

**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, November 18, 2021

TIME: **5:00 p.m. Closed Session PLEASE NOTE EARLIER START TIME**
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/83445042308?pwd=Qk5FdmUxNzk4OTYvQy82dGRqRGVXZz09>

Meeting ID: 834 4504 2308

Passcode: 755710

One tap mobile

+16699006833,,83445042308#,,, *755710# US (San Jose)

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Find your local number: <https://pgusd.zoom.us/j/83445042308?pwd=Qk5FdmUxNzk4OTYvQy82dGRqRGVXZz09>

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

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

AGENDA AND ORDER OF BUSINESS

I. OPENING BUSINESS

A. Call to Order

B. Roll Call

C. Adoption of Agenda

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ___ B. Swanson ___ Dawson___ Rivera ___ C. Swanson ___

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 [Government Code § 54957]
3. Conference with Legal Counsel Regarding Anticipated Litigation
Initiation of litigation pursuant to subdivision (d)(4) of Government Code section 54956.9
(1 case)
4. 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.
5. 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.

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 [Government Code § 54957]
3. Conference with Legal Counsel Regarding Anticipated Litigation
Initiation of litigation pursuant to subdivision (d)(4) of Government Code section 54956.9 (1 case)
4. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2021-22 [Government Code § 3549.1 (d)]
5. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2021-22 [Government Code § 3549.1 (d)]

B. Pledge of Allegiance

IV. COMMUNICATIONS

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

V. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

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

VI. CONSENT AGENDA

Items listed under the Consent Agenda are considered to be routine and/or may have been discussed at a previous Board meeting. There is no discussion of these items prior to the Board vote unless a member of the Board requests specific items be discussed and/or removed from the Consent Agenda. Each item on the Consent Agenda approved by the Board of Trustees shall be deemed to have been considered in full and adopted as recommended.

- A. Minutes of October 28, 2021 Board Meeting 7
Recommendation: (Ralph Gómez Porras, Superintendent) Approval of minutes as presented.
- B. Minutes of November 1, 2021 Special Board Meeting 14
Recommendation: (Ralph Gómez Porras, Superintendent) Approval of minutes as presented.

- C. Minutes of November 2, 2021 Special Board Meeting 15
Recommendation: (Ralph Gómez Porras, Superintendent) Approval of minutes as presented.
- D. Certificated Assignment Order #8 16
Recommendation: (Billie Mankey, Director II of Human Resources) The Administration recommends adoption of Certificated Assignment Order #8.
- E. Classified Assignment Order #8 18
Recommendation: (Billie Mankey, Director II of Human Resources) The Administration recommends adoption of Classified Assignment Order #8.
- F. Acceptance of Donations 20
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The Administration Recommends that the Board approve acceptance of the donations referenced below.
- 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. Warrant Schedule No. 637 28
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.
- I. Acceptance of Quarterly Treasurer’s Report 30
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The Administration recommends that the Board accept the Quarterly Treasurer’s Report for the quarter ending September 30, 2021.
- J. Change Order 1 with McDonnell Roofing, Inc. for Pacific Grove High School K and L Wing Dry Rot Repairs 46
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and approve Change Order 1 with McDonnell Roofing, Inc. for Pacific Grove High School K and L wing dry rot repairs.
- K. E-Waste Pacific Grove Unified School District Equipment 48
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The District Administration recommends the Board review and approve the surplus with the intent to E-Waste the attached list of equipment that is coming from Forest Grove.
- L. Contract for Services with Community Human Services at Pacific Grove Middle School 52
Recommendation: (Sean Roach, Pacific Grove Middle School Principal) The District Administration recommends the Board review and approve the contract for services with Community Human Services at Pacific Grove Middle School for social emotional counseling.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ___ B. Swanson ___ Dawson___ Rivera ___ C. Swanson ___

VII. ACTION/DISCUSSION

- A. District Update on Response to COVID-19 56
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration will update the Board, staff and community on current District response and protocols to COVID-19.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ___ B. Swanson ___ Dawson___ Rivera ___ C. Swanson ___

- B. Equity Plan and Contract for Services with Praxis 57
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends the Board review and approve the contract for services with Praxis and the equity plan.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ___ B. Swanson ___ Dawson___ Rivera ___ C. Swanson ___

- C. Contract for Services with Steele Tape Construction for Pacific Grove High School Planter Bed Improvements 72
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and approve the contract for services to Steele Tape Construction for Pacific Grove High School planter bed improvements.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ___ B. Swanson ___ Dawson___ Rivera ___ C. Swanson ___

- D. Agreement with MetLife Legal Plans, Inc. 80
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The District Administration recommends approval of an agreement with Metlife Legal Plans, Inc.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ___ B. Swanson ___ Dawson___ Rivera ___ C. Swanson ___

- E. Board Calendar/Future Meetings 94
Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends that the Board review and possibly modify meeting dates on the attached calendar and determine, given information from the Administration, whether additional Board dates or modifications need to be established.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ___ B. Swanson ___ Dawson___ Rivera ___ C. Swanson ___

VIII. INFORMATION/DISCUSSION

- A. Pacific Grove High School Course Bulletin for the 2022-23 School Year 98
Recommendation: (Lito Garcia, PG High School Principal) The District Administration recommends the Board review and approves the 2022-2023 course catalog for Pacific Grove High.

Board Direction: _____

- B. Measure D Update 150
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration will present the quarterly update to the Board on the progress of Measure D projects.

Board Direction: _____

- C. Review of Special Education Contracts 151
Recommendation: (Clare Davies, Director of Student Services) The District Administration recommends that the Board review the present and projected status of Special Education contracts.

Board Direction: _____

- D. Future Agenda Items 153
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 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
- Added October 21, 2021: A Board member requested creating policy regarding virtual meetings, including site councils, parent/teacher conferences and other meetings
- Added October 21, 2021: A Board member requested a resource tab on the District website for potential Board members

Board Direction: _____

IX. ADJOURNMENT

Next Organizational and Regular Board meeting: December 16, 2021

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
Minutes of Regular Meeting of October 28, 2021– District Office

I. OPENED BUSINESS

- A. Called to Order 5:30 p.m.
- B. Roll Call
 - Absent President: Trustee Paff
 - Clerk: Trustee Brian Swanson
 - Trustees Present: Trustee Rivera
Trustee Carolyn Swanson
 - Trustee Absent: Trustee Dawson
 - Administration Present: Superintendent Porras
Asst. Superintendent Chin-Bendib
 - Board Recorder: Mandi Ackerman
 - Student Board Member Absent: Gabriella Gaona

C. Adopted Agenda

Changes to the agenda include a Walk-On E-Waste Pacific Grove Unified School District Equipment; a revised Warrant Schedule No 636.

MOTION Dawson/Rivera to adopt agenda as amended.

Public comment: none

Motion CARRIED by roll call vote 5 – 0

II. CLOSED SESSION

A. Identified Closed Session Topics

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 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)

B. Public comment on Closed Session Topics

None.

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

III. RECONVENED IN OPEN SESSION

6:40 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.

4. Consideration of Student Discipline
1 Case: Student # 012122
(Education Code Section 48915)

The Board did not discuss this item and will return to Closed Session after the meeting.

B. Pledge of Allegiance

Led By: Pacific Grove High School Principal Lito Garcia

IV. COMMUNICATIONS

A. Written Communication

The Board received written communication regarding the lack of busses; concern regarding the language used in a Pacific Grove High School class; Down Syndrome Awareness; the Forest Grove Elementary School pumpkin patch event; Monterey County Town Hall student vaccination; sales communication.

B. Board Member Comments

Trustee Rivera said he is excited about the vaccinations for 5+ year old.

Trustee Dawson spoke about the TK movement supported by the Federal Government, said she is happy about it and looks forward to getting children on the right path.

Trustee Carolyn Swanson met with students this past weekend from Pacific Grove High School, summarized the meeting that students must be encouraged to speak up more; spoke about Mr. Kelly's art class in the District newsletter; attended a Forest Grove Principal Check-In; noted the volleyball team is undefeated; and spoke about the Forest Grove Elementary School pumpkin patch.

Trustee Brian Swanson spoke about the Pacific Grove Middle School movie night; attended training hosted by Lozano Smith on contentious Board meetings.

Trustee Paff noted the KSBW coverage of the Forest Grove Elementary School pumpkin patch, thanked staff for organizing; noted the bike event at Robert Down Elementary School was a nice event and well attended.

C. Superintendent Report

Superintendent Porras thanked District Nurse Katrina Powley, spoke of the flu shot clinic; noted great site visits; Forest Grove Elementary School pumpkin patch; met with several parents regarding issues, equity conversations.

D. PGUSD Staff Comments (Non Agenda Items)

Forest Grove Elementary School Buck Roggeman invited the Board to the Trunk or Treat event; expressed gratitude to staff for the pumpkin patch, an example of the great work happening at the school site.

Robert Down Elementary School Principal Sean Keller noted the Halloween movie fun; Let's Read book series regarding diversity and inclusion; Aloha Day in memory of Jen Hinton, and the Mix and Mingle PTA event.

Pacific Grove Middle School Principal Sean Roach spoke about Red Ribbon week, a pledge to remain drug free; honors breakfast with 400 attendees, thanked the foods class for making breakfast burritos.

Director of Curriculum and Special Projects Ani Silva spoke about professional development for Classified staff, and social emotional training.

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

A person said it is a choice for parents to decide on vaccines, expressed concerns regarding vaccines for 5+ year old, noted data, cautioned the Board not to follow state mandate.

VI. **CONSENT AGENDA**

- A. Minutes of October 21, 2021 Board Meeting
- B. Certificated Assignment Order #7
- C. Classified Assignment Order #7
- D. Acceptance of Donations
- E. Out of County or Overnight Activities
- F. Warrant Schedule No. 636
- G. Contract for Services with DNA Entertainment at Pacific Grove High School

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

Public comment: none

Motion CARRIED by roll call vote 5 – 0

VII. PUBLIC HEARING

A. Public Hearing of the Memorandum of Understanding with Pacific Grove Teachers Association (PGTA) for 2021-22

Open Public Hearing: 7:02 p.m.

Close Public Hearing: 7:11 p.m.

Assistant Superintendent Song Chin-Bendib presented information to the Board. Assistant Superintendent Chin-Bendib and Forest Grove Elementary Principal Roggeman addressed questions by the Board.

Public comment: none

III. ACTION/DISCUSSION

A. Approval of Memorandum of Understanding with Pacific Grove Teachers Association (PGTA) for 2021-22

Corrections noted include the Pacific Grove Middle School teachers should be added to page 30, section 8B, and on page 37 ESSER III Funding should be added.

MOTION Carolyn Swanson/Dawson to approve the Memorandum of Understanding with Pacific Grove Teachers Association (PGTA) for 2021-22, as amended.

Public comment: none

Motion CARRIED by roll call vote 5 – 0

B. District Update on Response to COVID-19

Superintendent Porras noted District Nurse Katrina Powley has initiated the process to begin pool testing for the District; the pool testing will begin in November for elementary and middle school; pool testing will be added to the COVID Safety Plan soon; Monterey Fire Department has agreed to set up vaccine clinics at the two elementary schools; mask inventory is good; Binax inventory is good.

Public comment:

Andrew Gonzalez spoke about his personal experiences with the Pacific Grove Police Department and several events within the District.

No action taken

C. 2021-22 Budget Revision #1

Assistant Superintendent Song Chin-Bendib presented information to the Board. Assistant Superintendent Chin-Bendib and Nutrition Services Director Stephanie Lip addressed questions by the Board.

The Board took a 5-minute break from 7:55 p.m. to 8:00 p.m.

MOTION Dawson/Brian Swanson to approve the 2021-22 Budget Revision #1.

Public comment: none

Motion CARRIED by roll call vote 4 – 0

Trustee Carolyn Swanson was unavailable for the vote.

D. Elementary and Secondary School Emergency Relief (ESSER III) Plan

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

MOTION Rivera/Dawson to approve the Elementary and Secondary School Emergency Relief (ESSER III) Plan.

Public comment: none

Motion CARRIED by roll call vote 5 – 0

E. Board Calendar/Future Meetings

The Board requested the November 2, 2021 Town Hall Special Meeting be added to the Board calendar.

MOTION Dawson/Rivera to approve the Board meeting calendar, as amended.

Public comment: none

Motion CARRIED by roll call vote 5 – 0

F. WALK-ON E-Waste Pacific Grove Unified School District Equipment

MOTION Dawson/Brian Swanson to approve the Walk-On E-Waste Pacific Grove Unified School District Equipment.

Public comment: none

Motion CARRIED by roll call vote 5 – 0

IX. INFORMATION/DISCUSSION

A. Review Covid-19 Relief Funding for K-12 Education for quarter ending September 30, 2021

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

Public comment: none

B. Future Agenda Items

- Added September 2, 2021: A Board member requested Board orientation
 - The Board directed Administration to rewrite policy regarding Board orientation
- Added October 21, 2021: A Board member requested a student survey regarding food service experience.
 - The Board directed Administration to remove this item
 - This item is in progress
- Added October 21, 2021: A Board member requested a student Board representative from Community High School.
 - Community High School Administration proposed a student quarterly report in place of a representative
 - The Board agreed and directed Administration to remove this item

X. 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. Consideration of Student Discipline
1 Case: Student # 012122
(Education Code Section 48915)

B. Public comment on Closed Session Topics

None.

C. Adjourned to Closed Session 8:52 p.m.

III. RECONVENED IN OPEN SESSION 9:32 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. Consideration of Student Discipline
1 Case: Student # 012122
(Education Code Section 48915)

The Board discussed this item.

X. ADJOURNED 9:33 p.m.

Approved and submitted:

Dr. Ralph Gómez Porras
Secretary to the Board

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
Minutes of Special Meeting of November 1, 2021 – District Office/Virtual

I. OPENED BUSINESS

A. Called to Order 5:30 p.m.

B. <u>Roll Call</u>	President:	Trustee Paff
	Clerk:	Trustee Brian Swanson
	Trustees Present:	Trustee Dawson
		Trustee Rivera
		Trustee Carolyn Swanson
	Administration Present:	Superintendent Porras
	Board Recorder:	Mandi Ackerman

C. Adopted Agenda

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

D. Adjourned to Closed Session 5:30 p.m.

II. RECONVENED IN OPEN SESSION 6:30 p.m.

A. Report action taken in Closed Session:

1. Public Employee Discipline/Dismissal/Release/Complaint

The Board discussed this item.
The Board directed Administration to pursue release of an employee.

III. ADJOURNED 6:31 p.m.

Approved and submitted:

Dr. Ralph Gómez Porras
Secretary to the Board

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
Minutes of Special Meeting of November 2, 2021 – District Office/Virtual

Trustees
John Paff, President
Brian Swanson, Clerk
Cristy Dawson
Dr. Frank Rivera III
Carolyn Swanson

I. OPENED BUSINESS

A. Called to Order 6:00 p.m.

II. TOWN HALL

A. REVIEW OF CALIFORNIA VOTING RIGHTS ACT

The Board reviewed the California Voting Rights Act in order to inform the public and facilitate a dialogue around the creation of trustee area boundary maps.

The District’s attorneys, of Lozano Smith, Jonathan Berry-Smith and Harold Freiman presented an overview of the California Voting Rights Act, where the District currently is in the process for transitioning from an “at-large” election system to a by-trustee area election system, and reviewed the upcoming steps in the process.

B. TOWN HALL/PUBLIC COMMENT

The Board held the town hall to provide information to the public and to hear input from the community regarding the creation of trustee area boundary maps.

The Board received input from the community on the composition of trustee areas during the town hall.

Public comment:

Beth Shammass asked what the demographer looks for, including military, renters, second homes, and noted the Pacific Grove qualities the demographer should consider. Shammass asked what the final steps are once the demographer is finished and who signs off.

Elliott Hazen asked about the possibility of two Trustees representing one area, asked if that would be considered a violation, and asked what happens if someone owns multiple homes in Pacific Grove. Hazen asked if it is possible for the maps to reflect where the current Trustees reside.

Sharon Miller asked who is the demographer, asked if candidates would still run for four-year terms.

Chaps Poduri asked if there is only one demographer, asked if the demographer is non-partisan.

III. ADJOURNMENT 7:05 p.m.

Next regular meeting: November 18, 2021 – District Office/Virtual

- | | |
|---|---|
| <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 #8

DATE: November 18, 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 Certificated Assignment Order #8

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. 8
 November 18, 2021**

NEW HIRE:

Stefanie Alvarez, PGHS, Special Education Teacher, Full time, 1.0 FTE, Column VI, Step 15+ MA + Doctorate, effective November 15, 2021 (replaces Nick Lackey)

TEMPORARY NEW HIRE:

Annalisa Fiorenza, Elementary Intervention Teacher, Temporary, Full time, 1.0 FTE, Column III, Step 17, Effective October 27, 2021 through May 31, 2022 only (ELO funded)

George Young, PGAS Soccer Coach, Temporary, Hourly, 2 hours per week, Column A, Step 1 according to the PGAS Salary Schedule, paid per time sheet, effective November 10, 2021

ADDITIONAL ASSIGNMENT:

Desma Johnson, Induction Coach, 1st Year with Margo Samuels, Stipend \$1,800, effective 2021-22 school year

2021-2022 PGHS Coaching Stipends			
	<u>Assignment</u>	<u>Funding</u>	<u>Amount</u>
Jose De Loa	JV Boys' Basketball	GF - Athletics	\$2,684
Ryan Nevis	Varsity Boys' Soccer (replaces Nick Lackey)	GF - Athletics	\$3,999

RESIGNATION:

William Kraus, PGAS, EL Instructor resigns effective December 16, 2021, after 1.5 years of successful service with the Pacific Grove Unified School District.

SUBSTITUTES:

Taylor Davis
 Sarah Sherrod

- 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 #8

DATE: November 18, 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 #8

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. 8
November 18, 2021**

Page 2 of 2

TEMPORARY NEW HIRE:

Edwin Marticorena, Afterschool Enrichment Spanish Instructor, not to exceed 4 hours per week, paid per timesheet at \$30 per hour, effective January 11, 2021 (self-funded program, dependent on sufficient enrollment)

TEMPORARY ADDITIONAL ASSIGNMENT:

Maria Sicairos, FGE, Temporary Math Intervention Instructional Assistant, 4 hours per week, paid per time sheet, regular rate of pay, effective November 8, 2021 through May 20, 2022 only (ESSER III funded)

Rachel Croft, District, Temporary Itinerant Healthcare Assistant, 6 hours per week, paid per time sheet, Range 37, Step A, effective November 1, 2021 through May 30, 2022 only (ESSER III Funded)

LEAVE OF ABSENCE:

Mandi Ackerman, D.O, Executive Assistant, requests and qualifies for parenting leave (12 weeks @ 50% pay) and child rearing leave (unpaid) effective January 4, 2022 through April 3, 2023

SUBSTITUTE:

Jessica Contreras, Food Service

RESIGNATION:

Mark Mahaney, District, Utility Worker/Bus Driver, full time, resigns effective December 30, 2021 after successful employment with the Pacific Grove Unified School District of 6.5 years of substitute work and 10 years of permanent employment

Daniel Schwartz, RDE, Computer Lab Instructional Technician II, full time, resigns effective November 5, 2021 after 3 years of successful employment with the Pacific Grove Unified School District

Paola Coelho, RDE, Instructional Assistant, 3 hours per day, resigns effective October 8, 2021

Marie Faile, District Payroll/Benefits Specialist, full time, resigns effective December 1, 2021 after 2 years of successful employment with the Pacific Grove Unified School District

- | | |
|---|---|
| <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: November 18, 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

PG Pride Walk A Thon	\$ 5,170 (various teachers, undesignated)
PG Pride Walk A Thon (additional)	\$ 520 (various teachers, undesignated)
Anonymous	\$ 125 (undesignated)

Robert H. Down Elementary School

PG Pride Walk A Thon	\$18,392 (various teachers, undesignated)
PG Pride Walk A Thon (additional)	\$ 1,093 (various teachers, undesignated)
Anonymous	\$ 125 (undesignated)

Pacific Grove Middle School

PG Pride Walk A Thon	\$ 2,330 (various teachers, undesignated) PG
Pride Walk A Thon (additional)	\$ 140 (various teachers, undesignated)

Pacific Grove High School

PG Pride Walk A Thon	\$ 425 (various teachers, undesignated)
Craig Bell dba First Awakenings Restaurant	\$10,000 (PGHS Baseball structures/batting cages)

Pacific Grove Community High School

None

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

PG Pride Walk A Thon	\$ 696 (various teachers, undesignated)
----------------------	---

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: Out of County or Overnight Activities

DATE: November 18, 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>
November 20 Santa Cruz High School Santa Cruz, CA	PGHS Mock Trial Team Mock Trial scrimmage	Auto	none	
November 27-December 4 Washington D.C.	PGHS Close Up Week long government experience	Air, Charter bus	\$45,770	ASB/Leadership/Students
December 4 Templeton High School Templeton, CA	PGHS Mock Trial Team Mock Trial scrimmage	Auto	\$313	GATE
December 11 Clovis North High School Clovis, CA	PGHS Mock Trial Team Mock Trial tournament	Auto	\$313	GATE
May 21-22, 2022 Disneyland Theme Park Anaheim, CA	PGHS Senior Class Grad-Night Celebration	Charter	\$31,498	ASB/Students

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 11/20/2021 Day of Activity Saturday November 20, 2021

Location of Activity Santa Cruz High School City Santa Cruz County Santa Cruz

School PG High School Class or Club Mock Trial Team Grade Level/s 9-12

School Departure Time 7:45 AM

Pickup Time from Place of Activity 11:30 AM

Name of Employee Accompanying Students Tara Tullius

Number of Adults 3 Number of Students 20

Description of Activity/Educational Objective
Mock Trial scrimmage against Santa Cruz High School.

List All Stops none

Means of Transportation: Auto*

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

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

Cost of Activity \$ 0 + Cost of Transportation \$ 0 = Total \$ 0.00

Fund/s to be charged for all activity expenses () Students () Club () PG Pride (x) Other no fees

Account Code: 0

Requested by: Tara Tullius / Tara Tullius Date 11/01/2021
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal Lito M. Garcia Date 11/01/2021

Transportation Department/District Office Use

() School Bus () Charter () Available () Not available Date Received 11/08/2021

Cost Estimate \$

Approved by Transportation Supervisor: Lori Aiello Date 11/08/2021

Approved by Assistant Superintendent: song chinbendib Date 11/08/2021

Date of Board Approval 11/18/2021

Does form need board approval Yes
PGUSD

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 11/27/2021 - 12/4/2021 Day of Activity Saturday-Saturday

Location of Activity Washington D.C. City Washington D.C. County Washington D.C.

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

School Departure Time 5:00 PM

Pickup Time from Place of Activity 6:00 PM

Name of Employee Accompanying Students Lauralea Gaona

Number of Adults 2 Number of Students 21

Description of Activity/Educational Objective

Travel to Washington D.C. for Close Up educational program. Students will be put into workshops with program leaders to learn
about our nation's capital, as well as go to cultural events and site-seeing around Washington D.C.

List All Stops San Jose, CA; Crystal City, VA; Williamsburg, VA; San Jose, CA

Means of Transportation: Charter

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

**If using District vans, driver names must be listed: Flying to Washington DC, charter buses around the area

Cost of Activity \$ 32131.00 + Cost of Transportation \$ 13639 = Total \$ 45,770.00

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

Account Code: Wells Fargo Bank ASB Leadership/Close Up - #8994873977/551

Requested by: Lauralea Gaona / Lauralea Gaona Date 10/28/2021
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal Lito M. Garcia Date 10/28/2021

Transportation Department/District Office Use

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

Cost Estimate \$

Approved by Transportation Supervisor: Date

Approved by Assistant Superintendent: song chinbendib Date 10/28/2021

Date of Board Approval 11/18/2021

Does form need board approval Yes
PGUSD

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 12/04/2021 Day of Activity Saturday December 4, 2021

Location of Activity Templeton High School City Templeton, CA County San Luis Obispo County

School PG High School Class or Club Mock Trial Team Grade Level/s 9-12

School Departure Time 6:00 AM

Pickup Time from Place of Activity 3:00 PM

Name of Employee Accompanying Students Tara Tullius

Number of Adults 4 Number of Students 20

Description of Activity/Educational Objective
Annual scrimmage against Templeton High school.

List All Stops None

Means of Transportation: Auto*

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

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

Cost of Activity \$ 240.00 + Cost of Transportation \$ 73.00 = Total \$ 313.00

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

Account Code: District Gate Funds

Requested by: Tara Tullius / Tara Tullius Date 11/01/2021
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal Lito M. Garcia Date 11/02/2021

Transportation Department/District Office Use

() School Bus () Charter () Available () Not available Date Received 11/08/2021

Cost Estimate \$

Approved by Transportation Supervisor: Lori Aiello Date 11/08/2021

Approved by Assistant Superintendent: song chinbendib Date 11/08/2021

Date of Board Approval 11/18/2021

Does form need board approval Yes
PGUSD

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 12/11/2021 Day of Activity Saturday, December 11, 2021

Location of Activity Clovis North High School City Clovis County Fresno

School PG High School Class or Club Mock Trial Team Grade Level/s 9-12

School Departure Time 5:00 AM

Pickup Time from Place of Activity 6:00 PM

Name of Employee Accompanying Students Tara Tullius

Number of Adults 4 Number of Students 20

Description of Activity/Educational Objective

Mock Trial scrimmage: PGHS v. Clovis North and other schools in annual tournament.

List All Stops Possibly a bathroom break at Denny's in Los Banos.

Means of Transportation: Auto*

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

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

Cost of Activity \$ 240.00 + Cost of Transportation \$ 73.03 = Total \$ 313.03

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

Account Code: District Gate Funds

Requested by: Tara Tullius / Tara Tullius Date 11/01/2021 Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal Lito M. Garcia Date 11/02/2021

Transportation Department/District Office Use

() School Bus () Charter () Available () Not available Date Received 11/08/2021

Cost Estimate \$

Approved by Transportation Supervisor: Date 11/08/2021

Approved by Assistant Superintendent: song chinbendib Date 11/08/2021

Date of Board Approval 11/18/2021

Does form need board approval PGUSD Yes

**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 05/21/2022 Day of Activity Saturday and Sunday

Location of Activity Disneyland City Anaheim County Orange

School PG High School Class or Club Senior Class Grade Level/s 12

School Departure Time 4:30 AM

Pickup Time from Place of Activity 2:00 AM

Name of Employee Accompanying Students Shane Steinbeck, Joseph D'Amico, Isaac Rubin, Imogen Erickson,

Number of Adults 5 Number of Students 100

Description of Activity/Educational Objective

Senior Class trip *(Charter buses are provided by World Strides)

List All Stops Lost Hills and Disneyland

Means of Transportation: Charter

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

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

Cost of Activity \$ 17900 + Cost of Transportation \$ 13598 = Total \$ 31,498.00

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

Account Code: Wells Fargo Bank Associated Student Body #8994873977/Disneyland account #554

Requested by: Joseph D'Amico / Joseph D'Amico Date 11/10/2021
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal Lito M. Garcia Date 11/10/2021

Transportation Department/District Office Use

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

Cost Estimate \$ _____

Approved by Transportation Supervisor: _____ Date _____

Approved by Assistant Superintendent: song dinbendib Date 11/10/2021

Date of Board Approval 11/18/2021

Does form need board approval Yes
PGUSD

- | | |
|---|---|
| <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 637

DATE: November 18, 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 October 1, 2021 through October 31, 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. 637

October 2021

WARRANTS - PAYROLL

Certificated	Manual	10/05/21	\$	-
	Supp	10/08/21	\$	4,668.51
	Manual	10/15/21	\$	-
	Regular	10/29/21	\$	1,794,967.29
<u>Total Certificated</u>			<u>\$</u>	<u>1,799,635.80</u>
Classified	Manual	10/05/21	\$	-
	Supp	10/08/21	\$	2,674.13
	Manual	10/15/21	\$	2,555.64
	Regular	10/29/21	\$	709,233.55
<u>Total Classified</u>			<u>\$</u>	<u>714,463.32</u>
Other	Manual	10/05/21	\$	-
	Supp	10/08/21	\$	960.00
	Manual	10/15/21		
	Regular	10/29/21	\$	4,540.85
<u>Total Other</u>			<u>\$</u>	<u>5,500.85</u>
<u>TOTAL PAYROLL</u>			<u>\$</u>	<u>2,519,599.97</u>

WARRANTS - ACCOUNTS PAYABLE

Checks	V-Card Payment			
12642742-12642794	0	0	10/07/21	\$ 127,253.50
12643829-12643854	04600000131-04600000139		10/14/21	\$ 165,954.97
12644810-12644846	04600000140-04600000142		10/21/21	\$ 58,256.68
12646637-12646685	04600000143-04600000150		10/28/21	\$ 153,952.23
<u>TOTAL ACCOUNTS PAYABLE</u>			<u>\$</u>	<u>505,417.38</u>

- | | |
|---|---|
| <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: November 18, 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 September 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 **0.57%**. This is compared to .69% last quarter.

FISCAL IMPACT:

None.



Monterey County Board of Supervisors

168 West Alisal Street,
1st Floor
Salinas, CA 93901
831.755.5066
www.co.monterey.ca.us

Board Order

A motion was made by Supervisor Chris Lopez, seconded by Supervisor John M. Phillips to:

Receive and Accept the Treasurer's Report of Investments for the Quarter Ending September 30, 2021.

PASSED AND ADOPTED on this 26th day of October 2021, by roll call vote:

AYES: Supervisors Alejo, Phillips, Lopez, Askew and Adams

NOES: None

ABSENT: None

(Government Code 54953)

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 82 for the meeting October 26, 2021.

Dated: October 29, 2021

File ID: 21-900

Agenda Item No.: 28

Valerie Ralph, Clerk of the Board of Supervisors
County of Monterey, State of California

Julian Lorenzana, Deputy



Monterey County

Board Report

Legistar File Number: 21-900

CONSENT I

Item No.

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

October 26, 2021

Introduced: 10/18/2021

Current Status: Draft

Version: 1

Matter Type: General Agenda Item

a. Receive and Accept the Treasurer's Report of Investments for the Quarter Ending September 30, 2021.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

a. Receive and Accept the Treasurer's Report of Investments for the Quarter Ending September 30, 2021.

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 July-September period, the investment portfolio position by investment type, and the investment portfolio by maturity range.

DISCUSSION:

COVID-19 continued to overshadow the entire economic and market landscape. The U.S. economy during the quarter was characterized by the following factors: continued recovery aided by supportive fiscal and monetary policy, potentially stagnating labor market growth, and heightened inflationary pressures.

The Federal Open Market Committee (FOMC) support continued during the quarter. The FOMC maintained its target rate at 0%-0.25%. The Federal Reserve also continued its large-scale asset purchases.

On September 30, 2021, the Monterey County investment portfolio contained an amortized book value of \$2,141,468,541 spread among 228 separate securities and funds. The par value of those funds was \$2,129,066,306 with a market value of \$2,140,839,224 or 100% of amortized book value. The portfolio's net earned income yield for the period was 0.57%. The portfolio produced an estimated quarterly income of \$2,945,448 that will be distributed proportionally to all agencies participating in the investment pool. The investment portfolio had a weighted average maturity of 571 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

Legistar File Number: 21-900

six months. Market value pricings were obtained through resources such as Bloomberg LLP, US Bank, and live-bid pricing of corporate securities.

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.

FINANCING:

The investment portfolio contains sufficient liquidity to meet all projected expenditures over the next six months. Investment earnings in the General Fund appear to be trending at a rate that will meet the FY 2021-22 budgeted total.

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

10/18/2021 | 12:12 PM PDT

90E7E050754D4DE
Prepared by Jake Stroud, Deputy Treasurer-Tax Collector, x5828

DocuSigned by:

Mary A. Zeeb

10/18/2021 | 2:29 PM PDT

16066971D0D0492
Approved by Mary A. Zeeb, Treasurer-Tax Collector, x5015

Attachments:

Exhibit A - Investment Portfolio Review 09.30.21

Exhibit B - Portfolio Management Report 09.30.21

Exhibit C - Aging Summary 10.01.21

cc:

Auditor-Controller - Internal Audit Section

All depositors

County Administrative Office

County Counsel

Exhibit A Investment Portfolio Review Quarter Ending September 30, 2021

OVERVIEW

July 1, 2021 – September 30, 2021

COVID-19 continued to overshadow the entire economic and market landscape. The U.S. economy during the quarter was characterized by the following factors: continued recovery aided by supportive fiscal and monetary policy, potentially stagnating labor market growth, and heightened inflationary pressures.

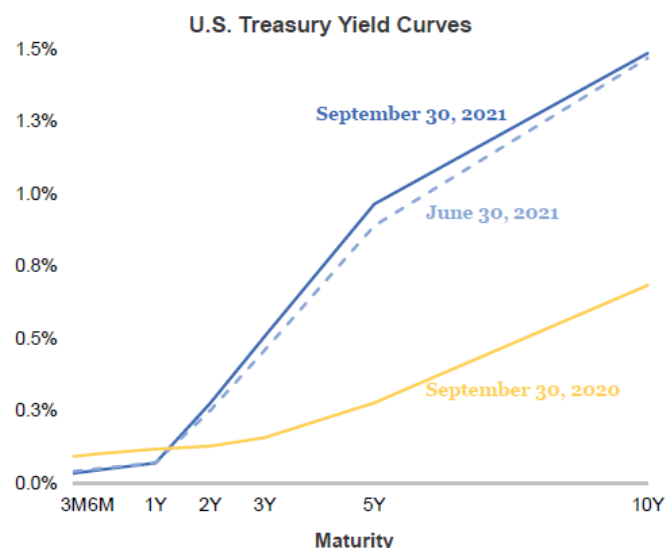
The Federal Open Market Committee (FOMC) support continued during the quarter. The FOMC maintained its target rate at 0%-0.25%. The Federal Reserve also continued its large-scale asset purchases.

U.S. TREASURY YIELD CURVE

- The U.S. Treasury yield curve was largely unchanged from quarter end to quarter end, despite inter-quarter volatility.
- On the shorter end of the curve, yields on maturities under one year continued to remain anchored to the Federal Reserve’s near-zero interest rate policy.
- Yields on 2-year and 3-year maturities rose modestly but continued to hover near record lows.
- Yields on maturities of five years moved by 7 basis points (0.07%).

	3Q2021 9/30/21	2Q2021 6/30/21	QoQ Change
3-month	0.03%	0.04%	-0.01%
1-year	0.07%	0.07%	-
2-year	0.28%	0.25%	+0.03%
3-year	0.51%	0.46%	+0.05%
5-year	0.96%	0.89%	+0.07%
10-year	1.49%	1.47%	+0.02%
30-year	2.04%	2.09%	-0.05%

Source: Bloomberg as of 9/30/2021.



- The 2-year Treasury yield moved just slightly higher during the quarter.



Source: Bloomberg, as of 9/30/21.

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 and U.S. Treasury Notes. The Treasurer continues to maintain an adequate level of liquid assets to ensure the ability to meet all cash flow needs.
2. Diversification - The Monterey County Treasurer’s portfolio consists of 228 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
12.3%	2.8%	14.9%	43.6%	17.7%	5.9%	2.7%	0.1%

• Total may not equal 100% due to rounding

3. Credit Risk – Approximately 85% 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 (12.3%) is rated in the higher levels of investment grade and all Federal Agency and Municipal holdings are rated A+ or higher. 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
2.8%	8.2%	63.7%	8.2%	8.7%	3.3%	1.6%	3.5%	<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 July – September quarter. The portfolio’s average weighted maturity was 571 days, and the Treasurer maintained \$320M (15%) in overnight investments and \$507M (24%) 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

	June 30, 2021	September 30, 2021
Total Assets	\$2,196,394,068.88	\$2,129,066,305.90
Market Value	\$2,211,758,053.83	\$2,140,839,223.96
Days to Maturity	604	571
Yield	0.69%	0.57%
Estimated Earnings	\$3,788,827.31	\$2,945,448.07

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

CONSENT I

Monterey County Portfolio Management Portfolio Details - Investments September 30, 2021

Page 1

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
Money Market Accts - GC 53601(k)(2)												
SYS11672	11672	BlackRock			0.00	0.00	0.00	0.337			0.337	
SYS12159	12159	DREYFUS AMT FREE TAX EXEMPT MM			9,229,772.12	9,229,772.12	9,229,772.12	0.010			0.010	
SYS11830	11830	Federated		07/01/2021	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	
Subtotal and Average			9,229,736.01		9,229,772.12	9,229,772.12	9,229,772.12				0.010	
State Pool - GC 16429.1												
SYS11361	11361	LAIF			75,000,000.00	75,000,000.00	75,000,000.00	0.242			0.242	
Subtotal and Average			55,132,608.70		75,000,000.00	75,000,000.00	75,000,000.00				0.242	
CALTRUST/CAMP - GC 53601(p)												
SYS11801	11801	CalTrust			8,800,000.00	8,800,000.00	8,800,000.00	0.159	Aaa	AAA	0.159	
SYS11802	11802	CalTrust			0.00	0.00	0.00	0.025	Aaa	AAA	0.025	
SYS12296	11803	CalTrust			20,000,000.00	20,000,000.00	20,000,000.00	0.025			0.025	
SYS12211	12211	CalTrust			41,050,000.00	41,050,000.00	41,050,000.00	0.030			0.030	
SYS12219	12219	CalTrust			331,320.21	331,320.21	331,320.21	0.030			0.030	
SYS10379	10379	Calif. Asset Mgmt			165,705,000.00	165,705,000.00	165,705,000.00	0.051		AAA	0.051	
SYS11961	11961	Calif. Asset Mgmt		07/01/2021	0.00	0.00	0.00	0.658		AAA	0.658	
Subtotal and Average			139,748,702.80		235,886,320.21	235,886,320.21	235,886,320.21				0.049	
SWEEP ACCOUNT-MORG STNLY												
SYS12041	12041	Morgan Stanley			1.00	1.00	1.00	23.548			23.548	
Subtotal and Average			1.04		1.00	1.00	1.00				23.548	
SWEEP ACCOUNT - CUSTOM												
SYS12138	12138	Morgan Stanley			121,212.57	121,212.57	121,212.57	0.026			0.026	
Subtotal and Average			123,148.22		121,212.57	121,212.57	121,212.57				0.026	
Medium Term Notes - GC 53601(k)												
88579YBH3	12359	MMM COMPANY		02/24/2020	130,000.00	134,495.40	130,730.31	2.000	A1	A+	1.825	02/14/2025
02079KAB3	12397	Alphabet INC		08/17/2020	5,000,000.00	5,343,950.00	5,350,097.16	3.375	Aa2	AA+	0.432	02/25/2024
023135AM8	12301	Amazon		05/31/2019	4,500,000.00	4,500,360.00	4,506,381.24	3.300	A1	AA	2.472	12/05/2021
023135AW6	12317	Amazon		09/03/2019	200,000.00	205,564.00	201,667.86	2.400	A1	AA	1.936	02/22/2023
023135BP0	12375	Amazon		06/03/2020	5,415,000.00	5,427,346.20	5,410,774.29	0.400	A1	AA	0.447	06/03/2023
023135BW5	12501	Amazon		05/12/2021	5,680,000.00	5,668,526.40	5,672,774.51	0.450	A1	AA	0.499	05/12/2024

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated			YTM	Maturity Date
								Rate	Moody's	S&P		
Medium Term Notes - GC 53601(k)												
023135BW5	12502	Amazon		05/12/2021	75,000.00	74,848.50	74,904.59	0.450	A1	AA	0.499	05/12/2024
025816BM0	12156	American Express Credit		08/21/2017	250,000.00	254,332.50	249,962.50	2.500	A3	BBB+	2.519	08/01/2022
037833DV9	12383	Apple Inc Corp Notes		06/30/2020	5,000,000.00	5,036,500.00	5,027,931.13	0.750	Aa1	AA+	0.401	05/11/2023
037833AS9	12445	Apple Inc Corp Notes		12/11/2020	5,000,000.00	5,371,850.00	5,376,098.98	3.450	Aa1	AA+	0.524	05/06/2024
04636NAA1	12526	Astrazeneca Finanace		07/23/2021	135,000.00	135,033.75	135,594.21	1.200	A3	A-	1.101	05/28/2026
06406FAD5	12371	Bank of New York Mellon Corp		05/21/2020	125,000.00	129,055.00	127,772.42	2.200	A1	A	0.932	08/16/2023
06406HCX5	12417	Bank of New York Mellon Corp		09/30/2020	5,000,000.00	5,359,900.00	5,369,284.31	3.250	A1	A	0.702	09/11/2024
06406RAN7	12478	Bank of New York Mellon Corp		03/31/2021	4,000,000.00	4,088,760.00	4,069,771.35	1.600	A1	A	1.088	04/24/2025
06406RAS6	12493	Bank of New York Mellon Corp		04/26/2021	50,000.00	49,904.50	49,954.18	0.500	A1	A	0.536	04/26/2024
06051GGE3	12202	Bank of America Corp		06/07/2018	250,000.00	252,077.50	248,943.83	3.124	A2	A-	3.477	01/20/2023
06051GJH3	12436	Bank of America Corp		11/20/2020	4,400,000.00	4,415,224.00	4,409,232.75	0.810	A2	A-	0.740	10/24/2024
06051GHW2	12479	Bank of America Corp		03/31/2021	5,000,000.00	5,222,650.00	5,214,208.78	2.456	A2	A-	1.074	10/22/2025
06051GJH3	12490	Bank of America Corp		04/19/2021	5,000,000.00	5,017,300.00	5,003,356.96	0.810	A2	A-	0.779	10/24/2024
110122DC9	12418B	BRISTOL-MYERS SQUIBB		09/30/2020	29,000.00	31,979.46	32,286.60	3.875	A2	A+	0.879	08/15/2025
110122DT2	12432	BRISTOL-MYERS SQUIBB		11/13/2020	80,000.00	80,014.40	80,000.00	0.537	A2	A+	0.537	11/13/2023
110122DT2	12439	BRISTOL-MYERS SQUIBB		11/20/2020	5,000,000.00	5,000,900.00	5,003,373.25	0.537	A2	A+	0.505	11/13/2023
110122CM8	12444	BRISTOL-MYERS SQUIBB		12/11/2020	5,000,000.00	5,308,700.00	5,309,983.33	2.900	A2	A+	0.621	07/26/2024
084664BT7	12291	Berkshire Hathaway Finance		04/26/2019	8,625,000.00	8,772,918.75	8,650,191.59	3.000	Aa2	AA	2.509	05/15/2022
14913Q2E8	12183	CATERPILLAR FINL SERVC		03/12/2018	250,000.00	256,690.00	248,446.97	2.550	A2	A	3.129	11/29/2022
14913R2D8	12481	CATERPILLAR FINL SERVC		03/31/2021	5,000,000.00	5,030,500.00	5,023,733.09	0.650	A2	A	0.380	07/07/2023
14913R2L0	12506	CATERPILLAR FINL SERVC		05/17/2021	10,000,000.00	9,981,100.00	9,988,262.59	0.450	A2	A	0.495	05/17/2024
14913R2P1	12530	CATERPILLAR FINL SERVC		09/14/2021	135,000.00	134,955.45	134,819.29	0.600	A2	A	0.645	09/13/2024
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	5,272,250.00	5,273,147.35	2.895	Aa2	AA-	0.503	03/03/2024
808513BN4	12474	CHARLES SCHWAR CORP		03/18/2021	25,000.00	25,118.75	24,989.73	0.750	A2	A	0.767	03/18/2024
172967LC3	12307	Citibank		06/07/2019	3,840,000.00	3,849,792.00	3,842,467.15	2.900	A3	BBB+	2.530	12/08/2021
172967GL9	12308	Citibank		07/12/2019	250,000.00	260,382.50	252,863.64	3.375	A3	BBB+	2.523	03/01/2023
172967MR9	12406	Citibank		09/17/2020	5,000,000.00	5,097,250.00	5,091,105.31	1.678	A3	BBB+	0.711	05/15/2024
191216CL2	12403	Coca- Cola Co		09/16/2020	5,000,000.00	5,183,350.00	5,187,391.61	1.750	A1	A+	0.458	09/06/2024
20030NCR0	12414	COMCAST CORP		09/30/2020	5,000,000.00	5,377,550.00	5,375,062.59	3.700	A3	A-	0.703	04/15/2024
254687FK7	12319	The Walt Disney Copr		09/06/2019	240,000.00	247,440.00	239,508.76	1.750	A2	BBB+	1.851	08/30/2024
291011BG8	12415	EMERSON ELECTRIC CO		09/30/2020	80,000.00	85,924.80	86,605.50	3.150	A2	A	0.848	06/01/2025
38141GXS8	12462	Goldman Sachs		02/17/2021	60,000.00	59,422.20	60,123.40	0.855	A2	BBB+	0.807	02/12/2026
38141GYE8	12515	Goldman Sachs		06/22/2021	10,000,000.00	10,001,700.00	9,982,167.10	0.657	A2	BBB+	0.746	09/10/2024
438516BW5	12370	Honeywell Internatioanl		05/20/2020	100,000.00	104,778.00	103,590.86	2.300	A2	A	0.995	08/15/2024
02665WCZ2	12318	American Honda Finance		09/03/2019	200,000.00	208,754.00	201,967.45	2.400	A3	A-	2.021	06/27/2024

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								Rate	Moody's	S&P		
Medium Term Notes - GC 53601(k)												
02665WDF5	12333	American Honda Finance		11/27/2019	5,000,000.00	5,055,250.00	4,999,935.89	1.950	A3	A-	1.952	05/20/2022
459200JZ5	12527	IBM Corp Notes		07/23/2021	120,000.00	130,792.80	131,886.26	3.300	A2	A-	1.094	05/15/2026
24422EUA5	12180	John Deere Capital Corp		03/12/2018	250,000.00	257,742.50	248,519.41	2.700	A2	A	3.209	01/06/2023
24422EVH9	12374	John Deere Capital Corp		06/04/2020	3,340,000.00	3,362,077.40	3,338,437.08	0.700	A2	A	0.726	07/05/2023
24422EVH9	12382	John Deere Capital Corp		06/30/2020	5,000,000.00	5,033,050.00	5,012,826.08	0.700	A2	A	0.553	07/05/2023
24422EUX5	12446	John Deere Capital Corp		12/11/2020	5,000,000.00	5,248,900.00	5,249,239.28	2.600	A2	A	0.531	03/07/2024
46625HJD3	12329	JP Morgan Chase		11/18/2019	5,000,000.00	5,066,000.00	5,037,681.04	4.500	A2	A-	2.032	01/24/2022
46625HJD3	12341	JP Morgan Chase		12/17/2019	5,000,000.00	5,066,000.00	5,037,878.14	4.500	A2	A-	2.022	01/24/2022
46647PBZ8	12473	JP Morgan Chase		03/16/2021	65,000.00	65,187.85	65,000.00	0.697	A2	A-	0.697	03/16/2024
46647PBQ8	12482	JP Morgan Chase		04/05/2021	3,900,000.00	3,964,935.00	3,967,464.51	1.514	A2	A-	0.557	06/01/2024
46647PCH7	12510	JP Morgan Chase		06/01/2021	165,000.00	164,970.30	165,000.00	0.824	A2	A-	0.824	06/01/2025
46647PCH7	12517	JP Morgan Chase		06/22/2021	10,000,000.00	9,998,200.00	9,974,139.53	0.824	A2	A-	0.920	06/01/2025
539830BE8	12468	Lockheed Martin Corp		03/08/2021	60,000.00	63,825.00	63,888.79	2.900	A3	A-	0.840	03/01/2025
539830BH1	12528	Lockheed Martin Corp		07/23/2021	120,000.00	131,916.00	132,370.77	3.550	A3	A-	0.947	01/15/2026
57636QAB0	12282	MASTERCARD INC		04/04/2019	250,000.00	267,365.00	253,927.80	3.375	A1	A+	2.699	04/01/2024
58933YAQ8	12316	MERCK & CO INC		09/03/2019	10,000,000.00	10,077,000.00	10,021,696.12	2.350	A1	A+	1.729	02/10/2022
58933YAR6	12469	MERCK & CO INC		03/09/2021	125,000.00	132,340.00	132,148.18	2.750	A1	A+	0.897	02/10/2025
6174468W2	12458	Morgan Stanley		01/25/2021	100,000.00	100,072.00	100,000.00	0.529	A1	BBB+	0.529	01/25/2024
61772BAA1	12491	Morgan Stanley		04/22/2021	15,000.00	15,049.80	15,000.00	0.731	A1	BBB+	0.731	04/05/2024
61772BAA1	12492	Morgan Stanley		04/22/2021	50,000.00	50,166.00	50,049.32	0.731	A1	BBB+	0.671	04/05/2024
6174468R3	12516	Morgan Stanley		06/22/2021	5,000,000.00	4,989,850.00	4,998,782.55	0.864	A1	BBB+	0.872	10/21/2025
61747YEA9	12519	Morgan Stanley		06/24/2021	10,000,000.00	9,969,300.00	9,961,249.72	0.790	A1	BBB+	0.934	05/30/2025
66989HAP3	12412	Novartis Capital Corp		09/22/2020	125,000.00	128,471.25	129,708.81	1.750	A1	AA-	0.594	02/14/2025
641062AU8	12529	Nestle Holdings Inc.		09/14/2021	195,000.00	195,060.45	195,000.00	0.606	N/A	AA-	0.606	09/14/2024
717081ES8	12280	PFIZER INC		04/04/2019	250,000.00	264,452.50	251,472.92	2.950	A2	A+	2.692	03/15/2024
717081DZ3	12315	PFIZER INC		09/03/2019	5,000,000.00	5,020,250.00	5,003,992.58	2.200	A2	A+	1.801	12/15/2021
717081ES8	12402	PFIZER INC		09/16/2020	5,000,000.00	5,289,050.00	5,292,548.53	2.950	A2	A+	0.486	03/15/2024
69353RFT0	12360	PNC Bank NA		02/25/2020	4,130,000.00	4,154,243.10	4,130,000.00	1.743	A2	A	1.743	02/24/2023
867914BM4	12340	SUNTRUST BANKS INC		12/16/2019	5,000,000.00	5,029,050.00	5,009,465.97	2.700	A3	A-	2.096	01/27/2022
89233P5T9	12231	Toyota Motor Corporation		12/07/2018	5,000,000.00	5,043,100.00	4,999,723.72	3.300	A1	A+	3.320	01/12/2022
89236TGJ8	12347	Toyota Motor Corporation		01/15/2020	5,000,000.00	5,000,550.00	5,000,032.80	1.800	A1	A+	1.759	10/07/2021
89236TGT6	12358	Toyota Motor Corporation		02/21/2020	130,000.00	133,528.20	129,812.72	1.800	A1	A+	1.845	02/13/2025
89236THF5	12401	Toyota Motor Corporation		09/16/2020	5,000,000.00	5,012,800.00	5,003,788.84	0.500	A1	A+	0.459	08/14/2023
89236TGT6	12485	Toyota Motor Corporation		04/13/2021	5,000,000.00	5,135,700.00	5,148,909.13	1.800	A1	A+	0.898	02/13/2025
904764BG1	12369	Unilever Capital Corp		05/20/2020	60,000.00	63,637.20	63,192.82	3.250	A1	A+	0.968	03/07/2024
91324PDM1	12398	United Health Group Inc		08/19/2020	2,125,000.00	2,270,796.25	2,270,873.54	3.500	A3	A+	0.573	02/15/2024

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
Medium Term Notes - GC 53601(k)												
91324PEB4	12508	United Health Group Inc		05/19/2021	5,000,000.00	5,000,350.00	5,000,131.60	0.550	A3	A+	0.549	05/15/2024
91324PEB4	12509	United Health Group Inc		05/19/2021	4,455,000.00	4,455,311.85	4,450,935.19	0.550	A3	A+	0.585	05/15/2024
91159HHX1	12313	US BANCORP		08/06/2019	200,000.00	209,522.00	200,691.83	2.400	A2	A+	2.270	07/30/2024
91159HHC7	12322	US BANCORP		10/28/2019	3,500,000.00	3,536,155.00	3,516,664.08	3.000	A2	A+	1.888	03/15/2022
91159HHX1	12405	US BANCORP		09/17/2020	5,000,000.00	5,238,050.00	5,256,359.33	2.400	A2	A+	0.525	07/30/2024
92826CAC6	12203	Visa Inc		06/07/2018	250,000.00	256,565.00	248,948.77	2.800	A1	AA-	3.178	12/14/2022
931142DP5	12447	Walmart Inc		12/11/2020	5,000,000.00	5,328,850.00	5,334,860.69	3.300	Aa2	AA	0.449	04/22/2024
Subtotal and Average			269,228,938.99		258,179,000.00	263,109,630.51	262,490,762.86				1.062	
Negotiable CDs - GC 53601(i)												
83369XDL9	12357	SOCIETE GENERALE NY		02/19/2020	10,000,000.00	10,064,700.00	10,000,000.00	1.800			1.800	02/14/2022
86565CKU2	12387	Sumitomo Mitsui Bank NY		07/14/2020	135,000.00	135,074.25	135,000.00	0.700			0.700	07/08/2022
89114WC29	12514	Toronto Dominion Bank		06/11/2021	25,000,000.00	25,000,250.00	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	25,001,250.00	25,000,000.00	0.170	N/A	A-1+	0.170	03/29/2022
Subtotal and Average			60,151,956.52		60,135,000.00	60,201,274.25	60,135,000.00				0.442	
Commercial Paper Disc.- GC 53601(h)												
22533UBB8	12507	Credit Agricole CIB NY		05/19/2021	30,500,000.00	30,485,360.00	30,480,844.31	0.170	P-1	A-1	0.170	02/11/2022
17327BBR5	12512	CitiGroup Global Market		06/02/2021	20,000,000.00	19,989,400.00	19,987,750.00	0.150	P-1	A-1	0.150	02/25/2022
2254EAZA4	12498	Credit Suisse		05/11/2021	25,000,000.00	24,994,750.00	24,989,305.55	0.220	P-1	A-1	0.220	12/10/2021
63873KB48	12497	Natixis NY Branch		05/11/2021	25,000,000.00	24,988,750.00	24,981,625.00	0.210	P-1	A-1	0.210	02/04/2022
78015DCN8	12524	Royal Bank of Canada		06/30/2021	25,000,000.00	24,983,250.00	24,982,083.33	0.150	P-1	A-1+	0.150	03/22/2022
Subtotal and Average			131,200,297.83		125,500,000.00	125,441,510.00	125,421,608.19				0.181	
Fed Agcy Coupon Sec - GC 53601(f)												
3130AF5B9	12222	Federal Home Loan Bank		10/12/2018	10,000,000.00	10,009,000.00	9,999,969.44	3.000		AA+	3.011	10/12/2021
3130AFW94	12264	Federal Home Loan Bank		02/15/2019	370,000.00	388,747.90	369,379.34	2.500		AA+	2.576	02/13/2024
3130AJM22	12407	Federal Home Loan Bank		09/18/2020	12,535,000.00	12,526,852.25	12,588,605.66	0.440	Aaa	AA+	0.292	08/28/2024
3130AKJW7	12451	Federal Home Loan Bank		12/16/2020	25,000,000.00	24,740,000.00	25,021,039.47	0.600	Aaa	AA+	0.580	12/15/2025
3137EAES4	12384	Federal Home Loan Mtg Corp		06/30/2020	25,000,000.00	25,000,000.00	24,978,072.72	0.250	Aaa	AA+	0.301	06/26/2023
3137EAEU9	12391	Federal Home Loan Mtg Corp		07/23/2020	155,000.00	152,963.30	154,411.84	0.375		AA+	0.476	07/21/2025
3137EAES4	12395	Federal Home Loan Mtg Corp		08/17/2020	22,635,000.00	22,635,000.00	22,624,826.35	0.250	Aaa	AA+	0.276	06/26/2023
3137EAEW5	12399	Federal Home Loan Mtg Corp		09/04/2020	15,000,000.00	14,989,200.00	15,004,783.84	0.250	Aaa	AA+	0.233	09/08/2023
3137EAEW5	12400	Federal Home Loan Mtg Corp		09/04/2020	290,000.00	289,791.20	290,092.49	0.250	Aaa	AA+	0.233	09/08/2023
3137EAEW5	12409	Federal Home Loan Mtg Corp		09/18/2020	25,000,000.00	24,982,000.00	25,005,536.92	0.250	Aaa	AA+	0.239	09/08/2023
3137EAEV7	12411	Federal Home Loan Mtg Corp		09/18/2020	25,000,000.00	24,990,000.00	25,003,072.21	0.250	Aaa	AA+	0.243	08/24/2023

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								Rate	Moody's	S&P		
Fed Agcy Coupon Sec - GC 53601(f)												
3137EAEV7	12413	Federal Home Loan Mtg Corp		09/30/2020	25,000,000.00	24,990,000.00	25,009,976.77	0.250	Aaa	AA+	0.229	08/24/2023
3134GWVB9	12420	Federal Home Loan Mtg Corp		10/15/2020	10,650,000.00	10,526,673.00	10,643,561.65	0.550	Aaa	N/A	0.565	09/29/2025
3137EAEY1	12421	Federal Home Loan Mtg Corp		10/16/2020	250,000.00	249,047.50	249,435.14	0.125	N/A	AA+	0.236	10/16/2023
3137EAEZ8	12429	Federal Home Loan Mtg Corp		11/05/2020	29,545,000.00	29,504,227.90	29,526,428.47	0.250	N/A	AA+	0.280	11/06/2023
3134GXBD5	12448	Federal Home Loan Mtg Corp		12/11/2020	25,000,000.00	24,981,750.00	24,993,306.32	0.360	Aaa	N/A	0.370	05/15/2024
3135G0V34	12263	Federal National Mtg Assn		02/08/2019	335,000.00	351,843.80	334,414.70	2.500		AA+	2.580	02/05/2024
3135G03U5	12366	Federal National Mtg Assn		04/24/2020	470,000.00	469,069.40	469,310.20	0.625	Aaa	AA+	0.667	04/22/2025
3135G04Q3	12372	Federal National Mtg Assn		05/22/2020	240,000.00	240,093.60	239,604.69	0.250	Aaa	AA+	0.351	05/22/2023
3135G03U5	12373	Federal National Mtg Assn		06/03/2020	450,000.00	449,109.00	452,025.28	0.625	Aaa	AA+	0.497	04/22/2025
3135G04Z3	12380	Federal National Mtg Assn		06/19/2020	545,000.00	541,702.75	544,161.73	0.500	Aaa	AA+	0.542	06/17/2025
3135G04Q3	12381	Federal National Mtg Assn		06/30/2020	31,000,000.00	31,012,090.00	30,990,505.43	0.250	Aaa	AA+	0.269	05/22/2023
3135G05G4	12385	Federal National Mtg Assn		07/10/2020	515,000.00	514,881.55	514,344.88	0.250	Aaa	AA+	0.322	07/10/2023
3135G04Z3	12386	Federal National Mtg Assn		07/10/2020	950,000.00	944,252.50	951,542.75	0.500	Aaa	AA+	0.456	06/17/2025
3135G05R0	12394	Federal National Mtg Assn		08/12/2020	15,000,000.00	15,007,050.00	14,983,243.97	0.300	Aaa	AA+	0.360	08/10/2023
3135G05G4	12396	Federal National Mtg Assn		08/17/2020	15,000,000.00	14,996,550.00	14,995,405.08	0.250	Aaa	AA+	0.267	07/10/2023
3135G05G4	12408	Federal National Mtg Assn		09/18/2020	25,000,000.00	24,994,250.00	25,001,420.70	0.250	Aaa	AA+	0.247	07/10/2023
3135G0V75	12416	Federal National Mtg Assn		09/30/2020	13,800,000.00	14,283,690.00	14,380,007.67	1.750	Aaa	AA+	0.216	07/02/2024
3135G06H1	12440	Federal National Mtg Assn		11/25/2020	25,000,000.00	24,970,250.00	24,990,676.52	0.250	N/A	AA+	0.267	11/27/2023
Subtotal and Average			380,436,838.82		379,735,000.00	379,730,085.65	380,309,162.23				0.379	
US Treasury Note-GC 53601(b)												
9128282P4	12179A	U.S. Treasury		03/12/2018	780,000.00	791,637.60	775,487.72	1.875	Aaa	N/A	2.617	07/31/2022
9128284D9	12226	U.S. Treasury		11/07/2018	850,000.00	879,384.50	843,889.26	2.500	Aaa	N/A	3.017	03/31/2023
912828T91	12245	U.S. Treasury		01/11/2019	500,000.00	513,595.00	490,927.88	1.625	Aaa	N/A	2.557	10/31/2023
912828VB3	12246	U.S. Treasury		01/11/2019	785,000.00	804,530.80	775,372.80	1.750	Aaa	N/A	2.555	05/15/2023
9128285R7	12251	U.S. Treasury		01/15/2019	21,750,000.00	21,864,840.00	21,754,726.70	2.625	Aaa	N/A	2.514	12/15/2021
912828V23	12260C	U.S. Treasury		01/31/2019	500,000.00	521,250.00	496,748.30	2.250	Aaa	N/A	2.560	12/31/2023
912828U57	12261	U.S. Treasury		02/08/2019	500,000.00	519,415.00	496,221.66	2.125	Aaa	N/A	2.498	11/30/2023
912828P38	12262	U.S. Treasury		02/08/2019	700,000.00	714,763.00	693,447.19	1.750	Aaa	N/A	2.492	01/31/2023
9128286G0	12274	U.S. Treasury		03/07/2019	400,000.00	419,080.00	398,358.72	2.375	Aaa	N/A	0.000	02/29/2024
912828WJ5	12305	U.S. Treasury		06/06/2019	500,000.00	526,955.00	507,165.90	2.500	Aaa	N/A	1.924	05/15/2024
912828S35	12309	U.S. Treasury		07/12/2019	750,000.00	765,000.00	744,474.78	1.375	Aaa	N/A	1.815	06/30/2023
912828Q29	12320	U.S. Treasury		09/06/2019	950,000.00	968,667.50	952,194.24	1.500	Aaa	N/A	1.341	03/31/2023
912828T67	12330	U.S. Treasury		11/18/2019	40,350,000.00	40,389,139.50	40,337,863.70	1.250	Aaa	N/A	1.624	10/31/2021
912828YM6	12331	U.S. Treasury		11/19/2019	170,000.00	174,994.60	169,160.45	1.500	Aaa	N/A	1.668	10/31/2024
912828U81	12335	U.S. Treasury		11/27/2019	25,000,000.00	25,120,750.00	25,024,046.42	2.000	Aaa	N/A	1.605	12/31/2021

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Monterey County Portfolio Management Portfolio Details - Investments September 30, 2021

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated			YTM	Maturity Date
								Rate	Moody's	S&P		
US Treasury Note-GC 53601(b)												
912828RR3	12337	U.S. Treasury		11/27/2019	25,800,000.00	25,861,146.00	25,812,489.03	2.000	Aaa	N/A	1.599	11/15/2021
912828YT1	12345	U.S. Treasury		12/19/2019	24,900,000.00	24,958,764.00	24,894,754.21	1.500	Aaa	N/A	1.608	11/30/2021
912828Z52	12352	U.S. Treasury		02/05/2020	500,000.00	512,600.00	500,026.11	1.375	Aaa	N/A	1.373	01/31/2025
912828YM6	12353	U.S. Treasury		02/05/2020	500,000.00	514,690.00	501,805.14	1.500	Aaa	N/A	1.378	10/31/2024
912828YY0	12354A	U.S. Treasury		02/05/2020	370,000.00	383,889.80	374,358.41	1.750	N/A	N/A	1.374	12/31/2024
912828ZC7	12362	U.S. Treasury		03/04/2020	400,000.00	406,672.00	403,921.54	1.125	Aaa	N/A	0.831	02/28/2025
912828ZR4	12379	U.S. Treasury		06/18/2020	25,000,000.00	25,006,750.00	24,987,718.90	0.125	Aaa	N/A	0.199	05/31/2022
912828ZM5	12410	U.S. Treasury		09/18/2020	30,700,000.00	30,709,517.00	30,698,281.60	0.125	Aaa	N/A	0.134	04/30/2022
91282CAP6	12419	U.S. Treasury		10/15/2020	20,300,000.00	20,227,123.00	20,280,064.99	0.125	Aaa	N/A	0.173	10/15/2023
91282CAG6	12424	U.S. Treasury		11/03/2020	25,000,000.00	25,005,750.00	24,992,164.04	0.125	Aaa	N/A	0.159	08/31/2022
912828M80	12425	U.S. Treasury		11/04/2020	25,000,000.00	25,543,000.00	25,531,425.68	2.000	Aaa	N/A	0.170	11/30/2022
91282CAR2	12426	U.S. Treasury		11/04/2020	25,000,000.00	25,003,000.00	24,987,779.52	0.125	Aaa	N/A	0.170	10/31/2022
912828TY6	12427	U.S. Treasury		11/04/2020	25,000,000.00	25,422,000.00	25,407,415.02	1.625	Aaa	N/A	0.171	11/15/2022
91282CAN1	12428	U.S. Treasury		11/04/2020	25,000,000.00	25,007,750.00	24,988,236.28	0.125	Aaa	N/A	0.172	09/30/2022
91282CAR2	12434	U.S. Treasury		11/18/2020	500,000.00	500,060.00	499,729.11	0.125	Aaa	N/A	0.175	10/31/2022
91282CAP6	12441	U.S. Treasury		12/01/2020	20,900,000.00	20,824,969.00	20,874,498.21	0.125	Aaa	N/A	0.185	10/15/2023
91282CAZ4	12443	U.S. Treasury		12/08/2020	325,000.00	318,792.50	324,766.33	0.375	Aaa	N/A	0.392	11/30/2025
91282CAX9	12450	U.S. Treasury		12/11/2020	28,210,000.00	28,205,486.40	28,200,229.55	0.125	Aaa	N/A	0.155	11/30/2022
91282CBA8	12452	U.S. Treasury		12/16/2020	25,000,000.00	24,882,750.00	24,971,975.15	0.125	Aaa	N/A	0.175	12/15/2023
91282CAW1	12454	U.S. Treasury		12/22/2020	25,000,000.00	24,964,750.00	25,050,789.56	0.250	Aaa	N/A	0.154	11/15/2023
91282CBA8	12455	U.S. Treasury		12/22/2020	25,000,000.00	24,882,750.00	24,977,600.99	0.125	Aaa	N/A	0.166	12/15/2023
912828YE4	12456	U.S. Treasury		12/22/2020	25,000,000.00	25,539,000.00	25,743,766.81	1.250	Aaa	N/A	0.224	08/31/2024
912828YM6	12457	U.S. Treasury		12/22/2020	22,500,000.00	23,161,050.00	23,370,244.44	1.500	Aaa	N/A	0.238	10/31/2024
91282CBE0	12459	U.S. Treasury		02/01/2021	20,000,000.00	19,893,000.00	19,975,159.44	0.125	Aaa	N/A	0.179	01/15/2024
91282CBM2	12461	U.S. Treasury		02/16/2021	14,400,000.00	14,317,344.00	14,378,156.59	0.125	Aaa	N/A	0.189	02/15/2024
91282CBM2	12463	U.S. Treasury		02/26/2021	10,000,000.00	9,942,600.00	9,952,510.95	0.125	Aaa	N/A	0.326	02/15/2024
912828ZF0	12464	U.S. Treasury		03/01/2021	25,000,000.00	24,861,250.00	24,936,433.71	0.500	Aaa	N/A	0.574	03/31/2025
91282CAB7	12465	U.S. Treasury		03/01/2021	30,000,000.00	29,425,800.00	29,539,570.83	0.250	N/A	N/A	0.657	07/31/2025
91282CBQ3	12466	U.S. Treasury		03/04/2021	250,000.00	245,782.50	247,521.85	0.500	Aaa	N/A	0.729	02/28/2026
91282CBH3	12467	U.S. Treasury		03/04/2021	250,000.00	244,630.00	246,320.52	0.375	Aaa	N/A	0.721	01/31/2026
912828P46	12470	U.S. Treasury		03/09/2021	500,000.00	515,900.00	517,197.16	1.625	Aaa	N/A	0.821	02/15/2026
91282CBN0	12471	U.S. Treasury		03/09/2021	500,000.00	499,630.00	499,832.59	0.125	N/A	N/A	0.148	02/28/2023
91282CBM2	12472	U.S. Treasury		03/09/2021	500,000.00	497,130.00	497,664.34	0.125	Aaa	N/A	0.322	02/15/2024
91282CBR1	12475	U.S. Treasury		03/23/2021	200,000.00	199,304.00	199,659.01	0.250	Aaa	N/A	0.320	03/15/2024
912828ZF0	12476	U.S. Treasury		03/26/2021	250,000.00	248,612.50	249,353.49	0.500	Aaa	N/A	0.575	03/31/2025
912828YH7	12477	U.S. Treasury		03/31/2021	25,000,000.00	25,731,500.00	25,758,317.20	1.500	Aaa	N/A	0.478	09/30/2024

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Monterey County Portfolio Management Portfolio Details - Investments September 30, 2021

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated			YTM	Maturity Date
								Rate	Moody's	S&P		
US Treasury Note-GC 53601(b)												
9128286Z8	12480	U.S. Treasury		03/31/2021	19,000,000.00	19,669,370.00	19,694,242.94	1.750	Aaa	N/A	0.409	06/30/2024
91282CBR1	12484	U.S. Treasury		04/06/2021	250,000.00	249,130.00	249,323.79	0.250	Aaa	N/A	0.361	03/15/2024
91282CBC4	12486	U.S. Treasury		04/12/2021	250,000.00	244,960.00	245,490.04	0.375	Aaa	N/A	0.809	12/31/2025
91282CBV2	12487	U.S. Treasury		04/15/2021	22,000,000.00	21,975,140.00	22,006,541.76	0.375	Aaa	N/A	0.363	04/15/2024
91282CBV2	12494	U.S. Treasury		04/30/2021	20,000,000.00	19,977,400.00	20,018,758.67	0.375	Aaa	N/A	0.338	04/15/2024
912828XX3	12495	U.S. Treasury		04/30/2021	500,000.00	520,920.00	522,028.00	2.000	Aaa	N/A	0.385	06/30/2024
91282CBR1	12496	U.S. Treasury		05/05/2021	250,000.00	249,130.00	249,748.80	0.250	Aaa	N/A	0.291	03/15/2024
91282CBE0	12499	U.S. Treasury		05/11/2021	25,000,000.00	24,866,250.00	24,932,452.60	0.125	Aaa	N/A	0.243	01/15/2024
91282CAK7	12500	U.S. Treasury		05/11/2021	25,000,000.00	24,923,750.00	24,965,014.67	0.125	Aaa	N/A	0.196	09/15/2023
91282CBR1	12505	U.S. Treasury		05/13/2021	13,200,000.00	13,154,064.00	13,190,198.65	0.250	Aaa	N/A	0.280	03/15/2024
912828YE4	12511	U.S. Treasury		06/02/2021	15,000,000.00	15,323,400.00	15,381,464.58	1.250	Aaa	N/A	0.371	08/31/2024
91282CCF6	12513	U.S. Treasury		06/07/2021	200,000.00	198,320.00	199,685.48	0.750	N/A	N/A	0.784	05/31/2026
91282CBW0	12518	U.S. Treasury		06/25/2021	250,000.00	248,077.50	248,653.16	0.750	Aaa	N/A	0.870	04/30/2026
9128282N9	12520	U.S. Treasury		06/30/2021	25,000,000.00	26,156,250.00	26,151,329.93	2.125	Aaa	N/A	0.484	07/31/2024
91282CCG4	12521	U.S. Treasury		06/30/2021	30,000,000.00	29,833,500.00	29,821,133.50	0.250	Aaa	N/A	0.472	06/15/2024
9128282Y5	12522	U.S. Treasury		06/30/2021	22,000,000.00	23,046,760.00	23,052,701.83	2.125	Aaa	N/A	0.513	09/30/2024
91282CCG4	12525	U.S. Treasury		07/07/2021	260,000.00	258,557.00	258,897.52	0.250	Aaa	N/A	0.407	06/15/2024
91282CBX8	12532	U.S. Treasury		09/30/2021	20,750,000.00	20,722,402.50	20,722,489.17	0.125	Aaa	N/A	0.209	04/30/2023
912828YV6	12533	U.S. Treasury		09/30/2021	20,000,000.00	20,585,200.00	20,579,186.47	1.500	Aaa	N/A	0.575	11/30/2024
912828YM6	12534	U.S. Treasury		09/30/2021	20,000,000.00	20,587,600.00	20,579,173.14	1.500	Aaa	N/A	0.551	10/31/2024
Subtotal and Average			953,598,989.41		926,150,000.00	932,228,926.20	932,900,338.72				0.528	
Supranationals												
459058JV6	12488	Inter-America Devel BK		04/20/2021	190,000.00	189,648.50	189,694.65	0.125		AAA	0.229	04/20/2023
459058JV6	12489	Inter-America Devel BK		04/20/2021	5,000,000.00	4,990,750.00	4,993,400.69	0.125		AAA	0.210	04/20/2023
4581X0DM7	12365	INTER AMERICAN DEVEL BK		04/24/2020	270,000.00	271,074.60	269,950.96	0.500		AAA	0.511	05/24/2023
4581X0DZ8	12531	INTER AMERICAN DEVEL BK		09/23/2021	265,000.00	264,258.00	264,805.35	0.500	Aaa	AAA	0.525	09/23/2024
459058JM6	12437	INTL BK RECON & DEVELP		11/24/2020	355,000.00	354,208.35	354,453.71	0.250	N/A	AAA	0.322	11/24/2023
459058JM6	12438	INTL BK RECON & DEVELP		11/24/2020	21,955,000.00	21,906,040.35	21,921,214.71	0.250	N/A	AAA	0.322	11/24/2023
459058GX5	12503	INTL BK RECON & DEVELP		05/13/2021	15,000,000.00	15,404,100.00	15,426,714.29	1.876		AAA	0.214	06/19/2023
459056HV2	12504	INTL BK RECON & DEVELP		05/13/2021	15,000,000.00	15,407,250.00	15,451,932.91	1.500	Aaa	AAA	0.455	08/28/2024
Subtotal and Average			58,677,809.37		58,035,000.00	58,787,329.80	58,872,167.27				0.321	
Municipal Bonds												
13017HAK2	12435	California Earthquake Authorit		11/24/2020	55,000.00	55,906.95	55,000.00	1.477	N/A	N/A	1.477	07/01/2023
13063DUY2	12364	California TXBL		04/22/2020	55,000.00	63,671.85	62,217.55	5.000	Aa2	AA-	1.051	03/01/2025

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Monterey County Portfolio Management Portfolio Details - Investments September 30, 2021

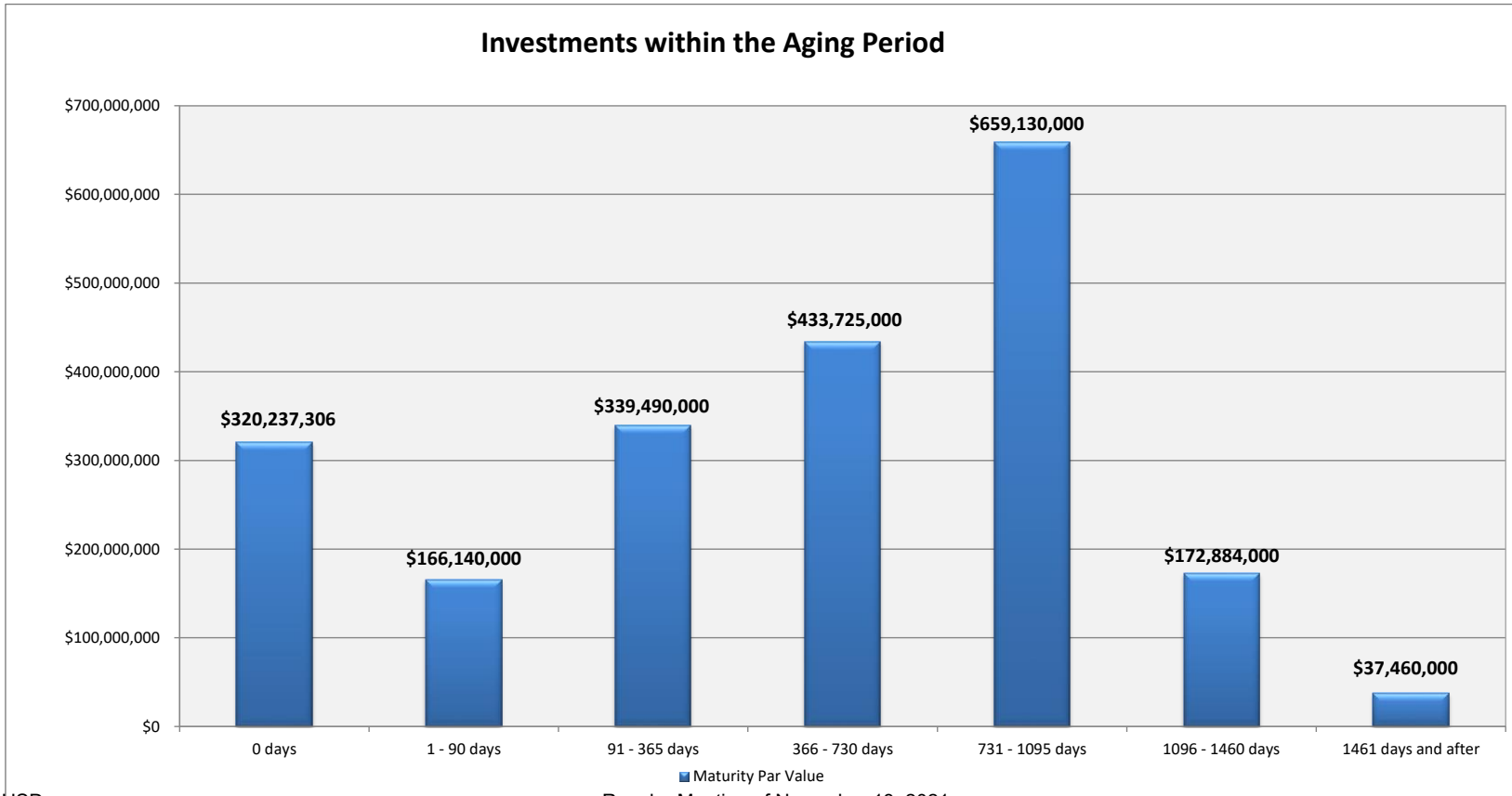
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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated			YTM	Maturity Date
								Rate	Moody's	S&P		
Municipal Bonds												
54438CYK2	12431	Los Angeles CCD		11/10/2020	100,000.00	99,546.00	100,000.00	0.773	Aaa	AA+	0.773	08/01/2025
646140DN0	12460	NJ TPK AUTH-B-TXBL		02/04/2021	55,000.00	55,039.60	55,000.00	0.897	A2	A+	0.897	01/01/2025
650036DT0	12453	NY ST Urban		12/23/2020	270,000.00	269,692.20	270,000.00	0.870	N/A	AA+	0.870	03/15/2025
798306WP7	12422	SAN JUAN CA UNIF SCH		10/29/2020	55,000.00	54,872.40	55,000.00	0.852	Aa2	N/A	0.899	08/01/2025
798306WN2	12423	SAN JUAN CA UNIF SCH		10/29/2020	60,000.00	60,034.80	60,000.00	0.702	Aa2	N/A	0.702	08/01/2024
574193TQ1	12392	State of Maryland		08/05/2020	110,000.00	109,750.30	109,978.12	0.510	Aaa	AAA	0.517	08/01/2024
91412HFM0	12388	University of California		07/16/2020	55,000.00	55,134.75	55,000.00	0.933	Aa2	AA	0.933	05/15/2025
977123X78	12389	Wisconsin St Transport		07/30/2020	140,000.00	139,384.00	140,000.00	0.774	N/A	AAA	0.774	07/01/2025
977123X60	12390	Wisconsin St Transport		07/30/2020	140,000.00	140,128.80	140,000.00	0.624	N/A	AAA	0.624	07/01/2024
Subtotal and Average			1,102,455.90		1,095,000.00	1,103,161.65	1,102,195.67				0.820	
Total and Average			2,058,631,483.59		2,129,066,305.90	2,140,839,223.96	2,141,468,540.84				0.474	



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

Aging Interval:	Maturity Dates	Maturities	Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value
Aging Interval: 0 days	(10/01/2021 - 10/01/2021)	14 Maturities	320,237,305.90	15.04%	320,237,305.90	320,237,305.90
Aging Interval: 1 - 90 days	(10/02/2021 - 12/30/2021)	10 Maturities	166,140,000.00	7.80%	166,141,982.40	166,448,591.50
Aging Interval: 91 - 365 days	(12/31/2021 - 10/01/2022)	24 Maturities	339,490,000.00	15.95%	339,556,436.65	340,189,995.10
Aging Interval: 366 - 730 days	(10/02/2022 - 10/01/2023)	46 Maturities	433,725,000.00	20.37%	434,998,593.63	435,253,654.30
Aging Interval: 731 - 1095 days	(10/02/2023 - 09/30/2024)	82 Maturities	659,130,000.00	30.96%	668,218,277.20	667,100,061.85
Aging Interval: 1096 - 1460 days	(10/01/2024 - 09/30/2025)	38 Maturities	172,884,000.00	8.12%	174,592,305.08	174,183,488.06
Aging Interval: 1461 days and after	(10/01/2025 -)	14 Maturities	37,460,000.00	1.76%	37,723,639.98	37,426,127.25
Total for 228 Investments			2,129,066,305.90	100.00	2,141,468,540.84	2,140,839,223.96



- | | |
|---|---|
| <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: Change Order 1 with McDonnell Roofing, Inc. for Pacific Grove High School K and L Wing Dry Rot Repairs

DATE: November 18, 2021

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

RECOMMENDATION:

The District Administration recommends the Board review and approve Change Order 1 with McDonnell Roofing, Inc. for Pacific Grove High School K and L wing dry rot repairs.

BACKGROUND:

Significant termite and dry rot damage exist in the fascia and glulam beam of the K&L Building. The significance of the damage to the structural glulam has resulted in this being a priority project. The District contracted services to a structural engineer, Howard Carter. Plans for repair were received the week of January 11, 2021. Plans call for removing the existing roof above the glue lam to observe any damage to the beam.

INFORMATION:

Upon removal of the roof, it was discovered that water was making its way underneath at the eaves through the splices in the flashing at the edge of the roof. There was quite a bit of roofing at the splices that was not called to remove. We investigated a few of these areas and discovered more water damage to the Tongue and Groove decking. From this discovery and talking with the structural engineer staff directed Otto Construction to remove the remainder of the roof above the Tongue & Groove decking at the eaves.

This increased McDonnell Roofing’s scope of work to include the additional areas that were removed and replaced by Otto Construction. This change order is for the additional materials and labor for insulation, fabric reinforcement, and flashing.

FISCAL IMPACT:

Measure D - \$53,040.00

PGHS K&L Dry Rot Repairs Project Budget

Original Budget - \$500,000.00

Encumbered Amount to Date - \$329,607.07

Encumbered Amount + CCO1 - \$382,647.07



Change Order

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

Date: November 18, 2021
 Contractor: McDonnell Roofing, Inc
 Project Name: PGHS K&L Dry Rot Repairs
 Change Order Number: 001

Original Contract Date: June 3, 2021

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

Provide and install 1" polyisocyanurate insulation and inverted cap sheet fastened to structural roof in areas of T&G repairs. 2) Provide and install 15 gal/square of emulsion and polyester fabric reinforcement for the R-1P-16-45-A system. Proposal based on R-16-30-AL system. 3) Provide and install 24-gauge galvanized edge metal around perimeter of the roof.

The original contract sum was:	<u>\$98,726.00</u>
Net amount of previous change orders:	<u>\$0.00</u>
Total original contract amount plus or minus change orders:	<u>\$98,726.00</u>
Total amount of this change order:	<u>\$53,040.00</u>
The contract time will be changed by the following number of <u>construction</u> days:	<u>N/A</u>
The date of completion as of the date of this change order:	<u>N/A</u>

Contractor:

Otto Construction
 Company Name

1215 Columbia Ave (#C-1)
 Address

Riverside, CA 92507
 City, State, Zip

 Date

 Signature

Owner:

Matt Kelly
 Name

435 Hillcrest Ave
 Address

Pacific Grove, CA 93950
 City, State, Zip

 Date

 Signature

- 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: E-Waste Pacific Grove Unified School District Equipment

DATE: November 18, 2021

PERSON(S) RESPONSIBLE: Song Chin Bendib, Assistant Superintendent

RECOMMENDATION:

The District Administration recommends the Board review and approve the surplus with the intent to E-Waste the attached list of equipment that is coming from Forest Grove.

BACKGROUND:

This equipment is nonfunctioning computers, Chromebooks, laptops and some printers. Laptops and desktops in this list are no longer functioning to support current level of education being offered at Pacific Grove Unified School District.

INFORMATION:

In our efforts to maintain an accurate inventory we are seeking board approval to e-waste these items which do not exceed in my estimate \$2000.00. Our intent is to recycle this equipment using Electronics Recycling Service.

FISCAL IMPACT:

No Fiscal impact.

Description/Make (brand name & type of equipment)	Reason for Discard	Working Yes or No	Month/Year Purchased	Last Function	Bar Code or ID Tag If over \$500	Model/Serial Number
<i>(sample)</i> Dell TX240 Server	<i>Outdated</i>	<i>yes</i>	<i>1/2000</i>	<i>Office computer</i>	<i>78943</i>	<i>VX-2652H</i>
HP printer	intermittant jamming, ink streaking	partially	pre-2011	Computer lab	X3836 DO# 100109	Color LaserJet 4600dn
HP printer	intermittant jamming, ink streaking	partially	pre-2011	Music	T74613	LaserJet 1022
HP printer	outdated	yes	pre-2011	Title 1	x	LaserJet 1012
Brother printer	jams	no	pre-2011	Kindergarten	T74334	HL-2070N
Brother printer	outdated, streaks	no	pre-2011	Counseling	T74665	HL-2040
Brother printer	outdated, jams	no	pre-2011	2nd grade	T74256	HL-2040
Brother printer	outdated, jams	partially	pre-2011	SPED	X3837	HL-2070N
Brother printer	outdated, jams	no	pre-2011	SPED	x	HL-2070N
Brother printer	outdated, jams	no	pre-2011	4th grade	x	HL-2070N
Dell monitor	doesn't turn on	no	Sept. 2008	1st grade	x	1708FPF
Dell Monitor	pixel damage	partially	Aug. 2013	3rd grade	x	P1913t
Eimo Doc Cam	physically broken	no	Sept. 2014	1st grade	x	TT-02rx No. 558246
Acer Laptop	outdated	yes	pre-2011	2nd grade	T92590 DO: 3842	Aspire One - D270-1410
Acer Laptop	outdated	yes	pre-2011	2nd grade	T92589 DO: 3831	Aspire One - D270-1410
Acer Laptop	outdated	yes	pre-2011	2nd grade	T92591 DO: 3843	Aspire One - D270-1410
Acer Laptop	outdated	yes	pre-2011	2nd grade	T92711 DO: 3818	Aspire One - D270-1410
Acer Laptop	outdated	yes	pre-2011	2nd grade	T92580 DO: 3840	Aspire One - D270-1410
Acer Laptop	outdated	yes	pre-2011	2nd grade	T92714 DO: 3821	Aspire One - D270-1410
Dymo whiteboard	outdated	yes	pre-2011	1st grade	DO: 100055	Mimio Teach
Dell laptop	outdated, dead battery	partially	pre-2011	Title 1	DO: 3200	Latitude E5500
Dell laptop	outdated	yes	pre-2011	Title 1	DO: 3198	Latitude E5500
Dell laptop	outdated	yes	pre-2011	Title 1	DO: 3197	Latitude E5500
Dell laptop	outdated	yes	pre-2011	Title 1	DO: 3199	Latitude E5500
Dell laptop	outdated, WiFi issues	partially	pre-2011	student checkout	DO: 3382	Latitude E5410
Dell laptop	outdated, WiFi issues	partially	pre-2011	student checkout	T82236 DO: 105073	Inspiron 1545
Toshiba laptop	outdated	yes	April 2012	Title 1	DO: 3648	Satellite C655
Toshiba laptop	outdated	yes	April 2012	Title 1	DO: 3649	Satellite C655
Toshiba laptop	outdated	yes	April 2012	Title 1	DO: 3650	Satellite C655

HP printer	outdated, mechanical fault	no	pre-2011	BASRP	x	Laserjet 2200DN
Brother printer	outdated, feed problems	no	pre-2011	5th grade	x	HL-2040
Brother printer	outdated	yes	pre-2011	3rd grade	T74224	HL-2040
Brother printer	outdated	yes	pre-2011	Kindergarten	T74213	HL-2040
Brother printer	outdated, feed problems	no	pre-2011	?	x	HL-2040
Brother printer	outdated, frequent jams	no	pre-2011	?	x	HL-2040
HP Chromebook	outdated, damage to case	yes	Spring 2015	Student checkout	T81005 102931	14 G3
HP Chromebook	outdated, screen scratched, dim camera	partially	Fall 2015	Student checkout	T74569 101630	14 G3
HP Chromebook	outdated, broken mic	partially	Spring 2015	Student checkout	T81234 103160	14 G3
HP Chromebook	outdated, blurry camera	partially	Spring 2015	Student checkout	T81140 103066	14 G3
HP Chromebook	outdated, motherboard issue	no	Spring 2015	Student checkout	T81060 102986	14 G3
HP Chromebook	outdated, broken WiFi	no	Spring 2015	Student checkout	T81238 103164	14 G3
HP Chromebook	outdated, broken WiFi	no	Spring 2015	Student checkout	T81116 103042	14 G3
HP Chromebook	outdated, broken battery	no	Spring 2015	Student checkout	T82288 103114	14 G3
HP Chromebook	outdated, motherboard issue	no	Spring 2015	Student checkout	T81199 103125	14 G3
HP Chromebook	broken screen	no	Fall 2016	Student checkout	T81821 104420	14 G4
HP Chromebook	broken screen	no	Fall 2016	Student checkout	T81399 104310	14 G4
HP Chromebook	broken power port	no	Fall 2016	Student checkout	T81404 104515	14 G4
HP Chromebook	outdated, broken keys	partially	Spring 2015	3rd grade	T81194 103120	14 G3
HP Chromebook	broken screen	no	Spring 2015	3rd grade	T81233 103159	14 G3
HP Chromebook	broken screen	no	Spring 2015	3rd grade	T81181 103107	14 G3
HP Chromebook	broken screen	no	Spring 2015	4th grade	T74581 101644	14 G3
HP Chromebook	broken power port	no	Spring 2015	3rd grade	T81134 103060	14 G3
HP Chromebook	outdated, broken keys	partially	Spring 2015	5th grade	T81207 103133	14 G3
HP Chromebook	outdated, broken keys	partially	Spring 2015	3rd grade	T81062 102988	14 G3
HP Chromebook	outdated, broken keys	partially	Spring 2015	Title 1	T81157 103083	14 G3
HP Chromebook	outdated, broken keys	partially	Spring 2015	Student checkout	T81161 103087	14 G3
HP Chromebook	outdated, broken keys	partially	Spring 2015	Student checkout	T81225 103151	14 G3
HP Chromebook	broken screen	no	Spring 2015	Student checkout	T81107 103033	14 G3
HP Chromebook	broken screen	no	Spring 2015	Student checkout	T81022 102948	14 G3
HP Chromebook	cracked case, broken camera	partially	Spring 2015	Student checkout	T81217 103143	14 G3
HP Chromebook	cracked case, broken keys	partially	Spring 2015	Student checkout	T81094 103020	14 G3

HP Chromebook	outdated, cracked case	partially	Spring 2015	Student checkout	Unknown library # 101658	14 G3
HP Chromebook	damaged hinge	partially	Spring 2015	Student checkout	T81000 102003	14 G3
HP Chromebook	broken screen	no	Spring 2015	Student checkout	T74571 101633	14 G3
HP Chromebook	broken screen	no	Spring 2015	Student checkout	T81121 103047	14 G3
HP Chromebook	broken screen	no	Spring 2015	Student checkout	T81126 103052	14 G3
HP Chromebook	broken screen	no	Spring 2015	Student checkout	T81168 103094	14 G3
HP Chromebook	broken screen	no	Spring 2015	Student checkout	T81137 103063	14 G3
HP Chromebook	broken screen	no	Spring 2015	Student checkout	T74570 101649	14 G3
HP Chromebook	broken screen	no	Spring 2015	Student checkout	T81133 103059	14 G3
Dell computer	outdated	yes	Pre-2011	ELD - staff	100312 2698 (blue tag)	Optiplex 755
HP Chromebook	broken screen, missing keys	no	Spring 2015	4th grade classroom	T81174 103100	14 G3
HP Chromebook	motherboard issue	no	Spring 2015	3rd grade classroom	T81055 102981	14 G3
HP Chromebook	screen does not turn on	no	Spring 2015	3rd grade classroom	T81212 103138	14 G3
Dell laptop	outdated	yes	pre-2011	Title 1	3101 (blue tag)	Inspiron 1545
Dell laptop	outdated	yes	pre-2011	Title 1	3102 (blue tag)	Inspiron 1545
Dell laptop	outdated	yes	pre-2011	Title 1	3105 (blue tag)	Inspiron 1545
Brother printer	power problems (frequently shuts off or will not turn on)	partially	2018	OT	U63572e5f199914	MFC-J6720dw
iPad	broken screen, other internal damage	no	Aug. 2020	David Ave pre-school DL	T82185 106023	7th gen
iPad	broken screen, other internal damage	no	Aug. 2020	David Ave pre-school DL	T82185 106023	7th gen

Pacific Grove Unified School District School/Site Forest Grove Page 3 of 3

Carey Parker

Buck Rogerson

11/8/21

PRINT NAME OF PERSON COMPLETING FORM

ADMINISTRATOR'S SIGNATURE

DATE

not write below this line***

Site Library Approval <u>Christina Parker</u>	District Tech Approval <u>Ruymond Adler</u>	Maintenance & Ops Approval <u>Matt Kelly</u>	Business Office Approval <u>Song Chimbendib</u>	Board Approval
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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: Contract for Services with Community Human Services at Pacific Grove Middle School

DATE: November 18th, 2021

PERSON(S) RESPONSIBLE: Sean Roach, Principal of Pacific Grove Middle School

RECOMMENDATION:

The District Administration recommends the Board review and approve the contract for services with Community Human Services at Pacific Grove Middle School for social emotional counseling.

BACKGROUND:

This is a new service, paid for with a grant from Chapman. This is a one time expense

INFORMATION:

This arrangement is for Community Human Services to place a contracted counselor at Pacific Grove Middle School beginning on December 1st, 2021 and ending on May 27th of 2022.

FISCAL IMPACT:

This is of no cost to PGUSD. A \$30,000 grant from the Chapman Foundation will cover the cost of this arrangement beginning on November 15th, 2021 and concluding on May 27th 2022. This is a new cost, and paid for with one time monies.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

AGREEMENT FOR CONTRACTOR SERVICES

(To be used for provision of services involving potential for liability exposure for District)

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

Community Human Services

94-6367167

CONTRACTOR SOCIAL SECURITY NUMBER OR BUSINESS ID #

P.O. Box 3076, Monterey, CA 93942-3076

MAILING ADDRESS CITY STATE ZIP

hereinafter referred to as CONTRACTOR.

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

- A. Services shall begin on or after November 15, 2021 and shall be completed on or before May 27, 2022.
- B. CONTRACTOR understands and agrees that CONTRACTOR and CONTRACTOR'S employees are not employees of the DISTRICT and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State and local taxes or contribution including Unemployment Insurance, Social Security, and Income Taxes with respect to CONTRACTOR'S employees.
- C. CONTRACTOR shall furnish, at CONTRACTOR'S own expense, all labor, materials equipment and other items necessary to carry out the terms of this Agreement.
- D. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor, with the authority to control and direct the performance of the details of the work, DISTRICT being interested only in the results obtained.
- E. CONTRACTOR agrees to defend, indemnify and hold harmless the DISTRICT, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of CONTRACTOR'S negligence in the performance of this Agreement, including but not limited to any claim due to injury and/or damage sustained by CONTRACTOR, and/or the CONTRACTOR'S employees or agents.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

- F. CONTRACTOR shall maintain Insurance with a minimum \$1,000,000 combined single limits of general liability and automobile coverage.
- G. Services to rendered to the DISTRICT by the CONTRACTOR are as follows:
 Counseling services for Pacific Grove Middle School
 students and their parent/families/legal guardians, as referred
 by school staff.

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

- I. The work completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT'S general right of inspection and supervision to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that our now, or may in the future become applicable to CONTRACTOR, CONTRACTOR'S business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

- J. CONTRACTOR shall be paid at the rate of:
 The fee for counseling services is \$50.00 per hour for English-speaking clinician or \$52.00 per hour for Spanish-speaking clinician, plus mileage reimbursement at 56 cents per mile.

Source of Funds: Chapman Grant

- K. Payments will be made by the District to the Contractor as follows:

Pacific Grove Middle School will be billed monthly within 15 days of the last date of service each month and no later than July 10, 2022 for the final invoice.

- L. This agreement may be terminated by either party notifying the other, in writing, at least 30 days prior to the date of termination.

- M. CONTRACTOR shall sign and submit a W-9 to DISTRICT prior to providing service.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

This Agreement is entered into this 15th day of November, 2021.

For the Site/Program:

For the Contractor:

Sean Roach 10/27/21
Site/Program Administrator Date

Robin McCrae
Name

For the District:

Chief Executive Officer
Title

Director of Human Resources Date

10/28/2021
Date

Assistant Superintendent Date

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

Assistant Superintendent

Date

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

- 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: November 18, 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 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 type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Equity Plan and Contract for Services with Praxis

DATE: November 18, 2021

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent; Presentation by Dr. Peter Flores, Praxis

RECOMMENDATION:

The District Administration recommends the Board review the Equity Plan and Proposal and provide direction to the Board to proceed with drawing up a formal contract for services with Praxis based upon the proposal. The contract would come back to the Board for final approval.

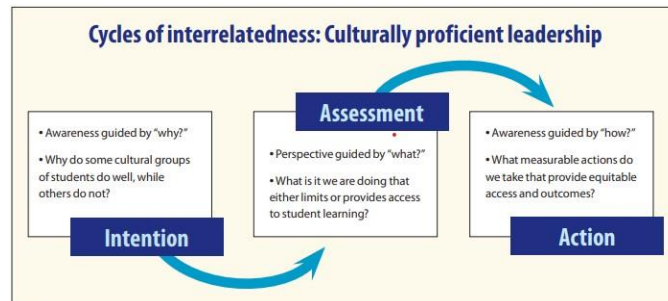
INFORMATION:

The first stage of the proposed 3-year PGUSD Equity Plan involves very in-depth work in building Equity and Access for ALL students through a commitment of study, inquiry and action. This work will be through a partnership with Praxis consultants and support from the Monterey County Office of Education. Praxis consultants are approved by the Center for Culturally Proficient Educational Practice (CCPEP) to deliver training for Cultural Proficiency as provided by their program outline (see below). Dr. Peter Flores III and Dr. Roberto Nunez both K-12 administrators will provide the training starting with superintendent & leadership team (combination of teachers and administrators) inquiry for supporting the district's ongoing commitment to equity and access for all Pacific Grove Unified School District students and families.

The focal feature of this work is to build a solid foundation of **Cultural Proficiency** – a model for shifting the culture of the school or district; it is a model for individual transformation and organizational change. A paradigm shift *from* viewing cultural difference as an obstacle/challenge *to* learning how to interact effectively with other cultures. The Conceptual Framework for Culturally Proficient Practices serves as a compass and map to enable educational leaders to respond effectively in cross-cultural environments by using a powerful set of interrelated tools to guide personal and organizational change.

This is intended as a long term plan that will grow to include students and other stakeholders.

An Implementation Plan for Building Capacity and Sustainability



Phase I (Intention)

- District Leadership Equity Planning and Book Study (Cultural Proficiency: A Manual for School Leaders (4th ed.)).
- *Cultural Proficiency – Equity and Access for All Students* District-wide Staff one-day Professional Development (February 21, 2022). Dr. Delores Lindsey and Dr. Randal Lindsey will deliver opening remarks and participate. This one-day staff professional development will provide a basic understanding of Cultural Proficiency and will provide an introduction and general overview of: • What is Cultural Proficiency? Why Cultural Proficiency? • Core Values, Culture, Identity • Barriers to Cultural Proficiency • Guiding Principles of Cultural Proficiency • Continuum of Cultural Proficiency • Essential Elements of Cultural Proficiency.
- Introduction to the Cultural Proficiency Framework (Small Group Elementary and Secondary) Cohort: Three professional learning sessions that will provide important foundational knowledge for a cohort comprised of Elementary and Secondary team members. These workshops will provide a small cohort of elementary and secondary personnel with an introduction to the Conceptual Framework for Culturally Proficient Practices. This will include learning and using the four tools and committing to individual and organizational work (Inside-Out Approach) in between sessions for addressing equity and access gaps within the district.

Phase II (Assessment)

- **10-day Cultural Proficiency Certification Program (1st Cohort)**. Building capacity and sustainability. This proposal is based on certification for a cohort of 30 participants from throughout the district. The 10 days are presented in three phases. Phase I as described above; Phase II focuses on how to apply the concept and tools to inform your organization's needs and practice and conducting an equity assessment or developing an equity action plan. Phase III continues cultural proficiency inquiry and application of the tools coupled with a focus on developing presentation and facilitation skills for leading group dialogues to build capacity and sustainability.

Phase III (Action)

- Equity Action Plan (monitoring of benchmarks and outcomes).
- Equity Self-Guided Assessment (coaching and breakthrough sessions).

This plan is supported through the contract with Praxis.

The purpose of the contract for services with Praxis is to develop the capacity of educational leaders within the Pacific Grove Unified School District to apply the Framework of Cultural Proficiency with focused attention on narrowing and closing achievement disparities. Praxis proposes a model that develops professional capital within the district to address inequities and builds on the richness of diversity within the school community. The attendant tools are designed to engage in an educator-led inquiry to support all students achieving at high levels. Participants will probe their personal values, beliefs, and assumptions about the students they serve and the extent to which assumptions embedded in institutional policies and practices support or limit access and achievement opportunities and outcomes for all students and their respective communities.

Overall Goals of the Contract for 2021-22 include:

- To systematize Cultural Proficiency efforts within the district that support student achievement goals aligned with the district's equity plan.
- To expand and deepen leadership practices throughout the school district to build on the inside-out process of personal commitment reflected in educators' values and their school or unit's policies and practices.
- To train PGUSD educational leaders in Culturally Proficient systemic educational practices; and,
- To engage participants in a book study and an inquiry project at their school or office sites.

FISCAL IMPACT:

Total cost paid out of ESSER III grant, \$91,350

Peter Flores III, Ed.D.
 Founder/Certified Senior Associate Trainer
Praxis Lead Equity, LLC
 Santa Maria, CA 93455



Submitted to: Dr. Ralph G. Porras, Superintendent, Pacific Grove Unified School District
 October 6, 2021



Dear Superintendent Porras:

Thank you for meeting with me and Dr. Roberto Núñez regarding the facilitation of high-quality Cultural Proficiency work during the 2021-2022 school year. Praxis Lead Equity, LLC is happy to provide our expertise in Cultural Proficiency Leadership by facilitating reflection and dialogue intended to lead individuals and Pacific Grove Unified School District toward Cultural Proficiency using a train-the-trainer development strategy.

As discussed during our September 17, 2021 meeting, Dr. Peter Flores III, certified Senior Associate Trainer and Dr. Roberto Núñez, Certified Trainer Associate for The Center for Culturally Proficient Practice (CCPEP), will provide 10-12 days of professional learning (in-person or virtually) to your school district, with periodic check-ins with you and your Leadership Team. The details of this proposal for the 2021-2022 school year are included on Appendix A. We would be open to discussing a two-to-three-year partnership, with the potential for the 10-day certification to be completed at a later date. It is our priority to personalize and tailor the details proposed for this high-quality professional learning plan to meet the needs of Pacific Grove Unified School District.

Each session described in this proposal will allow participants to:

- View *Cultural Proficiency* as a shared journey for educating Paramount's students.
- Experience *Cultural Proficiency* as personal and professional work.
- Use the *Conceptual Framework of Culturally Proficient Educational Practice* as a guide for addressing equity and access gap issues; and
- Use the *Tools of Cultural Proficiency* to build professional capital for leading conversations relative to school board and district policy, allocation of resources, use of assessment data, deliver curriculum and instruction, interact with parents and community members, and plan and use professional learning.

Thank you for your request,

Peter Flores III, Ed.D.
 Praxis Lead Equity, LLC.
Praxiscp19@gmail.com
 (805) 610-5107

**APPENDIX A
CULTURAL PROFICIENCY
PROPOSAL TO PROVIDE PROFESSIONAL SERVICES**

This proposal is developed by Praxis Lead Equity, LLC and submitted to Pacific Grove Unified School District on this 6th day of October, 2021.

DESCRIPTION OF PROFESSIONAL SERVICES

Praxis Lead Equity, LLC will provide consulting services and training in Culturally Proficient Educational Practice. This framework develops and nurtures the mindset of educators and organization members to deliver educational services resulting in equitable student outcomes. Culturally Proficient Educational Practice is built on an “inside-out” process that begins with individual awareness and moves to organization analyses and examination. Professional development uses the curriculum and resources developed by the Center for Culturally Proficient Educational Practice (CCPEP) to provide professional development to Pacific Grove Unified School District administrators, teachers, and staff to support the development of an equity action plan and/or how to conduct an equity self-assessment for transformational change in the Pacific Grove Unified School District. The proposal includes the 10-Day Cultural Proficiency Certification for an initial cohort of 30 participants.

LOCATION

All sessions will be conducted in-person and on-site in the school district in accordance with health guidelines of the CDC and the state and county health departments. Praxis Lead Equity, LLC consultants will follow the suggested location of the school district at the time of services unless health restrictions prevent them from doing so.

MATERIALS

Praxis Lead Equity, LLC will provide technology applications and electronic copies of documents necessary for engaging in the culturally proficient learning strategies. This does not include paper copies. If hardcopies of the learning guide or other handouts are preferred, the school district is asked to create/duplicate these at their cost. In addition, sticky chart paper, sticky notes, markers are required for face-to-face training. Praxis Lead Equity, LLC will provide materials to the site of training prior to the event.

***PROPOSED OUTLINE OF PROFESSIONAL SERVICES**

The proposed professional services are based on our initial meeting of September 17, 2021 and are divided into three distinct deliverables.

- I. A one-day Staff Professional Development on *Cultural Proficiency – Equity and Access for All Students*. This one-day staff professional development will provide a basic understanding of Cultural Proficiency and will provide an introduction and general overview of the following:
 - What is Cultural Proficiency? Why Cultural Proficiency?
 - Core Values, Culture, Identity
 - Barriers to Cultural Proficiency

- Guiding Principles of Cultural Proficiency
- Continuum of Cultural Proficiency
- Essential Elements of Cultural Proficiency

Cost: \$15,000. Daily rate is \$5000/day per presenter inclusive of planning and associated travel costs. The date discussed was February 21, 2022. This would be for a ½ day (3 hours). Dr. Randall Lindsey will deliver opening remarks.

- II. Introduction to the Cultural Proficiency Framework (Small Group Elementary and Secondary) Cohort: These workshops will provide important foundational knowledge for a cohort comprised of Elementary and Secondary team members. This cohort model will provide personnel an introduction to the Conceptual Framework for Culturally Proficient Practices. This will include learning and using the four tools and committing to individual and organizational work (Inside-Out Approach) in between sessions for addressing equity and access gaps within the district. Service Proposal is detailed and outlined in **Attachment A**.

Lead consultant will be Dr. Peter Flores accompanied by Dr. Roberto Núñez.

Cost: \$30,000. Daily rate is \$10,000/per workshop for two presenters for a total of three workshops. This cost is inclusive of pre-planning. This proposal includes all pre-planning/preparation, materials, Cultural Proficiency: A Manual for School Leaders (4th ed.) book, and all associated pre-planning, presentation, and travel costs.

- III. Optional: 10-Day Cultural Proficiency Certification Program. This proposal is based on certification for a cohort of 30 participants. The 10 days are presented in three phases. Phase I is three days and is the introduction to Cultural Proficiency, the inside-out approach, the conceptual framework and the four tools. Phase II is three days and focuses on how to apply the concept and tools to inform your organization's needs and practice. This may include learning how to conduct an equity assessment, review an existing equity plan or develop an initial equity action plan. Phase III encompasses four days with a continued focus on inquiry and application of the tools coupled with a focus on developing presentation and facilitation skills for leading group dialogue relative to building capacity towards equity and access using the lens of Cultural Proficiency. Overall Goals, Purpose, Certification Program, and In-Kind Support. Services Proposal is detailed and outlined in **Attachment B**.

This proposal includes all pre-planning/preparation, materials, Cultural Proficiency: A Manual for School Leaders (4th ed.) books, certificate, and all associated pre-planning, presentation, and travel costs.

Cost: \$61,350 (\$2045/per person for all three phases). This rate is set by the Center for Culturally Proficient Educational Practice (CCPEP). Minimum is 30 participants.

DESCRIPTION OF VENDOR/FACILITATORS

Praxis Lead Equity

Praxis Lead Equity, LLC is a proud supporter of and consultant that has worked in collaboration with The Center for Culturally Proficient Educational Practice. The Center for Culturally Proficient Educational Practice (CCPEP) is in North County San Diego, CA, as a collaborative partnership among the Southern California Professional Development Federation, and Co-Founders, Delores and Randall Lindsey.

Praxis consultants work throughout schools and other educational organizations to help achieve the vision of CCPEP, which is to provide and support educators with an equity-based professional learning framework that ensures high quality teaching and learning experiences exist for all learners. Praxis Lead Equity, LLC provides professional learning to individuals who wish to lead change in increasing equity, access, and inclusion in their school organizations.

Peter Flores III, Ed.D.



Dr. Peter Flores III is founder and lead consultant of Praxis Lead Equity, LLC, and is a Senior Associate for the Center for Culturally Proficient Educational Practice (CCPEP). Dr. Flores is a lead facilitator of the CCPEP Cultural Proficiency Certification program having conducted Cultural Proficiency training and equity professional development for county offices, school districts, and universities throughout California and across the United States. He has also presented at numerous state conferences, the International Cultural Proficiency Institute, facilitated at the Institute for Equity in Education and the Museum of Tolerance in Los Angeles as part of the Tools for Tolerance for Educators program. He co-authored ACSA Leadership articles titled “*Overcoming Barriers to Change*” and “*Leading from the Strawberry Fields: Transformative Leadership from Santa Maria*” and had a chapter published titled, *The Role of Formal and Nonformal leaders in Creating Culturally Proficient Educational Practices*. He is a former teacher and administrator with over 18 years’ experience in public education as a high school teacher, community school dean, assistant principal of middle school and high schools, and Director of Student Services at the district level. He is a retired and decorated U.S. Navy veteran who served honorably for 25 years and attended the U.S. Navy Senior Enlisted Academy.

Roberto Núñez, Ed.D.



Dr. Roberto Núñez is a K-12 Administrator and Educator, having served over 20 years as a high school, middle school, and elementary school principal. Roberto most recently served six years opening up the new Monte Bella Elementary, in the Alisal Union School District, and lead the effort of making the school a California Distinguished Gold Ribbon School within the first three years of existence. As the Director of Leadership Development at the MCOE, he is leading and developing the new Transformative Leadership Center at the county level. Dr. Núñez has presented on the topics of Cultural Proficiency and Transformative Leadership throughout the last several years, most recently co-presenting at CIBE 2019 and at CALSA Mentor-Protégé in March 2019. Dr. Núñez has walked the talk of being a transformative leader. He advocates for students of color having more access to an 21st Century education system, closing of the achievement gap, disrupting the school-to-prison pipeline, and is all in for equity.

***QUESTIONS TO BE ANSWERED IN NEGOTIATION OF THIS AGREEMENT**

- How many days are available to work with Superintendent and Leadership group? What days? What times? Duration?
- In what ways can the Superintendent and Leadership group commit to leading this work in between face-to face sessions? Dr. Flores and Dr. Núñez can provide options, to be worked out, for a hybrid delivery, including virtual (synchronous and asynchronous) and face-to-face.
- If we travel to you, how will that structure look for maximizing our time while there?
- We will be using a co-facilitator model, and coaching is individually provided by Dr. Flores or Dr. Núñez. Do you want us to connect virtually with the Superintendent Leadership group monthly?
- Can two rooms be available on the days of the 10-day Cultural Proficiency Certification or Introduction to the Tools of Cultural Proficiency staff professional development days? (Whole Group and Break Outs, Separately, etc.)
- What questions/concerns do you have?

*Details to be decided and agreed upon by both parties.

ATTACHMENT A***Leadership Development of Cultural Proficiency Framework
to the PGUSD Elementary and Secondary Cohort***

Presented to

Dr. Ralph G. Porras
Superintendent Pacific Grove Unified School District

By

Peter Flores III
Praxis Leadership and Equity Consulting
Praxis Lead Equity, LLC

October 6, 2021

Overall Goals for Pacific Grove Elementary and Secondary Cohort

- To operationalize the concept of equity among staff, parents, and students
- To understand the framework of Cultural Proficiency and how it relates to each site in the Pacific Grove Unified School District as a tool to address the achievement and opportunity gaps for all students.
- To prepare the PGUSD Cohort in partnership with the Superintendent to utilize the Tools of Cultural Proficiency in their planning and decision-making process.

Training Themes

- Use of the Four Tools of Cultural Proficiency:
 - Embracing the Guiding Principles of Cultural Proficiency as core values in esteeming culture as central to professional and institutional practice.
 - Recognizing, identifying, and overcoming professional and policy barriers to Cultural Proficiency.

ATTACHMENT B***Cultural Proficiency Certification and Related Training Experiences*****Memorandum of Understanding (MOU) for Services**

Presented to

Dr. Ralph G. Porras

Superintendent Pacific Grove Unified School District

by

Peter Flores III

Praxis Leadership and Equity Consulting, LLC

October 6, 2021Propose

To develop the capacity of educational leaders within the Pacific Grove Unified School District to apply the Framework of Cultural Proficiency with focused attention on narrowing and closing achievement disparities. We propose a model that develops professional capital within the district to address inequities and builds on the richness of diversity within the school community.

Overall Goals for 2021-22

- To systematize Cultural Proficiency efforts within the district that support student achievement goals aligned with the district's equity plan.
- To expand and deepen leadership practices throughout the school district to build on the inside-out process of personal commitment reflected in educators' values and their school or unit's policies and practices.
- To train PGUSD educational leaders in Culturally Proficient systemic educational practices; and,
- To engage participants in a book study and an inquiry project at their school or office sites.

Purpose

The purpose of the training is to learn and apply the Cultural Proficiency Framework and its attendant Tools to engage in an educator-led inquiry to support all students achieving at high levels. Participants will probe their personal values, beliefs, and assumptions about the students they serve

and the extent to which assumptions embedded in institutional policies and practices support or limit access and achievement opportunities and outcomes for all students and their respective communities. The cohort will continue learning together as a team developing professional capital and capacity to lead continuous academic growth within their sites and throughout the district. An expectation we facilitators hold is for participating educational leaders to be “doing their own work” by engaging in an ongoing book study and an on-going inquiry project that accompanies the professional learning sessions. Professional learning by members of this cohort begins by building a broad foundation of support throughout the district that will, intentionally, converge with other district professional learning opportunities.

Cultural Proficiency Certification Program: 2021-2022 School Year

The 10-day certification program is designed to develop the capacity of educators from Pacific Grove Unified School District (PGUSD) and their school sites to engage in, foster, assess, and sustain Culturally Proficient Educational Practices in service of all students within Paramount Unified School District. The Cultural Proficiency Certification Program is a 3-phase, 10-day professional learning experience offered by the Center for Culturally Proficient Educational Practice (CCPEP). The training consists of these phases:

- **Phase I (3 days):** The Cultural Proficiency Framework: The Four Tools. Participants will understand the 4 Tools of Cultural Proficiency as a response to address in proactive manner lingering equity gaps that are reflected in disparate achievement among student demographic groups.
- **Phase II (3 Days):** An Inquiry/Equity Action Plan. Participants, working in school-site or district-based teams identify inequities to examine, to describe and to address in a systemic manner students’ persistent and historical under achievement. Members will collect site-based data and explore how the Tools Cultural Proficiency can inform practice. Equity Action Plan are informed by inclusive core values informed by the Guiding Principles of Cultural Proficiency. Inclusive and intentional core values are used to frame the Five Essential Elements of Cultural Competence and Cultural Proficiency action plans to address disparities in ways that lead to increased student involvement in

school academic and extra-curricular activities. Students being more involved in the core activities of schooling necessarily improve learning opportunities and outcomes.

- **Phase III (4 Days):** Development of Presentation and Facilitation Leadership Skills for Equity and Access. Facilitators use trainer-of-trainer model to prepare participants as Certified Training Associates (CTAs) to build capacity using the Framework and 4 Tools of Cultural Proficiency in their school and district contexts. Participants engage in professional learning focused on developing or refreshing skills that foster presentation and facilitation of culturally proficient leadership practices.
- **Caveat.** Important to note is that the certification training is not designed or conducted to train the next generation of equity consultants. Rather, the training is intended for participants to engage selves, colleagues, community members, and students in culturally proficient learning that addresses and impacts persistent educational inequities in schools and districts. That said, we recognize that some participants will engage in consulting relationships with colleagues and others.
- **Schedule.** We propose below dates for training to be delivered in-person format.
Delivery method can be modified according to COVID-19 safety guidelines. Due to CDC guidelines, we may need to collaborate with PGUSD for an alternate delivery model that may allow for one or more of these features:
 - Including on-line (virtual, synchronous/asynchronous) components for delivery of content and collaboration.
 - Modifying Phase III to include leadership skills; and
 - Situating PGUSD’s Cultural Proficiency Equity Action Plan to link with current SEL, and PGUSD district Equity Plan and LCAP initiatives.

Proposed model/schedule for completing the 3-Phase Certification Training. To be delivered in person or virtual (synchronous/asynchronous) format. The following dates have been pre-scheduled:

Phase I Tools - (TBD)

Day 1:

Day 2:

Day 3:

Phase 2 Inquiry - (TBD)

Day 1:

Day 2:

Day 3:

Phase 3 Facilitation and Presentation - (TBD)

Day 1:

Day 2:

Day 3:

Day 4:

In-Kind Support

- PGUSD agrees to provide information technology support for the virtual training at locations as designated by the district. If training is conducted virtually, Praxis Lead Equity, LLC, will provide all technical facilitation with connectivity support from PGUSD.
- PGUSD agrees to provide room/location and any associated materials, meals, or snacks for participants.

Services Proposal

- Praxis Lead Equity, LLC, will coordinate with PGUSD the tracking of attendees' completion of training, coordinating with PGUSD on logistics, technology support, coordination of make-up sessions, W-9, insurance, and payment of consultants.

- This proposal covers the cost of the Certification fee (\$100.00) for 45 participants designated to be certified as verified by the consultant. Praxis Lead Equity, LLC will provide payment directly to the Center for Culturally Proficient Educational Practice (CCPEP) at the end of Phase III.
- This proposal covers the cost of books. Praxis LLC will arrange delivery of the books to PGUSD for the *Cultural Proficiency: A Manual for School Leaders*, (4th ed.) for participants prior to the start of training.
- Two (2) Consultants will co-facilitate the 10-day certification. This includes planning time and any associated travel costs. Consultants will provide PGUSD electronic folders of materials. Materials will also be provided to participants in digital format.
- Consultants: Dr. Peter Flores III and Dr. Roberto Núñez.
- Praxis Lead Equity will pay consultants as assigned to the 10-day certification. Consultants are not employees of PGUSD.

Total Cost: \$61,350.00

Payment Terms

The total cost for training shall be divided in three payments. Each payment shall be due 30 days after each phase and according to the following payment schedule:

Payment one: \$20,450.00 due by _____.

Payment two: \$20,450.00 due by _____.

Payment three: \$20,450.00 due by _____.

Mail payment to:

Praxis Lead Equity, LLC, 582 Clubhouse Drive, Santa Maria, CA 93455

- | | |
|---|---|
| <input 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 checked="" type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Contract for Services with Steele Tape Construction for Pacific Grove High School Planter Bed Improvements

DATE: November 18, 2021

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

RECOMMENDATION:

The District Administration recommends the Board review and approve the contract for services to Steele Tape Construction for Pacific Grove High School planter bed improvements.

BACKGROUND:

A few planter beds (see map) were chosen at PGHS to install landscaping that will save water and create student and community spaces. These beds will be used as a template across the District during the life of Measure D. The goal is to eliminate areas that need watering and turn them into areas that can be used by students while decreasing grounds maintenance.

INFORMATION:

Either a cement treated decomposed granite, or an artificial grass surface will be installed into each of the planters. Large sitting rocks will be placed in select areas to create an area where students can congregate, or spectators can watch tennis. The artificial grass areas also offer an area where community can sit or place a chair. This contract only covers the labor and equipment for installation.

Recycled crushed rock from the stadium project will be used for the rock base and the decomposed granite and artificial turf will be purchased by the district and installed by the contractor.

FISCAL IMPACT:

Amount of service - \$16,000.00

Measure D – In-House Maintenance Projects

Remaining in Budget - \$74,983.11

Projected Materials Cost - \$12,000.00 (Purchased by District and to be approved by Board on a future consent agenda item.)¹

AGREEMENT BETWEEN OWNER AND CONTRACTOR

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

Steele Tape Construction	CA License # 643289		
CONTRACTOR	SOCIAL SECURITY NUMBER BUSINESS ID # LICENSE #		
195 Grandview Street	Seaside	Ca	93955
MAILING ADDRESS	CITY	STATE	ZIP

hereinafter referred to as CONTRACTOR.

WITNESSETH: That the Contractor and the Owner for the consideration hereinafter named agree as follows:

Article I. **SCOPE OF WORK.** The Contractor agrees to furnish all labor, equipment and materials, including tools, implements, and appliances required, and to perform all the Work in a good and workmanlike manner, free from any and all liens and claims from mechanics, material suppliers, subcontractors, artisans, machinists, teamsters, freight carriers, and laborers required for:

**Pacific Grove High School Tennis Court Planter Beds
615 Sunset Blvd
Pacific Grove, CA 93950**

Article II. **CONTRACT DOCUMENTS.** The Contractor and the Owner agree that all of the documents provided by Owner form the Contract Documents which form the Contract.

Article III. **TIME TO COMPLETE.** Services shall begin on or about November 19, 2021 and shall be completed on or before June 30, 2022.

Article IV. **PAYMENT AND RETENTION.** The Owner agrees to pay the Contractor in current funds sixteen thousand and 00/100 dollars (**\$16,000.00**) for work satisfactorily performed after receipt of properly documented and submitted Applications for Payment and to make payments on account thereof.

Unless otherwise stated in the Contract Documents, within thirty (30) days after receipt of an undisputed and properly submitted Application for Payment, Contractor shall be paid a sum equal to ninety-five percent (95%) of the undisputed value of the Work performed up to the last day of the previous month, less the aggregate of previous payments; and Owner shall retain the other five percent (5%) of the undisputed value of the Work. The value of the Work completed

shall be an estimate only, no inaccuracy or error in said estimate shall operate to release the Contractor, or any bondsman, from damages arising from such Work or from enforcing each and every provision of this Contract, and the Owner shall have the right subsequently to correct any error made in any estimate for payment. Contractor shall base an Application for Payment only on the original Contract Sum plus any fully executed and Board-approved Change Orders. Contractor shall not include Notices of Potential Claims, CORs, Claims or disputed amounts.

The Contractor shall not be entitled to have any payment requests processed, or be entitled to have any payment made for work performed, so long as any lawful or proper direction given by the Owner concerning the Work, or any portion thereof, remains uncomplished with. Payment shall not be a waiver of any such direction.

Source of Funds: Measure D

Article V. **CHANGES.** Changes in this Agreement or in the Work to be done under this Agreement shall be made as provided below.

A change order (CO) is a written instrument signed by the Owner and the Contractor, and approved by the Owner's Governing Board, stating the agreement of Owner and Contractor upon all of the following:

- A. A change in the Work;
- B. The amount of the adjustment in the Contract Sum, if any; and
- C. The extent of the adjustment in the Contract Time, if any.

Unless expressly stated otherwise in the CO, any CO executed by Owner and Contractor constitutes and includes full and complete money and time (including but not limited to, adjustments to money and time) for all costs and effects caused by any of the changes described within it. Unless expressly stated otherwise in the CO, in consideration for the money received for the changes described in the CO, Contractor waives all Claims for all costs and effects caused by any of the changes, including but not limited to labor, equipment, materials, delay, extra work, overhead (home and field), profit, direct costs, indirect costs, acceleration, disruption, impaired productivity, time extensions, and any the costs and effects on Subcontractors and suppliers of any tier.

A Construction Change Directive (CCD) is a written unilateral order signed by the Owner directing a change in the Work and stating an adjustment, if any, in the Contract Sum or Contract Time, or both. The Owner may by CCD, without invalidating the Contract, order changes in the Work within the general scope of the Contract consisting of additions, deletions, or other revisions.

A CCD shall be used in the absence of agreement on the terms of a CO. If Contractor disagrees with the terms of a CCD, it shall nevertheless perform the work directed by the CCD, but it may pursue the Notice of Potential Change if Contractor believes it is entitled to changes in the Contract Sum or Contract Time.

Article VI. **TERMINATION.** Contractor may only terminate for cause if the Work is stopped by others for a period of one hundred eighty (180) consecutive days through no act or fault of the Contractor, a Subcontractor of any tier, their agents or employees, or any other persons performing portions of the Work for whom the Contractor is contractually responsible, and the Work was stopped by others for one of the following reasons: (A) Issuance of an order of a court or other public authority having jurisdiction which requires Owner to stop all Work; or (B) an act of government, such as a declaration of national emergency, making material unavailable which requires Owner to stop all Work. If such grounds exist, the Contractor may serve written notice of such grounds on Owner and demand a meet-and-confer conference to negotiate a resolution in good faith within twenty (20) days of Owner's receipt of such notice. If such conference does not lead to resolution and the grounds for termination still exist, Contractor may terminate the Contract and recover from the Owner payment for Work executed and for reasonable verified costs with respect to materials, equipment, tools, construction equipment, and machinery, including reasonable overhead, profit, and damages for the Work executed, but excluding overhead (field and home office) and profit for (i) Work not performed and (ii) the period of time that the Work was stopped.

The Owner may terminate the Contract if the Contractor:

- A. Refuses or fails to supply enough properly skilled workers or proper materials, or refuses or fails to take steps to adequately prosecute the Work toward Completion within the Contract Time;
- B. Fails to make payment to Subcontractors for materials or labor in accordance with Public Contract Code section 10262 or Business and Professions Code section 7108.5, as applicable;
- C. Violates Labor Code section 1771.1(a), subject to the provisions of Labor Code section 1771.1(f);
- D. Disregards laws, ordinances, rules, regulations, or orders of a public authority having jurisdiction; or
- E. Otherwise is in breach of the Contract Documents.

Article VII. **WORKING HOURS.** In accordance with the provisions of Sections 1810 to 1815, inclusive, of the Labor Code of the State of California, which are hereby incorporated and made a part hereof, the time of service of any worker employed by the Contractor or a Subcontractor doing or contracting to do any part of the Work contemplated by this Agreement is limited and restricted to eight hours during any one calendar day and forty hours during any one calendar week, provided, that work may be performed by such employee in excess of said eight hours per day or forty hours per week provided that compensation for all hours worked in excess of eight hours per day, and forty hours per week, is paid at a rate not less than one and one-half (1½) times the basic rate of pay. The Contractor and every Subcontractor shall keep an accurate record showing the name of and the actual hours worked each calendar day and each calendar week by each worker employed by them in connection with the Work. The records shall be kept open at all

reasonable hours to inspection by representatives of the Owner and the Division of Labor Law Enforcement. The Contractor shall as a penalty to the Owner forfeit Twenty-five Dollars (\$25.00) for each worker employed in the execution of this Agreement by the Contractor or by any subcontractor for each calendar day during which such worker is required or permitted to work more than eight hours in any one calendar day, and forty hours in any one calendar week, except as herein provided.

Article VIII. **INDEMNIFICATION AND INSURANCE.** The Contractor will defend, indemnify and hold harmless the Owner, its governing board, officers, agents, trustees, employees and others as provided in the General Conditions.

By this statement the Contractor represents that it has secured the payment of Workers' Compensation in compliance with the provisions of the Labor Code of the State of California and during the performance of the work contemplated herein will continue so to comply with said provisions of said Code. The Contractor shall supply the Owner with certificates of insurance evidencing that Workers' Compensation Insurance is in effect and providing that the Owner will receive thirty (30) days' notice of cancellation.

Contractor shall provide the insurance set forth in the General Conditions. The amount of general liability insurance shall be \$1,000,000.00 per occurrence for bodily injury, personal injury and property damage and the amount of automobile liability insurance shall be \$1,000,000.00 per accident for bodily injury and property damage combined single limit.

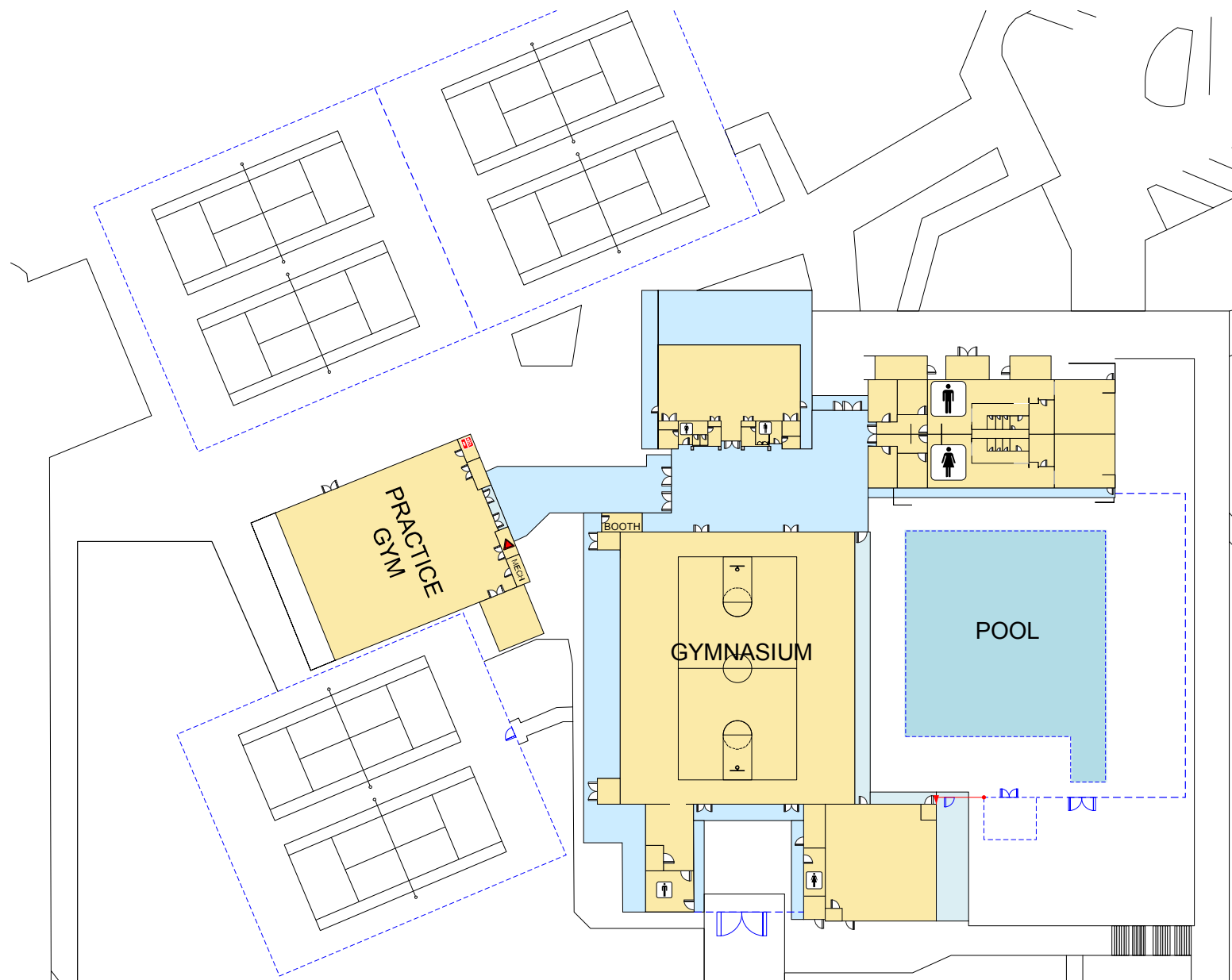
Article IX. **ENTIRE AGREEMENT.** The Contract constitutes the entire agreement between the parties relating to the Work, and supersedes any prior or contemporaneous agreement between the parties, oral or written, including the Owner's award of the Contract to Contractor, unless such agreement is expressly incorporated herein. The Owner makes no representations or warranties, express or implied, not specified in the Contract. The Contract is intended as the complete and exclusive statement of the parties' agreement pursuant to Code of Civil Procedure section 1856.

Article X. **EXECUTION OF OTHER DOCUMENTS.** The parties to this Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of the Contract.

Article XI. **EXECUTION IN COUNTERPARTS.** This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, or an original, with all signatures appended together, shall be deemed a fully executed Agreement.

Article XII. **BINDING EFFECT.** Contractor, by execution of this Agreement, acknowledges that Contractor has read this Agreement and the other Contract Documents, understands them, and agrees to be bound by their terms and conditions. The Contract shall inure to the benefit

partners and the Agreement must be signed in the partnership name by a general partner with authority to bind the partnership in such matters, followed by the signature and designation of the person signing. The name of the person signing shall also be typed or printed below the signature. Corporations must sign with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of the chairman of the board, president or any vice president, and then followed by a second signature by the secretary, assistant secretary, the chief financial officer or assistant treasurer. All persons signing must be authorized to bind the corporation in the matter. The name of each person signing shall also be typed or printed below the signature. Satisfactory evidence of the authority of the officer signing on behalf of a corporation shall be furnished.



- | | |
|---|---|
| <input 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 checked="" type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Agreement With MetLife Legal Plans, Inc

DATE: November 18, 2021

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

RECOMMENDATION:

The District Administration recommends approval of an agreement with Metlife Legal Plans, Inc.

BACKGROUND:

Each year, the District provides various voluntary benefit plan options for employees. For example, American Fidelity was approved on September 2 for another new plan year to process employees' Section 125 Flexible spending plans.

INFORMATION:

The current agreement with Metlife Legal Plans, Inc. is to provide voluntary participation in the various services. Participation for eligible employees is voluntary. Eligibility for PG TA members is .40 FTE or higher while CSEA is .50 FTE or higher. This is in accordance with eligibility as defined in the PG TA and CSEA collective bargaining agreements.

The participation fee is \$21 per employee per month. Participation is mandatory once the employee signs up for this voluntary benefit plan and it is for a full calendar year unless the employee resigns or retires during the time period.

If the employee decides to continue the service after resignation or retirement, Metlife offers "portability" procedures where the employee can decide to continue receiving their voluntary selected services. With this option, enrollment is prepaid via remittance of a lump sum payment equal to the legal plan's monthly rate times 12 months.

Services provided by the Plan include but not limited to:

- Family & personal
- Civil lawsuits
- Elder-care issues
- Home & real estate
- Vehicle & Driving
- Estate Planning
- Money Matters

Enrollment period is November 19 through December 10, 2021 to be effective January 1, 2022. Deduction from the employee's paycheck will be in January 2022.

FISCAL IMPACT:

None. It is a voluntary plan for the employees.

MetLife Legal Plans, Inc.

1111 Superior Avenue
Cleveland, Ohio 44114

Group Legal Services Plan

This is a group legal services plan by and between the Contractholder and MetLife Legal Plans, Inc. (“**MetLife**”), a Delaware Corporation with its principal place of business at 1111 Superior Avenue, Cleveland, Ohio 44114.

In return for the payment of Participation Fees, MetLife will provide the services described in this contract.

Signatures

The undersigned, being authorized to do so and having reviewed this contract, execute it agreeing to its terms and intending to be bound on the Effective Date.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

By: _____ Title: _____ Date: _____

METLIFE LEGAL PLANS, INC.

By:



President



General Counsel

Date: January 1, 2022

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Definitions

As used in this agreement, defined terms will have the meanings specified whenever they appear with initial capitalization. The plural use of a term defined in the singular will share the same meaning. Other defined terms can be found in the Declarations Pages attached to this agreement.

Contractholder means the Contractholder listed in the Declarations Pages.

Covered Legal Services means those legal services listed in the Declarations Pages and described in the Covered Legal Services Schedule.

Covered Person means a Participating Employee, and if Dependent coverage is in effect, his or her Dependents as defined under rules established by the contractholder.

Legal Services Plan or Plan means this agreement which provides services for Covered Legal Services.

Participating Employee means an employee who participates in the Plan.

Plan Attorney means an attorney who has contracted with MetLife to provide Covered Legal Services.

We, Us and Our means MetLife.

Plan Participation

This is a Contributory plan. This means that Participating Employees pay all or part of the Participation Fees set forth in the Declarations Pages in order to participate in the Plan. The Contractholder must offer participation in this Plan to Eligible Employees at least once in each Plan Year. Eligible Employees may enroll or re-enroll in the Plan during the enrollment period as established by the Contractholder. Eligible Employees who choose to participate in the Plan agree to do so for the full Plan Year. Persons who become Eligible Employees during the Plan Year will be offered enrollment in the Plan for the remainder of the Plan Year.

The Contractholder must provide MetLife with a list of Participating Employees at times and in a form agreed upon by the Contractholder and MetLife. The Contractholder will make all decisions regarding whether a person is an Eligible Employee or a Participating Employee. MetLife may accept and rely on such decisions.

Participation in this Plan may not be required as a condition of employment and no employee may be discriminated against or coerced for failure to participate.

Statement of Coverage

MetLife will provide the Contractholder with a statement of coverage to deliver to Participating Employees. The statement of coverage will outline the provisions of the coverage and describe the Covered Legal Services provided under this agreement.

Participation Fees

In consideration of the coverage provided under this Plan, the Contractholder must pay Participation Fees to MetLife. Participation Fees must be remitted in the amount and frequency set forth in the Declarations Pages. The Contractholder may request in writing to change the frequency of payment. Any change in the frequency of payment must be approved by MetLife in writing.

Grace Period

The Contractholder will have a Grace Period of thirty-one days to remit the Participation Fees that become due. During the Grace Period, this agreement will continue in effect. If the Participation Fees remain unpaid at the end of the Grace Period, this agreement will terminate. Termination will be effective at 12:01 a.m. on the thirty-second day following the due date for which Participation Fees remain unpaid. In any case, the Contractholder will remain liable for the pro-rata portion of all Participation Fees which accrue for the period this agreement is in effect.

Covered Legal Services

Covered Legal Services will be provided to Covered Persons by Plan Attorneys unless a Covered Person chooses to use a non-Plan Attorney.

If Covered Legal Services are provided by a non-Plan Attorney, payment will be made in accordance with the amounts set forth in the Non-Plan Attorney Fee Schedule as maintained by MetLife. However, in no event will an amount greater than the sum of the legal fees actually incurred be paid. Once the Covered Person notifies MetLife that he or she intends to use a non-Plan Attorney, MetLife will provide the Covered Person with a claim form and informational material including a Non-Plan Attorney Fee Schedule.

If a Participating Employee has an adverse interest in a matter involving one or more other Participating Employees and Covered Legal Services are provided, each Participating Employee will be given independent and separate counsel.

If Dependent coverage is provided under the Plan and a Participating Employee for whom coverage is in effect has a right to receive Covered Legal Services involving a Dependent as an adversary, then the Plan will provide services for the Participating Employee only.

A Plan Attorney may not request or accept additional compensation of any nature from Covered Persons for the provision of Covered Legal Services except for payments required to be made to third parties. The Covered Person is responsible for the payment of all amounts due to third parties.

The Advice and Consultation services described in the Covered Legal Services Schedule will be the **only** service provided for a matter not otherwise included as a Covered Legal Service and not listed in the Exclusion section.

Covered Persons have the right to complain to the state bar association concerning attorney conduct in the providing of legal services.

Nothing contained in this contract is intended to interfere with any Covered Person's freedom of choice in the selection of an attorney or with the direct attorney-client relationship.

MetLife will be liable for payment to Plan Attorneys on behalf of the Covered Person for providing Covered Legal Services.

Exclusions

Covered Legal Services will not be provided for:

- Appeals or class actions.
- Transactions involving:
 - farms or businesses;
 - rental property when a Covered Person or the Contractholder is the landlord;
 - patent, trademark or copyright law; or
 - property held for investments or rental.
- Any matter involving a dispute or proceeding with:
 - the Contractholder or any of its affiliates as an adverse party;
 - any employee benefit or benefit plan the Contractholder has established; or
 - MetLife or its affiliates or any Plan Attorney as an adverse party.
- Any employment related matter;
- Any matter for which an attorney-client relationship arose before a Covered Person became eligible for the Covered Legal Services under the Plan.
- Amounts due third parties such as:
 - court costs, filing fees or recording fees;
 - fines;
 - judgments;
 - witness fees; or
 - transcripts.
- Any matter deemed to be frivolous, harassing, or in contravention of the rules of ethical conduct governing attorneys.

Entire Contract

This agreement, the Declarations Page, the statement of coverage, and any attached schedules, endorsements, exhibits, and amendments constitute the entire contract. Any statement made by the Contractholder in obtaining this coverage will be deemed to be a representation and not a warranty. No such statement will be used to void this contract or as a defense to any claim for services provided under it.

End Of Coverage Provided By This Contract

1. Upon providing the required notice of intent to end this agreement as described in Declarations Pages, this agreement and the coverage provided under it may be terminated by either party on any Renewal Date.
2. Subject to the Grace Period, this agreement and the coverage provided under it will be terminated if the Contractholder fails to remit Participation Fees when due.

End Of Coverage For A Participating Employee Or Dependent

1. Coverage provided to an individual Participating Employee will end upon the first of the following to occur:
 - the date this contract terminates;
 - the date the Participating Employee ceases to be an Eligible Employee; or
 - the date the Participating Employee fails to:
 - re-enroll during an annual enrollment period as described in the Declarations Pages; or
 - pay any required contribution to the Participation Fee.
2. Coverage provided to a Dependent of a Participating Employee will end upon the first of the following to occur:
 - the date the Participating Employee's coverage ends;
 - the date the Participating Employee fails to pay a required contribution to the cost of Dependent coverage; or
 - the date the Dependent ceases to be a Dependent of a Participating Employee.

When coverage for a Covered Person ends, services that would begin after the date coverage ends will not be covered. However, services will continue for any matter where:

- Covered Legal Services were provided for the matter prior to the end of coverage; and
- the matter was open and pending when coverage ended.

Additional Contractholder Responsibilities

The Contractholder is responsible for any filings required of the Contractholder by:

- the Internal Revenue Service;
- the Department of Labor or any federal agency; or
- any agency of a state government claiming jurisdiction over the Contractholder.

Upon request, MetLife will provide to the Contractholder information it possesses that the Contractholder needs to make any required filings.

MetLife will indemnify and hold the Contractholder harmless against any claim, judgment or liability resulting from any alleged professional negligence or misconduct on the part of Plan Attorneys in providing Covered Legal Services under the Plan or resulting from any alleged negligence or misconduct on the part of MetLife in the performance of or omission of any responsibility assumed by MetLife under this agreement.

Unless otherwise prohibited by law, the Contractholder will indemnify and hold MetLife harmless against any claim, judgment, or liability resulting from any alleged negligence or misconduct by the Contractholder in the performance of or omission of any responsibility the Contractholder has agreed to assume under this agreement.

Assignability

This agreement may not be assigned.

Changes

No change to this agreement will be valid unless approved by an officer of MetLife. Changes requiring the agreement of MetLife and the Contractholder must be signed by an officer of the Contractholder and by an officer of MetLife. Each change must be in writing and must be attached to this agreement.

No agent, broker, or sales representative may make any change in this agreement or waive any of its provisions.

MetLife Legal Plans, Inc.

1111 Superior Avenue
Cleveland, Ohio 44114

**Legal Services Plan
Statement of Coverage**

We're Glad You're Part of the MetLife Family!

You can count on MetLife to help provide You with the coverage You need.

This Legal Services Plan is provided by MetLife Legal Plans, Inc., a Delaware company with its principal place of business at 1111 Superior Avenue, Cleveland, Ohio 44114.

To obtain Covered Legal Services, contact MetLife through its internet web site, by phone or by mail. In this statement of coverage You'll find information about Your legal services coverage. We hope that You will take the time to read this information carefully. It is important to You.

This statement certifies that You, and if Dependent coverage is in effect, Your Dependents, are insured for the legal services benefits described in this statement, subject to the provisions of this statement. This statement is issued to You under the Group Legal Services Plan and it includes the terms and provisions of the Group Legal Services Plan that describe Your coverage.

Here is an Outline of What's Inside:

Definitions To Help You Understand the Plan	1	Services With Limited Coverage	3
How The Group Legal Services Plan Works	2	Services That Are Not Covered	3
Requirements For Coverage	2	How Coverage Ends	4
Services That Are Covered	3	Conversion Privilege	4
		Other Important Information	4

Definitions to Help You Understand the Plan

It is important for You to know that whenever the following terms are used in this statement with the first letter capitalized, they will have the meanings described below. The plural use of a term defined in the singular will share the same meaning. In addition, other defined terms can be found in the Declarations Pages attached to this certificate.

Contractholder means the Contractholder listed in the Declarations Pages.

Covered Legal Services means those legal services listed in the Declarations Pages and described in the Covered Legal Services Schedule.

Covered Person means a Participating Employee, and if Dependent coverage is in effect, his or her Dependents as defined in the Declarations Pages.

MetLife means MetLife Legal Plans, Inc.

Legal Services Plan or Plan means the group plan to provide coverage for Covered Legal Services.

Participating Employee means an employee who participates in the Plan.

Plan Attorney means an attorney who has contracted with MetLife to provide Covered Legal Services.

We, Us and Our means MetLife.

You and Your means the Participating Employee.

How The Group Legal Services Plan Works

To use the Group Legal Services Plan, a Covered Person can call Our Client Service Center, visit Our web site, or go to a Plan Attorney they have already used. The Covered Person should be prepared to identify themselves as a participant in the Group Legal Services Plan.

If a Covered Person calls Our Client Service Center, the Client Service Representative who answers the call will:

- make an initial determination of whether and to what extent the matter is covered;
- give a case number (a new case number will be needed for each new matter);
- give the telephone number(s) and location of the Plan Attorney(s) most convenient to the Covered Person; and
- answer questions about the Plan.

The Covered Person can decide to use a Plan Attorney or a non-Plan Attorney.

If a Plan Attorney is Used

The Plan Attorney will advise on:

- applicable law;
- actions that might be taken to solve the problem; and
- the Covered Person's rights.

During the initial consultation the Plan Attorney will also state whether the matter qualifies for additional Covered Legal Services under the Plan. If the matter qualifies for additional Covered Legal Services and a Plan Attorney provides these services, MetLife will be responsible for paying the Plan Attorney for the Covered Legal Services provided and for the consultation.

If a non-Plan Attorney is Used

If the Covered Person decides to use a non-Plan Attorney, he or she must notify MetLife. MetLife will send the Covered Person a claim form and informational material including a Non-Plan Attorney Fee Schedule. After the matter is finished, the claim form must be completed and returned to MetLife with the attorney's final bill. Within 60 days of MetLife's receipt of the completed claim form and final bill, We will pay the Covered Person up to the amount stated in the Non-Plan Attorney Fee Schedule. The Covered Person receiving services from the non-Plan Attorney will be responsible for making payment to the non-Plan Attorney for any expenses or fees incurred in excess of the amount paid by MetLife.

If a claim is denied in whole or in part, the Covered Person may ask MetLife for a written statement with the reason(s) for the denial and with information as to the steps that need to be taken to appeal the denial.

Requirements For Coverage

All Eligible Employees may participate in the Plan.

Because this is a Contributory Plan, You pay all or a portion of the cost of Your coverage. To participate in a Contributory Plan, an Eligible Employee must enroll in the plan and authorize the payment of Participation Fees through payroll deduction. The initial Participation Fee is stated in the Declarations Pages and will be deducted automatically from Your pay. This Fee may change on the Renewal Date.

Eligible Employees may enroll in the Plan:

- during the initial enrollment period established by the Contractholder; or
- during any subsequent annual enrollment period.

If You enroll during the initial enrollment period, coverage will begin on the Effective Date of the group contract. If You enroll during a subsequent annual enrollment period, coverage will be effective at the beginning of the next Plan Year. Each time You enroll or re-enroll You are agreeing to participate for the full Plan Year.

If you are not an Eligible Employee during an enrollment period, but become one later in the Plan Year, you may at that time enroll for the remainder of the Plan Year.

If coverage for Your Dependents is in effect under this Plan, any person who subsequently becomes a Dependent will be covered beginning on the date he or she becomes a Dependent. For example, if You or Your spouse give birth to a child while Dependent coverage is in effect, the child will be covered as of the date of birth.

Services That Are Covered

The Declarations Pages list the Covered Legal Services insured under the Plan. These Covered Legal Services are described in the Covered Legal Services Schedule provided with this certificate.

Services With Limited Coverage

If Dependent coverage is provided under the Plan and a Participating Employee for whom such coverage is in effect has a right to receive a Covered Legal Service involving a Dependent as an adversary, the Plan will provide services for the Participating Employee only.

The Advice and Consultation service is the only service available for a matter that is not otherwise included as a Covered Legal Service and that is not listed in the section entitled "Services That Are Not Covered".

Services That Are Not Covered

Covered Legal Services will not be provided for:

- Appeals or class actions;
- Transactions involving:
 - farms or businesses;
 - rental property when a Covered Person or the Contractholder is the landlord;
 - patent, trademark or copyright law; or
 - property held for investment or rental.
- Any matter involving a dispute or a proceeding with:
 - the Contractholder or any of its affiliates as an adverse party;
 - any employee benefit or benefit plan the Contractholder has established; or
 - MetLife or its affiliates or any Plan Attorney as an adverse party.
- Any employment related matter;
- Any matter for which an attorney-client relationship arose before You became eligible for the Covered Legal Services under the Plan.
- Amounts due to third parties such as:
 - court costs, filing fees or recording fees;
 - fines;
 - judgments;
 - witness fees; or
 - transcripts
- Any matter deemed by Us to be frivolous, harassing, or in contravention of the rules of ethical conduct governing attorneys.

How Coverage Ends

Your coverage will end upon the first of the following to occur:

- **Plan termination:** the date the group contract ends;
- **Failure to re-enroll:** the first day of the Plan Year for which You, as a Participating Employee, have not re-enrolled as described in the Declarations Pages;

- **Failure to make a required contribution:** the first day of the month following the Due Date of any Participation Fee for which You did not make the required contribution;
- **Change in employment status:** the last day of the month in which You cease to be an Eligible Employee.

If Dependent coverage is in effect under the Plan, coverage for a Dependent **ends** upon the first of the following to occur:

- **Termination of the Participating Employee's coverage:** the date coverage for the Participating Employee ends;
- **Failure to make a required contribution:** the first day of the month following the Due Date of any Participation Fee for such coverage if You did not make the required contribution;
- **Change in Dependent status:** the date the Dependent ceases to be a Dependent of the Participating Employee.

If coverage ends, services that would begin on or after the date coverage ended will not be covered. However, services will continue to be covered for any matter where:

- Services for such matter were provided prior to coverage ending; and
- such matter was open and pending when coverage ended.

CONVERSION PRIVILEGE

You may request in Writing during the Request Period specified below to convert Your Legal Services Plan under the Group Legal Services Plan to an individual legal services plan if your coverage ends because You cease to be eligible for coverage under the Plan.

If You make a request under this subsection, Your benefits, provisions and other terms will be similar to those under the Group Legal Services Plan, but may not be exactly the same as those that ended under the Group Contract. We reserve the right to have the conversion coverage issued by another company.

A request under this subsection may be made if, on the date of Your request, the following requirements are met:

- The Group Legal Services Plan is in effect;
- We have not received notice from the Contractholder of its intent to end the Group Legal Services Plan;
- You reside in a jurisdiction that permits conversion to an individual plan; and
- You have not become covered under any other group legal services plan within 31 days after the date Your legal services coverage ends under the Group Contract.

Request Period

To convert Your Group Legal Services Plan under the Group Contract, We must receive a completed request form from You within 31 days after the date your coverage ends under this certificate.

Your individual legal services plan will take effect on the day after Your participation in the Group Legal Services Plan under this certificate ends.

Premiums for the Individual Legal Services Plan

When You request to convert Your Legal Services Plan under this subsection, the first payment must be paid within 31 days after coverage ends under this statement. If We do not receive Your initial payment within that 31 day period, You will not be eligible for a converted legal services plan. All fees must be paid directly to Us. When We issue Your individual legal services plan, We will also provide You with a schedule of premiums and payment instructions. If Your converted legal services plan is issued by a company other than MetLife, information regarding payment will be sent to You by the other company.

Other Important Information

Plan Attorneys may not request or accept additional compensation from You for providing Covered Legal Services, except for payments required to be made to third parties. You have the right to complain to the state bar association about the conduct of an attorney who provides Covered Legal Services under the Plan. If at any time You have a question or concern about the service You have received, please call the Client Service Center. MetLife will work hard to fix the problem to Your satisfaction.

Nothing contained in this statement is intended to interfere with Your freedom of choice in the selection of an attorney or with the attorney-client relationship.

Experienced legal advice to help increase employees' peace of mind

Many people will need an attorney at some point in their lives – whether it's when starting a family, buying a house or caring for elderly parents. But it doesn't have to be expensive – or stressful. With MetLife Legal Plans, your employees can have access to legal expertise for less than \$1 a day.¹



Services for everyone

Navigating life's milestones is easier with MetLife Legal Plans. We provide legal assistance for a wide range of personal legal matters, and that's with:

- unlimited use of legal services covered by your plan
- no waiting periods, claim forms, deductibles, or copays to worry about when using a Network Attorney

If one of your employees needs an attorney who doesn't participate in our network, that's okay too. They can be reimbursed for some of the costs.²

Top attorneys your employees can rely on

When it comes to legal support, choosing the right attorney isn't a snap decision. Your employees want someone with the experience, the professionalism, and the courtesy to help them navigate through life's major milestones. Every attorney that joins our network has to meet these requirements. We take care of the selection, so you can be confident your employees have professional and experienced attorneys on their side, for covered matters.

How do we get top attorneys to join our network? By providing exceptional service to your employees, attorneys are more likely to get referrals, resulting in more clients for them. And even the most experienced attorneys want to grow their practice. That's how we have created one of the largest and most experienced attorney networks – with attorneys averaging 25 years of experience.

Tailored service makes life easier

While some legal plans only offer self-service or phone consultations, our legal plan gives employees a choice of convenient options. They can meet an attorney in person, or contact them over the phone, or online using our Law Firm E-Panel®.

Digital Estate Planning Solution

We now offer employees the ability to choose an attorney for estate planning or create their own plan through our digital estate planning solution. With our digital estate planning solution, employees are taken through a simple, guided process to complete wills, living wills and/or power of attorney, in as little as 15 minutes. This service also provides real-time video guidance with a notary and witnesses to finalize the documents.³

Our network of attorneys is here through every stage of life for your employees

	Getting married		Buying or selling a home		Starting a family
	Dealing with identity theft		Caring for aging parents		Sending kids off to college

Helping your employees navigate life's twists and turns.

Money Matters	<ul style="list-style-type: none"> Debt Collection Defense Financial Planning Workshops⁴ Identity Theft Defense 	<ul style="list-style-type: none"> Negotiations with Creditors Personal Bankruptcy Promissory Notes 	<ul style="list-style-type: none"> Tax Audit Representation Tax Collection Defense
Home & Real Estate	<ul style="list-style-type: none"> Boundary & Title Disputes Deeds Eviction Defense Foreclosure 	<ul style="list-style-type: none"> Mortgages Property Tax Assessments Refinancing & Home Equity Loan Sale or Purchase of Home 	<ul style="list-style-type: none"> Security Deposit Assistance Zoning Applications Tenant Negotiations
Estate Planning	<ul style="list-style-type: none"> Codicils Complex Wills Healthcare Proxies 	<ul style="list-style-type: none"> Living Wills Powers of Attorney (Healthcare, Financial, Childcare, Immigration) 	<ul style="list-style-type: none"> Revocable & Irrevocable Trusts Simple Wills
Family & Personal	<ul style="list-style-type: none"> Adoption Affidavits Conservatorship Demand Letters Garnishment Defense Guardianship 	<ul style="list-style-type: none"> Immigration Assistance Juvenile Court Defense, Including Criminal Matters Name Change Parental Responsibility Matters Personal Property Issues 	<ul style="list-style-type: none"> Prenuptial Agreement Protection from Domestic Violence Review of ANY Personal Legal Document School Hearings
Civil Lawsuits	<ul style="list-style-type: none"> Administrative Hearings Civil Litigation Defense 	<ul style="list-style-type: none"> Disputes Over Consumer Goods & Services Incompetency Defense 	<ul style="list-style-type: none"> Pet Liabilities Small Claims Assistance
Elder-Care Issues	<ul style="list-style-type: none"> Consultation & Document Review for Issues Related to Your Parents: Deeds Leases 	<ul style="list-style-type: none"> Medicaid Medicare Notes Nursing Home Agreements 	<ul style="list-style-type: none"> Powers of Attorney Prescription Plans Wills
Vehicle & Driving	<ul style="list-style-type: none"> Defense of Traffic Tickets⁵ Driving Privileges Restoration 	<ul style="list-style-type: none"> License Suspension Due to DUI 	<ul style="list-style-type: none"> Repossession

A legal plan you can count on.

You can feel confident that when you offer our legal plan to your employees, you're providing a benefit that your employees can really use. It's the reason why 85% of our plan participants stay in the plan year over year.⁶

And, it's easy for you too. With no benefits cost to you, it's simple to add MetLife Legal Plans to your employee benefits program. You can be confident that your employees will have professional and experienced attorneys on their side, whenever they need them.

Cost per employee per month (covers spouse and dependents)⁷: \$21.00

Get expert guidance for confident decisions — for your organization and your employees. Contact your MetLife representative today.

1. This cost is based on an average monthly rate for the legal plan of \$20.
2. The Participant will be reimbursed according to the set fee schedule, the lesser of the maximum reimbursement amount or the attorney's actual charge. Your employees will be responsible to pay the difference, if any, between the plan's payment and the non-plan attorney's charge for services. MetLife Legal Plans is not responsible for legal work performed by out-of-network attorneys.
3. Some features may not be available in all states.
4. Available to groups with 500 or more employees. MetLife administers PlanSmart's Retirewise program, but has arranged for specially-trained third party financial professionals to offer financial education and, upon request, provide personal guidance to employees and former employees of companies providing PlanSmart's Retirewise through MetLife.
5. Does not cover DUI.
6. MetLife Legal Plans internal customer data, 2019.
7. Rates are standard and subject to change. Minimum participation requirements may apply.

[metlife.com](https://www.metlife.com)

Group legal plans are provided by MetLife Legal Plans, Inc., Cleveland, OH. In certain states, group legal plans are provided through insurance coverage underwritten by Metropolitan Property and Casualty Insurance Company and Affiliates, Warwick, RI. Payroll deduction required for group legal plans. For costs and complete details of the coverage, call or write the company.

Some services not available in all states. No service, including consultations, will be provided for: 1) employment-related matters, including company or statutory benefits; 2) matters involving the employer, MetLife and affiliates and plan attorneys; 3) matters in which there is a conflict of interest between the employee and spouse or dependents in which case services are excluded for the spouse and dependents; 4) appeals and class actions; 5) farm and business matters, including rental issues when the participant is the landlord; 6) patent, trademark and copyright matters; 7) costs and fines; 8) frivolous or unethical matters; 9) matters for which an attorney-client relationship exists prior to the participant becoming eligible for plan benefits. For all other personal legal matters, an advice and consultation benefit is provided. Additional representation is also included for certain matters.

Please see the plan description for details.



- | | |
|---|---|
| <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: November 18, 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. 2 *Tuesday	Special Board Meeting ✓ California Voting Rights Act	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 ✓ Equity Plan	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 ✓ Open House Schedules Reviewed ✓ TRAN Resolution	District Office/Virtual
Thursday Mar. 17	Regular Board Meeting ✓ Second Interim Report ✓ 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	<p>Regular Board Meeting</p> <ul style="list-style-type: none"> ✓ 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
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**Quarterly District Safety Update and Quarterly Facilities Projects Update as needed*

- | | |
|--|--|
| <input checked="" 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 type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Pacific Grove High School Course Catalog for the 2022-23 School Year

DATE: November 18, 2021

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

RECOMMENDATION:

The District Administration recommends the Board review the 2022-2023 course catalog for Pacific Grove High School and provide direction to Administration.

BACKGROUND:

Each year, the Certificated Staff at Pacific Grove High School reviews the course descriptions, pre-requisites, and course offerings prior to student registration held in January. Courses are revised according to State standards and/or changing curriculum needs. In addition, courses that have had traditionally low turnout may be eliminated and replaced with courses that are deemed to be of more interest. The course catalog is designed with the assumption that some courses will not end up being offered due to a lack of student interest or conflicts. At registration, student signups will be used as criteria in deciding the final course offerings.

INFORMATION:

The course catalog has been updated as follows:

- Mathematics pathway
- Updated course descriptions
- Additional courses added

FISCAL IMPACT:

Assuming that there is no significant increase in students for the 2021-22 school year, we anticipate no negative fiscal impact.

There is a possibility given the additional funding gained through dual-enrollment courses, that there could be a potential increase in income if additional courses of this nature are added. Additionally, the potential use of Career Technical Education Incentive Grant to fund additional sections gives the possibility of added course offerings without the commensurate costs.

PACIFIC GROVE HIGH SCHOOL



COURSE CATALOG 2022-2023

To view a copy of the Course Catalog online:
pghigh.pgusd.org/counseling

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COURSE SELECTION

The PGHS Course Catalog will help you select courses that are the best fit for you and your future goals. As you make your choices for the upcoming school year, please consider the following suggestions:

- **Use the graduation requirements** to confirm which courses you have completed and determine what courses you still need to complete to earn a Pacific Grove High School diploma.
- **Select courses that are interesting to you and support your future goals.** You are a unique individual and student, and your schedule should reflect that.
- **Consider college entrance requirements** in making your choices. Even if you are undecided about college now, enroll in classes that challenge you and keep your future options open by planning a schedule that is UC A-G

eligible.

- **Please refer to the UC A-G Course List** as verification that the PGHS course designation meets your postsecondary goals here: [Pacific Grove High School A-G Course List](#)
- **Involve your parents/guardians** in your decision-making process.
- **Discuss your academic plans with your grade level counselor.**
- **Consult with your current teachers** about their recommendations for your classes next year.

PGHS and UC A-G Requirements Comparison		
	PGHS Requirement	Minimum A-G Requirement
History/Social Science	4 year-long courses	A. 2 years required
English	4 year-long courses	B. 4 years required
Mathematics	2 year-long courses	C. 3 years required (through IM3) <input checked="" type="checkbox"/> 4 years recommended
Science	2 year-long courses	D. 2 years required <input checked="" type="checkbox"/> 3 years recommended
Language Other than English (LOTE)	1 year-long course in LOTE OR VAPA	E. 2 years required <input checked="" type="checkbox"/> 3 years recommended
Visual and Performing Arts (VAPA)	1-year long course in VAPA OR LOTE	F. 1 year required
Electives	8 year-long courses	G. 1 year additional A-G course required
Physical Education	2 year-long courses	
Minimum grade for credit	“D-” Grade	“C-” Grade
Credits required	230 credits required for graduation	A minimum of 15 year-long college preparatory a-g approved courses
Community Service	48 hours	

ENTRANCE REQUIREMENTS FOR COLLEGE

UNIVERSITY OF CALIFORNIA

For graduating seniors, the University of California offers postsecondary education at nine undergraduate campuses. Admission to the UC system is based on a minimum 3.0 GPA and a 14 point evaluation process called the Comprehensive Review. This review process considers student involvement and leadership, extracurricular activities, quality of the senior year, the inclusion of and performance in A-G courses beyond the required minimum, and responses to four Personal Insight Questions. For more information regarding UC admissions, please visit:

UC Berkeley
UC Davis
UC Irvine

UC Los Angeles
UC Merced
UC Riverside

UC San Diego
UC Santa Barbara
UC Santa Cruz

CALIFORNIA STATE UNIVERSITY

The California State University system has 23 campuses offering a wide range of majors to prepare students for careers post-graduation. Admission to the CSUs is determined using a formula called the Eligibility Index, which is calculated using student GPA in their A-G coursework and SAT/ACT scores. The minimum GPA for acceptance is 2.0. For more information regarding CSU admissions, please visit:

Cal State Apply | CSU Admissions

CSU Bakersfield
CSU Channel Islands
Chico State
CSU Dominguez Hills
Cal State East Bay
Fresno State
Cal State Fullerton
Humboldt State

Cal State Long Beach
Cal State LA
Cal Maritime
CSU Monterey Bay
CSU Northridge
Cal Poly Pomona
Sacramento State
Cal State San Bernardino

San Diego State
San Francisco State
San Jose State
Cal Poly San Luis Obispo
CSU San Marcos
Sonoma State
Stanislaus State

PRIVATE COLLEGES/OUT OF STATE PUBLIC SCHOOLS/UNIVERSITIES ABROAD

As of 2021, there were over 5,000 colleges and universities in the United States. While most private colleges and out-of-state public schools expect students to satisfy a similar course of study as the University of California A-G requirements, students must confirm the individual admissions requirements for schools they plan to apply to outside of the UC/CSU system.

UC/CSU APPROVED A-G COURSES

PACIFIC GROVE HIGH SCHOOL A-G COURSE LIST

Area A: History/Social Science

- World Geography
- World History
- U.S. History
- Government
- AP Human Geography ★
- AP World History ★
- AP U.S. History ★
- AP Government ★

Area B: English

- English 1
- English 2
- English 3

- English 4
- Honors English 1
- Honors English 2
- Honors English 3 ★
- Expository Reading & Writing (ERWC)
- AP English Language and Composition ★
- AP English Literature & Composition ★

Area C: Mathematics

- Integrated Math 1
- Integrated Math 2
- Honors Integrated Math 2
- Integrated Math 3
- Honors Integrated Math 3/Trigonometry
- Pre-Calculus

Probability and Statistics
AP Calculus AB ★
AP Calculus BC ★
AP Computer Science A ★
AP Statistics ★

Area D: Science

Biology
Physics
Chemistry
Honors Chemistry
Anatomy/Physiology
AP Environmental Science ★
AP Physics C: Mechanics ★

★UC A-G Honors Course with a weighted GPA

Area E: Language Other than English

Spanish 1
Spanish 2
Spanish 3
Spanish 4
AP Spanish Language & Culture ★
French 1
French 2
French 3
French 4
AP French Language & Culture ★

Area F: Visual & Performing Arts

2D Design

Advanced 2D Design INFORMATION/DISCUSSION A
Drawing & Painting
Advanced Drawing & Painting
3D Design
Advanced 3D Design
Photography 1
Drama
Advanced Drama
Marching/Concert Band
String Orchestra
Jazz Band (*pending approval*)
Music Appreciation (*pending approval*)
Guitar
Culinary Arts 1
Culinary Arts 4
Culinary Arts 1B: Fundamentals of Baking
AP 2-D Art and Design: 2D, 3D, or Drawing ★
AP 2-D Art and Design: Photography ★

Area G: Elective

Leadership
Introduction to Computer Science
Introduction to CAD (*pending approval*)
Engineering: Robotics (*pending approval*)
Engineering: CNC Manufacturing (*pending approval*)
Psychology
AP Psychology ★
Healthcare Occupations
Therapeutic Services
Economics
AVID 12

MONTEREY PENINSULA COLLEGE (MPC)

MPC offers over 100 degree and certificate programs to provide career and technical training and prepare students for transfer to four-year institutions.

California Community Colleges are the largest provider of workforce training in the nation, serving more than two million students annually at 116 colleges across the state. Career Education programs are taught by instructors and expert professionals, providing hands-on training while building the comprehensive skill sets needed for success in the jobs of today and well into the future. For more information regarding MPC degree and certificate programs please visit:

[MPC Degrees and Programs](#)

Additionally, MPC offers a Transfer Admissions Guarantee (TAG) to six of the UC campuses and the [A Degree With a Guarantee](#) program to assist students with simplified transfers to the CSU campuses. For more information regarding MPC admissions, please visit:

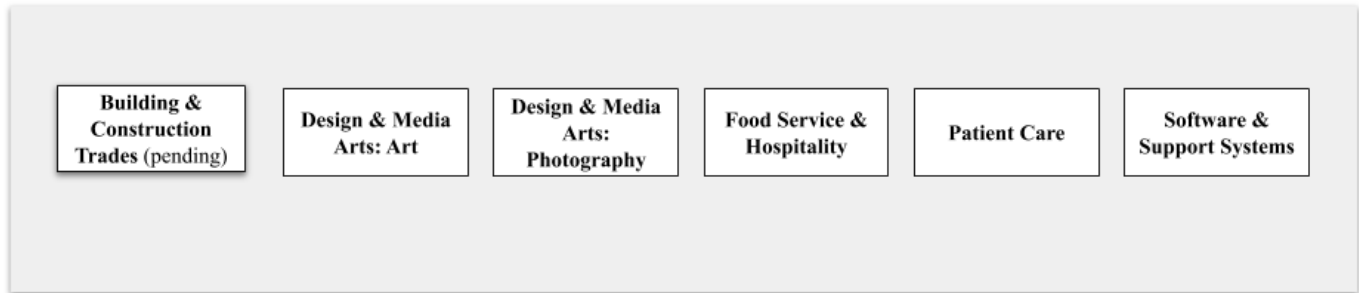
[MPC Admissions](#)

PGHS CAREER TECHNICAL EDUCATION

Pacific Grove High School's Career Technical Education (CTE) pathways offer students the ability to earn industry-relevant certifications and obtain college credit from our dual-enrolled Monterey Peninsula College courses. Students who complete a pathway are viewed by UCs, CSUs, and the California Department of Education as being College and Career Ready.

INFORMATION/DISCUSSION A

CTE COURSE OFFERINGS & PATHWAYS



Which pathway is right for you?

[EXPLORE PGHS CAREER TECHNICAL EDUCATION](#)

CLASS SCHEDULING

COURSE SELECTION

Students will submit course requests for the following school year each January. Students are encouraged to thoughtfully consider the balance of their course requests to include the number of AP/Honors courses requested, demands of extracurricular activities, and time for family and social activities. The PGHS Master Schedule will be created based on student course requests. Therefore, students who request changes later in the Spring term may not get their preferred schedule.

COURSE LOAD

Freshmen and sophomores students are required to enroll in a minimum of seven classes each semester. Freshman must include the following core courses in their schedules: English, History, Science, Math, and P.E. Sophomore students must enroll in the following core courses: English, History, Science, and Math. Freshmen and sophomores students will not be scheduled for an early release.

Juniors are required to take at least six classes per semester. Juniors concurrently enrolled in an MPC course may take five PGHS classes with counselor approval and confirmation of community college class registration.

Seniors are required to take at least five classes per semester. Seniors concurrently enrolled in an MPC course may take four PGHS classes with counselor approval and confirmation of community college class registration.

An open period is not guaranteed.

CHANGING, ADDING, OR DROPPING CLASSES:

When students receive their final schedules in August, limited schedule changes can be made. Class schedule changes will be made for the following reasons only:

INFORMATION/DISCUSSION A

- A class is needed for graduation
- An assigned class has already been completed
- The student does not have a complete schedule
- To balance class size

Unacceptable reasons for a class change:

- Requesting a different period
- Requesting to be in a class with a friend
- Requesting a different teacher

DROPPED CLASS(ES):

A student who drops a course during the first four weeks of the semester may do so without any entry on his/her permanent record card. A student who drops a course after the first four weeks of the semester shall receive an F grade on his/her permanent record unless otherwise decided by the principal or designee due to extenuating circumstances (**Board Policy #5121**). Please refer to the PGHS Calendar for end-of-quarter dates. Students must consult with their Counselor regarding a drop and obtain a parent signature on the PGHS Drop Form. Additionally, students may withdraw from a year-long class at the semester with parent approval.

ONLINE COURSES

If a student chooses to supplement their PGHS coursework with an additional online high school class, it is the responsibility of the student to confirm that the online school is accredited and the coursework is UC A-G eligible. Students are required to arrange proctoring of online exams with the educational institution providing the course.

SUMMER SCHOOL CREDITS/CREDIT RECOVERY

PGHS Summer School uses the Edmentum online program as its accredited curriculum for credit recovery.

- Edmentum courses may be used for Credit Recovery only. Edmentum courses may not be used to take a class for original credit unless specifically authorized by a Counselor in an exceptional circumstance.
- Edmentum grades will be reflected on the PGHS transcript. Students with a failing grade who repeat a course through Edmentum and earn a grade of D- or higher may use their new Edmentum grade to become eligible for sports and/or extra-curricular activities.
- A student may take no more than 20 credits (4 semesters) of Edmentum coursework to meet PGHS graduation requirements unless otherwise approved by the Counselor in an exceptional circumstance.

COLLEGE CLASSES FOR HIGH SCHOOL CREDIT

- Students can enroll in MPC courses at PGHS that have been approved by the College & Career Access Pathway (CCAP) agreement with MPC. These courses provide the opportunity for high school students to earn college credit while attending MPC courses on the PGHS campus. There are no tuition or course fees for our CCAP approved courses.
- Students may also take MPC Dual Enrollment classes on the MPC campuses or at MPC online. There are no tuition fees for these courses. Students interested in taking an MPC course during the summer or after school

should apply online to MPC and complete the Dual Enrollment for Students in Grades 6-12 Form. Please visit the MPC Dual Enrollment page for more information: [Dual Enrollment for Grades 6-12 \(Concurrent Enrollment\)](#) INFORMATION/DISCUSSION A

- All classes worth three or more credits at the college level will be assigned ten high school credits.
- All Dual Enrollment courses are college courses and recorded on the student’s permanent college transcript.
- Students must request that MPC send official transcripts to the high school in order for the MPC courses to be added to their high school transcripts.
- PGHS adds an additional point to the GPA for Dual Enrollment classes of 3 or more credits with a grade a C- or higher.

INTERSCHOLASTIC SPORTS/ACTIVITIES

We encourage all PGHS students to participate in interscholastic sports and/or extracurricular activities during high school. Students must meet the district and California Interscholastic Federation (CIF) participation eligibility requirements to participate in competition. For an updated list of student clubs, please visit our PGHS website at:

[Pacific Grove High School - Clubs](#)

FALL SPORTS

Cross Country
 Football
 Girls Golf
 Girls Tennis
 Girls Volleyball
 Water Polo

WINTER SPORTS

Basketball
 Soccer
 Wrestling

Baseball
 Boys Golf
 Boys Tennis
 Lacrosse
 Softball
 Swimming/Diving
 Track and Field

SPRING SPORTS

EXTRA-CURRICULAR ACTIVITIES

Students can earn up to 10 elective credits towards high school graduation participating in CIF interscholastic sports and/or extracurricular activities. Students will receive 2.5 credits and a grade of P per season or activity for each of the following extracurricular activities. Once a student reaches the maximum of 10 credits for extracurricular activities, the activity will continue to be listed on the transcript with a grade of P without additional credits.

ASB/Student Government	Dance Team	Play Production
Cheerleading	Mock Trial	Robotics
Chorus	Musical	Teacher’s Assistant (TA)

World Geography	ERWC	Chemistry
World History	AP English Language	Honors Chemistry
U.S. History	AP English Literature	Anatomy/Physiology
Economics	Integrated Math 1	AP Environmental Science
Government	Integrated Math 2	AP Physics C: Mechanics
AP Human Geography	Honors Integrated Math 2 (pending)	Spanish 1
AP World History	Integrated Math 3	Spanish 2
AP U.S. History	Honors Integrated Math 3	Spanish 3
AP Government	PreCalculus (pending)	Spanish 4
AP Psychology	Probability and Statistics	AP Spanish
English 1	AP Statistics	French 1
English 2	AP Calculus AB	French 2
English 3	AP Calculus BC	French 3
English 4	AP Computer Science A	French 4
Honors English 1	Biology	AP French
Honors English 2	Earth & Space Systems	
Honors English 3	Physics	

HISTORY/SOCIAL SCIENCE

UC/CSU APPROVED COURSES

A REQUIREMENT

- Four year-long courses in World Geography, World History, U.S. History, and Government/Economics are required for PGHS graduation.
- To apply to the UC or CSU campuses, two years of college-preparatory history/social science are required, including one year of world history, cultures or historical geography, and one year of U.S. history; or one-half year of U.S. history and one-half year of civics or American government.

Grade 9	World Geography	AP Human Geography
Grade 10	World History	AP World History
Grade 11	U.S. History	AP U.S. History
Grade 12	Government/Economics	AP Government/Economics

COURSE **WORLD GEOGRAPHY**
FULFILLS UC/CSU Subject Area A
PREREQUISITE None
GRADE LEVEL 9
LENGTH 1 year
CREDIT 5 credits per semester
DESCRIPTION This course will develop the basic themes of physical, cultural and political geography with an emphasis on domestic and international current events. World geographic and historical issues, world cultures, and place identification will also be emphasized. Study skills such as time management, organization, note-taking, and research skills will be a focus of this course.

COURSE **AP HUMAN GEOGRAPHY**
FULFILLS UC/CSU Subject Area A ★
PREREQUISITE: Grade of C- or higher in the previous History and English classes
 Recommended: Grade of B or higher in previous History and English classes

GRADE LEVEL	9	INFORMATION/DISCUSSION A
	This course is also open to 10 th –12 th grade students to need fulfill the World Geography graduation requirement.	
LENGTH	1 year	
CREDIT	5 credits per semester	
DESCRIPTION	This course is a college-level freshman class where students are introduced to the systematic study of patterns and processes that have shaped human understanding, use, and alteration of the Earth's surface. The content of an AP Human Geography course helps students develop critical thinking skills through the understanding, application, and analysis of the fundamental concepts of geography. Students will meet the five college-level goals as determined by the National Geographic Standards using college level materials. This rigorous course requires a high level of reading, writing, and analysis skills. Study skills such as time management, organization, note taking, and research skills will be an early focus of this course. Students will prepare for the AP Human Geography examination. Students who take the national Advanced Placement Exam in May can potentially earn college credit with a qualifying AP test score as determined by the granting college's AP Policy.	
COURSE	<u>WORLD HISTORY</u>	
FULFILLS	UC/CSU Subject Area A	
PREREQUISITE	None	
GRADE LEVEL	10	
LENGTH	1 year	
CREDIT	5 credits per semester	
DESCRIPTION	This survey course meets the 10 th Grade World History requirement. It will include a selective study of the major political and social developments, and of individuals who played significant roles, in the time period from the mid-1700s up to the present. Units of study include a brief review covering 6 th and 7 th Grade World History, the Enlightenment, the Age of Revolutions, the Industrial Revolution, Nationalism & Imperialism, the First World War and the Russian Revolution, Totalitarianism & World War II, and the Postwar World.	
COURSE	<u>AP WORLD HISTORY</u>	
FULFILLS	UC/CSU Subject Area A ★	
PREREQUISITE	Grade of C- or higher in previous History and English classes Recommended: Grade of A in World Geography or B- or higher in AP Human Geography AND a Grade of A in English 1 or a B- or higher in Honors English 1	
GRADE LEVEL	10	
LENGTH	1 year	
CREDIT	5 credits per semester	
DESCRIPTION	Advanced Placement World History is a college-level course covering the modern period from about 1200 to the present. AP World History is fast-paced, challenging, and requires a very high level of reading and writing skill. Students in AP World History should expect heavy college-level reading assignments and should be prepared to develop and demonstrate in writing analytical skills such as comparison and contrast, change over time, and understanding of primary source documents. Students will prepare for the AP World History examination. Students who take the national Advanced Placement Exam in May can potentially earn college credit with a qualifying AP test score as determined by the granting college's AP Policy.	
COURSE	<u>UNITED STATES HISTORY</u>	
FULFILLS	UC/CSU Subject Area A	
PREREQUISITE	None	
GRADE LEVEL	11	
LENGTH	1 year	
CREDIT	5 credits per semester	

DESCRIPTION

This course will examine major turning points in American history in the twentieth century. Understanding that certain themes prevail in modern American history including: the expanding role of the federal government and federal courts; the continuing tension between the individual and the state and between minority rights and majority power; the emergence of a modern corporate economy; the movements toward equal rights for racial minorities and women; and the role of the United States as a major world power. Students will learn to assess historical materials and current events- their relevance to a given problem, their reliability and their importance-and to weigh the evidence and interpretations presented in historical scholarship. This class will have a consistent reading schedule and pace that will cover 20th/21st Century United States History.

COURSE	<u>AP UNITED STATES HISTORY</u>	INFORMATION/DISCUSSION A
FULFILLS	UC/CSU Subject Area A ★	
PREREQUISITE	Grade of C- or higher in World History or AP World History Recommended: Grade of A in World History or B- or higher in AP World History	
LENGTH	GRADE LEVEL 11	
CREDIT	1 year	
DESCRIPTION	5 credits per semester	
	Advanced Placement United States History surveys the period beginning with pre Columbian Native American societies and ending with international affairs and domestic changes in the post 1945 period to modern day. The College Board determines the course content outline. The course is designed to provide a comprehensive overview of United States history and to provide students with the analytical skill and factual knowledge to deal critically with the problems and materials in United States history. The course follows a narrative structure supported by the textbook, primary sources, secondary sources including historiographical essays and a variety of multimedia materials. The course focuses on the development of historical thinking skills and an understanding of content learning objectives organized around 8 themes. There will be a summer assignment for this class and this class will have a college level reading pace. Students are expected to take the AP U.S. History exam at the conclusion of the class. Students who take the national Advanced Placement Exam in May can potentially earn college credit with a qualifying AP test score as determined by the granting college's AP Policy.	

COURSE	<u>AMERICAN GOVERNMENT</u>
FULFILLS	UC/CSU Subject Area A
PREREQUISITE	None
GRADE LEVEL	12
LENGTH	1 semester
CREDIT	5 credits
DESCRIPTION	Government, a semester-length course, is required for High School graduation. This course is about the American system of government, including functions of government, governmental programs, roles of the citizen, civil rights and liberties, public opinion, comparative political systems, and current events.

COURSE	<u>AP AMERICAN GOVERNMENT AND POLITICS UNITED STATES</u>
FULFILLS	UC/CSU Subject Area A ★
PREREQUISITE	Grade of C- in U.S. History or C- or higher in AP U.S. History
GRADE LEVEL	12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	The goal of this course is to increase understanding of the American political system, its framework, traditions and values, and have each student pass the AP American Government exam. This course is concerned with the nature of the American political system, its development over the past two hundred plus years, and how it works today. We will examine in detail the principle processes and institutions through which the political system functions, as well as some of the public policies which these institutions establish and how these policies are implemented. Economic concepts are woven within the course throughout the year. Students will prepare for the AP Government examination. Students who take the national Advanced Placement Exam in May can potentially earn college credit with a qualifying AP test score as determined by the granting college's AP Policy. The second semester does not receive AP credit, however, the AP Government class is a full year commitment.

[COURSE ECONOMICS - See Subject Area G for description](#)

ENGLISH

UC/CSU APPROVED COURSES

B REQUIREMENT

- Four year-long English courses are required for PGHS graduation.
- To apply to the UC or CSU campuses, four years of college-preparatory English composition and literature required, integrating extensive reading, frequent writing, and practice listening and speaking with different audiences.

Grade 9	English 1	Honors English 1
Grade 10	English 2	Honors English 2
Grade 11	English 3	Honors English 3
Grade 11		AP English Language
Grade 12	English 4	
Grade 12	ERWC Expository Reading & Writing	AP English Literature

COURSE **ENGLISH 1**
FULFILLS UC/CSU Subject Area B
PREREQUISITE None
GRADE LEVEL 9
LENGTH 1 year
CREDIT 5 credits per semester
DESCRIPTION English 1 is designed to prepare 9th grade students for admittance to and academic success in a four-year college or university. As such, this course focuses on critical thinking in the areas of reading, writing, and literature, as well as oral academic language and collaborative group work. Students will also learn the proper use of English grammar and diction. Written assignments in the form of literary analysis will be given both inside and outside of class. This class will also cover basic grammar and increase student's fluency with vocabulary.

COURSE **HONORS ENGLISH 1**
FULFILLS UC/CSU Subject Area B
PREREQUISITE Grade of C- or higher in previous English Class
 Recommended: Grade of B- or higher in previous English class
 Advanced scores on the 8th grade writing placement essay
GRADE LEVEL 9
LENGTH 1 year
CREDIT 5 credits per semester
DESCRIPTION Honors English 1 is designed to meet the needs of ninth grade students planning to take other advanced classes at PGHS and to prepare students for university level work. This demanding and challenging class places emphasis on analytical reading, expository writing, critical thinking, cooperative learning, and in depth interpretation of the four genres of literature: the novel, the play, poetry and short story. Honors English 1 moves at a rapid pace and expects students to work independently to be prepared for class discussions. This course stresses the in-depth development of critical writing and thinking skills, along with the application of grammar and vocabulary skills to their writing.

COURSE **ENGLISH 2**
FULFILLS UC/CSU Subject Area B

PREREQUISITE	None
GRADE LEVEL	10
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	English 2 students will develop skills in understanding literature by reading a variety of novels, both classic and contemporary, developing their ability to analyze literature and make connections to current issues. They will also read nonfiction articles/editorials and speeches from a variety of sources in order to develop their critical reading skills. along with rhetorical analysis writing. These skills will serve as the foundation for learning how to build arguments and to write argumentatively. Written assignments in the form of literary analysis will be given both inside and outside of class. Students in this class will also cover basic grammar and will increase student's fluency with vocabulary.

COURSE	<u>HONORS ENGLISH 2</u>
FULFILLS	UC/CSU Subject Area B
PREREQUISITE	Grade of C- or higher in previous English class Recommended: Grade of B- or higher in Honors English 1 or grade of A- in English 1
GRADE LEVEL	10
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	Honors English 2 is a rigorous course designed for advanced, college-bound students. Students will read a variety of complex and challenging nonfiction and literary fiction, developing their ability to analyze a variety of texts and make connections to current issues, along with connections to historical events they are learning in world history class. This course stresses the in-depth development of critical writing and thinking skills, along with the application of grammar and vocabulary skills to their writing.

COURSE	<u>ENGLISH 3</u>
FULFILLS	UC/CSU Subject Area B
PREREQUISITE	None
GRADE LEVEL	11
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	English 3 students will develop skills in understanding literature by reading a variety of novels, both classic and contemporary. They will also read non-fiction articles from contemporary news sources, and use these to develop their critical reading skills and argument writing surrounding current issues. Students should expect, approximately, to read one or two novels and write two essays per quarter. The class will also cover basic grammar and increase students' fluency with vocabulary.

COURSE	<u>HONORS ENGLISH 3</u>
FULFILLS	UC/CSU Subject Area B ★
GRADE LEVEL	11
LENGTH	1 year
PREREQUISITE	Grade of C- or higher in previous English class

CREDIT Recommended: Grade of B- or higher in Honors English 2 or grade of A- in English
5 credits per semester

DESCRIPTION Honors English 3 is a rigorous course designed for advanced college bound students, including those who may desire to take AP Literature in their senior year. Students will read a variety of complex and challenging literary fiction, developing their ability to analyze literature and make connections to current issues. They will also read non-fiction ranging from news articles to scientific journal publications, developing critical reading skills and argument writing skills. Students should expect, approximately, to read two novels, write two essays, and write two literary analysis paragraphs per quarter, along with application of grammar and vocabulary skills to their writing.

COURSE **AP ENGLISH LANGUAGE**

FULFILLS UC/CSU Subject Area B ★

PREREQUISITE Grade of C- or higher in previous English class
Recommended: Grade of B- or higher in Honors English 2, or grade of A- in English 2

GRADE LEVEL 11

LENGTH 1 year

CREDIT 5 credits per semester

DESCRIPTION The AP English Language and Composition course is designed to help students become skilled readers of prose written in a variety of rhetorical contexts and to become skilled writers who compose for a variety of purposes. Writing and reading activities are designed to build students' awareness of the interactions among a writer's purposes, audience expectations, and subjects as well as the way generic conventions and the resources of language contribute to effectiveness in writing. The writing focus for this course will be argument, synthesis, and rhetorical analysis essays. Support will be given to assist students in improving performance on timed writing tasks. Students who take the national Advanced Placement Exam in May can potentially earn college credit with a qualifying AP test score as determined by the granting college's AP Policy.

COURSE **AP ENGLISH LITERATURE**

FULFILLS UC/CSU Subject Area B ★

PREREQUISITE Grade of C- or higher in previous English class
Recommended: Grade of B- or higher in Honors English 3 or AP Language
Grade of A- or higher in English 3

GRADE LEVEL 12

LENGTH 1 year

CREDIT 5 credits per semester

DESCRIPTION Advanced Placement English Literature is a college level course offered to highly motivated students who show unusual skill in literature and composition. Over the length of the course students will cultivate their understanding of literature through rich classroom discussion and in depth analysis of various literary texts. This heavily writing based course will prepare students for success in university level work. Students who take the national Advanced Placement Exam in May can potentially earn college credit with a qualifying AP test score as determined by the granting college's AP Policy.

COURSE **EXPOSITORY READING AND WRITING 3.0 (ERWC)**

FULFILLS UC/CSU Subject Area B

PREREQUISITE A-G eligible or teacher recommendation

GRADE LEVEL 12

LENGTH 1 year

CREDIT 5 credits per semester

DESCRIPTION Expository Reading and Writing 3.0 (ERWC) is a rigorous, rhetorically based, full-year college

preparatory English course for high school seniors intending to enroll in a four-year college. The course's modules, which include a wide variety of nonfiction, college-level texts and some literature, emphasize the in-depth study of analytical and argumentative reading and writing. Mentor-texts are read independently in order to foster rich classroom discussion, and serve as models for writing that moves beyond the traditional five-paragraph essay. Students will analyze the interplay of rhetorical devices, vocabulary, and grammar in rich, diverse texts, and then use these same elements in their own expository and persuasive writing.

COURSE	<u>ENGLISH 4</u>
FULFILLS	UC/CSU Subject Area B
PREREQUISITE	None
GRADE LEVEL	12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	This class is designed to prepare 12th grade students for success after high school in both work and college environments. As such, this course focuses on critical thinking in the areas of reading, writing, and literature, as well as oral academic language and collaborative group work. Students can expect to read one full-length novel per semester, as well as many smaller, non-fiction articles. Writing expectations include one argument essay per semester, a creative project per novel, and more “real world” applications like the resume and cover letter in preparation for mock interviews. Students will also learn the proper use of English grammar and diction. Technology will frequently be used to engage students and support learning.

COURSE	<u>ENGLISH LANGUAGE DEVELOPMENT (ELD)</u>
FULFILLS	UC/CSU Subject Area B (For no more than 1 year)
PREREQUISITE	Non-native speaker of English <u>and</u> overall score of 1-3 on ELPAC (English Language Proficiency Assessments for California)
GRADE LEVEL	9, 10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	ELD is an instructional program for students who are developing proficiency in English. The four domains of language (speaking, listening, reading, and writing) are taught with a focus on academic uses. Students learn to use English effectively in both social and academic settings. Successful completion: Students will progress through the proficiency levels until they meet criteria for re-designation.

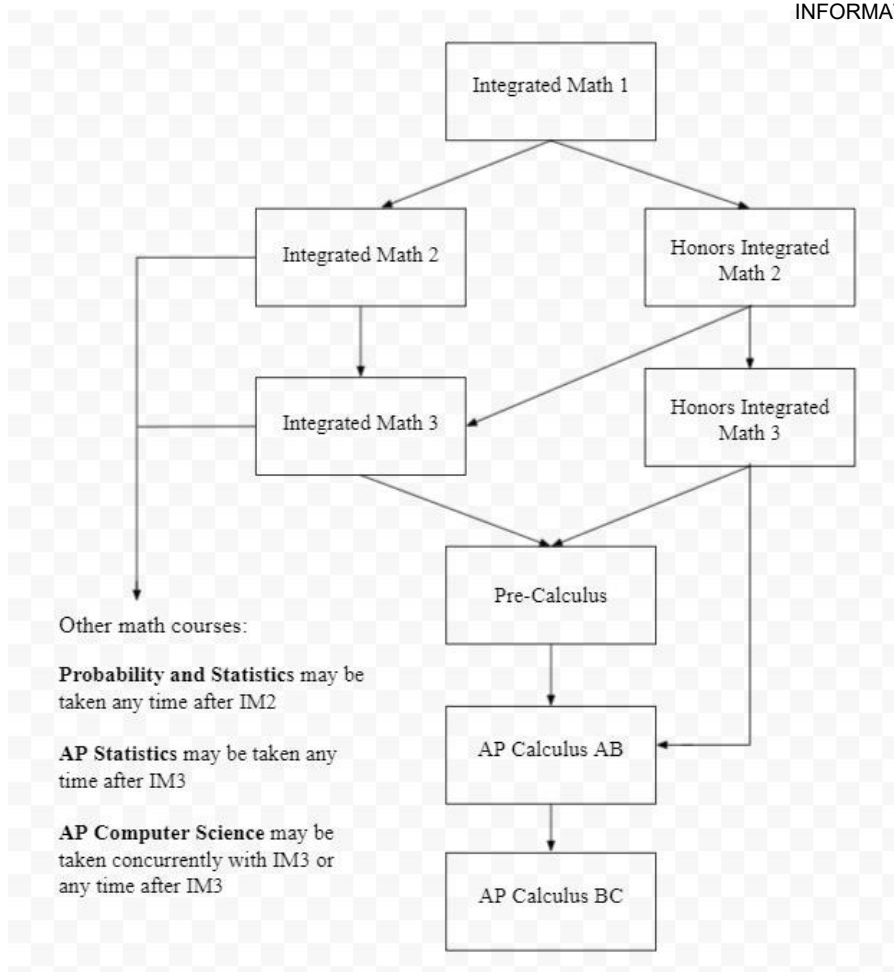
MATHEMATICS

UC/CSU APPROVED COURSES

C REQUIREMENT

- Two years of mathematics, which must include Integrated Math 2 or an equivalent course, are required for PGHS graduation.
- To apply to the UC or CSU campuses, three years of college-preparatory mathematics are required (four years are strongly recommended).

MATHEMATICS COURSE OFFERINGS & PATHWAYS



Online courses in mathematics at any level are generally discouraged. Because PGHS math courses are integrated, Monterey Peninsula College (MPC) and online courses of traditional Algebra 1 and Geometry are not recognized as equivalent courses of Integrated Math 1 and Integrated Math 2, respectively.

COURSE	<u>INTEGRATED MATH 1</u>
FULFILLS	UC/CSU Subject Area C
PREREQUISITE	None
GRADE LEVEL	9, 10, 11
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	Addressing both the Mathematical Practices and Content Standards associated with the High School Common Core, Integrated Math I focuses on exploring, discussing, and understanding the concepts of: <ol style="list-style-type: none"> 1. Systems of Equations and Inequalities 2. Arithmetic and Geometric Sequences 3. Linear and Exponential Functions 4. Features of Functions 5. Congruency, Constructions, and Proofs 6. Connecting Algebra and Geometry 7. Modeling Data

COURSE	<u>INTEGRATED MATH 2</u>
FULFILLS	UC/CSU Subject Area C
PREREQUISITE	Grade of D- or higher in Integrated Math 1
GRADE LEVEL	9, 10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	Addressing both the Mathematical Practices and Content Standards associated with the High School Common Core, Integrated Math 2 focuses on exploring, discussing, and understanding the concepts of: <ol style="list-style-type: none"> 1. Quadratics Functions 2. Structures of Expressions 3. Quadratic Equations 4. Absolute Value and Exponential Functions 5. Geometric Figures 6. Similarity and Right Triangle Trigonometry 7. Circles from a Geometric Perspective 8. Probability

	COURSE	<u>PROBABILITY AND STATISTICS</u>
FULFILLS		UC/CSU Subject Area C
	PREREQUISITE	Grade of C- or higher in Integrated Math 2
	GRADE LEVEL	11, 12
LENGTH		1 year
CREDIT		5 credits per semester
	DESCRIPTION	Probability and Statistics introduces students to the major concepts and tools for collecting, analyzing, and drawing conclusions from data. The course exposes students to four broad conceptual themes: (1) graphing and analyzing data, (2) designing a survey or experimental study, (3) finding probabilities through mathematics as well as through simulations, and (4) making appropriate inferences from data.

COURSE	<u>HONORS INTEGRATED MATH 2</u>
FULFILLS	UC/CSU Subject Area C
PREREQUISITE	Grade of C- or higher in Integrated Math 1 Recommended: Grade of A in Integrated Math 1
GRADE LEVEL	9, 10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	Honors Integrated Math 2 continues the study of geometry and algebra, though at a much faster pace and with more rigor than Integrated Math 2. Addressing both the Mathematical Practices and Content Standards associated with the High School Common Core, Honors Integrated Math 2 focuses on exploring, discussing, and understanding the concepts of: <ol style="list-style-type: none"> 1. Quadratics Functions 2. Structures of Expressions 3. Quadratic Equations 4. Absolute Value and Exponential Functions 5. Geometric Figures, including triangle congruence and similarity 6. Similarity and Right Triangle Trigonometry 7. Circles from a Geometric Perspective 8. Probability

COURSE	<u>INTEGRATED MATH 3</u>
FULFILLS	UC/CSU Subject Area C
PREREQUISITE	Grade of D- or higher in Integrated Math 2 Recommended: C- or higher in Integrated Math 2
GRADE LEVEL	9, 10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	Addressing both the Mathematical Practices and Content standards associated with the High School Common Core, Integrated Math 2 focuses on exploring, discussing, and understanding the concepts of: <ol style="list-style-type: none">1. Functions and their Inverses2. Logarithmic Functions3. Polynomial Functions4. Rational Expressions and Functions5. Modeling with Geometry6. Trigonometric Functions7. Sequences and Series8. Modeling with Functions9. Statistics10. Transformations of Functions

COURSE	<u>HONORS INTEGRATED MATH 3/TRIGONOMETRY</u>
FULFILLS	UC/CSU Subject Area C
PREREQUISITE	Grade of C- or higher in Honors Integrated Math 2 Recommended: Grade of B+ or higher in Honors Integrated Math 2
GRADE LEVEL	9, 10, 11
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	Honors Integrated Math continues the study of algebra as well as trigonometry and topics addressed in a typical Pre-Calculus class. This course moves at a much faster pace and with more rigor than the Integrated Math 3 course. Addressing both the Mathematical Practices and Content Standards associated with the High School Common Core, Honors Integrated Math 3 focuses on exploring, discussing, and understanding the concepts of: <ol style="list-style-type: none">1. Geometric Modeling2. Linear and Quadratic Functions3. Polynomial Functions4. Rational Exponents and Radical Functions5. Exponential and Logarithmic Functions6. Rational Functions7. Sequences and Series8. Trigonometric Ratios and Functions9. Trigonometric Identities and Formulas10. Data Analysis and Statistics11. Probability

COURSE	<u>PRE-CALCULUS</u>
FULFILLS	UC/CSU Subject Area C
PREREQUISITE	Grade of C- or higher in Honors Integrated Math 3/Trigonometry or Integrated Math 3
GRADE LEVEL	10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	This course covers advanced topics in functions, trigonometry, conic sections, sequences and series, polar coordinate systems, and parametric equations. A scientific calculator is required. A graphing calculator is recommended. The appropriate calculator will be provided upon student request.

COURSE	<u>AP CALCULUS AB</u>
FULFILLS	UC/CSU Subject Area C ★
PREREQUISITE	Grade of C- or higher in Pre-Calculus Recommended: B+ or higher in Honors Integrated Math 3
GRADE LEVEL	10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	AP Calculus AB is roughly equivalent to a first semester college calculus course devoted to topics in differential and integral calculus. This course is a college level introductory calculus course designed to enable the student to pass the Advanced Placement Calculus AB exam. Students who take the national Advanced Placement Exam in May can potentially earn college credit with a qualifying AP test score as determined by the granting college's AP Policy. An AP graphing calculator is required. The appropriate calculator will be provided upon student request. Juniors enrolling in this course are encouraged to take a fourth year of mathematics to meet the UC A-G course recommendations.

COURSE	<u>AP CALCULUS BC</u>
FULFILLS	UC/CSU Subject Area C ★
PREREQUISITE	Grade of C- or higher in Calculus AB
GRADE LEVEL	10, 11, 12
LENGTH	1 year
CREDIT	5 credits
DESCRIPTION	This course extends the content learned in Calculus AB to different types of equations (polar, parametric, vector-valued) and new topics (such as Euler's method, integration by parts, partial fraction decomposition, improper integrals, and sequences and series) in the second semester. Our most rigorous course, AP Calculus BC is the equivalent of a second semester of college calculus. Students who take the national Advanced Placement Exam in May can potentially earn college credit with a qualifying AP test score as determined by the granting college's AP Policy. An AP graphing calculator is required. The appropriate calculator will be provided upon student request.

COURSE	<u>AP STATISTICS</u>
FULFILLS	UC/CSU Subject Area C ★
PREREQUISITE	Grade of C- or higher in Integrated Math 3 or a grade of C- or higher in Honors Integrated Math 3 Recommend: Grade of B or higher in Integrated Math 3 or C or higher in Honors Integrated Math 3
GRADE LEVEL	11, 12
LENGTH	1 year

CREDIT	5 credits per semester	INFORMATION/DISCUSSION A
DESCRIPTION	AP Statistics is the equivalent of a one semester, college-level introductory statistics class. The purpose of the class is to introduce students to the basic ideas and skills for collecting, analyzing and drawing conclusions from data. Students should leave the course not only able to interpret and analyze the many statistics they will encounter on a daily basis, but also evaluate the integrity of their use. The course exposes students to four broad conceptual themes: (1) exploring data –observing patterns and departures from patterns, (2) planning a study – deciding what and how to measure, (3) anticipating patterns – producing probability and simulation, and (4) statistical inference – confirming models. Students who take the national Advanced Placement Exam in May can potentially earn college credit with a qualifying AP test score as determined by the granting college’s AP Policy.	

COURSE	<u>AP COMPUTER SCIENCE A</u>	
FULFILLS	UC/CSU Subject Area C ★	
PREREQUISITE	Grade of C- or higher in Integrated Math 2 with concurrent enrollment in Integrated Math 3 Recommended: Grade of B or higher in Integrated Math 3 with successful completion of Introduction to Computer Science, or a grade of B+ or higher in Honors Integrated Math 3	
GRADE LEVEL	10, 11, 12	
LENGTH	1 year	
CREDIT	5 credits per semester	
DESCRIPTION	AP Computer Science A is the equivalent of an introductory, one semester, college level programming course. The course emphasizes programming methodology with a focus on problem solving and algorithm development using the Java programming language. Specific topics include object-oriented design, program design and implementation, algorithm analysis, and standard data structures. Students will tackle long-term, large scale computer programming problems and are expected to take the AP Computer Science A exam in May. Students who take the national Advanced Placement Exam in May can potentially earn college credit with a qualifying AP test score as determined by the granting college’s AP Policy. <i>This course will be offered in alternate years: 2022-2023, 2024-2025, and 2026-2027.</i>	

COURSE	<u>MATHEMATICS SUPPORT</u>	
PREREQUISITE	Enrollment in an Integrated Math class	
GRADE LEVEL	9, 10, 11, 12	
LENGTH	1 year	
CREDIT	5 credits per semester Grade earned will be listed as Pass/Fail	
DESCRIPTION	Mathematics Support is offered to students concurrently enrolled in an Integrated Math course to provide them with additional help. This course reviews basic mathematical concepts, reinforces material currently covered in their math class, and previews additional material to help students succeed. Based on their schedules, students may add Mathematics Support at any time during the school year.	

COURSE	<u>MATH TUTORING</u>
PREREQUISITE	Enrollment in any PGHS Math course
GRADE LEVEL	9, 10, 11, 12
LENGTH	1 year
CREDIT	0 credits per semester
DESCRIPTION	Math Tutoring offers drop-in support throughout the school year for students who wish additional assistance with their math class. Students can get help with homework, assistance with specific material, and additional help preparing for upcoming tests. Based on the school schedule, Integrated Math 1 students may attend tutoring in order to retake a test or quiz. Times and locations for tutoring will be announced at the beginning of the school year.

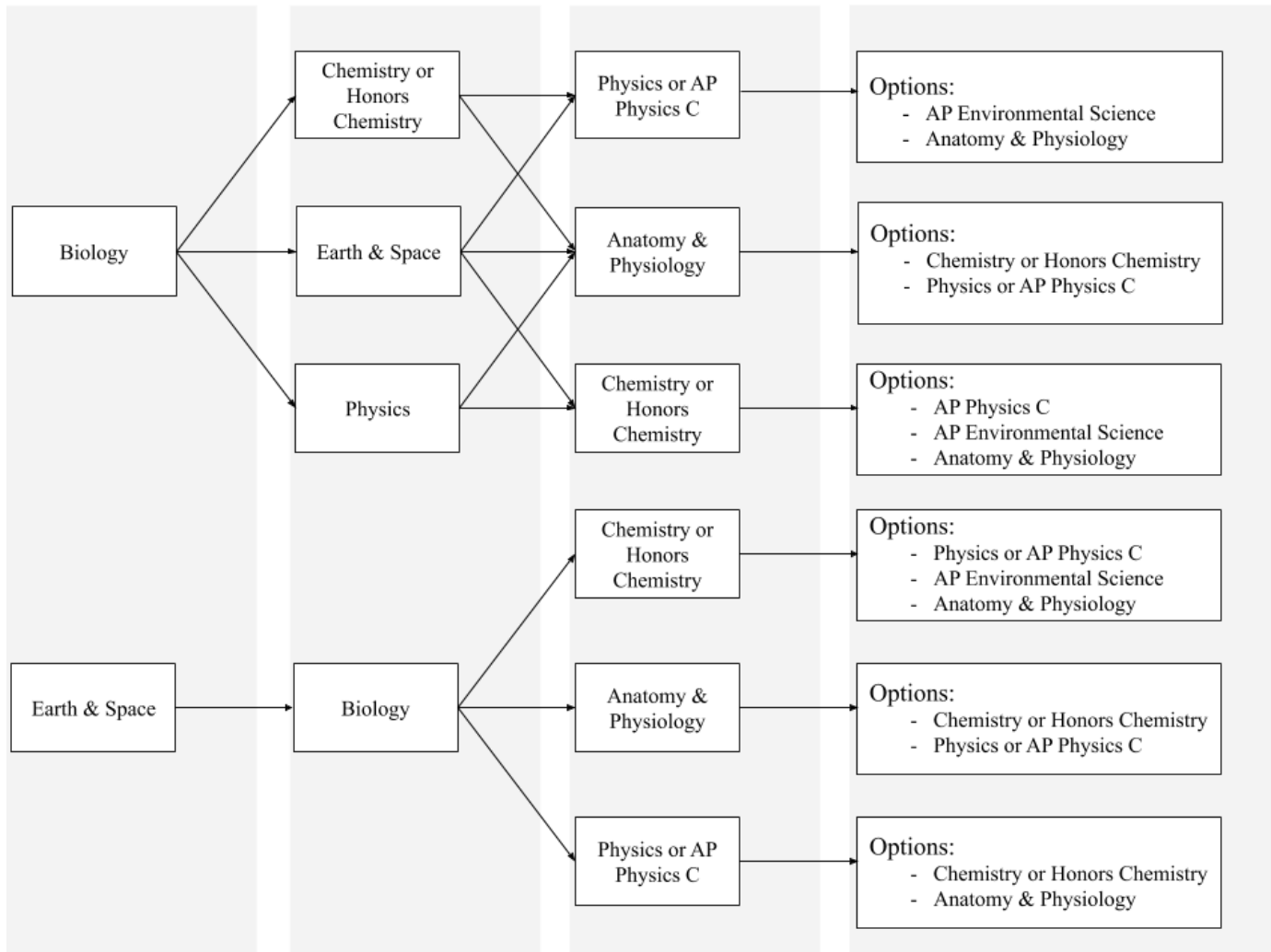
SCIENCE

UC/CSU APPROVED COURSES

D REQUIREMENT

- Two year-long courses, one year of physical science and one year of life science, are required for PGHS graduation.
- To apply to the UC or CSU campuses, two years of college-preparatory science, including fundamental knowledge in two of these three subjects: biology, chemistry, or physics are required (three years are recommended). One year of approved interdisciplinary or earth and space sciences coursework can meet one year of the requirement.

SCIENCE COURSE OFFERINGS & PATHWAYS



COURSE FULFILLS
PREREQUISITE
GRADE LEVEL
LENGTH
CREDIT
DESCRIPTION

BIOLOGY

UC/CSU Subject Area D

None

9, 10 or teacher recommendation

1 year

5 credits per semester

Biology is the study of life. This course content will include the study of living organisms, their relationships with each other and their physical environment, and the processes they perform in order to develop, grow, repair, and reproduce. Concepts will be taught using a hands-on approach, through laboratory investigations and field studies. This experiential approach will provide a concrete foundation for understanding fundamental concepts of Biology, such as cell theory, photosynthesis, and cellular respiration, genetics, ecology, and environmental human impact.

COURSE

EARTH & SPACE SYSTEMS

FULFILLS UC/CSU Subject Area D
PREREQUISITE None
GRADE LEVEL 9, 10 or teacher recommendation
LENGTH 1 year
CREDIT 5 credits per semester
DESCRIPTION Earth and Space Systems is a laboratory oriented class that is a blend of several different sciences; Geology, Meteorology, and Astronomy. We will be looking more closely at topics such as plate tectonics, astronomy, weather, and climate.

COURSE **PHYSICS 1**
FULFILLS UC/CSU Subject Area D
PREREQUISITE Grade of C- or higher in Integrated Math 1
GRADE LEVEL 10, 11, 12
LENGTH 1 year
CREDIT 5 credits per semester
DESCRIPTION The first semester of Physics is a study of motion and its mathematical description, energy, and work. The second semester is a study of light, waves, electricity and magnetism.

COURSE **CHEMISTRY**
FULFILLS UC/CSU Subject Area D
PREREQUISITE Completion of or concurrent enrollment in Integrated Math 2
GRADE LEVEL 10, 11, 12
LENGTH 1 year
CREDIT 5 credits per semester
DESCRIPTION The Chemistry course is designed to explore the chemistry of real-world environmental problems through research, experimentation, and discourse. The course will assess possible alternatives that lessen the level of human impact on natural systems. The first semester develops the general principles involved in solutions and chemical reactions through the lenses of water and metals. The second semester focuses on energy in chemical reactions, the nature of gases, and atomic theory in conjunction with fossil fuels, air pollution, and industrial techniques, respectively.

COURSE **HONORS CHEMISTRY 1**
FULFILLS UC/CSU Subject Area D ★
PREREQUISITE Completion of or concurrent enrollment in Integrated Math 3
GRADE LEVEL 10, 11, 12
LENGTH 1 year
CREDIT 5 credits per semester
DESCRIPTION The Honors Chemistry course is designed to provide the advanced science student with an opportunity to learn chemistry at a higher level and at a faster pace, providing a more in-depth coverage of the topics. The course offers an opportunity for enrichment through the use of advanced math concepts and laboratory work. The first semester develops the general principles involved in solutions and chemical reactions while exploring the hydrologic cycle and the Earth's lithosphere. The second semester expands on energy in chemical reactions, the nature of gases, acid-base chemistry, and atomic theory in conjunction with the human impacts associated with industrial processes. Students taking Honors Chemistry will be prepared to take the SAT Subject Test in Chemistry.

COURSE **ANATOMY/PHYSIOLOGY**
FULFILLS UC/CSU Subject Area D

PREREQUISITE Grade of C- or higher in Biology
 GRADE LEVEL 11, 12
 LENGTH 1 year
 CREDIT 5 credits per semester
 DESCRIPTION Anatomy and Physiology is the study of the structures and functions of the human body. The course explores the principles of Biology, Chemistry, and Physics in body and disease. The course progresses from anatomical terminology and organization through basic Chemistry and the eleven body systems. Labs include dissection of sheep brains, eyes, and hearts, as well as fetal pigs. Simple experiments, demonstrations, and model building will help students construct a foundation of knowledge in microscopic and macroscopic Anatomy and Physiology.

AP PHYSICS C: MECHANICS
 UC/CSU Subject Area D ★
 PREREQUISITE Completion of or concurrent enrollment in Calculus AB or BC
 GRADE LEVEL 10, 11, 12
 LENGTH 1 year
 CREDIT 5 credits per semester
 DESCRIPTION This course prepares students to take the Advanced Placement Physics C test in mechanics and is the equivalent of a typical first semester college course in physics. Mechanics is the branch of physics that is concerned with quantifying the motion of bodies. Topics include kinematics, Newton’s laws of motion, work/energy/power, conservation laws (energy/momentum/angular momentum), circular motion and rotation, oscillations, and gravitation. The lab component of the class builds on experiments done in regular physics with emphasis placed on using computers to model and simulate physical systems. Students will use electronic sensors and data analysis programs to explore relationships among physical quantities. The topic of mechanics will be covered in much greater depth and with a higher level of mathematical sophistication than in the regular physics course. Prospective students should be comfortable with using mathematics to solve problems. Students who take the national Advanced Placement Exam in May can potentially earn college credit with a qualifying AP test score as determined by the granting college’s AP Policy.

AP ENVIRONMENTAL SCIENCE
 UC/CSU Subject Area D ★
 PREREQUISITE Grade of C- or higher in Biology
 Grade of C- or higher in Physics, AP Physics or Earth & Space Systems
 Grade of C- or higher in Chemistry
 Recommended: Honors Chemistry, Grade of B or higher in Biology
 GRADE LEVEL 11, 12
 LENGTH 1 year
 CREDIT 5 credits per semester
 DESCRIPTION This course is designed to prepare students to take the Advanced Placement Environmental Science test and is a rigorous science course that is the equivalent of a one-semester, introductory college course in environmental science. Topics will draw together geology, biology, chemistry, and marine science subject matter. Long-term field study projects will be set up at the beginning of each school year. Students will be expected to take an active role in designing and maintaining these investigations, as well as maintaining a detailed and organized data collection system throughout the year. The emphasis of the course will be data collection, statistical analysis of data sets, understanding inter-relationships in the natural world, identifying and analyzing environmental problems, both natural and anthropogenic, evaluating risks associated with these problems, and possible solutions. Students taking the course should have a firm understanding of mathematics because of the analytical nature of the course, and a solid background of both physical and life sciences. Junior or senior class

standing mandatory. Students who take the national Advanced Placement Exam in May can potentially earn college credit with a qualifying AP test score as determined by the granting college's AP Policy.

INFORMATION/DISCUSSION A

LANGUAGES OTHER THAN ENGLISH (LOTE) UC/CSU APPROVED COURSES E REQUIREMENT

- One year of a Language other Than English (LOTE) **OR** a Visual or Performing Art (Fine Art) are required for PGHS graduation.
- Two years of college-preparatory coursework required (or through the second level of high school instruction) of the same language other than English (three years are recommended). Language levels are defined by the number of years of high school instruction (e.g., LOTE 1= 1 year; LOTE 2 = 2 years, etc.).

COURSE	<u>SPANISH 1</u>
FULFILLS	UC/CSU Subject Area E
PREREQUISITE	None
GRADE LEVEL	9, 10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	The introductory course uses communicative activities, music, games, and story-based instruction to develop all four basic language skills: listening, speaking, reading and writing. Students will be immersed in the target language with a comprehensible approach with authentic language and cultural sources integrated through music, movies, and technology. Students will enjoy interactive and interpersonal instruction. Living in the global world, Spanish language study will be beneficial in the workplace as well as college readiness.

COURSE	<u>SPANISH 2</u>
FULFILLS	UC/CSU Subject Area E
PREREQUISITE	Grade of C- or higher in Spanish 1
GRADE LEVEL	9, 10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	This is an intermediate course which provides continued development and practice of the basic language skills: listening, speaking, reading and writing. More advanced grammatical structures are introduced organically through comprehensible input, games, reading, and communicative activities. Students practice listening skills by watching fotonovelas, monthly news and cultural updates. Students will practice speaking through dialogues, role plays, partner chats and other conversational activities. Students will explore the Hispanic world through cultural projects on food, dance and traditions.
COURSE	<u>SPANISH 3</u>
FULFILLS	UC/CSU Subject Area E
PREREQUISITE	Grade of C- or higher in Spanish 2 Recommended: Grade of B- or higher in Spanish 2
GRADE LEVEL	9, 10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	Emphasis is on the further development of listening, speaking, reading and writing skills. Communicative and project-based activities are used to learn more advanced vocabulary and grammar. Students practice speaking in a variety of contexts such as oral reports, dialogues and group discussions. More academic vocabulary is presented related to topics such as personal relationships, family life, media, the environment, and technology, along with the exploration of Spanish-speaking countries. The course also includes the viewing and discussion of Spanish-language short films.
COURSE	<u>SPANISH 4</u>
FULFILLS	UC/CSU Subject Area E
PREREQUISITE	Grade of C- or higher in Spanish 3 Recommended: Grade of B- or higher in Spanish 3
GRADE LEVEL	9, 10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	This is an advanced course that focuses on developing language skills in academic settings. Relevant topics are explored including personal relationships, family, technology, and the environment. Reading selections come from authentic sources such as Spanish literature and newspaper articles. More advanced writing and speaking situations are required. More academic vocabulary is presented along with more complex cultural topics. A variety of authentic language and cultural sources are integrated such as songs, movies, newspapers, websites, and news reports.
COURSE	<u>AP SPANISH</u>

FULFILLS
PREREQUISITE

UC/CSU Subject Area E ★
Grade of C- in Spanish 3
Recommended: Grade of B- or higher in Spanish 3

INFORMATION/DISCUSSION A

GRADE LEVEL
LENGTH
CREDIT
DESCRIPTION

9, 10, 11, 12
1 year
5 credits per semester
This is a college-level course that focuses on advanced work in listening, speaking, reading and writing. Emphasis is placed on speaking and writing in academic settings. Includes expository writing, oral presentations, and reading selections from Spanish literature and newspaper articles. Students prepare to take the AP Spanish Language exam in May. Students who take the national Advanced Placement Exam in May can potentially earn college credit with a qualifying AP test score as determined by the granting college's AP Policy. Any summer homework assigned will be due at the first class meeting in August.

COURSE
FULFILLS
PREREQUISITE
GRADE LEVEL
LENGTH
CREDIT
DESCRIPTION

FRENCH 1

UC/CSU Subject Area E
None
9, 10, 11, 12
1 year
5 credits per semester

This class will focus on the four modes of communication: listening, speaking, reading and writing. Students will learn the culture of France through its language, its cuisine and its history. Students will improve their language skills by listening to short movies and interactive stories, by creating their own and acting them out in groups. The activities are student-driven (dramatization, drawing, improvisation, interviews, cultural and culinary projects). Students will be immersed in the target language with a very comprehensible approach through authentic materials. Because there is less emphasis on grammar and conjugation, assignments are fun and straightforward, students will enjoy the class and will feel comfortable speaking. We will have field trips and food celebrations all throughout the year, some of which will be experienced in the PGHS kitchen with Mrs Erickson, our gastronomy chef on Campus.

COURSE
FULFILLS
PREREQUISITE
GRADE LEVEL
LENGTH
CREDIT
DESCRIPTION

FRENCH 2

UC/CSU Subject Area E
Grade of C- or higher in French 1
9, 10, 11, 12
1 year
5 credits per semester

Let's continue our French adventures together and learn to feel more comfortable speaking, reading and writing the language. Students will be immersed in the target language in a comprehensible way and will develop more elaborated skits and plays. The activities are student-driven with dramatization, drawing, improvisation, interviews, cultural and culinary projects. Our stories will be longer and more interesting than in French 1. We will continue our cooking contest, will do our field trips to the museum and the Bakery and we will enjoy watching our new french series while savoring our Friday Bon appétit!

COURSE
FULFILLS

FRENCH 3

UC/CSU Subject Area E

PREREQUISITE	Grade of C- or higher in French 2	INFORMATION/DISCUSSION A
	Recommended: Grade of B- or higher in French 2	
GRADE LEVEL	9, 10, 11, 12	
LENGTH	1 year	
CREDIT	5 credits per semester	
DESCRIPTION	<p>“Knowing a foreign language opens windows to the world”. You will come to realize that speaking another language brings you closer to people globally and in your own community. Join this class to continue to develop your skills and empower yourself with new speaking tools. We will have a special time focusing on French film analysis, reading and writing, while continuing to maintain our fun around games, stories and plays. Field trips, food and French music will be at the Rendez Vous!</p>	

COURSE	<u>FRENCH 4</u>	
FULFILLS	UC/CSU Subject Area E	
PREREQUISITE	Grade of C- or higher in French 3	
	Recommended: Grade of B- or higher in French 3	
GRADE LEVEL	9,10, 11, 12	
LENGTH	1 year	
CREDIT	5 credits per semester	
DESCRIPTION	<p>French 4 is a course designed for motivated students who can work independently and efficiently. Advanced grammar topics will be covered, incorporating high-interest topics such as making travel and hotel arrangements for a trip to a French speaking country, communicating medical emergencies, and managing more advanced conversations in French. Extensive reading and writing will be required. Students will read various novels. The cultural emphasis will be in countries other than France where French is spoken.</p>	

COURSE	<u>AP FRENCH LANGUAGE AND CULTURE</u>	
FULFILLS	UC/CSU Subject Area E ★	
PREREQUISITE	Grade of C- in French 3	
	Recommended: Grade of B- or higher in French 3	
GRADE LEVEL	9, 10, 11, 12	
LENGTH	1 year	
CREDIT	5 credits per semester	
DESCRIPTION	<p>AP French is a college level course designed for motivated students who desire to become proficient communicators of French and prepare for the AP French Language and Culture Exam. Advanced grammar topics will be covered, incorporating high-interest historical topics. Extensive reading and writing will be required. Students will read various genres of literature by famous francophone authors. The cultural emphasis will be on various countries where French is spoken. Students who take the national Advanced Placement Exam in May can potentially earn college credit with a qualifying AP test score as determined by the granting college’s AP Policy.</p>	

VISUAL AND PERFORMING ARTS

UC/CSU APPROVED COURSES

F REQUIREMENT

- One year of a Visual & Performing Art (Fine Art) **OR** Language other Than English (LOTE) are required for PGHS graduation.
- One year of college-preparatory visual & performing arts (VAPA) required, chosen from one of the following disciplines: dance, music, theater, visual arts (e.g., painting, web/graphic design, film/video, inter/multimedia arts), or interdisciplinary arts.

ART COURSES

COURSE	<u>2D DESIGN</u>
FULFILLS	UC/CSU Subject Area F CTE Art Pathway: Introductory Level: 1 st Year
PREREQUISITE	None
GRADE LEVEL	9, 10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	2D Design is designed for students who have been afraid of art and those who feel comfortable making art. Basic skills are taught in addition to a variety of art techniques. Emphasis is placed on introductory units on designing with graphite, colored pencil, color mixing, collaging, printmaking and general 2D design concepts. Students will learn the fundamental Elements of Art and Principles of Design.
COURSE	<u>ADVANCED 2D DESIGN</u>
FULFILLS	UC/CSU Subject Area F Concentrator Level: 2 nd Year Course
PREREQUISITE	Grade of C- or better in 2D Design
GRADE LEVEL	9, 10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	Student who discovered their interest in 2D Design may continue building these skills by joining Advanced 2D Design. Students in this course work in a more independent manner to build their portfolio while continuing the development of their artistic expression of the principles of design. Students who wish to expand their personal style and skills before taking

COURSE **DRAWING & PAINTING**
FULFILLS UC/CSU Subject Area F
 CTE Art Pathway: Concentrator Level: 2nd Year Course
PREREQUISITE Grade of C- or better in 2D Design
GRADE LEVEL 10, 11, 12
LENGTH 1 year
CREDIT 5 credits per semester
DESCRIPTION Students will have the opportunity to develop their skill with drawing and painting. Drawing units will focus on observational and interpretive skills. Line, contour, form, value, perspective, composition and space will be studied. Students will explore a variety of black and white and color media. Art from this class may be used for an Art Portfolio.

COURSE **ADVANCED DRAWING & PAINTING**
FULFILLS UC/CSU Subject Area F
 Concentrator Level: 2nd Year Course
PREREQUISITE Grade of C- or better in Drawing & Painting
GRADE LEVEL 10, 11, 12
LENGTH 1 year
CREDIT 5 credits per semester
DESCRIPTION Student who discovered their interest in Drawing & Painting may continue building these skills by joining Advanced Drawing & Painting. Students in this course work in a more independent manner to build their portfolio while continuing the development of their artistic expression of the elements of art and principles of design. Students who wish to expand their personal style and skills before taking Art Portfolio should consider taking this course.

COURSE **3D DESIGN**
FULFILLS UC/CSU Subject Area F
 CTE Art Pathway: Introductory Level: 1st Year
PREREQUISITE None
GRADE LEVEL 9, 10, 11, 12
LENGTH 1 year
CREDIT 5 credits per semester
DESCRIPTION Students will have the opportunity to develop their 3D skills. Students will work with clay, hand building projects including making pinch pots, coil vases, sculpture and designing mugs and clay boxes. Students will also have the opportunity to learn how to throw on the pottery wheel making plates, bowls, and mugs. Various glazing techniques will be explored to finish pottery for personal or commercial use. Art from this course may be used for an Art Portfolio.

COURSE **ADVANCED 3D DESIGN**
FULFILLS UC/CSU Subject Area F
 Concentrator Level: 2nd Year Course
PREREQUISITE Grade of C- or better in 3D Design
GRADE LEVEL 9, 10, 11, 12
LENGTH 1 year

CREDIT	5 credits per semester	INFORMATION/DISCUSSION A
DESCRIPTION	Student who discovered their interest in 3D Design may continue building these skills by joining Advanced 3D Design. Students in this course work in a more independent manner to build their portfolio while continuing the development of their artistic expression of the principles of design. Students who wish to expand their personal style and skills before taking Art Portfolio should consider taking this course.	

COURSE	<u>ART PORTFOLIO: 2D, 3D, OR DRAWING PORTFOLIO</u>	
FULFILLS	UC/CSU Subject Area F ★	
PREREQUISITE	CTE Art Pathway: Capstone Level: 3 rd Year Course Grade of C- or better in Concentrator 2 nd Year Course Submission of six pieces of artwork and teacher approval	
GRADE LEVEL	11, 12	
LENGTH	1 year	
CREDIT	5 credits per semester	
DESCRIPTION	Art Portfolio course is for the highly motivated student who wants to create a college level 2D, 3D, or Drawing Art & Design Portfolio. This is an intensive college level course designed around each student creating a personally directed 15 to 20 piece portfolio. Students interested in this course must present to Mr. Kelly six of their best pieces within the Subject Area of the portfolio they want to create. This course is offered every year, and students may repeat this course for credit by creating an additional portfolio. Students may elect to submit their portfolio to the national Advancement Placement College Board in May.	

MUSIC COURSES

COURSE	<u>STRING ORCHESTRA</u>	
FULFILLS	UC/CSU Subject Area F	
PREREQUISITE	Participation in MS advanced or HS orchestra during the past 12 months	
GRADE LEVEL	9, 10, 11, 12	
LENGTH	1 year	
CREDIT	5 credits per semester	
DESCRIPTION	Students will explore music and music-making through study, rehearsal, and performance of a diverse repertoire of musical styles. Students will be provided access to enrichment activities through several school and community sources.	

COURSE	<u>CONCERT BAND/ MARCHING BAND</u>	
FULFILLS	UC/CSU Subject Area F	
PREREQUISITE	Participation in MS advanced or HS band during the past 12 months Teacher Approval	
GRADE	9, 10, 11, 12	
LENGTH	1 year	
CREDIT	5 credits per semester	
DESCRIPTION	Students will explore music and music-making through study, rehearsal, and performance of a diverse repertoire of musical styles. The band will provide entertainment and spirit at concerts, parades, football games, and school rallies. Students will be provided access to enrichment activities through several school and community sources.	

COURSE	<u>GUITAR</u>
FULFILLS	UC/CSU Subject Area F
PREREQUISITE	None
GRADE	9, 10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	This one-year course is designed for students with no previous guitar experience. Students will receive guidance and direction in solving problems related to playing the guitar at a beginning level and will learn many of the different styles, skills and techniques required to become a successful guitarist. Areas of concentration include: correct posture, note reading, aural skills, basic music theory, rhythmic patterns, chord study, finger picking styles, musical forms, improvisation and performing experiences.

COURSE	<u>MUSIC APPRECIATION</u>
FULFILLS	UC/CSU Subject Area F
PREREQUISITE	None
GRADE	9, 10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	Students will learn about elements of music and the development of musical style from the medieval period to the present day. Through guided listening, reading, and classroom activities students will gain an understanding of their own favorite music and an appreciation of a wide variety of styles.

COURSE	<u>JAZZ BAND</u>
FULFILLS	UC/CSU Subject Area F
PREREQUISITE	Students in Jazz Band must be enrolled in Marching/Concert Band. Audition or permission from the instructor is required. Students must be at the intermediate level on their instrument.
GRADE	9, 10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	Jazz Band is based on the traditional big band instruments: alto, tenor and bari sax, trumpet, trombone and rhythm section. Students will rehearse and perform big band literature, work in smaller combos, and learn about improvisation and jazz theory. The band will have mandatory performances and competitions throughout the year.

PHOTOGRAPHY COURSES

INFORMATION/DISCUSSION A

COURSE	<u>PHOTOGRAPHY 1</u>
FULFILLS	UC/CSU Subject Area F CTE Photography Pathway: Introduction Level: 1 st Year Course
PREREQUISITE	None
GRADE LEVEL	10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	This course is an introductory level class appropriate for any student curious about producing photographic images with both fine art and commercial applications. This course will cover the operation of a traditional manual 35mm SLR camera, exposure, composition, and basic lighting. Students will learn basic darkroom skills including developing film, enlarging negatives, and different printing techniques. Students will learn basic skills for operating a DSLR camera and will be exposed to Adobe Photoshop editing techniques and digital printing. Students will be exposed to different aspects of photography including: landscape, portrait, and narrative. We will also be learning about the elements of design for creating artistic compositions. Students will learn how to evaluate and analyze their own work as well as learn how to look at and discuss other people's work. A 35mm film SLR camera that can be operated manually is required. A DSLR camera is recommended. Cameras will be provided upon student request.

COURSE	<u>AP 2D ART & DESIGN/PHOTOGRAPHY</u>
FULFILLS	UC/CSU Subject Area F★ CTE Photography Pathway: Capstone Level 3
PREREQUISITE	Grade of C- or higher in Photography 2
GRADE LEVEL	11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	2D Art & Design/Photography is intended for the advanced photography student who wishes to create a 24-piece portfolio of independently produced work. This course is especially suited for students wishing to pursue AP 2D Art & Design with a photography emphasis. Students will work independently as well as collaboratively to exceed their present skills both in the darkroom and with Adobe Photoshop. Emphasis will be on editing and sequencing of work. Students will have the opportunity to create a portfolio and submit it for consideration of the Weston Scholarship Portfolio Competition. Students may also elect to submit their portfolio to the National Advanced Placement College Board in early May for a chance to earn college credit. Students may also find a photography internship as part of the class. AP 2D Art & Design should be taken by students with exceptional motivation and interest in photography. A 35mm film SLR camera that can be operated manually is required. A DSLR camera is recommended. Cameras will be provided upon student request.

DRAMA COURSES

COURSE	<u>DRAMA</u>
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FULFILLS	UC/CSU Subject Area F	INFORMATION/DISCUSSION A
PREREQUISITE	None	
GRADE LEVEL	9, 10, 11, 12	
LENGTH	1 year	
CREDIT	5 credits per semester	
DESCRIPTION	Drama is a participation course. Students are required to perform before the class audience in a variety of roles: monologues, skits, improvisations, pantomimes, duets, and scenes. The emphasis will be on changing the student from a passive, accepting viewer into an active critical audience and actor. Written work is expected of the student on a regular basis.	

COURSE	<u>ADVANCED DRAMA</u>	
FULFILLS	UC/CSU Subject Area F	
PREREQUISITE	Grade of C- or higher in Drama	
GRADE LEVEL	10, 11, 12	
LENGTH	1 year	
CREDIT	5 credits per semester	
DESCRIPTION	Advanced Drama is a course offered to returning Drama students that focuses on themes in directing, stagecraft, and complex theater production. Students will develop more sophisticated methods of performance and lead Drama students as they learn the fundamentals of theater. Students in Advanced Drama will be expected to learn the more technical elements of theater including set, light, and sound design. Students will have the opportunity to select performance material and will block, direct, design, and critique scenes. They will also perform in scenes with both beginning and advanced students.	

CULINARY ARTS COURSES

COURSE	<u>CULINARY ARTS 1: INTRODUCTION TO CULINARY ARTS</u>	
FULFILLS	UC/CSU Subject Area F	
	CTE Food Service & Hospitality Pathway: Introductory Level 1	
PREREQUISITE	None	
GRADE LEVEL	9*,10,11,12	
LENGTH	1 year	
CREDIT	5 credits per semester	
DESCRIPTION	This introductory course into the culinary arts focuses on hands-on learning as a way to gain the skills and knowledge necessary to be a competent and creative home cook. Labs and lectures connect academic knowledge from history, math and science to real-life experiences in the kitchen. The National Restaurant Association ProStart Curriculum focuses on foundational food preparation techniques, kitchen safety, and food service/hospitality careers. Soft skills such as leadership, teamwork, time and project management are core skills developed in this class to prepare students for independence and success in their lives after high school. *On a space available basis, a 9th grade student may take this class with written recommendation from their 8th grade Foods teacher.	

COURSE	<u>CULINARY ARTS 1B: FUNDAMENTALS OF BAKING</u>	
FULFILLS	UC/CSU Subject Area F	
	CTE Food Service and Hospitality Pathway: Introductory Level 1	
PREREQUISITE	None	
GRADE LEVEL	9, 10,11,12	
LENGTH	1 year	

CREDIT	5 credits per semester	INFORMATION/DISCUSSION A
DESCRIPTION	This course is designed for students at a beginner level to learn about the history, science and methodologies of baking. The course begins with Bakeshop: Basic Baking Techniques in the fall and moves on to bread-making, pies, tarts and cakes in the spring. Soft skills such as leadership, teamwork, time and project management are core skills developed in this class to prepare students for independence and success in their lives after high school.	

COURSE	<u>CULINARY 2</u>
<hr style="border: 0.5px solid black;"/>	
	MPC Dual Enrollment Course

COURSE	<u>CULINARY 3</u>
<hr style="border: 0.5px solid black;"/>	
	MPC Dual Enrollment Course

COURSE	<u>CULINARY 4</u>
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	MPC Dual Enrollment Course
FULFILLS	UC/CSU Subject Area F CTE Food Service and Hospitality Pathway: Capstone Level 3
PREREQUISITE	Grade of C- or higher in Culinary Arts 3
GRADE LEVEL	11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION:	An intense hands-on course for the highly motivated and experienced student with a desire to pursue independent projects and professional skills development in Foodservice and Hospitality. The course focuses on refining culinary proficiencies, menu development, advanced baking techniques, production of course meals, costing/purchasing, operations management, menu evaluation/creation, advanced plating and presentation, sustainability, farm-to-table, and exploring career options and opportunities in the industry. Honors students will complete a 20-piece portfolio showcasing their best work to present to a panel of industry professionals.

ELECTIVES

UC/CSU APPROVED COURSES

G REQUIREMENT

- One year of an additional A-G approved course, in any area A-G, or Career Technical Education course are required for high school graduation.

- One year of college-preparatory coursework required, chosen from: courses approved specifically in the elective (G) subject area, or courses approved in the A-F subject areas beyond those used to satisfy the requirements of the A-F subjects.

COURSE	<u>ECONOMICS</u>
FULFILLS	UC/CSU Subject Area G
PREREQUISITE	None
GRADE LEVEL	12
LENGTH	1 semester
CREDIT	5 credits
DESCRIPTION	Economics, a semester-length course, is required for high school graduation. The goal of this course is to increase understanding of the American economic system, including the nature of supply and demand, market structures, fiscal policy, monetary policy, comparative economic systems.

COURSE	<u>AP PSYCHOLOGY</u>
FULFILLS	UC/CSU Subject Area G ★
PREREQUISITE	Grade of C- or higher in previous English class
GRADE LEVEL	10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	The AP Psychology course is designed to introduce students to the systematic and scientific study of the behavior and mental processes of human beings and other animals. Students are exposed to the psychological facts, principles, and phenomena associated with the major subfields within psychology, including: learning and behavior, cognitive neuroscience, motivation and emotion, thinking and language, research methods, abnormal behavior, therapy, and social psychology. All students who are willing to accept the challenge of a rigorous academic curriculum and are interested in taking the AP exam in May should consider signing up for this class. Students who take the national Advanced Placement Exam in May can potentially earn college credit credits with a qualifying AP test score as determined by the granting college's AP Policy.

COURSE	<u>PSYCHOLOGY</u>
FULFILLS	UC/CSU Subject Area G
PREREQUISITE	None
GRADE LEVEL	10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	The Psychology course is designed to introduce students to the systematic and scientific study of the behavior and mental processes of human beings. Students will explore the major subfields in psychology, including learning and behavior, cognitive neuroscience, motivation and emotion, thinking and language, research methods, abnormal behavior, therapy, and social psychology. The course will give students an opportunity to engage in hands-on learning through activities such as the dream workshop, building clay brains, peer counseling, dog training, classically conditioning an eye blink, and more.

COURSE	<u>LEADERSHIP</u>
FULFILLS	UC/CSU Subject Area G
PREREQUISITES	Completion of the required application process, which includes teacher reference. Maintain a GPA of 2.0. Incoming 9th-grade students must undergo the application process in 8th grade and be elected as ASB officers for their Freshman year. The Leadership class is encouraged for all grade level ASB Officers.
GRADE LEVEL	9, 10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	The leadership and activities class is designed to provide students with the knowledge, skills, and real-world experiences that will shape their journeys as leaders. Some topics of study will include strategic planning, conflict management, and organization. Students will be required to plan events and participate in activities put on by the class. <i>Required activities can take place during, before, or after school.</i>

COURSE	<u>INTRODUCTION TO COMPUTER SCIENCE</u>
FULFILLS	UC/CSU Subject Area G
PREREQUISITE	Grade of C- or higher in Integrated Math 1 and concurrent enrollment in Integrated Math 2
GRADE LEVEL	9, 10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	This course introduces students to the creative aspects of programming, abstractions, and algorithms. In the first semester, students will cover introductory programming with Python and earn high school credit. The second semester will continue with more advanced Python programming and will be offered as a dual enrollment course, aligned with MPC's CSIS 9. <i>This course will be offered in alternate years: 2021-2022, 2023-2024, and 2025-2026.</i>

COURSE	<u>INTRODUCTION TO COMPUTER AIDED DESIGN (CAD)</u>
FULFILLS	UC/CSU Subject Area G (<i>pending</i>)
PREREQUISITE	None
GRADE LEVEL	9, 10, 11, 12
LENGTH	1 semester (first semester)
CREDIT	5 credits per semester
DESCRIPTION	Introduction to CAD is designed to introduce students to the basic concepts and skills required of engineers and designers working in a professional CAD environment. A Computer Aided Design (CAD) is an essential part of the design, engineering, and manufacturing process. Emulating real world work skills, students will create innovative 2D sketches, then transfer those sketches to a computer using 3D CAD modeling software. These student-created 3D CAD models are then analyzed by student teams for functionality, durability, and aesthetic qualities. After analysis, changes in design can be made to improve the 3D model. From the final CAD model, CAM (Computer Aided Manufacturing) and CNC (Computer Numerical Control) codes will be generated to manufacture a prototype. Students

then send their codes to a 3D printer and print a prototype, thus, applying the process used in real world engineering settings.

COURSE **ENGINEERING: ROBOTICS**
FULFILLS UC/CSU Subject Area G (*pending*)
PREREQUISITE Grade of C- or higher in Introduction to CAD, or teacher approval
GRADE LEVEL 9, 10, 11, 12
LENGTH 1 semester (second semester)
CREDIT 5 credits per semester
DESCRIPTION Students will work in engineering teams to design, build and test complex robots to meet the requirements of *FIRST* Robotics Competition (FRC). Students will be expected to solve these challenges using physical robots and computer simulations. Students will work in teams to complete a larger design problem and participate in local and regional FRC competitions. The course will illustrate the engineering design process, the importance of integrating sensors, and complex machine control. Special attention will be paid to the design process and its communication through both presentation and documentation.

COURSE **ENGINEERING: CNC MANUFACTURING**
FULFILLS UC/CSU Subject Area G (*pending*)
PREREQUISITE Grade of C- or higher in Robotics 1, or teacher approval
GRADE LEVEL 10, 11, 12
LENGTH 1 year
CREDIT 5 credits per semester
DESCRIPTION CNC Manufacturing Robotics is the capstone course for the Robotics pathway. This laboratory-based integrated course is designed to support and facilitate second-year student participation in the global *FIRST* Robotics Competition. Students enrolled in this course will have previously completed the Introduction to CAD and Robotics courses. Students will build upon foundational knowledge from the prior course by performing advanced level work in the areas of engineering, manufacturing, programming, and team project management. The student-centric design of the course and physical classroom lab environment promotes collaborative learning in small teams and advanced personal skill development in specialty areas while allowing all students to be involved with all aspects of this multifaceted competitive team project. Students in this CNC Technology course will have the opportunity to lead, guide, and mentor first-year students in the CAD and Robotics courses while embracing a learning-by-doing approach. This course may be repeated for credit.

COURSE **HEALTHCARE OCCUPATIONS**
FULFILLS UC/CSU Subject Area G
CTE Patient Care Pathway: Introductory Level 1
PREREQUISITE Grade of C- or higher in Biology
GRADE LEVEL 9, 10, 11, 12
LENGTH 1 year
CREDIT 5 credits per semester
DESCRIPTION This course provides students with a fun and effective way of learning anatomy and applying that knowledge to the treatment of the most common sports injuries. The first semester covers the lower half of the body. The second semester encompasses the upper extremities and concussion management. This class exposes students to the possibility of careers in healthcare through visiting surgeons, physical therapists, and other medical professionals. Each year the students will visit a college and or professional facility to observe top level sports medicine and athletic training. In addition, this course provides students with manual taping, bracing and first aid skills, knowledge and familiarity in the areas of physical fitness, physical therapy, physical medicine and athletic training. Second year students are eligible for Therapeutic Services which involves internship and observation at various physical therapy and surgical sites. For any student searching for a pre-pre-med program.

COURSE
FULFILLS

THERAPEUTIC SERVICES

INFORMATION/DISCUSSION A

PREREQUISITE
GRADE LEVEL
LENGTH
CREDIT
DESCRIPTION

UC/CSU Subject Area G
CTE Patient Care Pathway: Capstone Level 3
Grade of C- or higher in Healthcare Occupations
11, 12
1 year
5 credits per semester
Students will obtain practical, hands-on work experience as team assistant trainers and through internships in health related fields such as physical therapy, physical medicine, nursing, radiology, strength and conditioning, nutrition and orthopedic surgery. Students will become CPR certified and engage in a variety of classroom and lab activities to promote job acquisition and leadership skills. The importance of work relationship development, professionalism and service are emphasized throughout the course. For any student searching for a pre-pre-med program.

OTHER ELECTIVES

COURSE
FULFILLS
PREREQUISITE
GRADE LEVEL
LENGTH
CREDIT
DESCRIPTION

AVID (Advancement Via Individual Determination)

High School Graduation Elective
AVID teacher recommendation
9-10
1 year
5 credits per semester
AVID is designed to prepare students who are historically underrepresented in four year universities/colleges, for college readiness and success. Students receive instruction utilizing a rigorous college preparatory curriculum, tutor-facilitated study groups, motivational activities and academic survival skills. The course emphasizes rhetorical reading, analytical writing, collaborative discussion strategies, tutorial inquiry study groups, preparation for college entrance and placement exams, college study skills and test-taking strategies, Cornell note-taking and research.

COURSE
FULFILLS
PREREQUISITE
GRADE LEVEL
LENGTH

AVID 2 (Advancement Via Individual Determination)

High School Graduation Elective
AVID teacher recommendation
11 (AVID 2)
1 year

CREDIT	5 credits per semester	INFORMATION/DISCUSSION A
DESCRIPTION	AVID 2 expands on preparing students for college readiness and success. The first part in a junior/senior seminar course that focuses on writing and critical thinking expected of first and second-year college students. In addition to the academic focus of the AVID seminar, there are college-bound activities, methodologies and tasks during the junior year to support students as they prepare to apply to four-year universities and confirm their postsecondary plans.	
COURSE	<u>AVID 12 (Advancement Via Individual Determination)</u>	
FULFILLS	UC/CSU Subject Area G	
PREREQUISITE	AVID teacher recommendation	
GRADE LEVEL	12	
LENGTH	1 year	
CREDIT	5 credits per semester	
DESCRIPTION	AVID 12 is the second part of a junior/senior seminar course that focuses on writing and thinking expected of first and second-year college students. Students will complete a final research essay project from research conducted in their junior year in AVID. In addition to the academic focus of the AVID senior seminar, there are college-bound activities, methodologies, and tasks during the senior year that support students as they apply to four-year universities and confirm their postsecondary plans. All AVID seniors are required to develop and present a portfolio representing their years of work in the AVID program as well as complete the requirements for the seminar course.	
COURSE	<u>FUNDAMENTALS OF SUCCESS (FOS)</u>	
FULFILLS	High school graduation elective	
PREREQUISITE	None	
GRADE LEVEL	10, 11	
LENGTH	1 year	
CREDIT	5 credits per semester	
DESCRIPTION	This course is designed to facilitate student reflection in their own academic progress to achieve a passing grade in a previously taken or concurrent course. Using a variety of teaching practices and frequent check-ins, students develop individual learning strategies and enhance student connectedness to the school community. Throughout the year we will explore the following main themes: Planning & Organization, Working with Yourself, Reflective Practices, and Working with Others. We will also elaborate on concepts and necessary skills from core classes (e.g. English, Math, Science, and Social Studies).	
COURSE	<u>INDEPENDENT PRODUCTIVE STUDY</u>	
FULFILLS	High school graduation elective	
PREREQUISITE	None	
GRADE LEVEL	10, 11, 12	
LENGTH	1 year	
CREDIT	5 credits per semester (This class is Pass/No Pass and impacts eligibility)	
DESCRIPTION	This class is for completing unfinished classwork, homework assignments/projects, and studying for upcoming tests/quizzes.	

PHYSICAL EDUCATION

- Students must earn a minimum of 20 credits in Physical Education (State of California and high school graduation requirement) and pass the State Physical Fitness Standards Test. In CORE 9 P.E., students will take the State Physical Fitness Standards Test and **must pass five out of six standards** in order to be exempt from junior and senior physical education courses.
- Physical Education is open to all students and is required for freshman students.
- To meet PGHS graduation requirements, all PGHS students are **required** to take a second year of PE in either 10th, 11th, or 12th grade.

COURSE	<u>PHYSICAL EDUCATION: CORE 9</u>
FULFILLS	High School Graduation
PREREQUISITE	None
GRADE LEVEL	9
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	This course meets the PE requirements for graduation for the first year of physical education. Instruction focuses on fitness and the following individual sports: Conditioning, aquatics, weight training, self-defense, wrestling, exercise to music, dance, tennis, ultimate frisbee, golf, track and field, and badminton. Students will take the State Physical Fitness Standards test and must pass five out of six standards. HEALTH DESCRIPTION: This course includes programs on basic body systems, healthcare, drugs, alcohol, tobacco awareness, sex education, nutrition and exercise, suicide prevention, and decision-making skills.

COURSE	<u>PHYSICAL EDUCATION: CORE 10-12</u>
FULFILLS	High School Graduation
PREREQUISITE	Completion of P.E. Core 9
GRADE LEVEL	10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	This course is designed to allow students to continue developing and advance their individual skills through a variety of activities and team sports. Instruction focuses on fitness and the following team sports: Basketball, football, soccer, fitness/weights, yoga, stretching, volleyball, ultimate frisbee, softball, lacrosse, and pickleball.

COURSE	<u>PHYSICAL EDUCATION: STRENGTH TRAINING 1</u>
FULFILLS	High School Graduation
PREREQUISITE	Completion of P.E. Core 9
GRADE LEVEL	10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	This course is designed to improve the level of physical fitness of students by guiding them through a progressive weight training exercise program. Various forms of exercise will be performed such as resistance training, conditioning, weight lifting, jumping rope, and agility training. Special attention will be paid to safety and proper execution of weight training techniques.

COURSE	<u>PHYSICAL EDUCATION: ADVANCED STRENGTH TRAINING 2</u>
FULFILLS	High School Graduation requirement
PREREQUISITE	Completion of P.E. Core 9 and Strength Training 1
GRADE LEVEL	11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	This course is designed to build on Strength Training 1 and improve the level of physical fitness of students by guiding them through a progressive weight training exercise program. Various forms of exercise will be performed such as resistance training, conditioning, weight lifting, jumping rope, and agility training. Special attention will be paid to safety and proper execution of weight training techniques.

COURSE	<u>PHYSICAL EDUCATION: DANCE</u>
FULFILLS	High School Graduation requirement
PREREQUISITE	Completion of P.E. Core 9
GRADE LEVEL	10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	This Dance PE course focuses on technique, choreography, and performance skills. A wide variety of genres are taught along with small group choreography. Aerobics, stretching, yoga, ballet, jazz, hip-hop, and Latin dance will be included in this course. Participation in performances will be part of the grade.

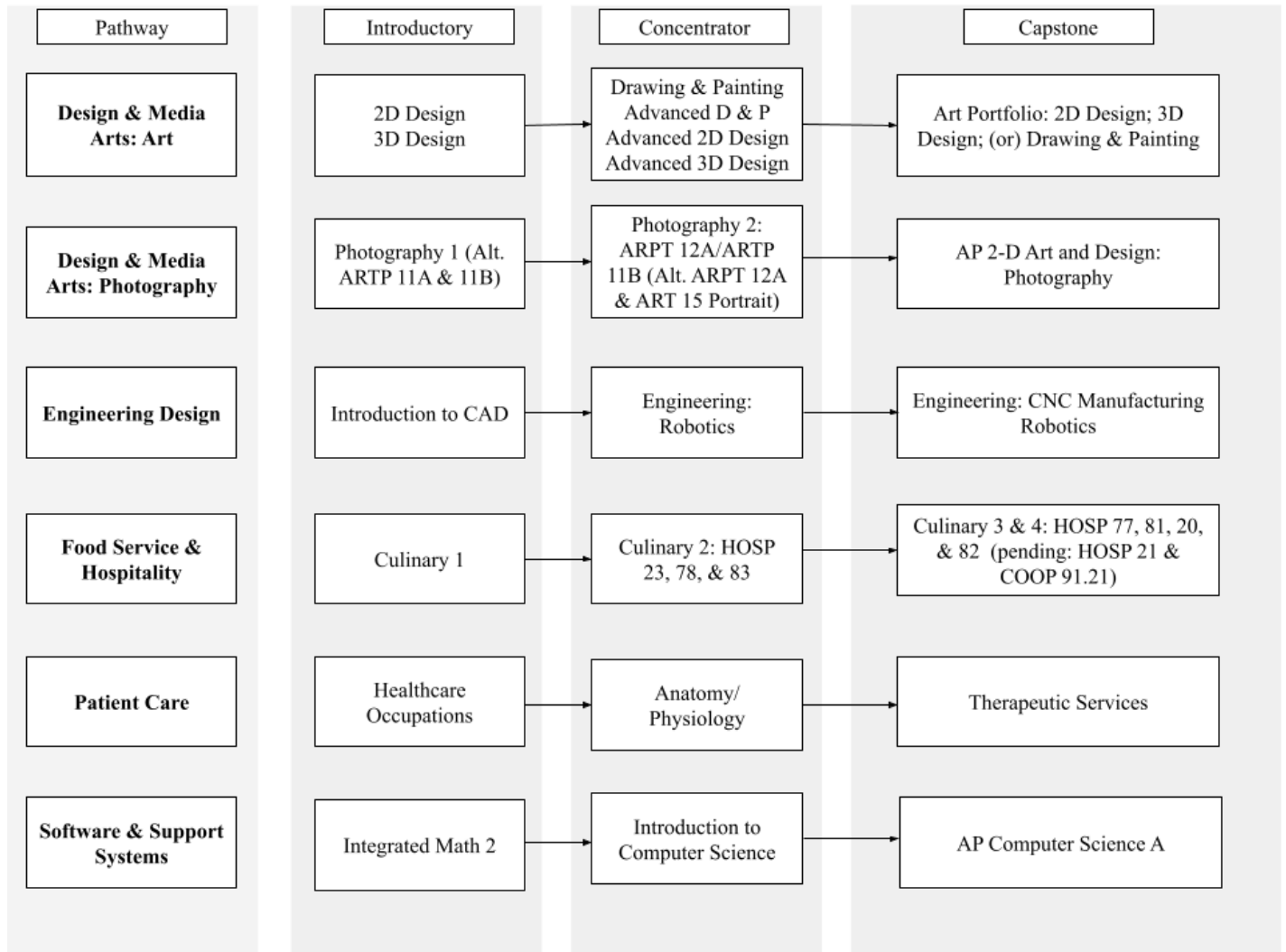
CAREER TECHNICAL EDUCATION (CTE)

- One year of an additional A-G approved course, in any area A-G, or Career Technical Education course are required for high school graduation.

PGHS supports students earning CTE Certifications and Internships through Career Technical Education Pathways regardless if students plan to attend a 2-year college or 4-year university after high school. Most PGHS CTE courses have articulated units with Monterey Peninsula College (MPC); once 6 units are taken after enrollment at MPC, students may claim college credit for their articulated PGHS CTE courses. In addition, PGHS, MPC, and Hartnell College are in negotiations to expand our Dual Enrollment courses. More dual enrollment courses will be offered, pending approval. All students completing a two-year sequence of CTE courses will have the opportunity to earn industry certification and be recognized at graduation with a special cord. Those students continuing onto a third-year Capstone course will earn an internship with a local industry partner and will be recognized with a graduation stole.

Students can complete more than one CTE pathway. Opportunity for Internships and Industry Certification.

CTE COURSE OFFERINGS & PATHWAYS



Design and Media Arts: Art

1. [2D Design](#) *see pg 29 for course description
2. [Drawing & Painting](#) *see pg 30 for course description
2. [3D Design](#) *see pg 30 for course description
3. Capstone: [AP 2D Art & Design](#) - *see pg 31 for course description

Design and Media Arts: Photography

1. [Photography 1](#) *see pg 32 for course description
2. [ARPT 12A Digital Photography 1](#) (1st semester) *see pg 44 for course description
2. [ARTP 11B Photography 2](#) (2nd semester) *see pg 44 for course description
3. Capstone: [AP 2D Art & Design/Photography](#) *see pg 32 for course description

Engineering Design

1. Introduction to CAD
2. Engineering: Robotics
3. Engineering: CNC Manufacturing Robotics

Food Service and Hospitality

1. [Culinary Arts 1: Introduction to Culinary Arts and Culinary Arts: The Art of Baking](#)
2. [HOSP 23: Culinary Foundations of Professional Cooking, HOSP 78: Basic Baking Techniques, and HOSP 83 Bakeshop: French Pastries and Restaurant Style Desserts](#)
3. Capstone: [HOSP 77: Bakeshop Yeasted and Non-Yeasted Breads, HOSP 81: Bakeshop: Pies and Tarts, HOSP 20 Catering, and HOSP 82 Bakeshop: Cakes, Tortes, and Decorating Techniques](#)
4. Honors Capstone: [COOP 91.21 Work Experience](#)

Patient Care

1. [Healthcare Occupations](#) **see pg 36 for course descriptions*
2. [Anatomy/Physiology](#) **see pg 23 for course descriptions*
3. Capstone: [Therapeutic Services](#) **see pg 37 for course descriptions*

Software and Support Systems

1. [Integrated Math 2](#) **see pg 16 for course descriptions*
2. [Introduction to Computer Science](#) *(pending CSIS 9) *see pg 36 for course descriptions*
3. Capstone: [AP Computer Science A](#) **see pg 19 for course descriptions*

Which CTE Pathway is right for you? What will you wear at graduation? Earn college credits and a graduation cord and/or stole through the PGHS CTE Pathway.

**DUAL ENROLLMENT
PARTNERSHIP WITH MPC
(MONTEREY PENINSULA COLLEGE)**

COURSE:	<u>ARPT 12A DIGITAL PHOTOGRAPHY 1</u>
FULFILLS	Monterey Peninsula College Credits CTE Photography Pathway: Concentrator Level 2
PREREQUISITE	Grade of C- or higher in Photography 1
GRADE LEVEL	11, 12
LENGTH	1 year
CREDIT	5 credits per semester
TRANSFERABILITY	CSU
DESCRIPTION	During this semester we will learn the basic principles of digital photography: how to use a camera in manual mode plus other types of image capture, scanning, retouching and manipulating images and printing high quality prints. There will also be an overview of both historical and contemporary issues in photography as we explore our own aesthetic concerns through four theme-based projects. By the end of the semester you will achieve competency in Adobe Photoshop and digital archival printing.

COURSE	<u>ARTP 11B PHOTOGRAPHY 2</u>	INFORMATION/DISCUSSION A
FULFILLS	Monterey Peninsula College Credits CTE Food Photography Pathway: Concentrator Level 2	
PREREQUISITE	Art 12A Digital Photography 1	
GRADE LEVEL	11,12	
LENGTH	1 year	
CREDIT	5 credits per semester	
TRANSFERABILITY	CSU	
DESCRIPTION	During this semester we will explore the medium of black and white photography as art. Intermediate photography will build upon the skill introduced in beginning photography. We'll work to improve camera and exposure techniques, advance printing skill, and learn to make archival prints using fiber based photogenic materials. One of the primary objectives in this class will be to make a cohesive body of work and submit the portfolio to the Weston portfolio competition. As we further our knowledge of the photographic techniques we'll also look at historical photographic images and explore the world of contemporary photography.	

COURSE	<u>HOSP 23: CULINARY PROFESSIONAL COOKING I; HOSP 78 BAKING TECHNIQUES; HOSP 83 FRENCH PASTRIES & RESTAURANT-STYLE DESSERTS</u>	
	(Formerly listed as CULINARY 2)	
FULFILLS	Monterey Peninsula College Credits CTE Food Service & Hospitality Pathway: Concentrator Level 2	
PREREQUISITE	Grade of C- or higher in Culinary Arts 1 or 1B	
GRADE LEVEL	10,11,12	
LENGTH	Full year includes all three courses	
CREDIT	5 credits per semester	
TRANSFERABILITY	CSU	
DESCRIPTION	HOSP 23, HOSP 78, HOSP 83 continues the study of professional careers in Hospitality and Culinary Arts. Students expand on professional skills used in the foodservice industry. In-depth culinary skills taught include Garde Manger, Saucier, Baking and French Pastry, front and back-of-the-house operations, menu planning, table service and customer relations. The Safety/Sanitation unit covers the basic concepts of personal and institutional safety/sanitation, culminating in students earning a ServSafe Food Handler Certification.	

COURSE	<u>HOSP 77: BAKESHOP, YEASTED AND NON-YEASTED BREADS; HOSP 81: BAKESHOP, PIES AND TARTS; HOSP 20: CATERING; HOSP 82: BAKESHOP, CAKES, TORTES AND DECORATING TECHNIQUES</u>	
FULFILLS	Monterey Peninsula College Credits CTE Food Service & Hospitality Pathway: Capstone Level 3	
PREREQUISITE	Grade of C- or higher in Culinary Arts 2 CTE Food Service and Hospitality Pathway	
GRADE LEVEL	11,12	

LENGTH	Full year includes all four courses	INFORMATION/DISCUSSION A
CREDIT	5 credits per semester	
TRANSFERABILITY	CSU	
DESCRIPTION	This arrangement of college-level classes have been curated as the capstone experience for the PGHS Culinary Arts CTE Pathway. Advanced Culinary students will gain experience and skills through hands-on learning in the following areas: (1) Catering HOSP20 - Students develop menus, project costs and profits, meet with clients, manage staff, design plating and table displays, and create successful catered events. (2) Bakeshop HOSP82 - Students learn ingredients proportions and chemical reactions in the production of advanced pastries, custards, meringues and cakes. (3) Bakeshop HOSP77 - Yeasted & Non-Yeasted Breads covers the science and history of bread making. (4) Bakeshop HOSP81 - Students learn baking processes and ingredients used to produce professional pastry shop-quality pies and tarts.	

COURSE	<u>COOP 91.21 WORK EXPERIENCE</u>	
FULFILLS	Monterey Peninsula College Credits CTE Food Service & Hospitality Pathway: Honors Capstone Level 4	
PREREQUISITE	Grade of C- or higher in Culinary Arts 3	
GRADE LEVEL	12	
LENGTH	1 semester (2 nd Semester)	
CREDIT	5 credits per semester	
DESCRIPTION	COOP 91.21 is an intense hands-on course for the highly motivated student with a desire to pursue independent projects and professional skills development in Foodservice and Hospitality. The course focuses on refining culinary proficiencies, menu development, advanced baking techniques, costing/purchasing, operations management, menu evaluation/creation, advanced plating and presentation, and exploring career options and opportunities in the industry. Students will design an original restaurant concept, prepare a business proposal, and bring the concept to life in Semester 2. In the spring, students will do field work in the form of a part-time job or internship to receive college work-experience credits.	

COURSE:	<u>CSIS 9 PROGRAMMING FUNDAMENTALS: PYTHON</u>	
FULFILLS	Monterey Peninsula College Credits CTE Software and Support Systems Pathway: Concentrator Level 2	
PREREQUISITE	Introduction to Computer Science, Semester 1	
GRADE LEVEL	9, 10, 11, 12	
LENGTH	1 semester	
CREDIT	5 credits per semester	
TRANSFERABILITY	CSU	
DESCRIPTION	This course introduces students to the creative aspects of programming, abstractions, and algorithms using Python, an interpreted, object-oriented programming language known for its ease of use. Students will build upon the basics of programming in	

Python with loops, data structures, and classes. They will explore more sophisticated algorithms and programming techniques, culminating in a long-term, final project.

INFORMATION/DISCUSSION A

STUDENT SERVICES INFORMATION/DISCUSSION A

- The Student Services Department (Special Education) provides a continuum of services to individuals with identified exceptional needs as defined by Federal and State mandates.
- PGUSD is committed to ensuring the most appropriate education in the least restrictive environment that Pacific Grove High School has to offer.
- Each student with exceptional needs must have an Individualized Education Plan (IEP) written by an IEP team comprised of the student, parents, teachers, counselor, school psychologist, site administrator, and other specialists as appropriate.
- The development of a class schedule is guided by the strengths and concerns described in the IEP and are done by the IEP team.

COURSE **S.A.S. 9-12/COLLEGE AND CAREER**
PREREQUISITE None
GRADE LEVEL 9, 10, 11, 12
LENGTH 1 year
CREDIT 5 credits per semester (This class is Pass/No Pass and does affect eligibility)
DESCRIPTION Specialized Academic Support (S.A.S.) designed to support students in their classes by providing extra help on homework and teaching skills including organization, time management, note-taking, and test-taking while working towards post-secondary goals.

COURSE **ENGLISH 9-12**
PREREQUISITE None
GRADE LEVEL 9, 10, 11, 12
LENGTH 1 year (4 years total)
CREDIT 5 credits per semester
DESCRIPTION English 9-12 is designed for students who want to improve and increase their reading ability. The class uses READ 180 by Scholastic to meet individual needs in reading and writing. In addition to READ 180, the class uses novel studies to strengthen reading comprehension, develop academic vocabulary, and broaden writing skills.

COURSE **MATH 9-10**
PREREQUISITE None
GRADE LEVEL 9, 10
LENGTH 1 year (2 years total)
CREDIT 5 credits per semester
DESCRIPTION MATH 180 Course 2 curriculum transitions students to pre-algebra with an emphasis on building proportional reasoning with rates, ratios, linear relationships, and functions. Edmentum: online math program focusing on time, money and measurement.

COURSE **PERSONAL MANAGEMENT 11-12**
PREREQUISITE None
GRADE LEVEL 11, 12

<p>LENGTH CREDIT DESCRIPTION</p>	<p>1 year (2 years total) 5 credits per semester Personal Management covers a range of topics, including identifying personal strengths, identifying and overcoming challenges, cultivating communication skills, interpersonal skills, building self-advocacy, setting personal goals, developing self-determination, exploring college/ career options, financial literacy, and strengthening executive functioning skills. Specific topics are determined each year based on student needs and challenges.</p>
<p>COURSE PREREQUISITE GRADE LEVEL LENGTH CREDIT DESCRIPTION</p>	<p><u>SCIENCE 9-12</u> None 9, 10, 11, 12 1 year (2 years total) 5 credits per semester Science 9-12 is a push-in science course designed to ensure all students have full access to the core subject matter standards. In this course, a general education science teacher and special education teacher provide targeted science instruction to support academic success in the general education science class.</p>

- 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: Measure D Update

DATE: November 11, 2021

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

RECOMMENDATION:

The District Administration will present the quarterly update to the Board on the progress of Measure D projects.

BACKGROUND:

The Pacific Grove community (67.91%) voted “yes” and passed the Measure D maintenance bond in March 2020. Measure D will provide PGUSD with \$30 million to repair aging facilities and infrastructure. Measure D is broken up into four disbursements titled Series A, B, C, and D. Series A bonds will be sold late Spring of 2021 and be spent over two years until Series B funds come available in Spring of 2023.

INFORMATION:

Information will be presented to the Board on current Measure d projects. Additionally an update will be given to the status of Series A projects currently in the planning stages.

FISCAL IMPACT:

Update Only – No Fiscal Impact

- | | |
|---|--|
| <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 Special Education Contracts

DATE: November 18, 2021

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

RECOMMENDATION:

The District Administration recommends that the Board review the status of Special Education contracts for 2021-22.

BACKGROUND:

Students with disabilities may require services beyond those which are provided through the district's special education program and personnel. This requires the district to enter into contracts with outside providers to make these additional services available. Outside providers may include non-public schools, non-public agencies, independent contractors, and Monterey County Office of Education (MCOE). Contracts are adjusted throughout the school year as the needs of students change due to IEP placements and IEP team decisions.

INFORMATION:

Projected cost of contracts was presented and approved by the School Board in June 2021. Since that time some contracts have been adjusted and approved by the Board at later meetings.

FISCAL IMPACT:

Contract funds encumbered to date; \$234,722.

Special Education Contracts 2021-2022 School Year			
Contract	Date Board Approved	Original Contract	Expenditures as of 11/10/21
The Bay School	6/3/2021	\$ 131,427	\$ -
F.A.S.T. Interpreters for all languages	6/17/2021	\$ 6,000	\$ 720
IsoRhythms Music Therapy** Mod/Sev Classes	6/17/2021	\$ 30,900	\$ 9,240
Medical Billing Technology Medi-Cal Direct Billing for LEA 5 year contract	6/20/2019	\$ 7,300	\$ 5,600
Planned Parenthood	6/17/2021	\$ 500	
Psyched Services Board Certified Behavior Analyst (BCBA) services	6/17/2021	\$ 5,000	\$ -
Sharon Neumann Solow Sign Language Interpreter	6/17/2021	\$ 4,000	\$ -
Salinas Union High School District- Transportation	6/17/2021	\$ 8,640	
Chartwell NPS	9/16/2021	\$ 39,540	\$ 10,560
TOTAL		\$ 101,880	\$ 26,120
** Contracts are paid out of restricted mental health funds for students on an IEP.			
Billbacks	Service	MCOE July Budget Projection	Expenditures as of 11/10/21
Monterey County Office of Education*	Infant, VI/Deaf/HH Itinerant, SDC/Tuition, Transportation, Rider	\$ 132,842	Billback Quarterly Fund Transfer
Monterey County Office of Education*	Physical Therapist	\$ 17,000	Billback Quarterly Fund Transfer
Monterey County Office of Education*	Adaptive Physical Ed	\$ 46,000	Billback Quarterly Fund Transfer
* MCOE Projections each year: July 1st Budget Projection, December Projection, April Projection, Final Billback. Original Contract based upon July 1st Budget Projection.			

- | | |
|---|--|
| <input checked="" 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 checked="" type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Future Agenda Items

DATE: November 18, 2021

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

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

BACKGROUND:

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

INFORMATION:

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

The following is a list of future agenda items as of the November 18, 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 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
- Added October 21, 2021: A Board member requested creating policy regarding virtual meetings, including site councils, parent/teacher conferences and other meetings
- Added October 21, 2021: A Board member requested a resource tab on the District website for potential Board members