

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

Trustees

*John Paff, President  
Brian Swanson, Clerk  
Cristy Dawson  
Dr. Frank Rivera III  
Carolyn Swanson  
Anthony Biondi, Student Representative*

**DATE:** Thursday, August 19, 2021

**TIME:** 5:30 p.m. Closed Session  
6:30 p.m. Open Session

**LOCATION: IN PERSON**  
Pacific Grove Unified School District Office  
435 Hillcrest Avenue  
Pacific Grove, CA 93950

**VIRTUAL MEETING**

Join Zoom Meeting

<https://pgusd.zoom.us/j/86773317908?pwd=eGpENGE2dksxZnZ0elQzNk85ZGordz09>

Meeting ID: 867 7331 7908

Passcode: 561807

One tap mobile

+16699006833,,86773317908#,,,,\*561807# US (San Jose)

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Passcode: 561807

Find your local number: <https://pgusd.zoom.us/j/86773317908?pwd=eGpENGE2dksxZnZ0elQzNk85ZGordz09>

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: \_\_\_\_\_ Vote: \_\_\_\_\_

**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. Consideration of Student Discipline  
1 Case: Student # 012122 (Education Code Section 48915)
  - 2. Public Employee Discipline/Dismissal/Release/Complaint (1 case) [Government Code § 54957]

**III. RECONVENE IN OPEN SESSION**

- A. Report action taken in Closed Session:
  - 1. Consideration of Student Discipline  
1 Case: Student # 012122 (Education Code Section 48915)
  - 2. Public Employee Discipline/Dismissal/Release/Complaint (1 case) [Government Code § 54957]
- 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 July 29, 2021 Special Board Meeting 8  
Recommendation: (Ralph Gómez Porras, Superintendent) Approval of minutes as presented.
- B. Certificated Assignment Order #2 11  
Recommendation: (Billie Mankey, Director II of Human Resources) The Administration recommends adoption of Certificated Assignment Order #2.
- C. Classified Assignment Order #2 13  
Recommendation: (Billie Mankey, Director II of Human Resources) The Administration recommends adoption of Classified Assignment Order #2.
- D. Acceptance of Donations 15  
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The Administration Recommends that the Board approve acceptance of the donations referenced below.
- E. Cash Receipts Report No. 6 and 1 16  
Recommendation: (Song Chin-Bendib, Assistant Superintendent) As Assistant Superintendent For Business Services, I have reviewed the receipt and deposit of the identified Cash Receipts for consistency with District policies and procedures and certify that the actions have been appropriately conducted. I recommend Board approval of the Cash Receipts.
- F. Warrant Schedules No. 633 19  
Recommendation: (Song Chin-Bendib, Assistant Superintendent) As Assistant Superintendent for Business Services, I certify that I have reviewed the attached warrants for consistency with the District's budget, and purchasing and accounting practices and therefore, recommend Board approval.
- G. Out of County or Overnight Activities 21  
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The Administration recommends that the Board approve or receive the request as presented.
- H. Acceptance of Quarterly Treasurer's Report 24  
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The Administration recommends that the Board accept the Quarterly Treasurer's Report for the quarter ending June 30, 2021.

- I. Approval of Total Compensation Systems, Inc., Contract for 2021-22 for Other Post Employment Benefits (OPEB) Actuarial Study 50  
 Recommendation: (Song Chin-Bendib, Assistant Superintendent) The District Administration recommends that the Board review and approve the contract with Total Compensation Systems, Inc. (TCS) for fiscal year 2021-22, to provide actuarial study to comply with the current Governmental Accounting Standards Board (GASB) accounting standards 75 for Other Post Employment Benefits (OPEB).
- J. Pacific Grove High School California Interscholastic Federation (CIF) School Representatives 65  
 Recommendation: (Lito Garcia, Pacific Grove High School Principal) The Administration recommends that the Board review and approve Pacific Grove High School Principal Lito M. García as the 2021-2022 California Interscholastic Federation (CIF) representative for Pacific Grove High School.
- K. Contract for Services with Coast Counties Truck & Equipment 69  
 Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and approve the contract for services with Coast Counties Truck & Equipment for the 2021-2022 school year.
- L. Contract for Services with Discovery Charters 72  
 Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and approve the contract for services with Discovery Charters for Pacific Grove High School Athletic Transportation - 2021-2022 school year.
- M. Change Order #1 to Steele Tape Construction to Supply the Stainless-Steel Ducting at Pacific Grove High School Culinary Room 75  
 Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and approve change order #1 to Steele Tape Construction for the installation of stainless-steel ducting at the Pacific Grove High School Culinary room.
- N. Contract for Services with Pacific West Water Purification, Inc. at Forest Grove Elementary School 78  
 Recommendation: (Buck Roggeman, Forest Grove Elementary School) The District Administration recommends the Board review and approve a contract for services with Pacific West Water Purification, Inc. to provide service to a reverse osmosis drinking water system at Forest Grove Elementary School.
- O. 2021-22 Consolidated Application for Funding, Part 1 81  
 Recommendation: (Ani Silva, Director of Curriculum and Special Projects) The Administration recommends the Board review and approve the 2021-22 Consolidated Application for Funding, Part 1 as presented.
- P. Interdistrict Attendance Agreement Between the North Monterey County Unified School District (NMCUSD) and Pacific Grove Unified School District (PGUSD) 90  
 Recommendation: (Song Chin-Bendib, Assistant Superintendent) The Administration recommends that the Board review and approve the interdistrict attendance agreement between North Monterey County Unified School District (NMCUSD) and Pacific Grove Unified School District (PGUSD).



- Q. Revisions to Board Regulation 5121 Grades/Evaluation of Student Achievement and Regulation 5121.1 Grades/Evaluation of Student Achievement at the High School 93  
 Recommendation: (Lito Garcia, Pacific Grove High School Principal) The District Administration recommends the Board review and approves the revisions to Board Regulation 5121 Grades/Evaluation of Student Achievement and Regulation 5121.1 Grades/Evaluation of Student Achievement at the High School.
- R. Revisions to Board Policy 6146.1 High School Graduation Requirements 106  
 Recommendation: (Lito Garcia, Pacific Grove High School Principal) The District Administration recommends the Board review and approve the revisions to Board Policy 6146.1 High School Graduation Requirements.
- S. Contract for Services with Nicolas Gonzalez at Pacific Grove High School 113  
 Recommendation: (Lito Garcia, Pacific Grove High School Principal) The District Administration recommends the Board review and approve the contract for services with Nicolas Gonzales – Certified Strength and Conditioning Specialist (CSCS – NSCA) at Pacific Grove High School.
- T. Authorization to Order with AT&T Corp and the California Department of Technology for CALNET Legacy Telecommunications Voice and Data Services 116  
 Recommendation: (Jonathan Mejia, Director of Technology Systems) The District Administration recommends the Board authorize the order with AT&T Corp and the California Department of Technology for CALNET Legacy Telecommunications Voice and Data Services to allow continued low pricing for AT&T telecommunications services.
- U. Ratification of Forest Grove Elementary School Surplus Materials and Furniture Discard 121  
 Recommendation: (Buck Roggeman, Forest Grove Elementary School Principal) The District Administration recommends the Board ratify the list of surplus materials and furniture for discard from Forest Grove Elementary School.

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

**VII. PUBLIC HEARING**

- A. Public Hearing Regarding Potential Composition of Trustee Areas Prior to Drawing of Maps 123  
 Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends the Board hold a public hearing to receive community feedback regarding the California Voting Rights Act and the potential design of maps that outline trustee areas for Board elections.

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

**VIII. ACTION/DISCUSSION**

- A. Contract for Services with Advanced IPM for pest management at Pacific Grove High School and Pacific Grove Middle School 154  
 Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and approve contract for services to Advanced IPM for pest management services at Pacific Grove High School and Pacific Grove Middle School.

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

- B. New Maintenance Vehicles - Purchase Order to Downtown Ford for 3-F250's and 1-Transit Van 157  
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and approve the purchase of three F250's with utility beds and one Transit Connect Cargo Van for Maintenance.

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

- C. Board Calendar/Future Meetings 163  
Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends that the Board review and possibly modify meeting dates on the attached calendar and determine, given information from the Administration, whether additional Board dates or modifications need to be established.

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

**IX. INFORMATION/DISCUSSION**

- A. Pacific Grove Unified School District Quarterly Safety Update 165  
Recommendation: (Barbara Martinez, Director of Student Safety) The District Administration recommends that the Board review and be informed of Pacific Grove Unified School District activities and protocols related to school safety.

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

- B. Review of the 2021-22 Education Budget Bill – Assembly Bill (AB) 130 166  
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The Administration recommends that the Board review the information provided regarding the Governor's approved Education Budget Bill for 2021-22, AB 130.

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

- C. Review of 2020-21 Actual and 2021-22 Estimated Property Tax Revenues 167  
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The District Administration recommends that the Board review the attached information regarding actual receipts of Property Tax Revenue for the 2020-21 fiscal year and projections for 2021-22 based on the latest Assessed Valuation.

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

- D. Review of District Enrollment Projections for the First Week of School for 2021-22 171  
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The District Administration recommends that the Board review the attached information regarding enrollment for the first week of school for 2021-22.

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

E. Future Agenda Items

175

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.

- Board requested a renewed discussion about District solar panels (September 16, 2021)
- Added February 4, 2021: Return of affordable housing at a later date when more information becomes available (Fall 2021)
- Added March 4, 2021: A Board member requested a study about making ethnic studies a graduation requirement
- Added March 18, 2021: Return of Foreign Language Program (Fall 2021)
- Added June 3, 2021: A Board member requested information about eco-friendly tools, products and supplies
- Added June 17, 2021: A Board member requested a review of what the District learned from COVID
- Added June 17, 2021: A Board member requested a review of WiFi family access
- Added June 17, 2021: A Board member requested a review of Board Policy (September 2021)
- Added June 17, 2021: A Board member requested parent orientation to the Board meetings
- Added June 17, 2021: A Board member requested a review of Measure D budget (September 2021)

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

X. ADJOURNMENT

Next Board regular Board meeting: September 2, 2021

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION  
Minutes of Special Meeting of July 29, 2021 – District Office

**I. OPENED BUSINESS**

- A. Called to Order 6:00 p.m.
- B. Roll Call
  - President Absent: Trustee Paff
  - Clerk: Trustee Brian Swanson
  - Trustees Present: Trustee Dawson
  - Trustee Rivera
  - Trustee Carolyn Swanson
  - Administration Present: Superintendent Porras
  - Asst. Superintendent Chin-Bendib
  - Board Recorder: Mandi Ackerman
- C. Adopted Agenda

**MOTION Dawson/Carolyn Swanson to adopt agenda as presented.**  
**Public comment: none**  
**Motion CARRIED by roll call vote 4 – 0**

**II. CONSENT AGENDA**

- A. Minutes of June 17, 2021 Board Meeting
- MOTION Dawson/Rivera to approve consent agenda as presented.**  
**Public comment: none**  
**Motion CARRIED by roll call vote 4 – 0**

**III. PUBLIC HEARING**

- A. Public Hearing to Consider Scope, Purpose and Other Factors Related to Adoption of Independent Study Policy
- Open Public Hearing: 6:08 p.m. Close Public Hearing: 6:08 p.m.
- Public comment: none**

**VIII. ACTION/DISCUSSION**

- A. Consideration of Adoption of Revisions to Board Policy and Regulation 6158 Regarding Independent Study
- Superintendent Porras presented information to the Board and answered questions by the Board and public.

**Public comment:**  
Zoe Shoats asked if the two Districts are coordinating curriculum, at the elementary school levels, and if the students will be learning at the same rate.

Elliott Hazen spoke about the option to go back and forth between the E-School and District; asked if there is a remote option in District for students that might get sick.

**MOTION Carolyn Swanson/Dawson to adopt revisions to Board Policy and Regulation 6158 Regarding Independent Study.  
Motion CARRIED by roll call vote 4 – 0**

- B. Consideration of Adoption of Board Policy 6158.1 Regarding Independent Study for 2021-2022

**MOTION Dawson/Rivera to adopt Board Policy 6158.1 regarding Independent Study for 2021-2022.**

**Public comment: none**

**Motion CARRIED by roll call vote 4 – 0**

- C. Revisions to Board Policy 0470 COVID-19 Mitigation Plan

Superintendent Porras presented information to the Board.

**Public comment:**

Marie H. spoke about the mask mandate, said science is not being looked at, asked if the Board has reviewed the science, and noted propaganda.

**MOTION Dawson/Rivera to approve revisions to Board Policy 0470 COVID-19 Mitigation Plan.**

**Motion CARRIED by roll call vote 4 – 0**

- D. Approval of the COVID Safety Plan

Director of Facilities and Transportation Matt Kelly presented information to the Board and addressed questions by the Board. The Board discussed this item.

**Public comment:**

Tim Phillips noted most of the information is from the CDC, asked for proof, and asked the Board if they think the plan will keep people safe.

**MOTION Rivera/Dawson to approve the COVID Safety Plan.**

**Motion CARRIED by roll call vote 4 – 0**

- E. Certificated Assignment Order #1

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

**Public comment:**

Beth Shammass asked what is TOSA.

Director Mankey clarified Teacher on Special Assignment, Learning Loss Mitigation.

**MOTION Dawson/Carolyn Swanson to approve the Certificated Assignment Order #1.**

**Motion CARRIED by roll call vote 4 – 0**

F. Classified Assignment Order #1

Director II of Human Resources Billie Mankey presented information to the Board. Director Mankey recognized retiree Betty Minor.

Forest Grove Elementary School Principal Buck Roggeman thanked Betty Minor for 49 years of service.

**MOTION Dawson/Rivera to approve the Classified Assignment Order #1.**  
**Public comment: none**  
**Motion CARRIED by roll call vote 4 – 0**

G. Revised Job Description for Technology Systems Coordinator to Director of Technology Systems

Director II of Human Resources Billie Mankey and Superintendent Porras presented information to the Board.

**Public comment:**  
Beth Shammass noted communications have been fabulous; asked why there is no change in salary; asked if adding another position means this is now a department; asked about the overview of technology scope; said policy should be updated.

**MOTION Rivera/Dawson to approve the Revised Job Description for Technology Systems Coordinator to Director of Technology Systems.**  
**Motion CARRIED by roll call vote 4 – 0**

H. New Job Description, Information Technology Communications and Web Specialist

Director II of Human Resources Billie Mankey presented information to the Board. The Board discussed this item.

**Public comment:**  
Beth Shammass asked if Classified has been a part of the review process.  
Director Mankey confirmed Classified was a part of the process.

**MOTION Carolyn Swanson/Rivera to approve new job description, Information Technology Communications and Web Specialist.**  
**Motion CARRIED by roll call vote 4 – 0**

V. ADJOURNED

7:32 p.m.

Approved and submitted:

\_\_\_\_\_  
Dr. Ralph Gómez Porras  
Secretary to the Board

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Student Learning and Achievement          | <input checked="" type="checkbox"/> Consent     |
| <input checked="" type="checkbox"/> Health and Safety of Students and Schools | <input type="checkbox"/> Action/Discussion      |
| <input type="checkbox"/> Credibility and Communication                        | <input type="checkbox"/> Information/Discussion |
| <input type="checkbox"/> Fiscal Solvency, Accountability and Integrity        | <input type="checkbox"/> Public Hearing         |

**SUBJECT:** Certificated Assignment Order #2

**DATE:** August 19, 2021

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

Page 1 of 3

**RECOMMENDATION:**

The District Administration recommends the Board review and approve the Certificated Assignment Order #2

**BACKGROUND:**

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

**INFORMATION:**

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

**FISCAL IMPACT:**

Funding has been approved and allocated for these items.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
CERTIFICATED PERSONNEL ASSIGNMENT ORDER NO. 2  
August 19, 2021**

Page 2 of 2

**TEMPORARY NEW HIRE:**

Kristen Dempsey, FGE, Kindergarten Job Share, Part-time, 0.20 FTE, Column IV, Step 8+MA, effective July 30, 2021 (replaces Kristen Sweeney)

**LEAVE OF ABSENCE:**

Sydney Dacuyan, requests and qualifies for Family Medical Leave to be used intermittently up to 12 weeks and effective August 10, 2021

**SUBSTITUTES:**

Peter Jordan  
Preston Lujan



- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

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

**SUBJECT:** Classified Assignment Order #2

**DATE:** August 19, 2021

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

Page 1 of 2

**RECOMMENDATION:**

The District Administration recommends the Board review and approve the Classified Assignment Order #2

**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. 2  
August 19, 2021**

Page 2 of 2

**NEW HIRE:**

Melissa Freitas, District Bus Driver, part-time, 4.5 hours per day, Range 38, Step A, 12 month work calendar, Utility Worker, part-time, 3.5 hours per day, Range 37, Step A, 12 month work calendar, effective August 2, 2021 (General Fund)

Iyanzame “Yaya” Porto, PGHS, Instructional Assistant (Special Education), 6 hours per day, 180 day work calendar, Range 31, Step A, effective August 5, 2021 (replaces transferee Natalie Montgomery)

Ginger Root, RDE, Instructional Assistant, 4 hours per day, 180 day work calendar, Range 30, Step D, effective August 16, 2021 (replaces retiree Pam Chrislock)

Alexandra Jenner, RDE, Instructional Assistant, 4 hours per day, 180 day work calendar, Range 30, Step D, effective August 5, 2021 (replaces transferee Melissa Gibson)

**CHANGE OF ASSIGNMENT/PROMOTION:**

Oscar Dela Cruz, PGHS Custodian I, Range 35, Step F, promotes to Custodian II, Range 37, Step F, effective August 2, 2021

**ADDITIONAL ASSIGNMENT/INCREASE IN ASSIGNMENT:**

Sally Jones, RDE, Instructional Assistant, from 3 hrs./day to 4 hrs./day, Range 30, Step B, effective August 5, 2021 (replaces transferee Nargess Ahkavi)

**LEAVE OF ABSENCE:**

Tony Molinski, requests and qualifies for Family Medical Leave of absence, effective August 16, 2021 and up to 12 weeks

**RETIREMENT:**

Pam Chrislock, RDE, Instructional Assistant, retires effective September 1, 2021 after 28 years of successful employment with the Pacific Grove Unified School District

**SUBSTITUTE:**

Luke Boynton  
Irene Cisneros  
Beth Radunzel

Linda Bell, District Office, Accounts Payable Clerk, hourly, Range 35, Step D, intermittent and paid per time sheet, effective 7/30/21 and through recruitment completion

- |   |   |
|---|---|
| <input type="checkbox"/> Student Learning and Achievement                         | <input checked="" type="checkbox"/> Consent     |
| <input type="checkbox"/> Health and Safety of Students and Schools                | <input type="checkbox"/> Action/Discussion      |
| <input type="checkbox"/> Credibility and Communication                            | <input type="checkbox"/> Information/Discussion |
| <input checked="" type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing         |

**SUBJECT:** Acceptance of Donations

**DATE:** August 19, 2021

**PERSON(S) RESPONSIBLE:** Song Chin-Bendib, Assistant Superintendent for Business Services

**RECOMMENDATION:**

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

**INFORMATION:**

During the past month the following donations were received:

**Forest Grove Elementary School**

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**

Friends of PG Co-Op Preschool

\$250.00 (Dual Language Preschool)

Friends of PG Co-Op Preschool

\$250.00 (Pine Ave Preschool)

**Pacific Grove Unified School District**

None

- |   |   |
|---|---|
| <input type="checkbox"/> Student Learning and Achievement                         | <input checked="" type="checkbox"/> Consent     |
| <input type="checkbox"/> Health and Safety of Students and Schools                | <input type="checkbox"/> Action/Discussion      |
| <input type="checkbox"/> Credibility and Communication                            | <input type="checkbox"/> Information/Discussion |
| <input checked="" type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing         |

**SUBJECT:** Cash Receipts Report No. 6 and No. 1

**DATE:** August 19, 2021

**PERSON(S) RESPONSIBLE:** Song Chin-Bendib, Assistant Superintendent for Business Services

**RECOMMENDATION:**

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

**BACKGROUND:**

The attached listing identifies Cash Receipts received by the District during the period of June 8, 2021 through June 30, 2021 and July 1, 2021 through August 30, 2021

**INFORMATION:**

The receipt and deposit of the identified funds were conducted consistent with District policies and procedures within the appropriate revenue accounts.

PGUSD  
BOARD REPORT # 6 Cash Receipts

June 8, 2021 - June 30, 2021

Date	Num	Name	Account	Amount
Jun 8 - 30, 21				
06/08/2021	20608	FOOD SERVICE	CAFETERIA	98.25
06/08/2021	20609	ADULT EDUCATION	ADULT EDUCATION	770.00
06/11/2021	20610	RETIREE INSURANCE	RETIREE INSURANCE	5,647.04
06/11/2021	20611	PGHS ASB	PAYROLL	1,334.78
06/11/2021	20612	TEXTBOOKS	TEXT BOOK FEES	505.00
06/11/2021	20613	PGMS LIBRARY	LIBRARY FINES/FEES	5.00
06/11/2021	20614	TEXTBOOKS	TEXT BOOK FEES	263.17
06/11/2021	20615	Maria Rivera	INS PAYMENT	383.23
06/11/2021	20616	TEXTBOOKS	TEXT BOOK FEES	15.00
06/11/2021	20617	TEXTBOOKS	TEXT BOOK FEES	15.00
06/11/2021	20618	TEXTBOOKS	TEXT BOOK FEES	15.00
06/11/2021	20619	TEXTBOOKS	TEXT BOOK FEES	10.00
06/11/2021	20620	Pebble Beach Co.	GRANT	5,000.00
06/11/2021	20621	MBCS/Monterey Bay Charter School	SPECIAL RESERVE	18,824.45
06/11/2021	20622	MBCS/Monterey Bay Charter School	SPECIAL RESERVE	18,824.45
06/11/2021	20623	ADULT EDUCATION	ADULT EDUCATION	29,703.51
06/11/2021	20624	ADULT EDUCATION	ADULT EDUCATION	200.00
06/14/2021	20625	ADULT EDUCATION	ADULT EDUCATION	31,408.36
06/14/2021	20626	STATE OF CALIFORNIA	CAFETERIA	5,021.55
06/14/2021	20627	STATE OF CALIFORNIA	CAFETERIA	59,053.73
06/14/2021	20628	VOID	VOID	
06/14/2021	20629	MBCS/Monterey Bay Charter School	UTILITIES	1,974.04
06/14/2021	20630	MBCS/Monterey Bay Charter School	UTILITIES	1,431.34
06/17/2021	20631	ADULT EDUCATION	ADULT EDUCATION	1,775.00
06/17/2021	20632	RETIREE INSURANCE	RETIREE INSURANCE	48.00
06/17/2021	20633	MPC	PAYROLL	1,963.09
06/17/2021	20634	CTA	REFUND	1,841.50
06/17/2021	20635	TEXTBOOKS	TEXT BOOK FEES	20.00
06/17/2021	20636	Maria Rivera	INS PAYMENT	383.23
Jun 8 - 30, 21				<u>186,533.72</u>

PGUSD
BOARD REPORT # 1 Cash Receipts

July 1, 2021 - August 30, 2021

Table with 5 columns: Date, Num, Name, Account, Amount. It lists various cash receipts from July 1 to August 10, 2021, including entries for RETIREE INSURANCE, STATE OF CALIFORNIA, ADULT EDUCATION, and others, totaling 667,058.69.

- |   |   |
|---|---|
| <input type="checkbox"/> Student Learning and Achievement                         | <input checked="" type="checkbox"/> Consent     |
| <input type="checkbox"/> Health and Safety of Students and Schools                | <input type="checkbox"/> Action/Discussion      |
| <input type="checkbox"/> Credibility and Communication                            | <input type="checkbox"/> Information/Discussion |
| <input checked="" type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing         |

**SUBJECT:** Warrant Schedule 633

**DATE:** August 19, 2021

**PERSON(S) RESPONSIBLE:** Song Chin-Bendib, Assistant Superintendent for Business Services

**RECOMMENDATION:**

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

**BACKGROUND:**

The attached listing of warrants identifies payments made by the District during the noted time period from June 1, 2021 through June 30, 2021.

**INFORMATION:**

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

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

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

WARRANT SCHEDULE NO. 633

JUNE 2021

WARRANTS - PAYROLL

Certificated	Regular	06/04/21	\$	-
	Regular	06/10/21	\$	45,427.12
	Regular	06/15/21	\$	-
	Regular	06/30/21	\$	315,423.37
<u>Total Certificated</u>			<u>\$</u>	<u>360,850.49</u>
Other	Regular	06/04/21	\$	-
	Regular	06/10/21	\$	38,982.00
	Regular	06/15/21	\$	-
	Regular	06/30/21	\$	5,537.10
<u>Total Other</u>			<u>\$</u>	<u>44,519.10</u>
Classified	Regular	06/04/21	\$	-
	Regular	06/10/21	\$	22,267.27
	Regular	06/15/21	\$	-
	Regular	06/30/21	\$	461,731.75
<u>Total Classified</u>			<u>\$</u>	<u>483,999.02</u>
<b><u>TOTAL PAYROLL</u></b>			<b><u>\$</u></b>	<b><u>889,368.61</u></b>

WARRANTS - ACCOUNTS PAYABLE

Checks	V-Card Payment			
12620677-12620703	04600000055-04600000061	06/03/21	\$	78,692.01
12621835-12621864	04600000062-04600000063	06/10/21	\$	133,935.68
12623235-12623290	04600000064-04600000065	06/17/21	\$	133,573.55
12624420-12624437	04600000066-04600000068	06/22/21	\$	82,177.41
12626019-12626042	04600000069-04600000071	06/29/21	\$	151,606.06
<b><u>TOTAL ACCOUNTS PAYABLE</u></b>			<b><u>\$</u></b>	<b><u>579,984.71</u></b>



- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

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

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

**DATE:** August 19, 2021

**PERSON(S) RESPONSIBLE:** Song Chin-Bendib, Assistant Superintendent for Business Services

**RECOMMENDATION:**

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

**BACKGROUND:**

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

**INFORMATION:**

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

**FISCAL IMPACT:**

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

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**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**

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

<u>DATE</u> <u>DESTINATION</u>	<u>STUDENTS/CLASS</u> <u>ACTIVITY</u>	<u>TRANSPORTATION</u>	<u>COST</u>	<u>FUNDING SOURCE</u>
May 20, 2022 Great America Theme Park Santa Clara, CA	PGMS 8 <sup>th</sup> Grade Class End of Year Celebration	Charter	\$13,650	Student collected funds

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PACIFIC GROVE UNIFIED SCHOOL DISTRICT
REQUEST FOR OFF CAMPUS ACTIVITY

Board Approval is required for all out-of-county, out-of-state, or overnight activities. The request must be approved by the Board prior to the event, therefore the request must be submitted AT LEAST TWO (2) WEEKS PRIOR TO THE BOARD MEETING PRIOR TO THE EVENT. For ALL other activities, submit request two weeks in advance of activity. I understand.

Date of Activity 05/20/2022 Day of Activity Friday

Location of Activity Great America City Santa Clara County Santa Clara

School PG Middle School Class or Club 8th Grade Great America Field Trip Grade Level/s 8th

School Departure Time 9:30 AM

Pickup Time from Place of Activity 4:00 PM

Name of Employee Accompanying Students Jason Tovani

Number of Adults 4 Number of Students 130

Description of Activity/Educational Objective
8th grade Great America Promotion Celebration

List All Stops N/a

Means of Transportation: Charter

\* Board Regulation 3541.1 Requirements will be complied with when using private Autos aa (Teacher initials)

\*\*If using District vans, driver names must be listed:

Cost of Activity \$ 7,150.00 + Cost of Transportation \$ 6500.00 = Total \$ 13,650.00

Fund/s to be charged for all activity expenses ( x ) Students ( ) Club ( ) PG Pride ( ) Other

Account Code: 01-9005-0-1110-1000-5800-00-005-7280-0720

Requested by: Apple Atofau / Apple Atofau Date 06/11/2021
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal Sean Roach Date 06/11/2021

\*\*\*\*\*

Transportation Department/District Office Use

( ) School Bus ( x ) Charter ( ) Available ( ) Not available Date Received

Cost Estimate \$6,500.00

Approved by Transportation Supervisor: Matt Kelly Date 07/06/2021

Approved by Assistant Superintendent: song chinbendib Date 07/19/2021

Date of Board Approval 8/19/21

Does form need board approval PGUSD Yes

- |   |   |
|---|---|
| <input type="checkbox"/> Student Learning and Achievement                         | <input checked="" type="checkbox"/> Consent     |
| <input type="checkbox"/> Health and Safety of Students and Schools                | <input type="checkbox"/> Action/Discussion      |
| <input type="checkbox"/> Credibility and Communication                            | <input type="checkbox"/> Information/Discussion |
| <input checked="" type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing         |

**SUBJECT:** Acceptance of Quarterly Treasurer’s Report

**DATE:** August 19, 2021

**PERSON(S) RESPONSIBLE:** Song Chin-Bendib, Assistant Superintendent for Business Services

**RECOMMENDATION:**

The Administration recommends that the Board accept the Quarterly Treasurer’s Report for the quarter ending June 30, 2021.

**BACKGROUND:**

Government Code 53646 requires that a quarterly report be made to the Board to identify the investments within which the District’s funds are maintained until needed for expenditures. The District pools its revenues with other districts in the County and deposits them with the Monterey County Treasurer. The Treasurer in turn invests these funds in the various instruments identified in the attached report.

**INFORMATION:**

As indicated in the attached Treasurer’s Report, the current investment portfolio is “in compliance with all applicable provisions of state law and the adopted investment policy, and contains sufficient liquidity to meet all projected outflows over the next six months”. The portfolio is currently returning an annualized yield of **0.69%**. This is compared to .99% last quarter.

**FISCAL IMPACT:**

None.



# Monterey County

# Item No.

## Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

Legistar File Number: 21-622

July 27, 2021

**Introduced:** 7/13/2021

**Current Status:** Draft

**Version:** 1

**Matter Type:** General Agenda Item

- a. Receive and Accept the Treasurer’s Report of Investments for the Quarter Ending June 30, 2021; and
- b. Receive and Approve the Treasurer’s Investment Policy for FY 2021-2022; and
- c. Renew the Delegation of Investment Authority to the Treasurer-Tax Collector pursuant to California Government Code 53607; and
- d. Approve the dissolution of the Monterey County Treasury Oversight Committee.

**RECOMMENDATION:**

It is recommended that the Board of Supervisors:

- a. Receive and Accept the Treasurer’s Report of Investments for the Quarter Ending June 30, 2021; and
- b. Receive and Approve the Treasurer’s Investment Policy for FY 2021-2022; and
- c. Renew the Delegation of Investment Authority to the Treasurer-Tax Collector pursuant to California Government Code 53607; and
- d. Approve the dissolution of the Monterey County Treasury Oversight Committee.

**SUMMARY:**

Government Code Section 53646 (b) (1) states the Treasurer may submit a quarterly report of investments. The attached exhibits provide a narrative portfolio review of economic and market conditions that support the investment activity during the April-June period, the investment portfolio position by investment type, and the investment portfolio by maturity range.

The Treasurer also reviews the Monterey County Investment Policy annually and has recommended updates for Board approval. Primary updates are due to changes to California Government Code Section 53601.6 from the passage of Senate Bill 998 effective January 1, 2021, as well as the Treasurer’s recommendation of the dissolution of the Monterey County Treasury Oversight Committee. In addition, annual Board delegation of investment authority to the Treasurer-Tax Collector is prescribed by Government Code sections 53607 and 53646.

**DISCUSSION:**

Economic conditions during the quarter were characterized by the following factors: broad economic reopening as COVID-19 caseloads plummeted, strong growth and forward economic momentum, continued improvement in the labor market, material shortages, elevated input costs, and supply-chain challenges.

Legistar File Number: 21-622

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Driven by a combination of base effects, stimulus-driven demand, and transient factors such as supply chain disruption, measures of inflation rose in the second quarter of 2021. The Federal Reserve's June projections showed some variety amongst its committee members regarding views on monetary policy. While no change in policy is expected in the remainder of 2021, participants are leaning towards two federal funds rate increases by the end of 2023.

On June 30, 2021, the Monterey County investment portfolio contained an amortized book value of \$2,208,759,362 spread among 233 separate securities and funds. The par value of those funds was \$2,196,394,069 with a market value of \$2,211,758,054 or 100% of amortized book value. The portfolio's net earned income yield for the period was 0.69%. The portfolio produced an estimated quarterly income of \$3,788,827 that will be distributed proportionally to all agencies participating in the investment pool. The investment portfolio had a weighted average maturity of 604 days. The County Treasury continues to use shorter term debt to provide portfolio liquidity and enhanced investment opportunities.

The investment portfolio follows all applicable provisions of state law and the adopted Investment Policy and contains sufficient liquidity to meet all projected outflows over the next six months. Market value pricings were obtained through resources such as Bloomberg LLP, Union Bank of California, and live-bid pricing of corporate securities.

The Treasury Oversight Committee (TOC) was originally established in 1995 following a state mandate that required quarterly reviews of the Treasurer's investment policy and an annual compliance audit of activities. Members consist of representatives from the schools, special districts, CAO, Treasurer, and the public. In 2004, the mandate and the associated state reimbursement funding for the mandatory TOC program was removed.

In the ensuing years modifications have been made to the Treasurer's Investment program that include professional management and investment services, monthly reports to the Board of all investment activities, detailed quarterly reports to the Board and pool participants and personal presentations to the schools or other participants whenever requested. All reports and annual audits are also posted on the Treasurer's website for public inspection and review.

In 2020, the TOC lost four of the six incumbents to retirement or resignation. The current members consist of the new Superintendent of Schools designee, the CAO designee, and the Treasurer. Given the changes and information now in place to provide the Board, pool participants, and the public additional transparency, it is no longer necessary or cost effective to maintain a TOC and the dissolution is recommended.

**OTHER AGENCY INVOLVEMENT:**

A copy of this report will be distributed to all agencies participating in the investment pool. The Treasury Quarterly Reports are also posted on the County Treasurer's website. A monthly report of investment transactions is provided to the Board of Supervisors as required by Government Code 53607.



Legistar File Number: 21-622

FINANCING:

The investment portfolio contains sufficient liquidity to meet all projected expenditures over the next six months. Investment earnings in the General Fund are expected to exceed budgeted revenue for fiscal year 2020-21 once finalized.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This recommendation supports the Administration initiative by providing transparency and accountability in the management of County funds in the Treasurer’s investment portfolio.

Mark a check to the related Board of Supervisors Strategic Initiatives

Administration

DocuSigned by:

*Jake Stroud*  
90E7E050754D4DE...

7/13/2021 | 2:53 PM PDT

Prepared by Jake Stroud, Deputy Treasurer-Tax Collector, x5828

DocuSigned by:

*Mary A. Zeeb*  
16066971D0D0492...

7/13/2021 | 3:01 PM PDT

Approved by Mary A. Zeeb, Treasurer-Tax Collector, x5015

Attachments:

Board Report

Exhibit A - Investment Portfolio Review 06.30.21

Exhibit B - Portfolio Management Report 06.30.21

Exhibit C - Aging Summary 07.01.21

Exhibit D - Investment Policy 2020-2021 Red Line

Exhibit E - Investment Policy 2021-2022 Proposed

cc:

Auditor-Controller - Internal Audit Section

All depositors

County Administrative Office

County Counsel

## Exhibit A Investment Portfolio Review Quarter Ending June 30, 2021

### OVERVIEW

April 1, 2021 – June 30, 2021

Economic conditions during the quarter were characterized by the following factors: broad economic reopening as COVID-19 caseloads plummeted, strong growth and forward economic momentum, continued improvement in the labor market, material shortages, elevated input costs, and supply-chain challenges.

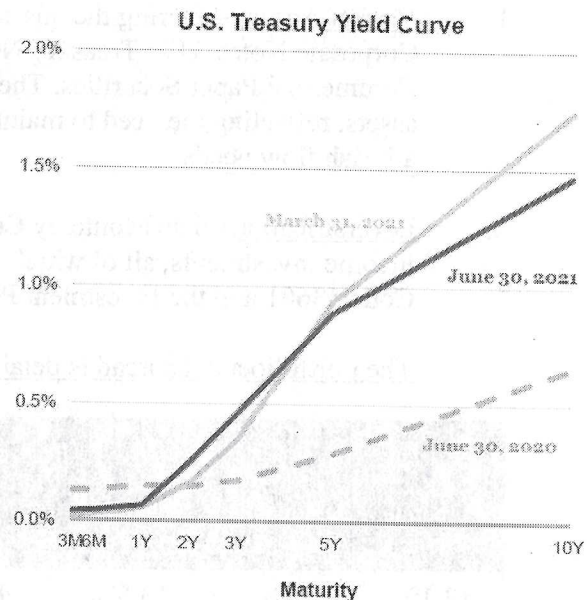
Driven by a combination of base effects, stimulus-driven demand, and transient factors such as supply chain disruption, measures of inflation rose in the second quarter of 2021. The Federal Reserve’s June projections showed some variety amongst its committee members regarding views on monetary policy. While no change in policy is expected in the remainder of 2021, participants are leaning towards two federal funds rate increases by the end of 2023.

### U.S. TREASURY YIELD CURVE

- The Yield Curve flattened modestly during the quarter.
- As long-term yields fell, yields on two-year and three-year maturities moved up slightly, while very short-term yields remained anchored to the Federal Reserve’s near-zero interest rate policy.

	2Q2021 6/30/21	1Q2021 3/31/21	QoQ Change
3-month	0.04%	0.02%	+0.02%
1-year	0.07%	0.06%	+0.01%
2-year	0.25%	0.16%	+0.09%
3-year	0.46%	0.35%	+0.11%
5-year	0.89%	0.94%	-0.05%
10-year	1.47%	1.74%	-0.27%
30-year	2.09%	2.41%	-0.32%

Source: Bloomberg as of 6/30/2021





- The 2-year Treasury yield moved slightly higher during the quarter on expectations that a Federal Reserve rate increase could occur before the end of 2023, sooner than previously expected.



Source: Bloomberg, as of 6/30/21.

Monterey County Treasury investments continue to focus on capturing relative value while remaining cautious. The following indicators reflect key aspects of the investment portfolio in light of the above noted conditions:

1. **Market Access** – During the quarter, investment purchases for the portfolio included Corporate Notes, U.S. Treasury Notes, Supranational Bonds, Negotiable CDs, and Commercial Paper Securities. The Treasurer continues to keep a higher level of liquid assets, reflecting the need to maintain levels of available cash to ensure the ability to meet all cash flow needs.
2. **Diversification** - The Monterey County Treasurer’s portfolio consists of 233 separate fixed income investments, all of which are authorized by the State of California Government Code 53601 and the Investment Policy.

The portfolio asset spread is detailed in the table below:

Portfolio Asset Composition							
Corporate Notes	Negotiable CDs	Overnight Liquid Assets	U.S. Treasuries	Federal Agencies	Commercial Paper	Supranationals	Municipal Bonds
13.1%	2.7%	13.5%	44.3%	17.2%	6.5%	2.7%	<0.1%

• Total may not equal 100% due to rounding

3. **Credit Risk** – Approximately 84.2% of the investment portfolio is comprised of U.S. Treasuries, Federal Agency securities, Negotiable CDs, and other liquid funds. All assets have a better than investment grade rating. U.S. Treasuries are not specifically rated, but are considered the safest of all investments. All corporate debt (13.1%) is rated in the higher levels of investment grade and all Federal Agency and Municipal holdings are rated AA. The Supranational (2.7%) is rated AAA. The credit quality of the Treasurer’s portfolio continues to be high.

The portfolio credit composition is detailed in the table below:

Portfolio Credit Composition								
AAA	AAAm	AA	A	A-1 (Short Term)	Aaf/S1+ (CalTRUST)	BBB+ (split rated)	LAIF (not rated)	Not Rated by S&P
2.7%	6.2%	64.1%	8.9%	9.2%	3.9%	1.6%	3.4%	<0.1%

• Total may not equal 100% due to rounding

4. **Liquidity Risk** – Liquidity risk, as measured by the ability of the County Treasury to meet withdrawal demands on invested assets, was actively managed during the April – June quarter. The portfolio’s average weighted maturity was 604 days, and the Treasurer maintained \$298M (13.5%) in overnight investments and \$605M (27.6%) in securities with maturities of one day to one year to provide immediate liquidity to be able to react quickly to unanticipated needs or opportunities in the current environment.

**PORTFOLIO CHARACTERISTICS**

	March 31, 2021	June 30, 2021
Total Assets	\$2,109,458,018.97	\$2,196,394,068.88
Market Value	\$2,119,066,936.05	\$2,211,758,053.83
Days to Maturity	539	604
Yield	0.99%	0.69%
Estimated Earnings	\$5,205,543.85	\$3,788,827.31

Given the volatile market environment related to the COVID-19 Pandemic, the Treasury continues strategically investing maturities while accounting for potential liquidity needs. As market conditions evolve, the portfolio will continue to be actively managed under the established tenets of safety and liquidity while seeking to maximize the rate of return.



**Exhibit B**  
**Monterey County**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**June 30, 2021**

CONSENT H

Page 1

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
<b>Money Market Accts - GC 53601(k)(2)</b>												
SYS11672	11672	BlackRock			0.00	0.00	0.00	0.337			0.337	
SYS12159	12159	DREYFUS AMT FREE TAX EXEMPT MM			9,229,606.16	9,229,606.16	9,229,606.16	0.010			0.010	
SYS11830	11830	Federated		07/01/2020	0.00	0.00	0.00	0.101	Aaa	AAA	0.101	
SYS11578	11578	Fidelity Investments			0.00	0.00	0.00	0.010	Aaa	AAA	0.010	
		<b>Subtotal and Average</b>	<b>9,229,526.22</b>		<b>9,229,606.16</b>	<b>9,229,606.16</b>	<b>9,229,606.16</b>				<b>0.010</b>	
<b>State Pool - GC 16429.1</b>												
SYS11361	11361	LAIF			75,000,000.00	75,000,000.00	75,000,000.00	0.443			0.443	
		<b>Subtotal and Average</b>	<b>75,000,000.00</b>		<b>75,000,000.00</b>	<b>75,000,000.00</b>	<b>75,000,000.00</b>				<b>0.443</b>	
<b>CALTRUST/CAMP - GC 53601(p)</b>												
SYS11801	11801	CalTrust			48,800,000.00	48,800,000.00	48,800,000.00	0.226	Aaa	AAA	0.226	
SYS11802	11802	CalTrust			1,000,000.00	1,000,000.00	1,000,000.00	0.021	Aaa	AAA	0.021	
SYS12296	11803	CalTrust			20,000,000.00	20,000,000.00	20,000,000.00	0.025			0.025	
SYS12211	12211	CalTrust			15,850,000.00	15,850,000.00	15,850,000.00	0.040			0.040	
SYS12219	12219	CalTrust			331,293.81	331,293.81	331,293.81	0.035			0.035	
SYS10379	10379	Calif. Asset Mgmt			127,950,000.00	127,950,000.00	127,950,000.00	0.050		AAA	0.050	
SYS11961	11961	Calif. Asset Mgmt		07/01/2020	0.00	0.00	0.00	0.658		AAA	0.658	
		<b>Subtotal and Average</b>	<b>336,240,071.65</b>		<b>213,931,293.81</b>	<b>213,931,293.81</b>	<b>213,931,293.81</b>				<b>0.087</b>	
<b>SWEEP ACCOUNT-MORG STNLY</b>												
SYS12041	12041	Morgan Stanley			1.00	1.00	1.00	23.548			23.548	
		<b>Subtotal and Average</b>	<b>1.00</b>		<b>1.00</b>	<b>1.00</b>	<b>1.00</b>				<b>23.548</b>	
<b>SWEEP ACCOUNT - CUSTOM</b>												
SYS12138	12138	Morgan Stanley			59,167.91	59,167.91	59,167.91	0.026			0.026	
		<b>Subtotal and Average</b>	<b>190,569.26</b>		<b>59,167.91</b>	<b>59,167.91</b>	<b>59,167.91</b>				<b>0.026</b>	
<b>Medium Term Notes - GC 53601(k)</b>												
88579YBH3	12359	MMM COMPANY		02/24/2020	130,000.00	130,784.49	130,784.49	2.000	A1	AA-	1.825	02/14/2025
02079KAB3	12397	Alphabet INC		08/17/2020	5,000,000.00	5,421,050.00	5,386,565.62	3.375	Aa2	AA+	0.432	02/25/2024
023135AM8	12301	Amazon		05/31/2019	4,500,000.00	4,567,995.00	4,515,354.86	3.300	A3	AA-	2.472	12/05/2021
023135AW6	12317	Amazon		09/03/2019	200,000.00	201,967.48	201,967.48	2.400	A3	AA-	1.936	02/22/2023
023135BP0	12375	Amazon		06/03/2020	5,415,000.00	5,431,732.35	5,410,142.54	0.400			0.447	06/03/2023
023135BW5	12501	Amazon		05/12/2021	5,680,000.00	5,672,083.45	5,672,083.45	0.450	A1	AA-	0.499	05/12/2024
023135BW5	12502	Amazon		05/12/2021	75,000.00	74,895.47	74,895.47	0.450	A1	AA-	0.499	05/12/2024
025816BM0	12156	American Express Credit		08/21/2017	250,000.00	249,951.25	249,951.25	2.500	A3	BBB+	2.519	08/01/2022
037833CC2	12284	Apple Inc Corp Notes		04/09/2019	5,000,000.00	5,016,100.00	4,995,536.11	1.550	Aa1	AA+	2.559	08/04/2021

Run Date: 07/09/2021 - 15:49

PGUSD

Regular Meeting of August 19, 2021

Portfolio INVT  
AP  
PM (PRF\_PM2) 7.3.11  
31  
Report Ver. 7.3.14

# Exhibit B

## Monterey County

### Portfolio Management

#### Portfolio Details - Investments

#### June 30, 2021

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated			YTM	Maturity Date
								Rate	Moody's	S&P		
<b>Medium Term Notes - GC 53601(k)</b>												
037833DV9	12383	Apple Inc Corp Notes		06/30/2020	5,000,000.00	5,050,250.00	5,032,265.28	0.750	Aa1	AA+	0.401	05/11/2023
037833AS9	12445	Apple Inc Corp Notes		12/11/2020	5,000,000.00	5,432,500.00	5,412,301.02	3.450	Aa1	AA+	0.524	05/06/2024
06406FAD5	12371	Bank of New York Mellon Corp		05/21/2020	125,000.00	128,142.08	128,142.08	2.200	A1	A	0.932	08/16/2023
06406HCX5	12417	Bank of New York Mellon Corp		09/30/2020	5,000,000.00	5,428,950.00	5,400,638.63	3.250	A1	A	0.702	09/11/2024
06406RAN7	12478	Bank of New York Mellon Corp		03/31/2021	4,000,000.00	4,074,920.00	4,074,665.67	1.600			1.088	04/24/2025
06406RAS6	12493	Bank of New York Mellon Corp		04/26/2021	50,000.00	49,949.72	49,949.72	0.500	N/A	N/A	0.536	04/26/2024
06051GGE3	12202	Bank of America Corp		06/07/2018	250,000.00	248,741.16	248,741.16	3.124	A3	A-	3.477	01/20/2023
06051GJH3	12436	Bank of America Corp		11/20/2020	4,400,000.00	4,410,692.00	4,409,986.10	0.810	A2	A-	0.740	10/24/2024
06051GHW2	12479	Bank of America Corp		03/31/2021	5,000,000.00	5,241,850.00	5,227,404.39	2.456	A2	A-	1.074	10/22/2025
06051GJH3	12490	Bank of America Corp		04/19/2021	5,000,000.00	5,003,630.87	5,003,630.87	0.810	A2	A-	0.779	10/24/2024
110122DC9	12418B	BRISTOL-MYERS SQUIBB		09/30/2020	29,000.00	32,498.79	32,498.79	3.875	A2	A+	0.879	08/15/2025
110122DT2	12432	BRISTOL-MYERS SQUIBB		11/13/2020	80,000.00	80,007.20	80,000.00	0.537	A2	A+	0.537	11/13/2023
110122DT2	12439	BRISTOL-MYERS SQUIBB		11/20/2020	5,000,000.00	5,000,450.00	5,003,771.67	0.537	A2	A+	0.505	11/13/2023
110122CM8	12444	BRISTOL-MYERS SQUIBB		12/11/2020	5,000,000.00	5,345,600.00	5,337,469.54	2.900	A2	A+	0.621	07/26/2024
084664BT7	12182	Berkshire Hathaway Finance		03/12/2018	250,000.00	257,847.50	250,106.55	3.000	Aa2	AA	2.947	05/15/2022
084664BT7	12291	Berkshire Hathaway Finance		04/26/2019	8,625,000.00	8,895,738.75	8,660,313.21	3.000	Aa2	AA	2.509	05/15/2022
14913Q2E8	12183	CATERPILLAR FINL SERVC		03/12/2018	250,000.00	248,112.59	248,112.59	2.550	A3	A	3.129	11/29/2022
14913R2D8	12481	CATERPILLAR FINL SERVC		03/31/2021	5,000,000.00	5,024,550.00	5,027,091.54	0.650	A3	A	0.380	07/07/2023
14913R2L0	12506	CATERPILLAR FINL SERVC		05/17/2021	10,000,000.00	9,987,145.93	9,987,145.93	0.450	N/A	N/A	0.495	05/17/2024
16764BV1	12368	Chevron Corp. Global		05/11/2020	75,000.00	75,000.00	75,000.00	1.141			1.141	05/11/2023
166764BT6	12404	Chevron Corp. Global		09/17/2020	5,000,000.00	5,329,400.00	5,301,339.17	2.895	Aa2	AA	0.503	03/03/2024
808513BN4	12474	CHARLES SCHWAR CORP		03/18/2021	25,000.00	24,988.69	24,988.69	0.750			0.767	03/18/2024
172967LC3	12307	Citibank		06/07/2019	3,840,000.00	3,901,017.60	3,845,781.22	2.900	A3	BBB+	2.530	12/08/2021
172967GL9	12308	Citibank		07/12/2019	250,000.00	253,368.98	253,368.98	3.375	A3	BBB+	2.523	03/01/2023
172967MR9	12406	Citibank		09/17/2020	5,000,000.00	5,099,450.00	5,099,791.20	1.678	A3	BBB+	0.711	05/15/2024
191216CL2	12403	Coca- Cola Co		09/16/2020	5,000,000.00	5,203,350.00	5,203,377.62	1.750	A1	A+	0.458	09/06/2024
20030NCR0	12414	COMCAST CORP		09/30/2020	5,000,000.00	5,460,250.00	5,411,994.35	3.700	A3	A-	0.703	04/15/2024
254687FK7	12319	The Walt Disney Copr		09/06/2019	240,000.00	239,409.42	239,409.42	1.750			1.851	08/30/2024
291011BG8	12415	EMERSON ELECTRIC CO		09/30/2020	80,000.00	87,055.87	87,055.87	3.150	A2	A	0.848	06/01/2025
369550AR9	12237	General Dynamics Corp		12/14/2018	10,000,000.00	10,022,800.00	10,002,249.62	3.875	A2	A+	3.266	07/15/2021
38141GXS8	12462	Goldman Sachs		02/17/2021	60,000.00	60,130.47	60,130.47	0.855	A2	BBB+	0.807	02/12/2026
381414GYE8	12515	Goldman Sachs		06/22/2021	10,000,000.00	9,980,651.55	9,980,651.55	0.657	A2	BBB+	0.746	09/10/2024
438516BW5	12370	Honeywell Internatioanl		05/20/2020	100,000.00	103,903.41	103,903.41	2.300	A2	A	0.995	08/15/2024
02665WBF7	12286	American Honda Finance		04/09/2019	5,000,000.00	5,018,400.00	4,998,470.42	1.650	A1	A+	2.688	07/12/2021
02665WCZ2	12318	American Honda Finance		09/03/2019	200,000.00	202,147.04	202,147.04	2.400			2.021	06/27/2024
02665WDF5	12333	American Honda Finance		11/27/2019	5,000,000.00	5,092,300.00	4,999,910.69	1.950	A2	A	1.952	05/20/2022
24422EUA5	12180	John Deere Capital Corp		03/12/2018	250,000.00	248,226.55	248,226.55	2.700	A2	A	3.209	01/06/2023
24422EVH9	12374	John Deere Capital Corp		06/04/2020	3,340,000.00	3,365,718.00	3,338,215.22	0.700	A2	A	0.726	07/05/2023

Portfolio INVT

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**Exhibit B**  
**Monterey County**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**June 30, 2021**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
<b>Medium Term Notes - GC 53601(k)</b>												
24422EVH9	12382	John Deere Capital Corp		06/30/2020	5,000,000.00	5,038,500.00	5,014,646.82	0.700	A2	A	0.553	07/05/2023
24422EUX5	12446	John Deere Capital Corp		12/11/2020	5,000,000.00	5,295,150.00	5,274,846.05	2.600	A2	A	0.531	03/07/2024
46625HJD3	12329	JP Morgan Chase		11/18/2019	5,000,000.00	5,170,850.00	5,067,692.49	4.500	A2	A-	2.032	01/24/2022
46625HJD3	12341	JP Morgan Chase		12/17/2019	5,000,000.00	5,170,850.00	5,068,046.57	4.500	A2	A-	2.022	01/24/2022
46647PBZ8	12473	JP Morgan Chase		03/16/2021	65,000.00	65,000.00		0.697	A2	A-	0.697	03/16/2024
46647PBQ8	12482	JP Morgan Chase		04/05/2021	3,900,000.00	3,973,789.30	3,973,789.30	1.514	A2	A-	0.557	06/01/2024
46647PCH7	12510	JP Morgan Chase		06/01/2021	165,000.00	165,000.00	165,000.00	0.824	A2	A-	0.824	06/01/2025
46647PCH7	12517	JP Morgan Chase		06/22/2021	10,000,000.00	9,972,376.32	9,972,376.32	0.824	A2	A-	0.920	06/01/2025
57636QAB0	12282	MASTERCARD INC		04/04/2019	250,000.00	254,320.58	254,320.58	3.375	A2	A+	2.699	04/01/2024
58933YAQ8	12316	MERCK & CO INC		09/03/2019	10,000,000.00	10,181,600.00	10,036,832.95	2.350	A1	AA	1.729	02/10/2022
58933YAR6	12469	MERCK & CO INC		03/09/2021	125,000.00	132,680.30	132,680.30	2.750	A1	AA-	0.897	02/10/2025
6174468W2	12458	Morgan Stanley		01/25/2021	100,000.00	100,000.00	100,000.00	0.529			0.529	01/25/2024
61772BAA1	12491	Morgan Stanley		04/22/2021	15,000.00	15,000.00	15,000.00	0.731	N/A	N/A	0.731	04/05/2024
61772BAA1	12492	Morgan Stanley		04/22/2021	50,000.00	50,054.24	50,054.24	0.731	N/A	N/A	0.671	04/05/2024
6174468R3	12516	Morgan Stanley		06/22/2021	5,000,000.00	4,998,707.50	4,998,707.50	0.864	A1	BBB+	0.872	10/21/2025
61747YEA9	12519	Morgan Stanley		06/24/2021	10,000,000.00	9,958,605.65	9,958,605.65	0.790	A1	BBB+	0.934	05/30/2025
66989HAP3	12412	Novartis Capital Corp		09/22/2020	125,000.00	130,058.19	130,058.19	1.750	A1	AA-	0.594	02/14/2025
717081ES8	12280	PFIZER INC		04/04/2019	250,000.00	268,510.00	251,622.88	2.950	A1	AA	2.692	03/15/2024
717081DZ3	12315	PFIZER INC		09/03/2019	5,000,000.00	5,066,350.00	5,008,848.42	2.200	A1	AA	1.801	12/15/2021
717081ES8	12402	PFIZER INC		09/16/2020	5,000,000.00	5,370,200.00	5,322,332.88	2.950	A1	AA	0.486	03/15/2024
69353RFT0	12360	PNC Bank NA		02/25/2020	4,130,000.00	4,181,046.80	4,130,000.00	1.743		A	1.743	02/24/2023
89236TCQ6	12165	Toyota Motor Corporation		08/22/2017	250,000.00	251,384.70	251,384.70	2.800	Aa3	AA-	2.231	07/13/2022
89233P5T9	12231	Toyota Motor Corporation		12/07/2018	5,000,000.00	5,113,350.00	4,999,477.53	3.300	Aa3	AA-	3.320	01/12/2022
89233P5F9	12311	Toyota Motor Corporation		07/18/2019	5,000,000.00	5,069,350.00	5,011,928.57	3.400	Aa3	AA-	2.204	09/15/2021
89236TGJ8	12347	Toyota Motor Corporation		01/15/2020	5,000,000.00	5,037,250.00	5,000,524.76	1.800	Aa3	AA-	1.759	10/07/2021
89236TGT6	12358	Toyota Motor Corporation		02/21/2020	130,000.00	129,798.81	129,798.81	1.800	A1	A+	1.845	02/13/2025
89236THF5	12401	Toyota Motor Corporation		09/16/2020	5,000,000.00	5,002,000.00	5,004,295.52	0.500	A1	A+	0.459	08/14/2023
89236TGT6	12485	Toyota Motor Corporation		04/13/2021	5,000,000.00	5,159,966.74	5,159,966.74	1.800	A1	A+	0.898	02/13/2025
904764BG1	12369	Unilever Capital Corp		05/20/2020	60,000.00	63,520.85	63,520.85	3.250	A1	A+	0.968	03/07/2024
91324PDM1	12398	United Health Group Inc		08/19/2020	2,125,000.00	2,302,437.50	2,286,246.62	3.500	A3	A+	0.573	02/15/2024
91324PEB4	12508	United Health Group Inc		05/19/2021	5,000,000.00	5,000,144.14	5,000,144.14	0.550	A3	N/A	0.549	05/15/2024
91324PEB4	12509	United Health Group Inc		05/19/2021	4,455,000.00	4,450,547.65	4,450,547.65	0.550	A3	N/A	0.585	05/15/2024
91159HHX1	12313	US BANCORP		08/06/2019	200,000.00	210,756.00	200,752.93	2.400	A1	A+	2.270	07/30/2024
91159HHC7	12322	US BANCORP		10/28/2019	3,500,000.00	3,584,630.00	3,525,809.01	3.000	A1	A+	1.888	03/15/2022
91159HHX1	12405	US BANCORP		09/17/2020	5,000,000.00	5,268,900.00	5,279,001.47	2.400	A1	A+	0.525	07/30/2024
92826CAC6	12203	Visa Inc		06/07/2018	250,000.00	248,730.27	248,730.27	2.800	A1	A+	3.178	12/14/2022
931142DP5	12447	Walmart Inc		12/11/2020	5,000,000.00	5,381,850.00	5,367,583.24	3.300	Aa2	AA	0.449	04/22/2024
<b>Subtotal and Average</b>			<b>261,330,752.80</b>		<b>277,914,000.00</b>	<b>284,308,969.20</b>	<b>282,697,701.45</b>				<b>1.201</b>	

# Exhibit B

## Monterey County

### Portfolio Management

#### Portfolio Details - Investments

#### June 30, 2021

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
<b>Negotiable CDs - GC 53601(i)</b>												
83369XDL9	12356	SOCIETE GENERALE NY		02/19/2020	260,000.00	263,933.80	260,000.00	1.800			1.800	02/14/2022
83369XDL9	12357	SOCIETE GENERALE NY		02/19/2020	10,000,000.00	10,151,300.00	10,000,000.00	1.800			1.800	02/14/2022
86565CKU2	12387	Sumitomo Mitsui Bank NY		07/14/2020	135,000.00	135,000.00	135,000.00	0.700			0.700	07/08/2022
867914BM4	12340	SUNTRUST BANKS INC		12/16/2019	5,000,000.00	5,089,950.00	5,016,810.25	2.700	A3	A-	2.072	01/27/2022
89114WC29	12514	Toronto Dominion Bank		06/11/2021	25,000,000.00	25,000,000.00	25,000,000.00	0.170	N/A	A-1+	0.170	06/10/2022
89114WD36	12523	Toronto Dominion Bank		06/30/2021	25,000,000.00	25,000,000.00	25,000,000.00	0.170	N/A	A-1+	0.170	03/29/2022
<b>Subtotal and Average</b>			<b>21,187,406.61</b>		<b>65,395,000.00</b>	<b>65,640,183.80</b>	<b>65,411,810.25</b>				<b>0.573</b>	
<b>Commercial Paper Disc.- GC 53601(h)</b>												
09659BUW8	12430	BNP Paribas NY		11/05/2020	18,425,000.00	18,414,497.75	18,421,586.26	0.230	P-1	A-1	0.233	07/30/2021
22533UBB8	12507	Credit Agricole CIB NY		05/19/2021	30,500,000.00	30,467,593.75	30,467,593.75	0.170	P-1	A-1	0.170	02/11/2022
17327BBR5	12512	CitiGroup Global Market		06/02/2021	20,000,000.00	19,980,083.34	19,980,083.34	0.150	P-1	A-1	0.150	02/25/2022
2254EAZA4	12498	Credit Suisse		05/11/2021	25,000,000.00	24,975,250.00	24,975,250.00	0.220	P-1	A-1	0.220	12/10/2021
63873KB48	12497	Natixis NY Branch		05/11/2021	25,000,000.00	24,968,208.33	24,968,208.33	0.210	P-1	A-1	0.210	02/04/2022
78015DCN8	12524	Royal Bank of Canada		06/30/2021	25,000,000.00	24,972,500.00	24,972,500.00	0.150	P-1	A-1+	0.150	03/22/2022
<b>Subtotal and Average</b>			<b>67,439,071.52</b>		<b>143,925,000.00</b>	<b>143,778,133.17</b>	<b>143,785,221.68</b>				<b>0.188</b>	
<b>Fed Agcy Coupon Sec - GC 53601(f)</b>												
3130AF5B9	12222	Federal Home Loan Bank		10/12/2018	10,000,000.00	10,156,000.00	9,999,719.44	3.000			3.011	10/12/2021
3130AFW94	12264	Federal Home Loan Bank		02/15/2019	370,000.00	369,313.78	369,313.78	2.500			2.576	02/13/2024
3130AJM22	12407	Federal Home Loan Bank		09/18/2020	12,535,000.00	12,534,373.25	12,593,213.60	0.440	Aaa	AA+	0.292	08/28/2024
3130AKJW7	12451	Federal Home Loan Bank		12/16/2020	25,000,000.00	24,498,000.00	25,022,290.16	0.600	Aaa	AA+	0.580	12/15/2025
3137EAES4	12384	Federal Home Loan Mtg Corp		06/30/2020	25,000,000.00	25,019,750.00	24,974,915.20	0.250	Aaa	AA+	0.301	06/26/2023
3137EAEU9	12391	Federal Home Loan Mtg Corp		07/23/2020	155,000.00	154,373.21	154,373.21	0.375			0.476	07/21/2025
3137EAES4	12395	Federal Home Loan Mtg Corp		08/17/2020	22,635,000.00	22,652,881.65	22,623,361.34	0.250	Aaa	AA+	0.276	06/26/2023
3137EAEW5	12399	Federal Home Loan Mtg Corp		09/04/2020	15,000,000.00	14,996,400.00	15,005,401.55	0.250	Aaa	AA+	0.233	09/08/2023
3137EAEW5	12400	Federal Home Loan Mtg Corp		09/04/2020	290,000.00	289,930.40	290,104.43	0.250	Aaa	AA+	0.233	09/08/2023
3137EAEW5	12409	Federal Home Loan Mtg Corp		09/18/2020	25,000,000.00	24,994,000.00	25,006,251.87	0.250	Aaa	AA+	0.239	09/08/2023
3137EAEV7	12411	Federal Home Loan Mtg Corp		09/18/2020	25,000,000.00	25,007,500.00	25,003,477.04	0.250	Aaa	AA+	0.243	08/24/2023
3137EAEV7	12413	Federal Home Loan Mtg Corp		09/30/2020	25,000,000.00	25,007,500.00	25,011,291.43	0.250	Aaa	AA+	0.229	08/24/2023
3134GWVB9	12420	Federal Home Loan Mtg Corp		10/15/2020	10,650,000.00	10,526,140.50	10,643,158.69	0.550	Aaa	N/A	0.565	09/29/2025
3137EAEY1	12421	Federal Home Loan Mtg Corp		10/16/2020	250,000.00	249,365.97	249,365.97	0.125	N/A	AA+	0.236	10/16/2023
3137EAEZ8	12429	Federal Home Loan Mtg Corp		11/05/2020	29,545,000.00	29,521,364.00	29,524,214.64	0.250	N/A	AA+	0.280	11/06/2023
3137EAF2	12442	Federal Home Loan Mtg Corp		12/04/2020	435,000.00	434,651.89	434,651.89	0.250	Aaa	AA+	0.283	12/04/2023
3134GXBD5	12448	Federal Home Loan Mtg Corp		12/11/2020	25,000,000.00	24,963,250.00	24,992,668.15	0.360	Aaa	N/A	0.370	05/15/2024
3135G0V34	12263	Federal National Mtg Assn		02/08/2019	335,000.00	334,352.28	334,352.28	2.500			2.580	02/05/2024
3135G03U5	12366	Federal National Mtg Assn		04/24/2020	470,000.00	469,261.73	469,261.73	0.625	Aaa	AA+	0.667	04/22/2025
3135G04Q3	12372	Federal National Mtg Assn		05/22/2020	240,000.00	240,292.80	239,544.49	0.250	Aaa	AA+	0.351	05/22/2023



# Exhibit B

## Monterey County

### Portfolio Management

#### Portfolio Details - Investments

#### June 30, 2021

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
<b>Fed Agcy Coupon Sec - GC 53601(f)</b>												
3135G03U5	12373	Federal National Mtg Assn		06/03/2020	450,000.00	452,167.57	452,167.57	0.625	Aaa	AA+	0.497	04/22/2025
3135G04Z3	12380	Federal National Mtg Assn		06/19/2020	545,000.00	544,105.26	544,105.26	0.500	Aaa	AA+	0.542	06/17/2025
3135G04Q3	12381	Federal National Mtg Assn		06/30/2020	31,000,000.00	31,037,820.00	30,989,059.56	0.250	Aaa	AA+	0.269	05/22/2023
3135G05G4	12385	Federal National Mtg Assn		07/10/2020	515,000.00	515,370.80	514,252.61	0.250	Aaa	AA+	0.322	07/10/2023
3135G04Z3	12386	Federal National Mtg Assn		07/10/2020	950,000.00	951,646.68	951,646.68	0.500	Aaa	AA+	0.456	06/17/2025
3135G05R0	12394	Federal National Mtg Assn		08/12/2020	15,000,000.00	15,002,700.00	14,980,989.80	0.300	Aaa	AA+	0.360	08/10/2023
3135G05G4	12396	Federal National Mtg Assn		08/17/2020	15,000,000.00	15,010,800.00	14,994,757.91	0.250	Aaa	AA+	0.267	07/10/2023
3135G05G4	12408	Federal National Mtg Assn		09/18/2020	25,000,000.00	25,018,000.00	25,001,620.80	0.250	Aaa	AA+	0.247	07/10/2023
3135G0V75	12416	Federal National Mtg Assn		09/30/2020	13,800,000.00	14,392,020.00	14,432,682.43	1.750	Aaa	AA+	0.216	07/02/2024
3135G06H1	12440	Federal National Mtg Assn		11/25/2020	25,000,000.00	24,969,750.00	24,989,595.19	0.250	N/A	AA+	0.267	11/27/2023
<b>Subtotal and Average</b>			<b>422,848,404.29</b>		<b>380,170,000.00</b>	<b>380,313,081.77</b>	<b>380,791,808.70</b>				<b>0.379</b>	
<b>US Treasury Note-GC 53601(b)</b>												
9128282P4	12179A	U.S. Treasury		03/12/2018	780,000.00	774,117.65	774,117.65	1.875	Aaa		2.617	07/31/2022
9128284D9	12226	U.S. Treasury		11/07/2018	850,000.00	842,859.61	842,859.61	2.500	Aaa		3.017	03/31/2023
912828F21	12228	U.S. Treasury		11/30/2018	20,330,000.00	20,540,415.50	20,295,716.91	2.125	Aaa		2.834	09/30/2021
9128284W7	12230	U.S. Treasury		11/30/2018	15,000,000.00	15,152,400.00	14,998,507.01	2.750	Aaa		2.834	08/15/2021
912828T91	12245	U.S. Treasury		01/11/2019	500,000.00	489,829.68	489,829.68	1.625	Aaa		2.557	10/31/2023
912828VB3	12246	U.S. Treasury		01/11/2019	785,000.00	773,874.15	773,874.15	1.750	Aaa		2.555	05/15/2023
9128285R7	12251	U.S. Treasury		01/15/2019	21,750,000.00	22,141,717.50	21,760,524.79	2.625	Aaa		2.514	12/15/2021
912828V23	12260C	U.S. Treasury		01/31/2019	500,000.00	496,383.92	496,383.92	2.250	Aaa		2.560	12/31/2023
912828U57	12261	U.S. Treasury		02/08/2019	500,000.00	495,781.65	495,781.65	2.125	Aaa		2.498	11/30/2023
912828P38	12262	U.S. Treasury		02/08/2019	700,000.00	692,209.29	692,209.29	1.750	Aaa		2.492	01/31/2023
9128286G0	12274	U.S. Treasury		03/07/2019	400,000.00	398,187.32	398,187.32	2.375	Aaa		0.000	02/29/2024
912828WJ5	12305	U.S. Treasury		06/06/2019	500,000.00	507,854.79	507,854.79	2.500	Aaa	AA+	1.924	05/15/2024
912828S35	12309	U.S. Treasury		07/12/2019	750,000.00	743,676.79	743,676.79	1.375	Aaa	AA+	1.815	06/30/2023
912828S76	12312	U.S. Treasury		07/19/2019	20,000,000.00	20,070,400.00	19,988,297.02	1.125	Aaa	AA+	1.855	07/31/2021
912828T34	12314	U.S. Treasury		09/03/2019	30,000,000.00	30,161,700.00	29,969,893.02	1.125	Aaa	AA+	1.536	09/30/2021
912828Q29	12320	U.S. Treasury		09/06/2019	950,000.00	952,563.97	952,563.97	1.500	Aaa	AA+	1.341	03/31/2023
912828T67	12330	U.S. Treasury		11/18/2019	40,350,000.00	40,630,432.50	40,300,645.70	1.250	Aaa	AA+	1.624	10/31/2021
912828YM6	12331	U.S. Treasury		11/19/2019	170,000.00	175,751.10	169,091.86	1.500	Aaa	AA+	1.668	10/31/2024
912828U81	12335	U.S. Treasury		11/27/2019	25,000,000.00	25,359,500.00	25,048,357.08	2.000	Aaa	AA+	1.605	12/31/2021
912828RR3	12337	U.S. Treasury		11/27/2019	25,800,000.00	26,112,438.00	25,838,022.15	2.000	Aaa	AA+	1.599	11/15/2021
9128282F6	12339	U.S. Treasury		12/16/2019	9,575,000.00	9,617,608.75	9,566,663.59	1.125	Aaa	AA+	1.656	08/31/2021
912828YT1	12345	U.S. Treasury		12/19/2019	24,900,000.00	25,139,289.00	24,886,710.67	1.500	Aaa	AA+	1.608	11/30/2021
912828YJ3	12349	U.S. Treasury		01/15/2020	11,800,000.00	11,884,370.00	11,796,907.88	1.500	Aaa	AA+	1.607	09/30/2021
912828Z52	12352	U.S. Treasury		02/05/2020	500,000.00	500,028.08	500,028.08	1.375	Aaa	AAA	1.373	01/31/2025
912828YM6	12353	U.S. Treasury		02/05/2020	500,000.00	516,915.00	501,952.63	1.500	Aaa	AA+	1.378	10/31/2024

# Exhibit B

## Monterey County

### Portfolio Management

#### Portfolio Details - Investments

June 30, 2021

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
<b>US Treasury Note-GC 53601(b)</b>												
912828YY0	12354A	U.S. Treasury		02/05/2020	370,000.00	374,696.22	374,696.22	1.750	Aaa	AA+	1.374	12/31/2024
912828ZC7	12362	U.S. Treasury		03/04/2020	400,000.00	404,211.09	404,211.09	1.125	Aaa	AA+	0.831	02/28/2025
912828ZR4	12379	U.S. Treasury		06/18/2020	25,000,000.00	25,005,750.00	24,983,050.06	0.125	Aaa	AA+	0.199	05/31/2022
912828ZM5	12410	U.S. Treasury		09/18/2020	30,700,000.00	30,710,745.00	30,697,532.34	0.125	Aaa	AA+	0.134	04/30/2022
91282CAP6	12419	U.S. Treasury		10/15/2020	20,300,000.00	20,230,980.00	20,277,599.90	0.125	Aaa	AA+	0.173	10/15/2023
91282CAG6	12424	U.S. Treasury		11/03/2020	25,000,000.00	25,000,000.00	24,990,005.63	0.125	Aaa	AA+	0.159	08/31/2022
912828M80	12425	U.S. Treasury		11/04/2020	25,000,000.00	25,769,500.00	25,646,463.71	2.000	Aaa	AA+	0.170	11/30/2022
91282CAR2	12426	U.S. Treasury		11/04/2020	25,000,000.00	24,997,000.00	24,984,933.23	0.125	Aaa	AA+	0.170	10/31/2022
912828TY6	12427	U.S. Treasury		11/04/2020	25,000,000.00	25,599,500.00	25,498,834.98	1.625	Aaa	AA+	0.171	11/15/2022
91282CAN1	12428	U.S. Treasury		11/04/2020	25,000,000.00	24,998,000.00	24,985,263.04	0.125	Aaa	AA+	0.172	09/30/2022
91282CAR2	12434	U.S. Treasury		11/18/2020	500,000.00	499,940.00	499,666.02	0.125	Aaa	AA+	0.175	10/31/2022
91282CAP6	12441	U.S. Treasury		12/01/2020	20,900,000.00	20,828,940.00	20,871,344.77	0.125	Aaa	AA+	0.185	10/15/2023
91282CAZ4	12443	U.S. Treasury		12/08/2020	325,000.00	324,752.19	324,752.19	0.375	Aaa	AA+	0.392	11/30/2025
91282CAX9	12450	U.S. Treasury		12/11/2020	28,210,000.00	28,202,383.30	28,198,114.54	0.125	Aaa	AA+	0.155	11/30/2022
91282CBA8	12452	U.S. Treasury		12/16/2020	25,000,000.00	24,885,750.00	24,968,772.31	0.125	Aaa	AA+	0.175	12/15/2023
91282CAW1	12454	U.S. Treasury		12/22/2020	25,000,000.00	24,984,500.00	25,056,818.77	0.250	Aaa	AA+	0.154	11/15/2023
91282CBA8	12455	U.S. Treasury		12/22/2020	25,000,000.00	24,885,750.00	24,975,041.11	0.125	Aaa	AA+	0.166	12/15/2023
912828YE4	12456	U.S. Treasury		12/22/2020	25,000,000.00	25,643,500.00	25,808,017.09	1.250	Aaa	AA+	0.224	08/31/2024
912828YM6	12457	U.S. Treasury		12/22/2020	22,500,000.00	23,261,175.00	23,441,347.89	1.500	Aaa	AA+	0.238	10/31/2024
91282CBE0	12459	U.S. Treasury		02/01/2021	20,000,000.00	19,896,800.00	19,972,425.79	0.125	Aaa	AA+	0.179	01/15/2024
91282CBM2	12461	U.S. Treasury		02/16/2021	14,400,000.00	14,320,080.00	14,375,838.72	0.125	Aaa	AA+	0.189	02/15/2024
91282CBM2	12463	U.S. Treasury		02/26/2021	10,000,000.00	9,944,500.00	9,947,471.75	0.125	Aaa	AA+	0.326	02/15/2024
912828ZF0	12464	U.S. Treasury		03/01/2021	25,000,000.00	24,830,000.00	24,931,854.15	0.500	Aaa	AA+	0.574	03/31/2025
91282CAB7	12465	U.S. Treasury		03/01/2021	30,000,000.00	29,333,100.00	29,509,292.42	0.250			0.657	07/31/2025
91282CBQ3	12466	U.S. Treasury		03/04/2021	250,000.00	247,380.32	247,380.32	0.500	Aaa	AA+	0.729	02/28/2026
91282CBH3	12467	U.S. Treasury		03/04/2021	250,000.00	246,106.68	246,106.68	0.375	Aaa	AA+	0.721	01/31/2026
912828P46	12470	U.S. Treasury		03/09/2021	500,000.00	518,187.23	518,187.23	1.625	Aaa	AA+	0.821	02/15/2026
91282CBN0	12471	U.S. Treasury		03/09/2021	500,000.00	499,802.69	499,802.69	0.125	Aaa	AA+	0.148	02/28/2023
91282CBM2	12472	U.S. Treasury		03/09/2021	500,000.00	497,225.00	497,416.49	0.125	Aaa	AA+	0.322	02/15/2024
91282CBR1	12475	U.S. Treasury		03/23/2021	200,000.00	199,624.00	199,624.00	0.250	Aaa	AA+	0.320	03/15/2024
912828ZF0	12476	U.S. Treasury		03/26/2021	250,000.00	248,300.00	249,306.92	0.500	Aaa	AA+	0.575	03/31/2025
912828YH7	12477	U.S. Treasury		03/31/2021	25,000,000.00	25,853,500.00	25,822,029.69	1.500	Aaa	AA+	0.478	09/30/2024
9128286Z8	12480	U.S. Treasury		03/31/2021	19,000,000.00	19,805,980.00	19,757,922.25	1.750	Aaa	AAA	0.409	06/30/2024
91282CBR1	12484	U.S. Treasury		04/06/2021	250,000.00	249,254.35	249,254.35	0.250	Aaa	AA+	0.361	03/15/2024
91282CBC4	12486	U.S. Treasury		04/12/2021	250,000.00	245,222.70	245,222.70	0.375	Aaa	AA+	0.809	12/31/2025
91282CBV2	12487	U.S. Treasury		04/15/2021	22,000,000.00	22,007,191.00	22,007,191.00	0.375	Aaa	AA+	0.363	04/15/2024
91282CBV2	12494	U.S. Treasury		04/30/2021	20,000,000.00	20,020,620.37	20,020,620.37	0.375	Aaa	AA+	0.338	04/15/2024
912828XX3	12495	U.S. Treasury		04/30/2021	500,000.00	524,048.51	524,048.51	2.000	Aaa	AA+	0.385	06/30/2024

Portfolio INVT

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# Exhibit B

## Monterey County

### Portfolio Management

#### Portfolio Details - Investments

#### June 30, 2021

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
<b>US Treasury Note-GC 53601(b)</b>												
91282CBR1	12496	U.S. Treasury		05/05/2021	250,000.00	249,723.01	249,723.01	0.250	Aaa	AA+	0.291	03/15/2024
91282CBE0	12499	U.S. Treasury		05/11/2021	25,000,000.00	24,925,019.15	24,925,019.15	0.125	Aaa	AA+	0.243	01/15/2024
91282CAK7	12500	U.S. Treasury		05/11/2021	25,000,000.00	24,960,506.76	24,960,506.76	0.125	Aaa	AA+	0.196	09/15/2023
91282CBR1	12505	U.S. Treasury		05/13/2021	13,200,000.00	13,189,192.26	13,189,192.26	0.250	Aaa	AA+	0.280	03/15/2024
912828YE4	12511	U.S. Treasury		06/02/2021	15,000,000.00	15,414,417.39	15,414,417.39	1.250	Aaa	AA+	0.371	08/31/2024
91282CCF6	12513	U.S. Treasury		06/07/2021	200,000.00	199,668.49	199,668.49	0.750			0.784	05/31/2026
91282CBW0	12518	U.S. Treasury		06/25/2021	250,000.00	248,579.05	248,579.05	0.750	Aaa	AA+	0.750	04/30/2026
9128282N9	12520	U.S. Treasury		06/30/2021	25,000,000.00	26,253,769.34	26,253,769.34	2.125	Aaa	AA+	0.484	07/31/2024
91282CCG4	12521	U.S. Treasury		06/30/2021	30,000,000.00	29,804,477.92	29,804,477.92	0.250	Aaa	AA+	0.472	06/15/2024
9128282Y5	12522	U.S. Treasury		06/30/2021	22,000,000.00	23,141,148.01	23,141,148.01	2.125	Aaa	AA+	0.513	09/30/2024
<b>Subtotal and Average</b>			<b>964,465,856.51</b>		<b>971,845,000.00</b>	<b>979,650,801.28</b>	<b>977,982,619.51</b>				<b>0.699</b>	
<b>Supranationals</b>												
459058JV6	12488	Inter-America Devel BK		04/20/2021	190,000.00	189,645.48	189,645.48	0.125			0.229	04/20/2023
459058JV6	12489	Inter-America Devel BK		04/20/2021	5,000,000.00	4,992,338.19	4,992,338.19	0.125			0.210	04/20/2023
4581X0DM7	12365	INTER AMERICAN DEVEL BK		04/24/2020	270,000.00	269,943.51	269,943.51	0.500			0.511	05/24/2023
45905BJM6	12437	INTL BK RECON & DEVELP		11/24/2020	355,000.00	354,390.11	354,390.11	0.250			0.322	11/24/2023
459058JM6	12438	INTL BK RECON & DEVELP		11/24/2020	21,955,000.00	21,893,965.10	21,917,281.11	0.250			0.322	11/24/2023
459058GX5	12503	INTL BK RECON & DEVELP		05/13/2021	15,000,000.00	15,488,857.14	15,488,857.14	1.876			0.214	06/19/2023
459056HV2	12504	INTL BK RECON & DEVELP		05/13/2021	15,000,000.00	15,490,781.01	15,490,781.01	1.500	Aaa	AAA	0.455	08/28/2024
<b>Subtotal and Average</b>			<b>43,334,959.08</b>		<b>57,770,000.00</b>	<b>58,679,920.54</b>	<b>58,703,236.55</b>				<b>0.320</b>	
<b>Municipal Bonds</b>												
13017HAK2	12435	California Earthquake Authorit		11/24/2020	55,000.00	55,000.00	55,000.00	1.477			1.477	07/01/2023
13063DUY2	12364	California TXBL		04/22/2020	55,000.00	62,745.66	62,745.66	5.000	Aa2		1.051	03/01/2025
54438CYK2	12431	Los Angeles CCD		11/10/2020	100,000.00	100,000.00	100,000.00	0.773	Aaa	N/A	0.773	08/01/2025
539830BE8	12468	Lockheed Martin Corp		03/08/2021	60,000.00	64,173.34	64,173.34	2.900	A3	A-	0.840	03/01/2025
646140DN0	12460	NJ TPK AUTH-B-TXBL		02/04/2021	55,000.00	55,000.00	55,000.00	0.897			0.897	01/01/2025
650036DT0	12453	NY ST Urban		12/23/2020	270,000.00	270,000.00	270,000.00	0.870	N/A	N/A	0.870	03/15/2025
798306WP7	12422	SAN JUAN CA UNIF SCH		10/29/2020	55,000.00	55,000.00	55,000.00	0.852	Aa2		0.899	08/01/2025
798306WN2	12423	SAN JUAN CA UNIF SCH		10/29/2020	60,000.00	60,000.00	60,000.00	0.702	Aa2		0.702	08/01/2024
574193TQ1	12392	State of Maryland		08/05/2020	110,000.00	109,976.19	109,976.19	0.510	Aaa		0.517	08/01/2024
91412HFM0	12388	University of California		07/16/2020	55,000.00	55,000.00	55,000.00	0.933	Aa2		0.933	05/15/2025
977123X78	12389	Wisconsin St Transport		07/30/2020	140,000.00	140,000.00	140,000.00	0.774	Aa1		0.774	07/01/2025
977123X60	12390	Wisconsin St Transport		07/30/2020	140,000.00	140,000.00	140,000.00	0.624	Aa1		0.624	07/01/2024
<b>Subtotal and Average</b>			<b>1,167,294.61</b>		<b>1,155,000.00</b>	<b>1,166,895.19</b>	<b>1,166,895.19</b>				<b>0.821</b>	

# Exhibit B

## Monterey County

### Portfolio Management

#### Portfolio Details - Investments

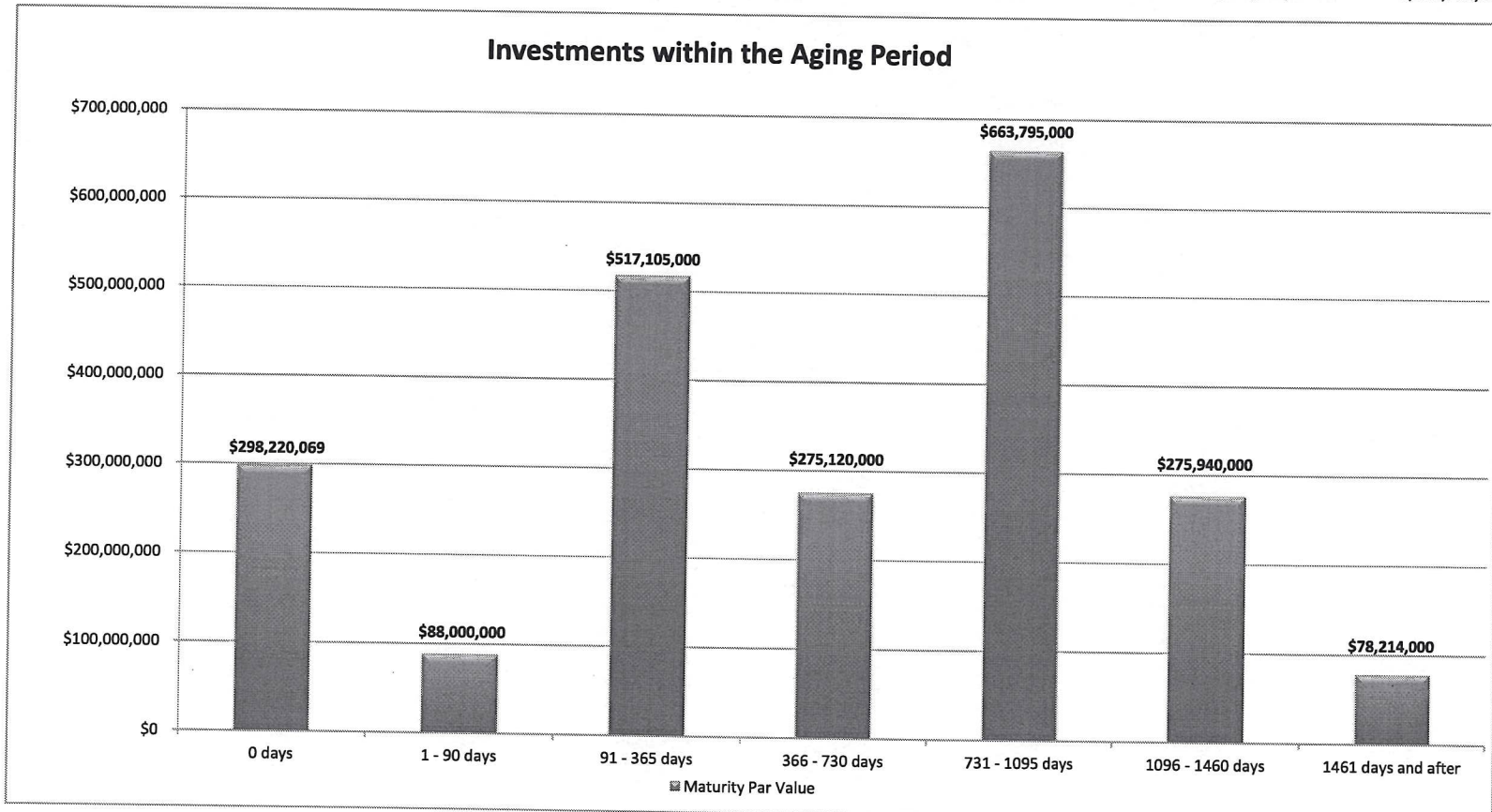
#### June 30, 2021

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM
		<b>Total and Average</b>	<b>2,202,433,913.56</b>		<b>2,196,394,068.88</b>	<b>2,211,758,053.83</b>	<b>2,208,759,362.21</b>				<b>0.590</b>



### Exhibit C Monterey County Aging Summary By Maturity Date As of July 1, 2021

Aging Interval:				Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value
<b>Aging Interval:</b>	<b>0 days</b>	<b>( 07/01/2021 - 07/01/2021 )</b>	<b>14 Maturities</b>	<b>298,220,068.88</b>	<b>13.58%</b>	<b>298,220,068.88</b>	<b>298,220,068.88</b>
<b>Aging Interval:</b>	<b>1 - 90 days</b>	<b>( 07/02/2020 - 09/29/2021 )</b>	<b>8 Maturities</b>	<b>88,000,000.00</b>	<b>4.01%</b>	<b>87,983,238.60</b>	<b>88,381,556.50</b>
<b>Aging Interval:</b>	<b>91 - 365 days</b>	<b>( 09/30/2021 - 07/01/2022 )</b>	<b>33 Maturities</b>	<b>517,105,000.00</b>	<b>23.54%</b>	<b>517,196,223.97</b>	<b>520,750,955.57</b>
<b>Aging Interval:</b>	<b>366 - 730 days</b>	<b>( 07/02/2022 - 07/01/2023 )</b>	<b>37 Maturities</b>	<b>275,120,000.00</b>	<b>12.53%</b>	<b>276,637,941.01</b>	<b>277,115,468.35</b>
<b>Aging Interval:</b>	<b>731 - 1095 days</b>	<b>( 07/02/2023 - 06/30/2024 )</b>	<b>75 Maturities</b>	<b>663,795,000.00</b>	<b>30.22%</b>	<b>666,886,700.05</b>	<b>666,714,555.86</b>
<b>Aging Interval:</b>	<b>1096 - 1460 days</b>	<b>( 07/01/2024 - 06/30/2025 )</b>	<b>48 Maturities</b>	<b>275,940,000.00</b>	<b>12.56%</b>	<b>283,862,437.41</b>	<b>283,405,751.54</b>
<b>Aging Interval:</b>	<b>1461 days and after</b>	<b>( 07/01/2025 - )</b>	<b>18 Maturities</b>	<b>78,214,000.00</b>	<b>3.56%</b>	<b>77,972,752.29</b>	<b>77,169,697.13</b>
<b>Total for 233 Investments</b>				<b>2,196,394,068.88</b>	<b>100.00</b>	<b>2,208,759,362.21</b>	<b>2,211,758,053.83</b>





**MONTEREY COUNTY  
TREASURER'S  
INVESTMENT POLICY**

**FISCAL YEAR 2021-2022**

**APPROVED BY THE BOARD OF SUPERVISORS JULY 27, 2021**



MONTEREY COUNTY INVESTMENT POLICY  
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APPENDIX A..... 8

## INVESTMENT POLICY

### Treasurer-Tax Collector County of Monterey

#### 1.0 Policy

It is the policy of the Treasurer-Tax Collector of Monterey County (“Treasurer”) to invest public funds in a manner which provides for the safety of the funds on deposit, the cash flow demands or liquidity needs of the Treasury Pool participants, and the highest possible yield after first considering the first two objectives of safety and liquidity. In addition, it is the Treasurer-Tax Collector's Policy to invest all funds in strict conformance with all state statutes governing the investment of public monies.

#### 2.0 Scope

This Investment Policy applies to all financial assets in the Treasury Pool. The Policy does not apply to bond proceeds, which are governed by their respective bond documents. These funds are accounted for in the Comprehensive Annual Financial Reports of the County and each of the Treasury Pool's participating agencies.

##### 2.1 Participating Agencies

Participants in the Treasurer's Investment Pool shall be limited to the County of Monterey, school districts within Monterey County and those special districts, which, by statute, maintain depository authority with the County Treasurer.

##### 2.2 Outside Agency Participation

It is the Treasurer's policy to prohibit any voluntary agency participation in the Treasury Pool.

#### 3.0 Prudence

The County Treasurer is a trustee and therefore a fiduciary subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing public funds, the County Treasurer shall act with care, skill, prudence and diligence under the circumstances then prevailing, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the county and the other depositors. Within the limitations of this section and considering individual investments as part of an overall investment strategy, a trustee is authorized to acquire investments as authorized by law.

Nothing in this Policy is intended to grant investment authority to any person or governing body except as provided in Sections 53601 and 53607 of the California Government Code.

**Exhibit E****4.0 Objectives**

The primary objectives, in priority order, of the County of Monterey's investment activities shall be:

**4.1 Safety of Principal**

Investments of the County shall be undertaken in a manner that seeks to ensure preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses do not exceed the income generated from the remainder of the portfolio.

**4.2 Liquidity**

The investment portfolio shall remain sufficiently liquid to enable all depositors to meet all expenditure requirements that might be reasonably anticipated. A minimum of 30% of the invested assets, including cash held in commercial bank accounts, shall be kept in assets having a maturity of one (1) year or less. In the event that unforeseen cash-flow fluctuations temporarily cause the ratio of liquid assets to decline below 30% of the portfolio balance, no new investments with maturities beyond one year will be made until the minimum percentage is restored. (Custom portfolios are not required to maintain a 30% liquidity rate)

**4.3 Return on Investment**

The County's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the County's investment risk constraints and the cash flow characteristics of the portfolio.

**5.0 Delegation of Authority**

Subject to amended delegation by the Board of Supervisors pursuant to Government Code Section 53607, the Treasurer-Tax Collector is authorized to manage the Monterey County investment program. The Treasurer-Tax Collector shall establish written procedures for the operation of the investment program consistent with this Investment Policy.

Procedures should include reference to safekeeping, master repurchase agreements, funds transfer agreements, collateral/depository agreements and banking service contracts. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions, including a third-party Investment Advisor, if so engaged. No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the Treasurer-Tax Collector. The Treasurer-Tax Collector shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

**6.0 Conflict of Interest**

Pursuant to Article 2 (commencing with Section 87200) of Chapter 7 of Title 9 of the Government Code and the regulations of the Fair Political Practices Commission enacted pursuant thereto, the Treasurer-Tax Collector shall disclose investments, interests in real properties, and any income received during the period since the previous statement was filed. Such disclosure shall be in writing and shall be filed with the officer designated by law within the time periods specified by law.



**Exhibit E****6.1 Acceptance of Gifts**

The Treasurer-Tax Collector and all deputized departmental staff are prohibited from accepting any monetary or in-kind gift from any broker, dealer, or firm doing business or seeking to do business with the Monterey County Treasurer.

**7.0 Authorized Dealers and Institutions**

The Treasurer-Tax Collector will maintain a list of broker/dealers and institutions authorized to provide investment services. Repurchase agreements and reverse repurchase agreements shall only be made with primary dealers designated by the Federal Reserve Bank of New York. The Treasurer-Tax Collector may impose additional qualifications of brokers and their firms in order to ensure professionalism and suitability. At a minimum, all broker/dealers and/or financial institutions authorized to provide investment services to Monterey County shall meet the following criteria:

- a. Commercial banks and savings institutions must be authorized as insured with the FDIC, SIPC, or NCUA (credit unions), as applicable.
- b. Must hold an active corporate registered status with the Secretary of State (California), or an out-of-state counterpart agency.
- c. Commercial banks and savings institutions used for deposits, must be a state or national bank, savings association or federal association, a state or federal credit union, or a federally insured industrial loan company, in this state.
- d. Must be an active member of the Financial Industry Regulatory Authority (FINRA). Both the firm and any individuals serving the County must be registered to do business in California.

If a third-party Investment Advisor is authorized to conduct investment transactions on the County's behalf, the Investment Advisor may use its own list of approved broker/dealers and financial institutions for investment purposes. The Investment Advisor's approved list must be made available to the County upon request.

**7.1 Limitations on Political Contributions**

Pursuant to Government Code Section 27133 (c), the Treasurer-Tax Collector shall not select for business any broker, brokerage, dealer, or securities firm that has made a political contribution within the last four years in an amount exceeding the limitations contained in Rule G-37 of the Municipal Securities Rulemaking Board, to the County Treasurer, any member of the Monterey County Board of Supervisors, or any candidate for those offices.

**8.0 Authorized and Suitable Investments.**

The authorized investments of the Treasurer-Tax Collector of Monterey County are governed by Section 53601 and 53635 of the Government Code of the State of California, and within the limits of any other Government Code Statute that permits public agency investment in various securities or participation in investment trading techniques or strategies. The Treasurer-Tax Collector of Monterey County seeks to restrict investments authorized by Code, as defined in Appendix A. Investments excluded from Appendix A are not permitted. In the event an apparent discrepancy is found between this Policy and



**Exhibit E**

the Government Code, the more restrictive parameters shall take precedence.

Rating requirements and percentage limitations, where indicated, apply at the time of purchase.

**8.1 Limitations**

The Treasurer shall not invest in any security, which, by its structure, term or other characteristics, has the possibility of returning a zero or negative yield or could be subject to a loss of principal at the time such security has attained its maturity date. Investments shall not be made in inverse floaters, range notes, and mortgage-derived interest-only strips.

Notwithstanding the prohibition in the above paragraph, the Treasurer may invest in securities issued by, or backed by, the United States government that could result in zero- or negative-interest accrual if held to maturity, in the event of, and for the duration of, a period of negative market interest rates. The County may hold these instruments until their maturity dates. This section shall remain in effect only until January 1, 2026, and as of that date is repealed. (Note: this section was added to California Government Code Section 53601.6 from the passage of Senate Bill 998, effective January 1, 2021, in response to the latest round of near-zero interest rates in the U.S. It would provide the County with an alternative should interest rates go negative in the U.S. like they have been in parts of Europe for some time.)

**8.2 Reverse Repurchase Agreements**

Any reverse repurchase agreement shall have a maximum maturity of 92 days, and the proceeds shall not be invested beyond the expiration of the reverse repurchase agreement. The maximum amount of Reverse Repurchase Agreements shall be limited to 20% of the portfolio's book value on the date of the transaction.

**8.3 Maximum Credit Exposure**

The Treasurer shall limit the investments in any single issuer, regardless of the combination of asset class, to no more than 5% of the portfolio's book value on the date of the transaction, unless otherwise noted in Appendix A. Obligations of the U.S. Treasury, federal agencies, supranational, and pooled investments such as LAIF, CAMP, CalTrust, and money market funds are exempted from this restriction.

**8.4 Credit Downgrade**

In the event a security held by the County is downgraded below the minimum ratings required by the Policy, the security will be reviewed. The course of action will be determined on a case-by-case basis, considering such factors as the reason for the ratings change, remaining maturity, prognosis for recovery or further ratings changes, and the market price of the security.

**9.0 Safekeeping and Custody**

All security transactions, including collateral for repurchase agreements, shall be conducted on a delivery-versus-payment basis. Securities shall be held by a third-party custodian designated by the Treasurer-Tax Collector and evidenced by safekeeping receipts and tri-party master repurchase agreements.

**Exhibit E****10.0 Investments Outside Treasury Pool**

The Treasurer will accept funds for investment outside of the core pooled portfolio (custom invested funds) from depository agencies who also deposit their operating fund in the core portfolio under the following criteria:

- a. All such investments are subject to prior approval by the Monterey County Treasurer.
- b. The funds represent proceeds of bonds, other forms of indebtedness, or special purpose funds not required for normal operating expenses, and
- c. The funds represent new or additional assets of the agency that were not previously invested in the Monterey County Investment Pool, or under other conditions approved by the Treasurer, and
- d. The funds may be transferred to the core portfolio upon mutual agreement between the depository agency and the Monterey County Treasurer. Any such transfer will reflect the market value of any securities sold prior to their maturity, where the underlying funds cannot be transferred back to a custom investment outside the core portfolio unless approved by the Treasurer, and
- e. Funds may be transferred to the Monterey County Treasurer's operating (checking) account for further disbursement provided the funds originate from: maturing securities; overnight funds; sold securities subject to subsection 10 (c.) above, and associated earned income on those funds, and
- f. Within 7 business days prior to the maturity of any security the depository agency shall inform the Monterey County Treasurer of the desired disposition of such maturing assets to include, rollover to a new asset, transfer to the core portfolio, or transfer to the Monterey County Treasurer's operating account subject to the conditions in 10 (a.) through (g.) inclusive, and
- g. Any earned income on "custom invested funds" will be segregated from the core portfolio and deposited to an overnight fund designated specifically for such income. Any liquidation or transfer of the underlying asset will invoke a corresponding transfer of the associated earned income.

**11.0 Criteria for Withdrawal of Funds from the Treasury Investment Pool  
Section 27133 (h) and Section 27136 - Government Code**

An agency with funds on deposit in the County Treasury where such funds may statutorily be invested outside of the County Treasury may apply for a withdrawal of those funds. Pursuant to Government Code Sections 27133 (h) and 27136, the County Treasurer shall evaluate each proposal for withdrawal of funds. The Treasurer's evaluation shall assess the effect of a proposed withdrawal on the stability and predictability of the investments in the County Treasury Pool. In addition and prior to any withdrawal, the Treasurer shall find that the proposed withdrawal will not adversely affect the interests of the other depositors in the Treasury Pool.

All applications for withdrawal must be submitted by a Resolution of the depository agency at least 30 days in advance of the anticipated date of withdrawal. Resolutions for withdrawal shall include:

- a. A statement of the purpose for withdrawal.



**Exhibit E**

- b. The date(s) and amount(s) of funds to be withdrawn.
- c. A certification that funds withdrawn from the county pool shall be managed by the applicant agency and that withdrawn funds shall not be returned for future investment by the County Treasurer for a term of one year, and
- d. An acknowledgement that the value of any funds withdrawn from the County Treasury shall reflect their most recent quarterly asset valuation as reported by the Treasurer.

The Treasurer shall provide an applicant agency a written response within 15 days from receipt of the application. The Treasurer's determination shall be final.

**12.0 Maximum Maturities**

Any non-marketable investments, such as time deposits, should not exceed a two-year maturity. In addition, no specific investment shall have a term remaining to maturity in excess of five years, unless the Board of Supervisors has granted express authority to make that investment either specifically or as a part of an investment program approved by the legislative body no less than three months prior to the investment.

**12.1 Weighted Average Maturity**

The weighted average maturity of the pool portfolio (exclusive of custom investments) shall not exceed two years.

Other special purpose investments where the maturity term is not integral to short term cash flow needs may have a weighted average maturity of greater than two years.

**13.0 Audits**

The Monterey County investment portfolio shall be subject to a process of independent review by the Auditor-Controller's internal auditor. The County's external auditors shall review the investment portfolio in connection with the annual county audit and requirements of the Governmental Accounting Standards Board (GASB).

**14.0 Performance Standards**

The investment portfolio will be designed to obtain a market average rate of return during budgetary and economic cycles, taking into account the County's investment risk constraints and cash flow needs. The County may establish a market-based performance benchmark for comparison.

**15.0 Investment Policy Review and Approval**

The Treasurer-Tax Collector of Monterey County shall submit the Investment Policy to the Board of Supervisors for review and approval at least annually.

**15.1 Legislative Changes**

Any State of California legislative action that further restricts allowable maturities, investment types, minimum credit requirements, or percentage allocations will be incorporated immediately into the Investment Policy.

**Exhibit E****16.0 Reporting**

Pursuant to Government Code Section 53646 (b) the Treasurer-Tax Collector may provide quarterly investment reports to the Board of Supervisors and all pool participants. The report shall include a listing of all securities held in the portfolio. Such listing shall include investment description, maturity date, par, amortized book value, market values and their source, and a risk measurement standard such as duration, along with certifications concerning the portfolio's compliance with the Policy and the portfolio's available liquidity to meet expenditure requirements for the next six months. The quarterly report shall be submitted to the Board of Supervisors within 30 days of the quarter end being reported.

**17.0 Allocation of Investment Costs**

The costs of investing, banking, and cash management as budgeted annually and applied quarterly shall be assessed to depositing agencies at the time of quarterly interest apportionment by the County Auditor-Controller, and in accordance with Government Code statutes. Depositing agencies will receive net revenue after pro rata application of costs that correspond to a basis point reduction to earned interest rates.

When actual annual costs of investing are determined, any differences from budgeted amounts shall be included in an adjusting interest allocation by the Auditor-Controller.

**18.0 Disaster Recovery**

The Treasurer-Tax Collector shall maintain a disaster recovery plan and shall include contact information for key personnel as well as active bankers, broker/dealers, and the County's investment advisor.



**APPENDIX A  
Authorized Investments County General Pool**

<b>Instrument</b>	<b>Maximum Maturity per code</b>	<b>Max %/ Dollar Limit</b>	<b>Government Code Sections</b>
Collateralized bank deposits	5 years	N/A	53630 et seq and 53601(n)
California State Treasurer's Local Agency Investment Fund (LAIF)	N/A	Amount permitted by LAIF per account or as approved by the State Treasurer for bond/note proceeds (Currently \$75,000,000)	16429.1
California Asset Management Program (CAMP)	N/A	20%	53601(p)
CalTrust	N/A	20%	53601(p)
Bonds, including revenue bonds, issued by the County, its Agencies, or authorities	5 years	10% limit issuer	53601(a)
U.S. Treasury notes, bonds, bills, or certificates of indebtedness bearing a full faith and credit pledge	5 years	N/A	53601(b)
Registered warrants, notes, and bonds, including revenue bonds, of the State of California and all other 49 states <sup>(1)</sup>	5 years	10% limit issuer	53601(c) and 53601(d)
Bonds, notes, warrants, and other evidences of indebtedness issued by any local agency within California, including revenue bonds <sup>(1)</sup>	5 years	10% limit issuer	53601(e)
Obligations of federal agencies and United States government-sponsored enterprises	5 years	N/A	53601(f)
Bankers acceptances <sup>(2)</sup>	180 days	40%	53601(g)
Prime commercial paper of domestic issuers with assets in excess of \$500 million <sup>(2)</sup>	270 days	40%	53601(h) and 53635(a)(1),(2)
Negotiable certificates of deposit issued by domestic banks, associations, and state-chartered branches of foreign banks <sup>(1)</sup>	5 years	30%	53601(i)
Reverse repurchase agreements	92 days matched maturities	20%	53601(j)
Repurchase agreements	1 year	20%	53601(j)
Medium term notes issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States <sup>(3)</sup>	5 years	30%	53601(k)
Money market mutual funds	N/A	20% Total all funds 10% any one fund	53601(l)
Mortgage-based and asset-backed securities <sup>(4)</sup>	5 years	20%	53601(o)
U.S. dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, and eligible for purchase and sale within the U.S. <sup>(4)</sup>	5 years	30%	53601(q)
Overall portfolio weighted average maturity	2 years	-----	-----

- (1) which are rated in a long-term rating category of "A" or in a short-term rating category of "A-1" or its equivalent, or better at time of purchase by a minimum of one nationally recognized statistical rating organization (NRSRO)
- (2) which are rated in a rating category of "A-1" or its equivalent, or better by a minimum of one NRSRO at time of purchase
- (3) which are rated in a rating category of "A" or its equivalent, or better by a minimum of one NRSRO at the time of purchase
- (4) which are rated in a rating category of "AA" or its equivalent, or better by a minimum of one NRSRO at time of purchase

- |   |   |
|---|---|
| <input type="checkbox"/> Student Learning and Achievement                         | <input checked="" type="checkbox"/> Consent     |
| <input type="checkbox"/> Health and Safety of Students and Schools                | <input type="checkbox"/> Action/Discussion      |
| <input type="checkbox"/> Credibility and Communication                            | <input type="checkbox"/> Information/Discussion |
| <input checked="" type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing         |

**SUBJECT:** Approval of Total Compensation Systems, Inc., Contract for 2021-22 for Other Post Employment Benefits (OPEB) Actuarial Study

**DATE:** August 19, 2021

**PERSON(S) RESPONSIBLE:** Song Chin-Bendib, Assistant Superintendent for Business Services

**RECOMMENDATION:**

The District Administration recommends that the Board review and approve the contract with Total Compensation Systems, Inc. (TCS) for fiscal year 2021-22, to provide actuarial study to comply with the current Governmental Accounting Standards Board (GASB) accounting standards 75 for Other Post Employment Benefits (OPEB).

**BACKGROUND:**

The Pacific Grove Unified School District utilizes a “pay as you go” method to address its post employment benefits. The District is required by GASB 74/75 to analyze its unfunded liabilities and perform actuarial study associated with its current retiree health program. This contract is to engage the service of TCS to perform an actuarial study on the District’s post-employment liabilities with a valuation date of June 30, 2021 (fiscal year 2020-21).

**INFORMATION:**

Prior to 2017-18, as required by GASB 43 and 45, every two years, school districts are required to perform an evaluation of its other post-employment benefits (OPEB), excluding pensions, for active and retired employees

Beginning in fiscal year 2017-18, GASB 43 and 45 are suspended by GASB 74 and 75, and the latter become effective. These new standards affect all school districts with OPEB and not just those that are funding OPEB. The triennial valuations of prior GASB 43/45 are no longer allowed and all school districts must obtain an annual valuation. The measurement date (actuarial valuation date) must be June 30 of each fiscal year.

GASB 75 requirements can be met every second year by using a streamlined “roll forward” valuation unless circumstances require a full valuation. However, Pacific Grove USD had a “roll forward” valuation last fiscal year and we are back to a full valuation cycle again. The fee is 50% under a “roll forward” valuation but back to 100% for full valuation.

**FISCAL IMPACT:**

\$6,210 to be paid from the General Fund after a 10% discount from TCS. The last full valuation was two years ago at \$5,940. TCS has agreed to extend the 10% discount to September 2021 due to the timing of the Board meeting after July 1, 2021. Additional discount of 3% was granted as a repeat customer.

# TCS Total Compensation Systems, Inc.

June 18, 2021

Song Chin-Bendib  
 Assistant Superintendent  
 Pacific Grove Unified School District  
 435 Hillcrest Ave  
 Pacific Grove, CA 93950-4900

Dear Song,

This letter is our proposal for GASB 74/75 actuarial valuation services. The proposal includes a full actuarial valuation as of June 30, 2021 as well as an anticipated roll-forward valuation as of June 30, 2022.

## Fees and Our 10% Discount

To confidently schedule existing clients, we provide an incentive for clients who make a commitment in advance of the valuation date. To reserve a place in our schedule, please send the signed contract and non-refundable deposit of one-half of the full valuation fee by September 15, 2021. The deposit is non-refundable because of the preliminary work we do to streamline valuations, as well as to compensate for downtime of resources that could result from cancelled contracts. By reserving a spot, Pacific Grove Unified School District is not only guaranteed a valuation slot, but is given priority over every client that didn't reserve one. We give a 10% discount of the full valuation fee as well as of the subsequent roll-forward valuation fee to those who reserve a spot by September 15, 2021. That means that, to reserve a spot, we must receive the signed contract and a check for \$3,105 – i.e. one-half of 90% of \$6,900 – by September 15, 2021. The following table shows the new fees under GASB 74/75:

	<u>Full GASB 74/75</u>	<u>GASB 74/75 w/ 10% Discount</u>
Fee for Full Valuation	\$6,900	\$6,210
Roll-forward Valuation for 2 <sup>nd</sup> Year	\$3,450	\$3,105

Our fees are generally all-inclusive without additional charges for phone calls, re-work, or additional information. However, because the vast majority of our clients do not require an in-person meeting or funding projections, we prefer not to bake those costs into our standard fees. We can present valuation results via telephone or web conference at no charge, and we also can provide a recommended funding schedule at no charge. In cases where additional services are desired, we charge \$1,900 for an in-person meeting and typically \$2,000 for multi-year funding projections or a valuation under alternative scenarios/strategies.

If you choose *NOT* to reserve a spot, we still hope to work with you on the GASB 74/75 valuation, though it will be at the full fee quoted above.

## Second Year Roll-Forward Valuation

As you know, GASB 75 requires a full actuarial valuation at least every two years. Because your last full valuation was performed as of June 30, 2019, you are due for this full valuation as of June 30, 2021. While this proposal does include the subsequent roll-forward valuation that we anticipate performing as of June 30, 2022, we will confirm with you prior to performing that work to ensure circumstances have not changed and that you would still like for us to proceed with the roll-forward valuation.



**Timing and Data Requirements**

Our records indicate that you will use the results of this June 30, 2021 valuation in your financials for the fiscal year ending June 30, 2022. This means that the valuation process is spread over a longer timeframe since the valuation census data should still be as of June 30, 2021 but asset and audit information will not be available until several months afterwards.

The following timeline shows when the primary data items are expected to be provided.

<b>Data Item</b>	<b>Anticipated Delivery</b>	<b>Responsible Party</b>
Census Data	June-August	Pacific Grove Unified School District
Asset Information	October-February	Pacific Grove Unified School District
Audit Report/CAFR	January-March	Pacific Grove Unified School District
Draft Report	January-May	TCS

Please let us know if you have any questions about the above or generally about retiree health or pension benefits. We would very much appreciate once again having the opportunity to work with Pacific Grove Unified School District.

Sincerely,

Geoffrey L. Kischuk  
 Actuary  
 gkischuk@totcomp.com

Will Kane  
 Actuary  
 wkane@totcomp.com

**We require the following information in order to complete your retiree health actuarial valuation:**

- **Census Data.** Demographic information as of the valuation date for active employees and retirees receiving health benefits. See below for specific data items needed.
- **Asset Statement.** If retiree health benefits are being funded through an irrevocable trust, please provide the annual trust statement for the full fiscal year ending on the valuation date.
- **Audit Report / CAFR.** Your most recent audited financial statements.
- **Description of Benefit Arrangement.** Either your most recent collective bargaining agreements or a summary of the retiree health benefits and eligibility. If the benefit structure has changed since the last actuarial valuation, a brief description of the change is helpful.
- **Medical Premium Rate Summary.** A summary exhibit that shows the full premium rates (even if the employer only pays up to a certain amount) for medical plans available to active employees and pre-Medicare retirees. Not necessary if you participate in CalPERS Medical as those rates are published and applicable broadly.
- **Other Useful Information.** Every retiree health plan is unique! If there is information not listed above or below that you believe would be helpful, please feel free to provide it.

For Each Active Employee (any active employee who may be eligible for future retiree health benefits)

- Required Information
  - Date of Birth
  - Sex
  - Date of Hire
  - Employee Group (e.g. Police, Fire, Management, Classified, Certificated, Miscellaneous)
  - Full-Time Equivalent Fraction / Full-Time or Part-Time Indicator / Hours Per Week
- Other Helpful Information
  - Name
  - Identifier (e.g. Employee ID, SSN, Last 4 SSN)
  - Active Medical Premium Amount
  - Medical Plan Name
  - Medical Coverage Tier (Single, 2-Party, Family)

For Each Retiree (any retiree receiving health coverage (even if self-pay) or health payments through employer)

- Required Information
  - Date of Birth
  - Sex
  - Date of Retirement (to the extent available)
  - Date/Age Benefit Ends (only needed if differs amongst retirees – e.g. Lifetime for some and to Age 65 for others)
  - Employee Group (e.g. Police, Fire, Management, Classified, Certificated, Miscellaneous)
  - Medical Premium – Total Amount (even if employer only pays up to a capped amount)
  - Medical Premium – Employer Portion (including employer reimbursement of Retiree Portion, if any)
  - Medical Premium – Retiree Portion
  - Employer Paid Amount for any Non-Medical Health Benefits (Dental, Vision, Life Insurance, Medicare Part B, HRA Contributions, Cash-In-Lieu, etc.)
  - Medical Plan Name
  - Medical Coverage Tier (Single, 2-Party, Family)
- Other Helpful Information
  - Name
  - Identifier (e.g. Employee ID, SSN, Last 4 SSN)

## TCS Actuarial Clients

Following is a list of California public employers for which we have performed retiree health valuation services.

Acalanes Union High School District	Burton School District
Acton-Agua Dulce Unified School District	Butte-Glenn Community College District
Adelanto Elementary School District	Cabrillo College Foundation
Alameda County Office of Education	Cabrillo Community College District
Alameda County Waste Management Authority	Cachuma Operation and Maintenance Board
Alisal Union School District	California State University Los Angeles - Auxiliary Services
Allan Hancock Joint Community College District	Calistoga Joint Unified School District
Alpine Springs County Water District	Carmel Unified School District
Alpine Union Elementary School District	Carmichael Water District
Alta Loma School District	Casitas Municipal Water District
Alta Vista Elementary School District	Castro Valley Sanitary District
Alvord Unified School District	Castroville Community Services District
Amador County Office of Education	Central Elementary School District
Anderson Union High School District	Central Union School District
Antelope Valley College	Centralia Elementary School District
Antelope Valley Mosquito & Vector Control District	Ceres Unified School District
Antelope Valley Union High School District	Cerritos Community College District
Antelope Valley-East Kern Water Agency	Chabot-Las Positas Community College District
Apple Valley Unified School District	Chaffey Community College District
Arcohe Union Elementary School District	Chaffey Joint Union High School District
Armona Union Elementary School District	Chatom Union School District
Aromas-San Juan Unified School District	Chino Valley Unified School District
Arrowbear Park County Water District	Chualar Union School District
Arvin Union School District	Citrus Community College District
Associated Students of San Jose State University	City College of San Francisco Bookstore
Atascadero Unified School District	City of Arcata
Atwater Elementary School District	City of Auburn
Auburn Union Elementary School District	City of Bell
Baldy View Regional Occupation Program	City of Bell Gardens
Banning Unified School District	City of Bellflower
Banta Elementary School District	City of Blue Lake
Barstow Community College District	City of Buena Park
Bass Lake Joint Union Elementary School District	City of Calabasas
Bassett Unified School District	City of Canyon Lake
Bay Area Rapid Transit District	City of Capitola
Bear Valley Unified School District	City of Carmel-by-the-Sea
Beaumont-Cherry Valley Recreation and Park District	City of Chino
Belmont Redwood Shores School District	City of Chino Hills
Berkeley Unified School District	City of Claremont
Big Bear City Airport	City of Colton
Big Bear City Community Services District	City of Covina
Big Pine Unified School District	City of Dunn
Bishop Unified School District	City of East Carbon
Blue Lake Union School District	City of Elk Grove
Bonny Doon Union Elementary School District	City of Emeryville
Branciforte Fire Protection District	City of Folsom
Bret Harte Union High School District	City of Fountain Valley
Burbank Unified School District	

- City of Garden Grove
- City of Hercules
- City of Imperial Beach
- City of Industry
- City of Irwindale
- City of La Puente
- City of Lafayette
- City of Lake Forest
- City of Lakeport
- City of Lawndale
- City of Loma Linda
- City of Los Alamitos
- City of Manhattan Beach
- City of Menifee
- City of Mission Viejo
- City of Morro Bay
- City of Oceanside
- City of Oroville
- City of Perris
- City of Pomona
- City of Porterville
- City of Rancho Santa Margarita
- City of Rolling Hills
- City of San Clemente
- City of Scotts Valley
- City of Signal Hill
- City of Simi Valley -- General Unit
- City of Solvang
- City of South Ogden
- City of Stanton
- Claremont Unified School District
- Cloverdale Unified School District
- Coachella Valley Mosquito and Vector Control District
- Coachella Valley Unified School District
- Coast Community College District
- Coastline Regional Occupational Program
- Coastside County Water District
- Coastside Fire Protection District
- College and Career Advantage
- College of Marin
- College of the Desert
- College of the Redwoods
- College of the Sequoias
- College of the Siskiyous
- Colusa County Office of Education
- Compton Community College District
- Compton Creek Mosquito Abatement District
- Conrad Hilton Foundation
- Contra Costa Community College District
- Contra Costa County Office of Education
- Copper Mountain Community College District
- Corcoran Joint Unified School District
- Corning Union High School District
- Corona-Norco Unified School District
- Cotati-Rohnert Park Unified School District
- Cottonwood Fire Protection District
- Cottonwood Union School District
- Crestline Sanitation District
- Cuesta College
- Cutten Elementary School District
- Cypress Charter High School
- Cypress School District
- Davis Joint Unified School District
- Dehesa Elementary School District
- Del Norte County Schools
- Del Paso Manor Water District
- Delano Joint Union High School District
- Denair Unified School District
- Desert Center Unified School District
- Desert Health Care District
- Desert Sands Unified School District
- Dinuba Unified School District
- Diocese of San Bernardino
- Dos Palos Oro Loma Joint Unified School District
- Downey Unified School District
- Duarte Unified School District
- Ducor Union Elementary School District
- Durham Unified School District
- East Whittier City School District
- Eastside Union School District
- El Camino Community College District
- El Dorado Hills County Water District
- El Dorado Irrigation District
- El Dorado Union High School District
- El Rancho Unified School District
- El Segundo Unified School District
- El Toro Water District
- Elk Grove Benefit Employee Retirement Trust
- Elk Grove Unified School District
- Emery Unified School District
- Escalon Unified School District
- Etiwanda School District
- Eureka City Schools
- Fairfax Elementary School District
- Fairfield-Suisun Sewer District
- Feather River Air Quality Management District
- Feather River Community College District
- Ferndale Unified School District
- Fieldbrook Elementary School District
- Fillmore Unified School District
- First 5 San Benito
- Folsom-Cordova Unified School District

Fontana Unified School District	Jacoby Creek School District
Foothill-DeAnza Community College District	Jefferson School District
Fortuna Union High School District	Jefferson Union High School District
Fountain Valley Elementary School District	John Swett Unified School District
Fowler Unified School District	Julian Union High School District
Franklin Elementary School District	Kaweah Delta Water Conservation District
Fremont Union High School District	Kerman Unified School District
Freshwater School District	Kern Community College District
Fresno County Superintendent of Schools	Kern Council of Governments
Fruitvale Elementary School District	Kern County Law Library
Fullerton Elementary School District	Kernville Union School District
Galt Joint Union Elementary School District	Kings Canyon Joint Unified School District
Garfield School District	Kings County Office of Education
Glendale Community College District	Kings River Union Elementary School District
Glenn County Office of Education	Kings River-Hardwick Union School District
Gold Coast Transit	Kingsburg Elementary Charter School District
Gold Oak Union Elementary School District	Kit Carson Union Elementary School District
Goleta Water District	Knights Ferry Elementary School District
Goleta West Sanitary District	La Habra City School District
Gravenstein Union Elementary School District	La Puente Valley County Water District
Great Basin Unified Air Pollution Control District	Lafayette School District
Greater Anaheim Special Education Local Plan Area	Laguna Beach County Water District
Greenfield Union Elementary School District	Laguna Beach Unified School District
Grossmont-Cuyamaca Community College District	Lake Elsinore Unified School District
Guadalupe Union Elementary School District	Lake Hemet Municipal Water District
Guerneville Elementary School District	Lake Tahoe Community College District
Gustine Unified School District	Lakeside Fire Protection District
Hacienda La Puente Unified School District	Lakeside Union Elementary School District
Happy Valley Union Elementary School District	Lamont Elementary School District
Harmony Union Elementary School District	Lancaster School District
Hart Ransom Academic Charter School	Las Lomas School District
Hart Ransom Union Elementary School District	Las Virgenes Municipal Water District
Hartnell Community College District	Lassen Community College District
Healdsburg Unified School District	Lassen County Office of Education
Hemet Unified School District	Lassen Municipal Utility District
Hi-Desert Water District	Lassen Union High School District
Hillsborough City School District	Laton Unified School District
Housing Authority of the City of Eureka	Lawndale Elementary School District
Housing Authority of the City of Los Angeles	Le Grand Union Elementary School District
Housing Authority of the County of San Joaquin	Lemon Grove School District
Hughson Unified School District	Lemoore Union Elementary School District
Humboldt Bay Harbor Recreation and Conservation District	Lemoore Union High School District
Humboldt County Office of Education	Lewiston Elementary School District
Humboldt State University Center	Liberty Union High School District
Humboldt Transit Authority	Live Oak School District
Huntington Beach City Elementary School District	Live Oak Unified School District
Imperial Community College District	Livingston Union School District
Imperial County Office of Education	Local Agency Formation Commission for the County of Los Angeles
Indian Wells Valley Water District	Lodi Unified School District
Ironhouse Sanitary District	Loleta Union Elementary School District

Long Beach City College  
 Loomis Union School District  
 Los Alamitos Unified School District  
 Los Angeles County Law Library  
 Los Angeles County West Vector & Vector-Borne  
 Disease Control District  
 Los Gatos-Saratoga Joint Union High School District  
 Lower Tule River Irrigation District  
 Luther Burbank Elementary School District  
 Magnolia School District  
 Mammoth Unified School District  
 March Joint Powers Authority  
 Marin County Office of Education  
 Mark West Union School District  
 Martinez Unified School District  
 Marysville Joint Unified School District  
 McCabe Union Elementary School District  
 McFarland Unified School District  
 McKinleyville Union School District  
 Meadows Union Elementary School District  
 Meeks Bay Fire Protection District  
 Mendocino-Lake Community College  
 Menlo Park City School District  
 Merced Community College District  
 Merced County Office of Education  
 Merced Union High School District  
 Mid-Placer Public Schools Transportation Agency  
 Millbrae School District  
 Mission Valley ROP  
 Mono County Office of Education  
 Monroe Elementary School District  
 Montecito Sanitary District  
 Montecito Water District  
 Monterey Peninsula Community College District  
 Monterey Peninsula Unified School District  
 Monterey Regional Waste Management District  
 Moraga School District  
 Moreland School District  
 Morongo Unified School District  
 Mosquito & Vector Management District of Santa  
 Barbara County  
 Mount San Antonio Community College District  
 Mount San Antonio Community College District  
 Auxiliary  
 Mount Shasta Union School District  
 Mountain View Elementary School District  
 Mountain View Los Altos Union High School District  
 Mt. San Jacinto Community College District  
 Municipalities, Colleges and Schools Insurance Group  
 Murrieta Valley Unified School District  
 Napa County Office of Education

Napa Valley Community College District  
 Natomas Unified School District  
 Nevada Joint Union High School District  
 New Hope Elementary School District  
 New Jerusalem Elementary School District  
 Newman Crows Landing Unified School District  
 North Coast Unified Air Quality Management District  
 North County Fire Protection District of San Diego  
 County  
 North Monterey County Unified School District  
 North of the River Municipal Water District  
 North Orange County Community College District  
 North Orange County Regional Occupational Program  
 North Tahoe Fire Protection District  
 Northwest Mosquito and Vector Control District  
 Norwalk La Mirada Unified School District  
 Novato Unified School District  
 Oak Valley Union Elementary School District  
 Oakdale Joint Unified School District  
 Oakley Union Elementary School District  
 Ocean View School District  
 Oceanside Unified School District  
 Ohlone Community College District  
 Ojai Valley Sanitary District  
 Olympic Valley Public Service District  
 Ontario Montclair School District Board of Trustees  
 Orange Center School District  
 Orange County Superintendent of Schools  
 Orange Unified School District  
 Orcutt Academy Charter  
 Orcutt Union School District  
 Oroville Union High School District  
 Oxnard School District  
 Oxnard Union High School District  
 Pacific Grove Unified School District  
 Pacific Union School District  
 Pacifica School District  
 Pajaro Valley Public Cemetery District  
 Pajaro Valley Unified School District  
 Palermo Union Elementary School District  
 Palo Verde Community College District  
 Palo Verde Unified School District  
 Palomar Community College District  
 Paradise Elementary School District  
 Paradise Irrigation District  
 Paradise Unified School District  
 Parlier Unified School District  
 Pasadena Area Community College District  
 Patterson Joint Unified School District  
 Peralta Community College District  
 Perris Elementary School District

Pico Water District  
 Piedmont Unified School District  
 Pioneer Union School District  
 Placer County Office of Education  
 Placer Hills Union School District  
 Planada Elementary School District  
 Pleasant Valley School District  
 Pleasant View Elementary School District  
 Plumas County Community Development Commission  
 Port of Hueneme - Oxnard Harbor District  
 Porterville Unified School District  
 Poway Unified School District  
 Processing Tomato Advisory Board  
 PSA2 Area Agency on Aging  
 Rancho Santiago Community College District  
 Ravenswood City Elementary School District  
 Reclamation District No. 1000  
 Reclamation District No. 900  
 Redlands Unified School District  
 Reed Union School District  
 Reef-Sunset Unified School District  
 Rescue Fire Protection District  
 Rim of the World Unified School District  
 Rincon del Diablo Municipal Water District  
 Rincon Valley Union School District  
 Rio Bravo-Greeley Union Elementary School District  
 Rio Dell Elementary School District  
 Rio Hondo Community College District  
 Riverbank Unified School District  
 Riverdale Joint Unified School District  
 Riverside Transit Agency  
 Roberts Ferry Elementary School District  
 Robla School District  
 Rocklin Unified School District  
 Rodeo-Hercules Fire Protection District  
 Rosedale Union School District  
 Roseland Elementary School District  
 Roseville City School District  
 Ross School District  
 Ross Valley Elementary School District  
 Rowland Unified School District  
 Rubidoux Community Services District  
 Sacramento Suburban Water District  
 Saddleback Valley Unified School District  
 Salinas Union High School District  
 San Bernardino City Unified School District  
 San Bernardino Community College District  
 San Bernardino County Superintendent of Schools  
 San Bruno Park School District  
 San Carlos School District  
 San Francisco Community College District

San Francisco Unified School District  
 San Gabriel Valley Mosquito & Vector Control District  
 San Jacinto Unified School District  
 San Joaquin County Office of Education  
 San Joaquin Delta Community College District  
 San Juan Water District  
 San Lorenzo Unified School District  
 San Marino Unified School District  
 San Mateo County Community College District  
 San Mateo County Office of Education  
 San Mateo County Schools Insurance Group  
 San Mateo Union High School District  
 Santa Ana Unified School District  
 Santa Barbara Community College District  
 Santa Barbara County Association of Governments  
 Santa Barbara County Education Office  
 Santa Clarita Community College District  
 Santa Cruz County Office of Education  
 Santa Maria Joint Union High School District  
 Santa Maria Public Airport District  
 Santa Monica Community College District  
 Santa Paula City Housing Authority  
 Santa Rita Union School District  
 Santa Ynez River Water Conservation District  
 Saucelito Irrigation District  
 Savanna Elementary School District  
 Scotia Union Elementary School District  
 Scotts Valley Fire Protection District  
 Scotts Valley Water District  
 Selma Kingsburg Fowler County Sanitation District  
 Sequoia Union High School District  
 Serrano Water District  
 Shasta Regional Transportation Agency  
 Shasta Tehama Trinity Joint Community College District  
 Shasta Union High School District  
 Shasta Union High School District Charter Schools  
 Sierra Joint Community College District  
 Sierra Lakes County Water District  
 Sierra Unified School District  
 Silicon Valley Clean Water  
 Silver Valley Unified School District  
 Siskiyou County Office of Education  
 Siskiyou Union High School District  
 Solano County Community College District  
 Solano County Office of Education  
 Soledad Unified School District  
 Sonoma Valley Unified School District  
 South Bay Union School District  
 South County Support Services Agency  
 South Fork Union School District  
 South Monterey County Joint Union High School District

South Pasadena Unified School District  
 South San Francisco Unified School District  
 South San Luis Obispo County Sanitation District  
 Southern California Library Cooperative  
 Southern Humboldt Joint Unified School District  
 Southern Kern Unified School District  
 Southern Trinity Joint Unified School District  
 Southwest Transportation Agency  
 Southwestern Community College District  
 Standard Elementary School District  
 Stanislaus County Office of Education  
 Stanislaus Union School District  
 Stege Sanitary District  
 Stockton Unified School District  
 Successor Agency to the Redevelopment Agency of the  
     City and County of San Francisco dba San Francisco  
     Office of Community Investment and Infrastructure  
     (OCII)  
 Sundale Union Elementary School District  
 Sunnyside Union Elementary School District  
 Susanville Sanitary District  
 Susanville School District  
 Sutter Cemetery District  
 Sutter County Office of Education  
 Sweetwater Authority  
 Taft City School District  
 Tahoe-Truckee Sanitation Agency  
 Tahoe-Truckee Unified School District  
 TCS Miscellaneous  
 Temple City Unified School District  
 Town of Ross  
 Tracy Joint Unified School District  
 Trinidad Union School District  
 Truckee Fire Protection District  
 Truckee Sanitary District  
 Trust for Retirees of Associated California Schools  
 Tulare City School District  
 Turlock Unified School District  
 Tustin Unified School District  
 United Water Conservation District  
 Upper Lake Unified School District  
 Upper San Gabriel Valley Municipal Water District  
 Val Verde Unified School District  
 Vallecitos Water District  
 Valley County Water District  
 Valley Home Joint School District  
 Valley Sanitary District  
 Ventura County Community College District  
 Ventura County Office of Education  
 Victor Elementary School District  
 Victor Valley Community College District

Victor Valley Wastewater Reclamation Authority  
 Vineland Elementary School District  
 Walnut Creek School District  
 Waltham Housing Authority  
 Wasco Union Elementary School District  
 Washington Unified School District  
 Washington Union School District  
 Weed Union Elementary School District  
 West Contra Costa Transportation Advisory Committee  
 West Hills Community College District  
 West Kern Community College District  
 West Sonoma County Union High School District  
 West Valley Mission Community College District  
 Western Placer Unified School District  
 Westside Union School District  
 Westwood Unified School District  
 Wheatland School District  
 Wheatland Union High School District  
 Williams Unified School District  
 Willits Unified School District  
 Winters Joint Unified School District  
 Winton School District  
 Woodland Joint Unified School District  
 Woodside Elementary School District  
 Yolo County Office of Education  
 Yosemite Community College District  
 Yreka Union Elementary School District  
 Yreka Union High School District  
 Yuba Community College District  
 Yuba County Office of Education  
 Yucaipa-Calimesa Unified School District



## CONSULTING SERVICES AGREEMENT

This Agreement is entered into effective the 1st day of June, 2021 by and between Total Compensation Systems, Inc. ("Consultant"), a California corporation with principal offices located at 5655 Lindero Canyon Road, Suite 223, Westlake Village, California, 91362 and Pacific Grove Unified School District ("Customer").

The following shall govern the provision of consulting services by Consultant to Customer.

1. Consulting Services. Consultant shall provide the consulting services described on Schedule 1 attached hereto.
2. Compensation to Consultant. Customer shall pay Consultant for the consulting services described on Schedule 1 attached hereto the compensation set forth on Schedule 2 attached hereto.
3. Term and Termination. (a) Term. This Agreement shall commence on the date first written above and shall continue in effect until December 31, 2023, or until all consulting services described on Schedule 1 have been performed, whichever occurs first, unless sooner terminated in accordance with the provisions of this Agreement. (b) Termination Without Cause. This agreement may be terminated at any time by either party upon sixty (60) days prior written notice to the other party. (c) Termination With Cause. Either party shall have the right to terminate this Agreement upon the failure of either party to observe any of the covenants and agreements required to be observed by it under this Agreement, and such failure continues for a period of thirty (30) days after written notice thereof. (d) Rights and Obligations after Termination. Termination of this agreement shall not relieve either party of any rights or obligations arising out of the Agreement prior to termination, with the exception that the amount of the final payment that shall be made by Customer shall be based solely upon the percentage of work that was completed by Consultant.
4. Customer Will Provide Information. Customer shall provide Consultant with the information necessary for Consultant to provide the consulting services described on Schedule 1 attached hereto.
5. Authorization to Acquire Information. Customer hereby authorizes Consultant to acquire the necessary information reasonably required by Consultant to provide the consulting services described on Schedule 1 attached hereto from any agency, agencies, source or sources.
6. Customer's Right to Provide Information. Customer represents and warrants to Consultant that it has the right to provide the information that will be given by Customer to Consultant, or which will be acquired by Consultant pursuant to paragraphs 4 and 5 above.
7. Limitation on Services. Customer understands that Customer retains sole authority and responsibility for the operation and design of all Customer's employee benefit plans.
8. Ownership of Systems and Materials. All systems, programs, operating instructions, forms and other documentation prepared by or for Consultant shall be and remain the property of Consultant. All data source documents provided by Customer shall remain the property of Customer.
9. Indemnification. (a) By Customer. Customer hereby agrees to defend and indemnify Consultant and hold Consultant harmless against any claims, injury, costs or damages (including actual attorneys' fees incurred) resulting from Customer's gross negligence or willful misconduct. (b) By Consultant. Consultant hereby agrees to defend and indemnify Customer and hold Customer harmless against any claims, injury, costs or damages (including actual attorneys' fees incurred) resulting from Consultant's gross negligence or willful misconduct.

10. General.

- a. Relationship of the Parties. The relationship between Consultant and Customer established by this Agreement is that of independent contractors. Consultant and Customer shall each conduct its respective business at its own initiative, responsibility, and expense, and shall have no authority to incur any obligations on behalf of the other.
- b. Force Majeure. No party shall have liability for damages or non-performance under this Agreement due to fire, explosion, strikes or labor disputes, water, acts of God, war, civil disturbances, acts of civil or military authorities or the public enemy, transportation, facilities, labor, fuel or energy shortages, or other causes beyond that party's control.
- c. Entire Agreement. This Agreement and the Schedules attached hereto contain the entire agreement between the parties and supersedes all previous agreements and proposals, oral or written, and all negotiations, conversations, or discussions between the parties related to the subject matter of this Agreement. This Agreement shall not be deemed or construed to be modified, amended, rescinded, canceled or waived in whole or in part, except by written amendment signed by both of the parties hereto.

11. Confidentiality. Consultant recognizes that its work will bring it into close contact with confidential information of Customer, including personal information about employees of Customer. Consultant agrees not to disclose anything that is the confidential information of Customer, or that is proprietary to Customer, including its software, its legacy applications, and its databases, to any third party.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as set forth below.

"CONSULTANT"  
TOTAL COMPENSATION SYSTEMS, INC.

"CUSTOMER"  
PACIFIC GROVE UNIFIED SCHOOL DISTRICT

Signed: 

Signed: \_\_\_\_\_

By: Geoffrey L. Kischuk

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

Title: President

Title: \_\_\_\_\_

Date: June 18, 2021

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

## SCHEDULE 1

For the purposes of this Agreement, "consulting services" shall include the following services provided by Consultant to Customer:

Consulting reports including all actuarial information necessary for Customer to comply with the requirements of current GASB accounting standards 74/75 related to retiree health benefits for two years, including one full valuation and one "roll-forward" valuation. Study results will be separated between four employee classifications. Consultant will provide as many copies of the final reports as Customer shall reasonably request.

Services do not include Consultant's attendance at any meetings, unless requested by Customer at the fee shown in Schedule 2. Services also do not include a funding valuation unless requested by Customer.

## SCHEDULE 2

Customer shall pay Consultant for the retiree health valuation report based on the full valuation a total of \$6,900. One-half, or \$3,450 shall be due within 30 days of the commencement of work by Consultant. One-half, or \$3,450 shall be due within 30 days of the delivery by Consultant to Customer of the draft consulting report for the full valuation (or within 30 days of contract termination, if earlier). Customer shall also pay Consultant for the retiree valuation report based on the “roll-forward” valuation a total of \$3,450 within 30 days of the delivery by Consultant to Customer of the draft consulting report for the “roll-forward” valuation (or within 30 days of contract termination, if earlier)

If Consultant receives a non-refundable deposit from Customer of \$3,105 by September 15, 2021, all amounts shown above shall be reduced by 10%.

In addition to the above fees, Customer agrees to pay Consultant an all-inclusive fee of \$1,900 per meeting to attend meetings related to the consulting services. Customer shall pay such meeting fees within 30 days of the meeting, and such fee is not subject to the above discount or to any other discounts.

- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

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

**SUBJECT:** Pacific Grove High School California Interscholastic Federation (CIF) School Representatives

**DATE:** August 19, 2021

**PERSON(S) RESPONSIBLE:** Lito M. García, Pacific Grove High School Principal

**RECOMMENDATION:**

The Administration recommends that the Board review and approve Pacific Grove High School Principal Lito M. García as the 2021-2022 California Interscholastic Federation (CIF) representative for Pacific Grove High School.

**BACKGROUND:**

The California Interscholastic Federation (CIF) requires each year that a school identify a representative who will represent the school for official CIF business such as league meetings, section meetings, and State meetings.

**INFORMATION:**

Lito M. García, Pacific Grove High School Principal, will be responsible for attending meetings and voting on behalf of Pacific Grove High School athletics.

**FISCAL IMPACT:**

No cost.



TO: SUPERINTENDENT OF PUBLIC SCHOOLS  
PRINCIPAL OF PRIVATE SCHOOLS

FROM: RON NOCETTI, EXECUTIVE DIRECTOR

RE: FORM TO RECORD DISTRICT AND/OR SCHOOL REPRESENTATIVES TO LEAGUES

DATE: APRIL 12, 2021

Enclosed is a form upon which to record your district and/or school representatives to leagues for **next year, 2021-2022**. It is a form sent every year to you in order to obtain the names of league representatives to every league in the state and to make sure that the league representatives are designated by school district or school governing boards. **It is a legal requirement that league representatives be so designated.**

The education code gives the authority for high school athletics to high school governing boards. The code also requires that the boards, after joining CIF, designate their representatives to CIF leagues. This is a necessity! (Ed. Code 33353 (a) (1))

We are asking that, after action by the governing board, you **send the names of league representatives to your CIF Section office**. Obviously, the presumption behind this code section is that the representatives of boards are the only people who will be voting on issues, at the league and section level, that impact athletics.

If a governing board does not take appropriate action to designate representatives or this information is not given to Section offices within the required time frame, CIF is required to suspend voting privileges (CIF Constitution, Article 2, Section 25, p. 18) for the affected schools.

At the State Federated Council level, we will be asking that Sections verify that their representatives are designated in compliance with this Ed. Code section.

I hope this gives you a bit of background. Thank you for all you do to help support high school athletics. It is a valuable program in all high schools, and we appreciate the support you give to the program and to CIF.

**Please return the enclosed form no later than June 28, 2021 directly to your CIF Section Office. Addresses of each section are listed on the back of the form.** Please contact us if we can give you further information.

**2021-2022 Designation of CIF Representatives to League**

Please complete the form below for each school under your jurisdiction and **RETURN TO THE CIF SECTION OFFICE (ADDRESSES ON REVERSE SIDE) no later than June 28, 2021.**

\_\_\_\_\_ School District/Governing Board at its \_\_\_\_\_ meeting,  
 (Name of school district/governing board) (Date)  
 appointed the following individual(s) to serve for the 2021-2022 school year as the school's league representative:

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

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

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

\*\*\*\*\*

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

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

\*\*\*\*\*

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


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

\*\*\*\*\*

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

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

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

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

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

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

**PLEASE RETURN THIS FORM DIRECTLY TO THE CIF SECTION OFFICE.  
 SEE FOLLOWING PAGE FOR CIF SECTION OFFICE CONTACT INFORMATION.**

## CIF SECTION OFFICES

### **CIF CENTRAL SECTION**

Ryan Tos, Commissioner  
764 P Street, #105  
Fresno, CA 93721  
Phone: (559) 781-7586  
Email: kellyjones@cifcs.org

### **CIF OAKLAND SECTION**

Franky Navarro, Commissioner  
1000 Broadway, Ste. 150  
Oakland, CA 94607  
Phone: (510) 879-2846  
No fax number

### **CIF CENTRAL COAST SECTION**

David Grissom, Commissioner  
333 Piercy Road  
San Jose, CA 95138  
Phone: (408) 224-2994  
Email: dgrissom@cifccs.org

### **CIF SAC-JOQUIN SECTION**

Michael Garrison, Commissioner  
P.O. Box 289  
Lodi, CA 95241  
Phone: (209) 334-5900  
Email: kjohnson@cifsjs.org

### **CIF LOS ANGELES SECTION**

Vicky Lagos, Commissioner  
10660 White Oak Avenue, Suite 216  
Granada Hills, CA 91344  
Phone: (818) 767-0800  
Email: vlagos@cif-la.org

### **CIF SAN DIEGO SECTION**

Joe Heinz, Commissioner  
3470 College Avenue  
San Diego, CA 92115  
Phone: (858) 292-8165  
Email: scandia@cifsds.org

### **CIF NORTH COAST SECTION**

Pat Cruickshank, Commissioner  
5 Crow Canyon Court, Suite 209  
San Ramon, CA 94583  
Phone: (925) 263-2110  
Email: slivingston@cifncs.org

### **CIF SAN FRANCISCO SECTION**

Don Collins, Commissioner  
555 Portola Drive, Bungalow 2  
San Francisco, CA 94131  
Phone: (415) 920-5185  
Fax: (415) 920-5189

### **CIF NORTHERN SECTION**

Elizabeth Kyle, Commissioner  
2241 St. George Lane, Suite 2  
Chico, CA 95926  
Phone: (530) 343-7285  
Email: lkyle@cifns.org

### **CIF SOUTHERN SECTION**

Rob Wigod, Commissioner  
10932 Pine Street  
Los Alamitos, CA 90720  
Phone: (562) 493-9500  
Email: sharonh@cifss.org



- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity
- Consent
- Action/Discussion
- Information/Discussion
- Public Hearing

**SUBJECT:** Contract for Services with Coast Counties Truck & Equipment

**DATE:** August 19, 2021

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

**RECOMMENDATION:**

The District Administration recommends the Board review and approve the contract for services with Coast Counties Truck & Equipment for the 2021-2022 school year.

**BACKGROUND:**

The state of California implemented a requirement in 1987 that stated that tour buses or any passenger vehicles 9 passengers or more would need to go through inspections every 45 days in order to be considered road-worthy. Failing to do so could result in large fines imposed by the CHP upon inspections, at their discretion.

**INFORMATION:**

Coast Counties Truck & Equipment provides specially trained mechanics to complete 45 Day Inspections required by the CHP. Mechanics come to the city yard and inspect each of the District’s buses. Repairs are either made in-house or buses are taken to Coast Counties in Salinas for repair.

**FISCAL IMPACT:**

Fund 01 General Fund  
\$19,200  
Budgeted - Transportation  
2021-22 school year

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
435 Hillcrest Avenue
Pacific Grove, CA 93950
CONTRACT FOR SERVICES

This contract is an agreement between the Pacific Grove Unified School District and Coast Counties Truck & Equipment for services rendered as specified below.

- 1. Scope of Service: To provide: 45 Day Bus Inspections
2. Evaluation and/or expected outcome(s) (continue on attached page if needed): Complete 45 Day Inspections required by the CHP. Mechanics come to the city yard and inspect each of the District's buses. Repairs are either made in-house or buses are taken to Coast Counties in Salinas for repair.
3. Length of the Contract: Service is to be provided on the following date(s): July 1, 2021 – June 30, 2021
4. Financial Consideration: Consultant to be paid at the rate of: \$19,200 For: July 1, 2021 – June 30, 2021 School Funding Source: Transportation Account Code: 01-0000-0-0000-3600-5800-00-013-7900-0720

Consultant: \_\_\_\_\_

Address 920 Elvee Dr., Salinas, CA 93902 Phone:831-758-2441

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

Email \_\_\_\_\_

[ ] District Employee [x] Independent Consultant

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

Site/Program Administrator (Check appropriate box below)

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

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

Director of Human Resources

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

Assistant Superintendent

ALL SIGNATURES MUST BE OBTAINED BEFORE SERVICES ARE PROVIDED.

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

BOARD APPROVAL DATE \_\_\_\_\_

### Contract for Services Criteria

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

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

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

\_\_\_\_\_  
Date

- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

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

**SUBJECT:** Contract for Services with Discovery Charters

**DATE:** August 19, 2021

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

**RECOMMENDATION:**

The District Administration recommends the Board review and approve the contract for services with Discovery Charters for Pacific Grove High School Athletic Transportation - 2021-2022 school year.

**BACKGROUND:**

Discovery Charters is the charter bus company we use for some of the PGHS Athletics outside the school district. Discovery is a professional charter bus company whose drivers are specially licensed. They cover trips when our drivers are not available due to conflicts in scheduling.

**INFORMATION:**

Discovery Charters provides specially licensed drivers and charter buses that are not available within the district.

**FISCAL IMPACT:**

Fund 01 General Fund  
 \$30,000  
 Budgeted - Transportation  
 2021-22 school year

**Discovery Charters PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**435 Hillcrest Avenue**  
**Pacific Grove, CA 93950**  
**CONTRACT FOR SERVICES**

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

- 1. **Scope of Service:**  
To provide: PGHS Athletics Transportation
- 2. **Evaluation and/or expected outcome(s)** (continue on attached page if needed):  
Discovery Charters cover PGHS Athletic trips when our drivers are not available due to conflicts in scheduling.
- 3. **Length of the Contract:**  
Service is to be provided on the following date(s):  
August 20, 2021 – June 30, 2022
- 4. **Financial Consideration:**  
Consultant to be paid at the rate of: **\$30,000**  
For: **2021 -2022 School Year**  
School Funding Source: **Transportation**  
Account Code: **01-0000-0-1176-4200-5820-00-006-8000-0720**

Consultant: \_\_\_\_\_

Address **11020 Commercial Pkwy , Castroville, CA 95012** Phone: **(831) 633-2877**

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

Email \_\_\_\_\_

District Employee       Independent Consultant

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

Site/Program Administrator (Check appropriate box below)

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

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

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

Director of Human Resources

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

Assistant Superintendent

**ALL SIGNATURES MUST BE OBTAINED BEFORE SERVICES ARE PROVIDED.**

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

BOARD APPROVAL DATE \_\_\_\_\_

### Contract for Services Criteria

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

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

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

\_\_\_\_\_  
Date



- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

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

**SUBJECT:** Change Order #1 to Steele Tape Construction to Supply the Stainless-Steel Ducting at Pacific Grove High School Culinary Room

**DATE:** August 19, 2021

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

**RECOMMENDATION:**

The District Administration recommends the Board review and approve change order #1 to Steele Tape Construction for the installation of stainless-steel ducting at the Pacific Grove High School Culinary room.

**BACKGROUND:**

Change order #1 is to supply and weld the ducting for the exhaust and make-up air venting above the 4 ranges.

**INFORMATION:**

At each of the four new hoods in the high school culinary room ducting is required from the exhaust hood to the roof exhaust fan and for the make-up air that is a part of the same system. The fabrication and supply of the ducting was left out of the original bid but the labor to install it was included.

**FISCAL IMPACT:**

Measure D - \$7,500.00

Budget Information

Budget - \$126,356.73

Encumbered Amount – \$113,156.73

Encumbered Amount after Approval - \$120,656.73



## Change Order

Pacific Grove Unified School District  
 435 Hillcrest Avenue  
 Pacific Grove, CA 93950  
 (831) 646-6510

Date: August 19, 2021  
 Contractor: Steele Tape Construction  
 Project Name: PGHS Culinary Improvements  
 Change Order Number: 001

Original Contract Date: May 20, 2021

**You are directed to make the following changes in this contract:**

Supply, custom fit, and weld duct work for exhaust and supply air at four locations

The original contract sum was: \$24,000.00

Net amount of previous change orders: \$0.00

Total original contract amount plus or minus change orders: \$24,000.00

Total amount of this change order: <\$7,500.00>

The contract time will be changed by the following number of construction days: 0 days

The date of completion as of the date of this change order: N/A

**Contractor:**

Steele Tape Construction  
 Company Name

1945 Grandview Street  
 Address

Seaside, CA 93955  
 City, State, Zip

July 29, 2021  
 Date

\_\_\_\_\_  
 Signature

**Owner:**

Matt Kelly  
 Name

435 Hillcrest Ave  
 Address

Pacific Grove, CA 93950  
 City, State, Zip

February 17, 2020  
 Date

\_\_\_\_\_  
 Signature

Steele Tape construction

1945 GRANDVIEW ST  
SEASIDE CA 93955  
Lic # 643289

CONSENT M  
**Invoice**

Date	Invoice #
7/29/2021	733

Bill To
MATT KELLY PG CULINARY KITCHEN IMPROVEM ENTS DUCT WORK FOR HOODS

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			7/29/2021			

Quantity	Item Code	Description	Price Each	Amount
	03 Excavation	INVOICE FOR 8 STAINLESS STEEL CUSTOM MADE DUCTWORK FOR EXHAUST AND SUPPLY AIR 4 EXHAUST 4 SUPPLY AIR CUSTOM TO FIT EACH HOOD AND WELDED AS PER THE PLANS TOTAL MATERIAL AND LABOR-7500	7,500.00	7,500.00

<b>Total</b>			\$7,500.00
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- |   |   |
|---|---|
| <input type="checkbox"/> Student Learning and Achievement                     | <input checked="" type="checkbox"/> Consent     |
| <input checked="" type="checkbox"/> Health and Safety of Students and Schools | <input type="checkbox"/> Action/Discussion      |
| <input type="checkbox"/> Credibility and Communication                        | <input type="checkbox"/> Information/Discussion |
| <input type="checkbox"/> Fiscal Solvency, Accountability and Integrity        | <input type="checkbox"/> Public Hearing         |

**SUBJECT:** Contract for Services with Pacific West Water Purification, Inc. at Forest Grove Elementary School

**DATE:** August 19, 2021

**PERSON(S) RESPONSIBLE:** Buck Roggeman, Forest Grove Elementary School Principal

**RECOMMENDATION:**

The District Administration recommends the Board review and approve a contract for services with Pacific West Water Purification, Inc. to provide service to a reverse osmosis drinking water system at Forest Grove Elementary School.

**BACKGROUND:**

Forest Grove installed a reverse osmosis drinking water system in the staff lounge several years ago. Each year the system needs to be serviced to maintain water purity and quality. This contract for services occurs yearly to provide the necessary maintenance to the system.

**INFORMATION:**

Pacific West Water Purification, Inc. will maintain and service a reverse osmosis water system in the staff lounge that provides filtered water.

**FISCAL IMPACT:**

General Fund \$350.00 Budgeted yearly, contract 2021-2022 school year

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

This contract is an agreement between the Pacific Grove Unified School District and Pacific West Water Purification, Inc. for services rendered as specified below.

- 1. **Scope of Service:**  
To provide : Maintenance and service of reverse osmosis drinking water system
- 2. **Evaluation and/or expected outcome(s)**(continue on attached page if needed):  
Filtered drinking water
- 3. **Length of the Contract:**  
Service is to be provided on the following date(s) 2021-2022 School Year
- 4. **Financial Consideration:**  
Consultant to be paid at the rate of:  
\$350 per year

School Funding Source: Site Funds  
Account Code: 01-0000-0-1110-2700-5800-00-003-7205-0720

Consultant: Barry Haylings

Address PO Box GH, Pacific Grove, CA 93950 Phone:831-375-5888

Signed \_\_\_\_\_ Date Click or tap to enter a date.  
Email bhaylings@gmail.com

District Employee       Independent Consultant

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Site/Program Administrator (Check appropriate box below)

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

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

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

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

**ALL SIGNATURES MUST BE OBTAINED BEFORE SERVICES ARE PROVIDED.**

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

BOARD APPROVAL DATE Click or tap to enter a date.

### Contract for Services Criteria

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

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

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

\_\_\_\_\_  
Date



- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Student Learning and Achievement   | <input checked="" type="checkbox"/> Consent     |
| <input type="checkbox"/> Health and Safety of Students and Schools     | <input type="checkbox"/> Action/Discussion      |
| <input type="checkbox"/> Credibility and Communication                 | <input type="checkbox"/> Information/Discussion |
| <input type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing         |

**SUBJECT:** Consolidated Application for Federal Funding, Part 1

**DATE:** August 19, 2021

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

**RECOMMENDATION:**

The Administration recommends the Board review and approve the 2021-2022 Consolidated Application for Funding, Part 1.

**BACKGROUND:**

The Consolidated application is used by the California Department of Education to distribute categorical funds and collect fiscal information. The filing of Part 1 declares the district’s intention to participate in the specified categorical programs listed below and to follow the guidelines and requirements of each program. Additionally, the California Department of Education uses Part 1 to collect data and determine fiscal allocations for programs such as Title I Part A, Title II Teacher quality and Title III Limited English Proficient. Information such as the percentage of low income and limited English proficient students listed in the School Student Counts provides eligibility and ranking information for each site within the district.

**INFORMATION:**

The Consolidated application must be reviewed by the District English Learner Advisory Committee (DELAC). Per Title 5 of the California Code of Regulations Section 11308, if the district has more than 50 language learners the district must establish a DELAC and involve them in the application for funding for programs that serve English Learners. The DELAC met on August 10, 2021 and approved the application. A copy of the application is attached.

To receive ESSA (Every Student Succeeds Act) funding for 2021-2022, the local education agency must certify the 2021-2022 application for funding in the consolidated application webpage and provide the date when the application was approved by the Board of Trustees.

This year, we were not able to apply for Title 3 money due to a decrease in the enrollment of English learners under 100 students. If the enrollment for English learners increases, we will apply for this funding for the 2022-2023 school year.

1. Title I Part A (Basic Grant)	\$164,859
2. Title II Part A (Teacher Quality)	\$ 40,531
3. Title IV Part A (Student Support & Academic Grant)	\$ 10,000

**FISCAL IMPACT:**

The total Federal entitlement for 2021-2022 is projected to be \$215,390

### 2021-22 Nonprofit Private School Consultation

The local educational agency shall provide, on an equitable basis, special education services or other benefits to address the needs of eligible children and staff enrolled in nonprofit private elementary and secondary schools under the programs listed below.

**CDE Program Contact:**

Sylvia Hanna, Title I Policy, Program, and Support Office, [SHanna@cde.ca.gov](mailto:SHanna@cde.ca.gov), 916-319-0948  
Rina DeRose, Title I Policy, Program, and Support Office, [RDeRose@cde.ca.gov](mailto:RDeRose@cde.ca.gov), 916-323-0472

In accordance with the Every Student Succeeds Act (ESSA) sections 1117 and 8501, a local educational agency shall consult annually with appropriate private school officials and both shall have the goal of reaching agreement on how to provide equitable and effective programs for eligible private school children, teachers, and families. This applies to programs under Title I, Part A; Title I, Part C; Title II, Part A; Title III, Part A; Title IV, Part A; Title IV, Part B; and section 4631, with regard to the Project School Emergency Response to Violence Program (Project SERV).

The enrollment numbers are reported under penalty of perjury by each private school on its annual Private School Affidavit. The information in the Private School Affidavit is not verified, and the California Department of Education takes no position as to its accuracy. It is expected that districts engaged in private school consultation verify the accuracy of student enrollment data and the tax exempt status if it is being used for the purpose of providing equitable services.

**Private School's Believed Results of Consultation Allowable Codes**

- Y1: meaningful consultation occurred
- Y2: timely and meaningful consultation did not occur
- Y3: the program design is not equitable with respect to eligible private school children

Y4: timely and meaningful consultation did not occur and the program design is not equitable with respect to eligible private school children

Add non-attendance area school(s) No

The local educational agency is electing to add nonprofit private schools outside of the district's attendance area.

**\*\*\*Warning\*\*\***

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2021-22 Nonprofit Private School Consultation

The local educational agency shall provide, on an equitable basis, special education services or other benefits to address the needs of eligible children and staff enrolled in nonprofit private elementary and secondary schools under the programs listed below.

School Name	School Code	Enrollment	Consultation Occurred	Was Consultation Agreement Met	Signed Written Affirmation on File	Consultation Code	School Added
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\*\*\*Warning\*\*\*

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**2021-22 Certification of Assurances**

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca21assurancesdoc.asp>.

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297

**Consolidated Application Certification Statement**

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

Authorized Representative's Full Name	<i>Ana Silva</i>	Ana Silva
Authorized Representative's Signature	<i>Ana B. Silva</i>	
Authorized Representative's Title	<i>Director of Curriculum &amp; Special Projects</i>	Director of Curriculum & Special Projects
Authorized Representative's Signature Date		06/22/2021

**\*\*\*Warning\*\*\***

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### 2021-22 Protected Prayer Certification

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

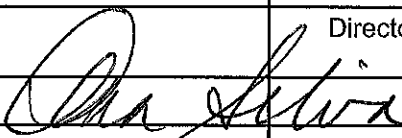
**CDE Program Contact:**

Carrie Lopes, Title I Policy, Program, and Support Office, [CLopes@cde.ca.gov](mailto:CLopes@cde.ca.gov), 916-319-0126

### Protected Prayer Certification Statement

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Ana Silva
Authorized Representative's Title	Director of Curriculum & Special Projects
Authorized Representative's Signature Date	06/22/2021
Comment If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

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## 2021-22 LCAP Federal Addendum Certification

**CDE Program Contact:**

Local Agency Systems Support Office, [LCAPAddendum@cde.ca.gov](mailto:LCAPAddendum@cde.ca.gov), 916-323-5233

### Initial Application

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

### Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

<b>County Office of Education (COE) or District</b>	08/16/2019
For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
<b>Direct Funded Charter</b>	
Enter the adoption date of the current LCAP	
Authorized Representative's Full Name	Ana Silva
Authorized Representative's Title	Director of Curriculum & Special Projects

**\*\*\*Warning\*\*\***

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## 2021-22 Application for Funding

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297

**Local Governing Board Approval**

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	08/19/2021
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**District English Learner Advisory Committee Review**

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

DELAC representative's full name (non-LEA employee)	Perrine Adams
DELAC review date	08/10/2021
Meeting minutes web address <small>Please enter the web address of DELAC review meeting minutes (format <a href="http://SomeWebsiteName.xxx">http://SomeWebsiteName.xxx</a>). If a web address is not available, then the LEA must keep the minutes on file which indicate that the application was reviewed by the committee.</small>	<a href="http://www.pgusd.org">http://www.pgusd.org</a>
DELAC comment <small>If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)</small>	

**Application for Categorical Programs**

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

<b>Title I, Part A (Basic Grant)</b> ESSA Sec. 1111et seq. SACS 3010	Yes
<b>Title II, Part A (Supporting Effective Instruction)</b> ESEA Sec. 2104 SACS 4035	Yes
<b>Title III English Learner</b> ESEA Sec. 3102 SACS 4203	No
<b>Title III Immigrant</b> ESEA Sec. 3102 SACS 4201	No

**\*\*\*Warning\*\*\***

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### 2021-22 Application for Funding

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297

<b>Title IV, Part A (Student and School Support)</b>  ESSA Sec. 4101 SACS 4127	Yes
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**\*\*\*Warning\*\*\***

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### 2021-22 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

**CDE Program Contact:**

Hilary Thomson, Fiscal Oversight and Support Office, [HThomson@cde.ca.gov](mailto:HThomson@cde.ca.gov), 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

2021-22 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

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- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

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

**SUBJECT:** Interdistrict Attendance Agreement Between the North Monterey County Unified School District (NMCUSD) and Pacific Grove Unified School District (PGUSD)

**DATE:** August 19, 2021

**PERSON RESPONSIBLE:** Song Chin-Bendib, Assistant Superintendent for Business Services

**RECOMMENDATION:**

The Administration recommends that the Board review and approve the interdistrict attendance agreement between North Monterey County Unified School District (NMCUSD) and Pacific Grove Unified School District (PGUSD).

**BACKGROUND:**

The Legislature recently passed AB 130, which provides for changes to the requirements for Independent Study for the 2021-2022 school year and some changes that are ongoing. The ongoing changes are contained in revisions to existing Board Policy and Administrative Regulation 6158, reviewed by legal counsel and approved by the Board on July 29, 2021.

**INFORMATION:**

The purpose of this agreement is to allow students of PG USD to obtain interdistrict transfers to NMCUSD to receive Independent Study, including eSchool, in compliance with AB 130 and other applicable law. Governor Newsom signed AB 130 into law on July 9, 2021.

**FISCAL IMPACT:**

No fiscal impact.

## INTERDISTRICT ATTENDANCE AGREEMENT

This Interdistrict Attendance Agreement (“Agreement”) is entered into by and between the North Monterey County Unified School District (“NMCUSD” or “District of Attendance”) of Monterey County and the Pacific Grove Unified School District (“PGUSD” or “District of Residence”) of Monterey County.

Pursuant to Education Code 46600, the Governing Boards of each School District agree as follows:

1. The purpose of this Agreement is to allow students of PGUSD to obtain Interdistrict Transfers to NMCUSD to receive Independent Study, including eSchool, in compliance with AB 130 and other applicable law.
2. Consideration and approval of an application from an Interdistrict Transfer Attendance permit shall be in compliance with the terms of the Agreement and, otherwise, with the policies and regulation of the districts in accordance with applicable law.
3. The North Monterey County Center for Independent Study, an alternative school of choice within NMCUSD, may be an alternative educational placement for students in grade TK-12, which may include enrollment in the eSchool distance learning option in accordance with State requirements and board policies.
4. Prior to approval of an Interdistrict Transfer for an expelled student, parents/guardians must attach a copy of the expulsion letter, the rehabilitation plan designed by the District of Residence, transcript, current grades, attendance summary, and behavior log to the Interdistrict Transfer application. The parent/guardian and student will be required to attend a student review meeting with site administration prior to approval of an Interdistrict Transfer.
5. Upon approval by both School Districts, a student shall be issued an interdistrict attendance permit for attendance in the School District of Attendance, which shall be valid for one school year only. Parents/guardians need to reapply annually to determine space availability for the ensuing year as well as compliance with Board Policy as it relates to attendance, behavior and satisfactory academic progress. If all criteria are met, the interdistrict transfer will be extended.
6. Each School District shall furnish students attending its schools pursuant to the Agreement the same advantages, supplies, devices and internet access, and regular instructional services as are furnished to its own resident students attending these classes, with the exception of home-to-school transportation. The District of Attendance shall not be required to provide transportation to students whose interdistrict transfer attendance permit is approved pursuant to the Agreement.
7. The District of Residence will provide a Free Appropriate Public Education (FAPE) to interdistrict transfer students eligible for special education services at a cost responsible to the District of Residence. A nonresident student shall not displace a resident student in the special education program. North Monterey County Unified School District shall not be required to create for a student seeking interdistrict attendance a special education program not already in existence, nor to accept a student seeking interdistrict attendance in a special education program for which there is no space or capacity. The District of Residence shall provide reimbursement to North Monterey County Unified School District for the additional costs for the interdistrict transfer student’s special education services. These additional costs include but are not limited to special day class (SDC), non-public school/non-public



agency (NPS/NPA), additional instructional aide(s), or designated individual services such as speech, Occupational Therapy (OT), Adapted Physical Education (APE), and Physical Therapy (PT). If the District of Residence fails or refuses to pay for the special education services after being billed, the North Monterey County Unified School District will seek reimbursement through the County Superintendent of Schools as defined in Education Code 46604. In the event that any of the terms of provisions contained in this Agreement regarding interdistrict student billing conflicts with the Monterey County SELPA’s Interdistrict Transfer procedures and policies, the Monterey County SELPA’s procedures and policies shall prevail and override the conflicting provision(s) in this Agreement. All remaining provisions of this Agreement shall remain in full force and effect.

- 8. For special education students for whom a change in placement under an interdistrict transfer is being considered (e.g. from District of Residence to School District of Attendance, or from School District of Residence to Independent Study), the child’s Individualized Education Program (“IEP”) team shall determine what is the appropriate placement and program in conformity with the IEP. Representatives from both School Districts, as applicable, shall be invited to, and may participate in, such IEP meetings.
- 9. Grounds for revocation of an Interdistrict Attendance permit are those outlined in the policies and regulation of the School District of Attendance and applicable law and include, but are not limited to, failure to demonstrate acceptable academic performance, attendance and/or behavior. For students on expulsion, failure to complete the rehabilitation plan designed by the District of Residence may also be grounds for revocation. If revoked, students will be referred to the District of Residence.
- 10. Unless otherwise agreed upon, no financial obligation shall be incurred by the District of Residence for services rendered under this Agreement with the exception of the special education services as specified in section #6.
- 11. If, after an Interdistrict Transfer has been approved by the Parties, the pupil wishes to return to in-person instruction, the Parties will coordinate to ensure a return to in-person instruction no later than five instructional days from the date of the family’s request.

This Agreement shall begin on August 1, 2021 and end on June 30, 2022, and supersedes all previous Interdistrict Attendance Agreements between the parties.

North Monterey County Unified School District      Pacific Grove Unified School District

\_\_\_\_\_  
Superintendent or  
Authorized Personnel/Title

\_\_\_\_\_  
Superintendent or  
Authorized Personnel/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

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

**Subject:** Revisions to Board Regulation 5121 Grades/Evaluation of Student Achievement and Regulation 5121.1 Grades/Evaluation of Student Achievement at the High School

**DATE:** August 19, 2021

**PERSON(S) RESPONSIBLE:** Lito M. Garcia, Principal Pacific Grove High School

**RECOMMENDATION:**

The District Administration recommends the Board review and approves the revisions to Board Regulation 5121 Grades/Evaluation of Student Achievement and Regulation 5121.1 Grades/Evaluation of Student Achievement at the High School.

**INFORMATION:**

The following PGUSD Regulation 5121 and 5121.1 need to be updated. Regulation 5121 and 5121.1 were amended for the 2020-2021 school year to accommodate Pacific Grove High School’s Distance Learning schedule. Now that PGHS has returned to a traditional schedule we are amending Regulation 5121 and 5121.1 to match current practices as it relates to withdrawals from classes.

**FISCAL IMPACT:**

No fiscal impact.

Pacific Grove Unified School District

Students

Regulation #5121

**GRADES/EVALUATION OF STUDENT ACHIEVEMENT** Mandated Reg.

**Grades for Achievement**

Grades for achievement shall be reported each marking period as follows:

A	Outstanding Achievement	4.0 grade points
B	Above Average Achievement	3.0 grade points
C	Average Achievement	2.0 grade points
D	Below Average Achievement	1.0 grade points
F	Little or No Achievement	0
I	Incomplete	0

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report. (EC 49067)

An incomplete is given only when a student's work is not finished because of illness or other excused absence. If not made up within ten school days, the incomplete will become an F.

Plus and minus signs may be used.

No grade of a student participating in a physical education class may be adversely affected due to the fact that the student, because of circumstances beyond his/her control, does not wear standardized physical education apparel. (EC 49066)

Students in grades 6-8 must earn at least a 2.0 or C grade point average in order to participate in extra-curricular activities.

Teachers are encouraged to allow for trends in the quality of student work. When a student finishes a grading period doing high quality work which requires skills acquired throughout the grading period, low grades at the beginning of the grading period need not diminish the appropriate evaluation of the student's achievement. Similarly, high grades at the beginning at the beginning of the grading period may not necessarily compensate for a downward trend in achievement.

In kindergarten through third grade, teachers shall use narrative descriptions to indicate the student's level of achievement and may also furnish examples of student work.

Criteria for determining grades for achievement may include but are not limited to:

1. Preparation of assignments, including accuracy, legibility and promptness.
2. Contribution to classroom discussions.
3. Demonstrated understanding of concepts in tests.
4. Application of skills and principles to new situations.
5. Organization and presentation of written and oral reports.
6. Originality and reasoning ability when working through problems.

## Pacific Grove Unified School District

Students

Regulation #5121

**GRADES/EVALUATION OF STUDENT ACHIEVEMENT** Mandated Reg.**Grades for Citizenship and Effort**

Grades for citizenship and effort shall be reported each marking period as follows:

- O Outstanding
- S Satisfactory
- N Needs Improvement
- U Unsatisfactory

Criteria for determining grades for citizenship may include but are not limited to:

1. Student follows rules.
2. Student respects public and personal property.
3. Student maintains courteous, cooperative relations with teachers and fellow students.
4. Student works without disturbing others.

Criteria for determining grades for effort may include but are not limited to:

1. Student takes responsibility for having necessary tools and materials.
2. Student shows interest and initiative.
3. Student goes to work immediately, and completes assignments.
4. Student uses free time resourcefully.

**Honor Roll**

Each school may post an Honor Roll. All courses except Pass/Fail shall be counted in computing eligibility for the Honor Roll. To qualify for the Honor Roll, a student must receive no current grade below a C and have a grade point average of 3.0 or better.

**Pass/Fail Grading**

A "Pass" or "Fail" grade may be given instead of an A-F grade in the following courses:

1. All courses taken in the Alternative Education Program
2. All courses taken in the Special Education Program
3. All academic courses taken by English Language Learners

Students shall be graded Pass/Fail for classes in which they serve as student aides unless predetermined goals and objectives related to specific subject knowledge are on file and have been approved by the principal or designee.

## Pacific Grove Unified School District

Students

Regulation #5121

**GRADES/EVALUATION OF STUDENT ACHIEVEMENT** Mandated Reg.**Repeated Classes**

With the approval of the principal or designee, a student may repeat a course in order to raise his/her grade. The student shall receive credit only for taking the course once.

The highest grade received will be the permanent grade on the student's transcript.

**Withdrawal from Classes**

~~The last day to drop a class without receiving an F during quarter one will be Wednesday, September 2, 2020. The last day to drop a class without receiving an F during quarter two is Monday, November 9, 2020. A student who drops a course after September 2, 2020, in the first quarter or Monday, November 9, 2020, in the second quarter shall receive an F grade on his/her permanent record unless otherwise decided by the principal or designee because of extenuating circumstances.~~

**Unexcused Absences**

When an unexcused absence occurs, the student and parent/guardian shall be notified and informed of the district's policy regarding excessive unexcused absences. The student and parent/guardian shall have a reasonable opportunity to explain the absence. (Education Code 49067)

If the absence is not verified as excusable within 72 hours, it shall be recorded as unexcused. The person receiving any explanation of the absence by the parent/ guardian shall make a record of this explanation and the date when it was given.

If a student receives a failing grade because of unexcused absences, school records shall specify that the grade was given because of excessive unexcused absences. (Education Code 49067)

## Pacific Grove Unified School District

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Students

Regulation #5121

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## Pacific Grove Unified School District

Students

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**Withdrawal from Classes****Withdrawal from Classes**

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The last day to drop a class without receiving an F during semester two will be 28 calendar days from the start of the second semester. A student who drops a course after the 28th calendar day of the second semester shall receive an F grade on his/her permanent record unless otherwise decided by the principal or designee because of extenuating circumstances.

**Unexcused Absences**

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Pacific Grove Unified School District

Students

Regulation #5121.1

**GRADES/EVALUATION OF STUDENT ACHIEVEMENT AT THE HIGH SCHOOL**

Mandated Regulation

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Plus and minus signs may be used in all reporting periods.

No grade of a student participating in a physical education class may be adversely affected due to the fact that the student, because of circumstances beyond his/her control, does not wear standardized physical education apparel. (EC 49066)

Students in grades 9 through 12 must earn at least a 2.0 or C grade point average in order to participate in extra/co-curricular activities.

Teachers are encouraged to allow for trends in the quality of student work. When a student finishes a grading period doing high quality work that requires skills acquired throughout the grading period, low grades at the beginning of the grading period need not diminish the appropriate evaluation of the student's achievement. Similarly, high grades at the beginning need not compensate for a downward trend in achievement.

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## Pacific Grove Unified School District

Students

Regulation #5121.1

**GRADES/EVALUATION OF STUDENT ACHIEVEMENT  
AT THE HIGH SCHOOL**

Mandated Regulation

**Honor Roll**

PGHS shall post an Honor Roll. All courses except Pass/Fail shall be counted in computing eligibility for the Honor Roll. AT PGHS the honor roll falls into the following divisions: 3.0 Honors; 3.5 High Honors; and, 4.0 & above Highest Honors.

**Advanced Placement/Honors Courses (High School Level)**

The District wishes to encourage students to take advanced placement and honors courses in academic subjects. Because of the extra work involved, the evaluation system shall be weighted to reflect the more rigorous nature of these courses. Grades received in these courses will be counted on the following scale:

A = 5 points  
 B = 4 points  
 C = 3 points  
 D = 1 point  
 F = 0

**Pass/Fail Grading**

Students who receive a "Pass" grade will acquire the appropriate semester units of credit for the course, and the grade will not be counted in determining class rank, honors list, or membership in the California Scholarship Federation. Students who receive a "Fail" grade will not receive credit for taking the course.

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~~During the COVID-19 pandemic, the following schedule will be implemented:  
 Wednesday, 12 August 2020: First day of school  
 Friday, 21 August 2020: Last day to add a class~~

## Pacific Grove Unified School District

Students

Regulation #5121.1

**GRADES/EVALUATION OF STUDENT ACHIEVEMENT  
AT THE HIGH SCHOOL**

Mandated Regulation

~~Wednesday, 2 September 2020: Last to drop a class without receiving an F~~~~Wednesday, 9 August 2020: Progress Reports~~~~Friday 9 October 2020: Last day of Quarter 1~~~~Monday, 19 October 2020: Grades for Q1 due at 3:00 pm~~~~Monday, 19 October 2020: First day of Quarter 2~~~~Wednesday, 28 October 2020: Last day to add a class~~~~Monday, 9 November 2020: Last to drop a class without receiving an F~~~~Monday, 16 November 2020: Progress Reports~~~~Friday, 18 December 2020: Last day of Q2~~~~Monday, 4 January 2020: Grades for Q2 due at 3:00 pm~~**Unexcused Absences**

When an unexcused absence occurs, the student and parent/guardian shall be notified and informed of the District's policy regarding excessive unexcused absences. The student and parent/guardian shall have a reasonable opportunity to explain the absence. (Education Code 49067)

If the absence is not verified as excusable within 72 hours, it shall be recorded as unexcused. The person receiving any explanation of the absence by the parent/ guardian shall make a record of this explanation and the date when it was given.

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## Pacific Grove Unified School District

Students

Regulation #5121.1

**GRADES/EVALUATION OF STUDENT ACHIEVEMENT  
AT THE HIGH SCHOOL**

Mandated Regulation

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## Pacific Grove Unified School District

Students

Regulation #5121.1

**GRADES/EVALUATION OF STUDENT ACHIEVEMENT  
AT THE HIGH SCHOOL**

Mandated Regulation

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**Repeated Classes**

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**Withdrawal from Classes****Withdrawal from Classes**

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The last day to drop a class without receiving an F during semester two will be 28 calendar days from the start of the second semester. A student who drops a course after the 28th calendar day of the

## Pacific Grove Unified School District

Students

Regulation #5121.1

**GRADES/EVALUATION OF STUDENT ACHIEVEMENT  
AT THE HIGH SCHOOL**

Mandated Regulation

second semester shall receive an F grade on his/her permanent record unless otherwise decided by the principal or designee because of extenuating circumstances.

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- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

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

**SUBJECT:** Revisions to Board Policy 6146.1 High School Graduation Requirements

**DATE:** August 19, 2021

**PERSON(S) RESPONSIBLE:** Lito M. Garcia, Principal Pacific Grove Community High School

**RECOMMENDATION:**

The District Administration recommends the Board review and approve the revisions to Board Policy 6146.1 High School Graduation Requirements.

**INFORMATION:**

The following PGUSD policy, Policy 6146.1 needs to be updated to match current practices as it relates to graduation at Pacific Grove Community High School. We are removing the specific need to have computer credits to graduate and adding those 10 credits to Electives. Elective units will go from 30 to 40 credits.

**FISCAL IMPACT:**

No fiscal impact.

Pacific Grove Unified School District

Instruction

Policy #6146.1

**HIGH SCHOOL GRADUATION REQUIREMENTS**

Students shall receive diplomas of graduation from high school only after completing the prescribed course of study and meeting the standards of proficiency established by the district.

The prescribed course of study for students in grades 9 through 12 shall include: (EC 51225.3)

Subject	Credits	Credits (CHS)
English – four years	40	40
Mathematics – two years	20	20
Science – two years one year life science and one-year physical science	20	20
Social Science - four years * 10 credits World Geography 10 credits World History 10 credits U.S. History 5 credits Economics 5 credits Governments  *Transfer students to PGHS are exempt from completing 10 credits in World Geography. Social Science graduation requirements for transfer students to PGHS will be 30 credits.	40	40
Fine Arts or World Language– one year	10	10
Physical Education - two years for grades 9 and 10 includes 1 quarter of health at PGHS (with sex-ed component)	20	20
Vocational Education		5
Career Technical Education – one year approved UC-A-G course	10	
<del>Computers</del>		<del>10</del>
Community Service	48 hrs	42
Electives	70	<del>30</del> 40
Health		5
TOTAL	230	200

## Pacific Grove Unified School District

Instruction

Policy #6146.1

**HIGH SCHOOL GRADUATION REQUIREMENTS**

The Governing Board desires to prepare each student to obtain a diploma of high school graduation in order to provide students with opportunities for postsecondary education and/or employment.

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

The Governing Board recognizes that the prescribed course of study may not accommodate the needs of some students. The Board, with the active involvement of parents/guardians, administrators, teachers and students, shall adopt alternative means for the completion of prescribed courses, which may include: (EC 51225.3)

1. Work experience or other outside school experience.
2. Vocational education classes offered in high schools.
3. Courses offered by regional occupational centers or programs.
4. Interdisciplinary study.
5. Credit earned at a postsecondary institution.
6. Credit for driver education and training which satisfies the requirements of Vehicle Code 12507.

Requirements for graduation and specified alternative means for completing the prescribed course of study shall be made available to students, parents/guardians and the public. (EC51225.3)

Exceptional students, such as foreign exchange students and World War II-impacted students, may receive an Honorary Diploma. This diploma will clearly note its honorary status. (Education Code 51225.5)

**Standards of Proficiency for Classes Prior to 2006**

To receive a high school diploma, District students also must achieve at least minimum proficiency in reading comprehension, writing and mathematics. The Board shall adopt proficiency standards in these areas and any others it deems appropriate. All adopted proficiency standards shall correspond with the goals of the course of study required for graduation

Student progress toward proficiency in basic skills shall be assessed in English once during grades 7 through 9 and twice during grades 10 and 11. A separate assessment shall be made of the student's proficiency in each skill area.

## Pacific Grove Unified School District

Instruction

Policy #6146.1

**HIGH SCHOOL GRADUATION REQUIREMENTS**

Remedial instruction shall be provided to any student who does not show adequate progress toward mastery of basic skills. This instruction may be provided in summer school and shall offer the student numerous opportunities to achieve mastery.

When a student does not show adequate progress, the Superintendent or designee shall inform a student's parent/guardian in writing that the student shall not receive a high school diploma unless the prescribed standards are met.

Legal Reference:

## EDUCATION CODE

- [35186](#) Valenzuela/Williams Requirements
- [37252](#) Supplemental instructional programs
- [48430](#) Continuation education schools and classes
- [48980](#) Notification of parent/guardian
- [51224](#) Skills and knowledge required for adult life
- [51224.5](#) Algebra instruction
- [51225.3](#) Requirements for graduation
- [51225.5](#) Honorary diplomas; foreign exchange students
- [51228](#) Graduation requirements
- [51230](#) American government and civics
- [51240-51246](#) Exemptions from requirements
- [51410-51411](#) Diplomas
- [51420-51421](#) High school equivalency certificates
- [51450-51455](#) Golden State Seal Merit Diploma

## CODE OF REGULATIONS, TITLE 5

- [1600-1651](#) Graduation of pupils from grade 12 and credit toward graduation

Management Resources:

## WEB SITES

CDE: <http://www.cde.ca.gov>

CSBA: <http://www.csba.org>

## Pacific Grove Unified School District

Instruction

Policy #6146.1

**HIGH SCHOOL GRADUATION REQUIREMENTS**

Students shall receive diplomas of graduation from high school only after completing the prescribed course of study and meeting the standards of proficiency established by the district.

The prescribed course of study for students in grades 9 through 12 shall include: (EC 51225.3)

Subject	Credits	Credits (CHS)
English – four years	40	40
Mathematics – two years	20	20
Science – two years one year life science and one-year physical science	20	20
Social Science - four years * 10 credits World Geography 10 credits World History 10 credits U.S. History 5 credits Economics 5 credits Governments  *Transfer students to PGHS are exempt from completing 10 credits in World Geography. Social Science graduation requirements for transfer students to PGHS will be 30 credits.	40	40
Fine Arts or World Language– one year	10	10
Physical Education - two years for grades 9 and 10 includes 1 quarter of health at PGHS (with sex-ed component)	20	20
Vocational Education		5
Career Technical Education – one year approved UC-A-G course	10	
Community Service	48 hrs	42
Electives	70	40
Health		5
TOTAL	230	200

The Governing Board desires to prepare each student to obtain a diploma of high school graduation in order to provide students with opportunities for postsecondary education and/or employment.



## Pacific Grove Unified School District

Instruction

Policy #6146.1

**HIGH SCHOOL GRADUATION REQUIREMENTS**

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

The Governing Board recognizes that the prescribed course of study may not accommodate the needs of some students. The Board, with the active involvement of parents/guardians, administrators, teachers and students, shall adopt alternative means for the completion of prescribed courses, which may include: (EC 51225.3)

1. Work experience or other outside school experience.
2. Vocational education classes offered in high schools.
3. Courses offered by regional occupational centers or programs.
4. Interdisciplinary study.
5. Credit earned at a postsecondary institution.
6. Credit for driver education and training which satisfies the requirements of Vehicle Code 12507.

Requirements for graduation and specified alternative means for completing the prescribed course of study shall be made available to students, parents/guardians and the public. (EC51225.3)

Exceptional students, such as foreign exchange students and World War II-impacted students, may receive an Honorary Diploma. This diploma will clearly note its honorary status. (Education Code 51225.5)

**Standards of Proficiency for Classes Prior to 2006**

To receive a high school diploma, District students also must achieve at least minimum proficiency in reading comprehension, writing and mathematics. The Board shall adopt proficiency standards in these areas and any others it deems appropriate. All adopted proficiency standards shall correspond with the goals of the course of study required for graduation

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## Pacific Grove Unified School District

Instruction

Policy #6146.1

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**HIGH SCHOOL GRADUATION REQUIREMENTS**

When a student does not show adequate progress, the Superintendent or designee shall inform a student's parent/guardian in writing that the student shall not receive a high school diploma unless the prescribed standards are met.

Legal Reference:

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- [51450-51455](#) Golden State Seal Merit Diploma

## CODE OF REGULATIONS, TITLE 5

- [1600-1651](#) Graduation of pupils from grade 12 and credit toward graduation

Management Resources:

## WEB SITES

CDE: <http://www.cde.ca.gov>

CSBA: <http://www.csba.org>

- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

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

**SUBJECT:** Contract for Services with Nicolas Gonzales at Pacific Grove High School

**DATE:** August 2, 2021

**PERSON(S) RESPONSIBLE:** Lito M. Garcia, Principal

**RECOMMENDATION:**

The District Administration recommends the Board review and approve the contract for services with Nicolas Gonzales – Certified Strength and Conditioning Specialist (CSCS – NSCA) at Pacific Grove High School.

**BACKGROUND:**

This is a new service.

**INFORMATION:**

Nicolas Gonzales is a former collegiate student athlete and coach. He is a Doctor of Physical Therapy (DPT). He has created a program that focuses on safe movements and improving strength and condition. He hopes to achieve this for the Boys Basketball team before the upcoming 2021-22 season.

**FISCAL IMPACT:**

No fiscal impact to the district. The \$1,900.00 is to be paid by the Pacific Grove High School Boys Basketball team account.

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

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

- 1. **Scope of Service:**  
To provide: Basketball specific strength and conditioning skills
- 2. **Evaluation and/or expected outcome(s)**(continue on attached page if needed):  
Strength and conditioning program for PGHS Boys Basketball, Emphasis on teaching safe movements while improving strength and conditioning before the upcoming season 2021-22
- 3. **Length of the Contract:**  
Service is to be provided on the following date(s):  
For 9 weeks – 2 sessions weekly starting August 23rd 2021
- 4. **Financial Consideration:**  
Consultant to be paid at the rate of:  
\$1,900.00 for the 9 weeks  
For a month(hours/days/other)  
School Funding Source: Athletics Department Fund – Boys Basketball account  
Account Code: Wells Fargo Bank - #1965169244/408

Consultant (Please print) Nicolas Gonzales [Click or tap here to enter text.](#)

Address 466 Monroe St. Apt#6 Monterey, CA 93940 Phone:[Click or tap here to enter text.](#)

Signed \_\_\_\_\_ Date [Click or tap to enter a date.](#)

Email nicolas@balancept.com

District Employee       Independent Consultant

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Site/Program Administrator (Check appropriate box below)

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

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

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

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

**ALL SIGNATURES MUST BE OBTAINED BEFORE SERVICES ARE PROVIDED.**

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

BOARD APPROVAL DATE [Click or tap to enter a date.](#)

### Contract for Services Criteria

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

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

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

\_\_\_\_\_  
Date

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Student Learning and Achievement   | <input checked="" type="checkbox"/> Consent     |
| <input type="checkbox"/> Health and Safety of Students and Schools     | <input type="checkbox"/> Action/Discussion      |
| <input type="checkbox"/> Credibility and Communication                 | <input type="checkbox"/> Information/Discussion |
| <input type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing         |

**SUBJECT:** Authorization to Order with AT&T Corp and the California Department of Technology for CALNET Legacy Telecommunications Voice and Data Services

**DATE:** August 19, 2021

**PERSON(S) RESPONSIBLE:** Jonathan Mejia, Director of Technology Systems

**RECOMMENDATION:**

The District Administration recommends the Board authorize the order with AT&T Corp and the California Department of Technology for CALNET Legacy Telecommunications Voice and Data Services to allow continued low pricing for AT&T telecommunications services.

**BACKGROUND:**

Pacific Grove Unified School District has benefited for many years from participation in a state master agreement called CalNet. The existing agreements will expire at the end of 2021 and a new contract was awarded after a competitive bidding process on behalf of all school districts in California by the State Department of Telecommunications.

**INFORMATION:**

Participation in the CalNet program does not require a term commitment or revenue commitment. It only provides lower pricing on the district’s existing voice telecommunications services.

**FISCAL IMPACT:**

The impact of participation is to avoid an increase in costs of approximately \$100,000 per year through at least December 31, 2025. That is based on current costs of approximately \$5,500 per month compared to tariff rates that are approximately 150% higher. This has been previously paid out of the General Fund.

# AUTHORIZATION TO ORDER (ATO)

AT&T Corp and the California Department of Technology (CDT) have entered into a multi-year statewide contract for CALNET Legacy Telecommunications Voice and Data Services, C4A1LEG18, Categories 15, 16, 17, and 18. The CDT may, at its sole option elect to extend the Contract Term for up to the number of years as indicated in the Contract.

## Category 15, Dedicated Transport:

- Contract award: 01/03/2019
- Contract end: 01/02/2026
- Number of optional extensions and extension duration(s): 3 extensions, 1 year per extension

## Category 15.2.2, Carrier DSO Service:

- Contract award: 01/03/2019
- Contract end: 01/02/2022
- Number of optional extensions and extension duration(s): 2 extensions, 1 year per extension

## Category 16, Long Distance Calling:

- Contract award: 01/03/2019
- Contract end: 01/02/2024
- Number of optional extensions and extension duration(s): 5 extensions, 1 year per extension

## Category 17, Toll Free Voice Calling:

- Contract award: 01/03/2019
- Contract end: 01/02/2024
- Number of optional extensions and extension duration(s): 5 extensions, 1 year per extension

## Category 18, Legacy Telecommunications:

- Contract award: 01/03/2019
- Contract end: 01/02/2026
- Number of optional extensions and extension duration(s): 3 extensions, 1 year per extension

## Category 18.3.1.1, Analog Service:

- Contract award: 01/03/2019
- Contract end: 01/02/2022
- Number of optional extensions and extension duration(s): 2 extensions, 1 year per extension

Pursuant to the Contract C4-LEG-12-10-TS-01, which is incorporated herein by reference, any eligible on-state public entity (herein "Non-State Entity"), as authorized in Government Code section 11541 is allowed to order services and products (collectively "Services") solely as set forth in the Contract.

To establish CALNET eligibility, the Non-State Entity will be required to have a Non-State Entity Service Policy and Agreement (NESPA) on file with the CDT CALNET Program, prior to submitting the Authorization to Order (ATO).

Once the Non-State Entity and the Contractor approve and sign the ATO, the Contractor shall deliver the ATO to the CALNET Program for review and approval. No Service(s) shall be ordered by the Non-State Entity or provided by the Contractor until both parties and the CALNET Program execute the ATO.

By executing the ATO, the [Non-State Entity] may subscribe to the Service(s), and the Contractor agrees to provide the Service(s), in accordance with the terms and conditions of the ATO and the Contract. Service catalogs, rates and Contract terms are available at [the CALNET Program website](#).

The ATO, and any resulting order for Service(s), is a contract between the Non-State Entity and the Contractor. As such, the CDT will not facilitate, intervene, advocate or escalate any disputes between the Non-State Entity and the Contractor or represent the Non-State Entity in resolution of litigated disputes between the parties.

The ATO shall not exceed the term of the Contract and shall remain in effect for the duration of the contract unless:

- The CDT, at its discretion, revokes the approved ATO; or
- The Non-State Entity terminates the ATO, for specific Services(s) in part or in total, prior to termination of the Contract, by providing the Contractor with a 30 calendar days' prior written notice of cancellation.

The Non-State Entity, upon execution of the ATO, certifies that:

- The Non-State Entity understands that the Contractor and the CDT may, from time to time and without the Non-State Entity's consent, amend the terms and conditions of the Contract thereby affecting the terms of service the Non-State Entity receives from the Contractor.
- The Non-State Entity has reviewed the terms and conditions, including the rates and charges, of the Contract.
- The Non-State Entity understands and agrees that the Contractor invoices for Service(s) subscribed to under the Contract are subject to review and/or audit by the CDT, pursuant to provisions of the Contract.



- All Service(s) ordered under the ATO will be submitted to the Contractor using an authorized purchasing document, signed by the Non-State Entity's authorized signatory. Any additions, changes to, or deletions of Service(s) shall be accomplished by submission of a purchasing document to the Contractor, noting the changes.
- The Non-State Entity understands and agrees that the Contractor shall provide the CALNET Program all data, invoices, reports and access to trouble tickets for Service(s) subscribed to under the Contract, pursuant to provisions of the Contract. Upon execution of the ATO, the Non-State Entity authorizes the CALNET Contractor to release the Non-State Entity's Customer Proprietary Network Information (CPNI) to the CALNET Program for purposes of administering the Contract.
- The Non-State Entity understands that, the Contractor shall bill the Non-State Entity, and the Non-State Entity shall pay the Contractor according to the terms and conditions, and rates set forth in the Contract for such Service(s).

---

## E-Rate Customers Only – Complete if applying for E-Rate funding:

[Enter Non-State Entity name] intends to seek Universal Service Funding (E-Rate) for eligible Service(s) provided under the ATO. The Service(s) ordered under the ATO shall commence [MM/DD/YYYY] ("Service Date"). Upon the Service Date, the ATO supersedes and replaces any applicable servicing arrangements between the Contractor and the Non-State Agency for the Service(s) ordered under the ATO.

---

## Contact Information

Any notice or demand given under this Contract to the Contractor or the Non-State Entity shall be in writing and addressed to the following:

### Non-State Entity

Non-State Entity Name	Address
Authorized Agent	City, State, Zip Code
Title of Authorized Agent	Contact Number
	Email

# Contractor

AT&T Corporation

Authorized Agent : Keith Nagel  
Attention: Program Management Office  
Address: 2700 Watt Avenue  
Room 1213  
Sacramento, CA 95821

Contact Number:  
916-384-6175  
Email:  
KN7135@att.com

**IN WITNESS WHEREOF**, the parties below hereto have caused the execution of this ATO. The effective date of this ATO, between the Non-State Entity, the Contractor and CDT/CALNET shall be pursuant to the CDT/CALNET "**DATE EXECUTED**" shown below.

## Non-State Entity

Authorized Agent Name

Title of Authorized Agent

Signature

Date Signed

---

## Contractor

Authorized Agent Name

Title of Authorized Agent

Signature

Date Signed

---

## Approved By: State of California Department of Technology

Authorized Agent Name

Title of Authorized Agent

Signature

Date Executed

- |   |   |
|---|---|
| <input type="checkbox"/> Student Learning and Achievement                     | <input checked="" type="checkbox"/> Consent     |
| <input checked="" type="checkbox"/> Health and Safety of Students and Schools | <input type="checkbox"/> Action/Discussion      |
| <input type="checkbox"/> Credibility and Communication                        | <input type="checkbox"/> Information/Discussion |
| <input type="checkbox"/> Fiscal Solvency, Accountability and Integrity        | <input type="checkbox"/> Public Hearing         |

**SUBJECT:** Ratification of Forest Grove Elementary School Surplus Materials and Furniture Discard

**DATE:** August 19, 2021

**PERSON(S) RESPONSIBLE:** Buck Roggeman, Principal

**RECOMMENDATION:**

The District Administration recommends the Board ratify the list of surplus materials and furniture for discard from Forest Grove Elementary School.

**BACKGROUND:**

Forest Grove Elementary School had a surplus of outdated/used furniture due to the purchase of new classroom furniture. There was also a surplus of outdated teaching materials that surfaced as a result of the abnormally high turnover of staff this year.

**INFORMATION:**

Forest Grove’s furniture surplus resulted primarily from the purchase of new furniture for some of the classrooms. When our students returned to school in April 2021, some of the desks that did not allow for the requisite physical distancing had to be replaced by those that did. Also, excess furniture was removed from rooms to allow for greater spacing. When custodians reassembled the rooms for instruction in August 2021, it became apparent that there was a surplus of old furniture. Likewise, we experienced a surplus of outdated teaching materials and classroom library books when new staff members took over for teachers who retired. We allowed families and community members take what they wanted from the surplus items. A large amount of furniture and books were claimed by the community.

**FISCAL IMPACT:**

Cost of removing two loads of unclaimed furniture and materials is \$750. This is a new, one time cost.

Check all that apply: \_\_\_\_\_ ELECTRONIC EQUIPMENT  
NOT TO BE USED FOR TEXTBOOKS

FURNITURE \_\_\_\_\_ SUPPLIES \_\_\_\_\_ FIXTURES

Description/Make <i>(brand name &amp; type of equipment)</i>	Reason for Discard	Working <i>Yes or No</i>	Month/Year Purchased	Last Function	Bar Code or ID Tag If over \$500	Model/Serial Number
(70) Student Desks, (15) double desks	Outdated / unused	Yes				
(3) Book Shelves, (8) Book Stands, (7) book storage, (3) book cart, (5) book racks	Outdated / unused	Yes				
Classroom Table, (15)Rectangular, (1) horseshoe, (8) Circle, (10) Hexagonal	Outdated / unused	Yes				
(3) Computer Desk with wheels	Outdated / unused	Yes				
(30) Student Chairs – primary/Int.	Outdated / unused	Yes				
(6) Computer chairs, (2) swivel chairs	Outdated / unused	Yes				
(5) Tray storage cabinet, (3) cubby storage	Outdated / unused	Yes				
Cabinets: (2) double door cabinet, (4) safety storage, (9) File, (6)Metal, (4) small, (5) Wood, (3) teacher storage	Outdated / unused	Yes				
(3) Cube organizer	Outdated / unused	Yes				
(4) Classroom rugs	Outdated / unused	Yes				
(200) Old books	Outdated / unused	Yes				
(2) Whiteboards, (3) Bulletin Boards	Outdated / unused	Yes				
(15) Battery Clocks	Outdated / unused	Yes				
(2) Adjustable Easel	Outdated / unused	Yes				

\_\_\_\_\_  
PRINT NAME OF PERSON COMPLETING FORM

\_\_\_\_\_  
ADMINISTRATOR'S SIGNATURE

\_\_\_\_\_  
DATE

\*\*\* Do not write below this line\*\*\*

- |  |  |
|--|--|
| <input type="checkbox"/> Student Learning and Achievement              | <input type="checkbox"/> Consent                   |
| <input type="checkbox"/> Health and Safety of Students and Schools     | <input type="checkbox"/> Action/Discussion         |
| <input checked="" type="checkbox"/> Credibility and Communication      | <input type="checkbox"/> Information/Discussion    |
| <input type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input checked="" type="checkbox"/> Public Hearing |

**SUBJECT:** Public Hearing Regarding Potential Composition of Trustee Areas Prior to Drawing of Maps

**DATE:** August 19, 2021

**PERSON(S) RESPONSIBLE:** Ralph Gómez Porras, Superintendent, Secretary of Board of Education

**RECOMMENDATION:**

The District Administration recommends the Board hold a public hearing to receive community feedback regarding the California Voting Rights Act and the potential design of maps that outline trustee areas for Board elections.

**BACKGROUND:**

The District’s Board of Education is currently elected under an “at-large” election system, where trustees are elected by voters of the entire District. Trustees are elected in even-numbered years and serve staggered, four-year terms, such that the next election for three (3) trustees is scheduled for November 2022, with the remaining trustee seats scheduled for election in November 2024. On April 22, 2021, the Board adopted Resolution No. 1069, declaring its intent to transition from at-large to by-trustee area elections, where each Board member must reside within the designated trustee area boundary, and is elected only by the voters in that trustee area.

**INFORMATION:**

The District’s attorneys, Lozano Smith, will first present an overview on the process to transition from an “at-large” election system, to a to by-trustee area election system. The District’s demographers, National Demographics Corporation, will then present information on the process and criteria for drawing the trustee-area boundary maps. Following these presentations, the Board will hold the first of two statutorily required hearings that must be held prior to the preparation of trustee area map options to receive input from the community on the composition of the trustee areas, pursuant to Elections Code section 10010(a)(1).

**FISCAL IMPACT:**

The cost for demographer and legal services to assist in the development of proposed by-trustee area boundaries is currently estimated to be approximately \$30,000. This cost will be taken out of the General Fund.

*\*An explanation of this information will be presented at the Board meeting.*

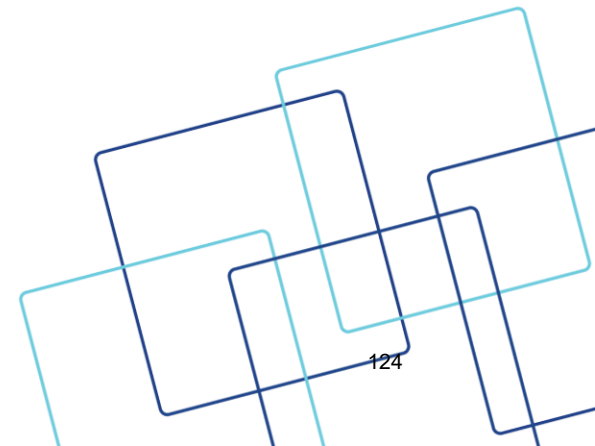


# Transition to Trustee-Area Elections

Presented by: Jonathan Berry-Smith

Pacific Grove Unified School District

AUGUST 19, 2021



# Overview of the California Voting Rights Act (CVRA)

# California Voting Rights Act (“CVRA”)

Prohibits the use of “at-large” elections that impair the ability of a protected class to:

- elect candidates of its choice; or
- to influence the outcome of an election.  
(Elec. Code, § 14027)
- “Racially Polarized Voting”  
(Elec. Code, § 14028)

Proof of intent to discriminate not required.

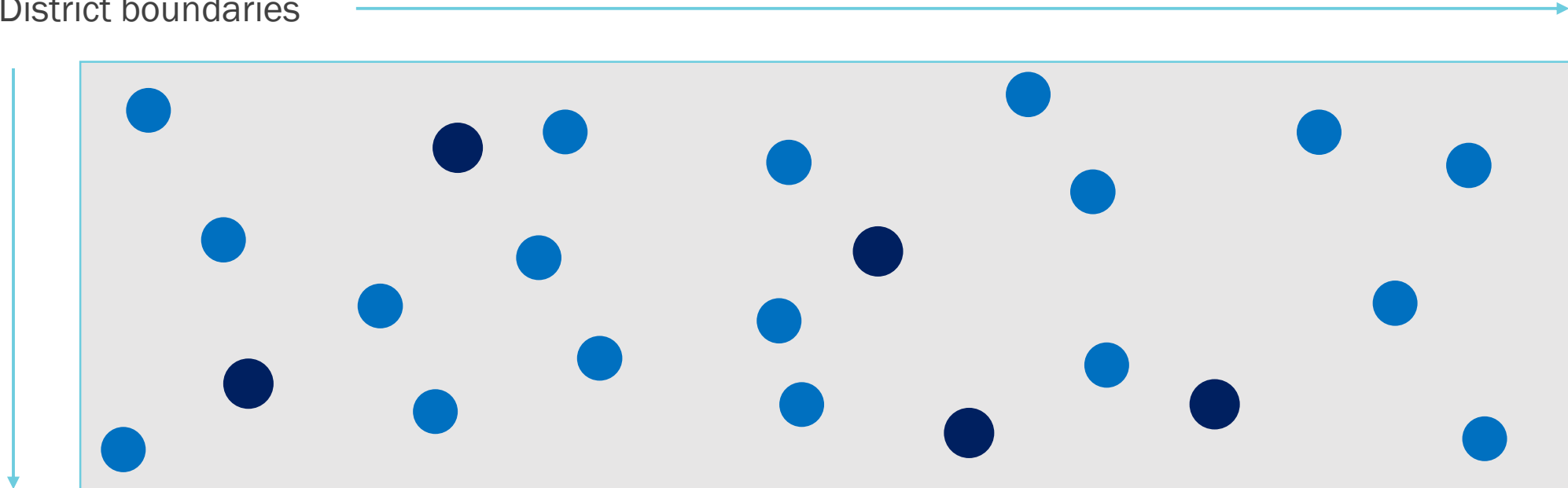


# At-Large Elections

Board members may reside anywhere in the District.

Registered voters within the District may vote for all seats on the Board.

District boundaries



● = Board member

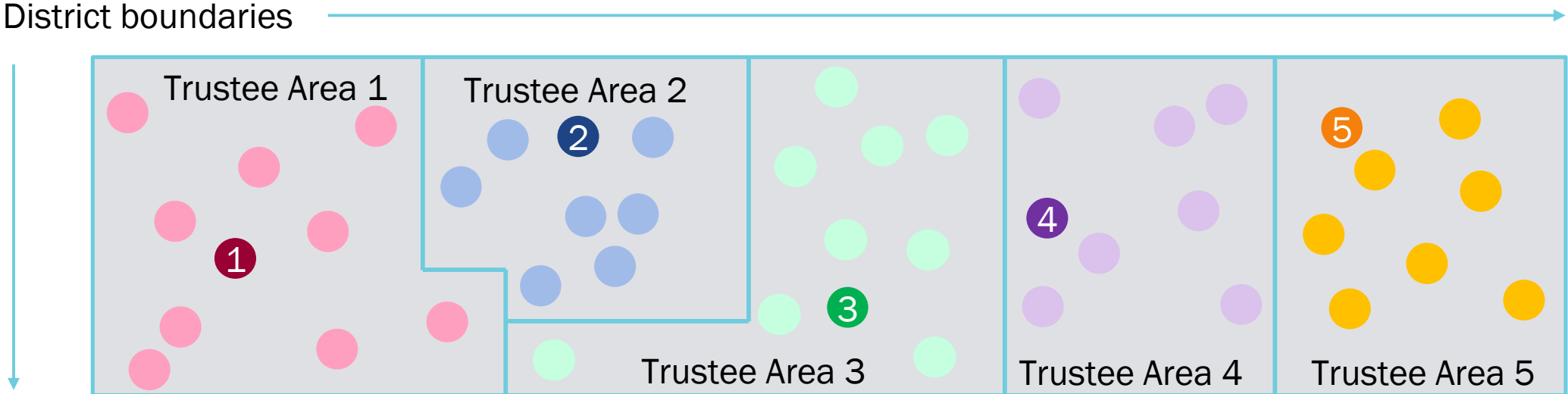
● = Registered voter

# By-Trustee Area Elections: The Only Method of Election Guaranteed NOT to Violate the CVRA

Trustees must reside within specific trustee areas.

Only voters residing within the specified trustee area may vote for that particular trustee.

District boundaries



1 2 3 4 5 = Trustee      ● ● ● ● ● = Voters residing in Trustee area

# CVRA Litigation

Public agencies have never\* successfully defended a CVRA challenge.

CVRA challenges are on the rise:

- City of Campbell
- City of Santa Clara
- Morgan Hill Unified School District
- Dublin Unified School District
- San Ramon Valley Unified School District
- West Contra Costa Unified School District

\*Exception: pending Santa Monica case



# CVRA Litigation

High cost of litigation to public agencies: attorneys' fees for both sides.

Estimated fees and costs paid *to plaintiff's counsel*:

- City of Santa Monica (\$22 million – court ordered)
- City of Santa Clara (Approximately \$3 million – court ordered)
- West Contra Costa Unified School District (\$310,000 settlement)
- City of Modesto (\$3 million settlement)
- Tulare Regional Medical Center (\$500,000 settlement)
- Madera Unified School District (\$162,500 - court ordered)
- ABC Unified School District (\$140,000 settlement)

# Process to Establish By-Trustee Area Elections

## Step 1: Adopt Intent Resolution

District board adopts intent resolution. (Elec. Code, § 10010(e)(3)(A))

Resolution No. 1069 “Intent to Initiate a Transition From At-Large to By-Trustee Area Elections Commencing with the 2022 Board Election” was adopted by PGUSD’s Board on April 22.

## Step 2a: Pre-Map Hearings

“Pre-Map” Hearings: Two public hearings prior to preparing proposed by-trustee area maps. (Elec. Code, § 10010(a)(1))

First pre-map hearing scheduled for **August 19 (tonight)**.

Second pre-map hearing scheduled for **September 16**.

# Step 2b: Recommended (Not Required) Step for Second Pre-Map Hearing

District board can adopt a resolution to list out the criteria it wishes the demographer to consider for establishing trustee-area boundaries. Some criteria to consider include:

- Compact and contiguous boundaries
- Respect communities of interest
- Topography/geography
- Other considerations



## Step 3: Map Consideration Hearings

“Map Consideration” Hearings: Two public hearings to consider proposed by-trustee area maps. (Elec. Code, § 10010(a)(2))

First map consideration hearing scheduled for **January 20.**

Second map consideration hearing scheduled for **February 3.**

*Maps must be publicly available 7 days in advance of hearings.*

## Step 4: District Adoption of Map

Map Adoption Hearing: Public hearing before adopting final by-trustee area map, scheduled for **February 17**.



## Step 5: County Committee Review (**February or March**)

The County Committee on School District Organization has the authority to change the method of election in a school district under its jurisdiction. (Ed. Code, § § 5019 and 5030)

County Committee must hold at least one hearing in the District to consider the proposal. (Ed. Code, § 5019)

The County Committee shall vote to approve or deny the District's proposal to establish trustee-areas and adopt trustee-area elections. (Ed. Code, § 5019)

# Update on New Law Affecting Waiver of Election Process

Previously, if County Committee approves the proposal, an election is called seeking voter approval.

(Ed. Code, § 5020 subd. (a))

Senate Bill 442 recently passed, removing the voter approval requirement, and allowing the County Committee to, by resolution, approve a proposal to establish trustee areas without bringing the decision to the electorate for approval

- **SB 442 is effective January 1, 2022.**
- The voter approval requirement can still be waived by the State Board of Education under Ed. Code, §§ 33050-33053.

Thank you.  
Questions?

*For more information, questions and  
comments about the presentation,  
please feel free to contact:*

# **Jonathan E. Berry-Smith**

*Associate*

**Tel: 925.953.1620**

**[jberrysmith@lozanosmith.com](mailto:jberrysmith@lozanosmith.com)**

*Or any of the attorneys  
in one of our 8 offices.*



# @LozanoSmith

Disclaimer: These materials and all discussions of these materials are for instructional purposes only and do not constitute legal advice. If you need legal advice, you should contact your local counsel or an attorney at Lozano Smith. If you are interested in having other in-service programs presented, please contact [clientservices@lozanosmith.com](mailto:clientservices@lozanosmith.com) or call (559) 431-5600.

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# Introduction to Districting

August 19, 2021

Regular Meeting of August 19, 2021

Dr. Justin Levitt, Vice President  
National Demographics Corporation



# Election Systems

---

1. “At Large”
2. “From District” or “Residence” Districts
3. “By District”

**The California Voting Rights Act  
was written to specifically  
encourage by-district elections.**

# California Voting Rights Act (CVRA) PUBLIC HEARING

---

- Under the Federal Voting Rights Act (passed in 1965), a jurisdiction must fail 4 factual tests before it is in violation of the law.
  
- The California VRA makes it significantly easier for plaintiffs to force jurisdictions into “by-district” election systems by eliminating two of the US Supreme Court Gingles tests:
  - ~~■ Can the protected class constitute the majority of a district?~~
  - Does the protected class vote as a bloc?
  - Do the voters who are not in the protected class vote in a bloc to defeat the preferred candidates of the protected class?
  - ~~■ Do the “totality of circumstances” indicate race is a factor in elections?~~
  
- Liability is now determined only by the presence of racially polarized voting

# CVRA Impact

## ❑ Switched (or in the process of switching) as a result of CVRA:

- At least 240 school districts
- 34 Community College Districts
- 154 cities
- 1 County Board of Supervisors
- 35 water and other special districts.

## ❑ Cases So Far:

- Palmdale, Santa Clara and Santa Monica went to trial on the merits. Palmdale and Santa Clara lost. Santa Monica is awaiting a decision.
- Modesto and Palmdale each spent about \$1.8 million on their defense (in addition to the attorney fee awards in those cases).
- Santa Monica has spent an estimated \$7 million so far. Plaintiffs in Santa Monica requested \$22 million in legal fees after the original trial.

## Key settlements:

- ✓ Palmdale: \$4.7 million
- ✓ Modesto: \$3 million
- ✓ Highland: \$1.3 million
- ✓ Anaheim: \$1.1 million
- ✓ Whittier: \$1 million
- ✓ Santa Barbara: \$600,000
- ✓ Tulare Hospital: \$500,000
- ✓ Camarillo: \$233,000
- ✓ Compton Unified: \$200,000
- ✓ Madera Unified: about \$170,000
- ✓ Hanford Joint Union Schools: \$118,000
- ✓ Merced City: \$42,000

**An estimated \$16 million in total settlements and court awards so far.**

# Districting Process

Step	Description
<b>Two Initial Hearings</b> August 19 & September 16 <i>6:30 p.m.</i>	<ul style="list-style-type: none"> <li>• Held prior to release of draft maps</li> <li>• Education and to solicit input on the communities in the Districts</li> </ul>
<b>Census Data Release</b> Mid/Late August	<ul style="list-style-type: none"> <li>• Census Bureau releases official 2020 Census population data</li> </ul>
<b>California Data Release</b> Early October 2021	<ul style="list-style-type: none"> <li>• California Statewide Database releases California's official 'prisoner-adjusted' 2020 redistricting data</li> </ul>
<b>Draft Map Hearing</b> January 20, 2022 <i>6:30 p.m.</i>	<ul style="list-style-type: none"> <li>• Discuss and select final maps; discuss election sequence</li> <li>• Deadline to submit draft maps: January 6, 2022, 5 p.m.</li> <li>• Post draft maps by January 13, 2022, 5 p.m.</li> </ul>
<b>Draft Map Hearing</b> February 3, 2022 <i>6:30 p.m.</i>	<ul style="list-style-type: none"> <li>• Discuss and select final map</li> <li>• Discuss and determine election sequence</li> <li>• Deadline to submit draft maps: January 21, 2022, 5 p.m.</li> <li>• Post draft maps by January 27, 2022, 5 p.m.</li> </ul>
<b>Map Adoption</b> By March 1, 2022	<ul style="list-style-type: none"> <li>• Final map must be posted at least 7 days prior to adoption</li> </ul>

# Districting Rules and Goals PUBLIC HEARING

## 1. Federal Laws

- Equal Population
- Federal Voting Rights Act
- No Racial Gerrymandering



## 2. California Criteria for Cities

1. **Geographically contiguous**
2. **Undivided neighborhoods and “communities of interest”**  
(Socio-economic geographic areas that should be kept together)
3. **Easily identifiable boundaries**
4. **Compact**  
(Do not bypass one group of people to get to a more distant group of people)

## 3. Other Traditional Redistricting Principles

- Respect voters’ choices / avoid head-to-head contests
- Future population growth

**Prohibited:** “Shall not favor or discriminate against a political party.”

# Defining Neighborhoods

---

**1<sup>st</sup> Question: What is your neighborhood?**

**2<sup>nd</sup> Question: What are its geographic boundaries?**

**Examples of physical features defining a neighborhood boundary:**

- Natural neighborhood dividing lines, such as highway or major roads, rivers, canals and/or hills
- Areas around parks or schools
- Other neighborhood landmarks

**In the absence of public testimony, planning records and other similar documents may provide definition.**



# Beyond Neighborhoods: Defining Communities of Interest

## 1<sup>st</sup> Question: What defines your community?

- Geographic Area, plus
- Shared issue or characteristic
  - Shared social or economic interest
  - Impacted by county policies
- Tell us “your community’s story”

## 2<sup>nd</sup> Question: Would this community benefit from being “included within a single district for purposes of its effective and fair representation”?

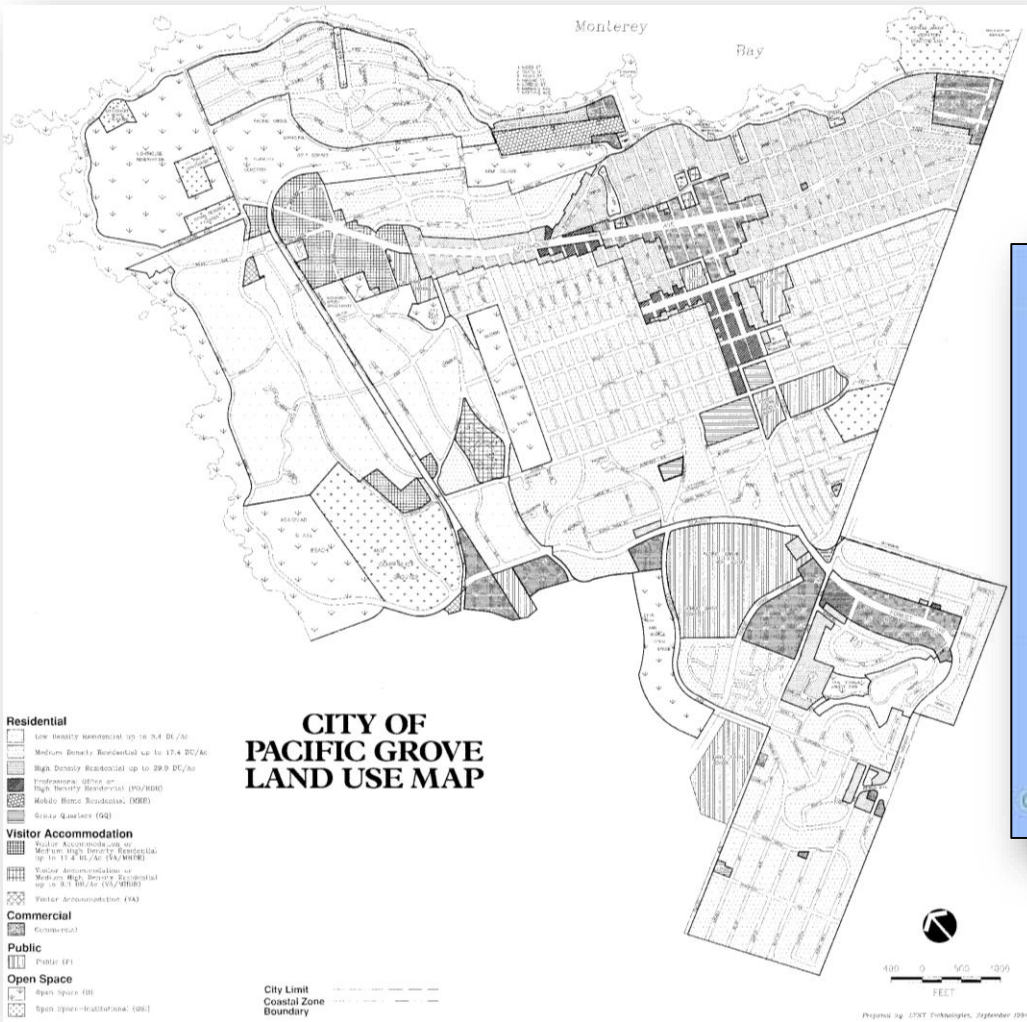
- Or would it benefit more from having multiple representatives?

Definitions of Communities of Interest may not include relationships with political parties, incumbents, or political candidates.



# Possible Neighborhoods / Communities

PUBLIC HEARING



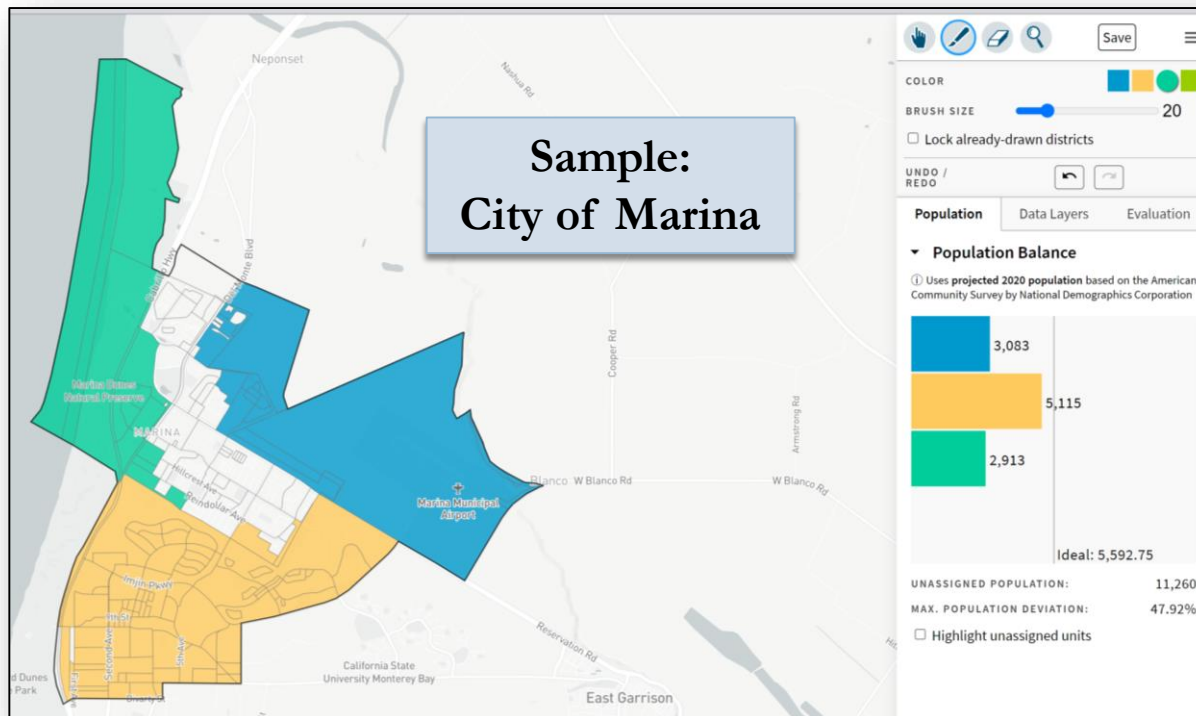


# Mapping Tool: DistrictR

PUBLIC HEARING

## “Draw Your Community of Interest” focus

- **districtR.org**
- Also includes simple district-mapping tool; Only available in English
- Similar external options: [Representable.org](http://Representable.org), [DrawMyCACommunity.org](http://DrawMyCACommunity.org)



# Public Hearing & Discussion PUBLIC HEARING

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- **What is your community of interest and what are its boundaries?**
  
- **Would you prefer your community of interest be in one trustee area or that it have multiple representatives on the Board?**

# Share Your Thoughts

PUBLIC HEARING



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

Phone: [831.646.6510](tel:831.646.6510) | Email: [rporras@pgusd.org](mailto:rporras@pgusd.org)

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Student Learning and Achievement   | <input type="checkbox"/> Consent                      |
| <input type="checkbox"/> Health and Safety of Students and Schools     | <input checked="" type="checkbox"/> Action/Discussion |
| <input type="checkbox"/> Credibility and Communication                 | <input type="checkbox"/> Information/Discussion       |
| <input type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing               |

**SUBJECT:** Contract for Services with Advanced IPM for pest management at Pacific Grove High School and Pacific Grove Middle School

**DATE:** August 19, 2021

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

**RECOMMENDATION:**

The District Administration recommends the Board review and approve contract for services to Advanced IPM for pest management services at Pacific Grove High School and Pacific Grove Middle School.

**BACKGROUND:**

This is a new service to safely deter birds to nest at different locations. This is a monthly service contract with the first month having a higher rate to implement the repellent.

**INFORMATION:**

Pacific Grove High School and Middle School have both seen an increase of seagulls nesting on the roofs. The gulls come back to their birth site to nest and lay eggs.

Birds are carriers of over 60 different types of diseases including West Nile Virus, Histoplasmosis, Meningitis, Salmonella, and other diseases that can lead to everything from severe reaction to death. In addition, their droppings contain Uric acid, which is extremely acidic in nature. These droppings can eat through most construction materials including steel and concrete, which can degrade the structural integrity of your building. Finally, birds also carry parasites including Bed Bugs and Bird Mites that cause both discomfort, and millions in losses each year.

Advanced IPM will be obtaining the required permitting and deploying Avitrol grain baits at both sites. Avitrol is pre-treated grain bait designed as a repellent for bird flocks. Once they metabolize its active ingredient, affected birds will emit a distress signal similar to a predator attacking the flock. This distress signal will frighten the rest of the flock away from the site.

**FISCAL IMPACT:**

Total contract amount - \$7,030.00

Work will be billed monthly at \$485.00/month with the cost of the initial month of \$1,695.00.

Contract Time Frame – August 2021 – June 30, 2022

This is a budgeted cost – General Fund

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**

**435 Hillcrest Avenue**

**Pacific Grove, CA 93950**

**CONTRACT FOR SERVICES**

This contract is an agreement between the Pacific Grove Unified School District and

Advanced IPM for services rendered as specified below.

**1. Scope of Service:**

To provide: **Avitrol Repellent Program**

**2. Evaluation and/or expected outcome(s)(continue on attached page if needed):**

Repel birds at PGHS & PGMS

**3. Length of the Contract:**

Service is to be provided on the following date(s):

September 1, 2021 through June 30, 2022

**4. Financial Consideration:**

Consultant to be paid at the rate of: **\$3780 & \$3250 Total: \$7,030.00**

School Funding Source: **Facilities**

Account Code:

**01-8150-0-0000-8110-5800-00-006-6220-0720 / 01-8150-0-0000-8110-5800-00-005-6220-0720**

Consultant: **Advanced IPM**

Address: **1620 Oakland Road, San Jose, Ca 95131** Phone: **408.712.4437**

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

Email \_\_\_\_\_

District Employee  Independent Consultant

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

Site/Program Administrator (Check appropriate box below)

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

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

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

Director of Human Resources

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

Assistant Superintendent

**ALL SIGNATURES MUST BE OBTAINED BEFORE SERVICES ARE PROVIDED.**

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

BOARD APPROVAL DATE \_\_\_\_\_

## Contract for Services Criteria

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

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

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

\_\_\_\_\_  
Date

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Student Learning and Achievement    | <input type="checkbox"/> Consent                      |
| <input type="checkbox"/> Health and Safety of Students and Schools      | <input checked="" type="checkbox"/> Action/Discussion |
| <input type="checkbox"/> Credibility and Communication                  | <input type="checkbox"/> Information/Discussion       |
| <input type="checkbox"/> Fiscal Solvency, Accountability, and Integrity | <input type="checkbox"/> Public Hearing               |

**SUBJECT:** New Maintenance Vehicles - Purchase Order to Downtown Ford for 3-F250's and 1-Transit Van

**DATE:** August 19, 2021

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

**RECOMMENDATION:**

The District Administration recommends the Board review and approve the purchase of three F250's with utility beds and one Transit Connect Cargo Van for Maintenance

**BACKGROUND:**

The maintenance vehicles being replaced are two 2001 Dodge Vans, a 2003 Dodge Van, and a 1994 Chevrolet S-10 Truck.

**INFORMATION:**

Replacement of maintenance vehicles were determined to be a priority at the onset of Measure D. The four vehicles being replaced are at the end of their lifespan. Major repairs are needed on all the vehicles that include transmissions, engine replacement, and major body work.

The three maintenance vans will be replaced with the F-250's that are equipped with a utility rack. The trucks were chosen for ease of tool access and organization, carrying and towing equipment, and size so they could fit into the existing garage. The van was chosen for its ability to transport items that need to be covered. It will be used by one of the District's Utility Workers to haul food to site, deliver goods to and from sites, and store tools for small repair projects.

Prices were determined using the State of California Contract 1-18-23-20A and 1-18-23-23A that is competitively bid annually.

Vehicles will not be delivered until approximately February 2022 at which time the District will determine the best solution for the existing vehicles.

**FISCAL IMPACT:**

Measure D - Total Cost \$147,900.63

Budget for Vehicles and Trailers - \$200,000.00

**Cost Breakdown**

3-F250's with Utility Bed - \$119,196.40

1-Transit Connect Cargo Van - \$28,704.23



Current 2001 Dodge Van (84,052 miles)



Current 2001 Dodge Van (60,958 Miles)





Current 2003 Dodge Van (43,462 miles)



Current 1994 Chevy S-10 Pick-up



Sample of New F-250 with Utility Bed – Proposed purchase of 3ea



Sample of Transit Connect – Proposed purchase of 1ea



# THIS IS YOUR QUOTE

DOWNTOWN FORD SALES  
 525 N16th Street, Sacramento, CA. 95811  
 916-442-6931 fax 916-491-3138

QUOTE F2A-PGUSD-3R

## QUOTE

**Customer**

Name PACIFIC GROVE USD  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ CA \_\_\_\_\_  
 Phone MATT KELLY

Date	<u>8/12/2021</u>
REP	<u>WIL</u>
PHONE	<u>916.548.1075</u>
FOB	<u>SACRAMENTO</u>

Qty	Description	Unit Price	TOTAL
3	<b>NEW FORD F250 REGULAR CAB PICKUP F2A STATE OF CALIFORNIA CONTRACT1-18-23-20A CLIN 19 FACTORY ORDER</b>	\$23,176.00	\$69,528.00
3	3% INCREASE FOR MODEL YEAR 2022	\$695.28	\$2,085.84
3	<b>OPTIONS WHITE IN COLOR / OPTIONS XL PACKAGE</b>		
3	REAR CAMERA KIT FOR SERVICE BODY 872	\$595.00	\$1,785.00
3	POWER GROUP 90L	\$926.00	\$2,778.00
3	BACK UP ALARM 76C	\$141.00	\$423.00
3	BLUETOOTH - STANDARD	\$0.00	\$0.00
3	RUNNING BOARDS 18B	\$445.00	\$1,335.00
3	EXTRA KEY 1	\$299.00	\$897.00
3	DAYTIME RUNNING LIGHTS 942	\$45.00	\$135.00
3			\$0.00
3	<b>ROYAL SERVICE BODY OPEN TOP</b>	\$9,607.00	\$28,821.00
3	OVERHEAD ADJUSTABLE RACK		\$0.00
3	TOW PACKAGE AND WIRING		\$0.00
3	FACTORY CAMERA KIT INSTALLED		\$0.00
3	<b>0432279 0432284 0432282</b>		\$0.00
3			\$0.00
3			\$0.00
3			\$0.00
3			\$0.00
3			\$0.00
3			\$0.00
3			\$0.00
3			\$0.00
3			\$0.00
3			\$0.00
3			\$0.00
3			\$0.00
3	SALES TAX 8.75%		\$0.00

**Payment Details**

Cash  
 Check  
 Credit Card

Name \_\_\_\_\_  
 CC # \_\_\_\_\_  
 Expires \_\_\_\_\_

Subtotal	\$107,787.84
Delivery	\$1,950.00
SALES TAX	\$9,432.31
CA Tire Tax	\$26.25
<b>TOTAL</b>	<b>\$119,196.40</b>

Office Use Only

SIGN \_\_\_\_\_ DATE \_\_\_\_\_

# THIS IS YOUR QUOTE

DOWNTOWN FORD SALES  
 525 N16th Street, Sacramento, CA. 95811  
 916-442-6931 fax 916-491-3138

QUOTE# PGUSD-S7S-1

## QUOTATION

**Customer**

Name PACIFIC GROVE USD  
 Address \_\_\_\_\_  
 City PACIFIC GROVE CA 93950  
 Phone MATT KELLY

Date	<u>8/12/2021</u>
REP	<u>WIL</u>
Phone	<u>916.442.6931</u>
FOB	<u>SACRAMENTO</u>

Qty	Description	Unit Price	TOTAL
1	NEW FORD TRANSIT CONNECT CARGO VAN STATE OF CALIFORNIA CONTRACT 1-18-23-23A CLIN 23 <b>FACTORY ORDER</b> SALES TAX 8.75%	\$23,465.00	\$23,465.00
OPTIONS	<b>WHITE IN COLOR</b>		
1	<b>TRANSIT CONNECT 121" WB S7S</b>	\$0.00	\$0.00
1	3% INCREASE 2022 MODEL YEAR	\$703.95	\$703.95
1			\$0.00
1	DAYTIME RUNNING LIGHTS <b>942</b>	\$45.00	\$45.00
1	TRAILER TOW PACKAGE REQ.s ALLOY WHEELS <b>53T</b>	\$396.00	\$396.00
1	ALLOY WHEELS 16" <b>648</b>	\$496.00	\$496.00
1	EXTRA KEY <b>86F</b>	\$299.00	\$299.00
1	REVERSE SENSING SYSTEM <b>76R</b>	\$299.00	\$299.00
1			\$0.00
1			\$0.00
1			\$0.00
1			\$0.00
1			\$0.00
1			\$0.00
1			\$0.00
1			\$0.00
1			\$0.00
1			\$0.00
1	DOC FEE	\$85.00	\$85.00

**SEND PURCHASE ORDERS TO**

[wilhelm@dtfords.com](mailto:wilhelm@dtfords.com)

**Payment Details**

- Cash
- Check
- Credit Card

Name \_\_\_\_\_  
 CC # \_\_\_\_\_  
 Expires \_\_\_\_\_

Subtotal	\$25,788.95
Delivery	\$650.00
SALES TAX	\$2,256.53
CA Tire Tax	\$8.75
<b>TOTAL</b>	<b>\$28,704.23</b>

Office Use Only

**SIGN** \_\_\_\_\_ **DATE** \_\_\_\_\_

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Student Learning and Achievement              | <input type="checkbox"/> Consent                      |
| <input checked="" type="checkbox"/> Health and Safety of Students and Schools     | <input checked="" type="checkbox"/> Action/Discussion |
| <input checked="" type="checkbox"/> Credibility and Communication                 | <input type="checkbox"/> Information/Discussion       |
| <input checked="" type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing               |

**SUBJECT:** Board Calendar/Future Meetings

**DATE:** August 19, 2021

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

**RECOMMENDATION:**

The Administration recommends that the Board review and possibly modify the schedule of meeting dates on the attached calendar and determine, given information from the Administration, whether additional Board dates or modifications need to be established.

**BACKGROUND:**

The Board has approved Bylaw 9320, which states that regular Board meetings be held on the first and third Thursday of each month, from August through June. At the annual organizational meeting held in December, Trustees approve the meeting calendar as presented. The calendar is reviewed at each Board meeting.

**INFORMATION:**

Changes to the Board meeting dates must be approved by a majority vote of the Trustees.

## Board Meeting Calendar August – December 2021

Aug. 19	<b>Regular Board Meeting</b> ✓ Student Enrollment Update ✓ Back to School Night Dates ✓ Property Tax Report ✓ Quarterly Measure D Project Updates ✓ Quarterly District Safety Update*	District Office/Virtual
Sept. 2	<b>Regular Board Meeting</b> ✓ Unaudited Actual Report ✓ Local Control Accountability Plan Review	District Office/Virtual
Sept. 16	<b>Regular Board Meeting</b> ✓ Williams Uniform Complaint Report	District Office/Virtual
<i>TBD</i> Sept. 18 <i>*Saturday</i>	<b>Special Board Meeting</b> ✓ Foreign Language Program	District Office/Virtual
<i>TBD</i> Sept. 25 <i>*Saturday</i>	<b>Special Board Meeting</b> ✓ Board Goals – Review/Revise ✓ Strategic Plan – Review/Revise	District Office/Virtual
Oct. 7	<b>Regular Board Meeting</b> ✓ Superintendent Goals ✓ Bus Ridership ✓ Week of the School Administrator	District Office/Virtual
Oct. 21	<b>Regular Board Meeting</b> ✓ Budget Revision #1 on 2021-22 working budget (preliminary First Interim) ✓ Quarterly District Safety Update*	District Office/Virtual
Oct. 28	<b>Regular Board Meeting</b> ✓ PGHS Course Bulletin Information/Discussion	District Office/Virtual
Nov. 18	<b>Regular Board Meeting</b> ✓ Intent Form Due (to serve as Board President or Vice President) ✓ Review of Special Education Contracts ✓ Quarterly Measure D Project Updates ✓	District Office/Virtual
Dec. 16	<b>Organizational Meeting</b> ✓ Election of 2021-22 Board President and Clerk ✓ Budget Revision #2 ✓ First Interim Report ✓ PGHS Course Bulletin Action/Discussion ✓ Williams Uniform Complaint Report ✓ Employee Recognition ✓ Review of Legal Services Costs ✓ Solicitation of Funds Report	District Office/Virtual

*\*Quarterly District Safety Update*

- |   |  |
|---|--|
| <input type="checkbox"/> Student Learning and Achievement                     | <input type="checkbox"/> Consent                           |
| <input checked="" type="checkbox"/> Health and Safety of Students and Schools | <input type="checkbox"/> Action/Discussion                 |
| <input checked="" type="checkbox"/> Credibility and Communication             | <input checked="" type="checkbox"/> Information/Discussion |
| <input type="checkbox"/> Fiscal Solvency, Accountability and Integrity        | <input type="checkbox"/> Public Hearing                    |

**SUBJECT:** Pacific Grove Unified School District Quarterly Safety Update

**DATE:** August 19, 2021

**PERSON(S) RESPONSIBLE:** Barbara Martinez, Safety Director

**RECOMMENDATION:**

The District Administration recommends that the Board review and be informed of Pacific Grove Unified School District activities and protocols related to school safety.

**INFORMATION:**

- **District Comprehensive Safe School Plans**  
All site safety plans are posted on PGUSD website and individual school websites
- **District Professional Development**  
District Administration participated in new radio safety training.  
All new staff were provided BIG FIVE safety training on July 30, 2021.  
District-staff Keenan Training
- **2021-2022 Site Safety Meetings/Drill Calendar**
- **Crossing Guard Update**  
Staffing/Locations  
PGUSD Back to School Traffic and Safety Reminders
- **Covid-19 Safety Plan Update**

**FISCAL IMPACT:**

None.

- |   |  |
|---|--|
| <input type="checkbox"/> Student Learning and Achievement                         | <input type="checkbox"/> Consent                           |
| <input type="checkbox"/> Health and Safety of Students and Schools                | <input type="checkbox"/> Action/Discussion                 |
| <input type="checkbox"/> Credibility and Communication                            | <input checked="" type="checkbox"/> Information/Discussion |
| <input checked="" type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing                    |

**SUBJECT:** Review of the 2021-22 Education Budget Bill – Assembly Bill (AB) 130

**DATE:** August 19, 2021

**PERSON RESPONSIBLE:** Song Chin-Bendib, Assistant Superintendent for Business Services

**RECOMMENDATION:**

The Administration recommends that the Board review the information provided regarding the Governor’s approved Education Budget Bill for 2021-22, AB 130.

**BACKGROUND:**

Each January, the Governor issues his Governor’s Budget Proposal which is the first official announcement of the state budget for the coming fiscal year. Then in May, the Governor’s May Revision of the January Budget Proposal is issued which provides much more detail, including taking into account Corporation, sales and income taxes collected the month prior. Negotiations then take place between the Assembly, Senate and Governor, culminating in a final state budget prior to July 1.

**INFORMATION:**

On June 25, 2021, the state Legislature released a summary of a revised 2021-22 State Budget, which reflects a partial deal with Governor Newsom. The final Education Budget Bill, AB 130, was signed into law by Governor Newsom on July 9, 2021.

The final Budget is comprised of a \$203.6 billion in resources with a \$6.4 billion projected surplus.

A power point presentation will be presented to the Board which includes the following:

- Overview of the 2021-22 Education Budget Bill – AB 130
- Fiscal conditions of the State of California and Proposition 98
- Stand-alone categorical programs
- Universal Transitional Kindergarten (TK)
- Independent Study

**FISCAL IMPACT:**

Budget items that will impact Pacific Grove USD will be listed in the power point presentation.



- |   |  |
|---|--|
| <input type="checkbox"/> Student Learning and Achievement                         | <input type="checkbox"/> Consent                           |
| <input type="checkbox"/> Health and Safety of Students and Schools                | <input type="checkbox"/> Action/Discussion                 |
| <input type="checkbox"/> Credibility and Communication                            | <input checked="" type="checkbox"/> Information/Discussion |
| <input checked="" type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing                    |

**SUBJECT:** Review of the 2020-21 Actual and 2021-22 Estimated Property Tax Revenues

**DATE:** August 19, 2021

**PERSON RESPONSIBLE:** Song Chin-Bendib, Assistant Superintendent for Business Services

**RECOMMENDATION:**

The District Administration recommends that the Board review the attached information regarding actual receipts of Property Tax Revenue for the 2020-21 fiscal year and projections for 2021-22 based on the latest Assessed Valuation.

**BACKGROUND:**

Property tax revenues are received throughout the year, with the largest portions being posted in the months of December (about 54%) and April (about 34%). The remaining 12% of property taxes are received in various amounts throughout the year.

Trends of property tax revenues:

- From 1991-92 through 2008-09, the District experienced consistent growth in property tax revenues, which increased by an average of 5.85% per year
- In 2009-10, the trend for Property Tax Revenues turned downward, and this resulted in decreases in revenues of - \$42,105 (-0.22%) in 2009-10, and -\$236,236 (-1.24%) in 2010-11
- In 2011-12, property tax revenue once again started increasing, and the higher growth began in 2013-14, at 3.78%
- Over the last 6 years, 2014-15 through 2019-20, the average growth was about 5.42%
- Last year, 2020-21, the actual growth was 6.62% compared to projected at 5.14%
- For 2021-22, the projected growth rate is **3.12%**

**INFORMATION:**

**2020-21 actual Property Taxes:**

- How did Property Taxes increase compare to the prior year, 2020-21 to 2019-20?  
Actual property tax revenues were \$29,666,244, which is an **increase of \$1,842,444** (up 6.62%) when compared to the prior year, 2019-20. This is the tenth year in a row that property taxes have shown an increase in spite of the covid 19 pandemic which contrary to predictions, the demand for single family homes was huge.
- Did Property Taxes meet budgeted expectations?  
Yes, the budgeted growth rate was 5.14% versus actual growth of 6.62%. The strong December receipts were not eclipsed by subsequent less-than-projected receipts.

**2021-22 Property Tax projections:**

- What was the projection for the 2021-22 property taxes?  
The updated projected amount is \$30,590,894, an increase of \$121,996 even though the growth rate has declined.
- Have the projections changed for 2020-21?  
Yes. Based on the most recent projections from the Assessor's Office and final roll from the Auditor Controller's Office, the projected growth rate is **3.12%** for PG USD. This is lower than the 4.15% in the Adopted Budget for 2021-22. Because the 3.12% increase from a higher-than-projected receipts in 2020-21, the projected amount for 2021-22 is still a minor increase even though the rate has declined.  
The Assessor attributed this lower growth to two major reasons:
  - Annual inflation factor for 2021-22 is 1.04% as opposed to the 2.00% increase that the Assessor usually applies to the tax roll. The State of California Board of Equalization determines this factor.
  - The decline in the value of commercial properties. As a result of the pandemic and subsequent decline in occupancy rates and income, certain commercial properties were impacted significantly and were worth significantly less as of the lien date which is January 1, 2021.

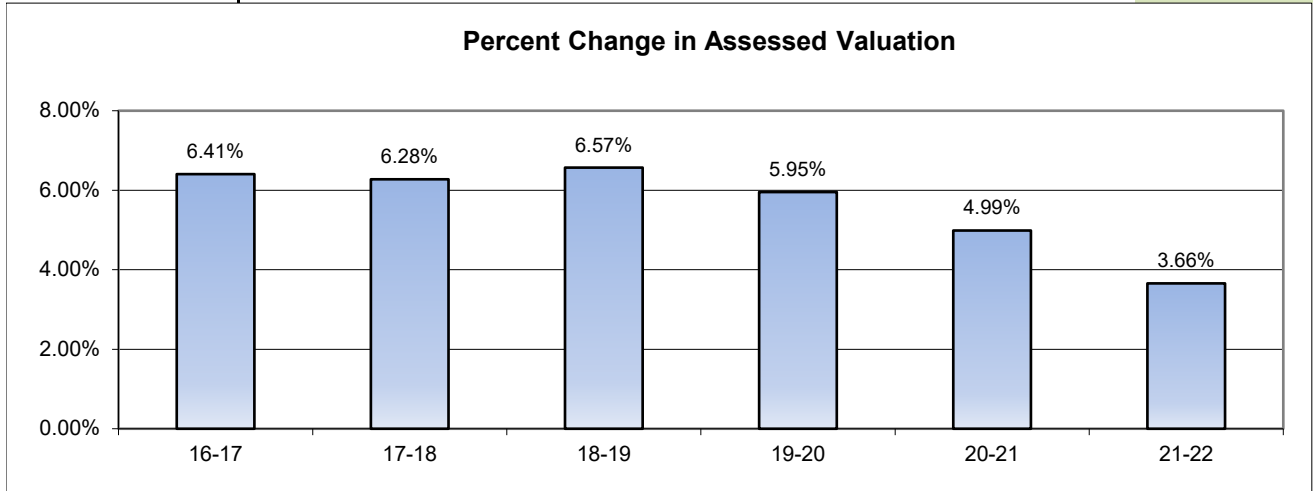
Please see attached spreadsheets which show Assessed Valuation and Property Tax revenues since 2016-17 and 2017-18 respectively.

**FISCAL IMPACT:**

There was an increase of \$411,422, 1.41%, actual property tax receipts from the 2020-21 Second Interim and a projected increase of \$121,996, 0.4%, for the updated 2021-22 property tax projections.

# Assessed Valuation

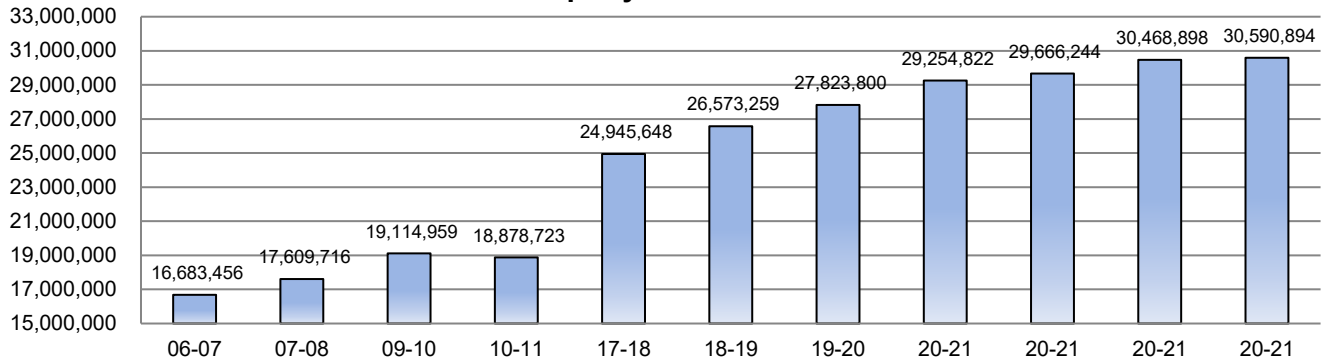
Tax District		2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
		Projected	Projected	Projected	Projected	Projected	Estimate
<b>PG</b>	AV	2,639,724,765	2,815,131,775	3,005,933,828	3,192,283,741	3,336,457,310	3,509,304,610
<b>004-000</b>	Rate	0.471707	0.471707	0.471707	0.471707	0.472042	0.472042
Parcels	<b>Tax</b>	<b>12,451,766</b>	<b>13,279,174</b>	<b>14,179,200</b>	<b>15,058,226</b>	<b>15,749,480</b>	<b>16,565,392</b>
7,487	Change	735,719	827,407	900,027	879,026	691,254	815,912
<b>PG</b>	AV	152,215	155,259	158,361	161,527	164,755	511,567
<b>004-001</b>	Rate	0.475908	0.475908	0.475908	0.475908	0.475908	0.475908
Parcels	<b>Tax</b>	<b>724</b>	<b>739</b>	<b>754</b>	<b>769</b>	<b>784</b>	<b>2,435</b>
2	Change	11	14	15	15	15	1,651
<b>PG</b>	AV	398,489,557	426,135,448	447,447,544	472,203,642	499,051,541	527,226,406
<b>004-002</b>	Rate	0.471707	0.471707	0.471707	0.471707	0.471707	0.471707
Parcels	<b>Tax</b>	<b>1,879,703</b>	<b>2,010,111</b>	<b>2,110,641</b>	<b>2,227,418</b>	<b>2,354,061</b>	<b>2,486,964</b>
1,148	Change	96,366	130,408	100,531	116,776	126,643	132,903
<b>PG</b>	AV	16,162,262	16,488,937	16,849,933	17,101,663	17,548,510	17,681,513
<b>004-004</b>	Rate	0.471707	0.471707	0.471707	0.471707	0.471707	0.471707
Parcels	<b>Tax</b>	<b>76,239</b>	<b>77,779</b>	<b>79,482</b>	<b>80,670</b>	<b>82,778</b>	<b>83,405</b>
31	Change	968	1,541	1,703	1,187	2,108	627
<b>PG</b>	AV	195,440	172,458	175,690	162,200	158,870	153,205
<b>004-005</b>	Rate	0.569710	0.569710	0.569710	0.569710	0.569710	0.569710
Parcels	<b>Tax</b>	<b>1,113</b>	<b>983</b>	<b>1,001</b>	<b>924</b>	<b>905</b>	<b>873</b>
9	Change	3	(131)	18	(77)	(19)	(32)
<b>PB</b>	AV	1,931,501,204	2,040,803,324	2,176,651,489	2,301,836,960	2,427,213,287	2,452,945,007
<b>102-001</b>	Rate	0.453536	0.453536	0.453536	0.453536	0.453536	0.453536
Parcels	<b>Tax</b>	<b>8,760,053</b>	<b>9,255,778</b>	<b>9,871,898</b>	<b>10,439,659</b>	<b>11,008,286</b>	<b>11,124,989</b>
1,844	Change	562,961	495,724	616,120	567,761	568,627	116,703
<b>PB</b>	AV	1,814,471	1,711,053	1,653,888	1,279,480	896,694	878,416
<b>102-003</b>	Rate	0.453536	0.453536	0.453536	0.453536	0.453536	0.453536
Parcels	<b>Tax</b>	<b>8,229</b>	<b>7,760</b>	<b>7,501</b>	<b>5,803</b>	<b>4,067</b>	<b>3,984</b>
2	Change	(836)	(469)	(259)	(1,698)	(1,736)	(83)
<b>Totals</b>	AV	4,988,039,914	5,300,598,254	5,648,870,733	5,985,029,213	6,281,490,967	6,508,700,724
	<b>Tax</b>	<b>23,177,829</b>	<b>24,632,323</b>	<b>26,250,478</b>	<b>27,813,468</b>	<b>29,200,360</b>	<b>30,268,040</b>
Parcels	<b>Change</b>	<b>1,395,193</b>	<b>1,454,495</b>	<b>1,618,154</b>	<b>1,562,991</b>	<b>1,386,892</b>	<b>1,067,680</b>
10,523	<b>Chg %</b>	<b>6.41%</b>	<b>6.28%</b>	<b>6.57%</b>	<b>5.95%</b>	<b>4.99%</b>	<b>3.66%</b>
<b>Actual change</b>		<b>\$ 23,542,062</b>	<b>\$ 24,945,648</b>	<b>\$ 26,573,259</b>	<b>\$ 27,823,800</b>	<b>\$ 29,523,008</b>	<b>\$ 30,590,893</b>



# Property Tax Revenue

	5.96%	6.52%	4.71%	5.14%	6.62%	4.15%	3.12%
	2017-18	2018-19	2019-20	2020-21	2020-21	2021-22	2021-22
	actual	actual	actual	Second Int	Est/actuals	Estimate	Revised Est.
<b>July</b>	-	-	-	-	-	-	-
Year-to-Date	-	-	-	-	-	-	-
<b>August</b>	-	-	-	-	-	-	-
Year-to-Date	-	-	-	-	-	-	-
<b>September</b>	56,920	81,929	91,507	95,167	109,662	99,117	113,080
Year-to-Date	56,920	81,929	91,507	95,167	109,662	113,080	113,080
<b>October</b>	818,005	-	-	-	-	-	-
Year-to-Date	874,925	81,929	-	95,167	109,662	113,080	113,080
<b>November</b>	46,407	943,522	1,012,590	1,053,094	1,025,732	1,096,797	1,057,702
Year-to-Date	921,332	1,025,451	1,104,097	1,148,261	1,135,394	1,170,782	1,170,782
<b>December</b>	13,648,659	13,591,740	14,644,626	15,212,320	15,891,982	15,843,632	16,387,309
Year-to-Date	14,569,991	14,617,191	15,748,723	16,360,581	17,027,376	17,558,092	17,558,092
percent change	7.34%	0.32%	7.74%	0.00%	4.08%	7.32%	3.12%
<b>January</b>	755,156	880,650	645,269	671,080	280,379	698,930	289,118
Year-to-Date	15,325,147	15,497,841	16,393,992	17,031,661	17,307,755	17,847,210	17,847,210
percent change	10.41%	1.13%	5.78%	0.00%	1.62%	4.79%	3.12%
<b>February</b>	1,459,505	719,652	726,703	755,771	657,961	787,135	678,468
Year-to-Date	16,784,652	16,217,492	17,120,695	17,787,432	17,965,716	18,525,678	18,525,678
percent change	15.90%	-3.38%	5.57%	0.00%	1.00%	4.15%	3.12%
<b>March</b>	5,135	560,829	635,096	635,743	866,946	662,126	893,967
Year-to-Date	16,789,787	16,778,321	17,755,791	18,423,175	18,832,662	19,419,646	19,419,646
percent change	12.05%	-0.07%	5.83%	0.00%	2.22%	5.41%	3.12%
<b>April</b>	7,665,157	9,268,101	9,353,536	10,234,438	10,108,449	10,659,167	10,423,513
Year-to-Date	24,454,944	26,046,422	27,109,326	28,657,613	28,941,111	29,843,159	29,843,159
percent change	6.21%	6.51%	4.08%	0.00%	0.99%	4.14%	3.12%
<b>May</b>	72,178	102,453	62,709	116,139	82,045	120,959	84,602
Year-to-Date	24,527,122	26,148,876	27,172,035	28,773,752	29,023,156	29,927,761	29,927,761
percent change	6.14%	6.61%	3.91%	0.00%	0.87%	4.01%	3.12%
<b>June</b>	418,526	424,383	651,765	481,070	643,089	501,035	663,133
Year-to-Date	24,945,648	26,573,259	27,823,800	29,254,822	29,666,244	30,590,894	30,590,894
percent change	5.96%	6.52%	4.71%	0.00%	1.41%	4.57%	3.12%
<b>Total</b>	24,945,648	26,573,259	27,823,800	29,254,822	29,666,244	30,468,898	30,590,894
<b>Inc (Dec)</b>	1,403,586	1,627,611	1,250,541	(0)	1,842,444	1,214,075	924,649
percent change	5.96%	6.52%	4.71%	0.00%	6.62%	4.15%	3.12%

Property Tax Revenue



- |   |  |
|---|--|
| <input type="checkbox"/> Student Learning and Achievement                         | <input type="checkbox"/> Consent                           |
| <input type="checkbox"/> Health and Safety of Students and Schools                | <input type="checkbox"/> Action/Discussion                 |
| <input type="checkbox"/> Credibility and Communication                            | <input checked="" type="checkbox"/> Information/Discussion |
| <input checked="" type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing                    |

**SUBJECT:** Review of District Enrollment Projections for the First Week of School for 2021-22

**DATE:** August 19, 2021

**PERSON RESPONSIBLE:** Song Chin-Bendib, Assistant Superintendent for Business Services

**RECOMMENDATION:**

The District Administration recommends that the Board review the attached information regarding Enrollment for the first week of school for 2021-22.

**BACKGROUND:**

After several years of declining enrollment up to 2014-15, in 2015-16, CBEDS enrollment leveled out at 2,083, 2,082 in 2016-17, and 2,088 in 2017-18. Then, the decline resumed in 2018-19 at 2,031 to 1,922, last year.

This year, 2021-22, the projection is 1,928 while enrollment based on student counts in Synergy on August 11, the fifth day of class, is 1,805.

**INFORMATION:**

Total District enrollment is 1,805, a decrease of 106 students compared to last year (1,911 on the 6th day of school) at around the same time. However, as of August 11th, there are 18 students enrolled in the independent study program, e-school, in North Monterey County USD (NMCUSD).

Due to the timing of the production of Board packet, Day 5, August 11<sup>th</sup>, has been picked as a comparison to Day 6 (August 19, 2020) of last year.

Some enrollment observations of August 11, 2021, the fifth day of school instead of the first day of school (placements of students were still taking place in Synergy on Day 1, August 5, 2021):

- 1) Forest Grove enrollment is at **374 (TK is accounted separately under #7)**, as compared to 350 on Day 6 last year versus Day 5 this year.
- 2) Robert Down enrollment is at **417**, as compared to 453 at about the same time last year.
- 3) Middle School enrollment is **392**, a decrease of 76 students over this time last year and 20 students under projection. The outgoing 8<sup>th</sup> graders were last year's bigger cohort.
- 4) High School enrollment is **569**, a decrease of 12 students compared to around this time last year and 59 under projection. There is an overall decrease of every grade level from 2020-21.
- 5) Community High School has **14** students, 3 lower last year.

- 6) The Transitional Kindergarten (TK) class at Forest Grove currently has **16** students, 2 down from last year. TK is using an early bird-late bird format which decreases class size for a majority of the day.
- 7) Special Day Class enrollment is **15** at Forest Grove
- 8) Moderate/Severe student enrollment is **8** at Robert Down.

**FISCAL IMPACT:**

Changes in enrollment have no significant impact on revenues because the District receives its funding primarily from local property taxes.

Pacific Grove Unified School District

**Enrollment - 2021-22**

Projections															
	Apr	May	Jun	Jul	Aug 5	Aug 11	Sep 16	Oct 7	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>Forest Grove</b>	<b>covid 19</b>				<b>1st Day</b>	<b>5th Day</b>		<b>CBEDs</b>	<b>25th</b>	<b>10th</b>	<b>21st</b>	<b>23rd</b>	<b>18th</b>	<b>21st</b>	
TK	1.00	17	17	-	-	16	16	-	-	McDaniel					
	sped=0	17.0	17.0	-	-	16.0	16.0	-	-	-	-	-	-	-	-
K	3.00	59	60	-	-	67	68	-	-	Fadem 22 - Sweeney 23 - Wright 23					
McMillan	sped=2	19.7	20.0	-	-	22.3	22.7	-	-	-	-	-	-	-	-
1	3.00	65	65	-	-	62	60	-	-	McCarty 18 - Miller 21 - Luciano 21					
McMillan	sped=1	21.7	21.7	-	-	20.7	20.0	-	-	-	-	-	-	-	-
2	3.00	57	56	-	-	63	64	-	-	Welch 21 - Cina 22 - Patel 21					
McMillan	sped=2	19.0	18.7	-	-	21.0	21.3	-	-	-	-	-	-	-	-
3	3.00	60	60	-	-	55	52	-	-	Gordon 15 - Andersen 20 - Flores 17					
McMillan	sped=1	20.0	20.0	-	-	18.3	17.3	-	-	-	-	-	-	-	-
4	3.00	77	76	-	-	69	67	-	-	Russo 25 - Serpa 19 - Valdez 23					
Cabalza	sped=8	25.7	25.3	-	-	23.0	22.3	-	-	-	-	-	-	-	-
5	3.00	58	58	-	-	66	63	-	-	Condit 23 - Sanchez 21 - Yant 19					
Kelly	sped=2	19.3	19.3	-	-	22.0	21.0	-	-	-	-	-	-	-	-
<b>Total</b>	<b>19.00</b>	<b>393</b>	<b>392</b>	-	-	<b>398</b>	<b>390</b>	-	-	-	-	-	-	-	-
<b>Avg Class Size</b>		20.7	20.6	-	-	20.9	20.5	-	-	-	-	-	-	-	-
<b>SE (SDC)</b>	<b>2.00</b>	20	19	-	-	-	15	-	-	-	-	-	-	-	-
<b>Robert Down</b>															
K	3.00	62	62	-	-	66	67	-	-	Chavez 22 - Kelly 23 - Renteria 22					
Bloomer	sped=0	20.7	20.7	-	-	22.0	22.3	-	-	-	-	-	-	-	-
1	3.00	67	67	-	-	63	62	-	-	Evans 21 - Smith 20 - Perkins 21					
Bloomer	sped=3	22.3	22.3	-	-	21.0	20.7	-	-	-	-	-	-	-	-
2	3.00	83	83	-	-	68	66	-	-	Darnell 22 - Gilmore 23 - Johnson 21					
Bloomer	sped=1	27.7	27.7	-	-	22.7	22.0	-	-	-	-	-	-	-	-
3	4.00	69	69	-	-	80	81	-	-	Ibrahim 20 - Jones 21 - Perlstein 20 - Stejskal 20					
Bloomer	sped=3	17.3	17.3	-	-	20.0	20.3	-	-	-	-	-	-	-	-
4	3.00	81	81	-	-	66	67	-	-	Brockmeyer 22 - Levy 23 - Pechan 22					
	sped=1	27.0	27.0	-	-	22.0	22.3	-	-	-	-	-	-	-	-
5	3.00	62	62	-	-	74	74	-	-	Dacuyan 26 - Hiserman 24 - Hober 24					
	sped=0	20.7	20.7	-	-	24.7	24.7	-	-	-	-	-	-	-	-
<b>Total</b>	<b>19.00</b>	<b>424</b>	<b>424</b>	-	-	<b>417</b>	<b>417</b>	-	-	-	-	-	-	-	-
<b>Avg Class Size</b>		22.3	22.3	-	-	21.9	21.9	-	-	-	-	-	-	-	-
<b>SE/Reading</b>	<b>1.00</b>	7	7	-	-	8	8	-	-	-	-	-	-	-	-
<b>Middle School</b>															
6		147	147	-	-	126	124	-	-	-	-	-	-	-	-
7		129	129	-	-	142	142	-	-	-	-	-	-	-	-
8		175	175	-	-	126	126	-	-	-	-	-	-	-	-
<b>Total MS</b>	<b>25.00</b>	<b>451</b>	<b>451</b>	-	-	<b>394</b>	<b>392</b>	-	-	-	-	-	-	-	-
<b>Avg Class Size</b>		18.0	18.0	-	-	15.8	15.7	-	-	-	-	-	-	-	-
<b>High School</b>															
9		133	133	-	-	170	167	-	-	-	-	-	-	-	-
10		153	153	-	-	129	126	-	-	-	-	-	-	-	-
11		138	138	-	-	147	141	-	-	-	-	-	-	-	-
12		136	136	-	-	138	135	-	-	-	-	-	-	-	-
<b>Total HS</b>	<b>36.40</b>	<b>560</b>	<b>560</b>	-	-	<b>584</b>	<b>569</b>	-	-	-	-	-	-	-	-
<b>Avg Class Size</b>		15.4	15.4	-	-	16.0	15.6	-	-	-	-	-	-	-	-
<b>Community High School</b>															
<b>Total CHS</b>		<b>18</b>	<b>18</b>	-	-	<b>14</b>	<b>14</b>	-	-	-	-	-	-	-	-
<b>Total District</b>		<b>1,873</b>	<b>1,871</b>	-	-	<b>1,815</b>	<b>1,805</b>	-	-	-	-	-	-	-	-
Change		1,944	1,941	-	-	1,874	1,870	77	59	106	103	100	132	128	(1,873)

Pacific Grove Unified School District

**Enrollment - 2020-21**

Projections															
	Apr	May	Jun	Jul	Aug 12	Aug 19	Sep 16	Oct 7	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>Forest Grove</b>	<b>covid 19</b>				<b>1st Day</b>	<b>6th Day</b>		<b>CBEDs</b>	<b>25th</b>	<b>10th</b>	<b>21st</b>	<b>23rd</b>	<b>18th</b>	<b>21st</b>	<b>6th</b>
TK 1.00	25	25	-	-	20	18	19	17	16	16	17	18	17	17	17
sped=0	25.0	25.0	-	-	20.0	18.0	19.0	17.0	16.0	16.0	17.0	18.0	17.0	17.0	17.0
K 3.00	70	70	-	-	51	53	54	57	56	57	58	57	56	59	60
McMillan	sped=2	23.3	23.3	-	-	17.0	17.7	18.0	19.0	18.7	19.0	19.3	19.0	18.7	19.7
1 3.00	59	59	-	-	63	63	63	64	61	61	63	64	65	65	65
McMillan	sped=1	19.7	19.7	-	-	21.0	21.0	21.0	21.3	20.3	20.3	21.0	21.3	21.7	21.7
2 3.00	61	61	-	-	55	56	58	60	59	59	57	56	57	57	56
McMillan	sped=2	20.3	20.3	-	-	18.3	18.7	19.3	20.0	19.7	19.7	19.0	18.7	19.0	18.7
3 3.00	81	82	-	-	55	57	58	59	59	59	59	59	59	60	60
McMillan	sped=1	27.0	27.3	-	-	18.3	19.0	19.3	19.7	19.7	19.7	19.7	19.7	20.0	20.0
4 4.00	56	57	-	-	69	66	67	75	75	75	75	75	76	77	76
Cabalza	sped=8	14.0	14.3	-	-	17.3	16.5	16.8	18.8	18.8	18.8	18.8	18.8	19.0	19.3
5 3.00	67	67	-	-	60	55	58	59	58	58	58	58	59	58	58
Kelly	sped=2	22.3	22.3	-	-	20.0	18.3	19.3	19.7	19.3	19.3	19.3	19.7	19.3	19.3
<b>Total</b>	<b>20.00</b>	<b>419</b>	<b>421</b>	-	-	<b>373</b>	<b>368</b>	<b>377</b>	<b>391</b>	<b>384</b>	<b>385</b>	<b>387</b>	<b>387</b>	<b>389</b>	<b>393</b>
<b>Avg Class Size</b>		21.0	21.1	-	-	18.7	18.4	18.9	19.6	19.2	19.3	19.4	19.4	19.5	19.7
<b>SE (SDC)</b>	<b>2.00</b>	17	17	-	-	21	16	16	22	22	22	22	21	20	19
<b>Robert Down</b>															
K 3.00	67	67	-	-	56	61	61	61	59	58	59	61	60	62	62
Bloomer	sped=0	22.3	22.3	-	-	18.7	20.3	20.3	20.3	19.7	19.3	19.7	20.3	20.0	20.7
1 3.00	88	88	-	-	72	74	69	69	70	70	70	68	68	67	67
Bloomer	sped=3	29.3	29.3	-	-	24.0	24.7	23.0	23.0	23.3	23.3	22.7	22.7	22.3	22.3
2 4.00	74	74	-	-	87	89	88	87	86	85	85	84	84	83	83
Bloomer	sped=1	18.5	18.5	-	-	21.8	22.3	22.0	21.8	21.5	21.3	21.3	21.0	21.0	20.8
3 3.00	94	94	-	-	73	76	72	72	72	72	71	70	70	69	69
Bloomer	sped=3	31.3	31.3	-	-	24.3	25.3	24.0	24.0	24.0	23.7	23.3	23.3	23.0	23.0
4 4.00	72	72	-	-	84	84	79	78	78	78	79	80	81	81	81
	sped=1	18.0	18.0	-	-	21.0	21.0	19.8	19.5	19.5	19.5	19.8	20.0	20.3	20.3
5 3.00	78	78	-	-	68	69	67	67	64	63	63	62	62	62	62
	sped=0	26.0	26.0	-	-	22.7	23.0	22.3	22.3	21.3	21.0	21.0	20.7	20.7	20.7
<b>Total</b>	<b>20.00</b>	<b>473</b>	<b>473</b>	-	-	<b>440</b>	<b>453</b>	<b>436</b>	<b>434</b>	<b>429</b>	<b>426</b>	<b>427</b>	<b>425</b>	<b>425</b>	<b>424</b>
<b>Avg Class Size</b>		23.7	23.7	-	-	22.0	22.7	21.8	21.7	21.5	21.3	21.4	21.3	21.3	21.2
<b>SE/Reading</b>	<b>1.00</b>	-	-	-	-	8	8	8	8	8	8	8	8	7	7
<b>Middle School</b>															
6	133	133	-	-	153	154	151	151	145	146	147	142	145	147	147
7	180	179	-	-	136	131	132	133	128	128	129	128	128	129	129
8	137	137	-	-	187	183	181	181	176	176	177	175	175	175	175
<b>Total MS</b>	<b>24.80</b>	<b>450</b>	<b>449</b>	-	-	<b>476</b>	<b>468</b>	<b>464</b>	<b>465</b>	<b>449</b>	<b>450</b>	<b>453</b>	<b>445</b>	<b>448</b>	<b>451</b>
<b>Avg Class Size</b>		18.1	18.1	-	-	19.2	18.9	18.7	18.8	18.1	18.1	18.3	17.9	18.1	18.2
<b>High School</b>															
9	164	164	-	-	141	135	136	136	130	130	131	131	132	133	133
10	168	168	-	-	165	159	157	157	153	153	154	153	153	153	153
11	132	132	-	-	161	154	154	154	140	140	141	137	137	138	138
12	140	140	-	-	135	133	136	136	136	136	136	136	136	136	136
<b>Total HS</b>	<b>29.20</b>	<b>604</b>	<b>604</b>	-	-	<b>602</b>	<b>581</b>	<b>583</b>	<b>583</b>	<b>559</b>	<b>559</b>	<b>562</b>	<b>557</b>	<b>558</b>	<b>560</b>
<b>Avg Class Size</b>		20.7	20.7	-	-	20.6	19.9	20.0	20.0	19.1	19.1	19.2	19.1	19.1	19.2
<b>Community High School</b>															
<b>Total CHS</b>		<b>21</b>	<b>21</b>	-	-	<b>16</b>	<b>17</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>18</b>	<b>17</b>	<b>18</b>	<b>18</b>
<b>Total District</b>		<b>1,984</b>	<b>1,985</b>	-	-	<b>1,936</b>	<b>1,911</b>	<b>1,903</b>	<b>1,922</b>	<b>1,870</b>	<b>1,869</b>	<b>1,878</b>	<b>1,861</b>	<b>1,865</b>	<b>1,873</b>
<b>Change</b>		(71)	(70)	-	-	(59)	(65)	(77)	(59)	(106)	(103)	(100)	(132)	(128)	1,873



- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

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

**SUBJECT:** Future Agenda Items

**DATE:** August 19, 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 August 19, 2021 Regular Board Meeting:

- Board requested a renewed discussion about District solar panels (September 16, 2021)
- Added February 4, 2021: Return of affordable housing at a later date when more information becomes available (Fall 2021)
- Added March 4, 2021: A Board member requested a study about making ethnic studies a graduation requirement
- Added March 18, 2021: Return of Foreign Language Program (Fall 2021)
- Added June 3, 2021: A Board member requested information about eco-friendly tools, products and supplies
- Added June 17, 2021: A Board member requested a review of what the District learned from COVID
- Added June 17, 2021: A Board member requested a review of WiFi family access
- Added June 17, 2021: A Board member requested a review of Board Policy (September 2021)
- Added June 17, 2021: A Board member requested parent orientation to the Board meetings
- Added June 17, 2021: A Board member requested a review of Measure D budget (September 2021)