

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

Trustees

*John Thibreau, President*

*John Paff, Clerk*

*Debbie Crandell*

*Bill Phillips*

*Brian Swanson*

*Rachel Biggio, Student Rep*

**DATE:** Thursday, February 4, 2016

**TIME:** 6:00 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 AND ORDER OF BUSINESS**

**I. OPENING BUSINESS**

- A. Call to Order
- B. Roll Call
- C. Adoption of 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. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2015/16 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Ralph Gómez Porras and Rick Miller, for the purpose of giving direction and updates.

2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2015/16. [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Ralph Gómez Porras and Billie Mankey, for the purpose of giving direction and updates.

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

B. Public comment on Closed Session item

C. Adjourn to Closed Session

### **III. RECONVENE IN OPEN SESSION**

A. Report action taken in Closed Session

1. Negotiations - Collective Bargaining Session preparation with the PGTA for 2015/16
2. Negotiations - Collective Bargaining Session preparation with the CSEA for 2015/16
3. Employee Discipline/Dismissal/Release/Complaint (2 cases) [Government Code § 54957]

B. Pledge of Allegiance

### **IV. RECOGNITION**

The Board will recognize the PG Music Boosters for their services to Pacific Grove Unified School District.

### **V. COMMUNICATIONS**

A. Written Communication

B. Board Member Comments

C. Superintendent Report

D. PGUSD Staff Comments (Non Agenda Items)

### **VI. 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.*

## VII. 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.*

- |   | Page |
|---|------|
| A. <u>Minutes of January 21, 2016 Board Meeting</u>   | 6    |
| Recommendation: (Ralph Gómez Porras, Superintendent) Approval of minutes as presented.  |      |
| B. <u>Certificated Assignment Order #9</u>  | 12   |
| Recommendation: (Billie Mankey, Director of Human Resources) The administration recommends adoption of Certificated Assignment Order #9.  |      |
| C. <u>Classified Assignment Order #8</u>  | 14   |
| Recommendation: (Billie Mankey, Director of Human Resources) The administration recommends adoption of Classified Assignment Order #8.  |      |
| D. <u>Acceptance of Donations</u>   | 16   |
| Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board approve acceptance of the donations referenced below.  |      |
| E. <u>Out of County or Overnight Activities</u>   | 17   |
| Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board approve or receive the request as presented.   |      |
| F. <u>Cash Receipts Report No. 5</u>  | 30   |
| Recommendation: (Rick Miller, Assistant Superintendent) As Assistant Superintendent for Business Services, I have reviewed the receipt and deposit of the identified Cash Receipts for consistency with District policies and procedures and certify that the actions have been appropriately conducted. I recommend Board approval of the Cash Receipts. |      |
| G. <u>Revolving Cash Report No. 5</u>   | 33   |
| Recommendation: (Rick Miller, Assistant Superintendent) 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.  |      |
| H. <u>Warrant Schedule No. 568</u>  | 35   |
| Recommendation: (Rick Miller, Assistant Superintendent) As Assistant Superintendent for Business Services, I certify that I have reviewed the attached warrants for consistency with the District's budget, and purchasing and accounting practices and therefore, recommend Board approval.  |      |

- I. Memorandum of Understanding between Pacific Grove USD and Carmel USD for the Placement of Special Education Students in Classrooms for Students with Moderate to Severe Disabilities 37  
 Recommendation: (Clare Davies, Director of Student Services) It is recommended that the Board review and approve the Memorandum of Understanding between PGUSD and CUSD for the placement of students with disabilities in classrooms for students with moderate to severe disabilities.
- J. Contract for Sign Language Interpreter 46  
 Recommendation: (Clare Davies, Director of Student Services) It is recommended that the Board review and approve a contract for Sharon Neumann Solow, MA, CSC, SC:L to provide sign language interpretation for IEP meetings, student assessment and transition program graduation ceremony.
- K. Telecommunications Project at Forest Grove Elementary School 49  
 Recommendation: (Matt Kelly, Director of Maintenance; Rick Miller, Assistant Superintendent) The Administration recommends that the Board review and approve the contract for services with The Trinity Group, Tracy, California.
- L. Educator Effectiveness Funding 56  
 Recommendation: (Ani Silva, Director of Curriculum and Special Projects) The Administration recommends that the Board review and approve the expenditure plan for the Educator Effectiveness Funding.
- M. Acceptance of Quarterly Treasurer's Report 59  
 Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board accept the Quarterly Treasurer's Report for the quarter ending December 31, 2015.
- N. Acceptance of Donation from the Colad Charitable Trust 72  
 Recommendation: (Matt Bell, Pacific Grove High School Principal) The Administration recommends that the Board review and accept the \$20,000 donation from the Colad Charitable Trust.

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

## VIII. ACTION/DISCUSSION

- A. Acceptance of Contract for Services Rendered with Monterey Peninsula Orthopedic Sports Medicine Institute 73  
 Recommendation: (Matt Bell, Pacific Grove High School Principal) The Administration recommends that the Board review and accept the Contract for Services Rendered with Monterey Peninsula Orthopedic Sports Medicine Institute.

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



B. First and/or Final Read: Board Policy and Regulation Update 1312.3 Uniform Complaint Procedures

76

Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends the Board review and approve the update to Board Policy and Regulations for Uniform Complaint Procedure as presented.

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

C. Board Calendar/Future Meetings

96

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

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

**IX. INFORMATION/DISCUSSION**

A. Summer Site Construction Plans

98

Recommendation: (Matt Kelly, Director of Maintenance and Operations) The Administration recommends that the Board review and provide feedback on Robert Down Lunch Area and Forest Grove Pick-Up and Drop-Off Projects being built Summer of 2016.

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

B. Review of Property Tax Revenue for 2015-16

109

Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board review the year-to-date receipts of Property Tax Revenue.

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

C. Future Agenda Item

111

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

Landscape Master Plan- March 3  
Parent Technology Education Training Options  
Suspension Data

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

**X. ADJOURNMENT**

Next regular meeting: March 3, 2016 – District Office

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION  
Minutes of Regular Meeting of January 21, 2016 – Community High School

**I. OPENED BUSINESS**

- A. Called to Order 6:34 p.m.
- B. Roll Call
- |                         |                                 |
|-------------------------|---------------------------------|
| President:              | Trustee Thibeau                 |
| Clerk:                  | Trustee Paff                    |
| Trustees Present:       | Trustee Crandell                |
|                         | Trustee Phillips                |
|                         | Trustee Swanson                 |
| Administration Present: | Superintendent Porras           |
|                         | Assistant Superintendent Miller |
| Board Recorder:         | Mandi Freitag                   |
| Student Board Member:   | Monika Worcester                |

C. Adopted Agenda

Changes to the agenda include a Walk-On Out of County overnight on Action/Discussion Item G.

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

**Public comment: none**

**Motion CARRIED 5 – 0**

**II. CLOSED SESSION**

A. Identified Closed Session Topics

1. Negotiations - Collective Bargaining Session preparation with the PGTA for 2015/16
2. Negotiations - Collective Bargaining Session preparation with the CSEA for 2015/16
3. Employee Discipline/Dismissal/Release/Complaint (1 case) [Government Code § 54957]

B. Public comment on Closed Session Topics None.

C. Adjourned to Closed Session 6:36 p.m.

**III. RECONVENED IN OPEN SESSION** 7:09 p.m.

A. Reported action taken in Closed Session:

1. Negotiations - Collective Bargaining Session preparation with the PGTA for 2015/16  
The Board received information and gave direction to staff.
2. Negotiations - Collective Bargaining Session preparation with the CSEA for 2015/16  
The Board received information and gave direction to staff.
3. Employee Discipline/Dismissal/Release/Complaint (1 case) [Government Code § 54957]

The Board received information.

B. Pledge of Allegiance

Led By: Barbara Martinez

IV. RECOGNITION

The Board recognized the Breakers Club for their services to Pacific Grove High School. The Board expressed their appreciation for the time and commitment. Staci Consiglio thanked the Board for the recognition.

V. SITE PRESENTATIONS

Community High School presentation: Believe it or not, it IS Rocket Science!

Community High School Principal Barbara Martinez spoke to the Board about Community High School, the efforts of integrating career and college strands, current statistics and learning plans, and working together through team work. Teachers Brad Woodyard and Kim Shurtz presented the learning lessons and activities happening at Community High School including engineering, environmental engineering, geocaching and geography, sustainable gardening, nutrition classes, culinary arts, automotive engineering, economics of college and rocket science (physics).

The Board thanked Community High School for their presentation.

Trustee Swanson noted this was his first time at Community High School and was so impressed with the energy of the staff and students, and liked the out-of-the-box thinking, noting their dedication is so evident.

Trustee Thibeau thanked all the students for the expo, and thanked the staff for their enthusiasm and for all they do for the school.

VI. COMMUNICATIONS

A. Written Communication

The Board received a holiday program email; information on Prop 39.

B. Board Member Comments

Worcester updated the Board on the upcoming events at Pacific Grove High School including the Renaissance Rally, honoring student accomplishments in the arts, Poetry Out Loud, and Winter Ball.

Trustee Phillips noted the learning culture at Community High School, saying leadership starts from the top down and thanked Martinez for her efforts.

Trustee Swanson enjoyed the amazing works at the student expo.

Trustee Crandell thanked Martinez and the students for their expo.

Trustee Thibeau congratulated Pacific Grove Middle School Music Teacher Barbara Priest and the students for the CCS Honors Orchestra.

C. Superintendent Report

Superintendent Porras thanked Martinez, Shurtz and Woodyard for their incredible work and the many hats that Martinez wears for the District. Porras announced Angela Lippert as the

HR Personnel Technician.

D. PGUSD Staff Comments (Non Agenda Items)

Forest Grove Elementary Principal Buck Roggeman noted the school would once again participate in The Great Kindness Challenge, thanks to the leadership of Counselor Zoe Roach and Teacher Maryn Sanchez, with activities designed to promote acts of kindness. Roggeman also thanked Porras and Miller for increasing the hours of the office clerks to a full day.

Robert Down Elementary Principal Linda Williams acknowledged the 100<sup>th</sup> day of school, the collaboration between Counselors Zoe Roach and Sonda Frudden, invited the Board to Taco Night on February 5<sup>th</sup>, and expressed gratitude to the American Institute of Food and Wine who will come to the school and talk to students. Finally, Williams thanked Director of Maintenance Matt Kelly for his help with the unexpected construction.

Pacific Grove Middle School Principal Sean Roach received an email from the Junior League inviting Pacific Grove Middle School to host a health fair event, which the middle school accepted.

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

None.

**VIII. CONSENT AGENDA**

- A. Minutes of December 10, 2015 Board Meeting
- B. Certificated Assignment Order #8
- C. Classified Assignment Order #7
- D. Acceptance of Donations
- E. Out of County or Overnight Activities
- F. Warrant Schedule No. 567
- G. Appointment of a PGUSD Parent Representative for the Monterey County Special Education Local Planning Association (SELPA) Community Advisory Committee (CAC)

The Board briefly discussed Item G with Director of Student Services Clare Davies.

**MOTION Paff/Crandell to approve consent agenda as presented.**

**Public comment: none**

**Motion CARRIED 5 – 0**

**IX. PUBLIC HEARING**

- A. Educator Effectiveness Funding

Open Public Hearing 8:01 p.m. Close Public Hearing 8:20 p.m.

Director of Curriculum and Special Projects Ani Silva presented information to the Board and public. The Presentation is available on the PGUSD website. The Board discussed this item.

B. Common Core Writing for ELA and Across Content Areas, Grades 6th through 8<sup>th</sup>

Open Public Hearing 8:20 p.m. Close Public Hearing 8:45 p.m.

Silva presented information to the Board and public.

**Public Comment:**

Jo Lynne Costales, Susan Torres, Madison Snow, Dave Jansen, Kelly Terry, Moirah Mahr and Brice Gamble all spoke in support of the book.

Trustee Crandell remembers her son had one of the previous guides, saying it speaks volumes of the teachers we have within the District and that she is so proud of our teachers.

Trustee Phillips said that typically we receive our books from a third party source, that it was nice to see a step-by-step guide and that it was great and he was proud that it comes internally.

Trustee Swanson said it was amazingly impressive that it was coming from home.

Superintendent Porras noted that this was a unique process, as this book is not a gift of public funds, the District is purchasing the book as if from a vendor, following appropriate guidelines for the District, and that normally it would not be a public hearing but that the District chose to bring it as a public hearing.

Trustee Thibeau remembers his son had one of the guides, noting it was exceedingly impressive, no small feat, and very important and practical.

**X. ACTION/DISCUSSION**

A. Common Core Writing for ELA and Across Content Areas, Grades 6th through 8<sup>th</sup>

**MOTION Crandell/Swanson to approve the Common Core Writing for ELA and Across Content Areas, Grades 6<sup>th</sup> through 8<sup>th</sup>.**

**Public comment: none**

**Motion CARRIED 5 – 0**

B. Approval of Measure A Education Technology Expenditures

**MOTION Phillips/Paff to approve Measure A Education Technology Expenditures.**

**Public comment: none**

**Motion CARRIED 5 – 0**

C. First and/or Final Read: Board Policy Fragrance Free Workplace and Learning Environment

Trustee Paff expressed concerns over creating a policy over fragrance. The Board discussed this item with Director of Human Resources Billie Mankey. Porras provided background on the needs of the policy.

**Public Comment:**

Jan Lippert spoke on her personal sensitivity to smells, noting she has had to go home due to smells in the office, that she required breathing tests and even uses an inhaler.

Sean Keller spoke about students at PG High School using sprays to cover up smells and suggested shower dividers in the locker rooms.

**MOTION Phillips/Crandell to approve First and/or Final Read: Board Policy  
Fragrance Free Workplace and Learning Environment.  
Motion CARRIED 4 – 1**

D. 2014-15 Audit Report

Assistant Superintendent Rick Miller presented information to the Board and public. The report is available on the PGUSD website.

**MOTION Crandell/Swanson to approve the 2014-15 Audit Report.  
Public comment: none  
Motion CARRIED 5 – 0**

E. Review of Bus Ridership

Miller presented information to the Board.

Trustee Phillips expressed concerns over the danger of students walking in front of schools, believes that students on busses is the safest way to get them to and from school. Phillips noted it was a safety factor and a no-brainer, that during inclement weather the District should offer free bus ridership to students, that our schools are located on the busiest roadways in the city.

The Board discussed options and costs.

**MOTION Phillips/Paff to offer free Bus Ridership to all students for the 2016/17 school year.  
Public comment: none  
Motion DID NOT CARRY 2 – 3**

**Paff made a motion to reduce bus fees (Option 3) for the 2016/17 school year, no second.**

**The Board gave no further direction. No action taken.**

F. Board Calendar/Future Meetings

**No action taken.**

G. Walk-On Out of County/Overnight

**MOTION Crandell/Paff to approve the Walk-On Out of County/Overnight Activities.  
Public comment: none  
Motion CARRIED 5 – 0**

**XI. INFORMATION/DISCUSSION****A. Review of Extracurricular Activities**

Student Store/ASB Clerk Felicia Afifi and Miller presented information to the Board. The Board discussed this item.

**MOTION Swanson/Phillips to extend the meeting to 11:00 p.m.**

**Public comment: none**

**Motion CARRIED 5 – 0**

**B. California Department of Education Incentive Grant**

Pacific Grove High School Assistant Principal Sean Keller presented information to the Board. The presentation is available on the PGUSD website. The Board discussed this item. Porras commended Keller on his great leadership. The Board supported the District in moving forward with the grant.

**C. Review of the Governor's Budget Proposal for 2016-17**

Miller presented information to the Board. The Board discussed this item.

**D. Review of District Enrollment Projections for 2016-17**

Miller presented information to the Board. The Board discussed this item.

**E. Review of Property Tax Revenue for 2015-16**

Miller presented information to the Board. The Board discussed this item.

**F. Pacific Grove Unified School District Suspension Report**

Martinez presented information to the Board. The Board requested clarification and directed Martinez to bring back the item at a future meeting.

**G. Future Agenda Items**

Summer Site Construction Plans- February 4  
Landscape Master Plan- February 4  
Parent Technology Education Training Options

Suspension data will be brought back to a future meeting, per Board direction.

**XI. ADJOURNED**

11:02 p.m.

Approved and submitted:

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Dr. Ralph Gómez Porras  
Secretary to the Board

**SUBJECT:** Certificated Assignment Order #9

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

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**RECOMMENDATION:**

The administration recommends adoption of Certificated Assignment Order #9.

**BACKGROUND:**

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

**INFORMATION:**

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

**FISCAL IMPACT:**

Funding has been approved and allocated for these items.



**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
CERTIFICATED PERSONNEL ASSIGNMENT ORDER NO. 9  
February 4, 2016**

**ADDITIONAL TEMPORARY ASSIGNMENT:**

**AFTER-SCHOOL EL TUTORS**, 1.5 hours per week, paid per time sheet at the PGTA hourly instructional rate, effective January 4, 2016 through May 20, 2016 only (Title 3 funding)

Maria Miller

Juliana Dacuyan

**PACIFIC GROVE ADULT SCHOOL, WINTER SESSION**, temporary, hourly, according to placement on the Adult School certificated salary schedule, effective January 4, 2016 through March 19, 2016 and dependent upon sufficient enrollment

Last Name	First Name	Funding	Class	Hours per week	Column/Step
Sanjurjo	Laura	0000-1018	Spanish	2-4	A/1

**STIPENDS: 2015-16 Pacific Grove High School Winter Sports:**

Employee	Coaching Assignment	Stipend %	Funding Source
Dan Powers	Varsity Boys' Basketball	1.0	GF
Robin Lewis	JV Boys' Basketball	1.0	GF
Bo Buller	Varsity Girls' Basketball	1.0	GF
Travis Selfridge	Wrestling	1.0	GF
Bill Grant	Wrestling	0.50	GF
Mike Aguilera	Varsity Girls' Soccer	1.0	GF
Mike Aguilera	JV Girls' Soccer	1.0	GF
Nick Lackey	Varsity Boys' Soccer	1.0	GF
William Brown	JV Boys' Soccer	1.0	GF

**STIPENDS: 2015-16 Pacific Grove Middle School Winter Sports:**

Employee	Coaching Assignment	Stipend %	Funding Source
Dennis Rosen	Wrestling	1.0	Athletics

**SUBSTITUTES:**

Lucas Bensley

Rebecca Brown

**LONG-TERM SUB:**

Danielle Davenport, FGE Substitute 5<sup>th</sup> Grade, Long Term Daily rate, effective February 1, 2016 through May 27, 2016 (replaces Maryn Sanches LOA for maternity and child rearing)

**SUBJECT:** Classified Assignment Order #8

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

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**RECOMMENDATION:**

The administration recommends adoption of Classified Assignment Order #8.

**BACKGROUND:**

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

**INFORMATION:**

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

**FISCAL IMPACT:**

Funding has been approved and allocated for these items.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
CLASSIFIED PERSONNEL ORDER NO. 8  
February 4, 2016**

**CHANGE OF ASSIGNMENT/PROMOTION:**

Debbie Pinheiro, from FGE Instructional Assistant and Food Service I, to PGMS Food Service II, 3.25 hrs./day/180 days, Range 30, Step E, effective January 25, 2016 (replaces Fran Petty)

**SUBJECT:** Acceptance of Donations

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

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**RECOMMENDATION:**

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

**INFORMATION:**

During the past month the following donations were received:

**Forest Grove Elementary School**

None

**Robert H. Down Elementary School**

None

**Pacific Grove Middle School**

PGMS PTA

\$1,156 (Coach stipend for track)

**Pacific Grove High School**

None

**Pacific Grove Community High School**

None

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

None

**Pacific Grove Unified School District**

None

Ref: Donations

**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.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**

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

<u>DATE</u> <u>DESTINATION</u>	<u>STUDENTS/CLASS</u> <u>ACTIVITY</u>	<u>TRANSPORTATION</u>	<u>COST</u>	<u>FUNDING SOURCE</u>
Feb 11-13 San Jose SU San Jose, CA	PGHS Honor Choir Allstate Honor Choir Event	Auto	\$200	Student fees
Feb 24-27 Pasadena Civic Aud. Pasadena, CA	PGHS Honor Choir Western Div. Honor Choir Event	Auto	\$200	Student fees
March 11-15 Disneyland, Fullerton College Anaheim, CA	PGHS Choir Professional Vocal Workshop	Auto	\$350	Student fees, Donations
March 26-30 Various Locations Anaheim, CA	PGHS Baseball Team Anaheim Lions Club Baseball Tournament	Auto	\$2,200	Athletics
May 20 Santa Cruz Beach Boardwalk Santa Cruz, CA	PGMS 8 <sup>th</sup> Grade Class 8 <sup>th</sup> Grade Promotion Celebration	Charter Bus	\$10,068.75	Student fees
May 25 San Jose Tech Museum San Jose, CA	FG 5 <sup>th</sup> Grade Class 5 <sup>th</sup> Grade Promotion Celebration	Charter Bus	\$2,880	Student fees
May 25 Raging Waters Theme Park San Jose, CA	RD 5 <sup>th</sup> Grade Class 5 <sup>th</sup> Grade Promotion Celebration	Charter Bus	\$4,066.50	Student fees

RECEIVED  
JAN 8 X REC'DPACIFIC GROVE UNIFIED SCHOOL DISTRICT  
REQUEST FOR OFF CAMPUS ACTIVITYFAXED  
HS 1/22/16

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 Feb 11-13 Day of Activity Th-SPlace of Activity San Jose, CASchool PG HS Grade Level 9-12School Departure Time Th-7a AM X PMPickup Time From Place of Activity Sat 4 AM PM XName of Employee Accompanying Students Michelle BoulwareNumber of Adults 1 Number of Students 1Class or Club choirDescription of Activity Allstate Honor Choir (ALDA)Education Objective Participate in a select choir of students from the entire state.List All Stops San Jose State University, Fontaine Inn San JoseMeans of Transportation: ( ) 84 Passenger ( ) 72 Passenger ( ) 48 Passenger ( ) 18 Passenger  
( ) Charter (X) Auto\* ( ) Walk ( ) Other\*\*

\*#s 1, 2, 3, 5, 6, &amp; 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 Mrs  
(Teachers Initials)

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

3. Cost of Activity \$ 200

4. Cost of Transportation \$ \_\_\_\_\_

Total Cost (Activity + Transportation) \$ \_\_\_\_\_

5. Fund to be Charged for all activity expenses: ( ) Acct. Code  
(X) Students (ALREADY PAID) (X) Other6. Requested By Michelle Boulware Date 1/8/16  
Employee's Signature (Employee accompanying students on activity)7. Recommend Approval [Signature] Date 1/13/16  
Principal's SignatureRECEIVED  
JAN 14 2015

## Transportation Department/District Office Use Only

Bus(s) ( ) Available ( ) Not Available Date Received 1-14-16

Cost Estimate \$ \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_

Approved By [Signature] Transportation Supervisor Date 1/14/16

Assistant Superintendent

Date of Board Approval February 4, 2016 Updated 7/24/14



**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
REQUEST FOR OFF CAMPUS ACTIVITY**

**FAXED**  
HS 1/24/16

0.338 X 8 NVR  
RECEIVED  
JAN 8 X 8 2016

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 2/24/16 - 2/27/16 Day of Activity W-Sat  
Place of Activity Pasadena, CA  
School PGHS Grade Level \_\_\_\_\_  
School Departure Time 7 AM AM X PM \_\_\_\_\_  
Pickup Time From Place of Activity 4 AM \_\_\_\_\_ PM X  
Name of Employee Accompanying Students Michelle Boulware  
Number of Adults 1 Number of Students 1  
Class or Club Choir  
Description of Activity ACDA Western Division Honor Choir  
Education Objective participate in select choir of students from 5 states.  
List All Stops Sheraton Pasadena, Pasadena Civic Auditorium  
Means of Transportation: ( ) 84 Passenger ( ) 72 Passenger ( ) 48 Passenger ( ) 18 Passenger  
( ) Charter (X) Auto\* ( ) Walk ( ) Other\*\* \_\_\_\_\_

\*#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 ms  
(Teachers Initials)

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

3. Cost of Activity \$ 200

4. Cost of Transportation \$ \_\_\_\_\_

Total Cost (Activity + Transportation) \$ \_\_\_\_\_

5. Fund to be Charged for all activity expenses: ( ) Acct. Code \_\_\_\_\_  
(X) Students (ALREADY PAID) (X) Other \_\_\_\_\_  
MICHELLE BOULWARE

6. Requested By Michelle Boulware Date 1/8/16  
Employee's Signature (Employee accompanying students on activity)

7. Recommend Approval [Signature] Date 1/8/16  
Principal's Signature

**RECEIVED**  
BY: \_\_\_\_\_  
JAN 14 2015

**Transportation Department/District Office Use Only**

Bus(s) ( ) Available ( ) Not Available

Date Received 1-14-16

Cost Estimate \$ \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_

Approved By [Signature] Transportation Supervisor Date 1/14/16

Date of Board Approval February 4, 2016 Assistant Superintendent

Updated 7/24/14



RECEIVED  
JAN 8 2016PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
REQUEST FOR OFF CAMPUS ACTIVITYFAXED  
451/22/16

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.

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**REQUEST MUST BE SUBMITTED AT LEAST TWO (2) WEEKS PRIOR TO BOARD MEETING**  
**PRIOR TO THE EVENT**

Date of Activity 3/11/16 - 3/15/16 Day of Activity F-TPlace of Activity ~~Orange~~ Anaheim, CASchool PGHS Grade Level 9-12School Departure Time Fri 3pm AM PMPickup Time **From** Place of Activity Tues 11 AM PMName of Employee Accompanying Students Michelle BoulwareNumber of Adults 5 Number of Students 30Class or Club ChoirDescription of Activity Participate in professional vocal workshop & performanceEducation Objective learn what it's like to be in a professional recording studio & performing spaceList All Stops Brookhurst Plaza Inn, Disneyland, Pirate Dinner adventure, Fullerton CollegeMeans of Transportation: ( ) 84 Passenger ( ) 72 Passenger ( ) 48 Passenger ( ) 18 Passenger  
( ) Charter (x) Auto\* ( ) Walk ( ) Other\*\*

\*#s 1, 2, 3, 5, 6, &amp; 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 ms  
(Teachers Initials)

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

3. Cost of Activity \$ 350

4. Cost of Transportation \$ \_\_\_\_\_

Total Cost (Activity + Transportation) \$ \_\_\_\_\_

5. Fund to be Charged for all activity expenses:

(x) Acct. Code WELLS FARGO CHORUS ACCOUNT ASIS  
(x) Students  
( ) Other6. Requested By Michelle Boulware Date 1/8/16

Employee's Signature (Employee accompanying students on activity)

7. Recommend Approval [Signature] Date 1/13/16

Principal's Signature

## Transportation Department/District Office Use Only

Bus(s) ( ) Available ( ) Not Available

Date Received 1-14-16

Cost Estimate \$ \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_

Transportation Supervisor

Approved By \_\_\_\_\_

Date 1/14/16

Assistant Superintendent

Date of Board Approval February 4, 2016

Updated 7/24/14



**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
REQUEST FOR OFF CAMPUS ACTIVITY**

Consent Agenda Item

**RECEIVED**  
JAN 12 2016

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 March 26-30-2016 Day of Activity Sat - Mon - Tues - Wed  
Place of Activity Anaheim Anaheim Lions Baseball Tournament - various locations  
School PGHS Grade Level 10 11 12  
School Departure Time 7:00 AM PM \_\_\_\_\_  
Pickup Time From Place of Activity \_\_\_\_\_ AM 6:00 PM \_\_\_\_\_  
Name of Employee Accompanying Students Gil Ruiz Head Baseball Coach  
Number of Adults 12 Number of Students 12  
Class or Club Baseball Team  
Description of Activity Baseball Tournament  
Education Objective same  
List All Stops Atascadero  
Means of Transportation: ( ) 84 Passenger ( ) 72 Passenger ( ) 48 Passenger ( ) 18 Passenger  
( ) Charter ( ☒ ) Auto\* ( ) Walk ( ) Other\*\* \_\_\_\_\_

**RECEIVED**  
JAN 8 X REC'D

\*#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 CMR  
(Teachers Initials)
2. If using vans, you MUST list who the drivers are. \_\_\_\_\_
3. Cost of Activity \$ 1,450.00 Tournament Fee - \$700.00  
Hotel Fee - \$350.00 \$145.00 night  
4. Cost of Transportation \$ 250.00 meal 15 4 coaches  
Fuel - 1250.00 Round Trip  
- 250.00  
Total Cost (Activity + Transportation) \$ 2,200.00
5. Fund to be Charged for all activity expenses: ( ☒ ) Acct. Code Baseball - Athletics  
( ) Students  
( ) Other \_\_\_\_\_
6. Requested By Gil Ruiz GIL RUIZ Date 1-6-16  
Employee's Signature (Employee accompanying students on activity)
7. Recommend Approval [Signature] Date 1/10/16  
Principal's Signature

**RECEIVED**  
JAN 14 2016

**Transportation Department/District Office Use Only**

Bus(s) ( ) Available ( ) Not Available Date Received 1-14-16  
Cost Estimate \$ \_\_\_\_\_  
Approved By \_\_\_\_\_ Date \_\_\_\_\_  
Approved By [Signature] Transportation Supervisor Date 1/14/16  
Assistant Superintendent  
Date of Board Approval February 4, 2016 Updated 7/24/14



PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
REQUEST FOR OFF CAMPUS ACTIVITY

**FAXED**  
ms-ftam

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 5/20/16 Day of Activity Friday  
Place of Activity Santa Cruz Beach Boardwalk  
School Middle School Grade Level 8th  
School Departure Time 9:45 AM ☒ PM ☐  
Pickup Time From Place of Activity 4:00 AM ☐ PM ☒  
Name of Employee Accompanying Students Jason Tovani  
Number of Adults 8 Number of Students 150  
Class or Club 8th Grade Class  
Description of Activity Picnic, B.B.Q, Theme Park  
Education Objective Celebrate Promotion to high school  
List All Stops None  
Means of Transportation: ( ) 84 Passenger ( ) 72 Passenger (X) 48 Passenger ( ) 18 Passenger  
( ) Charter ( ) Auto\* ( ) Walk ( ) Other\*\* 3 Buses

\*#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.	
3. Cost of Activity \$ <u>6450.00</u>	
4. Cost of Transportation \$ <u>3618.75</u>	
Total Cost (Activity + Transportation) \$ <u>10,068.75</u>	
5. Fund to be Charged for all activity expenses:	( ) Acct. Code
	(X) Students
	( ) Other
6. Requested By <u>JASON TOVANI - ATTACHED</u> Date _____	
Employee's Signature (Employee accompanying students on activity)	
7. Recommend Approval <u>Buck Roggeman</u> Date <u>5/18/15</u>	
Principal's Signature	

Transportation Department/District Office Use Only

Bus(s) ☒ Available ( ) Not Available

Date Received 5/28/15

Cost Estimate \$ 3618.75

Approved By [Signature] Transportation Supervisor

Date 1/26/16

Approved By [Signature] Assistant Superintendent

Date 5/26/15

Date of Board Approval February 4, 2016

Updated 7/24/14

**RECEIVED**

JAN 26 2016

PACIFIC GROVE  
UNIFIED SCHOOL DISTRICT

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
REQUEST FOR OFF CAMPUS ACTIVITY**

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.

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**REQUEST MUST BE SUBMITTED AT LEAST TWO (2) WEEKS PRIOR TO BOARD MEETING**  
**PRIOR TO THE EVENT**

Date of Activity 5/20/16 Day of Activity Friday  
Place of Activity Santa Cruz Beach Boardwalk  
School Middle School Grade Level 8th  
School Departure Time 9:45 AM ☒ PM ☐  
Pickup Time From Place of Activity 4:00 AM ☐ PM ☒  
Name of Employee Accompanying Students Jason Tovan  
Number of Adults 8 Number of Students 150  
Class or Club 8th Grade class  
Description of Activity Picnic, B.B.Q., Theme Park  
Education Objective Celebrate Promotion to high school  
List All Stops None  
Means of Transportation: ( ) 84 Passenger ( ) 72 Passenger 3 Buses (X) 48 Passenger ( ) 18 Passenger  
( ) Charter ( ) Auto\*\* ( ) Walk ( ) Other\*\*

\*#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) RT

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

3. Cost of Activity \$ 6450.00

4. Cost of Transportation \$ 3618.75

Total Cost (Activity + Transportation) \$ 10,068.75

5. Fund to be Charged for all activity expenses: ( ) Acct. Code \_\_\_\_\_  
(X) Students \_\_\_\_\_  
( ) Other \_\_\_\_\_

6. Requested By [Signature] Date 1/26/15  
Employee's Signature (Employee accompanying students on activity)

7. Recommend Approved By Bruce Roggenman Date 5/18/15  
Principal's Signature

\*\*\*\*\*  
Transportation Department/District Office Use Only

Bus(s) ☒ Available ( ) Not Available Date Received 5/28/15

Cost Estimate \$ 3618.75 Date 1/26/16

Approved By [Signature] Transportation Supervisor Date 5/20/15

Approved By [Signature] Assistant Superintendent

Date of Board Approval February 4, 2016 Updated 7/24/14





DISCOVERY  
11020 COMMERCIAL PARKWAY  
CASTROVILLE, CA 95012  
831-633-2877 831-633-7113 FAX

01/25/16 3:43pm

CHARTER ORDER CONFIRMATION

PAGE 1

Charter Number: 081270 IN

Charter Date: 05/20/16 FRI

Confirmation Date: 04/30/16

Customer Number: PACIFICG01  
PACIFIC GROVE UNIF SCHL DIST.  
TRANSPORTATION DEPT.  
435 HILLCREST AVE.

Home Phone: 831-372-7955

Work Phone: 831-646-6643

PACIFIC GROVE 93950

Contact: LISA STACKS

Group: PGMS TO SANTA CRUZ BOARDWALK

P.O. Number:

Remarks:

Drivers Requested:

Bus Type: R MCI 56 PAX

Salesperson: PAT DORR

Number of Passengers: 168

Number of Buses: 3

*----- L E A V E -----*				*----- A R R I V E -----*			
CITY	ST	DATE	TIME	CITY	ST	DATE	TIME
PACIFIC GROVE	CA	05/20/16	9.45	SANTA CRUZ	CA		
SANTA CRUZ	CA			PACIFIC GROVE	CA	05/20/16	17.30

\*----- P I C K U P I N F O R M A T I O N -----\*

PACIFIC GROVE MIDDLE SCHOOL 835 FOREST AVE \* PACIFIC GROVE

\*----- D E S T I N A T I O N I N F O R M A T I O N -----\*

SANTA CRUZ BOARDWALK \* BEACH ST \* SANTA CRUZ, CA

\*----- I T I N E R A R Y -----\*

DEPART BOARDWALK AT 16.00

Charter Grand Total	3618.75
Payments Received	.00
Balance Due	3618.75

#### ADDITIONAL TERMS & CONDITIONS

CANCELLATION FEE IF NOT CANCELLED 7 DAYS PRIOR TO DEPARTURE-\$100.00  
CANCELLATION FEE INCREASES AS DEPARTURE DATE APPROACHES  
CANCELLATION AT SPOT LOCATION--FULL AMOUNT OF CHARTER TRIP  
CHARTERING PARTY AND/OR CHARTERING AGENT RESPONSIBLE FOR ALL DAMAGES

\$100.00 DEPOSIT PER BUS DUE 10 DAYS AFTER RECEIPT OF CONFIRMATION  
REMAINING BALANCE DUE 10 DAYS PRIOR TO DEPARTURE  
MAKE CHECKS PAYABLE TO: DISCOVERY  
CHARTER GRAND TOTAL SUBJECT TO CHANGE IF ANY TRIP INFORMATION CHANGES  
PLEASE VERIFY & SIGN CONFIRMATION AND RETURN TO DISCOVERY

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

THANK YOU FOR USING DISCOVERY!



**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
REQUEST FOR OFF CAMPUS ACTIVITY**

**FAXED**  
FG 1/26/16

INSTRUCTIONS: Submit this form to the Transportation Department if transportation requires use of buses or vans. <sup>Trans</sup> 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.

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**REQUEST MUST BE SUBMITTED AT LEAST TWO (2) WEEKS PRIOR TO BOARD MEETING**  
**PRIOR TO THE EVENT**

Date of Activity May 25, 2016 Day of Activity Wednesday  
Place of Activity San Jose - Tech Museum of Innovation 201 S Market St. San Jose 95113  
School Forest Grove Grade Level 5  
School Departure Time 8:00 am AM PM  
Pickup Time From Place of Activity 1:30 pm AM PM  
Name of Employee Accompanying Students Panchez, Cardinali, Yant, Gordon  
Number of Adults 4 staff + Parent chap Number of Students 85  
Class or Club All 5th Grade FG Students  
Description of Activity Tech Museum Tour and IMAX movie  
Education Objective Science / Engineering exploration  
List All Stops FG, Tech Museum

Means of Transportation: ( ) 84 Passenger ( ) 72 Passenger ( ) 48 Passenger ( ) 18 Passenger  
# 2, 56 passengers (X) Charter ( ) Auto\* ( ) Walk ( ) Other\*\* Discovery

\*#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. _____		
3. Cost of Activity \$ <u>680.00</u>		
4. Cost of Transportation \$ <u>2200.00</u>		
Total Cost (Activity + Transportation) \$ <u>2880.00</u>		
5. Fund to be Charged for all activity expenses:	( ) Acct. Code	<u>5th Gr. Acer</u>
	( ) Students	
	( ) Other	
6. Requested By <u>M. Panchez</u>	Date <u>8/26/15</u>	
Employee's Signature (Employee accompanying students on activity)		
7. Recommend Approval <u>Buch Roggeman</u>	Date <u>8/31/15</u>	
Principal's Signature		

**Transportation Department/District Office Use Only**

Bus(s) (✓) Available ( ) Not Available

Date Received 9/9/15 **RECEIVED**

Cost Estimate \$ 2200.00

**JAN 26 2016**

Approved By Stacks  
Transportation Supervisor

Date 1-25-16

Approved By PM  
Assistant Superintendent

Date 9/14/15

Date of Board Approval February 4, 2016

Updated 7/24/14

**REVISED**  
1-25-16

DISCOVERY  
11020 COMMERCIAL PARKWAY  
CASTROVILLE, CA 95012  
831-633-2877 831-633-7113 FAX

01/25/16 3:43pm

CHARTER ORDER CONFIRMATION

PAGE 1

Charter Number: 081864 IN

Charter Date: 05/25/16 WED

Confirmation Date: 05/05/16

Customer Number: PACIFICG01  
PACIFIC GROVE UNIF SCHL DIST.  
TRANSPORTATION DEPT.  
435 HILLCREST AVE.  
PACIFIC GROVE 93950  
Contact: LISA STACKS  
Group: FORST GROVE ELEM TO TECH MUSEU

Home Phone: 831-372-7955  
Work Phone: 831-646-6643

P.O. Number:

Remarks:  
Drivers Requested:  
Bus Type: R MCI 56 PAX

Salesperson: JEANNE DORR  
Number of Passengers: 112  
Number of Buses: 2

*----- L E A V E -----*				*----- A R R I V E -----*			
CITY	ST	DATE	TIME	CITY	ST	DATE	TIME
PACIFIC GROVE	CA	05/25/16	8.00	SAN JOSE	CA		
SAN JOSE	CA			PACIFIC GROVE	CA	05/25/16	15.00

\*----- P I C K U P I N F O R M A T I O N -----\*

FOREST GROVE ELEM SCHOOL \* 1065 CONGRESS AVE \* PACIFIC GROVE

\*----- D E S T I N A T I O N I N F O R M A T I O N -----\*

TECH MUSEUM \* PARK & MARKET \* SAN JOSE, CA

\*----- I T I N E R A R Y -----\*

DEPART TECH MUSEUM AT 13.30

Charter Grand Total	2200.00
Payments Received	.00
Balance Due	2200.00

#### ADDITIONAL TERMS & CONDITIONS

CANCELLATION FEE IF NOT CANCELLED 7 DAYS PRIOR TO DEPARTURE-\$100.00  
CANCELLATION FEE INCREASES AS DEPARTURE DATE APPROACHES  
CANCELLATION AT SPOT LOCATION--FULL AMOUNT OF CHARTER TRIP  
CHARTERING PARTY AND/OR CHARTERING AGENT RESPONSIBLE FOR ALL DAMAGES

\$100.00 DEPOSIT PER BUS DUE 10 DAYS AFTER RECEIPT OF CONFIRMATION  
REMAINING BALANCE DUE 10 DAYS PRIOR TO DEPARTURE  
MAKE CHECKS PAYABLE TO: DISCOVERY  
CHARTER GRAND TOTAL SUBJECT TO CHANGE IF ANY TRIP INFORMATION CHANGES  
PLEASE VERIFY & SIGN CONFIRMATION AND RETURN TO DISCOVERY

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

THANK YOU FOR USING DISCOVERY!



**FAKED**  
RD FTRW 1/26/16

PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
REQUEST FOR OFF CAMPUS ACTIVITY

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.

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Date of Activity May 25, 2016 Day of Activity Wednesday  
Place of Activity Raging Waters  
School RHD Grade Level 5th  
School Departure Time 8:45 AM ☒ PM  
Pickup Time From Place of Activity 3:00 AM ☐ PM ☒  
Name of Employee Accompanying Students Mary Hserman, Stef Pechon, Kat Lippman  
Number of Adults 8 Number of Students 75  
Class or Club 5th graders of RHD  
Description of Activity Graduation activity  
Education Objective To celebrate their hard work all year.  
List All Stops \_\_\_\_\_  
Means of Transportation: ( ) 84 Passenger ( ) 72 Passenger ( ) 48 Passenger ( ) 18 Passenger  
( ) Charter ( ) Auto\* ( ) Walk ( ) Other\*\* 2 Buses

\*#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. \_\_\_\_\_

3. Cost of Activity \$ \$2000.00

4. Cost of Transportation \$ \$2,066.50 Total Cost (Activity + Transportation) \$ \$4066.50

5. Fund to be Charged for all activity expenses: ( ) Acct. Code \_\_\_\_\_  
(X) Students \_\_\_\_\_  
(X) Other 5th grade fund

6. Requested By Mary Hserman Date June 4, 2015  
Employee's Signature (Employee accompanying students on activity)

7. Recommend Approval [Signature] Date 6-5-15  
Principal's Signature

Transportation Department/District Office Use Only

Bus(s) ☒ Available ( ) Not Available Date Received 6/8/15

Cost Estimate \$ 2066.50

Approved By [Signature] Date 1/26/16

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
Transportation Supervisor

Date of Board Approval February 4, 2016 Date \_\_\_\_\_  
Assistant Superintendent

Updated 7/24/14

**RECEIVED**  
JAN 26 2016  
PACIFIC GROVE  
UNIFIED SCHOOL DISTRICT



**REVISED**  
1-25-16

DISCOVERY  
11020 COMMERCIAL PARKWAY  
CASTROVILLE, CA 95012  
831-633-2877 831-633-7113 FAX

01/25/16 3:43pm

CHARTER ORDER CONFIRMATION

PAGE 1

Charter Number: 081332 IN

Charter Date: 05/25/16 WED

Confirmation Date: 05/05/16

Customer Number: PACIFICG01  
PACIFIC GROVE UNIF SCHL DIST.  
TRANSPORTATION DEPT.  
435 HILLCREST AVE.  
PACIFIC GROVE 93950  
Contact: LISA STACKS  
Group: RHD 5TH TO RAGING WATERS

Home Phone: 831-372-7955  
Work Phone: 831-646-6643

P.O. Number:

Remarks:

Drivers Requested:

Bus Type: A MCI 47 PAX

Salesperson: PAT DORR

Number of Passengers: 94

Number of Buses: 2

*----- L E A V E -----*				*----- A R R I V E -----*			
CITY	ST	DATE	TIME	CITY	ST	DATE	TIME
PACIFIC GROVE	CA	05/25/16	8.45	SAN JOSE	CA		
SAN JOSE	CA			PACIFIC GROVE	CA	05/25/16	17.00

\*----- P I C K U P I N F O R M A T I O N -----\*

ROBERT DOWN ELEM \* 485 PINE AVE \* PACIFIC GROVE,

\*----- D E S T I N A T I O N I N F O R M A T I O N -----\*

RAGING WATERS \* 2333 W. WHITE RD \* SAN JOSE, CA

\*----- I T I N E R A R Y -----\*

DEPART SAN JOSE AT 15.00

Charter Grand Total	2066.50
Payments Received	.00
Balance Due	2066.50

#### ADDITIONAL TERMS & CONDITIONS

CANCELLATION FEE IF NOT CANCELLED 7 DAYS PRIOR TO DEPARTURE-\$100.00  
CANCELLATION FEE INCREASES AS DEPARTURE DATE APPROACHES  
CANCELLATION AT SPOT LOCATION--FULL AMOUNT OF CHARTER TRIP  
CHARTERING PARTY AND/OR CHARTERING AGENT RESPONSIBLE FOR ALL DAMAGES

\$100.00 DEPOSIT PER BUS DUE 10 DAYS AFTER RECEIPT OF CONFIRMATION  
REMAINING BALANCE DUE 10 DAYS PRIOR TO DEPARTURE  
MAKE CHECKS PAYABLE TO: DISCOVERY  
CHARTER GRAND TOTAL SUBJECT TO CHANGE IF ANY TRIP INFORMATION CHANGES  
PLEASE VERIFY & SIGN CONFIRMATION AND RETURN TO DISCOVERY

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

THANK YOU FOR USING DISCOVERY!

**SUBJECT:** Cash Receipts Report No. 5

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

---

**RECOMMENDATION:**

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

**BACKGROUND:**

The attached listing identifies Cash Receipts received by the District during the period of December 3, 2015 through January 27, 2016.

**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 # 5

December 3, 2015 - January 27, 2016

Date	Num	Name	Account	Amount
Dec 3, '15 - Jan 27, '16				
12/11/2015	17637	RETIREE INSURANCE	RETIREE INSURANCE	8,679.24
12/11/2015	17638	TEXTBOOKS	TEXT BOOK FEES	45.00
12/11/2015	17639	Forest Grove Elementary	TRANSPORTATION	217.25
12/11/2015	17640	PGHS ATHLETICS	DONATION	73.54
12/11/2015	17641	FPAC	custodial	450.00
12/11/2015	17642	PG&E	FACILITIES	2,000.00
12/11/2015	17643	Marina High School	FACILITIES	810.00
12/11/2015	17644	Fingerprinting	Fingerprint Fees	603.00
12/11/2015	17645	ADULT EDUCATION	ADULT EDUCATION	1,800.00
12/11/2015	17646	ADULT EDUCATION	CREDIT CARD SALES	16,207.05
12/11/2015	17647	BASRP-FG	BASRP	5,744.50
12/11/2015	17648	BASRP-RD	BASRP	7,778.75
12/11/2015	17649	BASRP-FG	BASRP	6,212.00
12/11/2015	17650	BASRP-RD	BASRP	5,260.50
12/14/2015	17651	ROP	Class Fees	40.00
12/14/2015	17652	Shoreline Community Church	custodial	400.00
12/14/2015	17653	Shoreline Community Church	FACILITIES	4,593.75
12/14/2015	17654	ADULT EDUCATION	ADULT EDUCATION	2,047.96
12/18/2015	17655	RETIREE INSURANCE	RETIREE INSURANCE	604.71
12/18/2015	17656	PG PRIDE	PG Pride	1,235.00
12/18/2015	17657	Braveheart Lacrosse	FACILITIES	270.00
12/18/2015	17658	Robert Down Elementary	DONATION	599.00
12/18/2015	17659	BUS PASS	BUS PASS	100.00
12/18/2015	17660	FG PTA	custodial	50.00
12/18/2015	17661	Porras, Ralph	MISC	60.00
12/18/2015	17662	Calvary High School	SPECIAL RESERVE	500.00
12/18/2015	17663	CHS	DONATION	148.25
12/18/2015	17664	BASRP-FG	BASRP	1,793.50
12/18/2015	17665	BASRP-RD	BASRP	3,401.00
1/8/2016	17666	BASRP-FG	BASRP	5,602.00
1/8/2016	17667	VOID	VOID	0.00
1/8/2016	17668	BASRP-RD	BASRP	10,568.19
1/8/2016	17669	BUS PASS	BUS PASS	360.00
1/8/2016	17670	PGMS	DONATION	5,100.00
1/8/2016	17671	Forest Grove Elementary	DONATION	267.00
1/8/2016	17672	Fingerprinting	Fingerprint Fees	510.00
1/8/2016	17673	MBCS/Monterey Bay Charter ...	FACILITIES	18,920.01
1/8/2016	17674	SCCOE	MAA	19,108.03
1/8/2016	17675	ADULT EDUCATION	ADULT EDUCATION	3,607.00
1/8/2016	17676	ADULT EDUCATION	ADULT EDUCATION	878.00
1/8/2016	17677	STATE OF CALIFORNIA	SP ED	1,321.99
1/8/2016	17678	STATE OF CALIFORNIA	SP ED	1,886.37
1/8/2016	17679	STATE OF CALIFORNIA	SP ED	734.23
1/8/2016	17680	STATE OF CALIFORNIA	PRESCHOOL	7,360.00
1/8/2016	17681	STATE OF CALIFORNIA	CAFETERIA	1,428.93
1/8/2016	17682	STATE OF CALIFORNIA	CAFETERIA	19,064.58
1/8/2016	17683	RETIREE INSURANCE	RETIREE INSURANCE	5,529.98
1/20/2016	17684	RETIREE INSURANCE	RETIREE INSURANCE	7,220.17
1/20/2016	17685	ADULT EDUCATION	ADULT EDUCATION	15,475.57
1/20/2016	17686	Shoreline Community Church	FACILITIES	3,920.00
1/21/2016	17687	VOID	VOID	
1/21/2016	17688	BASRP-FG	BASRP	7,880.25
1/21/2016	17689	BASRP-RD	BASRP	7,946.75
1/21/2016	17690	ROP	Class Fees	40.00
1/21/2016	17691	ROP	Class Fees	45.00
1/21/2016	17692	ROP	Class Fees	150.00
1/21/2016	17693	ROP	Class Fees	695.00
1/21/2016	17694	ROP	Class Fees	365.00
1/21/2016	17695	ROP	Class Fees	1,350.00
1/21/2016	17696	ROP	Class Fees	740.00



Date	Num	Name	Account	Amount
1/21/2016	17697	BUS PASS	BUS PASS	200.00
1/21/2016	17698	ADULT EDUCATION	ADULT EDUCATION	5,200.00
1/21/2016	17699	Calvary High School	SPECIAL RESERVE	500.00
1/21/2016	17700	STATE OF CALIFORNIA	SP ED	2,115.49
1/21/2016	17701	PG&E	FACILITIES	1,000.00
1/21/2016	17702	Fingerprinting	Fingerprint Fees	1,086.00
1/22/2016	17703	Gold Star Buick	REFUND	32.00
1/22/2016	17704	VOID	VOID	
1/22/2016	17705	ASE - After School Enrichment	PAYROLL	3,300.00
1/22/2016	17706	PGMS PTA	PAYROLL	1,156.00
1/22/2016	17707	ROP	Class Fees	1,305.00
1/22/2016	17708	ROP	Class Fees	670.00
1/22/2016	17709	BASRP-FG	BASRP	3,220.50
1/22/2016	17710	BASRP-RD	BASRP	2,850.85
Dec 3, '15 - Jan 27, '16				<u>242,433.89</u>

**SUBJECT:** Revolving Cash Report No. 5

**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 December 3, 2015 through January 27, 2016.

**INFORMATION:**

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

**REVOLVING CASH  
BOARD REPORT # 5**

December 3, 2015 - January 27, 2016

Date	Num	Name	Account	Amount
Dec 3, '15 - Jan 27, '16				
12/4/2015	4979	Alexandra Semlali	LIBRARY FINES/FEES	-10.00
12/4/2015	4980	Julie Kavanaugh	LIBRARY FINES/FEES	-20.00
12/4/2015	4981	Megin Brown	LIBRARY FINES/FEES	-20.00
12/4/2015	4982	Jennifer Chapman	LIBRARY FINES/FEES	-20.00
12/14/2015		ANALYSIS CHARGE	FEES	-231.23
12/14/2015	4983	Hosanna Quintin	ADULT EDUCATION	-27.50
12/14/2015	4984	Priscilla Reyna	ADULT EDUCATION	-25.00
12/14/2015	4985	Jean-Pierre Faure	ADULT EDUCATION	-25.00
12/14/2015	4986	Jennifer Rhoads	ADULT EDUCATION	-120.00
12/15/2015	4987	Daniel Rainey	LIBRARY FINES/FEES	-68.00
12/17/2015	4988	Holly LeMaster	ADULT EDUCATION	-25.00
12/17/2015	4989	Mary Kay Riparetti	ADULT EDUCATION	-25.00
1/7/2016	4990	Candice Frederick	PAYROLL	-710.62
1/8/2016	4991	Sherri Yahyau	ADULT EDUCATION	-95.00
1/8/2016	4992	Frankie DeMartini	ADULT EDUCATION	-85.00
1/8/2016	4993	Michelle Long	ADULT EDUCATION	-85.00
1/8/2016	4994	Jonathan Trinqu	ADULT EDUCATION	-95.00
1/8/2016	4995	David Wilensky	ADULT EDUCATION	-50.00
1/8/2016	4996	Patricia Jones	ADULT EDUCATION	-150.00
1/8/2016	4997	Nicole Amaral	ADULT EDUCATION	-120.00
1/26/2016		ANALYSIS CHARGE	FEES	-208.38
1/26/2016	4998	Mr. Robin Lewis	TEXT BOOK FEES	-15.00
1/26/2016	4999	Onette McElroy	ADULT EDUCATION	-25.00
1/26/2016	5000	Alex Lorca	ADULT EDUCATION	-140.00
Dec 3, '15 - Jan 27, '16				<u>-2,395.73</u>

**SUBJECT:** Warrant Schedule 568

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

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**RECOMMENDATION:**

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

**BACKGROUND:**

The attached listing of warrants identifies payments made by the District during the noted time period from January 5, 2016 through January 29, 2016.

**INFORMATION:**

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

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

# PACIFIC GROVE UNIFIED SCHOOL DISTRICT

## WARRANT SCHEDULE NO. 568

### Warrants- Payroll

#### JANUARY 16

Certificated-	Regular 01/05/16	\$	0
	Regular 01/08/16	\$	8,899.41
	Regular 01/15/16	\$	0
	Regular 01/29/16	\$	1,354,599.94
Total Certificated		\$	<u>1,363,499.35</u>
Other-	Regular 01/05/16	\$	0
	Regular 01/08/16	\$	0
	Regular 01/15/16	\$	0
	Regular 01/29/16	\$	0
Total Other		\$	<u>0</u>
Classified-	Regular 01/05/16	\$	0
	Regular 01/08/16	\$	1,023.99
	Regular 01/15/16	\$	0
	Regular 01/29/16	\$	479,282.56
Total Classified		\$	<u>480,306.55</u>
<u>TOTAL PAYROLL</u>		\$	<u>1,843,805.90</u>

### Warrants- AP

Warrants <u>12206551</u> through <u>12206591</u> (01/12/16)	\$	<u>62,806.55</u>
Warrants <u>12207343</u> through <u>12207365</u> (01/14/16)	\$	<u>48,283.11</u>
Warrants <u>12207860</u> through <u>12207867</u> (01/19/16)	\$	<u>44,954.40</u>
Warrants <u>12208341</u> through <u>12208360</u> (01/21/16)	\$	<u>17,958.13</u>
<u>TOTAL WARRANTS</u>	\$	<u>2,017,808.09</u>



**SUBJECT:** Memorandum of Understanding between Pacific Grove USD and Carmel USD for the Placement of Special Education Students in Classrooms for Students with Moderate to Severe Disabilities

**PERSON RESPONSIBLE:** Clare Davies, Director of Student Services

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### **RECOMMENDATION:**

It is recommended that the Board review and approve the Memorandum of Understanding between PGUSD and CUSD for the placement of students with disabilities in classrooms for students with moderate to severe disabilities.

### **BACKGROUND:**

Carmel Unified School District has formerly placed students via MOUs with the Monterey County Office of Education (MCOE) and the Monterey Peninsula Unified School District (MPUSD). Carmel would like to expand placement options for their students with moderate to severe disabilities to include special classes in PGUSD.

### **INFORMATION:**

The MOU is attached for School Board review and approval. The Special Education Local Planning Association (SELPA) provided the template to create the formal agreement between the two school districts. This template is used for districts that operate regionalized operation of special education programs for many districts and it is used for districts that wish to enter into a cooperative agreement with only one other district.

By entering into this MOU with CUSD, we will create economy of scale and offset the cost of operating our special classes. The acceptance of individual students will be on a case by case basis and require renewal every school year. Students are placed through the IEP process and do not require inter-district transfer paperwork.

An Individual Service Agreement (ISA) is created for each student placed in our special classes. The ISA will detail the cost of tuition and related services (OT, Speech) for the school year and for Extended School Year (ESY). If a student requires a one to one aide and/or bus rider, CUSD will be responsible to provide the personnel directly. CUSD will provide bus transportation for their students.

### **FISCAL IMPACT:**

#### Projected Revenue:

Tuition per student (school year)	\$37,000 pro-rated by days of enrollment
Tuition per student (ESY)	\$3,625
Speech and Language Services	\$90.00 an hour
Occupational Therapy Services	\$90.00 an hour



# Monterey County Special Education Local Plan Area

## Regional Collaboration for Student Success

### Individual Services Agreement

This Individual Services Agreement (“ISA”) is made and entered into effective (Feb. 5, 2016) between (Pacific Grove Unified School District) (“district of operation”) and (Carmel Unified School District) (“district of residence”) in accordance with item 5 of the *Monterey County SELPA Agreement for Regional Operation of Special Education Programs*.

1. This ISA describes the services that the district of operation will provide to (insert student).
2. The district of operation will provide the following services:

Service	Frequency/Duration	Projected Cost
Special Class		
Related Service:		
Related Service:		
Related Service:		
Related Service:		
1:1 Assistant/Behavior Technician/Rider		
TOTAL COSTS		

3. The district of operation shall provide the services set forth in item 2 beginning (insert date).
4. This ISA shall terminate upon (check appropriate box):

- ☐ End of regular school year on June 30 (insert year)
- ☐ End of extended school year on (insert date)

This ISA may be amended by mutual consent of the parties.

5. The services set forth in this ISA shall be provided by fully qualified personnel with the appropriate credential or license in accordance with all relevant state requirements and the student’s IEP.
6. This ISA is intended to be interpreted consistent with the terms of the *Agreement for Regional Operation Special Education Programs*. In the event of any inconsistency between the two documents, the terms of the *Agreement for Regional Operation Special Education Programs* shall be controlling.

#### LEA OF OPERATION

By:

Clare Davies

Typed or Printed Name

Signature

Director of Student Services

Title

Date

#### LEA OF RESIDENCE

By:

Heath Rocha

Typed or Printed Name

Signature

Chief Student Services Officer

Title

Date



# Monterey County Special Education Local Plan Area

## Regional Collaboration for Student Success

### Agreement for Regional Operation of Special Education Programs

THIS AGREEMENT is entered into pursuant to the provisions of Part 30 of the Education Code of the State of California (commencing with Section 56000 et seq.) concerning the statewide operation of the Master Plan for Special Education, and in accordance with the provisions of the Individuals with Disabilities Education Act and Section 504 of Public Law 93-112, as amended, and state and federal regulations relating thereto. This Agreement is made by and between the Pacific Grove Unified School District, hereinafter referred to as LEA of operation, and the Carmel Unified School District, hereinafter referred to as the LEA/s of residence, participants in the Monterey County Special Education Local Plan Area, hereinafter referred to as SELPA.

The governing board of each participating LEA has approved this Agreement, and has authorized the execution of this Agreement by an authorized agent.

WHEREAS, each participating LEA's governing board has approved the *Monterey County Special Education Local Plan* and WHEREAS, this Agreement is written in furtherance of, and in accordance with said plan.

NOW THEREFORE, the aforesaid parties do hereby agree as follows:

#### 1. Period Of Agreement

This Agreement is effective for the period beginning February 5, 2016 and ending June 30 2016. This Agreement may be renewed at the end of that period. This agreement may be amended by mutual consent of the parties.

#### 2. Purpose Of Agreement

This Agreement governs the maintenance of a system for delivery of specified services to individuals with exceptional needs whose primary disability is Autism, Intellectual Disability, Emotional Disturbance, Traumatic Brain Injury, Orthopedic Impairment, Visual Impairment, Hard of Hearing, Speech and Language Impairment, Specific Learning Disability, Deaf/Blind, Deafness, Multiple Disabilities, and Other Health Impairment and who reside within the SELPA, and in accordance with the requirements of Education Code Section 56300 et seq.

This Agreement establishes the vehicle for the education of individuals with the above exceptional needs who reside within the SELPA in programs and classes conducted by the LEA of operation without any additional attendance agreements.

This Agreement defines the duties and responsibilities of each district for all program activities as specified in Education Code Section 56200 et seq.

#### 3. Definitions



## Monterey County Special Education Local Plan Area

### Regional Collaboration for Student Success

For the purposes of this Agreement the following definitions shall apply:

- a. LEA of operation – the LEA within the SELPA conducting special education programs and classes for individuals with exceptional needs on behalf of all LEAs within the SELPA or on behalf of several LEAs within a geographical region within the SELPA.
- b. LEA of residence – the LEA where the pupils attending classes conducted by the LEA of operation reside.

#### 4. Compliance Assurances

Each of the SELPA's participating LEAs, by signature to the SELPA local plan has already certified that the LEA will comply with the provisions of state and federal laws and regulations related to special education, participation in state program reviews, and participation in state-wide assessments. The provisions of any new laws that may become effective during the period of this Agreement which relate to special education program delivery shall be incorporated herein. In addition, the LEA of residence agrees to utilize the appropriate resources of regular education in accordance with California Education Code 56303 and California Code of Regulations, Title 5, Section 3021 et seq., prior to referral for special education services as specified herein.

#### 5. Individual Services Agreement

In addition to this agreement, the LEA of operation and the LEA of residence shall enter into an Individual Services Agreement (ISA) for each student served by the LEA of operation for the LEA of Residence. A separate ISA shall be required for the Extended School Year (ESY). The purpose of the ISA is to outline the specific services that shall be provided to the student and the projected cost for those services.

#### 6. Responsibilities of the LEA of Operation

The Pacific Grove Unified School District, as the LEA of operation, shall be responsible for the following:

- a. Implementation of the procedures for referrals, placements, IEP reviews, and reevaluations as specified in Part II, Chapter 8 of the *Monterey County SELPA Procedural Handbook*;
- b. Administrative support for the purposes of developing and implementing the regional program;
- c. Preparation of all required federal, state and local reports, and related accounting services;





## Monterey County Special Education Local Plan Area

### Regional Collaboration for Student Success

- d. Provision of classrooms and other facilities as required to appropriately house the programs and classes;
- e. Identifying which students intend to participate in ESY no later than April 30 and notifying the LEA of residence prior to May 10 regarding student intent to participate in ESY;
- f. Initiating an ISA for each student to be served for both the regular school year and the extended school year and presenting the proposed ISA(s) to the district of residence for approval;
- g. Providing for the coordination of investigation and response to compliance and due process complaints; and
- h. Provision of food services to pupils attending regional programs conducted hereunder consistent with food services provided to all students within the LEA of operation.

#### 7. Responsibilities Of The LEA Of Residence

The LEA of residence is responsible for the following:

- a. Implementation of the procedures for referrals, placements, IEP reviews, and reevaluations as specified in chapter 8 of the *Monterey County SELPA Procedural Handbook, Administrative Procedures*;
- b. Arranging and providing for special transportation for those pupils with exceptional needs who are enrolled in classes conducted hereunder;
- c. Signing and returning all ISAs for both the regular school year and ESY to the district of operation by the due date specified by the LEA of operation;
- d. Cooperation and collaboration with the LEA of operation in investigating and responding to compliance and due process complaints; and
- e. Retaining ultimate authority and responsibility for the provision of educational programs and services to its pupils regardless of who provides the programs and services.

#### 8. Suspensions And Expulsions

When a student is being considered for disciplinary action that may result in a change of placement (suspension in excess of 10 days or expulsion), the LEA of operation shall notify the LEA of residence immediately. The LEA of operation will complete the manifestation determination, review or revise a behavior plan, if appropriate, and schedule an IEP team meeting to review the manifestation determination and behavior



## Monterey County Special Education Local Plan Area

### Regional Collaboration for Student Success

plan. Beginning on the 11<sup>th</sup> day of suspension, the LEA of residence will offer an alternative interim placement pending the outcome of any expulsion hearing. The LEA of residence will hold the expulsion hearing within 30 days. If the student is expelled, the LEA of residence must provide for the student's educational needs during the period of expulsion

In the case of an expulsion, the LEA of residence shall notify the LEA of operation when the student has served the terms of his or her expulsion. The two LEAs will collaboratively schedule a re-entry IEP team meeting prior to the student returning to school. A representative from the LEA of residence will be required to attend the re-entry IEP meeting.

#### 9. Payment For Services

##### Regional Programs Operated by Monterey County Office of Education

Each participating LEA of residence shall be responsible for its portion of the excess cost of operating the regional program. Determination of excess cost and method of payment for students being placed in a Monterey County Office of Education special education program shall be determined as outlined in the *Memorandum of Agreement Regarding MCOE Provided Special Education Programs and Transportation*.

##### Regional Programs Operated by a District

Payment for placement of students enrolled in a regional program operated by a district within the SELPA shall be based upon the following:

##### *Special Class*

Excess cost shall be based upon the revenue specific to the class (including AB 602 allocation, Federal Local Assistance Entitlement allocation, ADA, other state or federal grants, and any one-time funds) minus the total expenses for operation of the class (including salaries; benefits; specialized materials and equipment; personnel development; travel and conference; mileage; and an indirect cost equal to that charged to LEAs by the Monterey County Office of Education for regional services, unless otherwise agreed to by both parties). A per pupil amount will then be determined by dividing the excess cost by the total average enrollment of special education students in the regional program for the year. Each district with students served in the regional program will be responsible for the per pupil rate multiplied by the number of its students placed in the class.

##### *Related Services*

The operating expense for each related service provider assigned to the regional class shall be calculated (including salaries, benefits, specialized materials and equipment,



## Monterey County Special Education Local Plan Area

### Regional Collaboration for Student Success

personnel development, travel and conference, mileage).

An average hourly rate shall be established for each type of related service based upon the prior year's actual expenditures. Each district with students enrolled in the class and provided with a related service, will be responsible for the hourly rate for each related service multiplied by the number of hours of service provided.

#### *Individual Services*

Each LEA of residence will be responsible for the full cost of services to an individual student, as outlined in the IEP. The decision to add a one-to-one instructional assistant to a student's IEP will only be made following the SELPA-approved process for determining need and with participation of a special education administrator/designee from the student's LEA of residence.

Using the three methods identified above, the LEA of operation will invoice each LEA of residence on a ☐ monthly, ☐ quarterly, or ☒ semi-annual basis. The LEA of operations shall provide the LEA of residence with the projected excess cost billback in the Individual Service Agreement for each student. Two times per year, the amount per student will be adjusted to reflect student exits and entries, changes in services required by the IEP, and actual expenditures for special classes and individual services.

Adjustments to the billback charge for any of these reasons shall be pro-rated based on a daily per student rate. Final adjustments required following the last regular invoice of the school year must be submitted prior to September 30 of the subsequent year. Backup for adjusted costs will include relevant IEP pages or entry and exit dates. The LEA of residence shall remit payment to the LEA of operation within 30 days.

#### 10. Hold Harmless and Indemnification

In compliance with the provisions of Section 895.4 of the Government Code of the State of California, each party hereto agrees to indemnify and hold the other party harmless from any and all liability, claims, loss, damages, judgments, penalties, costs, or expenses (including, without limitations, attorney's fees and court costs which are imposed upon or incurred by, or asserted against the Operating District) to persons or property arising out of, or resulting from, negligence acts or omissions of the indemnifying party.

#### 11. Insurance

The LEA of operation shall maintain a program of liability, property damage, worker's compensation and auto insurance in amounts adequate to protect the LEAs of residence as their interests may appear.

#### 12. Dispute Resolution



## Monterey County Special Education Local Plan Area

### Regional Collaboration for Student Success

For disputes between the parties related to this Agreement, said dispute shall be resolved by using the following dispute resolution process, also provided in the *Monterey County SELPA Procedural Handbook*:

If an LEA disagrees with a decision or practice of another LEA or the SELPA Office, that LEA has a responsibility to discuss and attempt resolution of the disagreement with the party or parties directly involved. The parties involved will present the issues to their respective superintendents, or designees, who will attempt to resolve the matter. Either party may request the direct assistance of the SELPA Executive Director, or his/her designee. In the event the issue has not been resolved, either party may request review by the Superintendent's Executive Committee. If either party disagrees with the recommendation of the SELPA Executive Committee, either party may request that the issue be placed on the SELPA Governance Council agenda for a decision.

In the event the initiating or other affected agencies disagree with a decision of the Governing Council, the dispute will be resolved through the following alternative dispute resolution procedure.

1. The dissatisfied party shall issue a written request for formal dispute resolution as described herein. The written request shall include a description of the concerns to be addressed, with sufficient specificity as to permit the receiving party to clearly comprehend the disagreement and to formulate a response to the disagreement. The written request shall be submitted to the SELPA Executive Director.
2. Within 5 days of receipt of the request, the SELPA Executive Director will request that a mediator be appointed. Mediation shall be offered through a neutral individual or agency as determined appropriate by the Monterey County SELPA Executive Director and acceptable to all parties. The SELPA shall be considered a participating party. Costs for mediation shall be assessed equally between all participating parties.
3. If the parties are unable to resolve their disagreement through mediation, the parties will request binding arbitration. Request for appointment of an arbitrator shall be made within 15 days following conclusion of the mediation process.

Arbitration shall be provided through neutral staff from American Arbitration Association (AAA) or another neutral agency as determined appropriate by the SELPA Executive Director and acceptable to all parties. The SELPA shall be considered a participating party. The decision of the arbitrator shall be final and binding upon all parties. The arbitration costs shall be assessed equally between all participating parties.

#### 13. Severability/Waiver





## Monterey County Special Education Local Plan Area

### Regional Collaboration for Student Success

- a. If any provision of this Agreement is determined to be illegal, unenforceable, or invalid, such provision shall in no way affect the validity of any other provision in this Agreement.
- b. No waiver of any provision of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. No waiver shall be binding unless executed in writing by the party making the waiver.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed by an agent authorized by each party's governing board as set forth below.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Pacific Grove Unified School District  
LEA OF OPERATION

By:

Dr. Ralph Porras  
Typed or Printed Name

\_\_\_\_\_  
Signature

Superintendent  
Title

\_\_\_\_\_  
Date

Carmel Unified School District  
LEA OF RESIDENCE

By:

Scott Laurence  
Typed or Printed Name

\_\_\_\_\_  
Signature

Superintendent  
Title

\_\_\_\_\_  
Date

**SUBJECT:** Contract for Sign Language Interpreter

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

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**RECOMMENDATION:**

It is recommended that the Board review and approve a contract for Sharon Neumann Solow, MA, CSC, SC:L to provide sign language interpretation for IEP meetings, student assessment and transition program graduation ceremony.

**BACKGROUND:**

Sign language interpretation is required for one special education student and one of the student's parents in order to fully engage in the IEP meeting process and in special education assessment.

**INFORMATION:**

Sharon Neumann Solow meets the CDE regulations for certification, licensing and registration for sign language interpreters. The regulations define an "educational interpreter" as any person who provides communication facilitation between students who are deaf or hard of hearing, and others, in the general education classroom and for other school related activities, including extracurricular activities, as designated in a student's IEP.

**FISCAL IMPACT:**

\$3,000 contracted services

\$250 an hour for a maximum of 12 hours

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT****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

Sharon Neumann Solow, MA, CSC, SC:L for services rendered as specified below.

**1. Scope of Service:**

Provide sign language interpretation for student who is deaf during testing, IEP meetings, and meetings as needed, and provide interpretation for parent who is deaf to support full participation.

**2. Expected outcome(s)**

School district will be compliant with the Americans With Disabilities Act and provide the needed support for individuals with disabilities.

**3. Dates of Service:**

SY 2015-16

**4. Financial Arrangements:**

\$250.00 an hour for a maximum of 12 hours, total financial impact \$3,000

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

Consultant: SNS Interpreting Soc.Sec. # \_\_\_\_\_

Address: 1184 Arroyo Dr., Pebble Beach, CA 93953

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.

## 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



**SUBJECT:** Telecommunications Project at Forest Grove Elementary School

**PERSON(S) RESPONSIBLE:** Matthew Kelly, Director of Facilities and Maintenance and  
Rick Miller, Assistant Superintendent

---

**RECOMMENDATION:**

The Administration recommends that the Board review and approve the contract for services with The Trinity Group, Tracy, California.

**BACKGROUND:**

Recent breakdown of the phone and communications system at Forest Grove School has caused the school to be without phone service. School staff has been using their personal cell phones and hand-held radios to communicate between classrooms and the office. There has also been limited incoming and outgoing phone service.

**INFORMATION:**

The Trinity Group will provide consulting and project management services per the attached Scope of Work letter, attached. The work should be completed within 30 days.

**FISCAL IMPACT:**

Measure A Tech Bond funds \$3,500.

***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:

**THE TRINITY GROUP**

<b>761 Petrig Street,</b>	<b>Tracy,</b>	<b>CA</b>	<b>95378-0810</b>
---------------------------	---------------	-----------	-------------------

<b>MAILING ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
------------------------	-------------	--------------	------------

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 February 5, 2016 and shall be completed on or before February 29, 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 rendered to the DISTRICT by the CONTRACTOR are as follows:

**Consulting and Project Management services for a replacement telecommunications phone system and voice processing system at Forest Grove Elementary School, per Scope of Work letter dated January 14, 2016.**

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

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

J. CONTRACTOR shall be paid:

\$3,500 for Forest Grove Elementary School

Source of Funds: District Tech Bond, Fund 21

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

- 1) Lump sum upon completion of services rendered.
- 2) X 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.

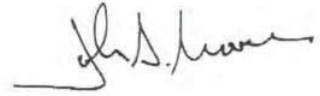
M. CONTRACTOR shall sign and submit a W-9 to DISTRICT prior to providing service.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

This Agreement is entered into this 25<sup>th</sup> day of January, 2016.

For the Site/Program:

For the Contractor:



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

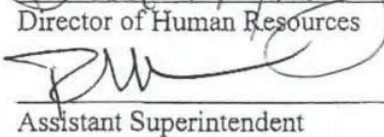
\_\_\_\_\_  
Name

For the District:

\_\_\_\_\_  
Principal

 1/25/16  
Director of Human Resources                      Date

\_\_\_\_\_  
Title  
1-25-2016

 1/25/16  
Assistant Superintendent                      Date

\_\_\_\_\_  
Date

\*\*\*\*\*

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

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

\_\_\_\_\_  
Date

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



**AGREEMENT FOR CONTRACTOR SERVICES (continued)**

This Agreement is entered into this 25<sup>th</sup> day of January, 2016.

For the Site/Program:

Matt Kelly 1-25-16  
Site/Program Administrator Date

For the Contractor:

\_\_\_\_\_  
Name

For the District:

Billie Manley 1/25/16  
Director of Human Resources Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

[Signature] 1/25/16  
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. -



January 14, 2016

Mr. Rick Miller  
**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
 435 Hillcrest Ave.  
 Pacific Grove, CA 93950

Dear **RICK**:

Subject: Consulting and Project Management Fee - Telecommunications and Voice Mail,  
 upgrade at Forest Grove School

The Trinity Group is pleased to submit our fee to provide Consulting and Project Management services for a replacement Telecommunications Phone System and Voice Processing System at Forest Grove Elementary School.

As discussed, our work scope for this project would include the following:

- Review of required system features and functions
- Review and recommendation of systems and associated/anticipated costs
- Preparation of bid specification, basic bid drawings showing phone station locations , switch locations, demolition, while utilizing existing cabling/wiring on site
- Bid phase services to include pre-bid job walk with contractors, answering any contractor questions during bid phase and evaluating contractor proposals/bids
- Construction review and administration, limited to 2 site visits during installation
- Close out with contractor and staff ensuring all documentation, programming and operation material is turned over to District for system

It is the intent that the system being replaced into Forest Grove will also set the standard for other phone system replacements within the District and allow migration to inter-district dialing and IP voice calls between all campuses over the fiber network in place.

Our fee for this work as delineated within will be \$3,500.00, which includes basic site plan, bid specs for new system and construction review and oversight. We are prepared to start work right away on this project to permit replacement of the system over a weekend or school break.

Our fee will be billed out in progress billings as follows:

Documents ready to bid per above	\$2000.00
Bid Phase	\$500.00
Construction Administration and Close Out	\$1,000.00
<b>Total</b>	<b>\$3,500.00</b>

OK Rick  
 1/14/16  
 OK BC ↔ Tech Bond  
 1/19/16

Consultants - Designers - Technology Project Managers  
 Data Networks - Telecommunications - Technology Integration - Fire Alarm/Life Safety

P.O. Box 810 — 761 Petrie Street Tracy, California 95378-0810 209.832.1293 voice 209.832.1376 facsimile

January 14, 2016

Mr. Rick Miller

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**

Subject: Consulting and Project Management Fee - Telecommunications and Voice Mail,  
upgrade at Forest Grove School

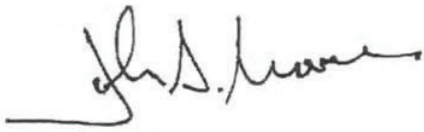
Page 2

Exclusions for this project are:

- front end bid documents, general conditions, etc.
- bid advertising

Please feel free to contact us should you have any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "John S. Moore". The signature is fluid and cursive, with a long horizontal stroke extending to the left.

John Stephen Moore  
Principal

Cc: Bruce Cates PGUSD

**SUBJECT:** Educator Effectiveness Funding

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

---

**RECOMMENDATION:**

The Administration recommends that the Board review and approve the expenditure plan for the Educator Effectiveness Funding.

**BACKGROUND:**

The Educator Effectiveness Funding plan was presented as a Public Hearing at the recent Board meeting on January 21, 2016. The Educator Effectiveness funding is available to school districts as one time money to provide professional development, coaching, and support services, as outlined in Section 58 of Assembly Bill (AB) 104, Chapter 13, Statutes of 2015 and amended by Section 8 of Senate Bill (SB) 103, Chapter 324, statutes of 2015. The California Department of Education will apportion funds to eligible Local Education Agencies (LEA) in two installments. The first apportionment reflecting approximately 80 percent of each LEA's entitlement will be released in December 2015. The remaining funds will be released in March 2016. The 2015-2016 calculated funding rate is approximately \$1,466 per full time equivalent (FTE) credentialed teacher and administrator determined by a 2014-2015 count of certificated staff reported through the California Longitudinal Pupil Achievement System (CALPADS). School districts have three years to spend the funds. LEA funding amounts were determined by a 2014-15 count of certificated staff reported through the California Longitudinal Pupil Achievement System (CALPADS).

LEAs are required to do both of the following as a condition of receiving funds:

1. Develop and adopt an expenditure plan, which must be explained during a public meeting of the governing board prior to its adoption at a subsequent meeting; and
2. Provide a detailed expenditure report to the CDE on or before July 1, 2018, that includes an accounting of specific purchases made and the number of teachers, administrators, and/or paraprofessionals who received professional development. The CDE will determine the format of this expenditure report.

LEAs are authorized to spend Educator Effectiveness funds over three fiscal years beginning in 2015-16 through 2017-18. The California Department of Education (CDE) has confirmed that LEAs will be allowed to apply their indirect cost rate to the Education Effectiveness funds. Additionally, LEAs are allowed to expend or encumber the funds prior to board approval of a plan pending two conditions:

1. The expenditures or encumbrances are for goods or services that occurred during the 2015-16 fiscal year
2. The expenditures are included in the final board-approved plan

In addition to the required expenditure report, Educator Effectiveness funds are subject to an LEA's annual independent audit and are restricted to any of the following purposes:

- Beginning teacher and administrator support and mentoring, including programs that support new teacher and administrator ability to teach or lead effectively and to meet induction requirements adopted by the Commission on Teacher Credentialing;



- Professional development, coaching, and support services for teachers who have been identified as needing improvement or additional support;
- Professional development for teachers and administrators that is aligned to state-adopted content standards; and
- To promote educator quality and effectiveness that may include training on mentoring and coaching certificated staff to support effective teaching and learning.

## INFORMATION:

Pacific Grove Unified will receive **\$178,036** for professional development in 2015-2016 school years as its entitlement for the Educator Effectiveness Program. With such sweeping changes in education, and supported with prior one time Common Core funding from the State of California, we made progress with on-going professional development as we adjusted curriculum and instruction through Cycles of Professional Learning to meet the new California State Standards for English Language Arts and Mathematics. Although we have made progress in the areas of English Language Arts and Math, our work to enhance professional practice must continue if we are to achieve the goals set forth in the Board approved Local Control Accountability Plan (LCAP) 2015-2018.

The work of the Instructional Leadership Teams is instrumental to current and future successes in ongoing professional learning to ensure all students have access to the high quality learning experiences required of the new standards.

It is our ongoing mission to continue to build teacher leaders that will guide and implement new professional learning based on cycles of action, analysis and reflection related to student learning outcomes. Site Instructional Leadership teams are vital to ongoing professional learning thus impacting student achievement and moving learning to the 21st century.

Additionally, we have new Next Generation Science Standards, adopted in September 2013, along with new English Language Development Standards that must be implemented to ensure our students are ready for the new state assessments in 2019. Furthermore, with the passage of Technology Bond (Measure A) and the technology hardware and software purchased for classrooms, we have a responsibility and duty to ensure the effective use of instructional technology in all classrooms ensuring equity for all students in all grades. Moreover, digital citizenship, which includes the safe, ethical, and responsible use of technology, must become a permanent, positive, and highly visible facet of school culture. Active parent partnership is crucial in order to reinforce and sustain true digital citizenship during and outside of school.

We have allocated the monies into five professional development categories: Instructional Leadership Team (ILT), English Language Arts, Math, Next Generation Science, and Educational Technology. We feel these are the most important categories for professional development and are aligned to the district's current LCAP plan goals 1 and 5. We also developed a professional development survey to capture how our teachers prefer to receive professional development and what areas were most desired.

## Expenditure Plan

Professional Development Focus Areas	2015-16 Expenditures	2016-17 Expenditures
<u>Instructional Leadership Teams</u> <ul style="list-style-type: none"> <li>Student Writing</li> <li>Leadership Training</li> <li>Student Data Analysis and Instruction</li> </ul> <u>Dr. Bonnie McGrath</u> <ul style="list-style-type: none"> <li>Facilitation</li> <li>2.5 day ILT training/site</li> </ul>	<ul style="list-style-type: none"> <li>Professional Learning: \$8760</li> <li>Stipends: \$28,314</li> <li>Consultant: \$14,100</li> </ul> (writing across all content areas)	<ul style="list-style-type: none"> <li>Professional Learning: \$3,650</li> <li>Stipends: \$22,377</li> <li>Consultant: \$10,800</li> </ul> (Data analysis and instruction)
<u>English Language Arts</u> English Language Development <ul style="list-style-type: none"> <li>Student writing calibration</li> <li>ELD Standards alignment</li> </ul>	<ul style="list-style-type: none"> <li>Professional learning: \$4,380</li> <li>Curriculum planning: \$2,044</li> </ul>	<ul style="list-style-type: none"> <li>Curriculum planning: Paid out of Curriculum Budget/Site allocations</li> </ul>
<u>Mathematics</u> <ul style="list-style-type: none"> <li>Curriculum planning</li> </ul>	<ul style="list-style-type: none"> <li>Professional learning: \$3,066</li> <li>Curriculum planning: \$730.</li> </ul>	<ul style="list-style-type: none"> <li>Curriculum planning: Paid out of Curriculum Budget/Site allocations</li> </ul>
<u>Next Generation Science</u> <ul style="list-style-type: none"> <li>Professional learning</li> <li>Curriculum planning</li> </ul>	<ul style="list-style-type: none"> <li>Professional learning: \$8,694</li> <li>Curriculum planning: \$5,256</li> </ul>	<ul style="list-style-type: none"> <li>Professional Learning: \$3,568</li> <li>Curriculum planning: \$8,760</li> </ul>
<u>Educational Technology</u> <ul style="list-style-type: none"> <li>Ed-tech Staff training</li> <li>Data systems and analysis</li> <li>Digital Citizenship</li> </ul>	<ul style="list-style-type: none"> <li>Professional learning: \$6,413</li> </ul>	<ul style="list-style-type: none"> <li>Professional learning: \$7,776</li> <li>Add Digital Learning Coaches (Elementary): (\$25,958)</li> </ul>
District indirect cost: \$13,388	\$81,757 **	\$82,891 **

**\*Professional learning: Costs associated include: release time (substitute cost), travel and registration costs for workshops, and District level teacher workshops.**

**\*Curriculum planning: release time (substitute costs) to plan and develop units of study and align assessments to measure student learning outcomes.**

**\*\*These are projected expenditures for each year and are subject to change depending on actual costs.**

## FISCAL IMPACT:

\$178,036

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

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

---

**RECOMMENDATION:**

The Administration recommends that the Board accept the Quarterly Treasurer's Report for the quarter ending December 31, 2015.

**BACKGROUND:**

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

**INFORMATION:**

As indicated in the attached Treasurer's Report, the current investment portfolio is "in compliance with all applicable provisions of state law and the adopted investment policy, and contains sufficient liquidity to meet all projected outflows over the next six months", and is currently returning an annualized yield of 0.71%.

**FISCAL IMPACT:**

None.



## Monterey County

### Board Order

168 West Alisal Street,  
1st Floor  
Salinas, CA 93901  
831.755.5066

Upon motion of Supervisor Salinas, seconded by Supervisor Armenta and carried by those members present, the Board of Supervisors hereby:

Received and accepted the Treasurer's Report of Investments for the Quarter Ending December 31, 2015.

PASSED AND ADOPTED on this 26th day of January 2016, by the following vote, to wit:

AYES: Supervisors Armenta, Phillips, Salinas, Parker and Potter


NOES: None

ABSENT: None

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 78 for the meeting on January 26, 2016.

Dated: January 26, 2016  
File ID: 16-089

Gail T. Borkowski, Clerk of the Board of Supervisors  
County of Monterey, State of California

By   
Deputy





# Monterey County

168 West Alisal Street,  
1st Floor  
Salinas, CA 93901  
831.755.5066

## Board Report

Legistar File Number: 16-089

January 26, 2016

Introduced: 1/19/2016

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

Receive and Accept the Treasurer's Report of Investments for the Quarter Ending December 31, 2015.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

Receive and Accept the Treasurer's Report of Investments for the Quarter Ending December 31, 2015.

### SUMMARY:

Government Code Section 53646 (b) (1) states the Treasurer may submit a quarterly report of investments. The attached exhibits provide a narrative portfolio review of economic and market conditions that support the investment activity during the October - December period, the investment portfolio position by investment type, a listing of historical Monterey County Treasury Pool yields versus benchmarks, and the investment portfolio by maturity range.

### DISCUSSION:

During the October - December quarter, yields on 2-year Treasuries began to increase based on the markets' expectation of a FOMC (Federal Open Market Committee) increase in the Fed Funds Rate. After being stuck at 0.00 - 0.25% for seven years, on December 16, 2015, the Fed decided to raise the target range for the federal funds rate to 0.25 - 0.50%. Their decision came after a period of recovery where the U.S. gross domestic product (GDP) grew by an average of 2.2%. Growth was broad-based, driven by inventories, fixed investment, imports, consumer spending and state and local government spending. However, the Committee also expressed that "economic conditions will evolve in a manner that will warrant only gradual increases in the federal funds rate".

On December 31, 2015, the Monterey County investment portfolio contained an amortized book value of \$1,308,756,427 spread among 87 separate securities and funds. The par value of those funds was \$1,305,914,105, with a market value of \$1,307,853,256 or 99.96% of amortized book value. The portfolio's net earned income yield for the period was 0.71%. The portfolio produced an estimated income of \$1,961,614 for the quarter which will be distributed proportionally to all agencies participating in the investment pool. The investment portfolio had a weighted average maturity of 518 days.

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

Legistar File Number: 16-089

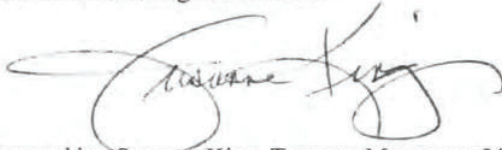
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OTHER AGENCY INVOLVEMENT:

A copy of this report will be distributed to all agencies participating in the County investment pool and the Treasury Oversight Committee. In addition, the report will be published on the County Treasurer's web site. A monthly report of investment transactions is provided to the Board of Supervisors as required by Government Code 53607.

FINANCING:

The investment portfolio contains sufficient liquidity to meet all projected expenditures over the next six months. We estimate that the investment earnings in the General Fund will be consistent with budgeted revenue.



Prepared by: Susanne King, Treasury Manager, x5490



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

Attachments:

Exhibit A - Investment Portfolio Review 12-31-15  
Exhibit B - Portfolio Management Report 12-31-15  
Exhibit C - Monterey County Historical Yields vs. Benchmarks  
Exhibit D - Aging Report 01-01-16

cc:

County Administrative Office  
County Counsel  
Auditor-Controller - Internal Audit Section  
All Depositors  
Treasury Oversight Committee

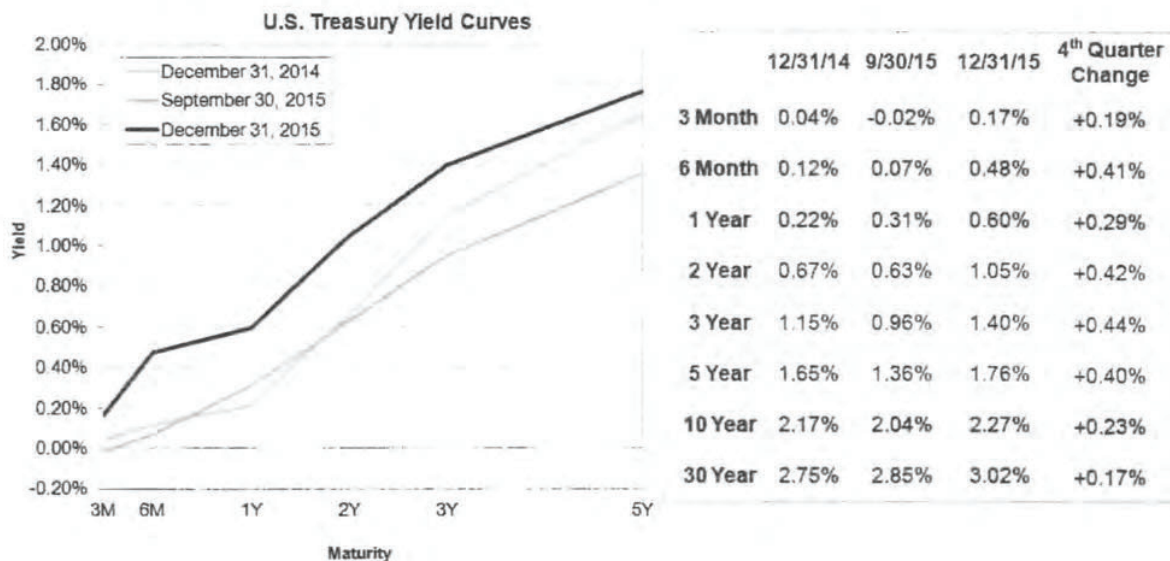
## Exhibit A Investment Portfolio Review Quarter Ending December 31, 2015

### Overview October 1, 2015 – December 31, 2015

During the October - December quarter, yields on 2-year Treasuries began to increase based on the markets' expectation of a FOMC increase in the Fed Funds Rate. After being stuck at 0.00 – 0.25% for seven years, on December 16<sup>th</sup>, the Fed decided to raise the target range for the federal funds rate to 0.25 – 0.50%. The Committee also expressed that “economic conditions will evolve in a manner that will warrant only gradual increases in the federal funds rate”.

### Yields Climb Higher!

- Yields across the curve increased leading up the Fed rate hike
- Yields in the 2-5 year range had the largest changes.



The County Treasury outperformed most portfolio benchmarks this quarter. Our investment strategy positions short term debt to provide liquidity and continues to take advantage of available higher yields on commercial paper and negotiable CDs as well as buying longer term treasury notes with attractive rates. The following indicators reflect key aspects of the County's investment portfolio in light of the above noted conditions:

1. Market Access – Access to U.S. Treasuries and Agency debt continues to be available. Yields on 2-year Treasuries increased dramatically during the fourth quarter as the market priced in an increase in the Fed Funds Target Rate. During the quarter, the majority of County investment purchases continue to be in U.S. Treasuries, with a continued small position in shorter term, highly rated Corporate Bonds, Commercial Paper and Negotiable



CDs. The Treasurer continues to keep a high level of liquid assets, reflecting the need to maintain levels of available cash to ensure the ability to meet all cash flow needs.

2. Diversification - The Monterey County Treasurer's portfolio consists of fixed income investments, all of which are authorized by the State of California Government Code 53601.

The portfolio asset spread is detailed in the table below:

Portfolio Asset Composition				
Corporate Assets	Liquid Assets	US Treasuries	Federal Agencies	Commercial Paper
10%	26%	25%	34%	5%

3. Credit Risk – Approximately 85% of the investment portfolio is comprised of U.S. Treasuries, Federal Agency securities and other liquid funds. All assets have an investment grade rating. U.S. Treasuries are not specifically rated, but are considered the safest of all investments. The corporate debt (10%) is rated in the higher levels of investment grade. All federal agency securities have AA ratings, or are guaranteed by the U.S. Treasury. The credit quality of the County's portfolio continues to be high.

The portfolio credit composition is detailed in the table below:

Portfolio Credit Composition									
AAA	AAAm	AA+	AA	AA-	A	A-1+	A-1 (Short-term)	Aaf/S1+ (CalTrust)	Not Rated (LAIF/MMF)
<1%	9%	61%	2%	2%	2%	2%	6%	11%	5%

4. Liquidity Risk – Liquidity risk, as measured by the ability of the County's Treasury to meet withdrawal demands on invested assets, was adequately managed during the October to December quarter. The portfolio's average weighted maturity was 518 days, and the County maintained \$333.3 million (26%) in overnight investments to provide immediate liquidity.



**PORTFOLIO CHARACTERISTICS**

	<b><u>September 30, 2015</u></b>	<b><u>December 31, 2015</u></b>
Total Assets	\$983,156,386	\$1,308,756,427
Market Value	\$983,495,594	\$1,307,853,256
Days to Maturity	407	518
Yield	0.69%	0.71%
Estimated Earnings	\$1,755,644	\$1,961,614

**FUTURE STRATEGY**

Ongoing improvement in employment data and housing starts are positive economic news. The Fed tightening at a slow pace along with moderate economic growth should provide a supportive environment for investment-grade credit. The acquisition of new corporate bonds, bank certificates of deposit (CDs) and commercial paper will continue to contribute positively to portfolio performance. The Treasurer has begun to ladder additional investments in the 2-3 year maturity range to take advantage of the higher yields offered in that part of the yield curve.

As long as the Federal Treasury continues to propose gradual increases in the fed funds rate the returns on the investments in the County's pool will remain at low levels. The portfolio is adequately positioned and has begun to take advantage of the changing market conditions.

## Exhibit B

**Monterey County  
Portfolio Management  
Portfolio Details - Investments  
December 31, 2015**

Page 1

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	Days to Maturity	Maturity Date
<b>Money Market Accts-GC 53601(k)(2)</b>												
SYS11672	11672	BlackRock			19,983,291.93	19,983,291.93	19,983,291.93	0.166			1	
SYS11801	11801	CalTrust			140,000,000.00	140,000,000.00	140,000,000.00	0.550	Aaa	AAA	1	
SYS11830	11830	Federated		07/01/2015	0.00	0.00	0.00	0.101	Aaa	AAA	1	
SYS11578	11578	Fidelity Investments			95,832,312.88	95,832,312.88	95,832,312.88	0.259	Aaa	AAA	1	
		<b>Subtotal and Average</b>	<b>255,091,785.00</b>		<b>255,815,604.81</b>	<b>255,815,604.81</b>					<b>1</b>	
<b>State Pool-GC 53601(p)</b>												
SYS11361	11361	LAIF			50,000,000.00	50,000,000.00	50,000,000.00	0.319			1	
		<b>Subtotal and Average</b>	<b>50,000,000.00</b>		<b>50,000,000.00</b>	<b>50,000,000.00</b>					<b>1</b>	
<b>CAMP-GC 56301(p)</b>												
SYS10379	10379	Calif. Asset Mgmt			26,500,000.00	26,500,000.00	26,500,000.00	0.209		AAA	1	
SYS11961	11961	Calif. Asset Mgmt			378,627.29	378,627.29	378,627.29	0.233		AAA	1	
		<b>Subtotal and Average</b>	<b>60,915,670.77</b>		<b>26,878,627.29</b>	<b>26,878,627.29</b>					<b>1</b>	
<b>SWEEP ACCOUNT-MORG STNLY</b>												
SYS12041	12041	Morgan Stanley		11/10/2015	629,872.52	629,872.52	629,872.52	0.082			1	
		<b>Subtotal and Average</b>	<b>9,849,963.62</b>		<b>629,872.52</b>	<b>629,872.52</b>					<b>1</b>	
<b>Negotiable CDs - GC 53601 (l)</b>												
40428AR58	12047	HSBC Securities		11/19/2015	14,000,000.00	14,000,000.00	14,000,000.00	1.540	Aa2	AA-	686	11/17/2017
83050FBC5	12046	Skandinaviska Enskilda Banken		11/17/2015	14,000,000.00	14,000,000.00	14,000,000.00	1.480	Aa3	A+	585	11/16/2017
86958DH54	12048	Svenska Handelsbanken NY		11/24/2015	14,000,000.00	13,995,380.00	14,000,000.00	0.828	Aa2	AA-	501	08/24/2017
		<b>Subtotal and Average</b>	<b>19,325,085.96</b>		<b>41,995,380.00</b>	<b>41,995,380.00</b>					<b>657</b>	
<b>Medium Term Notes - GC 53601(k)</b>												
084664BS9	12031	Berkshire Hathaway Finance		04/24/2015	10,000,000.00	10,080,700.00	10,119,066.67	1.600	Aa2	AA	500	05/15/2017
084670BD9	12036	Berkshire Hathaway Finance		09/16/2015	10,000,000.00	10,109,200.00	10,107,093.12	1.900	Aa2	AA	395	01/31/2017
166764AE0	12049	Chevron Corp. Global		11/25/2015	8,175,000.00	8,210,806.50	8,214,448.20	1.718	Aa1	AA	905	06/24/2018
36962G5W0	11855	General Electric		04/27/2012	5,000,000.00	5,080,000.00	4,998,267.89	2.300	A	AA	482	04/27/2017
36962G5W0	11856	General Electric		04/27/2012	5,000,000.00	5,080,000.00	5,001,983.33	2.300	A	AA	482	04/27/2017
369604BC6	12010	General Electric		01/23/2015	10,000,000.00	10,784,700.00	10,776,273.96	5.250	Aa	AA	705	12/06/2017
478160BF0	12000	Johnson & Johnson		12/23/2014	2,000,000.00	2,000,700.00	2,000,000.00	0.700	Aaa	AAA	332	11/28/2016
89233P5S1	11839	Toyota Motor Corporation		02/29/2012	5,000,000.00	5,056,950.00	5,023,206.02	2.050	Aa	AA	377	01/12/2017
											Portfolio INVT AP	

## Exhibit B

**Monterey County**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**December 31, 2015**

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	Days to Maturity	Maturity Date
<b>Medium Term Notes - GC 53601(k)</b>												
89236TCA1	12009	Toyota Motor Corporation		01/16/2015	10,000,000.00	9,999,000.00	10,033,696.65	1.450	Aa	AA	742	01/12/2018
89233P6S0	12018	Toyota Motor Corporation		03/30/2015	10,000,000.00	9,996,000.00	10,024,799.58	1.250	Aaa	AA	643	10/05/2017
94974BFG0	12021	Wells Fargo & Company		04/07/2015	10,000,000.00	10,018,900.00	10,067,246.25	1.500	Aaa	AA	746	01/16/2018
94974BFL9	12025	Wells Fargo & Company		04/13/2015	10,000,000.00	10,031,400.00	10,030,002.41	1.250	A2	A+	201	07/20/2016
		<b>Subtotal and Average</b>	<b>96,485,908.92</b>		<b>95,175,000.00</b>	<b>96,448,356.50</b>	<b>96,396,084.06</b>				<b>569</b>	
<b>Commercial Paper Disc.- GC 53601(h)</b>												
06538BDN0	12058	Bank of Tokyo-MiTS		12/22/2015	20,000,000.00	19,960,800.00	19,960,800.00	0.630	P-1	A-1	112	04/22/2016
09659BEP1	12057	BNP Paribas NY		12/22/2015	20,000,000.00	19,942,800.00	19,942,800.00	0.720	P-1	A-1	143	05/23/2016
21687AFP3	12059	Rabobank Nederland		12/22/2015	20,000,000.00	19,922,666.66	19,922,666.66	0.800	P-1	A-1	174	06/23/2016
		<b>Subtotal and Average</b>	<b>6,502,270.83</b>		<b>60,000,000.00</b>	<b>59,826,266.66</b>	<b>59,826,266.66</b>				<b>143</b>	
<b>Fed Agcy Coupon Sec - GC 53601(f)</b>												
3133EDSU7	11985	Federal Farm Credit Bank		08/15/2014	10,000,000.00	10,004,100.00	10,000,000.00	1.000	Aaa	AA	592	08/15/2017
3133EEBU3	11996	Federal Farm Credit Bank		11/26/2014	10,000,000.00	9,994,300.00	10,002,564.12	0.600	Aaa	AA	318	11/14/2016
3133EEFE5	12008	Federal Farm Credit Bank		01/12/2015	10,000,000.00	10,018,200.00	10,028,922.73	1.125	Aaa	AA	717	12/18/2017
3133EEMA5	12011	Federal Farm Credit Bank		01/30/2015	10,000,000.00	9,940,700.00	10,007,642.15	1.500	Aaa	AA	1,459	12/30/2019
3133EELZ1	12012	Federal Farm Credit Bank		02/02/2015	10,000,000.00	9,968,500.00	10,024,303.96	1.000	Aaa	AA	818	03/29/2018
3133EESZ4	12016	Federal Farm Credit Bank		03/25/2015	10,000,000.00	9,998,600.00	10,003,680.94	0.460	Aaa	AA	193	07/12/2016
3133EDMB5	12017	Federal Farm Credit Bank		03/26/2015	10,000,000.00	9,997,200.00	10,000,956.37	0.500	Aaa	AA	235	08/23/2016
3133EETE0	12020	Federal Farm Credit Bank		04/01/2015	10,000,000.00	10,003,600.00	10,041,674.74	1.125	Aaa	AA	801	03/12/2018
3133EE7M6	12038	Federal Farm Credit Bank		09/30/2015	10,000,000.00	9,965,100.00	10,005,800.32	0.650	Aaa	AA+	535	06/19/2017
313390EC7	11878	Federal Home Loan Bank		09/17/2012	10,000,000.00	9,962,000.00	9,983,511.70	0.750	Aaa	AA	616	09/08/2017
313370TW8	11898	Federal Home Loan Bank		12/05/2012	10,000,000.00	10,104,800.00	10,100,738.55	2.000	Aaa	AA	252	09/09/2016
313373SZ6	11913	Federal Home Loan Bank		04/02/2013	10,000,000.00	10,084,500.00	10,072,851.92	2.125	Aaa	AA	161	06/10/2016
313378AA3	11925	Federal Home Loan Bank		05/02/2013	10,000,000.00	10,058,800.00	10,132,340.70	1.375	Aaa	AA	798	03/09/2018
313383A68	11928	Federal Home Loan Bank		06/13/2013	10,000,000.00	9,925,600.00	10,000,000.00	1.080	Aaa	AA	894	06/13/2018
313378QK0	11966	Federal Home Loan Bank		04/04/2014	10,000,000.00	10,154,700.00	10,017,262.22	1.875	Aaa	AA	1,162	03/08/2019
3130A3J70	11997	Federal Home Loan Bank		12/12/2014	10,000,000.00	9,988,400.00	10,001,327.50	0.625	Aaa	AA	327	11/23/2016
313371PV2	11998	Federal Home Loan Bank		12/12/2014	10,000,000.00	10,090,600.00	10,086,079.22	1.625	Aaa	AA	343	12/09/2016
313371PV2	11999	Federal Home Loan Bank		12/12/2014	10,000,000.00	10,090,600.00	10,086,079.22	1.625	Aaa	AA	343	12/09/2016
3130A3UU6	12005	Federal Home Loan Bank		01/27/2015	10,000,000.00	10,003,100.00	10,000,000.00	0.875	Aaa	AA	392	01/27/2017
3130A4U42	12019	Federal Home Loan Bank		03/31/2015	10,000,000.00	9,988,900.00	10,008,118.27	0.800	Aaa	AA	546	06/30/2017
3130A4Q70	12032	Federal Home Loan Bank		04/23/2015	10,000,000.00	10,008,500.00	10,035,043.72	1.000	Aaa	AA+	686	11/17/2017
3133834R9	12034	Federal Home Loan Bank		04/23/2015	10,000,000.00	9,994,100.00	10,000,715.01	0.375	Aaa	AA+	175	06/24/2016
		<b>Portfolio INVT</b>										
		<b>AP</b>										



## Exhibit B

**Monterey County**  
**Portfolio Management**  
**Portfolio Details - Investments**  
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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	Days to Maturity	Maturity Date
<b>Fed Agcy Coupon Sec - GC 53601(f)</b>												
3130A6JW8	12037	Federal Home Loan Bank		09/30/2015	10,000,000.00	9,994,300.00	10,000,816.78	0.318			166	06/15/2016
3134G3S50	11887	Federal Home Loan Mtg Corp		11/30/2012	10,000,000.00	9,990,100.00	10,005,347.87	0.625	Aaa	AA	305	11/01/2016
3134G42M9	11916	Federal Home Loan Mtg Corp		04/25/2013	10,000,000.00	10,001,600.00	10,000,000.00	0.700	Aaa	AA	480	04/25/2017
3134G42G2	11917	Federal Home Loan Mtg Corp		04/30/2013	10,000,000.00	9,959,600.00	10,000,000.00	1.050	Aaa	AA	850	04/30/2018
3134G43F3	11920	Federal Home Loan Mtg Corp		04/30/2013	10,000,000.00	10,006,700.00	10,000,000.00	1.020	Aaa	AA	850	04/30/2018
3134G43V8	11923	Federal Home Loan Mtg Corp		05/15/2013	10,000,000.00	9,967,300.00	9,999,525.56	1.050	Aaa	AA	885	05/15/2018
3137EADJ5	11970	Federal Home Loan Mtg Corp		04/09/2014	10,000,000.00	10,017,600.00	9,995,374.35	1.000	Aaa	AA	574	07/28/2017
3137EADL0	11987	Federal Home Loan Mtg Corp		08/25/2014	10,000,000.00	10,007,000.00	9,982,715.91	1.000	Aaa	AA	637	09/29/2017
3134G5RF4	12024	Federal Home Loan Mtg Corp		04/06/2015	10,000,000.00	9,998,300.00	10,001,829.44	0.400			147	05/27/2016
3136G0B26	11874	Federal National Mtg Assn		09/27/2012	10,000,000.00	10,003,400.00	10,000,000.00	1.000	Aaa	AA	635	09/27/2017
3135G0NH2	11876	Federal National Mtg Assn		09/13/2012	10,000,000.00	9,947,900.00	9,998,004.49	0.950	Aaa	AA	600	08/23/2017
3136G14N6	11890	Federal National Mtg Assn		01/02/2013	10,000,000.00	9,957,700.00	9,997,507.74	0.750	Aaa	AA	544	06/28/2017
3135G0PP2	11903	Federal National Mtg Assn		01/18/2013	10,000,000.00	10,008,300.00	10,012,144.47	1.000	Aaa	AA	628	09/20/2017
3135G0UH4	11906	Federal National Mtg Assn		02/22/2013	10,000,000.00	9,919,000.00	10,000,000.00	1.200	Aaa	AA	783	02/22/2018
3135G0XA6	11924	Federal National Mtg Assn		05/21/2013	10,000,000.00	9,940,800.00	10,000,000.00	1.030	Aaa	AA	871	05/21/2018
3135G0XK4	11927	Federal National Mtg Assn		05/30/2013	10,000,000.00	9,951,300.00	10,000,000.00	1.050	Aaa	AA	875	05/25/2018
3135G0WJ8	11929	Federal National Mtg Assn		05/28/2013	10,000,000.00	9,921,400.00	9,960,525.38	0.875	Aaa	AA	871	05/21/2018
3135G0PQ0	11948	Federal National Mtg Assn		12/04/2013	10,000,000.00	9,979,000.00	9,967,105.17	0.875	Aaa	AA	664	10/26/2017
3135G0PQ0	12007	Federal National Mtg Assn		01/12/2015	10,000,000.00	9,979,000.00	9,995,498.51	0.875	Aaa	AA	664	10/26/2017
3136FTS67	12013	Federal National Mtg Assn		02/03/2015	10,000,000.00	10,065,100.00	10,166,830.60	1.700	Aaa	AA	1,153	02/27/2019
3135G0YM9	12033	Federal National Mtg Assn		04/23/2015	10,000,000.00	10,166,900.00	10,216,638.78	1.875	Aaa	AA+	991	09/18/2018
3135G0RT2	12039	Federal National Mtg Assn		10/22/2015	10,000,000.00	9,966,800.00	10,030,164.40	0.875	Aaa	AA+	719	12/20/2017
3135G0TG8	12040	Federal National Mtg Assn		10/22/2015	10,000,000.00	9,954,900.00	10,025,935.96	0.875	Aaa	AA+	769	02/08/2018
<b>Subtotal and Average</b>							<b>450,046,900.00</b>				<b>623</b>	
<b>Federal Agency Disc.-GC 53601(f)</b>							<b>450,995,578.77</b>					

**Federal Agency Disc.-GC 53601(f)**

Subtotal and Average 108,695.85

**US Treasury Note-GC 53601(b)**

912828VR8	11940	U.S. Treasury		08/29/2013	10,000,000.00	10,001,900.00	9,990,493.59	0.625	Aaa	AA	227	08/15/2016
912828UJ7	11988	U.S. Treasury		08/25/2014	10,000,000.00	9,969,500.00	9,933,914.66	0.875	Aaa	AA	761	01/31/2018
912828A34	12042	U.S. Treasury		11/10/2015	9,940,000.00	9,944,671.80	9,940,000.00	1.250	Aaa	AA	1,054	11/30/2018
912828PT1	12043	U.S. Treasury		11/16/2015	17,075,000.00	17,660,672.50	17,659,315.73	2.625	Aaa	AA	761	01/31/2018
912828A34	12044	U.S. Treasury		11/16/2015	17,000,000.00	17,007,990.00	17,020,369.37	1.250	Aaa	AA	1,064	11/30/2018
912828VE7	12045	U.S. Treasury		11/16/2015	17,000,000.00	16,950,870.00	16,973,493.38	1.000	Aaa	AA+	881	05/31/2018

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## Exhibit B

**Monterey County**  
**Portfolio Management**  
**Portfolio Details - Investments**  
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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	Days to Maturity
<b>US Treasury Note-GC 53601(b)</b>											
912828SJ0	12050	U.S. Treasury		11/25/2015	23,200,000.00	23,225,288.00	23,236,674.62	0.875	Aaa	AA+	424 02/28/2017
912828K82	12051	U.S. Treasury		11/25/2015	35,000,000.00	34,834,450.00	34,843,360.75	1.000	Aaa	AA+	957 08/15/2018
912828A34	12052	U.S. Treasury		11/25/2015	10,000,000.00	10,004,700.00	10,002,264.99	1.250	Aaa	AA	1,064 11/30/2018
912828VE7	12053	U.S. Treasury		11/25/2015	15,000,000.00	14,956,650.00	14,958,950.54	1.000	Aaa	AA+	881 05/31/2018
912828A75	12054	U.S. Treasury		12/04/2015	39,450,000.00	39,743,005.67	39,743,005.67	1.500	Aaa	AA+	1,095 12/31/2018
912828B33	12055	U.S. Treasury		12/18/2015	31,750,000.00	31,887,200.38	31,887,200.38	1.500	Aaa	AA+	1,126 01/31/2019
912828WD8	12056	U.S. Treasury		12/22/2015	40,000,000.00	40,015,475.34	40,015,475.34	1.250	Aaa	AA+	1,034 10/31/2018
912828B33	12061	U.S. Treasury		12/22/2015	20,000,000.00	20,090,601.62	20,090,601.62	1.500	Aaa	AA+	1,126 01/31/2019
912828VE7	12062	U.S. Treasury		12/22/2015	20,000,000.00	19,921,206.86	19,921,206.86	1.000	Aaa	AA+	881 05/31/2018
<b>Subtotal and Average</b>			<b>111,502,744.27</b>		<b>325,415,000.00</b>	<b>326,212,247.76</b>	<b>326,214,383.09</b>				<b>936</b>

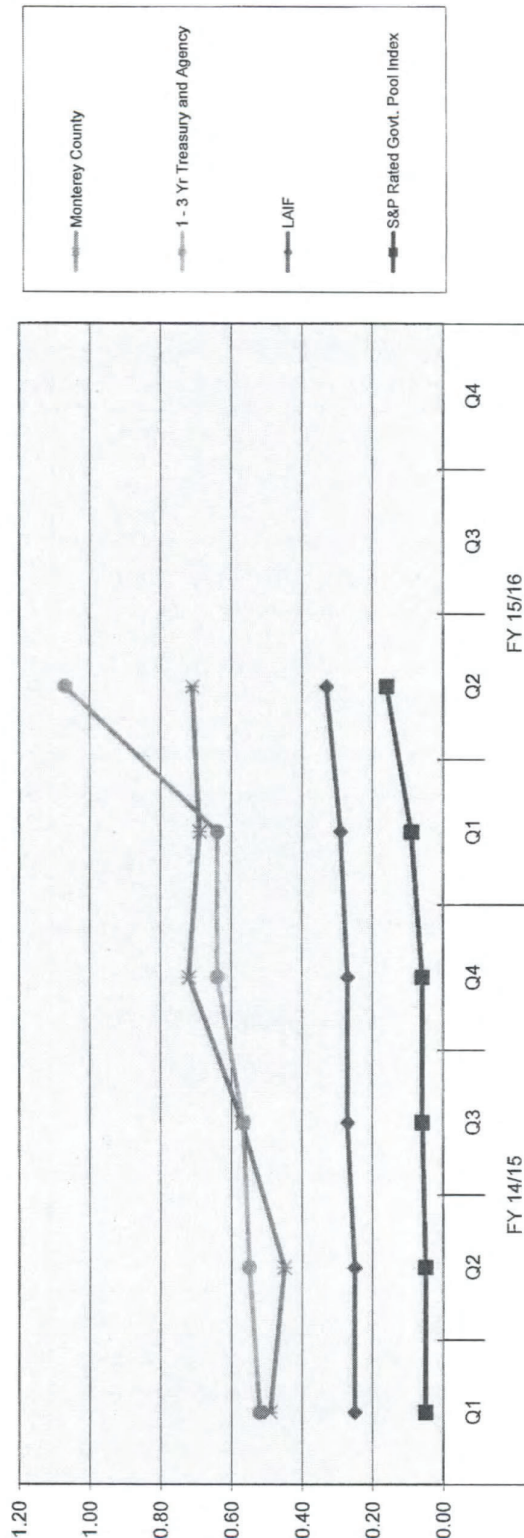
**Federal Agency Step Up-GC 53601(f)**

<b>Subtotal and Average</b>			<b>2,282,808.70</b>								
<b>Total and Average</b>			<b>1,101,861,843.14</b>		<b>1,305,914,104.62</b>	<b>1,307,853,255.54</b>	<b>1,308,756,427.20</b>				<b>518</b>

Portfolio INVT  
AP

## Exhibit C

### Monterey County Historical Yields vs. Benchmarks



Quarterly Yield	FY 14/15				FY 15/16			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	0.49	0.45	0.57	0.72	0.69	0.71	0.64	0.64
	0.25	0.25	0.27	0.27	0.29	0.33	0.29	0.33
	0.05	0.05	0.06	0.06	0.09	0.16	0.09	0.16

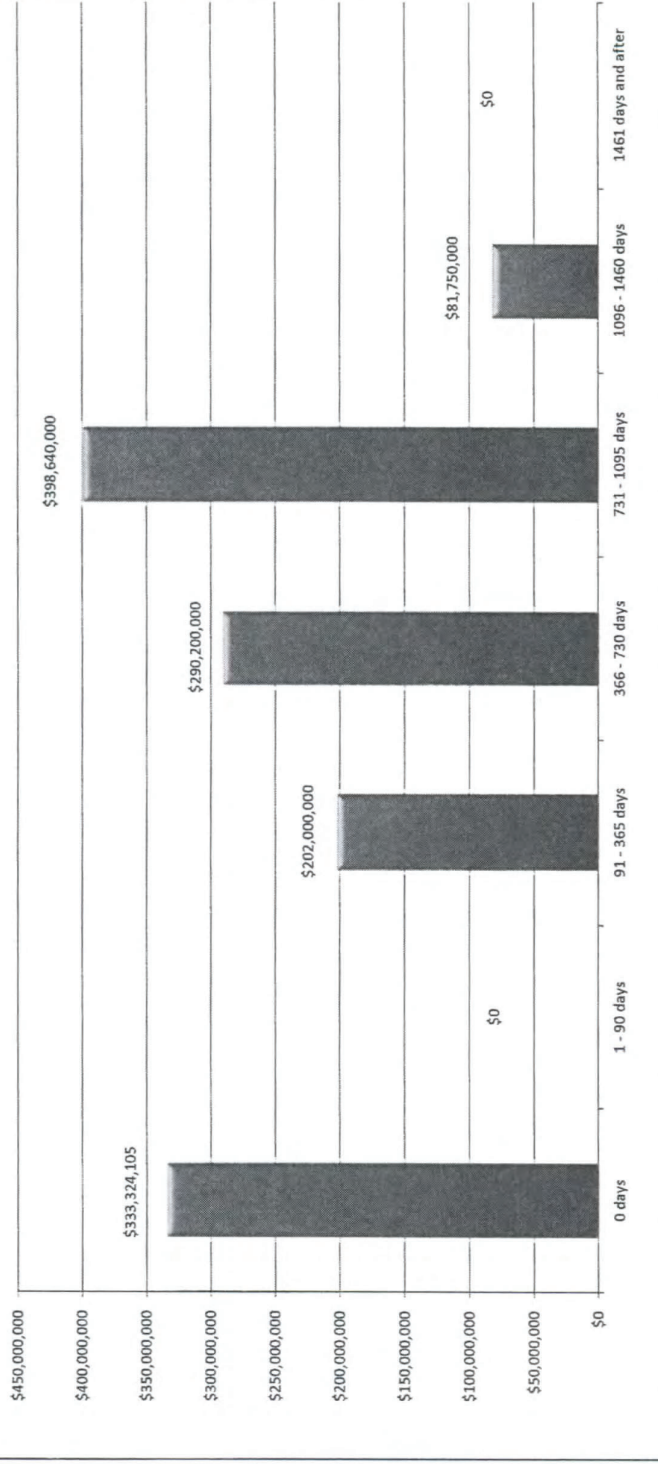
The S&P Index yields are obtained from Bloomberg  
 The 1-3 Yr Treas and Agy yields are obtained from the B of A Merrill Lynch Global Bond Indices/Bloomberg



**Exhibit D**  
**Monterey County**  
**Aging Report**  
**By Maturity Date**  
**As of January 1, 2016**

Aging Interval:	0 days	( 01/01/2016 - 01/01/2016 )	8 Maturities	333,324,104.62	25.52%	Current Book Value	Current Market Value
Aging Interval:	1 - 90 days	( 01/02/2016 - 03/31/2016 )	0 Maturities	0.00	0.00%	0.00	0.00
Aging Interval:	91 - 365 days	( 04/01/2016 - 12/31/2016 )	18 Maturities	202,000,000.00	15.47%	202,209,749.60	202,186,066.66
Aging Interval:	366 - 730 days	( 01/01/2017 - 12/31/2017 )	28 Maturities	290,200,000.00	22.22%	291,327,276.95	291,226,418.00
Aging Interval:	731 - 1095 days	( 01/01/2018 - 12/31/2018 )	28 Maturities	398,640,000.00	30.53%	399,725,759.06	399,978,364.26
Aging Interval:	1096 - 1460 days	( 01/01/2019 - 12/31/2019 )	5 Maturities	81,750,000.00	6.26%	82,169,536.97	82,138,302.00
Aging Interval:	1461 days and after	( 01/01/2020 - )	0 Maturities	0.00	0.00%	0.00	0.00
Total for 87 Investments				1,305,914,104.62	100.00	1,308,756,427.20	1,307,853,255.54

**Investments within the Aging Period**



**SUBJECT:** Acceptance of Donation from the Colad Charitable Trust

**PERSON(S) RESPONSIBLE:** Matt Bell, Pacific Grove High School Principal

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**RECOMMENDATION:**

The Administration recommends that the Board review and accept the \$20,000 donation from the Colad Charitable Trust.

**BACKGROUND:**

From time to time, the District receives sizable donations from donors for a specific purpose. Examples of such include the recent donation of funds for the purchase of physical books and equipment for our libraries, a matching donation toward athletic vans, funding to put a wood floor in the middle school gym and others.

**INFORMATION:**

The Colad Charitable Trust (which has funded other projects in the District) has donated \$20,000 specifically to provide an athletic trainer for the high school athletes and sports teams. Athletic Director, Todd Buller, has worked with a local sports medicine provider Monterey Peninsula Orthopedic Sports Medicine Institute to work in partnership to provide a trainer. If the Board accepts the Contract for Services included in this Board packet, they would be paid for their services from this donation until May 20. Unexpended funds would be used during the 2016-17 school year.

**FISCAL IMPACT:**

There is no negative financial impact by accepting the donation. The athletic program would receive and administer the grant.



**SUBJECT:** Acceptance of Contract for Services Rendered with Monterey Peninsula Orthopedic Sports Medicine Institute

**PERSON(S) RESPONSIBLE:** Matt Bell, Pacific Grove High School Principal

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**RECOMMENDATION:**

The Administration recommends that the Board review and accept the Contract for Services Rendered with Monterey Peninsula Orthopedic Sports Medicine Institute.

**BACKGROUND:**

Athletes on sports teams at Pacific Grove High School receive excellent and expert coaching from coaches who receive training from a variety of sources on coaching techniques, school routines and regulations, signs of concussions, and basic first aid and CPR. However, injury recovery, therapy, and prevention are not within the scope of the training. Therefore, students cannot receive consistent diagnosis and treatment which can prolong injuries or put students at risk for reinjury. More and more schools in the area and in the state are hiring trainers to address this issue although costs have proven to be a barrier for some schools.

**INFORMATION:**

Pacific Grove High School Athletic Director, Todd Buller, has developed a vision that includes having an athletic trainer at Pacific Grove High School. He was able to secure a \$20,000 donation from the Colad Charitable Trust specifically to provide an athletic trainer for the high school athletes and sports teams. He then worked with a local sports medicine provider Monterey Peninsula Orthopedic Sports Medicine Institute to work in partnership to provide a trainer for approximately two hours per day for the remainder of the semester at the rate of \$25/hour. The contract is not to exceed \$6,000 for this semester with the plan of resubmitting a contract for the 2016-17 school year if this semester is successful. The trainer would work with individual athletes and teams and attend appropriate contests where having a trainer would be beneficial. Additionally, the trainer would be able to work with our Sports Medicine students to give them first-hand experience in working with athletes. We anticipate using the unexpended funds from the donation during the 2016-17 school year.

**FISCAL IMPACT:**

Funds for this contract will be covered by a recent donation from the Colab Charitable Trust.

# Pacific Grove Unified School District

435 Hillcrest Avenue

Pacific Grove, CA 93950

## Contract for Services Rendered

This contract is an agreement between the Pacific Grove Unified School District and Monterey Peninsula Orthopedic Sports Medicine Institute for service rendered as specified below:

1. Scope of Service: to provide medical training for the Athletic Department at sporting events and practices
2. Evaluation and/or expected outcome(s): athletic training for our athletes and sports teams
3. Length of Contract: February 22<sup>nd</sup> 2016 – May 20<sup>th</sup> 2016 only
4. Financial Consideration: Consultant is to be paid at the rate of: \$25.00 per hour not to exceed 240 hours (\$6,000.00).
5. School Funding Source: Wells Fargo Bank Athletic Department Fund - #467

Consultant – Monterey Peninsula Orthopedic Sports Medicine Institute 10 Harris Court Building A, Suite A1 Monterey CA 93940

Signed:  /Phillip Belushi Date: 01/26/2016

District Employee:      or \*Independent Consultant (\*must sign and submit a W-9 prior to providing service) X W-9 received      Date:     


Site/Program Administrator:  Date: 1/26/16

Please check the appropriate area below:


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

X Contracted work was **NOT** assigned using the District's normal employment recruitment process. Please see attached Criteria Page to identify the reason.

## Signatures

  
(Director of Human Resources)

1/27/16  
(Date)

  
(Assistant Superintendent)

1/27/16  
(Date)

ALL SIGNATURES MUST BE OBTAINED BEFORE SERVICES ARE PROVIDED

## Contract for Services Criteria

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

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

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

1/26/15  
\_\_\_\_\_  
Date

Ref: Contract for Services Criteria

Revised 02/15



**SUBJECT:** First and/or Final Read: Board Policy and Regulation Update 1312.3 Uniform Complaint Procedures

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

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**RECOMMENDATION:**

The Administration recommends the Board review and approve the update to Board Policy and Regulations for Uniform Complaint Procedure as presented.

**BACKGROUND/INFORMATION/DESCRIPTION:**

This update to the Board Policy and Regulation 1312.3 for Uniform Complaint Procedures is necessary to meet government requirements including Pupil fees and LCAP.

**FUNDING:**

No change.



# Pacific Grove Unified School District

## Community Relations

## Policy #1312.3

### UNIFORM COMPLAINT PROCEDURES

Mandated

#### Policy

The Governing Board recognizes that the District is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs.

The District uniform complaint procedures (UCP) will be used to investigate the following complaints:

1. Any complaint alleging unlawful discrimination, harassment, intimidation, or bullying based on one or more of the following actual or perceived characteristics, or association with a person or group with one or more of the following actual or perceived characteristics: disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristics identified in Education Code sections 200 and 220, Government Code section 11135, or Penal Code section 422.55, in any District program or activity that receives or benefits from state financial assistance.

2. Complaints alleging failure to comply with state or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education programs, child care and development programs, child nutrition programs, foster and homeless youth services, and special education programs. (Title 5, Sections 4610, 4620)

3. Any complaint alleging District violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities. (Title 5, Section 4610)

4. Any complaint alleging the District's noncompliance with legal requirements related to the implementation of the Local Control and Accountability Plan (LCAP). (Education Code Section 52075)

The Board encourages the early, informal resolution of complaints at the site level whenever possible. In the event that issues are not resolved informally, a written complaint of alleged noncompliance by the District may be filed using the District's UCP Complaint form (Exhibit 1312.3(a)) in accordance with Administrative Regulation 1312.3.

Upon receipt of a written complaint from an individual, public agency or organization (Exhibit 1312.3(a)), uniform complaint procedures shall be initiated. The Superintendent or designee shall distribute full information about these procedures.

The parties may utilize alternative methods to resolve the allegations in a complaint, including, but not limited to mediation. (Title 5, Section 4631) The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate a mediation process before beginning a formal compliance investigation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

The Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis. (Title 5, Section 4621)

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination or participation in complaint procedures. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

# Pacific Grove Unified School District

## Community Relations

## Policy #1312.3

### UNIFORM COMPLAINT PROCEDURES

Mandated

Policy

#### Legal Reference:

#### EDUCATION CODE

200-262.3 Prohibition of discrimination

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18179 School libraries

35146 Closed sessions

35160 Authority of governing boards

44670.1-44671.5 School personnel staff development and resource centers

48985 Notices in language other than English

49013 Pupil fees

49060-49079 Student records

49490-49560 Child nutrition programs

51513 Personal beliefs

52000-52049.1 School improvement programs

52075 Local Control and Accountability Plan

52160-52178 Bilingual education programs

52300-52483 Vocational education

52500-52616.24 Adult schools

52800-52863 School-based coordinated programs

54000-54041 Economic impact aid programs

54100-54145 Miller-Unruh Basic Reading Act

54400-54425 Compensatory education programs

54440-54445 Migrant education

54460-54529 Compensatory education programs

56000-56885 Special education programs

59000-59300 Special schools and centers

64000 Consolidated application process

#### GOVERNMENT CODE

54957-54957.8 Closed sessions

#### CODE OF REGULATIONS, TITLE 5

3080 Application of section 4600-4671

4600 – 4671 Uniform Complaint Procedures

#### UNITED STATES CODE, TITLE 20

1221 – 1232g General Education Provisions Act

1681 – 1688 Discrimination based on sex or blindness, Title IX

#### CODE OF FEDERAL REGULATIONS, TITLE 34

100.1 – 100.13 Nondiscrimination

CSBA Date – 10/97

~~The Governing Board recognizes that the District is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs. The District shall follow uniform complaint procedures when addressing complaints alleging failure to comply with such laws and/or alleging discrimination based on any protected group including actual or~~

# Pacific Grove Unified School District

## Community Relations

## Policy #1312.3

### UNIFORM COMPLAINT PROCEDURES

Mandated

Policy

~~perceived sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, age, gender, color, or physical or mental disability, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity that receives or benefits from state financial assistance.~~

~~The District shall also follow uniform complaint procedures when addressing complaints alleging failure to comply with state or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and career technical and technical training programs, child care and development programs, child nutrition programs and special education programs. (Title 5, Section 4621)~~

~~The Board encourages the early, informal resolution of complaints at the site level whenever possible.~~

~~Upon receipt of a written complaint from an individual, public agency or organization (Exhibit 1312.3(a), uniform complaint procedures shall be initiated. The Superintendent or designee shall distribute full information about these procedures.~~

~~The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate a mediation process before beginning a formal compliance investigation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations. (Title 5, Section 4631)~~

~~The Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis. (Title 5, Section 4621)~~

# Pacific Grove Unified School District

Community Relations

Policy #1312.3

## UNIFORM COMPLAINT PROCEDURES

Mandated

Policy

~~The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination or participation in complaint procedures. Such participation shall not in any way affect the status, grades or work assignments of the complainant.~~

### Legal Reference:

#### EDUCATION CODE

~~200-262.3 Prohibition of discrimination~~

~~8200-8498 Child care and development programs~~

~~8500-8538 Adult basic education~~

~~18100-18179 School libraries~~

~~35146 Closed sessions~~

~~35160 Authority of governing boards~~

~~44670.1-44671.5 School personnel staff development and resource centers~~

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~~49060-49079 Student records~~

~~49490-49560 Child nutrition programs~~

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~~52000-52049.1 School improvement programs~~

~~52160-52178 Bilingual education programs~~

~~52300-52483 Vocational education~~

~~52500-52616.24 Adult schools~~

~~52800-52863 School-based coordinated programs~~

~~54000-54041 Economic impact aid programs~~

~~54100-54145 Miller-Unruh Basic Reading Act~~

~~54400-54425 Compensatory education programs~~

~~54440-54445 Migrant education~~

~~54460-54529 Compensatory education programs~~

~~56000-56885 Special education programs~~

~~59000-59300 Special schools and centers~~

~~64000 Consolidated application process~~

#### GOVERNMENT CODE

~~54957-54957.8 Closed sessions~~

#### CODE OF REGULATIONS, TITLE 5

~~3080 Application of section 4600-4671~~

~~4600 - 4671 Uniform Complaint Procedures~~

#### UNITED STATES CODE, TITLE 20



## Pacific Grove Unified School District

Community Relations

Policy #1312.3

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### UNIFORM COMPLAINT PROCEDURES

Mandated

Policy

~~1221 - 1232g General Education Provisions Act~~  
~~1681 - 1688 Discrimination based on sex or blindness, Title IX~~  
~~CODE OF FEDERAL REGULATIONS, TITLE 34~~  
~~100.1 - 100.13 Nondiscrimination~~

## Community Relations

## Policy #1312.3

**UNIFORM COMPLAINT PROCEDURES**

Mandated

## Policy

The Governing Board recognizes that the District is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs.

The District uniform complaint procedures (UCP) will be used to investigate the following complaints:

1. Any complaint alleging unlawful discrimination, harassment, intimidation, or bullying based on one or more of the following actual or perceived characteristics, or association with a person or group with one or more of the following actual or perceived characteristics: disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristics identified in Education Code sections 200 and 220, Government Code section 11135, or Penal Code section 422.55, in any District program or activity that receives or benefits from state financial assistance.
2. Complaints alleging failure to comply with state or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education programs, child care and development programs, child nutrition programs, foster and homeless youth services, and special education programs. (Title 5, Sections 4610, 4620)
3. Any complaint alleging District violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities. (Title 5, Section 4610)
4. Any complaint alleging the District's noncompliance with legal requirements related to the implementation of the Local Control and Accountability Plan (LCAP). (Education Code Section 52075)

The Board encourages the early, informal resolution of complaints at the site level whenever possible. In the event that issues are not resolved informally, a written complaint of alleged noncompliance by the District may be filed using the District's UCP Complaint form (Exhibit 1312.3(a)) in accordance with Administrative Regulation 1312.3.

Upon receipt of a written complaint from an individual, public agency or organization (Exhibit 1312.3(a)), uniform complaint procedures shall be initiated. The Superintendent or designee shall distribute full information about these procedures.

The parties may utilize alternative methods to resolve the allegations in a complaint, including, but not limited to mediation. (Title 5, Section 4631) The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate a mediation process before beginning a formal compliance investigation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

The Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis. (Title 5, Section 4621)

# Pacific Grove Unified School District

## Community Relations

## Policy #1312.3

### UNIFORM COMPLAINT PROCEDURES

Mandated

#### Policy

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#### Legal Reference:

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200-262.3 Prohibition of discrimination  
 8200-8498 Child care and development programs  
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 54100-54145 Miller-Unruh Basic Reading Act  
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 54957-54957.8 Closed sessions  
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 UNITED STATES CODE, TITLE 20  
 1221 – 1232g General Education Provisions Act  
 1681 – 1688 Discrimination based on sex or blindness, Title IX  
 CODE OF FEDERAL REGULATIONS, TITLE 34  
 100.1 – 100.13 Nondiscrimination  
 CSBA Date – 10/97

# Pacific Grove Unified School District

## Community Relations

## Regulation #1312.3

### UNIFORM COMPLAINT PROCEDURES

### Mandated Procedures

#### Compliance Officers

The Governing Board designates the following compliance officer/s who shall be responsible for initially receiving all complaints, investigating as appropriate and/or delegating to the appropriate Program Administrator to investigate and ensure District compliance with law: (Title 5, Section 4621)

Director, Human Resources  
435 Hillcrest Avenue  
Pacific Grove, CA 93950  
(831)-646-6507

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee. (Title 5, Section 4621)

#### Notifications

The Superintendent or designee shall meet the notification requirements of the Code of Regulations, Title 5, Section 4622, including the annual dissemination of District complaint procedures and information about available appeals, civil law remedies and conditions under which a complaint may be taken directly to the California Department of Education. The Superintendent or designee shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts or other public agencies.

The above notification shall state that complainants may seek help from agencies such as legal assistance agencies, local mediation centers or the county office of education. Local resources include:

- o Monterey County Office of Education
- o Department of Fair Employment and Housing
- o Office of Civil Rights
- o Equal Employment Opportunity Commission

#### Procedures

The following procedures shall be used to address ~~all~~ only the complaints specified in Board Policy 1312.3, ~~which allege that the District has violated federal or state laws or regulations governing educational programs.~~ Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with the Code of Regulations, Title 5, Section 4633~~2~~.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

#### ~~Step 1:~~ Filing of Complaint



# Pacific Grove Unified School District

## Community Relations

## Regulation #1312.3

### UNIFORM COMPLAINT PROCEDURES

### Mandated Procedures

#### 1. Complaints alleging unlawful discrimination, harassment, intimidation or bullying

In the event that issues are not resolved informally, any individual, public agency or organization may file a written complaint of alleged noncompliance by the District and may use the UCP Complaint form (Exhibit 1312.3 (a)).

Complaints alleging unlawful discrimination, harassment, intimidation or bullying may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination unless the time for filing is extended by the district superintendent or his or her designee, upon written request by the complainant setting forth the reasons for the extension. Such extension by the district superintendent or his or her designee shall be made in writing. The period for filing may be extended by the district superintendent or his or her designee for good cause for a period not to exceed 90 days following the expiration of the six month time period. The district superintendent shall respond immediately upon a receipt of a request for extension. (Title 5, Section 4630)

#### 2. Complaints alleging violations of federal or state law governing certain programs

A written complaint alleging District violation of applicable federal or state laws governing adult education programs, consolidated categorical aid programs, migrant education, career technical education and training programs, child care and development programs, child nutrition programs, foster and homeless youth services, or special education programs, may be filed by any individual, public agency, or organization. (Title 5, Section 4630)

#### 3. Complaints regarding pupil fees and LCAP violations

Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP, may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school. However, those complaints must be filed no later than one year from the date the alleged violation occurred. (Education Code Sections 49013, 52075; Title 5 Section 4630)

The complaint shall be presented to the Compliance Officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

# Pacific Grove Unified School District

## Community Relations

## Regulation #1312.3

### UNIFORM COMPLAINT PROCEDURES

### Mandated Procedures

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, District staff shall help him or her to file the complaint. (Title 5, Section 4600)

#### Step 2: Mediation

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the District's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (Title 5, Section 4631)

#### Step 3: Investigation of Complaint

The compliance officer will hold an investigative meeting with the complainant within five school days of receiving the complaint.

The complainant, and ~~and/or~~ his or her representative, ~~and the District's representatives shall also~~ will have an opportunity to present the complaint(s) and evidence or information leading to support the allegations of non-compliance with state and federal laws and/or regulations. (Title 5, Section 4631)

Parties to the dispute may discuss the complaint and question each other or each other's witnesses. If the complainant does not attend the meeting, the District representative will make a formal note of the occurrence and move forward in completing the investigation.

The District will investigate the complaint and issue the complainant a written report within 60 days from the date of the receipt of the complaint, unless the complainant agrees in writing to an extension of time. (Title 5, Section 4631)

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations. (Title 5, Section 4631)

Refusal by the District to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. (Title 5, Section 4631)

#### Step 4: Response

Page 3 of 4  
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Issued: July 16, 1998  
Reviewed: Sept. 5, 2002;  
Revised Sept. 4, 2008  
**February 4, 2016**

.CSBA: 10/97

# Pacific Grove Unified School District

## Community Relations

## Regulation #1312.3

### UNIFORM COMPLAINT PROCEDURES

### Mandated Procedures

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision is final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the District's initially receiving the complaint or within the time period that has been specified in a written agreement with the complainant. (Title 5, Section 4631)

#### Step 5: Final Written Decision

The report of the District's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the District shall arrange a meeting at which a community member will interpret it for the complainant.

This ~~report~~ written decision shall include:

1. The findings of fact based on the evidence gathered, ~~and disposition of the complaint, including corrective actions, if any~~ (Title 5, Section 4631)
2. ~~The rationale for the above disposition~~ (Title 5, Section 4631) ~~Conclusions of law,~~
3. ~~A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved~~ Disposition of the complaint,
4. ~~Notice of the complainant's right to appeal the decision to the California Department of Education, and procedures to be followed for initiating such an appeal~~ (Title 5, Section 4631) ~~The rationale for the disposition,~~
5. Corrective actions, if they are warranted, including, with respect to a pupil fee complaint, a remedy that comports with Education Code sections 49013(d) and Title 5, Section 4600(u).
6. Notice of the complainant's right to appeal the District's decision to the California Department of Education (CDE), and
7. Procedures to be followed for initiating an appeal to the CDE. (Title 5, Section 4631)

If an employee is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of District expectations. The report shall not give any further information as to the nature of the disciplinary action.

#### Appeals to the California Department of Education

If dissatisfied with the District's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the District's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. (Title 5, Section 4652)

# Pacific Grove Unified School District

## Community Relations

## Regulation #1312.3

### UNIFORM COMPLAINT PROCEDURES

### Mandated Procedures

When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the District's decision and must include a copy of the locally filed complaint and the District's decision. (Title 5, Section 4652)

See Policy #1312.3  
CSBA Date – 10/97

#### Compliance Officers

~~The Governing Board designates the following compliance officer/s who shall be responsible for initially receiving all complaints, investigating as appropriate and/or delegating to the appropriate Program Administrator to investigate and ensure District compliance with law: (Title 5, Section 4621)~~

~~— Director, Human Resources  
— 435 Hillcrest Avenue  
— Pacific Grove, Ca 93950  
— (831) 646-6507~~

~~The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee. (Title 5, Section 4621)~~

#### Notifications

~~The Superintendent or designee shall meet the notification requirements of the Code of Regulations, Title 5, Section 4622, including the annual dissemination of District complaint procedures and information about available appeals, civil law remedies and conditions under which a complaint may be taken directly to the California Department of Education. The Superintendent or designee shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts or other public agencies.~~

~~The above notification shall state that complainants may seek help from agencies such as legal assistance agencies, local mediation centers or the county office of education. Local resources include:~~

- ~~— • Monterey County Office of Education~~
- ~~— • Department of Fair Employment and Housing~~
- ~~— • Office of Civil Rights~~
- ~~— • Equal Employment Opportunity Commission~~

#### Procedures

~~The following procedures shall be used to address all complaints, which allege that the District has violated federal or state laws or regulations governing educational programs. Compliance officers~~



# Pacific Grove Unified School District

## Community Relations

## Regulation #1312.3

### UNIFORM COMPLAINT PROCEDURES

### Mandated Procedures

~~shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with the Code of Regulations, Title 5, Section 4632.~~

~~All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.~~

#### **Step 1: Filing of Complaint**

~~In the event that issues are not resolved informally, any individual, public agency or organization may file a written complaint of alleged noncompliance by the District and may use the UCP Complaint form (Exhibit 1312.3 (a)).~~

~~Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination unless the time for filing is extended by the district superintendent or his or her designee, upon written request by the complainant setting forth the reasons for the extension. Such extension by the district superintendent or his or her designee shall be made in writing. The period for filing may be extended by the district superintendent or his or her designee for good cause for a period not to exceed 90 days following the expiration of the six month time period. The district superintendent shall respond immediately upon a receipt of a request for extension. (Title 5, Section 4630)~~

~~The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.~~

~~If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, District staff shall help him/her to file the complaint. (Title 5, Section 4600)~~

#### **Step 2: Mediation**

~~Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.~~

~~Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.~~

~~If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.~~

# Pacific Grove Unified School District

## Community Relations

## Regulation #1312.3

### UNIFORM COMPLAINT PROCEDURES

### Mandated Procedures

~~The use of mediation shall not extend the District's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (Title 5, Section 4631)~~

#### **Step 3: Investigation of Complaint**

~~The compliance officer will hold an investigative meeting with the complainant within five school days of receiving the complaint.~~

~~The complainant and/or his/her representative and the District's representatives shall also have an opportunity to present the complaint(s) and evidence or information leading to support the allegations of non-compliance with state and federal laws and/or regulations. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. If the complainant does not attend the meeting, the District representative will make a formal note of the occurrence and move forward in completing the investigation. (Title 5, Section 4631)~~

#### **Step 4: Response**

~~Within 60 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the District's investigation and decision, as described in Step #5 below. (Title 5, Section 4631)~~

~~The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision is final.~~

~~If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the District's initially receiving the complaint or within the time period that has been specified in a written agreement with the complainant. (Title 5, Section 4631)~~

#### **Step 5: Final Written Decision**

~~The report of the District's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the District shall arrange a meeting at which a community member will interpret it for the complainant.~~

~~This report shall include:~~

- ~~1. The findings and disposition of the complaint, including corrective actions, if any (Title 5, Section 4631)~~
- ~~2. The rationale for the above disposition (Title 5, Section 4631)~~

# Pacific Grove Unified School District

Community Relations

Regulation #1312.3

## UNIFORM COMPLAINT PROCEDURES

Mandated Procedures

3. ~~A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved~~
4. ~~Notice of the complainant's right to appeal the decision to the California Department of Education, and procedures to be followed for initiating such an appeal (Title 5, Section 4631)~~

~~If an employee is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of District expectations. The report shall not give any further information as to the nature of the disciplinary action.~~

### ~~Appeals to the California Department of Education~~

~~If dissatisfied with the District's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the District's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. (Title 5, Section 4652)~~

~~When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the District's decision and must include a copy of the locally filed complaint and the District's decision. (Title 5, Section 4652)~~

**Pacific Grove Unified School District**

FINAL

**Community Relations****Regulation #1312.3****UNIFORM COMPLAINT PROCEDURES**

Mandated Procedures

**Compliance Officers**

The Governing Board designates the following compliance officer/s who shall be responsible for initially receiving all complaints, investigating as appropriate and/or delegating to the appropriate Program Administrator to investigate and ensure District compliance with law: (Title 5, Section 4621)

Director, Human Resources  
435 Hillcrest Avenue  
Pacific Grove, CA 93950  
(831)-646-6507

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee. (Title 5, Section 4621)

**Notifications**

The Superintendent or designee shall meet the notification requirements of the Code of Regulations, Title 5, Section 4622, including the annual dissemination of District complaint procedures and information about available appeals, civil law remedies and conditions under which a complaint may be taken directly to the California Department of Education. The Superintendent or designee shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts or other public agencies.

The above notification shall state that complainants may seek help from agencies such as legal assistance agencies, local mediation centers or the county office of education. Local resources include:

- o Monterey County Office of Education
- o Department of Fair Employment and Housing
- o Office of Civil Rights
- o Equal Employment Opportunity Commission

**Procedures**

The following procedures shall be used to address only the complaints specified in Board Policy 1312.3. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with the Code of Regulations, Title 5, Section 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

**Filing of Complaint****1. Complaints alleging unlawful discrimination, harassment, intimidation or bullying**

Complaints alleging unlawful discrimination, harassment, intimidation or bullying may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination unless the time for filing is



# Pacific Grove Unified School District

## Community Relations

## Regulation #1312.3

### UNIFORM COMPLAINT PROCEDURES

### Mandated Procedures

extended by the district superintendent or his or her designee, upon written request by the complainant setting forth the reasons for the extension. Such extension by the district superintendent or his or her designee shall be made in writing. The period for filing may be extended by the district superintendent or his or her designee for good cause for a period not to exceed 90 days following the expiration of the six month time period. The district superintendent shall respond immediately upon a receipt of a request for extension. (Title 5, Section 4630)

#### 2. Complaints alleging violations of federal or state law governing certain programs

A written complaint alleging District violation of applicable federal or state laws governing adult education programs, consolidated categorical aid programs, migrant education, career technical education and training programs, child care and development programs, child nutrition programs, foster and homeless youth services, or special education programs, may be filed by any individual, public agency, or organization. (Title 5, Section 4630)

#### 3. Complaints regarding pupil fees and LCAP violations

Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP, may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school. However, those complaints must be filed no later than one year from the date the alleged violation occurred. (Education Code Sections 49013, 52075; Title 5 Section 4630)

The complaint shall be presented to the Compliance Officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, District staff shall help him or her to file the complaint. (Title 5, Section 4600)

### **Mediation**

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the District's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (Title 5, Section 4631)

### **Investigation of Complaint**

# Pacific Grove Unified School District

## Community Relations

## Regulation #1312.3

### UNIFORM COMPLAINT PROCEDURES

### Mandated Procedures

The compliance officer will hold an investigative meeting with the complainant within five school days of receiving the complaint. The complainant, and his or her representative, will have an opportunity to present the complaint(s) and evidence or information leading to support the allegations of non-compliance with state and federal laws and/or regulations. (Title 5, Section 4631) Parties to the dispute may discuss the complaint and question each other or each other's witnesses. If the complainant does not attend the meeting, the District representative will make a formal note of the occurrence and move forward in completing the investigation.

The District will investigate the complaint and issue the complainant a written report within 60 days from the date of the receipt of the complaint, unless the complainant agrees in writing to an extension of time. (Title 5, Section 4631)

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations. (Title 5, Section 4631)

Refusal by the District to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. (Title 5, Section 4631)

#### Response

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision is final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the District's initially receiving the complaint or within the time period that has been specified in a written agreement with the complainant. (Title 5, Section 4631)

#### Final Written Decision

The report of the District's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the District shall arrange a meeting at which a community member will interpret it for the complainant.

This written decision shall include:

1. The findings of fact based on the evidence gathered,
2. Conclusions of law,
3. Disposition of the complaint,
4. The rationale for the disposition,

# Pacific Grove Unified School District

## Community Relations

## Regulation #1312.3

### UNIFORM COMPLAINT PROCEDURES

### Mandated Procedures

5. Corrective actions, if they are warranted, including, with respect to a pupil fee complaint, a remedy that comports with Education Code sections 49013(d) and Title 5, Section 4600(u).

6. Notice of the complainant's right to appeal the District's decision to the California Department of Education (CDE), and

7. Procedures to be followed for initiating an appeal to the CDE.  
(Title 5, Section 4631)

If an employee is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of District expectations. The report shall not give any further information as to the nature of the disciplinary action.

#### Appeals to the California Department of Education

If dissatisfied with the District's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the District's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. (Title 5, Section 4652)

When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the District's decision and must include a copy of the locally filed complaint and the District's decision. (Title 5, Section 4652)

See Policy #1312.3  
CSBA Date – 10/97

**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, 2015/16 School Year

Jan. 21	<b>Regular Board Meeting</b> ✓ Report on Governor's Budget Proposal ✓ Preliminary enrollment projection for 2016/17 ✓ Property Tax Update	Community High School (School Site Visit)
Feb. 4	<b>Regular Board Meeting</b> ✓ Budget projections and assumptions ✓ Possible personnel action presented as information ✓ Preliminary Review of Site Master Schedules	District Office
Mar. 3	<b>Regular Board Meeting</b> ✓ Second Interim Report ✓ Budget Revision #3 ✓ Possible personnel action (RIF) ✓ Open House schedules reviewed	District Office
Mar. 17	<b>Regular Board Meeting</b> ✓ Budget projections and assumptions ✓ Approve 2016/17 Board meeting calendar, Aug. – Dec. ✓ TRAN Resolution ✓ Williams/Valenzuela Uniform Complaint Report	District Office
Apr. 14	<b>Regular Board Meeting</b> ✓ Board Priorities for 2016/17 Instructional Program Design ✓ Review of Strategic plan and LCAP ✓ Begin Superintendent Evaluation ✓ California Day of the Teacher ✓ Week of the CSEA Employee	District Office
April 28	<b>Regular Board Meeting</b> ✓ Review of Site Master Schedules ✓ Review of Strategic plan and LCAP (as needed) ✓ Review of Facilities Depreciation Schedule	District Office
May 19	<b>Regular Board Meeting</b> ✓ Retiree Reception ✓ Review Bell Schedule for 2016/17 ✓ Identify Board member representatives for graduation ✓ Review Facility Use Fee Schedule ✓ LCAP Public Hearing ✓ Review Governor's revised budget ✓ Present 2016/17 Budget ✓ Public hearing on budget ✓ Year-end Budget Transfers Resolution ✓ Final Review of Site Master Schedules ✓ Williams/Valenzuela Uniform Complaint Report ✓ Budget Revisions #4 ✓ April Property Tax Review	District Office
June 2	<b>Regular Board Meeting</b> ✓ Adopt budget for 2016/17 ✓ Recommend approval of LCAP ✓ Complete Superintendent Evaluation	District Office
June 30	<b>Regular Board Meeting</b> ✓ Approval of contracts and purchase orders for 2016/17	District Office

**SUBJECT:** 2016 Summer Construction Projects

**PERSON RESPONSIBLE:** Matt Kelly, Director Facilities & Transportation

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**RECOMMENDATION:**

The Administration recommends that the Board review and provide feedback on Robert Down Lunch Area and Forest Grove Pick-Up and Drop-Off Projects being built Summer of 2016.

**BACKGROUND:**

The funding provided by Measure D has a remaining budget of \$481,215 which is designated for Forest Grove Elementary School. In October of 2014, a Facilities Master Plan was presented to the Forest Grove School Site Council by architect Oona Johnson. Part of the plan was a redesign of the Congress Avenue entrance to the School. At the April 16, 2015 meeting the Board of Trustees was presented with various design options for the Congress Ave entrance at Forest Grove. The Board approved Preliminary Design Option D1 with the exception of the curb/cutout.

At the May 21, 2015 meeting the Board of Trustees approved the Lease-Leaseback Contract for the Robert Down Lunch Area. A week after awarding the project the District, at the advice of legal council rejected the Contractor's bid because of the legality of Lease-Leaseback Contracts being tried in Fresno County.

**INFORMATION:**

- 1) David Peartree with Belli Architectural Group has resumed Architectural Services for the departed Oona Johnson on the Forest Grove Entry Project. The team has begun drafting design documents for submittal to the Department of the State Architect (DSA). The team is working closely with the City of Pacific Grove to design the striping improvements on Congress Ave as well as the tree removal onsite.
- 2) Since the Robert Down Lunch Area has already been approved by the Department of State Architect the project status is awaiting bidding this Spring. Both projects will be bid separately but at the same time.

**FISCAL IMPACT:**

An updated cost estimate will be presented at the Board Meeting.







DATE: 07/20/10  
BY: JRM  
REVISIONS:

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REVISIONS:

PROJECT: 008-484-001  
SHEET: 001 OF 09  
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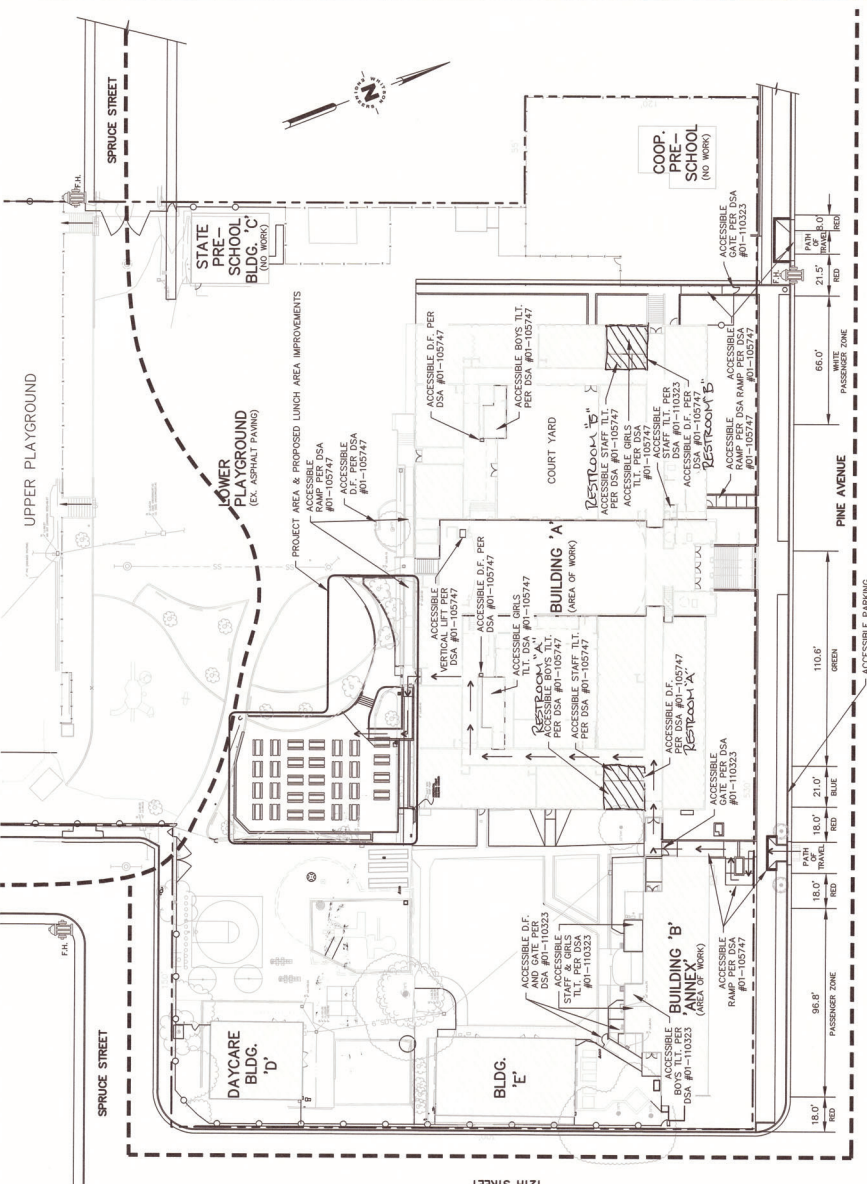
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BY: JRM  
REVISIONS:



**LEGEND:**

- LINE DENOTES FIRE TRUCK ACCESS
- PROPERTY LINE
- (E) FIRE HYDRANT

**GENERAL NOTES:**

- EVERYTHING IS EXISTING UNLESS OTHERWISE NOTED.
- ALL GATES IN P.O.T. SHALL BE ACCESSIBLE. GATES SHALL HAVE LEVER HARDWARE & 10" SMOOTH, UNINTERRUPTED SURFACE @ BOTTOM OF GATE.

**CAMPUS PLAN NOTES:**

- GATES AT PATH OF TRAVEL SHALL HAVE A SIGN WHICH READS: GATES TO REMAIN OPEN DURING SCHOOL HOURS: LETTERS TO BE "T" TALL CAPITALIZED TEXT.
- FOR GRATINGS LOCATED IN THE SURFACE OF ANY PEDESTRIAN WAYS AT PATH OF TRAVEL GRIDDINGS IN GRATES SHALL BE LIMITED TO 1/2" MAX. AND AT LEAST 48" IN WIDTH. SURFACE IS STABLE, FIRM AND SLIP RESISTANT. GRIDDINGS SHALL BE MAINTAINED FREE OF OVERHANGING PROTRUSIONS. GRIDDINGS SHALL BE MAINTAINED FREE OF OVERHANGING PROTRUSIONS. GRIDDINGS SHALL BE MAINTAINED FREE OF OVERHANGING PROTRUSIONS.

**ACCESSIBLE PATH OF TRAVEL:**

ACCESSIBLE PATH OF TRAVEL AS INDICATED ON PLAN IS A BARRIER FREE ACCESS ROUTE WITHOUT ANY ABSECT LEVEL CHANGES NOT EXCEEDING 1:12 MAX. SLOPE, OR VERTICAL LEVEL CHANGES NOT EXCEEDING 1/4" MAX. AND AT LEAST 48" IN WIDTH. SURFACE IS STABLE, FIRM AND SLIP RESISTANT. GRIDDINGS SHALL BE MAINTAINED FREE OF OVERHANGING PROTRUSIONS. GRIDDINGS SHALL BE MAINTAINED FREE OF OVERHANGING PROTRUSIONS. GRIDDINGS SHALL BE MAINTAINED FREE OF OVERHANGING PROTRUSIONS.

BUILDING CONSTRUCTION & ALTERATIONS				CODE ANALYSIS			
BUILDING IDEN.	BUILDING USE	DESCRIPTION	D.S.A. #	BUILDING IDEN.	BUILDING USE	CONST. TYPE	STORIES
A	CLASSROOMS/ AUDITORIUM	CONSTRUCTED - 1921	7234	A	CLASSROOMS/ AUDITORIUM	H-B	1
B	CLASSROOMS/ AUDITORIUM	ALTERATIONS - 1949	10482	B	CLASSROOMS/ AUDITORIUM	H-B	1
C	CLASSROOMS/ AUDITORIUM	ALTERATIONS - 1953	10482	C	CLASSROOMS/ AUDITORIUM	H-B	1
D	CLASSROOMS/ AUDITORIUM	MODERNIZATION - 1983	10482	D	CLASSROOMS/ AUDITORIUM	H-B	1
E	CLASSROOMS/ AUDITORIUM	MODERNIZATION - 1986	42708	E	CLASSROOMS/ AUDITORIUM	H-B	1
F	CLASSROOMS/ AUDITORIUM	MODERNIZATION - 2004	01-10314	F	CLASSROOMS/ AUDITORIUM	H-B	1
G	CLASSROOMS/ AUDITORIUM	MODERNIZATION - 2004	01-10314	G	CLASSROOMS/ AUDITORIUM	H-B	1
H	CLASSROOMS/ AUDITORIUM	MODERNIZATION - 2004	01-10314	H	CLASSROOMS/ AUDITORIUM	H-B	1
I	CLASSROOMS/ AUDITORIUM	MODERNIZATION - 2004	01-10314	I	CLASSROOMS/ AUDITORIUM	H-B	1
J	CLASSROOMS/ AUDITORIUM	MODERNIZATION - 2004	01-10314	J	CLASSROOMS/ AUDITORIUM	H-B	1
K	CLASSROOMS/ AUDITORIUM	MODERNIZATION - 2004	01-10314	K	CLASSROOMS/ AUDITORIUM	H-B	1
L	CLASSROOMS/ AUDITORIUM	MODERNIZATION - 2004	01-10314	L	CLASSROOMS/ AUDITORIUM	H-B	1
M	CLASSROOMS/ AUDITORIUM	MODERNIZATION - 2004	01-10314	M	CLASSROOMS/ AUDITORIUM	H-B	1
N	CLASSROOMS/ AUDITORIUM	MODERNIZATION - 2004	01-10314	N	CLASSROOMS/ AUDITORIUM	H-B	1
O	CLASSROOMS/ AUDITORIUM	MODERNIZATION - 2004	01-10314	O	CLASSROOMS/ AUDITORIUM	H-B	1
P	CLASSROOMS/ AUDITORIUM	MODERNIZATION - 2004	01-10314	P	CLASSROOMS/ AUDITORIUM	H-B	1
Q	CLASSROOMS/ AUDITORIUM	MODERNIZATION - 2004	01-10314	Q	CLASSROOMS/ AUDITORIUM	H-B	1
R	CLASSROOMS/ AUDITORIUM	MODERNIZATION - 2004	01-10314	R	CLASSROOMS/ AUDITORIUM	H-B	1
S	CLASSROOMS/ AUDITORIUM	MODERNIZATION - 2004	01-10314	S	CLASSROOMS/ AUDITORIUM	H-B	1
T	CLASSROOMS/ AUDITORIUM	MODERNIZATION - 2004	01-10314	T	CLASSROOMS/ AUDITORIUM	H-B	1
U	CLASSROOMS/ AUDITORIUM	MODERNIZATION - 2004	01-10314	U	CLASSROOMS/ AUDITORIUM	H-B	1
V	CLASSROOMS/ AUDITORIUM	MODERNIZATION - 2004	01-10314	V	CLASSROOMS/ AUDITORIUM	H-B	1
W	CLASSROOMS/ AUDITORIUM	MODERNIZATION - 2004	01-10314	W	CLASSROOMS/ AUDITORIUM	H-B	1
X	CLASSROOMS/ AUDITORIUM	MODERNIZATION - 2004	01-10314	X	CLASSROOMS/ AUDITORIUM	H-B	1
Y	CLASSROOMS/ AUDITORIUM	MODERNIZATION - 2004	01-10314	Y	CLASSROOMS/ AUDITORIUM	H-B	1
Z	CLASSROOMS/ AUDITORIUM	MODERNIZATION - 2004	01-10314	Z	CLASSROOMS/ AUDITORIUM	H-B	1

PROJECT: 008-484-001  
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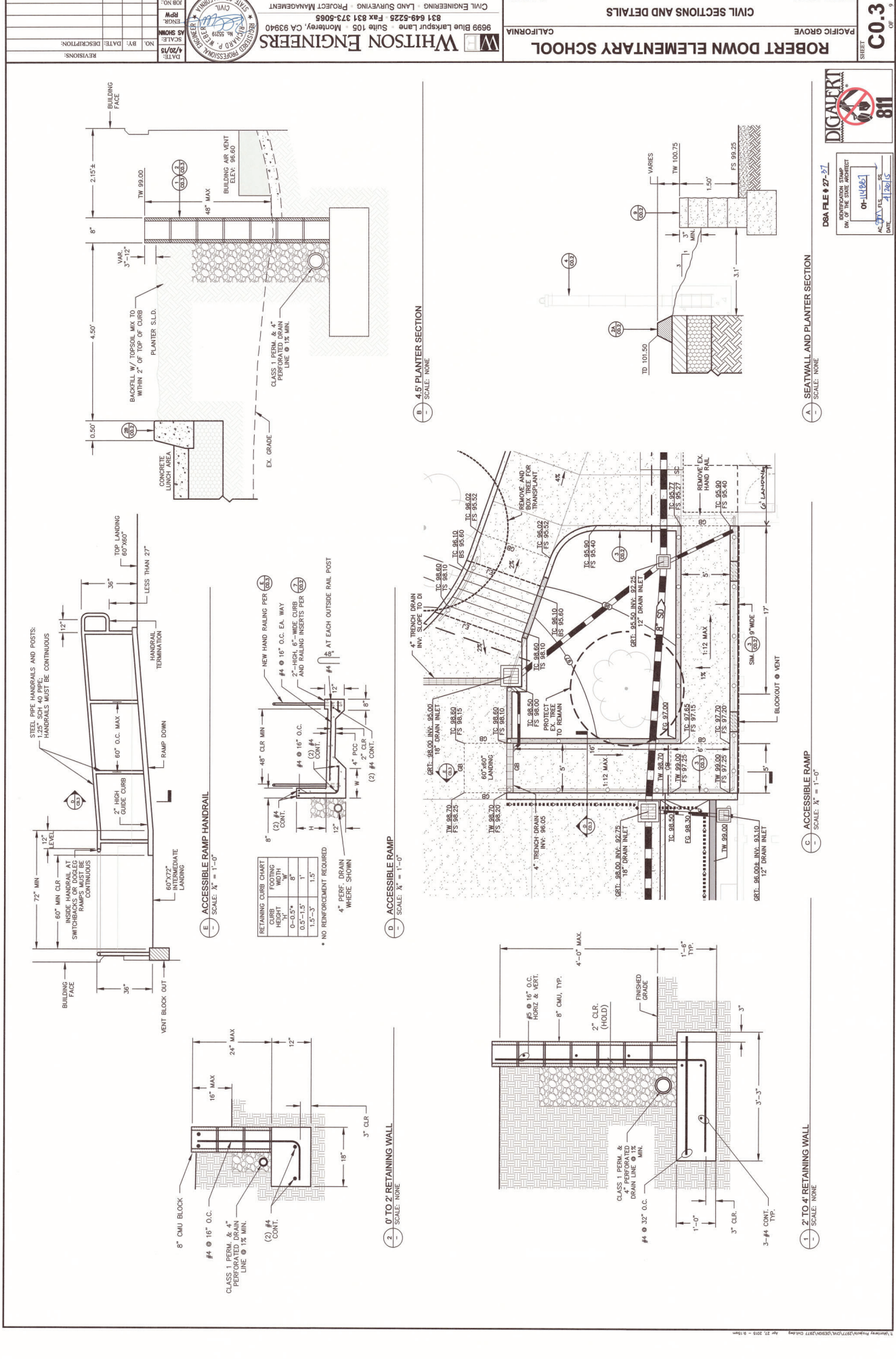
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BY: JRM  
REVISIONS:















NOTES:

THIS MAP REPRESENTS A TOPOGRAPHIC SURVEY PERFORMED BY WHITSON ENGINEERS ON JULY 17, 2013. IN ADDITION, PREVIOUS SURVEYS DATED 1987 AND 1988 WERE REVIEWED. THIS MAP PORTRAYS THE SITE AT THE TIME OF THE SURVEY AND DOES NOT SHOW EASEMENTS, ZONING OR REGULATORY INFORMATION OR ANY OTHER ITEMS NOT SPECIFICALLY REQUESTED BY THE CLIENT.

DISTANCES AND DIMENSIONS SHOWN ARE EXPRESSED IN FEET AND DECIMALS THEREOF.

THIS TOPOGRAPHY DOES NOT INCLUDE ANY BOUNDARY SURVEYING THERE MAY BE EASEMENTS OR OTHER RIGHTS, RECORDED OR UNRECORDED, AFFECTING THE SUBJECT PROPERTY WHICH ARE NOT SHOWN HEREON.

LOCATIONS OF SET MAG NAIL AS SHOWN HEREON. ASSUMED ELEVATION AT 100.2 FEET.

THE EXISTENCE LOCATION AND ELEVATION OF ANY UNDERGROUND FACILITIES ARE SHOWN ON THIS PLAN IN A GENERAL WAY ONLY. THE EXACT LOCATION AND ELEVATION OF ANY UNDERGROUND FACILITIES IN SURVEYING INFORMATION AND RECORD DRAWING SEARCH. THE EXACT LOCATION OF UTILITIES SHOULD BE VERIFIED PRIOR TO ANY CONSTRUCTION. TREES ARE SHOWN IN INCHES. TREES SMALLER THAN 6" DIAMETERS ARE SHOWN IN INCHES. TREES SMALLER THAN 6" WERE NOT LOCATED AS PART OF THIS SURVEY.

LEGEND

CONTOUR	DI	DR	SSMH	WV	CO	ICV	WM
EDGE OF PAVEMENT	DR	DR	SSMH	WV	CO	ICV	WM
BRICK EDGE OF SIDEWALK	DR	DR	SSMH	WV	CO	ICV	WM
WALL STRUCTURES	DR	DR	SSMH	WV	CO	ICV	WM
STORM DRAIN PIPE	DR	DR	SSMH	WV	CO	ICV	WM
GATE	DR	DR	SSMH	WV	CO	ICV	WM
GRASS	DR	DR	SSMH	WV	CO	ICV	WM
CONCRETE	DR	DR	SSMH	WV	CO	ICV	WM
ASPHALT	DR	DR	SSMH	WV	CO	ICV	WM
TREE	DR	DR	SSMH	WV	CO	ICV	WM
DRAINAGE INLET	DR	DR	SSMH	WV	CO	ICV	WM
SANITARY SINKER MANHOLE	DR	DR	SSMH	WV	CO	ICV	WM
WATER VALVE	DR	DR	SSMH	WV	CO	ICV	WM
CLEAN OUT	DR	DR	SSMH	WV	CO	ICV	WM
CONTROL POINT	DR	DR	SSMH	WV	CO	ICV	WM
IRRIGATION CONTROL VAULT	DR	DR	SSMH	WV	CO	ICV	WM
WATER METER BOX	DR	DR	SSMH	WV	CO	ICV	WM

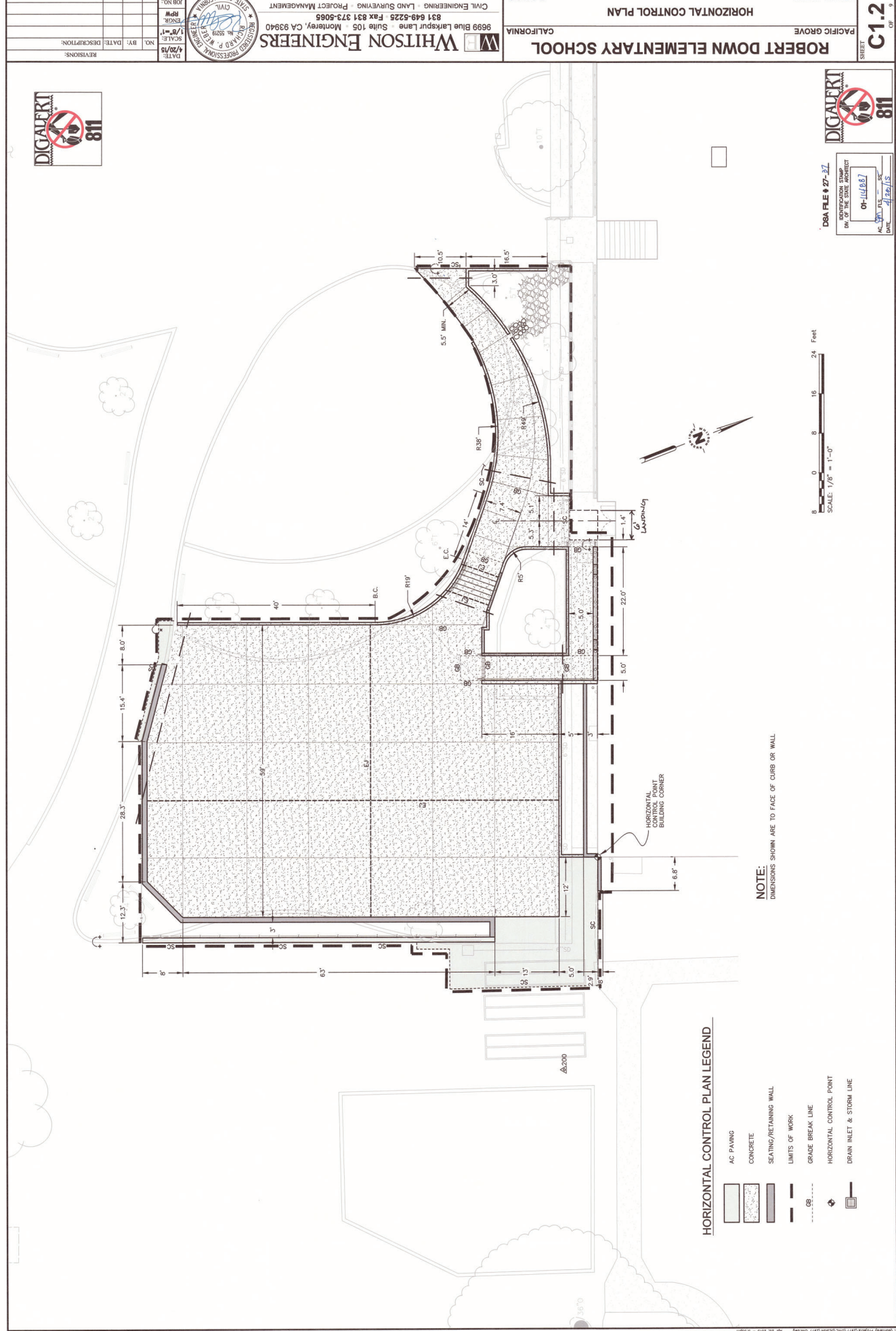
IDENTIFICATION STAMP  
DRAWING OF THE SITE ARCHITECT  
APL 01 114 887  
A22 - PLS - 11/20/15

REFERENCE ON LY  
0 8 16 24 Feet  
SCALE 1/8" = 1'-0"

BUILDING "A"







HORIZONTAL CONTROL PLAN LEGEND

- AC PAVING
- CONCRETE
- SEATING/RETAINING WALL
- LIMITS OF WORK
- GRADE BREAK LINE
- HORIZONTAL CONTROL POINT
- DRAIN INLET & STORM LINE

NOTE:  
DIMENSIONS SHOWN ARE TO FACE OF CURB OR WALL

SCALE: 1/8" = 1'-0"  
Feet

DBA FILE # 27-27  
IDENTIFICATION STAMP  
DATE OF THE STATE NOTARIAL  
OFFICIAL  
DATE: 11/11/17  
AL: [Signature]  
DATE: 11/11/17

811  
DIGAURY  
811

SHEET  
C1.2  
OF 9

ROBERT DOWN ELEMENTARY SCHOOL  
PACIFIC GROVE  
HORIZONTAL CONTROL PLAN  
CALIFORNIA  
P.G.U.S.D.

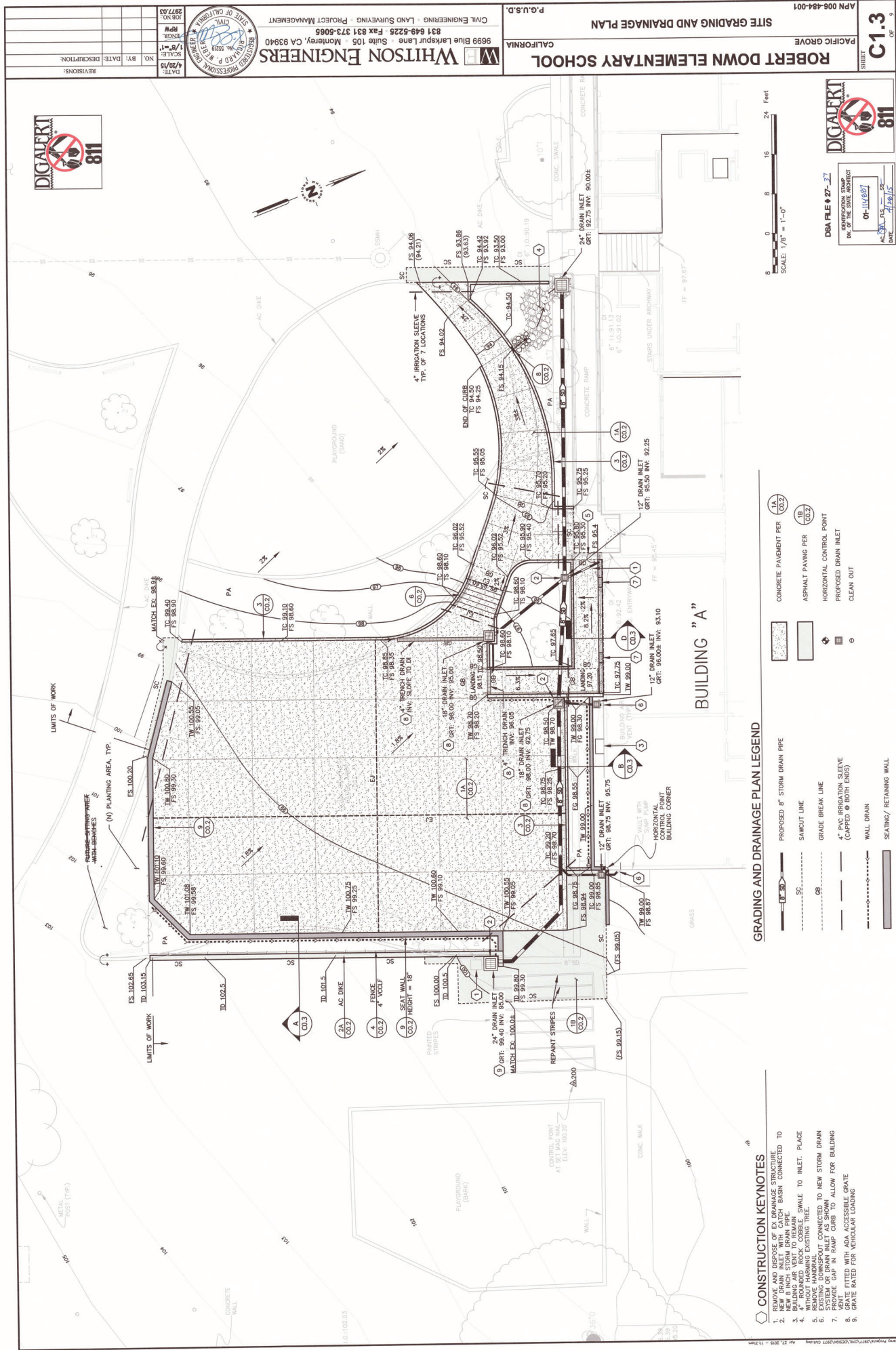
WHITSON ENGINEERS  
9699 Blue Lakespur Lane Suite 105 Monterey, CA 93940  
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CIVIL ENGINEERING - LAND SURVEYING - PROJECT MANAGEMENT

REGISTERED PROFESSIONAL  
RICHARD P. WHITSON  
CIVIL ENGINEER  
STATE OF CALIFORNIA  
No. 50297  
Exp. 12/31/2020

DATE: 4/20/18  
SCALE: 1/8" = 1'-0"  
NO. BY: DATE: DESCRIPTION: REVISIONS:

811  
DIGAURY  
811







**SUBJECT:** Review of Property Tax Revenue for 2015-16

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

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**RECOMMENDATION:**

Administration recommends that the Board review the year-to-date receipts of Property Tax Revenue.

**BACKGROUND:**

Property Tax revenues are received in various amounts throughout the year, but the majority of receipts occur in the months of December and April as homeowners pay their property tax bills. The budget for property tax revenues should be reviewed following the December and April receipts of property tax revenues from the County Assessor's Office. When the actual amounts are known, they can be compared to budgeted amounts and the District Budget can be revised if necessary.

**INFORMATION:**

**Budgeted:**

Last year (2014-15), actual property tax revenue received by the District was \$21,005,314, which was an increase of \$722,293 (3.56%). For the current year, the District is now expecting \$22,212,308 which is an increase of \$1,206,993 (5.75%) over the prior year's actuals.

**Year-to-Date Receipts:**

For the current year, actual property tax receipts **through January** are \$13,055,141. When this amount is compared to receipts through January from a year ago of \$12,284,203 we show an increase of \$770,938 (6.28%).

See attached Property Tax Revenue spreadsheet for more detail.

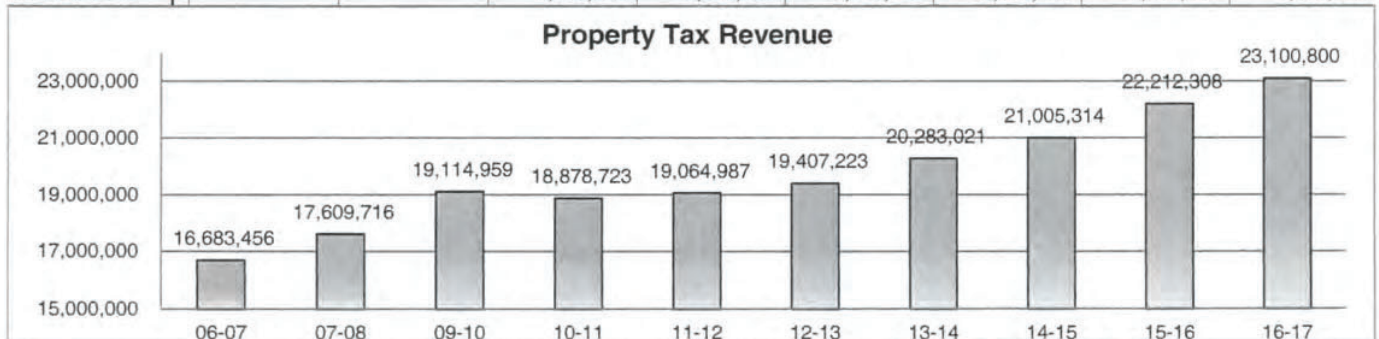
When we start developing the budget for next year, we will have year-to-date receipts through April that will be used as a basis for budget preparation. This usually represents about 98% of all Property Tax receipts, and provides a good basis for making budget estimates.

**FISCAL IMPACT:**

This agenda item is for review only.

## Property Tax Revenue

	2009-10 actual	2010-11 actual	2011-12 actual	2012-13 actual	2013-14 actual	2014-15 actual	2015-16 act/est	2016-17 estimate
							5.00%	4.00%
<b>July</b>			122,225	-	-	-	-	-
Year-to-Date	-	-	122,225	-	-	-	-	-
<b>August</b>	175,899	159,786		-	-	-	-	-
Year-to-Date	175,899	159,786	122,225	-	-	-	-	-
<b>September</b>	238,782	237,217	186,941	31,323	73,572	68,361	75,436	78,453
Year-to-Date	414,681	397,003	309,167	31,323	73,572	68,361	75,436	78,453
<b>October</b>				94,193	-	-	768,510	799,250
Year-to-Date	414,681	397,003	309,167	125,516	73,572	68,361	843,946	877,704
<b>November</b>		144,363	87,757	779,423	759,221	48,234	49,334	51,308
Year-to-Date	414,681	541,366	396,924	904,939	832,793	116,595	893,280	929,011
<b>December</b>	10,160,169	10,162,470	10,298,015	10,054,597	10,552,240	11,957,966	11,634,319	12,099,692
Year-to-Date	10,574,851	10,703,836	10,694,939	10,959,537	11,385,033	12,074,561	12,527,599	13,028,703
Inc (Dec)	(127,058)	128,985	(8,897)	264,597	425,496	689,528	453,038	501,104
percent change	-1.19%	1.22%	-0.08%	2.47%	3.88%	6.06%	3.75%	4.00%
<b>January</b>		311,742	235,324	162,549	350,363	209,642	527,542	548,644
Year-to-Date	10,574,851	11,015,578	10,930,263	11,122,086	11,735,396	12,284,203	13,055,141	13,577,347
Inc (Dec)	(415,123)	440,727	(85,314)	191,822	613,310	548,807	770,938	522,206
percent change	-3.78%	4.17%	-0.77%	1.75%	5.51%	4.68%	6.28%	4.00%
<b>February</b>	654,685	394,126	445,020	492,852	512,416	532,513	559,138	581,504
Year-to-Date	11,229,535	11,409,704	11,375,283	11,614,938	12,247,812	12,816,716	13,614,279	14,158,851
<b>March</b>	263,506	320,773	404,979	375,214	409,741	414,021	434,722	452,111
Year-to-Date	11,493,042	11,730,477	11,780,263	11,990,152	12,657,553	13,230,737	14,049,001	14,610,961
<b>April</b>	7,113,982	6,683,790	6,686,251	6,941,147	7,152,350	7,278,329	7,642,246	7,947,936
Year-to-Date	18,607,024	18,414,267	18,466,514	18,931,299	19,809,903	20,509,066	21,691,247	22,558,897
Inc (Dec)	(94,107)	(192,757)	52,247	464,785	878,604	699,164	1,182,181	867,650
percent change	-0.50%	-1.04%	0.28%	2.52%	4.64%	3.53%	5.76%	4.00%
<b>May</b>	322,597	255,549	203,386	219,514	253,210	77,114	80,970	84,208
Year-to-Date	18,929,621	18,669,816	18,669,900	19,150,812	20,063,112	20,586,180	21,772,217	22,643,106
<b>June</b>	185,338	208,907	395,087	256,411	219,909	419,134	440,091	457,695
Year-to-Date	19,114,959	18,878,723	19,064,987	19,407,223	20,283,021	21,005,314	22,212,308	23,100,800
<b>Total</b>	19,114,959	18,878,723	19,064,987	19,407,223	20,283,021	21,005,314	22,212,308	23,100,800
Inc (Dec)	(42,105)	(236,236)	186,264	342,236	875,798	722,293	1,206,993	888,492
percent change	-0.22%	-1.24%	0.99%	1.80%	4.51%	3.56%	5.75%	4.00%
<b>Assessed Val</b>	4,072,592,073	3,969,517,234	4,023,644,675	4,113,459,805	4,269,800,918	4,428,931,578	4,687,490,298	4,874,989,910
AV Change %	0.64%	-2.53%	1.36%	2.23%	3.80%	3.73%	5.83%	3.99%
<b>LCFF Amount</b>			9,715,037	10,354,893	14,141,215	15,303,368	16,352,868	16,352,868
<b>State Aid</b>					2,449,727	2,452,008	2,452,008	2,452,008
<b>into Basic Aid</b>			9,349,950	9,052,330	8,591,533	8,153,954	8,311,448	9,199,940





**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 February 4, 2016 Regular Board Meeting:

- Landscape Master Plan- March 3
- Parent Technology Education Training Options
- Suspension Data