

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR MEETING: THURSDAY, AUGUST 18, 2022**

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Mission Statement

*Pacific Grove Unified School District, in partnership with the community and with a focus on equity, will challenge every student by providing a quality instructional program in a positive, safe and stimulating environment. The District will meet the diverse needs of all students by ensuring exceptional learning opportunities to acquire and apply the knowledge and skills that develop the insight and character necessary for a productive and rewarding life.*

**DATE:** August 18, 2022

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

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

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

**VIRTUAL ZOOM MEETING**

Join Zoom Meeting

<https://pgusd.zoom.us/j/89585789002?pwd=N3liMk51azI0MzRwdmd6NHlxYzJhZz09>

Meeting ID: 895 8578 9002

Passcode: 487371

One tap mobile+16699006833,,89585789002#,,,,\*487371# US (San Jose)+19292056099,,89585789002#,,,,\*487371# US (New York) Dial by your location +1 669 900 6833 US (San Jose) +1 929 205 6099 US (New York) +1 253 215 8782 US (Tacoma) +1 301 715 8592 US (Washington DC) +1 312 626 6799 US (Chicago) +1 346 248 7799 US (Houston) +1 386 347 5053 US +1 564 217 2000 US +1 646 931 3860 US +1 669 444 9171 US

Meeting ID: 895 8578 9002

Passcode: 487371

Find your local number: <https://pgusd.zoom.us/u/kbTtxdd8JL>

**Additional Teleconferencing Location**

This meeting is also being conducted by teleconference at the following locations:  
*White Tesla vehicle in District Office parking lot at 435 Hillcrest Ave, Pacific Grove, Ca 93950.*

*1640 155th Ln NW, Andover, MN 55304*

Each teleconference location is open to the public and any member of the public has an opportunity to address the School Board from a teleconference location in the same manner as if that person attended the regular meeting location. The School Board will control the conduct of the meeting and determine the appropriate order and time limitations on public comments from teleconference locations.

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.

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**AGENDA AND ORDER OF BUSINESS**

**I. OPENING BUSINESS**

A. Call to Order

B. Roll Call

C. Adoption of Agenda

- Board Questions/Comments:

- Public Comment:

- Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_  
Trustees: Dawson \_\_\_ Rivera \_\_\_ Paff \_\_\_ B. Swanson \_\_\_ 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. Conference with Legal Counsel Regarding Anticipated Litigation

2. Superintendent Goals/Evaluation 2022-23

B. Public comment on Closed Session Topics

C. Adjourn to Closed Session

**III. RECONVENE IN OPEN SESSION**

A. Report action taken in Closed Session:

1. Conference with Legal Counsel Regarding Anticipated Litigation

2. Superintendent Goals/Evaluation 2022-23

B. Pledge of Allegiance

**IV. COMMUNICATIONS**

A. Written Communication

B. Board Member Comments

C. Superintendent Report

D. PGUSD Staff Comments (Non-Agenda Items)

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**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 will also take public comment on each specific action item prior to Board action on each item. The Board will allow a reasonable amount of time for public comment on each agenda item not to exceed 3 minutes per speaker and no more than 20 minutes per agenda item, pursuant to Board Policy 9323. Speakers will be called sequentially until there is no speaker coming forward on the agenda item or the amount of time allocated for the agenda item has elapsed, whichever comes first. 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 June 16, 2022 Board Meeting 10  
Recommendation: (Ralph Gómez Porras, Superintendent) Approval of minutes as presented.
- B. Minutes of July 28, 2022 Special Board Meeting 16  
Recommendation: (Ralph Gómez Porras, Superintendent) Approval of minutes as presented.
- C. Certificated Assignment Order #1 19  
Recommendation: (Billie Mankey, Director II of Human Resources) The District Administration recommends the Board review and approve the Certificated Assignment Order #1
- D. Classified Assignment Order #1 23  
Recommendation: (Billie Mankey, Director II of Human Resources) The District Administration recommends the Board review and approve the Classified Assignment Order #1.
- E. California School Board Association Membership 26  
Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends that the Board review and approve the membership for California School Board Association dues for 2022-23 in the amount of \$8,646.00.
- F. Acceptance of Donations 27  
Recommendation: (Song Chin-Bendib, Assistant Superintendent for Business Services) The Administration recommends that the Board approve acceptance of donations referenced below.
- G. Cash Receipts Report No. #1 28  
Recommendation: (Song Chin-Bendib, Assistant Superintendent for Business Services) As Assistant Superintendent for Business Services, I have reviewed the receipt and deposit of the identified Cash Receipts for consistency with District policies and procedures and certify that the actions have been appropriately conducted. I recommend Board approval of the Cash Receipts.
- H. Warrant Schedule 645 32  
Recommendation: (Song Chin-Bendib, Assistant Superintendent for Business Services) As Assistant Superintendent for Business Services, I certify that I have received the attached warrants for consistency with the District's budget, and purchasing and accounting practices and therefore, recommend Board approval.

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- I. Warrant Schedule 646 34  
Recommendation: (Song Chin-Bendib, Assistant Superintendent for Business Services) As Assistant Superintendent for Business Services, I certify that I have received the attached warrants for consistency with the District’s budget, and purchasing and accounting practices and therefore, recommend Board approval.
- J. Out of County or Overnight Activities 36  
Recommendation: (Song Chin-Bendib, Assistant Superintendent for Business Services) The Administration recommends that the Board approve or receive the request as presented.
- K. Amended Contract with Positive Behavior Supports Corp. 47  
Recommendation: (Clare Davies, Director of Student Services) The District Administration recommends the Board review and approve the amended contract between Pacific Grove Unified School District and Positive Behavioral Supports Corp.
- L. Contract for Services – eSpark, Inc. 53  
Recommendation: (Buck Roggeman, Director of Curriculum and Special Projects) The District Administration recommends the Board review and approve the contract with eSpark, Inc. for the 2022-2023 school year.
- M. Contract for services with Kaatz Photography 61  
Recommendation: (Sean Roach, Pacific Grove Middle School Principal) The District Administration recommends the Board review and approve the contract for services with Kaatz Photography to provide photographic services for the Pacific Grove Middle School (PGMS) musical production for the 2022-2023 school year.
- N. Contract for services with Beem Videography & Photography 67  
Recommendation: (Sean Roach, Pacific Grove Middle School Principal) The District Administration recommends the Board review and approve the contract for services with Beem Video and Photography at Pacific Grove Middle School (PGMS) to videotape the musical for the 2022-2023 school year. Parents can download and purchase the musical which helps cover the costs that the PGMS Drama department pays out of pocket.
- O. Contract for services with Peninsula Sports, Inc. 73  
Recommendation: (Sean Roach, Pacific Grove Middle School Principal) The District Administration recommends the Board review and approve the contract for services with Peninsula Sports, Inc. to provide administrative the schedule of referees for the 2022-2023 school year.
- P. Contract for services with Premier Studios of California 79  
Recommendation: (Sean Roach, Pacific Grove Middle School Principal) The District Administration recommends the Board review and approve the contract for services with Premier Studios of California at Pacific Grove Middle School (PGMS) to provide photography services for the 2022-2023 school year.
- Q. Contract for services with Valerie Rhoades at Pacific Grove Middle School 85  
Recommendation: (Sean Roach, Pacific Grove Middle School Principal) The District Administration recommends the Board review and approve the contract for services with Valerie Rhoades at Pacific Grove Middle School (PGMS) to serve as a costume consultant for the middle school drama musical.
- R. Contract for services with Ellsworth Gregory 91  
Recommendation: (Sean Roach, Pacific Grove Middle School Principal) The District Administration recommends the Board review and approve the contract for services with Ellsworth Gregory at Pacific Grove Middle School (PGMS) to maintain and tune the piano for the 2022-2023 school year.

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- S. Contract for services with Apolinario Vivit, DBA, Vivit Musical Instrument Repair at Pacific Grove Middle School 97  
Recommendation: (Sean Roach, Pacific Grove Middle School Principal) The District Administration recommends the Board review and approve the contract for services with Apolinario Vivit for Pacific Grove Middle School's (PGMS) music department. Services include the sanitization and repair of musical instruments for the 2022-2023 school year.
- T. Contract for services with Gary M. Stotz 103  
Recommendation: (Sean Roach, Pacific Grove Middle School Principal) The District Administration recommends the Board review and approve the contract for services with Gary M. Stotz for the Pacific Grove Middle School (PGMS) music department. Services will be used to maintain and repair musical instruments for the 2022-2023 school year.
- U. Contract for Services with Nicholas Gonzales 109  
Recommendation: (Lito Garcia, Pacific Grove High School Principal) The District Administration recommends the Board review and approve the Contract for Services with Nicholas Gonzales.
- V. Contract for Services with Santa Cruz Office of Education for Outdoor Science School 115  
Recommendation: (Sean Roach, Pacific Grove Middle School Principal) The District Administration recommends the Board review and approve the contract for services with Santa Cruz Office of Education for the Pacific Grove Middle School's (PGMS) 6th grade Outdoor Science School at Camp Koinonia.
- W. Assistant Superintendent's Office Surplus 121  
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The District Administration recommends the Board review and approve the surplus items on the attached list that is coming from the Assistant Superintendent's Office.
- X. Obsolete Electronic Equipment Disposal 123  
Recommendation: (Louis Algaze, Director of Technology Systems) The District Administration recommends the Board review and approve the disposal of the obsolete electronic equipment on the attached list.
- Y. Pacific Grove High School Woodshop Surplus Items 140  
Recommendation: (Lito Garcia, Pacific Grove High School Principal) The District Administration recommends the Board review and approve the attached surplus items from the Pacific Grove High School (PGHS) woodshop.
- Z. Contract for Services with Between Your Ears Entertainment LLC. at Forest Grove and Robert H. Down Elementary Schools 144  
Recommendation: (Sean Keller, Robert H. Down Elementary School Principal) The District Administration recommends the Board review and approve the contract for services with Between Your Ears Entertainment LLC. for the Morris Brothers to perform Character Education and Anti-bullying assemblies at both Forest Grove and Robert H. Down Elementary Schools.
- AA. Contract for Services with Kyle Dine at Forest Grove and Robert H. Down Elementary Schools 152  
Recommendation: (Sean Keller, Robert H. Down Elementary School Principal) The District Administration recommends the Board review and ratify the contract for services with Kyle Dine to provide Food Allergy assemblies at both Forest Grove and Robert H. Down Elementary Schools.

• Board Comments/Questions:

• Public Comment:

• Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_  
Trustees: Dawson \_\_\_ Rivera \_\_\_ Paff \_\_\_ B. Swanson \_\_\_ C. Swanson \_\_\_

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**VII. ACTION/DISCUSSION**

- A. District Update on Response to COVID-19 162  
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration will update the Board, staff and community on current District response and protocols to COVID-19.
- Board Comments/Questions:
  - Public Comment:
  - Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_  
Trustees: Dawson \_\_\_ Rivera \_\_\_ Paff \_\_\_ B. Swanson \_\_\_ C. Swanson \_\_\_
- B. New job description and salary schedule proposal, Robotics Performance Coach and Assistant Robotics Performance Coach 163  
Recommendation: (Billie Mankey, Director II of Human Resources; Lito Garcia, Pacific Grove High School Principal) The District Administration recommends the Board review and approve the job description for the Assistant Robotics Performance Coach and the salary schedule for both, lead and the assistant as presented or provide alternative direction.
- Board Comments/Questions:
  - Public Comment:
  - Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_  
Trustees: Dawson \_\_\_ Rivera \_\_\_ Paff \_\_\_ B. Swanson \_\_\_ C. Swanson \_\_\_
- C. District Office Support Staff – Allocation and Re-allocation of Resources 167  
Recommendation: (Billie Mankey, Director II of Human Resources; Song Chin-Bendib, Assistant Superintendent for Business Services) The District Administration recommends the Board review and approve the following staffing plans for District Office support positions.
- Board Comments/Questions:
  - Public Comment:
  - Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_  
Trustees: Dawson \_\_\_ Rivera \_\_\_ Paff \_\_\_ B. Swanson \_\_\_ C. Swanson \_\_\_
- D. Otter Aquatic Center Pool Facility Use Agreement with California State University Monterey Bay and Pacific Grove High School 169  
Recommendation: (Lito Garcia, Pacific Grove High School Principal) The District Administration recommends the Board review and ratify the facility use agreement between Pacific Grove High School and California State University Monterey Bay (CSUMB). This agreement is for the use of the CSUMB Otter Aquatic Center pool by the Pacific Grove High School boys and girls water polo teams.
- Board Comments/Questions:
  - Public Comment:
  - Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_  
Trustees: Dawson \_\_\_ Rivera \_\_\_ Paff \_\_\_ B. Swanson \_\_\_ C. Swanson \_\_\_

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- E. Ratification of Measure D Change Orders for Wilson’s Plumbing and Grade Break Engineering 180  
Recommendation: (Jon Anderson, Director of Facilities and Transportation) The District Administration recommends the Board ratification of Change Orders for Wilson’s Plumbing and Grade Break Engineering in association with Measure D funded projects.

- Board Comments/Questions:
- Public Comment:
- Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_  
Trustees: Dawson \_\_\_ Rivera \_\_\_ Paff \_\_\_ B. Swanson \_\_\_ C. Swanson \_\_\_

- F. Contract with Linda Shingu, Speech and Language Pathologist (SLP) 184  
Recommendation: (Clare Davies, Director of Student Services) The District Administration recommends the Board review and ratify a contract with Linda Shingu, Speech and Language Therapist.

- Board Comments/Questions:
- Public Comment:
- Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_  
Trustees: Dawson \_\_\_ Rivera \_\_\_ Paff \_\_\_ B. Swanson \_\_\_ C. Swanson \_\_\_

- G. Contract with Positive Behavior Supports Corp. to Include a Functional Behavioral Assessment (FBA) 190  
Recommendation: (Clare Davies, Director of Student Services) The District Administration recommends the Board review and ratify a contract for services with Positive Behavior Supports Corp.

- Board Comments/Questions:
- Public Comment:
- Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_  
Trustees: Dawson \_\_\_ Rivera \_\_\_ Paff \_\_\_ B. Swanson \_\_\_ C. Swanson \_\_\_

- H. Contract for Services with Northwest Education Association (NWEA) 196  
Recommendation: (Buck Roggeman, Director of Curriculum and Special Projects) The District Administration recommends the Board review and approve the contract with Northwest Education Association (NWEA) for the 2022-2023 school year.

- Board Comments/Questions:
- Public Comment:
- Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_  
Trustees: Dawson \_\_\_ Rivera \_\_\_ Paff \_\_\_ B. Swanson \_\_\_ C. Swanson \_\_\_

**VIII. INFORMATION/DISCUSSION**

- A. Review of the 2021-22 Actual and 2022-23 Estimated Property Tax Revenues 212  
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The District Administration recommends that the Board review the attached information regarding actual receipts of Property Tax Revenue for the 2021-22 fiscal year and projections for 2022-23 based on the latest Assessed Valuation.

- Board Comments/Questions:
- Public Comment:
- Board Direction: \_\_\_\_\_

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- B. Review of the 2022-2023 Enacted State Budget 217  
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The District Administration recommends that the Board review the information provided regarding the 2022-23 Enacted State Budget.
- Board Comments/Questions:
  - Public Comment:
  - Board Direction: \_\_\_\_\_
- C. Review of District Enrollment for The First Day of School and Overall Projections for 2022-23 218  
Recommendation: (Assistant Superintendent for Business Services) The District Administration recommends that the Board review the attached information regarding Enrollment for the first day of school and overall projections for 2022-23.
- Board Comments/Questions:
  - Public Comment:
  - Board Direction: \_\_\_\_\_
- D. Update on Measure D Projects, High School swimming pool, and Transportation 222  
Recommendation: (Jon Anderson, Director of Facilities and Transportation) The District Administration recommends that the Board review project progress performed by various contractors and our PGUSD facilities staff in association with Measure D funded projects. Progress on the High School swimming pool and Transportation will also be covered.
- Board Comments/Questions:
  - Public Comment:
  - Board Direction: \_\_\_\_\_
- E. Update on Pacific Grove Unified School District Crossing Guards 224  
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends the Board receive an update on the Pacific Grove Unified School District crossing guards.
- Board Comments/Questions:
  - Public Comment:
  - Board Direction: \_\_\_\_\_



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F. Future Agenda Items

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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 March 3, 2022: A Board member requested a special meeting to discuss Cultural Proficiency professional development (Fall 2022)
- Added March 3, 2022: Discuss elementary school reconfiguration as it relates to issues of equity (Early Fall 2022)
- Added March 17, 2022: Board Self Evaluation (June 16, 2022)
- Added April 21, 2022: Discuss “PG Promise” of funding CTE certification process (Fall 2022)
- Added May 19, 2022: Teacher of the Year Recognition (Fall 2022)
- Added June 2, 2022: Discuss CSBA Sample School Safety Resolution
- Added June 2, 2022: A Board member requested bringing in someone to do a presentation regarding low-income housing in Pacific Grove.
  
- Added June 16, 2022: Discuss proposal of skatepark in Pacific Grove
  
- Board Questions/Comments:
- Public Comment:
- Direction: \_\_\_\_\_

**IX. ADJOURNMENT**

Next regular Board meeting: September 1, 2022