

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

Trustees

*Tony Sollecito, President*

*John Thibeau, Clerk*

*Debbie Crandell*

*John Paff*

*Bill Phillips*

*Rachel Biggio, Student Rep*

**DATE:** Thursday, November 12, 2015

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

**LOCATION:** Pacific Grove High School – Student Union  
615 Sunset 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. 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 preparation with the PGTA for 2015/16
2. Negotiations - Collective Bargaining Session preparation with the CSEA for 2015/16
3. Employee Discipline/Dismissal/Release/Complaint (1 case) [Government Code § 54957]

B. Pledge of Allegiance

### **IV. RECOGNITION**

The Board will recognize the Junior League of Monterey County for their services to Pacific Grove Middle School.

### **V. SITE PRESENTATIONS**

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 High School's presentation is: *A Day in the Life*

### **VI. COMMUNICATIONS**

A. Written Communication

B. Board Member Comments

C. Superintendent Report

D. PGUSD Staff Comments

## VII. 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.*

## VIII. 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 29, 2015 Board Meeting</u>  | 5    |
| Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends approval of minutes as presented.   |      |
| B. <u>Certificated Assignment Order #6</u>   | 11   |
| Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Certificated Assignment Order #6.   |      |
| C. <u>Acceptance of Donations</u>  | 13   |
| Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board approve acceptance of the donations referenced below.   |      |
| D. <u>Out of County or Overnight Activities</u>  | 14   |
| Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board approve or receive the request as presented.  |      |
| E. <u>Warrant Schedules No. 565</u>  | 18   |
| 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. |      |
| F. <u>Peer Assistance and Review (PAR) Budget</u>  | 20   |
| Recommendation: (Ani Silva, Director of Curriculum and Special Projects; Billie Mankey, Director of Human Resources) The Administration recommends that the Board review and approve the proposed PAR budget.  |      |
| G. <u>Approval of Contract for Tuition to Support a Student Attending a Non Public School</u>  | 21   |
| Recommendation: (Clare Davies, Director of Student Services) It is recommended that the Board review and approve this contract for services in the amount of \$24,675.00.  |      |

- H. F.A.S.T. Interpretation and Translation Services 24  
Recommendation: (Clare Davies, Director of Student Services) The administration recommends that the Board review and approve this contract for services up to the amount of \$6,000.

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

**IX. ACTION/DISCUSSION**

- A. Community Human Services Counseling Services for Students 27  
Recommendation: (Clare Davies, Director of Student Services) The Administration recommends that the Board review and approve the increase in the number of hours secondary schools receive counseling services for students.

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

- B. Approval of Measure A Education Technology Expenditures 30  
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: \_\_\_\_\_

- C. Board Calendar/Future Meetings 34  
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: \_\_\_\_\_

**X. INFORMATION/DISCUSSION**

- A. Discussion of Transportation for Field Trips 37  
Recommendation: (Rick Miller, Assistant Superintendent; Matt Kelly, Director of Maintenance) The District Administration recommends that the Board review current practices regarding the use of private vehicles for field trips, and provide direction if necessary.

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

- B. Future Agenda Items 38  
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)  
Bus Ridership  
Parent Technology Education Training Options

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

**XI. ADJOURNMENT**

Next organizational meeting: December 10, 2015 – District Office

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION  
Minutes of Regular Meeting of October 29, 2015 – Adult School

**I. OPENED BUSINESS**

- A. Called to Order 6:02 p.m.
- B. Roll Call
- |                         |                                 |
|-------------------------|---------------------------------|
| President:              | Trustee Sollecito               |
| Clerk:                  | Trustee Thibeau                 |
| Trustees Present:       | Trustee Crandell                |
|                         | Trustee Paff                    |
| Trustee Absent:         | Trustee Phillips                |
| Administration Present: | Superintendent Porras           |
|                         | Assistant Superintendent Miller |
| Board Recorder:         | Mandi Freitag                   |
| Student Board Member:   | Rachel Biggio                   |
- C. Adopted Agenda

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

**Public comment: none**

**Motion CARRIED 4 – 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. Continue Superintendent's Evaluation
  4. Employee Discipline/Dismissal/Release/Complaint (1 case) [Government Code § 54957]
- B. Public comment on Closed Session Topics
- C. Adjourned to Closed Session 6:03 p.m.

**III. RECONVENED IN OPEN SESSION** 7:06 p.m.

- A. Reported action taken in Closed Session:
1. Negotiations - Collective Bargaining Session preparation with the PGTA for 2015/16  
 The Board discussed this matter and received information.

2. Negotiations - Collective Bargaining Session preparation with the CSEA for 2015/16  
The Board discussed this matter and received information.
3. Continue Superintendent's Evaluation  
The Board discussed this matter and received information.
4. Employee Discipline/Dismissal/Release/Complaint (1 case) [Government Code § 54957]  
The Board discussed this matter and received information.

B. Pledge of Allegiance

Led By: Barbara Martinez

#### **IV. SITE PRESENTATION**

Adult School's presentation is: Building Bridges

The Pacific Grove Adult Education Flamenco Dancers performed for the Board.

A woodworking portfolio by Bill Martin was presented to the Board.

Adult Education Principal Martinez presented an overview of the Block grant. AB104 allows seven adult education program areas with the use of Adult Education Block grant funds.

- Adults with Disabilities
- ESL
- Older Adult
- CTE
- High School Diploma HiSet/GED
- Parent Ed.
- Apprenticeships

The Adult Education Regional Consortium of the Monterey Peninsula plans to fill the following gaps at Adult Education:

- Daycare
- Professional Development
- Classes for Immigrants
- Transportation
- Short Term Certificate Based Classes
- Contextualized ESL classes for the workplace

Classes not covered under the Block grant include community, active older adult and parent education.

Co-Op preschool Teachers Jennifer Ross and Julie Kelly presented information on kindergarten ready curriculum, components of the program include:

- Social Emotional
- Gross Motor skills
- Fine Motor Skills
- Language and Literacy
- Science

The Board thanked the Adult Education for an excellent presentation.

## V. COMMUNICATIONS

### A. Written Communication

None.

### B. Board Member Comments

Student Representative Biggio updated the Board on the busy weeks at PG High School, including a successful homecoming, and the planned Halloween activities.

Trustee Paff thanked Martinez and the Adult Education Team for their presentation. Paff recommended the movie Most Likely to Succeed, finally thanked PG High School Principal Matt Bell, acknowledging over 230 sophomore and junior students took the PSAT's, congratulated Bell.

Trustee Crandell thanked everyone at the Adult Education for the presentation, a special thank you to Martinez for all her time spent at the state level representing the District.

Trustee Thibeau commended Martinez for an outstanding job, amazing work, and thanked her for expanding the Adult Education programs. Thibeau updated the Board on the work at the Community Garden at PG Middle School with Junior League, Thibeau and Paff both participated, and it looks wonderful.

### C. Superintendent Report

Superintendent Porras thanked Martinez, teachers, and staff for their phenomenal work at the Adult Education, noting a great presentation and commending Martinez for a thriving program. Porras additionally noted that Martinez is representing Pacific Grove at the state level and is doing a wonderful job and making the District proud.

Porras also welcomed Lindsay Munoz, introducing the Substitute Assistant Principal of PG High School to the Board.

### D. PGUSD Staff Comments (Non Agenda Items)

PG High School Principal Matt Bell expressed gratitude to Assistant Principal Munoz for covering the school in his absence. Bell also noted that the recent success of the PSATs was in large part due to the work of the Board funding the costs, moving the date so that it wasn't during a school break, and posting acceptance college letters, and changing the culture of college at PG High School. Finally, Bell reminded the Board of the Monster Dash run would be on Saturday at PG High School.

Forest Grove Elementary School Principal Buck Roggeman updated the Board on his recent performance for his students for their outstanding book fair sales of over \$10,000. Roggeman noted how much love was present in the K-5 schools, updated the Board on the completion of the fourth grade volcano projects, as well as a squid dissection. Roggeman also thanked Martinez for attending the Forest Grove English Language Education Advisory Committee meeting. Finally, Roggeman invited the Board to attend the Halloween parade around the PG High School track on Friday.

Robert Down Elementary School Principal Linda Williams invited the Board to attend the Halloween parade, as well as the PTA event.

PG Middle School Principal Sean Roach noted 311 students out of 510 made honor roll the first quarter. 388 students made the conduct club for straight outstanding.

PG Middle School Assistant Principal Jason Tovani provided an update on the North American Society for Bat Research, a conference that took place at Monterey Plaza Hotel. Students from PG Middle School participated in tracking the bats in the Monterey pines, and worked with Kelly Terry on the research, which was submitted for inclusion in the conference. These students participated in a "poster session", where they explained their research methods and findings to fellow scientists and conference attendees.

#### **VI. INDIVIDUALS DESIRING TO ADDRESS THE BOARD**

Parent's Place employee Kirsten, announced the families had raised over \$9,000 in 7 days for Parent's Place. Kirsten encouraged the Board to consider assisting Parent's Place as the Block grant funding will not cover the program. Kirsten thanked the Board for their support.

Laverne Baker-Leyva spoke on behalf of the older adult programs, and thanked the Board on behalf of the students. Baker-Leyva noted the demographic shift expected in the coming years, highlighting the importance of supporting the older adult programs, and asked for continued funding.

#### **VII. CONSENT AGENDA**

- A. Minutes of October 1, 2015 Board Meeting
- B. Certificated Assignment Order #5
- C. Classified Assignment Order #5
- D. Acceptance of Donations
- E. Out of County or Overnight Activities
- F. Cash Receipts Report No. 3
- G. Revolving Cash Report No. 3
- H. Warrant Schedule No. 564
- I. PGUSD Representative to the Adult Educational Consortium of the Monterey Peninsula

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

**Public comment: none**

**Motion CARRIED 4 – 0**

#### **VIII. ACTION/DISCUSSION**

- A. First and/or Final Read: Board Policy 5131 Conduct

The Board discussed this item, recommending clearer language for item #12 to ensure it is understood that the use of communication devices during instructional time are per instructor approval.

**MOTION Thibeau/Crandell to approve the final read, as instructed for revisions, for Board Policy 5131 Conduct, keeping item #12 and adding language as instructed.**

**Public comment: none**

**Motion CARRIED 4 – 0**



B. Personnel Technician

**MOTION Crandell/Paff to approve the Personnel Technician job description.**

**Public comment: none**

**Motion CARRIED 4 – 0**

C. Approval of Measure A Education Technology Expenditures

The Board discussed this item.

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

**Public comment: none**

**Motion CARRIED 4 – 0**

D. Acceptance of Measure A Security Camera Project

Director of Maintenance, Matt Kelly answered questions for the Board. The Board discussed this item.

**MOTION Crandell/Paff to accept the Measure A Security Camera Project.**

**Public comment: none**

**Motion CARRIED 4 – 0**

E. Superintendent's Goals

**MOTION Thibeau/Crandell to approve the Superintendent's Goals for 2015/16.**

**Public comment: none**

**Motion CARRIED 4 – 0**

F. Board Calendar/Future Meetings

**No action taken.**

**IX. INFORMATION/DISCUSSION**

A. Community Human Services Counseling Services for Students

Director of Student Services Clare Davies presented information to the Board, encouraging the Board to considering adding \$3,000 for funding in order to increase the counseling services hours to meet the needs of the students.

Student Representative Biggio supported the increase in service hours available for students, expressing concerns for the students who need support and suffer from depression.

Principal Bell discussed the CA Healthy Kids Survey, in relation to offering more counseling hours for students.

The Board discussed this item, expressed concerns over students, health and safety. The Board reiterated that the number one priority of the Board is student safety.

This item will be brought back at the next Board meeting on November 12, 2015 for

Action/Discussion.

- B. Pacific Grove High School Block Bell Schedule and Academic Student Retention  
Principal Bell presented a block scheduling presentation to the Board.

Student Representative Biggio supports block scheduling.

Trustee Paff asked how it would be possible to obtain educational content from a survey. Bell clarified that refining the survey to students and faculty by identifying problems and creating a survey based on those problems.

The Board discussed this item.

- C. Future Agenda Items

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

X. **ADJOURNED**

9:20 p.m.

Approved and submitted:

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Dr. Ralph Gómez Porras  
Secretary to the Board

**SUBJECT:** Certificated Assignment Order #6

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

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**RECOMMENDATION:**

The administration recommends adoption of Certificated Assignment Order #6.

**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. 6  
November 12, 2015**

**TEMPORARY APPOINTMENT:**

Michael Barr, PGAE, Weight Training Instructor, temporary, hourly, not to exceed 4 hours per week, Column A, Step 1, effective September 28, 2015 and dependent upon sufficient enrollment

**ADDITIONAL TEMPORARY ASSIGNMENT:**

**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

**2015-16 District PAR Panel**, temporary, hourly, to be paid per time sheet at the PGTA hourly instructional rate:  
Kathy Hunter, Christina Renteria

**2015-16 Outdoor School**, PGMS, temporary, to be paid per time sheet limited to 3 days @ \$107.37 per day per PGTA Bargaining Agreement:  
Pam Gaul, Wendy Milligan, Moira Mahr, Kelly Terry

**2015-16 GATE Instructors**, temporary, paid per time sheet at the PGTA hourly instructional rate, effective November, 2015 through May, 2016:

<b>Employee</b>	<b>Site</b>	<b>GATE Assignment</b>	<b>GATE Funding</b>
Larry Haggquist	PGHS	Mock Trial	4.5 hrs. per week, 20 weeks
Larry Haggquist	PGHS	Poetry Out Loud	1.5 hrs. per week, 28 weeks
Isaac Rubin	PGHS	Robotics	4.5 hrs. per week, 20 weeks
Jen Erickson	PGHS	Culinary	3 hrs. per week, 19 weeks
Moira Mahr	PGMS	Children to Children	1.5 hrs. per week, 20 weeks
Moira Mahr	PGMS	Children's Books Club	1.5 hrs. per week, 25 week
Elaine DeMarco	PGMS	Mathletics	1.5 hrs. per week, 10 weeks
Elaine DeMarco	PGMS	Bridge to Math	1.5 hrs. per week, 10 weeks
Barbara Priest	PGMS	Performance Practice	1.5 hrs. per week, 20 weeks
Desma Johnson	PGMS	Show Choir	1.5 hrs. per week, 20 weeks
Kelly Terry	PGMS	Scientific Illustration	1.5 hrs. per week, 8 weeks
Michael Barr	PGMS	Robotics	1.5 hrs. per week, 20 weeks
Stephanie Pechan	RDE	STEM/3-D Printing	3 hrs. per week, 34 weeks
Stephanie Pechan	RDE	Gate Coordinator	Stipend \$500.00

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

<b>Sport</b>	<b>Employee</b>	<b>Coaching Assignment</b>	<b>Stipend %</b>	<b>Funding Source</b>
Basketball	Lauralea Gaona	Girls' Basketball (grade 6)	1.0	GF
	Richard Llantero	Girls' Basketball (grade 7)	1.0	GF
	James Lopez	Girls' Basketball (grade 8)	1.0	GF
	Travis Harlow	Boys' Basketball (grade 7)	1.0	GF
	Mike Taormina	Boys' Basketball (grade 8)	1.0	GF
Cross Country	John Alt	Cross Country	1.0	GF

**SUBSTITUTES:**

Peter Hashim  
Melanie Hong  
Joseph Kahn  
Katherine Martinez  
Jeffrey McDowell

Nancy Parsons  
Michael Pontarolo  
Chakib Sambar

**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**

Steepwater Surf, Inc.	\$ 100 (DeTomaso)
LifeTouch Photography	\$ 94 (undesignated)
Wells Fargo	\$ 150(undesignated)
Misc. donations	\$ 321(F. Larios)

**Robert H. Down Elementary School**

**Pacific Grove Middle School**

PGMS PTA	\$ 4,950 (Lunch Clubs & Teacher warrants)
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**Pacific Grove High School**

**Pacific Grove Community High School**

Barbara Thomas	\$ 400 (Save Our Forest project)
Rick Rodewald	Microwave oven (no value designated)

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

None

**Pacific Grove Unified School District**

Chapman Foundation	\$20,000 (GATE Grant)
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Ref: Donations

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

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

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**RECOMMENDATION:**

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

**BACKGROUND:**

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

**INFORMATION:**

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

**FISCAL IMPACT:**

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

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**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**

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

<u>DATE</u>	<u>STUDENTS/CLASS</u>			
<u>DESTINATION</u>	<u>ACTIVITY</u>	<u>TRANSPORTATION</u>	<u>COST</u>	<u>FUNDING SOURCE</u>
Nov. 26-Dec. 5	PGHS Students	Air	\$1917	Close Up Acct.
Washington D.C.	Close – Up			
December 9	RD 5 <sup>th</sup> Grade	Auto	none	
NASA Ames Space Ctr.	Ms. Pechan’s class			
Moffett Field	Science/Astronomy			
Mountain View, CA				

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**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 11/26/15 - 12/5/15 Day of Activity Friday to Saturday  
Place of Activity Washington DC & Williamsburg  
School Pacific Grove High Grade Level 10-12  
School Departure Time N/A AM ☐ PM ☐  
Pickup Time From Place of Activity N/A AM ☐ PM ☐  
Name of Employee Accompanying Students Lauralea Gaona  
Number of Adults 3 Number of Students 6  
Class or Club Close Up  
Description of Activity Study trip to DC  
Education Objective get a first hand look at how govt works  
List All Stops SFO - Dulles / Dulles - SFO  
Means of Transportation: ☒ 84 Passenger ☐ 72 Passenger ☐ 48 Passenger ☐ 18 Passenger  
☒ Charter ☐ Auto\* ☐ Walk ☒ Other\*\* Air

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

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

(Teachers Initials)

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

3. Cost of Activity \$ \$1917

4. Cost of Transportation \$ included

Total Cost (Activity + Transportation) \$ 1917

5. Fund to be Charged for all activity expenses:

☐ Acct. Code \_\_\_\_\_

☐ Students \_\_\_\_\_

☒ Other Close Up Acct

6. Requested By Lauralea Gaona Date 10/27/15

Employee's Signature (Employee accompanying students on activity)

7. Recommend Approval [Signature] Date 10-30-15

Principal's Signature

**Transportation Department/District Office Use Only**

Bus(s) ( ) Available ( ) Not Available

Date Received

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

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

Approved By [Signature] Date 10/30/15

Transportation Supervisor

Date of Board Approval Nov. 12, 2015

Assistant Superintendent

Updated 7/24/14

**RECEIVED**

OCT 30 2015

PACIFIC GROVE  
UNIFIED SCHOOL DISTRICT



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



**FAXED**

RD 11/2/15

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 12-9-2015 Day of Activity Wednesday  
Place of Activity NASA Ames space center, Moffett Field, CA  
School RHD Grade Level 5  
School Departure Time 7:30 AM PM SANTA CLARA COUNTY 94035  
Pickup Time From Place of Activity 12:30 PM  
Name of Employee Accompanying Students Stephanie Lechan  
Number of Adults 9 Number of Students 23  
Class or Club Mrs. Lechan's class  
Description of Activity field trip  
Education Objective Science: NGSS Unit 4 - astronomy  
List All Stops RHD → NASA → RHD  
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 AP (Teachers Initials)  
2. If using vans, you MUST list who the drivers are. \_\_\_\_\_  
3. Cost of Activity \$ 00  
4. Cost of Transportation \$ 00  
Total Cost (Activity + Transportation) \$ 00  
5. Fund to be Charged for all activity expenses: ( ) Acct. Code \_\_\_\_\_  
( ) Students \_\_\_\_\_  
( ) Other \_\_\_\_\_  
6. Requested By Stephanie Lechan Date 10-28-2015  
Employee's Signature (Employee accompanying students on activity)  
7. Recommend Approval William Date \_\_\_\_\_  
Principal's Signature

**Transportation Department/District Office Use Only**

Bus(s) ( ) Available ( ) Not Available

Date Received

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

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

Date

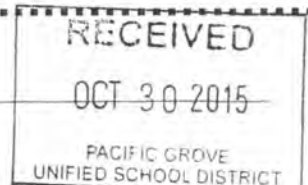
Approved By Transportation Supervisor

Date

Assistant Superintendent

Date of Board Approval Nov. 12, 2015

Updated 7/24/14



**SUBJECT:** Warrant Schedule 565

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

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**RECOMMENDATION:**

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

**BACKGROUND:**

The attached listing of warrants identifies payments made by the District during the noted time period from October 1, 2015 through October 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. 565Warrants- PayrollOCTOBER 15

Certificated-	Regular 10/05/15	\$	0
	Regular 10/09/15	\$	673.19
	Regular 10/15/15	\$	0
	Regular 10/30/15	\$	1,366,942.44
Total Certificated		\$	<u>1,367,615.63</u>
Other-	Regular 10/05/15	\$	0
	Regular 10/09/15	\$	0
	Regular 10/15/15	\$	0
	Regular 10/30/15	\$	0
Total Other		\$	<u>0</u>
Classified-	Regular 10/05/15	\$	0
	Regular 10/09/15	\$	477.27
	Regular 10/15/15	\$	0
	Regular 10/30/15	\$	472,820.28
Total Classified		\$	<u>473,297.55</u>
<u>TOTAL PAYROLL</u>		\$	<u>1,840,913.18</u>

Warrants- AP

Warrants <u>12185805</u> through <u>12185827</u> (10/01/15)	\$	<u>73,791.43</u>
Warrants <u>12187314</u> through <u>12187385</u> (10/08/15)	\$	<u>128,364.85</u>
Warrants <u>12187881</u> through <u>12187913</u> (10/13/15)	\$	<u>55,179.92</u>
Warrants <u>12188541</u> through <u>12188547</u> (10/15/15)	\$	<u>11,598.92</u>
Warrants <u>12190184</u> through <u>12190209</u> (10/22/15)	\$	<u>220,911.91</u>
Warrants <u>12192427</u> through <u>12192478</u> (10/29/15)	\$	<u>149,823.96</u>
<u>TOTAL WARRANTS</u>	\$	<u>2,480,584.17</u>

**SUBJECT:** Peer Assistance and Review (PAR) Budget

**PERSON(S) RESPONSIBLE:** Ani Silva, Director Curriculum/Special Projects;  
Billie Mankey, Director II Human Resources

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**RECOMMENDATION:**

The administration recommends that the Board review and approve the proposed PAR budget.

**BACKGROUND:**

In June of 2000, the Board approved an agreement between the District and the Pacific Grove Teachers Association to establish a Peer Assistance and Review (PAR) Program. This program is State funded and replaces the Mentor program. An annual responsibility of the Peer Assistance and Review Program panel is to establish a budget.

**INFORMATION:**

On October 26, 2015 the PAR panel consisting of Christina Renteria, Kathy Hunter, Ani Silva and Billie Mankey met to review and establish the 2015-2016 PAR Budget. Factors considered were \$9,799.00 allocated from the State funding formula. This year we have a teacher in mandatory PAR and have allocated \$3228.00 to support the teacher in this process. Members of the panel decided to allocate the remainder of the money for teachers to attend professional development aligned to the Common Core standards. The PAR monies would specifically cover registration fees and sub costs only. PAR monies would also be used to provide release time by providing substitutes for teachers to plan with grade levels/departments for Common Core instructional planning, curriculum and assessment alignment. The panel is recommending approval of the following budget:

**2013-2014**

Compensation – PAR Panel	\$ 500.00
PAR teacher candidates	\$ 3228.00
Conference/Workshop Expense	\$ 5604.00
Indirect	\$ 467.00
<b>Total:</b>	<b>\$ 9,799.00</b>

**FISCAL IMPACT:**

This proposed PAR budget is within the projected resources available through this program and already budgeted.

**SUBJECT:** Approval of Contract for Tuition to Support a Student Attending a Non Public School

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

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**RECOMMENDATION:**

It is recommended that the Board review and approve this contract for services in the amount of \$24,675.00

**BACKGROUND:**

A student has been placed in a Non Public School (NPS) through the IEP process.

**INFORMATION:**

In collaboration with Monterey County Behavioral Health, a PGUSD student has been placed through the IEP process, to receive educational services and specialized academic instruction in a Non Public School; Journey High School.

**FISCAL IMPACT:**

Tuition costs; \$175.00 a day for 128 regular school days and 13 ESY school days for a total of \$24,675.00



**PACIFIC GROVE UNIFIED SCHOOL DISTRICT****435 Hillcrest Avenue****Pacific Grove, CA 93950****CONTRACT FOR SERVICES**(To be used for provision of services involving **no** potential for liability exposure for District)

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

Journey HS, NPS for TLC Child and Family Services for services rendered as specified below.**1. Scope of Service:**Non public school that provides specialized academic instruction for students on IEPs that reside and receive therapeutic services in the residential treatment facility TLC.**2. Expected outcome(s)**Student will attend the non public school and continue to make progress towards earning a high school diploma.**3. Dates of Service:**SY 2015-16 November 3, 2015-June 30, 2016**4. Financial Arrangements:**Tuition \$175.00 a day for 128 regular school days and 13 ESY days for a total of \$24,675School Funding Source: 01-6500-0-5750-1180-5800-00-000-2300-0740Consultant: Journey High School TLC Child and Family ServicesAddress: P.O. Box 2079, Sebastopol, CA, 95473

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

District Employee

Independent Consultant \*

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

Site/Program Administrator – (Check appropriate box below)

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

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

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

Asst. Supt./Supt.

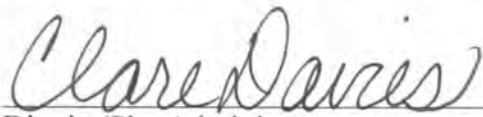
**ALL SIGNATURES MUST BE OBTAINED BEFORE SERVICES ARE PROVIDED.****\*Independent Consultant** must sign and submit a W-9 to District prior to providing service.

Revised 9/05

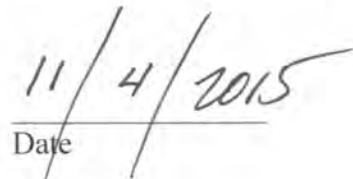
## Contract for Services Criteria

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

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



District/Site Administrator



Date

Ref: Contract for Services Criteria

**SUBJECT:** F.A.S.T. Interpretation and Translation Services

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

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**RECOMMENDATION:**

The administration recommends that the Board review and approve this contract for services up to the amount of \$6,000.

**BACKGROUND:**

PGUSD student services department contracts with F.A.S.T. Interpretation and Translation agency to provide interpretation services at IEP meetings and translation services for IEP documents for languages other than Spanish.

**INFORMATION:**

The Board approved a contract for F.A.S.T. services during the June 30, 2015 school board meeting for the amount of \$2,000. Due to an increase in families requiring translation and interpretation services in languages other than Spanish, the budgeted amount has been exhausted.

**FISCAL IMPACT:**

In consideration of upcoming IEP meetings and IEP documents that will require interpretation and translation in languages other than English, it is projected that we will require \$6,000 to fund costs.



**PACIFIC GROVE UNIFIED SCHOOL DISTRICT****435 Hillcrest Avenue****Pacific Grove, CA 93950****CONTRACT FOR SERVICES**(To be used for provision of services involving **no** potential for liability exposure for District)

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

F. A. S. T. Services for services rendered as specified below.**1. Scope of Service:**To provide translation services to parents and guardians in languages other than English.**2. Evaluation and/or expected outcome(s):** Parents speaking languages other than English will have a thorough understanding of the school community, their child's academic progress, and the special education program and process, and will be able to participate in IEP meetings.**3. Length of the Contract:**Service is to be provided on the following date(s):November 13, 2015 – June 30, 2016**4. Financial Consideration:**Consultant to be paid at the rate of:\$90.00/hr for Spanish, \$130-\$150.00 other languages, with a 2 hr. minimum assignment plus the IRS mileage reimbursement rate if traveling from out of the area.Not to exceed \$6,000.00School Funding Source: 01-6500-0-5750-1180-5800-00-000-2375-0740Consultant: F.A.S.T. ServicesAddress: 115 Capitol Street, Salinas, CA 93901

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

☐ District Employee☐ Independent Consultant \*

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

Site/Program Administrator – (Check appropriate box below)

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

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

Director of Human Resources

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

Assistant Superintendent

Revised 06/12

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

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

**Contract for Services Criteria**

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

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



District/Site Administrator



Date

Revised 06/12

**SUBJECT:** Community Human Services Counseling Services for Students

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

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**RECOMMENDATION:**

The Administration recommends that the Board review and approve the increase in 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. This item was discussed as an Information/Discussion item during the Board meeting conducted on October 29, 2015.

**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 15/16 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
<b>15/16 total contract \$12,480</b>	<b>416 hours @ \$30</b>



**SUBJECT:** Approval of Measure A Education Technology Expenditures

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

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**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:**

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:**

\$6,590.44 of equipment and software to be purchased from Fund 21

## Measure A - Requests 111215 Board Meeting

	Item	Request	Site(s)	Qty	Est. Cost Incl. Tax; S/H	Item Total
1	WiFi Antennas & Licenses	New	Various	10	659	6,590
					<b>TOTAL--&gt;</b>	<b>6,590</b>

## Pacific Grove Unified School District

**Measure A - Ed Tech Bond**

<b>Series A</b>			<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Total</b>
1	SRI & SMI Curriculum	Scholastic	21,887			21,887
2	Projectors	Compview	4,038			4,038
3	Tech supplies	Grainger	559			559
4	Headsets for SBAC	Insight	19,944	8,636		28,579
5	Microsoft Licenses	SHI	41,872			41,872
6	Network Ports	Cxtec	558			558
7	Fingerprint Scanner	Biometrics	5,585			5,585
8	Replacement CPU	Dell	1,516	4,384		5,901
9	Chromebooks	HP-SHI	463,056	190,375		653,431
10	Chromebook Cabinets	Datum & MCOE	50,839	31,594		82,434
11	Wifi Transmitters	Carousel	42,347			42,347
12	Chromebook security carts	Portola	8,752			8,752
13	Computer replacements	Dell	34,922	102,702		137,624
14	Student Union Equipment	Trinity	5,283			5,283
15	License for Certify	Certica	3,055			3,055
16	School Messenger	Reliance	8,770			8,770
17	Ed Tech Survey	DS&C	20,000			20,000
18	School Dude Software	School Dude	9,424			9,424
19	Ed Tech Financial Advisor	DS&C	146,514			146,514
20	Security Camera Project	Trinity	15,120	246,990		262,110
21	Software	YoYo		1,200		1,200
22	Servers	Firefly		22,453		22,453
23	Read 180	Scholastic & Houghton Mifflin		33,441		33,441
24	Memory Upgrade	Lifetime		494		494
25	Software	Pixologic & Teachers Curriculum		33,271		33,271
26	Graphing Calculators	Bach		28,481		28,481
27	Robotics	Lego		7,401		7,401
28	MS Math	Think Through Learning		23,490		23,490
29	Curriculum Licenses & Training	Curriculum Associates		30,554		30,554
30	Math 180	Houghton-Mifflin		121,796		121,796
31	Apple iMacs	Apple		120,627		120,627
32	EL software	Brain Pop & Burlington		8,570		8,570
33	MS Big Ideas Math	Houghton-Mifflin		3,500		3,500
34	Apple Apps	Apple		2,000		2,000
35	HS Foreign Language	Vista		4,201		4,201
36	HS Media Tech	Adafruit		660		660
37	Audio Devices	Hearing & Communication		2,372		2,372
38	RD Bluetooth Speakers	Costco		424		424
39	Read Naturally	Read Naturally		3,998		3,998
40	Starfall Software	Starfall		810		810
41	Launch Pad Licenses	Class Link		13,736		13,736
42	Math site licenses	McGraw Hill		900		900
43	Learning A-Z licenses	Learning A-Z		4,437		4,437
44	Turnitin licenses	Turnitin		6,153		6,153
45	Wireless Boards	Trinity		7,360		7,360
46	Equipment	Amazon		261		261
47	Printers	Office Depot		4,292		4,292
48						-
49						-
<b>Total Expended</b>			<b>904,040</b>	<b>1,071,562</b>	<b>-</b>	<b>1,975,602</b>



<b>Series A</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Total</b>
<b>Reserve:</b>				
50 Reserve	-	-	100,000	100,000
<b>Summary:</b>				<b>Available</b>
<b>Measure A Funding</b> 2,328,234	-	-	100,000	252,632

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.

**SUBJECT:** Board Calendar/Future Meetings

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

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**RECOMMENDATION:**

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

**BACKGROUND:**

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

**INFORMATION:**

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

## Board Meeting Calendar, 2015/2016 School Year

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

## Board Meeting Calendar, 2015/16 School Year

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

**SUBJECT:** Discussion of Transportation for Field Trips

**PERSON(S) RESPONSIBLE:** Rick Miller, Assistant Superintendent for Business Services;  
Matt Kelly, Director of Facilities and Transportation

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**RECOMMENDATION:**

The District Administration recommends that the Board review current practices regarding the use of private vehicles for field trips, and provide direction if necessary.

**BACKGROUND:**

There are various ways that students are transported on Board approved field trips. District buses are used but staffing and availability sometimes force trip organizers to use parent vehicles or charter buses.

**INFORMATION:**

At the Board meeting held on August 20 and September 17, the Board asked administration to open a discussion regarding the use of private vehicles for field trips. Some options included:

1. Increase transportation staff and purchase an additional bus, or buses, to be used for field trips and athletics. This option would not be sufficient to take care of all field and athletic trips. Additional staff would cost approximately \$30,000 and a new bus would cost approximately \$120,000.
2. Prohibit the use of private vehicles for long distance field trips or establish a criteria for parents to be approved for transporting. The District has relied on parents to transport students for many years because it is the least costly option. As long as the trip is Board approved, the District's liability insurance is in effect for volunteer drivers.
3. Increase site budgets to pay for the use of charter bus transportation. The transportation for each field trip can cost between \$500 - \$4,000 depending on distance, time, and quantity of passengers. A list of all field trips and an estimated budget will be presented to evaluate the financial burden of using charter bus services.

**FISCAL IMPACT:**

There is no fiscal impact; this item is for discussion only.

**SUBJECT:** Future Agenda Items

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

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**RECOMMENDATION:**

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

**BACKGROUND:**

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

**INFORMATION:**

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

The following is a list of future agenda items as of the November 12, 2015 Regular Board Meeting:

- Review of Extracurricular Activities (Dec. 10)
- Bus Ridership
- Parent Technology Education Training Options