

REVISED AGENDA

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
Gabriella Gaona, Student Representative

DATE: Thursday, October 21, 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/86019582264?pwd=S2dsZ0tXOXY1QWlubW5najhpOnBkdz09>

Meeting ID: 860 1958 2264

Passcode: 177382

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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. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2021-22 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Buck Roggeman, Song Chin-Bendib and Ralph Gómez Porras, for the purpose of giving direction and updates.
 - 2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2021-22 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Billie Mankey, Song Chin-Bendib and Ralph Gómez Porras for the purpose of giving direction and updates.
 - 3. Public Employee Discipline/Dismissal/Release/Complaint (2 cases) [Government Code § 54957]
 - 4. Consideration of Student Discipline
1 Case: Student # 012122
(Education Code Section 48915)

III. RECONVENE IN OPEN SESSION

- A. Report action taken in Closed Session:
 - 1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2021-22 [Government Code § 3549.1 (d)]
 - 2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2021-22 [Government Code § 3549.1 (d)]
 - 3. Public Employee Discipline/Dismissal/Release/Complaint (2 cases) [Government Code § 54957]

Consideration of Student Discipline
1 Case: Student # 012122
(Education Code Section 48915)
- 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 October 7, 2021 Board Meeting 6
Recommendation: (Ralph Gómez Porras, Superintendent) Approval of minutes as presented.
- B. Certificated Assignment Order #6 12
Recommendation: (Billie Mankey, Director II of Human Resources) The Administration recommends adoption of Certificated Assignment Order #6.
- C. Classified Assignment Order #6 14
Recommendation: (Billie Mankey, Director II of Human Resources) The Administration recommends adoption of Classified Assignment Order #6.
- D. Acceptance of Donations 16
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The Administration Recommends that the Board approve acceptance of the donations referenced below.
- E. Cash Receipts Report No. 3 17
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. Out of County or Overnight Activities 19
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The Administration recommends that the Board approve or receive the request as presented.

- G. Contract for Services with Planned Parenthood Mar Monte 22
 Recommendation: (Lito Garcia, Pacific Grove High School Principal) The District Administration recommends the Board review and approve the contract for services with Planned Parenthood Mar Monte.

- H. Ratification of Release of Liability for the Adult Transition Program students to participate in the California State University Monterey Bay Native Greenhouse Program 26
 Recommendation: (Clare Davies, Director of Student Services) The District Administration recommends the Board review and ratify the CSUMB release of liability agreement in support of the PGUSD Adult Transition students participation in the Native Greenhouse Program.

- I. Contract for Services with Administrative Software Applications Inc. (ASAP) 30
 Recommendation: (Eric Saavedra, Pacific Grove Adult School Coordinator) The District Administration recommends that the Board review and approve the contract for services with Administrative Software Applications Inc. (ASAP) to train adult school staff on the new version of its school management software.

Move: _____ Second: _____ Vote: _____

VII. ACTION/DISCUSSION

- A. District Update on Response to COVID-19 34
 Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration will update the Board, staff and community on current District response and protocols to COVID-19.

- B. Board Calendar/Future Meetings 35
 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: _____

Move: _____ Second: _____ Vote: _____

VIII. INFORMATION/DISCUSSION

- A. Educational and Operational Practices Learned from COVID-19 38
 Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends the Board receive information regarding educational and operational practices learned from COVID-19, and provide direction to Administration, if needed.

 Board Direction: _____

- B. Pacific Grove Unified School District Quarterly Safety Update 39
 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: _____

C. Future Agenda Items

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

- Added February 4, 2021: Return of affordable housing at a later date when more information becomes available (Fall 2021)
- Added June 17, 2021: A Board member requested parent orientation to the Board meetings (currently working with CSBA to arrange for this, as of October 5, 2021)
- Added August 19, 2021: A Board member requested a review of discrimination policies and training for staff and students (Fall 2021)
- Added September 2, 2021: A Board member requested Board orientation
- Added September 2, 2021: A Board member requested staff recommendation on equity plan by November 18 Board meeting
- Added September 25, 2021: The Board will receive sample agenda formats to consider a potential change in current meeting protocols
- Added September 25, 2021: Media relations/general correspondence/public comment

Board Direction: _____

IX. ADJOURNMENT

Next Regular Board meeting: October 28, 2021

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
Minutes of Regular Meeting of October 7, 2021 – District Office

I. OPENED BUSINESS

- A. Called to Order 5:31 p.m.

- B. Roll Call

	President:	Trustee Paff
	Clerk:	Trustee Brian Swanson
	Trustees Present:	Trustee Dawson
		Trustee Rivera
		Trustee Carolyn Swanson
Administration Present:		Superintendent Porras
		Asst. Superintendent Chin-Bendib
Board Recorder:		Mandi Ackerman
Student Board Member:		Gabriella Gaona

C. Adopted Agenda

Correction to the Board packet, pages 141 and 142 are duplicate pages unrelated to Information/Discussion Item C Review of District Enrollment and Attendance Since the Start of School. They are duplicate pages from Consent Item K and should be disregarded.

A revised presentation for Information/Discussion Item C- Review of District Enrollment and Attendance Since the Start of School. The revised presentation was shared with the Board and posted on the website.

A revised contract with Monterey Peninsula College for Consent Item H- University Agreements. The revised contract was shared with the Board and posted on the website.

MOTION Dawson/Carolyn Swanson to adopt agenda as presented.
Public comment: none
Motion CARRIED 5 – 0

II. CLOSED SESSION

A. Identified Closed Session Topics

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2021-22 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Buck Roggeman, Song Chin-Bendib and Ralph Gómez Porras, for the purpose of giving direction and updates.

2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2021-22 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Billie Mankey, Song Chin-Bendib and Ralph Gómez Porras for the purpose of giving direction and updates.

3. Public Employee Discipline/Dismissal/Release/Complaint (2 cases) [Government Code § 54957]

B. Public comment on Closed Session Topics

None.

C. Adjourned to Closed Session 5:34 p.m.

III. **RECONVENED IN OPEN SESSION** 6:33 p.m.

A. Reported action taken in Closed Session:

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2021-22 [Government Code § 3549.1 (d)]

The Board discussed this item.

2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2021-22 [Government Code § 3549.1 (d)]

The Board discussed this item.

3. Public Employee Discipline/Dismissal/Release/Complaint (2 cases) [Government Code § 54957]

The Board discussed this item.

B. Pledge of Allegiance Led By: Trustee Paff

IV. **COMMUNICATIONS**

A. Written Communication

Written communication includes security and IT; personnel matter; parent/teacher celebration invite for water polo; California Voting Rights Act questions and concerns; notes on PGUSD Twitter handles; request for comment on substitute teachers and hiring teachers in general for CSBA; comment for policy changes for volunteer vaccination from a parent; question of what happens if an employee refuses to vaccinate or test.

B. Board Member Comments

Pacific Grove High School Student Representative Gaona spoke about Mental Health Awareness week.

Trustee Rivera attended the California Collaborative for Educational Excellence workshop which focused on interrupted learning during pandemic; spoke about a loss of learning in math and reading; asked about map testing at the elementary levels and where the District stands; attended workshop Communicating with the Community, which focused on social media.

Trustee Dawson thanked the sites for their various communications and meaningful updates.

Trustee Brian Swanson noted Fall Break is around the corner, said it is much deserved, and thanked everyone, noting it has not been an easy time; suggested ideas for spending the break including programs/shows, podcasts, and enjoying the beach.

Trustee Carolyn Swanson noted an article in the Herald highlighting the girls tennis team; congratulated the water polo team on recent wins; Forest Grove Elementary School chalk art festival of an aquatic mural, thanked the PTA, artists, volunteers; toured the Special Education Preschool and State Preschool at David Avenue, noted the site needs help and would like to see Measure D funds used on site, said it would be valuable for the Board to put efforts into the site.

C. Superintendent Report

Superintendent Porras thanked Pacific Grove High School for the site visit, noted the site was welcoming and it was great to see everyone and the great work happening; spoke about the community survey regarding COVID ESSR funding, noted the District is developing plans on how the funds are to be used, stakeholder input is important; spoke about equity access, noted the District is making good ground, the District is in contact with several groups, for long and short term, cultural proficiency; provided an overview of The Village Project.

D. PGUSD Staff Comments (Non Agenda Items)

Robert Down Elementary School Principal Sean Keller spoke about upcoming events including the site council meeting, PTA Dine Out and PTA Bike Rodeo; issued public apology to Forest Grove Elementary School, noting Robert Down kinder classes got together to hold a gathering and did not include Forest Grove Elementary School or the other grades at Robert Down.

Director of Curriculum and Special Projects Ani Silva spoke about the social studies committee; Spanish language program meeting on how to support native speakers.

Pacific Grove Middle School Principal Sean Roach applauded the PTA, spoke about upcoming events, honors breakfast, and movie night.

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

Mary Toole McFadden read a letter regarding an alleged sexual assault by a teacher and asked the Board why the teacher was allowed to continue in his employment.

Jung Hwa Kim said she was moved to hear of the previous share, said she is very concerned, noted resources are available including Monterey Rape Crisis and Harmony at Home.

Patricia noted she has been in education for 21 years, works for Monterey Peninsula Unified School District, said she was saddened to hear the alleged sexual assault stories; encouraged the Board to believe them, believe the students; noted educators receive training and spoke of her own personal experience.

Tara Tulus urged the Board to make this situation better, noted students are watching, and that all students should understand grooming and boundaries; said if you are brave enough to speak up we will do what is right, and the students need education to follow up.

Molly thanked parents, noted the courage of students to speak out, spoke of the community of quietness and cultural masculinity, abuse of power, people need to continue to speak out, encouraged the Board to look at this as not an isolated incident, but as a culture.

Catherine said she is disappointed and saddened, students trust teachers, the situation is disturbing and encouraged the Board to take action.

Terrance said the letter read has a ring of truth and encouraged the Board to take this seriously, must be thoroughly investigated.

Valerie Anthony said the situation is heartbreaking to hear, encouraged the Board to take this seriously, spoke of the Board meeting on August 19, 2021, said the community has issues it needs to address, cannot sweep under the rug.

VI. CONSENT AGENDA

- A. Minutes of September 16, 2021 Board Meeting
- B. Minutes of September 25, 2021 Special Board Meeting
- C. Certificated Assignment Order #5
- D. Classified Assignment Order #5
- E. Acceptance of Donations
- F. Out of County or Overnight Activities
- G. Warrant Schedules No. 635
- H. University Agreements
- I. Contract for Services with Beem Video and Photography at Pacific Grove Middle School
- J. Contract for Services with Best Instrument Repair
- K. Contract for Services with ImPact Applications, Inc.

MOTION Dawson/Carolyn Swanson to approve consent agenda as presented.

Public comment: none

Motion CARRIED 5 – 0

VII. ACTION/DISCUSSION

- A. District Update on Response to COVID-19

Superintendent Porras provided an update on case numbers; District received Binax tests; District Nurse Katrina Powely has been authorized to begin on-site tests for students; testing will focus on any staff member requesting a test, response testing to symptoms, and students who are symptomatic or are returning from quarantine; testing and vaccine site information; Pfizer vaccine, the District is monitoring closely, the District will send out information when available; 98% of staff are already vaccinated.

The Board discussed pool testing upon return from Fall Break. No action taken.

Public comment:

Robin Pelc said the District must look for ways to lower the risk to kids, look for policy to keep lunch groups in stable small groups; strongly support screening testing when students return from break.

B. Resolution No. 1079 Proclaiming “Week of the School Administrator”

MOTION Paff/Rivera to approve Resolution No. 1079 Proclaiming “Week of the School Administrator”.

Public comment:

Motion CARRIED by roll call vote 5 – 0

C. Declaration of Need for Qualified Educators

MOTION Dawson/Rivera to approve the Declaration of Need for Qualified Educators.

Public comment: none

Motion CARRIED 5 – 0

D. Shed Refurbishment Project at Robert Down Elementary School

Robert Down Elementary School Principal Sean Keller presented information to the Board.

MOTION Rivera/Dawson to approve the Shed Refurbishment Project at Robert Down Elementary School.

Public comment: none

Motion CARRIED 5 – 0

E. Board Calendar/Future Meetings

Public comment: none

No changes. No action taken.

VIII. INFORMATION/DISCUSSION

A. Review of Bus Ridership

Assistant Superintendent Song Chin-Bendib presented information to the Board.

Public comment:

Jung Hwa Kim appreciates this issue, buses and the right sizing, access to education, financial sustainability, employee sustainability.

B. Pacific Grove High School Teacher on Special Assignment Update

Director of Curriculum and Special Projects Ani Silva and Teacher on Special Assignment Larry Haggquist presented information to the Board.

Public comment:

Beth Shammass said the presentation is missing how families are a part of this, when someone is falling behind it is usually something missing from family, suggested the Board enlist the adult school to teach parents study skills.

Jung Hwa Kim asked how these recommendations are addressing the social emotional learning with specific concerns.

C. Review of District Enrollment and Attendance Since the Start of School

Assistant Superintendent Song Chin-Bendib presented information to the Board.

Public comment:

Forest Grove Elementary School Principal Buck Roggeman spoke about a typical year and this year regarding attendance.

D. Future Agenda Items

- Added February 4, 2021: Return of affordable housing at a later date when more information becomes available (Fall 2021)
- Added June 17, 2021: A Board member requested a review of what the District learned from COVID (October 21, 2021)
- Added June 17, 2021: A Board member requested parent orientation to the Board meetings (currently working with CSBA to arrange for this, as of September 26, 2021)
- Added August 19, 2021: A Board member requested a review of discrimination policies and training for staff and students
- Added September 2, 2021: A Board member requested Board orientation
- Added September 2, 2021: A Board member requested staff recommendation on equity plan by November 18 Board meeting
- Added September 25, 2021: The Board will receive sample agenda formats to consider a potential change in current meeting protocols
- Added September 25, 2021: Media Relations/General Correspondence/Public Comment

No new items added

IX. ADJOURNED

9:25 p.m.

Approved and submitted:

Dr. Ralph Gómez Porras
Secretary to the Board

- 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: Certificated Assignment Order #6

DATE: October 21, 2021

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

RECOMMENDATION:

The District Administration recommends the Board review and approve the Certificated Assignment Order #6

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. 6
October 21, 2021**

2021-2022 Induction Coach: Stipend \$1,800 each, funded through Curriculum
Danielle Condit, Induction Coach (2nd year) for Melissa Andersen
Amy Tulley, Induction Coach (2nd year) for Gretchen Kelly
Karen Levy, Induction Coach (1st year) for Jennifer Smallwood
Hatel Patel, Induction Coach (1st year) for Camilla Miller

TEMPORARY CHANGE OF ASSIGNMENT:

Ariana Macia Rivera, PGAS, Dual Language Preschool Teacher, change in Adult School Salary Schedule, Column A, Step 8, to Column C, Step 8 effective May 1, 2021 to June 30, 2021 retroactive pay and moves to Step 9 effective 8/1/2021

STIPENDS

<u>2021-2022 Stipends</u>				
<u>Employee</u>	<u>Assignment</u>	<u>Stipend</u>	<u>Funding</u>	<u>Stipend Amount</u>
Mary Ann Fort	Yearbook Advisor	Middle School	General Fund	\$1,652.00

2021-2022 Winter PGHS Stipends			
<u>Employee</u>	<u>Assignment</u>	<u>Funding</u>	<u>Amount</u>
Dan Powers	Boys' Basketball Varsity	GF - Athletics	\$4,295
Brandon Peterson	Boys' Basketball Assistant	GF - Athletics	\$3,102
Robin Lewis	Girls 'Basketball Varsity	GF - Athletics	\$4,295
Travis Selfridge	Wrestling Varsity	GF - Athletics	\$4,295
Ryan Nevis	Soccer JV Boys'	GF - Athletics	\$3,102
Frank Giraldo	Soccer Varsity Girls'	GF - Athletics	\$4,295
Vivian Bliss	Department Chair-SPED	GF	26 sections/\$820
George Warren	HS Band/Orch-FALL-Director	GF	\$2,610
George Warren	HS Band/Orch-WINTER/ SPRING-Director	GF	\$2,610

SUBSTITUTES:

Pamela McCormick
Karina Rivas Franco
Corrie Schulze

- 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 #6

DATE: October 21, 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 #6

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. 6
October 21, 2021**

Page 2 of 2

NEW HIRE:

Andrea Kelley, PGMS, Library Technician, 6 hrs./day, 185 day work calendar, Range 33, Step A, effective October 18, 2021 (replaces Jodi Bitter)

Farzana Khan, PGAS, Instructional Assistant Adults with Disabilities Program, 4 hrs./day, 10.5 month work calendar, Adult School Salary Schedule Column 30, Step C, effective October 18, 2021 (replaces transfer Sandra Dornates)

Nicholas Meinhardt, District, Itinerant, Paraprofessional, 6 hrs./day, 180 day work calendar, Range 37, Step C, effective October 18, 2021 (New Position)

Tracy Ruhs, FGE, Instructional Assistant Title 1, 3.75 hrs./day 3days/week, 180 day work calendar, Range 13, Step F, effective October 1, 2021 (replaces Danielle Groshong)

RESIGNATION:

Abel Mandujano, FGE, Paraprofessional, resigning effective October 29, 2021 after 3 years with Pacific Grove Unified School District

Sabrina Andrade, PGMS, Paraprofessional, resigning effective December 17, 2021 after 3 years with Pacific Grove Unified School District.

- 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: Acceptance of Donations

DATE: October 21, 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

Cedar Street Times

Misc. office supplies

Robert H. Down Elementary School

None

Pacific Grove Middle School

None

Pacific Grove High School

None

Pacific Grove Community High School

None

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

None

Pacific Grove Unified School District

None

- 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: Cash Receipts Report No. 3

DATE: October 21, 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 August 20, 2021 through October 1, 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 # 3Cash Receipts
August 20, 2021 - October 1, 2021

Table with 5 columns: Date, Num, Name, Account, Amount. Lists cash receipts from 08/27/2021 to 10/01/2021, including items like LIBRARY FINES/FEES, TEXTBOOKS, BUS PASS, and RETIREE INSURANCE.

Aug 20 - Oct 1, 21

268,306.94

- 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: October 21, 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.

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>
October 23, 2021 Foothill High School Pleasanton, CA	PGHS Band Band competition/review	School Bus	\$1,898	District Music Transportation

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 10/23/2021 Day of Activity Saturday

Location of Activity 4375 Foothill Rd. City Pleasanton County Alameda

FOOTHILL HIGH SCHOOL

School PG High School Class or Club Band Grade Level/s 9-12

School Departure Time 6:30 AM

Pickup Time from Place of Activity 4:30 PM

Name of Employee Accompanying Students George Warren

Number of Adults 2 Number of Students 46

Description of Activity/Educational Objective

Band Review/competition. Objectives are: 1 to receive criticism from outside, indifferent source, 2. to have an event that inspires practice and top performance, 3. To establish a baseline for future improvement

List All Stops destination

Means of Transportation: School Bus

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

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

Cost of Activity \$ 450 + Cost of Transportation \$ 1447.75 = Total \$ 1,897.75

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

Account Code: 01-0000-0-1155-1000-5200-00-006-14325 0720

Requested by: George Warren / George Warren Date 10/04/2021 Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal Lito M. Garcia Date 10/05/2021

Transportation Department/District Office Use

() School Bus () Charter (x) Available () Not available Date Received 10/07/2021

Cost Estimate \$ \$1,447.75 (Bus \$566.50 Driver \$881.25)

Approved by Transportation Supervisor: Lori Aiello Date 10/07/2021

Approved by Assistant Superintendent: song chinbendib Date 10/07/2021

Date of Board Approval 10/21/2021

Does form need board approval PGUSD Yes

- 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 Planned Parenthood Mar Monte

DATE: October 21, 2021

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

RECOMMENDATION:

The District Administration recommends the Board review and approve the contract for services with Planned Parenthood Mar Monte.

BACKGROUND:

Planned Parenthood offers relationships and sex education sessions to secondary students utilizing a comprehensive curriculum.

INFORMATION:

In accordance with AB 329, students from PGHS will be invited, with parental consent, to participate in comprehensive sex education sessions covering topics such as reproductive anatomy, relationships and boundaries, consent and safer sex.

FISCAL IMPACT:

\$2200 to be paid by District Curriculum Office

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 Planned Parenthood Mar Monte for services rendered as specified below.

1. Scope of Service:

To provide : Comprehensive Sex Education Curriculum

2. Evaluation and/or expected outcome(s):

In accordance with AB 329, students from PGHS will be invited, with parental consent, to participate in a comprehensive sex education sessions covering topics such as reproductive anatomy, relationships and boundaries, consent and safer sex.

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: \$2200
School Funding Source: District Curriculum
Account Code: 01-0000-0-1110-2130-5800-00-009-1560-0730

Consultant: Planned Parenthood Mar Monte

Address: 1691 The Alameda, San Jose, CA 95126-2203 Phone: 1-877-855-7526

Signed _____ Date _____

District Employee Independent Consultant

Signed _____ Date _____
Site/Program Administrator

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

Scope of Service

PPMM will provide the following scope of services:

- 1) **Planned Parenthood Mar Monte (PPMM) Sex Education for High School** - PPMM will provide PGUSD students' access to PPMM's Sex Ed Learning Platform. PPMM Sex Ed for High School aged youth is designed to provide young people with the knowledge and skills they need to develop healthy attitudes concerning their identity, growth and development, and relationships as well as building empathy and an understanding and respect for diversity. PPMM's Sex Ed for High School is aligned with the California Healthy Youth Act. Once students gain access to PPMM's Sex Ed Learning Platform, they will move through an age-appropriate, evidence-based, story-based, **asynchronous** learning journey with engaging activities and lessons embedded throughout the course. The average length of the course is 5 hours. Teachers may opt to assign the platform as an assignment to complete outside of class or may facilitate the courses during class time. PPMM will provide an instructional guide for teachers to optimize class discussion and facilitation.

Live-virtual Facilitated Discussion- At the conclusion of the learning experience, PGUSD teachers will be able to schedule 1 live-virtual session per "classroom" or cohort with a PPMM Educator. Sessions are for 50 mins and provide students an opportunity to discuss their learning experience, facilitated by a PPMM Educator. Teachers may also opt to facilitate these sessions themselves if PPMM Educators are not available at the desired date/time by using the Facilitation Guide provided to them.

- 2) **Parent Previews**- Parents of students receiving the PPMM Sex Ed for High Schools will be provided with a video recording of the content overview, the platform and a PDF of the modules content.

Fees: \$10 Per Student

Quote: \$2,200 (200 students from PGHS and 20 students from Community HS)

Invoices may be provided upon request. Please contact Laurice Rubalcava, Director of Education Services for invoices or other inquiries.

- 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: Ratification of Release of Liability for the Adult Transition Program students to participate in the California State University Monterey Bay Native Greenhouse Program

DATE: October 21, 2021

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

RECOMMENDATION:

The District Administration recommends the Board review and ratify the CSUMB release of liability agreement in support of the PGUSD Adult Transition students participation in the Native Greenhouse Program.

BACKGROUND:

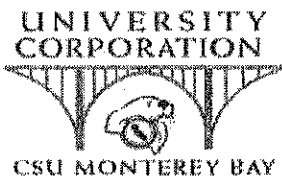
Prior to closure due to the pandemic, students in the PGUSD Transition Program participated in the CSUMB Native Greenhouse program as one of their volunteer work sites. The district has been informed that the program has reopened with COVID-19 protocols in place and the requirement that the district sign a Release of Liability Agreement.

INFORMATION:

The CSUMB Native Greenhouse program serves as one of the volunteer job sites for students enrolled in the PGUSD Adult Transition Program. PGUSD students and staff are required to read and sign the COVID-19 safety protocol verification form in order to participate.

FISCAL IMPACT:

None



California State University
MONTEREY BAY
 Extraordinary Opportunity



RELEASE OF LIABILITY, PROMISE NOT TO SUE, ASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS and PHOTO RELEASE

Activity: Volunteering at WI Nursery - Greenhouse tasks to include; watering, filling pots with soil, dumping pots of soil, filling wheelbarrows, transplanting plants, sweeping, putting pots away, and weeding.

Activity Date(s) and Time(s): _____

Activity Location(s): WI Nursery on CSUMB campus, 6th Ave. and B Street, Seaside, CA 93955

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, I **release from all liability and promise not to sue** the State of California, the Trustees of The California State University, California State University, Monterey Bay, the University Corporation at Monterey Bay, the Otter Student Union at CSU Monterey Bay, and their employees, officers, directors, volunteers and agents (collectively "University") from any and all claims, **including claims of the University's negligence**, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this Activity, including travel to, from and during the Activity.

I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other's actions, inaction, or negligence; conditions related to travel; or the condition of the Activity location(s). **Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during the Activity.**

I agree to **hold** the University **harmless** from any and all claims, including attorney's fees or damage to my personal property which may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I give the University the absolute right and permission to use my photograph or video in its promotional materials and publicity efforts. I understand that the photographs/videos may be used in a publication, print ad, direct-mail piece, electronic media, website, or other forms of promotion. I release the University, the photographer, their officers, employees, agents, and designees from liability for any violation of many personal or proprietary right I may have in connection with such use.

I am 18 years or older. **I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) promising not to sue the University, (c) and assuming all risks of participating in this Activity, including travel to, from and during the Activity.**

I have been informed and understand there remains a risk of exposure to COVID-19. I understand that regardless of any precautions taken, an inherent risk of exposure to COVID-19 will exist

I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.



September 21, 2021

**COVID-19 Protocol Verification
for Return of the Natives Greenhouse/CSUMB Host Agencies, Visitors & Guests**

Per CSU and CSUMB policy, all university and auxiliary faculty, staff and students must be vaccinated, or have an approved exemption, to participate on campus, with status reported by each person to the campus. Anyone with an approved vaccination exemption must get tested weekly for COVID-19.

CSUMB are also performing additional measures at all CSUMB facilities to protect public health:

- Clean high touch areas daily
- Have hand sanitizer in publicly accessible areas
- Provide soap for hand washing in each restroom.
- Provide personal protective equipment to employees upon request

The following policies apply to all Return of the Natives Greenhouse/CSUMB Visitors & Guests:

1. Visitors and Guests must: Be fully vaccinated before working on campus or have an approved vaccination exemption; and any Person with an approved vaccination exemption, as determined by the Host Agency sponsoring volunteers (Persons) per Cal/OSHA rules, must get tested weekly for COVID-19.
 - *The Cal/OSHA ETS definition of “fully vaccinated” means “that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or the single- dose COVID-19 vaccine”.*
2. The Host Agencies, are responsible for their Persons, and all visitors and guests must:
 - a. Comply with and affirm such compliance with the then-current CSU and CSUMB safety procedures and policies for all Persons, including:
 - i. Wearing a mask indoors (regardless of vaccination status) and in the outdoor nursery area when in a group setting,
 - ii. Washing hands frequently or use hand sanitizer,
 - iii. Covering mouth and nose when coughing or sneezing,
 - iv. Avoiding unnecessary physical contact;
 - b. Maintain complete and up-to-date documentation of the vaccination status of their Persons;
 - c. Not allow any Person to enter any of CSUMB facilities if the Person currently has COVID-19 related symptoms; and
 - d. Immediately report to CSUMB if a Person tests positive for COVID-19, using the online form at this link: https://csumb.co1.qualtrics.com/jfe/form/SV_aUXzIRd8BvwNGyV to report the positive test results.

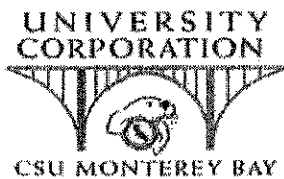
Questions or comments about these requirements, contact: Amy Thomas, Director for Environmental Health, Safety & Risk, amythomas1@csumb.edu

Visiting organization acknowledgment of COVID 19 protocol.

Organization Name: _____ **Date:** _____

Authorized Signature: _____ **Print Name:** _____

Contact Number: _____



California State University
MONTEREY BAY
Extraordinary Opportunity



I have read this document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

Participant Signature: _____

Date: _____

Participant Name (print): _____

If Participant is under 18 years of age:

I am the parent or legal guardian of the Participant. **I understand the legal consequences of signing this document, including (a) releasing the University from all liability on my and the Participant's behalf, (b) promising not to sue on my and the Participant's behalf, (c) and assuming all risks of the Participant's participation in this Activity, including travel to, from and during the Activity.** I allow Participant to participate in this Activity. I understand that I am responsible for the obligations and acts of Participant as described in this document. I agree to be bound by the terms of this document.

I have read this two-page document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

Signature of Minor Participant's Parent/Guardian

Name of Minor Participant's Parent/Guardian (print)

Date

Minor Participant's Name

- | | |
|--|---|
| <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 checked="" 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 Administrative Software Applications Inc. (ASAP)

DATE: October 21, 2021

PERSON(S) RESPONSIBLE: Barbara Martinez, Principal, Pacific Grove Adult Education;
Eric Saavedra, Coordinator, Pacific Grove Adult Education

RECOMMENDATION:

The District Administration recommends that the Board review and approve the contract for services with Administrative Software Applications Inc. (ASAP) to train adult school staff on the new version of its school management software.

BACKGROUND:

ASAP is a software based, professional school management system. Pacific Grove Adult School currently uses ASAP as its school management system. ASAP recently released a new version, ASAP 4, that includes many new and advanced features.

The Adult School uses ASAP for online registration, and for secure billing and payment processing. The ASAP school management system facilitates student and classroom management, such as creating classes and attendance rosters, student attendance tracking and academic management. The data and analytic features of ASAP facilitate adult school reporting of data, demographic and student attendance reports required by the California Department of Education.

INFORMATION:

In order to facilitate the transition from ASAP’s current version to the new version, ASAP 4, the Adult School would like to contract trainers from ASAP to conduct training for the adult school clerical and administrative staff.

The training will be online. ASAP trainers will cover essential ASAP 4 modules, specially designed with input from Pacific Grove Adult school staff to meet the staff training needs for the new ASAP 4 version. The training will take place Friday, November 19 from 1:00 to 4:00 pm. Adult School staff will gather in the computer lab to receive the live, online training.

FISCAL IMPACT:

The fiscal impact to Fund 11 is \$500 for this one day, 3 hour training on November 19th. This is a budgeted item for staff professional development.

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 Administrative Software Applications Inc. (ASAP) for services rendered as specified below.

- 1. Scope of Service: ASAP to train adult school staff on the new version of its school management software.
2. Evaluation and/or expected outcome(s)(continue on attached page if needed): Adult School Administration and clerical staff will complete training modules for the new version, ASAP 4 school management system.
3. Length of the Contract: Service is to be provided on the following date(s): 3 hours of training on November 19, 2021
4. Financial Consideration: Consultant to be paid at the rate of: 3 hours of training for \$500.00 (\$ per hr/day/other) For a month(hours/days/other) 3 hours on Nov 19, 2021 School Funding Source: Adult School WIOA Funds Account Code: 11-3905-0-4142-1000-5800-00-008-3821-0000 - \$250.00 11-3913-0-4142-1000-5800-00-008-3822-0000 - \$250.00

Consultant (Please print) Administrative Software Applications Inc. (ASAP)

Address 5600 American Blvd, West, Suite 400 Bloomington, MN 55437 Phone:952-595-4833

Signed _____ Date Click or tap to enter a date.

Email Click or tap here to enter text.

[] 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.

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: District Update on Response to COVID-19

DATE: October 21, 2021

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The District Administration recommends the Board receive information regarding District response to COVID-19, and provide direction to Administration.

INFORMATION:

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

- | | |
|---|---|
| <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: October 21, 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	Regular Board Meeting ✓ 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	Regular Board Meeting ✓ Unaudited Actual Report ✓ Local Control Accountability Plan Review	District Office/Virtual
Sept. 16	Regular Board Meeting ✓ Williams Uniform Complaint Report ✓ Foreign Language Program ✓ Resolution Regarding Sufficiency of Instructional Materials	District Office/Virtual
Sept. 25 *Saturday	Special Board Meeting ✓ Board Goals – Review/Revise ✓ Strategic Plan – Review/Revise	District Office/Virtual
Oct. 7	Regular Board Meeting ✓ Bus Ridership ✓ Week of the School Administrator	District Office/Virtual
Oct. 21	Regular Board Meeting ✓ Quarterly District Safety Update*	District Office/Virtual
Oct. 28	Regular Board Meeting ✓ Budget Revision #1 on 2021-22 working budget (preliminary First Interim)	District Office/Virtual
Nov. 18	Regular Board Meeting ✓ Intent Form Due (to serve as Board President or Vice President) ✓ Review of Special Education Contracts ✓ Quarterly Measure D Project Updates ✓ PGHS Course Bulletin Information/Discussion	District Office/Virtual
Dec. 16	Organizational Meeting ✓ 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	District Office/Virtual

*Quarterly District Safety Update

Board Meeting Calendar January-June 2022

Thursday Jan. 20	Regular Board Meeting ✓ Report on Governor's Budget Proposal ✓ Preliminary Enrollment Projection for 2022-23 ✓ Property Tax Update ✓ School Accountability Report Cards	District Office/Virtual
Thursday Feb. 10	Regular Board Meeting ✓ Budget Development Calendar ✓ Possible Personnel Action Presented as Information ✓ Preliminary Review of Site Master Schedules ✓ Possible Personnel Action (RIF) ✓ Quarterly Facilities Project Updates*	District Office/Virtual
Thursday Mar. 3	Regular Board Meeting ✓ Second Interim Report ✓ Open House Schedules Reviewed ✓ TRAN Resolution	District Office/Virtual
Thursday Mar. 17	Regular Board Meeting ✓ Budget Revision #3 ✓ Budget Projections and Assumptions ✓ Williams/Valenzuela Uniform Complaint Report	District Office/Virtual
Thursday Apr. 7	Regular Board Meeting ✓ Review of Strategic Plan and LCAP (as needed) ✓ Approve 2022-23 Aug.- Dec. Board Meeting Calendar ✓ Quarterly District Safety Update	District Office/Virtual
Thursday April 21	Regular Board Meeting ✓ Review of Site Master Schedules ✓ Review of Strategic Plan and LCAP (as needed) ✓ California Day of the Teacher ✓ Week of the CSEA Employee ✓ Begin Superintendent Evaluation	District Office/Virtual
Thursday May 5	Regular Board Meeting ✓ Continue Superintendent Evaluation	District Office/Virtual
Thursday May 19	Regular Board Meeting ✓ Complete Superintendent's Evaluation ✓ Review Governor's Revised Budget ✓ Suspensions/Expulsions Annual Report	District Office/Virtual
Thursday June 2	Regular Board Meeting ✓ 2022-23 Budget Public Hearing ✓ LCAP Public Hearing ✓ Retiree Recognition	District Office/Virtual
Thursday June 16	Regular Board Meeting ✓ 2022-23 Budget Public Adoption ✓ LCAP and Local Indicators Adoption ✓ Approval of Contracts and Purchase Orders for 2022-23 ✓ Review of Legal Services Costs ✓ Solicitation of Funds Report	District Office

**Quarterly District Safety Update and Quarterly Facilities Projects Update as needed*

- 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: Educational and Operational Practices Learned from COVID-19

DATE: October 21, 2021

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The District Administration recommends the Board receive information regarding educational and operational practices learned from COVID-19, and provide direction to Administration, if needed.

INFORMATION:

This item was requested by a Trustee at the regular Board meeting on August 19, 2021. The Board will review educational and operational practices, and review feedback received from staff and families.

- | | |
|---|--|
| <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: October 21, 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:

Great ShakeOut Earthquake Drills are annual opportunities to learn and practice earthquake safety with millions of people worldwide. Each year, ShakeOut participants in schools, businesses, non-profits, government agencies, neighborhoods, organizations, and households all across the world practice “Drop, Cover and Hold On” and other aspects of their emergency plans. The goal of ShakeOut is to encourage people and organizations to be prepared to survive and to recover quickly when the next big earthquake happens. ShakeOut began in Southern California in 2008. Since then ShakeOut has grown to include participation across the United States and several other countries. More than 66 million people worldwide participated in 2019.

The 2021 International ShakeOut Day is October 21. All Pacific Grove Unified School District Schools will participate in our BIG FIVE, DROP, COVER AND HOLD ON safety drill and report results to the Monterey County Office of Education.

FISCAL IMPACT:

None.

- 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: October 21, 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 October 21, 2021 Regular Board Meeting:

- Added February 4, 2021: Return of affordable housing at a later date when more information becomes available (Fall 2021)
- Added June 17, 2021: A Board member requested parent orientation to the Board meetings (currently working with CSBA to arrange for this, as of October 5, 2021)
- Added August 19, 2021: A Board member requested a review of discrimination policies and training for staff and students (Fall 2021)
- Added September 2, 2021: A Board member requested Board orientation
- Added September 2, 2021: A Board member requested staff recommendation on equity plan by November 18 Board meeting
- Added September 25, 2021: The Board will receive sample agenda formats to consider a potential change in current meeting protocols
- Added September 25, 2021: Media relations/general correspondence/public comment