

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

Trustees

*Tony Sollecito, President*

*John Thibeau, Clerk*

*Debbie Crandell*

*John Paff*

*Bill Phillips*

**DATE:** Tuesday, June 30, 2015

**TIME:** 6:30 p.m. Closed Session  
7:00 p.m. Open Session

**LOCATION:** District Office - Jessie Bray Conference Room  
435 Hillcrest Avenue  
Pacific Grove, CA 93950

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

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

**AGENDA**

**I. OPENING BUSINESS**

- A. Call Public Session to Order
- B. Roll Call
- C. Adopt Agenda

**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. Planning and Preparation Meet and Confer: Management
  - 2. To Instruct Negotiators of Real Property Transactions [Government Code § 54956.8]
- 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. Planning and Preparation Meet and Confer: Management
2. To Instruct Negotiators of Real Property Transactions [Government Code § 54956.8]

#### 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 or received as recommended.*

#### A. Minutes of June 4, 2015 Regular Board Meeting

Recommendation: (Ralph Gómez Porras) Approval of minutes as presented.

#### B. Certificated Assignment Order #16

Recommendation: (Billie Mankey) The administration recommends adoption of Certificated Assignment Order #16.

#### C. Classified Assignment Order #15

Recommendation: (Billie Mankey) The administration recommends adoption of Classified Assignment Order #15.

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- D. Out of County or Overnight Activities 16  
Recommendation: (Rick Miller) The Administration recommends that the Board approve or receive the request as presented.
- E. Revolving Cash Report No. 9 19  
Recommendation: (Rick Miller) As Assistant Superintendent for Business Services, I have reviewed the Revolving Cash payments for consistency with District budget policy and accounting practices and certify their consistency and recommend approval of the payments by the Board.
- F. Cash Receipts Report No. 9 21  
Recommendation: (Rick Miller) 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.
- G. Acceptance of Donations 24  
Recommendation: (Rick Miller) The Administration recommends that the Board approve acceptance of the donations.
- H. 2015-16 Consolidated Application for Funding, Part 1 25  
Recommendation: (Ani Silva) The Administration recommends that the Board review and approve the 2015-2016 Consolidated Application for Funding, Part 1 as presented.
- I. Contract for Professional Development for Common Core Implementation 37  
Recommendation: (Ani Silva) The Administration recommends that the Board review and approve the contract with McGrath Consulting Group for the 2015-2016 school year.
- J. Professional Development Contract for Dr. Bonnie McGrath at Forest Grove 42  
Recommendation: (Buck Roggeman) The District Administration recommends the Board review and approve the contract for Dr. McGrath to provide Professional Development for Forest Grove teachers during the 2015-16 school year. While the contract shows an effective start date of July 1, 2015, work with Dr. McGrath will not begin until September 1, 2015.
- K. California School Board Association Membership 47  
Recommendation: (Ralph Gómez Porras) The Administration recommends that the Board review and approve the membership for California School Board Association dues for 2015-16 in the amount of \$6,995.00.
- L. Contract Renewal with the U.C. Santa Cruz Student Teacher Program 50  
Recommendation: (Billie Mankey) The Administration recommends that the Board review and approve of participating with U.C. Santa Cruz Student/Master Teacher Program in the effort to support new teachers entering the teaching profession.

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

## VII. ACTION/DISCUSSION

- A. Approval of PGUSD Administrative Employees Agreement 54  
Recommendation: (Rick Miller) The Administration recommends that the Board review and approve the agreement between the Pacific Grove Unified School District and the Administrative Employees.  
Move: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_
- B. Speech and Language Pathology Assistant Job Description 56  
Recommendation: (Billie Mankey) The Administration recommends that the Board review and approve the classified position and job description for Speech and Language Pathology Assistant.  
Move: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_
- C. Community Human Services Contract for the 2015-16 School Year 60  
Recommendation: (Clare Davies) The District Administration recommends that the Board review and approve the contract for services in the amount of \$9,360 or consider increasing the contract in order to provide more hours of counseling services.  
Move: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_
- D. Special Education Contracts for 2015-16 63  
Recommendation: (Clare Davies) The District Administration recommends that the Board review and approve the list of contracts for services in the amount of \$722,745.  
Move: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_
- E. Agreement for Services with the City of Pacific Grove for a School Resource Officer (SRO) 77  
Recommendation: (Rick Miller) The District Administration recommends that the Board review and approve the Agreement for Services with the City of Pacific Grove for a School Resource Officer (SRO) for the 2015-16 school year.  
Move: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_
- F. Board Calendar/Future Meetings 89  
Recommendation: (Ralph Gómez Porras) 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.  
Move: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_



## **VIII. INFORMATION/DISCUSSION**

- A. School Site Staffing and Master Schedules (PGHS, PGMS, FGE, and RDE) 92  
Information: (Billie Mankey) Work on staffing and master schedules begins as early as late December the year prior to staffing and assignments being formalized for the upcoming school year.

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

- B. Future Agenda Items 101  
Recommendation: (Ralph Gómez Porras) 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.

Review of Extracurricular Activities (Fall 2015)

Update on Use of Technology at Sites (Fall 2015)

Modified PG High School Bell Schedule Review 2016-17 (Oct)

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

## **IX. ADJOURNMENT**

Next regular meeting: August 20, 2015 – District Office

# Revised Minutes

## PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION Minutes of Regular Meeting of June 4, 2015 – District Office

### I. OPENED BUSINESS

- A. Called to Order 7:30 a.m.
- B. Roll Call
- |                         |                                     |
|-------------------------|-------------------------------------|
| President:              | Trustee Sollecito                   |
| Clerk:                  | Trustee Thibeu-arrived at 7:31 a.m. |
| Trustees Present:       | Trustee Crandell                    |
|                         | Trustee Paff                        |
|                         | Trustee Phillips                    |
| Administration Present: | Superintendent Porras               |
|                         | Assistant Superintendent Miller     |
| Board Recorder:         | Mandi Freitag                       |
- C. Adopted Agenda

Changes to the agenda include a walk-on Out of County/Overnight for a basketball camp.  
This item was late due to clerical error.

**MOTION Phillips/Crandell to adopt agenda as amended.**

**Public comment: none**

**Motion CARRIED 5 – 0**

### II. CLOSED SESSION

- A. Identified Closed Session Topics
1. Planning and Preparation Meet and Confer: Confidential – Classified Management
  2. Potential Litigation (1 case) [Government Code § 54956.9]
  3. Finalize Superintendent's Evaluation
- B. Public comment on Closed Session Topics None
- C. Adjourned to Closed Session 7:34 a.m.

### III. RECONVENED IN OPEN SESSION 8:01 a.m.

- A. Reported action taken in Closed Session:
1. Planning and Preparation Meet and Confer: Confidential – Classified Management  
The Board received information.
  2. Potential Litigation (1 case) [Government Code § 54956.9]  
The Board received information.
  3. Finalize Superintendent's Evaluation  
The Board noted a favorable evaluation for Superintendent Porras.

B. Pledge of Allegiance

Led By: Phillips

IV. COMMUNICATIONS

A. Written Communication

Trustees received communication regarding the Robert Down lunch area.

Porras received a thank-you note from Bev Paxton for the support of her work.

B. Board Member Comments

Paff and Crandell enjoyed the graduations.

Sollecito appreciated the work of Trustee Crandell on the sober grad night.

C. Superintendent Report

Porras thanked the Board for a favorable evaluation.

D. PGUSD Staff Comments (Non Agenda Items)

Bruce Cates updated the Board on the efforts to expand technology to support google classrooms, email accounts for the PG High School students, and explained the limitations set up for students to provide support for the classroom, curriculum and a safe environment for students.

Sean Roach introduced the Board to Assistant Principal Jason Tovani for PG Middle School.

V. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

None.

VI. CONSENT AGENDA

A. Minutes of May 21, 2015 Regular Board Meeting

B. Certificated Assignment Order #15

C. Classified Assignment Order #14

D. Warrant Schedules No. 560

E. Out of County/Overnight added.

**MOTION Crandell/Thibeau to approve consent agenda as amended.**

**Public comment:**

**Ken Ottmar thanked the Board for approving the added Out of County/Overnight for the girls basketball team school trip.**

**Motion CARRIED 5 – 0**

VII. ACTION/DISCUSSION

A. Adoption of the 2015-16 District Budget

**MOTION Thibeau/Crandell to adopt the 2015-16 District Budget.**

**Public comment: none**

**Motion CARRIED 5 – 0**

B. Adoption of Local Control Accountability Plan (LCAP)

**MOTION Crandell/Paff to adopt the Local Control Accountability Plan.**

**Public comment: none**

**Motion CARRIED 5 – 0**

C. Approval of PGUSD Confidential Employees Team Agreement

**MOTION Thibeau/Crandell to approve PGUSD Confidential Employees Team Agreement.**

**Public comment: none**

**Motion CARRIED 5 – 0**

D. Robert Down Elementary School Lunch Area Design

Miller presented information to the Board. The Board discussed this item. Board concerns included costs, as well as the financial impact to the Forest Grove entryway project.

**MOTION Phillips/Paff to approve the Robert Down Elementary School Lunch Area Design.**

**Public comment:**

Oona Johnsen

Barb Utter and Petula Lee spoke in support of the project.

**Motion CARRIED 5 – 0**

E. Lease-Leaseback Agreement for Robert Down Lunch Area Project

**MOTION Thibeau/Crandell to approve the Lease-Leaseback Agreement for Robert Down Lunch Area Project, not to exceed \$271,000.**

**Public comment: none**

**Motion CARRIED 5 – 0**

F. Director of Curriculum and Special Projects Salary Schedule

**MOTION Crandell/Phillips to approve the Director of Curriculum and Special Projects Salary Schedule.**

**Public comment: none**

**Motion CARRIED 5 – 0**

G. Board Calendar/Future Meetings

**No action taken.**

X. INFORMATION/DISCUSSION

A. Future Agenda Items

Review/evaluation of Community Human Services counselor contract at PG High School (Fall 2015)

Review of Extracurricular Activities (Fall 2015)

Update on Use of Technology at Sites (Fall 2015)

Modified PG High School Bell Schedule Review 2016-17 (Oct)

**XI. ADJOURNED**

9:05 a.m.

Approved and submitted:

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Dr. Ralph Gómez Porras  
Secretary to the Board



**SUBJECT:** Certificated Assignment Order #16

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

**RECOMMENDATION:**

The administration recommends adoption of Certificated Assignment Order #16.

**BACKGROUND:**

Under Board Policies #4200 and #4211, the Personnel 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. 16  
June 30, 2015**

**NEW HIRE:**

Susan Torres, PGMS, English Teacher, 1.0 FTE, Column VI, Step 10, effective August 3, 2015 (replaces Jenna Hofer)

Doug Garrett, PGHS, Health Science Teacher, 0.60 FTE, Column IV, Step 5 + MA, effective August 3, 2015 (partial replacement for retiree Fred Rubin)

Anne Hober, RDE, Elementary Teacher (4<sup>th</sup> Grade), 1.0 FTE, Column IV, Step 10, effective August 3, 2015 (replaces Jennifer Penrose who resigned)

Jared Masar, District, Vocal Music Teacher, 1.0 FTE, Column I, Step 3, effective August 3, 2015 (replaces retiree Denise Hedlind)

Erin Keller, District Special Education Preschool Teacher, 1.0 FTE, Column V, Step 5 + MA, effective August 3, 2015 (new position)

Molly Kriva, District Speech Pathologist, 1.0 FTE, Column VI, Step 3 + MA, effective August 3, 2015 (replaces contracted work and offsets Amy Tackett's voluntary reduction)

**TEMPORARY NEW HIRE:**

Theresa McDaniel, FGE Elementary Teacher (1<sup>st</sup> Grade job share), Temporary, 0.50 FTE, Column V, Step 2 + MA, effective August 3, 2015 through May 27, 2016 only (Replaces Hetal Patel)

Michael Barr, PGMS, Science Teacher, Temporary, 1.0 FTE, Column II, Step 3, effective August 3, 2015 through May 27, 2016 only (Replaces TOSA Matt Binder)

Susan Boyle, PGAS, Summer School Preschool Teacher, Temporary, 5.5 hrs./day, Column A, Step 1, effective June 8, 2015 through July 17, 2015 only

**TEMPORARY RE-APPOINTMENT/INCREASE IN ASSIGNMENT:**

Martha Tonkin, PGHS, CTE Computer Teacher, Temporary, 0.80 FTE, Column VI, Step 11 + MA, effective August 4, 2015 through May 27, 2016 only

Martin Sconduto, PGHS, CTE Photography Teacher, Temporary, 0.80 FTE, Column IV, Step 8, effective August 4, 2015 through May 27, 2016 only

Jenn Erickson, PGHS, CTE Culinary Arts Teacher, Temporary, from 0.60 FTE to 0.80 FTE, Column III, Step 2, effective August 4, 2015 through May 27, 2016 only

Matt Kelly, PGHS, CTE Art Teacher, Temporary, 0.60 FTE, Column VI, Step 22, effective August 4, 2015 through May 27, 2016 only

**TEMPORARY ADDITIONAL ASSIGNMENT:**

Dennis Rosen, PGMS, temporary increase from 1.0 FTE to 1.2 FTE teaching 1 section of Reading Intervention, effective August 4, 2015 through May 27, 2016 only (new section)

Kathy Buller, PGHS, Spanish Teacher, temporary increase from 1.0 FTE to 1.2 FTE, effective August 4, 2015 through May 27, 2016 only



**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**CERTIFICATED PERSONNEL ASSIGNMENT ORDER NO. 16**  
**June 30, 2015**

**TEMPORARY CHANGE OF ASSIGNMENT:**

Matt Binder, from PGMS Science/Computer Teacher, 1.0 FTE to District-wide, TOSA Educational Technology, 1.0 FTE, effective August 4, 2015

**CHANGE OF ASSIGNMENT:**

Lauralea Gaona, from PGHS Social Science Teacher to PGHS English Teacher, 1.0 FTE, effective August 4, 2015 (replaces retiree Lillian Griffiths)

Katie Selfridge, PGHS English Teacher, assignment to include 0.20 FTE Drama effective August 4, 2015 (replaces retiree Lillian Griffiths)

**2015 CELDT TESTING**, temporary, not to exceed 25 hours paid per timesheet at the PGTA hourly non-instructional rate:

Maria Miller  
 Sarah Weber  
 Desma Johnson

**2015 CURRICULUM AND PERFORMANCE ASSESSMENT DESIGN**, temporary, limited to 3 days, paid per time sheet, effective July 29th, 30th and 31st:

Diana Rookstool  
 Jo Lynne Costales  
 Dennis Rosen  
 Susan Torres

**2015 CURRICULUM AND PERFORMANCE ASSESSMENT DESIGN**, temporary, limited to 1 day, paid per time sheet, effective July 31st:

Moirah Mahr  
 Wendy Milligan  
 Mary Ann Fort

**INCREASE/DECREASE IN ASSIGNMENT:**

Natasha Pignatelli, PGHS, Science Teacher, increase from 0.60 FTE to 1.0 FTE, effective August 4, 2015 (replaces Amanda Mello's voluntary reduction)

**RETIREMENT:**

Christine Revelas, RDE Kindergarten Teacher, retires after 18.5 years of successful employment with the Pacific Grove Unified School District, effective May 29, 2015

**RESIGNATION:**

Janna Simons, Varsity Girls' Volleyball Coach, resigns effective June 16, 2015

**LEAVE REQUEST:**

Kim Biggio, requests one year of personal leave for the duration of the 2015-16 school year. (Approval recommended pending recruitment of suitable replacement)

**SUBJECT:** Classified Assignment Order #15

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

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**RECOMMENDATION:**

The administration recommends adoption of Classified Assignment Order #15.

**BACKGROUND:**

Under Board Policies #4200 and #4211, the Personnel 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 ORDER NO. 15  
June 30, 2015**

**NEW HIRE:**

Grayson Fong, PGMS, Computer Lab Instructional Technician II, 8 hrs./day/10 mos., Range 33, Step D, effective July 29, 2015 (replaces Chip Dorey)

Robert Bullas, District, Maintenance II, 8 hrs./day/12 mos., Range 43, Step F, effective July 1, 2015 (replaces Stacy Kinney who promoted)

Diane McCluskey, Itinerant Occupational Therapist, part-time, 0.80 FTE, Licensed Professional, Step 8, effective August 3, 2015 (replaces Tammy Modisette)

**PROMOTION/CHANGE OF ASSIGNMENT:**

Christine Gruber, FGE, from Clerk and Instructional Assistant to Library Media Technician II, 6 hours/day/180 days, Range 33, Step F, effective August 5, 2015 (replaces retiree Bev Paxton)

**ADDITIONAL ASSIGNMENT:**

**2015-16 CELDT Testing Administrators**, not to exceed a total of 25 hours each, paid per time sheet at the PGTA hourly non-instructional rate:

Nancy Da Silva  
Janet Light  
Monique Barr  
Sylvia Mah  
Sue Ellzey

**INCREASE IN HOURS:**

Computer Lab Instructional Technician II, from 7 hrs./day/180 days to 8 hrs./day/10 mos., effective July 29, 2015:

Emily Gutierrez, PGHS  
Linda Jones, RDE  
Carey Parker, FGE

Michelle Mahaney, PGMS, Instructional Assistant I, increase from 30 hrs./week/180 days to 31.5 hrs./week/180 days, effective August 5, 2015 (funded through site discretionary budget)

**LEAVE REQUEST:**

Cheri Diehl, requests one year of personal leave for the duration of the 2015-16 school year. (Approval recommended pending recruitment of suitable replacement)

**RESIGNATION:**

Dana Moldenhauer, RDE, Clerk III, 4 hrs./day/180 days, resigns effective June 15, 2015 after 9.5 years of successful service with the Pacific Grove Unified School District

**RETIREMENT:**

Tina Cole, PGAS, Instructional Assistant, 4 hrs./day/10 mos., and FGE, Instructional Assistant, 2.24 hrs./day/180 days, retires effective July 31, 2015 after 26 years of successful service with the Pacific Grove Unified School District

Kelly Cool Lasko, PGAS, Administrative Assistant IV, 8 hrs./day/11.5 mos., and temporary fee class instructor, retires effective August 1, 2015 after 17.5 years of successful service with the Pacific Grove Unified School District.

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

**PERSON(S) RESPONSIBLE:** Rick Miller, Assistant Superintendent for Business Services

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**RECOMMENDATION:**

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

**BACKGROUND:**

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

**INFORMATION:**

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

**FISCAL IMPACT:**

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

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**PACIFIC GROVE UNIFIED SCHOOL DISTRICT****OUT-OF-COUNTY OR OVERNIGHT ACTIVITIES**

<u>DATE</u>	<u>STUDENTS/CLASS</u>				
<u>DESTINATION</u>	<u>ACTIVITY</u>	<u>TRANSPORTATION</u>	<u>COST</u>	<u>FUNDING SOURCE</u>	
Sept.11-12, 2015	PGHS Cross Country	Vans	\$2,546	HS Athletics	
N. Lake Tahoe HS	Cross Country Track Meet				
North Lake Tahoe, CA					

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PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
REQUEST FOR OFF CAMPUS ACTIVITY

Consent Agenda Item D

INSTRUCTIONS: Submit this form to the Transportation Department if transportation requires use of buses or vans. Other forms go directly to Business Office. After District and/or Board approval, the form will be returned to the school site. For in-state or non-overnight activities submit form two weeks in advance of activities.

**BOARD APPROVAL IS REQUIRED FOR ALL 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 BOARD MEETING**  
**PRIOR TO THE EVENT**

Date of Activity 9/11/15 - 9/12/15 Day of Activity Friday / Saturday

Place of Activity North Lake Tahoe High School

School North Lake Tahoe High School Grade Level 9-12

School Departure Time 9/11/15 AM 6:00 PM

Pickup Time From Place of Activity 9/12/15 AM  PM 4:00

Name of Employee Accompanying Students Thomas H. Light, Steve Watkins,

Number of Adults 4-6 Adults Number of Students 12-18

Class or Club PGHS Cross Country

Description of Activity Cross Country Invitational Meet

Education Objective To enrich the cross country experience

List All Stops Santa Nella, Lands Park Sacramento, Return Sacramento,

Means of Transportation: ( ) 84 Passenger ( ) 72 Passenger ( ) 48 Passenger ( ) 18 Passenger  
( ) Charter ( ) Auto\* ( ) Walk (X) Other\*\* Rental Van (3) Santa Nella

\*#s 1, 2, 3, 5, 6, & 7 Must Be Completed Before Submitting To The Business Office /Transportation Department \*

1. NOTE: Board Regulation 3541.1 Requirements Will Be Complied With When Using Private Autos (Teachers Initials)

2. If using vans, you MUST list who the drivers are. TBD

3. Cost of Activity \$ 1,746.00

4. Cost of Transportation \$ 800.00

Total Cost (Activity + Transportation) \$ 2,546.00 HS

5. Fund to be Charged for all activity expenses: (X) Acct. Code Athletics - Cross Country  
( ) Students  
( ) Other

6. Requested By Thomas H Light Date 5-25-2015  
Employee's Signature (Employee accompanying students on activity)

7. Recommend Approval [Signature] Date 5/1/15  
Principal's Signature

Transportation Department/District Office Use Only

Bus(s) ( ) Available ( ) Not Available Date Received 5/12/15

Cost Estimate \$ [Signature]

Approved By [Signature] Date 5/13/15

Approved By [Signature] Date

Assistant Superintendent

BOARD APPVD. 6/30/15

**SUBJECT:** Revolving Cash Report No. 9

**PERSON(S) RESPONSIBLE:** Rick Miller, Assistant Superintendent for Business Services

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**RECOMMENDATION:**

As Assistant Superintendent for Business Services, I have reviewed the Revolving Cash payments for consistency with District budget policy and accounting practices and certify their consistency and recommend approval of the payments by the Board.

**BACKGROUND:**

The attached listing identifies payments made from the Revolving Cash Fund during the period from May 15, 2015 through June 22, 2015.

**INFORMATION:**

Prior to the approval of the identified payments, appropriate District procedures were followed and authorizations obtained.

# REVOLVING CASH BOARD REPORT # 9

May 15, 2015 - June 22, 2015

Date	Num	Name	Account	Amount
May 15 - Jun 22, '15				
5/31/2015		ANALYSIS CHARGE	FEES	-203.53
6/5/2015	4864	Susan Russo	ADULT EDUCATION	-85.00
6/5/2015	4865	Emily Hickok	ADULT EDUCATION	-75.00
6/5/2015	4866	Kenneth Riddleberger	FIELD TRIP	-42.30
6/5/2015	4867	Andrea Rives	FIELD TRIP	-42.30
6/5/2015	4868	Lourdes Solis Suarez	FIELD TRIP	-42.30
6/5/2015	4869	JoEllen Leach	CAFETERIA	-14.50
6/5/2015	4870	Ahmed Abdulmajeed	TEXT BOOK FEES	-16.00
6/5/2015	4871	James Hodges	TEXT BOOK FEES	-22.00
6/5/2015	4872	M/M Alves	TEXT BOOK FEES	-13.00
6/5/2015	4873	Norma Dunipace	TEXT BOOK FEES	-68.00
6/5/2015	4874	Milton Green II	TEXT BOOK FEES	-64.50
6/5/2015	4875	Mr. Wang	TEXT BOOK FEES	-20.00
6/5/2015	4876	M/M Khan	TEXT BOOK FEES	-12.00
6/5/2015	4877	Dan Bursch	TEXT BOOK FEES	-10.00
6/5/2015	4878	M/M Thanos	TEXT BOOK FEES	-15.00
6/5/2015	4879	JeeUn Chong	TEXT BOOK FEES	-15.00
6/5/2015	4880	M/M Fife	TEXT BOOK FEES	-98.00
6/5/2015	4881	M/M Reeves	TEXT BOOK FEES	-77.00
6/5/2015	4882	Sam Buttrey	TEXT BOOK FEES	-77.00
6/5/2015	4883	Phillip Alcala Jr.	TEXT BOOK FEES	-77.00
6/5/2015	4884	M/M O'Hagan	TEXT BOOK FEES	-77.00
6/18/2015		DEPOSIT	none	4,521.95
May 15 - Jun 22, '15				<u>3,355.52</u>



**SUBJECT:** Cash Receipts Report No. 9

**PERSON(S) RESPONSIBLE:** Rick Miller, Assistant Superintendent for Business Services

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**RECOMMENDATION:**

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

**BACKGROUND:**

The attached listing identifies Cash Receipts received by the District during the period of May 15, 2015 through June 22, 2015.

**INFORMATION:**

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

# CASH RECEIPTS BOARD REPORT # 9

May 15, 2015 - June 22, 2015

Date	Num	Name	Account	Amount
May 15 - Jun 22, '15				
5/15/2015	17322	Monterey Bay Titans	custodial	525.00
5/15/2015	17323	PGMS	FIELD TRIP	50.00
5/15/2015	17324	Robert Down Elementary	DONATION	3,535.91
5/15/2015	17325	BASRP-FG	BASRP	8,055.22
5/15/2015	17326	BASRP-RD	BASRP	3,195.70
6/3/2015	17327	RETIREE INSURANCE	RETIREE INSURANCE	4,470.97
6/3/2015	17328	PG&E	FACILITIES	2,500.00
6/3/2015	17329	OFFICE DEPOT	REFUND	2,425.49
6/3/2015	17330	STATE OF CALIFORNIA	SP ED	1,132.74
6/3/2015	17331	STATE OF CALIFORNIA	SP ED	1,213.60
6/3/2015	17332	STATE OF CALIFORNIA	SP ED	1,134.92
6/3/2015	17333	PGMS	FIELD TRIP	490.00
6/3/2015	17334	Calvary High School	SPECIAL RESERVE	500.00
6/3/2015	17335	Forest Grove Elementary	DONATION	125.00
6/3/2015	17336	Forest Grove Elementary	DONATION	1,327.73
6/3/2015	17337	TEXTBOOKS	TEXT BOOK FEES	38.00
6/3/2015	17338	Community High School	CAP /GOWN	175.00
6/3/2015	17339	PGHS LIBRARY	LIBRARY FINES/FEES	80.00
6/3/2015	17340	STATE OF CALIFORNIA	PRESCHOOL	7,449.00
6/3/2015	17341	WORKERSCOMP JPA	WORKERSCOMP	2,206.58
6/3/2015	17342	Monterey Peninsula Voices	FACILITIES	1,250.00
6/3/2015	17343	Monterey Tribe Lacrosse	FACILITIES	502.50
6/3/2015	17344	ADULT EDUCATION	ADULT EDUCATION	12,418.28
6/3/2015	17345	ADULT EDUCATION	ADULT EDUCATION	4,707.00
6/3/2015	17346	ADULT EDUCATION	ADULT EDUCATION	1,670.00
6/3/2015	17347	STATE OF CALIFORNIA	CAFETERIA	19,156.78
6/3/2015	17348	STATE OF CALIFORNIA	CAFETERIA	1,472.44
6/3/2015	17349	MBCS/Monterey Bay Charter ...	SPECIAL RESERVE	17,224.85
6/3/2015	17350	MPSL(Monterey Peninsula So...	SPECIAL RESERVE	2,510.00
6/3/2015	17351	ADULT EDUCATION	CREDIT CARD SALES	20,343.33
6/3/2015	17352	BASRP-RD	BASRP	2,022.00
6/3/2015	17353	BASRP-FG	BASRP	2,595.50
6/3/2015	17354	BASRP-RD	BASRP	1,920.75
6/3/2015	17355	BASRP-FG	BASRP	1,094.00
6/3/2015	17356	BASRP-FG	BASRP	817.00
6/4/2015	17357	VOID	none	0.00
6/12/2015	17358	RETIREE INSURANCE	RETIREE INSURANCE	2,623.39
6/12/2015	17359	ROP	Class Fees	76.00
6/12/2015	17360	PGHS	DONATION	1,082.64
6/12/2015	17361	PGHS	FIELD TRIP	120.00
6/12/2015	17362	PGHS LIBRARY	LIBRARY FINES/FEES	80.00
6/12/2015	17363	PGMS	Music Program	320.00
6/12/2015	17364	PGMS	DONATION	400.63
6/12/2015	17365	Robert Down Elementary	DONATION	10.00
6/12/2015	17366	Robert Down Elementary	FIELD TRIP	1,660.00
6/12/2015	17367	Robert Down Elementary	FIELD TRIP	625.00
6/12/2015	17368	STATE OF CALIFORNIA	SP ED	67.77
6/12/2015	17369	TEXTBOOKS	TEXT BOOK FEES	220.00
6/12/2015	17370	TEXTBOOKS	TEXT BOOK FEES	161.00
6/12/2015	17371	PGHS LIBRARY	LIBRARY FINES/FEES	80.00
6/12/2015	17372	TEXTBOOKS	TEXT BOOK FEES	192.00
6/12/2015	17373	TEXTBOOKS	TEXT BOOK FEES	695.00
6/12/2015	17374	Forest Grove Elementary	DONATION	291.00
6/12/2015	17375	FPAC	custodial	210.00
6/12/2015	17376	YMCA	custodial	1,500.00
6/12/2015	17377	Braveheart Lacrosse	FACILITIES	185.00
6/12/2015	17378	WORKERSCOMP JPA	WORKERSCOMP	472.84
6/12/2015	17379	WORKERSCOMP JPA	WORKERSCOMP	2,206.58
6/12/2015	17380	ADULT EDUCATION	ADULT EDUCATION	6,214.47
6/12/2015	17381	ADULT EDUCATION	CREDIT CARD SALES	17,605.37

Date	Num	Name	Account	Amount
6/17/2015	17382	STATE OF CALIFORNIA	SP ED	2,916.56
6/17/2015	17383	Shoreline Community Church	FACILITIES	4,151.25
6/17/2015	17384	Krasa, Kyle	custodial	35.00
6/22/2015	17385	ADULT EDUCATION	ADULT EDUCATION	61,305.08
May 15 - Jun 22, '15				<u>235,841.87</u>

**SUBJECT:** Acceptance of Donations

**PERSON(S) RESPONSIBLE:** Rick Miller, 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**

Wells Fargo	\$ 125 (undesignated)
PG Rotary Club	\$1,327.73 (Kinder Bikes)

**Robert H. Down Elementary School**

Birthday Book	\$ 380 (library)
Big Sur Marathon	\$ 800 (undesignated)
SaveMart	\$ 255.91 (undesignated)

**Pacific Grove Middle School**

FPAC	\$ 400.63 (drama program)
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**Pacific Grove High School**

Ohiopyle Prints	\$ 19.01 (undesignated)
Museum Foundation of PG	\$ 162.50 (field trip transportation)
Mo. Co . Regional Waste Mgmt Distr.	\$ 185.75 ( “ “ “ )
Wells Fargo	\$ 115.38 (V. Michaels classroom)

**Pacific Grove Community High School**

None

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

None

**Pacific Grove Unified School District**

None

Ref: Donations

**SUBJECT:** 2015-2016 Consolidated Application for Funding, Part 1

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

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**RECOMMENDATION:**

The Administration recommends that the Board review and approve the 2015-2016 Consolidated Application for Funding, Part 1 as presented.

**BACKGROUND:**

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

The Consolidated application must be reviewed by the District English Learner Advisory Committee (DELAC). Per Title 5 of the California Code of Regulations Section 11308, if the district has more than 50 language learners the district must establish a DELAC and involve them in the application for funding for programs that serve English Learners. The DELAC met on June 4, 2015 and approved the application. A copy of the application is attached.

According to the elementary and Secondary Education Act (ESEA), Title III, Limited English Proficient (LEP) and Immigrant student program statutes require participating local educational agencies to update their Title III plan and budget to be eligible for funding in 2015-2016 and every year thereafter. The district's Title III plan was also reviewed by the DELAC representative and approved on June 4, 2015. The plan must be posted on the district's website. The Title III plan and budget for 2015-2016 is attached to the Consolidated application.

**INFORMATION:**

Programs and Projected Funding Information for 2014-2015

1. Title I Part A (Basic Grant)	\$111,901
2. Title II Part A (Teacher Quality)	\$ 52,715
3. Title III Part A (Immigrant)	\$ 10,149
4. Title III Part A (Limited English Proficient)	\$ 15,391

**FISCAL IMPACT:**

The total entitlement for 2015-2016 is projected to be \$190,156

**2015-16 Certification of Assurances**

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <http://www.cde.ca.gov/fg/aa/co/ca15asstoc.asp>

**CDE Program Contact:**

Education Data Office, [ConApp@cde.ca.gov](mailto:ConApp@cde.ca.gov), 916-319-0297


**LEA Plan**

An LEA that receives Title III funds, or any LEA that receives Title I funds and is in Program Improvement corrective action must certify that its LEA Plan, including any Addenda to the Plan, is current and provide the local online web address for their LEA Plan. An LEA that receives Title III funds and is in Title III Improvement status must post their Improvement Plan in the California Accountability and Improvement System (CAIS) at <http://www.cde.ca.gov/ta/ac/ca/>.

State Board of Education approval date	3/11/2004
LEA Plan Web page (format <a href="http://SomeWebsiteName.xxx">http://SomeWebsiteName.xxx</a> )	<a href="http://www.pgusd.org">http://www.pgusd.org</a>

**Consolidated Application Certification Statement**

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

Authorized Representative's Full Name	Ana Silva
Authorized Representative's Signature	
Authorized Representative's Title	Director of Curriculum & Special Projects
Authorized Representative Signature Date	06/01/2015

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

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

**2015-16 Protected Prayer Certification**

ESEA Section 9524(b) specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

**CDE Program Contact:**

Franco Rozic, Title I Monitoring & Support, [frozic@cde.ca.gov](mailto:frozic@cde.ca.gov), 916-319-0269

**Protected Prayer Certification Statement**

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

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

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Ralph Gomez Porras
Authorized Representative Title	Superintendent
Authorized Representative Signature Date	05/29/2015
Comment	
If the LEA is not able to certify at this time an explanation must be provided in the Comment field. (Maximum 500 characters)	

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

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**2015-16 Application for Funding****CDE Program Contact:**Education Data Office, [ConApp@cde.ca.gov](mailto:ConApp@cde.ca.gov), 916-319-0297**Local Governing Board Approval**

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

Date of approval by local governing board	06/30/2015
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**District English Learner Advisory Committee (DELAC) Review**

Per Title 5 of the California Code of Regulations Section 11308, if your district has more than 50 English learners the district must establish a District English Learner Advisory Committee (DELAC) and involve them in the application for funding for programs that serve English learners.

DELAC representative's full name	 Rebekka Baur
DELAC review date	06/04/2015
Meeting minutes web address Please enter the Web address of DELAC review meeting minutes (format <a href="http://SomeWebsiteName.xxx">http://SomeWebsiteName.xxx</a> ). If a Web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee.	
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	

**Application for Categorical Programs**

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

<b>Title I Part A (Basic Grant)</b> ESEA Sec. 1111 et seq. SACS 3010	Yes
<b>Title I Part D (Delinquent)</b> ESEA Sec. 1401 SACS 3025	No
<b>Title II Part A (Teacher Quality)</b> ESEA Sec. 2101 SACS 4035	Yes
<b>Title III Part A Immigrant</b> ESEA Sec. 3102 SACS 4201	Yes
<b>Title III Part A LEP</b>	Yes

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

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## 2015-16 Application for Funding

**CDE Program Contact:**

Education Data Office, [ConApp@cde.ca.gov](mailto:ConApp@cde.ca.gov), 916-319-0297

ESEA Sec. 3102 SACS 4203	
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## 2015-16 Substitute System for Time Accounting

This certification may be used by auditors and by CDE oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the LEA submits and certifies this data collection.

### CDE Program Contact:

Julie Brucklacher, Financial Accountability & Info Srv, [jbruckla@cde.ca.gov](mailto:jbruckla@cde.ca.gov), 916-327-0858

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate. Additional information on the predetermined schedule substitute system of time accounting can be found at <http://www.cde.ca.gov/fg/ac/co/timeaccounting2013.asp>. Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the Web at <http://www.cde.ca.gov/fg/ac/sa/>.

2015-16 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	

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PGUSD

PGUSD

## California Department of Education

Pacific Grove Unified (27 66134 0000000)

## Consolidated Application

Status: Certified  
 Saved by: Ana Silva  
 Date: 6/1/2015 4:15 PM

## 2015-16 Title I, Part A Planned School Allocations

Based on information provided in the School Student Counts data collection, the table below provides eligibility and ranking information. For school allocation planning, the LEA has indicated which schools it intended to allocate Title I Part A funds to by entering a check in the Fund column.

## CDE Program Contact:

Nancy Bodenhausen, Title I Policy & Program Guidance, [NBodenhausen@cde.ca.gov](mailto:NBodenhausen@cde.ca.gov), 916-445-4904  
 Lana Zhou, Title I Policy & Program Guidance, [lzhou@cde.ca.gov](mailto:lzhou@cde.ca.gov), 916-319-0956

If an exception to funding is needed, enter an Exception Reason. Use lower case only.

## Allowable Exception Reasons

- a - Meets 35% Low Income Requirement
- c - Funded by Other Allowable Sources
- d - Desegregation Waiver on File
- e - Grandfather Provision
- f - Feeder Pattern
- g - Local Funded Charter Opted Out
- h - Local Funded Charter Opt In

Low income measure	FRPM
Group Schools by Grade Span	Yes
District-wide Low Income %	20.54%
Grade Span 1 Low Income %	22.83%
Grade Span 2 Low Income %	22.93%
Grade Span 3 Low Income %	15.20%

School Name	School Code	Grade Span Group	Projected Enrollment	Projected Low Income Students	Low Income %	Eligible	Funding Required	Ranking	Fund Flag	Exception Reason	Comment (Max 500 char)
Forest Grove Elementary	6026470	1	457	137	29.98	Y	N	1	Y		the 125 funding rule is applied to this school

## \*\*\*Warning\*\*\*

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## California Department of Education

Pacific Grove Unified (27 66134 0000000)

## Consolidated Application

Status: Certified

Saved by: Ana Silva

Date: 6/1/2015 4:15 PM

## 2015-16 Title I, Part A Planned School Allocations

Based on information provided in the School Student Counts data collection, the table below provides eligibility and ranking information. For school allocation planning, the LEA has indicated which schools it intended to allocate Title I Part A funds to by entering a check in the Fund column.

School Name	School Code	Grade Span Group	Projected Enrollment	Projected Low Income Students	Low Income %	Eligible	Funding Required	Ranking	Fund Flag	Exception Reason	Comment (Max 500 char)
Robert Down Elementary	6026496	1	489	79	16.16	N	N	2	N		
Pacific Grove Middle	6058754	2	484	111	22.93	Y	N	1	N	c	funded with general fund
Community High (Continuation)	2731115	3	23	12	52.17	Y	N	1	N	c	funded with general fund
Pacific Grove High	2733657	3	602	83	13.79	N	N	2	N		

## \*\*\*Warning\*\*\*

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**California Department of Education**

Pacific Grove Unified (27 66134 0000000)

**Consolidated Application**

Status: None

Date: None

**2015-16 Other ESEA Nonprofit Private School Participation**

The LEA must offer to provide equitable services that address the needs of nonprofit private school students, teachers and other educational personnel under the programs listed below.

**CDE Program Contact:**Anie Wilson, Title II Leadership Office, [awilson@cde.ca.gov](mailto:awilson@cde.ca.gov), 916-445-5669Patty Stevens, Title III Language Policy & Leadership Office, [pstevens@cde.ca.gov](mailto:pstevens@cde.ca.gov), 916-323-5838**Title II, Part A Improving Teacher and Principal Quality**

The LEA must offer to provide Title II, Part A equitable services that address the needs of nonprofit private school students, teachers and other educational personnel. The enrollment numbers are reported under penalty of perjury by each private school on its annual Private School Affidavit. The information filed in the Private School Affidavit is not verified and the CDE takes no position as to its accuracy. It is expected that districts engaged in private school consultation verify nonprofit status and the accuracy of student enrollment data if it is being used for the purpose of providing equitable services.

Note: Non-unified elementary and/or high school districts that have applied for Title II, Part A funds have the option to add a shared attendance area nonprofit private school if they wish to share responsibility for that school's Title II equitable services.

**Title III, Part A Limited English Proficient Student Subgrant Program**

On an annual basis, the LEA must consult with all nonprofit private schools within its boundaries, as to whether the private school students and teachers will participate in the Title III, Part A English Language Acquisition, Language Enhancement, and Academic Achievement Program. Consultation with appropriate nonprofit private school officials must be done during the design and development of programs and before decisions are made that affect the opportunities of students and teachers to participate. LEAs may not require documentation that poses an administrative barrier that is inconsistent to their responsibility to ensure equitable participation of private school students and teachers.

School Name	School Code	Enrollment	Consultation Occurred?	Title II, Part A Participation	Title III, Part A LEP Participation	School Added	Comment (Max 250 char)
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**\*\*\*Warning\*\*\***

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## Elementary and Secondary Education Act

### Local Educational Agency Plan Goal 2

### Budget Update 2015-2016

**Name of LEA:** Pacific Grove Unified School District    **Fiscal Year:** 2015-2016

**Total Title III Allocation:** LEP \$15,391    Immigrant: \$ \$10,149

**LEP Administrative & Indirect Costs (2%):** \$307 **Immigrant Administrative & Indirect Costs:** \$202

For each applicable Title III goal indicated below, indicate the key actions that will be implemented to meet each goal, the related Title III budget item, and the estimated cost for each item.

<b>Title III Goal</b>	<b>Specific Title III Supplemental Key Actions (Activities) to Meet Goal</b>	<b>Unit (Purchase) Detail</b>	<b>Associated Estimated Costs for each Activity Listed</b>
Goal 2A: AMAO 1- Annual progress Learning English	Supplemental English Language development instruction with instructional aides push in support with enhanced instruction in core academic subjects.	Instructional aide salary + benefits	\$3227
	Language review team days	Substitute costs	\$1000
Goal 2B: AMAO 2 - English Proficiency	Purchase curricular materials , educational software, and technologies to provide English Language development support for students.	Intervention curriculum materials	\$537

Goal 2C: AMAO 3 -Adequate Yearly Progress (AYP) in English/Language Arts	Before and after school tutoring to support students in reading and writing activities and develop oral language fluency.	Pay teachers to provide tutoring at all sites as needed	\$12,107
Goal 2C: AMAO 3 – AYP in Mathematics	Before and after school tutoring to support students with math instruction.	Pay teachers to provide tutoring at all sites as needed	\$1000
Goal 2D: High Quality Professional Development	Teachers will be attending the ELA/ELD frameworks roll out at the Monterey County office of Education and getting sub release time for peer observations where teachers are implementing integrated ELD instruction in the classroom. Teachers will also spend time understanding and applying the ELD/ELA framework during regular classroom instructions.	registration and substitute costs	\$1500
Goal 2E: Parent and Community Participation	Parent education classes to be held at Forest Grove Elementary to assist parents to become active participants in the education of their children. We will also provide babysitting service through BASRP.	Teacher at the instructional rate to teach parent/ed class for two 10 week sessions 2 classes per week  Additional aides for babysitting	\$2760  \$2300
Goal 2F: Parental Notification	Report cards and all communications to be translated in Spanish and other languages as needed.	cost of translating report cards and other documents	\$500
Goal 2G: Services for Immigrant Students	Cost of classroom supplies for students who are in need.	Purchase classroom materials as needed	\$100

(for LEAs receiving Title III, Immigrant funds)			
Goal 5A: Increase Graduation Rates	Pacific Grove USD has a 99 percent graduation rate. However we are always monitoring that English Learners have the supports they need to pass CAHSEE and are graduating from high school	High school counselors and administrators are monitoring grades	no additional cost
Total Title III Budget Estimate (Include Administration and Indirect Costs) for LEP and Immigrant Programs	Indirect cost of 2% for each program		LEP \$ 307 IMM \$ 202

**Program Notes:**

- I. Activities must be of supplemental nature. Align activities with associated estimated costs.
- II. LEAs must expend Title III funds on activities that are required, allowable, allocable, necessary and reasonable.
- III. Title III funds should supplement the level of Federal, State, and local funds, including LCFF funds.



**SUBJECT:** Contract for Professional Development for Common Core Implementation

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

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**RECOMMENDATION:**

The Administration recommends that the Board review and approve the contract with McGrath Consulting Group for the 2015-2016 school year.

**BACKGROUND:**

The Common Core State Standards instructional reform requires Professional Learning Communities to receive specific professional development around the instructional shifts. To ensure that PGUSD graduates are College and Career ready, the District is required to develop a system of Professional Learning Cycles. With this in mind, we must continue to implement a focused professional development approach to build the capacity for our administrators, teachers, and students in achieving the standards for College and Career Readiness.

**INFORMATION:**

Dr. Bonnie McGrath is an organizational leadership consultant to schools and districts with a focus on the Framework for Professional Learning and the integration of the Common Core Standards. Dr. McGrath provided professional development services for our teachers and administrators during 2013-2014 and 2014-2015 school years. In 2015-2016 Dr. McGrath will continue the work implemented last year and work extensively with principals and their school Instructional Leadership teams on increasing student achievement through analysis of data, curriculum, and instruction using the Framework for Professional Learning.

The professional development for key instructional shifts will be provided by Dr. McGrath on a quarterly basis, in addition to support by phone, site visits, and e-mail. This year's focus continues to maximize students' speaking and listening skills along with writing across the content areas while building on Text Complexity and Academic Language. Students must demonstrate the ability to communicate effectively in writing three text types: Informative/Explanatory, Opinion/Argument, and Narrative.

Dr. McGrath will guide the school site Instructional Leadership teams with the Cycle of Professional Learning to achieve desired outcomes. The Cycle of Professional Learning includes: identify instructional focus, teacher practice, peer observation, professional reading, focus on student work, and monitoring progress towards the instructional goal. The professional development model proposed will create a culture of professional learning with embedded ongoing support to build expertise across the system. This builds common language and helps accelerate student learning due to consistency of practice.

**FISCAL IMPACT:**

The contract cost is \$14,100 out of the Common Core Budget (Revenue from the State of California to implement Common Core Standards).

**McGrath Consulting Group**  
*Leadership Coaching for Student Success*

## Consulting Services Agreement

**This Consulting Agreement** (“Agreement”), dated as of July 1<sup>st</sup>, 2015 (the “Effective Date”) is made by and between McGrath Consulting Group (“MCG”), a California Corporation, and Pacific Grove Unified School District.

**Section 1. Statement of Work.** MCG will provide consulting services (“Services”) for Pacific Grove Unified School District. Such Services shall include support to Pacific Grove Unified School District to support teaching and improve student learning.

**Section 2. Term.** MCG will provide Services to Pacific Grove Unified School District that shall consist of a total of 9 days of school coaching and support around the Framework for Professional Learning. The Services shall take place between the Effective Date and June 30, 2016, unless otherwise agreed upon in writing by both parties.

**Section 3. Compensation.** Pacific Grove Unified School District agrees to compensate MCG a total amount of \$14,100, which shall include 9 days of inservice to all elementary school teachers and middle school-high school Instructional Leadership Team members and onsite coaching and support that includes distance coaching and all expenses.

Payments will be due after services rendered on the following dates:

September 15, 2015	\$4700.00
November 21, 2015	\$4700.00
March 18, 2016	\$4700.00

**Section 4. Ownership of Materials.** Copyright and other intellectual property rights to work materials created by MCG *prior* to or *not* in connection with this Agreement, which is provided by MCG to Pacific Grove Unified School District hereunder, is owned by MCG (“Consultant Information”). It is recognized by both parties that such work products draw on years of experience and development efforts. All rights to the work created as part of this Agreement (“Work Product”) shall be the sole and exclusive property of Pacific Grove Unified School District, but in no event shall Pacific Grove Unified School District’s rights extend to any portion of Consultant Information. MCG hereby grants to Pacific Grove Unified School District an irrevocable, nonexclusive, worldwide, royalty-free license, in perpetuity, to use, reproduce and incorporate Consultant Information into other work for any internal educational purpose of Pacific Grove Unified School District, and all such uses shall acknowledge MCG’s contribution thereto. Pacific Grove Unified School District hereby grants to MCG a nonexclusive, worldwide, royalty-free license in perpetuity to use and create derivative works from such Work Product, and any such use of the Work Product by MCG shall reflect Pacific Grove Unified School District ownership thereof.

**McGrath Consulting Group**  
*Leadership Coaching for Student Success*

**Section 5. Termination.** Either party may terminate this agreement upon material breach of any of its provisions by the other party. In the event this agreement is terminated, Pacific Grove Unified School District will compensate MCG for all documented expenses, non-cancelable debt, and the reasonable value of all Services completed by MCG up to the date of termination.

**Section 6. Independent Contractors.** MCG's relationship to Pacific Grove Unified School District under this Agreement is that of an independent contractor. Nothing in this agreement is intended to constitute a partnership, agency, employer, employee or joint venture relationship between the parties. Neither party may incur any debts or make any commitments for the other.

**Section 7. Indemnification.** Pacific Grove Unified School District agrees to and shall hold harmless and indemnify MCG, its officers, agents, and employees from every claim or demand and every liability or loss, damage, or expense of any nature whatsoever, which may be incurred by reason of:

- (a) Liability for damages for death or bodily injury to person, injury to property, or any other loss, damage or expense sustained by Pacific Grove Unified School District or any person, firm or corporation employed by Pacific Grove Unified School District upon or in connection with the Services called for in this Agreement to the extent that such liability for said loss, damage or expense result from the sole negligence or acts of Pacific Grove Unified School District, its officers, employees or agents;
- (b) Any injury to or death of persons or damage to property, sustained by any persons, firm, or corporation, including MCG, arising out of, or in any way connected with the services covered by this Agreement, whether said injury or damage occurs either on or off school district property, except for liability or damages which result from the sole negligence or willful misconduct of the MCG, its officers, employees or agents.

**Section 8. Entire Agreement.** This agreement constitutes the entire agreement between the parties with respect to the subject matter and supersedes all prior agreements and understandings, whether oral or written, between the parties relating to the subject matter. It may be modified or amended only by written agreement of the parties.

**McGrath Consulting Group**  
*Leadership Coaching for Student Success*

**[Remainder of Page Intentionally Blank]**

**McGrath Consulting Group**  
*Leadership Coaching for Student Success*

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed.

**Pacific Grove Unified School District**  
1065 Congress Ave  
Pacific Grove, CA 93950-4900

Signed: \_\_\_\_\_  
Name (print): \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**McGrath Consulting Group**  
4250 Piper Street  
San Diego, CA 92117

Signed: \_\_\_\_\_  
Name (print): Bonnie McGrath  
Title: Executive Consultant  
Date: \_\_\_\_\_  
Tax I.D. Number: 20-3109414

**SUBJECT:** Professional Development Contract for Dr. Bonnie McGrath at Forest Grove

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

---

**RECOMMENDATION:**

The District Administration recommends the Board review and approve the contract for Dr. McGrath to provide Professional Development for Forest Grove teachers during the 2015-16 school year. While the contract shows an effective start date of July 1, 2015, work with Dr. McGrath will not begin until September 1, 2015.

**BACKGROUND:**

Forest Grove Elementary is the only school in the PGUSD which receives Title I (federal) funding through the Consolidated Application, submitted annually, based on the number of enrolled Educationally Disadvantaged Youth. As a Title I school, Forest Grove is subject to the Federal Requirements for the use of these funds. As a "Program Improvement" school, it is the expectation that 10% of these funds be expended for staff Professional Development.

This year, it is anticipated that Dr. McGrath will spend four daylong training sessions with the FG staff, one each in September, November, January, and March. It is through this training, as well as other collaborative work, that the FG staff will be even better prepared to meet the needs of its student body, especially the Educationally Disadvantaged Youth.

**INFORMATION:**

Dr. McGrath is a highly respected educator and consultant with a national, as well as statewide, reputation for excellence. Last year, she provided several Common Core-related trainings to the Forest Grove staff (and to the district, as well). The reception and effectiveness of these training sessions gave impetus to asking Dr. McGrath to return for a third year to continue training in the area of English/Language Arts, including, but not limited to, defining rigor in the classroom, using the writing process to assess student learning in new ways, speaking and listening, and other topics to be generated by the Forest Grove faculty. These training days will be intense, but highly valued and worthwhile.

**FISCAL IMPACT:**

The contract cost is \$6,800.00 out of the Title I budget (Federal funding through the Consolidated Application).

**McGrath Consulting Group**  
*Leadership Coaching for Student Success*

## **Consulting Services Agreement**

**This Consulting Agreement** (“Agreement”), dated as of July 1<sup>st</sup>, 2015 (the “Effective Date”) is made by and between McGrath Consulting Group (“MCG”), a California Corporation, and Forest Grove Elementary School.

**Section 1. Statement of Work.** MCG will provide consulting services (“Services”) for Forest Grove Elementary School. Such Services shall include support to Forest Grove Elementary School to support teaching and improve student learning.

**Section 2. Term.** MCG will provide Services to Forest Grove Elementary School that shall consist of a total of 4 days of training and support around the Framework for Professional Learning. The Services shall take place between the Effective Date and June 30, 2016, unless otherwise agreed upon in writing by both parties.

**Section 3. Compensation.** Forest Grove Elementary School agrees to compensate MCG a total amount of \$6,800, which shall include 4 days of onsite training and support that includes distance coaching and all expenses.

Payments will be due after services rendered on the following dates:

September 15, 2015	\$3400.00
April 15, 2016	\$3400.00

**Section 4. Ownership of Materials.** Copyright and other intellectual property rights to work materials created by MCG *prior* to or *not* in connection with this Agreement, which is provided by MCG to Forest Grove Elementary School hereunder, is owned by MCG (“Consultant Information”). It is recognized by both parties that such work products draw on years of experience and development efforts. All rights to the work created as part of this Agreement (“Work Product”) shall be the sole and exclusive property of Forest Grove Elementary School, but in no event shall Forest Grove Schools’ rights extend to any portion of Consultant Information. MCG hereby grants to Forest Grove Elementary School an irrevocable, nonexclusive, worldwide, royalty-free license, in perpetuity, to use, reproduce and incorporate Consultant Information into other work for any internal educational purpose of Forest Grove Elementary School, and all such uses shall acknowledge MCG’s contribution thereto. Forest Grove Elementary School hereby grants to MCG a nonexclusive, worldwide, royalty-free license in perpetuity to use and create derivative works from such Work Product, and any such use of the Work Product by MCG shall reflect Forest Grove Elementary School ownership thereof.

## **McGrath Consulting Group**

*Leadership Coaching for Student Success*

**Section 5. Termination.** Either party may terminate this agreement upon material breach of any of its provisions by the other party. In the event this agreement is terminated, Forest Grove Elementary School will compensate MCG for all documented expenses, non-cancelable debt, and the reasonable value of all Services completed by MCG up to the date of termination.

**Section 6. Independent Contractors.** MCG's relationship to Forest Grove Elementary School under this Agreement is that of an independent contractor. Nothing in this agreement is intended to constitute a partnership, agency, employer, employee or joint venture relationship between the parties. Neither party may incur any debts or make any commitments for the other.

**Section 7. Indemnification.** Forest Grove Elementary School agrees to and shall hold harmless and indemnify MCG, its officers, agents, and employees from every claim or demand and every liability or loss, damage, or expense of any nature whatsoever, which may be incurred by reason of:

- (a) Liability for damages for death or bodily injury to person, injury to property, or any other loss, damage or expense sustained by Forest Grove Elementary School or any person, firm or corporation employed by Forest Grove Elementary School upon or in connection with the Services called for in this Agreement to the extent that such liability for said loss, damage or expense result from the sole negligence or acts of Forest Grove Elementary School, its officers, employees or agents;
- (b) Any injury to or death of persons or damage to property, sustained by any persons, firm, or corporation, including MCG, arising out of, or in any way connected with the services covered by this Agreement, whether said injury or damage occurs either on or off school district property, except for liability or damages which result from the sole negligence or willful misconduct of the MCG, its officers, employees or agents.

**Section 8. Entire Agreement.** This agreement constitutes the entire agreement between the parties with respect to the subject matter and supersedes all prior agreements and understandings, whether oral or written, between the parties relating to the subject matter. It may be modified or amended only by written agreement of the parties.



**McGrath Consulting Group**  
*Leadership Coaching for Student Success*

**[Remainder of Page Intentionally Blank]**

**McGrath Consulting Group**  
*Leadership Coaching for Student Success*

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed.

**Forest Grove Elementary School**

1065 Congress Ave  
Pacific Grove, CA 93950-4900

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

Name (print): \_\_\_\_\_

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

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

**McGrath Consulting Group**

4250 Piper Street  
San Diego, CA 92117

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

Name (print): Bonnie McGrath

Title: Executive Consultant

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

Tax I.D. Number: 20-3109414

**SUBJECT:** California School Board Association Membership

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

---

**RECOMMENDATION:**

The Administration recommends that the Board review and approve the membership for California School Board Association dues for 2015-16 in the amount of \$6,995.00.

**BACKGROUND:**

In the 2012 – 2013 school year, due to the negative financial impact and reduced need for California School Boards Association services, the PGUSD Trustees voted to discontinue membership in that association. In 2013-14 school year the PGUSD Trustees voted to re-engage services with CSBA so that the Board could access the benefits of the annual conference and new designed trainings associated with board governance, the new California Common Core Standards and other policy services.

**INFORMATION:**

Benefits of Membership

As the only statewide organization representing the local school governance perspective, the California School Boards Association provides resources to help fulfill the complex roles. CSBA provides a wide range of advocacy, leadership development, policy, information, financial and other support services.

CSBA's range of critical services includes but is not limited to:

- Legislative Advocacy
- Communications
- Policy and Programs
- Policy Services and Governance Technology Services
- Education Legal Alliance
- Leadership Development
- Governance Consulting
- Financial and District Services

Membership in CSBA gives board members and administrators access to the resources that help them fulfill their complex governance and leadership roles and ensure high levels of student achievement.

**FISCAL IMPACT:**

Membership for California School Board Association dues for 2015-16 in the amount of \$6,995.00.



May 1, 2015

Superintendent and Board President  
Pacific Grove USD  
435 Hillcrest Ave  
Pacific Grove, CA 93950-4900

Dear Superintendent and Board President,

As a school board member myself for more than 13 years, I know well the challenges of balancing a budget and keeping all efforts focused on student achievement and success. I thank you for your dedication and commitment to your students and your community.

Your continued membership in the California School Boards Association affirms a commitment to joining with other school districts and county offices of education in supporting the association so we can continue providing the best services, programs and support for you, your students and your schools. A 2015-16 CSBA membership dues invoice is enclosed. Also enclosed is a snapshot of what CSBA accomplished for its members in 2014-15.

Statewide, CSBA is 976 members strong, meaning you're one of the more than 96 percent of districts and county offices that count on us to provide a wider range of advocacy, leadership development, policy, information, financial and other support services than any other education organization.

In just the last three years, Pacific Grove USD has benefited directly from its CSBA membership by participating in the following programs or services:

**Policy Services:** GAMUT Online

**Leadership Development:** Annual Education Conference, Annual Education Conference and Trade Show

**District and Financial Services:** Cash Reserve/TRANS, Government Purchasing Alliance, TDS Common Remitter

For reference, you are in CSBA Region 9. The CSBA Director providing leadership and support in your region is Tami Gunther of the Atascadero USD.

CSBA is your organization! Contact us with your member needs at (800) 266-3382 or [csba@csba.org](mailto:csba@csba.org). I thank you for your membership and look forward to your continued involvement in CSBA.

Sincerely,

Jesús M. Holguín  
CSBA President

Enclosures

California School Boards Association | 3251 Beacon Blvd., West Sacramento, CA 95691 | 800.266.3382 | [www.csba.org](http://www.csba.org)



# Membership Billing

## California School Boards Association

3251 Beacon Boulevard  
West Sacramento, CA 95691  
(916) 371-4691 FAX (916) 669-3366

Consent Agenda Item K

Please refer to your billing number in all communications regarding this billing.

### Billing Date

5/1/2015

### Billing No.

100588-16

**Sold** Pacific Grove USD  
**To:** 435 Hillcrest Ave  
Pacific Grove, CA 93950-4900

ITEM NO.	DESCRIPTION	BILLED AMT	PAYMENT RCVD	BALANCE DUE
	CSBA Membership Dues 2015-16 *	\$6,995.00	\$0.00	\$6,995.00
	<del>Education Legal Alliance Membership Dues 2015-16</del>	<del>\$1,749.00</del>	<del>\$0.00</del>	<del>\$1,749.00</del>
* \$4 of your CSBA annual membership dues is used to pay for a subscription to California School News for each board member and superintendent.				
* \$2 of your CSBA annual membership dues is used to pay for a subscription to California Schools magazine for each board member and superintendent.				
		<b>BILLED AMT</b>	<b>PAYMENT RCVD</b>	<b>TOTAL DUE</b>
		\$ 8,744.00	\$ 0.00	\$ 8,744.00

PAYMENT RCVD	TOTAL DUE
\$ 0.00	<del>\$ 8,744.00</del>

\* 6,995.00

PLEASE DETACH HERE AND RETURN BOTTOM STUB WITH PAYMENT



## California School Boards Association

3251 Beacon Boulevard  
West Sacramento, CA 95691  
(916) 371-4691 FAX (916) 669-3366

### Make checks payable to:

California School Boards Association  
c/o Westamerica Bank  
P.O. Box 1450  
Suisun City, CA 94585-4450

### Sold to:

Pacific Grove USD  
435 Hillcrest Ave  
Pacific Grove, CA 93950-4900

Billing No.	Billing Date
100588-16	5/1/2015

**RECEIVED**  
MAY 06 2015  
BY: \_\_\_\_\_

**SUBJECT:** Contract Renewal with the U.C. Santa Cruz Student Teacher Program

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

---

**RECOMMENDATION:**

The Administration recommends that the Board review and approve of participating with U.C. Santa Cruz Student/Master Teacher Program in the effort to support new teachers entering the teaching profession.

**INFORMATION/BACKGROUND:**

The U.C. Santa Cruz Student Teacher Program is a student/mentor teacher program between U.C. Santa Cruz, the California Commission on Teacher Credentialing and participating school districts. This program allows UCSC student teachers to gain classroom teaching experience under the guide of an experienced classroom teacher. This agreement is for the **2015-2017** school years.

**FISCAL IMPACT:**

None

## UNIVERSITY OF CALIFORNIA, SANTA CRUZ

BERKELEY • DAVIS • IRVINE • LOS ANGELES • MERCED • RIVERSIDE • SAN DIEGO • SAN FRANCISCO



SANTA BARBARA • SANTA CRUZ

Education Department  
University of California, Santa Cruz  
1156 High St.  
Santa Cruz, CA 95064

May 27, 2015

Dr. Ralph Porras, Superintendent  
435 Hillcrest Avenue  
Pacific Grove, CA 93950-4900

Dear Ralph:

One of the strongest attributes of the Teacher Education Program at UC Santa Cruz is the partnership we form with local school districts in the preparation of future teachers. We look forward to continuing our partnership with Pacific Grove Unified School District in mentoring teacher candidates.

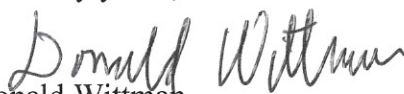
Attached is a two-year UCSC 2015-2017 Student Teacher Agreement for your review. Once approved, please sign and return the agreement to me at [gbunch@ucsc.edu](mailto:gbunch@ucsc.edu) or via post.

Attached is the UCSC 2014-2015 Student Teacher Agreement for your review. Once approved, please sign and return the agreement to our Program Assistant, Libby White, at [libbys@ucsc.edu](mailto:libbys@ucsc.edu) or via post:

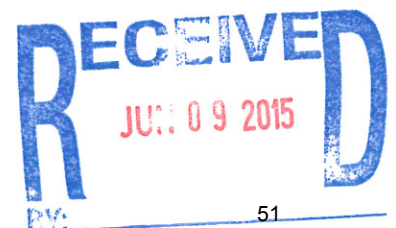
Libby White  
Program Assistant  
Education Department  
University of California, Santa Cruz  
1156 High St.  
Santa Cruz, CA 95064

The Education Department and I look forward to working with your district.

Sincerely yours,

  
Donald Wittman  
Chair, Education Department  
Voice: (831) 459-4445  
email: [wittman@ucsc.edu](mailto:wittman@ucsc.edu)

Attachment





**University of California, Santa Cruz  
Education Department  
Student Teacher (Practice Teaching) Agreement**

**PARTIES:** University of California, Santa Cruz  
Pacific Grove Unified School District

**TERM:** August 1, 2015 - June 30, 2017

**SERVICES:** Practice teaching placements

1. The District shall provide teaching experience through practice teaching in schools and classes of the District, and under the direct supervision and instruction of such employees of the District, as the District and the University of California, Santa Cruz through their duly authorized representatives may agree upon.

The District may, for good cause, refuse to accept for practice teaching any student of the University of California, Santa Cruz assigned to practice teaching in the District, and upon request of the District made for good cause, the University of California shall terminate the assignment of any student of the University of California to practice teaching in the District.

“Practice teaching” as used herein and elsewhere in this agreement means active participation in the duties and functions of classroom teaching under the direct supervision and instruction of employees of the District holding valid credentials issued by the California Commission on Teacher Credentialing, other than emergency or provisional credentials, authorizing them to serve as classroom teachers in the schools or classes in which the practice of teaching is provided.

2. Student teachers are students of the University and not employees of the school district. An assignment of a student of the University of California, Santa Cruz to practice teaching in the District shall be deemed to be effective for the purposes of this agreement as of the date the student presents to the proper authorities of the District the Final Student Teacher Placement notice or other documents given the student by the University of California, Santa Cruz effecting such assignment.

Signed:

Education Department  
University of California, Santa Cruz

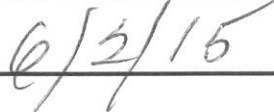
Superintendent's Office  
Pacific Grove Unified School District



Donald Wittman, Chair, Education Department

Ralph Porras, Superintendent

Date signed:



Date signed:



**University of California, Santa Cruz  
Education Department  
Student Teacher (Practice Teaching) Agreement**

**PARTIES:** University of California, Santa Cruz  
Pacific Grove Unified School District

**TERM:** August 1, 2015 - June 30, 2017

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2. Student teachers are students of the University and not employees of the school district. An assignment of a student of the University of California, Santa Cruz to practice teaching in the District shall be deemed to be effective for the purposes of this agreement as of the date the student presents to the proper authorities of the District the Final Student Teacher Placement notice or other documents given the student by the University of California, Santa Cruz effecting such assignment.

Signed:

Education Department  
University of California, Santa Cruz

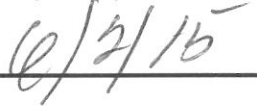
Superintendent's Office  
Pacific Grove Unified School District



Donald Wittman, Chair, Education Department

Ralph Porras, Superintendent

Date signed:



Date signed:

**SUBJECT:** Approval of PGUSD Administrative Employees Agreement

**PERSON RESPONSIBLE:** Rick Miller, Assistant Superintendent for Business Services

---

**RECOMMENDATION:**

The Administration recommends that the Board review and approve the agreement between the Pacific Grove Unified School District and the Administrative Employees.

**BACKGROUND:**

All changes to agreements between the District and the Administrative Employees require approval by the Board. AB 1200 does not require the District to submit details of agreements with non-bargaining units to the County Office of Education (MCOE) for review.

**INFORMATION:**

This proposed agreement has two components:

- 1) Mileage Reimbursement – Administrative employees will now be reimbursed at the current IRS mileage rate for any travel outside of the school district boundaries, as is the case with all other employees. This will be in addition to the \$40 per month they receive for travel inside the school district.
- 2) Payments for Professional Development – Payments for Professional Development will now be paid directly by the District to the vendor, eliminating a taxable event for the employees. Currently, the District is paying the employee, and the employee is then paying the vendor.

**FISCAL IMPACT:**

There is no fiscal impact to this item.

# PACIFIC GROVE HIGH SCHOOL

---

615 Sunset Ave.

Pacific Grove, CA 93950

Matthew J. Bell  
Principal

Phone (831) 646-6590  
FAX (831) 646-6660

Sean Keller  
Assistant Principal

June 4, 2015

Dear Ralph and Rick,

Here is the request from the management team regarding mileage.

Currently management is given \$40 per month to pay for mileage required to fulfill the responsibilities of the job. This amount has been in place since at least 1993 when the reimbursement rate was less than half of that amount and was probably in place well before that.

As there is quite a difference of travel responsibilities between various administrative job requirements, we are requesting that, in addition to the \$40 per month allotment, required travel outside of the district be reimbursed at the current IRS rate. This reimbursement would require proper documentation by the administrator and would include, but not limited to travel to the County Office for various director (C&I, IT, HR, food service, etc) meetings, athletics events, unreimbursed league travel such as those for Board of Managers, etc.

Furthermore, we would like to have the ability for the district to directly pay for professional development up to the allotted amount per administrator rather than paying the administrator for professional development that incurs an expense. In this way, for appropriate professional development, the payment is not a taxable event. For professional development that does not incur an expense, the administrator would be paid directly as has been past practice.

Please contact me if you need clarification.

Sincerely,  
Matt Bell

**SUBJECT:** Speech and Language Pathology Assistant Job Description

**PERSON RESPONSIBLE:** Billie Mankey, Director II, Human Resources

---

**RECOMMENDATION:**

The Administration recommends that the Board review and approve the classified position and job description for Speech and Language Pathology Assistant.

**INFORMATION/DESCRIPTION:**

This is a new job description for the classified position of Speech and Language Pathology Assistant to support identified students, the certificated Speech and Language Pathologist and assist the classroom teacher.

**OPTIONS:**

1. Approve the position and job description with additional recommended revisions.
2. Not approve the position and job description revision and provide alternative direction.

**FUNDING:**

This position although new to the District, depending on enrollment could be cost neutral by replacing outside services with District program services. The estimated cost is approximately \$51,000 per year including benefits based on a position of 6 hrs. per day/180 days, on the Classified Salary Schedule at Range 49 (\$27.41-\$35.11).

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

<b>POSITION TITLE: SPEECH AND LANGUAGE PATHOLOGY ASSISTANT</b>
----------------------------------------------------------------

**DEFINITION:** Under the direction of the Director of Student Services, and in coordination with a certificated Speech/Language Pathologist and in accordance with State guidelines, assists the Speech and Language Pathologist and/or classroom teacher in the delivery and monitoring of instructional programs designed to improve the language development and/or academic skills of identified students.

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

- Conducts speech/language therapy and screenings in individual and small group sessions for identified students as developed, trained, and instructed by the certificated Speech/Language Pathologist
- Conducts documented treatment plans or protocols developed by the certificated Speech/Language Pathologist
- Prepare therapy materials and/or equipment for use in therapy activities
- Attend and participate in planning and evaluation sessions
- Assist in reviews of student progress
- Assist the certificated Speech/Language Pathologist with pathology in-servicing, family and community education
- Participate as a positive team member
- Maintain routine informational and operational records
- Prepare reports of work completed and materials used
- Assist in the maintenance of records such as weekly plans, schedules, calendar of events, accident reports, inventory of equipment, maintenance of equipment and other records as assigned
- Check and maintain equipment including but not limited to, augmentative communication devices
- Encourage oral skills and listening skills as appropriate during group lessons
- Establish rapport with assigned students and model respect and appropriate behavior when interacting with students
- Attend and participate in meetings, trainings and workshops as assigned
- Assist in maintaining a clean, safe and healthful environment
- Assist with first aid as needed
- Depending on need, assist with monitoring students on the playground, in the classroom, and restroom facilities to assure safety
- Depending on need, assist with feeding and toileting
- Perform clerical functions, i.e., file, collate, type, use a computer
- Other duties as assigned

**QUALIFICATIONS:**

**Knowledge of:**

- Mandated reporting laws, ethics and laws pertaining to speech-language pathology
- Techniques of student supervision
- Behavior modification, prompting levels and motivational techniques
- Observational behaviors, visual supports, data collection, classroom organization and management

<b>POSITION TITLE: SPEECH AND LANGUAGE PATHOLOGY ASSISTANT</b>
----------------------------------------------------------------

- Student testing, testing procedures and routine recordkeeping
- Proper English usage, spelling, grammar, and punctuation
- Basic arithmetic
- Safety practices in group or individual activities
- Technology specific to classroom learning
- Modern office equipment

**Ability to:**

- Effectively work with students who have language, speech and/or hearing disabilities
- Demonstrate understanding, patience, a positive attitude and genuine interest in working with students with disabilities
- Establish relationships with students
- Meet schedules and time lines
- Maintain regular attendance and punctuality
- Participate in activities outside the classroom such as mainstreaming, recreational activities and field trips
- Learn and perform specialized instructional procedures including, but not limited to instruction in reading, math, and technology
- Attend specialized trainings unique to the assigned student's disability
- Develop and maintain cooperative working relations with those contacted in the course of work
- Work independently on own initiative
- Perform First Aid
- Analyze situations accurately and use an appropriate course of action
- Be responsible for the safety and welfare of special needs students
- Travel between sites
- Speak and write effectively in English
- Maintain accurate records
- Maintain confidentiality

***EDUCATION AND EXPERIENCE:***

- High School Diploma
- Associates Degree in Speech/Language Pathology Assistant training or equivalent course of study approved by the State Speech-Language Pathology and Audiology Board.
- Additional coursework related to this position such as education, psychology, child development, classroom behavior management and/or Early Childhood Education
- Specialized training in areas of assignment (eg:repetitive drill exercises, generalization or carryover activities)

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

**Ability to:**

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing students and reading instructional materials, tests, student records and other printed matter

<b>POSITION TITLE: SPEECH AND LANGUAGE PATHOLOGY ASSISTANT</b>
----------------------------------------------------------------

- Hear and understand speech at normal levels
- Communicate so others will clearly understand normal conversation
- Communicate using the telephone and radio
- Operate audiovisual equipment, computer, typewriter, copy machine and other office and other equipment used in the course of work with dexterity
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 45 lbs.
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

**WORKING CONDITIONS:**

- Indoor and outdoor working environment subject to bending, crouching, kneeling, lifting and reaching in all directions.

**LICENSE OR CERTIFICATE:**

- Possess a valid Certificate of Completion of a Speech/Language Pathology Assistant Program
- Possession of a valid California Driver's license
- Valid CPR/First Aid Certification within six (6) months of hire

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

Adopted by the Board of Education:

**SUBJECT:** Community Human Services Contract for the 2015-16 School Year

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

---

**RECOMMENDATION:**

The District Administration recommends that the Board review and approve the contract for services in the amount of \$9,360 or consider increasing the contract in order to provide more hours of counseling services.

**BACKGROUND:**

Community Human Services is a local agency that provides group and individual counseling to students at the middle school, high school and community high school.

**INFORMATION:**

PGUSD contracts with CHS for counseling services for 52 six hour days divided between the three secondary schools. Campuses have voiced an interest in increasing the number of hours of counseling service provided to each of the three campuses considering high interest and utilization by students.

**FISCAL IMPACT:**

The cost of the present contract is \$9,360 a year. The hourly rate is \$30.00 an hour.



435 Hillcrest Avenue

Pacific Grove, CA 93950

# CONTRACT FOR SERVICES

(To be used for provision of services involving **no** potential for liability exposure for District)

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

Community Human Services for services rendered as specified below.

**1. Scope of Service:**

Provide group and individual counseling to students at the high school, middle school and community high school.

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

Students will receive counseling.

**3. Length of the Contract:**

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

30 days shared between the high school and community high school; 22 days at the middle school.

**4. Financial Consideration:**

Consultant to be paid at the rate of: \$30.00 per hour (\$ per hr/day/other)  
for 52 six hour days. (hours/days/other)

School Funding Source: 01-0405-0-1110-1000-5800-00-000-4969-0720 \$6,360.00  
01-0000-0-1110-3110-5800-00-000-5300-0750 \$3,000.00

Consultant: Community Human Services

Address P. O. Box 3076, Monterey, CA 93940

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

☐ District Employee

☐ Independent Consultant \*

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

Site/Program Administrator – (Check appropriate box below)

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

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

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

Director of Human Resources

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

Assistant Superintendent

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

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

Revised 06/12

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

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

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

\_\_\_\_\_  
Date

**SUBJECT:** Special Education Contracts for 2015-2016

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

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**RECOMMENDATION:**

The District Administration recommends that the Board review and approve the list of contracts for services in the amount of \$722,745.

**BACKGROUND:**

Students with disabilities often require services beyond those which are provided through the district's program and personnel. This requires the district to enter into contracts with outside providers to make these additional services available.

**INFORMATION:**

The following contracts for the 2015-16 school year are attached:

*Central Coast Kids and Families (Individual aides for students)	\$336,000
*Central Coast Kids and Families (1:1 Health aides for 2 students)	\$ 91,790
*Monterey Peninsula Unified School District (Placement in Programs)	\$ 183,249
*Tucci Learning Solutions (ABA services to individual student)	\$ 73,400
Sarah B. Weber (Spanish translation/interpretation)	\$ 2,010
F.A.S.T. (Interpreters for all languages)	\$ 2,000
Gene Strangio (Spanish translation/interpretation-paid from district payroll)	\$ 2,000
Milhous Children's Services (residential placement)	\$ 32,296

\*These Master Contracts (MOUs) have not been received for the 2015/16 school year.  
These figures are projections based on individual service agreements for each student based on 2014/15 rates.

**FISCAL IMPACT:**

The monies for these contracts will be built into the 2015/16 special education budget.

435 Hillcrest Avenue

Pacific Grove, CA 93950

**CONTRACT FOR SERVICES**

(To be used for provision of services involving **no** potential for liability exposure for District)

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

Central Coast Kids and Families for services rendered as specified below.

**1. Scope of Service:**

One to One aide support to students with disabilities provided as needed throughout the school day as per IEP team decisions

**2. Expected outcome(s)**

Students with disabilities will be provided one to one aide support when needed during the school day for instructional, behavioral and supervisory support.

**3. Dates of Service:**

SY 2015-16

**4. Financial Arrangements:**

7 instructional staff will be provided (RD-2, FG-2, MS-3) 7 hours per day, 200 days to include ESY, total projected cost \$336,000 a year.

School Funding Source: 01-0000-0-1110-3140-580000-000-5410-075

Consultant: Central Coast Kids and Families Soc.Sec. # \_\_\_\_\_

Address: 1245 10<sup>th</sup> Street, Monterey, CA 93940

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

District Employee

Independent Consultant \*

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

Site/Program Administrator – (Check appropriate box below)

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

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

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

Asst. Supt./Supt.

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

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

Revised 9/05

## Contract for Services Criteria

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

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

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

\_\_\_\_\_  
Date

Ref: Contract for Services Criteria

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT** Action/Discussion Item D  
435 Hillcrest Avenue  
Pacific Grove, CA 93950

**CONTRACT FOR SERVICES**

(To be used for provision of services involving **no** potential for liability exposure for District)

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

Central Coast Kids and Families for services rendered as specified below.

**1. Scope of Service:**

Medical support for two students; one with cerebral palsy and seizure disorder, and another with a seizure disorder. (1)Administering medication as needed, providing diapering, feeding and lifting as needed 7 hours a day. (2) Providing vigilance and immediate seizure protocol intervention including administering emergency medication as required 4.5 hours a day.

**2. Expected outcome(s)**

Students will receive medical attention as outlined above.

**3. Dates of Service:**

SY 2015-16 including 4 weeks of extended year service

**4. Financial Arrangements:**

7 hours per day, 200 days to include ESY \$40.00 per hour , total \$57,860.

4.5 hours a day, 200 days to include ESY \$40,00 per hour, total \$33,930. Total \$91,790

School Funding Source: 01-0000-0-1110-3140-580000-000-5410-075

Consultant: Central Coast Kids and Families Soc.Sec. # \_\_\_\_\_

Address: 1245 10<sup>th</sup> Street, Monterey, CA 93940

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

District Employee

Independent Consultant \*

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

Site/Program Administrator – (Check appropriate box below)

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

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

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

Asst. Supt./Supt.

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

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

Revised 9/05

## Contract for Services Criteria

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

- (1) There is a specifically documented cost savings relative to using district employment. (The documentation requirements are specified and must be attached).
- (2) The contract is for new school district functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors.
- (3) The services contracted are not available within the district, cannot be performed satisfactorily by school district employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the school district.
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- (7) The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the school district in the location where the services are to be performed.
- (8) The services are of such an urgent, temporary, or occasional nature that the delay incumbent in their implementation under the district's regular or ordinary hiring process would frustrate their very purpose.

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

\_\_\_\_\_  
Date

Ref: Contract for Services Criteria

435 Hillcrest Avenue  
Pacific Grove, CA 93950

# CONTRACT FOR SERVICES

(To be used for provision of services involving **no** potential for liability exposure for District)

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

Tucci Learning Solutions for services rendered as specified below.

1. **Scope of Service:**  
Applied Behavioral Analysis services for student including a one to one aide, coordinator, and BCBA services.
2. **Expected outcome(s)**  
Student will receive a highly trained one to one aide under the supervision of the Tucci Behaviorist (BCBA) and the coordintor of Tucci services.
3. **Dates of Service:**  
SY 2015-16
4. **Financial Arrangements:**  
One to one aide; 7 hours per day, 200 days to include ESY \$45.00 per hour , Coordinator 12 hours a month \$70.00 an hour, BCBA 2 hours a month \$100 an hour. Total \$ 73,400  
School Funding Source: 01-0000-0-1110-3140-580000-000-5410-075

Consultant: Tucci Learning Solutions Inc. Soc.Sec. # \_\_\_\_\_

Address: 6 Hangar Way Ste. A, Watsonville, CA 95076

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

District Employee

Independent Consultant \*

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

Site/Program Administrator – (Check appropriate box below)

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

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

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

Asst. Supt./Supt.

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

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

Revised 9/05



## Contract for Services Criteria

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

- (1) There is a specifically documented cost savings relative to using district employment. (The documentation requirements are specified and must be attached).
- (2) The contract is for new school district functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors.
- (3) The services contracted are not available within the district, cannot be performed satisfactorily by school district employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the school district.
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- (6) The nature of the work is such that the criteria for emergency appointments apply. "Emergency appointment" means an appointment made for a period not to exceed 60 working days either during an actual emergency to prevent the stoppage of public business or because of the limited duration of the work. The method of selection and the qualification standards for an emergency employee shall be determined by the district. The frequency of appointment, length of employment, and the circumstances appropriate for the appointment of firms or individuals under emergency appointments shall be restricted so as to prevent the use of emergency appointments to circumvent the regular or ordinary hiring process.
- (7) The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the school district in the location where the services are to be performed.
- (8) The services are of such an urgent, temporary, or occasional nature that the delay incumbent in their implementation under the district's regular or ordinary hiring process would frustrate their very purpose.

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

\_\_\_\_\_  
Date

435 Hillcrest Avenue  
Pacific Grove, CA 93950

# CONTRACT FOR SERVICES

(To be used for provision of services involving **no** potential for liability exposure for District)

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

Sara Cervantes-Weber for services rendered as specified below.

**1. Scope of Service:**

To provide oral and written Spanish translations for IEP's.

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

Spanish speaking parents will have a thorough understanding of the school community, their child's academic progress, and the special education program and progress.

**3. Length of the Contract:**

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

July 1, 2015 to June 30, 2016.

**4. Financial Consideration:**

Consultant to be paid at the rate of:

\$35.00 per hr. (\$ per hr/day/other)

125 hours = \$4,375.00 (hours/days/other)

School Funding Source: 01-6500-0-5750-1180-5800-00-000-2375-0740

Consultant: Sara Cervantes-Weber

Address: P. O. Box 1068, Carmel, CA 93921

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

☒ District Employee

☐ Independent Consultant \*

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

Site/Program Administrator – (Check appropriate box below)

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

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

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

Director of Human Resources

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

Assistant Superintendent

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

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

Revised 06/12

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

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

---

District/Site Administrator

---

Date

435 Hillcrest Avenue  
Pacific Grove, CA 93950

# CONTRACT FOR SERVICES

(To be used for provision of services involving **no** potential for liability exposure for District)

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

F. A. S. T. Services for services rendered as specified below.

1. **Scope of Service:**  
To provide translation services to parents and guardians in languages other than English.
2. **Evaluation and/or expected outcome(s):** Parents speaking languages other than English will have a thorough understanding of the school community, their child's academic progress, and the special education program and process, and will be able to participate in IEP meetings.
3. **Length of the Contract:**  
Service is to be provided on the following date(s):  
July 1, 2015 – June 30, 2016
4. **Financial Consideration:**  
Consultant to be paid at the rate of:  
\$90.00/hr for Spanish, \$130-\$150.00 other languages, with a 2 hr. minimum assignment plus the IRS mileage reimbursement rate if traveling from out of the area.  
Not to exceed \$2,000.00  
School Funding Source: 01-6500-0-5750-1180-5800-00-000-2375-0740

Consultant: F.A.S.T. Services

Address: 115 Capitol Street, Salinas, CA 93901

Signed \_\_\_\_\_ Date \_\_\_\_\_  
☐ District Employee ☐ Independent Consultant \*

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

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

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

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

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

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

Revised 06/12

## Contract for Services Criteria

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

- (1) There is a specifically documented cost savings relative to using district employment. (The documentation requirements are specified and must be attached).
- (2) The contract is for new school district functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors.
- (3) The services contracted are not available within the district, cannot be performed satisfactorily by school district employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the school district.
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- (5) The policy, administrative, or legal goals and purposes of the district cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary school district hiring process. Contracts are permissible under this criterion to protect against a conflict of interest or to ensure independent and unbiased findings in cases where there is a clear need for a different, outside perspective. These contracts shall include, but not be limited to, obtaining expert witnesses in litigation.
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- (8) The services are of such an urgent, temporary, or occasional nature that the delay incumbent in their implementation under the district's regular or ordinary hiring process would frustrate their very purpose.

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

\_\_\_\_\_  
Date

Revised 06/12

***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:

Milhous Children's Services-Milhous School

           CONTRACTOR                      SOCIAL SECURITY NUMBER OR BUSINESS ID #

24077 State Hwy. 49, Nevada City, CA 95959

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 July 1, 2015 and shall be completed on or before June 30, 2016.
- 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 be rendered to the DISTRICT by the CONTRACTOR are as follows:
- Non-public school placement for a special education student while residing at a residential treatment facility.
- H. 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 are 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:
- \$ \$161.48 per day (\$ per hr/day/other)
- for 200 days during the school year 2015-16, Total \$32,296.00
- Source of Funds: 01-6500-0-5750-1180-5800-00-000-2300-0740
- K. Payments will be made by the District to the Contractor as follows:
- 1) Lump sum upon completion of services rendered.
  - 2) **Monthly - in accordance with provision of services.**
  - 3) Other \_\_\_\_\_
- 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   1st   day of   July, 2015  .

For the Site/Program:

For the Contractor:

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

\_\_\_\_\_  
Name

For the District:

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Date

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

\*\*\*\*\*

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

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

\_\_\_\_\_  
Date

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



**SUBJECT:** Agreement for Services with the City of Pacific Grove for a School Resource Officer (SRO)

**PERSON RESPONSIBLE:** Rick Miller, Assistant Superintendent for Business Services

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**RECOMMENDATION:**

The District Administration recommends that the Board review and approve the Agreement for Services with the City of Pacific Grove for a School Resource Officer (SRO) for the 2015-16 school year.

**BACKGROUND:**

In 2010, the City of Pacific Grove and the Pacific Grove Unified School District developed a Memorandum of Understanding, now referred to as an Agreement for Services, with language from prior MOUs and similar to agreements used between the City of Seaside and the Monterey Peninsula Unified School District.

**INFORMATION:**

The attached Agreement for Services and Exhibit A addresses the interests of the City of Pacific Grove and the District.

**FISCAL IMPACT:**

The District will pay \$61,402, which is 50% of the annual costs of the officer (\$122,804)

## **AGREEMENT FOR SERVICES**

**THIS AGREEMENT** (Agreement) is entered into on this 1st day of July, 2015, by and between the PACIFIC GROVE UNIFIED SCHOOL DISTRICT, (hereinafter referred to as "DISTRICT" and the CITY OF PACIFIC GROVE, a municipal corporation (hereinafter referred to as "CITY").

### **WITNESSETH**

**WHEREAS**, The DISTRICT desires to contract with the CITY for a specialized police service via a School Resource Officer (SRO).

**WHEREAS**, The DISTRICT and the CITY recognize the benefits of the SRO program to the students of the Pacific Grove High School, the Pacific Grove Community High School, the Pacific Grove Middle School, the Forest Grove Elementary School, the Robert Down Elementary School, and the Pacific Grove Adult School, all located within the City of Pacific Grove jurisdiction, as well as to the residents of Pacific Grove.

**WHEREAS**, The purpose of the School Resource Officer is to provide specialized police service to the DISTRICT including but not limited to:

- a. Enhance a safe learning environment by helping reduce school violence, drug abuse, and protect against intruders on school campus; and
- b. Improve school-law enforcement collaboration; and
- c. Improve perception and relations between students, school staff, parents, and law enforcement officials.

**WHEREAS**, The CITY desires to contract with the DISTRICT to provide a School Resource Officer in the DISTRICT as defined in the Scope of Services, attached hereto as Exhibit A, attached hereto and incorporated herein by this reference.

**NOW, THEREFORE, THE PARTIES HERETO DO MUTUALLY AGREE AS FOLLOWS:**

**1. TERM**

The Term of this Agreement shall be for one year from August 1, 2015 through and including July 31, 2016, unless terminated pursuant to the terms of this Agreement.

**2. SCOPE OF SERVICES**

A. The CITY shall provide SRO services to the DISTRICT pursuant to the terms of this Agreement and as described in Exhibit A.

### **3. COMPENSATION/SERVICE RATES**

A. The DISTRICT agrees to pay the CITY a not-to-exceed amount of Sixty-One Thousand Four Hundred and Two Dollars (\$61,402) for the SRO, for the Term as stated above.

B. The CITY shall provide a SRO to the DISTRICT for all of the school days (180 school days) during the Term of this Agreement. In the event the CITY does not provide a SRO for one or more of the school days in the Term, then the CITY shall not charge the DISTRICT for those days a SRO was not provided. C. Time spent by the SRO attending municipal court, juvenile court, and/or criminal cases arising from and/or out of the SRO's employment as an SRO shall be considered as hours worked for the District and shall not be backfilled by the Department.

C. Pursuant to Pacific Grove Police Department ("Department") protocols, the SRO is required to notify his/her supervisor of an absence and shall also notify the DISTRICT Superintendent or designee whenever possible. Otherwise, the Department Watch Commander will notify the DISTRICT when the SRO will be absent from work. Except for unforeseen circumstances, elective time off for the SRO will be utilized when school is not in session. Elective time off scheduled when school is in session shall be backfilled by the Department, utilizing on duty patrol personnel. Such coverage will be provided from regular patrol officers and may not represent a dedicated presence.

D. The CITY shall send the DISTRICT an invoice for each month in which SRO services were rendered. The invoice shall reflect each day the SRO worked for the DISTRICT and will be calculated using the daily rate of Three Hundred and Forty One Dollars and Twelve Cents (\$341.12).

E. If the invoice remains delinquent for a period in excess of 30 days, then the DISTRICT shall pay to the CITY, the maximum interest rate permitted by law from the 30<sup>th</sup> day following the date such amount became due, until paid.

### **4. GENERAL ADMINISTRATION AND MANAGEMENT**

A. The Pacific Grove Chief of Police shall have the primary administrative responsibility under this Agreement for the CITY. The Chief of Police or his/her designee shall consult with the Superintendent of the DISTRICT or his designee on matters that pertain to this Agreement.

B. Any complaint against the SRO arising from his or her actions shall be directed to the Chief of Police and handled in the manner as prescribed by law or standing policy.

### **5. SUSPENSION/TERMINATION OF AGREEMENT**

This Agreement may be terminated for any reason by either party upon 90 days written notice delivered as set forth in this Agreement.

## **6. ASSIGNMENT**

This Agreement may not be assigned or otherwise transferred by either party hereto without the prior written consent of the other party. The rights and duties herein shall be binding on, and inure to the benefit of, any successors, permitted assigns, and heirs of the parties.

## **7. HOLD HARMLESS**

A. The CITY agrees to indemnify, defend, and save harmless the DISTRICT, its respective elected and appointed officials, officers, agents, and employees, from and against all claims, losses, actions, damages, expenses, and liabilities, including reasonable acts or omissions, to the extent those acts or omissions are related to the provision of SRO services by the CITY under this Agreement in accord with the Scope of Services set forth in Exhibit A, attached hereto and incorporated by reference. The CITY assumes workers compensation liability for injury or death of its elected and appointed officials, officers, agents, and employees, and assumes no worker's compensation responsibility for the elected and appointed officials, officers, agents, and employees of the DISTRICT.

B. The DISTRICT agrees to indemnify, defend and save harmless the CITY, its respective elected and appointed officials, officers, agents, and employees, for any acts of sole negligence or willful misconduct by DISTRICT, its officers or employees when performing services within the Scope of Services set forth in Exhibit A.

C. Both parties shall maintain in force, at all times during the performance of this Agreement, a policy of insurance covering all of its operations (including public liability and property damage) naming the other party as an additional insured, with not less than \$5,000,000.00 single limit liability and motor vehicle insurance, covering all motor vehicles (whether or not owned) used in providing services under this Agreement with a combined single limit of not less than \$1,000,000.00. Notice in writing shall be given at least 30 days in advance of cancellation, reduction in coverage limit, or intended non-renewal of any policy. Insurance shall provided by a company authorized by law to transact insurance business in the State of California. In addition, the CITY and the DISTRICT agree that the CITY and the DISTRICT may self-insure against any loss or damage, which could be covered by a comprehensive general public liability insurance policy, and may also obtain coverage through an insurance pool.

D. Policies shall also be endorsed to provide such insurance as primary insurance and that no insurance of an additional insured shall be called on to contribute to a loss covered by insurance. Any insurance required of either party to this Agreement may be provided by a plan of self-insurance and/or a public entity risk-sharing agreement at the option of the party.

## **8. INSURANCE AND WORKER'S COMPENSATION**

The DISTRICT certifies that it is aware of the provisions of the Labor Code of the

State of California which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and it certifies that it will comply with such provisions before commencing performance under this Agreement. CITY agrees to provide all necessary workers' compensation insurance for any and all CITY employees, including, but not limited to any employee providing SRO services to DISTRICT as contemplated by this Agreement, at CITY's own cost and expense.

## **9. NOTICES**

A. Any notice to be given to the parties hereunder shall be addressed as follows (until notice of a different address is given to the parties):

DISTRICT: Dr. Ralph Porras, Superintendent,  
Pacific Grove Unified School District  
435 Hillcrest Avenue  
Pacific Grove, CA 93950

With a copy to: Rick Miller, Assistant Superintendent  
Pacific Grove Unified School District  
435 Hillcrest Avenue  
Pacific Grove, CA 93950

CITY: Sandra Kandell, City Clerk  
City of Pacific Grove  
300 Forest Ave  
Pacific Grove, CA 93950

With a copy to: Vicki L. H. Myers, Chief of Police  
Pacific Grove Police Department  
580 Pine Ave.  
Pacific Grove, CA 93950  
Phone: (831) 648-3143 Fax: (831) 648-3163

Any and all notices or other communications required or permitted relative to this Agreement shall be in writing and shall be deemed duly served and given when personally delivered to either of the parties, the DISTRICT or the CITY, to whom it is directed; or in lieu of such personal service, when deposited in the United States mail, first class, postage prepaid, addressed to DISTRICT or CITY at the addresses set forth above.

Either party may change their address for the purpose of this paragraph by giving written notice of such change to the other party in the manner provided for in the preceding paragraph.

## **10. VENUE**

CITY and DISTRICT hereby agree to make good faith efforts to resolve disputes

as quickly as possible. Should either party to this Agreement bring legal action against the other, (formal judicial proceeding, mediation or arbitration), venue shall be handled in Monterey County, California.

**11. AGREEMENT CONTAINS ALL UNDERSTANDINGS, AMENDMENT**

This document represents the entire and integrated Agreement between the DISTRICT and the CITY and supersedes all prior negotiations, representations and agreements either written or oral. This Agreement may be amended or modified only by written instrument signed by both parties.

**12. GOVERNING LAW**

This Agreement shall be governed by the laws of the State of California.

**13. WAIVER.**

Any waiver of any terms and conditions of this Agreement must be in writing and signed by the CITY and the DISTRICT. A waiver of any of the terms and conditions of this Agreement shall not be construed as a waiver of any other terms or conditions in this Agreement.

**14. INTERPRETATION OF CONFLICTING PROVISIONS.**

In the event of any conflict or inconsistency between the provisions of this Agreement and the Provisions of any exhibit or other attachment to this Agreement, the provisions of this Agreement shall prevail and control.

**15. HEADINGS.**

The headings are for convenience only and shall not be used to interpret the terms of this Agreement.

**16. NON-EXCLUSIVE AGREEMENT.**

This Agreement is non-exclusive and both the CITY and the DISTRICT expressly reserve the right to contract with other entities for the same or similar services.

**17. CONSTRUCTION OF AGREEMENT.**

The CITY and the DISTRICT agree that each Party has fully participated in the review and revision of this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting Party shall not apply in the interpretation of this Agreement or any amendment to this Agreement.

**18. COUNTERPARTS.**

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.

**19. SEVERABILITY**

If any term of this Agreement is held invalid by a court of competent jurisdiction the remainder of this Agreement shall remain in effect.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first hereinabove written.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

\_\_\_\_\_  
Dr. Ralph Porras  
School Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rick Miller  
Assistant School Superintendent

\_\_\_\_\_  
Date

CITY OF PACIFIC GROVE

\_\_\_\_\_  
Thomas Frutchey  
City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vicki L. H. Myers  
Chief of Police

\_\_\_\_\_  
Date

APPROVED AS TO FORM

\_\_\_\_\_  
Alex Lorca  
Assistant City Attorney

\_\_\_\_\_  
Date

## **EXHIBIT A**

### **SCOPE OF SERVICES, RESPONSIBILITIES AND DUTIES**

Under the supervision of the Chief of Police of the City of Pacific Grove or his or her designee, the following Articles shall express the Scope of Services, responsibilities and duties of the parties.

#### **ARTICLE I**

##### *Rights and Duties of the CITY –*

The CITY shall provide a School Resource Officer (SRO) as follows:

##### 1. School Resource Officer

A. The CITY shall assign one regularly employed police officer to the DISTRICT with the responsibility to provide SRO services to the following schools: Pacific Grove High School, Pacific Grove Community High, Pacific Grove Middle School, Forest Grove Elementary School, Robert Down Elementary School and Pacific Grove Adult School.

B. The SRO will have an office at Pacific Grove High School, established and provided by the DISTRICT.

C. The immediate duties and supervision of the SRO shall reside with the Pacific Grove Police Department, which shall perform scheduled and non-scheduled visits to the schools.

##### 2. Regular Duty Hours of the SRO

A. During the Term, the SRO shall be assigned to the schools on a full-time basis, eight hours per school day, with a half hour break for lunch. The SRO will rotate time amongst all of the aforementioned schools within the DISTRICT.

B. When school is closed due to in-service training, the SRO, if invited by a school or DISTRICT administrator(s), may attend the in-service training.

C. During extended periods when schools are not in session, the SRO will be assigned as needed by his/her CITY supervisor.

D. The CITY shall ensure the SRO schedules time off for vacations and floating holidays during periods when school is not in session.

E. In the event the SRO must take time off during the time school is in session, such time must be authorized by the SRO's police supervisor. The SRO must also notify the District Superintendent or designee of the impending absence.



F. The SRO may be temporarily reassigned by the Police Department during a law enforcement emergency. Time spent on a law enforcement emergency shall not be backfilled by the Department.

G. The SRO may be required to participate in mandatory police training necessary to maintain the SRO's proficiency. Time spent on mandatory police training that is not specific to the position of SRO shall be backfilled by the Department, utilizing on duty patrol personnel. Such coverage will be provided from regular patrol officers and may not represent a dedicated presence.

H. Training specific to the position of SRO shall be considered hours worked for the District and shall not be backfilled by the Department.

### 3. Duties, Obligations and Procedures of the SRO

The SRO shall:

A. Wear the established Pacific Grove Police Department patrol uniform including safety equipment designed for use by sworn field personnel pursuant to the Pacific Grove Police Department's policy manual. Special uniforms or "plain clothes" may be worn for special circumstances as approved by the Police Chief or designee.

B. Monitor the police radio frequency when on and off campus as well as be available by the Department-issued cellular phone.

C. Make classroom presentations when requested by a school or DISTRICT administrator on such topics as the role of policing in the community, drug and alcohol abuse prevention, search and seizure, laws of arrest, traffic laws, crime prevention, victim's rights, community involvement and youth programs.

D. Participate in discussions during class to establish rapport with students.

E. Take appropriate law enforcement action as required by law and the policies and procedures of the Police Department.

F. Within the bounds of applicable law, will notify the school principal, DISTRICT Safety Director, or Superintendent or designee as soon as practical of any violations or actions which impact school discipline, order or safety and such other violations and actions as the DISTRICT reasonably requests to be reported. This may include interviewing suspects or victims of criminal violations, issuing summonses, and addressing traffic concerns. Should it become necessary to conduct formal law enforcement interviews with students, the SRO shall adhere to the DISTRICT Policies, Police Department Procedures and Policies and legal requirements with regards to such interviews.

G. Obtain prior permission, advice and guidance from the District Safety Director and school administrators before enacting any program with the school.

H. Provide assistance to school administrators, faculty, and staff upon request, in developing emergency procedures and emergency management plans to include prevention and/or minimization of dangerous situations which may result from unauthorized intruders, natural or man caused disasters.

I. Be familiar with DISTRICT policies and regulations related to safety and student conduct and discipline issues, including the DISTRICT's Code of Conduct.

J. Assist the District Safety Director, administrators, faculty and staff with addressing violations of DISTRICT policies at the SRO's discretion. However, the SRO shall not be expected or asked to detain or take into physical custody any student who has only violated a DISTRICT policy or code of conduct. It shall be understood and agreed that a SRO, as a law enforcement officer, can only detain or take into physical custody those students for whom there is reasonable suspicion or probable cause that they have committed a criminal offense. The SRO shall not be used for regular assigned lunchroom duties, hall monitoring or other monitoring duties. If there is a problem area, the SRO may assist the school until the problem is resolved.

K. Work to develop rapport with students and a working relationship with student organizations, faculty, staff members, DISTRICT administrators, parents and community members.

L. Coordinate efforts with campus supervisory personnel, i.e., campus supervisors, hall monitors, and security personnel.

M. Maintain detailed, accurate and up to date records as required by the CITY, DISTRICT and/or school administrator/principal.

N. Attend, whenever possible, school and DISTRICT in-service training at the invitation of the District Safety Director, Superintendent or designee, or school administrator/principal.

O. Assume the position of Juvenile Detective within the Police Department and address juvenile delinquency issues and problems as well as work proactively with all law enforcement agencies that service the DISTRICT's community.

P. Attend parent, faculty, student, administration and other meetings to provide information regarding the SRO program and provide opportunities for involvement and support.

Q. Provide information regarding community programs so that proper referrals can be made and appropriate assistance accessed, and refer students to school counselors as needed. These programs may include mental health programs, drug treatment programs,

anti-bullying programs, etc. The SRO, after consulting with the school administrator, may make referrals to such agencies when necessary thereby acting as a resource person to the students, staff, faculty and administration. Referral guidelines shall be determined by school administration.

R. Maintain confidentiality of any and all information obtained in confidence and not disclose the information except as provided by the law or court order.

S. Maintain confidentiality of DISTRICT records and information in accordance with DISTRICT policies.

T. Perform other duties which will promote the purposes of the SRO program and which are mutually agreed upon by the DISTRICT and CITY.

Any additions to the above duties must be mutually agreed in writing upon by the CITY's Chief of Police, the DISTRICT Superintendent or his/her designee.

### **ARTICLE III**

*The DISTRICT shall provide to the full-time SRO the following materials and facilities, which are deemed necessary to the performance of the SRO program.*

1. The DISTRICT shall provide a private office for the SRO to conduct matters of confidential business and access to records which are deemed necessary by the DISTRICT. The SRO shall maintain confidentiality of the records. The SRO shall confer with the school administrators/principal concerning confidentiality of records whenever necessary.
2. The DISTRICT shall provide a desk, filing cabinet with locking system and office furniture for use of the SRO.
3. Within legal requirements of confidentiality, the DISTRICT shall provide information regarding students who are currently suspended, expelled, excluded from extracurricular activities, or students or adults who are not supposed to be on or near the campus, to include any students who participate in an independent study program, or other off campus programs that do not require their presence on the school site.

### **ARTICLE IV**

*Appropriations –*

The obligations of each party under this agreement are contingent upon adequate funds for that purpose being budgeted, appropriated, and otherwise made available.

## **ARTICLE V**

### *Employment Status of School Resource Officer –*

The SRO shall remain an employee of the CITY at all times while providing SRO services to the DISTRICT, and shall not be an employee of the DISTRICT. The DISTRICT and CITY acknowledge that the SRO is a law enforcement officer who shall uphold the law under the direct supervision and control of the Pacific Grove Police Department. The SRO shall remain responsive to the chain of command of the Pacific Grove Police Department.

The SRO shall be accountable to the Principal(s) of the school(s) for his/her behavior or conduct while at the school. The Superintendent or designee has the rights and responsibilities to report any alleged misconduct, non-compliance with the DISTRICT's policies or other questionable behavior on the part of the SRO to the Chief of Police or to the Police Commander of the Pacific Grove Police Department. Such reports shall be made in writing unless circumstances dictate making such reports in person or by phone.

## **ARTICLE VI**

The Chief of Police will ensure the SRO is a full time, certified police officer with the Pacific Grove Police Department and meets any relevant education, training and experience requirements as determined by the Department.

## **ARTICLE VII**

### *Dismissal of School Resource Officer; Replacement –*

1. In the event that the Superintendent or designee, District Safety Director, and/or Principal(s) of the schools in the Pacific Grove Unified School DISTRICT believe the SRO is not effectively performing his/her duties and responsibilities, the Superintendent may recommend to the Police Commander of the Pacific Grove Police Department the police officer who is assigned as the SRO be removed from the program, and shall state the reasons therefore, in writing. The Commander shall, as soon as practical, notify the Chief of Police of his/her recommendation. The Chief of Police, and/or designee shall meet with the DISTRICT Superintendent or designee to mediate or resolve any problems which may exist. If, within a reasonable amount of time after the commencement of such meeting, the problem cannot be resolved, the police officer assigned to the SRO position shall be removed from the program.

2. In the event of resignation, dismissal, or reassignment of the SRO, the Police Department shall provide a permanent replacement for the SRO as soon as practical.

**SUBJECT:** Board Calendar/Future Meetings

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

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**RECOMMENDATION:**

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

**BACKGROUND:**

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

**INFORMATION:**

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

## Board Meeting Calendar, 2014/2015 School Year

Jan. 22	<b>Regular Board Meeting</b> ✓ Budget process begins ✓ Report on Governor's Budget Proposal ✓ Preliminary enrollment projection for 2015/16 ✓ Williams/Valenzuela Uniform Complaint Report ✓ Property Tax Update	Community High School (School Site Visit)
Feb. 5	<b>Regular Board Meeting</b> ✓ Budget requests regarding staffing finalized (TBA) ✓ Budget projections and assumptions ✓ Possible personnel action presented as information ✓ Preliminary Review of Site Master Schedules	District Office
Mar. 5	<b>Regular Board Meeting</b> ✓ Week of School Administrator ✓ Second Interim Report ✓ Possible personnel action (RIF) ✓ Open House schedules reviewed	District Office
Mar. 19	<b>Regular Board Meeting</b> ✓ Budget projections and assumptions ✓ Approve 2015/16 Board meeting calendar, Aug. – Dec. ✓ Williams/Valenzuela Uniform Complaint Report	District Office
Apr. 16	<b>Regular Board Meeting</b> ✓ Board Priorities for 2015/16 Instructional Program Design ✓ Review of Strategic plan and LCAP ✓ Begin Superintendent Evaluation	District Office
May 7	<b>Regular Board Meeting</b> ✓ California Day of the Teacher ✓ Week of the CSEA Employee ✓ Review of Site Master Schedules ✓ Review of Strategic plan and LCAP (as needed) ✓ Review of Facilities Depreciation Schedule and Associated Budget ✓ Budget Revisions #4	District Office
May 21	<b>Regular Board Meeting</b> ✓ Retiree Reception ✓ Review Bell Schedule for 2015/16 ✓ Identify Board member representatives for graduation ✓ Review Facility Use Fee Schedule ✓ LCAP Public Hearing ✓ Review Governor's revised budget ✓ Present 2015/16 Budget ✓ Public hearing on budget ✓ Year-end Budget Transfers Resolution ✓ Final Review of Site Master Schedules ✓ Williams/Valenzuela Uniform Complaint Report	District Office
June 4	<b>Regular Board Meeting</b> ✓ Adopt budget for 2015/16 ✓ Recommend approval of LCAP ✓ Complete Superintendent Evaluation	District Office
June 30	<b>Regular Board Meeting</b> ✓ Approval of contracts and purchase orders for 2015/16	District Office

## Board Meeting Calendar, 2015/16 School Year

Aug. 20	<b>Regular Board Meeting</b> ✓ Student Enrollment Update ✓ Back to School dates ✓ Property tax report ✓ 2015-2016 Consolidated Application	District Office
Sept. 3	<b>Regular Board Meeting</b> ✓ Superintendent's Goals ✓ Board Goals – review/revise	Forest Grove (School Site Visit)
Sept. 17	<b>Regular Board Meeting</b> ✓ Unaudited Actual Report ✓ Budget Revision #1	Robert Down (School Site Visit)
Oct. 1	<b>Regular Board Meeting</b> ✓ Strategic Plan/LCAP Review Begins ✓ Bus Ridership	Middle School (School Site Visit)
Oct. 29	<b>Regular Board Meeting</b> ✓	Adult School (School Site Visit)
Nov. 12	<b>Regular Board Meeting</b> ✓ Intent form due (to serve as Board President or Vice President) ✓ Set date for Annual Organizational meeting	High School (School Site Visit)
Dec. 10	<b>Organizational Meeting</b> ✓ Election of 2015/16 Board President and Clerk ✓ First Interim Report ✓ Budget Revision #2	District Office

**SUBJECT:** School Site Staffing and Master Schedules (PGHS, PGMS, FGE, and RDE)

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

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**INFORMATION:**

Work on staffing and master schedules begins as early as late December the year prior to staffing and assignments being formalized for the upcoming school year. The 2015-16 schedules presented reflect current staffing, site and assignment changes, as well as the following new certificated staff at these sites:

Doug Garrett, PGHS Health Science  
Kilene Brosseau (pending), PGHS Special Education  
Michael Barr, PGMS Science  
Justin Matlow, PGMS Special Education  
Susan Torres, PGMS Language Arts  
Nathan Welch, FGE 1<sup>st</sup> Grade  
Theresa McDaniel, FGE 1<sup>st</sup> Grade Job Share  
Kayla Naylor, FGE 4<sup>th</sup> Grade  
Erica Chavez (pending), RDE 1<sup>st</sup> Grade  
Anne Hober, RDE 4<sup>th</sup> Grade  
Jared Masar, District Vocal Music

**FISCAL IMPACT:**

Unknown at this time.



**PACIFIC GROVE HIGH SCHOOL MASTER SCHEDULE – FALL 2015/2016**

revised 06/18/15

TEACHER	PERIOD 1 B/C: 7:25 - 8:30	PERIOD 2 A: 8:20 - 9:10 B: 8:35 - 10:15	PERIOD 3 A: 9:15 - 10:05 C: 8:35 - 10:15	PERIOD 4 A: 10:25 - 11:15 B: 10:35 - 12:15	PERIOD 5 A: 11:20 - 12:10 C: 10:35 - 12:15	PERIOD 6 A: 1:00 - 1:50 B: 1:05 - 2:45	PERIOD 7 A: 1:55 - 2:45 C: 1:05 - 2:45
ERICKSON, JENN CULINARY (235)		CULINARY ARTS 1 (TECH. ED.) I-1	CUL. ARTS 2/GLOBAL CUISINE (TECH. ED.) I-1	CULINARY ARTS 1 (TECH. ED.) I-1	PREP	CULINARY ARTS 1 (TECH. ED.) I-1	
HOFFMAN, DAVE MUSIC (204)	BAND MP-1	MUSIC TECH. MP-2					ORCHESTRA MP-1
KELLY, MATT ART (297)		PREP	ART 1 O-4 (TECH. ED.)	AP STUDIO/ART 2 ART 2 (TECH. ED.) O-4	ART 1 O-4	AP STUDIO/ART 2 ART 2 (TECH. ED.) O-4	ART 1 O-4
PAYAN, TONY SPORTS MED. (292)	SPORTS MED. 1 (TECH. ED.) O-1						
SCONDUTO, MARTIN PHOTO (232)/MEDIA (232)		PHOTO 2/PHOTO 3 (TECH. ED.) O-3	PHOTO 1 (TECH. ED.) O-3	MEDIA PRODUCTION 1-2 / BEG. GRAPH. DES. (TECH. ED.) O-3	PREP	PHOTO 1 (TECH. ED.) O-3	
TONKIN, MARTHA COMPUTERS (285)	CSIS I (TECH. ED.) B-4	CSIS I (TECH. ED.) B-4	PREP	CSIS I (TECH. ED.) B-4	CSIS II/CSIS III (TECH. ED.) B-4		
BULICH, NICOLE ENGLISH/AVID (282)	AVID F-1	ENGLISH 1 F-1	ENGLISH 1 F-1	PREP	ENGLISH 1 F-1		ENGLISH 1 F-1
HOFFER, JENNA ENGLISH(299)	ENGLISH 2 K-2	PREP	ENGLISH 3 K-2	ENGLISH 3 K-2	ENGLISH 3 K-2		ENGLISH 3 K-2
GORDON, KARINNE ENGLISH (291)		PREP	ENGLISH 4 SPORTS LIT./SR. SEM. E-5	ENGLISH 4 SPORTS LIT./SR. SEM. E-5	HONORS ENGLISH 2 E-5	ENGLISH 4 DYN. SOC. JUSTICE/SR. SEM. E-5	HONORS ENGLISH 2 E-5
HAGGQUIST, LARRY ENGLISH/PSYCH. (286)	AP PSYCHOLOGY B-5	ENGLISH 4 POETRY/SR. SEM. B-5	AP PSYCHOLOGY B-5	AP ENGLISH LANGUAGE B-5	AP ENGLISH LANGUAGE B-5	PREP	
OTTMAR, KEN ENGLISH./ACT. DIR.(289)	LEADERSHIP E-1	ENGLISH 2 E-1	ENGLISH 2 E-1	ACTIVITIES DIRECTOR E-1	PREP		ENGLISH 2 E-1
SELFRIEDGE, KATIE ENGLISH (304) )/DRAMA (288)		DRAMA C-3	AP ENGLISH LITERATURE L-3	HONORS ENGLISH 1 L-3	HONORS ENGLISH 1 L-3	AP ENGLISH LITERATURE L-3	PREP
BULLER, KATHY FOREIGN LANGUAGE (296)	PREP	SPANISH 3 F-2	SPANISH 1 F-2	SPANISH 1 F-2	SPANISH 1 F-2	SPANISH 3 F-2	SPANISH 1 F-2
JOHNSON, DESMA FOREIGN LANGUAGE (226)		PREP	SPANISH 2 F-4	SPANISH 2 F-4	AP SPANISH/SPANISH 4 F-4	SPANISH 2 F-4	SPANISH 2 F-4
OLIN, JANINE FOREIGN LANGUAGE/ESL (225)	ESL F-3	FRENCH 1 F-3	PREP	FRENCH 3 F-3	FRENCH 2 F-3	AP FRENCH/FRENCH 4 F-3	
BULLER, TODD P.E.(293)/ATHL. DIR. ( 293)	PE – CORE 10-12 GYM	PREP	ATHLETIC DIRECTOR P.E. OFFICE	SPORTS TRAINING GYM	PE – STRENGTH TRAINING 1 & 2 WEIGHT ROOM		PE – STRENGTH TRAINING 1 & 2 WEIGHT ROOM
O'DONNELL, DONNA P.E. (230)		PE - CORE 9 GYM	PE - CORE 9 GYM	PE – DANCE DANCE ROOM	PREP	PREP PE - CORE 9 GYM	PE - CORE 9 GYM

**A day Collaboration schedule:** Wednesdays - Periods 2-7: **B day schedule:** Mondays/Thursdays - Periods 1, 2, 4, 6: **C day schedule:** Tuesdays/Fridays - Periods 1, 3, 5, 7

**Pacific Grove Middle School Master Schedule 2015-16 (First Quarter)**Information/Discussion Item A

Teacher	Room	1	2	3	4	5	6	7	8	Teacher
Matlow	12		Sys 44	Sys 44	Math 180	App Sci	Prep	Collab		Matlow
Schumaker Tulley	10	Soc Com	Read 180	Read 180	Prep	Math 180				Schumaker Tulley
Wheeler	22		Prep	Collab	Hist 7 - P	Hist 8 - P	LC 8	Hist 8 – P		Wheeler
Gaul	23		Eng 7 - P	Math 7-P	Prep	Collab	LC 7	LC 6		Gaul
O'Neil										O'Neil
Stegge										Stegge
Pieper			Core 6-P	Core 6-P	Sci 7 - P	Math 6 -P	LC 7	LC 6		Pieper
			Sci 8 - P	Eng 8 - P	Math 8-P	Sci 7 - P	LC 8	Sci 6 -P		
Ohsiek	5		Science 6	Science 6	Prep	Science 8	Science 8	Science 8		McBride
Barr	7		Science 7	Science 7	Sci 7 - P	Prep	Science 6	Sci 6-P		Barr
McBride	4		Sci 8 - P	Science 8	Science 8	Prep	Stem 6	STEAM		Ohsiek
Terry	33		Science 6	Science 6	Prep	Sci 7 - P	Science 7	Science 7		Terry
Fort	27		Free	Prep	Core 6	Core 6	Core 6	Core 6		Fort
Mahr	37	AVID D	Core 6	Core 6	Core 6	Core 6	Prep	Free		Mahr
Milligan	25/21		Core 6- P	Core 6-P	Core 6	Core 6	KB 6	Prep		Milligan
Torres	38		Eng 7 - P	English 7	Prep	English 7	ELD	English 7		Teacher C
Costales	26		Prep	Eng 8 - P	English 8	English 8	English 8	Leadership		Costales
Rookstool	32		English 8	Art	Art	Prep	Art 6	English 8		Rookstool
Mello	28		Math 6	Math 6	Math 6	Math 6-P	Prep	Math 180		Mello
DeMarco	39		Math 7+	Math 7-P	Prep	Math 7	Math 8	Math 180		DeMarco
Kong	29		Math 6	Math 6	Math 7	Math 7	Math 7	Prep		Kong
Roman	36		IM 1	Math 8	Math 8 -P	Math 8	Prep	Math 8		Roman
Casas	1		History 7	Prep	Hist 7 - P	History 7	History 7	History 8		Casas
Rosen	6	AVID 8	English 7	History 7	Read 180	Read 180	English 7	Free		Rosen
Gamble	24		History 8	History 8	Prep	Hist 8 - P	History 8	Hist 8 – P		Gamble
Chappin	GYM	PE 7-8	PE 7-8	Prep	PE 6	PE 7-8	PE 6	PE 6		Chappin
Dorey	GYM		PE 7-8	PE 7-8	PE 7-8	Prep	PE 7-8	PE 6-7		Dorey
Goulet	13/21		Prep	HomeEc	CVB	Foods	Hm Ec 6	Home Ec		Goulet
Priest	Mus			Prep	Sym Bnd	Con Band	ChmOrh	Str Orch	JazzCombo	Priest
Johnson	Aud	Chorus								Johnson
Notes			6 6 6	6 6 6	6 6.5 5.5	6 6 6	6 6.5 5.5	6.5 6.5 6.5		

**Pacific Grove Middle School Master Schedule 2015-16 (Second Quarter)**

Teacher	Room	1	2	3	4	5	6	7	8	Teacher
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Matlow	12		Sys 44	Sys 44	Math 180	App Sci	Prep	Collab	Information/Discussion	Matlow
Schumaker Tulley	10	Soc Com	Read 180	Read 180	Prep	Math 180				Schumaker Tulley
Wheeler	22		Prep	Collab	Hist 7 - P	Hist 8 - P	LC 8	Hist 8 - P		Wheeler
Gaul	23		Eng 7 - P	Math 7-P	Prep	Collab	LC 7	LC 6		Gaul
O'Neil										O'Neil
Stegge										Stegge
Pieper			Core 6-P	Core 6-P	LC 6	Math 6 -P	LC 7	Sci 6 - P		Pieper
RSP Aide			Sci 8 - P	Eng 8 - P	Math 8-P	Sci 7 - P	LC 8	Hist 8 - P		RSP Aide
Ohsieck	5		Science 7	Science 7	Science 7	Prep	Science 6	Sci 6-P		McBride
Barr	7		Sci 8 -P	Science 8	Science 8	Prep	Stem 6	STEAM		Barr
McBride	4		Science 6	Science 6	Prep	Sci 7 - P	Science 7	Science 7		Ohsieck
Terry	33		Science 6	Science 6	Prep	Science 8	Science 8	Science 8		Terry
Fort	27		Free	Prep	Core 6	Core 6	Core 6	Core 6		Fort
Mahr	37	AVID DD	Core 6	Core 6	Core 6	Core 6	Prep	Free		Mahr
Milligan	25/21		Core 6-P	Core 6-P	Core 6	Core 6	KB 6	Prep		Milligan
Torres	38		Eng 7 - P	English 7	Prep	English 7	ELD	English 7		Teacher C
Costales	26		Prep	Eng 8 - P	English 8	English 8	English 8	Leadership		Costales
Rookstool	32		English 8	Art	Art	Prep	Art 6	English 8		Rookstool
Mello	28		Math 6	Math 6	Math 6	Math 6-P	Prep	Math 180		Mello
DeMarco	39		Math 7+	Math 7-P	Prep	Math 7	Math 8	Math 180		DeMarco
Kong	29		Math 6	Math 6	Math 7	Math 7	Math 7	Prep		Kong
Roman	36		IM 1	Math 8	Math 8-P	Math 8	Prep	Math 8		Roman
Casas	1		History 7	Prep	His 7 - P	History 7	History 7	Hist 8 - P		Casas
Rosen	6	AVID 8	English	History 7	Read 180	Read 180	English 7	Free		Rosen
Gamble	24		History 8	History 8	Prep	Hist 8 - P	History 8	History 8		Gamble
Chappin	GYM	PE 7-8	PE 7-8	Prep	PE 6	PE 7-8	PE 6	PE 6		Chappin
Dorey	GYM		PE 7-8	PE 7-8	PE 7-8	Prep	PE 7-8	PE 6-7		Dorey
Goulet	13/21		Prep	HomeEc	CVB	Foods	Hm Ec 6	Home Ec		Goulet
Priest	Mus			Prep	Sym Bnd	ConBand	ChmOrh	Str Orch	JazzCombo	Priest
Johnson	Aud	Chorus								Johnson

### Pacific Grove Middle School Master Schedule 2015-16 (Third Quarter)

Teacher	Room	1	2	3	4	5	6	7	8	Teacher
Matlow	12		Sys 44	Sys 44	Math 180	App Sci	Prep	Collab		Matlow
Schumaker Tulley	10	Soc Com	Read 180	Read 180	Prep	Math 180				Schumaker Tulley
Wheeler	22		Prep	Collab	Hist 7 - P	Hist 8 - P	LC 8	Hist 8 - P		Wheeler

Gaul	23		Eng 7 - P	Math7-P	Prep	Collab	LC 7	LC 6	Information/Discussion	Grade A
O'Neil										O'Neil
Stegge										Stegge
Pieper			Core 6-P	Core 6-P	LC 6	Math 6 -P	LC 7	Sci 6 - P		Pieper
RSP Aide			Sci 8 - P	Eng 8 - P	Math 8-P	Sci 7 - P	LC 8	Hist 8 - P		RSP Aide
Ohsiek	5		Sci 8 - P	Science 8	Science 8	Prep	Stem 6	STEAM		McBride
Barr	7		Science 6	Science 6	Prep	Sci 7 - P	Science 8	Science 8		Barr
McBride	4		Science 6	Science 6	Prep	Science 8	Stem 6	STEAM		Ohsiek
Terry	33		Science 7	Science 7	Science 7	Prep	Science 6	Sci 6-P		Terry
Fort	27		Free	Prep	Core 6	Core 6	Core 6	Core 6		Fort
Mahr	37	AVID D	Core 6	Core 6	Core 6	Core 6	Prep	Free		Mahr
Milligan	25/21		Core 6-P	Core 6-P	Core 6	Core 6	KB 6	Prep		Milligan
Torres	38		Eng 7 - P	English 7	Prep	English 7	ELD	English 7		Teacher C
Costales	26		Prep	Eng 8 - P	English 8	English 8	English 8	Leadership		Costales
Rookstool	32		English 8	Art	Art	Prep	Art 6	English 8		Rookstool
Mello	28		Math 6	Math 6	Math 6	Math 6-P	Prep	Math 180		Mello
DeMarco	39		Math 7+	Math 7-P	Prep	Math 7	Math 8	Math 180		DeMarco
Kong	29		Math 6	Math 6	Math 7	Math 7	Math 7	Prep		Kong
Roman	36		IM 1	Math 8	Math 8 - P	Math 8	Prep	Math 8		Roman
Casas	1		History 7	Prep	His 7 - P	History 7	History 7	History 8		Casas
Rosen	6	AVID 8	English	History 7	Read 180	Read 180	English 7	Free		Rosen
Gamble	24		History 8	History 8	Prep	Hist 8 - P	History 8	Hist 8 - P		Gamble
Chappin	GYM	PE 7-8	PE 7-8	Prep	PE 6	PE 7-8	PE 6	PE 6		Chappin
Dorey	GYM		PE 7-8	PE 7-8	PE 7-8	Prep	PE 7-8	PE 6-7		Dorey
Goulet	13/21		Prep	HomeEc	CVB	Foods	Hm Ec 6	Home Ec		Goulet
Priest	Mus			Prep	Sym Bnd	Con Band	ChmOrh	Str Orch	JazzCombo	Priest
Johnson	Aud	Chorus								Johnson

**Pacific Grove Middle School Master Schedule 2015-16 (Fourth Quarter)**

Teacher	Room	1	2	3	4	5	6	7	8	Teacher
Matlow	12		Sys 44	Sys 44	Math 180	App Sci	Prep	Collab		Matlow
Schumaker	10	Soc Com	Read 180	Read 180	Prep	Math 180				Schumaker
Wheeler	22		Prep	Collab	Hist 7 - P	Hist 8 - P	LC 8	Hist 8 - P		Wheeler
Gaul	23		Eng 7 - P	Math7-P	Prep	Collab	LC 7	LC 6		Gaul
O'Neil										O'Neil
Stegge										Stegge
Pieper			Core 6-P	Core 6-P	LC 6	Math 6 -P	LC 7	Sci 6 - P		Pieper
RSP Aide			Sci 8 - P	Eng 8 - P	Math 8-P	Sci 7 - P	LC 8	Hist 8 - P		RSP Aide

Ohsiek	5		Science 6	Science 6	Prep	Sci 7 - P	Science 7	Science 7	Information/Discussion Item A	McBride
Barr	7		Science 6	Science 6	Prep	Science 8	Science 8	Science 8		Barr
McBride	5		Science 7	Science 7	Science 7	Prep	Science 6	Sci 6 - P		Ohsiek
Terry	33		Sci 8 - P	Science 8	Science 8	Prep	Stem 6	STEAM		Terry
Fort	27		Free	Prep	Core 6	Core 6	Core 6	Core 6		Fort
Mahr	37	AVID D	Core 6	Core 6	Core 6	Core 6	Prep	Free		Mahr
Milligan	25/21		Core 6-P	Core 6-P	Core 6	Core 6	KB 6	Prep		Milligan
Torres	38		Eng 7 - P	English 7	Prep	English 7	ELD	English 7		Teacher C
Costales	26		Prep	Eng 8 - P	English 8	English 8	English 8	Leadership		Costales
Rookstool	32		English 8	Art	Art	Prep	Art 6	English 8		Rookstool
Mello	28		Math 6	Math 6	Math 6	Math 6-P	Prep	Math 180		Mello
DeMarco	39		Math 7+	Math 7-P	Prep	Math 7	Math 8	Math 180		DeMarco
Kong	29		Math 6	Math 6	Math 7	Math 7	Math 7	Prep		Kong
Roman	36		IM 1	Math 8	Math 8-P	Math 8	Prep	Math 8		Roman
Casas	1		History 7	Prep	His 7 - P	History 7	History 7	History 8		Casas
Rosen	6	AVID 8	English	History 7	Read 180	Read 180	English 7	Free		Rosen
Gamble	24		History 8	History 8	Prep	Hist 8 - P	History 8	Hist 8 - P		Gamble
Chappin	GYM	PE 7-8	PE 7-8	Prep	PE 6	PE 7-8	PE 6	PE 6		Chappin
Dorey	GYM		PE 7-8	PE 7-8	PE 7-8	Prep	PE 7-8	PE 6-7		Dorey
Goulet	13/21		Prep	HomeEc	CVB	Foods	Hm Ec 6	Home Ec		Goulet
Priest	Mus			Prep	Sym Bnd	Con Band	ChmOrh	Str Orch	JazzCombo	Priest
Johnson	Aud	Chorus								Johnson
Notes										

6/5/15

**PACIFIC GROVE HIGH SCHOOL MASTER SCHEDULE – FALL 2015/2016**

revised 06/18/15

TEACHER	PERIOD 1 B/C: 7:25 - 8:30	PERIOD 2 A: 8:20 - 9:10 B: 8:35 - 10:15	PERIOD 3 A: 9:15 - 10:05 C: 8:35 - 10:15	PERIOD 4 A: 10:25 - 11:15 B: 10:35 - 12:15	PERIOD 5 A: 11:20 - 12:10 C: 10:35 - 12:15	PERIOD 6 A: 1:00 - 1:50 B: 1:05 - 2:45	PERIOD 7 A: 1:55 - 2:45 C: 1:05 - 2:45
MICHAELE, VIVIAN SPEC. ED. (309)		CONSULT CHS	BASIC GEOG. K-4	S.A.S. 9/STUDY HALL K-4	S.A.S. 10/STUDY HALL K-4	CONSULT	PREP
LACKEY, NICK SPEC. ED. (233)		CONSULT	CONSULT	CONSULT CHS	BASIC MATH 9-12 L-4	S.A.S. 11-12/STUDY HALL L-4	PREP
BROSSEAU, KILENE SPEC. ED. (302)		PREP	CONSULT L-1	BASIC ENGLISH 9-12 L-1	CONSULT	BASIC LIFE L-1	BASIC ENGLISH 9-12 L-1
AFIFI, MARC SCIENCE (221)		PREP	AP PHYSICS C-4	PHYSICS C-4	PHYSICS C-4	PHYSICS C-4	PHYSICS C-4
D'AMICO, ADRIANNE SCIENCE (220)		BIOLOGY D-3	BIOLOGY D-3	BIOLOGY D-3	AP ENVIRONMENTAL SCIENCE D-3	PREP	BIOLOGY D-3
MELLO, AMANDA SCIENCE MARINE SCI. (219)/BIOLOGY (220)		MARINE SCIENCE D-2	PREP	MARINE SCIENCE D-2		BIOLOGY D-3	
PIGNATELLI, NATASHA SCIENCE (223)		ANATOMY D-1	HONORS CHEMISTRY D-1	PREP	CHEMISTRY D-1	CHEMISTRY D-1	HONORS CHEMISTRY D-1
GARRETT, DOUG SCIENCE (221)	HEALTH C-4	HEALTH C-4	PREP	HEALTH C-4			
HS STAFF WOODSHOP(229)						WOODSHOP (TECH ED.) N-2	
GRATE, JUSTUS SOCIAL SCIENCE (231)		WORLD HISTORY O-2	PREP	WORLD HISTORY O-2	WORLD HISTORY O-2	AP WORLD HISTORY O-2	WORLD HISTORY O-2
GAONA, LAURALEA SOCIAL SCIENCE (300)		AP GOV'T./ECON. K-3	PREP	HONORS SOCIAL STUDIES K-3	HONORS SOCIAL STUDIES K-3	GOV'T./ECON. K-3	AP GOV'T./ECON. K-3
MORGAN, CHRIS SOC. SCIENCE (298)	U.S. HISTORY K-1	U.S. HISTORY K-1	GEOGRAPHY K-1	PREP	GEOGRAPHY K-1	WORLD HISTORY K-1	
POWERS, DAN SOCIAL SCIENCE/AVID (284)	AVID 2 B-3	AP U.S. HISTORY B-3	U.S. HISTORY B-3	PREP	AP U.S. HISTORY B-3	U.S. HISTORY B-3	
STEINBACK, SHANE SOCIAL SCIENCE (303)	PREP	GOV'T./ECON. L-2	GOV'T./ECON. L-2	GEOGRAPHY L-2	ECON./GOV'T. L-2	GEOGRAPHY L-2	
D'AMICO, JOE MATH (290)	MATH SUPPORT E-4	AP CALCULUS E-4	PRE-CALCULUS E-4	PRE-CALCULUS E-4	PREP		
RICHMOND, SALLY MATH (227)		INT. MATH II B-2	PREP	AP STATISTICS B-2		INT. MATH II B-2	AP STATISTICS B-2
LIGHT, TOM MATH (287)	INT. MATH I C-1	INT. MATH II / INT. MATH III ACCEL. C-1	INT. MATH II / INT. MATH III ACCEL. C-1		INT. MATH I C-1	INT. MATH I C-1	
RUBIN, ISAAC MATH (236)	MATH SUPPORT I-2	PRE-CALCULUS I-2	INT. MATH III I-2	PREP	INT. MATH III I-2		INT. MATH III I-2
ELFRIDGE, TRAVIS MATH (224)		INT. MATH I N-1	INT. MATH I N-1	PREP	FUND. MATH N-1	INT. MATH II N-1	INT. MATH II N-1

# Forest Grove School 2015-16

Office: 831-646-6560

**Mr. Buck Roggeman – Principal****(831) 646-6560 x200**[broggeman@pgusd.org](mailto:broggeman@pgusd.org)**Voice Mail Line: (831) 646-6559**

Teaching Staff	Grade	Room	Phone Ext.	Email
Mrs. Niki Klevan	TK	K-3	123	<a href="mailto:nklevan@pgusd.org">nklevan@pgusd.org</a>
Mrs. Debbie Engles	K	K-1	121	<a href="mailto:debbie@pgusd.org">debbie@pgusd.org</a>
Mrs. Kathy Hunter	K	K-2	106	<a href="mailto:khunter@pgusd.org">khunter@pgusd.org</a>
Mrs. Summer Wright	K	K-4	124	<a href="mailto:swright@pgusd.org">swright@pgusd.org</a>
Mrs. Lynn Moore	1	G-1	105	<a href="mailto:lmoore@pgusd.org">lmoore@pgusd.org</a>
Mrs. Hetal Patel & Teacher A	1	G-2	101	<a href="mailto:hpatel@pgusd.org">hpatel@pgusd.org</a>
Mrs. Kristen Sweeney	1	G-6	104	<a href="mailto:ksweeney@pgusd.org">ksweeney@pgusd.org</a>
Mr. Nate Welch	1	TBD		<a href="mailto:nwelch@pgusd.org">nwelch@pgusd.org</a>
Mrs. Beth Cina	2	B-1	109	<a href="mailto:bcina@pgusd.org">bcina@pgusd.org</a>
Mrs. Jeannie DeTomaso	2	C-4	111	<a href="mailto:jdetoamaso@pgusd.org">jdetoamaso@pgusd.org</a>
Mrs. Barbara Hirst	2	B-2	108	<a href="mailto:bhirst@pgusd.org">bhirst@pgusd.org</a>
Ms. Shannon McCarty	3	B-4	135	<a href="mailto:smccarty@pgusd.org">smccarty@pgusd.org</a>
Mrs. Mary Lee Newman	3	C-2	112	<a href="mailto:mnewman@pgusd.org">mnewman@pgusd.org</a>
Mr. Nate Randall	3	C-3	118	<a href="mailto:nrandoall@pgusd.org">nrandoall@pgusd.org</a>
Ms. Kayla Naylor	4	E-2	114	<a href="mailto:knaylor@pgusd.org">knaylor@pgusd.org</a>
Ms. Kari Serpa	4	D-3	113	<a href="mailto:kserpa@pgusd.org">kserpa@pgusd.org</a>
Ms. Irene Valdez	4	D-4	117	<a href="mailto:ivaldez@pgusd.org">ivaldez@pgusd.org</a>
Ms. Melanie Cardinalli	5	D-2	119	<a href="mailto:mcardinalli@pgusd.org">mcardinalli@pgusd.org</a>
Mrs. Maryn Sanchez	5	D-1	115	<a href="mailto:msanchez@pgusd.org">msanchez@pgusd.org</a>
Mrs. Kathryn Yant	5	C-1	110	<a href="mailto:kyant@pgusd.org">kyant@pgusd.org</a>
Mrs. Glyniss Barrett	1-3	B-3	107	<a href="mailto:gbarrett@pgusd.org">gbarrett@pgusd.org</a>
Mrs. Sarah Gordon	4-5	G-4	129	<a href="mailto:sgordon@pgusd.org">sgordon@pgusd.org</a>
Ms. Danielle Hartnett	Resource		128	<a href="mailto:dhartnett@pgusd.org">dhartnett@pgusd.org</a>
Mrs. Lynn Clements	Title I		152	<a href="mailto:lclements@pgusd.org">lclements@pgusd.org</a>
Mrs. Aina Gessaman	Speech		154	<a href="mailto:agessaman@pgusd.org">agessaman@pgusd.org</a>
Mrs. Jayne Lord	E.L.D.		103	<a href="mailto:jlord@pgusd.org">jlord@pgusd.org</a>
Mr. Jeff Gray	Physical Ed.		151	<a href="mailto:jgray@pgusd.org">jgray@pgusd.org</a>
Mr. David Hoffman	Inst. Music			<a href="mailto:dhoffman@pgusd.org">dhoffman@pgusd.org</a>
Mr. Jared Masar	Vocal Music		102	
Mrs. Zoe Roach	Counselor		126	<a href="mailto:zroach@pgusd.org">zroach@pgusd.org</a>
Ms. Mindy Faia	Psychologist		127	<a href="mailto:mfaia@pgusd.org">mfaia@pgusd.org</a>

<b>CERTIFICATED ROSTER</b> ROBERT H. DOWN	<b>ROOM</b>	<b>EXT</b>	<b>2015-16</b>
BERON, DIANE	STATE PRESCHOOL	646-6547	State Preschool Teacher
BITTER, KATE	Loft	138	Intervention K-1
DACUYAN, JULIANA	E3	134	Teacher – 1 <sup>st</sup> Grade
DACUYAN, SYDNEY	9	109	Teacher – 4 <sup>th</sup> Grade
EVANS, MICHELLE	E2	133	Teacher – 1 <sup>st</sup> Grade
FLETCHER, STACIA	16	116	Teacher – 2 <sup>nd</sup> Grade
FRUDDEN, SONDA	Counselor	139	Counselor
GUIDARA, ELOISE	A2	122	Teacher - Kinder
HINTON, JENNIFER	PE	129	P.E. Teacher
HISERMAN, MARY	4	104	Teacher – 5 <sup>th</sup> Grade
HOBER, ANNE	11	111	Teacher – 4 <sup>TH</sup> Grade
HOFFMAN, DAVE	M/B	143	Band Teacher
IBRAHIM, STEVE	8	108	Teacher – 4 <sup>th</sup> Grade
JOHNSON, DENISE	13	113	Teacher – 2 <sup>nd</sup> Grade
JONES, DAVID	5	105	Teacher – 3 <sup>rd</sup> Grade
KNIGHT, MICHELE	D4	142	Resource 2-3
KREEGER, KATIE	D1	125	Resource 4-5
LEVY, KAREN	2	102	Teacher – 4 <sup>th</sup> Grade
MASAR, JARED	M/B	143	Music/Chorus
MILLER, MARIA	18	118	Teacher - ELD
PECHAN, STEFANIE	7	107	Teacher – 5 <sup>th</sup> Grade
PERKINS, JACQUELINE	E1	132	Teacher – 1 <sup>st</sup> Grade
PERLSTEIN, STEPHANIE	6	106	Teacher – 3 <sup>rd</sup> Grade
RENTERIA, CHRISTINA	17	117	Teacher – 1 <sup>st</sup> Grade
RIVERA, LAURA	20	220	Teacher - Speech
SPADE, NANCY	15	115	Teacher – 2 <sup>nd</sup> Grade
STEJSKAL, KRIS	3	103	Teacher- 3 <sup>rd</sup> Grade
ERICA CHAVEZ	A1	121	Teacher - Kinder
UPPMAN, KATIE	10	110	Teacher – 5 <sup>th</sup> Grade
WILLIAMS, GARY	A3	123	Teacher – Kinder
WILLIAMS, LINDA	Office	300	Principal
ZANGER, DESSIE	RHD	140	School Psychologist



**SUBJECT:** Future Agenda Items

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

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**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 June 30, 2015 Regular Board Meeting:

Review of Extracurricular Activities (Fall 2015)

Update on Use of Technology at Sites (Fall 2015)

Modified PG High School Bell Schedule Review 2016-17 (Oct)