

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

Trustees

*Tony Sollecito, President
John Thibeaup, Clerk
Debbie Crandell
John Paff
Bill Phillips
Rachel Biggio, Student Rep*

DATE: Thursday, October 29, 2015

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

LOCATION: Adult School - Multipurpose Room
1025 Lighthouse Avenue
Pacific Grove, CA 93950

Site Visit

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. Continue Superintendent's Evaluation
4. Employee Discipline/Dismissal/Release/Complaint (1 case) [Government Code § 54957]

B. Public comment on Closed Session items

C. Adjourn to Closed Session

III. RECONVENE IN OPEN SESSION

A. Report action taken in Closed Session

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. Continue Superintendent's Evaluation
4. Employee Discipline/Dismissal/Release/Complaint (1 case) [Government Code § 54957]

B. Pledge of Allegiance

IV. SITE PRESENTATION

Once a year, Board meetings are held at all school sites. This provides administration and staff with an opportunity to showcase their school's accomplishments.

Adult School's presentation is: Building Bridges

V. COMMUNICATIONS

- A. Written Communication
- B. Board Member Comments
- C. Superintendent Report
- D. PGUSD Staff Comments

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 as recommended.*

- | | Page |
|---|------|
| A. <u>Minutes of October 1, 2015 Board Meeting</u> | 6 |
| Recommendation: (Ralph Gómez Porras, Superintendent) Approval of minutes as presented. | |
| B. <u>Certificated Assignment Order #5</u> | 13 |
| Recommendation: (Billie Mankey, Director of Human Resources) The administration recommends adoption of Certificated Assignment Order #5. | |
| C. <u>Classified Assignment Order #5</u> | 15 |
| Recommendation: (Billie Mankey, Director of Human Resources) The administration recommends adoption of Classified Assignment Order #5. | |
| D. <u>Acceptance of Donations</u> | 17 |
| 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> | 18 |
| Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board approve or receive the request as presented. | |
| F. <u>Cash Receipts Report No. 3</u> | 23 |
| 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. 3</u> | 26 |
| 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. Warrant Schedule No. 564 28
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. PGUSD Representative to the Adult Educational Consortium of the Monterey Peninsula 30
Recommendation: (Barbara Martinez, Pacific Grove Adult Education Principal) The Administration requests that the Board review and select Barbara Martinez as the Pacific Grove Adult Education representative to the Adult Education Regional Consortium of the Monterey Peninsula.

Move: _____ Second: _____ Vote: _____

VIII. ACTION/DISCUSSION

- A. First and/or Final Read: Board Policy 5131 Conduct 31
Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends that the Board review and approve or give direction on the current Board Policy 5131 Conduct.
- Move: _____ Second: _____ Vote: _____
- B. Personnel Technician 42
Recommendation: (Billie Mankey, Director of Human Resources) The District Administration recommends that the Board review and approve the job description for the confidential position of Personnel Technician.
- Move: _____ Second: _____ Vote: _____
- C. Approval of Measure A Education Technology Expenditures 45
Recommendation: (Rick Miller, Assistant Superintendent; Bruce Cates, Director of Technology) The District Administration recommends that the Board review and approve Measure A Education Technology Bond expenditures.
- Move: _____ Second: _____ Vote: _____
- D. Acceptance of Measure A Security Camera Project 49
Recommendation: (Rick Miller, Assistant Superintendent; Matt Kelly, Director of Maintenance) District administration recommends that the Board review and approve the security camera project and award the base bid amount to Surveillance Grid of Morgan Hill, CA.
- Move: _____ Second: _____ Vote: _____
- E. Superintendent's Goals 55
Recommendation: (Ralph Gómez Porras, Superintendent) The Superintendent recommends that the School Board approve the Superintendent's Goals for 2015/16.
- Move: _____ Second: _____ Vote: _____

- F. Board Calendar/Future Meetings 61
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. Community Human Services Counseling Services for Students 64
Recommendation: (Clare Davies, Director of Student Services) The District Administration recommends that the Board discuss and provide direction on increasing the number of hours secondary schools receive counseling services for students.

Board Direction: _____

- B. Pacific Grove High School Block Bell Schedule and Academic Student Retention 67
Recommendation: (Matt Bell, PG High School Principal) This is a presentation of the current block bell schedule of Pacific Grove High school and the anecdotal observations, student and staff poll data, and research with respect to block schedules in other high schools and across the country.

Board Direction: _____

- C. Future Agenda Items 68
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.

Review of Extracurricular Activities (Dec. 10)
Discussion of Transportation for Field Trips (Dec. 10)
Bus Ridership
Parent Technology Education Training Options

Board Direction: _____

X. ADJOURNMENT

Next regular meeting: November 12, 2015 – Pacific Grove High School Library

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
Minutes of Regular Meeting of October 1, 2015 – Pacific Grove Middle School

I. OPENED BUSINESS

- A. Called to Order 6:03 p.m.
- B. Roll Call
- | | |
|-------------------------|---------------------------------|
| President: | Trustee Sollecito |
| Clerk: | Trustee Thibeau |
| Trustees Present: | Trustee Crandell |
| | Trustee Paff |
| | Trustee Phillips |
| Administration Present: | Superintendent Porras |
| | Assistant Superintendent Miller |
| Board Recorder: | Mandi Freitag |
| Student Board Member: | Rachel Biggio |

C. Adopted Agenda

Changes to the agenda include a walk-on additional Out of County or Overnight for the PG High School mock trial under Action/Discussion.

MOTION Thibeau/Phillips to adopt agenda as presented.

Public comment: none

Motion CARRIED 5 – 0

II. CLOSED SESSION

A. Identified Closed Session Topics

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 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. Begin Superintendent's Evaluation
4. Employee Discipline/Dismissal/Release/Complaint (1 case) [Government Code § 54957]

B. Public comment on Closed Session Topics

None.

C. Adjourned to Closed Session 6:05 p.m.

III. RECONVENED IN OPEN SESSION

7:11 p.m.

A. Reported action taken in Closed Session:

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.

The Board received information and discussed this item.

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.

The Board did not discuss this item.

3. Begin Superintendent's Evaluation

The Board received information and began the Superintendent's evaluation process.

4. Employee Discipline/Dismissal/Release/Complaint (1 case) [Government Code § 54957]

The Board received information and gave direction to staff.

B. Pledge of AllegianceLed By: Principal Sean Roach**IV. SITE PRESENTATION**

Once a year, Board meetings are held at all school sites. This provides administration and staff with an opportunity to showcase their school's accomplishments.

Pacific Grove Middle School's presentation is: Rising Like the Tide!

Music Teacher Barbara Priest introduced the jazz band combo, who played music for the Board.

Culinary Teacher Linda Goulet and her culinary class provided food for the Board and audience members.

Dance Teacher Desma Johnson and her dance class performed for the Board.

Linda Goulet updated the Board on the garden project.

The PG Middle School Leadership Team updated the Board on their various projects and focus.

Teacher Brice Gamble taught the Board how to use Google classroom.

Teacher Ivy Kong updated the Board on the enrichment group.

Counselor Janie Lawrence provided an update on the Peer to Peer grant from CHOMP, which helps train students to help assist the general student body when interpersonal problems arise on campus.

Assistant Principal Jason Tovani provided an update on AVID.

Finally, Principal Roach played a brief video of the happenings at the recent Science Camp for 6th graders.

The Board enjoyed the presentation.

Sollecito remembered when the music room was built at the middle school, and was proud that it was built at a time when many districts were eliminating music programs altogether.

Crandell enjoyed the presentation, the technology, and the leadership group.

Phillips thanked PG Middle School, said he has been enjoying all the site visits, each being unique and different.

Thibeau noted the Google classroom presentation was awesome, fabulous technology in the classroom, and that it was great to see all the students supporting programs.

Paff thanked PG Middle School for the wonderful presentation.

Sollecito asked that the Administrators pass on praise to the students who presented at the meeting.

V. **PRESENTATION- Highway 68 Corridor**

Project Manager Ariana Green presented an update to the Board to improve the walking and biking through the Highway 68 corridor. For more information visit www.pghwy68.org

VI. **COMMUNICATIONS**

A. **Written Communication**

Sollecito received a letter from Monterey County Office of Education regarding Local Control Funding Formula.

B. **Board Member Comments**

Biggio updated the Board on the various events at PG High School, including the busy upcoming Homecoming week.

Paff thanked Principal Roach and staff for the site visit and presentation.

Thibeau gave kudos to Director of Maintenance, Transportation and Grounds Matt Kelly, and Forest Grove Principal Buck Roggeman for their great communication, swift solutions, and professional handling of the recent power issues at Forest Grove.

C. Superintendent Report

Superintendent Porras thanked the site administrators for their safety plans, and for keeping our students safe.

D. PGUSD Staff Comments (Non Agenda Items)

PG High School Principal Matt Bell acknowledged how successfully PG Middle School prepares its students for life at the high school. Bell noted Thursdays are now college attire days at PG High School. Tuesday is a staff in-service day. Thanked Assistant Principal Sean Keller for orchestrating the evacuation drill at PG High School.

Robert Down Elementary School Principal Linda Williams congratulated PG Middle School on the enjoyable presentation. Invited the Board to the upcoming Butterfly Parade and Bazaar, and reminded the Board that Robert Down has its own butterfly habitat, which they are welcome to visit.

Principal Roggeman noted that this month focuses on respect at Forest Grove Elementary School. Roggeman updated the Board on the recent visit by Principal Roach and leadership students from PG Middle School who taught students about respect. Roggeman also reminded the Board that the following week teachers would be visiting each other's programs.

VII. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

Parent Kathleen Lee thanked Forest Grove for how it handled and communicated with parents the recent power issues at the school. As a 6th grade parent, her child is enjoying the middle school and thanked the campus community. Lee asked that the Board provide an option for parents to learn how to use Google Classroom, as many parents do know how to use it and cannot help their children with homework. Lee also noted that many members of the community don't have the internet readily available and asked that the Board consider options for such families.

Parent John Walton echoed comments regarding technology, reminded the Board that the community fought hard to obtain the technology bond, and was concerned with the plan. Asked the Board to be thoughtful of community members, and to consider how best to implement technology in schools, and how best to serve all students.

The Board and Superintendent Porras spoke briefly regarding the feasibility of a class for parents, Porras confirmed a plan was already in the works to provide help to parents.

VIII. CONSENT AGENDA

- A. Minutes of September 17, 2015 Regular Board Meeting
- B. Certificated Assignment Order #4
- C. Classified Assignment Order #4
- D. Acceptance of Donations
- E. Out of County or Overnight Activities
- F. Declaration of Surplus Property for 2015 Butterfly Parade Bazaar
- G. Brandman University College Premier Partners Scholarship Program Agreement and School of Education Dean's Scholarship Program Agreement

Crandell publicly thanked PG Pride for their donations.

MOTION Crandell/Thibeau to approve consent agenda as presented.

Public comment: none

Motion CARRIED 5 – 0

IX. PUBLIC HEARING AND ACTION/DISCUSSION- ITEM A

A. PGTA Sunshine List

Public Hearing – Initial Proposal for Negotiations Submitted by the Pacific Grove Teachers Association with the Pacific Grove Unified School District Board of Education for the 2015-2016 School Year.

Open Public Hearing 8:40 p.m. Close Public Hearing 8:42 p.m.

Superintendent Porras thanked the PGTA and teachers for their work and all that is happening at the sites and in the classrooms.

X. ACTION/DISCUSSION

A. Approval of Pacific Grove Teachers Association Sunshine List, 2015-16

MOTION Thibeau/ Crandell to approve the Pacific Grove Teachers Association Sunshine List for 2015-16.

Public comment: none

Motion CARRIED by roll call vote 5 – 0

B. Resolution No. 970 Proclaiming Week of the School Administrator

MOTION Crandell/Thibeau to approve Resolution No. 970 Proclaiming Week of the School Administrator.

Public comment: none

Motion CARRIED by roll call vote 5 – 0

C. First and/or Final Read: Board Policy and Regulation 5144 and 5144.2 Discipline

MOTION Phillips/Crandell to approve First and/or Final Read: Board Policy and Regulation 5144 and 5144.2 Discipline.

Public comment:

Principal Bell thanked Assistant Principal Keller for implementing restorative justice at PG High School.

Motion CARRIED 5 – 0

D. Pacific Grove Unified School District Strategic Plan- First and/or Final Reading

MOTION Crandell/Paff to approve the Pacific Grove Unified School District Strategic Plan- First and/or Final Reading.

Public comment: none

Motion CARRIED 5 – 0

E. Review of Measure A Education Technology Expenditures

Director of Technology Bruce Cates and Assistant Superintendent Miller presented an updated list of expenditures to the Board.

The Board discussed this item, including concerns regarding internet availability at home for students, and providing options for students within the school.

MOTION Crandell/Phillips to approve the Measure A Education Technology Expenditures.

Public comment: none

Motion CARRIED 5 – 0

F. Walk-On Out of County or Overnight

Walk-on Out of County or Overnight for the PG High School Mock Trial team.

MOTION Paff/Phillips to approve the Walk-On Out of County or Overnight.

Public comment: none

Motion CARRIED 5 – 0

G. Board Calendar/Future Meetings

No action taken.

XI. INFORMATION/DISCUSSIONA. Local Control Accountability Plan Update

Director of Student Services and Special Projects Ani Silva presented information to the Board.

The Board commended Silva for her enthusiasm and excelling in her position.

B. Review of Bus Ridership

Assistant Superintendent Miller presented information to the Board. The Board discussed subsidizing costs for buses for all students. Trustee Phillips asked that the Board consider spending \$15,000 to cover the bus costs for all students, expressing concerns over student safety, noting that all schools are located in dangerous vehicular locations.

Paff asked that the item be added to the future agenda items.

MOTION Thibeau/Crandell to extend the meeting, not to extend past 10:30 p.m.

Motion CARRIED 5 – 0

C. Current State of Classroom Technology Use

Instructional Technology, Data, and Assessments Teacher On Special Assignment Matthew Binder presented information to the Board. The Board discussed concerns regarding keeping students safe with technology. The Board thanked Binder, noting the importance of his position and work within the District.

D. Future Agenda Items

Review/Evaluation of Community Human Services Counselor Contract- PG High School (Oct. 29)

Modified PG High School Bell Schedule Review 2016-17 (Oct. 29)

Review of Extracurricular Activities (Dec. 10)

Discussion of Transportation for Field Trips (Dec. 10)

The Board added the following items to future agenda:

Bus Ridership

Parent Technology Education Training Options

Update on the Lease-Leaseback

XII. ADJOURNED

10:25 p.m.

Approved and submitted:

Dr. Ralph Gómez Porras
Secretary to the Board

SUBJECT: Certificated Assignment Order #5

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

RECOMMENDATION:

The administration recommends adoption of Certificated Assignment Order #5

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. 5
October 29, 2015**

REVISED**ADDITIONAL TEMPORARY ASSIGNMENT:**

2015-16 Pacific Grove Middle School Lunch Club Instructors, temporary, 1 hr./week, paid per time sheet at the PGTA hourly **revised non-instructional** rate:

Employee	Name of Club	Schedule	Total Sessions	Funding
Becky Ohsiek	Garden Club	10/5 – 5/18	23	01-0038-0-1110-1000-1900-00-005-7280-0720
Susan Torres	Book Club	9/28-5/16	28	01-0038-0-1110-1000-1900-00-005-7280-0720
Justin Matlow	Game Club	9/25-5/20	27	01-0038-0-1110-1000-1900-00-005-7280-0720
Susan Stegge	Pokemon Club	9/24-5/14	29	01-0038-0-1110-1000-1900-00-005-7280-0720
Ivy Kong	Anime Club	9/22 – 5/20	31	01-0038-0-1110-1000-1900-00-005-7280-0720
Mary Ann Fort	Chess Club	9/28– 5/16	28	01-0038-0-1110-1000-1900-00-005-7280-0720
Moira Mahr	Children to Children	9/15-5/17	31	GATE
Michael Barr	Robotics Club	9/28-5/16	29	01-0038-0-1110-1000-1900-00-005-7280-0720
Elaine DeMarco	Math Club	9/14-5/16	29	GATE
Mary Ann Fort	No Kid Eats Alone	9/23-5/18	27	01-0038-0-1110-1000-1900-00-005-7280-0720
Barbara Priest	Music	9/23-5/18	27	01-0038-0-1110-1000-1900-00-005-7280-0720
Barbara Priest	Music (GATE)	9/25-5/20	29	GATE

2015-16 Pacific Grove Middle School Afterschool Intervention, temporary, 1 hr./week/paid per time sheet at the PGTA hourly instructional rate:

Brice Gamble
Becky Ohsiek

SUBSTITUTE:

Lindsay Munoz, PGHS, AP Substitute, AP Management Salary Schedule, Step 8, Effective October 19, 2015 through approximately November 13, 2015 depending on need (Replaces Sean Keller on LOA)

Andrew Berman
Kori Jones
Marieke Jones
Norman Muhl
Margaret Rice
PGUSD

SUBJECT: Classified Assignment Order #5

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

RECOMMENDATION:

The administration recommends adoption of Classified Assignment Order #5.

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. 5
October 29, 2015**

NEW HIRE:

Heather Diaz, Special Education Preschool Program Instructional Assistant, part-time, 25 hrs./week/180 day calendar, Range 37, Step A, effective October 1, 2015 (new position)

LEAVE OF ABSENCE:

Amanda Baird, PGMS, Instructional Assistant (Special Education) requests a leave of absence for maternity and child rearing leave effective November 12, 2015 through January 28, 2015

SUBJECT: Acceptance of Donations

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

RECOMMENDATION:

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

INFORMATION:

During the past month the following donations were received:

Forest Grove Elementary School

PG Pride	\$ 8,886	(Walk with Pride)
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Robert H. Down Elementary School

PG Pride	\$16,007	(Walk with Pride)
Eric Ulwelling	\$ 50	(Hiserman)
Sasa Gabersek	\$ 60	(Hiserman)
RHD PTA	\$ 624.07	(undesignated)

Pacific Grove Middle School

PG Pride	\$ 7,175.30	(Walk with Pride)
Target	\$ 25	(undesignated)

Pacific Grove High School

PG Pride	\$ 1,000	(Walk with Pride)
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Pacific Grove Community High School

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

PG Pride	\$ 1,373	(Walk with Pride for Co-Op Preschools)
PG Pride	\$ 1,744	(Walk with Pride for Adult Ed.)

Pacific Grove Unified School District

Sherry Farson	\$ 80	(undesignated)
Butterfly Bazaar	\$ 281	(surplus sales)

Ref: Donations

SUBJECT: Out of County or Overnight Activities

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

RECOMMENDATION:

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

BACKGROUND:

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

INFORMATION:

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

FISCAL IMPACT:

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

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

<u>DATE</u>	<u>STUDENTS/CLASS</u>			
<u>DESTINATION</u>	<u>ACTIVITY</u>	<u>TRANSPORTATION</u>	<u>COST</u>	<u>FUNDING SOURCE</u>
October 31, 2015	Mock Trial Club	Auto	\$4,000	Mock Trial funds
UC Irvine	Beach Ball Classic Invitational			
Irvine, CA	Mock Trial Competition			
November 13-15	PGHS Robotics Team	Auto	\$413	GATE (Robotics)
Madera High School	Robotics Competition			
Madera, CA				
January 20, 2016	RD 4 th Graders	Auto	\$350	PG Pride Grant
Mission San Juan Bautista	Social Studies field trip			
San Juan Bautista, CA				

**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.

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 October 31, 2015 and Nov. 1 (Sat: Sun)
Place of Activity Irvine, Ca. UC Irvine
School PGHS Grade Level 9-12
School Departure Time 3 pm AM PM X
Pickup Time From Place of Activity 8 pm AM PM X
Name of Employee Accompanying Students Larry Haggquist
Number of Adults 7 Number of Students 22
Class or Club Mock Trial
Description of Activity Beach Ball Classic Invitational
Education Objective gain competition experience against the best teams
in the state
List All Stops N/A
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

(Teachers Initials) JH

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

3. Cost of Activity \$ 4,000

4. Cost of Transportation \$ _____

Total Cost (Activity + Transportation) \$ _____

5. Fund to be Charged for all activity expenses:

() Acct. Code

() Students

() Other

6. Requested By

Laudance J Hagg
Employee's Signature (Employee accompanying students on activity)

Date 9/28/15

7. Recommend Approval

[Signature]
Principal's Signature

Date 9/29/15

Transportation Department/District Office Use Only

Bus(s) () Available () Not Available

Date Received _____

Cost Estimate \$ _____

Approved By _____

Date _____

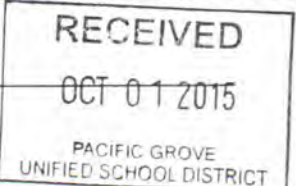
Approved By _____

[Signature] Transportation Supervisor

Date 10/1/15

Assistant Superintendent

Date of Board Approval October 29, 2015



Updated 7/24/14

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.

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 11/13-11/15/2015 Day of Activity Fri-Sun
Place of Activity Madera High School North Campus
School Pacific Grove High School Grade Level 9-12
School Departure Time _____ AM 12:30 PM _____
Pickup Time From Place of Activity _____ AM _____ PM 8 on Sunday
Name of Employee Accompanying Students ISAAC RUBIN
Number of Adults 5 Number of Students 20
Class or Club PGHS Robotics Team
Description of Activity Robotics Competition
Education Objective Robotics Competition
List All Stops _____
Means of Transportation: () 84 Passenger () 72 Passenger () 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 IR
(Teachers Initials)
2. If using vans, you MUST list who the drivers are. _____
3. Cost of Activity \$ 250
4. Cost of Transportation \$ 162.92
Total Cost (Activity + Transportation) \$ 412.92
5. Fund to be Charged for all activity expenses: () Acct. Code GATE (Robotics)
() Students
() Other _____
6. Requested By [Signature] Date 10/19/15
Employee's Signature (Employee accompanying students on activity)
7. Recommend Approval [Signature] Date 10/19/15
Principal's Signature

Transportation Department/District Office Use Only

Bus(s) () Available () Not Available

Date Received _____

Cost Estimate \$ _____

Approved By _____ Date _____

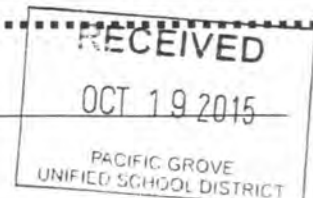
Approved By [Signature] Transportation Supervisor

Date 10/19/15

Approved By [Signature] Assistant Superintendent

Date of Board Approval October 29, 2015

Updated 7/24/14





**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.

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 Jan. 20, 2016 Day of Activity Wednesday
Place of Activity Mission San Juan Bautista - San Benito County
School RHD Grade Level 4
School Departure Time 9:30 AM PM
Pickup Time From Place of Activity 2:15 PM
Name of Employee Accompanying Students Levy & Ibrahim
Number of Adults 14 Number of Students 44 4th grade
Class or Club Levy & Ibrahim
Description of Activity Field Trip
Education Objective CA Soc. Sci. Standards - Hands on Interpreter led program & self-guided tour
List All Stops Mission San Juan Bautista
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 Levy
(Teachers Initials)
2. If using vans, you MUST list who the drivers are. _____
3. Cost of Activity \$ 350.00 \$75/class Interpreter program
4. Cost of Transportation \$ _____ \$50/class Self-guided tour
Total Cost (Activity + Transportation) \$ 350.00
5. Fund to be Charged for all activity expenses: () Acct. Code _____
() Students _____
(X) Other PG PRIDE Grant
6. Requested By Haran Levy Date _____
Employee's Signature (Employee accompanying students on activity)
7. Recommend Approval William Date 10-9-15
Principal's Signature

.....
Transportation Department/District Office Use Only

Bus(s) () Available () Not Available

Date Received _____

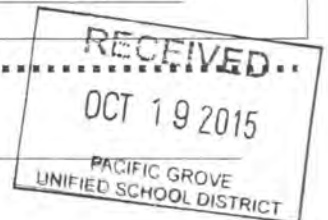
Cost Estimate \$ _____

Approved By _____ Date _____
Transportation Supervisor

Approved By R _____ Date 10/15/15
Assistant Superintendent

Date of Board Approval October 29, 2015

Updated 7/24/14



SUBJECT: Cash Receipts Report No. 3

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 September 10, 2015 through October 21, 2015.

INFORMATION:

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

CASH RECEIPTS BOARD REPORT # 3

September 19, 2015 - October 21, 2015

Date	Num	Name	Account	Amount
Sep 10 - Oct 21, '15				
9/11/2015	17499	PGMS	SCIENCE CAMP	31,666.00
9/11/2015	17500	ASE - After School Enrichment	PAYROLL	5,000.00
9/11/2015	17501	BASRP-RD	BASRP	3,088.75
9/11/2015	17502	BASRP-FG	BASRP	4,529.50
9/14/2015	17503	PGMS	SCIENCE CAMP	6,427.00
9/14/2015	17504	BUS PASS	BUS PASS	100.00
9/14/2015	17505	Lost Key Fee	MAINT/GROUNDS	35.00
9/14/2015	17506	RETIREE INSURANCE	RETIREE INSURANCE	1,445.87
9/17/2015	17507	RETIREE INSURANCE	RETIREE INSURANCE	2,940.46
9/17/2015	17508	ADULT EDUCATION	ADULT EDUCATION	3,021.00
9/17/2015	17509	ADULT EDUCATION	CREDIT CARD SALES	13,379.41
9/17/2015	17510	PG PRIDE	PG Pride	10,734.00
9/17/2015	17511	BASRP-RD	BASRP	1,168.31
9/17/2015	17512	BASRP-FG	BASRP	2,677.00
9/17/2015	17513	PGMS	SCIENCE CAMP	1,610.00
9/21/2015	17514	ADULT EDUCATION	ADULT EDUCATION	567.80
9/21/2015	17515	ADULT EDUCATION	ADULT EDUCATION	3,909.00
9/21/2015	17516	BUS PASS	BUS PASS	280.00
9/21/2015	17517	PGMS	DONATION	1,250.00
9/21/2015	17518	PGMS	DONATION	255.00
9/21/2015	17519	Community High School	DONATION	300.00
9/21/2015	17520	Calvary High School	SPECIAL RESERVE	500.00
9/21/2015	17521	Tiny Toes CPR	FACILITIES	75.00
9/21/2015	17522	Shoreline Community Church	FACILITIES	4,336.25
9/21/2015	17523	MBCS/Monterey Bay Charter ...	FACILITIES	17,790.94
9/29/2015	17524	PGMS	SCIENCE CAMP	425.00
9/29/2015	17525	BUS PASS	BUS PASS	150.00
9/29/2015	17526	HIGH SCHOOL LIBRARY	LIBRARY FINES/FEES	10.00
9/29/2015	17527	Robert Down Elementary	DONATION	1,120.00
10/7/2015	17528	RETIREE INSURANCE	RETIREE INSURANCE	9,298.12
10/7/2015	17529	BASRP-FG	BASRP	1,895.50
10/7/2015	17530	BASRP-RD	BASRP	4,251.75
10/7/2015	17531	BASRP-FG	BASRP	6,265.50
10/7/2015	17532	BASRP-RD	BASRP	9,592.45
10/7/2015	17533	Robert Down Elementary	DONATION	137.50
10/7/2015	17534	Robert Down Elementary	DONATION	120.00
10/7/2015	17535	Lost Key Fee	MAINT/GROUNDS	35.00
10/7/2015	17536	PGMS	SCIENCE CAMP	860.00
10/7/2015	17537	PGMS	SCIENCE CAMP	75.00
10/7/2015	17538	PGMS	DONATION	25.00
10/7/2015	17539	Robert Down Elementary	DONATION	624.07
10/7/2015	17540	STATE OF CALIFORNIA	SP ED	1,220.55
10/7/2015	17541	PGHS	DONATION	26,519.21
10/7/2015	17542	ADULT EDUCATION	ADULT EDUCATION	3,796.00
10/7/2015	17543	ADULT EDUCATION	ADULT EDUCATION	7,919.50
10/7/2015	17544	STATE OF CALIFORNIA	CAFETERIA	17,820.92
10/7/2015	17545	STATE OF CALIFORNIA	CAFETERIA	1,308.78
10/7/2015	17546	SCCOE	MAA	46,281.61
10/7/2015	17547	BUTTERFLY BAZAAR	SURPLUS SALES	281.00
10/7/2015	17548	BUS PASS	BUS PASS	100.00
10/9/2015	17549	BASRP-FG	BASRP	8,807.75
10/9/2015	17550	BASRP-RD	BASRP	5,412.25
10/9/2015	17551	RETIREE INSURANCE	RETIREE INSURANCE	2,640.31
10/20/2015	17552	Lost Key Fee	MAINT/GROUNDS	35.00
10/20/2015	17553	Sherry Farson	DONATION	80.00
10/20/2015	17554	Robert Down Elementary	DONATION	110.00
10/20/2015	17555	PG PRIDE	WALK WITH PRIDE	36,185.30
10/20/2015	17556	STATE OF CALIFORNIA	SP ED	7,467.41
10/20/2015	17557	Shoreline Community Church	FACILITIES	3,491.25
10/20/2015	17558	RETIREE INSURANCE	RETIREE INSURANCE	3,108.30

Date	Num	Name	Account	Amount
10/20/2015	17559	ADULT EDUCATION	ADULT EDUCATION	9,335.15
10/20/2015	17560	ADULT EDUCATION	ADULT EDUCATION	3,842.00
10/20/2015	17561	ROP	Class Fees	282.00
Sep 10 - Oct 21, '15				<u>338,015.47</u>

SUBJECT: Revolving Cash Report No. 3

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

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 September 10, 2015 through October 21, 2015.

INFORMATION:

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

REVOLVING CASH
BOARD REPORT # 3
September 10, 2015 - October 21, 2015

Date	Num	Name	Account	Amount
Sep 10 - Oct 21, '15				
9/14/2015		ANALYSIS CHARGE	FEES	-382.14
9/23/2015	4913	Mission Trails ROP Center	BUSINESS OFFICE	-125.00
9/29/2015		DEPOSIT	none	3,079.96
10/6/2015	4914	Robb Karman	ADULT EDUCATION	-85.00
10/6/2015	4915	Pam Weaver	ADULT EDUCATION	-150.00
10/6/2015	4916	Robert Finch	ADULT EDUCATION	-35.00
10/6/2015	4917	Zhangya Yu	CAFETERIA	-11.75
10/6/2015	4918	Muhammad Khan	TRANSPORTATION	-100.00
10/6/2015	4919	Katrina Cross	ADULT EDUCATION	-120.00
10/6/2015	4920	Maria Canas	ADULT EDUCATION	-70.00
10/6/2015	4921	Rie Hidaka	ADULT EDUCATION	-70.00
10/6/2015	4922	Petula Lee	SCIENCE CAMP	-330.00
10/6/2015	4923	Katie Selfridge	ADULT EDUCATION	-95.00
10/6/2015	4924	Marla Young	CAFETERIA	-45.00
10/6/2015	4925	Chantal Schaefer	ADULT EDUCATION	-180.00
10/6/2015	4926	Erika Armstrong	ADULT EDUCATION	-120.00
10/6/2015	4927	Cornell Crist	ADULT EDUCATION	-120.00
10/6/2015	4928	Sam Balali	TEXT BOOK FEES	-22.00
10/6/2015	4929	Anastasia Hong	ADULT EDUCATION	-120.00
10/6/2015	4930	Ester Chighine	ADULT EDUCATION	-175.00
Sep 10 - Oct 21, '15				<u>724.07</u>

SUBJECT: Warrant Schedule 564

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

RECOMMENDATION:

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

BACKGROUND:

The attached listing of warrants identifies payments made by the District during the noted time period from August 27, 2015 through September 30, 2015.

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. 564Warrants- PayrollSEPTEMBER 15

Certificated-	Regular 09/04/15	\$	0
	Regular 09/10/15	\$	2,103.65
	Regular 09/15/15	\$	0
	Regular 09/30/15	\$	1,375,903.81
Total Certificated		\$	<u>1,378,007.46</u>
Other-	Regular 09/04/15	\$	0
	Regular 09/10/15	\$	0
	Regular 09/15/15	\$	0
	Regular 09/30/15	\$	0
Total Other		\$	<u>0</u>
Classified-	Regular 09/04/15	\$	0
	Regular 09/10/15	\$	520.38
	Regular 09/15/15	\$	0
	Regular 09/30/15	\$	469,921.98
Total Classified		\$	<u>470,442.36</u>
<u>TOTAL PAYROLL</u>		\$	<u>1,848,449.82</u>

Warrants- AP

Warrants <u>12177874</u> through <u>12177900</u> (08/27/15)	\$	<u>66,775.21</u>
Warrants <u>12178431</u> through <u>12178456</u> (09/01/15)	\$	<u>47,189.55</u>
Warrants <u>12182423</u> through <u>12182447</u> (09/22/15)	\$	<u>14,048.30</u>
Warrants <u>12184402</u> through <u>12184436</u> (09/24/15)	\$	<u>101,894.97</u>
Warrants <u>12184945</u> through <u>12184993</u> (09/29/15)	\$	<u>91,126.99</u>
<u>TOTAL WARRANTS</u>	\$	<u>2,169,484.84</u>

SUBJECT: PGUSD Representative to the Adult Educational Consortium of the Monterey Peninsula

PERSON(S) RESPONSIBLE: Barbara Martinez, Pacific Grove Adult Education Principal

RECOMMENDATION:

The Administration requests that the Board review and select Barbara Martinez as the Pacific Grove Adult Education representative to the Adult Education Regional Consortium of the Monterey Peninsula.

BACKGROUND:

“The 2013-2014 State Budget appropriated \$25 million to the California Community College Chancellor’s Office (CCCCO) to allocate funding for two-year planning and implementation grants. The funds will be provided to eligible consortia for the purpose of developing regional plans for adult education. Assembly Bill 86 (AB 86) outlines expectations for consortium development as well as planning and implementation requirements to establish the Adult Education Consortium Program. The intent of AB 86 is to expand and improve the provision of adult education –via these consortia...” (From the AB86 State web-site:

<http://ab86.cccco.edu/Overview.aspx>)

INFORMATION:

The State of California now requires that representatives to the regional Adult Education consortia be named and approved by each school’s respective board before allocation of funds in November.

Currently, Monterey Adult School, Pacific Grove Adult School, Carmel Adult School, and MPC are members of the Adult Education Regional Consortium of the Monterey Peninsula. Pacific Grove Adult Education is a founding partner in the development of the consortium. Barbara Martinez, Principal of Pacific Grove Adult Education has been acting as a representative and steering committee member for the past year.

FISCAL IMPACT:

None.

SUBJECT: First and/or Final Read: Board Policy 5131 Conduct

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The Administration recommends that the Board review and approve or give direction on the current Board Policy 5131 Conduct.

INFORMATION:

The Board Policy 5131 changes are mandated and include Ed Code revisions, including classification of electronic devices.

FISCAL IMPACT:

None.

Students

Policy #5131

CONDUCT

REDLINE

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation.

The Superintendent or designee shall ensure that each school site develops standards of conduct and discipline consistent with district policies and administrative regulations. Students and parents and/or guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others
2. Conduct that disrupts the orderly classroom or school environment
3. Harassment or bullying of students or staff, including, but not limited to, cyberbullying, intimidation, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm or substantial disruption in accordance with the section entitled "Bullying/cyberbullying"
4. Damage to or theft of property belonging to students, staff or the District
5. Possession or use of a laser pointer, unless used for a valid instructional or other school-related purpose, including employment (Penal Code [417.27](#))

Prior to bringing a laser pointer on school premises, students shall first obtain permission from the principal or designee. The principal or designee shall determine whether the requested use of the laser pointer is for a valid instructional or other school-related purpose.

6. Use of profane, vulgar or abusive language
7. Plagiarism or dishonesty in school work or on tests
8. Inappropriate attire
9. Tardiness or unexcused absence from school
10. Failure to remain on school premises in accordance with school rules
11. Possession, use or being under the influence of tobacco, alcohol or other prohibitive drugs

12. Use of a cellular/digital telephone, pager, or other mobile communications device during instructional time (see "Possession/Use of Cellular Phones and Other Electronic Communication Devices" below)

Students

Policy #5131

CONDUCT

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or administrator for further investigation.

Students who violate district or school rules and regulations may be subject to discipline including but not limited to suspension, expulsion, transfer to an alternative program or denial of the privilege of participation in extracurricular or co-curricular activities in accordance with Board policy, and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

Students may also be subject to discipline in accordance with law, Board policy and administrative regulations for any off-campus conduct during nonschool hours which poses a threat or danger to the safety of students, staff, or district property or disrupts the orderly delivery of the educational program.

Possession/~~Use~~ of Cellular Phones and Other ~~Mobile~~ Electronic Communication Devices (~~EC 48901.5~~)

The Governing Board may regulate the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment, by pupils of the school district while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. (Education Code 48901.5)

Electronic communication devices including, but not limited to, cellular phones for voice usage, digital imaging, text messaging, or other mobile communications devices such as wearable computing devices, portable electronic devices, tablets, digital media players, personal digital assistants (PDA's), pagers, portable game consoles, cameras, and laptop computers shall be turned off during the official instructional day, and at any other time directed by a district employee, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee. Any such devices may be used before and after the official instructional day.

It is the student's responsibility to ensure that their devices are turned off and secured at all times.

When a student uses any prohibited device, or uses a permitted device in an improper or illegal activity, a district employee may confiscate the device, which will be stored and returned to the student in accordance with the school's handbook. The district shall not be responsible for student devices, including any damage or loss of any device confiscated pursuant to this section.

No pupil shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of the pupil and use of which is limited to purposes related to the health of the pupil. If a student wishes to use an electronic communication device at an unauthorized time for medical purposes, his/her parent/guardian must submit a written request for permission to the school principal or designee to determine the validity of the request (Education Code 48901.5).

Students

Policy #5131

CONDUCT

Bullying/Cyberbullying

The Board desires to prevent bullying/cyberbullying by establishing a positive, collaborative school climate and clear rules for student conduct.

The district may provide students with instruction, in the classroom or other school settings, that promotes communication, social skills, and assertiveness skills and educates students about appropriate online behavior and strategies to prevent and respond to bullying and cyberbullying.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies. Parents/guardians, students, and community members also may be provided with similar information.

Students may submit a verbal or written complaint of conduct they consider to be bullying or cyberbullying to a teacher or administrator. Complaints of bullying/cyberbullying shall be investigated and resolved in accordance with site-level grievance procedures.

When a student is suspected of or reported to be using electronic or digital communications to engage in cyberbullying against other students or staff, or to threaten district property, the investigation shall include documentation of the activity, identification of the source, and specific facts or circumstances that explain the impact or potential impact on school activity, ~~or~~ school attendance, or the targeted student's educational performance.

Students shall be encouraged to save and print any messages sent to them that they feel constitutes cyberbullying and to notify a teacher, principal, or other employee so that the matter may be investigated.

Any student who engages in cyberbullying on school premises, or off-campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline in accordance with district policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting harmful material, the Superintendent or designee may also file a complaint with the Internet site or service to have the material removed.

Legal Reference:

EDUCATION CODE

[200-262.4](#) Prohibition of discrimination

[32261](#) Bullying

[35181](#) Governing board policy on responsibilities of students

[35291-35291.5](#) Rules

[44807](#) Duty concerning conduct of students

[48900-48925](#) Suspension or expulsion, especially:

[48908](#) Duties of students

[51512](#) Prohibition against electronic listening or recording device in classroom without permission

Students

Policy #5131

CONDUCT

CIVIL CODE

[1714.1](#) Liability of parents and guardians for willful misconduct of minor

PENAL CODE

[288.2](#) Harmful matter with intent to seduce

[313](#) Harmful matter

[417.25-417.27](#) Laser scope

[528.5](#) Electronic impersonations

[647](#) Use of camera or other instrument to invade person's privacy; misdemeanor

[647.7](#) Use of camera or other instrument to invade person's privacy; punishment

[653.2](#) Electronic communication devices, threats to safety

VEHICLE CODE

~~[23124](#)~~ [23123-23124](#) Prohibition against use of electronic devices while driving ~~Use of cellular phones~~
~~provisional license holders~~

CODE OF REGULATIONS, TITLE 5

[300-307](#) Duties of pupils

UNITED STATES CODE, TITLE 42

[2000h](#)-2000h6 Title IX, 1972 Education Act Amendments

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

COURT DECISIONS

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

LaVine v. Blaine School District, (2000, 9th Cir.) 257 F.3d 981

Emmett v. Kent School District No. 415, (2000) 92 F.Supp. 1088

Bethel School District No. 403 v. Fraser, (1986) 478 U.S. 675

Tinker v. Des Moines Independent Community School District, (1969) 393 U.S. 503

[New Jersey v. T.L.O., \(1985\) 469 U.S. 325](#)

Management Resources:

CSBA PUBLICATIONS

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Bullying at School, 2003

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Digital Discipline: Off-Campus Student Conduct, the First Amendment and Web Sites, School Law in Review, 2001

NATIONAL SCHOOL SAFETY CENTER PUBLICATIONS

Students

Policy #5131

CONDUCT

Bullying in School: Fighting the Bullying Battle, 2006

WEB SITES

CSBA: <http://www.csba.org>

California Cybersafety for Children: <http://www.cybersafety.ca.gov>

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/ls/ss>

Center for Safe and Responsible Internet Use: <http://cyberbully.org>

National School Boards Association: <http://www.nsba.org>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education: <http://www.ed.gov>

Students

Policy #5131

CONDUCT

FINAL

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation.

The Superintendent or designee shall ensure that each school site develops standards of conduct and discipline consistent with district policies and administrative regulations. Students and parents and/or guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others
2. Conduct that disrupts the orderly classroom or school environment
3. Harassment or bullying of students or staff, including, but not limited to, cyberbullying, intimidation, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm or substantial disruption in accordance with the section entitled "Bullying/cyberbullying"
4. Damage to or theft of property belonging to students, staff or the District
5. Possession or use of a laser pointer, unless used for a valid instructional or other school-related purpose, including employment (Penal Code [417.27](#))

Prior to bringing a laser pointer on school premises, students shall first obtain permission from the principal or designee. The principal or designee shall determine whether the requested use of the laser pointer is for a valid instructional or other school-related purpose.

6. Use of profane, vulgar or abusive language
7. Plagiarism or dishonesty in school work or on tests
8. Inappropriate attire
9. Tardiness or unexcused absence from school
10. Failure to remain on school premises in accordance with school rules
11. Possession, use or being under the influence of tobacco, alcohol or other prohibitive drugs
12. Use of a cellular/digital telephone, pager, or other mobile communications device during instructional time (see "Possession/Use of Cellular Phones and Other Electronic Communication Devices" below)

Students

Policy #5131

CONDUCT

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or administrator for further investigation.

Students who violate district or school rules and regulations may be subject to discipline including but not limited to suspension, expulsion, transfer to an alternative program or denial of the privilege of participation in extracurricular or co-curricular activities in accordance with Board policy, and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

Students may also be subject to discipline in accordance with law, Board policy and administrative regulations for any off-campus conduct during nonschool hours which poses a threat or danger to the safety of students, staff, or district property or disrupts the orderly delivery of the educational program.

Possession/Use of Cellular Phones and Other Electronic Communication Devices

The Governing Board may regulate the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment, by pupils of the school district while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. (Education Code 48901.5)

Electronic communication devices including, but not limited to, cellular phones for voice usage, digital imaging, text messaging, or other mobile communications devices such as wearable computing devices, portable electronic devices, tablets, digital media players, personal digital assistants (PDA's), pagers, portable game consoles, cameras, and laptop computers shall be turned off during the official instructional day, and at any other time directed by a district employee, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee. Any such devices may be used before and after the official instructional day.

It is the student's responsibility to ensure that their devices are turned off and secured at all times.

When a student uses any prohibited device, or uses a permitted device in an improper or illegal activity, a district employee may confiscate the device, which will be stored and returned to the student in accordance with the school's handbook. The district shall not be responsible for student devices, including any damage or loss of any device confiscated pursuant to this section.

No pupil shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of the pupil and use of which is limited to purposes related to the health of the pupil. If a student wishes to use an electronic communication device at an unauthorized time for medical purposes, his/her parent/guardian must submit a written request for permission to the school principal or designee to determine the validity of the request (Education Code 48901.5).

Bullying/Cyberbullying

Students

Policy #5131

CONDUCT

The Board desires to prevent bullying/cyberbullying by establishing a positive, collaborative school climate and clear rules for student conduct.

The district may provide students with instruction, in the classroom or other school settings, that promotes communication, social skills, and assertiveness skills and educates students about appropriate online behavior and strategies to prevent and respond to bullying and cyberbullying.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies. Parents/guardians, students, and community members also may be provided with similar information.

Students may submit a verbal or written complaint of conduct they consider to be bullying or cyberbullying to a teacher or administrator. Complaints of bullying/cyberbullying shall be investigated and resolved in accordance with site-level grievance procedures.

When a student is suspected of or reported to be using electronic or digital communications to engage in cyberbullying against other students or staff, or to threaten district property, the investigation shall include documentation of the activity, identification of the source, and specific facts or circumstances that explain the impact or potential impact on school activity, ~~or~~ school attendance, or the targeted student's educational performance.

Students shall be encouraged to save and print any messages sent to them that they feel constitutes cyberbullying and to notify a teacher, principal, or other employee so that the matter may be investigated.

Any student who engages in cyberbullying on school premises, or off-campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline in accordance with district policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting harmful material, the Superintendent or designee may also file a complaint with the Internet site or service to have the material removed.

Legal Reference:

EDUCATION CODE

[200-262.4](#) Prohibition of discrimination

[32261](#) Bullying

[35181](#) Governing board policy on responsibilities of students

[35291-35291.5](#) Rules

[44807](#) Duty concerning conduct of students

[48900-48925](#) Suspension or expulsion, especially:

[48908](#) Duties of students

[51512](#) Prohibition against electronic listening or recording device in classroom without permission

Students

Policy #5131

CONDUCT

CIVIL CODE

[1714.1](#) Liability of parents and guardians for willful misconduct of minor

PENAL CODE

[288.2](#) Harmful matter with intent to seduce

[313](#) Harmful matter

[417.25-417.27](#) Laser scope

[528.5](#) Electronic impersonations

[647](#) Use of camera or other instrument to invade person's privacy; misdemeanor

[647.7](#) Use of camera or other instrument to invade person's privacy; punishment

[653.2](#) Electronic communication devices, threats to safety

VEHICLE CODE

[Prohibition against use of electronic devices while driving](#)

CODE OF REGULATIONS, TITLE 5

[300-307](#) Duties of pupils

UNITED STATES CODE, TITLE 42

[2000h-2000h6](#) Title IX, 1972 Education Act Amendments

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

COURT DECISIONS

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

LaVine v. Blaine School District, (2000, 9th Cir.) 257 F.3d 981

Emmett v. Kent School District No. 415, (2000) 92 F.Supp. 1088

Bethel School District No. 403 v. Fraser, (1986) 478 U.S. 675

Tinker v. Des Moines Independent Community School District, (1969) 393 U.S. 503

New Jersey v. T.L.O., (1985) 469 U.S. 325

Management Resources:

CSBA PUBLICATIONS

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Bullying at School, 2003

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Digital Discipline: Off-Campus Student Conduct, the First Amendment and Web Sites, School Law in Review, 2001

NATIONAL SCHOOL SAFETY CENTER PUBLICATIONS

Bullying in School: Fighting the Bullying Battle, 2006

WEB SITES

CSBA: <http://www.csba.org>

California Cybersafety for Children: <http://www.cybersafety.ca.gov>

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/ls/ss>

Students

Policy #5131

CONDUCT

Center for Safe and Responsible Internet Use: <http://cyberbully.org>

National School Boards Association: <http://www.nsba.org>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education: <http://www.ed.gov>

SUBJECT: Personnel Technician (Confidential)

PERSON RESPONSIBLE: Billie Mankey, Director II, Human Resources

RECOMMENDATION:

The District Administration recommends that the Board review and approve the job description for the confidential position of Personnel Technician.

BACKGROUND/INFORMATION/DESCRIPTION:

The position of Personnel Technician is being recommended to support identified needs at the District Office and maintain appropriate levels of service to PGUSD schools and the community. This position encompasses District Office receptionist duties, additional support to the Technology Department including data entry for required reporting, additional support to the Human Resource Department including confidential administrative support for negotiations, substitute employee system maintenance and volunteer database and fingerprint processing and as needed provide support to other district level departments.

This position is being recommended as a part-time position starting at 5 hours per day, 180 days per year.

OPTIONS:

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

FUNDING:

Confidential Hourly Salary Schedule proposal for this position:

1	2	3	4	5	6
		**			
24.38	25.48	26.64	27.85	29.12	30.46

****Cost based on cell 3 equals \$23,976 for this position at 5 hours per day, 180 day work year**

POSITION TITLE: PERSONNEL TECHNICIAN

DEFINITION: *Under general supervision and at the direction of the Director of Human Resources and in coordination with the Director of Technology and Informational Technology, performs confidential personnel duties and technical database entry and maintenance associated with the Human Resource Department and District Technology Department.*

Confidential employees are those employees who, in the regular course of their duties, have access to, or possess information relating to their employer's employer-employee relation. He/she also performs work of a confidential nature for the Board of Education during salary negotiation and at other times during the year.

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

- Receive and greet visitors and the general public on behalf of Pacific Grove Unified School District in a professional, informative, and welcoming manner
- Answer telephone and act as an information source to district staff, administrators, applicants, and the general public
- Maintain the district-automated absence tracking and substitute calling system, records, enter new employees and create reports
- Monitor leave requests; prepare correspondence accordingly
- Maintain the district volunteer database and volunteer records
- Assist with fingerprint processing, recording and collection of fees
- Provide administrative support with confidential negotiations research, analysis, and statistical data
- Provide administrative support to the Director of Technology and Informational Technology in relation to data entry and reporting
- Use the Student Information System to enter and retrieve data
- Enter and maintain data for State and Federal reporting as assigned
- Assist Director of Human Resource with preparation and dissemination of collective bargaining unit agreements
- Assist with input, organization and maintenance of personnel files both hard copy and digital
- Perform complex and detail oriented data entry and program trouble shooting
- Perform a wide variety of routine and responsible clerical work, including typing, filing, proofreading, answering telephones and taking messages, etc.
- Maintain confidentiality
- Assist various departments in District Office as requested and as time permits
- Other duties as assigned

Ability to:

- Read, understand the scheduling and educational program requirements of the District, and the state, and apply with good judgment the policies, rules, procedures, and techniques applicable to the position
- Learn, plan, formulate and execute federal, state, district, and departmental policies, procedures and directives, in accordance with assigned duties
- Communicate clearly, both orally and in writing; understand and carry out oral and written instructions
- Use a computer, various established software programs, and learn new programs
- Accurately input data from source documents
- Expertly use Excel to manipulate text and numeric fields in formulas, import/export data, and troubleshoot data errors
- Utilize creative solutions for complex problems

POSITION TITLE: PERSONNEL TECHNICIAN

- Work under pressure and with frequent interruptions
- Multi-task and see projects to completion
- Meet deadlines
- Maintain a high level of organization
- Establish and maintain effective relationships with those contacted in the course of work
- Use initiative and good judgement when discussing issues with the public and district staff involving District practices and policies
- Perform complex and varied tasks
- Maintain regular attendance and punctuality

EDUCATION AND EXPERIENCE:

- Completion of the twelfth grade.
- Two years of experience, or equivalent, in database operations, preferably in school data processing using a Student Information System source
- Two years of increasingly responsible clerical experience and computer skills using a variety of software applications.
- Demonstrable Microsoft Excel training and skills

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

- Sit for extended periods of time.
- Stand in one area for extended periods of time.
- Stand and walk for extended periods of time.
- Ascend and descend steps.
- See for the purpose of observing accuracy of reports and documents
- Hear and understand speech at normal levels.
- Communicate so others will clearly understand normal conversation.
- Communicate using the telephone and radio.
- Push/pull, squat, turn, twist, bend, and stoop.
- Lift and carry 20 lbs.
- Reach in all directions.
- Think clearly and rationally to solve problems, make good judgments and decisions.
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position.

WORKING CONDITIONS:

Office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal.

LICENSE OR CERTIFICATES:

- Valid California Driver's license
- Valid Typing Certification of 40 net words per minute
- Valid CPR/First Aid Certification desirable.
- Mandated Reporter Training Certificate

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

SUBJECT: Approval of Measure A Education Technology Expenditures

PERSON RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services and Bruce Cates, Director of Technology

RECOMMENDATION:

The District Administration recommends that the Board review and approve Measure A Education Technology Bond expenditures.

BACKGROUND:

On November 4, 2014, the voters with the Pacific Grove Unified School District approved an \$18 million General Obligation Bond to be used for Education Technology. Each property may be charged a maximum of \$17.96 per \$100,000 of assessed valuation over 18 years. Measure A was approved by voters with 59.79% of the vote.

The bond measure will improve technology by:

- Increasing student access to computers.
- Upgrading educational software in every classroom.
- Implementing a multiyear, District-wide educational technology plan.
- Improving classroom and campus security systems.
- Installing student performance assessment software for statewide testing/learning requirements.

The bond funds will be released in six separate series, approximately \$3 million every three years, over 18 years. The first issuance, Series A, was released in the 2014-15 fiscal year for \$2,327,150. As the assessed valuations of the properties within the District increase, the maximum allowable funding for each series will also increase.

INFORMATION:

For many years, the District Technology Committee reviewed all educational technology purchases. The committee consists of Principals, Assistant Principals, Teachers, the Director of Technology, and Site Technology Coordinators.

Some of the initial purchases from the Education Technology bond included Chromebooks and Chromebook cabinets, curriculum software, an Education Technology survey, Wifi Transmitters for improving internet access, replacement computers and the cost of the bond issuance.

Please see the attached spreadsheet which is a current list of Measure A expenditures that are awaiting Board approval. These costs are estimated and may vary slightly due to variations in tax and shipping costs. A second spreadsheet is also attached which is a list of items that have already been purchased from Measure A.

FISCAL IMPACT:

\$16,744 of equipment and software to be purchased from Fund 21

Measure A - Ed Tech Bond

Series A	2014-15	2015-16	2016-17	Total
Purchased:				
1 SRI & SMI Curriculum (Scholastic)	21,887			21,887
2 Projectors (Compview)	2,984			2,984
3 Tech supplies (Grainger)	559			559
4 Headsets for SBAC (Insight)	19,944	8,636		28,579
5 Projector (Compview)	1,054			1,054
6 Microsoft Licenses (SHI)	41,872			41,872
7 Network Ports (CXtec)	558			558
8 Fingerprint Scanner (Biometrics)	5,585			5,585
9 Replacement CPU (Dell)	1,516	4,384		5,901
10 Chromebooks (HP-SHI)	463,056	190,375		653,431
11 Chromebook Cabinets (Datum)	50,839	31,594		82,434
12 Wifi Transmitters (Carousel)	42,347			42,347
13 Chromebook security carts (Portola)	8,752			8,752
14 Computer replacements (Dell)	34,922	102,702		137,624
15 Student Union Equipment (Trinity)	5,283			5,283
16 License for Certify (Certica)	3,055			3,055
17 School Messenger (Reliance)	8,770			8,770
18 Ed Tech Survey (DS&C)	20,000			20,000
19 School Dude Software (School Dude)	9,424			9,424
20 Ed Tech Financial Advisor (DS&C)	146,514			146,514
21 Security Camera Project (Trinity Productions)	15,120	246,990		262,110
22 Software (YoYo)		1,200		1,200
23 Servers (Firefly)		22,453		22,453
24 Read 180 (Scholastic)		33,441		33,441
25 Memory Upgrade (Lifetime)		494		494
26 Software (Teachers Curriculum, Pixologic)		33,271		33,271
27 Graphing Calculators (Bach)		28,481		28,481
28 Robotics (Lego)		7,401		7,401
29 MS Math (Think Through Learning)		23,490		23,490
30 Curriculum Licenses & Training (Curric Assoc)		30,554		30,554
31 Math 180 (Houghton-Mifflin)		121,796		121,796
32 Apple iMacs (Apple)		120,627		120,627
33 EL software (Brain Pop)		6,397		6,397
34 MS Big Ideas Math (Houghton Mifflin)		3,500		3,500
35 Apple Apps (Apple)		2,000		2,000
36 HS Foreign Language (Vista Higher Learning)		4,201		4,201
37 HS Media Tech (Adafruit)		660		660
38 Audio Devices (Hearing and Communication)		2,372		2,372
39 RD Bluetooth Speakers (Costco)		424		424
40 Read Naturally (Read Naturally)		3,998		3,998
41 Starfall Software (Starfall)		810		810
42 Launch Pad Licenses (Class Link)		13,736		13,736
43 Math site licenses (McGraw Hill)		900		900
44 Learning A-Z licenses (Learning A-Z)		4,437		4,437
45 Turnitin licenses (Turnitin)		6,153		6,153
46 Wireless Boards (Trinity Productions)		7,360		7,360
Total Expended	904,041	1,064,837	-	1,968,878

Series A	2014-15	2015-16	2016-17	Total
Reserve:				
47 Reserve for 2016-17			100,000	100,000
Total Reserves	-	-	100,000	100,000
Summary:				Unspent
Measure A Funding	2,328,234			359,356

On November 4, 2014, the voters within the Pacific Grove Unified School District approved an \$18 million GO Bond, charging \$17.96 per \$100,000 of Assessed Valuation over 18 years. Measure A passed with 59.79% of the vote.

The bond measure will improve technology by:

- Increasing student access to computers, upgrading educational software in every classroom, implementing a multiyear District-wide educational technology plan, improving classroom and campus security systems, and installing student performance assessment software for statewide testing/learning requirements.

	Item	Request	Site(s)	Qty	Est. Cost Incl. Tax; S/H	Item Total
1	Acellus Credit Recovery - Student Licenses	Spring List	AE	15	28	420
2	Certica Solutions - Daily PowerSchool Data Verification (2yr Subscription)	Added	All	1	4,064	4,064
3	Apple TVs	Spring List	FG	2	80	160
4	Acclerated Reader (site license)	Spring List	FG	1	1,760	1,760
5	Classroom Speakers	Spring List	MS	26	330	8,580
6	Read Live	Spring List	RD	80	22	1,760
7						0
8						0
					TOTAL-->	16,744

SUBJECT: Acceptance of Measure A Security Camera Project

PERSON(S) RESPONSIBLE: Rick Miller, Assistant Superintendent; Matt Kelly, Director of Maintenance

RECOMMENDATION:

District administration recommends that the Board review and approve the security camera project and award the base bid amount to Surveillance Grid of Morgan Hill, CA.

BACKGROUND:

During initial discussion of the Measure A Bond, district site safety and security cameras were identified as a priority. The school sites need additional cameras to assist with the investigation of incidences of vandalism, discipline and intrusion.

INFORMATION:

Sealed bids were received on Tuesday, October 6, at the District Office. We received five bids with a base bid and four alternates. The base bid includes the High School, Middle School and Forest Grove. The following is a breakdown of all bids submitted:

Surveillance Grid	\$243,977.00
EKC Enterprises, Inc.	\$248,800.00
I Tech Solutions	\$250,000.00
Walsh Electronics	\$256,642.00 *
Electronic Innovations	\$413,482.09 *

See attached Bid Results Form.

* Submitted wrong bid form.

The apparent low bid was submitted by Surveillance Grid of Morgan Hill, CA, with a base bid amount of \$243,977. *Their Bid Proposal Form is attached.*

Alternates 1-4 will be bid and awarded during the second release of Measure A Bond funds.

FISCAL IMPACT:

Funding is part of the Measure A Technology Bond.

Measure A Security Camera Project

2015 Bid Results

Company	Base Bid	Alt. #1	Alt. #2	Alt. #3	Alt.#4	Total Bid
Site	HS,MS,FG	RD	CHS	AS	DO	
Surveillance Grid	\$243,977	\$49,908	\$14,200	\$26,697	\$15,529	\$350,311
EKC Enterprises, Inc.	\$248,800	\$51,240	\$16,860	\$17,675	\$15,430	\$350,005
I Tech Solutions	\$250,000	\$58,000	\$40,000	\$27,000	\$27,000	\$402,000
*Walsh Electronics	\$256,642	\$46,730	\$20,400	\$37,134	\$21,146	\$382,052
*Electronic Innovations	\$413,842.09	\$74,341	\$27,383	\$46,269	\$22,758	\$584,593.09
* <i>wrong bid form used</i>						

BID PROPOSAL FORM**SECTION 004000R1****PAGE 1****GENERAL**

Sealed bids will be received until Tuesday October 6th 2015, at Two PM O'clock, (2:00PM), at the office of the Pacific Grove Unified School District of the at the office of the Assistant Superintendent of Business, located at 435 Hillcrest Avenue, Pacific Grove, California 93950 USA.

The work is broken out and bid for each site as a standalone bid amount package, with the Middle School being the priority base bid, and all other sites being additive alternates to the project to establish all of the server equipment and networking connections for all sites. Funding will be applied in the priority as established by PGUSD, however the Middle Schools and High Schools are top priority for the "work" to be accomplished at each site for the implementation of the CCTV cameras. The District has set aside up to \$250,000.00 (Two Hundred Fifty Thousand Dollars) for the implementation of this work. Projects/sites will be awarded in the following priority up to the budget amount:

1. Pacific Grove Middle School
2. Pacific Grove High School
3. Forest Grove School
4. Robert Down School
5. Community High School
6. Adult Education
7. District Office

Lowest bid shall be calculated as follows: The lowest total of the bid prices on the base contract and those additive or deductive items that when taken in order from a specifically identified list of those items in the solicitation(bid), and added to, or subtracted from, the base contract, are less than, or equal to, the funding amount. **Lowest bidder shall be determined by the aggregate total of base bid pricing for Middle School, High School and Forest Grove School, and funded as the various amounts are applied from the allocated amount of \$250,000.00. The projects will be funded complete for each site funding permitting, to a single contractor.**

TO THE HONORABLE BOARD OF EDUCATION OF PACIFIC GROVE UNIFIED SCHOOL DISTRICT OF MONTEREY COUNTY.

In compliance with the advertisement calling for bids for the DISTRICT WIDE CCTV SECURITY SURVEILLANCE Project, for District wide CCTV Systems and connections at schools for Pacific Grove Unified School District of Monterey County in accordance with plans and specifications for the same prepared by The Trinity Group, Inc., and on file in the office of the Pacific Grove Unified School District, the undersigned hereby proposes and agrees to furnish all labor, materials, equipment, mechanical workmanship, transportation, services within the construction timeline for the construction and completion of said work, in strict accordance with said plans and specifications for the individual site project sums of:

the DISTRICT WIDE CCTV SECURITY CAMERA PROJECT,
Project # 15-01CCTV-R1

Bid Amount (Dollars)

BASE BID PROJECT**PACIFIC GROVE MIDDLE SCHOOL – STAND ALONE PROJECT BID**

Pacific Grove Middle School Security Camera Surveillance project for the Pacific Grove Unified School District per plans and specifications as developed by The Trinity Group, Inc. – all work related to Pacific Grove Middle School

\$ 122,297.16

BASE BID PROJECT

PACIFIC GROVE HIGH SCHOOL – STAND ALONE PROJECT BID

Pacific Grove High School Security Camera Surveillance project for the Pacific Grove Unified School District per plans and specifications as developed by The Trinity Group, Inc. – all work related to Pacific Grove High School

\$ 84,011.55

BASE BID PROJECT

FOREST GROVE ELEMENTARY SCHOOL – STAND ALONE PROJECT BID

Forest Grove Elementary School Security Camera Surveillance project for the Pacific Grove Unified School District per plans and specifications as developed by The Trinity Group, Inc. – all work related to Forest Grove Elementary School

\$ 37,668.78

TOTAL BID AMOUNT OF "BASE BID PROJECTS" LISTED ABOVE. SITES WILL BE AWARDED ON MAXIMUM FUNDING AMOUNT OF \$250,000, WHICH MAY INCLUDE UP TO ALL THREE PROJECTS SHOULD FUNDING PERMIT. FUNDING WILL BE ALLOCATED IN THE ORDER OF MIDDLE SCHOOL, HIGH SCHOOL AND OTHER SITES AS FUNDING PERMITS. ADDITIVE ALTERNATES MAY OR MAY NOT BE FUNDED ACCORDING TO FUNDS ALLOCATION

\$ 243,977.48

ADDITIVE ALTERNATE #1

ROBERT DOWN ELEMENTARY SCHOOL – STAND ALONE PROJECT BID

Robert Down Elementary School Security Camera Surveillance project for the Pacific Grove Unified School District per plans and specifications as developed by The Trinity Group, Inc. – all work related to Robert Down Elementary School

\$ 49,908.27

ADDITIVE ALTERNATE #2

PACIFIC GROVE COMMUNITY HIGH SCHOOL – STAND ALONE PROJECT BID

Pacific Grove Community High School Security Camera Surveillance project for the Pacific Grove Unified School District per plans and specifications as developed by The Trinity Group, Inc. – all work related to Pacific Grove Community High School

\$ 14,200

Community High School Additive Alternates

Camera #1 - Additive Alternate 2A

\$ 1950

Camera #2 - Additive Alternate 2B

\$ 1950

Camera #3 - Additive Alternate 2C

\$ 1950

Camera #4 - Additive Alternate 2D

\$ 1950

Camera #5 - Additive Alternate 2E

\$ 1950

Camera #6 - Additive Alternate 2F

\$ 1950

Camera #7 - Additive Alternate 2G

\$ 1950

Camera #8 - Additive Alternate 2H

\$ 1950

Additive Alternate "2I"

Additive Alternate consisting of **conduits and infrastructure** as indicated on plans for conduit extension and addition of IDF (oval note tag work on plans)

\$ 9265

ADDITIVE ALTERNATE #3

PACIFIC GROVE ADULT SCHOOL – STAND ALONE PROJECT BID

Pacific Grove Adult School Security Camera Surveillance project for the Pacific Grove Unified School District per plans and specifications as developed by The Trinity Group, Inc. – all work related to Pacific Grove Adult School

\$ 26,697.64

ADDITIVE ALTERNATE #4**PACIFIC GROVE DISTRICT OFFICE – STAND ALONE PROJECT BID**

Pacific Grove District Office Security Camera Surveillance project for the Pacific Grove Unified School District per plans and specifications as developed by The Trinity Group, Inc. – all work related to Pacific District Office

\$ 15,529.13

A bid bond duly executed by the bidder as principal and a corporation authorized to do business in the State of California as surety, naming the Pacific Grove Unified School District of Monterey County as obligee, or cash or a cashier's check or certified check, certified without qualification, drawn on a solvent bank of the State of California, or on a national bank doing business in the State of California in the amount of ten per cent (10%) of the total bid, and made payable to the Pacific Grove Unified School District of Monterey County, is enclosed herewith, subject to all of the conditions stated in said advertisement and in said specifications.

The undersigned has inspected the site of the proposed work and has carefully examined the plans and specifications and acknowledges their sufficiency and has carefully examined the form of agreement which he/she will be required to sign should he/she be the successful bidder, and in that event will execute the contract for this work and will perform all of the terms, covenants, and conditions of said contract within the time and in the manner set forth in said plans and specifications, Information to Bidders, and General Conditions.

It is understood that this proposal is based upon completion of the work covered by the plans and specifications **not later than 120 calendar days from "Notice to Proceed"**.

Any printed matter on any letter or paper enclosed herewith is not to be considered a part of this bid and the undersigned agrees that such printed matter shall be entirely disregarded and notwithstanding such printed matter that the bid is a bid to perform the work or is a bid to furnish the labor and materials and all other things required by the plans and specifications, strictly within the specified time and in accordance with the plans and specifications. Fax bids are not acceptable.

The undersigned has inspected the site of the proposed work and has carefully examined the plans and specifications and acknowledges their sufficiency and has carefully examined the form of agreement which he/she will be required to sign should he/she be the successful bidder, and in that event will execute the contract for this work and will perform all of the terms, covenants, and conditions of said contract within the time and in the manner set forth in said plans and specifications, Information to Bidders, and General Conditions.

Listed hereunder is the name of each subcontractor and the location of the place of business of each subcontractor who will perform work or labor or render service to the undersigned in or about the construction of the work or improvement herein before described and the portion of said work which will be done by each such contractor, if the contract for the said construction work or improvement is awarded to the undersigned:

PORTION OF WORK

BID PROPOSAL FORM

Section 004000R1

Page 4

NAME OF SUBCONTRACTOR	PLACE OF BUSINESS	TO BE PERFORMED
1. PTSE	6011 South Front St. Ste B Livermore CA. 94551	Fiber Buildout
2. Network focus Inc	555 Bryant St. #309 Palo Alto, CA. 94301	ITF Planning + Buildout
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

The undersigned is licensed by the Contractors State License Board of the State of California to perform the work herein before described and holds (current valid license attached):

State Contractors License No. 984043
Classification: C-10
License Expiration Date: 5-30-2017

The undersigned declares under penalty of perjury that the statements and representations made in this bid are true and correct.

Name of Bidder: SurveillanceGRID Integration Inc.
Signature: [Signature]
Address of Bidder: 18434 Technology Dr.
City: Morgan Hill State: CA. Zip: 95037
Phone Number (408) 504 - 3222 Fax Number (408) 528 - 9277

NO BID IS VALID UNLESS SIGNED BY THE PERSON MAKING THE BID,

BIDDER ACKNOWLEDGES RECEIPT OF:

Addendum No. 1, Dated: 9/18/2015 Addendum No. 3, Dated: / /
Addendum No. 2, Dated: 10/1/2015 Addendum No. 4, Dated: / /

SUBJECT: Superintendent's Goals 2015/16

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The Superintendent recommends that the School Board approve the Superintendent's Goals for 2015/16.

BACKGROUND:

Every year the Superintendent works with the Board to establish performance goals that are aligned with the approved Board Goals, District Strategic Plan and the Local Control Accountability Plan (LCAP). The five Goals are focused on specific target areas listed in the above mentioned plans and include action steps that have been designed to address all of the various aspects of the District operations. The Goals are reviewed annually and are available for the Board during the Superintendent's evaluation in the Spring. The Goals are also used to determine direction for the entire administrative team.

The modifications for this year's goals include:

- Change for "Common Core" to "California Academic Standards," as aligned with California Department of Education
- Full alignment with LCAP, Strategic Plan and Board Goals
- Inclusion of Technology Plan development aligned with Measure A
- Inclusion of "Tech Ninjas" as support for curriculum
- Changing from "Connect Ed" to "School Messenger" and "Remind" as methods for communication with public
- Inclusion of LCAP, along with the Strategic Plan, as focal point for Budgetary Processes

FISCAL IMPACT:

None at this time.



Pacific Grove Unified School District

Superintendent's Goals & Objectives 2015/16

I.

Context

Strategy One: Develop and implement a comprehensive and standards-based educational program with respect to curriculum, instruction, course offerings, class size, support programs and facilities

Board Goal: Student Learning and Achievement; Services and Budget Alignment

Goal #1

The Superintendent will lead the District through the use of Professional Development, Teacher Collaboration Opportunities and Renewed Student Assessment protocols to align instructional programs/practices with the California Academic Standards

Activities

- Lead and support the process to continue the implementation of the District Strategic Plan and Local Control Accountability Plan (LCAP), including development and implementation of a renewed Technology Plan to align with Measure A
- Collaborate with the Director of Curriculum/Special Projects, and other administrators, to continue establishing and implementing District wide formative assessments/interim benchmarks supported by the use of Professional Learning Communities, teacher planning mini-day, and other similar staff collaboration efforts
- Meet with District staff to review and discuss strategies to implement the goals of the Board Goals, Strategic Plan, LCAP and Site Actions Plans
- Work with site principals to focus on implementation of Integrated Math and collaborative math instruction in all classrooms, with a focus on secondary programs
- Coordinate efforts with the Assistant Superintendent of Business Services to align the annual District budget with instructional and curricular needs in order to implement the California Academic Standards and requisite support programs
- Attend conferences and workshops to stay informed of relevant educational, legislative, and fiscal advances and challenges
- Maintain membership and networks in professional organizations, including executive level participation in the Association of California School Administrators (2014 – 18)
- Serve on and participate in various local and state committees and service groups



Pacific Grove Unified School District

II.

Context

Strategy One: Develop and implement a comprehensive and standards-based educational program with respect to curriculum, instruction, course offerings, class size, support programs and facilities

Board Goal: Student Learning and Achievement

Goal #2

To utilize continuous improvement strategies, professional learning communities and other collaboration efforts at all levels of the District to foster high academic achievement as the District's highest priority

Activities

- Continue to evaluate and revise existing programs and instructional strategies for effectiveness and potential revision using student academic progress metrics, feedback from staff, and other surveys
- Provide opportunities for District/Site administrators and teachers to be conversant in the language of the California Academic Standards and to be accountable to one another for implementation and assessment
- Present multiple opportunities for teachers to utilize assessment results (SBAC) and data to inform and to improve instructional practices for increased student achievement and learning for all students
- Present to the Board, staff and community an assessment of student achievement, data and results based on Federal, State and local District measures
- Support the Director of Curriculum/Special Projects to continue using curriculum committees (Instructional Leadership Team & Tech Ninjas) to further the alignment, implementation and utilization of common performance assessments and standards
- Review student achievement data with administrators and direct them to set, support and monitor improvement goals as part of the administrative evaluation process
- Continue to align Single School Plans with the District Strategic Plan, LCAP and Board Goals



Pacific Grove Unified School District

III.

Context

Strategy Two: Staff Recruitment, Retention and Professional Development

Strategy Three: Communications

Board Goal: Credibility, Confidence and Communication: We will develop strategies to promote a high level of communication, collaboration and interaction with the Pacific Grove Unified School District community

Goal #3a

To promote a positive and supportive view of PG Schools within our District, our local community, and region, which maintains trust, confidence and credibility

Goal #3b

To provide high quality, relevant and aligned professional development activities for District staff

Goal #3c

Maintain safe and orderly campuses and immediately address issues of student safety

Activities

- When appropriate, promptly communicate issues of student safety with all stakeholders
- Respond promptly to issues and requests raised by the School Board, staff and community
- Utilize formal and informal communication methods to keep Trustees, District staff, parents and all stakeholders informed and up-to-date on District and site issues
- Utilize School Site Councils, PTAs, advisory groups, etc. as vehicles through which to receive and to disseminate information
- In collaboration with District staff, coordinate with state and local agencies to develop a comprehensive professional development plan
- Plan activities for staff that directly relate to District goals and needs
- Oversee and maintain a Human Resources program that closely monitors staffing, recruits productive and successful employees, and addresses issues directly related to personnel
- Work with legal counsel to directly address relevant legal matters in a timely and responsible manner
- Collaborate with public and private agencies in initiatives and partnerships that support the PGUSD mission and goals
- Represent and promote the District throughout the local community, region, state and nation



Pacific Grove Unified School District

IV.

Context

Strategy Five: The District budgetary process will reflect the Strategic Plan and LCAP goals

Board Goal: Program, Services and Budget Alignment

Goal #4

To maintain financial accountability and budget integrity

Activities

- Continue to review the management organizational structure and recommend potential improvements
- Work with the Assistant Superintendent of Business Service to deliver regular administrative training on the District budget, budget operations, and budget development
- Oversee and maintain a budget process that is timely and understandable to the public
- Bring accurate information and recommendations to the Board
- Through the Assistant Superintendent of Business Services, complete maintenance projects and services that further a safe and secure environment for students and staff



Pacific Grove Unified School District

V.

Context

Strategy Three: Communications

Strategy Five: The District budgetary process will reflect the Strategic Plan and LCAP goals

Board Goal: Credibility, Confidence and Communication

Goal #5a

To maintain productive relationships with all employee groups

Goal #5b

To ratify, with Board approval, contracts and agreements that are fair and fiscally sound and reflect current and predicted federal, state and local budget scenarios

Activities

- Facilitate productive sessions for collective bargaining and “meet and confer” sessions with all employee groups, as directed by the Board of Education
- Meet with employee organization representatives regularly to resolve issues of mutual concern
- Establish primary interests of all parties to further productive and workable agreements

SUBJECT: Board Calendar/Future Meetings

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

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

BACKGROUND:

The Board has approved Bylaw 9320, which states that regular Board meetings be held on the first and third Thursday of each month, from August through June. At the annual organizational meeting held in December, Trustees 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, 2015/2016 School Year

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

Tentative Board Meeting Calendar, 2015/16 School Year

Jan. 21	Regular Board Meeting ✓ Report on Governor's Budget Proposal ✓ Preliminary enrollment projection for 2016/17 ✓ Williams/Valenzuela Uniform Complaint Report ✓ Property Tax Update	Community High School (School Site Visit)
Feb. 4	Regular Board Meeting ✓ Budget projections and assumptions ✓ Possible personnel action presented as information ✓ Preliminary Review of Site Master Schedules	District Office
Mar. 3	Regular Board Meeting ✓ Second Interim Report ✓ Budget Revision #3 ✓ Possible personnel action (RIF) ✓ Open House schedules reviewed	District Office
Mar. 17	Regular Board Meeting ✓ Budget projections and assumptions ✓ Approve 2016/17 Board meeting calendar, Aug. – Dec. ✓ TRAN Resolution ✓ Williams/Valenzuela Uniform Complaint Report	District Office
Apr. 14	Regular Board Meeting ✓ 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	Regular Board Meeting ✓ Review of Site Master Schedules ✓ Review of Strategic plan and LCAP (as needed) ✓ Review of Facilities Depreciation Schedule	District Office
May 19	Regular Board Meeting ✓ 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	Regular Board Meeting ✓ Adopt budget for 2016/17 ✓ Recommend approval of LCAP ✓ Complete Superintendent Evaluation	District Office
June 30	Regular Board Meeting ✓ Approval of contracts and purchase orders for 2016/17	District Office

SUBJECT: Community Human Services Counseling Services for Students

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

RECOMMENDATION:

The District Administration recommends that the Board discuss and provide direction on increasing the number of hours secondary schools receive counseling services for students.

BACKGROUND:

PGUSD contracts with the Community Human Services agency to provide counseling services for the three secondary schools. Results of the Health Kids Survey 14/15 suggest that many students are experiencing mental health issues and would benefit from receiving counseling services.

INFORMATION:

PGUSD and CHS counselors have provided information regarding the number of students served and have made recommendations to increase the number of counseling hours to adequately meet the needs of our students.

FISCAL IMPACT:

It is recommended that counseling services be increased 4 additional hours per week (PGHS 2 hours, PGMS 2 hours) for an increased budget of \$3,120. The present contract is \$9,360 for 312 hours of counseling to be increased to a total of \$12,480 for 416 hours of counseling for the 26 remaining weeks of the 15/15 school year.

Community Human Services Contract

Proposal to Increase Counseling Service Hours for Students

Source of Student Referrals

1. Students request counseling
2. Parents, Teachers and Administrators refer students for counseling

Referral Process

Students are first seen by the School Counselor;

1. Screen the student to identify specific area of need
2. Write up a short description of need
3. Prioritize the students based on presenting need-Student with urgent needs are seen first
4. Develop the docket of appointments with 30 minute intervals
5. Provide student information and docket to the CHS counselor
6. Track and document services provided
7. CHS counseling is voluntary and confidential
8. Students can be seen the first time without parent permission
9. If further counseling is needed, the CHS counselor mails home a parent permission form for approval
10. Some students are seen once/twice. Some students are seen on a regular basis
11. Length of appointments range from 10 minutes to 30 minutes
12. Crisis appointments can last up to 2 hours which “bumps” other students on the docket
13. Students can decline to meet with the CHS counselor

Present Level of CHS Services; 30 days shared between PGHS and PGCHS; 22 days at PGMS

2014-2015 Student Contact Data

PGHS 191 total student contacts

6.8 average student contacts per 28 half-days of service

Range 5-10 student contacts per day

PGMS 190 total student contacts

6.8 average student contacts per 28 half-days of service

Range 5-10 student contacts per half-day

PGCHS 25 students served

Range 5-7 students per half-day

Art Therapy, Drum Circle, and Group Therapy topics

Provided 1-2 times a month for all students

Rationale to increase level of CHS services

1. Due to student need, 14/15 budgeted amount went over by \$3,000 but we were not charged
2. Reports from School Counselors reflect that students frequently have to wait for appointments
3. Increased service time would allow for longer appointments
4. CHS counselors report that with more availability, there would be the potential for weekly or bi-monthly group sessions for students with similar issues and concerns

Increased Time Requested

PGHS requests increase from 4 hours a week to 6 hours a week

1. CHS counselor would be scheduled to come twice a week for 3 hours; one day on the “even” block periods and one day on the “odd” block periods
2. Students with urgent needs could be seen twice a week if needed
3. Therapist could rotate appointments so that the student would be available from 4 different classes rather than 2 different classes

PGMS requests increase from 4 hours a week to 6 hours a week

1. CHS counselor would be able to coordinate group sessions
2. CHS counselor reports this would allow some students to have weekly sessions rather than bi-weekly sessions or every other week sessions

PGCHS reports they are receiving adequate service and do not request an increase

Fiscal Impact

15/16 projected contract \$9,360	312 hours @ \$30
School Funding Source; Safety Grant \$6,360, Student Services \$3,000	
15/16 requested increase \$3,120	104 hours @ \$30 for 26 remaining instructional weeks
15/16 total contract \$12,480	416 hours @ \$30

SUBJECT: Pacific Grove High School Block Bell Schedule and Academic Student Retention

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

RECOMMENDATION:

This is a presentation of the current block bell schedule of Pacific Grove High school and the anecdotal observations, student and staff poll data, and research with respect to block schedules in other high schools and across the country.

BACKGROUND:

The high school changed from a tradition 7 period, 50 minute class time each day to the current modified block schedule in 1994. The objective was to allow for lessons that took longer than 50 minutes to conduct, to address the current standards-based curriculum which moved away from imposing bell-curve grading on all classes, and to recapture additional time lost during passing periods. Debate was held as to courses needing to meet every day as well as schedules that accommodate as much flexibility as possible.

INFORMATION:

Since the block scheduling was instituted, there have been numerous iterations to address various concerns over the years. The current iteration addresses the recent implementation of collaboration time and daily bulletin time. This presentation will provide more detail to the following items:

1. The overwhelming majority of students prefer some type of block scheduling over no block schedule. (94.8% v. 5.2%)
2. The staff has been somewhat evenly split on block scheduling with CTE and science faculty leaning toward block scheduling and math and music faculty desiring shorter daily interaction with students. Decisions to stay with the current schedule have been based on finding a need to change rather than changing for change sake.
3. Studies have shown that student academic retention is better when information is given in smaller “chunks”, although the study most widely cited compared 3 days per week, 50 minute periods with 1 day per week, 180 minute period. The study did not articulate what the teaching style was (lecture, group work, mixed, etc.).
4. A massive study done with high schools in Texas show significant differences favoring block schedules, but those differences address issues such as truancy, dropout rates, retention rates, AP participation, and student violence; all issues that are relatively benign at PGHS.
5. The Texas study, however, did conclude that differences on school performance was not due to the length of the class periods, but rather other factors such as *how effectively* student and teachers engage in the teaching-learning process appears to matter more. Thankfully, this is exactly what PGHS and PGUSD has been focusing on over these past years!

FISCAL IMPACT:

There is no fiscal impact related to this presentation.

SUBJECT: Future Agenda Items

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

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

BACKGROUND:

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

INFORMATION:

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

The following is a list of future agenda items as of the October 29, 2015 Regular Board Meeting:

- Review of Extracurricular Activities (Dec. 10)
- Discussion of Transportation for Field Trips (Dec. 10)
- Bus Ridership
- Parent Technology Education Training Options