

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

Trustees

John Thibeaup, President

John Paff, Clerk

Debbie Crandell

Bill Phillips

Brian Swanson

Lexi Rohrer, Student Rep

DATE: Thursday, August 25, 2016

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

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

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

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

AGENDA AND ORDER OF BUSINESS

I. OPENING BUSINESS

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

II. CLOSED SESSION

- A. Identify Closed Session Topics
The Board of Education will meet in Closed Session to consider matters appropriate for Closed Session in accordance with Education and Government Code.
 - 1. Planning and Preparation Meet and Confer: Adult School Teacher Salary Agreement
 - 2. Employee Discipline/Dismissal/Release/Complaint (2 cases) [Government Code § 54957]
- B. Public comment on Closed Session Topics
- C. Adjourn to Closed Session

III. RECONVENE IN OPEN SESSION

A. Report action taken in Closed Session:

1. Planning and Preparation Meet and Confer: Adult School Teacher Salary Agreement
2. Employee Discipline/Dismissal/Release/Complaint (2 cases) [Government Code § 54957]

B. Pledge of Allegiance

IV. COMMUNICATIONS

A. Written Communication

B. Board Member Comments

C. Superintendent Report

D. PGUSD Staff Comments (Non Agenda Items)

V. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

Public comment on any item of interest to the public that is within the Board's jurisdiction will be heard. The Board may limit comments to no more than three (3) minutes for each agenda or non-agenda item; a total time for public input on each item is 20 minutes, pursuant to Board Policy 9323. Public comment will also be allowed on each specific action item prior to Board action thereon. This meeting of the Board of Education is a business meeting of the Board, conducted in public. Please note that the Brown Act limits the Board's ability to respond to public comment. The Board may choose to direct items to the Administration for action or place an item on a future agenda.

VI. CONSENT AGENDA

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

A. Minutes of June 30, 2016 Regular Board Meeting

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

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B. Certificated Assignment Order #1

Recommendation: (Billie Mankey, Director of Human Resources) The administration recommends adoption of Certificated Assignment Order #1.

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C. Classified Assignment Order #1

Recommendation: (Billie Mankey, Director of Human Resources) The administration recommends adoption of Classified Assignment Order #1.

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D. Acceptance of Donations

Recommendation: (Rick Miller, Assistant Superintendent) The District Administration recommends that the Board approve acceptance of the donations.

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E. Out of County or Overnight Activities

Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that

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the Board approve or receive the request as presented.

- F. Warrant Schedules No. 573 and 574 19
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.
- G. Acceptance of Quarterly Treasurer's Report 22
Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board accept the Quarterly Treasurer's Report for the quarter ending June 30, 2016.
- H. 2016-2017 Consolidated Application for Funding, Part 1 35
Recommendation: (Ani Silva, Director of Curriculum and Special Projects) The District Administration recommends that the Board review and approve the 2016-2017 Consolidated Application for Funding, Part 1 as presented.
- I. Contract for Professional Development for Common Core Implementation 51
Recommendation: (Ani Silva, Director of Curriculum and Special Projects) The District Administration recommends that the Board review and approve the contract with McGrath Consulting Group for the 2016-2017 school years.

Move: _____

Second: _____

Vote: _____

VII. ACTION/DISCUSSION

- A. First and/or Final Read: Board Policy BP 0410 Nondiscrimination in District Programs and Activities; BP 5145.3 Nondiscrimination/Harassment, AR 5145.3 Nondiscrimination/Harassment, AR 6143 Course of Study 55
Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends that the Board review and approve or give direction on the revised Board Policies BP 0410 Nondiscrimination in District Programs and Activities; BP 5145.3 Nondiscrimination/Harassment, Regulation AR 6143 Course of Study, as well as the new Regulation 5145.3 Nondiscrimination/Harassment, as required by Education Code.
- Move: _____ Second: _____ Vote: _____
- B. Substitute Teacher Pay 99
Recommendation: (Billie Mankey, Director of Human Resources) The District Administration respectfully recommends the Board review and approve a substitute teacher one-time pay increase for the 2016-17 school year of 6.75% based on information provided.
- Move: _____ Second: _____ Vote: _____
- C. Board Calendar/Future Meetings 101
Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends that the Board review and possibly modify the schedule of meeting dates on the attached calendar and determine, given information from the Administration, whether additional Board dates or modifications need to be established.

Move: _____

Second: _____

Vote: _____

VIII. INFORMATION/DISCUSSION

- A. Review of Prior Year Property Tax Revenue 103
Recommendation: (Rick Miller, Assistant Superintendent) The District Administration recommends that the Board review the attached information regarding receipts of Property Tax Revenue for the 2015-16 fiscal year.

Board Direction: _____

- B. Review of District Enrollment Report for 2016-17 106
Recommendation: (Rick Miller, Assistant Superintendent) The District Administration recommends that the Board review the attached information regarding Enrollment for the first week of school for 2016-17.

Board Direction: _____

- C. Review of Food Preparation at District Facilities 108
Recommendation: (Rick Miller, Assistant Superintendent) The District Administration recommends that the Board review District requirements for the preparation of food.

Board Direction: _____

- D. Opening of Schools Update From Site Administrators 109
Information: (Ralph Gómez Porras, Superintendent) The District Site Administrators will provide the Board with an update on the opening of school sites for the 2016 – 2017 year.

Board Direction: _____

- E. Facilities Project Update 110
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The Administration recommends that the Board review and provide feedback on ongoing and upcoming facilities projects.

Board Direction: _____

- F. Future Agenda Items 112
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.

Olivia Caine Presentation on Choir Class (September 8)
Senior Class Projects Review (November 17)
California Healthy Kids Survey Follow-Up (Fall 2016)
Spanish Class at Elementary Schools

Board Direction: _____

IX. ADJOURNMENT

Next regular meeting: September 8, 2016 – Forest Grove

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
Minutes of Regular Meeting of June 30 – District Office

I. OPENED BUSINESS

- A. Called to Order 7:00 p.m.
- B. Roll Call
- | | |
|-------------------------|---------------------------------|
| President: | Trustee Paff |
| Clerk: | Trustee Crandell |
| Trustee Present: | Trustee Swanson |
| Trustees Absent: | Trustee Thibeau |
| | Trustee Phillips |
| Administration Present: | Superintendent Porras |
| | Assistant Superintendent Miller |
| Board Recorder: | Mandi Freitag |
- C. Adopted Agenda
- Trustee Paff sitting in as President, Trustee Crandell sitting in as Clerk.
- Revised cover sheet for Resolution #981.
- MOTION Crandell/Swanson to adopt agenda as presented.**
- Public comment: none**
- Motion CARRIED 3 – 0**
- D. Pledge of Allegiance Led By: Principal Buck Roggeman

II. PRESENTATION

Diane Beron presented an update to the Board of Education on the State Preschool. Included comments from previous state preschool student Jasmine Soto, Mother Erica Munoz and her sons Eric and Luis.

III. COMMUNICATIONS

- A. Written Communication
- None.
- B. Board Member Comments
- Trustee Paff noted all the hard work happening at the school sites.
- C. Superintendent Report
- Superintendent Porras thanked the Board for their continued support with his work with Association of California School Administrators (ACSA).

D. PGUSD Staff Comments (Non Agenda Items)

None.

IV. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

None.

V. CONSENT AGENDA

- A. Revised Minutes of May 19, 2016 Board Meeting
- B. Minutes of June 2, 2016 Board Meeting
- C. Certificated Assignment Order #16
- D. Classified Assignment Order #15
- E. Acceptance of Donations
- F. Out of County or Overnight Activities
- G. Quarterly Report on Williams Uniform Complaints
- H. Approval of Measure A Education Technology Expenditures
- I. Agreement for Legal Services, 2016-17
- J. California School Board Association Membership
- K. Approval of California School Board Association GAMUT Online Service Agreement
- L. Monterey Bay Charter School Lease Revision #11
- M. Special Education Contracts for 2016-17
- N. Memorandum of Understanding between Pacific Grove Unified School District and Carmel Unified School District for the Placement of Special Education Students in Classrooms for Students with Moderate to Severe Disabilities
- O. Contract for Services with Kraemer Entertainment
- P. Board Certified Behavior Analyst (BCBA)

MOTION Swanson/Crandell to approve consent agenda as presented.

Public comment: none

Motion CARRIED 3 – 0

VI. ACTION/DISCUSSION

- A. Approval of Resolution #978 Authorizing State Preschool Contract

MOTION Crandell/Swanson to approve Resolution #978 Authorizing State Preschool Contract.

Public comment: none

Motion CARRIED roll call vote 3 – 0

- B. Agreement for Services with the City of Pacific Grove for a School Resource Officer (SRO)

Assistant Superintendent Rick Miller informed the Board that he met with the Interim Chief Steve Belcher and Commander Lakind who are very interested in working with the District. The Board discussed this item.

District Safety Director Barbara Martinez spoke to the Board regarding the relationship with the SRO.

The Board requested a quarterly update.

MOTION Swanson/Crandell to approve the agreement for services with the City of Pacific Grove for a School Resource Officer (SRO).

Public comment: none

Motion CARRIED 3 – 0

C. Resolution #982 for the Refinancing of Existing General Obligation Bonds

Dale Scott discussed this item with the Board.

MOTION Crandell/Swanson to approve Resolution #982 for the Refinancing of Existing General Obligation Bonds.

Public comment: none

Motion CARRIED roll call vote 3 – 0

D. Approval of Resolution #979 Public Project Emergency Waiver For the Pacific Grove Middle School Elevator Jack Replacement and Repairs

MOTION Swanson/Crandell to approve Resolution #979 Public Project Emergency Waiver for the Pacific Grove Middle School Elevator Jack Replacement and Repairs.

Public comment: none

Motion CARRIED roll call vote 3 – 0

E. Approval of Resolution #980 Exempting Forest Grove New Drop-Off Zone Project From Application of The City of Pacific Grove Zoning Ordinance

MOTION Crandell/Swanson to approve Resolution #980 Exempting Forest Grove New Drop-Off Zone Project From Application of The City of Pacific Grove Zoning Ordinance.

Public comment: none

Motion CARRIED roll call vote 3 – 0

F. Approval of Resolution #981 Exempting Robert Down Lunch Area Project From Application of The City of Pacific Grove Zoning Ordinance

MOTION Swanson/Crandell to approve Resolution #981 Exempting Robert Down Lunch Area Project From Application of The City of Pacific Grove Zoning Ordinance.

Public comment: none

Motion CARRIED roll call vote 3 – 0

G. Board Calendar/Future Meetings

MOTION Crandell/Swanson to approve the Board meeting calendar.

Public comment: none

Motion CARRIED 3 – 0

VII. INFORMATION/DISCUSSION

A. Adult School Salary Schedule Comparison

Director of Human Resources Billie Mankey presented information to the Board. The Board requested that this item be brought back every time other bargaining units are negotiating/conferring.

Public Comment:

Laverne Baker-Leyva clarified that raises were received two years ago, and prior to that the Adult School had not received a raise for four years.

Adult School Principal Barbara Martinez thanked the Board for keeping the Adult School employees in mind for raises.

B. Substitute Teacher Pay

Director of Human Resources Billie Mankey presented information to the Board. The Board requested that this item be brought back to Action/Discussion at the next meeting.

C. Facilities Project Update

Director of Maintenance and Operations Matt Kelly presented information to the Board, including updates on Forest Grove and Robert Down projects.

D. Future Agenda Items

California Healthy Kids Survey Follow-Up (Fall 2016)
Senior Class Projects Review (Fall 2016)
Olivia Caine Presentation on Choir Class (Fall 2016)
Spanish Class at Elementary Schools

VIII. ADJOURNED

8:24 p.m.

Approved and submitted:

Dr. Ralph Gómez Porras
Secretary to the Board

SUBJECT: Certificated Assignment Order #1

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

RECOMMENDATION:

The administration recommends adoption of Certificated Assignment Order #1

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. 1
August 25, 2016**

APPOINTMENT/NEW HIRE:

Maurisa Alt, PGAS, Parent Education Instructor, Full-time, 8 hrs./day/184 days, Column A, Step 3, effective August 3, 2016 (Replaces Julie Lamora-Kelly)

TEMPORARY APPOINTMENT:

Julie Lamora-Kelly, FGE Elementary Teacher (TK), Temporary, Part-time, 0.50 FTE, Column IV, Step 11 + MA, effective August 8, 2016 through June 2, 2017 only (replaces Nicki Klevan LOA for RWL)

Larise Baker, PGAS, Parent Education Instructor, Temporary, Part-time, 4 hours/day 2 days per week, Column B, Step 13, effective August 3, 2016 (new position)

Catherine Broz, PGAS, Parent Education Instructor, Temporary, Part-time, 4 hours/day/3 days per week, Column C, Step 3, effective August 3, 2016 (new position)

Celia Lara, PGHS, CTE Photography, Temporary, 0.40 FTE, Column IV, Step 5, + MA (placement is unofficial until official transcripts are received) effective August 25, 2016 through June 2, 2017 (replaces Martin Sconduto who resigned)

ReNae Jackson, Elementary Instrumental Teacher, 0.40 FTE, Column IV, Step 10 + MA, effective August 8, 2016 through June 2, 2017 (replaces Dave Hoffman LOA for STRS RWL)

INCREASE IN ASSIGNMENT:

Amanda Mello, PGHS Science Teacher, increase in assignment from 0.60 FTE to 0.80 FTE effective August 9, 2016

DISTRICT ORGANIZATIONAL ASSISTANCE AND SUPPORT STIPEND, funded annually through ACSA replacement funds during absence of Superintendent for ACSA Presidential duties effective for the 2016-17 school year only:

Matt Bell, Lead Negotiator, \$5,000

SUBSTITUTE:

Diana Delcambre

Rachel Ferko-Hansen

James Forkum

Kundi Hess

Brittany Schicketanz

Brady Shilstone

Rebecca Torres – Adult School Swim

SUBJECT: Classified Assignment Order #1

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

RECOMMENDATION:

The administration recommends adoption of Classified Assignment Order #1.

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. 1
August 25, 2016**

NEW HIRE:

Che Burns, District Custodian I, PGHS, 8 hrs./day/12 month work calendar, Range 35, Step B, effective August 1, 2016 (replaces Greg Kelley reassignment)

Amy Riedel, RDE Office Manager, 8 hrs./day/10.75 month work calendar, Range 39, Step D, effective August 17, 2016 (replaces Deanna Karasek who resigned)

Jonathan Mejia, PGHS Computer Lab Tech II, 8 hrs./day/10 month work calendar, Range 33, Step F, effective August 1, 2016 (replaces Isaac Echavarria who resigned)

David Brown, PGHS Instructional Assistant Special Education), 6 hrs./day/180 day work calendar, Range 31, Step D, effective August 10, 2016 (replaces Monique Barr who resigned)

Genevieve O'Brien, RDE Instructional Assistant, 2.5 hrs./day/180 day work calendar, Range 30, Step C, effective August 10, 2016 (replaces retiree Marge Falknor)

Teresa Ramirez, RDE Paraprofessional, 35 hrs./week/180 day work calendar, Range 37, Step B, effective August 10, 2016 (new position)

Megan Roach, Licensed Professional, Occupational Therapist, 0.60 FTE, 110.4 days per year, Licensed Professional Salary Schedule, Step 6, effective August 8, 2016 (replacing Pamela Nail who resigned)

Wendi Roland, PGMS Instructional Assistant (PE), 31.5 hrs./week/180 day work calendar, Range 30, Step A, effective August 10, 2016 (replaces Shyamala White who resigned)

Habiba Malik, FGE Noon Duty, 1 hr./day/180 day work calendar, Range 25, Step A, effective August 10, 2016 (replaces retiree Linda Radley)

ADDITIONAL ASSIGNMENT:

Ryan Rodewald, RDE BASRP Recreation Attendant, Part-time, /180 day work calendar, Range 26, Step A, effective August 10, 2016 (replaces retiree Linda Radley)

Tami Kirmil, RDE BASRP Recreation Attendant, Part-time, 10 hrs./week/180 day work calendar, Range 26, Step E, effective August 10, 2016 (replaces Shari Goldman who resigned)

Debby Pinheiro, FGE BASRP Recreation Attendant, Part-time, 9 hrs./week/180 day work calendar, Range 26, Step F, effective August 10, 2016 (replaces Jennifer Fuqua who transferred)

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL ORDER NO. 1
August 25, 2016**

INCREASE/DECREASE IN HOURS:

Sylvia Mah, FGE, Instructional Assistant (TK), increases hours from 4 hrs./day/180 day work calendar to 5.5 hrs./day/180 day work calendar, effective August 10, 2016

DISTRICT ORGANIZATIONAL ASSISTANCE AND SUPPORT STIPENDS, funded annually through ACSA replacement funds during absence of Superintendent for ACSA Presidential duties effective for the 2016-17 school year only:

Mandi Freitag, \$5,000

Billie Mankey, \$7,000

Rick Miller, \$10,000

TRANSFER:

Greg Kelley, Custodian I, transfers from PGHS to PGMS, 8 hrs./day/12 month work calendar, effective August 1, 2016 (replaces Michael Barr who resigned)

RESIGNATION:

Lynn Book, District Bus Driver, 6 hrs./day/10 month work calendar, resigns effective July 29, 2016, after 6 years of successful service with the Pacific Grove Unified School District

Deanna Karasek, RDE, Office Manager, 8 hrs./day/10.75 month work calendar, resigns effective August 5, 2016, after 11.5 years of successful service with the Pacific Grove Unified School District

Sylvia Mah, FGE, Food Service I, 1.25 hrs./day/180 day work calendar, resigns effective August 1, 2016 (to increase IA hours)

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

None

Robert H. Down Elementary School

None

Pacific Grove Middle School

None

Pacific Grove High School

Pebble Beach Co. Foundation

\$11,000 (Garden grant)

Wells Fargo

\$ 115.38 (V. Michael classroom)

Pacific Grove Community High School

None

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

None

Pacific Grove Unified School District

None

Ref: Donations

SUBJECT: 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>DESTINATION</u>	<u>STUDENTS/CLASS</u> <u>ACTIVITY</u>	<u>TRANSPORTATION</u>	<u>COST</u>	<u>FUNDING SOURCE</u>
Aug.-Nov., 2016 Various Cities	Athletics Events See Attached	District bus	TBD	District Athletics
January 28, 2017 Tech Museum of Innovation San Jose, CA	RD 5 th Grade classes Science field trip	Auto	\$0	n/a

2016 PGHS AthleticsFall trips out of county – day trips (No Overnight)

<u>Date</u>	<u>Opponent</u>	<u>Teams</u>	<u>Transportation</u>	<u>Departure</u>	<u>Return</u>	<u>County</u>
Boys Football						
8/26/16	Watsonville	Football	Bus	3:00	10:00	Santa Cruz
9/9/16	Fremont HS	Football	Bus	2:30	11:00	Santa Clara
G Volleyball						
8/31/16	Watsonville	Volleyball	Bus	3:00	9:00	Santa Cruz
9/17/16	Westmoor	Volleyball	Vans	9:00am	5:00pm	Santa Clara
10/6/16	Anzar	Volleyball	Bus	3:00	9:00	San Benito
G Golf						
9/14/16	Hollister	Golf	Van	2:00	6:00	San Benito
Cross country						
9/3/16	San Benito	CC	Vans	9:00am	2:00pm	San Benito
9/24/16	Stanford	CC	Vans	8:00am	3:00pm	Santa Clara
10/14/16	Roughrider	CC	Vans	7:00am	5:00pm	Fresno
11/26/16	State Meet	CC	Vans	7:00am	5:00pm	Fresno
Girls Tennis						
9/8/16	Oakwood	G Golf	Bus	2:45	6:00	Santa Clara

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

REQUEST FOR OFF CAMPUS ACTIVITY

Consent Agenda Item E

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

BOARD APPROVAL IS REQUIRED FOR ALL OUT-OF-COUNTY, OUT-OF-STATE, OR OVERNIGHT ACTIVITIES. THE REQUEST MUST BE APPROVED BY THE BOARD PRIOR TO THE EVENT, THEREFORE THE REQUEST MUST BE SUBMITTED AT LEAST TWO (2) WEEKS PRIOR TO THE BOARD MEETING PRIOR TO THE EVENT

Date of Activity 1-18-2017 Day of Activity Wednesday
 Place of Activity The Tech Museum of Innovation San Jose, Ca.
 School Robert Down Elem. Grade Level 5th
 School Departure Time 10:30 AM _____ PM _____
 Pickup Time **From** Place of Activity _____ AM 1:00 PM _____
 Name of Employee Accompanying Students S. Pechan, M. Hiserman, K. Uppman
 Number of Adults 18 Number of Students 78
 Class or Club 5th grade classes
 Description of Activity Field Trip
 Education Objective Engineering, Science, Tech - STEM, NGSS
 List All Stops RHD → Tech Museum → RHD
 Means of Transportation: () 84 Passenger () 72 Passenger () 48 Passenger () 18 Passenger
 () Charter (☒) Auto* () Walk () Other** _____

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

1. NOTE: Board Regulation 3541.1 Requirements Will Be Complied With When Using Private Autos [Signature]
 (Teachers Initials)
2. If using vans, you MUST list who the drivers are. _____
3. Cost of Activity \$ 0
4. Cost of Transportation \$ 0
Total Cost (Activity + Transportation) \$ 0
5. Fund to be Charged for all activity expenses: () Acct. Code _____
 () Students _____
 () Other _____
6. Requested By [Signature: S. Pechan] Date 8-3-16
 Employee's Signature AND Printed Name (Employee accompanying students on activity)
7. Recommend Approval [Signature: S. McLeane] Date 8-5-16
 Principal's Signature

Transportation Department/District Office Use Only

Bus(s) () Available () Not Available Date Received _____
 Cost Estimate \$ _____
 Approved By _____ Date _____
 Approved By [Signature] Date 8/10/16
 Transportation Supervisor
 Assistant Superintendent
 Date of Board Approval August 25, 2016 Regular Meeting of August 25, 2016
 PGUSD

SUBJECT: Warrant Schedule 573 and 574

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 May 26, 2016 through July 29, 2016.

INFORMATION:

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

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

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

WARRANT SCHEDULE NO. 573Warrants- PayrollJUNE '16

Certificated-	Regular 06/03/16	\$	0
	Regular 06/10/16	\$	60,495.45
	Regular 06/15/16	\$	0
	Regular 06/30/16	\$	186,796.00
Total Certificated		\$	<u>247,291.45</u>
Other-	Regular 06/03/16	\$	0
	Regular 06/10/16	\$	0
	Regular 06/15/16	\$	0
	Regular 06/30/16	\$	0
Total Other		\$	<u>0</u>
Classified-	Regular 06/03/16	\$	0
	Regular 06/10/16	\$	13,882.49
	Regular 06/15/16	\$	0
	Regular 06/30/16	\$	470,490.55
Total Classified		\$	<u>484,373.04</u>
TOTAL PAYROLL		\$	<u>731,664.49</u>

Warrants- AP

Warrants <u>12238164</u> through <u>12238212</u> (05/26/16)	\$	<u>58,487.82</u>
Warrants <u>12238752</u> through <u>12238770</u> (05/31/16)	\$	<u>38,285.38</u>
Warrants <u>12239415</u> through <u>12239423</u> (06/02/16)	\$	<u>17,608.77</u>
Warrants <u>12240242</u> through <u>12240282</u> (06/07/16)	\$	<u>54,512.95</u>
Warrants <u>12241137</u> through <u>12241154</u> (06/09/16)	\$	<u>54,896.58</u>
Warrants <u>12241778</u> through <u>12241836</u> (06/14/16)	\$	<u>160,372.76</u>
Warrants <u>12243124</u> through <u>12243139</u> (06/16/16)	\$	<u>112,240.80</u>
Warrants <u>12243685</u> through <u>12243702</u> (06/21/16)	\$	<u>28,821.29</u>
Warrants <u>12244659</u> through <u>12244675</u> (06/23/16)	\$	<u>48,129.55</u>
TOTAL WARRANTS	\$	<u>1,305,020.39</u>

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

WARRANT SCHEDULE NO. 574

Warrants- Payroll

JULY '16

Certificated-	Regular 07/05/16	\$	0
	Regular 07/08/16	\$	77,002.26
	Regular 07/15/16	\$	0
	Regular 07/29/16	\$	167,576.06
Total Certificated		\$	<u>244,578.32</u>
Other-	Regular 07/05/16	\$	0
	Regular 07/08/16	\$	0
	Regular 07/15/16	\$	0
	Regular 07/29/16	\$	0
Total Other		\$	<u>0</u>
Classified-	Regular 07/05/16	\$	0
	Regular 07/08/16	\$	42,203.37
	Regular 07/15/16	\$	0
	Regular 07/29/16	\$	337,896.13
Total Classified		\$	<u>380,099.50</u>
<u>TOTAL PAYROLL</u>		\$	<u>624,677.82</u>

Warrants- AP

Warrants <u>12248026</u> through <u>12248074</u>	(07/07/16)	\$	<u>61,091.23</u>
Warrants <u>12248640</u> through <u>12248702</u>	(07/12/16)	\$	<u>243,262.13</u>
Warrants <u>12249343</u> through <u>12249400</u>	(07/14/16)	\$	<u>102,377.48</u>
Warrants <u>12249906</u> through <u>12249916</u>	(07/19/16)	\$	<u>139,103.08</u>
Warrants <u>12250603</u> through <u>12250616</u>	(07/21/16)	\$	<u>25,219.42</u>
Warrants <u>12251980</u> through <u>12252009</u>	(07/28/16)	\$	<u>242,866.44</u>
<u>TOTAL WARRANTS</u>		\$	<u>1,438,597.60</u>

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 June 30, 2016.

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 then invests these funds in the various instruments identified in the attached report.

INFORMATION:

As indicated in the attached Treasurer's Report, the current investment portfolio is "in compliance with all applicable provisions of state law and the adopted investment policy, and contains sufficient liquidity to meet all projected outflows over the next six months", and is currently returning an annualized yield of **1.03%**. This is compared to 1.08% a year ago.

FISCAL IMPACT:

None.



Monterey County Board of Supervisors

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

Board Order

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

- a. Received and accepted the Treasurer's Report of Investments for the quarter ending June 30, 2016;
- b. Received and approved the Treasurer's Investment Policy for FY 2016-17; and
- c. Renewed the Delegation of Investment Authority to the Treasurer-Tax Collector pursuant to California Government Code 53607.

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

AYES: Supervisors Armenta, Salinas, Parker and Potter

NOES: None

ABSENT: Supervisor Phillips

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 79 for the meeting on July 26, 2016.

Dated: August 2, 2016
File ID: 16-904

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

By

Deputy



Monterey County

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

Board Report

Legistar File Number: 16-904

July 26, 2016

Introduced: 7/15/2016

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

- a. Receive and Accept the Treasurer's Report of Investments for the quarter ending June 30, 2016; and
- b. Receive and Approve the Treasurer's Investment Policy for FY 2016-17; and
- c. Renew the Delegation of Investment Authority to the Treasurer-Tax Collector pursuant to California Government Code 53607.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Receive and Accept the Treasurer's Report of Investments for the quarter ending June 30, 2016; and
- b. Receive and Approve the Treasurer's Investment Policy for FY 2016-17; and
- c. Renew the Delegation of Investment Authority to the Treasurer-Tax Collector pursuant to California Government Code 53607.

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 April - June 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.

The Treasurer has also amended the Monterey County Investment Policy to provide additional clarification, revise language and update investment guidelines and categories as stated in Government Code §53601(q). In addition, annual Board approval of the Investment Policy and delegation of investment authority are prescribed by Government Code sections 53646 and 53607.

DISCUSSION:

During the April - June quarter yields on U.S. Treasuries continued to fall due to concern over slowing economic growth and the release of the May employment data which revealed the lowest level of jobs gain since 2010. Market participants correctly predicted this would discourage the Federal Reserve from raising rates at the June committee meeting. While the labor market rebounded in June, adding a net 287,000 jobs which largely exceeded the market expectation of 175,000, Britain's vote to leave the European Union caused volatility throughout the global financial market, causing sovereign yields across the world to plummet. The political and economic consequences continue to be highly uncertain as Britain has the second largest economy in the European Union.

On June 30, 2016 the Monterey County investment portfolio contained an amortized book value of \$1,299,086,359.71 spread among 86 separate securities and funds. The par value of those

Legistar File Number: 16-904

funds was \$1,297,997,754.70 with a market value of \$1,298,648,951.83 or 99.97% of amortized book value. The portfolio's net earned income yield for the period was 1.03%. This produced an estimated income of \$3,429,732.19 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 491 days.

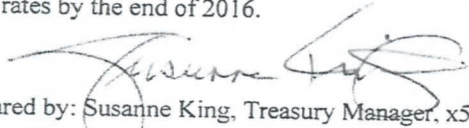
The investment portfolio was in compliance with all applicable provisions of state law and the adopted Investment Policy, and contains sufficient liquidity to meet all projected outflows over the next six months. Market value pricings were obtained through Bloomberg LLP, Union Bank of California and 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 the Federal Reserve may not raise rates by the end of 2016.


Prepared by: Susanne King, Treasury Manager, x5490


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

All attachments are on file with The Clerk of the Board:
Exhibit A - Investment Portfolio Review 06-30-16
Exhibit B - Portfolio Management Report 06-30-16
Exhibit C - Monterey County Historical Yields vs. Benchmarks
Exhibit D - Aging Report 07-01-16
Exhibit E - Monterey County Investment Policy - Red Line
Exhibit F - Monterey County Investment Policy - Proposed

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

Exhibit A

Investment Portfolio Review

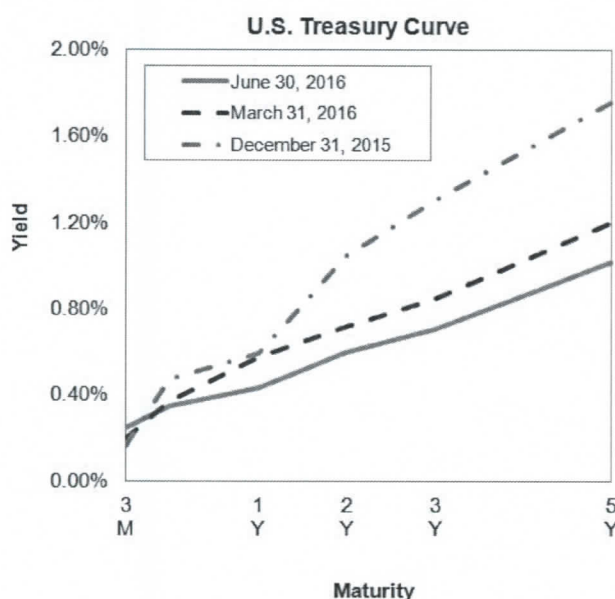
Quarter Ending June 30, 2016

OVERVIEW April 1, 2016 – June 30, 2016

During the April - June quarter yields on U.S. Treasuries continued to fall due to concern over slowing economic growth and the release of the May employment data which revealed the lowest level of jobs gain since 2010. Market participants correctly predicted this would discourage the Federal Reserve from raising rates at the June committee meeting. While the labor market rebounded in June, adding a net 287,000 jobs which largely exceeded the market expectation of 175,000, Britain's vote to leave the European Union caused volatility throughout the global financial market, causing sovereign yields across the world to plummet. The political and economic consequences continue to be highly uncertain as Britain has the second largest economy in the European Union.

U.S. TREASURY YIELD CURVE

- Yields across the yield curve have fallen in 2016 except in the shortest maturities causing the yield curve to flatten.
- Rates continue to end the quarter significantly lower than in the two previous quarters.
- The portfolio has 60% invested in the 2-3 year maturity range to take advantage of the higher yields offered in that part of the yield curve.



	6/30/16	3/31/16	12/31/15
3-month	0.25%	0.20%	0.16%
6-month	0.35%	0.38%	0.47%
1-year	0.44%	0.58%	0.60%
2-year	0.60%	0.72%	1.05%
3-year	0.71%	0.85%	1.31%
5-year	1.02%	1.20%	1.76%
10-year	0.25%	0.20%	0.16%

Source: Bloomberg

The County Treasury continues to outperform all of its portfolio benchmarks this quarter. Our investment strategy positions short term debt to provide liquidity and continues to take advantage of available higher yields on Commercial Paper, highly rated Corporate Notes and Negotiable CDs as well as maintaining Treasury Notes with attractive rates. The following indicators reflect key aspects of the County's investment portfolio in light of the above noted conditions:

1. Market Access – During the quarter, the majority of County investment purchases were in the area of U.S. highly rated Corporate Notes and Commercial Paper. The Treasurer continues to keep a high level of liquid assets reflecting the need to maintain levels of available cash to ensure the ability to meet all cash flow needs.
2. Diversification - The Monterey County Treasurer's portfolio consists of 86 different 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 Notes	Negotiable CDs	Liquid Assets	US Treasuries	Federal Agencies	Commercial Paper
14%	6%	25%	20%	27%	8%

3. Credit Risk – Approximately 78% of the investment portfolio is comprised of U.S. Treasuries, Federal Agency securities, Negotiable CDs 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 (14%) is rated in the higher levels of investment grade. All federal agency securities have AA ratings, or are guaranteed by the U.S. Treasury. The credit quality of the County's portfolio continues to be high.

The portfolio credit composition is detailed in the table below:

Portfolio Credit Composition									
AAA	AAAm	AA+	AA	AA-	A	A-1+ (Short-Term)	A-1 (Short-term)	Aaf/S1+ (CalTrust)	Not Rated (LAIF/MMF)
<1%	10%	50%	2%	7%	5%	2%	9%	11%	4%

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 April to June quarter. The portfolio's average weighted maturity was 491 days. The County maintained \$319.8M (25%) in overnight investments to provide immediate liquidity and \$176.7M (14%) in securities with maturities under a year to provide further enhanced liquidity.

PORTFOLIO CHARACTERISTICS

	<u>March 31, 2016</u>	<u>June 30, 2016</u>
Total Assets	\$1,279,023,414.54	\$1,299,086,359.71
Market Value	\$1,278,591,988.68	\$1,298,648,951.83
Days to Maturity	477	491
Yield	1.08%	1.03%
Estimated Earnings	\$3,432,128.12	\$3,429,732.19

FUTURE STRATEGY

The County portfolio has 60% invested in the 2-3 year maturity range to take advantage of the higher yields offered in that part of the yield curve and will continue to manage the portfolio to maximize safety, liquidity and the portfolio yield.

With the unemployment rate reaching 4.9% (its lowest level in eight years) and a steady rise in consumer spending, the economy is expected to grow. The Fed tightening at a slow pace along with a moderate economic growth should provide a supportive environment for investment-grade credit. The acquisition of new Corporate Notes, bank certificates of deposit (CDs) and Commercial Paper will continue to contribute positively to the County's portfolio performance.

Exhibit B

**Monterey County
Portfolio Management
Portfolio Details - Investments
June 30, 2016**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
Money Market Accts - GC 53601(k)(2)												
SYS11672	11672	BlackRock			1,081.32	1,081.32	1,081.32	0.304			0.304	
SYS11830	11830	Federated		07/01/2015	0.00	0.00	0.00	0.101	Aaa	AAA	0.101	
SYS11578	11578	Fidelity Investments			53,932,312.88	53,932,312.88	53,932,312.88	0.318	Aaa	AAA	0.318	
Subtotal and Average			62,871,855.61		53,933,394.20	53,933,394.20	53,933,394.20				0.318	
State Pool - GC 16429.1												
SYS11361	11361	LAIF			50,000,000.00	50,000,000.00	50,000,000.00	0.463			0.463	
Subtotal and Average			50,000,000.00		50,000,000.00	50,000,000.00	50,000,000.00				0.463	
CALTRUST/CAMP - GC 53601(p)												
SYS11801	11801	CalTrust			140,000,000.00	140,000,000.00	140,000,000.00	0.726	Aaa	AAA	0.726	
SYS10379	10379	Calif. Asset Mgmt			74,200,000.00	74,200,000.00	74,200,000.00	0.448		AAA	0.448	
SYS11961	11961	Calif. Asset Mgmt			465,959.07	465,959.07	465,959.07	0.510		AAA	0.510	
Subtotal and Average			230,714,310.72		214,665,959.07	214,665,959.07	214,665,959.07				0.629	
SWEEP ACCOUNT-MORG STNLY												
SYS12041	12041	Morgan Stanley		11/10/2015	1,208,401.43	1,208,401.43	1,208,401.43	0.273			0.273	
Subtotal and Average			2,280,851.04		1,208,401.43	1,208,401.43	1,208,401.43				0.273	
Negotiable CDs - GC 53601 (i)												
40428AR58	12047	HSBC Securites		11/18/2015	14,000,000.00	14,000,000.00	14,000,000.00	1.540	Aa2	AA-	1.540	11/17/2017
78009NZZ2	12072	Royal Bank of Canada		03/15/2016	18,000,000.00	18,000,000.00	18,000,000.00	1.700	Aa3	AA-	1.700	03/09/2018
83050FBG5	12046	Skandinaviska Enskilada Banken		11/17/2015	14,000,000.00	14,000,000.00	14,000,000.00	1.480	Aa3	A+	1.501	11/16/2017
86958DH54	12048	Svenska Handelsbanken NY		11/24/2015	14,000,000.00	14,000,000.00	14,000,000.00	1.111			1.066	08/24/2017
89113E5E2	12073	Toronto Dominion Bank		03/16/2016	18,000,000.00	18,000,000.00	18,000,000.00	1.720	Aa1	AA-	1.744	03/14/2018
Subtotal and Average			78,000,000.00		78,000,000.00	78,000,000.00	78,000,000.00				1.532	
Medium Term Notes - GC 53601(k)												
0258M0DP1	12088	American Express Credit		06/27/2016	10,000,000.00	10,178,664.18	10,178,664.18	2.250	A2	A-	1.660	08/15/2019
037833BQ2	12066	Apple Inc Corp Notes		02/23/2016	6,000,000.00	5,999,101.00	5,999,101.00	1.700	Aa1	AA+	1.706	02/22/2019
084664BS9	12031	Berkshire Hathaway Finance		04/24/2015	10,000,000.00	10,080,700.00	10,075,682.05	1.600	Aa2	AA	0.724	05/15/2017
166764AE0	12049	Chevron Corp. Global		11/25/2015	8,175,000.00	8,210,806.50	8,206,496.72	1.718	Aa1	AA	1.519	06/24/2018
17275RBA9	12071	Cisco Systems Inc Corp		02/29/2016	4,265,000.00	4,265,000.00	4,265,000.00	1.400	A1	AA-	1.400	02/28/2018
172967KS9	12085	Citibank		06/09/2016	3,840,000.00	3,838,043.95	3,838,043.95	2.050	Baa1	A-	2.068	06/07/2019

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Portfolio INVT
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Exhibit B

**Monterey County
Portfolio Management
Portfolio Details - Investments
June 30, 2016**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
Medium Term Notes - GC 53601(k)												
25468PDH6	12064	The Walt Disney Copr		01/08/2016	2,710,000.00	2,706,950.30	2,706,950.30	1.650	A2	A	1.696	01/08/2019
369604BC6	12010	General Electric		01/23/2015	10,000,000.00	10,784,700.00	10,575,224.59	5.250	Aa	AA	1.150	12/06/2017
38141GVT8	12074	Goldman Sachs		04/25/2016	1,415,000.00	1,411,306.69	1,411,306.69	2.000	A3	BBB+	2.096	04/25/2019
38141GVT8	12075	Goldman Sachs		04/26/2016	7,210,000.00	7,205,663.58	7,205,663.58	2.000	A3	BBB+	2.022	04/25/2019
02665WBA8	12068	American Honda Finance		02/23/2016	3,780,000.00	3,779,333.68	3,779,333.68	1.700	A1	A+	1.707	02/22/2019
459200JE2	12067	IBM Corp Notes		02/19/2016	20,000,000.00	19,992,726.71	19,992,726.71	1.800			1.812	05/17/2019
24422ETE9	12063	John Deere Capital Corp		01/08/2016	8,300,000.00	8,299,581.77	8,299,581.77	1.950	A2	A	1.952	01/08/2019
478160BF0	12000	Johnson & Johnson		12/23/2014	2,000,000.00	2,000,700.00	2,000,000.00	0.700	Aaa	AAA	0.700	11/29/2016
46625HQU7	12081	Morgan Stanley		05/26/2016	10,000,000.00	10,015,931.59	10,015,931.59	1.850	A3	A	1.789	03/22/2019
713448DE5	12070	Pepsico Inc Corp Note		02/24/2016	3,850,000.00	3,849,015.04	3,849,015.04	1.500	A1	A	1.510	02/22/2019
717081DU4	12083	PFIZER INC		06/03/2016	10,000,000.00	9,988,895.56	9,988,895.56	1.450	A1	AA	1.489	06/03/2019
89233P5S1	11839	Toyota Motor Corporation		02/29/2012	5,000,000.00	5,056,950.00	5,011,947.03	2.050	Aa	AA	1.580	01/12/2017
89236TCA1	12009	Toyota Motor Corporation		01/16/2015	10,000,000.00	9,999,000.00	10,025,399.26	1.450	Aa	AA	1.280	01/12/2018
89233P6S0	12018	Toyota Motor Corporation		03/30/2015	10,000,000.00	9,996,000.00	10,017,758.67	1.250	Aaa	AA	1.107	10/05/2017
94974BFG0	12021	Wells Fargo & Company		04/07/2015	10,000,000.00	10,018,900.00	10,050,777.78	1.500	Aaa	AA	1.164	01/16/2018
94974BFL9	12025	Wells Fargo & Company		04/13/2015	10,000,000.00	10,031,400.00	10,002,864.55	1.250	A2	A+	0.704	07/20/2016
94974BFU9	12089	Wells Fargo & Company		06/27/2016	10,000,000.00	10,175,804.43	10,175,804.43	2.125	A2	A	1.483	04/22/2019
Subtotal and Average			158,587,201.94		176,545,000.00	177,885,174.98	177,672,169.13				1.461	
Commercial Paper Disc.- GC 53601(h)												
06366GQH5	12086	Bank of Montreal Chicago		06/24/2016	20,000,000.00	19,852,913.85	19,852,913.85	1.022	P-1	A-1	1.044	03/17/2017
06538BKR3	12076	Bank of Tokyo-MITS		04/25/2016	20,000,000.00	19,942,644.45	19,942,644.45	0.890	P-1	A-1	0.909	10/25/2016
09659BLJ7	12079	BNP Paribas NY		05/24/2016	20,000,000.00	19,928,444.44	19,928,444.44	0.920	P-1	A-1	0.924	11/18/2016
21687AMT7	12087	Rabobank Nederland		06/24/2016	20,000,000.00	19,914,477.77	19,914,477.77	0.860	P-1	A-1	0.878	12/27/2016
90262CHX8	12065	UBS		01/28/2016	19,715,000.00	19,688,609.28	19,688,609.28	0.790	P-1	A-1	0.804	08/31/2016
Subtotal and Average			79,979,239.36		99,715,000.00	99,327,089.79	99,327,089.79				0.912	
Fed Agcy Coupon Sec - GC 53601(f)												
3133EDSU7	11985B	Federal Farm Credit Bank		08/15/2014	7,500,000.00	7,503,075.00	7,500,000.00	1.000	Aaa	AA+	1.000	08/15/2017
3133EEFE5	12008	Federal Farm Credit Bank		01/12/2015	10,000,000.00	10,018,200.00	10,021,559.09	1.125	Aaa	AA	0.975	12/18/2017
3133EEMA5	12011	Federal Farm Credit Bank		01/30/2015	10,000,000.00	9,940,700.00	10,006,686.21	1.500	Aaa	AA	1.480	12/30/2019
3133EELZ1	12012	Federal Farm Credit Bank		02/02/2015	10,000,000.00	9,966,500.00	10,018,889.71	1.000	Aaa	AA	0.890	03/29/2018
3133EESZ4	12016	Federal Farm Credit Bank		03/25/2015	10,000,000.00	9,998,600.00	10,000,211.99	0.460	Aaa	AA	0.390	07/12/2016
3133EDMB5	12017	Federal Farm Credit Bank		03/26/2015	10,000,000.00	9,997,200.00	10,000,214.36	0.500	Aaa	AA	0.485	08/23/2016
3133EETE0	12020	Federal Farm Credit Bank		04/01/2015	10,000,000.00	10,003,600.00	10,032,191.23	1.125	Aaa	AA	0.932	03/12/2018

Portfolio INVT

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Exhibit B

**Monterey County
Portfolio Management
Portfolio Details - Investments
June 30, 2016**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
Fed Agcy Coupon Sec - GC 53601(f)												
313380EC7	11878	Federal Home Loan Bank		09/17/2012	10,000,000.00	9,962,000.00	9,988,401.14	0.750	Aaa	AA	0.850	09/08/2017
313370TW8	11888	Federal Home Loan Bank		12/05/2012	10,000,000.00	10,104,800.00	10,027,621.86	2.000	Aaa	AA	0.521	09/09/2016
313378A43	11925	Federal Home Loan Bank		05/02/2013	10,000,000.00	10,058,800.00	10,102,110.59	1.375	Aaa	AA	0.758	03/09/2018
313383A68	11928	Federal Home Loan Bank		06/13/2013	10,000,000.00	9,925,600.00	10,000,000.00	1.080	Aaa	AA	1.080	06/13/2018
313379QK0	11966	Federal Home Loan Bank		04/04/2014	10,000,000.00	10,154,700.00	10,014,553.24	1.875	Aaa	AA	1.818	03/08/2019
3130A4Q70	12032	Federal Home Loan Bank		04/23/2015	10,000,000.00	10,008,500.00	10,025,712.55	1.000	Aaa	AA+	0.811	11/17/2017
3130A8BD4	12082	Federal Home Loan Bank		05/27/2016	32,000,000.00	31,926,366.81	31,926,366.81	0.875	Aaa	AA+	0.992	06/29/2018
3130A8DB6	12084	Federal Home Loan Bank		06/03/2016	16,935,000.00	16,928,068.68	16,928,068.68	1.125	Aaa	AA+	1.139	06/21/2019
3134G3S50	11887	Federal Home Loan Mtg Corp		11/30/2012	10,000,000.00	9,990,100.00	10,002,139.15	0.625	Aaa	AA	0.560	11/01/2016
3134G42G2	11917	Federal Home Loan Mtg Corp		04/30/2013	10,000,000.00	9,959,600.00	10,000,000.00	1.050	Aaa	AA	1.050	04/30/2018
3134G43F3	11920	Federal Home Loan Mtg Corp		04/30/2013	10,000,000.00	10,006,700.00	10,000,000.00	1.020	Aaa	AA	1.020	04/30/2018
3134G43V8	11923	Federal Home Loan Mtg Corp		05/15/2013	10,000,000.00	9,967,300.00	9,999,625.56	1.050	Aaa	AA	1.052	05/15/2018
3137EADL0	11987	Federal Home Loan Mtg Corp		08/25/2014	10,000,000.00	10,007,000.00	9,987,669.95	1.000	Aaa	AA	1.101	09/29/2017
3136G14N6	11890	Federal National Mtg Assn		01/02/2013	10,000,000.00	9,957,700.00	9,998,343.13	0.750	Aaa	AA	0.767	06/28/2017
3135G0PP2	11903	Federal National Mtg Assn		01/18/2013	10,000,000.00	10,008,300.00	10,008,612.96	1.000	Aaa	AA	0.928	09/20/2017
3135G0XA6	11924	Federal National Mtg Assn		05/21/2013	10,000,000.00	9,940,800.00	10,000,000.00	1.030	Aaa	AA	1.030	05/21/2018
3135G0XK4	11927	Federal National Mtg Assn		05/30/2013	10,000,000.00	9,951,300.00	10,000,000.00	1.050	Aaa	AA	1.050	05/25/2018
3135G0WJ8	11929	Federal National Mtg Assn		05/28/2013	10,000,000.00	9,921,400.00	9,968,787.51	0.875	Aaa	AA	1.045	05/21/2018
3135G0PQ0	11948	Federal National Mtg Assn		12/04/2013	10,000,000.00	9,979,000.00	9,976,144.97	0.875	Aaa	AA	1.060	10/26/2017
3135G0PQ0	12007	Federal National Mtg Assn		01/12/2015	10,000,000.00	9,979,000.00	9,996,735.56	0.875	Aaa	AA	0.900	10/26/2017
3136FTS67	12013	Federal National Mtg Assn		02/03/2015	10,000,000.00	10,065,100.00	10,140,396.17	1.700	Aaa	AA	1.157	02/27/2019
3135G0YM9	12033	Federal National Mtg Assn		04/23/2015	10,000,000.00	10,166,900.00	10,176,725.80	1.875	Aaa	AA+	1.060	09/18/2018
3135G0RT2	12039	Federal National Mtg Assn		10/22/2015	10,000,000.00	9,966,800.00	10,022,506.30	0.875	Aaa	AA+	0.720	12/20/2017
3135G0TG8	12040	Federal National Mtg Assn		10/22/2015	10,000,000.00	9,954,900.00	10,019,768.89	0.875	Aaa	AA+	0.750	02/08/2018
3135G0J53	12069	Federal National Mtg Assn		02/23/2016	21,150,000.00	21,105,985.35	21,105,985.35	1.000	Aaa	AA+	1.080	02/26/2019
Subtotal and Average			416,085,734.25		357,585,000.00	357,424,595.84	357,996,028.76				0.961	
US Treasury Note-GC 53601(b)												
912828A34	12042	U.S. Treasury		11/10/2015	9,940,000.00	9,944,671.80	9,940,000.00	1.250	Aaa	AA	1.250	11/30/2018
912828A34	12044	U.S. Treasury		11/16/2015	17,000,000.00	17,007,990.00	17,016,885.14	1.250	Aaa	AA	1.208	11/30/2018
912828VE7	12045	U.S. Treasury		11/16/2015	17,000,000.00	16,950,870.00	16,978,969.21	1.000	Aaa	AA+	1.066	05/31/2018
912828K82	12051	U.S. Treasury		11/25/2015	35,000,000.00	34,834,450.00	34,873,150.03	1.000	Aaa	AA+	1.174	08/15/2018
912828A34	12052	U.S. Treasury		11/25/2015	10,000,000.00	10,004,700.00	10,001,877.55	1.250	Aaa	AA	1.242	11/30/2018
912828VE7	12053	U.S. Treasury		11/25/2015	15,000,000.00	14,956,650.00	14,967,430.68	1.000	Aaa	AA+	1.115	05/31/2018
912828A75	12054	U.S. Treasury		12/04/2015	39,450,000.00	39,694,305.18	39,694,305.18	1.500	Aaa	AA+	1.247	12/31/2018

Portfolio INVT

Run Date: 07/13/2016 - 10:41

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Exhibit B

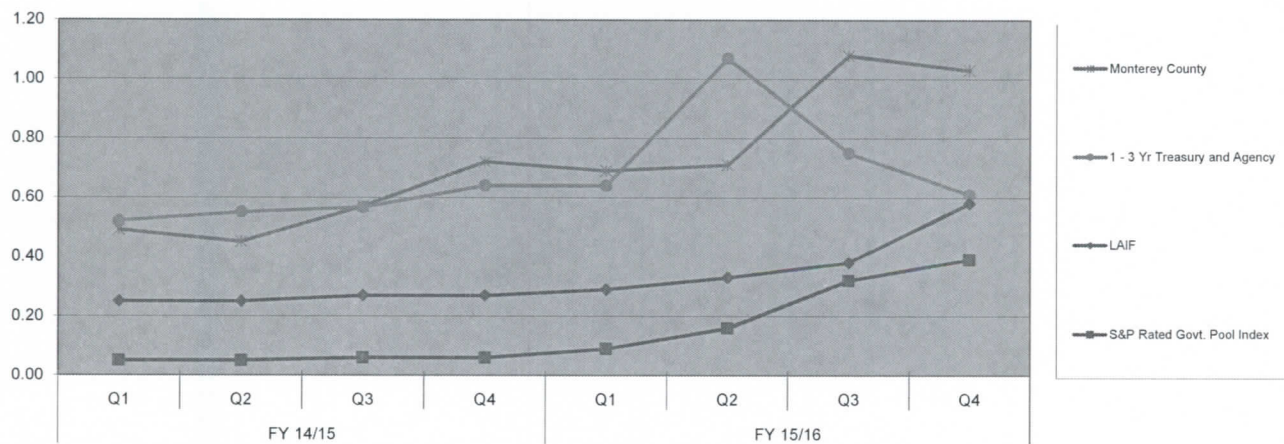
**Monterey County
Portfolio Management
Portfolio Details - Investments
June 30, 2016**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
US Treasury Note-GC 53601(b)												
912828B33	12055E	U.S. Treasury		12/18/2015	7,805,000.00	7,833,276.01	7,833,276.01	1.500	Aaa	AA+	1.356	01/31/2019
912828WD8	12056	U.S. Treasury		12/22/2015	40,000,000.00	40,012,751.44	40,012,751.44	1.250	Aaa	AA+	1.236	10/31/2018
912828WD8	12060	U.S. Treasury		12/22/2015	10,000,000.00	9,998,406.07	9,998,406.07	1.250	Aaa	AA+	1.257	10/31/2018
912828VE7	12062	U.S. Treasury		12/22/2015	20,000,000.00	19,937,484.22	19,937,484.22	1.000	Aaa	AA+	1.166	05/31/2018
912828Q52	12077	U.S. Treasury		05/19/2016	25,000,000.00	24,907,238.53	24,907,238.53	0.875	Aaa	AA+	1.010	04/15/2019
912828XK1	12080	U.S. Treasury		05/24/2016	20,150,000.00	20,121,543.27	20,121,543.27	0.875	Aaa	AA+	0.945	07/15/2018
Subtotal and Average			250,861,583.90		266,345,000.00	266,204,336.52	266,283,317.33				1.167	
Total and Average			1,339,380,776.83		1,297,997,754.70	1,298,648,951.83	1,299,086,359.71				1.001	

Run Date: 07/13/2016 - 10:41

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	0.71	1.08	0.61
1 - 3 Yr Treasury and Agency	0.52	0.55	0.57	0.64	0.64	1.07	0.75	0.61
LAIF	0.25	0.25	0.27	0.27	0.29	0.33	0.38	0.58
S&P Rated Govt. Pool Index	0.05	0.05	0.06	0.06	0.09	0.16	0.32	0.39

The S&P Index yields are obtained from Bloomberg

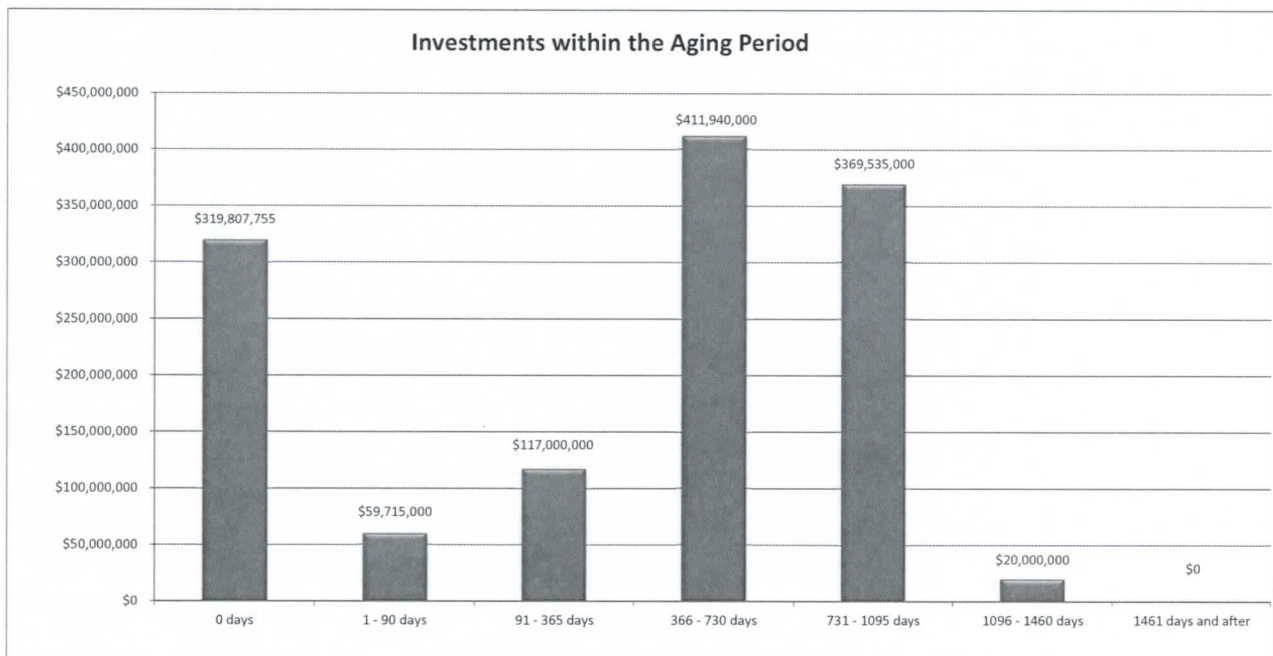
The 1-3 Yr Treas and Agy yields are obtained from the B of A Merrill Lynch Global Bond Indices/Bloomberg

Treasurer's Investment Report Quarter Ending 03.31.2016



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

				Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value
Aging Interval:	0 days	(07/01/2016 - 07/01/2016)	8 Maturities	319,807,754.70	24.64%	319,807,754.70	319,807,754.70
Aging Interval:	1 - 90 days	(07/02/2016 - 09/29/2016)	5 Maturities	59,715,000.00	4.60%	59,719,522.04	59,820,609.28
Aging Interval:	91 - 365 days	(09/30/2016 - 07/01/2017)	9 Maturities	117,000,000.00	9.01%	116,726,591.87	116,724,630.51
Aging Interval:	366 - 730 days	(07/02/2017 - 07/01/2018)	35 Maturities	411,940,000.00	31.74%	412,619,623.95	412,134,152.53
Aging Interval:	731 - 1095 days	(07/02/2018 - 07/01/2019)	27 Maturities	369,535,000.00	28.47%	370,027,516.76	370,042,440.63
Aging Interval:	1096 - 1460 days	(07/02/2019 - 06/30/2020)	2 Maturities	20,000,000.00	1.54%	20,185,350.39	20,119,364.18
Aging Interval:	1461 days and after	(07/01/2020 -)	0 Maturities	0.00	0.00%	0.00	0.00
Total for			86 Investments	1,297,997,754.70	100.00	1,299,086,359.71	1,298,648,951.83



Portfolio INVT
AP

SUBJECT: 2016-2017 Consolidated Application for Funding, Part 1

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

RECOMMENDATION:

The District Administration recommends that the Board review and approve the 2016-2017 Consolidated Application for Funding, Part 1 as presented.

BACKGROUND:

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

The Consolidated application must be reviewed by the District English Learner Advisory Committee (DELAC). Per Title 5 of the California Code of Regulations Section 11308, if the district has more than 50 language learners the district must establish a DELAC and involve them in the application for funding for programs that serve English Learners. The DELAC met on August 10, 2016 and approved the application. A copy of the application is attached.

According to the elementary and Secondary Education Act (ESEA), Title III, Limited English Proficient (LEP) and Immigrant student program statutes require participating local educational agencies to update their Title III plan and budget to be eligible for funding in 2016-2017 and every year thereafter. The district's Title III plan was also reviewed by the DELAC representative and approved on August 10, 2016. The plan must be posted on the district's website. The Title III plan and budget for 2016-2017 is attached to the Consolidated application.

INFORMATION:

Programs and Projected Funding Information for 2016-2017 based on 2015-2016 funding

- | | |
|--|-----------|
| 1. Title I Part A (Basic Grant) | \$112,668 |
| 2. Title II Part A (Teacher Quality) | \$ 52,436 |
| 3. Title III Part A (Immigrant) | \$ 7,900 |
| 4. Title III Part A (Limited English Proficient) | \$ 13,071 |

FISCAL IMPACT:

The total entitlement for 2016-2017 is projected to be \$186,075

2016-17 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <http://www.cde.ca.gov/fg/aa/co/ca16asstoc.asp>.

CDE Program Contact:

Joy Paull, jpaull@cde.ca.gov, 916-319-0297

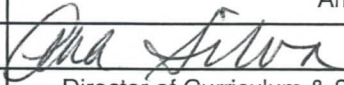
LEA Plan

An LEA that receives Title I funds and is in Program Improvement corrective action must certify that its LEA Plan, including any Addenda to the Plan, is current and provide the local online web address for their LEA Plan. An LEA that receives Title III funds must upload the Title III LEA Plan Performance Goal2 to the California Department of Education Monitoring Tool (CMT) at <https://cmt.cde.ca.gov/cmt/logon.aspx>.

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

Consolidated Application Certification Statement

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

Authorized Representative's Full Name	Ana Silva
Authorized Representative's Signature	
Authorized Representative's Title	Director of Curriculum & Special Projects
Authorized Representative Signature Date	05/26/2016

*****Warning*****

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Report Date: 5/26/2016

202

California Department of Education

Pacific Grove Unified (27 66134 0000000)

Consolidated Application

Status: Certified

Saved by: Ana Silva

Date: 5/26/2016 2:51 PM

2016-17 Protected Prayer Certification

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

CDE Program Contact:

Franco Rozic, Title I Monitoring and Support Office, frozic@cde.ca.gov, 916-319-0269

Protected Prayer Certification Statement

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

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

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Dr. Ralph Gomez Porras
Authorized Representative Title	Superintendent
Authorized Representative Signature Date	05/25/2016
Comment If the LEA is not able to certify at this time an explanation must be provided in the Comment field. (Maximum 500 characters)	

*****Warning*****

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Report Date: 5/26/2016

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California Department of Education

Consolidated Application

Pacific Grove Unified (27 66134 0000000)

Status: Certified
 Saved by: Ana Silva
 Date: 5/26/2016 2:51 PM

2016-17 Application for Funding

CDE Program Contact:

Education Data Office, ConApp@cde.ca.gov, 916-319-0297

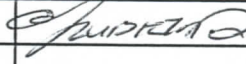
Local Governing Board Approval

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

Date of approval by local governing board	08/25/2016
---	------------

District English Learner Advisory Committee (DELAC) Review

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

DELAC representative's full name	 Gabriela Zubieta
DELAC review date	08/10/2016
Meeting minutes web address	http://www.pgusd.org
Please enter the Web address of DELAC review meeting minutes (format http://SomeWebsiteName.xxx). If a Web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee.	
DELAC comment	
If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	

Application for Categorical Programs

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

Title I Part A (Basic Grant) ESEA Sec. 1111 et seq. SACS 3010	Yes
Title I Part D (Delinquent) ESEA Sec. 1401 SACS 3025	No
Title II Part A (Educator Quality) ESEA Sec. 2101 SACS 4035	Yes
Title III Part A Immigrant ESEA Sec. 3102 SACS 4201	Yes
Title III Part A LEP (English Learner)	Yes

Warning

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Report Date: 5/26/2016

R02

California Department of Education

Pacific Grove Unified (27 66134 0000000)

Consolidated ApplicationStatus: Certified
Saved by: Ana Silva
Date: 5/26/2016 2:51 PM**2016-17 Application for Funding****CDE Program Contact:**Education Data Office, ConApp@cde.ca.gov, 916-319-0297ESEA Sec. 3102
SACS 4203*****Warning*****

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Report Date: 5/26/2016

Pg 2

2016-17 Substitute System for Time Accounting

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

CDE Program Contact:

Julie Brucklacher, Financial Accountability and Info Srv Office, jbruckla@cde.ca.gov, 916-327-0858

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

2016-17 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	

*****Warning*****

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Report Date:5/26/2016

402

California Department of Education

Pacific Grove Unified (27 66134 0000000)

Consolidated Application

Status: None

Date: None

2016-17 Other ESEA Nonprofit Private School Participation

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

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

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

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

Title III, Part A Immigrant and Limited English Proficient Student Subgrant Program

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

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

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California Department of Education

Pacific Grove Unified (27 66134 0000000)

Consolidated Application

Status: Certified

Saved by: Ana Silva

Date: 5/26/2016 2:51 PM

2016-17 Title I, Part A Planned School Allocations

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

CDE Program Contact:

Nancy Bodenhausen, Title I Policy and Program Guidance Office, NBodenhausen@cde.ca.gov, 916-445-4904
 Lana Zhou, Title I Policy and Program Guidance Office, lzhou@cde.ca.gov, 916-319-0956

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

Allowable Exception Reasons

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

Low income measure	FRPM
Group Schools by Grade Span	Yes
District-wide Low Income %	21.05%
Grade Span 1 Low Income %	23.86%
Grade Span 2 Low Income %	19.22%
Grade Span 3 Low Income %	18.26%

School Name	School Code	Grade Span Group	Projected Enrollment	Projected Low Income Students	Low Income %	Eligible	Funding Required	Ranking	Fund Flag	Exception Reason	Comment (Max 500 char)
Forest Grove Elementary	6026470	1	465	141	30.32	Y	N	1	Y		The 125 rule will be applied to this school

*****Warning*****

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2016-17 Title I, Part A Planned School Allocations

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

School Name	School Code	Grade Span Group	Projected Enrollment	Projected Low Income Students	Low Income %	Eligible	Funding Required	Ranking	Fund Flag	Exception Reason	Comment (Max 500 char)
Robert Down Elementary	6026496	1	474	83	17.51	N	N	2	N		
Pacific Grove Middle	6058754	2	510	98	19.22	N	N	1	N		
Community High (Continuation)	2731115	3	20	8	40.00	Y	N	1	N	c	will be funded with general fund
Pacific Grove High	2733657	3	588	103	17.52	N	N	2	N		

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California Department of Education

Pacific Grove Unified (27 66134 0000000)

Consolidated Application

Status: Certified

Saved by: Ana Silva

Date: 5/26/2016 2:51 PM

2016-17 Title I, Part A Nonprofit Private School Participation

The LEA shall provide, on an equitable basis, special educational services or other benefits to nonprofit private school eligible children.

CDE Program Contact:

Rina DeRose, Title I Policy and Program Guidance Office, RDeros@cdede.ca.gov, 916-323-0472

Mindi Yates, Title I Policy and Program Guidance Office, myates@cdede.ca.gov, 916-319-0789

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

Note:

The LEA of residence is responsible for providing Title I Part A services to all eligible students who reside in the LEA's Title I attendance area but attend a private nonprofit school. This includes students who attend nonprofit private schools outside the LEA's boundaries.

Add non-attendance area school(s)

No

The LEA is electing to add nonprofit private schools outside of the district's attendance area.

School Name	School Code	Enrollment	Participating	Affirmation On File	Low Income Student Count	Direct Services	Contract Services	School Added
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*****Warning*****

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

Title III LEA Plan Performance Goal 2

All English Learner (EL) students will become proficient in English and reach high academic standards, at a minimum attaining proficiency or better in reading/language arts and mathematics.

CDS Code: 2766134 **LEA Name:** Pacific Grove Unified **Title III Improvement Status:** Year 0

Fiscal Year: 2016-2017 **EL Amount Eligibility:** \$13,071 **Immigrant Amount Eligibility:** \$7900.

Plan to Provide Services for English Learner Students

Please summarize information from district-operated programs and provide descriptions of how the LEA is meeting or plans to meet each requirement.

How the LEA will:

A. Required Content	<p>Implement programs and activities in accordance with Title III</p> <p>Title 3 monies are distributed to the sites to primarily provide intervention supports for students during school with instructional aides working in the classroom to support English learners during small group instruction with the classroom teacher. These students also have the opportunity to attend before and after school tutoring and support with direct instruction in areas identified to improve language acquisition, along with curriculum designed to meet student's specific needs. Students at the middle and high school also have the opportunity to attend after school tutoring sessions and receive assistance with classroom assignments. Instructional aides work in the classroom to support teachers during the integrated component of English language instruction. Designated language instruction is delivered by a specialist English Language development teacher who works with students according to their English language acquisition level to support content area instruction in English language arts.</p>
	<p>Use the subgrant funds to meet all accountability measures</p> <p>In order to meet all annual measureable objectives: AMAO1, AMAO2, AMAO3: Students are supported with enhanced English language instruction in core academic subjects through direct instruction focused on the integrated English Language Development standards with designated ELD in small group settings. English learners also use educational software and technologies that support English language development such as Read 180, IReady, Read & Write, Brainpop etc. Educational software programs, together with ongoing classroom instruction support students in reading and writing activities to develop oral language fluency.</p>

	<p>Hold the school sites accountable</p> <p>All sites are held accountable for the monitoring of all English learners through multiple measures such as CELDT, SBAC, interim benchmarks, Iready diagnostics, Scholastic Reading Inventory, Dibles and grades. Each site has a language review team consisting of the English Language development teacher, site principal, and classroom teachers. This team identifies the strengths and areas of need for each English learner in the areas of reading, writing, listening, speaking and identifies interventions in the classroom as well as additional supports to ensure the students are making progress towards proficiency in both English language arts and math. This team meets three times a year and gathers all pertinent information to determine if the student should be reclassified as English Language proficient. The team also discusses strategies and best practices for providing high-quality language instruction at the classroom level and for intervention supports.</p>
	<p>Promote parental and community participation in programs for ELs</p> <p>Each site is required to have four ELAC meetings per year. In addition, each site makes a concerted effort to translate newsletters, emails and any communication sent home to ensure parents are informed. Parent handbooks and report cards have also been translated into Spanish for those parents who require it. The PGUSD website now also has a feature to translate into other languages. A parent education class aimed at assisting parents to help their children, funded by the adult school, is well attended by many of our English learner parents. The class was offered last year 2014-2015 and again this year 2015-2016 and was a huge success. We expect to continue with this offering in 2016-2017. Babysitting is provided to ensure more parents attend.</p>

How the LEA will:		Persons Involved/ Timeline	Related Expenditures	Estimated Cost	Funding Source (EL, Immigrant, or other)
B. Required Content	Provide high quality language instruction Teachers all have curriculum that is aligned to the new ELA/ELD standards. The programs are from the state adopted list and provide all components for teachers to both teach integrated and designated ELD.	Site ELD Teacher, principal, classroom teachers	ELA Benchmark Advance (curriculum)	\$128,350.	General fund (other)
	Language review teams also discuss research based strategies that address all English learners at their respective levels: Emerging, expanding and bridging.	Weekly collaboration, Language review team	Sub costs	\$1000	Immigrant
	Resources for teachers such as A Tool to Scaffold Instruction for English Learners and Scaffolds for Supporting English Learners with the CA State Standards has been purchased for each grade level.	days (3 times a year)	Teacher resources	\$575.	Immigrant
	Tutoring services are provided for all English learners at all sites with before or after school tutoring services and instructional aides in classrooms.	Teachers and instructional aides	Salary & benefits	\$13,188	EL & Immigrant
	Provide high quality professional development The designated English Language development teachers attend quarterly meetings at the Monterey County office of Education to discuss/collaborate on best practices to support English learners. These teachers then come back to their respective sites to provide Professional development with all teachers. Classroom teachers and ELD teachers work closely to plan both the integrated and designated ELA lessons for students and discuss areas of need and how best to meet those needs for students.	ELD teachers attend network meetings 4 times a year.	Registration, travel and sub costs	\$2336	EL & Immigrant
	Teachers will also attend an 8 day institute focused on Systematic Integrated/Designated ELD for long term English learners with Kate Kinsella at the Monterey County Office of Education in 2016-17.	ELD teachers attend 8 day institute	Registration travel & sub costs	\$2000	EL

C. Required for Year 2	<p>Goal 2 Improvement Plan Addendum* (IPA) for items A-B:</p> <p>Please describe the factors contributing to failure to meet desired accountability measures.</p>				
	<p>Goal 2 IPA* for items A-B:</p> <p>Please describe the factors contributing to failure to meet desired accountability measures.</p>				
D. Required for Year 4	<p>Please describe all required modifications to curriculum, program, and method of instruction.</p>				

LEAs receiving or planning to receive Title III EL funding may include allowable activities.		Persons Involved/ Timeline	Related Expenditures	Estimated Cost	Funding Source
E. Allowable Activities	<p>Describe all allowable activities chosen by LEA relating to: Supplementary services as part of the language instruction program for EL students</p> <p>*Please see http://www.cde.ca.gov/sp/el/t3/ELprogrview.asp for a list of allowable EL activities</p> <p>English learners will receive tutoring and direct instruction on language acquisition as well as supports with classroom assignments during before/after school tutoring at the elementary and middle school 3 times per week .</p>				
	Teachers will attend professional development activities at the Monterey County office of education to better enhance best practices to support English learners and long term English learners. These teachers will provide professional development for all English language arts teachers during collaboration times scheduled throughout the year.	Certificated teachers & instructional aides/ 3 days per week for the entire school year and	Salary & benefits	\$8,473.	EL
		Professional Development for Certificated teachers	Sub costs for teachers attending PD	\$4336.	EL
F. EL Overall Budget		EL 2% for Administrative/Indirect Costs:		\$261.42	
		EL Estimated Costs Total:		\$13,071	

Plan to Provide Services for Immigrant Students

Please complete this table <u>IF</u> the LEA is receiving or planning to receive Title III Immigrant funding.		Persons Involved/ Timeline	Related Expenditures	Estimated Cost	Funding Source
<p>PGUSD</p> <p>Regular Meeting of August 25, 2016</p>					49

G. Allowable Activities	<p>Describe all allowable activities chosen by LEA relating to: Enhanced instructional opportunities to immigrant students and their families</p> <p>*Please see http://www.cde.ca.gov/sp/el/t3/immprogrview.asp for a list of allowable Immigrant activities</p> <p>English learners will receive tutoring and direct instruction on language acquisition as well as supports with classroom assignments during before/after school tutoring at the elementary and middle school 3 times per week .</p> <p>English Language Development teacher assembles a team of educators and administrators to discuss the strengths and needs for each English learner. This team assembles 3 times per year and creates individual learning plans to meet the needs of the students. This team also makes the recommendation for reclassification. Each school site has a team. Parents of English learners are invited to attend this meeting to provide input on how best to support their child.</p> <p>Instructional materials and educational software to support students during the after/before school tutoring programs offered at the elementary, middle, and high school. Additional materials are purchased throughout the year for newcomer students who may lack materials at home to support language acquisition such as books to build literacy in the home language and English. Other materials may include supplies to support students at home as well as in the classroom.</p>	Certificated teachers & instructional aides	Salary/benefits	\$4,715	Immigrant	
		Language Review Team days	Sub costs	\$1,000	Immigrant	
			Instructional resources purchased for 2016-2017 by Curriculum office	Curriculum materials, educational software to support students Tutoring and for at home use.	\$2,027	Immigrant
			Immigrant Administrative/Indirect Costs:		\$158	
H. Immigrant Overall Budget		Immigrant Estimated Costs Total:		\$7900		

SUBJECT: Contract for Professional Development for Common Core Implementation

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

RECOMMENDATION:

The District Administration recommends that the Board review and approve the contract with McGrath Consulting Group for the 2016-2017 school years.

BACKGROUND:

The Common Core State Standards instructional reform requires Professional Learning Communities to receive specific professional development around the analysis of student learning based on evidence such as student work, formative, and summative assessments. To ensure that PGUSD graduates are College and Career ready, the District is required to develop a Framework for Powerful Learning and a system of Professional Learning Cycles. With this in mind, we must continue to implement a focused professional development approach to build the capacity for our administrators and teachers to ensure all students are working towards achieving the standards for College and Career Readiness.

INFORMATION:

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

Dr. McGrath will guide the school site Instructional Leadership teams with the Framework for Powerful Learning to achieve desired outcomes. The Framework for Powerful Learning includes: Build Collaboration, Examine Data, Select Instructional Target, Review/Select Powerful Practices, Plan Cycles of Professional Learning, and Align Resources to Support Professional Learning Plan. The professional development model proposed will create a culture of professional learning with embedded ongoing support to build expertise across the system. This builds common language and helps accelerate student learning due to consistency of practice to support teaching and improve student learning. Dr. McGrath will provide professional development to elementary, middle, and high school Instructional Leadership Team members and onsite coaching and support for administrators.

FISCAL IMPACT:

The contract cost is \$18,000 out of the Educator Effectiveness Fund and the General Fund

McGrath Consulting Group
Leadership Coaching for Student Success

Consulting Services Agreement

This Consulting Agreement (“Agreement”), dated as of August 12th, 2016 (the “Effective Date”) is made by and between McGrath Consulting Group (“MCG”), a California Corporation, and Pacific Grove Unified School District.

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

Section 2. Term. MCG will provide Services to Pacific Grove Unified School District that shall consist of a total of 13 days of school coaching and support around the Framework for Professional Learning and Professional Learning Communities. The Services shall take place between the Effective Date and June 30, 2017, unless otherwise agreed upon in writing by both parties.

Section 3. Compensation. Pacific Grove Unified School District agrees to compensate MCG a total amount of \$18,000, which shall include inservice to elementary and middle school-high school Instructional Leadership Team members and onsite coaching and support for administrators that includes distance coaching and all expenses.

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

September 15, 2016	\$9000.00
March 18, 2017	\$9000.00

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

McGrath Consulting Group

Leadership Coaching for Student Success

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

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

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

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

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

McGrath Consulting Group
Leadership Coaching for Student Success

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

Pacific Grove Unified School District

1065 Congress Ave
Pacific Grove, CA 93950-4900

Signed: _____

Name (print): _____

Title: _____

Date: _____

McGrath Consulting Group

4250 Piper Street
San Diego, CA 92117

Signed: _____

Name (print): Bonnie McGrath

Title: Executive Consultant

Date: _____

Tax I.D. Number: 20-3109414

SUBJECT: First and/or Final Read: Board Policy BP 0410 Nondiscrimination in District Programs and Activities; BP 5145.3 Nondiscrimination/Harassment, Regulation AR 5145.3 Nondiscrimination/Harassment, AR 6143 Course of Study

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The Administration recommends that the Board review and approve or give direction on the revised Board Policies BP 0410 Nondiscrimination in District Programs and Activities; BP 5145.3 Nondiscrimination/Harassment, Regulation AR 6143 Course of Study, as well as the new Regulation 5145.3 Nondiscrimination/Harassment, as required by Education Code.

INFORMATION:

The following Board Policies and Regulation have been revised by legal counsel, BP 0410, BP 5145.3, and AR 6143. Legal also recommended the new AR 5145.3, which substantially adopts CSBA's model AR. The revisions are required by Education Code.

- BP 0410: In addition to the update for transgender references, the revised BP includes some updated language regarding Supt. review of programs and reports to the Board.
- BP 5145.3: In addition to the update for transgender references, the revised BP includes some updated language regarding Supt. publication of policies and training regarding non-discrimination policies.
- AR 6143: Updated to reflect Ed. Code amendments to mandated persons included in course of study.
- AR 5145.3: Creates a non-discrimination compliance officer; same as current Uniform Complaint officer. Addresses publication of policy, complaints for discrimination issues, enforcement of policy, and transgender facilities use.

FISCAL IMPACT:

None.

Pacific Grove Unified School District

REDLINE

Mission and Goals

Board Policy #0410

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES

Mandated Policy

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, gender identity or expression, or genetic information, sex, sexual orientation, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics, or association with a person or group with one or more of these actual or perceived characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all District activities.

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act.

Annually, the Superintendent or designee shall review district programs and activities to ensure removal of any barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities, including the use of facilities. The Superintendent or designee shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his or her findings and recommendations to the Board after each review.

The Superintendent or designee shall ensure that the district provides auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, notetakers, written materials, taped text, and Braille or large print materials.

Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program or meeting.

The Superintendent or designee shall notify students, parents/guardians, employees, employee organizations and applicants for admission and employment, and sources of referral for applicants about the District's policy on nondiscrimination and related complaint procedures. Such notification shall be included in each announcement, bulletin, catalogue, ~~or~~ application form or other recruitment materials distributed to these groups.

The Superintendent or designee shall also provide information about related complaint procedures.

In compliance with law the District's nondiscrimination policy shall be published in the individual's primary language to the extent practicable.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48985 Notices to parents in language other than English

Commented [NWS1]: This language comes directly from the CSBA model. It appears to reflect best practices in this area. This new paragraph touches on facilities use – Ralph requested facilities-related language appear in red font, and hopefully it appears in red on your computer. This may depend upon the settings.

Page 1 of 32

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Adopted: July 16, 1998

Revised ~~November 1, 2012~~ [INSERT DATE], 2016

Pacific Grove Unified School District

Mission and Goals

Board Policy #0410**NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES**

Mandated Policy

51007 Legislative intent: state policy

GOVERNMENT CODE

11000 Definitions11135 Nondiscrimination in programs or activities funded by state11138 Rules and regulations12900-12996 Fair Employment and Housing Act54953.2 Brown Act compliance with Americans with Disabilities Act

PENAL CODE

422.55 Definition of hate crime422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities in Education Act1681-1688 Discrimination based on sex or blindness, Title IX2301-2415 Carl D. Perkins Vocational and Applied Technology Act6311 State plans6312 Local education agency plans

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 19642000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended2000h-2000h-6 Title IX12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act36.303 Auxiliary aids and services

CODE OF FEDERAL REGULATIONS, TITLE 34

100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI104.1-104.39 Section 504 of the Rehabilitation Act of 1973106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:106.9 Dissemination of policy

Management Resources:

CSBA PUBLICATIONSProviding a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014Interim Guidance Regarding Transgender Students, Privacy, and Facilities, September 27, 2013Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Page 2 of 32

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Revised November 1, 2012[INSERT DATE], 2016

Pacific Grove Unified School District

Mission and Goals

Board Policy #0410**NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES**

Mandated Policy

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Notice of Non-Discrimination, January 1999

Protecting Students from Harassment and Hate Crime, January, 1999

Notice of Non-Discrimination, January, 1999

Nondiscrimination in Employment Practices in Education, August, 1991

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

2010 ADA Standards for Accessible Design, September 2010**WEB SITES**CSBA: <http://www.csba.org>California Department of Education: <http://www.cde.ca.gov>California Safe Schools Coalition: <http://www.casafeschools.org>Pacific ADA Center: <http://www.adapacific.org>CDE: <http://www.cde.ca.gov>Safe Schools Coalition: <http://www.casafeschoolscoalition.org>U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>Pacific Disability and Business Technical Assistance Center: <http://www.pacdbtac.org>U.S. Department of Education, Office for CivilRights: <http://www.ed.gov/about/offices/list/ocr/index.html>U.S. Department of Justice, Civil Rights Division, Americans with Disabilities Act:<http://www.ada.gov>

Pacific Grove Unified School District

Mission and Goals

Board Policy #0410

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES

Mandated Policy

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District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act.

Annually, the Superintendent or designee shall review district programs and activities to ensure removal of any barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities, including the use of facilities. The Superintendent or designee shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his or her findings and recommendations to the Board after each review.

The Superintendent or designee shall ensure that the district provides auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, notetakers, written materials, taped text, and Braille or large print materials.

Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program or meeting.

The Superintendent or designee shall notify students, parents/guardians, employees, employee organizations and applicants for admission and employment, and sources of referral for applicants about the District's policy on nondiscrimination and related complaint procedures. Such notification shall be included in each announcement, bulletin, catalogue, application form or other recruitment materials distributed to these groups.

The Superintendent or designee shall also provide information about related complaint procedures.

In compliance with law the District's nondiscrimination policy shall be published in the individual's primary language to the extent practicable.

Legal Reference:

EDUCATION CODE

[200-262.4](#) Prohibition of discrimination

[48985](#) Notices to parents in language other than English

Pacific Grove Unified School District

Mission and Goals

Board Policy #0410

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES

Mandated Policy

[51007](#) Legislative intent: state policy GOVERNMENT CODE
[11000](#) Definitions
[11135](#) Nondiscrimination in programs or activities funded by state
[11138](#) Rules and regulations
[12900-12996](#) Fair Employment and Housing Act
[54953.2](#) Brown Act compliance with Americans with Disabilities Act PENAL CODE
[422.55](#) Definition of hate crime
[422.6](#) Interference with constitutional right or privilege
 CODE OF REGULATIONS, TITLE 5
[4600-4687](#) Uniform complaint procedures
[4900-4965](#) Nondiscrimination in elementary and secondary education programs receiving state financial assistance
 UNITED STATES CODE, TITLE 20
[1400-1482](#) Individuals with Disabilities in Education Act
[1681-1688](#) Discrimination based on sex or blindness, Title IX
[2301-2415](#) Carl D. Perkins Vocational and Applied Technology Act
[6311](#) State plans
[6312](#) Local education agency plans
 UNITED STATES CODE, TITLE 29
[794](#) Section 504 of the Rehabilitation Act of 1973
 UNITED STATES CODE, TITLE 42
[2000d-2000d-7](#) Title VI, Civil Rights Act of 1964
[2000e-2000e-17](#) Title VII, Civil Rights Act of 1964 as amended
[2000h-2000h-6](#) Title IX
[12101-12213](#) Americans with Disabilities Act
 CODE OF FEDERAL REGULATIONS, TITLE 28
[35.101-35.190](#) Americans with Disabilities Act
[36.303](#) Auxiliary aids and services
 CODE OF FEDERAL REGULATIONS, TITLE 34
[100.1-100.13](#) Nondiscrimination in federal programs, effectuating Title VI
[104.1-104.39](#) Section 504 of the Rehabilitation Act of 1973
[106.1-106.61](#) Discrimination on the basis of sex, effectuating Title IX, especially:
[106.9](#) Dissemination of policy

Management Resources:

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Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Interim Guidance Regarding Transgender Students, Privacy, and Facilities, September 27, 2013

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

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Nondiscrimination in Employment Practices in Education, August, 1991

Pacific Grove Unified School District

Mission and Goals

Board Policy #0410

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES

Mandated Policy

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS
2010 ADA Standards for Accessible Design, September 2010

WEB SITES

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

California Department of Education: <http://www.cde.ca.gov>

California Safe Schools Coalition: <http://www.casafeschools.org>

Pacific ADA Center: <http://www.adapacific.org>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

U.S. Department of Justice, Civil Rights Division, Americans with Disabilities Act:
<http://www.ada.gov>

Pacific Grove Unified School District

REDLINE

Students

~~New~~

Board Policy #5145.3

NONDISCRIMINATION/ HARASSMENT**Philosophy**

Students have the fundamental right to a safe and secure environment. Students and parents place their trust in school officials to take all reasonable steps to provide a setting that is free of humiliation, intimidation and threat. Accordingly, the district and staff shall not tolerate any incidents of bullying or harassment. To this end, the administration has the duty to implement programs that encourage students to behave with civility and common decency, and to establish and enforce codes of conduct that hold students accountable should they violate this policy.

Definitions

For purposes of this policy, harassment consists of verbal or physical conduct relating to an individual's ~~gender~~, race, color, religion, ancestry, national origin, ethnic group, ethnic group identification, marital or parental status, physical or mental disability, age, economic status, sex, sexual orientation, gender, gender identity, gender expression or association with a person or group with one or more of these actual or perceived characteristics or the perception of one or more of such characteristics when:

1. The harassing conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise adversely affects an individual's learning opportunities.

For the purposes of this policy, bullying occurs when a student is intimidated by verbal or physical conduct or actions by one or more persons, i.e., "picked on." Bullying includes assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; social isolation; and hazing, which is defined as ritualistic behavior that subjects persons to abusive or humiliating tasks and ridicule. Intimidation refers to actions that would inflict or attempt to inflict fear, humiliation, or injury.

Application

This policy shall apply to all academic programs and extracurricular activities, including school-sponsored events away from school and while traveling to and from any school activity.

The Board of Education prohibits harassment or bullying of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to any individual's conduct, which may interfere with a student's ability to participate in or benefit from school services, activities or privileges. Upon witnessing an act of bullying or harassment, staff members are expected to immediately intervene, unless intervention would pose a threat to the staff member's safety. All

Pacific Grove Unified School District

Students

~~New~~Board Policy #5145.3

NONDISCRIMINATION/ HARASSMENT

incidents of bullying or harassment are to be reported to the school principal for investigation.

Any student who feels that he/she is being or has been subjected to harassment or bullying shall immediately report the incident to a school employee. Any student who has witnessed harassment or bullying is expected to immediately report the incident to a school employee. Parents and/or guardians, on behalf of their child, are similarly expected to immediately report incidents of harassment or bullying to the principal. A school employee to whom a complaint is made shall report it to the principal or designee immediately. If the alleged harasser is the principal or designee, the person reporting the complaint shall report the incident to the Superintendent or designee. Any student who retaliates against another for reporting bullying or harassment may be subject to disciplinary action as defined in this policy.

In addition, the student or employee may file a formal complaint with the Superintendent or designee in accordance with the district's uniform complaint procedures (BP 13 12.314).

Investigation

An investigation shall be conducted by school district officials or by a third party designated by the school district. The investigation shall include interviews of all students directly involved and contact with the parent(s) of the involved students. The investigation may include interviews with students, parents, and staff; review of school records; and identification of parent and family issues.

In determining whether alleged conduct constitutes a violation of this policy, the investigator should consider the surrounding circumstances, the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The investigation will be completed thoroughly and as soon as practicable.

The administration shall take appropriate steps to protect the privacy of accusers and/or victims and to assure that they are not subjected to retaliation for making a complaint.

Disciplinary Action/Intervention

Any student who engages in harassment or bullying will be subject to disciplinary action and/or intervention including, but not limited to, warning, counseling, parent contact, detention, restriction of activities, exclusion, suspension, involuntary transfer, and expulsion (BP 5144). Depending on the severity of the incident, the principal may also take additional steps to ensure student safety. These may include, but are not limited to, implementing a safety plan; separating and supervising the students involved; providing staff support for students; and developing a supervision plan with the parents. Any employee who permits or engages in harassment or bullying may be subject to disciplinary action including, but not limited to, warning, suspension, transfer, and dismissal. Consequences shall be commensurate with the findings of the investigation. Any student or employee who engages in harassment or bullying of a student may also be subject to criminal prosecution.

Pacific Grove Unified School District

Students

~~New~~Board Policy #5145.3**NONDISCRIMINATION/ HARASSMENT****Documentation**

The Superintendent or designee shall maintain a record of reported cases of harassment to enable the district to monitor, address and prevent repetitive harassing behavior in its schools.

Communication Of Policy

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the District's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. The Superintendent or designee shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the educational program. The Superintendent or designee shall report his or her findings and recommendations to the Board after each review. Each school site administrator shall be responsible for implementing programs that are designed to promote positive social interactions and to inform students of their rights and responsibilities under this policy.

Commented [NWS1]: Pulled language here from CSBA model. Educ. Code 234.1 requires publicizing nondiscrimination policy. I inserted a similar paragraph in BP 0410.

School Discipline Plans (BP 5144.1) shall prohibit harassment and bullying. All parents and/or guardians will receive a copy of the School Discipline Plan upon registering their child at any school site in the District. Students in grades 6 through 12 will also receive a copy of the School Discipline Plan each year. School Discipline Plans shall be articulated among the district's schools sites to encourage consistent and developmentally appropriate application of this policy.

Legal Reference:**EDUCATION CODE**

200-262.4 Prohibition of discrimination on the basis of sex, especially:
221.5 Prohibited sex discrimination
221.7 School-sponsored athletic programs; prohibited sex discrimination
48900.3 Suspension or expulsion for act of hate violence
48900.4 Suspension or expulsion for threats or harassment
48904 Liability of parent/guardian for willful student misconduct
48907 Student exercise of free expression
48950 Freedom of speech
49020-49023 Athletic programs
51006-51007 Equitable access to technological education programs
51500 Prohibited instruction or activity
51501 Prohibited means of instruction
60044 Prohibited instructional materials

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Adopted September 15, 2011

Revised [INSERT DATE], 2016

Pacific Grove Unified School District

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~~New~~Board Policy #5145.3**NONDISCRIMINATION/ HARASSMENT**

CIVIL CODE

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

CODE OF REGULATIONS, TITLE 5

[4621](#) District policies and procedures[4622](#) Notice requirements

PENAL CODE

[422.55](#) Interference with constitutional right or privilege[422.6](#) Crimes, harassmentCODE OF REGULATIONS, TITLE 5[432](#) Student record[4600-4687](#) Uniform complaint procedures[4900-4965](#) Nondiscrimination in elementary and secondary education programsUNITED STATES CODE, TITLE 20[1681-1688](#) Title IX of the Education Amendments of 1972[12101-12213](#) Title II equal opportunity for individuals with disabilitiesUNITED STATES CODE, TITLE 29[794](#) Section 504 of Rehabilitation Act of 1973UNITED STATES CODE, TITLE 42[2000d-2000e-17](#) Title VI & VII Civil Rights Act of 1964 as amended[2000h-2-2000h-6](#) Title IX, 1972 Education Act Amendments[6101-6107](#) Age Discrimination Act of 1975CODE OF FEDERAL REGULATIONS, TITLE 34[100.3](#) Prohibition of discrimination on basis of race, color or national origin[104.7](#) Designation of responsible employee for Section 504[106.8](#) Designation of responsible employee for Title IX[106.9](#) Notification of nondiscrimination on basis of sexCOURT DECISIONS[Donovan v. Poway Unified School District, \(2008\) 167 Cal.App.4th](#)[Flores v. Morgan Hill Unified School District, \(2003\) 324 F.3d 1130](#)Management Resources:~~OFFICE OF CIVIL RIGHTS PUBLICATIONS~~~~[Notice of Non-Discrimination, January, 1999](#)~~~~[Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance, 59 FR 47, March, 1994](#)~~CSBA PUBLICATIONS[Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014](#)[Final Guidance Regarding Transgender Students, Privacy, and Facilities, March 2014](#)[Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011](#)FIRST AMENDMENT CENTER PUBLICATIONS[Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common](#)

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Adopted September 15, 2011

Revised [\[INSERT DATE\]](#), 2016

Pacific Grove Unified School District

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~~New~~Board Policy #5145.3**NONDISCRIMINATION/ HARASSMENT**Ground, 2006NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONSDealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONSDear Colleague Letter: Harassment and Bullying, October 2010Notice of Non-Discrimination, January 1999**WEB SITES**CSBA: <http://www.csba.org>California Department of Education: <http://www.cde.ca.gov>California Safe Schools Coalition: <http://www.casafeschools.org>First Amendment Center: <http://www.firstamendmentcenter.org>National School Boards Association: <http://www.nsba.org>U.S. Department of Education, Office of Civil Rights: <http://www.ed.gov/about/offices/list/ocr> OCRCalifornia Department of Education: <http://www.cde.ca.gov>

Pacific Grove Unified School District

Students

Board Policy #5145.3

NONDISCRIMINATION/ HARASSMENT**Philosophy**

Students have the fundamental right to a safe and secure environment. Students and parents place their trust in school officials to take all reasonable steps to provide a setting that is free of humiliation, intimidation and threat. Accordingly, the district and staff shall not tolerate any incidents of bullying or harassment. To this end, the administration has the duty to implement programs that encourage students to behave with civility and common decency, and to establish and enforce codes of conduct that hold students accountable should they violate this policy.

Definitions

For purposes of this policy, harassment consists of verbal or physical conduct relating to an individual's race, color, religion, ancestry, national origin, ethnic group, ethnic group identification, marital or parental status, physical or mental disability, age, economic status, sex, sexual orientation, gender, gender identity, gender expression or association with a person or group with one or more of these actual or perceived characteristics when:

1. The harassing conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise adversely affects an individual's learning opportunities.

For the purposes of this policy, bullying occurs when a student is intimidated by verbal or physical conduct or actions by one or more persons, i.e., "picked on." Bullying includes assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; social isolation; and hazing, which is defined as ritualistic behavior that subjects persons to abusive or humiliating tasks and ridicule. Intimidation refers to actions that would inflict or attempt to inflict fear, humiliation, or injury.

Application

This policy shall apply to all academic programs and extracurricular activities, including school-sponsored events away from school and while traveling to and from any school activity.

The Board of Education prohibits harassment or bullying of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to any individual's conduct, which may interfere with a student's ability to participate in or benefit from school services, activities or privileges. Upon witnessing an act of bullying or harassment, staff members are expected to immediately intervene, unless intervention would pose a threat to the staff member's safety. All incidents of bullying or harassment are to be reported to the school principal for investigation.

Pacific Grove Unified School District

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NONDISCRIMINATION/ HARASSMENT

Any student who feels that he/she is being or has been subjected to harassment or bullying shall immediately report the incident to a school employee. Any student who has witnessed harassment or bullying is expected to immediately report the incident to a school employee. Parents and/or guardians, on behalf of their child, are similarly expected to immediately report incidents of harassment or bullying to the principal. A school employee to whom a complaint is made shall report it to the principal or designee immediately. If the alleged harasser is the principal or designee, the person reporting the complaint shall report the incident to the Superintendent or designee. Any student who retaliates against another for reporting bullying or harassment may be subject to disciplinary action as defined in this policy.

In addition, the student or employee may file a formal complaint with the Superintendent or designee in accordance with the district's uniform complaint procedures (BP 1312.3).

Investigation

An investigation shall be conducted by school district officials or by a third party designated by the school district. The investigation shall include interviews of all students directly involved and contact with the parent(s) of the involved students. The investigation may include interviews with students, parents, and staff; review of school records; and identification of parent and family issues.

In determining whether alleged conduct constitutes a violation of this policy, the investigator should consider the surrounding circumstances, the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The investigation will be completed thoroughly and as soon as practicable.

The administration shall take appropriate steps to protect the privacy of accusers and/or victims and to assure that they are not subjected to retaliation for making a complaint.

Disciplinary Action/Intervention

Any student who engages in harassment or bullying will be subject to disciplinary action and/or intervention including, but not limited to, warning, counseling, parent contact, detention, restriction of activities, exclusion, suspension, involuntary transfer, and expulsion (BP 5144). Depending on the severity of the incident, the principal may also take additional steps to ensure student safety. These may include, but are not limited to, implementing a safety plan; separating and supervising the students involved; providing staff support for students; and developing a supervision plan with the parents. Any employee who permits or engages in harassment or bullying may be subject to disciplinary action including, but not limited to, warning, suspension, transfer, and dismissal. Consequences shall be commensurate with the findings of the investigation. Any student or employee who engages in harassment or bullying of a student may also be subject to criminal prosecution.

Pacific Grove Unified School District

Students

Board Policy #5145.3

NONDISCRIMINATION/ HARASSMENT**Documentation**

The Superintendent or designee shall maintain a record of reported cases of harassment to enable the district to monitor, address and prevent repetitive harassing behavior in its schools.

Communication Of Policy

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the District's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. The Superintendent or designee shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the educational program. The Superintendent or designee shall report his or her findings and recommendations to the Board after each review. Each school site administrator shall be responsible for implementing programs that are designed to promote positive social interactions and to inform students of their rights and responsibilities under this policy.

School Discipline Plans (BP 5144.1) shall prohibit harassment and bullying. All parents and/or guardians will receive a copy of the School Discipline Plan upon registering their child at any school site in the District. Students in grades 6 through 12 will also receive a copy of the School Discipline Plan each year. School Discipline Plans shall be articulated among the district's schools sites to encourage consistent and developmentally appropriate application of this policy.

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[48904](#) Liability of parent/guardian for willful student misconduct
[48907](#) Student exercise of free expression
[48950](#) Freedom of speech
[49020-49023](#) Athletic programs
[51006-51007](#) Equitable access to technological education programs
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[60044](#) Prohibited instructional materials

CIVIL CODE

Pacific Grove Unified School District

Students

Board Policy #5145.3

NONDISCRIMINATION/ HARASSMENT[1714.1](#) Liability of parents/guardians for willful misconduct of minor

CODE OF REGULATIONS, TITLE 5

[4621](#) District policies and procedures[4622](#) Notice requirements

PENAL CODE

[422.55](#) Interference with constitutional right or privilege[422.6](#) Crimes, harassment

CODE OF REGULATIONS, TITLE 5

[432](#) Student record[4600-4687](#) Uniform complaint procedures[4900-4965](#) Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

[1681-1688](#) Title IX of the Education Amendments of 1972

12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

[794](#) Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

[2000d-2000e-17](#) Title VI & VII Civil Rights Act of 1964 as amended[2000h-2-2000h-6](#) Title IX, 1972 Education Act Amendments

6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 34

[100.3](#) Prohibition of discrimination on basis of race, color or national origin[104.7](#) Designation of responsible employee for Section 504[106.8](#) Designation of responsible employee for Title IX[106.9](#) Notification of nondiscrimination on basis of sex

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th

Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Management Resources:

CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Final Guidance Regarding Transgender Students, Privacy, and Facilities, March 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

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Board Policy #5145.3

NONDISCRIMINATION/ HARASSMENT

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, January 1999

WEB SITES

CSBA: <http://www.csba.org>California Department of Education: <http://www.cde.ca.gov>California Safe Schools Coalition: <http://www.casafeschools.org>First Amendment Center: <http://www.firstamendmentcenter.org>National School Boards Association: <http://www.nsba.org>U.S. Department of Education, Office of Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Pacific Grove Unified School District

REDLINE

Instruction - Curriculum
Regulation #6143Administrative**COURSE OF STUDY**

Courses of study for grades 1 through 5 shall include the following:

1. English: speaking, reading, listening, spelling, handwriting, composition knowledge and appreciation of language and literature (Education Code 51210).
2. Mathematics: concepts, operational skills, problem solving ([Education Code](#) 51210).
3. Social sciences: age-appropriate materials drawn from anthropology, economics, geography, history, political science, psychology and sociology, with instruction in: (Education Code 51210)
 - a. The history, resources, development and government of California and the United States, including:
 - (1) Early California history;
 - (2) The role and contributions of both men and women, [Native Americans](#), ~~black African~~ Americans, ~~American Indians~~, [Mexican Americans](#), ~~Hispanics~~, Asians, [Americans](#), Pacific Islanders, ~~people~~ [European Americans](#), [lesbian, gay, bisexual, and transgender Americans](#), [persons with disabilities](#), and [members of other ethnic groups](#) to the economic, political and social development of California [and the United States, with particular emphasis on portraying the role of these](#) groups in contemporary society ([Education Code](#) 51204.5).
 - b. The development of the American economic system, including the role of the entrepreneur and labor;
 - c. The individual's relation to human and natural environments;
 - d. Eastern and western cultures and civilizations;
 - e. Contemporary issues;
 - f. The protection, conservation and wise use of natural resources, including the necessity for protecting the environment.
4. Science, including biological and physical sciences, with emphasis on experimental inquiry and humanity's place in ecological systems ([Education Code](#) 51210).
5. Visual and performing arts, including art and music, with emphasis on creative expression and the development of aesthetic appreciation ([Education Code](#) 51210).

Pacific Grove Unified School District

Instruction - Curriculum
Regulation #6143

Administrative

COURSE OF STUDY

6. Health: individual, family and community health principles and practices, including:
 (Education Code 51210)

- a. Personal and public safety and accident prevention, with instruction in emergency first aid; hemorrhage control; treatment for poisoning; resuscitation techniques; and cardiopulmonary resuscitation when appropriate equipment is available (Education Code 51202);
- b. Fire prevention (Education Code 51202);
- c. Venereal disease (Education Code 51202);
- d. The effects of alcohol, narcotics, drugs and tobacco upon the human body (Education Code 51203);
- e. Prenatal care (Education Code 51202) (OPTIONAL);
- f. Violence as a public health issue (Education Code 51202) (OPTIONAL).

7. Physical education, with emphasis on activities conducive to health and vigor of body and mind (Education Code 51210).

8. Career awareness exploration.

Middle School (Grades 6-7-8)

Courses of study for grades 6, 7 and 8 shall include the following:

1. Foreign language(s): understanding, speaking, reading and writing, beginning not later than grade 7 (Education Code 51220).
2. AIDS and AIDS prevention (Education Code 51201.5).
3. Parenting skills and education which address at least all of the following: (Education Code 51220.5)
 - a. Child development and growth;
 - b. Effective parenting;
 - c. Prevention of child abuse;
 - d. Nutrition;

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Administrative

COURSE OF STUDY

- e. Household finances and budgeting;
- f. Personal and family interaction and relations;
- g. Methods to promote self-esteem;
- h. Effective decision-making skills;
- i. Family and individual health.

Upon request, a student may be exempted from the parenting skills and education class if he/she satisfactorily demonstrates mastery of the course content- (Education Code 51220.5).

- 4. Career guidance designed to help students select a future sequence of courses relevant to their career desires and needs.

Grades 9-12

Courses of study for grades 9 through 12 shall include the following:

- 1. English: speaking, reading, listening, knowledge and appreciation of literature, language and composition (Education Code 51220).
- 2. Social sciences: age-appropriate materials drawn from anthropology, economics, geography, history, political science, psychology and sociology, with instruction in: (Education Code 51220)
 - a. The history, resources, development and government of California and the United States, including:
 - (1) American government and civics, including the study of all of the following: (Education Code 51230)
 - (a) The Declaration of Independence;
 - (b) The United States Constitution, including the Bill of Rights;
 - (c) Substantive selections from the Federalist Papers;
 - (d) The Emancipation Proclamation;
 - (e) The Gettysburg Address;
 - (f) George Washington's Farewell Address.
 - (2) Early California history, and the role and contributions of both men and women, Native Americans, African~~black~~ Americans, American

Pacific Grove Unified School District

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COURSE OF STUDY

~~Indians, Mexican Americans, Hispanics, Asians~~ Americans, Pacific Islanders, ~~people~~ European Americans, lesbian, gay, bisexual, and transgender Americans and members of other ethnic and cultural groups, to the economic, political and social development of California and the United States~~nation~~, with particular emphasis on portraying ~~on~~ the role of these groups in contemporary society (Education Code 51204.5).

- b. The American legal system, the operation of the juvenile and adult criminal justice systems, and the rights and duties of citizens under the criminal and civil law and the state and federal constitutions;
 - c. The development of the American economic system, including the role of the entrepreneur and labor;
 - d. The individual's relations to human and natural environments, including the protection, conservation and wise use of resources and the necessity for protecting the environment;
 - e. Eastern and western cultures and civilizations;
 - f. Human rights issues, with particular attention to the study of the inhumanity of genocide, slavery, and the Holocaust;
 - g. Contemporary issues.
3. Foreign language(s): understanding, speaking, reading and writing (Education Code 51220).
 4. Physical education, with emphasis on activities conducive to health and vigor of body and mind (Education Code 51220).
 5. Science, including physical and biological sciences, with emphasis on basic concepts, theories and processes of scientific investigation and on humanity's place in ecological systems, and with appropriate applications of the inter-relation and interdependence of the sciences (Education Code 51220).
 6. Mathematics, including instruction designed to develop mathematical understandings, operational skills and insight into problem-solving procedures (Education Code 51220).
 7. Visual and performing arts, including art, music or drama, with emphasis upon development of aesthetic appreciation and the skills of creative expression (Education Code 51220).

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Instruction - Curriculum

AdministrativeRegulation #6143**COURSE OF STUDY**

8. Applied arts, including instruction in consumer and homemaking education, industrial arts, general business education or general agriculture (Education Code 51220).
9. Vocational-technical education designed to prepare youth for gainful employment and/or further acquisition of technical skills in institutions of higher education (Education Code 51220).
10. Automobile driver education, including instruction in: (Education Code 51220)
 - a. Vehicle Code provisions and other relevant state laws;
 - b. Proper acceptance of personal responsibility in traffic;
 - c. Appreciation of the causes, seriousness and consequences of traffic accidents;
 - d. Knowledge and attitudes necessary for the safe operation of motor vehicles;
 - e. The safe operation of motorcycles;
 - f. The dangers involved in consuming alcohol or drugs in connection with the operation of a motor vehicle (Education Code 51220.1).
11. Personal and public safety and accident prevention, including instruction in:
 - a. Emergency first aid; hemorrhage control; treatment for poisoning; resuscitation techniques; and cardiopulmonary resuscitation when appropriate equipment is available (Education Code 51202);
 - b. Fire prevention (Education Code 51202);
 - c. Venereal disease (Education Code 51202);
 - d. AIDS and AIDS prevention (Education Code 51201.5);
 - e. The effects of alcohol, narcotics, drugs and tobacco upon the human body and upon prenatal development (Education Code 51203);
 - f. Prenatal care (Education Code 51202);
 - g. Violence as a public health issue (Education Code 51202).

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Instruction - Curriculum

Administrative Regulation #6143

COURSE OF STUDY

Courses of study for grades 1 through 5 shall include the following:

1. English: speaking, reading, listening, spelling, handwriting, composition knowledge and appreciation of language and literature (Education Code 51210).
2. Mathematics: concepts, operational skills, problem solving (Education Code 51210).
3. Social sciences: age-appropriate materials drawn from anthropology, economics, geography, history, political science, psychology and sociology, with instruction in: (Education Code 51210)
 - a. The history, resources, development and government of California and the United States, including:
 - (1) Early California history;
 - (2) The role and contributions of both men and women, Native Americans, African Americans, Mexican Americans, Asian Americans, Pacific Islanders, European Americans, lesbian, gay, bisexual, and transgender Americans, persons with disabilities, and members of other ethnic groups to the economic, political and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society (Education Code 51204.5).
 - b. The development of the American economic system, including the role of the entrepreneur and labor;
 - c. The individual's relation to human and natural environments;
 - d. Eastern and western cultures and civilizations;
 - e. Contemporary issues;
 - f. The protection, conservation and wise use of natural resources, including the necessity for protecting the environment.
4. Science, including biological and physical sciences, with emphasis on experimental inquiry and humanity's place in ecological systems (Education Code 51210).
5. Visual and performing arts, including art and music, with emphasis on creative expression and the development of aesthetic appreciation (Education Code 51210).
6. Health: individual, family and community health principles and practices, including: (Education Code 51210)

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Instruction - Curriculum

Administrative Regulation #6143

COURSE OF STUDY

- a. Personal and public safety and accident prevention, with instruction in emergency first aid; hemorrhage control; treatment for poisoning; resuscitation techniques; and cardiopulmonary resuscitation when appropriate equipment is available (Education Code 51202);
 - b. Fire prevention (Education Code 51202);
 - c. Venereal disease (Education Code 51202);
 - d. The effects of alcohol, narcotics, drugs and tobacco upon the human body (Education Code 51203);
 - e. Prenatal care (Education Code 51202) (OPTIONAL);
 - f. Violence as a public health issue (Education Code 51202) (OPTIONAL).
7. Physical education, with emphasis on activities conducive to health and vigor of body and mind (Education Code 51210).
8. Career awareness exploration.

Middle School (Grades 6-7-8)

Courses of study for grades 6, 7 and 8 shall include the following:

1. Foreign language(s): understanding, speaking, reading and writing, beginning not later than grade 7 (Education Code 51220).
2. AIDS and AIDS prevention (Education Code 51201.5).
3. Parenting skills and education which address at least all of the following: (Education Code 51220.5)
 - a. Child development and growth;
 - b. Effective parenting;
 - c. Prevention of child abuse;
 - d. Nutrition;
 - e. Household finances and budgeting;
 - f. Personal and family interaction and relations;

Pacific Grove Unified School District

Instruction - Curriculum

Administrative Regulation #6143

COURSE OF STUDY

- g. Methods to promote self-esteem;
- h. Effective decision-making skills;
- i. Family and individual health.

Upon request, a student may be exempted from the parenting skills and education class if he/she satisfactorily demonstrates mastery of the course content (Education Code 51220.5).

- 4. Career guidance designed to help students select a future sequence of courses relevant to their career desires and needs.

Grades 9-12

Courses of study for grades 9 through 12 shall include the following:

- 1. English: speaking, reading, listening, knowledge and appreciation of literature, language and composition (Education Code 51220).
- 2. Social sciences: age-appropriate materials drawn from anthropology, economics, geography, history, political science, psychology and sociology, with instruction in: (Education Code 51220)
 - a. The history, resources, development and government of California and the United States, including:
 - (1) American government and civics, including the study of all of the following: (Education Code 51230)
 - (a) The Declaration of Independence;
 - (b) The United States Constitution, including the Bill of Rights;
 - (c) Substantive selections from the Federalist Papers;
 - (d) The Emancipation Proclamation;
 - (e) The Gettysburg Address;
 - (f) George Washington's Farewell Address.
 - (2) Early California history, and the role and contributions of both men and women, Native Americans, African Americans, Mexican Americans, Asian Americans, Pacific Islanders, European Americans, lesbian, gay, bisexual, and transgender Americans and members of other ethnic and cultural groups, to the economic, political and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society (Education Code 51204.5).

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Administrative Regulation #6143

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- b. The American legal system, the operation of the juvenile and adult criminal justice systems, and the rights and duties of citizens under the criminal and civil law and the state and federal constitutions;
 - c. The development of the American economic system, including the role of the entrepreneur and labor;
 - d. The individual's relations to human and natural environments, including the protection, conservation and wise use of resources and the necessity for protecting the environment;
 - e. Eastern and western cultures and civilizations;
 - f. Human rights issues, with particular attention to the study of the inhumanity of genocide, slavery, and the Holocaust;
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- 3. Foreign language(s): understanding, speaking, reading and writing (Education Code 51220).
- 4. Physical education, with emphasis on activities conducive to health and vigor of body and mind (Education Code 51220).
- 5. Science, including physical and biological sciences, with emphasis on basic concepts, theories and processes of scientific investigation and on humanity's place in ecological systems, and with appropriate applications of the inter-relation and interdependence of the sciences (Education Code 51220).
- 6. Mathematics, including instruction designed to develop mathematical understandings, operational skills and insight into problem-solving procedures (Education Code 51220).
- 7. Visual and performing arts, including art, music or drama, with emphasis upon development of aesthetic appreciation and the skills of creative expression (Education Code 51220).
- 8. Applied arts, including instruction in consumer and homemaking education, industrial arts, general business education or general agriculture (Education Code 51220).
- 9. Vocational-technical education designed to prepare youth for gainful employment and/or further acquisition of technical skills in institutions of higher education (Education Code 51220).
- 10. Automobile driver education, including instruction in: (Education Code 51220)
 - a. Vehicle Code provisions and other relevant state laws;

Pacific Grove Unified School District

Instruction - Curriculum

Administrative Regulation #6143

COURSE OF STUDY

- b. Proper acceptance of personal responsibility in traffic;
 - c. Appreciation of the causes, seriousness and consequences of traffic accidents;
 - d. Knowledge and attitudes necessary for the safe operation of motor vehicles;
 - e. The safe operation of motorcycles;
 - f. The dangers involved in consuming alcohol or drugs in connection with the operation of a motor vehicle (Education Code 51220.1).
- 11. Personal and public safety and accident prevention, including instruction in:
 - a. Emergency first aid; hemorrhage control; treatment for poisoning; resuscitation techniques; and cardiopulmonary resuscitation when appropriate equipment is available (Education Code 51202);
 - b. Fire prevention (Education Code 51202);
 - c. Venereal disease (Education Code 51202);
 - d. AIDS and AIDS prevention (Education Code 51201.5);
 - e. The effects of alcohol, narcotics, drugs and tobacco upon the human body and upon prenatal development (Education Code 51203);
 - f. Prenatal care (Education Code 51202);
 - g. Violence as a public health issue (Education Code 51202).

Pacific Grove Unified School District

REDLINE

Students

Administrative Regulation #5145.3

NONDISCRIMINATION / HARASSMENT**Mandated Policy**

The district designates the individual identified below as the employee responsible for coordinating the district's efforts to comply with state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies. The individual shall also serve as the compliance officer specified in AR 1312.3 – Community Relations – Uniform Complaint Procedures as the responsible employee to handle complaints regarding unlawful discrimination, including discriminatory harassment, intimidation, or bullying, based on actual race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected status; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer may be contacted at:

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

(Education Code 234.1; 5 CCR 4621)

(cf. 1312.1 – Community Relations – Public Activities Involving Staff, Students and School Facilities – Complaints Concerning School Personnel)

(cf. 1312.3 – Community Relations – Uniform Complaint Procedures)

Measures to Prevent Discrimination

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public, posting them on the district's web site and other prominent locations and providing easy access to them through district supported social media, when available.

(cf. 1113 – Community Relations – Communication with the Public – Publicizing School Meetings)

(cf. 1114 – Community Relations – Communication with the Public – School District Publications)

Commented [NWS1]: This is the compliance officer under 1312.3, which is specified in the language of the first paragraph of the CSBA model.

Commented [NWS2]: This is the title of the version of 1312.3 that we recently updated for PGUSD. The updated title removes the "Public Activities Involving Staff" language, which is inapplicable. The updated version has not been posted online.

Pacific Grove Unified School District

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Administrative Regulation #5145.3

NONDISCRIMINATION / HARASSMENT

Mandated Policy

2. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel they have been the victim of any such behavior. (Education Code 234.1)

3. Annually notify all students and parents/guardians of the district's nondiscrimination policy. The notice shall inform students and parents/guardians of the possibility that students will participate in a sex-segregated school program or activity together with another student of the opposite biological sex, and that they may inform the compliance officer if they feel such participation would be against the student's religious beliefs and/or practices or a violation of his/her right to privacy. In such a case, the compliance officer shall meet with the student and/or parent/guardian who raises the objection to determine how best to accommodate that student. The notice shall inform students and parents/guardians that the district will not typically notify them of individual instances of transgender students participating in a program or activity.

4. The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

If 15 percent or more of students enrolled in a particular district speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

5. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include guidelines for addressing issues related to transgender and gender-nonconforming students.

(cf. 1240 – Community Relations – Participation by the Public – Volunteer Assistance)

(cf. 4131 – Personnel – Certificated Personnel – Staff Development)

(cf. 4331 – Personnel – Management and Confidential Personnel – Staff Development)

Pacific Grove Unified School District

REDLINE

Students

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NONDISCRIMINATION / HARASSMENT

Mandated Policy

6. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)

7. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students' privacy rights and ensure their safety from threatened or potentially discriminatory behavior.

Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 – Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti.

(cf. 5131.5 – Student – Vandalism and Theft)

2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination and how to respond.

3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination.

4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to students, parents/guardians, and the community.

(cf. 4012.6 – Personnel – All Personnel – Personnel Files)

(cf. 5125 – Student – Student Progress – Student Records)

5. Taking appropriate disciplinary action against perpetrators and anyone determined to have engaged in wrongdoing, including any student who is found to have made a complaint of discrimination that he/she knew was not true.

(cf. 5144 – Student – Student Welfare – Discipline)

(cf. 4218 – Personnel – Classified Personnel – Dismissal/ Suspension/ Disciplinary Action)

(cf. 5144 – Student – Student Welfare – Discipline)

(cf. 5144.1 – Student – Student Welfare – Suspension and Expulsion/ Due Process)

(cf. 5144.2 – Student – Student Welfare – Suspension and Expulsion/ (Individuals with Special Needs)

Pacific Grove Unified School District

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Mandated Policy

(cf. 6159.4 – Instruction – Instructional Arrangements – Behavioral Interventions for Special Education Students)

Any student who feels that he/she has been subjected to unlawful discrimination described above or in district policy is strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, any student who observes any such incident is strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to who such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so.

When any report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is submitted to or received by the principal or compliance officer, he/she shall inform the student or parent/guardian of the right to file a formal complaint pursuant to the provisions in AR 1312.3 – Community Relations – Uniform Complaint Procedures. Any report of unlawful discrimination involving the principal, compliance officer, or any other person to whom the complaint would ordinarily be reported or filed shall instead be submitted to the Superintendent or designee. Even if the student chooses not to file a formal complaint, the principal or compliance officer shall implement immediate measures necessary to stop the discrimination and to ensure all students have access to the educational program and a safe school environment.

Upon receiving a complaint of discrimination, the compliance officer shall immediately investigate the complaint in accordance with the district's uniform complaint procedures specified in AR 1312.3.

Transgender and Gender-Nonconforming Students

Gender identity means a student's gender-related identity, appearance, or behavior, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Pacific Grove Unified School District

REDLINE

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Administrative Regulation #5145.3

NONDISCRIMINATION / HARASSMENT

Mandated Policy

Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

Gender transition refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.

Transgender student means a student whose gender identity or gender expression is different from that traditionally associated with the assigned sex at birth.

Acts of verbal, nonverbal, or physical aggression intimidation, or hostility that are based on sex, gender identity, or gender expression, regardless of whether they are sexual in nature, where the act has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment are prohibited under state and federal law. Examples of types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by name and the pronouns consistent with his/her gender identity.
2. Disciplining or disparaging a transgender student because his/her mannerisms, hairstyle, or style of dress correspond to his/her gender identity, or a non-transgender student because of his/her mannerisms, hairstyle, or style of dress do not conform to stereotypes for his/her gender or are perceived as indicative of the other sex.
3. Blocking a student's entry to the bathroom that corresponds to his/her gender identity because the student is transgender or gender-nonconforming.
4. Taunting a student because he/she participates in an athletic activity more typically favored by a student of the other sex.
5. Revealing a student's transgender status to individuals who do not have a legitimate need for the information.
6. Use of gender-specific slurs.

Commented [NWS3]: Per Ralph's request, red font for item dealing with facilities use.

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NONDISCRIMINATION / HARASSMENT

Mandated Policy

7. Physical assault of a student motivated by hostility toward him/her because of his/her gender, gender identity, or gender expression.

The district's uniform complaint procedures (AR 1312.3) shall be used to report and resolve complaints alleging discrimination against transgender and gender-nonconforming students. Examples of bases for complaints include, but are not limited to, the above list as well as improper rejection by the district of a student's asserted gender identity, **denial of access to facilities that correspond with a student's gender identity**, improper disclosure of a student's transgender status, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:

1. Right to privacy: A student's transgender or gender-nonconforming status is his/her private information and the district will only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In the latter instance, the district shall limit disclosure to individuals reasonably believed to be able to protect the student's well-being. Any district employee to whom a student discloses his/her transgender or gender-nonconforming status shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless he/she is required to disclose or report the student's information pursuant to this procedure, and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to his/her status as a transgender or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three (3) school days.

As appropriate given the physical, emotional, and other significant risks to the student, the compliance officer may consider discussing with the student any need to disclose the student's transgender or gender-nonconformity status to his/her parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The district shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.

(cf. 1340 – Community Relations – Public Activities Involving Staff, Students and School Facilities – Access to District Records)

(cf. 3580 – Business – District Records – Development, Maintenance and Disposal)

Pacific Grove Unified School District

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2. Determining a Student's Gender Identity: The compliance officer shall accept the student's assertion unless district personnel present a credible basis for believing that the student's assertion is for an improper purpose. In such a case, the compliance officer shall document the improper purpose and, within seven (7) school days of receiving notification of the student's assertion, shall provide a written response to the student and, if appropriate, to his/her parents/guardians.

3. Addressing a Student's Transition Needs: The compliance officer shall arrange a meeting with the student and, if appropriate, his/her parents/guardians to identify potential issues, including transition-related issues, and to develop strategies for addressing them. The meeting shall discuss the transgender or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to his/her status as a transgender or gender-nonconforming individual, so that prompt action could be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the student's arrangements are meeting his/her educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.

4. Accessibility to Sex-Segregated Facilities, Programs, and Activities: The district may maintain sex-segregated facilities, such as restrooms and locker rooms, and sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs. A student shall be entitled to access facilities and participate in programs and activities consistent with his/her gender identity. If available and requested by any student, regardless of the underlying reason, the district shall offer options to address privacy concerns in sex-segregated facilities, such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, and area in the locker room separated by a curtain or screen, access to a staff member's office, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because he/she is transgender or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with his/her gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with his/her gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

(cf. 6145 – Instruction – Curriculum – Extracurricular and Co-Curricular Activities)

(cf. 6153 – Instruction – Instructional Arrangements – School Sponsored Trips)

(cf. 7110 – Facilities – Concepts and Roles – Facilities Master Plan)

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NONDISCRIMINATION / HARASSMENT**Mandated Policy**

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(cf. 6153 – Instruction – Instructional Arrangements – School Sponsored Trips)

(cf. 7110 – Facilities – Concepts and Roles – Facilities Master Plan)

5. **Student Records:** A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed pursuant to a court order. However, at the written request of a student or, if appropriate, his/her parents/guardians, the district shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district-related documents.

(cf. 5125 – Student – Student Progress – Student Records)

(cf. 5125.1 – Student – Student Progress – Release of Directory Information)

6. **Names and Pronouns:** If a student so chooses, district personnel shall be required to address the student by a name and the pronouns consistent with his/her gender identity, without the necessity of a court order or a change to his/her official district record. However, inadvertent slips or honest mistakes

Pacific Grove Unified School District

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Mandated Policy

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(cf. 5125 – Student – Student Progress – Student Records)

(cf. 5125.1 – Student – Student Progress – Release of Directory Information)

6. Names and Pronouns: If a student so chooses, district personnel shall be required to address the student by a name and the pronouns consistent with his/her gender identity, without the necessity of a court order or a change to his/her official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns shall not constitute a violation of this administrative regulation or the accompanying district policy.

7. Uniforms/Dress Code: A student has the right to dress in a manner consistent with his/her gender identity, subject to any dress code adopted on a school site.

(cf. 5132 – Student – Student Activities – Dress And Grooming)

Pacific Grove Unified School District

Students

Administrative Regulation #5145.3

NONDISCRIMINATION / HARASSMENT**Mandated Policy**

The district designates the individual identified below as the employee responsible for coordinating the district's efforts to comply with state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies. The individual shall also serve as the compliance officer specified in AR 1312.3 – Community Relations – Uniform Complaint Procedures as the responsible employee to handle complaints regarding unlawful discrimination, including discriminatory harassment, intimidation, or bullying, based on actual race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected status; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer may be contacted at:

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

(Education Code 234.1; 5 CCR 4621)

(cf. 1312.1 – Community Relations – Public Activities Involving Staff, Students and School Facilities – Complaints Concerning School Personnel)

(cf. 1312.3 – Community Relations – Uniform Complaint Procedures)

Measures to Prevent Discrimination

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public, posting them on the district's web site and other prominent locations and providing easy access to them through district supported social media, when available.

(cf. 1113 – Community Relations – Communication with the Public – Publicizing School Meetings)

(cf. 1114 – Community Relations – Communication with the Public – School District Publications)

2. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel they have been the victim of any such behavior. (Education Code 234.1)

Pacific Grove Unified School District

Students

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Mandated Policy

3. Annually notify all students and parents/guardians of the district's nondiscrimination policy. The notice shall inform students and parents/guardians of the possibility that students will participate in a sex-segregated school program or activity together with another student of the opposite biological sex, and that they may inform the compliance officer if they feel such participation would be against the student's religious beliefs and/or practices or a violation of his/her right to privacy. In such a case, the compliance officer shall meet with the student and/or parent/guardian who raises the objection to determine how best to accommodate that student. The notice shall inform students and parents/guardians that the district will not typically notify them of individual instances of transgender students participating in a program or activity.

4. The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

If 15 percent or more of students enrolled in a particular district speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

5. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include guidelines for addressing issues related to transgender and gender-nonconforming students.

(cf. 1240 – Community Relations – Participation by the Public – Volunteer Assistance)

(cf. 4131 – Personnel – Certificated Personnel – Staff Development)

(cf. 4331 – Personnel – Management and Confidential Personnel – Staff Development)

6. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)

7. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students' privacy rights and ensure their safety from threatened or potentially discriminatory behavior.

Pacific Grove Unified School District

Students

Administrative Regulation #5145.3

NONDISCRIMINATION / HARASSMENT**Mandated Policy****Enforcement of District Policy**

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 – Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti.

(cf. 5131.5 – Student – Vandalism and Theft)

2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination and how to respond.

3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination.

4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to students, parents/guardians, and the community.

(cf. 4012.6 – Personnel – All Personnel – Personnel Files)

(cf. 5125 – Student – Student Progress – Student Records)

5. Taking appropriate disciplinary action against perpetrators and anyone determined to have engaged in wrongdoing, including any student who is found to have made a complaint of discrimination that he/she knew was not true.

(cf. 5144 – Student – Student Welfare – Discipline)

(cf. 4218 – Personnel – Classified Personnel – Dismissal/ Suspension/ Disciplinary Action)

(cf. 5144 – Student – Student Welfare – Discipline)

(cf. 5144.1 – Student – Student Welfare – Suspension and Expulsion/ Due Process)

(cf. 5144.2 – Student – Student Welfare – Suspension and Expulsion/ (Individuals with Special Needs)

(cf. 6159.4 – Instruction – Instructional Arrangements – Behavioral Interventions for Special Education Students)

Any student who feels that he/she has been subjected to unlawful discrimination described above or in district policy is strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, any student who observes any such incident is strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.

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When any report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is submitted to or received by the principal or compliance officer, he/she shall inform the student or parent/guardian of the right to file a formal complaint pursuant to the provisions in AR 1312.3 – Community Relations – Uniform Complaint Procedures. Any report of unlawful discrimination involving the principal, compliance officer, or any other person to whom the complaint would ordinarily be reported or filed shall instead be submitted to the Superintendent or designee. Even if the student chooses not to file a formal complaint, the principal or compliance officer shall implement immediate measures necessary to stop the discrimination and to ensure all students have access to the educational program and a safe school environment.

Upon receiving a complaint of discrimination, the compliance officer shall immediately investigate the complaint in accordance with the district's uniform complaint procedures specified in AR 1312.3.

Transgender and Gender-Nonconforming Students

Gender identity means a student's gender-related identity, appearance, or behavior, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

Gender transition refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.

Pacific Grove Unified School District

Students

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NONDISCRIMINATION / HARASSMENT**Mandated Policy**

Transgender student means a student whose gender identity or gender expression is different from that traditionally associated with the assigned sex at birth.

Acts of verbal, nonverbal, or physical aggression intimidation, or hostility that are based on sex, gender identity, or gender expression, regardless of whether they are sexual in nature, where the act has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment are prohibited under state and federal law. Examples of types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by name and the pronouns consistent with his/her gender identity.
2. Disciplining or disparaging a transgender student because his/her mannerisms, hairstyle, or style of dress correspond to his/her gender identity, or a non-transgender student because of his/her mannerisms, hairstyle, or style of dress do not conform to stereotypes for his/her gender or are perceived as indicative of the other sex.
3. Blocking a student's entry to the bathroom that corresponds to his/her gender identity because the student is transgender or gender-nonconforming.
4. Taunting a student because he/she participates in an athletic activity more typically favored by a student of the other sex.
5. Revealing a student's transgender status to individuals who do not have a legitimate need for the information.
6. Use of gender-specific slurs.
7. Physical assault of a student motivated by hostility toward him/her because of his/her gender, gender identity, or gender expression.

The district's uniform complaint procedures (AR 1312.3) shall be used to report and resolve complaints alleging discrimination against transgender and gender-nonconforming students. Examples of bases for complaints include, but are not limited to, the above list as well as improper rejection by the district of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's transgender status, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

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Students

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NONDISCRIMINATION / HARASSMENT**Mandated Policy**

To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:

1. Right to privacy: A student's transgender or gender-nonconforming status is his/her private information and the district will only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In the latter instance, the district shall limit disclosure to individuals reasonably believed to be able to protect the student's well-being. Any district employee to whom a student discloses his/her transgender or gender-nonconforming status shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless he/she is required to disclose or report the student's information pursuant to this procedure, and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to his/her status as a transgender or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three (3) school days.

As appropriate given the physical, emotional, and other significant risks to the student, the compliance officer may consider discussing with the student any need to disclose the student's transgender or gender-nonconformity status to his/her parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The district shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.

(cf. 1340 – Community Relations – Public Activities Involving Staff, Students and School Facilities – Access to District Records)

(cf. 3580 – Business – District Records – Development, Maintenance and Disposal)

2. Determining a Student's Gender Identity: The compliance officer shall accept the student's assertion unless district personnel present a credible basis for believing that the student's assertion is for an improper purpose. In such a case, the compliance officer shall document the improper purpose and, within seven (7) school days of receiving notification of the student's assertion, shall provide a written response to the student and, if appropriate, to his/her parents/guardians.

3. Addressing a Student's Transition Needs: The compliance officer shall arrange a meeting with the student and, if appropriate, his/her parents/guardians to identify potential issues, including transition-related issues, and to develop strategies for addressing them. The meeting shall discuss the transgender or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and

Pacific Grove Unified School District

Students

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NONDISCRIMINATION / HARASSMENT**Mandated Policy**

other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to his/her status as a transgender or gender-nonconforming individual, so that prompt action could be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the student's arrangements are meeting his/her educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.

4. **Accessibility to Sex-Segregated Facilities, Programs, and Activities:** The district may maintain sex-segregated facilities, such as restrooms and locker rooms, and sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs. A student shall be entitled to access facilities and participate in programs and activities consistent with his/her gender identity. If available and requested by any student, regardless of the underlying reason, the district shall offer options to address privacy concerns in sex-segregated facilities, such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, and area in the locker room separated by a curtain or screen, access to a staff member's office, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because he/she is transgender or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with his/her gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with his/her gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

(cf. 6145 – Instruction – Curriculum – Extracurricular and Co-Curricular Activities)

(cf. 6153 – Instruction – Instructional Arrangements – School Sponsored Trips)

(cf. 7110 – Facilities – Concepts and Roles – Facilities Master Plan)

5. **Student Records:** A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed pursuant to a court order. However, at the written request of a student or, if appropriate, his/her parents/guardians, the district shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district-related documents.

(cf. 5125 – Student – Student Progress – Student Records)

(cf. 5125.1 – Student – Student Progress – Release of Directory Information)

6. **Names and Pronouns:** If a student so chooses, district personnel shall be required to address the student by a name and the pronouns consistent with his/her gender identity, without the necessity of a court order or a change to his/her official district record. However, inadvertent slips or honest mistakes

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by district personnel in the use of the student's name and/or consistent pronouns shall not constitute a violation of this administrative regulation or the accompanying district policy.

7. Uniforms/Dress Code: A student has the right to dress in a manner consistent with his/her gender identity, subject to any dress code adopted on a school site.

(cf. 5132 – Student – Student Activities – Dress And Grooming)

SUBJECT: Substitute Teacher Pay

PERSON RESPONSIBLE: Billie Mankey, Director II, Human Resources

RECOMMENDATION:

The District Administration respectfully recommends the Board review and approve a substitute teacher one-time pay increase for the 2016-17 school year of 6.75% based on information provided.

BACKGROUND AND INFORMATION:

Information is provided that reflects the following:

- County Substitute Pay Rate Comparison that includes a PGUSD Sub rate of 6.75%

OPTIONS:

1. Maintain the current substitute teacher rate
2. Adjust the current substitute teacher rate by a one-time 6.75% increase for the 2016-17 school year
3. Provide alternative direction.

FUNDING:

2016-17 Budget increase of approximately \$13,500 (based on past annual expenditures of approximately \$200,000)

June 2016 District Substitute Pay Rate Comparisons						
* Sorted by Daily Rate	* Daily Rate	Number of Days	Daily Rate	Number of Days	Long Term	Mileage Stipend
Greenfield -outside 15 miles from district	160.00				225.00	
King City Union-Teaching credential	160.00	(1-19)			215.00	\$25 (>20 mi)
Gonzales-outside 30 miles from dist.	150.00				210.00	
Greenfield -inside 15 miles from district	150.00				225.00	
King City Union ~ Sub credential	150.00	(1-19)			215.00	\$25 (>20 mi)
Millennium Charter	150.00					
San Lucas	145.00					
*Pacific Grove ~ Teaching Credential 6.75 increase	140.00	(1-15)			156.00	
Bradley	140.00					
Gonzales-outside 15 miles from dist.	140.00				210.00	
Alisal	140.00	(1-5)	146.00	(6-25)	226.00	
Chualar	140.00	(1-20)			130.00	
MPUSD	140.00	(1-10)			200.00	
Salinas High	139.99	(1-24)			220.71	
*Pacific Grove ~ Teaching Credential 3.5 increase	136.00	(1-15)			145.00	
SO.MO.CO.Joint	135.00	(1-19)			200.00	\$15 (>20 mi)
Carmel	135.00	(1-5)	140.00	(6-45)	292.08	
Spreckles	135.00	(1-19)			150.00	
Soledad	135.00	(1-20)			170.00	\$10 (>20 mi.)
Pacific Grove ~ Teaching Credential	131.00	(1-15)			146.00	
Gonzales-inside 15 mile from district	130.00				210.00	
MCOE	130.00	(1-5)	146.00	(6-20)	219.32	
Salinas City	130.00	(1-5)	135.00	(6-25)	219.19	
*Pacific Grove ~ Sub Credential 6.75 Increase	128.00				145.00	
Bay View Academy	125.00				150.00	
Big Sur Unified	125.00					
Graves	125.00					
International School of Monterey	125.00				150.00	
Lagunita	125.00					
Oasis Charter	125.00					
San Antonio	125.00					\$20 (>25 mi.)
San Ardo	125.00					
Santa Rita	125.00	(1-20)			150.00	\$10 (>25 mi.)
*Pacific Grove ~ Sub Credential 3.5 Increase	124.00				141.00	
Pacific Grove ~ Sub Credential	120.00	(1-15)			136.00	
NO.MO.County	120.00	(1-16)			175.00	
Washington Union	120.00	(1-20)			125.00	
Mission Union	100.00					
Greenfield - Contracted Sub					260.00	

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, 2016/17 School Year

Aug. 25	Regular Board Meeting ✓ Student Enrollment Update ✓ Back to School dates ✓ Property tax report ✓ 2016-2017 Consolidated Application	District Office
Sept. 8	Regular Board Meeting ✓ Unaudited Actual Report ✓ Budget Revision #1	Forest Grove (School Site Visit)
Sept. 22	Regular Board Meeting ✓ Board Goals – review/revise	Robert Down
Oct. 6	Regular Board Meeting ✓ Superintendent's Goals ✓ Strategic Plan/LCAP Review Begins ✓ Bus Ridership	Middle School (School Site Visit)
Oct. 27	Regular Board Meeting ✓ Review of Special Education Contracts	Adult School (School Site Visit)
Nov. 17	Regular Board Meeting ✓ Intent form due (to serve as Board President or Vice President) ✓ Set date for Annual Organizational meeting	High School (School Site Visit)
Dec. 8	Organizational Meeting ✓ Election of 2016/17 Board President and Clerk ✓ First Interim Report ✓ Budget Revision #2 ✓ Review of Special Education Contracts	District Office

SUBJECT: Review of Prior Year Property Tax Revenue

PERSON RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services

RECOMMENDATION:

The District Administration recommends that the Board review the attached information regarding receipts of Property Tax Revenue for the 2015-16 fiscal year.

BACKGROUND:

Property tax revenues are received throughout the year, with the largest portions being posted in the months of December (about 56%) and April (about 41%). The remaining 3% of property taxes are received in various amounts throughout the year.

From 1991-92 through 2008-09, the District experienced consistent growth in property tax revenues, which increased by an average of 5.85% per year. However, in 2008-09 the trend for Property Tax Revenues turned downward, and this resulted in decreases in revenues of -\$42,105 (-0.22%) in 2009-10, and -\$236,236 (-1.24%) in 2010-11. Then, in 2011-12, property tax revenue once again started increasing, and showed an increase of \$186,264 (1.0%). In 2012-13 the increase in revenue was \$342,236 (1.8%), in 2013-14 the increase was \$875,798 (4.5%), and in 2014-15 the increase was 722,293 (3.6%).

INFORMATION:

Two main points regarding Property Taxes:

1) Did Property Taxes increase compared to the prior year?

The good news is that property tax revenues were \$22,231,404, which is an **increase of \$1,226,089** (up 5.84%) when compared to the prior year. This is the fifth year in a row that property taxes have shown an increase.

2) Did Property Taxes meet budgeted expectations?

Actual property tax receipts were **\$693,206 higher** than the original budgeted amount of \$21,649,768. The original budget expected a 4.00% increase, and the actual increase was 5.84%

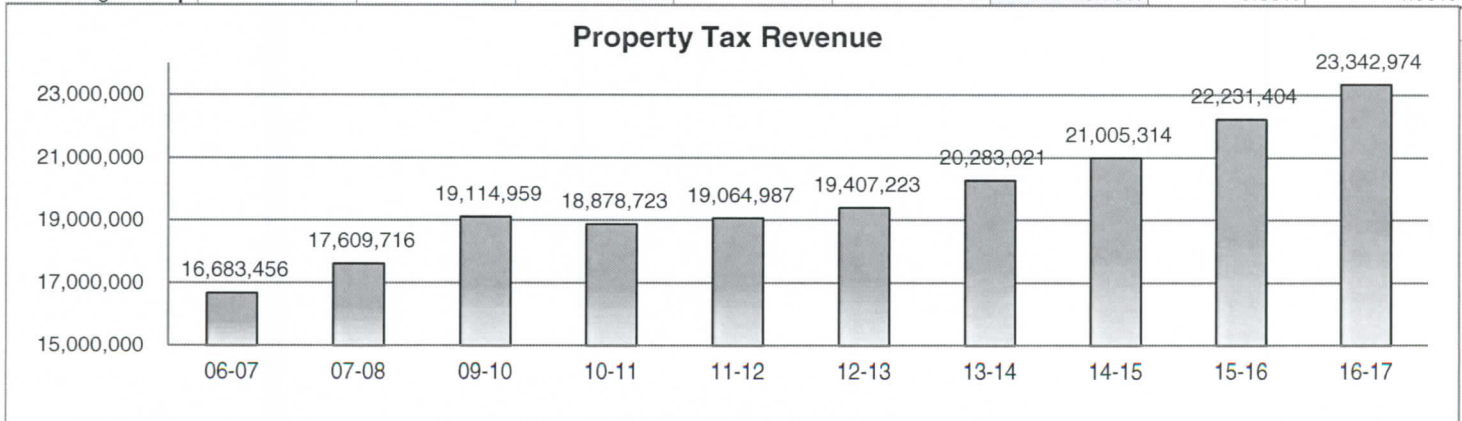
Please see the attached spreadsheet which shows a history of Property Tax receipts, as well as year-end projections for the current year (2016-17). We are budgeting for a 5.00% increase in property taxes in 2016-17.

FISCAL IMPACT:

There is no fiscal impact. This report is for review purposes only.

Property Tax Revenue

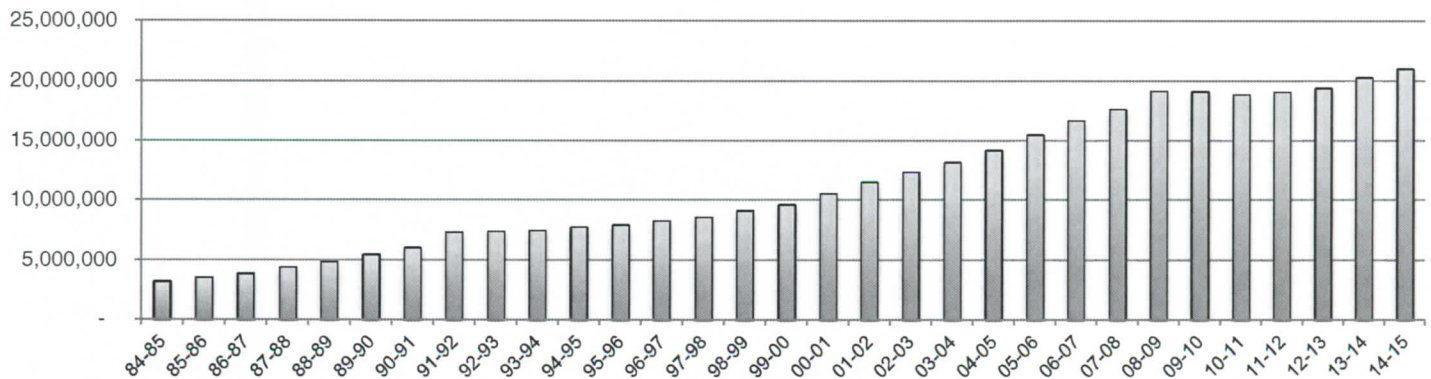
	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
	actual	actual	actual	actual	actual	actual	actual/est	estimate
July			122,225	-	-	-	-	-
Year-to-Date	-	-	122,225	-	-	-	-	-
August	175,899	159,786		-	-	-	-	-
Year-to-Date	175,899	159,786	122,225	-	-	-	-	-
September	238,782	237,217	186,941	31,323	73,572	68,361	75,436	79,208
Year-to-Date	414,681	397,003	309,167	31,323	73,572	68,361	75,436	79,208
October				94,193	-	-	768,510	806,935
Year-to-Date	414,681	397,003	309,167	125,516	73,572	68,361	843,946	886,143
November		144,363	87,757	779,423	759,221	48,234	49,334	51,801
Year-to-Date	414,681	541,366	396,924	904,939	832,793	116,595	893,280	937,944
December	10,160,169	10,162,470	10,298,015	10,054,597	10,552,240	11,957,966	11,634,319	12,216,035
Year-to-Date	10,574,851	10,703,836	10,694,939	10,959,537	11,385,033	12,074,561	12,527,599	13,153,979
percent change	-1.19%	1.22%	-0.08%	2.47%	3.88%	6.06%	3.75%	5.00%
January		311,742	235,324	162,549	350,363	209,642	527,542	553,920
Year-to-Date	10,574,851	11,015,578	10,930,263	11,122,086	11,735,396	12,284,203	13,055,141	13,707,898
percent change	-3.78%	4.17%	-0.77%	1.75%	5.51%	4.68%	6.28%	5.00%
February	654,685	394,126	445,020	492,852	512,416	532,513	555,779	583,568
Year-to-Date	11,229,535	11,409,704	11,375,283	11,614,938	12,247,812	12,816,716	13,610,920	14,291,466
percent change	-1.36%	1.60%	-0.30%	2.11%	5.45%	4.64%	6.20%	5.00%
March	263,506	320,773	404,979	375,214	409,741	414,021	519,125	545,082
Year-to-Date	11,493,042	11,730,477	11,780,263	11,990,152	12,657,553	13,230,737	14,130,045	14,836,548
percent change	-1.74%	2.07%	0.42%	1.78%	5.57%	4.53%	6.80%	5.00%
April	7,113,982	6,683,790	6,686,251	6,941,147	7,152,350	7,278,329	7,632,400	8,014,020
Year-to-Date	18,607,024	18,414,267	18,466,514	18,931,299	19,809,903	20,509,066	21,762,445	22,850,568
percent change	-0.50%	-1.04%	0.28%	2.52%	4.64%	3.53%	6.11%	5.00%
May	322,597	255,549	203,386	219,514	253,210	77,114	58,025	60,926
Year-to-Date	18,929,621	18,669,816	18,669,900	19,150,812	20,063,112	20,586,180	21,820,470	22,911,494
percent change	0.10%	-1.37%	0.00%	2.58%	4.76%	2.61%	6.00%	5.00%
June	185,338	208,907	395,087	256,411	219,909	419,134	410,934	431,480
Year-to-Date	19,114,959	18,878,723	19,064,987	19,407,223	20,283,021	21,005,314	22,231,404	23,342,974
percent change	-0.22%	-1.24%	0.99%	1.80%	4.51%	3.56%	5.84%	5.00%
Total	19,114,959	18,878,723	19,064,987	19,407,223	20,283,021	21,005,314	22,231,404	23,342,974
Inc (Dec)	(42,105)	(236,236)	186,264	342,236	875,798	722,293	1,226,089	1,111,570
percent change	-0.22%	-1.24%	0.99%	1.80%	4.51%	3.56%	5.84%	5.00%
Assessed Val	4,072,592,073	3,969,517,234	4,023,644,675	4,113,459,805	4,269,800,918	4,428,931,578	4,687,490,298	4,921,864,813
AV Change %	0.64%	-2.53%	1.36%	2.23%	3.80%	3.73%	5.83%	4.99%



Property Tax History

Year	December			April			Final			Dec/Jun	Apr/Jun
	Tax	Inc (Dec)	%	Tax	Inc (Dec)	%	Tax	Inc (Dec)	%		
84-85							3,210,800				
85-86							3,523,000	312,200	9.7%		
86-87							3,860,500	337,500	9.6%		
87-88							4,406,000	545,500	14.1%		
88-89							4,869,400	463,400	10.5%		
89-90							5,457,000	587,600	12.1%		
90-91							6,034,000	577,000	10.6%		
91-92	Basic Aid						7,331,761	1,297,761	21.5%		
92-93							7,399,872	68,111	0.9%		
93-94							7,482,522	82,650	1.1%		
94-95							7,737,330	254,808	3.4%		
95-96							7,923,391	186,061	2.4%		
96-97							8,239,086	315,695	4.0%		
97-98							8,565,798	326,712	4.0%		
98-99							9,101,506	535,708	6.3%		
99-00							9,610,100	508,594	5.6%		
00-01							10,502,617	892,517	9.3%		
01-02							11,485,691	983,074	9.4%		
02-03							12,335,985	850,294	7.4%		
03-04							13,164,922	828,937	6.7%		
04-05							14,182,257	1,017,335	7.7%		
05-06							15,476,998	1,294,741	9.1%		
06-07	9,371,209			16,397,261			16,683,456	1,206,458	7.8%	56.2%	98.3%
07-08	9,632,175	260,966	2.8%	17,221,319	824,058	5.0%	17,609,716	926,260	5.6%	54.7%	97.8%
08-09	10,701,909	1,069,734	11.1%	18,701,131	1,479,812	8.6%	19,157,064	1,547,348	8.8%	55.9%	97.6%
09-10	10,574,851	(127,058)	-1.2%	18,607,024	(94,107)	-0.5%	19,114,959	(42,105)	-0.2%	55.3%	97.3%
10-11	10,703,836	128,985	1.2%	18,414,267	(192,757)	-1.0%	18,878,723	(236,236)	-1.2%	56.7%	97.5%
11-12	10,694,939	(8,897)	-0.1%	18,466,514	52,247	0.3%	19,064,987	186,264	1.0%	56.1%	96.9%
12-13	10,959,537	264,598	2.5%	18,931,299	464,785	2.5%	19,407,223	342,236	1.8%	56.5%	97.5%
13-14	11,385,033	425,496	3.9%	19,809,903	878,604	4.6%	20,283,021	875,798	4.5%	56.1%	97.7%
14-15	12,074,561	689,528	6.1%	20,509,066	699,163	3.5%	21,005,314	722,293	3.6%	57.5%	97.6%
Average										56.1%	97.6%
15-16	12,527,599	453,038	3.8%	21,762,445	1,253,379	6.1%	22,231,404	1,226,090	5.8%	56.4%	97.9%
16-17	13,153,979	626,380	5.0%	22,850,568	1,088,122	5.0%	23,342,974	1,111,570	5.0%	56.4%	97.9%

Property Tax Revenue



SUBJECT: Review of District Enrollment Report for 2016-17

PERSON RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services

RECOMMENDATION:

The District Administration recommends that the Board review the attached information regarding Enrollment for the first week of school for 2016-17.

BACKGROUND:

After several years of declining enrollment which dropped down to 1,675 in 2007-08, district enrollment then increased over the next five years by an average of 77 students per year. In 2013-14 enrollment decreased by 13 students, and decreased by another 36 students in 2014-15. Last year, in 2015-16, the enrollment trend reversed again, this time increasing by 68 students, reaching 2,086.

INFORMATION:

Some enrollment observations as of August 17 (one week after opening of school):

- 1) Total District enrollment is **2,082**, an decrease of 6 students compared to last year at this same time.
- 2) Enrollment at Forest Grove and Robert Down are nearly balanced, with a difference of 8 students.
- 3) Forest Grove enrollment is **474**, the same enrollment as the first day of school last year.
- 4) Robert Down enrollment is **482**, an increase of 3 compared to the first day of school last year.
- 5) Middle School enrollment is **495**, a decrease of 12 compared to the first day of school last year. Last year's large 6th Grade class of 186 is now 184 7th graders.
- 6) High School enrollment is **612**, an increase of 1 student compared to the first day of school last year.
- 7) Community High School has **19** students, an increase of 2 from last year.
- 8) The Transitional Kindergarten (TK) class at Forest Grove currently has **28** students. TK had 27 students last year. TK is now using an early bird-late bird format which decreases class size for a majority of the day.
- 9) The highest elementary class sizes are: Kindergarten at Forest Grove with a 29.0 ratio, 2nd grade at Forest Grove with a 26.0 ratio, Kindergarten at Robert Down with a 28.7 ratio and 5th grade at Robert Down with a 26.7 ratio.

FISCAL IMPACT:

No fiscal impact, this report is for review purposes only.

Enrollment Comparison

8/17/2016

	2016-17		2015-16		2014-15		2013-14		2012-13		2011-12		2010-11	
	Enroll	Size	Enroll	Size	Enroll	Size	Enroll	Size	Enroll	Size	Enroll	Size	Enroll	Size
Forest Grove														
TK	28	28.0	27	27.0	28	28.0	22	22.0						
K	87	29.0	74	24.7	78	26.0	58	19.3	65	21.7	77	25.7	71	23.7
1	71	17.8	82	20.5	64	21.3	69	23.0	72	24.0	70	23.3	71	23.7
2	78	26.0	62	20.7	67	22.3	68	22.7	71	23.7	77	25.7	68	22.7
3	66	22.0	68	22.7	68	22.7	66	22.0	76	25.3	80	26.7	71	23.7
4	63	21.0	67	22.3	74	24.7	85	28.3	81	27.0	80	26.7	68	27.2
5	64	21.3	79	26.3	76	25.3	71	23.7	87	29.0	75	25.0	69	27.6
Sped	17		15		12		9		12		-		-	
Total	474		474		467		448		464		459		418	
	-		7		19		(16)		5		41			
Robert Down														
K	86	28.7	71	23.7	78	26.0	71	23.7	83	27.7	86	28.7	73	24.3
1	72	24.0	84	21.0	76	19.0	92	23.0	86	21.5	80	20.0	69	23.0
2	75	25.0	77	25.7	84	21.0	90	22.5	83	27.7	79	26.3	66	22.0
3	73	24.3	87	29.0	85	28.3	74	24.7	82	27.3	73	72.0	71	23.7
4	91	22.8	90	22.5	75	25.0	86	28.7	70	23.3	72	24.0	61	24.4
5	80	26.7	70	23.3	81	27.0	77	25.7	68	22.7	64	21.3	68	27.2
Sped	5		-		-		-							
Total	482		479		479		490		472		454		408	
	3		-		(11)		18		18		46			
Middle School														
6	151		186		151		171		151		153		124	
7	184		161		164		162		155		144		144	
8	160		160		155		146		156		150		134	
Total	495		507		470		479		462		447		402	
	(12)		37		(9)		17		15		45			
High School														
9	171		165		166		152		172		143		148	
10	153		157		151		170		155		149		139	
11	146		149		159		140		151		127		133	
12	142		140		132		134		117		127		142	
Total	612		611		608		596		595		546		562	
	1		3		12		1		49		(16)			
CHS	19		17		17		30		14		15		27	
	2		-		(13)		16		(1)		(12)			
District Total	2,082		2,088		2,041		2,043		2,007		1,921		1,817	
Increase (Dec)	(6)		47		(2)		36		86		104			

SUBJECT: Review of Food Preparation at District Facilities

PERSON RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services

RECOMMENDATION:

The Administration recommends that the Board review District requirements for the preparation of food.

BACKGROUND:

The District prepares and serves food to students at each of its sites. As rules and regulations have changed and become stricter, the District has required that each of its Food Service employees obtain a Serve Safe certificate and each facility must have a health permit.

INFORMATION:

The school sites in the District that serve food to children are required at a minimum, 1) to be staffed by employees who have obtained a Serve Safe certificate, and 2) the food must be prepared in a facility that has successfully passed a health inspection by the Monterey County Department of Health.

The District's Student Wellness policy requires that all sanitation and safety procedures shall comply with the requirements of the California Uniform Retail Food Facilities Law as set forth in Health and Safety Code.

It recently came to our attention that at the Pine Ave Parent Ed class prepares and serves food to children and there are no employees with the Serve Safe certificate, and there is no Health Permit in place at that facility.

Until we can get these two requirements in place, we have asked that the staff serve only commercially prepared and pre-packaged snacks to the children. The teacher of the class, Jennifer Ross, has signed up for the Manager's Serve Safe class, and we will be having the Health Department give us a list of repairs that need to be completed before a Health Permit can be issued.

FISCAL IMPACT:

No fiscal impact

SUBJECT: Opening of Schools Update From Site Administrators

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

INFORMATION:

The District Site Administrators will provide the Board with an update on the opening of school sites for the 2016 – 2017 year.

SUBJECT: Facilities Project Update

PERSON RESPONSIBLE: Matt Kelly, Director Facilities & Transportation

RECOMMENDATION:

The Administration recommends that the Board review and provide feedback on ongoing and upcoming facilities projects.

BACKGROUND:

This report provides the Board of Education an update to Facilities projects that are either ongoing, complete, or in the planning stages. The report will be presented at every Board meeting.

INFORMATION:

1. Robert Down Lunch Area
 - Project is complete. Landscaping to be completed by PGUSD Grounds Crews.
2. Forest Grove Drop-Off Project
 - Project is complete. Landscaping to be completed by PGUSD Grounds Crews.
3. Robert Down Hallway
 - Project is complete.
4. Robert Down Room 17 Sub Floor
 - Project is complete.
5. Robert Down Room 19 Improvements
 - Project is complete.
6. Middle School Elevator Repairs
 - Project was postponed until October break because jack delivery was delayed by 4 weeks.
7. Middle School Flooring Repairs
 - Project is complete.
8. David Avenue Heating Replacement
 - Gas lines are complete and heating units will be installed.
9. Adult School Water Project
 - Water has been clear since service was repaired by Cal-Am. No other repairs are necessary at this time. Project will be cleared from list.
10. Proposition 39 Project
 - An Energy Expenditure Plan is being developed from a site assessment done over Winter Break. The Expenditure Plan will be brought to the Board for review before it is submitted to California Energy Commission.
11. Forest Grove Storm Drain Repair
 - Project is complete.
12. Forest Grove G-Wing Carpet Replacement
 - Project is complete.
13. District Office Telephone System
 - Order has been complete by AT&T and installation of T1 line is being scheduled. Installation is expected to be complete by middle of September.
14. Middle School, High School, & Forest Grove Camera Project
 - Project is complete.

15. Performing Arts Center Improvements

- Project is in design and planning

16. High School Locker Room Floors

- Locker room floors are a slip hazard when they become wet from swimmers or people exiting the showers. Met with Kelly-Moore on May 9 to discuss possible non-slip products that can be installed by district crews. Representative took a sample of existing paint product and will forward recommendations. Received a sample can and currently scheduling a time for installation.

FISCAL IMPACT:

This item is for discussion only and there is not a fiscal impact.

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 August 25, 2016 Regular Board Meeting:

Olivia Caine Presentation on Choir Class (September 8)
Senior Class Projects Review (November 17)
California Healthy Kids Survey Follow-Up (Fall 2016)
Spanish Class at Elementary Schools