTION Dawson/Brian Swanson to adopt agenda as amended.**  
**Public comment: none**  
**Motion CARRIED by roll call vote 5 – 0**

**II. CLOSED SESSION**

A. Identified Closed Session Topics

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2020-21 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Buck Roggeman, Song Chin-Bendib and Ralph Gómez Porras, for the purpose of giving direction and updates.
2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2020-21 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Billie Mankey, Song Chin-Bendib and Ralph Gómez Porras for the purpose of giving direction and updates.
3. Conference with Legal Counsel Regarding Anticipated Litigation  
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: (1 case)
4. Public Employee Discipline/Dismissal/Release/Complaint (1 case) [Government Code § 54957]

B. Public comment on Closed Session Topics

None.

C. Adjourned to Closed Session 5:33 p.m.

**III. RECONVENED IN OPEN SESSION**

6:36 p.m.

A. Reported action taken in Closed Session:

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2020-21 [Government Code § 3549.1 (d)]

The Board discussed this item.

2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2020-21 [Government Code § 3549.1 (d)]

The Board discussed this item.

3. Conference with Legal Counsel Regarding Anticipated Litigation  
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: (1 case)

The Board discussed this item.

4. Public Employee Discipline/Dismissal/Release/Complaint (1 case) [Government Code § 54957]

The Board discussed this item.

B. Pledge of Allegiance

Led By: Adult School Principal Barbara Martinez

**IV. COMMUNICATIONS**

A. Written Communication

The Board received letters regarding the School Resource Officer, several letters about the Culinary program at Pacific Grove High School, Distance Learning success at Robert Down Elementary School second grade, and a letter from David Kong a California School Board Association Delegate Assembly candidate. Anyone interested in reading the letter from David Kong is asked to contact Executive Assistant Mandi Ackerman for a copy.

B. Board Member Comments

Trustee Walton acknowledged Black History month and hopes teachers and Administration will highlight this month.

Trustee Dawson spoke about the Special Board meeting on January 30, 2021 and said it was a good opportunity for the Board to discuss goals.

Trustee Carolyn Swanson spoke about the Principal Check-In with Forest Grove Elementary School Principal Buck Roggeman, and said there were lots of great questions from parents; spoke about the Special Board meeting which provided a bird's eye view of the District and building goals, as well as the discussion of Measure D and the importance of air quality at the school sites; acknowledged Art Teacher Matt Kelly at Pacific Grove High School and the 3D art pieces.

Trustee Brian Swanson thanked the Board and public for the Special Board meeting and said the Board is a great group of Trustees, and thanked Sarah Kaatz of Lozano Smith for facilitating the Special Board meeting and for being an asset to the District.

Pacific Grove High School Student Representative Gabriella Giraldo said the Poetry Out Loud event was last week and student Clare Roggeman would go on to compete at the County championships; also noted Steve Thomas spoke to the Leadership class.

C. Superintendent Report

Superintendent Porras acknowledged Black History month as an opportunity to speak to students; thanked staff and teachers; and thanked the Board for allowing him to attend and participate in the Superintendents Symposium.

D. PGUSD Staff Comments (Non Agenda Items)

Director of Facilities and Transportation Matt Kelly provided a brief update on the conditions of facilities after the recent storms.

Technology Systems Coordinator Jonathan Mejia provided a brief update on Chromebook distribution at the school sites.

Pacific Grove Middle School Principal Sean Roach noted the PTA art competition; noted Pacific Grove Middle School does not assign homework over school breaks and holidays.

Forest Grove Elementary School Principal Buck Roggeman noted Forest Grove Elementary School does not assign homework over school breaks and holidays; acknowledged Teacher Hetal Patel, Counselor Zoe Roach and PTA President Josh Miller for their work on Kindness week next week.

Robert Down Elementary School Principal Sean Keller noted the upcoming PTA dinner takeout coming up; provided a brief update on Chromebook distribution; thanked Counselor Sonda Frudden for the Kindness week work; thanked the teachers; noted Robert Down Elementary School does not assign homework over school breaks and holidays.

Pacific Grove High School Principal Lito Garcia acknowledged concerns for normalcy for students, said he hoped to do more for students in the coming month but that it is determined by county health guidelines; noted National Counselor week and thanked counselors Kristin Paris, Margaret Rice and Michelle Cadigan, as well as all the counselors in the District.

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

Cassandra Platt addressed the Board, reception was poor and communication cut out several times; spoke about Distance Learning concerns, noted an article on Distance Learning and COVID spread, and asked why the children are not back in school.

**VI. CONSENT AGENDA**

- A. Minutes of January 21, 2021 Board Meeting
- B. Minutes of January 30, 2021 Board Meeting
- C. Certificated Assignment Order #12
- D. Classified Assignment Order #12
- E. Acceptance of Donations
- F. Cash Receipts Report No. 3
- G. Contract for Services with MoGo Urgent Care

Consent Item D Classified Assignment Order #12 was revised.  
 Item G Contract for Services with MoGo Urgent Care was pulled.  
 Both items moved to Action/Discussion.

**Public comment:**

Elliott Hazen asked for a summary of Consent Item G.

**MOTION Dawson/Brian Swanson to approve consent agenda, items A-C, E, F as presented.**

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

**VII. ACTION/DISCUSSION**

- A. Consent Item G- Contract for Services with MoGo Urgent Care

Director of Facilities and Transportation Matt Kelly provided information on this item.

**MOTION Brian Swanson/Dawson to approve the contract for services with MoGo Urgent Care.**

**Public comment: none**

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

- B. Consent Item D- REVISED Classified Assignment Order #12

Administration noted the revision includes the retirement of Fiscal Officer Nancy Bernahl, Administration thanked Bernahl for her years of service.

**MOTION Dawson/Brian Swanson to approve the Revised Classified Assignment Order #12.**

**Public comment: none**

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

C. Pacific Grove High School Athletics Competition

Pacific Grove High School Principal Lito Garcia presented information to the Board. The Board asked questions and discussed this item.

**Public comment:**

Jennifer Brayden thanked Principal Garcia; asked about protocol for incoming freshman interested in sports.

Athletic Director Lauralea Gaona noted the high school cannot recruit students from the middle school, and that sports is contingent on the Tier system and county health, but noted the school will ensure all students are informed and able to participate.

Covelle Meyskens asked if sports competitions will include audiences.

Principal Garcia noted it would be based on the Tier system.

Sherri Chenoweth asked about bringing back Physical Education to schools and other physical activities.

Superintendent Porras noted the District was working with the county.

Deme Jamson appreciates the conditioning available at the high school and said it was fantastic for the students.

Principal Roach noted coaching positions and that parent communications regarding cohorts would be sent tomorrow.

Bin E thanked Principal Garcia and Director Gaona for getting students back in sports and thanked the teachers for keeping students engaged; thanked the PTA and parent body for the senior class activities and donations and would love to see the school do more outside the classroom.

**MOTION Brian Swanson/Dawson to approve the Pacific Grove High School Athletics Competition.**

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

D. Impact of COVID-19 on High School Student Grades

Pacific Grove High School Principal Lito Garcia presented information to the Board. The Board asked questions and discussed this item.

Pacific Grove High School Teacher Isaac Rubin and Harrison Schramm answered questions from the Board.

Director of Education Technology Matthew Binder spoke to the Board about student data confidentiality and security.

**Public comment:**

Clare Davies asked if there would be any impact to the Master Schedule if students were taking three classes instead of six.

**MOTION Paff/Dawson to approve the Impact of COVID-19 on High School Student Grades.**

**Motion CARRIED by roll call vote 4 – 1  
Trustee Carolyn Swanson voted against.**

E. First and/or Final Read – Measure D Master Plan

Director of Facilities and Transportation Matt Kelly presented information to the Board.

The Board asked questions and discussed this item.

**Public comment:**

Forest Grove Elementary School Clerk Nancy DaSilva asked the Board to look at staffing for the maintenance and grounds department.

Robert Down Elementary School Principal Sean Keller thanked the Board for supporting the culinary program, and asked the Board to consider supporting other career pathways that deserve state of the art programs.

Steve Thomas thanked Director Kelly for the presentation and is appreciative that the HVAC system improvements was moved to the front of the list.

Jenn Erickson thanked Director Kelly and the Board for supporting and prioritizing the Career Technical Education (CTE).

Pacific Grove High School Assistant Principal Shane Steinback thanked Director Kelly and acknowledged CTE priorities.

**MOTION Brian Swanson/Dawson to approve the Final Read of the Measure D Master Plan.**

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

F. Board Calendar/Future Meetings

**No action taken.**

**Public Comment: none**

VIII. INFORMATION/DISCUSSION

A. District Update on Response to COVID-19

Superintendent Porras provided a brief update, including a brief update on the COVID Safety Plan which is available on the District COVID website, possible COVID vaccination site at the Pacific Grove High School/Forest Grove Elementary School upper parking lot, and an update on sports abilities based on county metrics.

**Public comment:**

Deme Jamson thanked the high school PTA and parent Senior Planning Committee, thanked Principal Garcia and Director Gaona, spoke about senior year and students.

Elliott Hazen's child Phoebe thanked the teachers and said Distance Learning is hard but likes the flexible schedule, and has experienced some issues with Google quizzes. Hazen said the District can reach out to parents for help with technology challenges.

B. Update on Teacher Housing/Affordable Housing

Trustee Walton spoke about the Pacific Grove Advisory Group and the *Welcome Home* initiative. Trustee Walton noted the item subject/title should have been "Update on Staff Housing/Affordable Housing".

David Driskell presented information to the Board, identified housing challenges, areas of action, and reviewed project schedule.

Mayor Bill Peake thanked the Board for taking time for this important issue.

The Board discussed this item.

**Public comment:**

Pacific Grove High School Secretary Jill Houston noted *Landed* is a project/pilot discussed in the past.



C. District Review of Distance Learning

Robert Down Elementary School Principal Sean Keller, Forest Grove Elementary School Principal Buck Roggeman, Pacific Grove Middle School Principal Sean Roach, and Pacific Grove High School and Community High School Principal Lito Garcia presented information for each school site.

The Board thanked staff for the presentations and provided feedback.

**Public comment:**

Chris Darnton shared his positive experience with Distance Learning, noted his child is flourishing and the experience has been excellent and the District is doing a great job.

Pacific Grove High School Principal Larry Haggquist spoke about grading policies.

**MOTION Dawson/Brian Swanson to extend the meeting until 10:45 p.m.**

**Motion CARRIED by roll call vote 4 – 1**

**Trustee Walton voted against.**

D. Review of Budget Development Calendar for 2021-22

Assistant Superintendent Song Chin-Bendib provided a brief update on this item.

**Public comment: none**

E. Future Agenda Items

- Added January 21, 2021: Board requested a review and to receive recommendations by an HVAC expert (March 4, 2021)
- Board requested a presentation on Diversify Our Narrative (March 4, 2021)
- A member of the public requested Dual Language Elementary Program (March 18, 2021)
- Added January 21, 2021: Board requested a review of budget class sizes (March 18, 2021)
- A member of the public requested that the Board consider streaming all Board meetings after COVID conditions (March 18, 2021)
- Board requested a renewed discussion about district solar panels (May 20, 2021)

A member of the Board requested:

- Board meeting dates for:
  - Strategic Plan (April)
  - Superintendents Goals (March)
  - Governance Handbook (March)
  - Board Goals (March)
  - Board Self Evaluation (March)
- Report on CARE Act money
- Review of Facilities and Transportation Department staffing
- Return of Affordable Housing at a later date when more information becomes available
- Technology Update
- Update on Professional Development plan for teachers in Distance Learning

- Return of review of Distance Learning for further discussion

**IX. ADJOURNED**

**10:46 p.m.**

Approved and submitted:

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Dr. Ralph Gómez Porras  
Secretary to the Board

- Consent
- Information/Discussion
- Action/Discussion

**SUBJECT:** Classified Assignment Order #13

**DATE:** February 18, 2021

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

**Page 1 of 2**

**RECOMMENDATION:**

The administration recommends adoption of Classified Assignment Order #13

**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 ASSIGNMENT ORDER NO. 13  
February 18, 2021**

**ADDITIONAL HOURS, SHORT TERM ASSIGNMENT:**

Raymond DeVost, Adult School Computer Lab Tech., temporarily increase of up to 40 hours, Range 35, Step B, paid per time sheet, for maintenance of the PGUSD website.

- Consent
- Action/Discussion
- Information/Discussion
- Public Hearing

**SUBJECT:** Acceptance of Donations

**DATE:** February 18, 2021

**PERSON(S) RESPONSIBLE:** Song Chin-Bendib, 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**

None

**Robert H. Down Elementary School**

None

**Pacific Grove Middle School**

None

**Pacific Grove High School**

None

**Pacific Grove Community High School**

None

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

None

**Pacific Grove Unified School District**

None

- Consent
- Information/Discussion
- Action/Discussion

**SUBJECT:** Payment to Arcpoint Labs for COVID19 Testing for Student

**DATE:** February 18, 2021

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

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**RECOMMENDATION:**

The District Administration recommends the Board approve the payment of invoice from Arcpoint Labs for providing COVID19 testing for a student.

**BACKGROUND:**

While attending in person instruction, a student presented with possible symptoms of COVID-19.

**INFORMATION:**

Given the student's personal circumstances, the district provided the student with transportation home, and coordinated in home COVID19 testing conducted by Arcpoint Lab. on January 27.

**FISCAL IMPACT:**

\$250.00 not previously budgeted  
CAREs funds:  
01-3215-0-1110-1000-5800-00-002-0000-1050.



24560 Silver Cloud Ct.  
 Ste. 103  
 Monterey, CA 93940

Phone # 8313240772  
 Fax # 831-324-0292

arcpointlabs.com/monterey-bay

CONSENT D

# Invoice

Date	Invoice #
1/27/2021	PGUSD0127

Bill To

Sara Birkett  
 Pacific Grove Unified School District

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
1	Onsite testing for student Pacific Grove	75.00	75.00
1	SARS CoV-2 PCR for Xstudent	155.00	155.00
1	Saliva Kit	20.00	20.00

		<b>Total</b>	\$250.00
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- Consent
- Action/Discussion
- Information/Discussion
- Public Hearing

**SUBJECT:** Contract for Services with Fleet Net Silke

**DATE:** February 18, 2021

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

**RECOMMENDATION:**

The District Business Office recommends that the Board review and authorize execution of the contract for services agreement between Pacific Grove Unified School District and Fleet Net Silke.

**BACKGROUND:**

MCOE applied for a grant through the CARES act for emergency communications throughout the County’s school districts. The grant includes the installation and equipment of a base station that will be installed at the District Office. Once installed the District will be able to communicate via radio with MCOE, County Emergency Offices, and any other county district that has elected into the program.

**INFORMATION:**

The contract for services is for airtime for 17 months, February 2021 through June 2022. Billing will then be yearly. This amount has not been budgeted.

**FISCAL IMPACT:**

Amount: \$580.10  
School Funding Source: General Fund 01





# Digital / Classic / Add-On Service Agreement

Date: 1/7/2021

Customer #: 90233

Work Order #: 102968

**Contract Type**

- New Contract     
  Contract Renewal     
  Contract Add-On

**Desired Network**

- Fleetnet™ Digital     
  FleetNet™ Classic     
  FleetNet™ Terra     
  FleetNet™ Metro

**Length of Service**

The term of this agreement begins on 2/1/2021 and shall continue through and until 6/30/2022

- One   
  Two   
  Three   
  Four   
  Five   
  Add-On # of months left: \_\_\_\_\_   
  Other: 17 months

**Provided Equipment / Services**

- FleetNet™ Digital Wide Area Service  
 FleetNet™ Digital Wide Area Roaming Service  
 FleetNet™ Phone  
 Additional Fleet  
 Add Select Call  
 Add GPS  
 FCC License Recovery Fee\*

1	@	\$ 26.95	=	\$ 26.95
<small>Quantity</small>		<small>Per Unit</small>		<small>Monthly Line Total</small>
<hr/>				
	@		=	\$ 0.00
<small>Quantity</small>		<small>Per Unit</small>		<small>Monthly Line Total</small>
<hr/>				
	@		=	\$ 0.00
<small>Quantity</small>		<small>Per Unit</small>		<small>Monthly Line Total</small>
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	@		=	\$ 0.00
<small>Quantity</small>		<small>Per Unit</small>		<small>Monthly Line Total</small>
<hr/>				
	@		=	\$ 0.00
<small>Quantity</small>		<small>Per Unit</small>		<small>Monthly Line Total</small>
<hr/>				
1	@	\$ 1.35	=	\$ 1.35
<small>Quantity</small>		<small>Per Unit</small>		<small>Monthly Line Total</small>
<hr/>				
\$ 28.30	-		=	\$ 28.30
<small>Monthly Unit Total</small>		<small>Discount</small>		<small>Total Unit Price</small>
<hr/>				
\$ 28.30	x	17	=	\$ 481.10
<small>Monthly Unit Total</small>		<small># Contract Months</small>		<small>Annual Unit Total</small>
<hr/>				
		\$ 75.00	=	\$ 75.00
		<small>Fee</small>		<small>Annual Line Total</small>
<hr/>				
		\$ 24.00	=	\$ 24.00
		<small>Fee</small>		<small>Annual Line Total</small>
<hr/>				
			=	\$ 580.10

**Total Monthly Unit Price**

**Total Annual Unit Price**

- Administrative Recovery Fee\*

- Networking Surcharge\*

**Total Annual Price** (Annual Fees Included)

\*Fees subject to change without prior notice.

The Administrative Recovery Fee and Networking Surcharge will be charged on an annual basis and will be included with the first payment of contract.

**Payment Options** (All annual total amounts less than \$1,000 will be invoiced as an annual prepay.)

- Monthly     
  Quarterly     
  Bi-Annual     
  Annual  
 Prepaid     
  Credit Card

**Add-On Information**

# of Units \_\_\_\_\_ Price Per Unit \_\_\_\_\_ Connection Fee \_\_\_\_\_ Activation Date \_\_\_\_\_

**Escalations (Per Unit Cost)**

Annual Escalation: 3%

Year One \$ 26.95 Per Unit     
 Year Two \$ 27.76 Per Unit     
 Year Three \$ 28.59 Per Unit  
 Year Four \$ 29.45 Per Unit     
 Year Five \$ 30.33 Per Unit

PGUSD  
Initial Here

Regular Meeting of February 18, 2021

Date: 1/7/2021

Customer #: 90233

Work Order #: 102968

**Termination Fee:** *Your termination fee will be the balance of the entirety of the contract.*

**Additional Information**

Base station for MCOE emergency channel system.

Initial billing will be for the total 17 month agreement.

*Customer hereby enters into the agreement for equipment and services subject to the terms and conditions as included herein.*

**Fernando Iglesias**

*Sales Person*

**(831) 521-3271**

*Sales Person Telephone*

**figlesias@silkecom.com**

*Sales Person Email*

**Pacific Grove USD**

*Customer Company Name*

**435 Hillcrest Ave**

*Address*

**(831) 646-6510**

*Telephone*

*Authorized Signer and Title*

**Pacific Grove CA**

*City*

*State*

**93950**

*Zip Code*

**matt.kelly@pgusd.org**

*Email*

*Signature*

*Date*

**Programming Information**

Further Programming Information attached on Additional Page(s)

Number of Attached Programming Information Pages \_\_\_\_\_



# Digital / Classic / Add-On Service Agreement

Date: 1/7/2021

Customer #: 90233

Work Order #: 102968

Programming Information Page \_\_\_\_\_

GID Code: 51802

Fleet ID: 182

Date	Radio Model	UID	ESN	Serial Number	Alias
1/4/21	NX-3820	51878	680300764151	C0211392	PGUSD EM BASE

**TERMS AND CONDITIONS**

**This Agreement between Silke Communications ("Silke") and Customer is subject to the following terms and conditions:**

**A. Terms applicable to both FleetNet™ and FleetPeak™. The terms in this Section A apply to both FleetNet and FleetPeak agreements:**

1. **Definitions.** "Silke" shall mean Silke Communications, "Customer" shall mean and apply to, the User, or the Purchaser, or the FCC Licensee, of the equipment that is subject to the terms of this Agreement.
2. **Payment.** Charges for regular monthly service shall be paid in monthly installments, beginning on the fifth day of the month following execution of the Agreement, and on the fifth day of each succeeding month throughout the term hereof, at 3 Crow Canyon Ct., Suite 100, San Ramon, CA 94583, or at such other place as Silke may designate from time to time. All other charges shall be paid upon billing. Any charge not paid within ten days of its due date shall be considered overdue and in addition to other remedies, a late payment charge equal to ten percent (10%) per month on any overdue amount may be levied. A returned check charge of up to \$25 may also be levied. Credit card payments will incur a 3.5% processing charge.
3. **Renewal.** At the conclusion of the term of this Agreement, it shall continue on a month-to-month basis provided that either Silke or Customer may terminate this Agreement on the conclusion of the term or thereafter upon 30 days written notice to the other party. The total monthly charges shall increase each year on the anniversary date of this Agreement by a minimum of 3% over the previous year's charges.
4. **Disclaimer.** Silke disclaims any and all warranties, express or implied, including but not limited to implied warranties of merchantability or fitness for a particular purpose. Silke does not warrant that the Equipment will work perfectly, that it will not need occasional upgrades or modifications, or that it will not be negatively affected by network-related modifications, upgrades or similar activity.
5. **Interruption of Service.** Customer shall notify Silke in the event of the failure or malfunction of the Equipment, after which Silke agrees to respond in a commercially reasonable manner. However, Silke shall have no liability for unsatisfactory communications service experienced by Customer for any reason whatsoever, including but not limited to acts of god, war, civil unrest, circumstances beyond our control, or customer negligence.
6. **Limitation of Liability.** Each party hereby agrees to limit claims against the other solely to direct damages and waives the right to claim any damages that are indirect, special, consequential, incidental, treble or punitive. For example, disallowed damages include those arising out of a service or device failure, or unauthorized access or changes to Customer's account or device. This limitation and waiver will apply regardless of the theory of liability. It also applies to any claims against Silke's suppliers, to the extent Silke would be required to indemnify the supplier for the claim.
7. **Billing Disputes.** Customer may dispute its bill within 60 days of receiving it, but unless otherwise provided by law, Customer is required to pay all charges until the dispute is resolved. Customer may telephone Silke to dispute charges, but to preserve the right to proceed to arbitration Customer must give written notice of the dispute at least 30 days in advance of initiating arbitration. The written notice must describe the nature of the dispute and the relief being sought. Failure by Customer to provide written notice of a dispute within 60 days of Customer's receipt of the billing shall constitute a waiver of the right to dispute the bill.
8. **Notices.** Any notice required or permitted to be given under this Agreement shall be given in writing and shall be deemed given and received three (3) days after deposit in the United States mail, certified mail, postage prepaid, and return receipt requested to the Customer's address stated in this Agreement, or to Silke at 3 Crow Canyon Ct., Suite 100, San Ramon, CA 94583. Either party may notify the other party of its change of address by giving notice by regular first class mail in accordance with this provision.
9. **Remedies.** If Customer fails to pay any amount due under this Agreement within (10) days after the same is due and payable, or if Customer fails to perform any one or more of the following remedies: To declare the entire amount of overdue charges hereunder immediately due and payable; to recover all other payments, then accrued or thereafter accruing, including any early termination fee pursuant to Section 10; to terminate this Agreement; or to pursue any other remedy at law or in equity. Notwithstanding any termination or any other action which Silke may take, Customer shall be and remain liable for the full performance of all obligations on the part of the Customer to be performed under this Agreement. All of Silke's remedies are cumulative, and may be exercised concurrently or separately.
10. **Termination.** Except as set forth herein, this Agreement shall remain in effect for its entire stated length of service, and Customer has no right of early termination. In the event of a default by Customer before the end of the term of this Agreement, Customer shall pay an early termination fee equal to the remaining balance owed on the contract. For non-Silke owned equipment, Customer will be subject to a termination fee equal to the remaining period of the service agreement at the Silke's sole discretion.
11. **Arbitration.** Any controversy or claim arising out of or relating to this Agreement, including without limitation, the making, performance, or interpretation of this Agreement, shall be settled by arbitration in accordance with the laws governing

arbitration of disputes in the state whose governing law applies to this Agreement, and judgment on the arbitration award may be entered in any court having jurisdiction over the subject matter of the controversy. The arbitration shall be initiated by the moving party through a private arbitration service and, unless otherwise agreed, held before a single arbitrator in the county in which Customer's principal office is located. The arbitrator shall be selected by the private arbitration service's procedures, and need not be an attorney.

12. **Legal Fees.** In the event of any proceeding to enforce any of the terms of this Agreement, the prevailing party shall be awarded such sum as the arbitrator may adjudge reasonable as attorney fees and costs, including the costs of arbitration, in such arbitration and in any appeal therefrom.
13. **No Waiver.** Failure or delay on the part of Silke to exercise any right, power, or privilege hereunder shall not operate as a waiver of any other term or the waiver of the same term at any other time.
14. **Governing Law.** This Agreement shall be interpreted in accordance with the laws of the state in which this Agreement is executed.
15. **Severability.** If any portion of this agreement is declared invalid, the remainder of this Agreement shall continue to be binding upon the parties.
16. **Entire Agreement.** This Agreement (including Sections B or C, as applicable, and any documents referred to herein) constitutes the entire agreement and understanding of the parties with respect to the subject matter of this Agreement and supersedes all prior understandings and agreements, whether written or oral, among the parties with respect to such subject matter.

**B. Terms Applicable only to FleetNet™. The terms in this Section B apply only to FleetNet & FleetNet™ Rental agreements:**

17. **FleetNet Equipment.** For FleetNet Customers, "Equipment" means radios and related apparatus that are supplied by Silke, and does not refer to Customer-owned radio equipment.
18. **Use.** Customer shall use the Equipment in a careful and proper manner and shall comply with and conform to all national, state, municipal, or other laws, ordinances and regulations in any way relating to the possession, use or maintenance of the Equipment.
19. **Surrender.** Upon the expiration or earlier termination of this Agreement, Customer shall return the Equipment to Silke in good repair, condition and working order, ordinary wear and tear resulting from proper use thereof alone excepted, by delivering the Equipment at Customer's cost and expense to such place as Silke shall specify within the city or county in which the same was delivered to Customer.
20. **Liens and Encumbrances.** Customer shall keep the Equipment free and clear of all levies, liens and encumbrances. Customer shall report, pay and discharge when due all fees, assessments and taxes arising out of use or operation of the Equipment imposed by any state, federal or local government or any agency, whether or not the same shall be assessed against or in the name of Silke or customer. Customer shall reimburse Silke for any damages or expenses resulting from such failure to pay or discharge.
21. **Default.** In addition to a default in payment terms, the following actions by Customer shall constitute a default under this Agreement under which Silke may limit, suspend or terminate Customer's service: (a) Customer's resale of service; (b) use of service for any illegal purpose; (c) installing, deploying or using any regeneration equipment or similar mechanism (for example, a repeater) to originate, amplify, enhance, retransmit or regenerate an RF signal without Silke's permission; (d) modifying Equipment from its manufacturer's specifications; (e) use of service in a way that negatively affects Silke's network or other customers, or interferes with Silke's operations; (f) the filing of a bankruptcy petition; (g) threatening, harassing, or using vulgar or inappropriate language toward Silke's representatives; or (h) "spamming" or engaging in other abusive messaging or calling.
22. **Assignment.** Neither this Agreement nor any interest therein is assignable or transferable by operation of law. If any proceeding under the Bankruptcy Act is commenced by or against the Customer, the Customer is adjudged insolvent, the Customer makes any assignment for the benefit of his creditors, a writ of attachment or execution is levied on the Equipment and is not released or satisfied within ten (10) days thereafter, or if a receiver is appointed in any proceeding or action to which the Customer is a party with authority to take possession or control of the Equipment, Silke shall have and may exercise any one or more of the remedies set forth in Section 9 hereof; and this Agreement shall, at the option of the Silke, immediately terminate and shall not be treated as an asset of Customer after the exercise of said option.
23. **Ownership.** All rented Equipment shall at all times be and remain the sole and exclusive property of Silke; and the Customer shall have no right, title or interest therein or thereto except as expressly set forth in this Agreement.
24. **UCC Filing.** If Silke shall so request, Customer shall execute and deliver to Silke such documents as Silke shall deem necessary or desirable for purposes of recording or filing to protect the interest of Silke in the Equipment including, but not limited to a UCC financing statement.

Initial Here

Initial Here

Initial Here

Date: \_\_\_\_\_

Read and Approved: \_\_\_\_\_

- Consent
- Action/Discussion
- Information/Discussion
- Public Hearing

**SUBJECT:** Contract for Services with the Association of Monterey Bay Area Governments

**DATE:** February 18, 2021

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

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**RECOMMENDATION:**

The District Business Office recommends that the Board review and authorize execution of the contract for services agreement between Pacific Grove Unified School District and The Association of Monterey Bay Area Governments.

**BACKGROUND:**

From 2012 to 2017, The State of California released funding through the Proposition 39: California Clean Energy Jobs Act Program to help school districts implement energy efficiency and energy conservation projects. To participate in the program, school districts must comply with the Proposition 39: California Clean Energy Jobs Act – 2013 Program Implementation Guidelines. These guidelines include requirements such as completing energy benchmarks of school facilities, identifying potential energy projects, creating efficiency metrics related to the projects, submitting a funding application to the California Energy Commission (CEC) also known as an Energy Expenditure Plan (EEP), completing annual reports, and submitting a final project completion report.

In the Monterey, San Benito, and Santa Cruz Counties the Association of Monterey Bay Area Governments (AMBAG) worked with over 40 School Districts and Charter Schools to gather benchmarking data, complete energy audits, obtain approval from elected officials for projects, as well as to write and submit Energy Expenditure Plans to the California Energy Commission. Once the plans were approved, AMBAG then worked with school districts to implement energy efficiency projects by attending contractor bid walks, providing detailed fixtures lists and technical specifications for use in RFP processes, and providing rebates for the lighting projects. Finally AMBAG staff worked with school districts to complete the reporting requirements of Proposition 39 which included coordinating the annual reporting of expenditures to the CEC as well as amending EEPs to reflect changes in the scope of the energy measures and their costs.

From 2012 to 2020, AMBAG was able to complete this work at no cost to the school districts by using funding received under the AMBAG Energy Watch Program, which was a partnership with PG&E funded under the auspices of the California Public Utilities Commission. Unfortunately, this funding will no longer be available after August 31<sup>st</sup>, 2020.

**INFORMATION:**

This proposal is for AMBAG to prepare the final amendment reporting to the CEC. To date, AMBAG has prepared all the District’s reporting with CEC at no cost.

**FISCAL IMPACT:**

Amount: \$4,575.00

School Funding Source: General Fund 01(Prop 39 Grant)

This cost was not originally budgeted but there is still grant funds available to cover the costs.



**Proposal for providing Proposition 39  
Energy Expenditure Plan Amendment Technical Assistance  
To the Pacific Grove Unified School District**

**PREPARED BY:**

The Association of Monterey Bay Area Governments

24580 Silver Cloud Court, Monterey, CA 93940

PO Box 2453 Seaside, CA 93955

Phone: 831.883.3750

Fax: 831.883.3755

**JANUARY 2021**

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1.3	Proposed Project Budget and timelines .....	5
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## 1.0 AMBAG Proposal for Proposition 39 Amendment Assistance Services

### 1.1 Project Understanding

From 2012 to 2017, The State of California released funding through the Proposition 39: California Clean Energy Jobs Act Program to help school districts implement energy efficiency and energy conservation projects. To participate in the program, school districts must comply with the Proposition 39: California Clean Energy Jobs Act – 2013 Program Implementation Guidelines. These guidelines include requirements such as completing energy benchmarks of school facilities, identifying potential energy projects, creating efficiency metrics related to the projects, submitting a funding application to the California Energy Commission (CEC) also known as an Energy Expenditure Plan (EEP), completing annual reports, and submitting a final project completion report.

In the Monterey, San Benito, and Santa Cruz Counties the Association of Monterey Bay Area Governments (AMBAG) worked with over 40 School Districts and Charter Schools to gather benchmarking data, complete energy audits, obtain approval from elected officials for projects, as well as to write and submit Energy Expenditure Plans to the California Energy Commission. Once the plans were approved, AMBAG then worked with school districts to implement energy efficiency projects by attending contractor bid walks, providing detailed fixtures lists and technical specifications for use in RFP processes, and providing rebates for the lighting projects. Finally AMBAG staff worked with school districts to complete the reporting requirements of Proposition 39 which included coordinating the annual reporting of expenditures to the CEC as well as amending EEPs to reflect changes in the scope of the energy measures and their costs.

From 2012 to 2020, AMBAG was able to complete this work at no cost to the school districts by using funding received under the AMBAG Energy Watch Program, which was a partnership with PG&E funded under the auspices of the California Public Utilities Commission. Unfortunately, this funding will no longer be available after August 31<sup>st</sup>, 2020.

### 1.2 Proposed Project Approach

As part of their participation in Proposition 39 program, the Pacific Grove Unified School District has to complete an amendment for its Energy Expenditure Plan. This is needed in order to match the scope and costs of the projects included in the EEP with the projects that are being implemented on the ground.

As part of an amendment, there are four main tasks that have to be completed:

- An Amendment survey must be submitted to the CEC detailing all the changes being made to the EEP in terms of costs, scope, energy savings and cost effectiveness.

- All supporting documents for the EEP must be updated. This includes the energy survey, the lighting and energy savings calculators, invoices supporting the new costs as well as any other relevant documentation
- Once the portal is open, each measure must be updated in order to match the amendment survey
- All the updated supporting documents must be uploaded to the portal

AMBAG staff will work with school district staff to complete all of these tasks. First, school district staff will provide the invoices or financial records necessary to update the cost of each measure. AMBAG staff will then gather any additional data and establish the amendment scope and cost changes for each measure. The amendment survey will then be submitted to the CEC for approval. Once the portal is open AMBAG staff will also complete data entry and upload all the relevant supporting documents. Once all of these tasks are completed, AMBAG staff will request that school district staff login to the Proposition 39 EEP portal to electronically sign the amendment.

Once the Proposition 39 amendment has been submitted on the Proposition 39 EEP portal, AMBAG staff will work with CEC staff to address any questions as well as provide any additional documentation or clarifications needed. Once the amendment is approved, school district staff will receive the new energy expenditure plan summary in PDF form, from the CEC.

### 1.3 Proposed budget and timeline

In order to complete the project scope outlined in the proposed project approach, AMBAG is requesting a firm fixed payment of \$4,575 from the Pacific Grove Unified School District. This amount will fund the staff time necessary for AMBAG to assist the district in completing the Proposition 39 amendment. AMBAG will complete this work under AMBAG's Blended Component Unit which is called the Regional Analysis and Planning. Services, Incorporated (RAPS). It is proposed that 75 percent (\$3,431.25) of the firm fixed amount be made payable once the final amendment is submitted on the Proposition 39 EEP portal and the remaining 25 percent (\$1,143.75) be made payable once the amendment is accepted by the California Energy Commission.

AMBAG staff is asking that Pacific Grove Unified School District sign this proposal and return it to AMBAG. Once the amendment is submitted on the proposition 39 EEP portal, RAPS will be invoicing the school district directly by sending out a QuickBooks invoice for \$ \$3,431.25, with this signed proposal included as an attachment. Once the California Energy Commission approves the amendment, RAPS will be invoicing the school district directly by sending out a QuickBooks invoice for \$1,143.75 with this signed proposal included as an attachment.

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**APPROVED BY:**

**Association of Monterey Bay Area Governments**

By: \_\_\_\_\_  
Maura F. Twomey, Executive Director

Date: \_\_\_\_\_

**Pacific Grove Unified School District**

By: \_\_\_\_\_  
Superintendent or authorized representative

Date: \_\_\_\_\_

Appendix A: Staff Qualifications

## Amaury Berteaud

### Special Projects Manager

Association of Monterey Bay Area Governments

#### SELECT PROFESSIONAL EXPERIENCES

**Municipal Energy Efficiency Technical Services.** Worked with the 21 AMBAG jurisdictions to analyze benchmarking data and identify energy efficiency opportunities. Worked with jurisdictional staff to implement LED lighting retrofit projects by identifying project scope and providing detailed proposals to senior management and presentations to elected leadership. Worked with jurisdictions and PG&E staff to secure funding for projects by obtaining approval for 0% On-Bill loans. Managed project timelines and OBF signature process for jurisdictions in order to streamline the implementation of projects.

**Proposition 39 Program Turnkey Management Services.** Managing the Proposition 39 participation for over 40 school districts. Worked to identify opportunities by conducting audits and benchmarking schools sites; wrote detailed energy expenditure plans necessary to access Proposition 39 funding. Presented plans and projects to elected officials to obtain approval. Provided technical specification documents for inclusion in bid packets as well as technical expertise to streamline project implementation. Currently overseeing the closeout of the implementation phase of the Proposition 39 program as well as the completion of the reporting requirements on behalf of school districts. Presented School Districts elected leadership with Energy Champion Awards to recognize the completion of Proposition 39 funded projects

**AMBAG Community-Wide GHG Inventories.** Using ICLEI's Clearpath software platform and following the ICLEI GHG Inventory protocol, created the 2015 Community-Wide GHG Inventories for all 21 AMBAG jurisdictions. Updated the 2005 and 2010 inventories in order to analyze the evolution of GHG emissions in the AMBAG region from 2005 to 2015. Currently creating the 2018 community-wide GHG. Inventories for all jurisdictions in Monterey, San Benito, San Luis Obispo, and Santa Cruz Counties.

#### EDUCATION

B.S, Environmental Sciences, McGill University, 2015

#### AREAS OF EXPERTISE

Multi-Year Program Development and Management

California Energy Commission Grant Management

Energy Usage Benchmarking Analysis

Energy Efficiency Implementation

Government Relations

IOU/PG&E Relations

Climate Planning Program Implementation

Climate Change Adaptation

Public Engagement

Marketing & Sales

Community-Wide and Municipal GHG Inventories

ICLEI's Clear Path Software Platform

- Consent
- Action/Discussion
- Information/Discussion
- Public Hearing

**SUBJECT:** Contract for Services with Steele Tape Construction

**DATE:** February 18, 2021

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

---

**RECOMMENDATION:**

The District Business Office recommends that the Board review and authorize execution of the contract for services agreement between Pacific Grove Unified School District and Steele Tape Construction.

**BACKGROUND:**

Throughout the year repairs need to be made to the District’s fencing that cannot be done by maintenance personnel. Typically, repairs caused by storm damage or downed trees.

**INFORMATION:**

This is a repair contract for the remainder of the fiscal year for damaged fencing. Currently, repairs need to be made to a wood fence at Pine Ave Pre-School and a chain link fence at Robert Down.

**FISCAL IMPACT:**

Amount: Not to Exceed \$10,000

School Funding Source: General Fund 01

The cost has not been budgeted but funding will be from adjustment within the General Budget.

***PACIFIC GROVE UNIFIED SCHOOL DISTRICT***  
**AGREEMENT FOR CONTRACTOR SERVICES**

THIS AGREEMENT is hereby entered into by the **Pacific Grove Unified School District**, hereinafter referred to as DISTRICT, and:

Steel Tape Construction	#643289		
CONTRACTOR	SOCIAL SECURITY NUMBER OR BUSINESS ID #		
1945 Grandview Street	Seaside	Ca	93955
MAILING ADDRESS	CITY	STATE	ZIP

hereinafter referred to as CONTRACTOR.

CONTRACTOR agrees to provide to DISTRICT the services enumerated in Section G of this Agreement under the following terms and conditions:

- A. Services shall begin on February 19, 2021 and shall be completed on or before June 30, 2021.
- B. CONTRACTOR understands and agrees that CONTRACTOR and CONTRACTOR’S employees are not employees of the DISTRICT and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers’ Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State and local taxes or contribution including Unemployment Insurance, Social Security, and Income Taxes with respect to CONTRACTOR’S employees.
- C. CONTRACTOR shall furnish, at CONTRACTOR’S own expense, all labor, materials equipment and other items necessary to carry out the terms of this Agreement.
- D. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor, with the authority to control and direct the performance of the details of the work, DISTRICT being interested only in the results obtained.
- E. CONTRACTOR agrees to defend, indemnify and hold harmless the DISTRICT, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of CONTRACTOR’S negligence in the performance of this Agreement, including but not limited to any claim due to injury and/or damage sustained by CONTRACTOR, and/or the CONTRACTOR’S employees or agents.

**AGREEMENT FOR CONTRACTOR SERVICES (continued)**

- F. CONTRACTOR shall maintain Insurance with a minimum \$1,000,000 combined single limits of general liability and automobile coverage.
- G. Services to rendered to the DISTRICT by the CONTRACTOR are as follows:  
Provide all labor, equipment and materials for any fencing repairs at all District sites.

Neither party shall assign or delegate any part of this Agreement without the written consent of the other party.

- I. The work completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT’S general right of inspection and supervision to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that our now, or may in the future become applicable to CONTRACTOR, CONTRACTOR’S business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.
- J. CONTRACTOR shall be paid:  
  
\$10,000 (Not to Exceed)

Source of Funds: General Fund 01

- K. Payments will be made by the District to the Contractor as follows:
  - 1) Progress Payments
- L. This agreement may be terminated by either party notifying the other, in writing, at least 30 days prior to the date of termination.
- M. CONTRACTOR shall sign and submit a W-9 to DISTRICT prior to providing service.

**AGREEMENT FOR CONTRACTOR SERVICES (continued)**

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

For the Site/Program:

For the Contractor:

\_\_\_\_\_  
Site/Program Administrator                      Date

\_\_\_\_\_  
Name

For the District:

\_\_\_\_\_  
Title

\_\_\_\_\_  
Director of Human Resources                      Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Superintendent                      Date

\*\*\*\*\*

**NOTE:**            PARAGRAPH "F" ABOVE IS HEREBY WAIVED IF SIGNED BELOW.

\_\_\_\_\_  
Assistant Superintendent

\_\_\_\_\_  
Date

**- All signatures must be obtained before services are provided. -**



- Consent
- Information/Discussion
- Action/Discussion

**SUBJECT:** California School Board Association Delegate Assembly Election

**DATE:** February 18, 2021

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

---

**RECOMMENDATION:**

The District Administration recommends the Board review and consider an optional vote for the California School Board Association (CSBA) Delegate Assembly election.

**INFORMATION:**

One vacancy is available for Delegate Assembly. The Board must vote for one Delegate. Candidates include David Kong of Greenfield Union School District, or Veronica Miramontes of Monterey Peninsula Unified School District. 2019 Delegate Assembly Candidate Biographical Sketch Form and resume for each candidate are attached.

**FISCAL IMPACT:**

None.



**REQUIRES BOARD ACTION**

**Due: Mon. March 15—return ballot in enclosed envelope**

January 29, 2021

**MEMORANDUM**

To: All Board Presidents and Superintendents — CSBA Member Boards  
From: Suzanne Kitchens, CSBA President  
Re: 2021 Ballot for CSBA Delegate Assembly — **U.S. Postmark Deadline is Mon. March 15**

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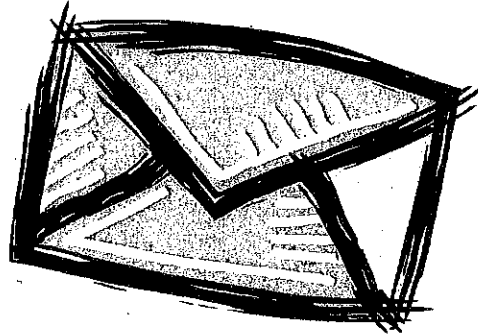
Enclosed is the ballot material for election to CSBA’s Delegate Assembly from your region or subregion. It consists of: 1) the ballot (on red paper), the reverse side of which contains the names of ALL current members of the Delegate Assembly from your region or subregion; and 2) the required candidate biographical sketch form and, if submitted, a resume. In addition, provided is a copy of the ballot on white paper to include with your board agenda. **Only the ballot on red paper is to be completed and returned to CSBA. It must be postmarked by the U.S. Post Office on or before Monday, March 15, 2021.**

Your Board may vote for up to the number of vacancies in the region or subregion as indicated on the ballot. For example, if there are three vacancies, the Board may vote for up to three candidates. However, your Board may cast no more than one vote for any one candidate. The ballot also contains a provision for write-in candidates; their name and district must be clearly printed in the space provided.

The ballot must be signed by the Superintendent or Board Clerk and returned in the enclosed envelope; if the envelope is misplaced, you may use your district’s stationery. Please write **DELEGATE ELECTION** prominently on the envelope along with the region or subregion number on the bottom left corner of the envelope (this number appears at the top of the ballot).

If there is a tie vote, a run-off election will be held. All re-elected and newly elected Delegates will serve two-year terms beginning April 1, 2021 – March 31, 2023. Following the election, an updated list of all Delegates will be available on CSBA’s website no later than April 1, 2021. The next meeting of the Delegate Assembly takes place on Saturday, May 15 and Sunday, May 16, 2021. Please do not hesitate to contact Jamille Peters at [jpeters@csba.org](mailto:jpeters@csba.org) should you have any questions.

Encs: Ballot on red paper and watermarked “copy” of ballot on white paper  
List of all current Delegates on reverse side of ballot  
Candidate(s)’ required Biographical Sketch Forms and optional resumes  
CSBA-addressed envelope to send back ballots



**BALLOTS SHOULD BE RETURNED IN THE  
ENCLOSED ENVELOPE; HOWEVER, SHOULD  
THE ENVELOPE BECOME MISPLACED; PLEASE  
USE YOUR STATIONERY AND RETURN TO:**

**CSBA  
DELEGATE ASSEMBLY ELECTIONS  
3251 BEACON BLVD.  
WEST SACRAMENTO, CA 95691**

**ON THE BOTTOM LEFT CORNER OF THE  
ENVELOPE, WRITE THE REGION OR  
SUBREGION NUMBER (THIS NUMBER APPEARS  
ON THE BALLOT AT THE TOP).**



This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office No later than **MONDAY, MARCH 15, 2021**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box. *A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

OFFICIAL 2021 DELEGATE ASSEMBLY BALLOT  
SUBREGION 9-B  
(Monterey County)

Number of vacancies: 1 (Vote for no more than 1 candidate)

---

*Delegates will serve two-year terms beginning April 1, 2021 - March 31, 2023*

*\*denotes incumbent*

David Kong (Greenfield Union SD)\*

Veronica Miramontes (Monterey Peninsula USD)

---

*Provision for Write-in Candidate Name*

---

*School District*

---

*Signature of Superintendent or Board Clerk*

---

*Title*

---

*School District Name*

---

*Date of Board Action*

*See reverse side for list of all current Delegates in your Region.*



This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office No later than **MONDAY, MARCH 15, 2021**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box. *A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

OFFICIAL 2021 DELEGATE ASSEMBLY BALLOT  
SUBREGION 9-B  
(Monterey County)

Number of vacancies: 1 (Vote for no more than 1 candidate)

---

*Delegates will serve two-year terms beginning April 1, 2021 - March 31, 2023*

*\*denotes incumbent*

David Kong (Greenfield Union SD)\*

Veronica Miramontes (Monterey Peninsula USD)

---

*Provision for Write-in Candidate Name*

---

*School District*

---

*Signature of Superintendent or Board Clerk*

---

*Title*

---

*School District Name*

---

*Date of Board Action*

*See reverse side for list of all current Delegates in your Region.*

**REGION 9 – 8 Delegates (8 elected)****Director: Tami Gunther (Atascadero USD)****Below is a list of all elected or appointed Delegates from this Region.****Subregion 9-A (San Benito, Santa Cruz)**

Phil Rodriguez (Soquel Union ESD), term expires 2021

Roger Snyder (Scotts Valley USD), term expires 2022

Deborah Tracy-Proulx (Santa Cruz City Schools), term expires 2022

**Subregion 9-B (Monterey)**

David Kong (Greenfield Union SD), 2021

Vacant, term expires 2022

**Subregion 9-C (San Luis Obispo)**

Mark Buchman (San Luis Coastal USD), term expires 2022

Vicki Meagher (Lucia Mar USD), term expires 2021

**County Delegate:**

Rose Filicetti (Santa Cruz COE), term expires 2021

**Counties**

San Benito, Santa Cruz (Subregion A)

Monterey (Subregion B)

San Luis Obispo (Subregion C)



## Delegate Assembly Biographical Sketch Form for 2021 Election

**Deadline: Thursday, January 7, 2021 | No late submissions accepted**

This form is required. An optional, one-page, single-sided, résumé may also be submitted. Do not state "see résumé." Do not re-type this form. It is the candidate's responsibility to confirm that CSBA has received nomination materials prior to the deadline. Please submit completed form via e-mail to [nominations@csba.org](mailto:nominations@csba.org) no later than 11:59 p.m. on January 7, 2021. Forms may also be submitted via mail to CSBA's Executive Office at 3251 Beacon Blvd., West Sacramento, CA 95691, with a postmark of no later than January 7, 2021.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: David Kong Date: 01/06/2021

Name: David Kong CSBA Region & subregion #: 9B  
 District or COE: Greenfield Union School District Years on board: 2 years  
 Profession: Business Operations Technican Contact Number (☑ Cell ☐ Home ☐ Bus.): 831-682-2812  
 Primary E-mail: dkong@greenfield.k12.ca.us  
 Are you an incumbent Delegate?  Yes  No If yes, year you became Delegate: 2020

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

I am interested in becoming a delegate because I am a product of public schools and want all students in our county have the same opportunities that I had in order to succeed academically and have a path for a college degree or a vocational career. I want to represent the school boards in Monterey County and help create policies in the Delegate Assembly to help school boards to function better. I can be a voice for rural school districts with many of our students living at or below the poverty level. I want to use my 32 years in Education in the classroom, technology dept. and now the County office of Education Business and Finance Dept. to represent school districts in the county. ☑

Please describe your activities and involvement on your local board, community, and/or CSBA.

I serve as the Vice President for my School Board. I have previously served as Clerk to the board. I have attended two CSBA Delegate Assemblies this past year. I served as a representative to my school board on the Monterey County School Boards Association and also on their executive board as the Secretary/Treasurer. I serve as a director for the Greenfield Public Recreation District. I have helped low income families to help prepare their income taxes. I have attended the CSBA Lobby Day in Sacramento to advocate for our students. I have attended community events representing my school district. I belong to a community group that advocates for pesticide safety around schools. ☑

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

I believe that the biggest challenge facing our governing boards is dealing with the Covid-19 pandemic and to safely reopen our schools. The Covid-19 Virus has disrupted our student's education for almost a year in an unprecedented way. CSBA can help advocate in the state and federal governments for additional funds to safely re-open our schools for our students and staffs. CSBA can also develop policies to help school districts continue to govern as the pandemic is in a high level and to help school boards govern after the pandemic ends.




## Delegate Assembly Biographical Sketch Form for 2021 Election

**Deadline: Thursday, January 7, 2021 | No late submissions accepted**

This form is required. An optional, one-page, single-sided, résumé may also be submitted. Do not state "see résumé." Do not re-type this form. It is the candidate's responsibility to confirm that CSBA has received nomination materials prior to the deadline. Please submit completed form via e-mail to [nominations@csba.org](mailto:nominations@csba.org) no later than 11:59 p.m. on January 7, 2021. Forms may also be submitted via mail to CSBA's Executive Office at 3251 Beacon Blvd., West Sacramento, CA 95691, with a postmark of no later than January 7, 2021.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature:  Date: 12/7/2020

Name: <u>Veronica Miramontes</u>	CSBA Region & subregion #: <u>9b</u>
District or COE: <u>Monterey Peninsula Unified School District</u>	Years on board: <u>1</u>
Profession: <u>Operations - nonprofit sector</u>	Contact Number ( <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Bus.): <u>(831) 261-9767</u>
Primary E-mail: <u>veronica4mpusd@gmail.com</u>	
Are you an incumbent Delegate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, year you became Delegate: _____	

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

My interest in becoming a Delegate derives from a lens of community development, youth education, and equity opportunities for every child living in the State of California. I believe I would bring a unique and vital perspective that represents the diverse levels of the state. I have a background in the nonprofit sector which embraces seven years in restorative justice philosophy and implementations in a variety of institutions, that include, K through college education, youth and adult correctional institutions, and more. My time serving Monterey Peninsula Unified School District kicked off with the pandemic. This has allowed me a new perspective of how service looks like, feels like and acts like. I have taken the advantages to engage in online workshops and the CSBA's Annual Education Conference.

Please describe your activities and involvement on your local board, community, and/or CSBA.

During my time on the board I have been involved in securing 1:1 technology for distance learning and closing the digital divide. As well volunteering in food/essential drives and supporting MPUSD to deliver thousands of meals to students in need during this pandemic. I have done restorative classroom circle, mediation and training facilitation. I am also a participant of the Salinas Valley Leadership Cohort, and a new member of the Monterey Peninsula Housing Coalition. As a mother of three, I hold many hats in my life. My most important job is being a parent which also includes coaching high school soccer, and ensuring youth soccer and athletic development opportunities are available for young girls and women in Monterey County.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

With new and past challenges merging, this coming year the Delegate Assembly will need to be ready to address policy to align with today's changes. The pandemic is one of the biggest challenges we face. Supporting working families and ensuring safety of our teachers and students is going to take innovative approaches. Funding in public education has always been a challenge. As we continue to fall behind in international education ranking we need to build initiatives that address these findings and build policy that will encourage funding resources into public education. Our children deserve the best educational opportunities to meet the state's academic requirements by having adequate and enriched learning environments in and outside of the classrooms. The challenge in addressing equity is also an opportunity in our current times. As awareness builds for economic and racial justice it is our responsibility to build policies that reflect our entire community and provide equitable spaces.



- Consent  
 Action/Discussion  
 Information/Discussion  
 Public Hearing

**SUBJECT:** Board Goals 2020-21 and California School Board Association Self-Evaluation Results

**DATE:** February 18, 2021

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

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**RECOMMENDATION:**

The District Administration recommends that the Board discuss and approve the Board Goals, including any new additions presented at the meeting, and review and discuss the California School Board Association self-evaluation.

**BACKGROUND and INFORMATION:**

The Board held a special Board meeting on Saturday, January 30, 2021 to discuss the Board's Goals. The Board recommended several revisions to the previous goals which are included in this item. As an overview, the four main goals are:

1. **Student Learning and Achievement:** Every student is performing at a minimum at grade level, engaged in his or her learning, and contributing positively to the community.
2. **Health and Safety of Students and Schools:** District students and staff are provided a safe and welcoming environment
3. **Credibility and Communication:** Credibility through effective and transparent communication with the public and stakeholders.
4. **Fiscal Solvency, Accountability and Integrity**

Specific details for each goal are outline in this item.

The Board approves the Board Goals, with any revisions, annually and are developed for implementation on a long-term basis. The Board uses the Strategic Plan and Local Control Accountability Plan (LCAP) as needed to help inform discussion and provide progress metrics.

Next items to be revised, based on these goals, are the Strategic Plan, and Superintendent Goals.

Lozano Smith Attorney Sarah Kaatz will facilitate the review of the California School Board Association self-evaluation results.

*\*The CSBA Self Evaluation results will be available during the meeting.*

**FISCAL IMPACT:**

Program and budget decisions will be based on these plans and will appear as regular items on future Board agendas.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
2021 DISTRICT GOALS UPDATES**

**GOAL #1**

- **Student Learning and Achievement**

- Alignment of District budget with established priorities in Local Control and Accountability Plan (LCAP) and strategic plan so that every student is ~~performing~~ minimally at proficient or above grade level, engaged in his/her learning and contributing positively to the community
- Use data driven, standards-based instruction and curriculum with the goal of all students achieving at proficient or above
- Monitor and utilize multiple measures of assessment and metrics to monitor academic ~~growth and~~ progress
- Monitor and respond to target student populations as identified by the LCAP, as well as other underserved student groups
- Maintain annual LCAP updates and perform regular surveys of ~~programmatic and~~ service needs, including the social/emotional needs of students and families
- Assess programs and strategies to challenge students performing above grade level

**GOALS #2**

- **Health and Safety of Students and Schools**

- Provide safe and well maintained facilities for students and staff
- Address ~~the~~ student and staff health, wellness and social-emotional needs
- Support programs that enhance community, staff and student engagement and connectedness

**GOAL #3**

- **Credibility Through Effective and Transparent Communication**

- Determine strategies to inform the public on a timely basis on District plans and actions
- ~~Keep public and board members apprised of community action and involvement by fellow board members~~ Board members will report on community activities and actions impacting the District
- Acknowledge and celebrate stakeholder support in all programs

**GOAL #4**

- **Fiscal Solvency, Accountability and Integrity**
  - Maintain fiduciary responsibilities
  - Align budget with LCAP and strategic plan
  - Maintain regular State updates and interim reporting, as well as periodic District updates to the Board
  - Maintain a current budget handbook available to all stakeholders the public



# Pacific Grove Unified School Board Goals

*“Challenging every student with exceptional learning opportunities”*

## Mission Statement

Pacific Grove Unified School District, in partnership with the community and with a focus on equity, will challenge every student by providing a quality instructional program in a positive, safe and stimulating environment.

The District will meet the diverse needs of all students by ensuring exceptional learning opportunities to acquire and apply the knowledge and skills that develop the insight and character necessary for a productive and rewarding life.

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### A. PGUSD District Goals

1. **Student Learning and Achievement:** Every student is performing at a minimum at grade level, engaged in his or her learning, and contributing positively to the community.
2. **Health and Safety of Students and Schools:** District students and staff are provided a safe and welcoming environment
3. **Credibility and Communication:** Credibility through effective and transparent communication with the public and stakeholders.
4. **Fiscal Solvency, Accountability and Integrity**

### B. Goals Defined

1. **Improve and Enhance Student Learning and Achievement**
  - Alignment of District budget with established priorities in Local Control and Accountability Plan (LCAP) and strategic plan so that every student is proficient or above grade level, engaged in his/her learning and contributing positively to the community
  - Use data driven, standards-based instruction and curriculum with the goal of all students achieving at proficient or above
  - Monitor and utilize multiple measures of assessment and metrics to monitor academic progress
  - Monitor and respond to target student populations as identified by the LCAP, as well as other underserved student groups
  - Maintain annual LCAP updates and perform regular surveys of service needs, including the social/emotional needs of students and families
  - Assess programs and strategies to challenge students performing above grade level
2. **Health and Safety of Students and Schools**
  - Provide safe and well maintained facilities for students and staff
  - Address student and staff health, wellness and social-emotional needs
  - Support programs that enhance community, staff and student engagement and connectedness
3. **Maintain Credibility Through Effective and Transparent Communication with All Stakeholders**
  - Determine strategies to inform the public on a timely basis on District plans and actions
  - Board members will report on community activities and actions impacting the District
  - Acknowledge and celebrate stakeholder support in all programs
4. **Fiscal Solvency, Accountability and Integrity**
  - Maintain fiduciary responsibilities
  - Align budget with LCAP and strategic plan
  - Maintain regular State updates and interim reporting, as well as periodic District updates to the Board
  - Maintain a current budget handbook available to the public

- Consent  
 Action/Discussion  
 Information/Discussion  
 Public Hearing

**SUBJECT:** Pacific Grove Unified School District Governance Handbook

**DATE:** February 18, 2021

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

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**RECOMMENDATION:**

The District Administration recommends that the Board review and approve the revisions to the Pacific Grove Unified School District Governance Handbook based on changes to the Board Goals.

**BACKGROUND:**

The Pacific Grove Unified School District Governance Handbook was drafted at the request of the Board of Education in 2018. The Board approved this handbook in May 2020 and requested it be approved bi-annually. The handbook has been updated to include the recent Board Goals updates.

**INFORMATION:**

This handbook's rules and protocols stem from board bylaws, embody the principles endorsed by the California School Boards Association (CSBA), and are based on the collective experiences of school boards across the state. This ready resource formalizes the conventions used by the governance team in the conduct of its day-to-day business.

For newly elected or appointed board members, especially those who have not yet completed CSBA's *Masters in Governance* program, this handbook is particularly valuable as it sets forth a series of do's and don'ts to ensure that all board members are ready to undertake confidently the work of the district.

This handbook is adapted in part from CSBA's guide and other training materials.

The PGUSD Governance Handbook is reviewed and approved by the Board in the Spring annually. In 2020 the Board directed Administration to bring the item back for review and approval when changes have been made or every two years. The Board recently held a special Board meeting on Saturday, January 30, 2021 facilitated by Lozano Smith Attorney Sarah Kaatz who assisted the Board in updating Board Goals. The Board Goals have been revised in the appendix of the attached PGUSD Governance Handbook.

**FISCAL IMPACT:**

None.



# **Pacific Grove Unified School District Governance Handbook 2020-21**

## **Board of Trustees**

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Debbie Crandell, President

Cristy Dawson, Clerk

John Paff, Member

Brian Swanson, Member

Jon Walton, Member

## **Superintendent**

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Dr. Ralph Gomez Porras

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## PREAMBLE

Representative government requires that public officeholders be competent, independent, impartial, and accountable. Therefore, the Board of Trustees of the Pacific Grove Unified School District (PGUSD) adopts this Governance Handbook, which is a companion to its policy manual, to promote and maintain best practices and the highest standards of professional conduct. Its norms and protocols flow from board bylaws, embody the principles promulgated by the California School Boards Association (CSBA), and are based on the collective experiences of school boards across the state. This ready resource formalizes the conventions used by the governance team in the conduct of its day-to-day business.

For newly elected or appointed board members, especially those who have not yet completed CSBA's *Masters in Governance* program, this handbook is particularly valuable as it sets forth a series of do's and don'ts to ensure that all board members are ready to undertake confidently the work of the district.

This handbook is adapted in part from CSBA's guide and other training materials. It is the result of the collaborative effort of the Board of Trustees and the Superintendent.



## OUR PUBLIC SERVICE

### Responsible, Effective Governance

The Board of Trustees is a corporate body that implements state legislative policy concerning public schools in its geographical boundaries, administers California’s system of public education, and provides leadership and lay oversight of the district. The board, a legal agency of the state, derives its power from the state's constitution, laws, and judicial decisions.

The PGUSD school board is entrusted with a solemn duty to uphold the constitutions of California and the United States, protect the public interest in schools, and provide high quality education to all students. To fulfill this mandate, the board and superintendent join together to become the district’s governance team without forsaking their separate and distinct roles and responsibilities. The school board sets and monitors the direction of the school district. The superintendent plays a dual role—first, he is the chief executive officer, responsible for managing the district consistent with the board’s direction; second, he is the subject matter expert for the board which is comprised, typically, of lay people who may not have specialized knowledge of public education. For the district’s blueprint for educational excellence to succeed, members of the governance team must have a shared understanding of their purpose, be well-informed contributors to the team, and interact professionally.

## OUR COMMITMENTS AND OBLIGATIONS

### Unity of Purpose

Unity of purpose is a commitment to transcend individual differences to focus upon the greater good.

### Our Governance Team’s Unity of Purpose

Our unity of purpose is to accomplish our mission, fulfill our goals, and realize our vision as we operate under best practices as set forth in policy and exemplified in the California School Boards Association’s *Masters in Governance* program.

Please see the appendix to review our mission, vision, goals, and professional governance standards.

### Governance Role and Responsibilities

Pursuant to Board Bylaw 9000, the Board of Trustees is to ensure that the school district is responsive to the values, beliefs, and priorities of its communities by fulfilling five major responsibilities:

1. Setting the direction for the district through a process that involves the community, parents/guardians, students, and staff and is focused on student learning and achievement.
2. Establishing an effective and efficient organizational structure for the district.
3. Providing support to the superintendent and staff as they carry out the board's direction.
4. Ensuring accountability to the public for the performance of the district's schools.
5. Providing community leadership and advocacy on behalf of students, the district's educational program, and public education in order to build support within the local community and at the state and national levels.

The board carries out these responsibilities in each of the following domains:

- Student Learning and Achievement
- Finance
- Facilities
- Human Resources
- Policy
- Judicial Review
- Collective Bargaining
- Community Relations and Advocacy

### **Limits of Board Member Authority**

Board members are state officers who act under the auspices of state law when conducting official business. The exercise of the board's authority is predicated upon the delegation of authority from the legislature and must be justified under standards of reasonableness to avoid a judicial presumption of arbitrary or capricious action.

According to Board Bylaw 9200, the Board of Trustees has broad but clearly limited powers with respect to its operations. Please see the appendix for the full text.

- The board is the unit of authority over the district.
- The exercise of the board's authority is restricted by law and may only take place in a legally constituted meeting.
- Board members have no individual authority.
- Individually, board members may not commit the district to any policy, act, or expenditure.
- Board members hold the education of students above any partisan principle, group interest, or personal interest.
- Board members who visit schools have no more authority than any other citizen.
- Unless agreed to by the board, individual members do not exercise any administrative responsibility with respect to the schools or command the services of any school employee.
- A board member whose child is attending a district school is aware of his/her role as a board member when interacting with district employees about his/her child. Because his/her position as a board member may inhibit the performance of school personnel, the board member informs the superintendent or designee before volunteering in his/her child's classroom.
- The superintendent or designee provides a copy of the state's open meeting laws (Ralph M. Brown Act) to each board member and to anyone who is elected or appointed to the board but has not yet assumed office.
- Board members and persons elected to the board who have not yet assumed office are responsible for complying with the requirements of the Brown Act.

## Being a High-Caliber Governance Team

First-rate teamwork is essential to every quality organization, but it is not guaranteed. It is not enough to have good intentions; there must be a commitment to building and maintaining a dynamic partnership that produces positive results. This is why we are obligated to adamantly guard our esprit de corps and preserve our unity of purpose. Our success as a high-caliber team will be made evident by how well we attain our vision to be the Monterey County's premier learning establishment and by how well we work together.

To uphold our unity of purpose, to be well-informed contributors to our team, and to interact professionally, we hereby establish these norms and protocols.

## OUR NORMS

### In the Day-to-Day

#### 1. Accountability

- a. We take collective responsibility for the success of our governance team.

#### 2. Competence and Judiciousness

- a. We are honest stewards of students' education and focus on what is best for them.
- b. We set clear direction for the district.
- c. We recognize each member is integral to the governance team.
- d. We operate within our respective roles and responsibilities.
- e. We collaborate constructively for the success of the team.
- f. We do not micromanage the district.
- g. We demonstrate through our conduct the differences between good intentions and good government.
- h. We do not supervise individual board members; we are publicly elected or appointed officials, not employees.
- i. We participate in professional development and commit the time and energy necessary to be informed and effective leaders.
- j. We model dignified behavior for our students, staff, and community.
- k. We maintain poise and decorum in the face of controversy, difficulty, or complexity.
- l. We are conversant in district matters and with trends in education.
- m. We live out the principles of good boardsmanship as promulgated by the California School Boards Association in its *Masters in Governance* program.
- n. We are mindful that every word spoken and every action taken contribute to the district's reputation, either for good or for bad.
- o. We devote our time and energy to important business issues, not to politics, pettiness, or ungraciousness.
- p. Board members, either individually or corporately, never suggest or recommend any employee or member of the public for a position in the district.
- q. Absent board direction, we do not observe or participate in the interviews of prospective employees.

- r. We resolve not to let differences in personality, perspective, style, and background threaten our unity of purpose.
- s. We do not withhold or obstruct the flow of important information that belongs with the governance team.
- t. We wear official badges when at the district office, when visiting schools, and when attending school or district functions.

### **3. Ethics and Integrity**

- a. We advance the effectiveness of our governance team through the individual and collective demonstration of integrity, consistency, responsibility, accountability, fairness, and transparency.
- b. Board members do not unilaterally assign work to employees except as provided for in the executive assistant to the superintendent's job description.
- c. We do not solicit or accept offers of help from district employees, except as allowed by law, for political campaigns, personal business interests, or other personal purposes.
- d. We do not use our position on the board to further our personal business ventures, nor do we publicize them at any district or school function or on any district properties. We do not distribute non-district business cards or other promotional materials to employees, nor do we exploit interactions with the public to promote personal business interests.
- e. We do not proffer or consider information from anonymous sources.
- f. We do nothing to blindside fellow governance team members.
- g. We do not disclose confidential information acquired during a closed session to a person not entitled to receive such information, unless a majority of the board has authorized its disclosure. Confidential information means a communication made in a closed session that is specifically related to the basis for the Board to meet lawfully in closed session (Government Code 54963).
- h. We are willing to admit mistakes readily and do not seek to evade responsibility.
- i. We reserve judgment on every matter until all known facts are communicated to the full board.
- j. We do not participate in gossip or rumor-mongering.
- k. We do not form alliances within the team to carry out divergent goals or secret agendas.
- l. We do not speak ill of current or former governance team members.
- m. The superintendent is required to report to the board president egregious violations by board members of board bylaws, policies, or the agreements made herein. If the board president is the offending party, the superintendent is required to make his report to the board clerk. The board president or clerk, as the case may be, then reviews with the offending party the established practices to be observed and offers guidance and support.
- n. We use our titles only when conducting official district business, for informational purposes, or as an indication of background and expertise. We are careful not to exceed or appear to exceed our authority or use our position to influence others unduly.

### **4. Solidarity**

- a. When working together, we look beyond our own individual contributions to the governance team and appreciate our collective achievements.
- b. If necessary, we discuss with an individual team member, privately and respectfully, any personal concern or issue we have with him or her for the good of the team. We do not burden the team with such matters.
- c. We are neither arbitrary nor capricious in our conduct, decision-making, or deliberations.

- d. We do not engage in or permit any ad hominem attacks against fellow board members or the superintendent.

#### 5. How the Board Communicates

- a. We develop and maintain open, honest communication with each other.
- b. We do not criticize the reasoning, motives, or philosophies of fellow team members, whether in public or private settings.
- c. When we disagree, we do so in a reasonable and respectful manner and do not take differences of opinion personally.
- d. We speak with one voice in order to maintain the trust of our community.
- e. We make no unilateral, extemporaneous remarks regarding the job performance of the superintendent or any other employee, recognizing that employee performance reviews are conducted solely in accordance with established policy.

#### 6. Support, Respect, and Consideration

- a. We check our egos at the proverbial door and treat fellow board members as the co-equals they are.
- b. We support each other and operate from positions of goodwill, good faith, and good motivations.
- c. We consistently treat fellow team members with respect, courtesy, and consideration.
- d. We demonstrate sensitivity and caring for fellow team members.
- e. We shield the superintendency from the politicking that sometimes beleaguers public office.
- f. We give one another the benefit of the doubt and arrive at negative conclusions only when necessary and when incontrovertible evidence supports doing so.
- g. We look to the strengths of our colleagues and do not participate in frivolous fault-finding missions.
- h. We appreciate when the superintendent does his best to treat board members equally as is expected.
- i. We do not burden the superintendent with personal complaints or disparaging remarks about fellow team members or district employees.
- j. We are considerate of one another's schedules.

### During Board Meetings

- a. Board meetings are held in public to conduct the business of the district in accordance with the Ralph M. Brown Act; they are not to be regarded as town hall meetings.
- b. Board meetings are for gathering information, making decisions, and taking action.
- c. We are on time and prepared for meetings.
- d. We behave and dress in a manner worthy of a professional business meeting.
- e. We endeavor to ensure that all members of the team have the same information.
- f. We do not bring hidden agendas to board meetings.
- g. We do not use the privacy afforded in closed-session meetings as a cloak for unprofessional conduct or wrongdoing.
- h. Board members remain behind the dais or the board table, except for personal or medical necessity, and are attentive throughout board meetings in order to govern effectively and participate fully.
- i. We work cooperatively with the board chair to promote common courtesy and decorum.

- j. We observe the philosophy in *Rosenberg's Rules of Order, Revised 2011*, "Debate on policy is healthy, debate on personalities is not" and uphold the practice, "The chair has the right to cut off discussion that is too personal, is too loud, or is too crude."<sup>1</sup>
- k. We speak only after first having been recognized by the chair and do not interrupt others.
- l. Board discussion shall be addressed to fellow board members, the superintendent, members of the executive cabinet, or scheduled speakers, and not to the audience.
- m. Board members accept the contributions and full participation of fellow board members and do not monopolize discussions.
- n. We do not use coarse or profane language.
- o. We have no side conversations.
- p. Use of the Internet—except to view the Board of Trustees' online meeting agenda and agenda presentations—, e-mail, texting, and other electronic messaging on any device or computer is prohibited by board members during board meetings. This includes reading, sending, or receiving data and messages.
- q. We do not make or answer personal telephone calls. Personal cellular telephones are to be silenced before meetings are called to order.
- r. We use wisely the time set aside in board meetings for board members' reports and announcements. We do not grandstand, evaluate employees, advocate action be taken on behalf of employees, or reargue a failed motion or position.

## OUR PROTOCOLS

### Gatherings and Communications

- a. We comply with the Brown Act and do not form unlawful meetings, regardless of the circumstances.
- b. A board meeting exists whenever a majority of board members gather at the same time and place to hear, discuss, or deliberate upon any item within the subject matter jurisdiction of the board or district (Government Code 54952.2).
- c. A majority of the board does not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the board. However, an employee or district official may engage in separate conversations with board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the board, as long as that employee or district official does not communicate the comments or position of any board members to other board members (Government Code 54952.2).
- d. Attendance by a majority of board members at events delineated below is not subject to the Brown Act provided that a majority of the board members do not discuss specific district business among themselves other than as part of the scheduled program (Government Code 54952.2).
  - 1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school board members

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<sup>1</sup> Rosenberg's Rules of Order, Revised 2011, page 7, Courtesy and Decorum

2. An open, publicized meeting organized by a person or organization other than the district to address a topic of local community concern
3. An open and noticed meeting of another body of the district
4. An open and noticed meeting of a legislative body of another local agency
5. A purely social or ceremonial occasion
6. An open and noticed meeting of a standing committee of the board, provided that the board members who are not members of the standing committee attend only as observers

(cf. 9130 - Board Committees)

### **Agenda Preparation and Distribution**

- a. Agendas are to be set only with the approval of the board president, or clerk in the president's absence, and the superintendent.
- b. Agendas and all supporting materials for regular board meetings are made available online to the board, and general public, at least five days prior to the board meeting. Board members may request hard copies of the online information.
- c. Time set aside for the board president and the superintendent to plan meeting agendas is restricted to relevant matters and is not used to circumvent the normal procedure for the board to give direction to the superintendent.

### **Board Meeting Preparation and Attendance**

- a. Consistent, punctual attendance at board meetings is expected. If a board member is unable to attend or will be late, the board president is to be notified as soon as possible.
- b. Board members limit their studies to the content of the agenda packets and/or other materials provided by the superintendent. Should board members require additional information, a request may be submitted to the superintendent, who will endeavor to provide a timely response. As appropriate, the superintendent ensures all trustees are privy to the information requested and given. Should the superintendent determine that more than thirty minutes are required to research and prepare a response, he informs the trustee who made the request that he will confer with the board president to determine the next steps. It could be that the agenda item should be postponed to a future date in order to gather additional information for the full board.
- c. Board members direct all questions regarding agendized matters to the superintendent.
- d. Board members may improve through independent learning their knowledge about general matters related to public education.
- e. Board members do not undertake independent inquiries or investigations that could create conflicts of interest or compromise the integrity of the board or district.
- f. Staff members who receive inquiries from board members may only redirect them to the superintendent.

### **Planning Special Board Meetings**

- a. Special meetings of the board may be called at any time by the presiding officer or by a majority of the board members. However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the superintendent, assistant superintendent, or other management employee as described in Government Code 3511.1.

- b. In the interest of full attendance at special board meetings, priority is given by the board president to the proposed date and time which accommodates attendance by all board members. If that is not possible within the required timeframe, then priority is given to the date and time which accommodates attendance by four board members. If only a quorum can attend in the required timeframe, then the meeting is set for the soonest date and time.

### **Voting and Board Actions**

- a. Board members respect each other's right to vote "no" on an issue.
- b. Though not required, it is courteous for a board member to explain during deliberations the rationale for an intended "no" vote.
- c. Members of the governance team who vote in the minority on an issue do nothing to undermine the will of the board.
- d. Authority to give direction to the superintendent resides with the board in a legally constituted meeting. Direction may come from a vote on an agenda item or from a consensus of the full board in response to information presented during a board meeting.

### **The Role of the Board President**

- a. The board president provides leadership on behalf of the Board of Trustees and the educational community it serves (Board Bylaw 9121).
- b. The board president leads the business of the board and carries out the duties prescribed in Board Bylaw 9121. Please see the appendix.
- c. The board president has added leadership and administrative responsibilities but does not have greater power than other board members.

### **Requests for Information**

- a. Questions and requests by board members for information related to district matters or programs or to matters that may come before the board are directed to the superintendent only. Staff members who receive such inquiries from board members may only redirect them to the superintendent.
- b. Should the superintendent determine that more than thirty minutes are required to research and prepare a response, then he informs the trustee who made the request that he will confer with the board president to determine the next steps. It may be that the matter should be placed on a future board meeting agenda.
- c. Board members do not undertake independent inquiries or investigations that could create conflicts of interest or compromise the integrity of the board or district.

### **New Ideas**

- a. Board members are free to bring up new ideas provided they fall within the purview of the Board of Trustees.
- b. It is recommended that a board member wishing to present a new idea to the Board of Trustees first consult with the superintendent, who is the subject matter expert.
- c. In accordance with Board Bylaw 9322, should the board member decide to pursue the idea, then he or she may prepare an agenda item or request that one be prepared for placement on a future agenda.



- d. A board member may bring up a new idea during the *Board Members' Reports and Announcements* section of a board meeting. The board member uses this brief opportunity to mention the idea and state a benefit or two about it. The board member may not argue at length the merits of the idea or grandstand. No action will be taken.

## Visiting Schools

- a. As a professional courtesy, board members must notify the superintendent of scheduled school visits at least one full day prior.
- b. It is preferable for board members to visit schools with the superintendent, or in the company of a site administrator.
- c. Should board members wish to visit schools, and in the interest of avoiding an imposition on busy schedules, they should contact the school principal ahead of time to arrange a workable date and time for the visit.
- d. Board members are to be careful not to encroach on the learning environment. As such, the superintendent shall instruct principals and teachers not to interrupt lessons when a board member is visiting.
- e. Board members shall not make unannounced visits to schools because this may cause significant disruption to the principal's work schedule and the priorities of the day.
- f. Board members may attend celebratory events on campuses but do not sit in on staff meetings, IEP meetings, or parent-teacher conferences, except as related to their own children, even if invited.

## Handling Concerns or Complaints from the Public and Staff

- a. We assess, based on board policy, whether it is appropriate to hear a concern or complaint in view of our role in judicial review.
- b. We assess, based on board policy, whether it is appropriate to hear a concern or complaint in view of our need to protect confidentiality and due process rights of students and staff members.
- c. We respond to concerns or complaints in accordance with uniform procedures and policy to ensure not only that matters are handled expeditiously but also that everyone is treated fairly and without bias.
- d. We protect the confidentiality and due process rights of students and staff members.
- e. When listening to a concern or complaint, we are neutral in our position and fully aware that we are hearing only one side of the story.
- f. We are consistent in our responses and function within our roles, conveying that individual board members have no authority to resolve matters.
- g. We use the California School Boards Association's 6 R's to ensure we listen actively to members of the public and staff and that we abide by uniform procedures.
  1. **Receive** - listen to what the person has to say without preparing a response.
  2. **Repeat** - paraphrase or ask a question to clarify for understanding. We ask the person to identify those to whom s/he has spoken about the matter prior to contacting a board member.
  3. **Request** - ask what the person would like the board member to do with the information and/or what is seen as a solution to the problem.
  4. **Review** - go over the real options available to the person to remedy the situation.
  5. **Redirect** - put the person back into the system at the appropriate place—respecting district lines of authority and chains of command.

6. **Report** - maintain open lines of communication between the board and superintendent and notify the superintendent of the conversation as soon as possible:
  - so the superintendent can verify or clarify the situation and follow-through as necessary and/or appropriate
  - so that the superintendent knows first-hand what the board member said to the community or staff member
- h. We invite the public or staff member to follow up with us about the issue.
- i. Board members exercise the same level of care when responding to emails from staff and members of the community as is described for personal interactions.

## Media Relations

- a. To maintain message consistency and discipline, board members and the superintendent are obligated to speak with a common voice about district issues to the staff and community.
- b. Some situations have legal or other considerations that may place restrictions on what may be told to the media or public.
- c. The board president and the superintendent work together as spokespersons for the district (Board Bylaw 9121).
- d. The superintendent or his designee prepares and distributes press releases.
- e. The superintendent or his designee, in collaboration with the board president, is responsible for contacting the media on behalf of the district.
- f. Media inquiries are directed to the superintendent or designee.
- g. With prior board approval, any board member may speak on behalf of the district or Board of Trustees.

## Official Board Correspondence

- a. The superintendent conducts official correspondence for the board (Board Bylaw 9122).
- b. Official correspondence from the board is signed by the board president.

## Vacancies on the Board of Trustees

- a. Vacancies on the Board of Trustees must be filled in accordance with state law.
- b. If a vacancy is to be filled by appointment, then barring official correspondence from the board president, all contact with prospective board members is restricted to the formal interview process in a public meeting.

## Orientation for School Board Candidates

- a. The Board of Trustees desires to provide board candidates with information that will enable them to understand the responsibilities and expectations of board membership.
- b. Anyone whose name has been published on the Monterey County Registrar of Voters' official website as a qualified candidate may request to attend the candidate orientation meeting with the superintendent to receive general information about school programs, district operations, and board responsibilities. The superintendent or designee must provide the same information to all candidates who make the request (Board Bylaw 9230).
- c. Before Election Day, the superintendent is to advertise the date and time of the candidate orientation meeting on the PGUSD website with at least two weeks advance notice.

### **Welcoming New Members to the Board**

- a. The board convenes an orientation meeting to provide information to incoming board members to assist them in understanding the board's functions, policies, procedures, protocols, and agreed-upon standards of conduct.
- b. Incoming board members receive the district's policy manual, governance handbook, and other materials related to the district and board member responsibilities.
- c. Upon their election, incoming board members are provided with a copy of the Brown Act and are informed that, pursuant to Government Code 54952.1, they must conform to the Act's requirements as if they had already assumed office.
- d. The superintendent provides incoming board members with additional background and information regarding the district's vision and goals, operations, and current challenges in areas that include, but are not limited to, student achievement, curriculum, finance, facilities, policy, human resources, and collective bargaining.
- e. Incoming members are encouraged to attend board meetings and review agenda materials available to the public in order to become familiar with current issues facing the district. Incoming members also may, at district expense and with approval of the board, attend workshops and conferences relevant to their individual needs or to the needs of the board as a whole or the district.
- f. Each new board member receives a new board member orientation packet that includes informational handouts about the district and governance team operations. Please see the appendix.

### **Avoiding Improprieties and Appearances Thereof**

- a. Board members do not accept invitations from the superintendent, attorneys, or staff members to any non-district event unless all other members of the governance team are invited.
- b. Board members do not invite the superintendent, attorneys, or administrative staff members to any non-district event unless all other members of the governance team are invited.
- c. Board members do not sit in on collective bargaining meetings, even if invited.

## OUR COMPACT

We have perused this Governance Handbook and approve it as an equally binding companion to the Pacific Grove Unified School District's Policy Manual. We agree to abide by the principles, norms, and protocols described herein to further responsible, effective governance and to promote a positive working relationship with staff, students, and the community. We shall review the Governance Handbook, revise it as necessary, and renew this agreement during the 2018 annual organizational meeting of the Board of Trustees and thereafter every two years at the annual organizational meeting. If needed, the title and signature pages shall be updated annually to reflect changes to the makeup of the Board of Trustees.

Affirmed on this \_\_\_\_\_ day of \_\_\_\_\_, 2021

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John Paff, Board President

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Brian Swanson, Board Clerk

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Cristy Dawson, Board Member

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Carolyn Swanson, Board Member

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Jon Walton, Board Member

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Dr. Ralph Porras, Superintendent

# APPENDIX

## I. Mission

Pacific Grove Unified School District, in partnership with the community and with a focus on equity, will challenge every student by providing a quality instructional program in a positive, safe and stimulating environment.

The District will meet the diverse needs of all students by ensuring exceptional learning opportunities to acquire and apply the knowledge and skills that develop the insight and character necessary for a productive and rewarding life.

## II. Vision

Our vision is to be the Monterey County's premier learning establishment where dreams are awakened, academic achievement soars, and integrity leads the way to future success.

## III. Goals

### A. PGUSD District Goals

1. **Student Learning and Achievement:** Every student is performing at a minimum at grade level, engaged in his or her learning, and contributing positively to the community.
2. **Health and Safety of Students and Schools:** District students and staff are provided a safe and welcoming environment
3. **Credibility and Communication:** Credibility through effective and transparent communication with the public and stakeholders.
4. **Fiscal Solvency, Accountability and Integrity**

### B. Goals Defined

#### 1. **Improve and Enhance Student Learning and Achievement**

- Alignment of District budget with established priorities in Local Control and Accountability Plan (LCAP) and strategic plan so that every student is proficient or above grade level, engaged in his/her learning and contributing positively to the community
- Use data driven, standards-based instruction and curriculum with the goal of all students achieving at proficient or above
- Monitor and utilize multiple measures of assessment and metrics to monitor academic progress
- Monitor and respond to target student populations as identified by the LCAP, as well as other underserved student groups
- Maintain annual LCAP updates and perform regular surveys of service needs, including the social/emotional needs of students and families
- Assess programs and strategies to challenge students performing above grade level

#### 2. **Health and Safety of Students and Schools**

- Provide safe and well maintained facilities for students and staff
- Address student and staff health, wellness and social-emotional needs
- Support programs that enhance community, staff and student engagement and connectedness

#### 3. **Maintain Credibility Through Effective and Transparent Communication with All Stakeholders**

- Determine strategies to inform the public on a timely basis on District plans and actions

- Board members will report on community activities and actions impacting the District
  - Acknowledge and celebrate stakeholder support in all programs
- 4. Fiscal Solvency, Accountability and Integrity**
- Maintain fiduciary responsibilities
  - Align budget with LCAP and strategic plan
  - Maintain regular State updates and interim reporting, as well as periodic District updates to the Board
  - Maintain a current budget handbook available to the public

#### **IV. Professional Governance Standards for the Board and Superintendent**

##### **A. Board Bylaw 9005 Governance Standards [for the Board of Trustees]**

The Governing Board believes that its primary responsibility is to act in the best interests of every student in the District. The Board also has major commitments to parents/ guardians, all members of the community, employees, the state of California, laws pertaining to public education, and established policies of the District. To maximize Board effectiveness and public confidence in District governance, Board members are expected to govern responsibly and hold themselves to the highest standards of ethical conduct.

The Board expects its members to work with each other and the Superintendent to ensure that a high-quality education is provided to each student. Each individual Board member shall:

1. Keep learning and achievement for all students as the primary focus
2. Value, support and advocate for public education
3. Recognize and respect differences of perspective and style on the Board and among staff, students, parents and the community
4. Act with dignity, and understand the implications of demeanor and behavior
5. Keep confidential matters confidential
6. Participate in professional development and commit the time and energy necessary to be an informed and effective leader
7. Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the Superintendent and staff
8. Understand that authority rests with the Board as a whole and not with individuals

Board members also shall assume collective responsibility for building unity and creating a positive organizational culture. To operate effectively, the Board shall have a unity of purpose and:

1. Keep the District focused on learning and achievement for all students
2. Communicate a common vision

3. Operate openly, with trust and integrity
4. Govern in a dignified and professional manner, treating everyone with civility and respect
5. Govern within Board-adopted policies and procedures
6. Take collective responsibility for the Board's performance
7. Periodically evaluate its own effectiveness
8. Ensure opportunities for the diverse range of views in the community to inform Board deliberations.

Legal Reference:

EDUCATION CODE

35010 Power of governing board to adopt rules for its own governance

35160 Board authority to act in any manner not conflicting with law

35164 Actions by majority vote

GOVERNMENT CODE:

1090 Financial interest in contract

1098 Disclosure of confidential information

1125-1129 Incompatible activities

54950-54962 The Ralph M. Brown Act

87300-87313 Conflict of interest code

CSBA PUBLICATIONS

CSBA Professional Governance Standards .2000

Maximizing School Board Leadership: Boardsmanship, 1996

**B. Superintendent Goals and Standards**

The Board of Trustees recognizes that effective district governance requires strong collaboration and teamwork with the Superintendent. Because the Board and Superintendent each have their unique roles and responsibilities, both contribute to the responsible governance of the district and the quality of education provided to the community's students.

The Superintendent is expected to hold himself/herself to the highest standards of ethical conduct and professionalism.

To support the Board in the governance of the district, the Superintendent:

1. Promotes the success of all students and supports the efforts of the Board to keep the district focused on learning and achievement
2. Values, advocates and supports public education and all stakeholders
3. Recognizes and respects the differences of perspective and style on the Board and among staff, students, parents/guardians and the community and ensures that the diverse range of views inform Board decisions
4. Acts with dignity, treats everyone with civility and respect, and understands the implications of demeanor and behavior

5. Serves as a model for the value of lifelong learning and supports the Board's continuous professional development
6. Works with the Board as a "governance team" and assures collective responsibility for building a unity of purpose, communicating a common vision and creating a positive organizational culture
7. Recognizes that the Board/Superintendent governance relationship is supported by the management team in the district
8. Understands the distinctions between Board and staff roles, and respects the role of the Board as the representative of the community
9. Understands that authority rests with the Board as a whole; provides guidance to the Board to assist in decision-making; and provides leadership based on the direction of the Board as a whole
10. Communicates openly with trust and integrity, including providing all members of the Board with equal access to information and recognizing the importance of both responsive and anticipatory communications
11. Accepts leadership responsibility and accountability for implementing the vision, goals and policies of the district

## **V. The Role of the Board and Limits of Board Member Authority**

### **A. Board Bylaw 9000 Role of the Board**

The Governing Board has been elected by the community to provide leadership and citizen oversight of the district. The Board shall ensure that the district is responsive to the values, beliefs, and priorities of the community.

The Board shall work with the Superintendent to fulfill its major responsibilities, which include:

1. Setting the direction for the district through a process that involves the community, parents/guardians, students, and staff and is focused on student learning and achievement
2. Establishing an effective and efficient organizational structure for the district by:
  - a. Employing the Superintendent and setting policy for hiring of other personnel
  - b. Overseeing the development and adoption of policies
  - c. Establishing academic expectations and adopting the curriculum and instructional materials
  - d. Establishing budget priorities and adopting the budget
  - e. Providing safe, adequate facilities that support the district's instructional program
  - f. Setting parameters for negotiations with employee organizations and ratifying collective bargaining agreements
3. Providing support to the Superintendent and staff as they carry out the Board's direction by:
  - a. Establishing and adhering to standards of responsible governance
  - b. Making decisions and providing resources that support district priorities and goals
  - c. Upholding Board policies
  - d. Being knowledgeable about district programs and efforts in order to serve as effective spokespersons



4. Ensuring accountability to the public for the performance of the district's schools by:
  - a. Evaluating the Superintendent and setting policy for the evaluation of other personnel
  - b. Monitoring and evaluating the effectiveness of policies
  - c. Serving as a judicial (hearing) and appeals body in accordance with law, Board policies, and negotiated agreements
  - d. Monitoring student achievement and program effectiveness and requiring program changes as necessary
  - e. Monitoring and adjusting district finances
  - f. Monitoring the collective bargaining process
  
5. Providing community leadership and advocacy on behalf of students, the district's educational program, and public education in order to build support within the local community and at the state and national levels

The Board is authorized to establish and finance any program or activity that is not in conflict with, inconsistent with, or preempted by law. (Education Code 35160)

### **Vision**

The Board shall set the direction for the district by adopting a vision statement which defines the district's goals and priorities. The Board shall carry out its vision setting role by identifying the strengths and needs of the district, developing and adopting a process for framing the vision, soliciting staff and community input as appropriate, ensuring that the adopted vision statement is implemented, and conducting a periodic review of the vision.

### **Superintendent Employment and Evaluation**

The Board shall be solely responsible for employing the Superintendent and ensuring that he/she is the best match for the district based on needed abilities, traits and level of knowledge. When selecting a new superintendent, the Board shall ensure a smooth transition period; evaluate the district's current and long-term needs; plan and conduct a process for recruitment, screening and selection; and approve the Superintendent's employment contract. The Board shall regularly evaluate the Superintendent based on an evaluation system and performance objectives established by the Board and Superintendent.

### **General Hiring and Personnel Accountability**

The Board shall adopt wage and salary schedules, and elect or reject employees at the recommendation of the Superintendent or designee. In order to have the best qualified people working at their maximum effectiveness, the Board shall hold the Superintendent responsible for overseeing the district's personnel system, developing effective hiring practices, creating a climate supportive of personnel and providing an effective framework for staff accountability.

### **Policy Adoption and Monitoring**

The Board shall govern the schools by adopting policies that reflect the district's vision and the mandates of law. The Board shall establish a clear policy development process through which it may

deliberate on issues, identify priorities, assign responsibilities, identify goals and courses of action, and review policy decisions.

The Board shall also adopt bylaws that promote cooperation, trust and teamwork among its members, give parameters to the Board's operation as a governing body, and ensure that its meetings proceed efficiently and in compliance with law.

### **Curriculum Adoption and Program Accountability**

While the design and implementation of curriculum is primarily a staff responsibility, the Board's role is to adopt overall educational goals and standards, define the curriculum development process, specify graduation requirements, adopt the developed curriculum and ensure compliance with state and federal laws.

To ensure accountability to the community, the Board shall establish measurable benchmarks to assess the effectiveness of the district's educational programs in producing desired student achievement results. Based on these assessments, the Board shall direct the Superintendent or designee to take corrective actions as needed.

### **Budget, Facilities and Fiscal Accountability**

The Board shall adopt a sound, responsible budget that supports district goals and priorities. To guide the Superintendent or designee in development of the budget, the Board shall establish a budget calendar, budget process and spending priorities.

Recognizing that school facilities are a long-term obligation that impacts district budgets, the Board shall also ensure that a plan is in place to address the district's facility needs, including the funding, construction and maintenance of school facilities. The Board shall approve facility sites, funding sources and architectural and construction contracts.

The Board recognizes that it is accountable to the community for its budget and facilities decisions and for the district's fiscal integrity. The Board shall use accountability systems and processes in order to monitor the district's fiscal health.

### **Collective Bargaining**

The Board is the legal representative of the district in negotiations with employee representatives. In carrying out the collective bargaining process, the Board shall set goals and guidelines for collective bargaining, select the bargaining team, maintain communications throughout the process and approve the negotiated contract.

### **Judicial and Appeals Body**

In addition to establishing complaint procedures that ensure due process and facilitate the satisfactory resolution of issues, the Board may convene to serve as a judicial and appeals body in accordance with law, Board policies and negotiated agreements. The Board may delegate fact-finding or hearing responsibilities in appropriate cases but remains the final decision-maker in these proceedings.

## Community Leadership

The Board shall build and maintain community awareness and support by actively involving parents/guardians, business and other community members in the schools and informing them about district programs, policies and issues.

Recognizing that the level of local, state and national support for education impacts the Board's ability to fulfill its responsibilities, the Board shall engage in advocacy on behalf of district schools. The Board shall ensure that the district has the capability to respond to emerging issues and a proactive communications plan for issues that are district priorities.

### Legal Reference:

#### EDUCATION CODE

5304 Duties of governing board (re school district elections)  
 12400-12405 Authority to participate in federal programs  
 17565-17592 Board duties re property maintenance and control  
 33319.5 Implementation of authority of local agencies  
 35000 District name  
 35010 Control of district; prescription and enforcement of rules  
 35020-35046 Officers and agents  
 35100-35351 Governing boards, especially:  
 35160-35185 Powers and duties  
 35291 Rules

### Management Resources:

#### CSBA PUBLICATIONS

Maximizing School Board Governance  
 Professional Governance Standards, November 2000  
 School Board Leadership: The Role and Function of California's School Boards, 1996  
 NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS  
 The Key Work of School Boards, 2000

#### WEB SITES

CSBA: <http://www.csba.org>  
 CSBA Governance Institute: <http://www.csba.org/gi>  
 National School Boards Association: <http://www.nsba.org>

## **B. Board Bylaw 9200 Limits of Board Member Authority Limits of Board Members Authority**

The Governing Board recognizes that the Board is the unit of authority over the district and that a Board member has no individual authority. Board members shall hold the education of students above any partisan principle, group interest, or personal interest. The Board member cannot do business with the District served, nor should the Board member have an interest in any contract with the school District.

Individual Board members do not have the authority to resolve complaints. Any Board member approached directly by a person with a complaint should refer the complainant to the Superintendent

or designee so that the problem may receive proper consideration and be handled through the appropriate district process.

Unless agreed to by the Board as a whole, individual members of the Board shall not exercise any administrative responsibility with respect to the schools or command the services of any school employee. Individual Board members shall submit requests for information to the Superintendent. Board members shall refer Board-related correspondence to the Superintendent for forwarding to the Board or for placement on the Board's agenda, as appropriate.

### **Obligations of Board Members**

Board members shall hold the education of all children and youth above any partisan principle, group interest, or personal interest.

Board members shall understand their role and the programs offered by the District. They shall study all agenda materials before the meeting, participate in the discussion of items that come before the Board, vote on motions and resolutions, and abstain only for compelling reasons.

Board members shall refer Board-related correspondence to the Superintendent or designee for forwarding to the Board or for placement on the Board's agenda.

Board members and persons elected to the Board are responsible for complying with the requirements of the state's open meeting laws. (GC 54952.1)

A Board member shall not use his/her position on the Board to influence school district personnel in matters concerning their child/ren.

The Superintendent or designee shall provide a copy of the state's open meeting laws (Brown Act) to each Board member and to anyone who is elected to the Board but has not yet assumed office.

#### Legal Reference:

##### EDUCATION CODE

200-262.4 Prohibition of discrimination

7054 Use of district property

35010 Control of district; prescription and enforcement of rules

35100-35351 Governing boards, especially:

35160-35184 Powers and duties

35291 Rules

35292 Visits to schools (Board members)

51101 Rights of parents/guardians

##### GOVERNMENT CODE

54950-54962 The Ralph M. Brown Act, especially:

54952.1 Member of a legislative body of a local agency

54952.7 Copies of chapter to members of legislative body

#### Management Resources:

##### CSBA PUBLICATIONS

CSBA Professional Governance Standards, 2000  
 Maximizing School Board Leadership: Boardsmanship, 1996  
 WEB SITES  
 CSBA: <http://www.csba.org>

## **VI. The Role of the Board President**

### **A. Board Bylaw 9121 President**

The Governing Board shall elect a president from among its members to provide leadership on behalf of the Board and the educational community it serves.

The Board President shall preside at all Governing Board meetings. He/she shall:

1. Call the meeting to order at the appointed time
2. Announce the business to come before the Board in its proper order
3. Enforce the Board's policies relating to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
5. Explain what the effect of a motion would be if it is not clear to every member
6. Restrict discussion to the question when a motion is before the Board
7. Rule on parliamentary procedure, referring questions of procedure to the designated parliamentarian
8. Put motions to a vote, and state clearly the results of the vote
9. Be responsible for the orderly conduct of all Board meetings

The Board President shall have all the rights of any member of the Board, including the right to move, second, discuss, and vote on all questions before the Board.

The President shall perform other duties in accordance with law and Board policy including, but not limited to:

1. Sign all instruments, acts, and orders necessary to carry out state requirements and the will of the Board
2. Consult with the Superintendent (or designee) and the Vice-President/Clerk on the preparation of the Board's agendas
3. Work with the Superintendent to ensure that Board members have necessary materials and information

4. Appoint and disband all Board committees, subject to Board approval
5. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law
6. Confer with the Superintendent or designee on crucial matters which may occur between Board meetings
7. Share informational mail with other Board members
8. Establish a seating assignment of trustees and staff for regular trustee meetings
9. Assign trustees to graduation ceremonies with consideration given to individual trustee requests, and when relatives or close family friends are graduating
10. Act as a spokesperson for trustees at special ceremonies (such as students, employee resolutions, school dedications, etc.) and clarification of trustee direction
11. Represent the district as governance spokesperson, in conjunction with the Superintendent
12. Assign trustees to special visitations to other Districts as deemed appropriate by the trustees
13. Be an ex-officio member of all committees
14. Appoint Parliamentarian

If the Board President resigns, the Vice-President/Clerk shall perform the President's duties until a new president is elected at the first regular or special meeting following the vacancy. If the Board President is absent or disabled, the Vice-President/Clerk shall perform the President's duties. When both the President and Vice-President/Clerk are absent or disabled, the Secretary shall convene the meeting and ask the Board to select a President-Pro Tem to perform the President's duties.

Legal Reference:

EDUCATION CODE

35022 President of the board

35143 Annual organizational meetings; dates and notice

GOVERNMENT CODE

54950-54963 Ralph M. Brown Act

Management Resources:

CSBA PUBLICATIONS

Board Presidents' Handbook, revised 2002

CSBA Professional Governance Standards, 2000

Maximizing School Board Leadership: Boardsmanship, 1996

## VII. New Board Member Orientation Packet

### A. About the District<sup>2</sup>

1. District office address and phone number
2. Names and contact information for the superintendent, his assistant, and district office departments
3. Names and contact information for board members
4. The communities the district serves
5. School site names, addresses, contact information and other general information that includes grade levels and student enrollment figures
6. Student demographics, e.g., ethnic groups by percentages, English Language Learners, percentage of special education students, primary languages spoken other than English, percentage of students on free and reduced lunch
7. Number of square miles the district covers
8. Information about school transportation
9. District documents: Current budget, collective bargaining agreements, facilities plan, organizational chart, superintendent's contract, superintendent's most recent evaluation (marked as confidential)
10. Status of current district issues
11. A list of the commonly used acronyms and abbreviations used in education with their meaning

### B. About Governance Team Operations<sup>3</sup>

1. Board meeting dates and times
2. Board officers' names and roles
3. A sample of a board meeting agenda
4. Purpose of the Public Comment Period
5. Purpose of the Governing Board Members' Reports and Announcements section of the agenda
6. When and how the superintendent is evaluated
7. When and how the board conducts a self-evaluation
8. Governance documents: board bylaws, the Brown Act, governance handbook, *Rosenberg's Rules of Order, Revised 2011*, annual governance calendar
9. Information about board member budgets, stipends, and health benefits
10. Process for attending conferences and workshops
11. Policy on travel expenses and other reimbursements

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<sup>2</sup> Adapted from California School Boards Association's Board Presidents Workshop training manual, page 19, What Every New Board Member Needs to Know

<sup>3</sup> Adapted from California School Boards Association's Board Presidents Workshop training manual, page 19, What Every New Board Member Needs to Know

- Consent  
 Information/Discussion  
 Action/Discussion

**SUBJECT:** Revised Job Description for Confidential Position of Fiscal Officer

**DATE:** February 18, 2021

**PERSON(S) RESPONSIBLE:** Billie Mankey, Director II Human Resources;  
Song Chin-Bendib, Assistant Superintendent of Business Services

**RECOMMENDATION:**

The District Administration recommends the Board review and approve the proposed position updates and provide direction or recommendations which will allow us to begin recruitment.

**BACKGROUND/INFORMATION:**

Our current Fiscal Officer is retiring. The Fiscal Officer position is an 8 hour per day, 12 month per year position at the District Office working under the direction of the Assistant Superintendent of Business Services. The job description was last revised and approved by the Board on August 24, 2006.

As we do when positions become vacant, we review the current needs and adjust accordingly. This revised job description provides additional detail in the responsibility of the position in budget analysis and budget development. The job description clearly states the independent nature of the responsibilities of this position and the high level of responsibility. Some of the recommended additions are as follows:

- Performs research, compile, analyze and review complex and technical accounting data and records; and prepare and maintain comprehensive financial and statistical records and reports.
- Prepare, analyze and monitor District budgets; assure compliance with guidelines, rules, regulations and procedures affecting fiscal and budgetary reporting.
- Prepare, analyze, review and submit Budget Adoption, Interim Reports (including Multi-Year Projections), Unaudited Actuals and all related financial & statistical related reports.
- Responsible for closing year end books, and serve as a liaison with the District independent auditors and coordinate district & site staff with the auditors.
- Serve as a resource to District personnel in the area of fiscal and budgetary policies and procedures; respond to questions and provide detailed instructions on requests for budget numbers, funding sources and proper procedures and policies for expenditure of funds; resolves issues as appropriate.
- Work independently with little direction

In addition, specific names of programs have been included.

**FISCAL IMPACT:**

None. This position is currently accounted for in the budget.

Confidential Range	A	B	C	D	E	F
Fiscal Officer	73,285	76,645	79,789	83,853	87,723	91,776



**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**POSITION TITLE: FISCAL OFFICER REVISED DRAFT**

**DEFINITION:** Under the direction of the Assistant Superintendent for Business Services to perform professional accounting work in the preparation, maintenance and analysis and control of the district's expenditure and income budget, to include federal and state funded programs, Child Development, Cafeteria, Adult Education and special funds revolving fund, cafeteria and special funds and to do other related work as required. Perform research, compile, analyze and review complex and technical accounting data and records; and prepare and maintain comprehensive financial and statistical records and reports. Performs work of a confidential nature for the Board of Education during salary negotiations and at other times during the year.

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

- Prepare, analyze and monitor District budgets; assure compliance with guidelines, rules, regulations and procedures affecting fiscal and budgetary reporting.
- Perform ~~Plans and implements various items of the~~ work within the Business Office as directed including budget control records, disbursement of funds for materials, supplies and equipment, records of State and Federal Funds and bi-early audits.
- Establish, analyze and maintain accurate and auditable fiscal records for the District's categorical and restricted programs/funds.
- Prepare, analyze, review and submit Budget Adoption, Interim Reports (including Multi-Year Projections), Unaudited Actuals and all related financial & statistical related reports.
- Responsible for closing year-end books, and serve as liaison with the District independent auditors, and coordinate district & site staff with the auditors.
- ~~Assists and consults with the Assistant Superintendent for Business Services in the preparation, implementation and monitoring of the budget;~~
- Train and instruct the personnel of the Business Office, school sites and other programs and operating departments in financial matters as directed.
- Develop and implement new procedures as needed, and see that the established procedures are carried out efficiently.
- Serve as a resource to District personnel in the area of fiscal and budgetary policies and procedures; respond to questions and provide detailed instructions on requests for budget numbers, finding sources and proper procedures and policies for expenditure of funds; resolves issues as appropriate.
- Makes reports, and attends Board meetings upon request.
- Carries out special financial or statistical research or analytical studies to assist the administration or the Board in the formulation of new policies and planning of new or revised programs.
- ~~Trains and instructs the personnel of the Business Office, school sites and other programs and operating departments in financial matters as directed;~~
- ~~Develops and implements new procedures as needed, and sees that the established procedures are carried out efficiently;~~
- Keeps required records of expenditures and income and balances of all appropriations.
- ~~Keeps required record of balances of all appropriations;~~

- [Reconcile and maintain General Ledger, and responsible for all funds, general ledgers including journal entries, cash and budget transfers.](#)

***POSITION TITLE: Fiscal Officer, Continued***

- Reconcile district fund balances, prepare journal entries as required, and checks transmittal of district income to [and expenditures assessed from the county office.](#)
- Checks all budget classification codes [including compliance with the California School Accounting Manual \(CSAM\)](#) on all purchase requisitions and secures necessary authorizations for the requisitions.
- Prepares required reports of [income and expenditures/costs and statements of income.](#)
- Prepares financial statements and other special reports as needed.
- [Maintain confidentiality.](#)
- [Perform other related duties as assigned.](#)

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**QUALIFICATIONS:**

**Knowledge of:**

- [Accounting and financial record keeping principals and procedures, especially as they pertain to government and school district accounting.](#)
- [Standardized Account Code Structure \(SACS\) codes.](#)
- Modern accounting methods.
- Modern office practices, particularly as they apply to financial record keeping, including computer program use, financial database software and office machine skills.

**Ability to:**

- [Prepare clear and accurate financial statements and reports under direction of the Assistant Superintendent for Business Services and to analyze accounting data, including estimates, invoices and reports.](#)
- [Perform specialized and complex work in control and monitoring of District budgets and fiscal records.](#)
- Make mathematical calculations with speed and accuracy.
- Understand and carry out complex oral and written directions.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- [Develop and implement computer program applications to monitor and report District's financial status.](#)
- [Work independently with little direction](#)
- Maintain a valid driver's license.

**EDUCATION AND EXPERIENCE:**

- Three years of complete charge accounting experience for a school district or large commercial business; OR
- Bachelor's Degree in accounting, business administration, or related field.

**PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:**

**Ability to:**

- Sit for extended periods of time.
- Stand in one area for extended periods of time.
- Stand and walk for extended periods of time.

- Ascend and descend steps.
- See for the purpose of observing accuracy of reports and documents
- Hear and understand speech at normal levels.

***POSITION TITLE: Fiscal Officer, Continued***

- Communicate so others will clearly understand normal conversation.
- Communicate using the telephone and radio.
- Push/pull, squat, turn, twist, bend, and stoop.
- Lift and carry 20 lbs.
- Reach in all directions.
- Think clearly and rationally to solve problems, make good judgments and decisions.
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position.

***WORKING CONDITIONS:***

Office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal.

***LICENSE OR CERTIFICATE:***

- Possession of a valid California Driver's license.

**NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.

Adopted by the Board of Education January 13, 1994

Revised and Approved: August 24, 2006, February 18, 2021

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

***POSITION TITLE: FISCAL OFFICER***

***DEFINITION:*** Under the direction of the Assistant Superintendent for Business Services to perform professional, complex accounting work in the preparation, maintenance and analysis of district's expenditure and income budget, to include federal and state funded programs, Child Development, Cafeteria, Adult Education and Special funds and to do other related work as required. Performs research, compile, analyze and review complex and technical accounting data and records; and prepare and maintain comprehensive financial and statistical records and reports. Performs work of a confidential nature for the Board of Education during salary negotiations and at other times during the year.

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

- Prepare, analyze and monitor District budgets; assure compliance with guidelines, rules, regulations and procedures affecting fiscal and budgetary reporting.
- Perform work within the Business Office including budget control records, disbursement of funds for materials, supplies and equipment, records of State and Federal Funds.
- Establish, analyze and maintain accurate and auditable fiscal records for the District's categorical and restricted programs/funds.
- Prepare, analyze, review and submit Budget Adoption, Interim Reports (including Multi-Year Projections), Unaudited Actuals and all related financial & statistical related reports.
- Responsible for closing year-end books, and serve as liaison with the District independent auditors, and coordinate district & site staff with the auditors.
- Train and instruct the personnel of the Business Office, school sites and other programs and operating departments in financial matters.
- Develop and implement new procedures as needed, and see that the established procedures are carried out efficiently.
- Serve as a resource to District personnel in the area of fiscal and budgetary policies and procedures; respond to questions and provide detailed instructions on requests for budget numbers, funding sources and proper procedures and policies for expenditure of funds; resolves issues as appropriate.
- Make reports, and attend Board meetings upon request.
- Carry out special financial or statistical research or analytical studies to assist the administration or the Board in the formulation of new policies and planning of new or revised programs.
- Keep required records of expenditures and income, and balances of all appropriations.
- Reconcile and maintain General Ledger, and responsible for all funds' general ledgers including journal entries, cash and budget transfers.
- Reconcile district fund balances, prepare journal entries as required, and check transmittal of district income to and expenditures assessed from the county office.

<p><b><i>POSITION TITLE: Fiscal Officer, Continued</i></b></p>
--

- Check all budget classification codes including compliance with the California School Accounting Manual (CSAM) on all purchase requisitions and secure necessary authorizations for the requisitions.
- Prepare and compile state student attendance reports such as P1, P2, P Annual and/or J3 and J7 and others; interpret and explain new rules and regulations regarding attendance reporting
- Prepare required reports of income and expenditures/costs statements.
- Prepare financial statements and other special reports as needed.
- Maintain confidentiality.
- Performs other related duties as assigned.

***QUALIFICATIONS:***

**Knowledge of:**

- Accounting and financial record keeping principals and procedures, especially as they pertain to government and school district accounting.
- Standardized Account Code Structure (SACS) codes.
- California School Accounting Manual (CSAM).
- Modern accounting methods.
- Modern office practices, particularly as they apply to financial record keeping, including computer program use, financial database software and office machine skills.

**Ability to:**

- Prepare clear and accurate financial statements and reports under direction of the Assistant Superintendent for Business Services and to analyze accounting data, including estimates, invoices and reports.
- Perform specialized and complex work in control and monitoring of District budgets and fiscal records.
- Make mathematical calculations with speed and accuracy.
- Understand and carry out complex oral and written directions.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Develop and implement computer program applications to monitor and report District's financial status.
- Work independently with little direction.
- Maintain a valid driver's license.

***EDUCATION AND EXPERIENCE:***

- Three years of complete charge accounting experience for a school district or large commercial business; OR
- Bachelor's Degree in accounting, business administration, or related field.

**POSITION TITLE: Fiscal Officer, Continued**

**PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:**

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- Sit for extended periods of time.
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- Communicate using the telephone and radio.
- Push/pull, squat, turn, twist, bend, and stoop.
- Lift and carry 20 lbs.
- Reach in all directions.
- Think clearly and rationally to solve problems, make good judgments and decisions.
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position.

**WORKING CONDITIONS:**

Office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal.

**LICENSE OR CERTIFICATE:**

- Possession of a valid California Driver's license.

**NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.

Adopted by the Board of Education January 13, 1994

Revised and Approved: August 24, 2006, February 18, 2021

- Consent
- Information/Discussion
- Action/Discussion
- Public Hearing

**SUBJECT:** Board Calendar/Future Meetings

**DATE:** February 18, 2021

**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, 2020-21 School Year January- June

Thursday Jan. 7	<b>Regular Board Meeting</b> ✓ Preliminary Enrollment Projection for 2021-22 ✓ Property Tax Update ✓ PGHS Course Bulletin Action/Discussion	VIRTUAL
Thursday Jan. 21	<b>Regular Board Meeting</b> ✓ School Accountability Report Cards ✓ Acceptance of the 2019-20 Audit Report ✓ Report on Governor's Budget Proposal	VIRTUAL
Saturday Jan. 30 9am	<b>Special Board Meeting</b> ✓ Board Goals – Review/Revise ✓ Strategic Plan – Review/Revise ✓ Measure D Goals and Objectives	VIRTUAL
Thursday Feb. 4	<b>Regular Board Meeting</b> ✓ Budget Development Calendar ✓ Quarterly Facilities Project Updates*	VIRTUAL
Thursday Feb. 18	<b>Regular Board Meeting</b> ✓ Board Goals- Approval ✓ Governance Handbook- Approval	VIRTUAL
Thursday Mar. 4	<b>Regular Board Meeting</b> ✓ Second Interim Report ✓ Budget Revision #3 ✓ Open House Schedules Reviewed ✓ TRAN Resolution ✓ Possible Personnel Action (RIF)	VIRTUAL
Thursday Mar. 18	<b>Regular Board Meeting</b> ✓ Budget Projections and Assumptions ✓ Williams/Valenzuela Uniform Complaint Report ✓ Preliminary Review of PGHS Site Master Schedule ✓ Review of Strategic Plan 2021-22	VIRTUAL
Thursday Apr. 1	<b>Regular Board Meeting</b> ✓ Review of Strategic Plan 2021-22 ✓ Approve 2021-22 Aug.- Dec. Board Meeting Calendar ✓ Quarterly District Safety Update ✓ Superintendent's Goals 2021-22	VIRTUAL
Thursday April 22	<b>Regular Board Meeting</b> ✓ Review of Site Master Schedules ✓ California Day of the Teacher ✓ Week of the CSEA Employee ✓ Begin Superintendent Evaluation ✓ Employee Recognition ✓ Superintendent's Goals 2021-22	VIRTUAL
Thursday May 6	<b>Regular Board Meeting</b> ✓ Continue Superintendent Evaluation	VIRTUAL
Thursday May 20	<b>Regular Board Meeting</b> ✓ Complete Superintendent's Evaluation ✓ Review Governor's Revised Budget ✓ Suspensions/Expulsions Annual Report	VIRTUAL
Thursday June 3	<b>Regular Board Meeting</b> ✓ 2021-22 Budget Public Hearing ✓ Retiree Recognition ✓ LCAP Public Hearing	VIRTUAL



Thursday June 17	<p><b>Regular Board Meeting</b></p> <ul style="list-style-type: none"> <li>✓ Approval of Contracts and Purchase Orders for 2021-22</li> <li>✓ Review of Legal Services Costs</li> <li>✓ Solicitation of Funds Report</li> <li>✓ Consolidated Application</li> <li>✓ Approval of LCAP</li> <li>✓ 2021-22 Budget Adoption</li> </ul>	VIRTUAL
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*\*Quarterly District Safety Update and Quarterly Facilities Projects Update as needed*

- Consent
- Action/Discussion
- Information/Discussion
- Public Hearing

**SUBJECT:** District Update on Response to COVID-19

**DATE:** February 18, 2021

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

---

**INFORMATION:**

The District Administration will update the Board, staff and community on current District response and protocols to COVID-19.

- Consent
- Action/Discussion
- Information/Discussion
- Public Hearing

**SUBJECT:** District Review of Distance Learning

**DATE:** February 18, 2021

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

---

**RECOMMENDATION:**

The District Administration will continue to update the Board, staff and community on Distance Learning including how to improve for students and families and a review of academic progress:

- Survey to families
- Review of instructional minutes of the elementary schools
- Review of grades and enrollment levels
- Social emotional support of students

**INFORMATION:**

At the February 4, 2021 Board meeting the District Administration provided a review of Distance Learning. Administration and the Board will continue the review.

Please see the Appendix section of the Board packet for school site presentations.

- Consent  
 Action/Discussion  
 Information/Discussion  
 Public Hearing

**SUBJECT:** Future Agenda Items

**DATE:** February 18, 2021

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

---

**RECOMMENDATION:**

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

**BACKGROUND:**

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

**INFORMATION:**

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

The following is a list of future agenda items as of the February 18, 2021 Regular Board Meeting:

- Added January 21, 2021: Board requested a review and to receive recommendations by an HVAC expert (March 4, 2021)
- Board requested a presentation on Diversify Our Narrative (March 4, 2021)
- A member of the public requested Dual Language Elementary Program (March 18, 2021)
- Added January 21, 2021: Board requested a review of class sizes (March 18, 2021)
- A member of the public requested that the Board consider streaming all Board meetings after COVID conditions (March 18, 2021)
- Board requested a renewed discussion about district solar panels (May 20, 2021)
- Added February 4, 2021: Board requested a Report on CARE Act money
- Added February 4, 2021: Return of Affordable Housing at a later date when more information becomes available

# APPENDIX

# Forest Grove Elementary School

February 4, 2021

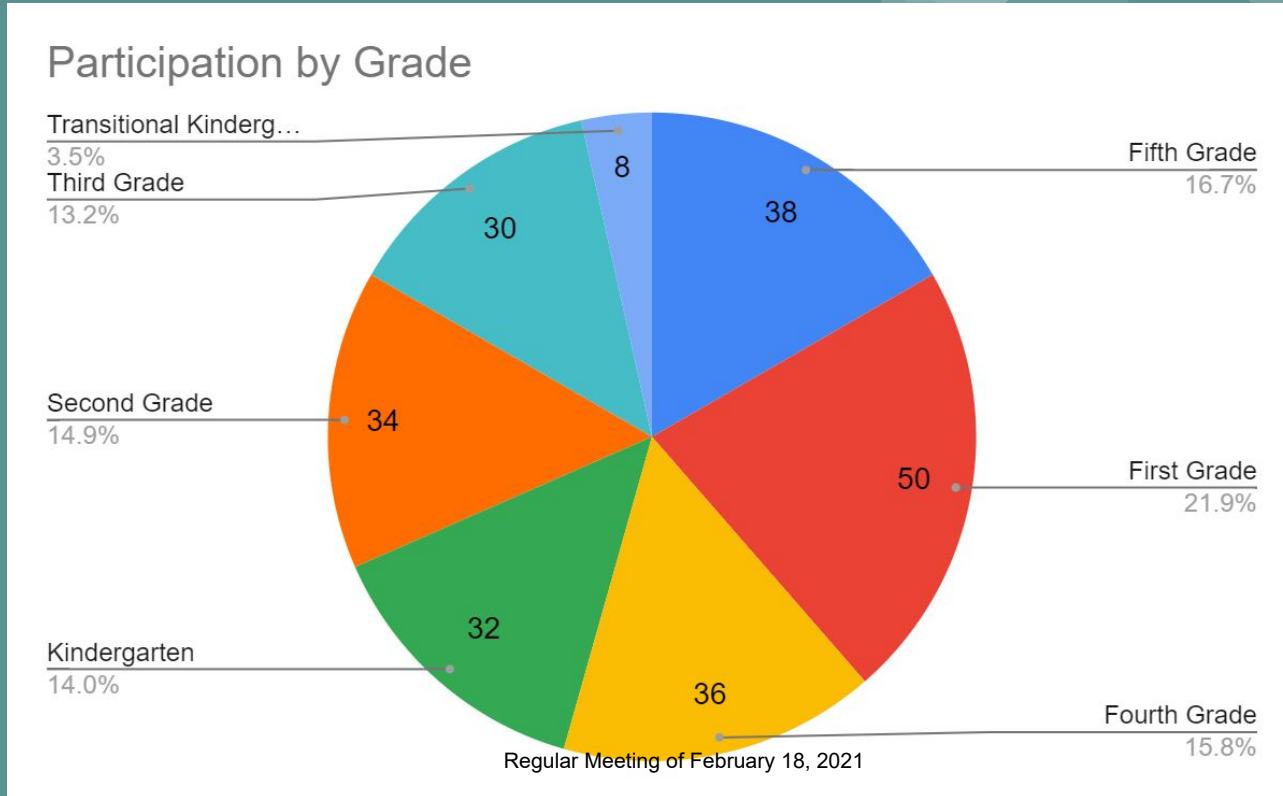
Buck Roggeman, Principal



# Forest Grove Parent Participation

## 48.3% of District Total (228 Respondents 58.6%)

### Grade Level Participation

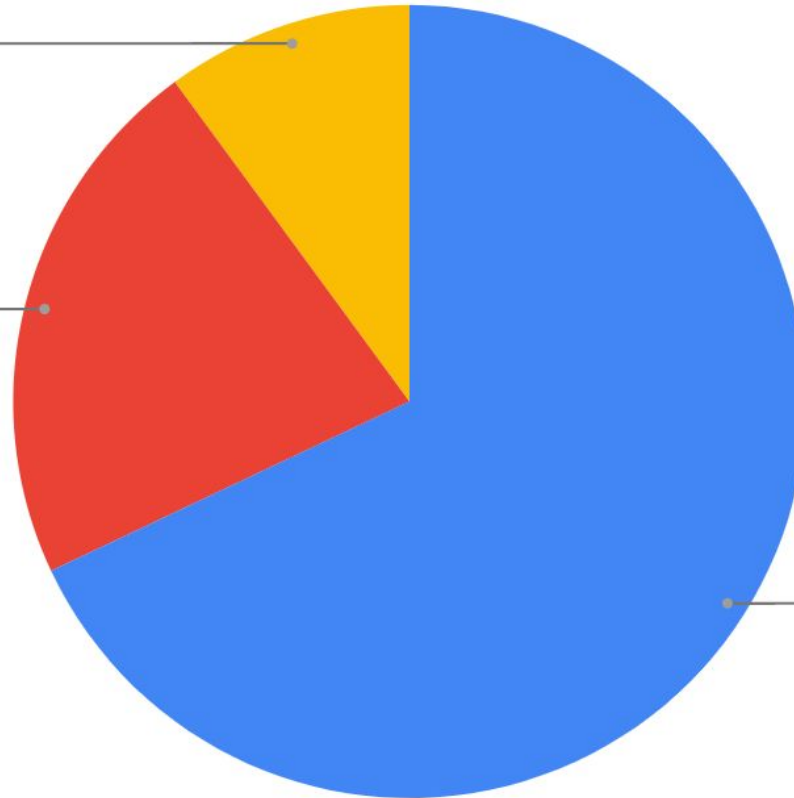


# Amount of Live Instruction

Too much time  
10.1%

Not enough time  
21.9%

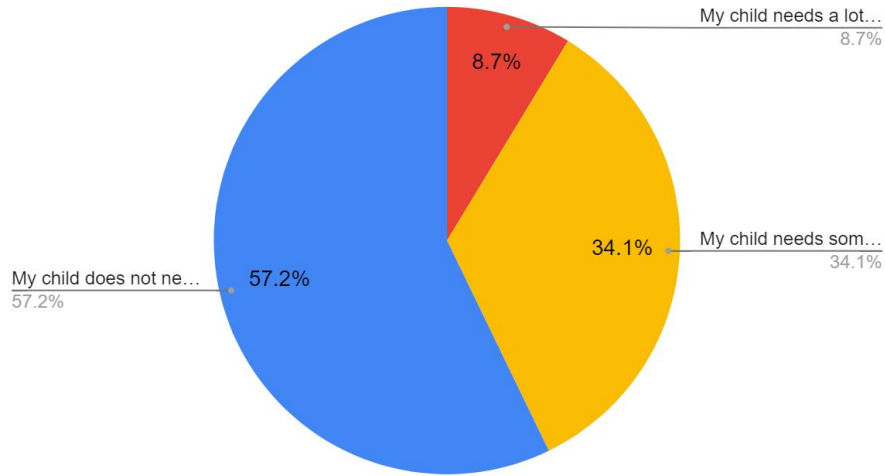
The right amount of t...  
68.0%



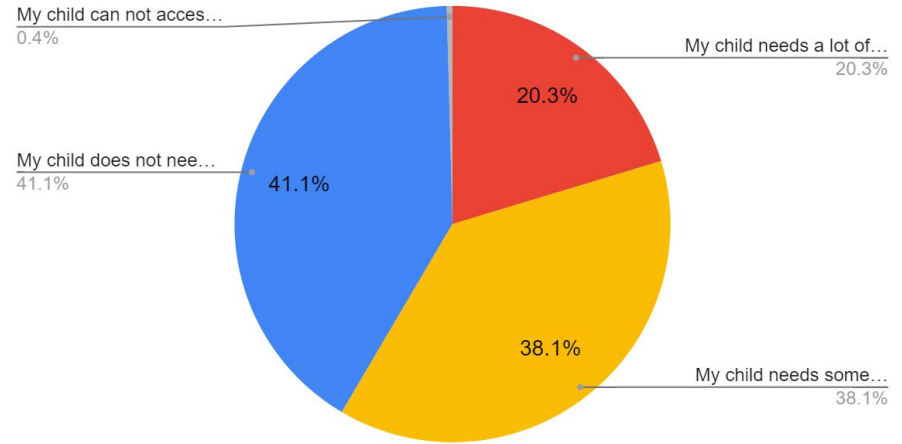


# Help Needed Synchronous and Asynchronous

Count of Help needed during live (synchronous) instruction

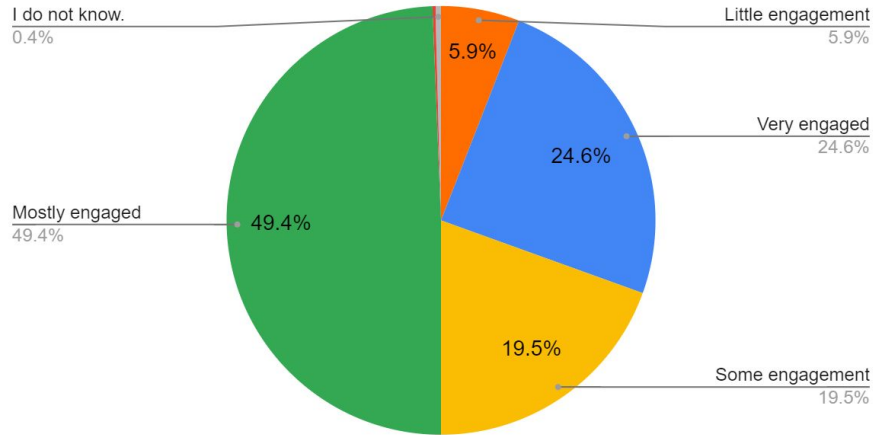


Count of How much help does your child need to access the non-live (asynchronous) Distance Learning program?

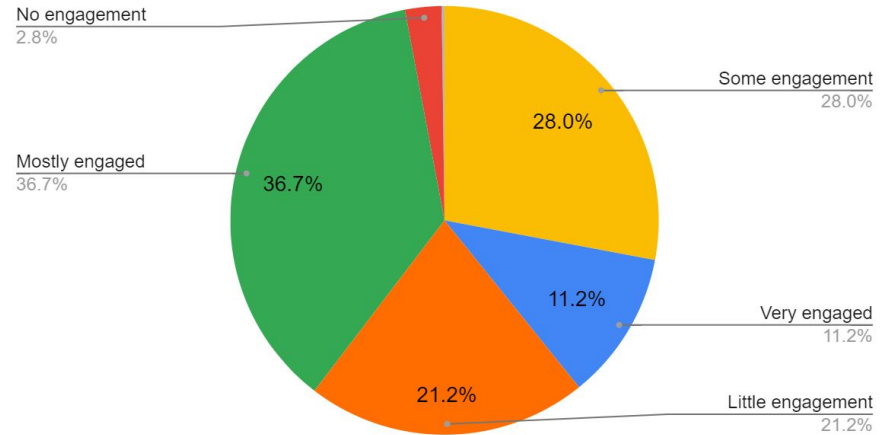


# Engagement Synchronous and Asynchronous

Count of How engaged is your child during live (synchronous) Distance Learning?

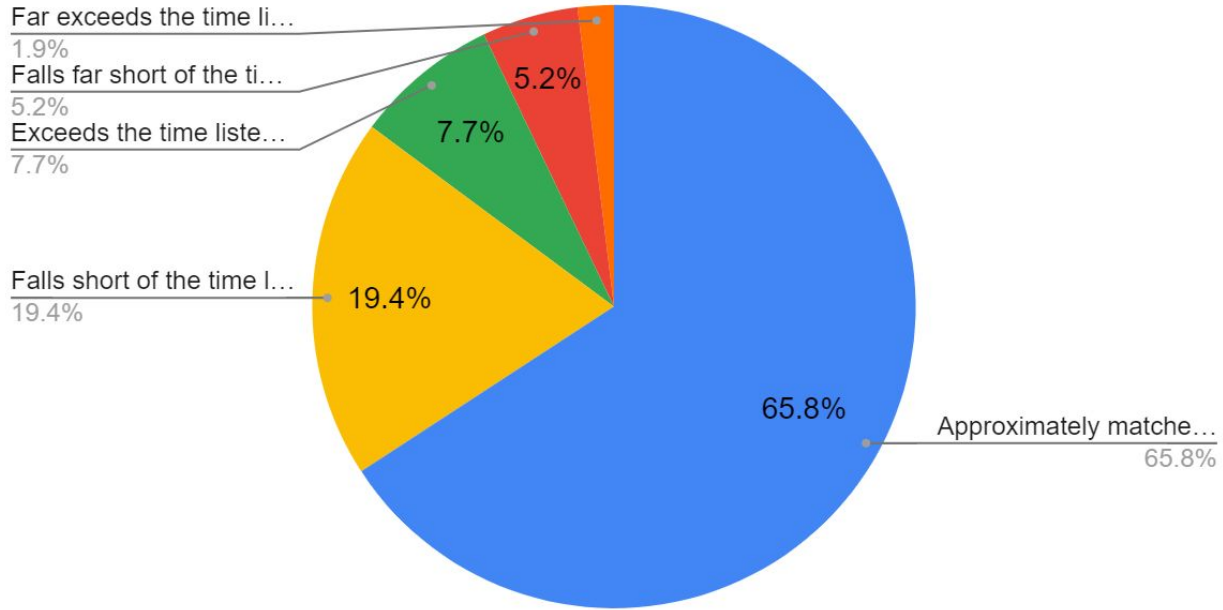


Count of How engaged is your child during non-live (asynchronous) Distance Learning?



# Educational Minutes

Count of Please look at the daily educational minutes for your child's grade. Then rate the time spent on school counting bo...



# Parent Comment Highlights

## What is Working

APPENDIX A

- School work contained to school day (no homework)
- Organization & routine
- Synchronous instruction (high praise for teachers and instructional assistants)
- Small group instruction

# Parent Comment Highlights

## Constructive Feedback for Improvement

APPENDIX A

- Childcare/School Reopening - Balancing schedules of multiple children
- More time for students to interact socially
- Depression - attitude toward school changing
- Managing resources (links, textbooks, notebooks, supplies, etc.)
- Emphasis on live instruction

# Social Emotional Supports For Students

APPENDIX A

- Individual counseling (13 students weekly)
- Classroom Caring Circles/SEL engagement (17 classes weekly)
- 5 small groups of 3-5 students weekly
- Weekly SEL video from the counselor
- Daily Mindful Moment with the Principal
- Kindness week in February
- Classroom support with teacher driven SEL activities

# Social Emotional Supports For Parents/Families

APPENDIX A

- Individual parent support and outreach meetings
- Monthly parent coffees (Thursday, Feb. 11 at 10 a.m.)
- Regular communication from classroom teacher and administration (newsletters, emails, mass text)

**FG 1st Trimester 2020-21 and 2019-20  
Report Card Results per Grade Level**

APPENDIX A

	Lang.Arts		Math		Science		Music		PE	
	20-21	19-20	20-21	19-20	20-21	19-20	20-21	19-20	20-21	19-20
<b>Transitional Kindergarten</b>	3.0		3.0		3.0		4.0		3.78	
<b>Kindergarten</b>	2.85		3.06		3.30		3.64		3.83	
<b>1<sup>st</sup> Grade</b>	2.85	2.90	2.95	2.93	2.98	3.00	3.07	3.85	3.75	3.81
<b>2<sup>nd</sup> Grade</b>	2.54	2.91	2.61	3.01	N/A	3.21	3.47	3.94	3.81	3.84
<b>3<sup>rd</sup> Grade</b>	2.70	2.78	2.59	3.02	3.34	3.09	3.32	3.94	3.70	3.87
<b>4<sup>th</sup> Grade</b>	2.61	2.93	2.74	3.02	N/A	3.00	3.25	3.90	3.503.	3.91
<b>5<sup>th</sup> Grade</b>	2.79	2.68	2.96	2.75	2.93	3.02	3.21	3.83	3.53	3.92

**\*Second grade used a Satisfactory (S) on Needs Improvement (N) in Science based on student participation in 20-21**

**\*Fourth left science grades blank pending completion of Earth Science standards in 20-21**



# Forest Grove Enrollment

APPENDIX A

## May 2020

TK	Kinder	1st	2nd	3rd	4th	5th	Total
24	70	59	61	80	57	67	418

## October 2020

TK	Kinder	1st	2nd	3rd	4th	5th	Total
19	60	67	60	59	75	59	399

## February 2021

TK	Kinder	1st	2nd	3rd	4th	5th	Total
18	58	64	57	59	75	58	389

# Robert H. Down Distance Learning Dec. 2020 Parent Survey Results

February 4, 2021

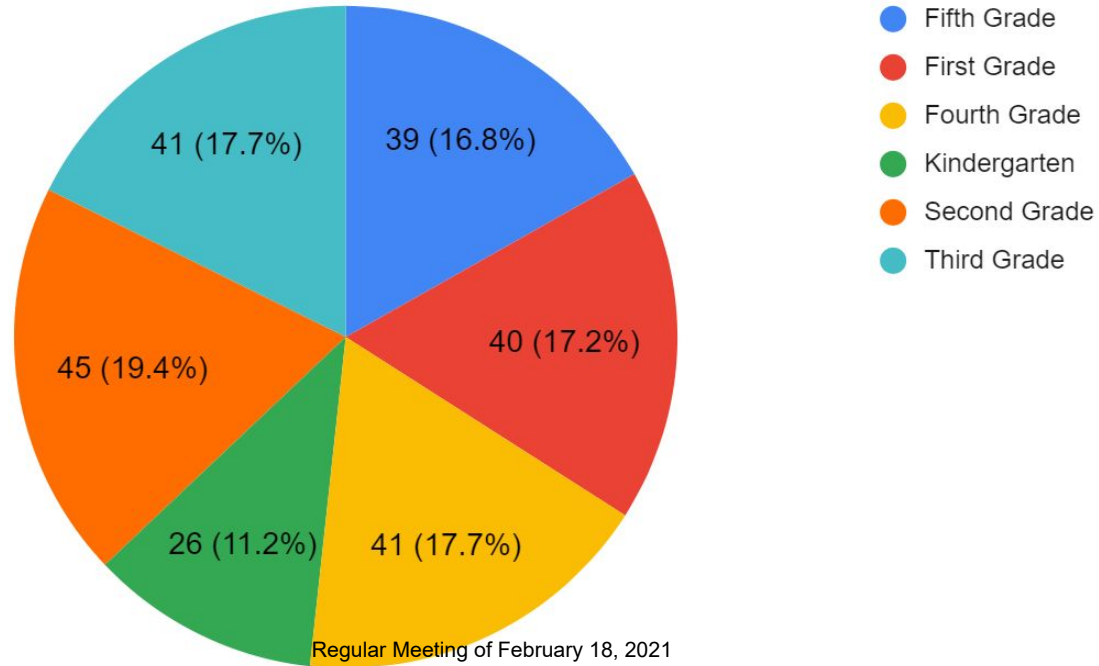
Sean Keller, RHD Principal



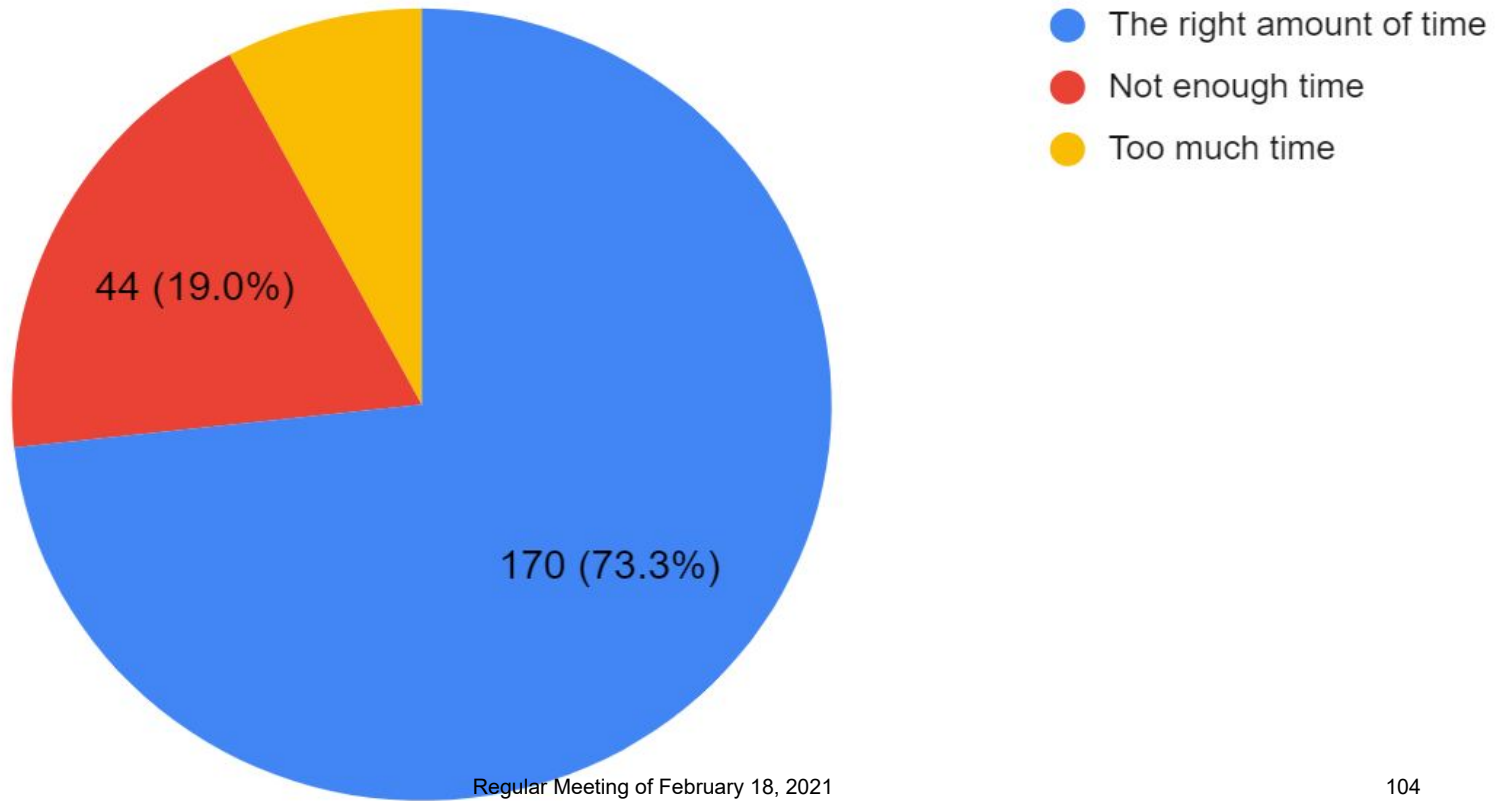
# Robert H. Down Parent participation 51.2% Overall (244 RHD Parents - 57%) Grade Level Participation

APPENDIX B

Child's Grade

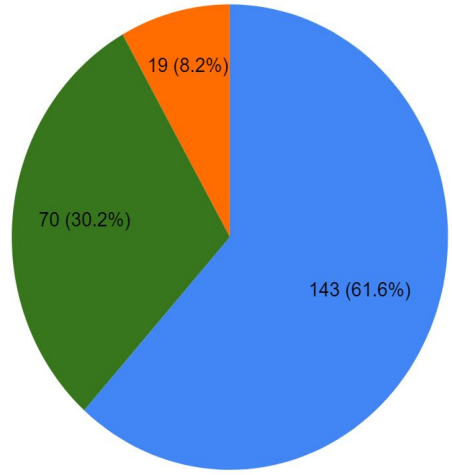


# While in Distance Learning, the amount of time my child spends online in live instruction (teacher, instructional aide, P...



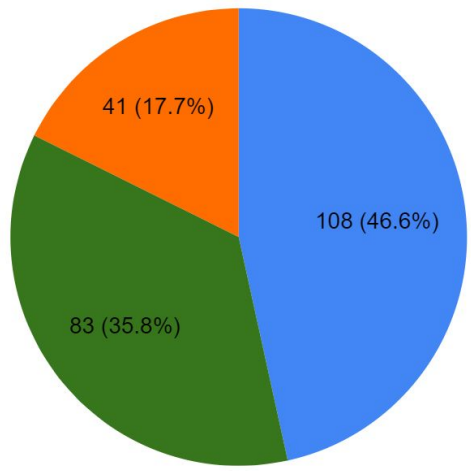
# RHD Comparison of Student Help Between Synchronous and Asynchronous Instruction

How much help does your child need to access the live (synchronous) Distance Learning program?



- My child does not need much help.
- My child needs some help.
- My child needs a lot of help.

How much help does your child need to access the non-live (asynchronous) Distance Learning program?

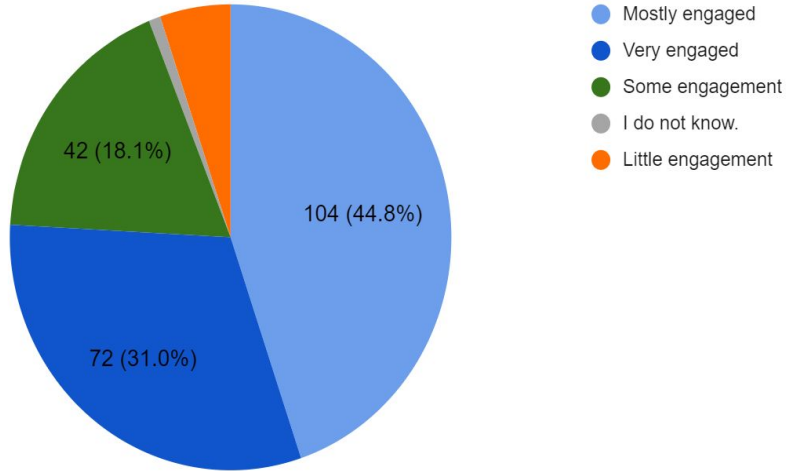


- My child does not need much help.
- My child needs some help.
- My child needs a lot of help.

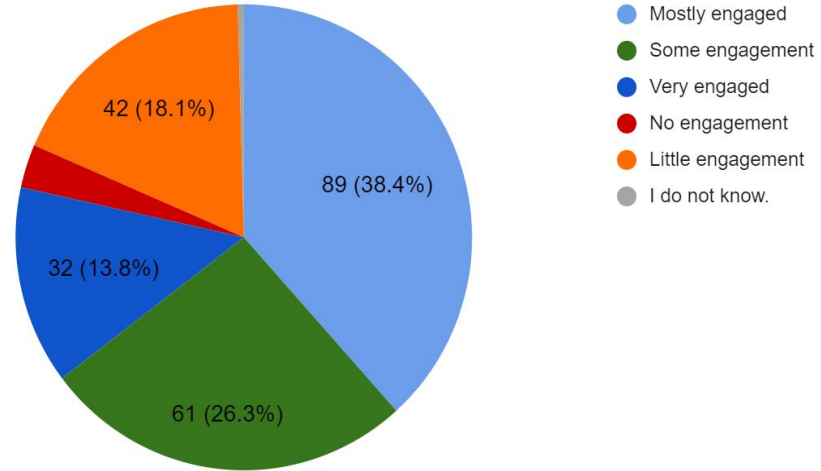
# RHD Comparison of Engagement Between Synchronous and Asynchronous Instruction



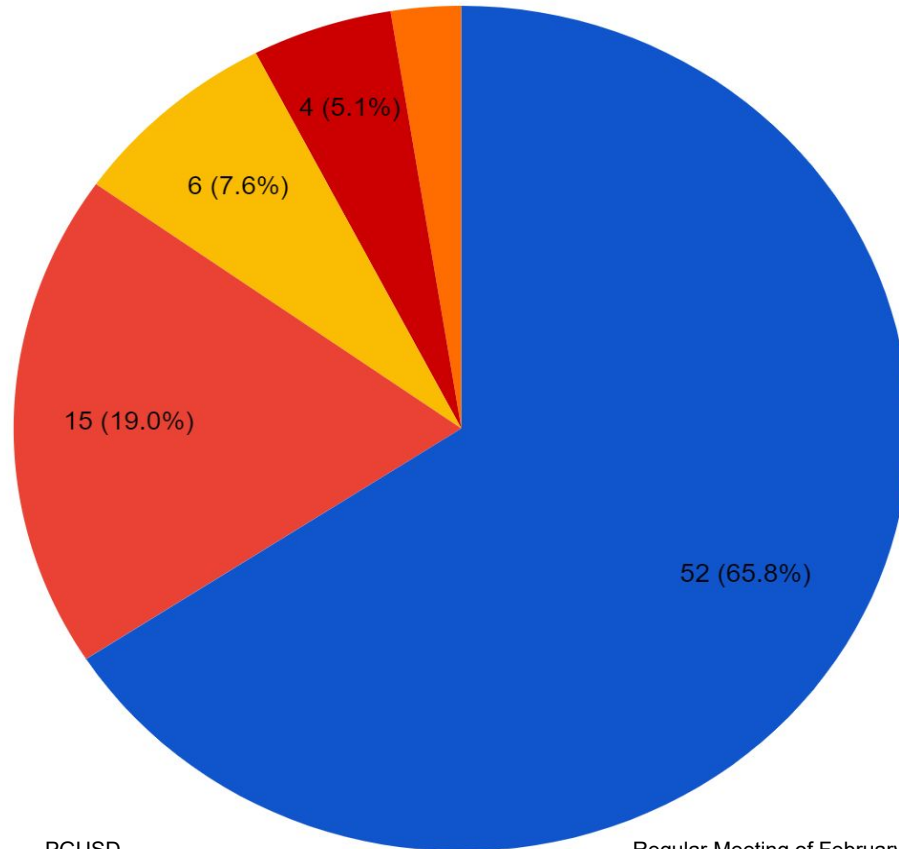
How engaged is your child during live (synchronous) Distance Learning?



How engaged is your child during non-live (asynchronous) Distance Learning?



## Daily educational minutes



- Approximately matches the time listed for my child's grade
- Falls short of the time listed for my child's grade
- Exceeds the time listed for my child's grade
- Falls far short of the time listed for my child's grade
- Far exceeds the time listed for my child's grade

# Parent Comment Highlights

## What is Working

APPENDIX B

- Small Group Instruction/Facetime with Staff
- Synchronous (live) Instruction
- Dedication from Staff/How Hard They are Striving to Make DL Work
- Communication
- Office Hours
- Flexibility with asynchronous work
- Being more involved with school more than ever



# Parent Comment Highlights

## What Parents Would Like to See

- Childcare/School Reopening
  - *Acknowledgement/Actions that working families are struggling.*
- Social Time/Meeting Teacher face to face
- Decreasing screen time
- Less apps/Extra online resources
- More Social-Emotional Resources

# Social Emotional Supports For Students

- Individual Counseling (17-20 rotating students weekly/bi-weekly)
- Classroom Caring Circles/SEL engagement (12-15 classes weekly)
- Extra Kindness Reminders for February Kindness Week
- Goal: 5th Grade Career Game Unit

# Social Emotional Supports For Parents/Families

- Individual parent support and outreach meetings (1-3 weekly)
- Parent Coffee with the Counselor (Monthly)
- Let's Talk Book Group (Monthly)
- Counseling goal to provide parent education with other sites
- Providing texting/phone connection with Principal
- Respond to every email sent by parents
- Goal to call all new RHD families to check in how they are doing

# Social Emotional Supports For Staff

- Caring Circles offered for 14 weeks
- Kindness Week focus on Staff by Do Good Crew
- Listening - Spending extra time after meetings to check in virtually. Making efforts to see how staff are doing when they visit campus. Discuss life!
- Available for phone call/texting throughout day/week
- Continually asking what is needed.

# RHD 1<sup>st</sup> Trimester 2020-21 Report Card Results per Grade Level

## Students Assessed on Progress Toward Standard (4 to 1) - Not G.P.A.

4: Thorough Understanding 3: Adequate Understanding 2: Partial Understanding 1: Minimal Understanding NA: Not Assessed

(compared to 2019-20)	Lang.Arts	Math	Science	Music	PE
Kinder Average Score	2.79 (-.29)	2.86 (1.19)	3.32 (+.32)	3.88 (-.12)	2.98 (-.45)
1 <sup>st</sup> Grade Average Score	3.11 (+.46)	3.24 (+.45)	3.62 (+.71)	3.74 (-.03)	3.03 (+.02)
2 <sup>nd</sup> Grade Average Score	2.87 (-.30)	2.89 (-.59)	2.92 (-.68)	3.84 (-.08)	3.03 (+.04)
3 <sup>rd</sup> Grade Average Score	2.66 (-.18)	2.59 (-.40)	*NA (3.25 '19-'20)	3.59 (-.25)	2.97 (+.02)
4 <sup>th</sup> Grade Average Score	2.87 (+.14)	3.01 (+.21)	3.51 (+.22)	3.63 (.44)	2.99 (-.03)
5 <sup>th</sup> Grade Average Score	3.24 (+.24)	3.33 (+.30)	3.43 (+.19)	3.41 (+.19)	2.99 (-.02)

\*3<sup>rd</sup> grade did not provide Science assessment in 1<sup>st</sup> trimester and informed parents during conferences about reasoning for no grade.

# RHD Enrollment

May 2020						
Kinder	1st	2nd	3rd	4th	5th	Total
67	88	74	94	72	78	473

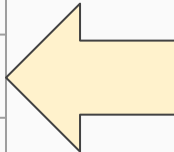
October 2020						
Kinder	1st	2nd	3rd	4th	5th	Total
57	70	85	71	79	62	424

February 2021						
Kinder	1st	2nd	3rd	4th	5th	Total
60	71	85	73	80	62	431

# Board Presentation: PGMS

## Current 7th Graders: Comparing Semester 1 Grades Before and During Covid-19 Distance Learning

	<b>Semester 1, 19-20</b>	<b>Semester 1, 20-21</b>
<b>GPA</b>	3.375	3.101
<b>4.0's</b>	25	39
<b>&lt; 2.0</b>	5	17
<b>F's</b>	1	35 (20 students)



All 17 of these students were invited to on-site cohorts, and 12 are attending.

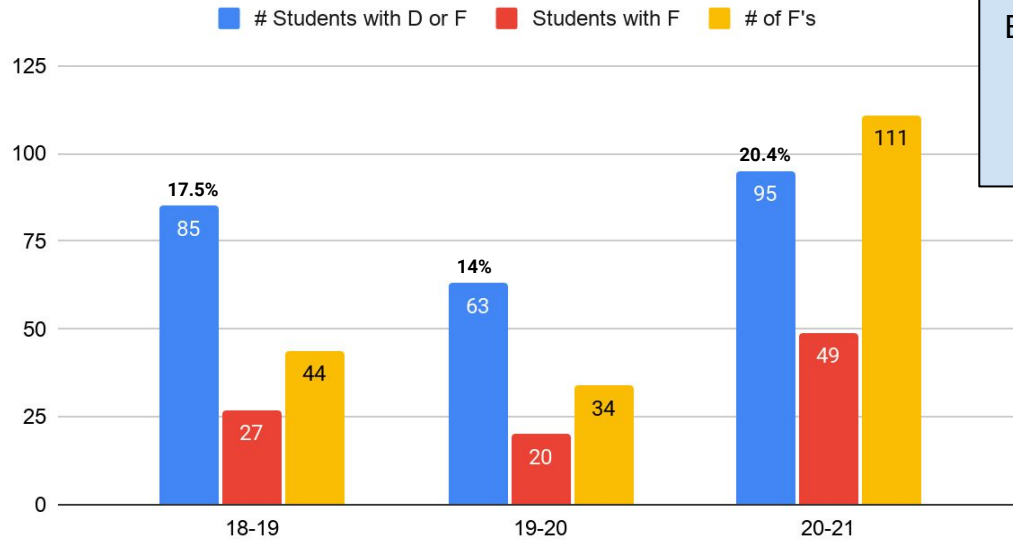


## Current 8th Graders: Comparing Semester 1 Grades Before and During Covid-19 Distance Learning

	<b>Semester 1, 19-20</b>	<b>Semester 1, 20-21</b>
<b>GPA</b>	3.354	3.285
<b>4.0's</b>	32	70
<b>&lt; 2.0</b>	5	17
<b>F's</b>	8 (7 students)	37 (20 students)

Fifteen of these students were invited to on-site cohorts, and 9 are attending.

### D's & F's Semester 1, 2018-20



Enrollment:  
 '18 - 485  
 '19 - 451  
 '20 - 465

	# Students with D or F	Students with F	# of F's
18-19	85	27	44
19-20	63	20	34
20-21	95	49	111

56 of these students were invited to small cohorts. Those students accounted for 68% of all D's and F's

# Conclusions/Actions

- + Further data study revealed that those students with F's semester 1 2020 are largely the same cohort receiving F's semester 1 2019
- + PGMS Staff discussed these data; further data disaggregation to grade level and content area
- + 56 students invited back to school for on-site support make up 68% of all Semester 1 D's & F's

# Student Distance Learning Survey Results

Prompt: Overall how is Distance Learning going for you?

Percent responding positively	September 2020 (401 respondents)	January 2021 (412 respondents)
What I expected; Better than expected; Much better than expected	72%	73.7%

# Student Distance Learning Survey Results

Prompt: I can find my assignments and know what is due and when it's due

Percent responding positively	September 2020 (401 respondents)	January 2021 (412 respondents)
	88.8%	91.1%

# Student Distance Learning Survey Results

Prompt: Teachers are doing a good job communicating with me.

Percent responding positively	September 2020 (401 respondents)	January 2021 (412 respondents)
Agree/Strongly Agree	87.3%	88.4%

# Student Distance Learning Survey Results

Prompt: I am able to see my teachers, ask questions and participate in class.

Percent responding positively	September 2020 (401 respondents)	January 2021 (412 respondents)
Agree/Strongly Agree	72%	71.3%

# Student Distance Learning Survey Results APPENDIX C

Prompt: Outside of scheduled class times, I am spending an average of \_\_\_\_\_ hours doing school work each week.



Response	September 2020 (401 respondents)	January 2021 (412 respondents)
Zero hours per week	.7%	1%
1 hour or less per week	16.7%	15.8%
1-2 hours per week	36.2%	34.7%
2-3 hours per week	24.4% <input type="checkbox"/>	25%
More than 3 hours per week	21.9%	23.5%

# Student Distance Learning Survey Results

Prompt: I am able to complete \_\_\_\_\_ of my schoolwork on my own, without needing help from others.

Percent responding positively	September 2020 (401 respondents)	January 2021 (412 respondents)
All, Nearly all or Most	89.5%	88.3%

# Conclusions

- + Survey Comparison was remarkably similar, only slight increases/decreases in response to prompts

# PGMS Counseling: Student Issues Observed

Isolation, lack of motivation, social anxiety, generalized anxiety, depression, sadness, loneliness. Presents as boredom, apathy, tired, flat affect

# PGMS Counseling Supports APPENDIX C

M-Th Drop-In Counseling Office Hours 2:40-3:10

Individual ongoing appointments with the counselor-please email for appointments :)

Group Counseling Opportunity:

This group just started, topics will be: coping skills, stress relief and handling COVID distance learning. Group meets once a week on Mondays

# PGMS Counseling Supports APPENDIX C

Lunch Groups with the Counselor-game or topic based, opportunities for social connection

Staff Lunch Clubs for students

Parent Coffee with the Counselors

Support Tickets to alert counselors to check-in on specific students who may be in need.

Follow-up/outreach after Students of Concern (SOC) focused staff meetings

Immediate outreach to all identified and referred students from teacher/admin notification via text or email

# PGMS Counseling Supports APPENDIX C

SST's and 504's to support students struggling with DL

Staff “weather check” with students and individual conversations with students

Counselor Newsletter articles based on areas of need

Attending monthly county-wide collaborative counselor meetings designed to share information with colleagues at other middle schools

Weekly counselor meetings to share information about students, follow-up, programs, groups, and brainstorm new programs and evaluate current programs

# Counseling Corner

## Contact Your Counselors

Janie Lawrence

[jlawrence@pgusd.org](mailto:jlawrence@pgusd.org)

Zoe Roach

[zroach@pgusd.org](mailto:zroach@pgusd.org)

Sonda Frudden

[sfrudden@pgusd.org](mailto:sfrudden@pgusd.org)

Beckie Goodman

PGUSD [bgoodman@pgusd.org](mailto:bgoodman@pgusd.org)

## Drop In Hours

Monday 2:40 - 3:10

Tuesday 3:30 - 4:00

Wednesday 2:40 - 3:10

Thursday 2:40 - 3:10

## Monday Counselor Meetings

Breaker Media Group w/ Mrs. Roach

11:00 - 11:30

Games w/ Counselor 11:30 - 12:00

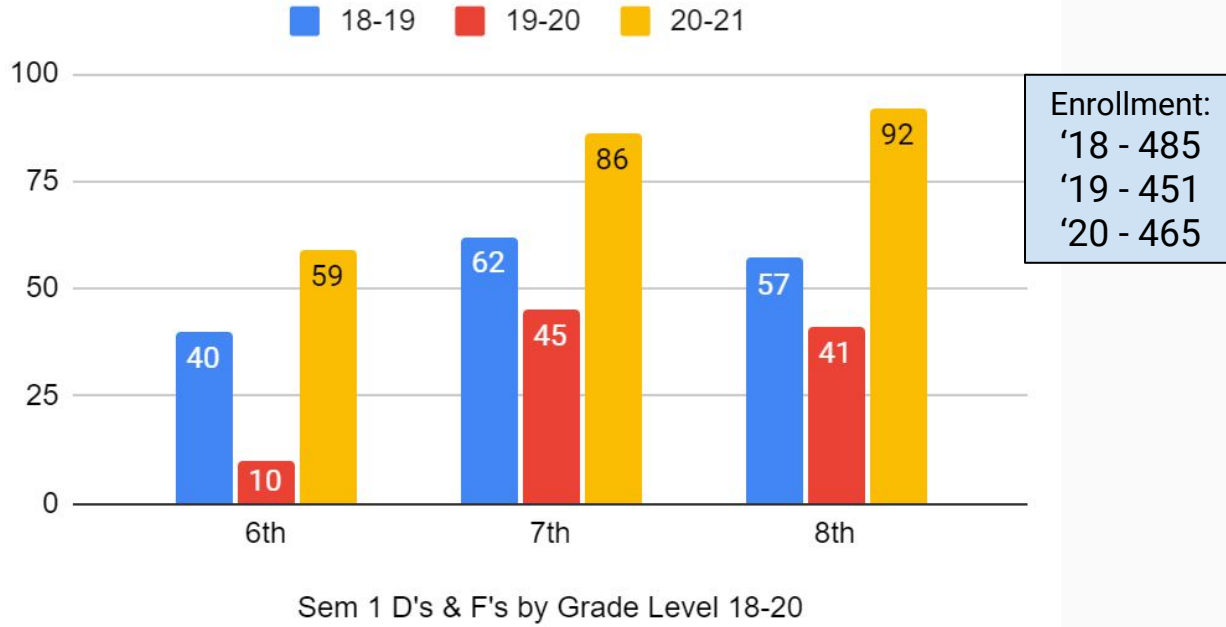
Breaker Breather Open anytime to relax



# PGMS Enrollment 2020/2021

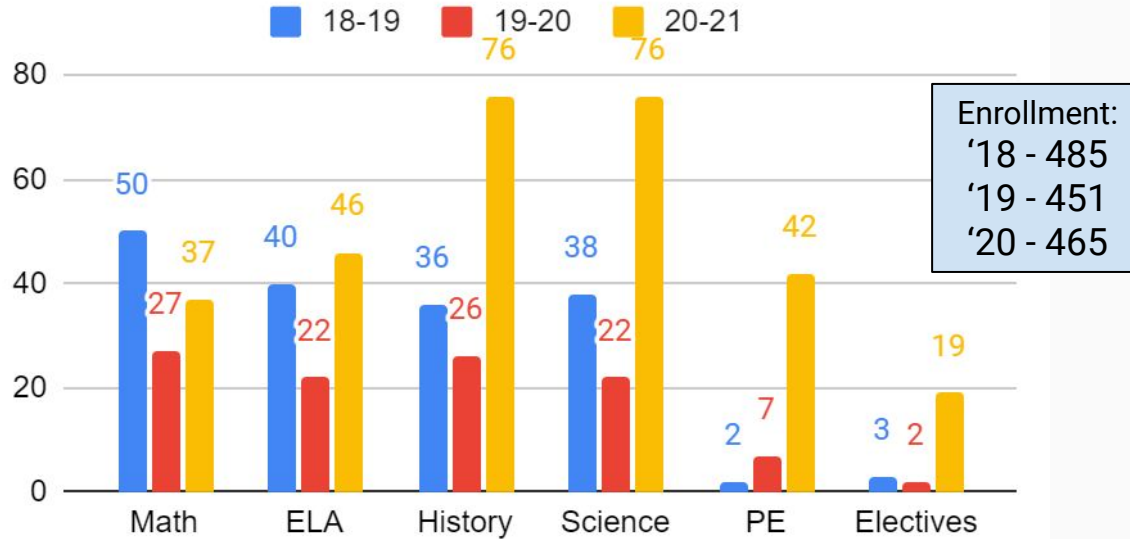
	<u>2019-20</u>	<u>2020-21</u>	<u>+/-</u>
MS	451	465	+14

That's it for PGMS-Next  
up PGHS!



	18-19	19-20	20-21
6th	40	10	59
7th	62	45	86
8th	57	41	92

# # D's & F's by Dept. Sem 1 2018-2020



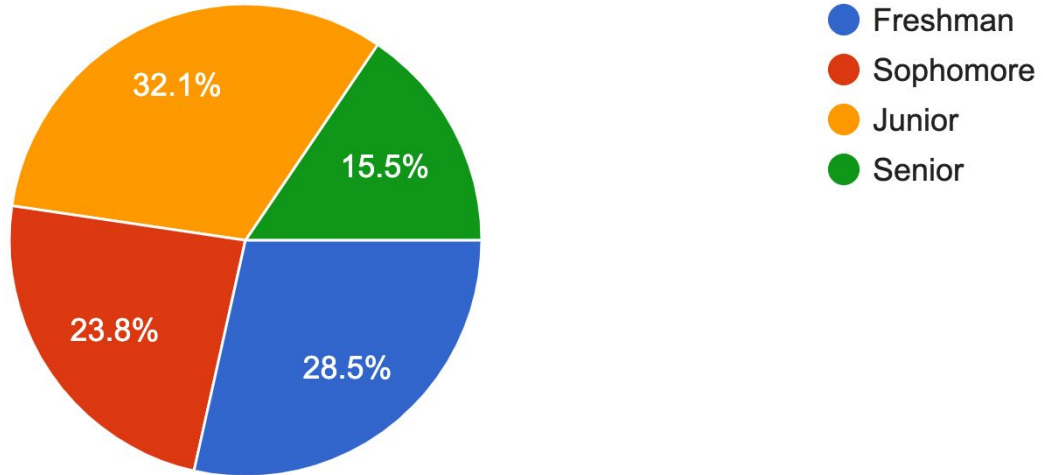
	18-19	19-20	20-21
Math	50	27	37
ELA	40	22	46
History	36	26	76
Science	38	22	76
PE	2	7	42
Electives	3	2	19

# PGHS AND PGCHS UPDATE

# Survey to Families

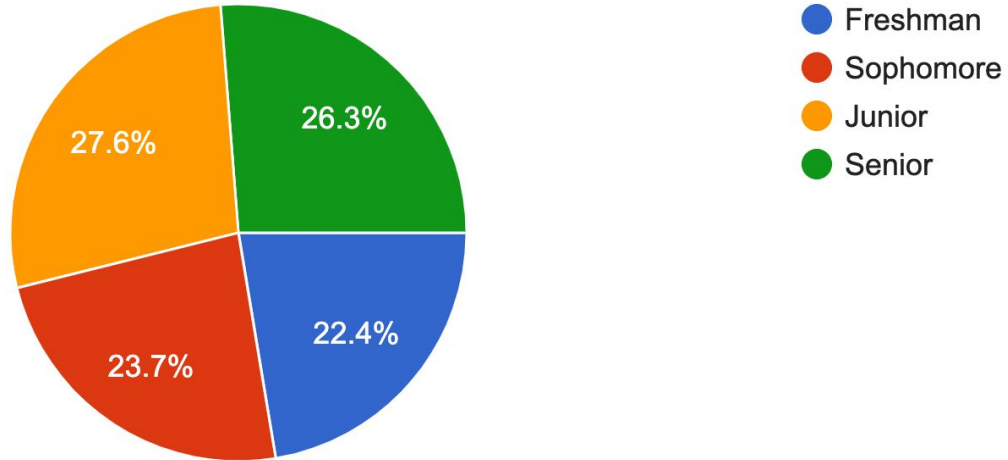
# Grade Level of Student

193 responses



# Grade Level of Student

438 responses





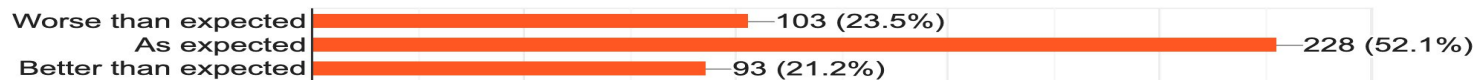
## Overall, how is Distance Learning going for your student?

193 responses



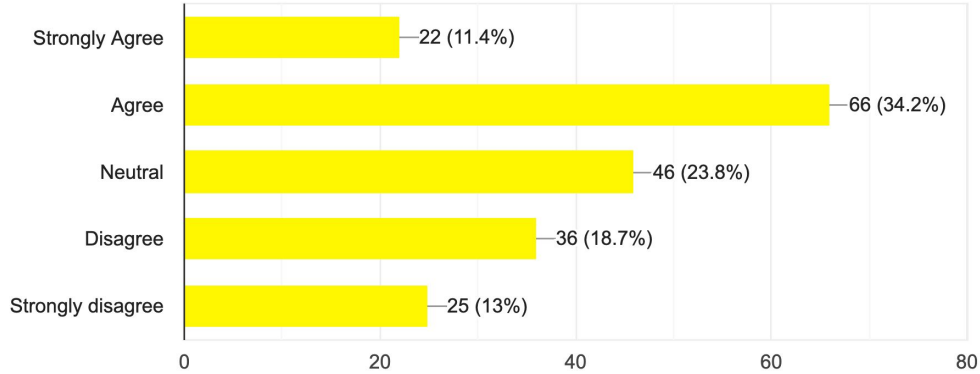
## Overall, how is Distance Learning going for you?

438 responses



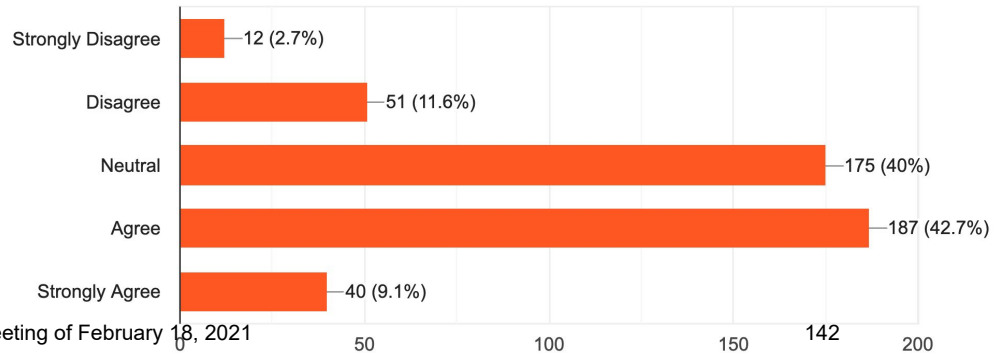
I believe that the student workload and time spent on academics is appropriate for my student.

193 responses



Overall, the workload is at an appropriate level in my classes.

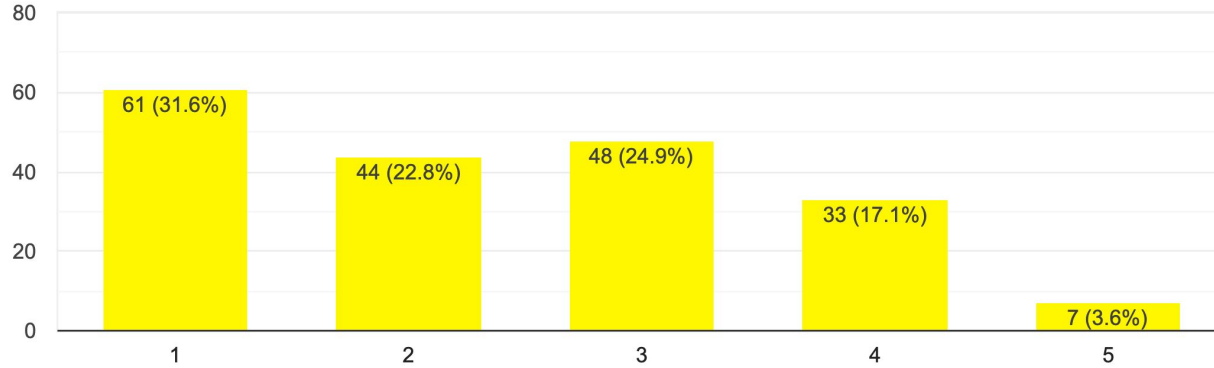
438 responses



### Rate your student's current level of joy at this time during Distance Learning.

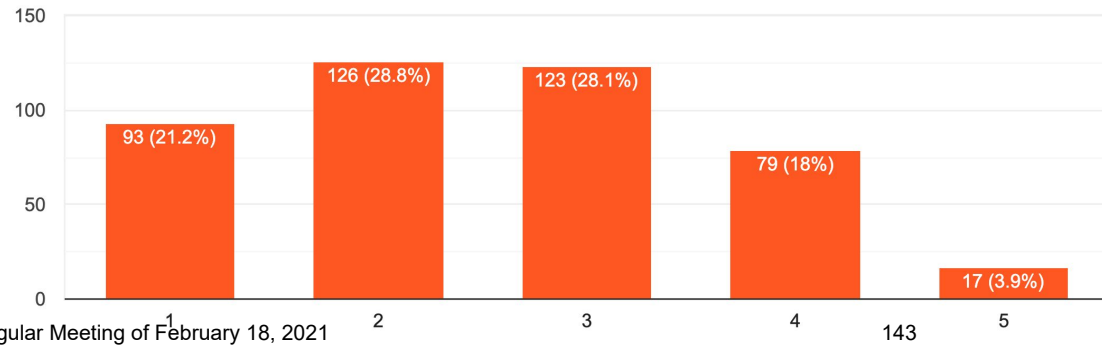
193 responses

APPENDIX D



### Rate your current level of joy at this time during Distance Learning.

438 responses



PGUSD

Regular Meeting of February 18, 2021

143

5

# Grades

**Background:**

In the Fall of 2020 Mr. Isaac Rubin, PGHS Math Teacher, requested and was granted data on student grades to analyze, report on, and ultimately submit for publication, in conjunction with Mr. Harrison Schramm who holds joint accreditation from the American and Royal Statistical Societies a report that answers the question - "How has the change in pedagogy due to Distance Learning impacted grade distributions in PGUSD?"

**INFORMATION:**

Data collected on the impact of distance learning on PGHS students' final course grades specifically in the four core academic subject areas - Math, Science, English, Social Studies. Comparisons were made using R-statistical programming of final course grades from the past four years, 2016 through 2019, to those from Semester 1 of this academic year, 2020-21.

# Overview

Q: What did you do?

A: We took a look at distribution of PGHS Grades during three epochs: In person, Hold Harmless, and Distance

Q: Why did we do it?

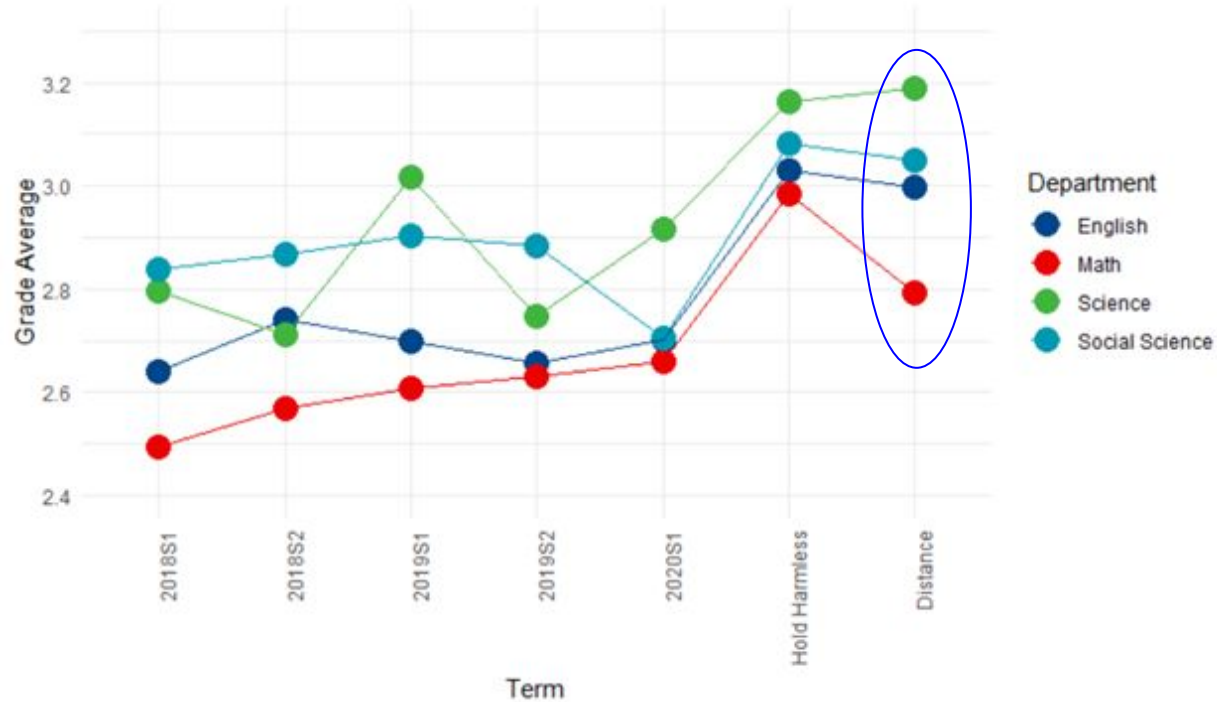
A: Because it was (to us) an obvious question for us to ask ourselves?

Q: What did you learn?

A: Overall, students grades were highest during “Hold Harmless” (this was expected) and that generally, they are higher during Distance Education in the four areas we considered than in-person

	A	B	C	D	E	F	G	H
	Gender	Grade Level	Academic Year	Course Long Name	Course Department Name	Grade Mark	Site Name	Term Name
2	M	9	2016	AVID	AVID	B-	Pacific Grove High School	S1
3	M	9	2016	Biology	Science	C	Pacific Grove High School	S1
4	M	9	2016	French 1	World Language	C+	Pacific Grove High School	S1
5	M	9	2016	Honors English 1	English	D+	Pacific Grove High School	S1
6	M	9	2016	Honors Social Studies	Social Science	C	Pacific Grove High School	S1
7	M	9	2016	Integrated Math 1	Math	C-	Pacific Grove High School	S1
8	M	9	2016	Phys. Ed. Core 9	Phys. Ed.	A-	Pacific Grove High School	S1
			2016	Biology	Science	A	Pacific Grove High School	S1

# Overall Performance - Four Core Topics

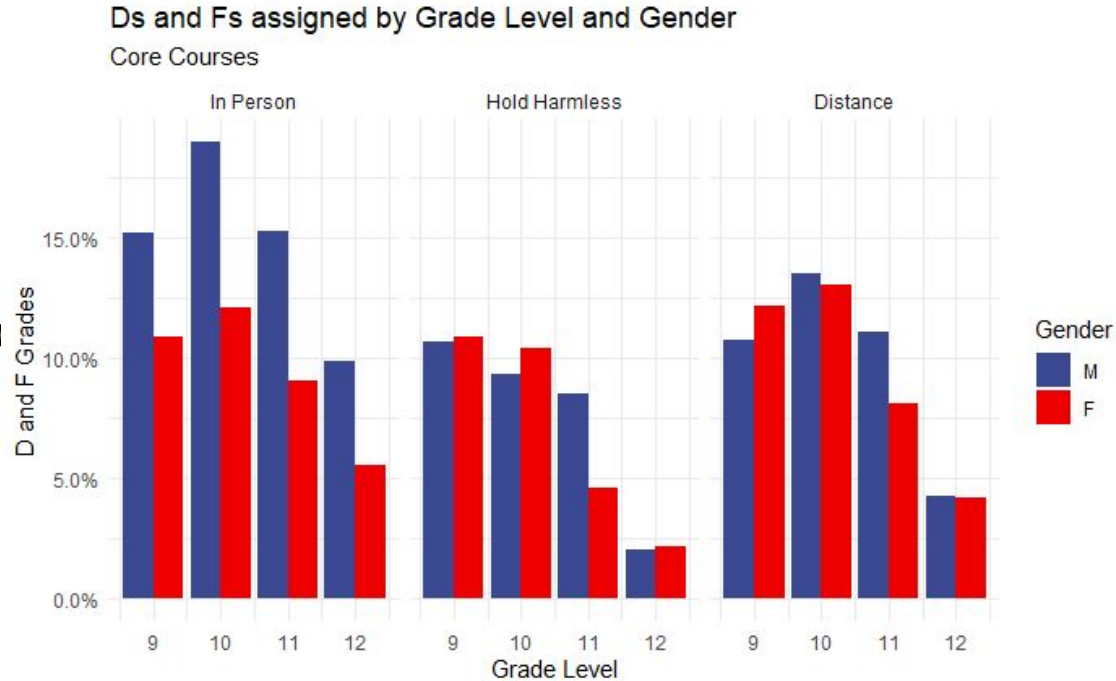


Student grades increased slightly overall in DL compared to previous in-person years.

# D and F Grades

D's and F's slightly diminished during DL compared to previous in-person years.

Number of D's and F's reported by male students were closer to those of female students during DL compared to previous in-person years.





# PGCHS GRADES AND HIGHLIGHTS

## Credits Earned

### **Rounds 1, 2, and 3 average credits earned 2019 versus 2020**

#### **2019-2020**

13 students attending ALL THREE ROUNDS

Round 1 (August 7-September 20) average 9 credits earned

Round 2 (September 23-November 8) average 9.5 credits earned

Round 3 (November 12-December 20) average 8.5 credits earned

#### **2020-2021**

17 students attending ALL THREE ROUNDS

Round 1 (August 13-September 18) average 7.5 credits earned

Round 2 (September 21-Nov 6) average 9.5 credits earned

Round 3 (Nov 9-Dec 18) average 10 credits earned

- Teacher check in with families once every two weeks
  - In 2019 (based on 13 students enrolled rounds 1-3) the total number of absences was 158 August - December (approximately 12 per student)
  - In 2020 (based on 17 students enrolled rounds 1-3) the total number of absences was 117 August - December (approximately 8.4 per student)
- Two seniors completed their requirements in December and graduated early
- Two additional seniors are on track to complete their requirements by mid-February
- CHS has hosted online MPC admissions & a FAFSA workshop is pending
- CHS hosted representatives from the SPCA & is developing a partnership for community service with goal of fostering better community links and opportunities for students
- Seniors are completing online “Transition Projects” as part of their Vocational Education portfolios - creating detailed 2 year plans beyond CHS

# Enrollment

**October 2020-Now**

Out of State: 13

In State: 4

In County: 4

PGCHS: 4

Independent Study: 0

Private School: 0

**Total Enrollment by Site and Grade Level**

	Gr. 09	Gr. 10	Gr. 11	Gr. 12	Total
Pacific Grove High School	131	154	141	136	562
<b>Total per Grade Level</b>	<b>131</b>	<b>154</b>	<b>141</b>	<b>136</b>	<b>562</b>

**August 2020-September 2020**

Out of State: 1

In State: 2

In County: 1

PGCHS: 0

Independent Study: 1

PGUSD  
Private School: 0

# Social Emotional Support

# Flexibility, Grace, Patience, & Perseverance

- Outreach Counselor - Michelle Cadigan
  - Provides support to at-risk and special populations
  - Supports range from teaching coping skills, strategies to overcome a variety of obstacles, regular meetings, Student Study Team meetings, crisis intervention, and collaboration with teachers and staff to support students
- Academic Counselors - Kristin Paris and Margaret Rice
  - Provides support to students during course registration, college and financial aid application process, and regular meetings to support student success
- Continued commitment to providing athletic, club, and leadership opportunities
- Quarter System, Bell Schedule, and Homeroom Mondays
- Process Based, rather than Outcome Based learning when possible
- Phase I, II, & III Reentry Plan
- We also want to acknowledge our PGHS PTA and various parent committees for their efforts in planning creative events for our students

# ATHLETICS



# CONDITIONING PRACTICES

## SEASON 1

CHEER

CROSS COUNTRY

FOOTBALL

VOLLEYBALL

WATERPOLO

## SEASON 2

BASEBALL

BASKETBALL

GOLF

LACROSSE

SOCCER

SOFTBALL

SWIMMING

TRACK AND FIELD

WRESTLING

Sport	Cohort 1 beginning/ending	Cohort 2 Sign Ups
Volleyball	22/21	30
Football	42/41	34
Cheer	10/10	11
Girls Water Polo	10/9	9
Boys Water Polo	21/18	10
Cross Country	14/15	9

### Most recent sign ups - 202 students across all sports