

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
ANNUAL ORGANIZATIONAL MEETING AND REGULAR MEETING**

Trustees

*John Thibeau*

*John Paff*

*Debbie Crandell*

*Bill Phillips*

*Brian Swanson*

*Rachel Biggio, Student Rep*

**DATE:** Thursday, December 10, 2015

**TIME:** 7:00 p.m. Open Session  
7:45 p.m. Closed Session (approx.)  
8:15 p.m. Reconvene Open Session

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

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

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

**AGENDA AND ORDER OF BUSINESS**

**I. OPENING BUSINESS**

- A. Call to Order
- B. Roll Call
- C. Adoption of Agenda
- D. Pledge of Allegiance

**II. ANNUAL ORGANIZATIONAL MEETING**

*As required by Education Code Section 35143*

- A. Administer Oath of Office by County Superintendent Dr. Nancy Kotowski  
The Oath will be administered to Debbie Crandell and Brian Swanson.

B. Election of President to Serve for One-Year Period

(Note: nominations do not need a "second.")

Public comment:

C. Election of Vice-President/Clerk to Serve for One-Year Period

(Note: nominations do not need a "second.")

Public comment:

D. Determination of Dates, Time and Location of Regular Meetings

Recommendation: (Ralph Gómez Porras, Superintendent) It is recommended that the Board of Education set the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of each month as Regular Board meetings. Meetings will be held at 7:00 p.m. at District Office Board Room, or another District school site.

Public comment:

E. Approval of Resolution No. 971 Designating Authorized Agents to Sign School Orders

Recommendation: (Ralph Gómez Porras, Superintendent; Rick Miller, Assistant Superintendent)  
The Administration recommends that the Board of Education review adopt Resolution No. 971 authorizing agents to sign school orders.

Page  
7

Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_  
Thibeau \_\_\_\_ Paff \_\_\_\_ Crandell \_\_\_\_ Phillips \_\_\_\_ Swanson \_\_\_\_

F. Designation of Committee Representatives

Monterey County School Board Executive Committee Liaison \_\_\_\_\_

**III. RECOGNITION**

A. Honoring Past Service: Tony Sollecito

B. Recognition for Honored Employees

**IV. RECEPTION**

Recess for brief reception.

**V. 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]
4. Consideration Of Student Discipline (Education Code Section 48915)

B. Public comment on Closed Session item

C. Adjourn to Closed Session

## **VI. 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]
4. Consideration Of Student Discipline (Education Code Section 48915)

## **VII. COMMUNICATIONS**

A. Written Communication

B. Board Member Comments

C. Superintendent Report

D. PGUSD Staff Comments

## **VIII. 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.*

## IX. CONSENT AGENDA

*Items listed under the Consent Agenda are considered to be routine and/or may have been discussed at a previous Board meeting. **There is no discussion of these items prior to the Board vote unless a member of the Board requests specific items be discussed and/or removed from the Consent Agenda.** Each item on the Consent Agenda approved by the Board of Trustees shall be deemed to have been considered in full and adopted or received as recommended.*

- |   | Page |
|---|------|
| A. <u>Minutes of November 12, 2015 Board Meeting</u>  | 9    |
| Recommendation: (Ralph Gómez Porras, Superintendent) Approval of minutes as presented.  |      |
| B. <u>Certificated Assignment Order #7</u>  | 14   |
| Recommendation: (Billie Mankey, Director of Human Resources) The administration recommends adoption of Certificated Assignment Order #7.  |      |
| C. <u>Classified Assignment Order #6</u>  | 19   |
| Recommendation: (Billie Mankey, Director of Human Resources) The administration recommends adoption of Classified Assignment Order #6.  |      |
| D. <u>Acceptance of Donations</u>   | 21   |
| 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>   | 22   |
| Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board approve or receive the request as presented.   |      |
| F. <u>Cash Receipts Report No. 4</u>  | 26   |
| 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. 4</u>   | 29   |
| Recommendation: (Rick Miller, Assistant Superintendent) As Assistant Superintendent for Business Services, I have reviewed the Revolving Cash payments for consistency with District budget policy and accounting practices and certify their consistency and recommend approval of the payments by the Board.  |      |
| H. <u>Warrant Schedule No. 566</u>  | 31   |
| 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. <u>Approval of the 2015-16 First Interim Report</u>  | 33   |
| Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board review and approve the 2015-16 First Interim Report.   |      |



- J. 2015-16 Budget Revisions #2 53  
Recommendation: (Rick Miller, Assistant Superintendent) The District Administration recommends that the Board review and approve the proposed budget revisions.
- K. Acceptance of Quarterly Treasurer's Report 62  
Recommendation: (Rick Miller) The Administration recommends that the Board accept the Quarterly Treasurer's Report for the quarter ending September 30, 2015.
- L. Quarterly Report on Williams Uniform Complaints 76  
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends that the Board review and approve the information in this quarterly report, per Ed. Code. 35186(d).
- M. Waterproofing Associates Contract for Service at David Ave. Site 78  
Recommendation: (Matt Kelly, Director of Maintenance; Rick Miller, Assistant Superintendent) The Administration recommends the Board review and approve the Contract for Services with Waterproofing Associates of Mountain View, California.
- N. Waterproofing Associates Contract for Service at Pacific Grove High School 83  
Recommendation: (Matt Kelly, Director of Maintenance; Rick Miller, Assistant Superintendent) The Administration recommends the Board review and approve the Contract for Services with Waterproofing Associates of Mountain View, California.
- O. Waterproofing Associates Contract for Service at Robert Down Elementary School 88  
Recommendation: (Matt Kelly, Director of Maintenance; Rick Miller, Assistant Superintendent) The Administration recommends that the Board review and approve the Contract for Services with Waterproofing Associates of Mountain View, California.
- P. Revised Custodian I, Custodian II, and Custodian III Job Descriptions 93  
Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends that the Board review and approve the job description revisions as presented.

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

**X. ACTION/DISCUSSION**

- A. Approval of Measure A Education Technology Expenditures 100  
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.
- B. Pacific Grove High School Course Bulletin for the 2016-17 School Year 104  
Recommendation: (Matt Bell, PG High School Principal) The Pacific Grove High School Administration recommends that the Board review and approve the Course Bulletin for Pacific Grove High School for the 2016-17 School Year.

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

- C. Revisions to the Monterey and San Benito Counties Property and Liability JPA Bylaws 144  
Recommendation: (Rick Miller, Assistant Superintendent) The District Administration recommends that the Board review and approve the revisions made to the bylaws of the Monterey and San Benito Counties Property and Liability JPA.

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

- D. Board Calendar/Future Meetings 184  
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: \_\_\_\_\_

## **XI. INFORMATION/DISCUSSION**

- A. Review of Special Education Contracts 187  
Recommendation: (Clare Davies, Director of Student Services) The administration recommends that the School Board review and discuss the present and projected status of special education contracts.

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

- B. Review of Extracurricular Activities 189  
Recommendation: (Rick Miller, Assistant Superintendent) The District Administration recommends that the Board review and provide feedback on the funding of extracurricular activities.

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

- C. Future Agenda Items 190  
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.

Bus Ridership  
Parent Technology Education Training Options  
Summer Site Construction Plans- February 2016

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

## **XII. ADJOURN**

Next meeting – January 21, 2015 – Community High School

**SUBJECT:** Adopt Resolution No. 971 Designating Authorized Agents to Sign School Orders

**PERSON RESPONSIBLE:** Ralph Gómez Porras, Superintendent

---

**RECOMMENDATION:**

The Administration recommends that the Board of Education review and adopt Resolution No. 971 authorizing agents to sign school orders.

**BACKGROUND:**

Each year, the Board must authorize the signatures needed to sign orders and draw on funds in the name of the District.

**INFORMATION:**

The attached Resolution will authorize Superintendent Ralph Gomez Porras and Assistant Superintendent Rick Miller to be empowered to sign all orders in the name of the District and to draw on funds of the District. The approval will enable the District to continue its normal business functions. The requested authority is noted in the job descriptions of the Superintendent and the Assistant Superintendent.

**FISCAL IMPACT:**

None.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**

**RESOLUTION No. 971**

**Resolution Designating Authorized Agent to Sign School Orders**

The Board of Education of the Pacific Grove Unified School District, Monterey County  
ON MOTION of member, \_\_\_\_\_, seconded by member \_\_\_\_\_, effective December 10, 2015.

IT IS RESOLVED AND ORDERED by the Governing Board that, pursuant to  
provisions of Education Code Section 42632 or 85232,

Ralph Gómez Porras, Superintendent, and Rick Miller, Assistant Superintendent, be  
authorized and are hereby empowered to sign any and all orders in the name of said District, drawn on the  
funds of said District.

IT IS FURTHER RESOLVED that these motions shall stand and that all additions and  
deletions shall be submitted in writing to the County Office of Education.

PASSED AND ADOPTED by the Board of Education of the Pacific Grove Unified  
School District this 10<sup>th</sup> day of December 2015 by the following vote:

AYES:

NOES:

ABSENT:

I, Ralph Gómez Porras, Secretary of the Governing Board, do hereby certify that the  
foregoing is a full, true, and correct copy of Resolution 971 duly passed and adopted by said Board at a  
regularly called and conducted meeting held on said date.

\_\_\_\_\_  
Ralph Gómez Porras, Secretary of the Governing Board

Signatures of authorized persons:

\_\_\_\_\_  
Ralph Gómez Porras, Superintendent

\_\_\_\_\_  
Rick Miller, Assistant Superintendent

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION  
Minutes of Regular Meeting of November 12, 2015 – Pacific Grove High School

**I. OPENED BUSINESS**

- A. Called to Order 6:31 p.m.
- B. Roll Call
- |                         |                                 |
|-------------------------|---------------------------------|
| Absent President:       | Trustee Sollecito               |
| Clerk:                  | Trustee Thibeu                  |
| Trustees Present:       | Trustee Crandell                |
|                         | Trustee Paff                    |
| Trustees Absent:        | Trustee Phillips                |
| Administration Present: | Superintendent Porras           |
|                         | Assistant Superintendent Miller |
| Board Recorder:         | Mandi Freitag                   |
| Student Board Member:   | Rachel Biggio                   |

C. Adopted Agenda

Trustee Thibeu appointed Trustee Paff as Clerk for the meeting.

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

**Public comment: none**

**Motion CARRIED 3 – 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. Employee Discipline/Dismissal/Release/Complaint (1 case) [Government Code § 54957]

B. Public comment on Closed Session Topics

None.

C. Adjourned to Closed Session 6:32 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 received information and gave direction to Administration.
2. Negotiations - Collective Bargaining Session preparation with the CSEA for 2015/16  
The Board received information and gave direction to Administration.
3. Employee Discipline/Dismissal/Release/Complaint (1 case) [Government Code § 54957]  
The Board received information and gave direction to Administration.

B. Pledge of Allegiance

Led By: PG High School Principal Matt Bell

#### IV. RECOGNITION

The Board recognized the Junior League of Monterey County for their services to Pacific Grove Middle School. A special thank-you to the following: President Rebecca Alderson, President-Elect Nikki Kaufman, Community VP Marie Morson, Marissa Armandt and Marissa Ritter. PG Middle School Teacher Linda Goulet expressed deep gratitude for the Junior League grant, as well as the supplies and real labor and time. Trustee Thibeau presented a certificate of appreciation to the Junior League.

#### 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*

The video presentation was done entirely by a group of students. The only directive from Administration was to weave a thread of technology into their story, as the high school has placed such a strong priority on technology over the past several years.

Brief presentations followed by Max Afifi, Lorenz Cushman, Vanessa Barragan, and Zach Miller which highlighted the benefits of technology they have experienced at PG High School.

Principal Bell acknowledged the students who were instrumental in helping with the video but we unable to attend the Board meeting as it conflicted with the drama production: Tristan Detrait, Zues Marquez, Camden Smithro, Noah Thanos, Alex Thibeau, Maggie Lindinthal-Cox, Julius Yevdash, and Wes Hardin.

Trustee Thibeau enjoyed the presentation, saying it was great to learn what is really happening on campus and great to see what the students are doing every day.

Trustee Crandell noted it takes courage to speak to the Board, acknowledging Afifi, Cushman, Barragan and Miller. Crandell also thanked the Administrators and staff for the presentation.

Trustee Paff said it was a terrific presentation, that it was exciting to see the number of activities going on at PG High School, and was excited to hear about the benefits and use of google classroom.

#### VI. COMMUNICATIONS

A. Written Communication

Trustees received the same letter of gratitude regarding Forest Grove.

Superintendent Porras received communication regarding the Monterey County School Boards Leadership Summit.

**B. Board Member Comments**

Biggio updated the Board on all the exciting events that are happening at PG High School. Biggio made a special note, providing an update on the Mock Trial, placing 2<sup>nd</sup> out of 22 teams at the Beach Ball Invitational in Irvine. PG went undefeated in 4 trials and beat the state and national champs. 4 of the past 5 state championship teams were there, so they were competing against the best in the state. With over 150 ballots cast and thousands of points tabulated, we took 2<sup>nd</sup> by less than 1% of the vote. Rachel Biggio, Noah Thanos, and Wesley Hardin earned top attorney awards. Off to a strong start.

Trustee Paff thanked Barbara Martinez, congratulated the PG High School football team for their undefeated success so far in the league, noted the Junior League garden work, the Haunted Mansion at Robert Down Elementary School, and the success at the Monster Dash run, which was lots of fun.

Trustee Crandell was glad to be at PG High School and cheered for the Breakers.

**C. Superintendent Report**

Superintendent Porras thanked the wonderful students and staff at PG High School for the presentation, their hard work, and noted it takes great leaders to make it all happen.

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

Director of Curriculum and Special Projects Ani Silva updated the Board on the recent professional development at the sites. Silva acknowledged her deep appreciation to Joey D'Amico, the PG Middle and PG High School Math Coach, who is supporting teachers on an ongoing basis, doing an exceptional job, with an intensive program, noting his work is instrumental.

Principal Bell congratulated Courtney Vogel for signing on to play golf for Long Beach State. Bell also acknowledged the technology in the Student Union which was purchased by Measure D as well as the grant from the Pebble Beach Company.

PG High School Assistant Principal Sean Keller thanked Lindsay Munoz for covering during his recent absence, and for helping the students with the Board meeting presentation. Keller provided information on grant opportunities as well.

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

None.

**VIII. CONSENT AGENDA**

- A. Minutes of October 29, 2015 Board Meeting
- B. Certificated Assignment Order #6

- C. Acceptance of Donations
- D. Out of County or Overnight Activities
- E. Warrant Schedules No. 565
- F. Peer Assistance and Review (PAR) Budget
- G. Approval of Contract for Tuition to Support a Student Attending a Non Public School
- H. F.A.S.T. Interpretation and Translation Services

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

**Public comment: none**

**Motion CARRIED 3 – 0**

**IX. ACTION/DISCUSSION**

- A. Community Human Services Counseling Services for Students

Trustee Paff was concerned that the increase in hours was sufficient for student needs.  
Director of Student Services Clare Davies said it is what is necessary at the present time and that if the need increases, this item will be brought back to the Board.

**MOTION Crandell/Paff to approve the Community Human Services Counseling Services for Students.**

**Public comment: none**

**Motion CARRIED 3 – 0**

- B. Approval of Measure A Education Technology Expenditures

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

**Public comment: none**

**Motion CARRIED 3 – 0**

- C. Board Calendar/Future Meetings

**No action taken.**

**X. INFORMATION/DISCUSSION**

- A. Discussion of Transportation for Field Trips

Director of Transportation and Maintenance Matt Kelly presented information to the Board. The Board discussed the costs associated with covering charter buses for field trips. The Board thanked Kelly for his hard work on collecting data for this item. The Board returned the item back to Administration for assessment and for any possible recommended changes.

- B. Future Agenda Items

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



Superintendent Porras noted that Trustee Sollecito was unable to attend this Board meeting, which was his last meeting, but that he would be recognized at the next Board meeting on December 10, along with the swearing in of the new Trustee.

Trustee Crandell requested an update on the Forest Grove Elementary and Robert Down Elementary summer construction plans, to be reviewed in February 2016.

**XI. ADJOURNED**

8:25 p.m.

Approved and submitted:

---

Dr. Ralph Gómez Porras  
Secretary to the Board

**SUBJECT:** Certificated Assignment Order #7

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

---

**RECOMMENDATION:**

The administration recommends adoption of Certificated Assignment Order #7.

**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. 7  
December 10, 2015**

Page 2 of 5

**TEMPORARY CHANGE OF ASSIGNMENT and LONG TERM SUB:**

Shymala White, PGMS, PE Teacher, from classified to certificated, temporary, 1.2 FTE, Column III, Step 1, effective November 30, 2015 with an undetermined end date based on employee leave of absence (replaces Dennis Chappin)

Allison Hoellwarth, PGHS, English/Student Activities Teacher, long-term sub, temporary, 1.0 FTE, Column V, Step 4, effective November 2, 2015 with an undetermined end date based on employee leave of absence (replaces Kenny Ottmar)

Ethan Sullivan, PGMS, Math Teacher, long-term sub, temporary, 1.0 FTE, Column IV, Step 3 + MA, effective November 3, 2015 through May 27, 2016 only (replaces Heather Roman)

**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 and effective November 30, 2015:

Katherine Wheeler, Michael Barr, Ethan Sullivan

Alex Morrison, PGAS Google Aps Workshop Instructor, temporary, short-term, Column A, Step 3, effective September 28, 2015 through December 18, 2015 only and dependent upon sufficient enrollment

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

Last Name	First Name	Funding	Class	Hours per week
Baker Leyva	La Verne	0000-7200	Evening Supervisor	9
Baker Leyva	La Verne	0000-1018	Program Specialist	6
Baker Leyva	La Verne	0000-1019	Program Specialist	5
Baker Leyva	La Verne	0000-1019	Balance Fitness	3
Baker Leyva	La Verne	0000-1019	Managing Arthritis	2
Baker Leyva	La Verne	0000-1019	Lite Aerobics	4.5
Baker	Larise	0000-1018	Pine Needle Baskets	2
Barr	Michael	0000-1018	Weight Training	4
Beck	Sherri	0000-1019	Pilates Method Cond.	2
Beck	Sherri	0000-1019	Aeorbic Conditioning	3
Beck	Sherri	0000-1019	Hi Low Cardio	2
Beck	Sherri	0000-1019	Gyrokinesis	4
Beck	Sherri	0000-1019	Gyrokinesis	1
Breedlove	David	6391-1032	PC Overview I	2
Breedlove	David	6391-1032	PC Overview II	2

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
CERTIFICATED PERSONNEL ASSIGNMENT ORDER NO. 7  
December 10, 2015**

Page 3 of 5

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

<b>Last Name</b>	<b>First Name</b>	<b>Funding</b>	<b>Class</b>	<b>Hours per week</b>
Breedlove	David	6391-1032	PC Individual Projects	2
Broz	Catherine	0000-1034	Age Related Classes	18
Cassam	Richard	6391-1032	Mac Overview I	2.5
Cassam	Richard	6391-1032	Mac Overview III	2.5
Cassam	Richard	6391-1032	Mac/PC Lab	2
Cassam	Richard	6391-1032	iPad/iPhone Boot Camp	1.5
Coon	Senda	0000-1018	French I	2
Dalhamer	Marta	0000-1019	Body Conditioning	2
Dalhamer	Marta	0000-1019	Circuit Training	3
Doby	Judith	0000-1018	French II & III	2.5
Erickson	Jennifer	0000-1018	Pasta, Pasta, Pasta!	2.5
Fadem	Tanya	0000-1034	Age Related Classes	3
Felthoven	Megan	0000-1018	American Sign Language	1.5
Gallagher	Sarah	0000-1018	Zumba	2
Garrett	Doug	000-1018	Morning Boot Camp	4
Gilmore	Marie	0000-1018	Art Workshop	3
Gilmore	Marie	0000-1018	Beg Drawing & Painting	2.5
Gilmore	Marie	0000-1018	Outdoor Paint & Draw	3
Grindol	Diane	6391-1021	Art and Fine Motor Skills	2
Grindol	Diane	0000-1018	Art in the Evening	2.5
Grindol	Diane	0000-1018	Beg Drawing & Painting	2.5
Hyde	Greg	6391-1032	Digital Camera	2.5
Hyde	Greg	6391-1032	Adobe Photoshop	2.5
Kelly	Julie	6391-1036	Lighthouse Preschool	40
Kershnur	Chinanit	0000-1034	Age Related Classes	22.5
Koenig	Elissa	3913-3822	HSD/GED	15
Koenig	Elissa	6391-1029	Program Specialist	6
Kraus	Barbara	6391-1031	ESL Class	9
Light	Janet	0000-1019	Flexibility & Relaxation	3
Light	Janet	0000-1019	Body Conditioning	2
Light	Janet	0000-1019	Pilates With Janet	2

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
CERTIFICATED PERSONNEL ASSIGNMENT ORDER NO. 7  
December 10, 2015**

Page 4 of 5

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

<b>Last Name</b>	<b>First Name</b>	<b>Funding</b>	<b>Class</b>	<b>Hours per week</b>
Light	Janet	3913-3822	Hi Set Testing	3
Lucido	Jessica	0000-1018	Flamenco - Beginning	1.25
Muhl	Norm	0000-1018	Mixed Media Art	5
Nattress	Joan	0000-1019	Lite Aerobics	4.5
Nattress	Joan	0000-1019	Get Fit With Joanie	2
Peterson	Chelsea	0000-1018	Adult Swim	6
Riddle	Linda	0000-1034	Young at Art	4.5
Ross	Jennifer	6391-1036	Program Specialist	7
Ross	Jennifer	6391-1036	Pine Preschool	32
Russell	Dana	0000-1018	Japanese	2.5
Saulovich	Lorraine	0000-1034	Tots in Motion	3.5
Scholis	Carmen	0000-1018	Spanish III	2
Sendell	Carol	0000-1018	Spanish II	2
Sendell	Carol	6391-1031	ESL Class	6
Singh	Cynthia	0000-1019	Yoga Flow with Cindy	2
Singh	Cynthia	0000-1019	Yoga Empowerment	3
Stember	Kristen	0000-1034	Program Specialist	8
Stember	Kristen	0000-1034	Age Related Classes	16
Thayer	Janet	6391-1031	Program Specialist	7
Thayer	Janet	6391-1031	ESL Class	12
Weber	Sarah	3913-3822	HSD/GED	9
Weber	Sarah	6391-1031	ESL Class	8
Weed	Brian	0000-1019	Birds	6
Whitaker-Adam	Zephyr	6391-1036	Pine Preschool	8
Lucido	Jessica	0000-1018	Flamenco - Intermediate	1.25
Martin	William	0000-1018	Woodworking	6
McDowell	An	0000-1018	Spanish I	2
Moon Batista	Barbara	6391-1032	Basic & Inter Photo	3
Moon Batista	Barbara	6391-1032	Mac Overview III	3
Moon Batista	Barbara	6391-1032	Lightroom 5&6	3
Moon Batista	Barbara	6391-1032	Nik for Lightroom	3

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
CERTIFICATED PERSONNEL ASSIGNMENT ORDER NO. 7  
December 10, 2015**

Page 5 of 5

**2015-16 Temporary, GATE Coordinator**

Noelle Coetzee, FGE, GATE Coordinator (\$500 Stipend) and GATE teacher, 3 hours per week, paid per time sheet at the PGTA hourly rate, effective November 30, 2015 through April 30, 2015 only.

Julie Kelly, PGAE, Parent Education Teacher, from long-term substitute to probationary, hourly, 40 hrs./week, Column D, Step 13, effective December 1, 2015 and dependent upon sufficient enrollment.

**2015-16 Temporary, District ASE Coordinator, \$3,000 stipend, paid per session (3 sessions in 2015-16)**

Maria Miller

**2015-16 Outdoor School**, PGMS, temporary, to be paid per time sheet limited to 3 days @ \$107.37 per day per PGTA Bargaining Agreement:

Becky Ohsiek

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

<b>Employee</b>	<b>Coaching Assignment</b>	<b>Stipend %</b>	<b>Funding Source</b>
Alana Buller	Girls' JV Volleyball Replaces: Molly Kennedy	1.0	GF
Maria Aiello	Girls' JV Basketball Replaces: Craig Bell	1.0	GF
Jordan Gasperson	Boys' Frosh Basketball Replaces: Cale Silva	1.0	GF

**SUBSTITUTES:**

Angela Flores

Renae Jackson

Kevin Kerr

Lindsay Prudzynski

**SUBJECT:** Classified Assignment Order #6

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

---

**RECOMMENDATION:**

The administration recommends adoption of Classified 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 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. 6  
December 10, 2015**

**Page 2 of 2**

**NEW HIRE:**

Shari Goldman, Recreation Attendant (BASRP), part-time, 10 hrs./week/180 day calendar, Range 26, Step A, effective November 2, 2015

**RETIREMENT:**

Nancy Laiolo, PGMS, Food Service, retires effective January 1, 2016 after completion of 17 successful years of employment with the Pacific Grove Unified School District.

**SUBSTITUTES:**

Julie Galvin, Instructional Assistant  
John Hale, Custodial



**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	\$1,821 (October Grant)
----------	-------------------------

**Robert H. Down Elementary School**

Shetenhelm Trust	\$73.54 (Library)
PG Pride	\$105 (October Grant)
PG Pride	\$460 (November Grant)

**Pacific Grove Middle School**

Shetenhelm Trust	\$ 73.54 (Library)
------------------	--------------------

**Pacific Grove High School**

Shetenhelm Trust	\$73.54 (Library)
Shetenhelm Trust	\$73.54 (Athletics)
PGHS ASB	\$100 (school newspaper)
Wells Fargo Matching Gifts	\$403.83 (undesignated)
Wells Fargo Community Support	\$182.68 (undesignated)
Ohiopyle Prints, Inc.	\$60.61 (undesignated)

**Pacific Grove Community High School**

Barbara Thomas	\$1,000 (Garden project)
----------------	--------------------------

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

None

**Pacific Grove Unified School District**

None

Ref: Donations

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

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

---

**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>
Various	PGHS Winter Sports	Bus/Vans	varies	District Athletics

---

# PACIFIC GROVE UNIFIED SCHOOL DISTRICT REQUEST FOR OFF CAMPUS ACTIVITY

Consent Agenda Item E

INSTRUCTIONS: Submit this form to the Transportation Department. 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 OUT-OF-STATE OR OVERNIGHT ACTIVITIES.**  
**REQUEST MUST BE SUBMITTED AT LEAST TWO (2) WEEKS PRIOR TO BOARD MEETING.**

Date of Activity Winter Sports – See attached schedule Day of Activity See attached schedule

Place of Activity See attached schedule

School PGHS Grade Level 9 - 12

Departure Time See attached schedule Return Time See attached schedule

Number of Adults Coaches/Asst. Coaches Number of Students Team members

Class or Club Athletics

Description of Activity Athletic competition

Education Objective \_\_\_\_\_

List All Stops \_\_\_\_\_

Means of Transportation: ( ) 84 Passenger ( ) 72 Passenger ( ) 48 Passenger ( ) 20 Passenger  
( ) Charter ( ) Auto  
( ) Walk (X) Other Any of the above

**Fund to be Charged:** ( ) General ( ) Preschool ( ) Students ( ) Extra-Curr

(X) Other Athletics Cost Estimate \$ cost varies

Requested By: \_\_\_\_\_ Date 11/13/15  
Teachers Signature

Recommend Approval \_\_\_\_\_ Date 11/12/15  
Principal's Signature

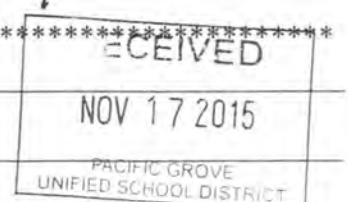
\*Bus/es Available ( ) Not Available Date Received \_\_\_\_\_

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

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
Assistant Superintendent

Date of Board Approval Dec. 10, 2015

Rev. 10/02



## Winter trips out of county

Date	Opponent	Teams	Transportation	Departure	Return	County
<b>G Basketball</b>						
12/5/15	SHP	JV /Varsity				
12/18/15	Santa Cruz	Varsity				
12/19/15	MV Christian	Varsity				
<b>B Basketball</b>						
12/3-12/5/15	San Benito Tournament	JV	Vans	TBA	TBA	San Benito
12/22/15	Half Moon Bay	JV/ Varsity	Bus	3:30	11:00	San Mateo
<b>B Soccer</b>						
None						
<b>Girls Soccer</b>						
12/2- 5/15	Watsonville Tourney	Varsity	Bus	TBA	TBA	Santa Cruz
<b>Wrestling</b>						
12/5/15	Harbor Tourney	JV	Vans	TBA	TBA	Santa Cruz
12/12/15	Sunnyvale Tourney	Varsity	Vans	TBA	TBA	Santa Clara
1/9/16	Watsonville Tourney	Varsity	Vans	TBA	TBA	Santa Cruz
1/16/16	Los Gatos Tourney	JV	Vans	TBA	TBA	Santa Clara
1/16/16	Bert Mar Tourney 9 Gilroy)	Varsity	Vans	TBA	TBA	Santa Clara
1/30/16	Dawn to dusk tourney	Varsity	Vans	TBA	TBA	Marin
2/6/16	Wilcox	JV	Vans	TBA	TBA	Santa Clara
2/19- 20/16	CCS Championship	Varsity	Vans	TBA	TBA	Santa Clara
3/4--5/16	State Championship	Varsity	Vans	TBA	TBA	Bakersfield

**SUBJECT:** Cash Receipts Report No. 4

**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 October 22, 2015 through December 2, 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 # 4

October 22, 2015 - December 2, 2015

Date	Num	Name	Account	Amount
Oct 22 - Dec 2, '15				
10/23/2015	17562	Forest Grove Elementary	REFUND	19.67
10/23/2015	17563	Forest Grove Elementary	DONATION	100.00
10/23/2015	17564	Forest Grove Elementary	DONATION	94.00
10/23/2015	17565	Forest Grove Elementary	TRANSPORTATION	113.00
10/23/2015	17566	Forest Grove Elementary	DONATION	150.00
10/23/2015	17567	Forest Grove Elementary	DONATION	321.00
10/23/2015	17568	PGMS	SCIENCE CAMP	210.00
10/23/2015	17569	Robert Down Elementary	DONATION	1,194.88
10/23/2015	17570	Calvary High School	SPECIAL RESERVE	500.00
10/23/2015	17571	MB Aquarium	FACILITIES	106.25
10/23/2015	17572	CHS	DONATION	400.00
10/23/2015	17573	Michael Luna	DONATION	43.45
10/23/2015	17574	PGMS PTA	DONATION	4,950.00
10/23/2015	17575	STATE OF CALIFORNIA	PRESCHOOL	36,889.00
10/23/2015	17576	Chapman Foundation	GATE	20,000.00
10/23/2015	17577	RETIREE INSURANCE	RETIREE INSURANCE	1,259.25
10/23/2015	17578	BASRP-RD	BASRP	4,070.25
11/5/2015	17579	RETIREE INSURANCE	RETIREE INSURANCE	3,570.76
11/5/2015	17580	BUS PASS	BUS PASS	100.00
11/5/2015	17581	Fingerprinting	Fingerprint Fees	624.00
11/5/2015	17582	Robert Down Elementary	DONATION	146.31
11/5/2015	17583	TEXTBOOKS	TEXT BOOK FEES	12.00
11/5/2015	17584	ROP	Class Fees	120.00
11/5/2015	17585	PG&E	FACILITIES	2,000.00
11/5/2015	17586	Motorola	REBATE	398.00
11/5/2015	17587	Discount School Supplies	FACILITIES	206.25
11/5/2015	17588	Calvary High School	SPECIAL RESERVE	727.50
11/5/2015	17589	ADULT EDUCATION	ADULT EDUCATION	2,657.00
11/5/2015	17590	SCCOE	MAA	2,807.18
11/5/2015	17591	ADULT EDUCATION	ADULT EDUCATION	1,311.00
11/5/2015	17592	STATE OF CALIFORNIA	CAFETERIA	1,651.93
11/5/2015	17593	STATE OF CALIFORNIA	CAFETERIA	22,357.16
11/5/2015	17594	MBCS/Monterey Bay Charter ...	SPECIAL RESERVE	1,858.23
11/6/2015	17595	BASRP-RD	BASRP	3,454.00
11/6/2015	17596	BASRP-FG	BASRP	5,874.00
11/6/2015	17597	BASRP-RD	BASRP	8,411.05
11/6/2015	17598	BASRP-FG	BASRP	10,273.00
11/13/2015	17599	TEXTBOOKS	TEXT BOOK FEES	93.00
11/13/2015	17600	Robert Down Elementary	DONATION	73.54
11/13/2015	17601	PGMS	DONATION	73.54
11/13/2015	17602	PGMS	DONATION	15.00
11/13/2015	17603	PGMS	DONATION	48.00
11/13/2015	17604	Daylight Foods	REFUND	39.65
11/13/2015	17605	PGHS	DONATION	73.54
11/13/2015	17606	RETIREE INSURANCE	RETIREE INSURANCE	2,928.39
11/13/2015	17607	ADULT EDUCATION	ADULT EDUCATION	1,952.00
11/13/2015	17608	ADULT EDUCATION	CREDIT CARD SALES	44,541.13
11/13/2015	17609	BASRP-RD	BASRP	3,218.50
11/24/2015	17610	Farm Day	TRANSPORTATION	562.75
11/24/2015	17611	RD PTA	custodial	75.00
11/24/2015	17612	PGHS	DONATION	747.12
11/24/2015	17613	CHS	DONATION	1,000.00
11/24/2015	17614	RETIREE INSURANCE	RETIREE INSURANCE	1,412.15
11/24/2015	17615	MBCS/Monterey Bay Charter ...	SPECIAL RESERVE	19,243.41
11/24/2015	17616	Shoreline Community Church	FACILITIES	3,482.50
11/24/2015	17617	STATE OF CALIFORNIA	CAFETERIA	1,328.31
11/24/2015	17618	STATE OF CALIFORNIA	CAFETERIA	17,823.79
11/24/2015	17619	STATE OF CALIFORNIA	SP ED	1,895.53
11/24/2015	17620	ADULT EDUCATION	ADULT EDUCATION	1,657.50
11/24/2015	17621	ADULT EDUCATION	ADULT EDUCATION	2,070.49

Date	Num	Name	Account	Amount
11/24/2015	17622	ADULT EDUCATION	ADULT EDUCATION	1,175.00
11/24/2015	17623	ADULT EDUCATION	CREDIT CARD SALES	18,229.02
11/24/2015	17624	BASRP-FG	BASRP	1,411.50
11/24/2015	17625	BASRP-RD	BASRP	4,820.75
11/24/2015	17626	BASRP-FG	BASRP	830.50
12/2/2015	17627	PGMS	FIELD TRIP	321.00
12/2/2015	17628	Fingerprinting	Fingerprint Fees	1,106.00
12/2/2015	17629	BUS PASS	BUS PASS	150.00
12/2/2015	17630	Ergotron, Inc.	FACILITIES	450.00
12/2/2015	17631	PGHS ATHLETICS	TICKETS SELLERS	930.60
12/2/2015	17632	PG PRIDE	GRANT	1,926.00
12/2/2015	17633	PG PRIDE	GRANT	460.00
12/2/2015	17634	BASRP-RD	BASRP	2,717.56
12/2/2015	17635	STATE OF CALIFORNIA	PRESCHOOL	7,449.00
12/2/2015	17636	RETIREE INSURANCE	RETIREE INSURANCE	5,160.17
Oct 22 - Dec 2, '15				<u>290,472.06</u>



**SUBJECT:** Revolving Cash Report No. 4

**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 October 22, 2015 through December 2, 2015.

**INFORMATION:**

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

**REVOLVING CASH  
BOARD REPORT # 4**

October 22, 2015 - December 2, 2015

Date	Num	Name	Account	Amount
Oct 22 - Dec 2, '15				
10/23/2015	4931	Deborah Oleynik	ADULT EDUCATION	-225.00
10/23/2015	4932	Anna Palmer	ADULT EDUCATION	-55.00
10/23/2015	4933	Kwan Lau	ADULT EDUCATION	-55.00
10/23/2015	4934	Alex Galt	ADULT EDUCATION	-55.00
10/23/2015	4935	Amya Herbert	ADULT EDUCATION	-55.00
10/23/2015	4936	Ivy Olsen	ADULT EDUCATION	-55.00
10/23/2015	4937	Eleanor Avila	ADULT EDUCATION	-55.00
10/23/2015	4938	Hilary Bakewell	ADULT EDUCATION	-120.00
10/23/2015	4939	Selma Rubens	ADULT EDUCATION	-55.00
10/23/2015	4940	Ellen O'Meara	ADULT EDUCATION	-55.00
10/23/2015	4941	Marty Gwinn	ADULT EDUCATION	-120.00
10/23/2015	4942	Jieun Patterson	CHILD DEV	-42.00
10/23/2015	4943	Cameron Bishop	ADULT EDUCATION	-55.00
10/23/2015	4944	Douglas Dodge	ADULT EDUCATION	-55.00
10/23/2015	4945	Danielle Giramur	ADULT EDUCATION	-50.00
10/23/2015	4946	Maria Gonsalves	ADULT EDUCATION	-55.00
10/23/2015	4947	Alice Gumbiner	ADULT EDUCATION	-175.00
10/27/2015		ANALYSIS CHARGE	FEES	-341.26
10/28/2015	4948	UPS	TECH ED	-153.84
11/5/2015		DEPOSIT	none	3,652.02
11/12/2015	4949	Callia Benson	LIBRARY FINES/FEES	-10.00
11/12/2015	4950	Veronica Ramirez	ADULT EDUCATION	-65.00
11/12/2015	4951	Scott and Sarah Gross	ADULT EDUCATION	-170.00
11/12/2015	4952	Christian Donato	ADULT EDUCATION	-25.00
11/12/2015	4953	Nadia Gisler	ADULT EDUCATION	-25.00
11/12/2015	4954	Nikki Whiteside	ADULT EDUCATION	-25.00
11/12/2015	4955	Steffany Ayala	ADULT EDUCATION	-10.00
11/12/2015	4956	Jila Amiri	ADULT EDUCATION	-25.00
11/12/2015	4957	Neli Calvario	ADULT EDUCATION	-25.00
11/12/2015	4958	Gustavo Ibarra	ADULT EDUCATION	-25.00
11/12/2015	4959	Kashtvri Pushparjah	ADULT EDUCATION	-25.00
11/12/2015	4960	Omaima Preston	ADULT EDUCATION	-50.00
11/12/2015	4961	Fidel Jacobo	ADULT EDUCATION	-25.00
11/12/2015	4962	Maribel Reyes Garcia	ADULT EDUCATION	-25.00
11/12/2015	4963	Anthony Garcia	ADULT EDUCATION	-25.00
11/12/2015	4964	Maha Habta	ADULT EDUCATION	-25.00
11/12/2015	4965	Emiko Case	ADULT EDUCATION	-25.00
11/12/2015	4966	Eloiza Martinez	ADULT EDUCATION	-25.00
11/12/2015	4967	Mika Kogane	ADULT EDUCATION	-25.00
11/12/2015	4968	Nina Penprase	ADULT EDUCATION	-25.00
11/12/2015	4969	Jose Antonio	ADULT EDUCATION	-25.00
11/12/2015	4970	Olivia Baca	ADULT EDUCATION	-25.00
11/12/2015	4971	Sanghee Moon	ADULT EDUCATION	-25.00
11/12/2015	4972	Kyung Jae Yun	ADULT EDUCATION	-25.00
11/12/2015	4973	Pinar Engin	ADULT EDUCATION	-25.00
11/12/2015	4974	Faran Hajisattari	ADULT EDUCATION	-25.00
11/12/2015	4975	Antonietta Ruiz	ADULT EDUCATION	-25.00
11/12/2015	4976	Dolores Camacho	ADULT EDUCATION	-25.00
11/19/2015	4977	M/M Morgan	LIBRARY FINES/FEES	-15.00
11/19/2015	4978	Faris Abelshaid	TEXT BOOK FEES	-93.00
11/19/2015		ANALYSIS CHARGE	FEES	-291.62
Oct 22 - Dec 2, '15				<u>540.30</u>

**SUBJECT:** Warrant Schedule 566

**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 November 3, 2015 through November 26, 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. 566Warrants- PayrollNOVEMBER 15

Certificated-	Regular 11/05/15	\$	0
	Regular 11/10/15	\$	11,197.53
	Regular 11/13/15	\$	0
	Regular 11/26/15	\$	1,382,251.31
Total Certificated		\$	<u>1,393,448.84</u>
Other-	Regular 11/05/15	\$	0
	Regular 11/10/15	\$	0
	Regular 11/13/15	\$	0
	Regular 11/26/15	\$	0
Total Other		\$	<u>0</u>
Classified-	Regular 11/05/15	\$	0
	Regular 11/10/15	\$	2,204.90
	Regular 11/13/15	\$	0
	Regular 11/26/15	\$	478,247.05
Total Classified		\$	<u>480,451.95</u>
<u>TOTAL PAYROLL</u>		\$	<u>1,873,900.79</u>

Warrants- AP

Warrants <u>12193064</u> through <u>12193091</u> (11/03/15)	\$	<u>26,639.87</u>
Warrants <u>12193858</u> through <u>12193897</u> (11/05/15)	\$	<u>33,675.96</u>
Warrants <u>12194542</u> through <u>12194561</u> (11/10/15)	\$	<u>59,911.13</u>
Warrants <u>12195158</u> through <u>12195174</u> (11/12/15)	\$	<u>101,230.19</u>
Warrants <u>12195875</u> through <u>12195916</u> (11/17/15)	\$	<u>64,301.55</u>
Warrants <u>12197032</u> through <u>12197046</u> (11/19/15)	\$	<u>24,235.92</u>
<u>TOTAL WARRANTS</u>	\$	<u>2,183,895.41</u>

**SUBJECT:** Approval of the 2015-16 First Interim Report

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

---

**RECOMMENDATION:**

The Administration recommends that the Board approve the 2015-16 First Interim Report.

**BACKGROUND:**

Under current state law, school districts are required to formally update and review their operating budgets at least twice per year. The First Interim Report reflects the results of operations through October 31, and must be approved by the Board and submitted to the County Office of Education no later than December 15 each year.

Coming up in March, the Board will review the Second Interim Report, which reflects the results of operations through January 31.

**INFORMATION:**

The attached First Interim Report indicates that, based on current information and projections, the District's General Fund will have a

- 1) positive ending fund balance,
- 2) positive cash flow, and
- 3) will be able to meet its financial obligations for the current year and subsequent two years.

With revenues of \$28,128,338 and expenditures of \$27,167,739, the General Fund is budgeted to run a net surplus of \$960,598 for the current year. At year end, this surplus is expected to increase by approximately \$300,000 due to unspent budgets being placed into the ending fund balance. Because the budgets for the previous two years have run a surplus, reserve levels have increased from 12.40% in 2013-14 to 15.10% this year. The District will easily be able to meet its minimum reserve requirement of 3.00%.

**FISCAL IMPACT:**

None



NOTICE OF CRITERIA AND STANDARDS REVIEW. This interim report was based upon and reviewed using the state-adopted Criteria and Standards. (Pursuant to Education Code (EC) sections 33129 and 42130)

Signed: \_\_\_\_\_  
District Superintendent or Designee

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

NOTICE OF INTERIM REVIEW. All action shall be taken on this report during a regular or authorized special meeting of the governing board.

To the County Superintendent of Schools:

This interim report and certification of financial condition are hereby filed by the governing board of the school district. (Pursuant to EC Section 42131)

Meeting Date: December 10, 2015

Signed: \_\_\_\_\_  
President of the Governing Board

#### CERTIFICATION OF FINANCIAL CONDITION

X  POSITIVE CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district will meet its financial obligations for the current fiscal year and subsequent two fiscal years.

\_\_\_\_\_ QUALIFIED CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years.

\_\_\_\_\_ NEGATIVE CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district will be unable to meet its financial obligations for the remainder of the current fiscal year or for the subsequent fiscal year.

Contact person for additional information on the interim report:

Name: Nancy Bernahl

Telephone: 831-646-6516

Title: Fiscal Officer

E-mail: nbernahl@pgusd.org

### Criteria and Standards Review Summary

The following summary is automatically completed based on data provided in the Criteria and Standards Review form (Form 01CSI). Criteria and standards that are "Not Met," and supplemental information and additional fiscal indicators that are "Yes," may indicate areas of potential concern, which could affect the interim report certification, and should be carefully reviewed.

CRITERIA AND STANDARDS			Met	Not Met
1	Average Daily Attendance	Funded ADA for any of the current or two subsequent fiscal years has not changed by more than two percent since budget adoption.	X	

CRITERIA AND STANDARDS (continued)			Met	Not Met
2	Enrollment	Projected enrollment for any of the current or two subsequent fiscal years has not changed by more than two percent since budget adoption.		X
3	ADA to Enrollment	Projected second period (P-2) ADA to enrollment ratio for the current and two subsequent fiscal years is consistent with historical ratios.		X
4	Local Control Funding Formula (LCFF)	Projected LCFF for any of the current or two subsequent fiscal years has not changed by more than two percent since budget adoption.	X	
5	Salaries and Benefits	Projected ratio of total unrestricted salaries and benefits to total unrestricted general fund expenditures has not changed by more than the standard for the current and two subsequent fiscal years.	X	
6a	Other Revenues	Projected operating revenues (federal, other state, other local) for the current and two subsequent fiscal years have not changed by more than five percent since budget adoption.		X
6b	Other Expenditures	Projected operating expenditures (books and supplies, services and other expenditures) for the current and two subsequent fiscal years have not changed by more than five percent since budget adoption.		X
7	Ongoing and Major Maintenance Account	If applicable, changes occurring since budget adoption meet the required contribution to the ongoing and major maintenance account (i.e., restricted maintenance account).	X	
8	Deficit Spending	Unrestricted deficit spending, if any, has not exceeded the standard in any of the current or two subsequent fiscal years.	X	
9a	Fund Balance	Projected general fund balance will be positive at the end of the current and two subsequent fiscal years.	X	
9b	Cash Balance	Projected general fund cash balance will be positive at the end of the current fiscal year.	X	
10	Reserves	Available reserves (e.g., reserve for economic uncertainties, unassigned/unappropriated amounts) meet minimum requirements for the current and two subsequent fiscal years.	X	

SUPPLEMENTAL INFORMATION			No	Yes
S1	Contingent Liabilities	Have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) occurred since budget adoption that may impact the budget?	X	
S2	Using One-time Revenues to Fund Ongoing Expenditures	Are there ongoing general fund expenditures funded with one-time revenues that have changed since budget adoption by more than five percent?	X	
S3	Temporary Interfund Borrowings	Are there projected temporary borrowings between funds?	X	
S4	Contingent Revenues	Are any projected revenues for any of the current or two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?	X	
S5	Contributions	Have contributions from unrestricted to restricted resources, or transfers to or from the general fund to cover operating deficits, changed since budget adoption by more than \$20,000 and more than 5% for any of the current or two subsequent fiscal years?		X



SUPPLEMENTAL INFORMATION (continued)			No	Yes
S6	Long-term Commitments	Does the district have long-term (multiyear) commitments or debt agreements?		X
		• If yes, have annual payments for the current or two subsequent fiscal years increased over prior year's (2014-15) annual payment?		X
		• If yes, will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?	X	
S7a	Postemployment Benefits Other than Pensions	Does the district provide postemployment benefits other than pensions (OPEB)?		X
		• If yes, have there been changes since budget adoption in OPEB liabilities?	X	
S7b	Other Self-insurance Benefits	Does the district operate any self-insurance programs (e.g., workers' compensation)?	X	
		• If yes, have there been changes since budget adoption in self-insurance liabilities?	n/a	
S8	Status of Labor Agreements	As of first interim projections, are salary and benefit negotiations still unsettled for:		
		• Certificated? (Section S8A, Line 1b)		X
		• Classified? (Section S8B, Line 1b)		X
S8	Labor Agreement Budget Revisions	• Management/supervisor/confidential? (Section S8C, Line 1b)		X
		For negotiations settled since budget adoption, per Government Code Section 3547.5(c), are budget revisions still needed to meet the costs of the collective bargaining agreement(s) for:		
		• Certificated? (Section S8A, Line 3)	n/a	
S8	Labor Agreement Budget Revisions	• Classified? (Section S8B, Line 3)	n/a	
S9	Status of Other Funds	Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?	X	

ADDITIONAL FISCAL INDICATORS			No	Yes
A1	Negative Cash Flow	Do cash flow projections show that the district will end the current fiscal year with a negative cash balance in the general fund?	X	
A2	Independent Position Control	Is personnel position control independent from the payroll system?	X	
A3	Declining Enrollment	Is enrollment decreasing in both the prior and current fiscal years?	X	
A4	New Charter Schools Impacting District Enrollment	Are any new charter schools operating in district boundaries that are impacting the district's enrollment, either in the prior or current fiscal year?	X	
A5	Salary Increases Exceed COLA	Has the district entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?	X	
A6	Uncapped Health Benefits	Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?	X	
A7	Independent Financial System	Is the district's financial system independent from the county office system?	X	
A8	Fiscal Distress Reports	Does the district have any reports that indicate fiscal distress? If yes, provide copies to the COE, pursuant to EC 42127.6(a).	X	
A9	Change of CBO or Superintendent	Have there been personnel changes in the superintendent or chief business official (CBO) positions within the last 12 months?	X	



## Pacific Grove Unified School District

## Fund 1 - General Fund

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	2016-17 Estimate	2017-18 Estimate
Beginning Fund Balance - Rest	68,054	11,164	9,233	318,582	269,777		
Beginning Fund Balance - Unre	4,789,783	4,418,268	3,377,908	3,220,119	3,416,235	4,569,484	4,784,065
<b>Beginning Fund Balance</b>	<b>4,857,837</b>	<b>4,429,433</b>	<b>3,387,141</b>	<b>3,538,701</b>	<b>3,686,011</b>	<b>4,569,484</b>	<b>4,784,065</b>
<b>Revenues:</b>							
LCFF Sources 8000	18,992,015	19,720,016	20,629,518	23,195,795	24,567,877	25,563,773	26,613,422
Federal Sources 8100	751,278	524,382	542,987	645,550	627,690	633,003	637,161
State Sources 8300	2,824,777	2,490,411	3,056,544	772,054	1,856,963	913,278	813,323
Local Sources 8600	1,473,621	1,520,750	1,584,081	1,406,262	1,075,808	1,025,808	1,025,808
<b>Total Revenues</b>	<b>24,041,691</b>	<b>24,255,560</b>	<b>25,813,130</b>	<b>26,019,661</b>	<b>28,128,338</b>	<b>28,135,862</b>	<b>29,089,714</b>
percent change	-3.0%	0.9%	6.4%	0.8%	8.1%	8.1%	3.4%
<b>Expenditures:</b>							
Certificated Salaries 1000	11,973,558	12,659,739	12,875,372	13,132,603	13,651,875	13,924,382	14,202,503
Classified Salaries 2000	3,960,209	4,216,422	4,586,236	4,674,971	4,672,884	4,757,805	4,844,424
Employee Benefits 3000	3,751,315	3,641,615	3,266,328	3,504,505	3,881,762	4,455,905	4,805,595
Books and Supplies 4000	1,036,377	1,081,470	967,149	901,729	1,668,172	1,420,911	1,428,015
Services and Other 5000	3,279,892	3,234,837	3,293,006	2,566,753	2,420,928	2,433,033	2,445,198
Capital Outlay 6000	4,114	4,113	16,643	42,806	42,529	42,529	42,529
Other Outgo 7000	289,806	288,310	545,782	954,598	829,590	829,590	829,590
<b>Total Expenditures</b>	<b>24,295,271</b>	<b>25,126,506</b>	<b>25,550,516</b>	<b>25,777,964</b>	<b>27,167,739</b>	<b>27,864,155</b>	<b>28,597,854</b>
percent change	4.7%	3.4%	1.7%	0.9%	5.4%	8.1%	2.6%
<b>Surplus (Deficit)</b>	<b>(253,580)</b>	<b>(870,946)</b>	<b>262,613</b>	<b>241,697</b>	<b>960,598</b>	<b>271,707</b>	<b>491,859</b>
<b>Transfers In (Out)</b>							
Fund 11 - Adult Education	(76,892)	(151,919)	(50,000)				
Fund 12 - Child Development			(2,437)		-		
Fund 13 - Cafeteria	(19,937)		(39,191)	(74,960)	(57,700)	(37,700)	(37,700)
Fund 14 - Deferred Maintenance							
Fund 20 - Postemployment B	(19,426)	(19,426)	(19,426)	(19,426)	(19,426)	(19,426)	(19,426)
Other	168						
<b>Net Transfers In (Out)</b>	<b>(116,087)</b>	<b>(171,345)</b>	<b>(111,054)</b>	<b>(94,386)</b>	<b>(77,126)</b>	<b>(57,126)</b>	<b>(57,126)</b>
<b>Ending Fund Balance</b>	<b>4,488,171</b>	<b>3,387,141</b>	<b>3,538,700</b>	<b>3,686,012</b>	<b>4,569,484</b>	<b>4,784,065</b>	<b>5,218,798</b>

<b>Components of Ending Fund Balance</b>							
<b>a Nonspendable - Revolving</b>	5,000	5,000	5,000	5,000	5,000	5,000	5,000
<b>b Restricted</b> (restricted carryov	50,061	9,233	359,587	269,777	444,405	50,000	50,000
<b>c Committed</b> - Prop 39				181,342			
<b>d Assigned</b>							
Prop Tax Reserve (0.50%)	95,474				109,018	113,923	119,050
Basic Aid Reserve (3.00%)					790,018	837,638	859,649
Sick Leave Incentive Reser	60,000	60,000	60,000	60,000	40,000	40,000	40,000
Deferred Maintenance Reserve					2,363,698	2,899,865	3,285,449
<b>e 3% Resv for Econ Uncertain</b>	<b>750,392</b>	<b>758,936</b>	<b>769,847</b>	<b>776,171</b>	<b>817,346</b>	<b>837,638</b>	<b>859,649</b>
Unassigned/Unappropriated	3,187,244	2,553,971	2,344,266	2,393,723			
<b>subtotal Unrestricted Reserve</b>	<b>4,433,110</b>	<b>3,372,907</b>	<b>3,174,113</b>	<b>3,229,893</b>	<b>4,120,080</b>	<b>4,729,065</b>	<b>5,163,798</b>
Undesignated Resv Percent	18.4%	13.3%	12.4%	12.5%	15.1%	16.9%	18.0%
<b>Ending Fund Balance</b>	<b>4,488,171</b>	<b>3,387,141</b>	<b>3,538,700</b>	<b>3,686,012</b>	<b>4,569,484</b>	<b>4,784,065</b>	<b>5,218,798</b>



## Pacific Grove Unified School District

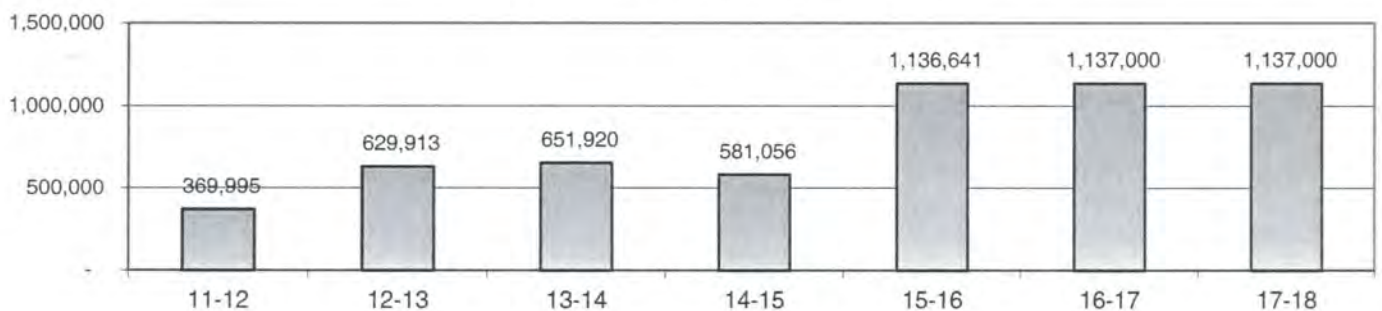
**Fund 11 - Adult Education Fund**

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	2016-17 Estimate	2017-18 Estimate
<b>Beginning Fund Balance</b>	<b>288,996</b>	<b>(4,597)</b>	<b>-</b>	<b>78,414</b>	<b>34,670</b>	<b>641,580</b>	<b>1,239,580</b>
<b>Revenues:</b>							
Revenue Limit Sources 8000				581,056			
Federal Revenue 8200	55,742	38,260	59,928	51,820	69,490	70,000	71,000
Other State Revenue 8091	<b>293,103</b>	<b>477,994</b>	<b>601,920</b>		1,136,641	1,137,000	1,137,000
Other Local Revenue 8600	524,808	473,064	461,691	441,702	537,757	540,000	550,000
<b>Total Revenues</b>	<b>873,653</b>	<b>989,318</b>	<b>1,123,539</b>	<b>1,074,578</b>	<b>1,743,888</b>	<b>1,747,000</b>	<b>1,758,000</b>
<b>Expenditures:</b>							
Certificated Salaries 1000	633,357	644,217	585,490	552,841	513,341	520,000	530,000
Classified Salaries 2000	239,069	238,896	277,685	326,129	314,461	315,000	320,000
Employee Benefits 3000	162,661	180,590	146,062	154,288	168,653	170,000	175,000
Books and Supplies 4000	114,225	39,218	58,372	46,140	93,722	95,000	100,000
Services & Other Oper 5000	46,663	33,720	27,515	38,924	46,800	49,000	51,000
Capital Outlay 6000							
Other Outgo 7100							
Indirect Costs 7300							
<b>Total Expenditures</b>	<b>1,195,975</b>	<b>1,136,641</b>	<b>1,095,124</b>	<b>1,118,322</b>	<b>1,136,978</b>	<b>1,149,000</b>	<b>1,176,000</b>
<b>Surplus (Deficit)</b>	<b>(322,322)</b>	<b>(147,323)</b>	<b>28,414</b>	<b>(43,744)</b>	<b>606,910</b>	<b>598,000</b>	<b>582,000</b>
<b>Transfers In (Out)- Fund 8900</b>	<b>76,892</b>	<b>151,919</b>	<b>50,000</b>				
<b>Ending Fund Balance</b>	<b>43,567</b>	<b>-</b>	<b>78,414</b>	<b>34,670</b>	<b>641,580</b>	<b>1,239,580</b>	<b>1,821,580</b>

**Components of Ending Fund Balance:**

a) Nonspendable - Revolv 9711							
b) Restricted - Donations 9740							
c) Committed 9750							
d) Assigned 9780							
e) Unassigned/Unappropri 9790	43,567		78,414	34,670	641,580	1,239,580	1,821,580
<b>Ending Fund Balance</b>	<b>43,567</b>	<b>-</b>	<b>78,414</b>	<b>34,670</b>	<b>641,580</b>	<b>1,239,580</b>	<b>1,821,580</b>

Fund 11 accounts for all the transactions related to the District's Adult Education program. The state has changed the way Adult Ed posts the apportionments, making it difficult to compare across years. Prior to 2008-09, Adult Ed received their apportionment directly from the state. In 2009-10, it became a Transfer-In from the General Fund. Then, in 2011-12, it was not transferred in, but posted from the General Fund into their Other State Revenue line item. In 2015-16, funding is posted directly to Fund 11.

**Fund 11 - Transfers In From General Fund**

## Pacific Grove Unified School District

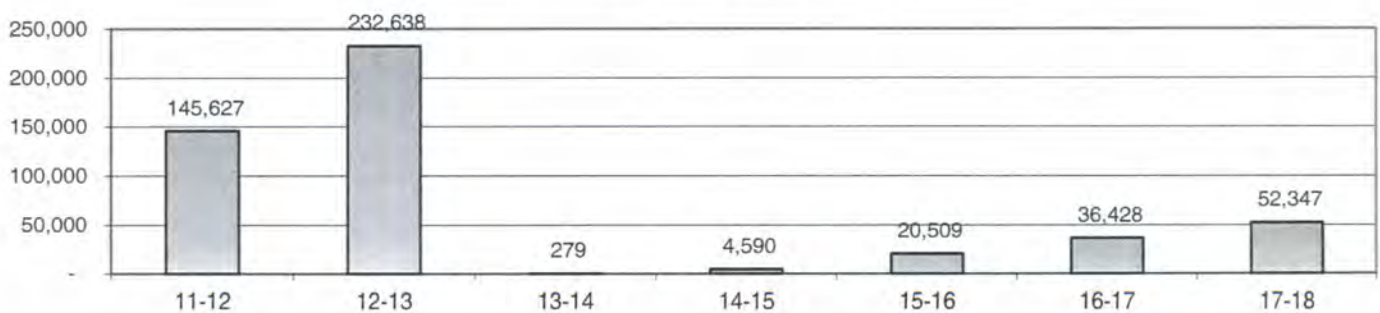
**Fund 12 - Child Development Fund**

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	2016-17 Estimate	2017-18 Estimate
<b>Beginning Fund Balance</b>	<b>38,919</b>	<b>145,627</b>	<b>232,638</b>	<b>279</b>	<b>4,590</b>	<b>20,509</b>	<b>36,428</b>
<b>Revenues:</b>							
Revenue Limit Sources 8000							
Federal Revenue 8100							
State Revenue (Presch 8500	110,370	101,722	100,323	57,688	88,675	88,675	88,675
Local Revenue (BASRF 8600	384,587	395,144	358,484	351,578	360,000	360,000	360,000
<b>Total Revenues</b>	<b>494,957</b>	<b>496,865</b>	<b>458,807</b>	<b>409,266</b>	<b>448,675</b>	<b>448,675</b>	<b>448,675</b>
<b>Expenditures:</b>							
Certificated Salaries 1000	48,572	48,131	48,622	47,609	58,703	58,703	58,703
Classified Salaries 2000	219,954	229,282	240,802	244,552	217,169	217,169	217,169
Employee Benefits 3000	87,380	87,526	74,758	80,430	76,648	76,648	76,648
Books and Supplies 4000	9,457	4,978	7,750	8,365	16,752	16,752	16,752
Services & Other Oper 5000	1,214	943	2,812	2,326	1,811	1,811	1,811
Capital Outlay 6000		17,323	297,188		40,000	40,000	40,000
Other Outgo 7100							
Indirect Costs 7300	21,672	21,672	21,672	21,672	21,672	21,672	21,672
<b>Total Expenditures</b>	<b>388,249</b>	<b>409,854</b>	<b>693,604</b>	<b>404,955</b>	<b>432,756</b>	<b>432,756</b>	<b>432,756</b>
<b>Surplus (Deficit)</b>	<b>106,708</b>	<b>87,011</b>	<b>(234,796)</b>	<b>4,311</b>	<b>15,919</b>	<b>15,919</b>	<b>15,919</b>
<b>Transfers In from Fund 8900</b>			2,437		-		
<b>Ending Fund Balance</b>	<b>145,627</b>	<b>232,638</b>	<b>279</b>	<b>4,590</b>	<b>20,509</b>	<b>36,428</b>	<b>52,347</b>

**Components of Ending Fund Balance:**

a) Nonspendable - Revolv 9711							
b) Restricted 9740	478						
c) Committed 9750							
d) Assigned 9780							
e) Unassigned-Res for Ec 9789							
Unassigned/Unappropri 9790	145,149	232,641	279	4,590	20,509	36,428	52,347
<b>Ending Fund Balance</b>	<b>145,627</b>	<b>232,641</b>	<b>279</b>	<b>4,590</b>	<b>20,509</b>	<b>36,428</b>	<b>52,347</b>

Fund 12 accounts for all the transactions related to the State Preschool program and the Before and After School Recreation Program (BASRP). In 2011-12, fees were raised which allowed the Fund to operate at a surplus. In 2013-14, Fund 12 will pay for a new portable classroom to be located at Forest Grove Elementary School.

**Fund 12 - Ending Fund Balance**



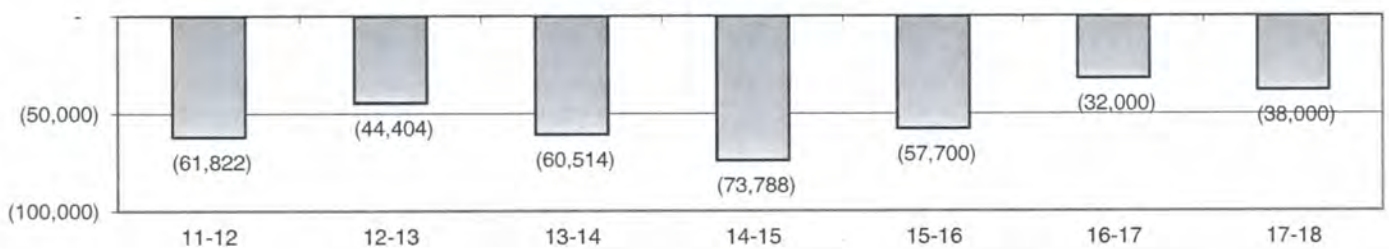
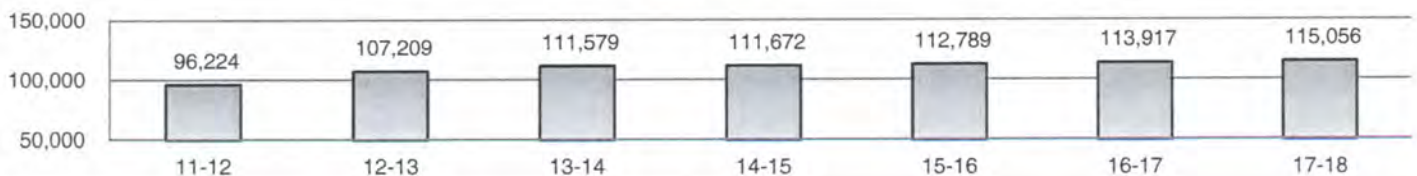
## Pacific Grove Unified School District

**Fund 13 - Cafeteria Fund**

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	2016-17 Estimate	2017-18 Estimate
<b>Beginning Fund Balance</b>	<b>50,396</b>	<b>73,341</b>	<b>28,936</b>	<b>7,613</b>	<b>8,785</b>	<b>8,785</b>	<b>8,785</b>
<b>Revenues:</b>							
Revenue Limit Sources 8000							
Federal Revenue 8200	144,822	168,653	176,708	175,993	175,000	175,000	175,000
Other State Revenue 8500	12,436	15,136	13,499	14,030	17,000	17,000	17,000
Other Local Revenue 8600	306,631	320,592	320,781	329,385	350,000	360,000	360,000
<b>Total Revenues</b>	<b>463,889</b>	<b>504,382</b>	<b>510,988</b>	<b>519,408</b>	<b>542,000</b>	<b>552,000</b>	<b>552,000</b>
<b>Expenditures:</b>							
Certificated Salaries 1000							
Classified Salaries 2000	209,886	223,631	241,199	255,853	242,000	242,000	245,000
Employee Benefits 3000	52,461	56,386	52,736	57,674	62,000	62,000	62,000
Supplies 4000	257,344	260,782	270,784	265,365	282,700	267,000	270,000
Services 5000	6,020	7,987	6,783	14,304	13,000	13,000	13,000
Capital Outlay 6000							
Other Outgo 7100							
<b>Total Expenditures</b>	<b>525,711</b>	<b>548,786</b>	<b>571,502</b>	<b>593,197</b>	<b>599,700</b>	<b>584,000</b>	<b>590,000</b>
<b>Surplus (Deficit)</b>	<b>(61,822)</b>	<b>(44,404)</b>	<b>(60,514)</b>	<b>(73,788)</b>	<b>(57,700)</b>	<b>(32,000)</b>	<b>(38,000)</b>
<b>Transfers In - General F</b> 8900	19,937		39,191	74,960	57,700	32,000	38,000
<b>Ending Fund Balance</b>	<b>8,511</b>	<b>28,937</b>	<b>7,613</b>	<b>8,785</b>	<b>8,785</b>	<b>8,785</b>	<b>8,785</b>

**Components of Ending Fund Balance:**

a) Nonspendable - Stores 9711	2,419	8,271	7,614	6,821	6,821	6,821	6,821
b) Restricted 9740		17,501					
c) Committed							
d) Assigned							
e) Unassigned/Unappropri 9790	6,092	3,164	-	1,964	1,964	1,964	1,964
<b>Ending Fund Balance</b>	<b>8,511</b>	<b>28,937</b>	<b>7,614</b>	<b>8,785</b>	<b>8,785</b>	<b>8,785</b>	<b>8,785</b>

**Fund 13 - Surplus (Deficit)****Meals Served**

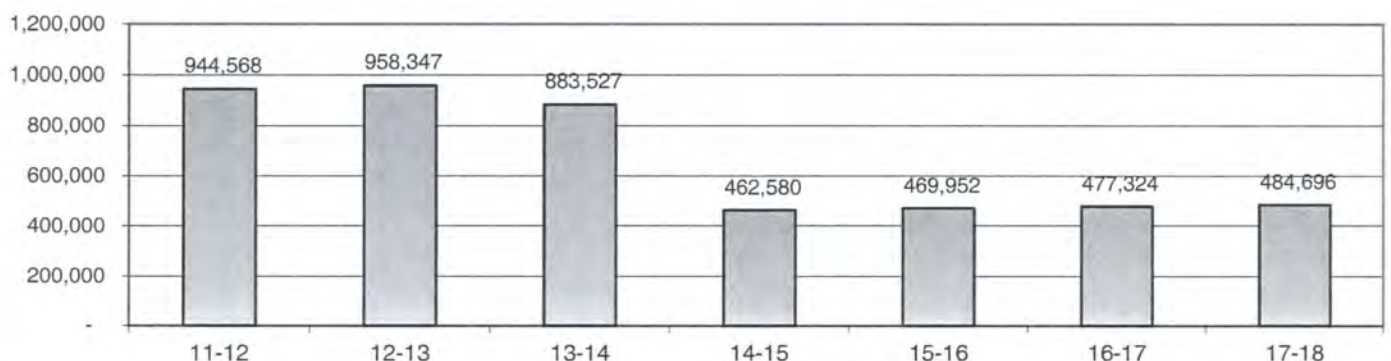
## Pacific Grove Unified School District

**Fund 14 - Deferred Maintenance Fund**

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	2016-17 Estimate	2017-18 Estimate
<b>Beginning Fund Balance</b>	<b>915,189</b>	<b>944,568</b>	<b>958,347</b>	<b>883,527</b>	<b>462,580</b>	<b>469,952</b>	<b>477,324</b>
<b>Revenues:</b>							
Revenue Limit Sources 8000							
Federal Revenue 8100							
Other State Revenue 8590	94,947	94,713	93,372	93,372	93,372	93,372	93,372
Other Local Revenue 8660	6,304	4,957	3,290	3,262	4,000	4,000	4,000
<b>Total Revenues</b>	<b>101,251</b>	<b>99,670</b>	<b>96,662</b>	<b>96,634</b>	<b>97,372</b>	<b>97,372</b>	<b>97,372</b>
<b>Expenditures:</b>							
Certificated Salaries 1000							
Classified Salaries 2000							
Employee Benefits 3000							
Supplies 4300	49,116	45,067	30,572	50,424	36,944	36,944	36,944
Services 5800	22,757	40,823	140,910	467,157	53,056	53,056	53,056
Capital Outlay 6000							
Other Outgo 7100							
Indirect Costs 7300							
<b>Total Expenditures</b>	<b>71,872</b>	<b>85,891</b>	<b>171,482</b>	<b>517,581</b>	<b>90,000</b>	<b>90,000</b>	<b>90,000</b>
<b>Surplus (Deficit)</b>	<b>29,379</b>	<b>13,779</b>	<b>(74,820)</b>	<b>(420,947)</b>	<b>7,372</b>	<b>7,372</b>	<b>7,372</b>
<b>Transfers In (Out) - to G 8900</b>							
<b>Ending Fund Balance</b>	<b>944,568</b>	<b>958,347</b>	<b>883,527</b>	<b>462,580</b>	<b>469,952</b>	<b>477,324</b>	<b>484,696</b>

**Components of Ending Fund Balance:**

a) Nonspendable - Revolv 9711							
b) Restricted 9740							
c) Committed 9750							
d) Assigned 9780							
e) Unassigned-Reserve fc 9789							
Unassigned/Unappropri 9790	944,568	958,347	883,527	462,580	469,952	477,324	484,696
<b>Ending Fund Balance</b>	<b>944,568</b>	<b>958,347</b>	<b>883,527</b>	<b>462,580</b>	<b>469,952</b>	<b>477,324</b>	<b>484,696</b>

**Fund 14 - Ending Fund Balance**



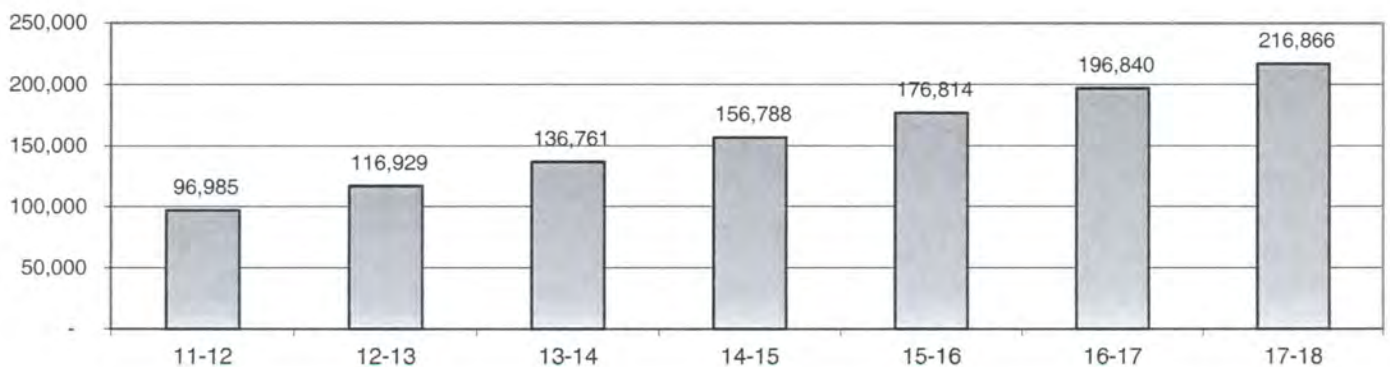
## Pacific Grove Unified School District

**Fund 20 - Postemployment Benefits Fund**

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	2016-17 Estimate	2017-18 Estimate
<b>Beginning Fund Balance</b>	77,147	96,985	116,928	136,761	156,788	176,814	196,840
<b>Revenues:</b>							
Revenue Limit Sources 8000							
Federal Revenue 8100							
Other State Revenue 8300							
Other Local Revenue 8600	413	518	407	600	600	600	600
<b>Total Revenues</b>	<b>413</b>	<b>518</b>	<b>407</b>	<b>600</b>	<b>600</b>	<b>600</b>	<b>600</b>
<b>Expenditures:</b>							
Certificated Salaries 1000							
Classified Salaries 2000							
Employee Benefits 3000							
Supplies 4000							
Services 5000							
Capital Outlay 6000							
Other Outgo 7100							
Indirect Costs 7300							
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Surplus (Deficit)</b>	<b>413</b>	<b>518</b>	<b>407</b>	<b>600</b>	<b>600</b>	<b>600</b>	<b>600</b>
<b>Transfers In (Out) - from 8900</b>	19,426	19,426	19,426	19,426	19,426	19,426	19,426
<b>Ending Fund Balance</b>	<b>96,985</b>	<b>116,929</b>	<b>136,761</b>	<b>156,788</b>	<b>176,814</b>	<b>196,840</b>	<b>216,866</b>

**Components of Ending Fund Balance:**

a) Nonspendable - Revolv 9711							
b) Restricted 9740							
c) Committed 9750							
d) Assigned - Medigap 9780							
e) Unassigned-Reserve for 9789							
Unassigned/Unappropriated 9790	96,985	116,929	136,761	156,788	176,814	196,840	216,866
<b>Ending Fund Balance</b>	<b>96,985</b>	<b>116,929</b>	<b>136,761</b>	<b>156,788</b>	<b>176,814</b>	<b>196,840</b>	<b>216,866</b>

**Fund 20 - Ending Fund Balance**

## Pacific Grove Unified School District

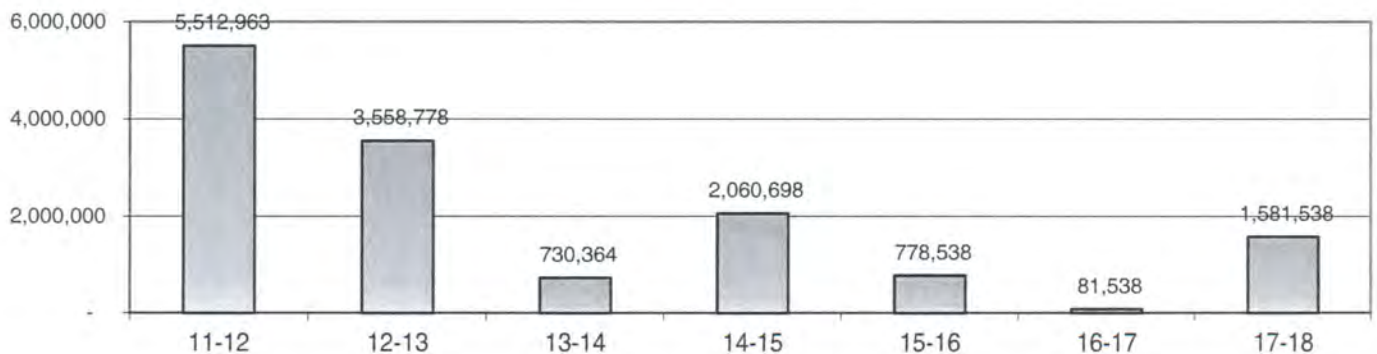
**Fund 21 - Building Fund**

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	2016-17 Estimate	2017-18 Estimate
<b>Beginning Fund Balance</b>	<b>1,392,459</b>	<b>5,512,963</b>	<b>3,558,778</b>	<b>730,364</b>	<b>2,060,698</b>	<b>778,538</b>	<b>81,538</b>
<b>Revenues:</b>							
Revenue Limit Sources 8000							
Federal Revenue 8100							
Other State Revenue 8300							
Other Local Revenue 8600	7,502,961	23,886	9,261	2,332,337	5,000	3,000	2,400,000
<b>Total Revenues</b>	<b>7,502,961</b>	<b>23,886</b>	<b>9,261</b>	<b>2,332,337</b>	<b>5,000</b>	<b>3,000</b>	<b>2,400,000</b>
<b>Expenditures:</b>							
Certificated Salaries 1000							
Classified Salaries 2000							
Employee Benefits 3000							
Supplies 4400	521,190	252,385	101,593		794,128	700,000	900,000
Services 5800	17,385	35,666	31,805	7,200	118,660		
Capital Outlay 6000	2,843,881	1,690,021	2,704,276	994,803	374,373		
Other Outgo 7100							
Indirect Costs 7300							
<b>Total Expenditures</b>	<b>3,382,456</b>	<b>1,978,072</b>	<b>2,837,675</b>	<b>1,002,003</b>	<b>1,287,160</b>	<b>700,000</b>	<b>900,000</b>
<b>Surplus (Deficit)</b>	<b>4,120,505</b>	<b>(1,954,186)</b>	<b>(2,828,413)</b>	<b>1,330,334</b>	<b>(1,282,160)</b>	<b>(697,000)</b>	<b>1,500,000</b>
<b>Transfers In (Out) 8900</b>							
<b>Ending Fund Balance</b>	<b>5,512,963</b>	<b>3,558,778</b>	<b>730,364</b>	<b>2,060,698</b>	<b>778,538</b>	<b>81,538</b>	<b>1,581,538</b>

**Components of Ending Fund Balance:**

a) Nonspendable - Revolv 9711							
b) Restricted 9740							
c) Committed 9750							
d) Assigned 9780							
e) Unassigned-Reserve fc 9789							
Unassigned/Unappropri 9790	5,512,963	3,558,778	730,364	2,060,698	778,538	81,538	1,581,538
<b>Ending Fund Balance</b>	<b>5,512,963</b>	<b>3,558,778</b>	<b>730,364</b>	<b>2,060,698</b>	<b>778,538</b>	<b>81,538</b>	<b>1,581,538</b>

Fund 21 accounts for the revenues and expenditures associated with Measure A and Measure D Bonds.

**Fund 21 - Ending Fund Balance**



## Pacific Grove Unified School District

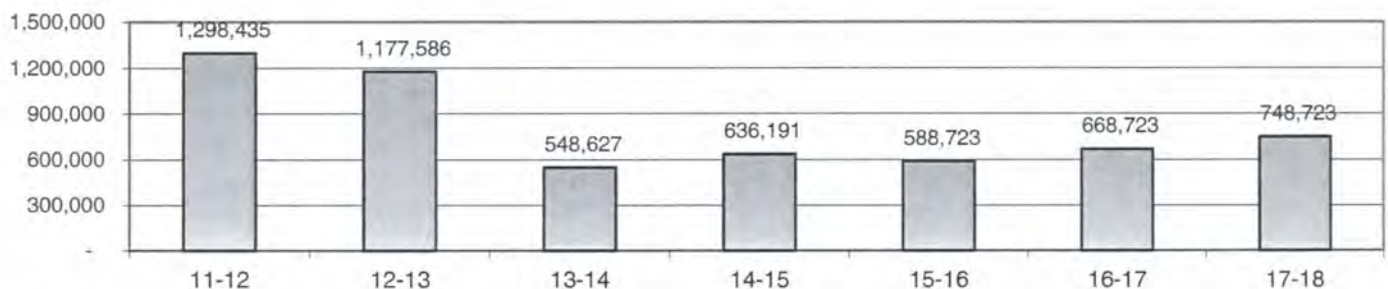
**Fund 40 - Capital Outlay Projects Fund**

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Budget	2016-17 Estimate	2017-18 Estimate
<b>Beginning Fund Balance</b>	<b>1,124,728</b>	<b>1,298,435</b>	<b>1,177,586</b>	<b>548,627</b>	<b>636,191</b>	<b>588,723</b>	<b>668,723</b>
<b>Revenues:</b>							
Revenue Limit Sources 8000							
Federal Revenue 8100							
Other State Revenue 8300							
Other Local Revenue 8600	187,032	244,036	345,477	229,409	242,532	230,000	230,000
<b>Total Revenues</b>	<b>187,032</b>	<b>244,036</b>	<b>345,477</b>	<b>229,409</b>	<b>242,532</b>	<b>230,000</b>	<b>230,000</b>
<b>Expenditures:</b>							
Certificated Salaries 1000							
Classified Salaries 2000							
Employee Benefits 3000							
Supplies 4000	4,132	66,596	58,424	69,241	110,000	50,000	50,000
Services 5000	9,193	125,949	51,282	12,945	30,000	50,000	50,000
Capital Outlay - Equipm 6000		172,341	864,730	59,660	120,565	50,000	50,000
Other Outgo 7100							
Indirect Costs 7300					29,435		
<b>Total Expenditures</b>	<b>13,325</b>	<b>364,886</b>	<b>974,435</b>	<b>141,846</b>	<b>290,000</b>	<b>150,000</b>	<b>150,000</b>
<b>Surplus (Deficit)</b>	<b>173,707</b>	<b>(120,849)</b>	<b>(628,958)</b>	<b>87,564</b>	<b>(47,468)</b>	<b>80,000</b>	<b>80,000</b>
<b>Transfers In (Out) 8900</b>							
<b>Ending Fund Balance</b>	<b>1,298,435</b>	<b>1,177,586</b>	<b>548,627</b>	<b>636,191</b>	<b>588,723</b>	<b>668,723</b>	<b>748,723</b>

**Components of Ending Fund Balance:**

a) Nonspendable - Revolv 9711							
b) Restricted 9740							
c) Committed 9750							
d) Assigned 9780							
Forest Grove Project					150,000	150,000	
e) Unassigned/Unappropri 9790	1,298,435	1,177,586	548,627	636,191	438,723	518,723	748,723
<b>Ending Fund Balance</b>	<b>1,298,435</b>	<b>1,177,586</b>	<b>548,627</b>	<b>636,191</b>	<b>588,723</b>	<b>668,723</b>	<b>748,723</b>

Fund 40 includes revenues collected from David Avenue leases, expenditures authorized by the Board, and maintenance department expenses in excess of the program 6220 allocation. Certain revenues are being set aside for future repair of the High School track (\$116,000) and the stadium field (\$713,000 in 2023). Rents received from the Middle School PAC and the High School stadium are being held in specific improvement accounts. The Board approved \$500,000 to help with the cost of construction of the new High School pool. On March 7, 2013 the Board also approved the purchase of new vehicles from Fund 40.

**Fund 40 - Ending Fund Balance**



Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	24,097,116.00	24,555,111.00	2,486,811.82	24,567,877.00	12,766.00	0.1%
2) Federal Revenue		8100-8299	651,522.00	627,690.00	94,559.71	627,690.00	0.00	0.0%
3) Other State Revenue		8300-8599	792,096.00	1,856,964.00	91,170.27	1,856,962.60	(1.40)	0.0%
4) Other Local Revenue		8600-8799	803,916.00	1,037,198.00	465,920.40	1,075,807.91	38,609.91	3.7%
5) TOTAL, REVENUES			26,344,650.00	28,076,963.00	3,138,462.20	28,128,337.51		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	13,381,539.00	13,652,600.00	4,033,332.25	13,651,874.87	725.13	0.0%
2) Classified Salaries		2000-2999	4,561,532.00	4,666,728.00	1,484,613.09	4,672,883.78	(6,155.78)	-0.1%
3) Employee Benefits		3000-3999	3,880,140.00	3,878,057.00	1,121,122.56	3,881,761.64	(3,704.64)	-0.1%
4) Books and Supplies		4000-4999	806,810.00	1,638,727.00	398,661.32	1,668,171.66	(29,444.66)	-1.8%
5) Services and Other Operating Expenditures		5000-5999	3,352,632.00	2,583,103.00	566,728.06	2,420,928.41	162,174.59	6.3%
6) Capital Outlay		6000-6999	42,529.00	42,529.00	12,528.83	42,529.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299						
		7400-7499	851,262.00	851,262.00	235,713.37	851,262.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(21,672.00)	(21,672.00)	0.00	(21,672.00)	0.00	0.0%
9) TOTAL, EXPENDITURES			26,854,772.00	27,291,334.00	7,852,699.48	27,167,739.36		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>								
			(510,122.00)	785,629.00	(4,714,237.28)	960,598.15		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	57,126.00	77,126.00	0.00	77,126.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	2.00	0.00	0.00	(2.00)	100.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(57,126.00)	(77,124.00)	0.00	(77,126.00)		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	485,500.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	53,000.00	69,490.00	0.00	69,490.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	1,136,641.00	378,881.00	1,136,641.00	0.00	0.0%
4) Other Local Revenue		8600-8799	537,147.00	537,147.00	97,181.51	537,757.00	610.00	0.1%
5) TOTAL REVENUES			1,075,647.00	1,743,278.00	476,062.51	1,743,888.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	466,188.00	513,343.00	144,481.95	513,341.36	1.64	0.0%
2) Classified Salaries		2000-2999	257,573.00	314,464.00	101,961.71	314,461.37	2.63	0.0%
3) Employee Benefits		3000-3999	239,628.00	168,672.00	47,232.38	168,653.13	18.87	0.0%
4) Books and Supplies		4000-4999	67,958.00	93,112.00	10,354.89	93,722.00	(610.00)	-0.7%
5) Services and Other Operating Expenditures		5000-5999	44,300.00	46,800.00	16,704.07	46,800.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL EXPENDITURES			1,075,647.00	1,136,391.00	320,735.00	1,136,977.86		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>								
			0.00	606,887.00	155,327.51	606,910.14		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	88,675.00	88,675.00	0.00	88,675.00	0.00	0.0%
4) Other Local Revenue		8600-8799	360,000.00	360,000.00	110,459.78	360,000.00	0.00	0.0%
5) TOTAL REVENUES			448,675.00	448,675.00	110,459.78	448,675.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	53,086.00	58,704.00	21,543.08	58,703.28	0.72	0.0%
2) Classified Salaries		2000-2999	219,075.00	216,034.00	69,987.32	217,168.81	(1,134.81)	-0.5%
3) Employee Benefits		3000-3999	81,138.00	76,233.00	24,226.10	76,648.26	(415.26)	-0.5%
4) Books and Supplies		4000-4999	18,000.00	16,753.00	2,040.91	16,752.49	0.51	0.0%
5) Services and Other Operating Expenditures		5000-5999	1,000.00	1,812.00	0.49	1,811.37	0.63	0.0%
6) Capital Outlay		6000-6999	40,000.00	40,000.00	0.00	40,000.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	21,672.00	21,672.00	0.00	21,672.00	0.00	0.0%
9) TOTAL EXPENDITURES			433,971.00	431,208.00	117,799.90	432,756.21		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>								
			14,704.00	17,467.00	(7,340.12)	15,918.79		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	175,000.00	175,000.00	17,820.92	175,000.00	0.00	0.0%
3) Other State Revenue		8300-8599	17,000.00	17,000.00	1,308.78	17,000.00	0.00	0.0%
4) Other Local Revenue		8600-8799	350,000.00	350,000.00	97,000.00	350,000.00	0.00	0.0%
5) TOTAL REVENUES			542,000.00	542,000.00	118,129.70	542,000.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	242,000.00	242,000.00	76,036.02	242,000.00	0.00	0.0%
3) Employee Benefits		3000-3999	62,000.00	62,000.00	17,158.09	62,000.00	0.00	0.0%
4) Books and Supplies		4000-4999	282,700.00	282,700.00	78,439.10	282,700.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	13,000.00	13,000.00	2,130.53	13,000.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL EXPENDITURES			579,700.00	599,700.00	173,763.74	599,700.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(37,700.00)	(57,700.00)	(57,634.04)	(57,700.00)		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	37,700.00	57,700.00	0.00	57,700.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			37,700.00	57,700.00	0.00	57,700.00		



Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	93,372.00	93,372.00	0.00	93,372.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	6,000.00	4,000.00	836.14	4,000.00	0.00	0.0%
5) TOTAL REVENUES			99,372.00	97,372.00	836.14	97,372.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	40,000.00	36,944.00	17,472.42	36,943.90	0.10	0.0%
5) Services and Other Operating Expenditures		5000-5999	50,000.00	53,057.00	44,056.10	53,056.10	0.90	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL EXPENDITURES			90,000.00	90,001.00	61,528.52	90,000.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			9,372.00	7,371.00	(60,692.38)	7,372.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	600.00	600.00	277.14	600.00	0.00	0.0%
5) TOTAL REVENUES			600.00	600.00	277.14	600.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.00	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL EXPENDITURES			0.00	0.00	0.00	0.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			600.00	600.00	277.14	600.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	19,426.00	19,426.00	0.00	19,426.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			19,426.00	19,426.00	0.00	19,426.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	5,000.00	5,000.00	3,873.79	5,000.00	0.00	0.0%
5) TOTAL REVENUES			5,000.00	5,000.00	3,873.79	5,000.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	800,000.00	783,129.00	724,928.50	794,127.50	(10,998.50)	-1.4%
5) Services and Other Operating Expenditures		5000-5999	0.00	113,661.00	94,063.53	118,660.17	(4,999.17)	-4.4%
6) Capital Outlay		6000-6999	426,405.00	374,373.00	7,359.97	374,372.50	0.50	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL EXPENDITURES			1,226,405.00	1,271,163.00	826,352.00	1,287,160.17		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(1,221,405.00)	(1,266,163.00)	(822,478.21)	(1,282,160.17)		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		



Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	230,000.00	242,532.00	69,653.58	242,532.00	0.00	0.0%
5) TOTAL REVENUES			230,000.00	242,532.00	69,653.58	242,532.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	50,000.00	110,000.00	55,526.79	110,000.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	50,000.00	30,000.00	0.00	30,000.00	0.00	0.0%
6) Capital Outlay		6000-6999	50,000.00	120,566.00	82,613.62	120,565.00	1.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	29,436.00	29,435.00	29,435.00	1.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL EXPENDITURES			150,000.00	290,002.00	167,575.41	290,000.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			80,000.00	(47,470.00)	(97,921.83)	(47,468.00)		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		



**SUBJECT:** 2015-16 Budget Revisions #2

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

---

**RECOMMENDATION:**

The District Administration recommends approval of the proposed budget revisions.

**BACKGROUND:**

Throughout the year, the budgets for each of the District's eight funds are revised to reflect changing financial conditions, or as the result of Board decisions which have a budgetary impact. Budget revisions are usually necessary early in the fiscal year in September to correct the beginning fund balances following the final close-out of the prior year. Budget revisions are also part of the First Interim Report in December, and the Second Interim Report in March. The final Budget revision is usually done towards the end of the fiscal year in May.

The recommended budget revisions are reflected in the column titled "Rev #2 Changes". The column to the left of the Proposed Changes is the current Board-approved version of the budget following the Unaudited Actual Report. The column to the right of the proposed changes will become the official budget once the Board formally approves them. A detailed list showing the reason for each budget revision is shown at the bottom of each Fund page.

**INFORMATION:**

The financial condition of the District remains positive with reserves in place and cash flow being met.

Budget revisions to the General Fund include:

- 1) The newly implemented funding formula for the Adult Ed program will provide Adult Ed (Fund 11) with approximately \$1,136,641 each year. This will eliminate the need for the General Fund to make the annual contribution of \$485,500 which in the original budget.
- 2) The new Educator Effectiveness Program, which will be used for professional development, will receive an apportionment of \$178,036.
- 3) The funding to be received from the State Lottery program has been increased \$50,530 due to a prior year adjustment.
- 4) Since the last budget revision, an additional \$214,735 has been received in various donation accounts.
- 5) Because the budget for Lottery revenue was increased, it allowed the budget for textbook expenditures to be increased \$50,530.
- 6) Special Ed expenditures were decreased due to a reduction in costs of \$637,301 related to Special Ed students that were formally being served outside the District.

**FISCAL IMPACT:**

The fiscal impact is reflected in the attached reports.

## Pacific Grove Unified School District

## Budget Revisions - General Fund 01

	Original Budget	Rev #1 Changes	Unaud Actuals	Rev #2 Changes	First Interim	Rev #3 Changes	Second Interim	Rev #4 Changes	Final Budget
<b>Beginning Balance</b>	<b>2,879,679</b>	<b>841,617</b>	<b>3,721,296</b>	<b>(35,285)</b>	<b>3,686,011</b>				
<b>Revenues</b>									
LCFF	24,097,116	(27,405)	24,069,711	498,166 a	24,567,877			-	
Federal Revenues	651,522	(7,235)	644,287	(16,597) b	627,690			-	
State Revenues	792,096	834,666	1,626,762	230,201 c	1,856,963			-	
Local Revenues	803,916	1,840	805,756	270,052 d	1,075,808			-	
<b>Total Revenues</b>	<b>26,344,650</b>	<b>801,866</b>	<b>27,146,516</b>	<b>981,822</b>	<b>28,128,338</b>	-	-	-	-
<b>Expenditures</b>									
Certificated Salaries	13,381,539	279,335	13,660,874	(8,999) e	13,651,875			-	
Classified Salaries	4,561,532	80,975	4,642,507	30,377 f	4,672,884			-	
Benefits	3,880,140	31,855	3,911,995	(30,233) g	3,881,762			-	
Books & Supplies	806,810	550,866	1,357,676	310,496 h	1,668,172			-	
Services	3,352,632	(151,278)	3,201,354	(780,426) i	2,420,928			-	
Capital Outlay	42,529	30,708	73,237	(30,708) j	42,529			-	
Other Outgo	851,262	-	851,262	-	851,262			-	
Indirect Costs	(21,672)	-	(21,672)	-	(21,672)			-	
<b>Total Expenditures</b>	<b>26,854,772</b>	<b>822,461</b>	<b>27,677,233</b>	<b>(509,494)</b>	<b>27,167,739</b>	-	-	-	-
<b>Surplus (Deficit)</b>	<b>(510,122)</b>		<b>(530,717)</b>		<b>960,598</b>		-		-
<b>Transfers In (Out)</b>	<b>(57,126)</b>	<b>(20,000)</b>	<b>(77,126)</b>		<b>(77,126)</b>			-	
<b>Ending Fund Balance</b>	<b>2,312,431</b>		<b>3,113,453</b>	<b>1,456,031</b>	<b>4,569,484</b>		-		-

Components of Ending Fund Balance									
a Revolving Cash	5,000	-	5,000	-	5,000			-	
b Restricted Balance	424,153	-	424,153	231,779	655,932			-	
c Committed		-		-				-	
d Assigned	1,075,922	774,042	1,849,964	1,238,922	3,088,886			-	
e Resv for Ec Unc	807,357	26,979	834,336	(14,671)	819,665			-	
<b>Ending Fund Balance</b>	<b>2,312,432</b>	<b>801,021</b>	<b>3,113,453</b>	<b>1,456,031</b>	<b>4,569,484</b>	-	-	-	-

498,166 a to increase budget due to 1) elimination of Adult Ed transfer , and 2) to correct LCFF Calculations

(16,597) b to decrease budget due to revised funding amounts for Title I, Title II and Title III

230,201 c to increase budget due to funding for Educator Effectiveness Program, and an increase in Lottery funding

270,052 d to increase budget due to receipt of donations, and an increase in the SELPA apportionment

(8,999) e to decrease budget due to revised projections for salaries and benefits

30,377 f to increase budget due to revised projections for salaries and benefits

(30,233) g to decrease budget due to revised projections for salaries and benefits

310,496 h to increase budget due to 1) program transfers between object codes and 2) increase in Lottery funding

(780,426) i to decrease budget due to 1) reduced Special Ed MPUSD costs, and 2) program transfers between object codes

(30,708) j to increase budget due to recoding of expenditures to Books and Supplies



## Pacific Grove Unified School District

**Budget Revisions - Adult Ed Fund 11**

	Original Budget	Rev #1 Changes	Unaud Actuals	Rev #2 Changes	First Interim	Rev #3 Changes	Second Interim	Rev #4 Changes	Final Budget
<b>Beginning Balance</b>	<b>35,183</b>	(513)	<b>34,670</b>	-	<b>34,670</b>				
<b>Revenues</b>									
LCFF		-						-	
Federal Revenues	53,000	-	53,000	16,490 a	69,490			-	
State Revenues	485,500	-	485,500	651,141 b	1,136,641			-	
Local Revenues	537,147	-	537,147	610 c	537,757			-	
<b>Total Revenues</b>	<b>1,075,647</b>	-	<b>1,075,647</b>	<b>668,241</b>	<b>1,743,888</b>	-	-	-	-
<b>Expenditures</b>									
Certificated Salaries	466,188	(16,743)	449,445	63,896 d	513,341			-	
Classified Salaries	257,573	16,743	274,316	40,145 e	314,461			-	
Benefits	239,628	-	239,628	(70,975) f	168,653			-	
Books & Supplies	67,958	34,670	102,628	(8,906) g	93,722			-	
Services	44,300	-	44,300	2,500 h	46,800			-	
Capital Outlay	-	-	-	-	-			-	
Other Outgo	-	-	-	-	-		-	-	-
Indirect Costs	-	-	-	-	-		-	-	-
<b>Total Expenditures</b>	<b>1,075,647</b>	<b>34,670</b>	<b>1,110,317</b>	<b>26,661</b>	<b>1,136,978</b>	-	-	-	-
<b>Surplus (Deficit)</b>	-		<b>(34,670)</b>		<b>606,910</b>		-	-	-
<b>Transfers In (Out)</b>	-	-	-	-	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>35,183</b>		-		<b>641,580</b>		-		-
<b>Components of Ending Fund Balance</b>									
a Revolving Cash	-	-	-	-	-	-	-	-	-
b Restricted Balances				641,580	641,580				
c Committed					-				
d Assigned	35,183	(35,183)		-			-	-	-
e Resv for Ec Unc		-				-	-	-	
<b>Ending Fund Balance</b>	<b>35,183</b>		-		<b>641,580</b>		-		-

16,490 a to increase budget due to WIA Grant funding notification change

651,141 b to increase budget due to new funding formula for Adult Education

610 c to increase budget due to budgeting of Donation carryover

63,896 d to increase budget due to actual salaries and encumbrances

40,145 e to increase budget due to actual salaries and encumbrances

(70,975) f to decrease budget due to actual salaries and encumbrances

(8,906) g to decrease budget due to shifting between object codes

2,500 h to increase budget due to shifting between object codes

## Pacific Grove Unified School District

**Budget Revisions - Child Development Fund 12**

	Original Budget	Rev #1 Changes	Unaud Actuals	Rev #2 Changes	First Interim	Rev #3 Changes	Second Interim	Rev #4 Changes	Final Budget
<b>Beginning Balance</b>	4,590	-	4,590		4,590				
<b>Revenues</b>									
LCFF	-	-	-	-	-	-	-	-	-
Federal Revenues	-	-	-	-	-	-	-	-	-
State Revenues	88,675	-	88,675	-	88,675	-	-	-	-
Local Revenues	360,000	-	360,000	-	360,000	-	-	-	-
<b>Total Revenues</b>	<b>448,675</b>	<b>-</b>	<b>448,675</b>	<b>-</b>	<b>448,675</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditures</b>									
Certificated Salaries	53,086	-	53,086	5,617 <b>a</b>	58,703			-	-
Classified Salaries	219,075	-	219,075	(1,906) <b>b</b>	217,169			-	-
Benefits	81,138	-	81,138	(4,490) <b>c</b>	76,648			-	-
Books & Supplies	18,000	-	18,000	(1,248) <b>d</b>	16,752			-	-
Services	1,000	-	1,000	811 <b>e</b>	1,811			-	-
Capital Outlay	40,000	-	40,000	-	40,000			-	-
Other Outgo	21,672	-	21,672	-	21,672			-	-
Indirect Costs		-	-	-	-			-	-
<b>Total Expenditures</b>	<b>433,971</b>	<b>-</b>	<b>433,971</b>	<b>(1,215)</b>	<b>432,756</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Surplus (Deficit)</b>	<b>14,704</b>		<b>14,704</b>		<b>15,919</b>		<b>-</b>		<b>-</b>
<b>Transfers In (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>				<b>-</b>	<b>-</b>
<b>Ending Fund Balance</b>	<b>19,294</b>		<b>19,294</b>		<b>20,509</b>		<b>-</b>		<b>-</b>

<b>Components of Ending Fund Balance</b>									
<b>a</b> Revolving Cash		-	-	-	-	-	-	-	-
<b>b</b> Restricted Balances		-	-	-	-	-	-	-	-
<b>c</b> Committed									
<b>d</b> Assigned									
<b>e</b> Resv for Ec Unc	19,294	-	19,294	1,215	20,509			-	-
<b>Ending Fund Balance</b>	<b>19,294</b>		<b>19,294</b>		<b>20,509</b>		<b>-</b>		<b>-</b>

5,617 **a** to increase budget due to changes in actual and encumbered salaries

(1,906) **b** to decrease budget due to changes in actual and encumbered salaries

(4,490) **c** to decrease budget due to changes in actual and encumbered benefits

(1,248) **d** to decrease budget due to transfers between object codes

811 **e** to increase budget due to transfers between object codes



## Pacific Grove Unified School District

**Budget Revisions - Cafeteria Fund 13**

	Original Budget	Rev #1 Changes	Unaud Actuals	Rev #2 Changes	First Interim	Rev #3 Changes	Second Interim	Rev #4 Changes	Final Budget
<b>Beginning Balance</b>	<b>8,785</b>	-	<b>8,785</b>		<b>8,785</b>				
<b>Revenues</b>									
LCFF		-				-		-	
Federal Revenues	175,000	-	175,000	-	175,000			-	
State Revenues	17,000	-	17,000	-	17,000			-	
Local Revenues	350,000	-	350,000	-	350,000			-	
<b>Total Revenues</b>	<b>542,000</b>	-	<b>542,000</b>	-	<b>542,000</b>	-	-	-	-
<b>Expenditures</b>									
Certificated Salaries		-		-		-		-	
Classified Salaries	242,000	-	242,000	-	242,000			-	
Benefits	62,000	-	62,000	-	62,000			-	
Supplies	262,700	20,000	282,700	-	282,700			-	
Services	13,000	-	13,000	-	13,000			-	
Capital Outlay		-		-		-		-	
Other Outgo	-	-	-	-	-	-		-	-
Indirect Costs	-	-	-	-	-	-		-	-
<b>Total Expenditures</b>	<b>579,700</b>	<b>20,000</b>	<b>599,700</b>	-	<b>599,700</b>	-	-	-	-
<b>Surplus (Deficit)</b>	<b>(37,700)</b>		<b>(57,700)</b>		<b>(57,700)</b>		-		-
<b>Transfers In (Out)</b>	<b>37,700</b>	<b>20,000</b>	<b>57,700</b>		<b>57,700</b>			-	
<b>Ending Fund Balan</b>	<b>8,785</b>		<b>8,785</b>		<b>8,785</b>		-		-

<b>Components of Ending Fund Balance</b>									
a Revolving Cash		-		-					
b Restricted Balances		-	-	-	-	-	-	-	-
c Committed									
d Assigned									
e Resv for Ec Unc	8,785	-	8,785		8,785				
<b>Ending Fund Balan</b>	<b>8,785</b>		<b>8,785</b>		<b>8,785</b>		-		-

no revisions



## Pacific Grove Unified School District

**Budget Revisions - Deferred Maintenance Fund 14**

	Original Budget	Rev #1 Changes	Unaud Actuals	Rev #2 Changes	First Interim	Rev #3 Changes	Second Interim	Rev #4 Changes	Final Budget
<b>Beginning Balance</b>	<b>462,580</b>	-	<b>462,580</b>		<b>462,580</b>				
<b>Revenues</b>									
LCFF		-		-		-		-	
Federal Revenues		-		-		-		-	
State Revenues	93,352	20	93,372	-	93,372				
Local Revenues	6,000	(3,056)	2,944	1,056 a	4,000				
<b>Total Revenues</b>	<b>99,352</b>	<b>(3,036)</b>	<b>96,316</b>	<b>1,056</b>	<b>97,372</b>	-	-	-	-
<b>Expenditures</b>									
Certificated Salaries		-		-		-	-	-	-
Classified Salaries		-		-		-	-	-	-
Benefits		-		-		-	-	-	-
Supplies	40,000	-	40,000	(3,056) b	36,944				
Services	50,000	-	50,000	3,056 c	53,056				
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Outgo	-	-	-	-	-	-	-	-	-
Indirect Costs	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>90,000</b>	-	<b>90,000</b>	-	<b>90,000</b>	-	-	-	-
<b>Surplus (Deficit)</b>	<b>9,352</b>		<b>6,316</b>		<b>7,372</b>		-		-
<b>Transfers In (out)</b>	-	-	-	-	-	-	-	-	-
<b>Ending Fund Balan</b>	<b>471,932</b>		<b>468,896</b>		<b>469,952</b>		-		-

<b>Components of Ending Fund Balance</b>									
a Revolving Cash	-	-	-	-	-	-	-	-	-
b Restricted Balances		-	-	-	-	-	-	-	-
c Committed									
d Assigned									
e Resv for Ec Unc	471,932	(3,036)	468,896		469,952				
<b>Ending Fund Balan</b>	<b>471,932</b>		<b>468,896</b>		<b>469,952</b>		-		-

1,056 a to increase budget due to additional interest income

(3,056) b to decrease budget due to transfers between object codes

3,056 c to increase budget due to transfers between object codes

## Pacific Grove Unified School District

**Budget Revisions - Post Emp Benefits Fund 20**

	Original Budget	Rev #1 Changes	Unaud Actuals	Rev #2 Changes	First Interim	Rev #3 Changes	Second Interim	Rev #4 Changes	Final Budget
<b>Beginning Balance</b>	<b>156,788</b>	-	<b>156,788</b>		<b>156,788</b>				
<b>Revenues</b>									
LCFF	-	-	-	-	-	-	-	-	-
Federal Revenues	-	-	-	-	-	-	-	-	-
State Revenues	-	-	-	-	-	-	-	-	-
Local Revenues	600	-	600	-	600	-	-	-	-
<b>Total Revenues</b>	<b>600</b>	-	<b>600</b>	-	<b>600</b>	-	-	-	-
<b>Expenditures</b>									
Certificated Salaries	-	-	-	-	-	-	-	-	-
Classified Salaries	-	-	-	-	-	-	-	-	-
Benefits	-	-	-	-	-	-	-	-	-
Books & Supplies	-	-	-	-	-	-	-	-	-
Services	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Outgo	-	-	-	-	-	-	-	-	-
Indirect Costs	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>-</b>	-	<b>-</b>	-	<b>-</b>	-	-	-	-
<b>Surplus (Deficit)</b>	<b>600</b>		<b>600</b>		<b>600</b>		-		-
<b>Transfers In (Out)</b>	<b>19,426</b>	-	<b>19,426</b>		<b>19,426</b>			-	
<b>Ending Fund Balance</b>	<b>176,814</b>		<b>176,814</b>		<b>176,814</b>		-		-

<b>Components of Ending Fund Balance</b>									
a Revolving Cash		-	-	-	-	-	-	-	-
b Restricted Balances									
c Committed									
d Assigned		-	-	-	-	-	-	-	-
e Resv for Ec Unc	176,813	-	176,813		176,814			-	-
<b>Ending Fund Balance</b>	<b>176,813</b>		<b>176,813</b>		<b>176,814</b>		-		-

- no budget revisions

## Pacific Grove Unified School District

**Budget Revisions - Building Fund 21**

	Original Budget	Rev #1 Changes	Unaud Actuals	Rev #2 Changes	First Interim	Rev #3 Changes	Second Interim	Rev #4 Changes	Final Budget
<b>Beginning Balance</b>	2,060,697	-	2,060,697		2,060,697				
<b>Revenues</b>									
LCFF	-	-	-	-	-	-	-	-	-
Federal Revenues	-	-	-	-	-	-	-	-	-
State Revenues	-	-	-	-	-	-	-	-	-
Local Revenues	5,000	-	5,000	-	5,000	-	-	-	-
<b>Total Revenues</b>	<b>5,000</b>	<b>-</b>	<b>5,000</b>	<b>-</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditures</b>									
Certificated Salaries	-	-	-	-	-	-	-	-	-
Classified Salaries	-	-	-	-	-	-	-	-	-
Benefits	-	-	-	-	-	-	-	-	-
Supplies	800,000	(51,872)	748,128	46,000 <b>a</b>	794,128	-	-	-	-
Services	-	79,905	79,905	38,755 <b>b</b>	118,660	-	-	-	-
Capital Outlay	426,405	2,968	429,373	(55,001) <b>c</b>	374,373	-	-	-	-
Other Outgo	-	-	-	-	-	-	-	-	-
Indirect Costs	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>1,226,405</b>	<b>31,001</b>	<b>1,257,406</b>	<b>29,754</b>	<b>1,287,160</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Surplus (Deficit)</b>	<b>(1,221,405)</b>		<b>(1,252,406)</b>		<b>(1,282,160)</b>		<b>-</b>		<b>-</b>
<b>Transfers In (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Ending Fund Balance</b>	<b>839,292</b>		<b>808,291</b>		<b>778,537</b>		<b>-</b>		<b>-</b>

<b>Components of Ending Fund Balance</b>									
<b>a</b> Revolving Cash	-	-	-	-	-	-	-	-	-
<b>b</b> Restricted Balances									
<b>c</b> Committed									
<b>d</b> Assigned	-	-	-	-	-	-	-	-	-
<b>e</b> Resv for Ec Unc	839,292	(31,001)	808,291	(29,754)	778,537	-	-	-	-
<b>Ending Fund Balance</b>	<b>839,292</b>		<b>808,291</b>		<b>778,537</b>		<b>-</b>		<b>-</b>

46,000 **a** to increase budget due to transfer between object code

38,755 **b** to increase budget due to costs of tech licenses

(55,001) **c** to decrease budget due to transfer between object code



## Pacific Grove Unified School District

## Budget Revisions - Capital Projects Fund 40

	Original Budget	Rev #1 Changes	Unaud Actuals	Rev #2 Changes	First Interim	Rev #3 Changes	Second Interim	Rev #4 Changes	Final Budget
<b>Beginning Balance</b>	636,191	-	636,191		636,191				
<b>Revenues</b>									
LCFF	-	-	-	-	-	-	-	-	-
Federal Revenues	-	-	-	-	-	-	-	-	-
State Revenues	-	-	-	-	-	-	-	-	-
Local Revenues	230,000	12,532	242,532	-	242,532	-	-	-	-
<b>Total Revenues</b>	<b>230,000</b>	<b>12,532</b>	<b>242,532</b>	<b>-</b>	<b>242,532</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditures</b>									
Certificated Salaries	-	-	-	-	-	-	-	-	-
Classified Salaries	-	-	-	-	-	-	-	-	-
Benefits	-	-	-	-	-	-	-	-	-
Books & Supplies	50,000	60,000	110,000	-	110,000	-	-	-	-
Services	50,000	(20,000)	30,000	-	30,000	-	-	-	-
Capital Outlay	50,000	100,000	150,000	(29,435) a	120,565	-	-	-	-
Other Outgo	-	-	-	29,435 b	29,435	-	-	-	-
Indirect Costs	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>150,000</b>	<b>140,000</b>	<b>290,000</b>	<b>-</b>	<b>290,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Surplus (Deficit)</b>	<b>80,000</b>		<b>(47,468)</b>		<b>(47,468)</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfers In (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Ending Fund Balance</b>	<b>716,191</b>		<b>588,723</b>		<b>588,723</b>		<b>-</b>		<b>-</b>

<b>Components of Ending Fund Balance</b>									
a Revolving Cash		-	-	-	-	-	-	-	-
b Restricted Balances									
c Committed									
d Assigned		-	-	-	-	-	-	-	-
e Resv for Ec Unc	716,191	(127,468)	588,723	-	588,723	-	-	-	-
<b>Ending Fund Balance</b>	<b>716,191</b>		<b>588,723</b>		<b>588,723</b>		<b>-</b>		<b>-</b>

(29,435) a to decrease budget due to recoding of lease payments from Capital Outlay to Other Outgo

29,435 b to increase budget due to recoding of lease payments from Capital Outlay to Other Outgo

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

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

---

**RECOMMENDATION:**

The Administration recommends that the Board accept the Quarterly Treasurer's Report for the quarter ending September 30, 2015

**BACKGROUND:**

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

**INFORMATION:**

As indicated in the attached Treasurer's Report, the current investment portfolio is "in compliance with all applicable provisions of state law and the adopted investment policy, and contains sufficient liquidity to meet all projected outflows over the next six months", and is currently returning an annualized rate of approximately 0.69%.

**FISCAL IMPACT:**

None.





## Monterey County

### Board Order

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

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

Received and accepted the Treasurer's Report of Investments for the quarter ending September 30, 2015.

PASSED AND ADOPTED on this 27th day of October 2015, by the following vote, to wit:

AYES: Supervisors Armenta, Phillips, Salinas, Parker and Potter  
NOES: None  
ABSENT: None

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 78 for the meeting on October 27, 2015.

Dated: November 3, 2015  
File ID: 15-1165

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

By Denise Hancock  
Deputy



# Monterey County

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

## Board Report

Legistar File Number: 15-1165

October 27, 2015

Introduced: 10/19/2015

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

Receive and Accept the Treasurer's Report of Investments for the quarter ending September 30, 2015.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

Receive and Accept the Treasurer's Report of Investments for the quarter ending September 30, 2015.

### SUMMARY:

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

### DISCUSSION:

During the July - September quarter, yields on corporate securities rose while yields on comparable U.S. Treasury notes remained relatively flat. Treasuries experienced strong demand after the Federal Open Market Committee (FOMC) did not raise rates at their mid-September meeting and acknowledged that global developments are putting downward pressure on the U.S. economy and inflation.

The U.S. Gross Domestic Product (GDP) grew at an estimated 3.9% during the quarter ended September 30th, revised higher from the initial estimate of 2.3%. Growth was broad-based, driven by inventories, fixed investment, exports, consumer spending and construction.

On September 30, 2015, the Monterey County investment portfolio contained an amortized book value of \$983,156,386 spread among 73 separate securities and funds. The par value of those funds was \$980,586,770, with a market value of \$983,495,594 or 100.34% of amortized book value. The portfolio's net earned income yield for the period was 0.69%. The portfolio produced an estimated income of \$1,755,644 for the quarter which will be distributed proportionally to all agencies participating in the investment pool. The investment portfolio had a weighted average maturity of 407 days.

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

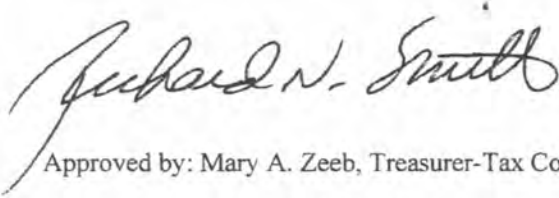
OTHER AGENCY INVOLVEMENT:

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

FINANCING:

The investment portfolio contains sufficient liquidity to meet all projected expenditures over the next six months. We estimate that the investment earnings in the General Fund will be consistent with budgeted revenue, but at historically low levels, as it is unknown if the Federal Reserve will raise rates by the end of 2015.

Prepared by: Richard N. Smith, Assistant Treasurer-Tax Collector, x5836



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

Attachments:

Exhibit A - Investment Portfolio Review 09-30-15  
Exhibit B - Portfolio Management Report 09-30-15  
Exhibit C - Monterey County Historical Yields vs. Benchmarks  
Exhibit D - Aging Report 10-01-15

cc:

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



## Investment Portfolio Review Quarter Ending September 30, 2015

### OVERVIEW – July 1, 2015 – September 30, 2015

During the July to September quarter, despite significant volatility, the 2-year Treasury yields ended September roughly at the same level as they were at the end of June. The yield of the County Pool remains higher than the yield of the S&P Government Investment Pool Index. At the mid-September Federal Open Market Committee (FOMC) meeting, the Federal Reserve decided to wait to raise interest rates until they are “reasonably confident that inflation will move back to its 2% objective.”

### INTEREST RATES DECREASED IN 2- TO 5-YEAR RANGE

- Yields on securities longer than one year decreased during the quarter as concerns over a global slowdown drove money into U.S. Treasuries
- Yields on corporate securities rose while yields on comparable U.S. Treasury notes remained relatively flat.



	6/30/15	9/30/15	Change
<b>3 Month</b>	0.01%	-0.02%	-0.03%
<b>6 Month</b>	0.11%	0.07%	-0.04%
<b>1 Year</b>	0.27%	0.31%	+0.04%
<b>2 Year</b>	0.65%	0.63%	-0.02%
<b>3 Year</b>	1.08%	0.96%	-0.12%
<b>5 Year</b>	1.65%	1.36%	-0.29%

The County Treasury outperformed portfolio benchmarks this quarter. Our consistent investment strategy ladders short term debt to provide liquidity and takes advantage of available higher rates by buying small amounts of longer term corporate and non callable securities, while maintaining positions in currently held callable debt structures. The following indicators reflect key aspects of the County's investment portfolio in light of the above noted conditions:

1. Market Access – Access to U.S. Treasuries and Agency debt has been plentiful, but yields have continued to remain low as investors continue to seek safe havens from an uncertain world market. These issues have continued to keep yields low on Treasury bonds.

During the quarter, the majority of County investment purchases continue to be in U.S. Treasury and Agency markets with a continued small position in shorter term, highly rated (AA or better) Corporate bonds. In addition, the Treasurer continues to keep a high level

Treasurer's Investment Report Qtr ending 9-30-2015

**Exhibit A**

of liquid assets, reflecting the need to maintain increased levels of available cash to ensure the ability to meet all cash flow needs.

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

The portfolio asset spread is detailed in the table below:

Portfolio Asset Composition				
Corporate Assets	Liquid Assets	US Treasuries	Federal Agencies	Commercial Paper
10%	35%	2%	53%	0%

3. Credit Risk – Approximately 90% of the investment portfolio is comprised of U.S. Treasuries, Federal Agency securities and other liquid funds. All assets have an investment grade rating. U.S. Treasuries are not specifically rated, but are considered the safest of all investments. The corporate debt (10%) is rated in the higher levels of investment grade. All federal agency securities have AA ratings, or are guaranteed by the U.S. Treasury.

The portfolio credit composition is detailed in the table below:

Portfolio Credit Composition							
AAA	AA+	AA	AA-	A+	Not Rated (LAIF/MMF)	AAAm	Aaf/S1+ (CalTrust)
1%	57%	2%	3%	2%	11%	10%	14%

4. Liquidity Risk – Liquidity risk, as measured by the ability of the County's Treasury to meet withdrawal demands on invested assets, was adequately managed during the July to September quarter. The portfolio's average weighted maturity was 407 days, and large percentages (35%) of assets are held in immediately available funds.

Treasurer's Investment Report Qtr ending 9-30-2015



**PORTFOLIO CHARACTERISTICS**

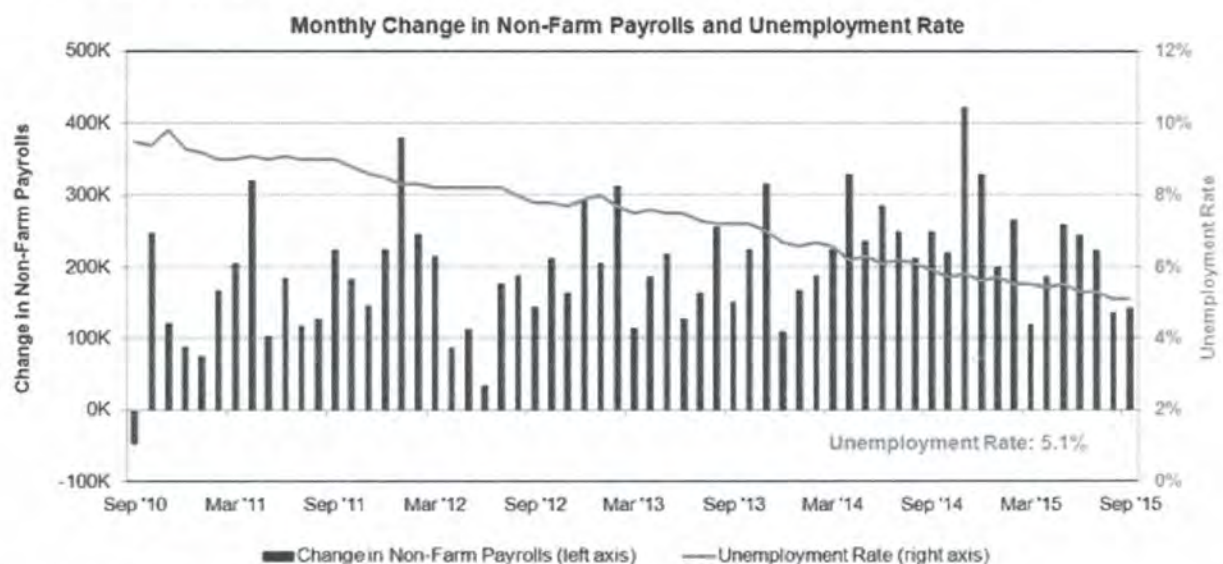
	<b><u>June 30, 2015</u></b>	<b><u>September 30, 2015</u></b>
Total Assets	\$1,120,854,255	\$983,156,386
Market Value	\$1,120,818,419	\$983,495,594
Days to Maturity	422	407
Yield	0.72%	0.69%
Estimated Earnings	\$2,061,464	\$1,755,644

**FUTURE STRATEGY**

Ongoing improvement in employment data and housing starts are positive economic news. However, inflation remains relatively static. These mixed economic signals and the ongoing instability in Greece, and the recent stock market slump in the Chinese market, may dampen the FOMC's stated desire to increase rates before 2016. The portfolio remains in position to take advantage of an increasing rate environment.

**U.S. ECONOMY GROWTH SLOWS DOWN**

- The jobs reports in August and September showed signs of slowing growth as the number of jobs added came in under expectations. Total growth for the quarter ended September 30 was 501,000 jobs.
- The unemployment rate fell from 5.3% to 5.1% during the quarter.



Source: Bureau of Labor Statistics

Treasurer's Investment Report Qtr ending 9-30-2015

**Exhibit A**

As long as the Federal Treasury continues to target short term rates at historically low levels, the returns on the investments in the County's pool will remain historically low. The portfolio is adequately positioned to take advantage of changing market conditions.

Treasurer's Investment Report Qtr ending 9-30-2015

## Exhibit B

**Monterey County  
Portfolio Management  
Portfolio Details - Investments  
September 30, 2015**

Page 1

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	Days to Maturity	Maturity Date
<b>Money Market Accts-GC 53601(k)(2)</b>												
SYS11672	11672	BlackRock			57,475,629.71	57,475,629.71	57,475,629.71	0.098			1	
SYS11801	11801	CalTrust			140,000,000.00	140,000,000.00	140,000,000.00	0.507	Aaa	AAA	1	
SYS11830	11830	Federated		07/01/2015	0.00	0.00	0.00	0.101	Aaa	AAA	1	
SYS11578	11578	Fidelity Investments			46,232,312.88	46,232,312.88	46,232,312.88	0.133	Aaa	AAA	1	
<b>Subtotal and Average</b>			<b>272,694,659.98</b>		<b>243,708,142.59</b>	<b>243,708,142.59</b>	<b>243,708,142.59</b>				<b>1</b>	
<b>State Pool-GC 53601(p)</b>												
SYS11361	11361	LAIF			50,000,000.00	50,000,000.00	50,000,000.00	0.284			1	
<b>Subtotal and Average</b>			<b>50,000,000.00</b>		<b>50,000,000.00</b>	<b>50,000,000.00</b>	<b>50,000,000.00</b>				<b>1</b>	
<b>CAMP-GC 56301(p)</b>												
SYS10379	10379	Calif. Asset Mgmt			52,500,000.00	52,500,000.00	52,500,000.00	0.114		AAA	1	
SYS11961	11961	Calif. Asset Mgmt			378,627.29	378,627.29	378,627.29	0.115		AAA	1	
<b>Subtotal and Average</b>			<b>24,163,409.90</b>		<b>52,878,627.29</b>	<b>52,878,627.29</b>	<b>52,878,627.29</b>				<b>1</b>	
<b>Medium Term Notes - GC 53601(k)</b>												
084664BS9	12031	Berkshire Hathaway Finance		04/24/2015	10,000,000.00	10,107,400.00	10,140,758.97	1.600	Aa2	AA	592	05/15/2017
084670BD9	12036	Berkshire Hathaway Finance		09/16/2015	10,000,000.00	10,131,870.45	10,131,870.45	1.900	Aa2	AA	488	01/31/2017
36962G5W0	11855	General Electric		04/27/2012	5,000,000.00	5,097,650.00	4,997,940.39	2.300	A	AA	574	04/27/2017
36962G5W0	11856	General Electric		04/27/2012	5,000,000.00	5,097,650.00	5,002,358.33	2.300	A	AA	574	04/27/2017
369604BC6	12010	General Electric		01/23/2015	10,000,000.00	10,892,900.00	10,876,798.64	5.250	Aa	AA	797	12/06/2017
478160BF0	12000	Johnson & Johnson		12/23/2014	2,000,000.00	2,004,440.00	2,000,000.00	0.700	Aaa	AAA	424	11/28/2016
478160AY0	12004	Johnson & Johnson		01/08/2015	7,000,000.00	7,094,710.00	7,069,320.41	2.150	Aaa	AAA	227	05/15/2016
89233P5S1	11839	Toyota Motor Corporation		02/29/2012	5,000,000.00	5,079,250.00	5,028,835.51	2.050	Aa	AA	469	01/12/2017
89236TCA1	12009	Toyota Motor Corporation		01/16/2015	10,000,000.00	10,009,600.00	10,037,845.35	1.450	Aa	AA	834	01/12/2018
89233P6S0	12018	Toyota Motor Corporation		03/30/2015	10,000,000.00	10,025,500.00	10,028,320.00	1.250	Aaa	AA	735	10/05/2017
94974BFG0	12021	Wells Fargo & Company		04/07/2015	10,000,000.00	9,981,200.00	10,075,480.48	1.500	Aaa	AA	838	01/16/2018
94974BFL9	12025	Wells Fargo & Company		04/13/2015	10,000,000.00	10,042,400.00	10,043,571.33	1.250	A2	A+	293	07/20/2016
<b>Subtotal and Average</b>			<b>91,501,603.27</b>		<b>94,000,000.00</b>	<b>95,564,570.45</b>	<b>95,433,099.86</b>				<b>600</b>	
<b>Commercial Paper Disc.- GC 53601(h)</b>												
<b>Subtotal and Average</b>			<b>869,548.31</b>									

Run Date: 10/06/2015 - 17:14

Portfolio INVT  
AP  
PM (PRF\_PM2) 7.3.0  
Report Ver 7.3.5

## Exhibit B

**Monterey County  
Portfolio Management  
Portfolio Details - Investments  
September 30, 2015**

Page 2

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	Days to Maturity	Maturity Date
<b>Fed Agcy Coupon Sec - GC 53501(f)</b>												
3133EDSU7	11985	Federal Farm Credit Bank		08/15/2014	10,000,000.00	10,038,200.00	10,000,000.00	1.000	Aaa	AA	684	08/15/2017
3133EEBU3	11996	Federal Farm Credit Bank		11/26/2014	10,000,000.00	10,007,100.00	10,003,301.41	0.600	Aaa	AA	410	11/14/2016
3133EEFE5	12008	Federal Farm Credit Bank		01/12/2015	10,000,000.00	10,039,800.00	10,032,604.55	1.125	Aaa	AA	809	12/18/2017
3133EEMA5	12011	Federal Farm Credit Bank		01/30/2015	10,000,000.00	9,985,200.00	10,008,120.11	1.500	Aaa	AA	1,551	12/30/2019
3133EELZ1	12012	Federal Farm Credit Bank		02/02/2015	10,000,000.00	9,983,800.00	10,027,011.08	1.000	Aaa	AA	910	03/28/2018
3133EESZ4	12016	Federal Farm Credit Bank		03/25/2015	10,000,000.00	10,017,900.00	10,005,415.42	0.460	Aaa	AA	285	07/12/2016
3133EDMB5	12017	Federal Farm Credit Bank		03/26/2015	10,000,000.00	10,010,800.00	10,001,327.38	0.500	Aaa	AA	327	08/23/2016
3133EETE0	12020	Federal Farm Credit Bank		04/01/2015	10,000,000.00	10,037,000.00	10,046,416.49	1.125	Aaa	AA	893	03/12/2018
3133EE7M6	12036	Federal Farm Credit Bank		09/30/2015	10,000,000.00	10,006,789.01	10,006,789.01	0.650	Aaa	AA+	627	06/19/2017
313380EC7	11876	Federal Home Loan Bank		09/17/2012	10,000,000.00	9,976,600.00	9,981,066.97	0.750	Aaa	AA	708	09/08/2017
313380XB8	11881	Federal Home Loan Bank		10/17/2012	10,000,000.00	10,000,500.00	9,999,216.67	0.625	Aaa	AA	382	10/17/2016
313370TW8	11888	Federal Home Loan Bank		12/05/2012	10,000,000.00	10,180,700.00	10,137,296.90	2.000	Aaa	AA	344	09/09/2016
313373SZ6	11913	Federal Home Loan Bank		04/02/2013	10,000,000.00	10,162,300.00	10,114,088.85	2.125	Aaa	AA	253	06/10/2016
313378A43	11925	Federal Home Loan Bank		05/02/2013	10,000,000.00	10,087,000.00	10,147,455.75	1.375	Aaa	AA	890	03/09/2018
313383A68	11928	Federal Home Loan Bank		06/13/2013	10,000,000.00	9,948,600.00	10,000,000.00	1.080	Aaa	AA	986	06/13/2018
313378QK0	11966	Federal Home Loan Bank		04/04/2014	10,000,000.00	10,188,000.00	10,018,616.71	1.875	Aaa	AA	1,254	03/08/2019
3130A3J70	11997	Federal Home Loan Bank		12/12/2014	10,000,000.00	10,006,100.00	10,001,698.54	0.625	Aaa	AA	419	11/23/2016
313371PV2	11998	Federal Home Loan Bank		12/12/2014	10,000,000.00	10,152,900.00	10,108,999.72	1.625	Aaa	AA	435	12/09/2016
313371PV2	11999	Federal Home Loan Bank		12/12/2014	10,000,000.00	10,152,900.00	10,108,999.72	1.625	Aaa	AA	435	12/09/2016
3130A3PT5	12001	Federal Home Loan Bank		12/23/2014	10,000,000.00	9,994,500.00	9,997,048.12	0.125	Aaa	AA	68	12/08/2015
3130A3UU6	12005	Federal Home Loan Bank		01/27/2015	10,000,000.00	10,026,800.00	10,000,000.00	0.875	Aaa	AA	484	01/27/2017
3130A4U42	12019	Federal Home Loan Bank		03/31/2015	10,000,000.00	10,009,100.00	10,009,473.83	0.800	Aaa	AA	638	06/30/2017
3130A2KD7	12028	Federal Home Loan Bank		04/09/2015	10,000,000.00	10,003,300.00	10,002,113.43	0.315	Aaa	AA+	98	01/07/2016
3130A3KK9	12029	Federal Home Loan Bank		04/17/2015	10,000,000.00	9,997,300.00	9,999,584.35	0.125	Aaa	AA	55	11/25/2015
3130A0SD3	12030	Federal Home Loan Bank		04/17/2015	10,000,000.00	10,005,700.00	10,005,181.85	0.375	Aaa	AA+	141	02/19/2016
3130A4Q70	12032	Federal Home Loan Bank		04/23/2015	10,000,000.00	10,031,500.00	10,039,709.31	1.000	Aaa	AA+	778	11/17/2017
3133834R9	12034	Federal Home Loan Bank		04/23/2015	10,000,000.00	9,999,300.00	10,001,086.98	0.375	Aaa	AA+	267	06/24/2016
3130A6JW8	12037	Federal Home Loan Bank		09/30/2015	10,000,000.00	10,001,265.02	10,001,265.02	0.318			258	06/15/2016
3134G3S50	11887	Federal Home Loan Mtg Corp		11/30/2012	10,000,000.00	10,019,000.00	10,006,952.23	0.625	Aaa	AA	397	11/01/2016
3134G42M9	11916	Federal Home Loan Mtg Corp		04/25/2013	10,000,000.00	9,987,100.00	10,000,000.00	0.700	Aaa	AA	572	04/25/2017
3134G42G2	11917	Federal Home Loan Mtg Corp		04/30/2013	10,000,000.00	9,998,000.00	10,000,000.00	1.050	Aaa	AA	942	04/30/2018
3134G43F3	11920	Federal Home Loan Mtg Corp		04/30/2013	10,000,000.00	9,936,400.00	10,000,000.00	1.020	Aaa	AA	942	04/30/2018
3134G43V8	11923	Federal Home Loan Mtg Corp		05/15/2013	10,000,000.00	9,977,100.00	9,999,475.56	1.050	Aaa	AA	957	05/15/2018
3137EADJ5	11970	Federal Home Loan Mtg Corp		04/09/2014	10,000,000.00	10,046,600.00	9,994,640.12	1.000	Aaa	AA	666	07/28/2017
3137EADL0	11987	Federal Home Loan Mtg Corp		08/25/2014	10,000,000.00	10,023,600.00	9,980,238.89	1.000	Aaa	AA	729	09/29/2017

Portfolio INVT

AP

PM (PRF\_PM2) 7 3 0

Run Date: 10/06/2015 - 17:14



## Exhibit B

**Monterey County  
Portfolio Management  
Portfolio Details - Investments  
September 30, 2015**

Page 3

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	Days to Maturity	Maturity Date
<b>Fed Agcy Coupon Sec - GC 53601(f)</b>												
3134G5RF4	12024	Federal Home Loan Mtg Corp		04/06/2015	10,000,000.00	9,998,900.00	10,002,957.18	0.400		AA	239	05/27/2016
3136G0B26	11874	Federal National Mtg Assn		09/27/2012	10,000,000.00	9,997,600.00	10,000,000.00	1.000	Aaa	AA	727	09/27/2017
3135G0NH2	11876	Federal National Mtg Assn		09/13/2012	10,000,000.00	9,999,100.00	9,997,701.12	0.950	Aaa	AA	692	08/23/2017
3136G14N6	11890	Federal National Mtg Assn		01/02/2013	10,000,000.00	9,985,800.00	9,997,090.04	0.750	Aaa	AA	636	06/28/2017
3135G0PP2	11903	Federal National Mtg Assn		01/18/2013	10,000,000.00	10,027,000.00	10,013,910.23	1.000	Aaa	AA	720	09/20/2017
3135G0UH4	11906	Federal National Mtg Assn		02/22/2013	10,000,000.00	9,960,800.00	10,000,000.00	1.200	Aaa	AA	875	02/22/2018
3135G0XA6	11924	Federal National Mtg Assn		05/21/2013	10,000,000.00	9,931,600.00	10,000,000.00	1.030	Aaa	AA	963	05/21/2018
3135G0XK4	11927	Federal National Mtg Assn		05/30/2013	10,000,000.00	9,952,300.00	10,000,000.00	1.050	Aaa	AA	967	05/25/2018
3135G0WJ8	11929	Federal National Mtg Assn		05/28/2013	10,000,000.00	9,940,100.00	9,956,394.31	0.875	Aaa	AA	963	05/21/2018
3135G0PQ0	11948	Federal National Mtg Assn		12/04/2013	10,000,000.00	10,004,600.00	9,962,585.27	0.875	Aaa	AA	756	10/26/2017
3135G0PQ0	12007	Federal National Mtg Assn		01/12/2015	10,000,000.00	10,004,600.00	9,994,879.98	0.875	Aaa	AA	756	10/26/2017
3136FTS67	12013	Federal National Mtg Assn		02/03/2015	10,000,000.00	10,107,900.00	10,180,047.81	1.700	Aaa	AA	1,245	02/27/2019
3135G0AL7	12022	Federal National Mtg Assn		04/06/2015	10,000,000.00	10,138,300.00	10,087,708.55	2.250	Aaa	AA	166	03/15/2016
3135G0VA8	12023	Federal National Mtg Assn		04/06/2015	10,000,000.00	10,013,900.00	10,008,924.72	0.500	Aaa	AA	181	03/30/2016
3135G0YM9	12033	Federal National Mtg Assn		04/23/2015	10,000,000.00	10,215,900.00	10,236,595.27	1.875	Aaa	AA+	1,083	09/18/2018
<b>Subtotal and Average</b>			<b>518,387,471.28</b>		<b>500,000,000.00</b>	<b>501,317,154.03</b>	<b>501,223,989.45</b>				<b>631</b>	
<b>Federal Agency Disc.-GC 53601(f)</b>												
313384ML0	12027	Federal Home Loan Bank		04/09/2015	10,000,000.00	9,997,400.00	9,999,961.11	0.140			1	10/02/2015
<b>Subtotal and Average</b>			<b>18,475,228.49</b>		<b>10,000,000.00</b>	<b>9,997,400.00</b>	<b>9,999,961.11</b>				<b>1</b>	
<b>US Treasury Note-GC 53601(b)</b>												
912828VR8	11940	U.S. Treasury		08/29/2013	10,000,000.00	10,028,100.00	9,986,640.77	0.625	Aaa	AA	319	08/15/2016
912828UJ7	11988	U.S. Treasury		08/25/2014	10,000,000.00	10,001,600.00	9,925,925.36	0.875	Aaa	AA	853	01/31/2018
<b>Subtotal and Average</b>			<b>19,906,709.44</b>		<b>20,000,000.00</b>	<b>20,029,700.00</b>	<b>19,912,566.13</b>				<b>585</b>	
<b>Federal Agency Step Up-GC 53601(f)</b>												
3134G7EQ0	12035	Federal Home Loan Mtg Corp		07/22/2015	10,000,000.00	10,000,000.00	10,000,000.00	1.500	Aaa	AA+	1,390	07/22/2019
<b>Subtotal and Average</b>			<b>14,998,297.40</b>		<b>10,000,000.00</b>	<b>10,000,000.00</b>	<b>10,000,000.00</b>				<b>1,390</b>	

Portfolio INVT

AP

PM (PRF\_PM2) 7.3.0

Run Date: 10/06/2015 - 17:14

## Exhibit B

**Monterey County  
Portfolio Management  
Portfolio Details - Investments  
September 30, 2015**

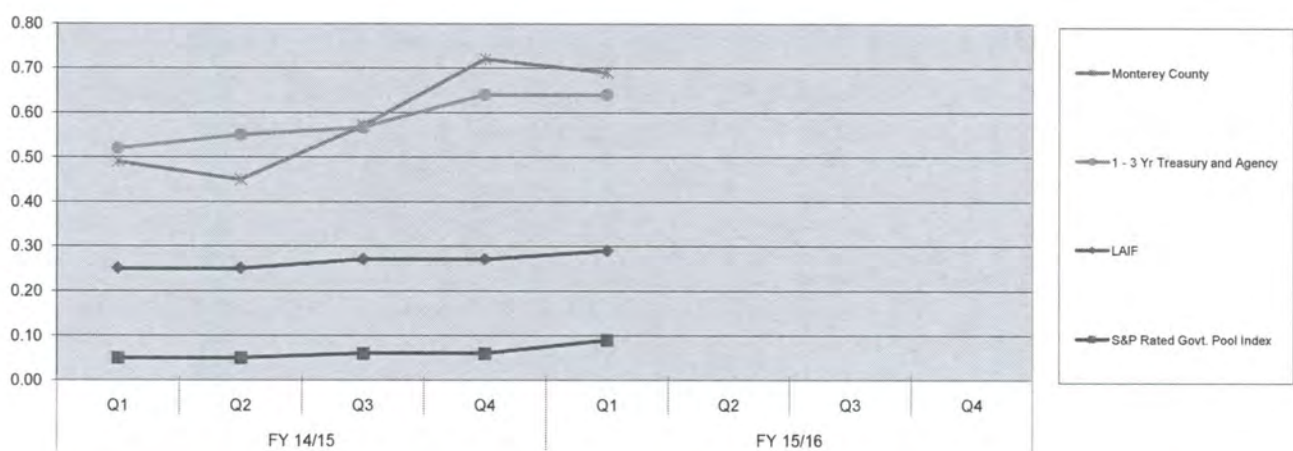
Page 4

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	Days to Maturity
Total and Average			1,010,996,928.08		980,586,769.88	983,495,594.36	983,156,386.43				407

Run Date: 10/09/2015 - 17:14

Portfolio INVT  
AP  
PM (PRF\_PM2) 7.3.0

### Exhibit C Monterey County Historical Yields vs. Benchmarks



Quarterly Yield	FY 14/15				FY 15/16			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Monterey County	0.49	0.45	0.57	0.72	0.69			
1 - 3 Yr Treasury and Agency	0.52	0.55	0.57	0.64	0.64			
LAIF	0.25	0.25	0.27	0.27	0.29			
S&P Rated Govt. Pool Index	0.05	0.05	0.06	0.06	0.09			

The S&P Index yields are obtained from Bloomberg

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

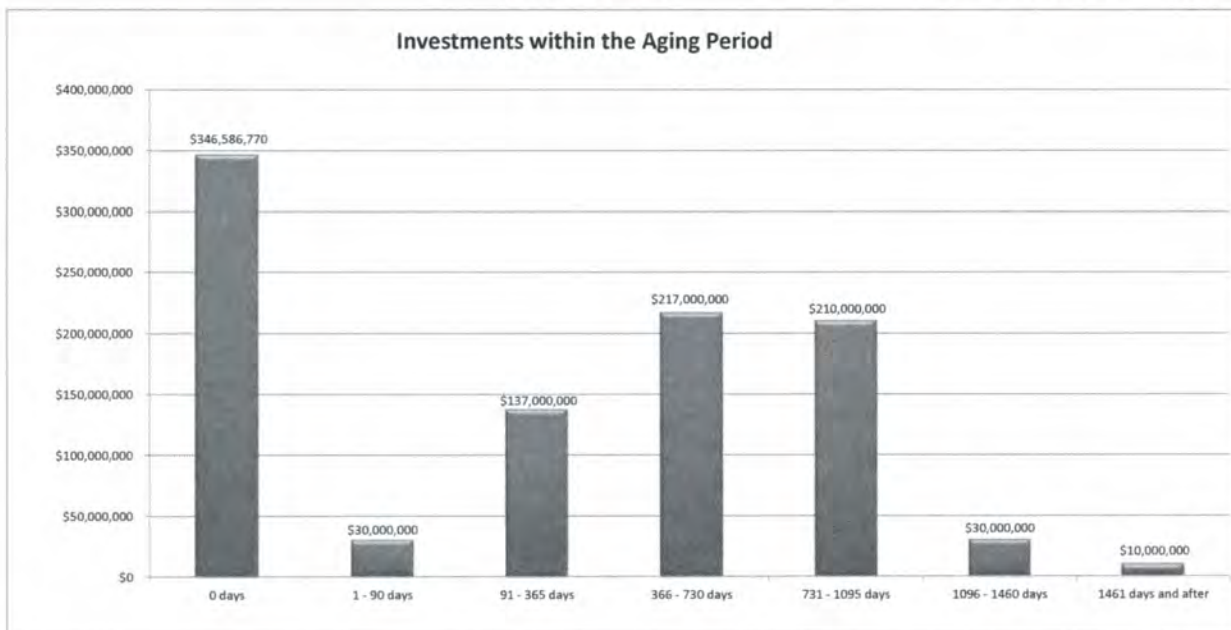
Treasurer's Investment Report Quarter Ending 09-30-2015



**Exhibit D  
Monterey County  
Aging Report  
By Maturity Date  
As of October 1, 2015**

Monterey County

			Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value
Aging Interval:	0 days	( 10/01/2015 - 10/01/2015 )	7 Maturities	35.34%	346,586,769.88	346,586,769.88
Aging Interval:	1 - 90 days	( 10/02/2015 - 12/30/2015 )	3 Maturities	3.06%	29,996,593.58	29,989,200.00
Aging Interval:	91 - 365 days	( 12/31/2015 - 09/30/2016 )	14 Maturities	13.97%	137,466,898.79	137,697,575.02
Aging Interval:	366 - 730 days	( 10/01/2016 - 09/30/2017 )	24 Maturities	22.13%	217,511,842.15	217,981,049.46
Aging Interval:	731 - 1095 days	( 10/01/2017 - 09/30/2018 )	21 Maturities	21.42%	211,387,497.40	210,959,900.00
Aging Interval:	1096 - 1460 days	( 10/01/2018 - 09/30/2019 )	3 Maturities	3.06%	30,198,664.52	30,295,900.00
Aging Interval:	1461 days and after	( 10/01/2019 - )	1 Maturities	1.02%	10,008,120.11	9,985,200.00
Total for 73 Investments				100.00%	983,156,386.43	983,495,594.36

Portfolio INVT  
AP

Treasurer's Investment Report Qtr ending 9-30-2015



**SUBJECT:** Quarterly Report on Williams Uniform Complaints

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

---

**RECOMMENDATION:**

The District Administration recommends that the Board review and approve the information in this quarterly report, per Ed. Code. 35186 (d).

**BACKGROUND:**

Each quarter the district is required, per Ed. Code 35186(d) to “prepare and submit a report of summarized data on the nature and resolution of all uniform complaints to the district board and county superintendent.”

**INFORMATION:**

For the second quarter of the 2015/16 academic year, there were no incidents or complaints filed against any of the criteria: Therefore, it is acknowledged that

1. There are sufficient textbooks and instructional materials for each student to use in class;
2. School facilities are clean, safe and maintained in good repair;
3. There are no teacher vacancies or misassignments;
4. All eligible students who did not pass the CAHSEE were notified of the availability of services and the right to file a complaint.
5. Parents, teachers and the public know how to obtain complaint forms.

**FISCAL IMPACT:**

None.

## Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

District: Pacific Grove Unified School District

☒

Person completing this form: Mandi Freitag Title: Executive Assistant

Quarterly Report Submission Date: ☐ October 2015  
(Please check one) ☒ January 2016

☐ April 2016

☐ July 2016

Date for information to be reported publicly at governing board meeting: December 10, 2015

Please check the box that applies:

☒ No complaints were filed with any school in the district during the quarter indicated above.

☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials			
Teacher Vacancy or Misassignment			
Facilities Conditions			
<b>TOTALS</b>			

Ralph Gómez Porras

**Print Name of District Superintendent**



**Signature of District Superintendent**

December 10, 2015

**Date**

**SUBJECT:** Waterproofing Associates Contract for Service at David Ave. Site

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

---

**RECOMMENDATION:**

The Administration recommends the Board review and approve the Contract for Services with Waterproofing Associates of Mountain View, California.

**BACKGROUND:**

Recent inspections of the buildings at the David Avenue School site have shown a need for repair and cleaning of existing rain gutters and roofs and installation of new rain gutters.

**INFORMATION:**

This work should be completed before inclement weather causes water damage to school sites.

**FISCAL IMPACT:**

Deferred Maintenance \$14,800.

*PACIFIC GROVE UNIFIED SCHOOL DISTRICT***AGREEMENT FOR CONTRACTOR SERVICES**

(To be used for provision of services involving potential for liability exposure for District)

THIS AGREEMENT is hereby entered into by the **Pacific Grove Unified School District**, hereinafter referred to as DISTRICT, and:

**WATERPROOFING ASSOCIATES      California License C-39/64982**

**975 Terra Bella Ave., Mountain View, CA 94043**

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

hereinafter referred to as CONTRACTOR.

CONTRACTOR agrees to provide to DISTRICT the services enumerated in Section G of this Agreement under the following terms and conditions:

- A. Services shall begin on December 11, 2015 and shall be completed on or before January 11, 2016
- B. CONTRACTOR understands and agrees that CONTRACTOR and CONTRACTOR'S employees are not employees of the DISTRICT and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State and local taxes or contribution including Unemployment Insurance, Social Security, and Income Taxes with respect to CONTRACTOR'S employees.
- C. CONTRACTOR shall furnish, at CONTRACTOR'S own expense, all labor, materials equipment and other items necessary to carry out the terms of this Agreement.
- D. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor, with the authority to control and direct the performance of the details of the work, DISTRICT being interested only in the results obtained.
- E. CONTRACTOR agrees to defend, indemnify and hold harmless the DISTRICT, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of CONTRACTOR'S negligence in the performance of this Agreement, including but not limited to any claim due to injury and/or damage sustained by CONTRACTOR, and/or the CONTRACTOR'S employees or agents.



AGREEMENT FOR CONTRACTOR SERVICES (continued)

F. CONTRACTOR shall maintain Insurance with a minimum \$1,000,000 combined single limits of general liability and automobile coverage.

G. Services to rendered to the DISTRICT by the CONTRACTOR are as follows:

**Roof and rain gutter installation and repairs per Quote dated November 17, 2015 for the David Avenue Campus. Quote is attached hereto and made a part hereof.**

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

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

J. CONTRACTOR shall be paid:

\$14,800 for David Avenue Campus

Source of Funds: Deferred Maintenance 14-0000-0-0000-8110-5800-00-000-9100-0000

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

- 1) ☒ Lump sum upon completion of services rendered.
- 2) Monthly - in accordance with provision of services.
- 3) Other \_\_\_\_\_

L. This agreement may be terminated by either party notifying the other, in writing, at least 30 days prior to the date of termination.

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

AGREEMENT FOR CONTRACTOR SERVICES (continued)

This Agreement is entered into this 19th day of November, 2015.

For the Site/Program:

For the Contractor:

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

\_\_\_\_\_  
Name

For the District:

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Date

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

\*\*\*\*\*

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

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

\_\_\_\_\_  
Date

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



## WATERPROOFING ASSOCIATES

California License C-39/649862  
975 Terra Bella Ave.  
Mountain View, CA 94043

Fax 650-965-9005  
Phone 650-937-1299

November 17, 2015

Matt Kelly  
Pacific Grove School District

RE: David Ave. Campus

Dear Matt:

Thank you for allowing Waterproofing Associates the opportunity to inspect and submit a quote on the above referenced project. Below, please find the scope of work and a quotation to complete the repairs as specified by Garland.

SCOPE OF WORK

- Sweep gravel from the ridge 18" OC on the either side. Prime the ridge with Garla Prime VOC. Repair any splits blisters or cracks with Flashing Bond and GarMesh. Squeegee in 6 gal per square of Weather Screen and Double Rock the ridge with new ¼" Granite.
- Tree course repair all perimeter metal with Garla Prime VOC, Silver Flash and GarMesh. Three course all pipes and penetrations.
- Remove all tree debris and clear the gutters.
- Install new gutter to extend to the corner of the building where the walkway is to be removed.
- Remove all debris from job.

TOTAL COST \$14,800.00

On behalf of Waterproofing Associates, I would like to thank you again for allowing us the opportunity to provide you with a proposal. If you have any questions, please contact me directly.

Sincerely,  
WATERPROOFING ASSOCIATES

Randy Carter  
Estimator / Project Manager  
ACCEPTED BY:

11/19/15  
Owner/Manager & Date

*Roofing &  
Waterproofing Services*

**SUBJECT:** Waterproofing Associates Contract for Service at Pacific Grove High School

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

---

**RECOMMENDATION:**

The Administration recommends the Board review and approve the Contract for Services with Waterproofing Associates of Mountain View, California.

**BACKGROUND:**

Recent inspections of the buildings at Pacific Grove High School site have shown a need for repair and cleaning of existing rain gutters and roofs and installation of new rain gutters.

**INFORMATION:**

This work should be completed before inclement weather causes water damage to school sites.

**FISCAL IMPACT:**

Deferred Maintenance \$5,688.



*PACIFIC GROVE UNIFIED SCHOOL DISTRICT***AGREEMENT FOR CONTRACTOR SERVICES**

(To be used for provision of services involving potential for liability exposure for District)

THIS AGREEMENT is hereby entered into by the **Pacific Grove Unified School District**, hereinafter referred to as DISTRICT, and:

**WATERPROOFING ASSOCIATES**      **California License C-39/64982**

**975 Terra Bella Ave., Mountain View, CA 94043**

MAILING ADDRESS	CITY	STATE	ZIP
-----------------	------	-------	-----

hereinafter referred to as CONTRACTOR.

CONTRACTOR agrees to provide to DISTRICT the services enumerated in Section G of this Agreement under the following terms and conditions:

- A. Services shall begin on December 11, 2015 and shall be completed on or before January 11, 2016
- B. CONTRACTOR understands and agrees that CONTRACTOR and CONTRACTOR'S employees are not employees of the DISTRICT and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State and local taxes or contribution including Unemployment Insurance, Social Security, and Income Taxes with respect to CONTRACTOR'S employees.
- C. CONTRACTOR shall furnish, at CONTRACTOR'S own expense, all labor, materials equipment and other items necessary to carry out the terms of this Agreement.
- D. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor, with the authority to control and direct the performance of the details of the work, DISTRICT being interested only in the results obtained.
- E. CONTRACTOR agrees to defend, indemnify and hold harmless the DISTRICT, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of CONTRACTOR'S negligence in the performance of this Agreement, including but not limited to any claim due to injury and/or damage sustained by CONTRACTOR, and/or the CONTRACTOR'S employees or agents.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

F. CONTRACTOR shall maintain Insurance with a minimum \$1,000,000 combined single limits of general liability and automobile coverage.

G. Services to rendered to the DISTRICT by the CONTRACTOR are as follows:

**Roof and rain gutter installation and repairs per Quote dated November 17, 2015 for Pacific Grove High School. Quote is attached hereto and made a part hereof.**

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

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

J. CONTRACTOR shall be paid:

\$5,688 for Pacific Grove High School

Source of Funds: Deferred Maintenance 14-0000-0-0000-8110-5800-00-000-9100-0000

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

- 1) ☒ Lump sum upon completion of services rendered.
- 2) Monthly - in accordance with provision of services.
- 3) Other \_\_\_\_\_

L. This agreement may be terminated by either party notifying the other, in writing, at least 30 days prior to the date of termination.

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

AGREEMENT FOR CONTRACTOR SERVICES (continued)

This Agreement is entered into this 19th day of November, 2015.

For the Site/Program:

For the Contractor:

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

\_\_\_\_\_  
Name

For the District:

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Date

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

\*\*\*\*\*

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

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

\_\_\_\_\_  
Date

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



## WATERPROOFING ASSOCIATES

California License C-39/649862  
975 Terra Bella Ave.  
Mountain View, CA 94043

Fax 650-965-9005  
Phone 650-937-1299

November 17, 2015

Matt Kelly  
Pacific Grove School District

RE: Pacific Grove HS

Dear Matt:

Thank you for allowing Waterproofing Associates the opportunity to inspect and submit a quote on the above referenced project. Below, please find the scope of work and a quotation to complete the repairs as specified by Garland.

SCOPE OF WORK

- Replace 40 lineal feet of gutters using 040 Aluminum. 20 feet behind the C-Wing, and 20 feet behind the A-Wing. Seal the replacement gutters at the seams. Clean all gutters and downspouts.
- Remove all debris from job.

TOTAL COST \$5,688.00

On behalf of Waterproofing Associates, I would like to thank you again for allowing us the opportunity to provide you with a proposal. If you have any questions, please contact me directly.

Sincerely,

WATERPROOFING ASSOCIATES

Randy Carter

Estimator / Project Manager

ACCEPTED BY:

11/19/15  
Owner/Manager & Date

Roofing &  
Waterproofing Services



**SUBJECT:** Waterproofing Associates Contract for Service at Robert Down Elementary School

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

---

**RECOMMENDATION:**

The Administration recommends that the Board review and approve the Contract for Services with Waterproofing Associates of Mountain View, California.

**BACKGROUND:**

Recent inspections of the buildings at Robert Down Elementary School site have shown a need for repair and cleaning of existing rain gutters and roofs and installation of new rain gutters.

**INFORMATION:**

This work should be completed before inclement weather causes water damage to school sites.

**FISCAL IMPACT:**

Deferred Maintenance \$4,580.

*PACIFIC GROVE UNIFIED SCHOOL DISTRICT*AGREEMENT FOR CONTRACTOR SERVICES

(To be used for provision of services involving potential for liability exposure for District)

THIS AGREEMENT is hereby entered into by the **Pacific Grove Unified School District**, hereinafter referred to as DISTRICT, and:

**WATERPROOFING ASSOCIATES**      **California License C-39/64982**

**975 Terra Bella Ave., Mountain View, CA 94043**

MAILING ADDRESS	CITY	STATE	ZIP
-----------------	------	-------	-----

hereinafter referred to as CONTRACTOR.

CONTRACTOR agrees to provide to DISTRICT the services enumerated in Section G of this Agreement under the following terms and conditions:

- A. Services shall begin on December 11, 2015 and shall be completed on or before January 11, 2016
- B. CONTRACTOR understands and agrees that CONTRACTOR and CONTRACTOR'S employees are not employees of the DISTRICT and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State and local taxes or contribution including Unemployment Insurance, Social Security, and Income Taxes with respect to CONTRACTOR'S employees.
- C. CONTRACTOR shall furnish, at CONTRACTOR'S own expense, all labor, materials equipment and other items necessary to carry out the terms of this Agreement.
- D. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor, with the authority to control and direct the performance of the details of the work, DISTRICT being interested only in the results obtained.
- E. CONTRACTOR agrees to defend, indemnify and hold harmless the DISTRICT, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of CONTRACTOR'S negligence in the performance of this Agreement, including but not limited to any claim due to injury and/or damage sustained by CONTRACTOR, and/or the CONTRACTOR'S employees or agents.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

F. CONTRACTOR shall maintain Insurance with a minimum \$1,000,000 combined single limits of general liability and automobile coverage.

G. Services to rendered to the DISTRICT by the CONTRACTOR are as follows:

**Roof and rain gutter installation and repairs per Quote dated November 17, 2015 for the Robert Down Elementary School. Quote is attached hereto and made a part hereof.**

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

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

J. CONTRACTOR shall be paid:

\$4,580 for Robert Down Elementary School

Source of Funds: Deferred Maintenance 14-0000-0-0000-8110-5800-00-000-9100-0000

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

- 1) ☒ Lump sum upon completion of services rendered.
- 2) Monthly - in accordance with provision of services.
- 3) Other \_\_\_\_\_

L. This agreement may be terminated by either party notifying the other, in writing, at least 30 days prior to the date of termination.

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

AGREEMENT FOR CONTRACTOR SERVICES (continued)

This Agreement is entered into this 19th day of November, 2015.

For the Site/Program:

For the Contractor:

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

\_\_\_\_\_  
Name

For the District:

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Date

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

\*\*\*\*\*

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

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

\_\_\_\_\_  
Date

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





## WATERPROOFING ASSOCIATES

California License C-39/649862  
975 Terra Bella Ave.  
Mountain View, CA 94043

Fax 650-965-9005  
Phone 650-937-1299

November 17, 2015

Matt Kelly  
Pacific Grove School District

RE: Robert Down ES

Dear Matt:

Thank you for allowing Waterproofing Associates the opportunity to inspect and submit a quote on the above referenced project. Below, please find the scope of work and a quotation to complete the repairs as specified by Garland.

SCOPE OF WORK

- Repair damaged shingle areas on main facility roof. Tear off damaged shingles to the deck. Apply HPR AquaShield peel and stick underlayment. Install new shingles in kind to match existing. Repair all surface nailed replacement shingles on entire site.
- Repair leak on tile roof above copier room #21. Remove tiles and apply HPR AquaShield peel and stick underlayment. Reinstall tiles and extend downspout from upper roof to drain directly into the gutter.
- Remove all debris from job.

TOTAL COST \$4,580.00

On behalf of Waterproofing Associates, I would like to thank you again for allowing us the opportunity to provide you with a proposal. If you have any questions, please contact me directly.

Sincerely,  
WATERPROOFING ASSOCIATES

Randy Carter  
Estimator / Project Manager

ACCEPTED BY:

Owner/Manager & Date

*Roofing &  
Waterproofing Services*

**SUBJECT:** Revised Custodian I, Custodian II, and Custodian III Job Descriptions

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

---

**RECOMMENDATION:**

The Administration recommends that the Board review and approve the job description revisions as presented.

**BACKGROUND/INFORMATION/DESCRIPTION:**

The revisions to the job descriptions for the positions of Custodian I, Custodian II, and Custodian III are to reflect the current levels of work direction/assignment.

**FUNDING:**

No change. This position is currently accounted for in the budget.

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

**POSITION TITLE: CUSTODIAN I**

**DEFINITION:** Under the overall direction of the Director of Facilities and Transportation, site Principal, and lead custodian as assigned~~supervision of the Head Custodian, Foreman, or Principal in the Head Custodian's absence~~ keeps assigned buildings and school grounds clean, safe and orderly.

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

- Work from a prepared schedule, sweep, scrub, wax and polish linoleum, tile, concrete and wood floors.
- Vacuum, clean and maintain rugs in offices, halls, entrances and rooms.
- Clean and dust walls, furniture, woodwork, lockers, blackboards, whiteboards, and other equipment.
- Clean windows, door glass, and drinking fountains.
- Move and rearrange chairs, tables, desks, furniture and other equipment.
- Empty and clean waste containers.
- Turn off lights and heaters not needed
- Turn on automatic lawn sprinklers.
- Wash, scrub, and disinfect restrooms and showers and locker rooms.
- Perform minor repair work as necessary.
- Set up and take down chairs and equipment.
- Raise and/or lower flags.
- Turn on alarms and secure buildings.
- Participate in district-wide cleaning program during non-school periods.
- Report needed repair work to head custodian.
- Perform minor repair and adjustment to building fixtures and equipment as directed.
- Inspect, correct and report buildings for unsanitary conditions, fire, and safety hazards.
- Respond to emergency drills as directed.
- Safeguard school property and equipment.
- Remove paper and debris from school grounds.
- Receive and store custodial supplies.
- Assist in moving cafeteria supplies.
- Other duties as assigned.

**QUALIFICATIONS:**

**Knowledge of:**

- Methods, material and equipment used in custodial work.
- Operation of shut-off valves for water, gas and furnaces, main switches and all other safety equipment.
- Safe work practices.

**POSITION TITLE: CUSTODIAN I, Continued****Ability to:**

- Use cleaning materials and equipment with skill and efficiency.
- Follow work schedules and instructions that may be written or oral.
- Develop and maintain cooperative work relations with those contacted in the course of the work.

**EDUCATION AND EXPERIENCE:**

- Completion of the twelfth grade or GED.
- Previous experience in related field.

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

- 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 reading work orders, diagrams, labels, 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.
- Operate hand tools, mechanical equipment and power tools.
- Operate district vehicles.
- Push/pull, squat, turn, twist, bend, and stoop.
- Lift/carry up to 40 lbs. and to occasionally lift/carry equipment and supplies weighing up to 80 lbs.
- Reach in all directions.
- Think clearly and rationally to solve problems, make good judgments and decisions.
- Ability to meet the travel requirements of this position.

**WORKING CONDITIONS:**

Indoor and outdoor working environments subject to bending, crouching, and kneeling in confined spaces such as attics and sub-floor areas; pushing/pulling of equipment and tools; reaching in all directions; long periods of standing/walking, and with appropriate safety equipment, working with potentially hazardous materials/equipment, solvents, paints, grease, oil and other chemicals.

**LICENSE OR CERTIFICATE:**

- Possession of a valid California Driver's license.
- Valid CPR/First Aid Certification is desirable.

**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.



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

**POSITION TITLE: CUSTODIAN II**

**DEFINITION:** Under overall direction of the Director of Facilities and Transportation and site Principal, general supervision of the Maintenance and Operations Foreman or the Principal in the Foreman's absence provides general direction to night custodians and keeps assigned buildings and school grounds clean, safe and orderly.

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

- Confer with the Maintenance and Operations Foreman Director of Facilities and Transportation and Principal regarding care and cleaning problems with the school or administration buildings.
- Inspect buildings and grounds periodically for cleanliness and orderliness.
- Plan custodial schedules to meet the needs of the school.
- Assist in cleaning of school and administration buildings.
- Coordinate custodians in their work.
- Direct the preparation of facilities for special events.
- Make minor non-technical repairs and adjustments to equipment and fixtures.
- Sweep, dust, mop, and wax floors; sweeps sidewalks, classrooms and offices.
- Turn on irrigation sprinklers as needed.
- Requisition custodial materials, supplies and equipment.
- Raise and/or lower flags.
- Remove paper and other debris from school grounds.
- Lock and unlock doors and gates.
- Places safety cones and signs s required on streets near school.
- Perform special custodial work when requested.
- Keep simple records.
- Participate in the district-wide maintenance and cleaning program during non-school periods.
- Receive and store supplies.
- Inventory custodial supplies and equipment.
- Cleans lunch tables, cafeteria and related areas.
- Respond to all emergency drills as directed; assist safety, fire and building inspectors as needed.
- Clean and disinfect restroom facilities; clean drinking fountains, sinks and toilets.
- Unclog drains and toilets.
- Assist with moving cafeteria supplies.
- Other duties as assigned.

**QUALIFICATIONS:**

**Knowledge of:**

- Methods, materials, and equipment used in custodial work.
- Requirements for maintaining school buildings and grounds in a safe, clean, and orderly condition.
- Operation of shut-off valves for water, gas and furnaces, main switches and all other safety equipment.
- Safe work practices.
- Develop and maintain cooperative working relations with those contacted in the course of work.

**POSITION TITLE: CUSTODIAN II, Continued****Ability to:**

- Estimate quantity and types of materials and supplies needed.
- Supervise others and ensure that scheduled work is done effectively.
- Make minor, non-technical repairs.
- Operate heating and ventilating equipment.
- Understand and carry out oral and written instructions.
- Understand and implement regulations such as hazard communications.
- Communicate clearly and concisely.

**EDUCATION AND EXPERIENCE:**

- Completion of the twelfth grade.
- Two years of experience in custodial work.

**PHYSICAL REQUIREMENTS: of this position are essential, 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 reading work orders, diagrams, labels and other printed material.
- Hear and understand speech at normal levels.
- Communicate so others will clearly understand normal conversation.
- Communicate using the telephone and radio.
- Operate hand tools, mechanical equipment and power tools with dexterity.
- Operate district vehicles.
- Push/pull, squat, turn, twist, bend, and stoop.
- Lift/carry 40 lbs. and to occasionally lift/carry equipment and supplies weighing up to 80 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, and timely fashion
- Ability to meet the travel requirements of this position.

**WORKING CONDITIONS:**

Indoor and outdoor working environments subject to bending, crouching, and kneeling in confined spaces such as attics and sub-floor areas; pushing/pulling of equipment and tools; reaching in all directions; long periods of standing/walking, and with appropriate safety equipment, working with potentially hazardous materials/equipment, solvents, paints, grease, oil and other chemicals.

**LICENSE OR CERTIFICATE:**

- Possession of a valid California Driver's license.
- CPR/First Aid Certification is desirable.

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.

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

**POSITION TITLE: CUSTODIAN III**

**DEFINITION:** Under the ~~overall direction of the Director of Facilities and Transportation and site Principal, supervision of the Maintenance and Operations Foreman or the Principal in the Foreman's absence,~~ directs assigned custodians and keeps assigned buildings and school grounds clean, safe and orderly.

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

- Confer with the ~~Maintenance and Operations Foreman~~ Director of Facilities and Transportation and Principal regarding care and cleaning problems with the school or administrative buildings.
- Inspect buildings and grounds regularly for cleanliness and orderliness.
- Plan custodial schedules to meet needs of school.
- Assist in the cleaning of school and administration buildings.
- Coordinate work and instruct custodians in their work.
- Direct the preparation of facilities for special events.
- Make minor non-technical repairs and adjustments to equipment and fixtures.
- Turn on irrigation sprinklers as needed.
- Requisition custodial materials, supplies and equipment.
- Raise and/or lower flags.
- Remove paper and other debris from school grounds.
- Keeps simple records.
- Lock and unlock doors and gates.
- Place safety cones and signs as required on streets near school.
- Perform special custodial work as assigned.
- Assist ~~Foreman~~ Director and Principal in organizing school cleaning schedule during school breaks and participates in the District-wide cleaning program.
- Other duties as assigned.

**QUALIFICATIONS:**

**Knowledge of:**

- Methods, materials, and equipment used in custodial work.
- Requirements for maintaining school buildings and grounds in a safe, clean and orderly condition.
- Operation of shut-off valves for water, gas, and furnaces, main switches and any other safety equipment.
- Safe work practices.
- Cleaning methods, equipment operation and repair; mechanical tool operation and repair; safety practices as applied to cleaning products and equipment.

**Ability to:**

- Estimate quantity and types of materials and supplies needed.
- Develop and maintain cooperative working relations with those contacted in the course of work.
- Direct others and ensure that scheduled work is done effectively.
- Operate heating and ventilating equipment.

**POSITION TITLE: CUSTODIAN III, Continued**

- Understand and implement role in emergency drills and responses
- Communicate clearly and concisely.
- Understand and carry out oral and written directions.

**EDUCATION AND EXPERIENCE:**

- Completion of the twelfth grade.
- Three years of experience in custodial work.
- One year of supervisory experience.

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

- 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 reading work orders, diagrams, labels, and 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.
- Operate hand tools, mechanical equipment and power tools, as well as district vehicles, safely and efficiently.
- Lift/carry up to 40 lbs. and to occasionally lift/carry equipment and supplies weighing up to 80 lbs.
- Push/pull, squat, turn, twist, bend, and stoop.
- Reach in all directions.
- Think clearly and rationally to solve problems, make good judgments and decisions.
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position.

**WORKING CONDITIONS:**

Indoor and outdoor working environments subject to bending, crouching, and kneeling in confined spaces such as attics and sub-floor areas; pushing/pulling of equipment and tools; reaching in all directions; long periods of standing/walking, and with appropriate safety equipment, working with potentially hazardous materials/equipment, solvents, paints, grease, oil, and other chemicals.

**LICENSE OR CERTIFICATE:**

- Possession of a valid California Driver's license.
- CPR/First Aid Certification is desirable.

**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 a period of 18 years. The first issuance, Series A, was released in the 2014-15 fiscal year for \$2,328,234. 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:**

\$9,570 of equipment and software to be purchased from Fund 21

	Item	Request	Site(s)	Qty	Est. Cost Incl. Tax; S/H	Item Total
1	Safari Montage Renewals (replaces previous request)	Spring List	FG, RD	1	2,770	2,770
2	Dell Laptop Computer	Added	SPED	1	1,400	1,400
3	Desktop Computer (replaces one needed for damaged computer at another location)	Spring List	CH	1	1,000	1,000
4	Desktop Computer replacements	Added	SPED, DO	3	1,000	3,000
5	Laptop Computers replacement	Added	HS	1	1,400	1,400
						0
						0
						0
					<b>TOTAL--&gt;</b>	<b>9,570</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>
<b>Beginning Fund Balance</b>		<b>2,328,234</b>	<b>1,424,194</b>	<b>283,124</b>	<b>2,328,234</b>
<b>Measure A Expenditures:</b>					
1	SRI & SMI Curriculum	Scholastic	21,887		21,887
2	Projectors	Compview	4,038	7,897	11,934
3	Tech supplies	Grainger	559		559
4	Headsets for SBAC	Insight	19,944	8,636	28,579
5	Microsoft Licenses	SHI	41,872	37,786	79,658
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	195,155	658,211
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	248,134	263,254
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 Associates		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		30,544	30,544
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	Equipment	Kano Computing Limited		2,476	2,476
48	Equipment	Mio Global		9,701	9,701



Series A			2014-15	2015-16	2016-17	Total
49	Reading Counts!	Houghton-Mifflin		641		641
50	Equipment for CHS and Adult Ed	B&H Photo Video		2,377		2,377
51	Equipment for CHS	Davis Instruments		1,794		1,794
52	Equipment for Adult Ed	School Outfitters		618		618
53	Equipment for Middle School	Vernier		304		304
54	Printers	Office Depot		4,292		4,292
<b>Total Expended</b>			<b>904,040</b>	<b>1,141,070</b>	<b>-</b>	<b>2,045,110</b>
<b>Ending Fund Balance</b>			<b>1,424,194</b>	<b>283,124</b>	<b>283,124</b>	<b>283,124</b>

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:** PG High School Course Bulletin for the 2016-17 School Year

**Person(s) Responsible:** Matt Bell, PG High School Principal

---

**RECOMMENDATION:**

The Pacific Grove High School Administration recommends that the Board review and approve the Course Bulletin for Pacific Grove High School for the 2016-17 School Year.

**BACKGROUND:**

Each year, the high school reviews the course descriptions, pre-requisites, and course offerings prior to student/parent registration held the last week in January and first week in February. Courses are revised according to State standards and/or changing curriculum needs. In addition, courses that have had traditionally low turnout may be eliminated and replaced with courses that are deemed to be of more interest. At registration, student signups will be used as major criteria in deciding the final course offerings.

**INFORMATION:**

There have been numerous minor changes in this bulletin including the following:

- Art 1 has had a title change to Intro to Art p.21
- Specialized Academic Support (which is a Special Education offering) is no longer an open option for “at risk seniors” p.27
- CSIS I is articulated with MPC p.28
- The most recent graduation requirement for math is now fully implemented: 20 credits of Math which must include Integrated Math II p.1
- Senior Seminar has had a title change to Project-Based Research
- English 3 will be eliminated and replaced with semester offerings that include science fiction and dystopia, social justice, poetry, sports literature, and project-based research (formally known as Senior Seminar.) Juniors and seniors will now be able to take the same courses, including project-based research. p.3, 4, 5, 6
- Earth & Space Systems will be offered every other year (2016, 2018, 2020) p.13
- Marine Science will be offered every other year (2017, 2019, 2021) p.14

More significant changes include the following:

Additional classes:

- Science Fiction and Dystopia p.4
- Eng 4 Expository Reading & Writing (for grade 12 only) p.6
  - ❖ Because of the introduction of jr/sr English classes (see above) and the Expository Reading & Writing class, the senior project as an official “requirement” for students not in AP classes becomes de-emphasized.
- Honors Integrated Math III/Trigonometry p.18
- Honors Introduction to Calculus (replaces Pre-Calc) p.19



- Drawing and Painting will replace Art 2 (every other year, 2016, 2019, 2020) p.21
- 2D Design will replace Art 2 (every other year, 2017, 2019, 2021) p.21
- S.T.E.A.M (Note that S.T.E.A.M. elective is a two-year class) (pending number of student signups) p.26
- AP Computer Science p.26

Course Sequence Flow Charts have been revised:

- English p.3
- Science p.13
- Math p.16

PGHS UC A-G Approved Courses 2016-17 has been updated: p.35

- Eng 4 Expository Reading & Writing (pending approval)
- Science Fiction & Dystopia (pending approval)
- Honors Integrated Math III/Trigonometry (pending approval)
- Honors Introduction to Calculus (pending approval)
- Drawing & Painting (pending approval)
- Intro to Art (title change pending approval)
- AP Computer Science (pending approval)
- AVID (pending approval)
- AVID 2 (pending approval)

**FISCAL IMPACT:**

None

# **PACIFIC GROVE HIGH SCHOOL**



## **COURSE BULLETIN**

### **2016-2017**

<b>COURSE BULLETIN</b>
------------------------

**Table of Contents**

	<u>Page</u>
<b>Graduation Requirements.....</b>	<b>1</b>
<b>College Admission Requirements .....</b>	<b>1</b>
Community College .....	1
California State College System.....	2
University of California System.....	2
Private College .....	2
<b>Departmental Offerings</b>	
<b>English .....</b>	<b>3</b>
<b>Foreign Languages</b>	
Spanish.....	7
French.....	8
<b>Social Science .....</b>	<b>10</b>
<b>Science .....</b>	<b>13</b>
<b>Mathematics.....</b>	<b>16</b>
<b>Fine Arts Division .....</b>	<b>20</b>
Music .....	20
Theatre.....	20
Art.....	21
<b>Physical Education .....</b>	<b>23</b>
<b>Additional Course Offerings .....</b>	<b>25</b>
<b>Career Technical Information .....</b>	<b>28</b>
Information Technology .....	28
Food Services & Hospitality .....	32
Public Safety Service .....	33
Career Technical Information Courses at other high schools.....	34
<b>PGHS' a-g Courses.....</b>	<b>35</b>
<b>PGHS UC/CSU required a-g courses .....</b>	<b>36</b>

## HIGH SCHOOL GRADUATION REQUIREMENTS

1. To **earn a diploma** from Pacific Grove High School, a student **must earn a minimum of 230 units of credit**, pass the **High School Exit Exam** and complete 48 hours of **community service**.
2. **170 credits** must be **in the required subjects** listed **below**:
  - A. 40 credits (4 years) of **English** (Eng. 4 must be completed at PGHS.)
  - B. 40 credits (4 years) of **Social Science**:
    - 10 credits **Geography** or **Honors Social Studies**
    - 10 credits **World History/Geography**
    - 10 credits **U.S. History**
    - 10 credits **Government & Economics** (must be completed at PGHS.)
  - C. 20 credits (2 years) of **Science** (One year of life science and one year of physical science.)
  - D. 20 credits (2 years) of **Mathematics** (must include Integrated Math II or equivalent)
  - E. 20 credits (2 years) of required **Physical Education** (Grades 9 and 10)
  - F. 10 credits (1 year) of **Fine Arts or Foreign Language**
  - G. 10 credits (1 year) of **Career Technical Education OR (1 year) Additional UC a-g approved course**
  - H. 10 credits (1 year) of **Health/Computers**
  - I. Completion of 60 credits of **electives**
  - J. **Extracurricular activities** – (optional) Students may receive a maximum of 10 credits for participating in the following PGHS extracurricular activities; sports, spirit squad, mock trial, play production, musical and ASB/Class officer, TA. Participants will receive 2.5 credits per activity, per semester until they have earned the maximum 10 credits. The credits will be applied to elective credit.

**The required subjects listed above are for high school graduation. College entrance requirements are often different and additional. (See College Admissions section)**

If you have any questions about college admissions or high school graduation requirements, please contact your student's counselor. Guidance Office Phone – (831) 646-6590, Ext. 277.

### **Class Standing**

Completion of **50 credits** is required for **sophomore standing**.

Completion of **110 credits** is required for **junior standing**.

Completion of **170 credits** is required for **senior standing**.

## COLLEGE ADMISSIONS

### **1. COMMUNITY COLLEGE REQUIREMENTS**

[www.cccco.edu](http://www.cccco.edu)

The following persons are eligible for admission:

1. High School graduates
2. Persons having attained their 18<sup>th</sup> birthday
3. Transfer students from other colleges upon presentation of satisfactory credentials

Counselors will assist qualified students in enrolling concurrently at Monterey Peninsula College in special academic and vocational programs, which are available to a limited number of students.

Monterey Peninsula College offers three kinds of programs of study:

1. Occupational Programs
2. Two-year Transfer Programs
3. Associate Degree Programs

2. **CALIFORNIA STATE UNIVERSITIES****California State University System****Entrance Requirements****[www.csumentor.edu](http://www.csumentor.edu)**

Admission to the state universities is dependent upon three factors:

1. High school grade point average in grades 10 and 11 in required courses listed below.
2. Scores on the American College Test or Scholastic Assessment Test
3. Fifteen courses will be taken during grades 9 - 12. **Students must earn a grade of "C" or higher in these courses.**  
The specific a-g course requirements are:
  - a. 1 year each of U.S. History and World History
  - b. 4 years English (all courses must require frequent and regular practice in writing expository prose composition)
  - c. 3 years of mathematics (Algebra I, Algebra 2 and Geometry) or (Integrated Math I, II and III.)
  - d. 2 years of laboratory science (1 year life science and 1 year physical science)
  - e. 2 years foreign language
  - f. 1 year visual/performing arts
  - g. 1 year college preparatory elective (1 course to be chosen from history, advanced mathematics, laboratory science, foreign languages and fine arts.)

Test scores are required unless you have a grade point average above 3.0 *and* are a resident of California. The CSU uses a calculation called an [eligibility index](#) that combines your high school grade point average with the score you earn on either the SAT or ACT tests. Even if you have a GPA above 3.0, it is useful to take either an SAT or ACT as the score may indicate if you do not need to take English and math placement tests after you are admitted and before you enroll at the CSU.

***While SAT/ACT test scores are not required to establish the admission eligibility of California residents with high school grade point averages of 3.00 or above impacted campuses and impacted first-time freshmen enrollment categories often include test scores among the supplemental criteria required of all applicants to those campuses and enrollment categories.***

Students earning a grade point average below 2.00 are not eligible for admission.

State universities currently require applicants to file their application during the months of October and November. Applications after the closing period are considered only on a space available basis.

**CALIFORNIA STATE COLLEGE  
AND UNIVERSITY SYSTEM**

Bakersfield	Pomona
Channel Islands	Northridge
Chico	Sacramento
Dominguez Hills	San Bernadino
Fresno	San Diego
Fullerton	San Francisco
East Bay	San Jose
Humboldt	San Luis Obispo
Long Beach	San Marcos
Los Angeles	Sonoma
Maritime Academy	Stanislaus
Monterey Bay	

3. **UNIVERSITY OF CALIFORNIA****University of California Entrance Requirements****[www.admission.universityofcalifornia.edu](http://www.admission.universityofcalifornia.edu)**

A. Complete a minimum of 15 college-preparatory courses ("a-g" courses), with at least 11 finished prior to your senior year.

- a. 1 year each of U.S. History and World History
- b. 4 years English (all courses must require frequent and regular practice in writing expository prose composition)
- c. 3 years of mathematics (Algebra I, Algebra 2 and Geometry) or (Integrated Math I, II and III).
- d. 2 years of laboratory science (1 year life science and 1 year physical science)
- e. 2 years foreign language
- f. 1 year visual/performing arts
- g. 1 college preparatory elective (1 course to be chosen from history, advanced mathematics, laboratory science, foreign languages and fine arts.)

4. **PRIVATE (INDEPENDENT COLLEGES)**

Although there are differences among the private colleges and universities in entrance requirements, generally they expect students to satisfy the same subject pattern as the U.C. system. Students should check with their particular college choices for specific requirements.



# ENGLISH

The following sequence of courses will be the English Department's offering for 2016-2017. All students will be placed in appropriate English classes according to their level of reading and writing skills.

Grade 9	English 1	Honors English 1	
Grade 10	English 2	Honors English 2	
Grade 11/12	English 3/4 American Literature	AP English Literature	AP English Language
Grade 11/12	English 3/4 Science Fiction and Dystopia		
Grade 11/12	English 3/4 Sports Literature		
Grade 11/12	English 3/4 Literature and the Dynamics of Social Justice		
Grade 11/12	English 3/4 Poetry and Creative Writing		
Grade 11/12	English 3/4 Project Based Research		
Grade 12	English 4 ERWC		

## COURSE **ENGLISH 1**

GRADE LEVEL 9

LENGTH 1 year

CREDIT 5 credits per semester

DESCRIPTION English 1 introduces students to the elements and forms of literature. This course stresses the development of reading and critical thinking skills necessary to gain appreciation of the various genres of literature. Major writing emphasis will include effective descriptive and expository paragraphs and essays, vocabulary development and a review of grammar and mechanical skills. *UC/CSU approved.*

## COURSE **HONORS ENGLISH 1\***

PREREQUISITE "A" or "B" in previous English class, advanced reading and writing skills, grades and test scores.

Passing score on an entrance exam is required.

GRADE LEVEL 9

LENGTH 1 year

CREDIT 5 credits per semester

DESCRIPTION Honors English is designed for the advanced English student who wishes to refine his or her skills in preparation for more advanced classes such as Advanced Placement. This course will survey the four genres of literature (novel, play, poem and short story), review grammar and mechanical skills, and concentrate on the mastery of the critical essay. **\*Students must be concurrently enrolled in Honors History. A student must maintain a B- to earn Honors 2 recommendation.)** *UC/CSU approved.*

## COURSE **ENGLISH 2**

GRADE LEVEL 10

LENGTH 1 year

CREDIT 5 credits per semester

DESCRIPTION English 2 introduces various literary genres and concentrates on improving student's writing skills. Major literary emphasis will be on the elements of short story, essay, biography, poetry, drama and the novel. Students will give special attention to the development of advanced reading and thinking skills necessary to gain better comprehension and appreciation of literary works. Writing emphasis will include expository and descriptive paragraphs, and analytical, persuasive and reflective essays. *UC/CSU approved.*

COURSE	<b><u>HONORS ENGLISH 2</u></b>
PREREQUISITE	Grade of “A” or “B” in Honors English 1 or grade of “A” in regular English or teacher/counselor recommendation.
GRADE LEVEL	10
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	Honors English is designed for advanced college bound students. This course surveys drama, novels, short stories, and poetry in depth. This course stresses the development of critical writing and thinking skills. Work on special group projects and expository writing will enable students to analyze the way in which the works studied relate to themes and issues of the historical periods covered in class. <b>A student must maintain a B- to earn teacher recommendation for moving on to the next Honors/AP course.</b> <i>UC/CSU approval pending.</i>

COURSE	<b><u>ENGLISH 3/4 AMERICAN LITERATURE</u></b>
GRADE LEVEL	11/12
LENGTH	1 semester
CREDIT	5 credits per semester
DESCRIPTION	English 3/4 is a college prep course which surveys works of American literature. In addition, this course emphasizes the expression of individual opinion and of logical argument through expository writing. This course fosters individual growth in literacy. The students create projects that develop diverse reading, writing, and speaking skills. <i>UC/CSU approved.</i>

COURSE	<b><u>ENGLISH 3/4 SCIENCE FICTION AND DYSTOPIA</u></b>
GRADE LEVEL	11-12
LENGTH	1 Semester
CREDIT	5 credits
DESCRIPTION	This class will examine different visions of the potential future through comparing the same themes; free will, government control, and technology. The course will focus on critical thinking, expository writing, and argument. Students will develop reading, writing, speaking, and listening skills as they interpret major works of science fiction and dystopian literature. <i>UC/CSU approval pending.</i>

COURSE	<b><u>ADVANCED PLACEMENT ENGLISH LANGUAGE</u></b>
PREREQUISITE	Grade of “A” or “B” in Honors English 2 or AP Literature or grade of “A” in regular English and teacher/counselor recommendation.
GRADE LEVEL	11/12
LENGTH	1 year
CREDIT	10 credits
DESCRIPTION	The AP English Language and Composition course is designed to help students become skilled readers of prose written in a variety of rhetorical contexts and to become skilled writers who compose for a variety of purposes. Both their writing and their reading should make students aware of the interactions among a writer's purposes, audience expectations, and subjects as well as the way generic conventions and the resources of language contribute to effectiveness in writing. <b>A student must maintain a B- to earn teacher recommendation for moving on to the next Honors/AP course.</b> Students may elect to take the national Advanced Placement exam in May with a chance of earning freshman English college credit. <i>UC/CSU approved.</i>

COURSE	<b><u>ADVANCED PLACEMENT ENGLISH LITERATURE</u></b>
PREREQUISITE	Grade of “A” or “B” in Honors English 2 or AP Language or grade of “A” in regular English and teacher/counselor recommendation. Entrance exam may be required.
GRADE LEVEL	11/12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	Advanced Placement English Literature is a one-year course offered to 11 <sup>th</sup> or 12 <sup>th</sup> grade students who show unusual skill in literature and composition. This course surveys drama, novels and poetry in depth, concentrating on the mastery of the critical essay as used in college writing. Students may elect to take the national Advanced Placement exam in May with a chance of earning freshman English college credit. <i>UC/CSU approved.</i>

COURSE	<b><u>ENGLISH 3/4 PROJECT BASED RESEARCH</u></b>
GRADE LEVEL	11/12
LENGTH	1 Semester
CREDIT	5 credits
DESCRIPTION	English 3/4 Project Based Research is a college prep course, that focuses on research, writing, and oral presentation skills. Along with systematic vocabulary and grammar development, the central focus of the class is the Senior Project, which comprises four main components: 1) a research paper (8-12 pages), 2) a physical project, 3) a portfolio, and 4) an oral presentation. <i>UC/CSU approved.</i>

COURSE	<b><u>ENGLISH 3/4 SPORTS LITERATURE</u></b>
GRADE LEVEL	11/12
LENGTH	1 Semester
CREDIT	5 credits
DESCRIPTION	The sports literature class primarily focuses on examining universal sports themes – gender equality, racism, perseverance and integrity. Literature includes core nonfiction works, poetry, essays, articles and novels that all have sports related themes. This class encourages students to seek connections between the literature they read and their own lives and the world around them. <i>UC/CSU approved.</i>

COURSE	<b><u>ENGLISH 3/4 LITERATURE AND THE DYNAMICS OF SOCIAL JUSTICE</u></b>
GRADE LEVEL	11/12
LENGTH	1 Semester
CREDIT	5 credits
DESCRIPTION	English 3/4 Literature and the Dynamics of Social Justice is a college prep course, which focuses on the study of literature, history, art, and film to examine issues of identity, membership in society, and the practice of promoting equal rights and fair treatment of all members of society. The course includes extensive reading of a variety of literary genres, in-depth discussion, and substantial practice in writing to encourage a critical examination of human behavior and choice. <i>UC/CSU approved.</i>

**COURSE                    ENGLISH 3/4 POETRY AND CREATIVE WRITING****GRADE LEVEL**        11/12**LENGTH**              1 Semester**CREDIT**              5 credits

**DESCRIPTION**        This class is designed to cultivate in students an aesthetic appreciation for the beauty of language. Students will examine various poetic techniques and poetic forms while learning to read poetry with a critical eye. The course will also offer students a guided tour through several works of fiction, whereby students will learn to identify elements of fiction within works studied and later learn to use these elements in their own creations. Students **MUST** be willing to share the pieces they write, and must be open to constructive criticism. *UC/CSU approved.*

**COURSE                    ENGLISH 4 EXPOSITORY READING AND WRITING****GRADE LEVEL**        12**LENGTH**              1 year**CREDIT**              10 credits

**DESCRIPTION**        Expository Reading and Writing is a rigorous, rhetorically based, full-year college preparatory English course for high school seniors designed to support college-readiness in English. The course's 12 modules, which include a wide variety of nonfiction texts and some literature, emphasize the in-depth study of expository, analytical, and argumentative reading and writing. Students will analyze the interplay of rhetorical devices, vocabulary, and grammar in rich, college-level texts, and then use these same elements in their own expository and persuasive writing. Seniors who pass this class with a C or better can become exempt from taking remedial English and the CSU placement exam (EPT).  
*UC/CSU approval pending*

## FOREIGN LANGUAGES

### SPANISH

**COURSE** **SPANISH 1**  
**PREREQUISITE** None  
**GRADE LEVEL** 9, 10, 11, 12  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**DESCRIPTION** This introductory course uses communicative-based instruction to develop all four basic language skills: listening, speaking, reading and writing. Basic grammatical structures are presented along with vocabulary related to daily life and cultural topics. A variety of authentic language and cultural sources are integrated such as music, food, movies and magazines. *UC/CSU approved.*

**COURSE** **SPANISH 2**  
**PREREQUISITE** Spanish 1 - Grade of "C" or better  
**GRADE LEVEL** 9, 10, 11, 12  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**DESCRIPTION** This is an intermediate course which provides continued development and practice of the basic language skills: listening, speaking, reading and writing. More advanced grammatical structures are introduced and more emphasis is placed on extended conversation. Includes vocabulary related to daily life and cultural topics with varied units of study and conversational activities. *UC/CSU approved.*

**COURSE** **SPANISH 3**  
**PREREQUISITE** Spanish 2 - Grade of "B" (80%) or better; or teacher recommendation  
**GRADE LEVEL** 10, 11, 12  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**DESCRIPTION** Emphasis is on the further development of listening, speaking and writing skills. More advanced vocabulary and grammar study is coupled with more extended speaking in a variety of contexts such as oral reports and group discussion. More academic vocabulary is presented related to relevant topics such as personal relationships, hobbies and sports, and health along with more complex cultural topics such as an in-depth exploration of a Spanish-speaking country. *UC/CSU approved.*

**COURSE** **SPANISH 4**  
**PREREQUISITE** Spanish 3 - Grade of "B" (80%) or better; or teacher recommendation  
**GRADE LEVEL** 11, 12  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**DESCRIPTION** This is an advanced course which focuses on developing language skills in academic settings. Relevant topics are explored including personal relationships, technology and the environment. Reading selections come from authentic sources such as Spanish literature and newspaper articles. More advanced writing and speaking situations are required. More academic vocabulary is presented along with more complex cultural topics. A variety of authentic language and cultural sources are integrated such as songs, movies, newspapers, websites, and news reports. *UC/CSU approved.*



COURSE	<b><u>AP SPANISH</u></b>
PREREQUISITE	Spanish 3 - Grade of "A" (90%) or better; or teacher recommendation
GRADE LEVEL	11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	This is a college-level course which focuses on advanced work in listening, speaking, reading and writing. Emphasis is placed on speaking and writing in academic settings. Includes expository writing, oral presentations, and reading selections from Spanish literature and newspaper articles. Students prepare to take the AP Spanish Language exam in May. <b>Any summer homework given will be due at the first class meeting in August.</b> <i>UC/CSU approved.</i>

FRENCH
--------

COURSE	<b><u>FRENCH 1</u></b>
PREREQUISITE	None
GRADE LEVEL	9, 10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	An introductory course designed to give students a strong background in conversational French. The focus is communicative-based instruction encouraging active participation by students. Speaking and understanding spoken French are emphasized. Students will learn about current and traditional French music. Field trips and cooking French food make this a "fun" academic class. <i>UC/CSU approved.</i>

COURSE	<b><u>FRENCH 2</u></b>
PREREQUISITE	French 1 - Grade of "C" or better; D+ or better to continue to second semester.
GRADE LEVEL	10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	Further develops students' speaking skills with emphasis on telling stories in the past, future, and conditional tenses. Students create their own skits and plays. Reading and writing include longer, more interesting stories than in French 1. Students use authentic situations to demonstrate their knowledge of French; example: students demonstrate and explain in French how to prepare their favorite French dessert! Field trips and French music add to the fun. <i>UC/CSU approved.</i>

COURSE	<b><u>FRENCH 3</u></b>
PREREQUISITE	French 2 - Grade of "B" or teacher recommendation; D+ or better to continue to second semester.
GRADE LEVEL	11, 12 or by consent of the teacher
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	Students perfect their skills in the various tenses with more focus on reading and writing, while continuing to maintain their speaking skills. The focus is on mastering the grammar and learning more about the history and culture of the French-speaking world. Field trips and French music are included. <b>Summer Homework will be due at the first class meeting in August.</b> <i>UC/CSU approved.</i>

COURSE	<b><u>FRENCH 4</u></b>
PREREQUISITE	A grade of “B” or better in French 3 or teacher recommendation; D+ or better to continue to second semester.
GRADE LEVEL	9, 10, 11, 12 (depending on
ability) LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	French 4 is a course designed for motivated students who can work independently and efficiently. Advanced grammar topics will be covered, incorporating high-interest topics such as making travel and hotel arrangements for a trip to a French-speaking country, communicating medical emergencies, and managing more advanced conversations in French. Extensive reading and writing will be required. Students will read various genres of literature by famous francophone authors such as Paul Eluard, Guy de Maupassant, Andre Theuriet and many others. The cultural emphasis will be on countries other than France where French is spoken. Summer Homework will be due at the first class meeting in August. <i>UC/CSU approved.</i>

COURSE	<b><u>AP FRENCH LANGUAGE AND CULTURE</u></b>
PREREQUISITE	A grade of “A” or better in French 3 or teacher recommendation
GRADE LEVEL	9, 10, 11, 12 (depending on
ability) LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	AP French is a college level course designed for motivated students who desire to become proficient communicators of French and prepare for the AP French Language and Culture Exam. Advanced grammar topics will be covered, incorporating high-interest historical topics. Extensive reading and writing will be required. Students will read various genres of literature by famous francophone authors such as Giraudoux Rostand, Voltaire, and Duras. The cultural emphasis will be on various countries where French is spoken. Summer Homework will be due at the first class meeting in August. Students must receive a D+ or better to continue to second semester. <i>UC/CSU approved.</i>

## SOCIAL SCIENCE

The following sequence of courses will be the Social Science Department's offering for 2014-2015:

Grade 9	Physical and Cultural Geography	Honors Social Studies
Grade 10	World History	A.P. World History
Grade 11	U.S. History	A.P. U.S. History
Grade 12	Government/Economics	A.P. Government/Economics

**COURSE** **GEOGRAPHY: PHYSICAL AND CULTURAL**  
**PREREQUISITE** Required  
**GRADE LEVEL** 9  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**DESCRIPTION** This course will develop the basic themes of physical, cultural and political geography. World geographic issues, world cultures and place identification will be emphasized. This course meets the requirements of the State's social science framework. *UC/CSU approved.*

**COURSE** **HONORS SOCIAL STUDIES\***  
**PREREQUISITE** "A" or "B" in previous history class, advanced reading and writing skills, grades and test scores. Passing score on an entrance exam will be required.  
**GRADE LEVEL** 9  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**DESCRIPTION** American Civilization, a feeder program for AP World History and AP US History, is designed for advanced, college-bound freshmen. Areas that will be covered will include history, literature, philosophy, art and sociology. This course will be aligned with the freshman Honors English course and emphasis will be placed on critical thinking and writing skills. Class focus is on the minority view in history and literature. **\*Student must also be enrolled in Honors English 1.** *UC/CSU approved.*

**COURSE** **WORLD HISTORY**  
**PREREQUISITE** Required  
**GRADE LEVEL** 10  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**DESCRIPTION** This survey course meets the 10<sup>th</sup> Grade World History requirement. It will include a selective study of the major political and social developments, and of individuals who played significant roles, in the time period from the mid-1700s up to the present. Units of study include a brief review covering 6<sup>th</sup> and 7<sup>th</sup> Grade World History, the Enlightenment, the Age of Revolutions, the Industrial Revolution, Nationalism & Imperialism, the First World War and Russian Revolution, Totalitarianism & World War II, and the Postwar World. Critical thinking, writing, and project organization are stressed. *UC/CSU approved.*

COURSE	<b><u>A.P. WORLD HISTORY</u></b>
PREREQUISITE	A or B in 9 <sup>th</sup> grade honors, an A in 9 <sup>th</sup> grade Geography, and/or teacher/counselor recommendation. Passing score on entrance exam <u>will</u> be required for students coming from Geography. See Mr. Grate (0-2) for entry exam information.
GRADE LEVEL	10
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	Advanced Placement World History is a college-level course covering the entirety of World History from 10,000 BCE to the present. AP World History is fast-paced and challenging, and requires a high level of reading and writing skill. Students in AP World History should expect heavy reading assignments, and should be prepared to develop and demonstrate in writing analytical skills such as comparison and contrast, change over time, and understanding of primary source documents. Students will prepare for the AP World History examination, administered nationally in May. High scores on this exam may result in college credit, and may allow the student to fulfill the World History requirement at participating institutions. To facilitate the complete coverage of the course content, summer homework will be given. This will be due at the first class meeting in August. <b>A student must maintain a B- to earn teacher recommendation for moving on to the next Honors/AP course.</b> <i>UC/CSU approved.</i>

COURSE	<b><u>UNITED STATES HISTORY</u></b>
PREREQUISITE	Required
GRADE LEVEL	11
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	In this course students examine major turning points in American history in the twentieth century. The year begins with a selective review of United States history, with an emphasis on two major themes – the nation’s beginnings, linked to the Enlightenment and the rise of democratic ideas; and the industrial transformation of the new nations, linked to the global spread of industrialism during the nineteenth century. After these review units, we will begin our study of the twentieth century with an analysis of the Progressive Era and World War I. Critical responses to the Jazz Age and the Great Depression will also be emphasized during the first semester. In the second semester we will cover the following: World War II, The Cold War, The Civil Rights Movement in the Postwar Era, Vietnam/Late 1960’s and the United States in Recent Times. <i>UC/CSU approved.</i>

COURSE	<b><u>A. P. U.S. HISTORY</u></b>
PREREQUISITE	“A” in World History or “A” or “B” in AP World History and/or teacher/counselor recommendation.
GRADE LEVEL	11
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	The Advanced Placement U.S. History course is designed to provide students with the analytical skills and factual knowledge necessary to address critically the themes, issues, events, and materials of American history. Students will learn to evaluate historical materials in order to weigh evidence presented in historical scholarship. Students will be required to analyze and interpret primary sources, including documentary materials, maps, statistical tables, and pictorial and graphic evidence of historical events. The scope of the course is “the age of discovery” to the present. The A.P. U.S. History curriculum is intended to prepare the student for the Advanced Placement Test administered nationally in May. High scores may result in college credit at participating institutions. The course simultaneously satisfies the U.S. History requirement for high school graduation. <b>Summer Homework will be due at the first class meeting in August. A student must maintain a B- to earn teacher recommendation for moving on to the next Honors/AP course.</b> <i>UC/CSU approved.</i>

**COURSE**                    **ECONOMICS**

PREREQUISITE           Required

GRADE LEVEL           12

LENGTH                 1 semester

CREDIT                  5 credits

DESCRIPTION           Economics, a semester-length course, is **required** for graduation. The goal of this course is to increase understanding of the American economic system, including the nature of supply and demand, market structures, fiscal policy, monetary policy, comparative economic systems and world trade. Emphasis is also placed on such personal finance skills as maintaining good credit, checking accounts, budgeting and other adult consumer needs. *UC/CSU approved.*

**COURSE**                    **AMERICAN GOVERNMENT**

PREREQUISITE           Required

GRADE LEVEL           12

LENGTH                 1 semester

CREDIT                  5 credits

DESCRIPTION           Government, a semester-length course, is **required** for graduation. This course is about the American system of government, including functions of government, governmental programs, roles of the citizen, civil rights and liberties, public opinion, comparative political systems and current events. A required project **MUST** be completed by due date to pass this course. *UC/CSU approved.*

**COURSE**                    **A. P. AMERICAN GOVERNMENT AND ECONOMICS**

PREREQUISITE           “B” or better in A.P. U.S. History and at least a 3 on U.S. A.P. exam and/or teacher/counselor recommendation

GRADE LEVEL           12

LENGTH                 1 year

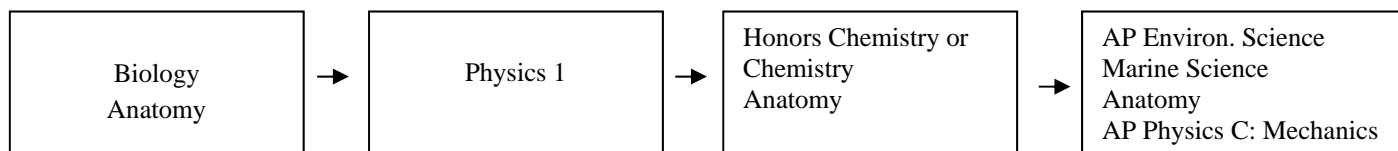
CREDIT                  5 credits per semester

DESCRIPTION           The goal of this course is to increase understanding of the American political system, its framework, traditions and values, and have each student pass the Advanced Placement American Government exam. This course is concerned with the nature of the American political system, its development over the past two hundred plus years, and how it works today. We will examine in detail the principle processes and institutions through which the political system functions, as well as some of the public policies which these institutions establish and how these policies are implemented. **Summer homework is required.** The **second semester** of **Economics** is **not** an **A.P. program**, however the A.P. Government/Economics class is a full year commitment. *UC/CSU approved.*

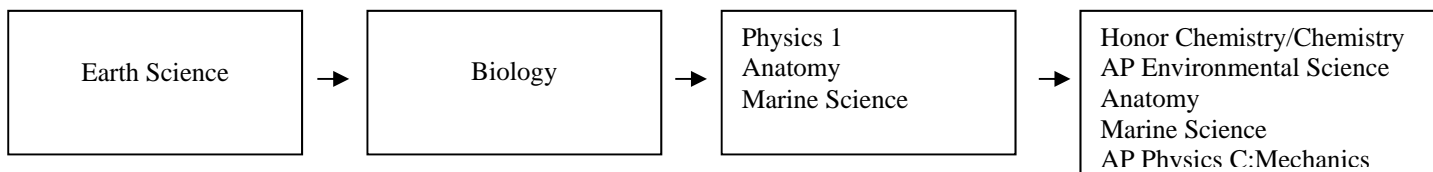


## SCIENCE

**Pathway 1: For incoming freshmen who have completed Math 8 with a “B” or better.**



**Pathway 2: For incoming freshman with less than a “B” in Math 8 or Integrated Math I concurrent enrollment.**



The following science classes are all designed to meet the U.C. and C.S.U. laboratory science entrance requirements, except as noted below.

COURSE	<b><u>ANATOMY/PHYSIOLOGY</u></b>
PREREQUISITE	Biology
GRADE LEVEL	10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	Anatomy and Physiology is the study of the structures and functions of the human body. Labs include dissection of fetal pigs, simple experiments, demonstrations and model building. <i>UC/CSU approved.</i>

COURSE	<b><u>EARTH &amp; SPACE SYSTEMS</u></b>
PREREQUISITE	None
GRADE LEVEL	9, 10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	Earth and Space Systems is a laboratory oriented class which is a blend of several different sciences; Geology, Meteorology and Astronomy. We will be looking more closely at topics such as plate tectonics, astronomy, weather and climate. Earth & Space will be offered every other year—2016, 2018, 2020. <b>This course meets the <u>CSU</u> physical science entrance requirement. It does not meet the U.C. physical lab science entrance requirement. The U.C. system recognizes this course as a college prep elective.</b>

COURSE	<b><u>BIOLOGY</u></b>
PREREQUISITE	9 <sup>th</sup> grade completion of Math 8 with a “B” or better 10 <sup>th</sup> – 12 <sup>th</sup> completion or concurrently enrolled in Alg. 1 or Integrated Math I
GRADE LEVEL	9, 10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	Biology is the study of living things. The course follows an ecological approach. It is designed to build from concrete to abstract concepts such as cell theory, photosynthesis, genetics, to ecology and environmental issues. <i>UC/CSU approved.</i>

COURSE	<b><u>MARINE SCIENCE</u></b>
PREREQUISITE	Algebra 1 or Integrated Math I, and completion of 1 year of high school science with a “C” or better.
GRADE LEVEL	10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	This is a science class for those students who have successfully (C or better) completed at least one year of high school science. In this course, biology, physical oceanography, ecology of Monterey Bay and the world oceans are explored. The course is taught utilizing labs, direct instruction and field work. Earth & Space will be offered every other year— 2017, 2019, 2021. <b>This course meets the <u>C.S.U.</u> life lab science requirement, but not the U.C. The U.C. system recognizes this course as a college prep elective.</b>

COURSE	<b><u>CHEMISTRY</u></b>
PREREQUISITE	Completion or concurrently enrolled in Geometry or Integrated Math II and completion of Physics
GRADE LEVEL	11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	The Chemistry course is designed to explore the chemistry of real-world problems through research, experimentation and discourse. The first semester develops the general principles involved in solutions and chemical reactions through the lenses of water and metals. The second semester focuses on energy in chemical reactions, the nature of gases and atomic theory in conjunction with fossil fuels, air pollution and nuclear power, respectively. <i>UC/CSU approved.</i>

COURSE	<b><u>HONORS CHEMISTRY 1</u></b>
PREREQUISITE	Completion of Physics with a “B” or better Completion of Geometry or Integrated Math II and completion/concurrently enrolled in Alg. 2 or Integrated Math III
GRADE LEVEL	11,12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	The honors chemistry course is designed to provide the advanced science student with an opportunity to learn chemistry at a higher level than the Chemistry course. This course is recommended for students wishing to take AP Environmental Science, and continue their science education into college. The honors chemistry course moves at a faster pace, providing a more in depth coverage of the topics. The course offers opportunity for enrichment through the use of advanced math concepts and laboratory work. Students taking honors chemistry will be prepared to take the SAT II in chemistry. <i>UC/CSU approved.</i>

COURSE	<b><u>PHYSICS 1</u></b>
PREREQUISITE	Completion of Algebra 1 or Integrated Math 1 with a “C” or better
GRADE LEVEL	10, 11,12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	The first semester of Physics is a study of motion and its mathematical description, energy and work. The second semester is a study light, waves, electricity and magnetism. <i>UC/CSU approved.</i>

**COURSE**                    **AP PHYSICS C:MECHANICS**

**PREREQUISITE**        Completion of Calculus AB with a grade of C or completion of Pre-Calculus with a grade of B and concurrent enrollment in Calculus AB. Completion of regular physics is recommended.

**GRADE LEVEL**        11,12

**LENGTH**                1 year

**CREDIT**                5 credits per semester

**DESCRIPTION**        This course prepares students to take the Advanced Placement Physics C test in mechanics and is the equivalent of a typical first semester college course in physics. Mechanics is the branch of physics that is concerned with quantifying the motion of bodies. Topics include kinematics, Newton's law of motion, work/energy/power, conservation laws (energy/momentum), circular motion and rotation, oscillations, and gravitation. The lab component of the class builds on experiments done in regular physics with emphasis placed on using computers to model and simulate physical systems. Students will use electronic sensors and data analysis programs to explore relationships among physical quantities. The topic of mechanics will be covered in much greater depth and with a higher level of mathematical sophistication than in the regular physics course. Prospective students should be comfortable with using mathematics to solve problems. *UC/CSU approved.*

**COURSE**                    **A.P. ENVIRONMENTAL SCIENCE**

**PREREQUISITE**        Completion of (Alg. 1 or Integrated Math I) **and** (Geometry or Integrated Math II) **and** concurrently enrolled in (Alg. 2 or Integrated Math III) recommended  
 Completion of Biology with a "B" or better  
 Completion of Physics with a "C" or better  
 Completion of Chemistry. (Honors Chemistry recommended)

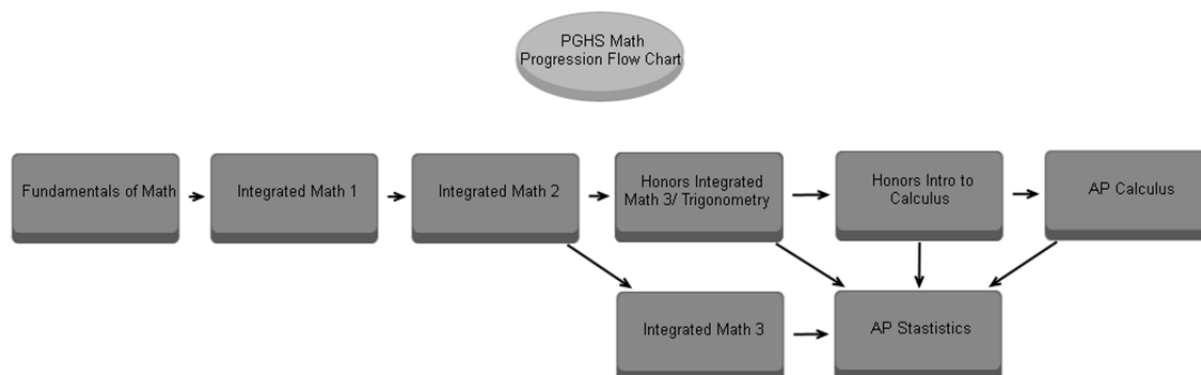
**GRADE LEVEL**        11, 12

**LENGTH**                1 year

**CREDIT**                5 credits per semester

**DESCRIPTION**        This course is designed to be a rigorous science course that is the equivalent of a one-semester, introductory college course in environmental science. Topics will draw together geology, biology, chemistry, and marine science subject matter. Long-term field study projects will be set up at the beginning of each school year. Students will be expected to take an active role in designing and setting up these projects, as well as maintaining a field laboratory notebook throughout the year. Emphasis is on data collection and analysis of data sets, understanding the inter-relationships in the natural world, identifying and analyzing environmental problems both natural and human-made, evaluating risks associated with these problems and possible solutions. Students taking the course should have solid math skills because of the analytical nature of the work, and a solid background of both physical and life science. Junior or senior class standing mandatory *UC/CSU approved.*

# MATHEMATICS



1. Math courses are yearlong courses and students who are in need of repeating 2nd semester must repeat the entire course.
2. The PGHS math courses are integrated, therefore Monterey Peninsula College and online courses of traditional Algebra 1, Geometry, and Algebra 2 courses will not be recognized as equivalent courses of Integrated Math I and Integrated Math II. Students will be allowed to substitute Math 263 (Intermediate Algebra and Coordinate Geometry) at Monterey Peninsula College for the Integrated Math III taught at PGHS. Successfully completing MPC or online courses of BOTH Algebra 1 and Geometry will be recognized as meeting the demands for recovery credit only (repeat of courses) for Integrated Math I and II.
3. The only math courses that can have concurrent enrollment are:
  - a. Honors Introduction to Calculus and AP Statistics
  - b. AP Calculus and AP Statistics

<b>COURSE</b>	<b><u>FUNDAMENTALS OF MATHEMATICS</u></b>
<b>PREREQUISITE</b>	Enrollment by Placement Only
<b>GRADE LEVEL</b>	9
<b>LENGTH</b>	1 Year
<b>CREDIT</b>	5 credits per semester
<b>DESCRIPTION</b>	This course will address the fundamentals of mathematics which will include: arithmetic, operations with integers and fractions, order of operations, problem solving strategies, reasoning, the language/vocabulary of mathematics, and fundamentals in mathematical modeling.

**COURSE**                      **MATH SUPPORT**

**PREREQUISITE**        Students concurrently enrolled in PGHS courses Integrated Math 1 who would like extra help and/or struggled in their prior math course.

**GRADE LEVEL**        9-12

**LENGTH**                1 semester

**CREDIT**                5 elective credits per semester

**DESCRIPTION**        This course is designed to assist students in mastering fundamental skills necessary for success in Integrated Math 1. The course objectives include:

1. Skill development
2. Concept remediation (including integer and fraction operations, order of operations, perimeter and area formulas, and word problems)
3. Study habits
4. Test-taking strategies

**COURSE**                      **INTEGRATED MATH I**

**PREREQUISITE**        Common Core Math 8

**GRADE LEVEL**        9

**LENGTH**                1 year

**CREDIT**                5 credits per semester

**DESCRIPTION**        *UC/CSU approved.* Addressing both the Mathematical Practices (<http://www.corestandards.org/Math/Practice>) and Content Standards associated with the High School Common Core, Integrated Math I focuses on exploring, discussing, and understanding the concepts of:

1. Systems of equations and inequalities
2. Arithmetic and Geometric Sequences
3. Linear and Exponential Functions
4. Features of Functions
5. Congruency, Constructions, and Proofs
6. Connecting Algebra and Geometry
7. Modeling Data



COURSE	<b><u>INTEGRATED MATH II</u></b>
PREREQUISITE	Passing Integrated Math 1 with a “D” or higher
GRADE LEVEL	10
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	<i>UC/CSU approved.</i> Addressing both the Mathematical Practices ( <a href="http://www.corestandards.org/Math/Practice">http://www.corestandards.org/Math/Practice</a> ) and Content Standards associated with the High School Common Core, Integrated Math II focuses on exploring, discussing, and understanding the concepts of: <ol style="list-style-type: none"> <li>1. Quadratics Functions</li> <li>2. Structures of Expressions</li> <li>3. Quadratic Equations</li> <li>4. More Functions</li> <li>5. Geometric Figures</li> <li>6. Similarity and Right Triangle Trigonometry</li> <li>7. Circles from a Geometric Perspective</li> <li>8. Circles and Other Conics</li> <li>9. Probability</li> </ol>

COURSE	<b><u>INTEGRATED MATH III</u></b>
PREREQUISITE	Passing Integrated Math II with a “C” or higher
GRADE LEVEL	11, 12
LENGTH	1 year
DESCRIPTION	<i>UC/CSU approved.</i> Addressing both the Mathematical Practices ( <a href="http://www.corestandards.org/Math/Practice">http://www.corestandards.org/Math/Practice</a> ) and Content Standards associated with the High School Common Core, Integrated Math II focuses on exploring, discussing, and understanding the concepts of: <ol style="list-style-type: none"> <li>1. Functions and their Inverses</li> <li>2. Logarithmic Functions</li> <li>3. Polynomial Functions</li> <li>4. Rational Expressions and Functions</li> <li>5. Modeling with Geometry</li> <li>6. Trigonometric Functions</li> <li>7. Modeling with Functions</li> <li>8. Statistics</li> </ol>

COURSE	<b><u>HONORS INTEGRATED MATH III/ TRIGONOMETRY</u></b>
PREREQUISITE	Passing Integrated Math II with a “B” or higher, or teacher recommendation.
GRADE LEVEL	11, 12
LENGTH	1 year
DESCRIPTION	<i>UC/CSU pending.</i> Addressing both the Mathematical Practices and Content Standards associated with the High School Common Core, Honors Integrated Math III focuses on exploring, discussing, and understanding the concepts of: <ol style="list-style-type: none"> <li>1. Geometric Modeling</li> <li>2. Linear and Quadratic Functions</li> <li>3. Polynomial Functions</li> <li>4. Rational Exponents and Radical Functions</li> <li>5. Exponential and Logarithmic Functions</li> <li>6. Rational Functions</li> <li>7. Sequences and Series</li> <li>8. Trigonometric Ratios and Functions</li> <li>9. Trigonometric Identities and Formulas</li> <li>10. Data Analysis and Statistics</li> <li>11. Probability</li> </ol>

<b>COURSE</b>	<b><u>HONORS INTRODUCTION TO CALCULUS</u></b>
<b>PREREQUISITE</b>	Successful completion of Honors Integrated Math III/ Trigonometry with a grade of “C” or better. Scientific calculator required. Graphing calculator recommended.
<b>GRADE LEVEL</b>	11, 12
<b>LENGTH</b>	1 year
<b>CREDIT</b>	5 units per semester
<b>DESCRIPTION</b>	This course covers advanced topics in functions, trigonometry, vectors, conic sections, sequences and series, polar coordinate systems, parametric equations, derivatives, limits, continuity, and an introduction of integration. <i>UC/CSU pending</i>

<b>COURSE</b>	<b><u>A.P. CALCULUS</u></b>
<b>PREREQUISITE</b>	Completion of Honors Introduction to Calculus with a grade of “C” or better or teacher approval. Graphing calculator. An A.P. approved graphing calculator is required for this course (a TI 83 Plus or TI 84 is suggested)
<b>GRADE LEVEL</b>	12
<b>LENGTH</b>	1 year
<b>CREDIT</b>	5 credits per semester
<b>DESCRIPTION</b>	This course is a college level introductory calculus course designed to enable the student to pass the Advanced Placement exam in mathematics (Calculus AB exam) in order to receive college credit. <i>UC/CSU approved.</i>

<b>COURSE</b>	<b><u>A.P. STATISTICS</u></b>
<b>PREREQUISITE</b>	Completion of Integrated Math III with a grade of “B” or higher. An A.P. approved graphing calculator is required for this course (a TI 83 Plus or TI 84 is suggested)
<b>GRADE LEVEL</b>	11, 12
<b>LENGTH</b>	1 year
<b>CREDIT</b>	5 credits per semester
<b>DESCRIPTION</b>	The purpose of A.P. Statistics is to introduce students to the major concepts and tools for collecting, analyzing and drawing conclusions from data. Students are exposed to four broad conceptual themes: <ol style="list-style-type: none"> <li>1. Exploring data: Observing patterns and departures from patterns.</li> <li>2. Planning a study: Deciding what and how to measure.</li> <li>3. Anticipating Patterns: Producing models using probability theory and simulation.</li> <li>4. Statistical Inference: confirming models.</li> </ol> <p>This course is a college level introductory statistics course designed to enable the student to pass the Advanced Placement Exam in order to receive college credit. <i>UC/CSU approved.</i></p>

## FINE ARTS DIVISION

### MUSIC

**COURSE** **CHAMBER ORCHESTRA**  
**PREREQUISITE** Participation in MS advanced or HS orchestra during the past 12 months or consent of the instructor  
**GRADE LEVEL** 9, 10, 11, 12  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**DESCRIPTION** Students will explore music and music-making through study, rehearsal and performance of a diverse repertoire of musical styles. Students will be provided access to enrichment activities through several school and community sources. *UC/CSU approved performing art course.*

**COURSE** **CONCERT BAND/ MARCHING BAND**  
**PREREQUISITE** Participation in MS advanced or HS band during the past 12 months or consent of the instructor  
**GRADE** 9, 10, 11, 12  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**DESCRIPTION** Students will explore music and music-making through study, rehearsal and performance of a diverse repertoire of musical styles. The band will provide entertainment and spirit at concerts, parades, football games, and school rallies. Students will be provided access to enrichment activities through several school and community sources. *UC/CSU approved performing art course.*

**COURSE** **MUSIC TECHNOLOGY**  
**PREREQUISITE** None  
**GRADE LEVEL** 10, 11, 12  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**DESCRIPTION** This course will explore the role of technology in musical applications. The course will include live sound production, recording techniques, computer-assisted composition, and audio production. A variety of software and hardware will be utilized. Prior experience in music is desirable, but not a prerequisite.

**COURSE** **CHORUS**  
**PREREQUISITE** None  
**GRADE LEVEL** 9, 10, 11, 12  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**DESCRIPTION** Students will explore choral music and singing through study, rehearsal and performance of a diverse repertoire of musical styles. Students will be provided access to enrichment activities through several school and community sources. There will be mandatory performances each year.

### THEATER

**COURSE** **DRAMA**  
**PREREQUISITE** None  
**GRADE LEVEL** 9, 10, 11, 12  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**DESCRIPTION** Drama is a participation course. Students are required to perform before the class audience in a variety of roles: monologues, skits, improvisations, pantomimes, duets and scenes. The emphasis will be on changing the student from a passive, accepting viewer into an active critical audience and actor. Written work is expected of the student on a regular basis. May be taken twice for credit. *UC/CSU approved performing art course.*

## ART

**COURSE** **INTRO TO ART**  
**PREREQUISITE** None  
**GRADE LEVEL** 9,10,11,12  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**FEE** \$40.00 material fee\*  
**DESCRIPTION** INTRO TO ART is designed for students who have been afraid of arts and crafts and for those who feel comfortable making art. Basic skills are taught in addition to more advanced techniques. Emphasis is placed on introductory units on drawing, color mixing, painting, stenciling, airbrush, pottery (hand building) and general craft design concepts. Students will learn that making arts and crafts can be fun and rewarding. **Transfer students and student with advanced skills** who wish to challenge this prerequisite for DRAWING & PAINTING or 2D DESIGN need to demonstrate their artistic ability by showing 3 or more art pieces of different media (example; pencil, markers, paint). It is your responsibility to schedule a time to share your art before or during the first 3 days of the course and all challenges must be approved by Mr. Kelly. \*Financial assistance is available for students requiring it. *UC/CSU approved visual arts course.*

**COURSE** **DRAWING & PAINTING**  
**PREREQUISITE** INTRO TO ART  
**GRADE LEVEL** 10, 11, 12  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**FEE** \$40.00 material fee\*  
**DESCRIPTION** Students will have the opportunity to further their skill with drawing and painting. Drawing units will focus on interpretive and realistic graphite and ink drawing while the painting units will focus on acrylic, watercolor and silk painting. Students who complete this course will be prepared to create an AP Drawing Portfolio – DRAWING & PAINTING will be offered every other year – 2016, 2018, 2020. If possible, students are encouraged to take both DRAWING & PAINTING and 2D DESIGN. \*Financial assistance is available for students requiring it. *UC/CSU pending approval for visual arts course.*

**COURSE** **2D DESIGN**  
**PREREQUISITE** INTRO TO ART  
**GRADE LEVEL** 10, 11, 12  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**FEE** \$40.00 material fee\*  
**DESCRIPTION** Students will develop their 2 dimensional design skills. Art units will further their skills with airbrush, digital art, print making, mosaic art, collage and encaustic (wax) – students who complete this course will be prepared to create an AP 2D Design Portfolio – 2D DESIGN will be offered every other year – 2017, 2019, 2021. If possible, students are encouraged to take both DRAWING & PAINTING and 2D DESIGN. \*Financial assistance is available for students requiring it. *UC/CSU pending approval for visual arts course.*

COURSE	<b><u>AP STUDIO ART: 2D DESIGN/DRAWING</u></b>
PREREQUISITE	Grade of "B" or higher in DRAWING & PAINTING or 2D DESIGN and instructor's approval
GRADE LEVEL	11, 12
LENGTH	1 year
CREDIT	5 credits per semester
FEE	\$40.00 material fee*
DESCRIPTION	AP Studio Art course is for the highly motivated student who wants to create a Drawing (or painting) or 2D Design Portfolio. This is an intensive college level course designed around each student creating a personally meaningful portfolio. This course is offered every year, and students may repeat this course for credit by creating an additional portfolio. Students may elect to submit their portfolio to national Advancement Placement College Board in early May with a chance of earning freshman Art college credit. Summer Projects are required and due the first day of class. *Financial assistance is available for students requiring it. <i>UC/CSU approved visual arts course.</i>



## PHYSICAL EDUCATION DEPARTMENT

The Physical Education program is designed to meet the social, emotional, and physical needs of the student through a variety of activities. The Physical Education program fosters growth and development in the following areas:

- Movement skills and knowledge as well as skill acquisition through diverse activities
- Self-image, self-esteem, self-realization; character development
- Social interaction and interdependence; collaborative learning
- Skills and understanding to achieve and maintain lifetime fitness and optimal health

Students must earn a minimum of 20 units in Physical Education (State of California requirement). Physical Education is open to all students and is required for all freshman and sophomore students. All freshmen will be placed into a CORE program. In Core 9 P.E. students will take the State Physical Fitness Standards Test and must pass five out of six standards to pass the course. Students are required to pass the State Physical Fitness Standards Test in order to be exempt from junior and senior physical education courses.

Students can earn 5 credits each semester

Freshman Core (required) Sophomore

Elective (required)

Junior Elective (required if have not passed State Physical. Fitness Test)

Senior Elective (required if have not passed State Physical Fitness Test)

Students who have a long-term medical problem (exceeding 4-1/2 weeks) which excuses them from the regular Physical Education program should request a postponement from Physical Education during the current semester by presenting the doctor's statement of disability to the counselor each semester and enroll at a later date.

<b>COURSE</b>	<b><u>PHYSICAL EDUCATION - CORE 9</u></b>
<b>PREREQUISITE</b>	None
<b>GRADE LEVEL</b>	9
<b>LENGTH</b>	1 year
<b>CREDIT</b>	5 credits per semester
<b>DESCRIPTION</b>	Fitness/Individual Sports

Conditioning/Aquatics	Exercise to Music/Dance	Physical Fitness Testing/Golf
Weight Training/Self Defense/Wrestling	Tennis/Ultimate Frisbee	Track & Field/Badminton

The Fitness gram will be administered to all freshmen students during the spring semester.

<b>COURSE</b>	<b><u>PHYSICAL EDUCATION - CORE 10-12</u></b>
<b>PREREQUISITE</b>	Core 9 completed
<b>GRADE LEVEL</b>	10, 11, 12
<b>LENGTH</b>	1 year
<b>CREDIT</b>	5 credits per semester
<b>DESCRIPTION</b>	Fitness/ Team Sports

Basketball/Football/Soccer	Volleyball/Ultimate Frisbee	Softball/Lacrosse
Fitness/Weights	Wt. Lifting/training	Pickleball
Yoga/Stretching		

COURSE	<b><u>PHYSICAL EDUCATION – Strength Training I</u></b>
PREREQUISITE	Core 9 completed
GRADE LEVEL	10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	Resistance training, conditioning, weight lifting, jump rope, agility training

COURSE	<b><u>PHYSICAL EDUCATION – Advanced Strength Training II</u></b>
PREREQUISITE	Core 9 completed, Strength Training I completed or instructor approval
GRADE LEVEL	10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	Resistance training, conditioning, weight lifting, jump rope, agility training

COURSE	<b><u>PHYSICAL EDUCATION - Dance</u></b>
PREREQUISITE	Core 9 completed
GRADE LEVEL	10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	Exercise to music, aerobics, stretching/yoga, dance technique; ballet, jazz, hip hop, Latin. Participation in performances will be part of the grade.

COURSE	<b><u>SPORTS SPECIFIC TRAINING (BASKETBALL)</u></b>
PREREQUISITE	Varsity letter in Sport or Instructors Approval
GRADE LEVEL	10, 11, 12
LENGTH	Fall Semester
CREDIT	5 credits per semester
DESCRIPTION	In depth Basketball on court training, Core, Weight and resistance training. Theory and strategy of the game.

COURSE	<b><u>SPORTS SPECIFIC TRAINING (FOOTBALL, VOLLEYBALL)</u></b>
PREREQUISITE	Varsity letter in Sport or Instructors Approval
GRADE LEVEL	10, 11, 12
LENGTH	Spring Semester
CREDIT	5 credits per semester
DESCRIPTION	In depth core, weight and resistance training. Theory and strategy of each sport. Sport specific drills to increase skills needed for the sport.

## ADDITIONAL COURSE OFFERINGS

**COURSE**                    **A.P. PSYCHOLOGY**  
**PREREQUISITE**        Grades of B or better in previous history/English classes  
**GRADE LEVEL**        10, 11, 12  
**LENGTH**                1 year  
**CREDIT**                5 elective credits per semester  
**DESCRIPTION**        The A.P. Psychology course is designed to introduce students to the systematic and scientific study of the behavior and mental processes of human beings and other animals. Students are exposed to the psychological facts, principles, and phenomena associated with of the major subfields within psychology. All students who are willing to accept the challenge of a rigorous academic curriculum should consider signing up for this class. *UC/CSU approved.*

**COURSE**                    **AVID (Advancement Via Individual Determination)**  
**PREREQUISITE**        AVID teacher recommendation  
**GRADE LEVEL**        9, 10  
**LENGTH**                1 year  
**CREDIT**                5 credits per semester  
**DESCRIPTION**        AVID is designed to prepare students, in an academic context, for entrance into four year colleges/universities. The emphasis will be on analytical writing, preparation for college entrance and placement exams, college study skills and test taking, note taking and research. Students will receive one hour of instruction per week in college entry level skills, three hours per week in tutor led study groups, and one hour per week in motivational activities and academic survival skills.

**COURSE**                    **AVID 2 (Advancement Via Individual Determination)**  
**PREREQUISITE**        AVID teacher recommendation  
**GRADE LEVEL**        11, 12  
**LENGTH**                1 year  
**CREDIT**                5 credits per semester  
**DESCRIPTION**        AVID is designed to prepare students, in an academic context, for entrance into four year colleges/universities. The emphasis will be on analytical writing, preparation for college entrance and placement exams, college study skills and test taking, note taking and research. Students will receive one hour of instruction per week in college entry level skills, three hours per week in tutor led study groups, and one hour per week in motivational activities and academic survival skills. The class will focus on SAT / ACT Prep as well as college visits and information in picking a college that fits a student's needs.

COURSE	<b><u>S.T.E.A.M. (Science, Technology, Engineering, Arts and Math) Electives 1</u></b>
PREREQUISITE	Student must be on track to meet all UC a-g required and recommended courses by graduation with a C or better in every course.
GRADE LEVEL	11
LENGTH	1 year
CREDIT	10 credits
DESCRIPTION	The STEAM elective is a two-year course for students who wish to pursue independent research on a question or problem of their choice. The projects can be research-oriented or design-oriented, but must incorporate a substantial amount of original, innovative work under the guidance of a mentor. During junior year, each student will research a topic and prepare a written and oral presentation outlining the goals of his or her project for approval. Once a project has been approved, the student will focus on acquiring skills required to complete the project and begin his or her fieldwork. During senior year, students will continue the independent research or community-based projects and prepare a written and oral thesis of their work. This course is a rigorous, project-based learning opportunity. Students will be expected to work independently, plan their time carefully, and complete all aspects of the project in a professional manner. During the two year period, students should expect to invest a minimum of 200 hours outside of class on the research and documentation of their work. The STEAM elective is a culminating experience for PGHS students, offering them a chance to showcase their talents and pursue individual interests in a meaningful way. <b><u>This course will be offered pending number of student sign ups.</u></b> <i>UC/CSU pending.</i>

**S.T.E.A.M. Elective 2 (for seniors) will be offered in the 2017-2018 school year.**

COURSE	<b><u>AP COMPUTER SCIENCE</u></b>
PREREQUISITE	Integrated Math 3 with a B or better
GRADE LEVEL	11
LENGTH	1 year
CREDIT	10 credits
DESCRIPTION	AP Computer Science is the equivalent of an introductory, one-semester, college-level course in computer science. The course emphasizes programming methodology with a focus on problem solving and algorithm development using the Java programming language. Specific topics include object-oriented design, program design and implementation, algorithm analysis, and standard data structures. Students will tackle long-term, large scale computer programming problems and are expected to take the AP Computer Science exam in May. <i>UC/CSU pending.</i>

COURSE	<b><u>ENGLISH LANGUAGE DEVELOPMENT</u></b>
GRADE LEVEL	9, 10, 11, 12
LENGTH	1 Year
CREDIT	10 Credits
DESCRIPTION	English Language Development (ELD) is designed for the English language learner who is placed in the course based on the California English Language Development Test (CELDT). This course stresses the development of language comprehension, production, grammar, and mechanical skills necessary to participate in mainstream courses. Students will practice all four domains for acquiring the English language: speaking, listening, reading, and writing with a strong emphasis on academic discourse for oral language development. In addition, this course will be aligned with the appropriate grade level English course based on student CELDT scores. This course will meet one year of the English requirement for PGHS graduation for students scoring a 2 or lower on the CELDT.

COURSE	<b><u>HEALTH</u></b>
PREREQUISITE	Required
GRADE LEVEL	9, 10, 11, 12
LENGTH	1 semester
CREDIT	5 credits
DESCRIPTION	This course includes programs on basic body systems, healthcare, drugs, alcohol, tobacco awareness, sex education, nutrition and exercise, suicide prevention, and decision-making skills. This is a state mandated course.

COURSE	<b><u>LEADERSHIP</u></b>
PREREQUISITE	GPA of 3.0, no “F’s” or suspensions. ( <b>9<sup>th</sup> graders</b> must have been elected in 8 <sup>th</sup> grade as officers for their Freshman year.)
GRADE LEVEL	9, 10, 11, 12 (required for class and ASB officers)
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	This course provides students an opportunity to learn, develop and implement leadership skills in communication, conflict resolution and service projects. Class and ASB officers are required to enroll, but the course is open to all students interested in making a difference at PGHS and planning to take a leadership role on campus. Class has many outside requirements including float building, early morning rally readies, shoe hall decorations, dance decorations, and staff breakfast preparations. Leadership is also in charge of the daily bulletin, and students will be taught various video production skills that include filming, editing and producing video packages, commercials and public service announcement. In addition, students are required to participate in fundraising, dress up days, and lunchtime class meetings. All students must sign a behavior contract indicating their desire to remain drug and alcohol free. Read the PGHS Constitution online at <a href="http://www.pghs.org">www.pghs.org</a> before joining the class, for more information.

COURSE	<b><u>SPECIALIZED ACADEMIC SUPPORT</u></b>
PREREQUISITE	SPED, 504
GRADE LEVEL	9, 10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester (This class is Pass/No Pass and does affect eligibility)
DESCRIPTION	Specialized Academic Support is designed to support students in their mainstream classes by providing extra help on homework and teaching skills including organization, time management, note taking and test taking.

COURSE	<b><u>STUDY HALL</u></b>
PREREQUISITE	Approval through Counselor (enrollment is extremely limited)
GRADE LEVEL	9, 10, 11, 12
LENGTH	1 year
CREDIT	No credit (This class is Pass/No Pass and does affect eligibility.)
DESCRIPTION	Study Hall is designed to give students a place to work on homework.



## CAREER TECHNICAL EDUCATION

This is a program to increase training opportunities by offering part-time technical/vocational courses. Credits are applicable to high school graduation. Students in C.T.E. classes will receive career counseling. Enrollment is limited to 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade students. A part of some C.T.E. classes is on-the-job training. How much credit you receive is closely linked to your attendance. If you do get a job, you may continue to receive C.T.E. credits toward graduation.

### OFFERED AT PACIFIC GROVE

#### CTE COURSE SEQUENCES – INFORMATION TECHNOLOGY

Introductory 9th & 10th Grade	Capstone 11th & 12th Grade	MPC 2 year College
CSIS I Photo I Media Production Beginning Graphic Design	CSIS II CSIS III PHOTO II PHOTO III MEDIA PRODUCTION II	Computer Science CISCO Networking Computer Hardware & Repair Software Application Design Cyber Security E-Commerce Web Design & New Media 3D Auto CAD Design Animation Digital Arts/Illustration Video Game Design Robotics Advertising Marketing Services Business Management Graphic Design Visual Communications Video and TV Production Photography

#### **COURSE CSIS I: INTRODUCTION TO COMPUTER SCIENCE**

PREREQUISITE None

GRADE LEVEL 9, 10, 11, 12

LENGTH Semester

CREDIT 5 (semester course)

LAB FEE: \$30 per semester

DESCRIPTION This course examines some of the fundamental ideas of the science of computing. Designed for Computer Science majors and non-majors. Students will be introduced to the concepts of networking, software, computer hardware and security; as well as programming languages like Python, C++, and Java. This course provides computer literacy and training through the use of web applications, and general office applications such as Word, Excel, and PowerPoint and an overview on the computer impact on society and the role of computers in everyday life and business. This class is articulated with MPC, students who take and enroll the CSIS 1 course at PGHS may qualify to receive MPC credits for the CSIS 1 course offered at MPC. (Must receive a “B” or better to qualify.)

COURSE	<b><u>CSIS II: FOUNDATIONS</u></b> <b>(CSIS = COMPUTER SCIENCE &amp; INFORMATION SYSTEMS)</b>
PREREQUISITES	Grade 'B' or better in CSIS
I GRADE LEVEL	10, 11, 12
LENGTH	1 Year
CREDITS	5 credits per semester
LAB FEE:	\$30 per semester
DESCRIPTION	This is a beginning course in robotics to explore the fundamentals in engineering and electronics. We will be utilizing Arduinos, Raspberry Pi and Lego Mindstorm. Students will learn how to program in Java, Python, and Lego Mindstorms. Students will also do programming using Arudino Software and EV3 software for the Lego Mindstorm. They will learn about the history of robots and basic concepts. Students will create individually designed projects utilizing programs in Adobe Creative Suit, AudoDesk Entertainment Suite (specifically Maya, 3ds Max, Softimage, Motionbuilder, Mudbox). The goal of this course is to develop in students the computational thinking or practices of algorithm development, problem solving and programming within the context of problems that are relevant to the lives of today's students. Student will be introduced to topics such as interface design, limits of computers, and societal and ethical issues. <i>UC/CSU approved</i>

COURSE	<b><u>CSIS III: CAPSTONE</u></b> <b>(CSIS = COMPUTER SCIENCE &amp; INFORMATION SYSTEMS)</b>
GRADE LEVEL	10, 11, 12
LENGTH	1 Year
CREDITS	5 credits per semester
PREREQUISITES	Grade 'B' or better in 'CSIS
II LAB FEE:	\$30 per semester
DESCRIPTION	Computer Science DSIS III is a year-long course, designed to continue with the lessons in computer programming from CSIS II. This course reinforces general computer science concepts with a focus on hands-on programming and problem solving. Programming concepts that are covered include variable types, operators, flow of control commands, arrays, interactive 2-D graphics, and the basics of object-oriented programming. CSIS III is a computer programming course. The purpose of the course is for students to use their creativity and imagination to come up with new features to add to their programs and then use their knowledge and skill in programming to implement these features. This course will help train students to think in the manner that is required to be successful in this technology driven world. Students will learn how to code a video game in Alice 2.0 and move on to 3.0. Students will also be encouraged to create projects using concepts learned in CSIS II with microcontrollers and programming. <i>UC/CSU approved</i>

COURSE	<b><u>BEGINNING GRAPHIC DESIGN</u></b>
PREREQUISITE	None
GRADE LEVEL	9, 10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
LAB FEE	\$35.00 per semester
DESCRIPTION	An introduction to the world of visual communications that incorporates the use of art elements, typography, and photography to produce visual layouts intended for print. Advertisements, product packaging and posters are a few final products students will learn to produce. Students will understand and practice techniques related to graphic design concepts that include color usage, special relationships, and type-design to capture a viewer's eye. Students will industry standard software: Adobe Illustrator and InDesign to create their work.

**COURSE**                    **MEDIA PRODUCTION I****PREREQUISITE**        None**GRADE LEVEL**        9, 10, 11, 12**LENGTH**                1 year**CREDIT**                5 credits per semester

**DESCRIPTION**        Media Production is an introductory level, multi-disciplinary class that gives students the opportunity to create amazing video content using digital cameras and editing software. Students will learn to produce fictional stories, music videos and documentaries that will engage an audience. Also, students will learn and practice the art of video journalism by anchoring and creating story packages that will go into our school-wide “Breaker-Broadcast.” Topics such as shooting techniques, lighting, creating visual “energy” and editing special effects will also be covered.

**COURSE**                    **MEDIA PRODUCTION II****PREREQUISITE**        Grade “C” or better in Media Production I**GRADE LEVEL**        10, 11, 12**LENGTH**                1 year**CREDIT**                5 credits per semester

**DESCRIPTION**        Using techniques and leadership skills gained during Media Production I, the student will pursue individual video projects that she/he is interesting in. Guided by the teacher, the student will take an idea from storyboard to final execution using techniques used in the video industry. Additionally, the student will take on a leadership role in facilitating BTV, our school’s television station.

**COURSE**                    **PHOTOGRAPHY I****PREREQUISITE**        None**GRADE LEVEL**        9, 10, 11, 12**LENGTH**                1 year**CREDIT**                5 credits per semester**FEE**                        \$45.00 per semester \*

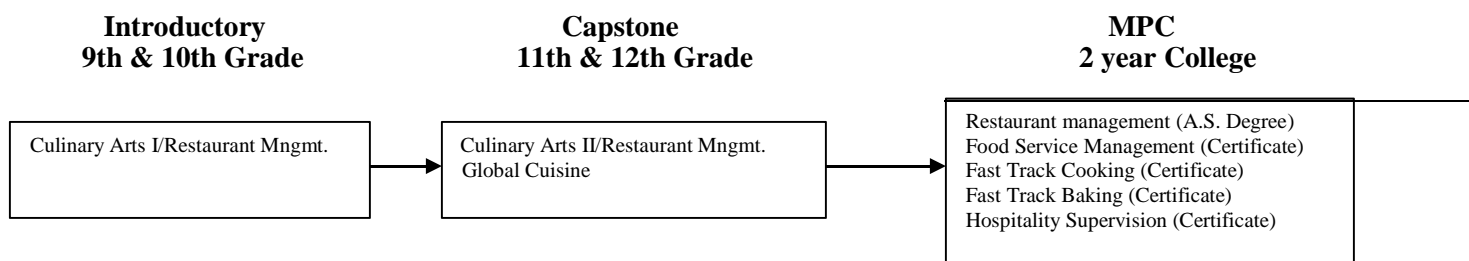
**DESCRIPTION**        This is an introductory level class appropriate any student curious about producing photographic art with applications to both the fine and commercial arts industries. Students will understand and apply concepts regarding image making mechanics and composition techniques in order to produce compelling imagery. Students will also gain an understanding of how photographic imagery has had an influence on society through historical study and practice. This is a hybrid technology class which will include projects using both traditional and digital cameras and printing techniques. Students will learn and practice projects involving digital imaging techniques using Adobe Photoshop. A 35mm film based SLR camera is required.

\*Financial Assistance is available for students requiring it. See your counselor for more information. *UC/CSU approved visual art course.*

COURSE	<b><u>PHOTOGRAPHY II</u></b>
PREREQUISITE	Photography I
GRADE LEVEL	10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
FEE	\$45.00 per semester *
DESCRIPTION	Building on concepts and skills learned in photography I, students will have the opportunity to deepen their understanding of how photographic imagery has and continues to shape our society through discussions, ideation, and practice. Through involved projects, students will create imagery that convey messages, tell stories, and persuade. Students will practice advanced darkroom and digital techniques, to produce unusual effects using both traditional and alternative processes. Digital imaging skills will be expanded upon in order to produce imagery frequently seen in both web and print media. Students will also gain an understanding of how careers have evolved and are available to them in the visual arts professions. A 35mm film based SLR camera is required. *Financial Assistance is available for students requiring it. See your counselor for more information. <i>UC/CSU approved visual art course.</i>

COURSE	<b><u>PHOTOGRAPHY III</u></b>
PREREQUISITE	Grade "B" or better in Photography II
GRADE LEVEL	11, 12
LENGTH	1 year
CREDIT	5 credits per semester
FEE	\$45.00 per semester *
DESCRIPTION	Photography III is a "workshop" oriented class where the primary goal is to give students a chance to hone one's skills in the style or area of their choice. Working with the instructor, the student maps out monthly goals with photo-oriented tasks to be completed on a weekly basis. The end result at the end of the year is a cohesive collection of work that is ready to be shown to prospective employers in the arts field of the student's choosing.

## CTE COURSE SEQUENCES – FOOD SERVICE & HOSPITALITY



### **COURSE                      CULINARY ARTS I/RESTAURANT MANAGEMENT**

**PREREQUISITE**        None

**GRADE LEVEL**        9, 10, 11, 12

**LENGTH**              1 year

**CREDIT**                5 credits per semester

**FEE**                      \$50.00 per semester

**DESCRIPTION**        This course is a Career Technical Education program for all students preparing for a job or career in restaurants, catering, food service or hotel banquet catering. Units covered include proper use of equipment, food sanitation, food preparation and presentation, meal planning and budgeting. Units will cover soups, fruits and vegetables, potatoes and grains. Exposure to congruent businesses by way of field trips, job shadowing, and opportunities for internships will be provided.

### **COURSE                      CULINARY ARTS II/RESTAURANT MANAGEMENT**

**PREREQUISITE**        Culinary Arts I/Restaurant Management with a grade of “B” or better

**GRADE LEVEL**        10, 11, 12

**LENGTH**              1 year

**CREDIT**                5 credits per semester

**FEE**                      \$50.00 per semester

**DESCRIPTION**        This course is designed to further develop skills acquired in Culinary Arts 1. Units will cover, breakfast food and sandwiches, nutrition, salads, meats and poultry, baking and desserts, controlling food service costs and the art of service. Students will be provided the opportunity to earn the CA Food Handler’s Certificate. Students may also apply for the National ProStart Certificate.

### **COURSE                      GLOBAL CUISINE**

**PREREQUISITE**        Culinary Arts I/Restaurant Management with a grade of “B” or better

**GRADE LEVEL**        10, 11, 12

**LENGTH**              1 year

**CREDIT**                5 credits per semester

**FEE**                      \$50.00 per semester

**DESCRIPTION**        This course is designed to further develop skills acquired in Culinary Arts I with a focus on global culinary traditions. The course will cover Regional American and International Cuisine through the examination of flavor components and cooking techniques. All students will be expected to earn the CA Food Handler’s Card. Students will also be provided the opportunity to earn the National ProStart Certificate.



<b>CTE COURSE SEQUENCES –PUBLIC SAFETY SERVICE</b>
--

<b>COURSE</b>	<b><u>SPORTS MEDICINE 1</u></b>
<b>PREREQUISITE</b>	None
<b>GRADE LEVEL</b>	10, 11, 12; age 16 or older
<b>LENGTH</b>	1 year
<b>CREDIT</b>	5 credits per semester
<b>CHARGE</b>	\$50.00 per semester*

**DESCRIPTION** This course provides students with a fun and effective way of learning anatomy and applying that knowledge to the treatment of the most common sports injuries. The first semester covers the lower half of the body. The second semester encompasses the upper extremities and concussion management. This class exposes the students to the possibility of careers in health care through visiting surgeons, physical therapists and other medical professionals. Each year the students will visit a college and or professional facility to observe top level sports medicine and athletic training. In addition, this course provides students with manual taping, bracing and first aid skills, knowledge and familiarity in the areas of physical fitness, physical therapy, physical medicine and athletic training. Second year students are eligible for Sports Med 2 which involves internship and observation at various physical therapy and surgical sites.

<b>COURSE</b>	<b><u>SPORTS MEDICINE 2</u></b>
<b>PREREQUISITE</b>	Sports Medicine 1
<b>GRADE LEVEL</b>	11 or 12; age 16 or older
<b>LENGTH</b>	1 year
<b>CREDIT</b>	5 credits per semester
<b>CHARGE</b>	\$50.00 per semester

**DESCRIPTION** Utilizing knowledge and skills gained in Sports Med 1, students will obtain practical, hands-on work experience as team assistant trainers and through internships in health related fields such as physical therapy, physical medicine, nursing, radiology, strength and conditioning, nutrition and orthopedic surgery. Students will become CPR certified and engage in a variety of classroom and lab activities to promote job acquisition and leadership skills. The importance of work relationship development, professionalism and service are emphasized throughout the course.

**Participating Local Clinics and Institutions:**

- Monterey Peninsula College Adaptive PE and Rehabilitation – Mark Clements
- CSUMB Human Performance Lab – Dr. Kent Adams
- CSUMB Training Room – Dr. Kent Adams
- Monterey Joint and Spine – Dr. Chris Meckel
- Monterey Institute of Orthopedics and Sports Medicine – Dr. Michael Klassen
- Monterey Peninsula Surgery Center (surgical observation) – Lisa Catherword RN
- CHOMP Radiology (Job Shadowing) – Eric Lamonico, Dr. Joan Frisoli
- MPC Nursing (educational observation) – Samar Hage RN, Patti Nervino RN
- 360° Wellness & Physical Therapy – Fallon Hookailo, RPT
- Damon Anderson Physical Therapy – Damon Anderson, RPT
- Performance Physical Therapy – Kenny Peyton, DPT
- Balance Physical Therapy – John Faramond, DPT
- Soft Tissue Medical Center – Dr. Richard Tezak
- Pro Sports Performance – Trevor Howell, Paul Cater (Baltimore Orioles Strength Coach)
- In Shape Fitness – Buck Patton
- Bovine Fitness – Matt Lamarque
- MPC Fitness – Coach Daniel Phillips

## CAREER TECHNICAL EDUCATION AT OTHER HIGH SCHOOLS

Pacific Grove High School students are able to take C.T.E. classes at Carmel High School and at the two high schools in the Monterey Peninsula Unified School District (Seaside High School and Monterey High School). Unfortunately, all three of these schools have school calendars and bell schedules that make it difficult for P.G.H.S. students to fit these “off campus” classes into their schedules. Below are listed the C.T.E. classes available off campus. **Please see your counselor for more information about how enrollment in one of these courses would affect your schedule.**

Administration of Justice  
 Auto Mechanics  
 Auto Technology 1 & 2  
 Bio Technology  
 Certified Nurse Assistant  
 Cinema Arts & Production  
 Computer Business Applications I  
 Computer Electronics  
 Computer Graphics  
 Computer Maintenance & Repair  
 Computers in Business I  
 Construction Technology  
 Coop Work Experience  
 CSI Forensics  
 Culinary Arts  
 Dance I, II & III  
 Digital Music  
 Digital Photo  
 Drama I & II  
 EMT  
 Graphic Design 1  
 Green Careers

Health Careers 1  
 Hospitality Management/Food Production  
 Hospitality/Tourism Intro to  
 Industrial Arts Introduction  
 to Engineering Mill Cab &  
 Furniture  
 Multi Media Film & Video  
 Photo I & II  
 Professional Actor Training  
 Retail Merchandise  
 Robotics 1  
 Robotics Engineering  
 Sports Med I & II  
 Stage/Studio I  
 Stagecraft  
 Technical Writing  
 Technical Writing-Newspaper  
 Technical Writing-Yearbook  
 Video Production  
 Working With Children  
 Yearbook

**a-History/Social Science**

World Geography  
World History  
U.S. History  
Government  
AP World History  
AP U.S. History  
AP Government

**b-English**

English 1  
English 2  
English 3  
AP English Language  
Honors English 1  
Honors English 2  
English 4 Senior Seminar  
English 4 Sports Literature  
English 4 Literature & the Dynamics  
of Social Justice.  
English 4 Theory & Practice of  
Poetry & Fiction  
English 4 Expository Reading & Writing  
(UC a-g pending)  
AP English Literature  
Science Fiction & Dystopia  
(UC a-g pending)

**c-Mathematics**

Integrated Math I  
Integrated Math II  
Integrated Math III  
Honors Integrated Math III/Trigonometry  
(UC a-g pending)  
Honors Introduction to Calculus  
(UC a-g pending)  
AP Calculus  
AP Statistics

**d-Laboratory Science**

Anatomy/Physiology  
Biology  
Chemistry/Honors  
Chemistry  
AP Environmental Sci.

**e-Language Other than English**

Spanish 1  
Spanish 2  
Spanish 3  
Spanish 4  
AP Spanish  
AP French  
French 1  
French 2  
French 3  
French 4

**f-Visual & Performing Arts**

Intro to Art (UC a-g title change pending)  
Drawing & Painting (UC a-g pending)  
AP Studio Art  
Photography I  
Photography II  
Drama I  
Marching/Concert Band  
String Orchestra

**g-Elective**

AP Psychology  
Economics  
Honors Social Studies  
Marine Science (UC Elective)  
Earth & Space Science (UC Elective)  
Computer Science & Info Systems CSIS II  
Computer Science & Info Systems III  
AP Computer Science (UC a-g pending)  
S.T.E.A.M. (UC a-g pending)

Pacific Grove High School  
UC/CSU required a-g courses

Course Subjects		Grade 8		Grade 9		Grade 10		Grade 11		Grade 12	
		Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
A	<b>U.S. History/Government - 2 years</b> <i>Two years, including one year of world history, and one year of U.S. history, or one-half year of U.S. History and one-half year of American government</i>										
B	<b>English – 4 years</b> <i>Composition, Literature and other English courses designated as college preparatory.</i>										
C	<b>Mathematics – 3 years</b> <i>(4 years recommended UC/CSU) Algebra, Geometry, Algebra II, Pre-Cal, AP Calc, AP Stats or Int. Math I, Int. Math II, Int. Math III, Pre-Cal, AP Calc, AP Stats</i>										
D	<b>Laboratory Science – 2 years</b> <i>(3 years recommended UC) Biology and (chemistry or physics). In addition, CSU will accept either marine science <u>or</u> Earth and Space Science (not both)</i>										
E	<b>Foreign Language – 2 Years</b> <i>(3 years recommended UC) Two years in the same language.</i>										
F	<b>Visual &amp; Performing Arts – 1 year</b> <i>Art, Photography, Drama, Band, Orchestra</i>										
G	<b>College Preparatory Electives – 1 year</b> <i>Courses from the a-f areas and honors social studies, psychology, economics, marine science, earth and space science</i>										

**SUBJECT:** Revisions to the Monterey and San Benito Counties Property and Liability JPA Bylaws

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

---

**RECOMMENDATION:**

The District Administration recommends that the Board review and approve the revisions made to the bylaws of the Monterey and San Benito Counties Property and Liability JPA.

**BACKGROUND:**

Along with thirty other school districts in Monterey and San Benito counties, PGUSD is a participating member of this Joint Powers Authority for property and liability insurance coverage.

**INFORMATION:**

Over the course of the last couple years, the Monterey and San Benito Counties Property/Liability JPA Executive Committee has been reviewing and discussing the JPA Agreement and Bylaws in an effort to make necessary changes to apply for CAJPA Accreditation. At the last full Board meeting on September 10, 2014, the members approved the Executive Committee recommended revisions to those governing documents, as well as adopting some new JPA policies.

Attached is the final revised JPA Agreement and Bylaws, which need to be reviewed and approved by each member district's Board.

For convenience, a list of the revisions has been included.

**FISCAL IMPACT:**

This item is for review only.

## Bylaws:

## Action/Discussion Item C

### 1. Article VII.E.5: Finance

- Actuarial wording added – last sentence “An actuarial study, performed on at least a biennial basis, to determine the self-insured rate is required. This rate is used to calculate the member contribution.”

### 2. Article XII.C: Disposition of Property and Funds

- Surplus money wording added – last sentence “Any surplus money on hand shall be returned in proportion to the contributions made in accordance with Government Code section 6512. Any such distribution will be made to the current participating members at the date of dissolution.

### 3. Article XIV.A-C: Indemnification

- This entire section was added to the Bylaws to address indemnification clause requirements.

### 4. Article XV.A.B: Amendment

- To read; All amendments to these Bylaws must be approved by a **majority** vote of the Board of Directors before the amendment shall become effective.

## JPA Agreement:

### 1. Article 6. Bylaws

- Second paragraph: All amendments must be approved by a **majority** vote of the Board of Directors before the amendment shall become effective.

### 2. Article 12. Amendments

- Added: “and will be binding to all remaining members” to read: This Agreement may be amended at any time with a subsequent written agreement signed by a **majority** of the Board of Directors and will be binding to all remaining members.

---

Upon approval by your district’s Board, forward a signed copy of the JPA Agreement along with a copy of your meeting minutes reflecting approval to the attention of Frances Freeman via U.S. mail or email at Frances Freeman at [ffreeman@keen.com](mailto:ffreeman@keen.com). Please be sure to read the new policy on Member District Signature Compliance.

If you should have any questions, please feel free to contact me.



Action/Discussion Item C

Thank you.

Marcia Malone

Account Manager

Property & Casualty

Keenan

Innovative Solutions. Enduring Principles.

License #: 0451271

p: 408.441.0754 ext. 6154 | f: 408.436.9308

e: [mmalone@keenan.com](mailto:mmalone@keenan.com) | w: [www.keenan.com](http://www.keenan.com)

1740 Technology Drive, Suite 300 | San Jose, CA 95110

Please follow us on: Facebook

| LinkedIn | Twitter

*Exceptional customer service is a top priority at Keenan. If there is anything I can do to improve your experience or if you would like to provide feedback, please feel free to contact my Team Leader, Steve Bour, at (408) 441-0754 ext. 6152 or at [sbour@keenan.com](mailto:sbour@keenan.com)*

CONFIDENTIALITY NOTICE: This communication and its attachments may contain non-public, confidential, or legally privileged information including HIPAA-protected PHI. The interception, use or disclosure of such information is prohibited. If you are not the intended recipient, or have received this information in error, please notify the sender immediately by reply email and delete all copies of this message and attachments without reading, saving, or further distributing them.

---

**3 attachments**



**Monterey SB JPA Agreement revised 2014.pdf**

67K



**Monterey SB JPA Bylaws revised 2014.pdf**

74K



**New and Revised JPA Policies (zipped) Folder.zip**

199K

---

**Rick Miller** <[rmiller@pgusd.org](mailto:rmiller@pgusd.org)>  
To: Frances Freeman <[ffreeman@keenan.com](mailto:ffreeman@keenan.com)>

Wed, Nov 18, 2015 at 10:59 AM

Frances

I will take this to our next Board meeting on Dec 10.

PGUSD

Organizational Meeting of December 10, 2015

JOINT EXERCISE OF POWERS AGREEMENT

MONTEREY & SAN BENITO COUNTIES PROPERTY/LIABILITY

JOINT POWERS AUTHORITY

## TABLE OF CONTENTS

## JOINT EXERCISE OF POWERS AGREEMENT

---

Article	Page
1. Creation of the Joint Powers Entity.....	3
2. Term of the Agreement.....	3
3. Purpose of the Authority.....	3
4. Powers of the Authority.....	3
5. Functions of the Authority.....	4
6. Bylaws.....	5
7. Membership in the Authority.....	5
8. Responsibility of Members.....	6
9. Withdrawal from or Termination of Membership.....	6
10. Termination of Agreement.....	6
11. Disposition of Property and Funds.....	7
12. Amendments.....	7
13. Severability.....	7
14. Liability.....	7
15. Enforcement.....	7
16. Definitions.....	8

JOINT EXERCISE OF POWERS AGREEMENT

TO ESTABLISH, OPERATE, AND MAINTAIN A JOINT PROGRAM  
FOR LIABILITY AND PROPERTY DAMAGE PROTECTION

THIS AGREEMENT is entered into pursuant to the provisions of the Joint Exercise of Powers Act, Title 1, Division 7, Chapter 5, Article 1 (Sections 6500, et seq.) of the California Government Code between the public educational agencies signatory hereto, and also those which may hereafter become signatory hereto, for the purpose of operating an agency to be known and designated as the Monterey & San Benito Counties Property/Liability Joint Powers Authority, hereinafter designated as the "Authority".

WITNESSETH:

WHEREAS, it is to the mutual benefit of the parties herein subscribed and in the best public interest of said parties to join together to establish this Joint Powers Agreement to accomplish the purposes hereinafter set forth; and

WHEREAS, the development, organization, and implementation of such an Authority is of such magnitude that it is desirable for aforesaid parties to join together in this Joint Powers Agreement in order to accomplish the purposes hereinafter set forth; and

WHEREAS, the signatories hereto have determined that there is a need, by public educational agencies, for a joint program for liability and property damage protection; and

WHEREAS, it has been determined by such signatories that a joint program for liability and property damage protection is of value on an individual and mutual basis; and

WHEREAS, A joint program for liability and property damage protection can adequately serve the needs of all of such signatories; and

WHEREAS, Title 1, Division 7, Chapter 5, Article 1, of the California Government Code authorizes joint exercise by two or more public agencies of any power common to them; and

WHEREAS, it is the desire of the signatories hereto to jointly provide for a joint program for liability and property damage protection for their mutual advantage and concern; and

WHEREAS, it is the desire of the signatories hereto to study and from time to time to incorporate other forms of risk management into a joint program such as that described herein.

WHEREAS, the original Joint Powers Agreement to Establish Operate and Maintain a Self-Insurance Program has been in effect since June 29, 1980 and this revised Joint Powers Agreement supersedes the original agreement, as amended; and

NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE MUTUAL ADVANTAGES TO BE DERIVED THEREFROM, AND IN CONSIDERATION OF THE EXECUTION OF THIS AGREEMENT BY OTHER PUBLIC AGENCIES, each of the parties hereto does agree as follows:

**1. CREATION OF THE JOINT POWERS ENTITY**

A Joint Powers Entity, separate and apart from the public educational agencies signatory hereto, shall be and is hereby created and shall hereafter be designated as the Monterey & San Benito Counties Property/Liability Joint Powers Authority (hereinafter referred to as the "Authority").

**2. TERM OF THE AGREEMENT**

This Agreement shall be effective upon the execution hereof by the parties or by their duly authorized representatives and shall supersede and replace any Agreement or Agreements between the parties relating to the Authority. This Agreement shall continue in effect until lawfully terminated as provided herein. In the event of a reorganization of one or more of the public educational agencies participating in this Agreement, the successor in interest or successors in interest to the obligations of any such reorganized public educational agency may be substituted as a party or as parties to this Agreement.

**3. PURPOSE OF THE AUTHORITY**

The Authority is established for the purposes of administering this Agreement, pursuant to the Joint Powers provisions of the California Government Code, and of providing the services and other items necessary and appropriate for the establishment, operation, and maintenance of a joint program for liability and property damage claims against the members of the public agencies who are members thereof, and to provide a forum for discussion, study, development and implementation of recommendations of mutual interest regarding other joint programs.

**4. POWERS OF THE AUTHORITY**

The governing board of the Authority shall be wholly separate and apart from the governing boards of the Member Districts, and the Authority shall be wholly separate and apart from said Member Districts. The Authority shall have the power and authority to exercise any power common to the public educational agencies which are parties to this Agreement, provided that the same are in furtherance of the functions and objectives set forth herein. Pursuant to Section 6509 of the California Government Code, the exercise of the aforesaid powers of the Authority shall be subject to the restrictions upon the manner of exercising such powers by a public educational agency having the same status as a Member District or Joint Powers Authority, except as otherwise provided in this Agreement.

## 5. FUNCTIONS OF THE AUTHORITY

- (a) To provide a Joint program and system, as stated in the memorandum of coverage and given to each member, for liability and property damage claims against the members of the Authority and as such, to perform, or contract for the performance of, the financial administration, policy formation, claim service, legal representation, safety engineering, and other development as necessary for the payment and handling of all liability and property damage protection claims against members. Said payment and handling for any member shall be for all liability and property damage claims filed and arising out of facts occurring during the period of membership in the Authority. The Authority shall not pay or handle for a member any liability and property damage protection claims which arise out of facts occurring before membership or after termination of membership in this Joint Powers Authority.
- (b) To pursue any member's right of subrogation against a third party when at the discretion of the Authority the same is appropriate.
- (c) To enter into contracts.
- (d) To obtain appropriate insurance coverage in the amount as determined by the Executive Committee.
- (e) To acquire, hold, and dispose of property, real and personal, all for the purpose of providing the membership with the necessary education, study, development, and implementation of a self-insurance program, for liability and property protection including, but not limited to, the acquisition of facilities and equipment necessary, the employment of personnel, and the operation and maintenance of a system for the handling of the joint program.
- (f) To incur debts, liabilities, and obligations necessary to accomplish the purposes of this Agreement.
- (g) To receive gifts, contributions, and donations of property, funds, services, and other forms of assistance from persons, firms, corporations, associations, and any governmental entity.
- (h) To invest surplus reserve funds as deemed appropriate by the Executive Committee as subject to law.
- (i) To provide a forum for discussion, study, development, and implementation of recommendations of mutual interest regarding other joint programs.
- (j) To sue and be sued in the name of the Authority.
- (k) To review the Agreement and Bylaws every three (3) years.
- (l) To perform such other functions as may be necessary or appropriate to carry out this Agreement, so long as such other functions so performed are not prohibited by any provision of law.



## 6. BYLAWS

The Authority shall be governed pursuant to those certain Bylaws, a copy of which is attached hereto as Exhibit "A" and incorporated herein by reference, and by such amendments to the Bylaws as may from time to time be adopted. Wherever in this Agreement "Bylaws" are referred to, said Bylaws shall be those set forth in Exhibit "A", as may be amended. Each party to this Agreement agrees to comply with and be bound by the provisions of said Bylaws and further agrees that the Authority shall be operated pursuant to this Agreement and said Bylaws.

Procedures for amending the Bylaws shall be as provided in the Bylaws so long as not inconsistent with this Agreement. All amendments must be approved by a majority vote of the members of the Board of Directors before the amendment shall become effective. Such amendments shall be binding upon all members of the Authority. The effective date of any amendment will be on the first day of the next month following adoption, unless otherwise stated.

## 7. MEMBERSHIP IN THE AUTHORITY

- (a) Each party to this Agreement must be eligible for membership in the Authority as defined in the Bylaws and shall become a member of the Authority on the effective date of this Agreement, except as provided herein below. Each party which becomes a member of the Authority shall be entitled to the rights and privileges of, and shall be subject to the obligations of, membership as provided in this Agreement and in the Bylaws.
- (b) Upon approval of a majority vote of the Board of Directors, any school district, community college district, county superintendent of schools or board of education, regional occupational center or program, Joint Powers Authority comprised solely of public educational entities, or other public educational agencies that are not party hereto but desire to join the Authority created hereby, may become a member hereof by executing a copy of this Agreement whereby said school district, community college district, county superintendent of schools or board of education, regional occupational center or program, Joint Powers Authority comprised solely of public educational entities, or other public educational agencies agrees to comply with the terms of this Agreement and of the Bylaws effective as of the date of such execution.
- (c) Each member, as a party to this agreement, certifies that it intends to and does contract with all other members as parties to this agreement and, with such other members as may later be added as parties to this agreement. Each member also certifies that removal of any party from this agreement shall not affect this agreement or the member's obligations hereunder.
- (d) Public educational agencies applying for membership in the Monterey & San Benito Counties Property/Liability JPA on or after July 1, 2009, shall be subject to the following conditions:

- I. Submission of a formal letter requesting membership.
- II. The Executive Committee will review the request and make a recommendation to the Joint Powers Authority Board. Applicant shall become a member upon approval of a majority vote of the members of the Board of Directors.
- III. Following the Joint Powers Authority Board decision, the Executive Committee will request an executed copy of the Joint Powers Agreement and together with a resolution formally adopted by the applicant's Board of Trustees.

**8. RESPONSIBILITIES OF MEMBERS**

- (a) Timely payment of premiums and assessments.
- (b) Provision of accurate and timely underwriting data.
- (c) Assistance with investigation and resolution of claims.
- (d) Participation in risk management and loss control programs.

The member shall be ultimately responsible for any portion of claims charged or chargeable against the District as determined by the Authority. In the event of leaving the Authority, the District shall be required to fund, upon departure, its share of any liabilities incurred during membership in the program.

Each member shall have such other responsibilities as are established by the Authority.

**9. WITHDRAWAL FROM OR TERMINATION OF MEMBERSHIP**

Any party to this Agreement, which has completed three (3) consecutive years as a member of the Authority may voluntarily terminate this Agreement as to itself and withdraw from membership in the Authority. Such termination and withdrawal of membership shall become effective subject and according to the conditions, manner and means set forth in the Bylaws.

A member may be involuntarily terminated from the Authority upon a majority vote of all the remaining members of the Board of Directors, as provided by the Bylaws. Such removal from membership shall operate to terminate the Agreement as to such party.

**10. TERMINATION OF AGREEMENT**

This Agreement may be terminated at the end of any fiscal year by affirmative vote of a majority of the members of the Board of Directors; provided, however, that the Authority and this Agreement shall continue to exist for the purpose of disposing of claims, distribution of assets, and all other functions necessary to conclude the affairs of the Authority.

11. DISPOSITION OF PROPERTY AND FUNDS

In the event of the dissolution of the Authority, the complete rescission, or other final termination of this Agreement by all public agencies then a party hereto, any property interest remaining in the Authority following a discharge of all obligations shall be disposed of as provided by the Bylaws.

In the event a member withdraws from this Agreement, any property interest of that member remaining in the Authority following discharge of all obligations shall be disposed of as provided for by the Bylaws.

12. AMENDMENTS

This Agreement may be amended at any time with a subsequent written Agreement signed by a majority of members of the Board of Directors and will be binding to all remaining members. Any such amendment shall be effective upon the date of final execution thereof, unless otherwise provided by this amendment.

13. SEVERABILITY

Should any portion, term, condition, or provision of this Agreement be decided by a court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or be otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions, and provisions shall not be affected thereby.

14. LIABILITY

Pursuant to the provisions of (Sections 895, et seq.,) the California Government Code, the members are jointly or severally liable upon any liability which is otherwise imposed by law upon any one of the members or upon the Authority for injury caused by a negligent or wrongful act or omission occurring in the performance of this Agreement.

If a member or the Authority is held liable upon any judgment for damages caused by such an act or omission and makes payments in excess of it's pro rata share on such judgment, such member or the Authority is entitled to contribution from each of the other members that are parties to the Agreement. A member's pro rata share shall be determined in the same manner as for the disposition of property and funds as provided in the Agreement and the Bylaws.

The Authority may insure itself, to the extent deemed necessary or appropriate by the Executive Committee against loss, liability, and claims arising out of or connected with this Agreement.

15. ENFORCEMENT

The Authority is hereby given authority to enforce this Agreement. In the event suit is brought upon this Agreement by the Authority and

judgment is rendered against a member, the member shall pay all costs incurred by the Authority, including reasonable attorney's fees as fixed by the court.

#### 16. DEFINITIONS

Unless the context requires otherwise, the terms used herein and in the Bylaws shall have the following meanings:

- (a) "Authority" shall mean the Monterey & San Benito Counties Property and Liability Joint Powers Authority created by this Agreement.
- (b) "Board of Directors" shall mean the governing board of the Authority established by the Bylaws to direct and control the Authority.
- (c) "Contribution" shall mean money paid by a member to the Authority.
- (d) "Executive Committee" shall be the committee established by the Bylaws to conduct the business of the Authority.
- (e) "Joint Program" shall mean the group purchasing of Insurance, or the pooled purchase of Excess Insurance with the setting aside of funds and reserves to pay for a self-insured retention or for losses not covered by insurance.
- (f) "Liability" shall mean comprehensive general liability, property damage liability, automobile liability, personal injury liability, and errors and omissions liability as further defined in the memorandum of coverage.
- (g) "Member" shall mean an individual school district, community college district, regional occupational center or program, the county board of education or county superintendent of schools, or joint powers authority comprised solely of public educational agencies which belong to the Authority. The term "member" shall not exclude withdrawn members with respect to their ongoing obligations for the policy years they participated.
- (h) "Memorandum of Coverage" shall mean the document stating the type of program and the scope of liability and property damage protection coverage as adopted by the Board of Directors.
- (i) "Obligations", shall include, but not be limited to, all payments required by law, together with all reserves which have been established for the purpose of paying incurred claims together with any other legal obligations incurred by the Authority pursuant to this Agreement.
- (j) "Program Year" shall mean one year of the Joint Program separate from each and every other Program Year and shall operate on fiscal year from July 1<sup>st</sup> through June 30<sup>th</sup>, or as otherwise determined by the Authority.

- (k) "Property Damage" shall mean damage to real or personal property owned or held by a member as further defined in the memorandum of coverage.
- (l) "Pro-rata Share" shall mean each member's financial contribution in proportion to the total of all members' contributions for each program year.
- (m) "Public Educational Agency" shall mean a school district, community college district, regional occupational program/center or program, county board of education or superintendent of schools or joint powers agency/authority consisting of one or more of the foregoing and serving the interests of public entities.
- (n) "Reserves" shall mean those parts of member contributions held by the Authority to make future liability and property damage payments as respects to claims that have been incurred but are unpaid.
- (o) "Subrogation" shall mean the recovery of payments, which the Authority has made on behalf of a member. Subrogation monies received are the property of the Authority.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed by their authorized officers thereunto duly authorized as set forth herein below.

Name of Entity: Pacific Grove Unified School District

Date: December 10, 2015

By: \_\_\_\_\_

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

BY:  
TITLE:  
DISTRICT: ALISAL UNION SCHOOL DISTRICT

BY:  
TITLE:  
DISTRICT: AROMAS-SAN JUAN UNIFIED SCHOOL DISTRICT



BY:  
TITLE:  
DISTRICT: BIG SUR CHARTER SCHOOL  
(FORMERLY DEPENDENT OF PACIFIC UNIFIED SCHOOL  
DISTRICT)

BY:  
TITLE:  
DISTRICT: BIG SUR UNIFIED SCHOOL DISTRICT  
(FORMERLY PACIFIC UNIFIED SCHOOL DISTRICT)

BY:  
TITLE:  
DISTRICT: BRADLEY UNION SCHOOL DISTRICT

BY:  
TITLE:  
DISTRICT: CARMEL UNIFIED SCHOOL DISTRICT

BY:  
TITLE:  
DISTRICT: CHUALAR ELEMENTARY SCHOOL DISTRICT

BY:  
TITLE:  
DISTRICT: GONZALES UNIFIED HIGH SCHOOL DISTRICT

BY:  
TITLE:  
DISTRICT: GRAVES ELEMENTARY SCHOOL DISTRICT

BY:  
TITLE:  
DISTRICT: GREENFIELD UNION SCHOOL DISTRICT

BY:  
TITLE:  
DISTRICT: HOLLISTER ELEMENTARY SCHOOL DISTRICT



BY:  
TITLE:  
DISTRICT: JEFFERSON ELEMENTARY SCHOOL DISTRICT

BY:  
TITLE:  
DISTRICT: KING CITY UNION ELEMENTARY SCHOOL DISTRICT

BY:  
TITLE:  
DISTRICT: LAGUNITA ELEMENTARY SCHOOL DISTRICT

BY:  
TITLE:  
DISTRICT: MISSION UNION SCHOOL DISTRICT

BY:  
TITLE:  
DISTRICT: MONTEREY COUNTY OFFICE OF EDUCATION

BY:  
TITLE:  
DISTRICT: NORTH COUNTY JOINT UNION SCHOOL DISTRICT

BY:  
TITLE: DISTRICT: NORTH MONTEREY COUNTY UNIFIED SCHOOL  
DISTRICT

BY:  
TITLE:  
DISTRICT: PACIFIC GROVE UNIFIED SCHOOL DISTRICT

BY:  
TITLE:  
DISTRICT: SALINAS CITY SCHOOL DISTRICT

BY:  
TITLE:  
DISTRICT: SALINAS UNION HIGH SCHOOL DISTRICT

BY:  
TITLE:  
DISTRICT: SAN ANTONIO UNION SCHOOL DISTRICT

BY:  
TITLE:  
DISTRICT: SAN ARDO UNION SCHOOL DISTRICT

BY:  
TITLE:  
DISTRICT: SAN BENITO HIGH SCHOOL DISTRICT

BY:  
TITLE:  
DISTRICT: SAN LUCAS UNION SCHOOL DISTRICT

BY:  
TITLE:  
DISTRICT: SANTA RITA UNION SCHOOL DISTRICT

BY:  
TITLE:  
DISTRICT: SOLEDAD UNIFIED SCHOOL DISTRICT

BY:  
TITLE:  
DISTRICT: SOUTH MONTEREY COUNTY JOINT UNION HIGH  
SCHOOL DISTRICT  
(FORMERLY KING CITY JOINT UNION HIGH SCHOOL DISTRICT)

BY:  
TITLE:  
DISTRICT: SPRECKELS UNION SCHOOL DISTRICT

BY:  
TITLE:  
DISTRICT: WASHINGTON UNION SCHOOL DISTRICT

EXHIBIT "A" BYLAWS

MONTEREY & SAN BENITO COUNTIES PROPERTY/LIABILITY

JOINT POWERS AUTHORITY

## TABLE OF CONTENTS

## EXHIBIT "A" BYLAWS

---

Article	Page
Preamble.....	3
I. Board of Directors.....	3
II. Rules of the Board of Directors.....	4
III. Executive Committee.....	4
IV. Rules of the Executive Committee.....	6
V. Officers.....	6
VI. Membership in the Authority.....	7
VII. Finance.....	8
VIII. Memorandum of Coverage.....	9
IX. Accounts and Records.....	10
X. Risk Management.....	10
XI. Withdrawal from or Termination of Membership.....	10
XII. Disposition of Property and Funds.....	11
XIII. Investment of Surplus Funds.....	12
XIV. Amendment.....	12
XV. Severability.....	12
XVI. Effective Date.....	13

EXHIBIT "A"

BYLAWS

MONTEREY & SAN BENITO COUNTIES PROPERTY/LIABILITY  
JOINT POWERS AUTHORITY

PREAMBLE

The Monterey & San Benito Counties Property/Liability Joint Powers Authority ("Authority") is established for the purpose of providing the services and other items necessary and appropriate for the establishment, operation, and maintenance of a joint program for liability and property damage protection for the public educational agencies who are members hereof, and to provide a forum for discussion, study, development, and implementation of recommendations of mutual interest regarding programs of insurance and self-insurance.

ARTICLE I

BOARD OF DIRECTORS

- A. Board of Directors is hereby established to direct and control the Authority.
- B. Each member of the Authority shall be entitled to appoint to the Board of Directors one representative and one alternate who shall be designated in writing. Said representative and said alternate must be an employee of the member and shall serve at the pleasure of the member by whom appointed. Only the designated representative or designated alternate may represent a member, and each shall be invited to attend all meetings of the Board of Directors. The designated representative and designated alternate may invite members of their agencies' staffs or consultants to attend meetings of the Board of Directors in an advisory capacity only.
- C. Each member shall have one vote, which may be cast only by the designated representative who is in physical attendance, or by the designated alternate who is in physical attendance if the designated representative is absent. No proxy or absentee votes shall be permitted.
- D. The Board of Directors may conduct regular, adjourned regular, special, and adjourned special meetings, provided, however, that will hold at least one (1) regular meeting each fiscal year. The date, time, and place for each such regular meeting shall be adopted by the Board of Directors, which shall be publicly posted prior to the meeting on a public bulletin board to be designated by the Board of Directors and filled with each member of the Authority. All meetings of the Board of Directors shall be called, held, and conducted in accordance with the terms and provisions of the Ralph M. Brown Act (Sections 54950, et. seq.), of the California Government Code, as said Act may be modified

by subsequent legislation, and as the same may be augmented by rules of the Board of Directors not inconsistent therewith. Except as otherwise provided or permitted by law, all meetings of the Board of Directors shall be open and public. The Board of Directors shall cause minutes of its meetings to be kept, and shall promptly transmit to the members of the Authority true and correct copies of the minutes of such meetings.

- E. The Board of Directors shall designate a specific location at which it will receive notices, correspondence, and other communications, and shall designate one of its members as an officer for the purpose of receiving service on behalf of the Authority. The Authority shall comply with the provisions of Sections 6503.5 and 53051 of the Government Code requiring the filing of a statement with the Secretary of State.
- F. The Board of Directors shall have the power, authority and duty to handle all aspects of liability and property damage claims against members of the Authority. All expenditures of funds shall be authorized by the Authority.
- G. The Board of Directors shall directly or by contract provide for services required to effectively implement all aspects of this joint program.

## ARTICLE II

### RULES OF THE BOARD OF DIRECTORS

- A. The Board of Directors may establish rules governing its own conduct and procedure, and have such expressed or implied authority as is not inconsistent with or contrary to the laws of the State of California, these Bylaws, or the Joint Powers Agreement.
- B. A quorum for the transaction of business by the Board of Directors shall consist of a majority of the active members of the Authority.
- C. No one serving on the Board of Directors shall receive any salary or compensation from the Authority.

## ARTICLE III

### EXECUTIVE COMMITTEE

- A. There shall be a seven (7) member Executive Committee comprised of a President, Vice President, Treasurer, Secretary, and three elected Members at Large.
- B. The Members at Large shall be elected by the majority vote of the members of the Executive Committee and shall serve a term of two years. In the event of a vacancy occurring, the vacancy shall be filled by the majority vote of the members of the Executive Committee to complete the unexpired term.



- C. The Executive Committee shall be responsible for the ongoing operations of the Authority and is empowered to implement and enforce the Agreement and Bylaws and other such rules the Authority may adopt.
- D. The Executive Committee may conduct regular, adjourned regular, special, and adjourned special meetings, provided, however, that it will hold at least four (4) regular meetings each fiscal year. Such meetings may be held concurrent with Board of Director meetings. The date, time, and place for each such regular meeting shall be adopted by the Executive Committee, which shall be publicly posted prior to the meeting on a public bulletin board to be designated by the Executive Committee and filed with each Member of the Authority. All meetings of the Executive Committee shall be called, held, and conducted in accordance with the terms and provisions of the Ralph M. Brown Act (Sections 54950, et seq.), of the California Government Code, as said Act may be modified by subsequent legislation, and as the same may be augmented by rules of the Executive Committee not inconsistent therewith. Except as otherwise provided or permitted by law, all meetings of the Executive Committee shall be open and public. The Executive Committee shall cause minutes of its meetings to be kept, and shall promptly transmit to the Members of the Authority true and correct copies of the minutes of such meetings.
- E. The powers of the Executive Committee include:
  1. Appoint and dissolve working committees from its active membership or by contracting for services of others in keeping with the Joint Powers Agreement and these Bylaws.
  2. The power, authority and duty to handle all aspects of liability and property damage claims against members of the Authority arising out of facts occurring during membership. All expenditures of funds shall be authorized by the Executive Committee.
  3. Directly or by contract provide for services required to effectively implement all aspects of this joint program.
  4. Recommend admission of new members to the Board of Directors.
  5. To determine contributions and the method by which contributions will be paid to the fund. Premium shall be based upon ADA, numbers and types of vehicles, loss history, unusual exposures, total insured values, and miscellaneous coverage risks, which are included. The Executive Committee shall also provide for additional assessments during the year, if necessary or appropriate, to allow for increased costs and expenses as may occur.
  6. The Executive Committee shall ensure that a complete and accurate system of accounting of the fund shall be maintained at all times consistent with established auditing standards and accounting procedures. The Executive Committee shall determine the manner in which liability and property damage claims shall be processed. Such processing shall conform to all provisions of law now in effect or later enacted.

7. Approve special property and/or liability coverage for Members.
8. Review of the JPA Agreement and Bylaws every three (3) years.
9. Any other powers necessary to conduct the business of the Authority unless such power is specifically reserved for the Board of Directors.

#### ARTICLE IV

##### RULES OF THE EXECUTIVE COMMITTEE

- A. The Executive Committee may establish rules governing its own conduct and procedure, and have such expressed or implied authority as is not inconsistent with or contrary to the laws of the State of California, these Bylaws, or the Joint Powers Agreement.
- B. A quorum for the transaction of business by the Executive Committee shall consist of a majority of the members of the Executive Committee.
- C. Each member of the Executive Committee shall be entitled to one vote, which may be cast only by the designated representative who is in physical attendance, or the designated alternate who is in physical attendance, if the designated representative is absent. No proxy or absentee votes shall be permitted. Except as otherwise provided by law, the Joint Exercise of Powers Agreement or in these Bylaws, a vote of the majority of the members of the Executive Committee shall be sufficient to constitute action provided that a quorum is present.
- D. No one serving on the Executive Committee shall receive any salary or compensation from the Authority.
- E. The Executive Committee may approve reimbursement for expenses incurred at its discretion.

#### ARTICLE V

##### OFFICERS

- A. The officers of the Authority shall be elected by the majority vote of the members of the Executive Committee. The principal officers shall be a President, a Vice President, Treasurer, and Secretary, and each shall serve a term of two years. Any person elected or appointed as an officer may be removed at any time, with or without cause. All vacancies however arising may be filled at any time during the program year and shall be approved by the majority vote of the members of the Executive Committee.
- B. The President shall be the chief executive officer and shall have general supervision and direction of the business of the Authority, shall see that all orders and resolutions of the Authority are carried into effect, and shall be a member of all committees appointed by the

Authority. The President shall have other powers and perform such other duties as may be prescribed from time to time by the Authority.

- C. The Vice President shall have such powers and perform such duties as may be prescribed from time to time by the Authority or the President. In the absence or disability of the President, the Vice President shall be vested with all the powers and authorized to perform all the duties of the President.
- D. The Treasurer shall be the chief financial officer of the Authority and shall assume the duties described in Sections 6505.1 and 6505.5 of the California Government Code, as follows:
  - 1. Receive and receipt for all money of the Authority and place it in an approved depository to the credit of the Authority.
  - 2. Be responsible for the safekeeping and disbursement of all money of the Authority.
  - 3. Pay, when due, out of money of the Authority, all legitimate and verifiable sums payable by the Authority, only when warrants authorized by the Treasurer and drawn by the Auditor-Controller of Monterey County or from a commercial account in a financial institution approved by the Authority.
  - 4. Verify and report in writing on the first day of July, October, January, and April of each year, or as soon as possible thereafter, to the Authority, the amount of money held for the Authority, the amount of receipts since the last report, and the amount paid out since the last report.
  - 5. Custodian of Authority property.
  - 6. The Treasurer shall have such other powers and perform such other duties as may be prescribed from time to time by law or by the Authority or the President.
- E. The Secretary shall attend all meetings of the Authority and record all votes and the minutes of all proceedings in a book to be kept for that purpose. The Secretary shall give, or cause to be given, notice of all meetings of the Authority when notice is required by law or these Bylaws. The Secretary shall have such other powers and perform such other duties as may be prescribed from time to time by law or by the Authority or the President.

#### ARTICLE VI

##### MEMBERSHIP IN THE AUTHORITY

- A. Membership in the Authority shall be open to any California public educational agency which has been duly approved by the Board of Directors and is party to the Agreement and Bylaws.

#### ARTICLE VII

FINANCE

- A. The Authority shall operate on a fiscal year from July 1<sup>st</sup> through June 30<sup>th</sup>.
- B. The Authority shall annually, if possible on or before September 1<sup>st</sup>, adopt a budget showing each of the purposes for which the Authority will need money and the estimated amount of money that will be needed for each such purpose for the ensuing fiscal year. A copy of the budget shall be transmitted to each of the members of the Authority.
- C. The Authority shall review their Capital Target Policy annually.
- D. Each member shall pay to the Authority each fiscal year the annual contribution calculated and adopted by the Authority pursuant to subparagraph D of this Article.
- E. The annual contributions as calculated for each member of the Authority shall be determined as follows:
  - 1. Member's pro rata share of the cost of the Authority's joint program as per the memorandum of coverage.
  - 2. Member's pro rata share of the General Fund of the Authority as determined by the Executive Committee.
  - 3. A pro rata share of all other costs as determined by the Executive Committee.
  - 4. Member's pro rata share shall be determined based upon each member's prior year's average daily attendance, loss history, number and types of vehicles, total insured values, unusual exposures and other information relative to providing coverage for the member.
  - 5. Since the amount required to fulfill claim obligations cannot be known precisely in advance, assessments, reserve requirements, and other financial parameters of the Authority's operation must necessarily be initially established and subsequently maintained by means of estimates. The amount calculated and billed to a member in the initial policy year is this estimate amount. Any interim transactions and their effects of the Authority notwithstanding, it is mutually agreed by the Authority and each of its members, that all members participating in the Authority for any period of time will jointly and severally be liable for payment of any assessments, premiums, and other amounts necessary to meet any benefit, expense or other lawful obligation of the Authority arising from that period of time related to the self-insured program. An actuarial study, performed on at least a biennial basis, to determine the self-insured rate is required. This rate is used to calculate the member contribution.
  - 6. Accordingly, a member's obligation for its pro rata share of the policy year liabilities never expires. This joint and several liabilities will apply without limitation as to the amount, and without any restriction as to when any portion of the obligation

is identified. Specifically, any members who terminate their participation in the Authority, voluntarily or involuntarily, will remain jointly and severally liable for payment of any Authority obligations attributable to their period of membership, regardless of when part or all of these obligations become known. Termination of membership in the Authority will only serve to cancel the member's participation in future policy years but the obligation for policy years where the member participated does not expire.

7. For purposes of self-insured programs, a member's share will be calculated on a 'pro rata' share basis. See Joint Exercise Powers of Agreement 16. DEFINITIONS (1).
- F. Should the total obligations of the Authority exceed the total assets, the members may be assessed a pro rata share of the additional contribution as determined by the Executive Committee.
- G. A General Fund shall be established and maintained to receive monies, pay operating expenses, hold reserves and pay claims of the Authority. The Authority shall accept and deposit all monies received by it including monies from any of the following sources:
1. Member contributions, including deposit premiums, assessments and any other charges.
  2. Interest and other investment income.
  3. Refund of insurance premiums.
  4. Subrogation recoveries.
  5. Grants from any public agency or private company.

## ARTICLE VIII

### MEMORANDUM OF COVERAGE

- A. As soon as practicable following the effective date of each program year, the Authority shall distribute to members the Memorandum of Coverage.
- B. The memorandum of Coverage shall contain:
1. The basis of premium contributions.
  2. The scope of protection provided for liability and property damage.
  3. Other terms and conditions, which the Authority may consider necessary.



ARTICLE IX

ACCOUNTS AND RECORDS

- A. The Treasurer of Monterey County is the designated depository of the Authority.
- B. The Authority is strictly accountable for all funds received and dispersed by it, and to that end, the Authority shall establish and maintain such funds and accounts as may be required by good accounting practice or by any provision of law or any resolution of the Authority. Books and records of the Authority in the hands of the Secretary/Treasurer shall be open to inspection at all reasonable times by representatives of the members. The Authority, as soon as practical after the close of each fiscal year, shall give, or cause to be given a complete written report of all financial activities for such fiscal year to each member of the Authority.
- C. The Authority shall make, or contract with a Certified Public Accountant to make, an annual audit of the accounts, records, and financial affairs of the Authority. In each case the minimum requirements of the audit shall be those prescribed by the State Controller for special districts under Section 26909 of the California Government Code and shall conform to the generally accepted auditing standards and accounting principles. When such an audit of accounts and reports is made by a Certified Public Accountant, a report thereof shall be filed as a public record with each of the members of the Authority, and also with the Auditor-Controller of Monterey County.

ARTICLE X

RISK MANAGEMENT

- A. The Authority shall develop suggested guidelines for risk management practices. Each of the members hereby agrees to implementation in its agency, the guidelines of risk management practices developed by the Authority.

ARTICLE XI

WITHDRAWAL FROM OR TERMINATION OF MEMBERSHIP

- A. Any member, having completed three (3) complete consecutive years as a member of the Authority, may withdraw from its status as a member and party to the Joint Powers Agreement at the end of any fiscal year by notifying the Authority in writing, prior to December 31<sup>st</sup> of that fiscal year.
- B. The withdrawing member shall continue to be responsible for the amount of any costs, liabilities, assessments, or contingencies required because of claims related to the policy years in which they have participated as described in ARTICLE VII. E. 5 and 6.



- C. A member may be involuntarily terminated from the Authority upon a majority vote of all the remaining members of the Board of Directors. Involuntary termination shall have the effect of eliminating the party as a signatory of the Joint Powers Agreement and as a member of the Authority, effective at the end of the fiscal year in which the action is taken or upon such other date as the Board of Directors may specify, but in no case less than sixty (60) days after notice of involuntary termination is given. However, involuntary termination does not terminate a member's rights or obligations to jointly indemnify other members for the programs and policy years in which they participated and to fund contributions or assessments as described in ARTICLE VII. E. 5 and 6.
- D. Grounds for involuntary termination include, but are not limited to, the following:
  - 1. Failure or refusal to abide by the Agreement or these Bylaws.
  - 2. Failure or refusal of a member to abide by an amendment which has been adopted by the Authority as provided in the Agreement or these Bylaws.
  - 3. Failure or refusal to pay contributions or assessments to the Authority as provided in the Agreement or Bylaws.
  - 4. Failure to comply with risk management or safety programs implemented by the Authority.
  - 5. Failure of a member to disclose a material fact to the Authority or its Manager, whereby said material fact constitutes fraud, misrepresentation or concealment for the purposes of obtaining coverage with the Authority.

## ARTICLE XII

### DISPOSITION OF PROPERTY AND FUNDS

- A. In the event of dissolution of the Authority, the complete rescission, or other final termination of Joint Powers Agreement by all members or other public educational agencies then a party to the Agreement, any property interest remaining in the Authority following a discharge of all obligations shall be disposed of pursuant to a plan of retrospective calculation adopted by the Executive Committee which shall then determine, with the objective of returning to each member or other agency which is then or was theretofore a party during the six-month period immediately preceding the termination of the Agreement, a proportionate return on the contributions made to such properties by such parties. Notwithstanding the foregoing, no asset may be divided or returned until all outstanding obligations of the Authority have been provided for or a paid-up contract has been entered into which will remove further obligation from the Authority.
- B. The current fair value of the Authority properties shall be determined by the Executive Committee. If a withdrawing or terminating member disagrees with the current fair value of Authority properties as

determined by the Executive Committee, the current fair value of said properties shall be determined by an independent appraiser selected by the Executive Committee.

- C. If the Executive Committee determines a dividend or return of contributions is to be declared, such dividend or return of contribution shall be computed pursuant to the retrospective plan adopted by the Executive Committee. Any surplus money on hand shall be returned in proportion to the contributions made in accordance with Government Code section 6512. Any such distribution will be made to the current participating members at the date of dissolution.

#### ARTICLE XIII

##### INVESTMENT OF SURPLUS FUNDS

- A. The Authority shall have the power to invest or cause to be invested in compliance with Section 6509.5 of the California Government Code, such reserve surplus funds as are not necessary for the immediate operation of the Authority in such securities as allowed by Section 53601 of the California Government Code.
- B. The level of cash to be retained for the actual operation of the Authority shall be determined by Executive Committee.

#### ARTICLE XIV

##### INDEMNIFICATION

- A. The members of the Board of Directors and the officers of the Authority shall act in good faith and in the best interests of the Authority in the performance of their duties hereunder. The members of the Board of Directors and the officers of the Authority shall be liable for any act or omission within the scope of their office as a public entity only in the event that they act or fail to act because of actual fraud, corruption, or actual malice or willfully fail or refuse to conduct the defense of a claim or action in good faith or to reasonably cooperate in good faith in the defense conducted by the Authority, to the extent permitted by law. No member of the Board shall be liable for any action taken or omitted by any other Member of the Board. No member of the Board, or officer, shall be required to deposit premium on a bond or other security to guarantee the faithful performance of his or her duties hereunder, although the Authority may provide such bonds. Funds of the Authority shall be used to defend and to indemnify members of the Board, employees, and officers of the Authority for any act or omission pursuant to the provisions of Government Code sections 910 to 996.6. The Authority may purchase insurance to provide for acts or omissions of directors and officers.
- B. The Authority shall indemnify, protect, defend, and hold harmless each and all of the member entities, and their officers and employees, for and from any and all liability, claims, causes of action, damages,

losses, judgments, costs, or expenses (including attorney's fees) resulting from an injury caused by a negligent or wrongful act or omission occurring in the performance of this Agreement by the Authority, by one or more of the member entities, or any of their officers, employees, agents, or independent contractors. This indemnification provision is intended to supplant and supersede the pro rata right of contribution formula set forth in Government Code section 895.6.

- C. Section 895.2 of the California Government Code imposes certain tort liability jointly upon entities solely by reason of such entities being parties to an agreement as defined in section 895 of said Code. Therefore, the member entities hereto, as between themselves, pursuant to the authorization contained in sections 895.4 and 895.6 of the California Government Code, each assumes the full liability imposed upon it for any of its officers or agents by law for injuries caused by a negligent or wrongful act or omission occurring in the performance of this Agreement to the same extent that such liability would be imposed in the absence of section 895.2 of said Code to achieve this purpose, each member entity indemnifies and holds harmless all other member entities for any loss, cost, or expense that may be imposed upon such other member entities solely by virtue of section 895.2 of the California Code.

#### ARTICLE XV

##### AMENDMENT

- A. Amendment to these Bylaws may be proposed by any member of the Authority.
- B. All amendments to these Bylaws must be approved by a majority vote of the Board of Directors before the amendment shall become effective. Such amendments shall be binding upon all members of the Authority. The effective date of any amendment will be on the first day of the next month following adoption, unless otherwise stated.

#### ARTICLE XV

##### SEVERABILITY

- A. Should any portion, term, condition, or provision of these Bylaws be decided by a court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or be otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions, and provisions shall not be affected thereby.

#### ARTICLE XVI

EFFECTIVE DATE

- A. These Bylaws shall become effective immediately upon the effective date of the Joint Powers Agreement.

# MONTEREY & SAN BENITO COUNTIES PROPERTY/LIABILITY JOINT POWERS AUTHORITY

---

## Records Retention Policy

---

Resolution 2014/15 - 14

---

WHEREAS, The Monterey & San Benito Counties Property/Liability Joint Powers Authority (MSBCPLJPA) has an obligation to create, maintain, and dispose of records and information in accordance with accepted records management practices and standards;

WHEREAS, The MSBCPLJPA adopts this policy pursuant to California Government Code Sections 60200-60204 (applicable to special districts);

NOW, THEREFORE, BE IT RESOLVED, THAT;

The Board of Directors of the MSBCPLJPA hereby adopts this policy to maintain and dispose of records.

1. For purposes of this policy, "record" means and writing containing information relating to the conduct of the public's business prepared, owned, used or retained by MSBCPLJPA regardless of physical form or characteristics. "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording upon any tangible thing and form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, and other documents.
2. At any time, MSBCPLJPA may destroy and dispose of any copy or duplicate of an original record, so long as the original record is retained in accordance with this policy.
3. The MSBCPLJPA will maintain all records until the expiration of the retention period in accordance with the Records Retention Schedule set forth below. Once the retention period has ended, MSBCPLJPA may destroy or cause to be destroyed those records. However, an individual member school district, County Office of Education (COE), or public education agency may request that records specific to that entity be returned to its possession, in which case the records will be provided to the member entity upon expiration of the retention period.
4. After a paper record has been on file for at least two years, MSBCPLJPA may destroy the original paper record and retain a copy on computer disk, magnetic tape, microfilm or other storage medium in accordance with Government Code Section 60203. The copy on the storage medium must be retained for at least the period provided by this policy.
5. The policy supercedes and prior records retention policy.
6. The Board of Directors of the MSBCPLJPA hereby resolves to maintain records in accordance with the following Records Retention Schedule:



## Records Retention Schedule

The retention of these records will be the responsibility of the administrative firm unless others were contractually required by another organization, and indicated with an “\*”.

<u>Category</u>	<u>Retention Period</u>
<b><u>ADMINISTRATION</u></b>	
Accreditation Reports	Permanent
Agreements/Contracts (Excluding Capital Improvements)	Termination +5 years
Agreements/Contracts for Capital Improvements	Permanent
All Other Governing Documents	Permanent
Correspondence	3 years
Joint Exercise of Powers Agreement and Amendments	Permanent
Requests for Proposals/Request for Qualifications	5 years or contract termination +5 years, whichever is latest
Responses to Proposals/Request for Qualifications	5 years or contract termination +5 years, whichever is latest
Roster of Public Agency Filing	Permanent
<b><u>BOARD OF DIRECTORS/COMITTEES</u></b>	
Agendas	Current +2 years
Meeting Notes	5 years
Minutes	Permanent
Reports	Completion/close of matter +5 years
Resolutions	Permanent
<b><u>ELECTIONS/CONFLICT OF INTEREST</u></b>	
Ballots	Permanent
Conflict of Interest Code	Current +7 years
Statement of Economic Interest (Fair Political Practices Commission Form 700)	7 years from filing
<b><u>FINANCIAL</u></b>	
<b><u>Accounts Payable</u></b>	
A/P Distribution Journal	Audit +5 years
Cash Disbursements	Audit +5 years
Correspondence	Audit +5 years
Expense Reports	Audit +5 years
Invoices	Audit +5 years
<b><u>Accounts Receivable</u></b>	
A/R Register	Audit +5 years
Aged Trial Balance	Audit +5 years
Invoices	Audit +5 years



**Banking**

Bank Reconciliations	Audit +5 years
Bank Statements	Audit +5 years
Checks	Audit +5 years
Deposit/Receipts	Audit +5 years
Signature Authorizations	Audit +5 years

**Budget**

Adopted	Permanent
Proposed	Current +2

**Financial Reporting**

Actuarial Studies	Permanent
Financial Audits	Permanent
General Ledger	Permanent
Interim Financial Statements	Audit +5 years
Investment Reports	Audit +5 years
State Controllers Annual Report of Financial Transactions	Permanent
Treasurer's Reports	Audit +5 years

**INSURANCE/COVERAGE**

Additional Covered Party Endorsements	Permanent
*Certificates of Coverage	Permanent
Coverage Opinions	Permanent
Endorsements	Permanent
Excess and Reinsurance Contracts	Permanent
Insurance Bonds (Fidelity, Surety, Treasurer's)	Permanent
Insurance Policies	Permanent
Memoranda of Coverage	Permanent
Underwriting Files	Current +7 years

**CLAIMS & LEGAL**

*Attorney Correspondence	Closed +2 years unless litigated
*Claims Audits	Current +5 years
*Claims Files with third party administrator	Closed +5 years
*Loss Runs	Current year end report +7 years
*General Correspondence	3 years
*Workers' Compensation Claims Files	
-Open/Closed medical and indemnity claims	5 years from date of injury or from date compensation was last provided; whichever is latest.
-Future medical claims	Permanent or 5 years after death
*Workers' Compensation Claim Logs	5 years from the end of the year covered

**MEMBERSHIP**

Appointment Resolutions and Letters  
Membership Records

Permanent  
Permanent

**MISCELLANEOUS/OTHER**

Permanent until Reclassified

**RISK MANAGEMENT & SAFETY**

\*Risk Management Reports and Audits  
\*Training Records – Non-Safety  
\*Training Records – Safety

Current +5 years  
Current +2 years  
Current +5 years

---

Date Adopted: \_\_\_\_\_ September 10, 2014 \_\_\_\_\_

Date of Last Revision: \_\_\_\_\_ n/a \_\_\_\_\_

Replaces Resolution No.: \_\_\_\_\_ n/a \_\_\_\_\_

Ayes: \_\_\_\_\_ 22 \_\_\_\_\_ Noes: \_\_\_\_\_ 0 \_\_\_\_\_ Abstains: \_\_\_\_\_ 0 \_\_\_\_\_ Absent: \_\_\_\_\_ 8 \_\_\_\_\_

**MONTEREY & SAN BENITO COUNTIES PROPERTY/LIABILITY  
JOINT POWERS AUTHORITY**

---

**Member District Signature Compliance Policy**  
**Resolution 2014/15 - 14**

---

Periodically the Monterey & San Benito Counties P/L JPA makes changes to their JPA Agreement/Bylaws and other documents that require signatures from all participating member districts. In order to make sure all member districts are compliant with the requirement for signatures, the JPA is implementing this Member District Signature Compliance Policy so that all member districts will comply with these requirements.

Any changes made to the JPA Agreement/Bylaws or any other document which requires all member districts' signatures must be signed by each member and returned to the JPA Manager within 90 days of approval by the Executive Committee or Board of Directors. If no district response is received within 30 days, notice will be sent to their Superintendent; after 60 days, notice will be sent to their Board President. If the required signatures are not received by the JPA Manager within 90 days, the following penalties shall be enforced by the Authority:

- a. Withholding of JPA member district risk management reserve funds.
- b. Withholding of JPA member district rebates.
- c. Withholding of JPA member district self-insured claims payments.

---

Date Adopted: \_\_\_\_\_September 10, 2014\_\_\_\_\_

Date of Last Revision: \_\_\_\_\_n/a\_\_\_\_\_

Replaces Resolution No.: \_\_\_\_\_n/a\_\_\_\_\_

Ayes: 22      Noes: 0      Abstains: 0      Absent: 8

MONTEREY & SAN BENITO COUNTIES PROPERTY/LIABILITY  
JOINT POWERS AUTHORITY

Disputes Regarding Management of a Claim Policy

**Resolution 2014/15 - 14**

1. Any matter in dispute between a Member and the Claims Adjustor shall be called to the attention of the President and Administrator whom may act as the arbitrator, or decide to call a meeting of the Officers.
  2. Any claims settlement decision or arbitration decision made by the President and Administrator may be appealed; however, such appeal shall be in writing, and addressed to the Board of Directors, provided that such appeal is filed within 30 days of the date of the Administrator's decision.
  3. When an appeal has been filed, the Board of Directors shall meet within 30 working days, or at the next regularly scheduled meeting if time permits, to hear the appeal. The decision of the Board of Directors will be final.
- 

Date Adopted: \_\_\_\_\_September 10, 2014\_\_\_\_\_

Date of Last Revision: \_\_\_\_\_n/a\_\_\_\_\_

Replaces Resolution No.: \_\_\_\_\_n/a\_\_\_\_\_

Ayes: 22      Noes: 0      Abstains: 0      Absent: 8

MONTEREY & SAN BENITO COUNTIES PROPERTY/LIABILITY  
JOINT POWERS AUTHORITY

---

***Data Security & Recovery Plan***

---

Resolution 2014/15 - 14

It shall be the policy of the Monterey & San Benito Counties Property/Liability Joint Powers Authority (the Authority) to have the Authorities data stored in a secure environment in accordance with the following standards:

***1) Non – Electronic Documents***

All Non electronic data/documents 18 months or older to be scanned & electronically warehoused at a secure location separately from the administrators.

OR

Non electronic data/documents (Originals) warehoused at a secure location separate from the administrators, until destroyed in accordance with the Authority's Records Retention & Destruction Policy & Procedure.

***2) Electronic Documents***

Authority electronic data/documents must be handled by all providers in a secure environment in accordance with the following processes, policies and standards:

- a) Establish and maintain a comprehensive General Computing and Security Policy that:
  - Clearly states the responsibilities of personnel with regard to appropriate use and care for the Authority's data
  - Clearly defines a strong password policy and supporting standard
  - All personnel have attended security awareness training
- b) Maintain appropriate security checks and balances for the environments through:
  - Complete Security assessment and remediation, by industry respected third party
  - Annual computer system vulnerability assessments
  - Appointed Compliance Officer and Information Security Team
  - Maintaining Authority documents in an imaged and OCR indexed system with searchable database
- c) Maintain secure operations involving Authority data by:
  - Provisioning Servers that are built to a secure standard and housed in a physically secure location as described below.
  - Maintaining centrally managed and administered access rights for access to network resources, applications, and data, that restrict access based on needs and appropriate approval.
  - Using only secure file transfer protocols and/or Pretty Good Privacy (PGP) encryption for any external file transfers of "sensitive" data
  - Deploying and maintaining antivirus and anti-malware systems for Servers, Desktops, and Laptops.
  - Deploying and maintaining hard drive encryption on all Desktop and Laptop endpoints

## MONTEREY &amp; SAN BENITO COUNTIES PROPERTY/LIABILITY

## JOINT POWERS AUTHORITY

- Deploying and maintaining an effective anti-spam system for email to limit the attack vectors available to malware and viruses.
- Making secure email (encrypted mail) services available for transfers of sensitive information via email
- Maintaining Secure Network perimeter and Firewalled DMZ (Demilitarized Zone)
- Having an Intrusion Detection/ Prevention System (IDS/IPS)
- Network Monitoring and escalation with 24/7 response
- Installing and maintaining a virtual private network solution to control external access along with comprehensive policies for both internal users' and contractor's access and responsibilities.
- A secured computer facility with:
  - A security system with restricted physical access
  - An adequate fire suppression systems (Gas)
  - An uninterruptable Power System (battery failover)
  - Adequate cooling and HVAC systems
- Protection of data as required by the Health Insurance Portability and Accountability Act of 1996 (HIPPA), as applicable.
  - Any business associate that is involved with HIPAA protected information will be required to protect health information in the same manner as the Authority.

d) Maintain adequate Business Continuity Plan (BCP) and Disaster Recovery (DR) plan for IT which:

- Ensures adequate facilities are reserved to relocate core operations and recover:
  - Data & IT Support Services (Recovery Time Objective 1 Week)
  - Data Transfer Services (Recovery Time Objective 2 Weeks)
  - Check Printing Services (Recovery Time Objective 2 Week)
  - Client reporting (Recovery Time Objective 3 Weeks)
  - IT Development and Maintenance (Recovery Time Objective 60 Days)

e) Maintain adequate Data Backup and recovery processes that:

- Ensures production data is backed up:
  - "Incremental" daily backups with two weeks retention.
  - Weekly "Full" backups
  - Monthly copies of full backups, with 2 months retention.
  - End of Fiscal year and End of Calendar year backups retained for 3 years.
  - A running copy of all daily incremental backups is retained on disk/on site for two weeks worth of data.
  - Utilize secure off-site services for encrypted backup tape protection picked up daily.
  - Maintain encrypted backup tapes
  - Bar-code tapes and record in a database for expeditious retrieval

---

Date Adopted: September 10, 2014

Ayes: 22 Noes: 0 Abstains: 0 Absent: 8



## MONTEREY & SAN BENITO COUNTIES PROPERTY/LIABILITY JOINT POWERS AUTHORITY

---

### Property & Liability Claims Audit Policy 2014/15 - 14

---

Since the Authority is a self-governing, self-funded body pooling its loss exposures and is committed to prudent risk management and loss controls as well as prudent claims handling, it shall be the policy of the Authority to contract for an independent claims audit every two (2) years or any other frequency that shall be required to maintain its CAJPA accreditation.

---

Date Adopted: \_\_\_\_\_September 10, 2014\_\_\_\_\_

Date of Last Revision: \_\_\_\_\_n/a\_\_\_\_\_

Replaces Resolution No.: \_\_\_\_\_n/a\_\_\_\_\_

Ayes: \_\_\_\_\_22\_\_\_\_\_ Noes: \_\_\_\_\_0\_\_\_\_\_ Abstains: \_\_\_\_\_0\_\_\_\_\_ Absent: \_\_\_\_\_8\_\_\_\_\_

## CLAIMS SETTLEMENT AUTHORITY POLICY

### Revised Resolution 2014/15 - 16

The Monterey & San Benito Counties Property/Liability Joint Powers Authority provides Property and Liability protection for the covered parties of the JPA. It is in the best interest of all covered parties of the Monterey & San Benito Property & Liability JPA to settle valid claims of or against a covered party as quickly and economically as possible and;

As time is of the essence in resolving a claim against a covered party, the Monterey & San Benito Property & Liability JPA engages a qualified Claims Administrator whose purpose includes oversight of claims and settlements, therefore,

It shall be the policy of the Monterey & San Benito Property/Liability JPA to utilize the following claims settlement procedures:

1) The Claims Administrator must obtain the Monterey & San Benito Property/Liability JPA's prior written authorization by the individual(s) set forth below on all settlements or stipulations involving the following payment amounts:

a) 0 to \$25,000- Claims Examiner and District Representative

2) All claims must be ratified at the subsequent Executive Committee meetings.

All decisions to authorize settlements shall be documented by the Claims Administrator as required by the Monterey & San Benito Property/Liability JPA's governing documents.

Date Adopted: \_\_\_\_\_ June 6, 2005 \_\_\_\_\_

Date of Last Revision: \_\_\_\_\_ September 10, 2014 \_\_\_\_\_

Replaces Resolution No.: \_\_\_\_\_ 2004/05- 14 \_\_\_\_\_

Ayes: \_\_\_\_\_ 22 \_\_\_\_\_ Noes: \_\_\_\_\_ 0 \_\_\_\_\_ Abstains: \_\_\_\_\_ 0 \_\_\_\_\_ Absent: \_\_\_\_\_ 8 \_\_\_\_\_

**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	<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:** Special Education Contracts

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

---

**RECOMMENDATION:**

The administration recommends that the School Board review and discuss the present and projected status of special education contracts.

**BACKGROUND:**

Students with disabilities often require services beyond those which are provided through the district's special education program and personnel. This requires the district to enter into contracts with outside providers to make these additional services available. Outside providers include non-public schools, non-public agencies, MCOE and MPUSD.

**INFORMATION:**

Projected cost of contracts was presented and approved by the School Board in June 2015. The Board has requested a quarterly review of the status of contracts with outside providers.

**FISCAL IMPACT:**

The adopted budget for contracts with outside providers totaled \$1,998,822.

The revised budget totaled \$1,563,856.

Due to establishing new district programs, changes, and reimbursements; the projected revised total is \$1,339,672 with an overall decrease of \$659,150. in contracted services.

Projections are subject to change due to the ever changing needs of our students with special needs.



### Special Education Contracts

Contract	# of Students Served	Adopted Budget	Contract Changes	Revised Budget	Year to Date	On Track
Central Coast Kids and Families (Individual Aids for Students)	17	\$ 336,000.00		\$ 336,000.00	\$ 117,098.45	yes
Central Coast Kids and Families (1:1 Health Aids for 2 students)	2	\$ 91,790.00		\$ 91,790.00	\$ 12,007.00	yes
Monterey Peninsula Unified School District (Placement in Programs)	3	\$ 650,000.00	\$ (466,751.00)	\$ 183,249.00	\$ 31,500.72	yes
Monterey County Office of Education *	9	\$ 798,262.00		\$ 798,262.00	\$ 287,848.00	yes
Tucci Learning Solutions (ABA Services to individual student) **	1	\$ 73,400.00		\$ 73,400.00	\$ 16,689.75	yes
Sarah B. Weber (Spanish translation/interpretation)	0	\$ 2,010.00	\$ (2,010.00)	\$ -	Null and Void	yes
F.A.S.T. (Interpreters for all languages)	TBD	\$ 2,000.00	\$ 6,000.00	\$ 8,000.00	\$ 2,718.03	yes
Non-Public Schools ***	2	\$ 36,000.00	\$ 24,675.00	\$ 60,675.00	\$ 9,501.25	yes
Community Human Services	TBD	\$ 9,360.00	\$ 3,120.00	\$ 12,480.00	\$ -	yes
<b>TOTAL</b>		<b>\$ 1,998,822.00</b>	<b>\$ (434,966.00)</b>	<b>\$ 1,563,856.00</b>	<b>\$ 477,363.20</b>	
*MCOE will adjust billback in December. Projection is \$657,000				\$ (141,262.00)		
** Tucci Contract has been eliminated 11/15				\$ (52,585.00)		
*** SELPA will reimburse 50% in June.				\$ (30,337.00)		
<b>Projected Revised Total</b>				<b>\$ 1,339,672.00</b>		
<b>Projected Cost Savings</b>				<b>\$ 659,150.00</b>		

**SUBJECT:** Review of Extracurricular Activities

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

---

**RECOMMENDATION:**

The District Administration recommends that the Board review and provide feedback on the funding of extracurricular activities.

**BACKGROUND:**

The District continues to provide several types of extracurricular activities for students. Some of these activities are funded through fundraisers and/or donations and are tracked in the Associated Student Body (ASB) accounting system. Other activities, such as the Music program, are funded from the General Fund.

**INFORMATION:**

A spreadsheet of the various clubs and groups will be distributed at the Board meeting.

**FISCAL IMPACT:**

This item is for discussion only.

**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 December 10, 2015 Regular Board Meeting:

Bus Ridership  
Parent Technology Education Training Options  
Summer Site Construction Plans- February 2016