

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

Trustees

*John Thibeau*

*John Paff*

*Debbie Crandell*

*Bill Phillips*

*Brian Swanson*

*Lexi Rohrer, Student Rep*

**DATE:** Thursday, December 8, 2016

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

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

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

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

**AGENDA AND ORDER OF BUSINESS**

**I. OPENING BUSINESS**

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

**II. CLOSED SESSION**

- A. Identify Closed Session Topics

*The Board of Education will meet in Closed Session to consider matters appropriate for Closed Session in accordance with Education and Government Code.*

- 1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2016/17 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Matt Bell, Rick Miller and Ralph Gómez Porras, for the purpose of giving direction and updates.

2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2016/17. [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Ralph Gómez Porras and Billie Mankey, for the purpose of giving direction and updates.

B. Public comment on Closed Session item

C. Adjourn to Closed Session

### III. RECONVENE IN OPEN SESSION

A. Report action taken in Closed Session

1. Negotiations - Collective Bargaining Session preparation with the PGTA for 2016/17
2. Negotiations - Collective Bargaining Session preparation with the CSEA for 2016/17

### IV. ANNUAL ORGANIZATIONAL MEETING

*As required by Education Code Section 35143*

A. Election of President to Serve for One-Year Period  
(Note: nominations do not need a "second.")

Public comment:

B. Election of Vice-President/Clerk to Serve for One-Year Period  
(Note: nominations do not need a "second.")

Public comment:

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

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

Public comment:

D. Approval of Resolution No. 987 Designating Authorized Agents to Sign School Orders

Recommendation: (Ralph Gómez Porras, Superintendent; Rick Miller, Assistant Superintendent)  
The Administration recommends that the Board of Education adopt Resolution No. 987.

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

E. Designation of Committee Representatives

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

Page  
7



## V. COMMUNICATIONS

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

## VI. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

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

## VII. CONSENT AGENDA

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

- |  | Page |
|--|------|
| A. <u>Minutes of November 17, 2016 Board Meeting</u>   | 9    |
| Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends approval of minutes as presented.                                       |      |
| B. <u>Certificated Assignment Order #7</u>   | 15   |
| Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Certificated Assignment Order #7.                   |      |
| C. <u>Classified Assignment Order #7</u>   | 17   |
| Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Classified Assignment Order #7.                     |      |
| D. <u>Acceptance of Donations</u>  | 19   |
| Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board approve acceptance of the donations referenced below. |      |
| E. <u>Out of County or Overnight Activities</u>  | 20   |
| Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board approve or receive the request as presented.          |      |

- F. Cash Receipts Report No. 3 30  
 Recommendation: (Rick Miller, Assistant Superintendent) As Assistant Superintendent for Business Services, I have reviewed the receipt and deposit of the identified Cash Receipts for consistency with District policies and procedures and certify that the actions have been appropriately conducted. I recommend Board approval of the Cash Receipts.
- G. Revolving Cash Report No. 3 33  
 Recommendation: (Rick Miller, Assistant Superintendent) As Assistant Superintendent for Business Services, I have reviewed the Revolving Cash payments for consistency with District budget policy and accounting practices and certify their consistency and recommend approval of the payments by the Board.
- H. Warrant Schedules No. 578 35  
 Recommendation: (Rick Miller, Assistant Superintendent) As Assistant Superintendent for Business Services, I certify that I have reviewed the attached warrants for consistency with the District's budget, and purchasing and accounting practices and therefore, recommend Board approval.
- I. Approval of the 2016-17 First Interim Report 37  
 Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board review and approve the 2016-17 First Interim Report.
- J. 2016-17 Budget Revisions #2 57  
 Recommendation: (Rick Miller, Assistant Superintendent) The District Administration recommends that the Board review and approve the proposed budget revisions.
- K. Acceptance of Quarterly Treasurer's Report 66  
 Recommendation: (Rick Miller) The Administration recommends that the Board accept the Quarterly Treasurer's Report for the quarter ending September 30, 2016.
- L. Quarterly Report on Williams Uniform Complaints 79  
 Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends that the Board review and approve the information in this quarterly report, per Ed. Code. 35186(d).

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

## VIII. PUBLIC HEARING

- A. Public Hearing of Pacific Grove Teachers Association Sunshine List for 2016-17 81  
 Public Hearing – Initial Proposal for Negotiations Submitted by the Pacific Grove Teachers Association with the Pacific Grove Unified School District Board of Education for the 2016-2017 School Year.

Open Public Hearing \_\_\_\_\_ Close Public Hearing \_\_\_\_\_

- B. Public Hearing of District PGUSD/PGTA Negotiations Sunshine Topics for 2016-17 84  
Public Hearing – Initial Proposal for Negotiations Submitted by the Pacific Grove Unified School District Board of Education with the Pacific Grove Teachers Association for the 2016-2017 School Year.

Open Public Hearing \_\_\_\_\_ Close Public Hearing \_\_\_\_\_

## IX. ACTION/DISCUSSION

- A. Approval of Pacific Grove Teachers Association Sunshine List for 2016-17 86  
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends that the Board review and approve the sunshine topics for the 2016-2017 PGTA negotiations.

Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_

Thibeau \_\_\_\_ Paff \_\_\_\_ Crandell \_\_\_\_ Swanson \_\_\_\_ Phillips \_\_\_\_

- B. Approval of District PGUSD/PGTA Negotiations Sunshine Topics for 2016-17 89  
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends that the Board review and approve the sunshine topics for the 2016-2017 PGUSD/PGTA negotiations.

Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_

Thibeau \_\_\_\_ Paff \_\_\_\_ Crandell \_\_\_\_ Swanson \_\_\_\_ Phillips \_\_\_\_

- C. Resolution #988 Changing Odd-Year School Board Elections to Even-Year Elections 91  
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends the Board review and discuss changing the odd-year School Board elections to even-year elections.

Move: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_

Thibeau \_\_\_\_ Paff \_\_\_\_ Crandell \_\_\_\_ Swanson \_\_\_\_ Phillips \_\_\_\_

- D. Pacific Grove High School Course Bulletin for the 2017-18 School Year 100  
Recommendation: (Matt Bell, PG High School Principal) The Pacific Grove High School Administration recommends that the Board review and approve the Pacific Grove High School Course Bulletin for the 2017-18 school year.

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

- E. Board Calendar/Future Meetings 142  
Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends that the Board review and possibly modify meeting dates on the attached calendar and determine, given information from the Administration, whether additional Board dates or modifications need to be established.

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

## **X. INFORMATION/DISCUSSION**

- A. College Readiness Block Grant 145  
Recommendation: (Ani Silva, Director of Curriculum and Special Projects; Matt Bell, Pacific Grove High School Principal) The District Administration recommends that the Board review and discuss the College Readiness Block Grant Plan and provide feedback for subsequent approval at the following board meeting.  
  
Board Direction: \_\_\_\_\_
- B. Pacific Grove High School Senior Project Update 147  
Recommendation: (Matt Bell, Pacific Grove High School Principal) The Administration recommends that the Board review an update on Pacific Grove High School senior projects.  
  
Board Direction: \_\_\_\_\_
- C. Transportation Schedule Review 148  
Recommendation: (Matt Kelly, Director of Maintenance and Transportation) The District Administration recommends that the Board review and provide feedback to the transportation schedule.  
  
Board Direction: \_\_\_\_\_
- D. Quarterly District Safety Update 162  
Recommendation: (Barbara Martinez, Director of School Safety) The Administration recommends the Board review the report on safety for the 2016-2017 school year.  
  
Board Direction: \_\_\_\_\_
- E. Future Agenda Items 163  
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.  
  
Homework Policy Review (January 12)  
Spanish Class at Elementary Schools (February 2)  
Pebble Beach Housing Project  
  
Board Direction: \_\_\_\_\_

## **XI. ADJOURN**

Next meeting – January 12, 2017 – District Office

**SUBJECT:** Adopt Resolution No. 987 Designating Authorized Agents to Sign School Orders

**PERSON RESPONSIBLE:** Ralph Gómez Porras, Superintendent;  
Rick Miller, Assistant Superintendent

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**RECOMMENDATION:**

The Administration recommends that the Board of Education adopt Resolution No. 987 designating authorized agents to sign school orders.

**BACKGROUND:**

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

**INFORMATION:**

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

**FISCAL IMPACT:**

None.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**

**RESOLUTION No. 987**

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

The Board of Education of the Pacific Grove Unified School District, Monterey County  
ON MOTION of member, \_\_\_\_\_, seconded by member \_\_\_\_\_, effective December 8, 2016.

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

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

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

PASSED AND ADOPTED by the Board of Education of the Pacific Grove Unified  
School District this 8<sup>th</sup> day of December 2016 by the following vote:

AYES:

NOES:

ABSENT:

I, Ralph Gómez Porras, Secretary of the Governing Board, do hereby certify that the  
foregoing is a full, true, and correct copy of Resolution 987 duly passed and adopted by said Board at a  
regularly called and conducted meeting held on said date.

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

Signatures of authorized persons:

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

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

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION  
Minutes of Regular Meeting of November 17, 2016- Pacific Grove High School

**I. OPENED BUSINESS**

- A. Called to Order 6:00 p.m.
- B. Roll Call
- |                         |                                 |
|-------------------------|---------------------------------|
| President:              | Trustee Thibea                  |
| Clerk:                  | Trustee Paff                    |
| Trustees Present:       | Trustee Crandell                |
|                         | Trustee Swanson                 |
| Trustees Absent:        | Trustee Phillips                |
| Administration Present: | Superintendent Porras           |
|                         | Assistant Superintendent Miller |
| Board Recorder:         | Mandi Freitag                   |
| Student Board Member:   | Lexi Rohrer                     |

C. Adopted Agenda

Changes to the agenda include pulling Action/Discussion Item B, a revised Consent Item C- Classified Assignment Order, which was posted and sent out electronically, and closed session Item 4- Student Discipline 48915 Ed Code, subsequent need as new information was received, which Ed Code permits, and requires a unanimous vote.

**MOTION Swanson/Crandell to adopt agenda as revised.**

**Public comment: none**

**Motion CARRIED 4 – 0**

**II. CLOSED SESSION**

B. Identified Closed Session Topics

- B. Negotiations – Collective Bargaining Session planning and preparation with the PGTA for 2016/17 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Ralph Gómez Porras and Rick Miller, for the purpose of giving direction and updates.
2. Negotiations – Collective Bargaining Session planning and preparation with the CSEA for 2016/17. [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Ralph Gómez Porras and Billie Mankey, for the purpose of giving direction and updates.
3. Employee Discipline/Dismissal/Release/Complaint (1 case) [Government Code § 54957]
4. Consideration of Student Discipline (1 case) [Education Code 48915]

B. Public comment on Closed Session Topics

None.

C. Adjourned to Closed Session 6:06 p.m.

**III. RECONVENED IN OPEN SESSION**

7:10 p.m.

**A. Reported action taken in Closed Session:**

1. Negotiations – Collective Bargaining Session preparation with the PGTA for 2015/16

The Board discussed this item and gave direction to Administration.

2. Negotiations - Collective Bargaining Session preparation with the CSEA for 2015/16

The Board did not discuss this item.

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

The Board received information.

4. Consideration of Student Discipline (1 case) [Education Code 48915]

The Board discussed this item and gave direction to Administration.

**B. Pledge of Allegiance**Led By: Assistant Principal Sean Keller**IV. SITE PRESENTATION**

Pacific Grove High School presentation is: The Why of the Wave

Pacific Grove High School Principal Matt Bell presented the PG High School vision statement, and the Why of the Wave.

Teacher Shane Steinbeck presented Academic Academy information, including a student video of Marina Lieberman explaining Academic Academy.

Lauralea Gaona presented Cornell Notes, and student Daniel Rosas presented examples of Cornell notes.

Assistant Principal Sean Keller presented information on Career Technical Education (CTE) Industry Pathways, and provided an update on the CTE grant program.

Culinary Instructor Jenn Erikson and her culinary class presented delights to the Board and audiences.

District Librarian Alex Morrison presented technology, including the use of Google classroom, Google Docs for collaboration, Google Goggles to access material, and an update on the space, efficiency and collaborative layout of the library space.

Principal Bell closed with how incredible the faculty and students are at PG High School.

Finally, Teacher Karinne Gordon spoke about an upcoming out of county activity including students to Nagasaki, Japan for a Critical Issues Forum (nuclear weapons). Students Eric Cuellar and Sarah Bitter discussed the importance of attending the conference and the issues of nuclear weapons.

The Board noted the outstanding site presentation by staff and students, thanking the students for their involvement, and thanking Administration for including so much student work in the site presentation.

Superintendent Porras mirrored the sentiments of the Board, and thanked parents for entrusting us with their children.



## V. COMMUNICATIONS

### A. Written Communication

The Board received written communication regarding homework, and technology.

Superintendent Porras received a phone call from a traveler that had an outstanding interaction with Director Ani Silva while travelling.

### B. Board Member Comments

Student Representative Lexi Rohrer provided the Board updates on activities and events happening at PG High School.

Trustee Swanson attended the orchestra and choir concert at PG High School the previous night and enjoyed all the different voices coming together to make something beautiful.

Trustee Paff thanked Principal Linda Williams for the recent site visit to Robert Down Elementary School. Trustee Paff also attended the concert at PG High School, which he enjoyed. And finally Trustee Paff noted the great presentation by Josh Ochs.

### C. Superintendent Report

Superintendent Porras thanked the Technology crew, including Director Binder, Director Cates, Director Silva for bringing Josh Ochs to the District. Superintendent Porras also thanked the PG High School for their recent Distracted Drive assembly, and congratulated Principal Buck Roggeman for being the Chair for the Statewide ACSA conference. Finally, Superintendent Porras noted he received two officer interest forms for the Board.

### D. Board Subcommittee Reports: Monterey County School Board Association

Trustee Thibau noted additional training opportunities coming up in January-March. Trustee Thibau also noted that at the MCSBA annual dinner, a group is recognized with the Excellence in Education award, and that they are now accepting recommendations of groups to nominate.

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

Principal Bell noted the orchestra and choir concert, and recognized student Izaiah for being nominated to the National Honor Choir Group, which is a great honor.

## VI. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

Elaine Brollis, Presidio school liaison officer for military families, noted what an amazing site presentation, and explained her role in helping military families transition in school districts.

Leslie Flynn, school liaison for the navy, help the navy families transition in the school district, and brought attention to their free tutoring event called Breakfast for Brain, open to any student in Monterey.

**VII. CONSENT AGENDA**

- A. Minutes of October 27, 2016 Board Meeting
- B. Certificated Assignment Order #6
- C. Classified Assignment Order #6
- D. Acceptance of Donations
- E. Out of County or Overnight Activities
- F. Warrant Schedules No. 577
- G. Pacific Grove Community High School Graduation Requirements for 2017-2018

Including revised Classified Assignment Order.

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

**Public comment: none**

**Motion CARRIED 4 – 0**

**IX. ACTION/DISCUSSION**

- A. Adoption of Resolution #986- Issuance and Sale of 2014 Election Series B Education Technology Bonds

Assistant Superintendent Rick Miller presented information to the Board. The Board discussed this item, including concerns around spending, the information communicated during the election time to voters, timeline and transparency.

**MOTION Paff/Crandell to adopt Resolution #986- Issuance and Sale of 2014 Election Series B Education Technology Bonds, with the stipulation that all purchases be brought to the Board for review and approval.**

**Public comment:**

Principal Roggeman discussed front loading the first bond, and structuring the budget differently.

Assistant Principal Keller agreed with Principal Roggeman and noted many requests by staff for technology were left unfulfilled.

Director Matthew Binder noted technology is an integral part of our District, highlighting the importance of momentum.

PG High School teacher Sally Richmond said she was an AP computer class with no computers and spoke about the challenges of teaching without proper technology.

Director Clare Davies echoed all sentiments, and said there was a great surge to get our District rolling and it would be unfortunate for our District to lose momentum.

**Motion CARRIED by roll call vote 3 – 1**

- B. Job Description Coordinator of Technology Systems

This item was pulled from the agenda.

C. Board Calendar/Future Meetings

The Board requested both meetings in June be held in the evening, not morning. Trustee Crandell expressed disappointment that the Community High School Board meeting on January 12<sup>th</sup> will be held at the District Office.

**MOTION Crandell/Swanson to approve the Board meeting calendar, including June Board meeting times in the evening and the January 12<sup>th</sup> Board meeting location change to the District Office.**

**Public comment: none**

**Motion CARRIED 4 – 0**

X. INFORMATION/DISCUSSION

A. Robert Down Elementary and Forest Grove Elementary Portables

Director Matt Kelly presented information to the Board. The Board discussed this item.

Principal Buck Roggeman and Principal Linda Williams discussed options if portables were not available or approved, discussed classroom availability. The Board asked that Administration to move forward but to come back to the Board with more options and for more discussion.

**MOTION Paff/Crandell to extend the Board meeting to 10:30 p.m.**

**Public comment: none**

**Motion CARRIED 4 – 0**

B. Student Emotional Counseling Report

Principal Matt Bell discussed student survey results, compared to state data. Director Ani Silva noted that a component was added to the surveys around happiness. The Board was not sure what more the District could do, and asked if there was anything more the District could do to support our students. Principal Bell said to bring the discussion to the students to let them know and remind them that help is there if they want it. Principal Bell also noted reviewing the homework loads is also an issue.

C. Future Agenda Items

Senior Class Projects Review (December 8)

Homework Policy Review (January 12)

Bus Schedule

Spanish Class at Elementary Schools

Pebble Beach Housing Project

The Board directed the Bus Schedule to be brought back to the December board meeting. And asked that the Spanish Class item be given a date.

**XI. ADJOURNED**

10:15 p.m.

Approved and submitted:

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Dr. Ralph Gómez Porras  
Secretary to the Board

**SUBJECT:** Certificated Assignment Order #7

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

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**RECOMMENDATION:**

The administration recommends adoption of Certificated Assignment Order #7

**BACKGROUND:**

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

**INFORMATION:**

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

**FISCAL IMPACT:**

Funding has been approved and allocated for these items.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
CERTIFICATED PERSONNEL ASSIGNMENT ORDER NO. 7  
December 8, 2016**

**TEMPORARY, ADDITIONAL ASSIGNMENT:**

Mary Quindimil, PGMS, After School Academic Intervention Instructor, Math, 1 hr. per day 3 days per week, paid at the PGTA hourly instructional rate, effective November 1, 2016 through June 2, 2017 only

Kathy Wheeler, PGMS, After School Academic Intervention Instructor, ELA, 1 hr. per day 3 days per week, paid at the PGTA hourly instructional rate, effective November 1, 2016 through June 2, 2017 only

**2016-17 PGMS Lunch Club**, 45 minutes per day, 1 day per week, paid at the PGTA hourly non-instructional rate, and funded through PTA, and paid per time sheet:

Barbara Priest – Music Club

Linda Goulet – Bead Club

Mary Schumaker/Amy Tulley – Pokemon Club

Kelly Terry – Team Chiroptera

**STIPENDS AND SPECIAL ASSIGNMENTS:**

Balena Lominario, PGHS 2016-17 Yearbook Stipend, (Fall / Spring), 1.0 FTE, General Fund

**2016-17 Pacific Grove Middle School Sports**

<b>Employee</b>	<b>Position</b>	<b>% FTE</b>	<b>Funding</b>
Richard Llantero	6 <sup>th</sup> Boys' Basketball Coach Replaces: James Ducker	1.0	GF
David "Daye" Turner	7 <sup>th</sup> Boys' Basketball Coach Replaces: Travis Harlow	1.0	GF
David "Daye" Turner	8 <sup>th</sup> Boys' Basketball Coach Replaces: Mike Taormina	1.0	GF

**SUBSTITUTES:**

Kasie Purcell

Joy Steinecke, Long-term Sub, Student Services, Confidential Salary Schedule, Range C, effective December 5, 2016 through February 8, 2017 (replaces Lindsay Terry during maternity/child rearing leave)

Janet Billets, Long Term Sub French, PGHS, effective approximately January, 2017 through March 16, 2017 (replaces Janine Olin during maternity/child rearing leave)

Christi Dawson, Long Term sub PE, PGMS, effective November, 2016 and until recruitment procedures are complete for an incumbent probationary offer of employment

Jeremiah Williams

**SUBJECT:** Classified Assignment Order #7

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

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**RECOMMENDATION:**

The administration recommends adoption of Classified Assignment Order #7.

**BACKGROUND:**

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

**INFORMATION:**

Persons listed in the 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. 7  
December 8, 2016**

**NEW HIRE:**

John Hale, Custodian I, PGHS, full-time, 8 hours per day, 12 month work calendar, Range 35, Step B (additional night differential pay), effective December 1, 2016 (replaces Che Burns)

Desiree Babas, Clerk III, PGAE, 4 hours per day, 3 days per week, 10 month work calendar (in accordance with PGAE School Calendar) Range 34, Step D (additional night differential pay) effective December 1, 2016 (replaces JoAnn Nolan Stewart)

**TEMPORARY, ADDITIONAL ASSIGNMENT:**

Leslie Horn, EL Tutor, RDE, Temporary, 1 hr per day, 3 days per week, Range 30, Step F, effective October 17, 2016 through June 2, 2017 only



**SUBJECT:** Acceptance of Donations

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

**RECOMMENDATION:**

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

**INFORMATION:**

During the past month the following donations were received:

**Forest Grove Elementary School**

PG Pride	\$ 606	(November grant)
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**Robert H. Down Elementary School**

PG Pride	\$ 275	(November grant)
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**Pacific Grove Middle School**

Chapman Foundation	\$17,500	(AVID)
PG Pride	1,000	(November grant)

**Pacific Grove High School**

Kind World Foundation	\$ 2,500	(Choral program)
Ohiopyle Prints	110.25	(undesignated)
Wells Fargo	115.38	(V. Michael)
PG Pride	946	(November grant)

**Pacific Grove Community High School**

None

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

None

**Pacific Grove Unified School District**

Monterey Peninsula Foundation	\$10,000 (GATE)
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Ref: Donations

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

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

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**RECOMMENDATION:**

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

**BACKGROUND:**

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

**INFORMATION:**

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

**FISCAL IMPACT:**

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

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**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**

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

<u>DATE</u> <u>DESTINATION</u>	<u>STUDENTS/CLASS</u> <u>ACTIVITY</u>	<u>TRANSPORTATION</u>	<u>COST</u>	<u>FUNDING SOURCE</u>
December 9-14 International Forum of Youth for a World without Nuclear Weapons Nagasaki, Japan	Critical Issues Forum Club	Air	un-disclosed	un-disclosed
December 16 UC Merced & Fresno State Merced, Fresno, CA	MS & HS AVID College visitation	Charter	\$1,890	AVID Grant
January 31, 2017 Santa Cruz, CA	MS 6 <sup>th</sup> Grade class Outdoor Science Camp	Charter	\$4,267.50	Student fees/donations

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PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
REQUEST FOR OFF CAMPUS ACTIVITY

Consent Agenda Item E 11/17/16

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

**BOARD APPROVAL IS REQUIRED FOR ALL OUT-OF-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 12/9 - 12/14/16 Day of Activity Saturday - Wednesday

Place of Activity Nagasaki, Japan

School Pacific Grove High School Grade Level 12

School Departure Time TBD AM        PM       

Pickup Time From Place of Activity TBD AM        PM       

Name of Employee Accompanying Students Karinne W. Gordon

Number of Adults 1 Number of Students 1

Class or Club Critical Issues Forum

Description of Activity "International Forum of Youth Communicator for a World Without

Education Objective Nuclear Weapons" and "UN Disarmament Conference"

List All Stops Learn about what the international community is doing to make the world safer from Nuclear Weapons

Means of Transportation: ( ) 84 Passenger ( ) 72 Passenger ( ) 48 Passenger ( ) 18 Passenger  
( ) Charter (X) Auto\* ( ) Walk ( ) Other\*\* Airplane

\*#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 Aug  
(Teachers Initials)

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

3. Cost of Activity \$       

4. Cost of Transportation \$       

Total Cost (Activity + Transportation) \$       

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

6. Requested By Karinne W. Gordon Karinne W. Gordon Date 11/16/16  
Employee's Signature AND Printed Name (Employee accompanying students on activity)

7. Recommend Approval [Signature] Date 11/19/16  
Principal's Signature

Transportation Department/District Office Use Only

Bus(s) ( ) Available ( ) Not Available

Date Received       

Cost Estimate \$       

Approved By        Date       

Approved By [Signature] Transportation Supervisor Date 11/17/16

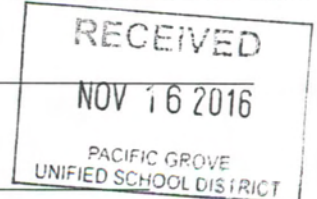
Date of Board Approval December 8, 2016

PGUSD

Organizational Meeting & Regular Meeting of December 8, 2016

Updated 12/15/15

22



See attached RTH



PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
REQUEST FOR OFF CAMPUS ACTIVITY

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

**BOARD APPROVAL IS REQUIRED FOR ALL OUT-OF-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 December 16, 2016 Day of Activity Friday  
Place of Activity UC Merced (3 Fresno St.) Possibility                       
School PgHS & MS Grade Level 8-11  
School Departure Time 7:00 AM ☒ PM                       
Pickup Time From Place of Activity                      AM                      PM ☒ (or earlier if we cannot get to Fresno St)  
Name of Employee Accompanying Students Nicole Bulich  
Number of Adults 4 Number of Students 40-50  
Class or Club AVID  
Description of Activity visit UC's & State Colleges  
Education Objective Part of the AVID objective to introduce students to  
List All Stops In & Out Burger 4 universities & colleges  
Means of Transportation: ( ) 84 Passenger ( ) 72 Passenger ( ) 48 Passenger ( ) 18 Passenger  
( ) Charter ( ) Auto\* ( ) Walk ( ) Other\*\* Discovery

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

1. NOTE: Board Regulation 3541.1 Requirements Will Be Complied With When Using Private Autos (Teachers Initials)                       
2. If using vans, you MUST list who the drivers are.                       
3. Cost of Activity \$                       
4. Cost of Transportation \$ 1,890-  
Total Cost (Activity + Transportation) \$ 1,890-  
5. Fund to be Charged for all activity expenses: ( ) Acct. Code AVID  
( ) Students  
( ) Other                       
6. Requested By                      / Morrah Mahr AVID Date 11-16-16  
Employee's Signature AND Printed Name (Employee accompanying students on activity)  
7. Recommend Approval                      Date 11-16-16  
Principal's Signature

Transportation Department/District Office Use Only

Bus(s) ☒ Available ( ) Not Available Date Received 11/18/16  
Cost Estimate \$ 1890.00  
Approved By                      Date 11/18/16  
Transportation Supervisor  
Approved By                      Date 11/21/16  
Assistant Superintendent  
Date of Board Approval December 8, 2017

RECEIVED  
NOV 21 2016  
Updated 12/15/15  
PACIFIC GROVE  
UNIFIED SCHOOL DISTRICT

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

11/15/16 2:53pm

CHARTER ORDER CONFIRMATION

PAGE 1

Charter Number: 084081 IN

Charter Date: 12/16/16 FRI

Confirmation Date: 11/26/16

Customer Number: PACIFICG01  
PACIFIC GROVE UNIF SCHL DIST.  
TRANSPORTATION DEPT.  
435 HILLCREST AVE.  
PACIFIC GROVE 93950  
Contact: LISA STACKS  
Group: PGMS TO UC MERCED

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

P.O. Number:

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

Salesperson: PAT DORR  
Number of Passengers: 56  
Number of Buses: 1

*----- L E A V E -----*				*----- A R R I V E -----*			
CITY	ST	DATE	TIME	CITY	ST	DATE	TIME
PACIFIC GROVE	CA	12/16/16	7.00	MERCED	CA		
MERCED	CA			PACIFIC GROVE	CA	12/16/16	16.30

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

PACIFIC GROVE MS \* 835 FOREST AVE \* PACIFIC GROVE, CA

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

UC MERCED \* 5200 NO. LAKE RD \* MERCED, CA

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

TEACHER: MOIRA MAHR  
STANDBY UNTIL GROUP IS READY TO RETURN

Charter Grand Total	1890.00
Payments Received	.00
Balance Due	1890.00

## ADDITIONAL TERMS &amp; CONDITIONS

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

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

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

THANK YOU FOR USING DISCOVERY!



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

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 Jan. 31, 2017 Day of Activity Feb. 3, 2017  
 Place of Activity Santa Cruz Outdoor School  
 School Middle School Grade Level 6th  
 School Departure Time 9:15 AM PM \_\_\_\_\_  
 Pickup Time From Place of Activity 10:00 AM PM \_\_\_\_\_  
 Name of Employee Accompanying Students Becky Oshiek  
 Number of Adults 5 Number of Students 140  
 Class or Club 6th Grade  
 Description of Activity Outdoor School  
 Education Objective Science  
 List All Stops Santa Cruz Outdoor School  
 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 PO  
 (Teachers Initials)  
 2. If using vans, you MUST list who the drivers are. \_\_\_\_\_  
 3. Cost of Activity \$ \_\_\_\_\_  
 4. Cost of Transportation \$ 4,267.50  
 Total Cost (Activity + Transportation) \$ \_\_\_\_\_  
 5. Fund to be Charged for all activity expenses: ( ) Acct. Code 4300 - 1400 science school  
 (X) Students  
 (X) Other Donations  
 6. Requested By Patti Odell Date 11/4/16  
 Employee's Signature AND Printed Name (Employee accompanying students on activity)  
 7. Recommend Approval [Signature] Date 11-4-16  
 Principal's Signature

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

Bus(s) ( ) Available ( ) Not Available Date Received 11/4/16  
 Cost Estimate \$ 4267.50  
 Approved By [Signature] Date 11/4/16  
 Transportation Supervisor  
 Approved By [Signature] Date 11/8/16  
 Assistant Superintendent  
 Date of Board Approval December 8, 2016

**RECEIVED**  
 NOV 07 2016  
 Updated 12/15/15  
 PACIFIC GROVE  
 UNIFIED SCHOOL DISTRICT

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

11/04/16 2:38pm

CHARTER ORDER CONFIRMATION

PAGE 1

Charter Number: 084052 IN

Charter Date: 01/31/17 TUE

Confirmation Date: 11/24/16

Customer Number: PACIFICG01  
PACIFIC GROVE UNIF SCHL DIST.  
TRANSPORTATION DEPT.  
435 HILLCREST AVE.  
PACIFIC GROVE 93950  
Contact: LISA STACKS  
Group: PGMS TO SCIENCE CAMP

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

P.O. Number:

Remarks:

Drivers Requested:

Bus Type: R MCI 56 PAX

Salesperson: JEANNE DORR

Number of Passengers: 56

Number of Buses: 1

*----- L E A V E -----*				*----- A R R I V E -----*			
CITY	ST	DATE	TIME	CITY	ST	DATE	TIME
PACIFIC GROVE	CA	01/31/17	9.15	WATSONVILLE	CA		

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

PACIFIC GROVE MS \* 835 FOREST AVE \* PACIFIC GROVE, CA

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

SANTA CRUZ OUTDOOR SCHOOL \* 1605 EUREKA CYN RD \* WATSONVILLE

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

ONE WAY DROP  
RETURN TRIP ON 2/3/17

Charter Grand Total	781.25
Payments Received	.00
Balance Due	781.25

## ADDITIONAL TERMS &amp; CONDITIONS

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

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

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

THANK YOU FOR USING DISCOVERY!



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

11/04/16 2:38pm

CHARTER ORDER CONFIRMATION

PAGE 1

Charter Number: 084051 IN

Charter Date: 01/31/17 TUE

Confirmation Date: 01/11/17

Customer Number: PACIFICG01  
PACIFIC GROVE UNIF SCHL DIST.  
TRANSPORTATION DEPT.  
435 HILLCREST AVE.  
PACIFIC GROVE 93950  
Contact: LISA STACKS  
Group: PGMS TO SCIENCE CAMP

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

P.O. Number:

Remarks:  
Drivers Requested:  
Bus Type: A MCI 47 PAX

Salesperson: JEANNE DORR  
Number of Passengers: 94  
Number of Buses: 2

*----- L E A V E -----*				*----- A R R I V E -----*			
CITY	ST	DATE	TIME	CITY	ST	DATE	TIME
PACIFIC GROVE	CA	01/31/17	9.15	WATSONVILLE	CA		

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

PACIFIC GROVE MS \* 835 FOREST AVE \* PACIFIC GROVE, CA

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

SANTA CRUZ OUTDOOR SCHOOL \* 1605 EUREKA CYN RD \* WATSONVILLE

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

ONE WAY DROP  
RETURN TRIP ON 2/3/17

Charter Grand Total	1352.50
Payments Received	.00
Balance Due	1352.50

## ADDITIONAL TERMS &amp; CONDITIONS

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

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

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

THANK YOU FOR USING DISCOVERY!

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

11/04/16 2:38pm

CHARTER ORDER CONFIRMATION

PAGE 1

Charter Number: 084053 IN

Charter Date: 02/03/17 FRI

Confirmation Date: 11/27/16

Customer Number: PACIFICG01  
PACIFIC GROVE UNIF SCHL DIST.  
TRANSPORTATION DEPT.  
435 HILLCREST AVE.  
PACIFIC GROVE 93950  
Contact: LISA STACKS  
Group: PGMS RETURN FROM SCIENCE CAMP

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

P.O. Number:

Remarks:

Drivers Requested:

Bus Type: A MCI 47 PAX

Salesperson: JEANNE DORR

Number of Passengers: 94

Number of Buses: 2

*----- L E A V E -----*				*----- A R R I V E -----*			
CITY	ST	DATE	TIME	CITY	ST	DATE	TIME
WATSONVILLE	CA	02/03/17	10.00	PACIFIC GROVE	CA		

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

SANTA CRUZ OUTDOOR SCHOOL \* 1605 EUREKA CYN RD \* WATSONVILLE

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

PACIFIC GROVE MS \* 835 FOREST AVE \* PACIFIC GROVE, CA

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

ONE WAY DROP

Charter Grand Total	1352.50
Payments Received	.00
Balance Due	1352.50

## ADDITIONAL TERMS &amp; CONDITIONS

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

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

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

THANK YOU FOR USING DISCOVERY!



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

11/04/16 2:38pm

CHARTER ORDER CONFIRMATION

PAGE 1

Charter Number: 084054 IN

Charter Date: 02/03/17 FRI

Confirmation Date: 11/24/16

Customer Number: PACIFICG01  
PACIFIC GROVE UNIF SCHL DIST.  
TRANSPORTATION DEPT.  
435 HILLCREST AVE.  
PACIFIC GROVE 93950  
Contact: LISA STACKS  
Group: PGMS RETURN FROM SCIENCE CAMP

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

P.O. Number:

Remarks:

Drivers Requested:

Bus Type: R MCI 56 PAX

Salesperson: JEANNE DORR

Number of Passengers: 56

Number of Buses: 1

*----- L E A V E -----*				*----- A R R I V E -----*			
CITY	ST	DATE	TIME	CITY	ST	DATE	TIME
WATSONVILLE	CA	02/03/17	10.00	PACIFIC GROVE	CA		

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

SANTA CRUZ OUTDOOR SCHOOL \* 1605 EUREKA CYN RD \* WATSONVILLE

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

PACIFIC GROVE MS \* 835 FOREST AVE \* PACIFIC GROVE, CA

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

ONE WAY DROP

Charter Grand Total	781.25
Payments Received	.00
Balance Due	781.25

## ADDITIONAL TERMS &amp; CONDITIONS

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

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

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

THANK YOU FOR USING DISCOVERY!

**SUBJECT:** Cash Receipts Report No. 3

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

---

**RECOMMENDATION:**

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

**BACKGROUND:**

The attached listing identifies Cash Receipts received by the District during the period of September 24, 2016 through November 30, 2016.

**INFORMATION:**

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

# CASH RECEIPTS BOARD REPORT # 3

September 24, 2016 - November 30, 2016

Date	Num	Name	Account	Amount
Sep 24 - Nov 30, '16				
10/5/2016	18084	RETIREE INSURANCE	RETIREE INSURANCE	9,622.79
10/5/2016	18085	BASRP-RD	BASRP	3,971.50
10/5/2016	18086	BASRP-FG	BASRP	5,168.50
10/5/2016	18087	ADULT EDUCATION	ADULT EDUCATION	6,896.00
10/5/2016	18088	ADULT EDUCATION	ADULT EDUCATION	220.00
10/5/2016	18089	ADULT EDUCATION	ADULT EDUCATION	1,572.00
10/5/2016	18090	ADULT EDUCATION	ADULT EDUCATION	13,647.01
10/5/2016	18091	MBCS/Monterey Bay Charter ...	SPECIAL RESERVE	19,026.35
10/5/2016	18092	PG PRIDE	GRANT	13,961.00
10/5/2016	18093	PG PRIDE	GRANT	6,008.00
10/5/2016	18094	BUTTERFLY BAZAAR	SURPLUS SALES	511.25
10/5/2016	18095	TEXTBOOKS	TEXT BOOK FEES	457.39
10/5/2016	18096	ROP	Class Fees	700.00
10/5/2016	18097	STATE OF CALIFORNIA	CAFETERIA	1,047.62
10/5/2016	18098	STATE OF CALIFORNIA	CAFETERIA	14,679.38
10/5/2016	18099	PGMS	SCIENCE CAMP	997.50
10/5/2016	18100	PGMS	SCIENCE CAMP	145.00
10/5/2016	18101	PGMS	DONATION	39.00
10/5/2016	18102	M & A Productions	SPECIAL RESERVE	255.00
10/14/2016	18103	RETIREE INSURANCE	RETIREE INSURANCE	3,331.01
10/14/2016	18104	ADULT EDUCATION	ADULT EDUCATION	2,869.00
10/14/2016	18105	Robert Down Elementary	DONATION	368.48
10/14/2016	18106	Smith Basketball Camp	SPECIAL RESERVE	500.00
10/14/2016	18107	NCS PEARSON	REFUND	666.96
10/14/2016	18108	BASRP-RD	BASRP	7,990.75
10/14/2016	18109	BASRP-FG	BASRP	11,758.00
10/19/2016	18110	BUS PASS	BUS PASS	100.00
10/19/2016	18111	Robert Down Elementary	DONATION	40.00
10/19/2016	18112	Robert Down Elementary	DONATION	500.00
10/19/2016	18113	PGMS	DONATION	1,250.00
10/19/2016	18114	STATE OF CALIFORNIA	SP ED	989.31
10/19/2016	18115	VOID	none	0.00
10/19/2016	18116	RETIREE INSURANCE	RETIREE INSURANCE	2,700.74
10/19/2016	18117	MBCS/Monterey Bay Charter ...	SPECIAL RESERVE	18,342.14
10/19/2016	18118	Calvary High School	SPECIAL RESERVE	500.00
10/19/2016	18119	Shoreline Community Church	SPECIAL RESERVE	3,570.00
10/27/2016	18120	Fingerprinting	Fingerprint Fees	2,400.00
10/27/2016	18121	Protect Monterey County	SPECIAL RESERVE	280.00
10/27/2016	18122	PGMS	DONATION	300.00
10/27/2016	18123	Orange County OE	REFUND	17.25
10/27/2016	18124	PGHS	DONATION	1,000.00
10/27/2016	18125	ADULT EDUCATION	ADULT EDUCATION	8,225.53
10/27/2016	18126	ADULT EDUCATION	ADULT EDUCATION	1,405.00
10/27/2016	18127	BASRP-FG	BASRP	4,938.00
10/27/2016	18128	BASRP-RD	BASRP	4,798.50
10/27/2016	18129	STATE OF CALIFORNIA	CAFETERIA	1,499.31
10/27/2016	18130	STATE OF CALIFORNIA	CAFETERIA	21,192.37
10/27/2016	18131	Panthers Youth Football	SPECIAL RESERVE	2,340.00
10/27/2016	18132	STATE OF CALIFORNIA	PRESCHOOL	15,828.00
10/27/2016	18133	ADULT EDUCATION	ADULT EDUCATION	37,458.23
10/27/2016	18134	RETIREE INSURANCE	RETIREE INSURANCE	800.79
11/4/2016	18135	RETIREE INSURANCE	RETIREE INSURANCE	5,311.61
11/4/2016	18136	STATE OF CALIFORNIA	PRESCHOOL	11,111.00
11/4/2016	18137	Monterey Peninsula Foundation	GRANT	10,000.00
11/4/2016	18138	Forest Grove Elementary	DONATION	400.00
11/4/2016	18139	TEXTBOOKS	TEXT BOOK FEES	62.00
11/4/2016	18140	PGHS LIBRARY	LIBRARY FINES/FEES	30.00
11/4/2016	18141	ADULT EDUCATION	ADULT EDUCATION	11,779.89
11/4/2016	18142	ADULT EDUCATION	ADULT EDUCATION	745.00
11/4/2016	18143	ADULT EDUCATION	ADULT EDUCATION	7,612.76



Date	Num	Name	Account	Amount
11/4/2016	18144	BASRP-RD	BASRP	4,195.50
11/4/2016	18145	BASRP-FG	BASRP	400.00
11/4/2016	18146	BASRP-FG	BASRP	7,964.54
11/4/2016	18147	BASRP-RD	BASRP	8,469.75
11/14/2016	18148	RETIREE INSURANCE	RETIREE INSURANCE	3,168.73
11/14/2016	18149	BUS PASS	BUS PASS	100.00
11/14/2016	18150	Shoreline Community Church	SPECIAL RESERVE	4,410.00
11/14/2016	18151	ROP	Class Fees	84.00
11/14/2016	18152	ADULT EDUCATION	ADULT EDUCATION	2,003.00
11/14/2016	18153	ADULT EDUCATION	ADULT EDUCATION	14,369.55
11/14/2016	18154	ADULT EDUCATION	ADULT EDUCATION	1,887.50
11/14/2016	18155	ADULT EDUCATION	ADULT EDUCATION	15,404.03
11/14/2016	18156	BASRP-RD	BASRP	5,602.63
11/14/2016	18157	BASRP-FG	BASRP	4,678.00
11/16/2016	18158	RETIREE INSURANCE	RETIREE INSURANCE	2,826.74
11/16/2016	18159	STATE OF CALIFORNIA	SP ED	460.72
11/16/2016	18160	PGMS	Avid	17,500.00
11/16/2016	18161	Calvary High School	SPECIAL RESERVE	500.00
11/16/2016	18162	Smith Basketball Camp	SPECIAL RESERVE	500.00
11/16/2016	18163	ROP	Class Fees	50.00
11/16/2016	18164	ROP	Class Fees	40.00
11/16/2016	18165	ROP	Class Fees	100.00
11/21/2016	18166	PGHS	DONATION	2,725.63
11/21/2016	18167	ADULT EDUCATION	Fingerprint Fees	60.00
11/21/2016	18168	Lost Key Fee	MAINT/GROUNDS	70.00
11/21/2016	18169	Robert Down Elementary	DONATION	80.00
11/21/2016	18170	TEXTBOOKS	TEXT BOOK FEES	80.05
11/21/2016	18171	PG PRIDE	GRANT	2,827.00
11/21/2016	18172	RETIREE INSURANCE	RETIREE INSURANCE	567.00
11/21/2016	18173	BASRP-RD	BASRP	3,531.25
11/21/2016	18174	BASRP-FG	BASRP	1,689.50
Sep 24 - Nov 30, '16				<u>410,282.04</u>

**SUBJECT:** Revolving Cash Report No. 3

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

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**RECOMMENDATION:**

As Assistant Superintendent for Business Services, I have reviewed the Revolving Cash payments for consistency with District budget policy and accounting practices and certify their consistency and recommend approval of the payments by the Board.

**BACKGROUND:**

The attached listing identifies payments made from the Revolving Cash Fund during the period from September 24, 2016 through November 30, 2016.

**INFORMATION:**

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

# REVOLVING CASH BOARD REPORT # 3

September 24, 2016- November 30, 2016

Date	Num	Name	Account	Amount
Sep 24 - Nov 30, '16				
10/5/2016	5102	Lucille Souza	TEXT BOOK FEES	-55.00
10/5/2016	5103	Thomas Caldwell	ADULT EDUCATION	-75.00
10/5/2016	5104	Claudia Quirarte	TEXT BOOK FEES	-9.00
10/5/2016	5105	Daniela Slanina	ADULT EDUCATION	-60.00
10/27/2016	5106	Celine Laubsch	ADULT EDUCATION	-20.00
10/27/2016	5107	Amrita Bhatia	ADULT EDUCATION	-50.00
10/27/2016	5108	Ahnalisa Miller	TEXT BOOK FEES	-70.00
10/27/2016	5109	Christine Wood	ROP	-40.00
10/27/2016	5110	Lisa Troutner	ADULT EDUCATION	-120.00
10/27/2016	5111	Juan Pablo Miramontes	ADULT EDUCATION	-75.00
10/27/2016	5112	James DeVore	ADULT EDUCATION	-5.00
10/31/2016		ANALYSIS CHARGE	none	-310.49
11/18/2016	5113	Brian Zeuthen	TEXT BOOK FEES	-67.00
11/18/2016	5114	Bassam Abdo	LIBRARY FINES/FEES	-30.00
11/18/2016	5115	Pacific Grove Unified Sch...	ADULT EDUCATION	-60.00
11/18/2016	5116	Michael Clay	ADULT EDUCATION	-65.60
Sep 24 - Nov 30, '16				<u>-1,112.09</u>



**SUBJECT:** Warrant Schedule 578

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

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**RECOMMENDATION:**

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

**BACKGROUND:**

The attached listing of warrants identifies payments made by the District during the noted time period from November 1, 2016 through November 30, 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. 578

### Warrants- Payroll

#### NOVEMBER '16

Certificated-	Regular 11/04/16	\$	0
	Regular 11/10/16	\$	34,218.17
	Regular 11/15/16	\$	0
	Regular 11/30/16	\$	1,404,932.36
Total Certificated		\$	<u>1,439,150.53</u>
Other-	Regular 11/04/16	\$	0
	Regular 11/10/16	\$	0
	Regular 11/15/16	\$	0
	Regular 11/30/16	\$	0
Total Other		\$	<u>0</u>
Classified-	Regular 11/04/16	\$	0
	Regular 11/10/16	\$	2,366.39
	Regular 11/15/16	\$	0
	Regular 11/30/16	\$	517,164.58
Total Classified		\$	<u>519,530.97</u>
<u>TOTAL PAYROLL</u>		\$	<u>1,958,681.50</u>

### Warrants- AP

Warrants <u>12272161</u> through <u>12272177</u> (11/01/16)	\$	<u>18,304.94</u>
Warrants <u>12272784</u> through <u>12272817</u> (11/03/16)	\$	<u>99,153.48</u>
Warrants <u>12273442</u> through <u>12273465</u> (11/08/16)	\$	<u>70,259.43</u>
Warrants <u>12274143</u> through <u>12274170</u> (11/10/16)	\$	<u>32,356.18</u>
Warrants <u>12274958</u> through <u>12274974</u> (11/15/16)	\$	<u>20,510.25</u>
Warrants <u>12275737</u> through <u>12275763</u> (11/17/16)	\$	<u>100,484.30</u>
Warrants <u>12277849</u> through <u>12277871</u> (11/29/16)	\$	<u>21,312.04</u>
<u>TOTAL WARRANTS</u>	\$	<u>2,321,062.12</u>

**SUBJECT:** Approval of the 2016-17 First Interim Report

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

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**RECOMMENDATION:**

The Administration recommends that the Board approve the 2016-17 First Interim Report.

**BACKGROUND:**

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

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

**INFORMATION:**

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

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

With revenues of \$30,330,797 and expenditures of \$30,709,893, the General Fund is budgeted to run a net deficit of (\$379,096) for the current year. At year end, this deficit is expected to decrease by approximately \$300,000 due to unspent budgets being placed into the ending fund balance.

Because the budgets for the previous three years have run a surplus, reserve levels have increased from 12.40% in 2013-14 to 13.50% this year. The District will easily be able to meet its minimum reserve requirement of 3.00%.

**FISCAL IMPACT:**

None

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

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

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

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

To the County Superintendent of Schools:

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

Meeting Date: December 08, 2016

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

#### CERTIFICATION OF FINANCIAL CONDITION

☒ **POSITIVE CERTIFICATION**

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

☐ **QUALIFIED CERTIFICATION**

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

☐ **NEGATIVE CERTIFICATION**

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

Contact person for additional information on the interim report:

Name: Nancy Bernahl

Telephone: 831-646-6516

Title: Fiscal Officer

E-mail: nbernahl@pgusd.org

### Criteria and Standards Review Summary

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

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



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

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

SUPPLEMENTAL INFORMATION (continued)			No	Yes
S6	Long-term Commitments	Does the district have long-term (multiyear) commitments or debt agreements?		X
		• If yes, have annual payments for the current or two subsequent fiscal years increased over prior year's (2015-16) annual payment?		X
		• If yes, will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?	X	
S7a	Postemployment Benefits Other than Pensions	Does the district provide postemployment benefits other than pensions (OPEB)?		X
		• If yes, have there been changes since budget adoption in OPEB liabilities?	X	
S7b	Other Self-insurance Benefits	Does the district operate any self-insurance programs (e.g., workers' compensation)?	X	
		• If yes, have there been changes since budget adoption in self-insurance liabilities?	n/a	
S8	Status of Labor Agreements	As of first interim projections, are salary and benefit negotiations still unsettled for:		
		• Certificated? (Section S8A, Line 1b)	X	
		• Classified? (Section S8B, Line 1b)	X	
S8	Labor Agreement Budget Revisions	Management/supervisor/confidential? (Section S8C, Line 1b)	X	
		For negotiations settled since budget adoption, per Government Code Section 3547.5(c), are budget revisions still needed to meet the costs of the collective bargaining agreement(s) for:		
		• Certificated? (Section S8A, Line 3)	n/a	
S8		• Classified? (Section S8B, Line 3)	n/a	
S9	Status of Other Funds	Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?	X	

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



## Fund 1 - General Fund

		2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	2017-18 Estimate
Beginning Fund Balance - Rest		68,054	11,164	9,233	318,582	269,777	498,525	672,440
Beginning Fund Balance - Unre		4,789,783	4,418,268	3,377,908	3,220,119	3,416,235	4,742,364	5,029,932
<b>Beginning Fund Balance</b>		<b>4,857,837</b>	<b>4,429,433</b>	<b>3,387,141</b>	<b>3,538,701</b>	<b>3,686,011</b>	<b>5,240,889</b>	<b>5,702,373</b>
<b>Revenues:</b>								
LCFF Sources	8000	18,992,015	19,720,016	20,629,518	23,195,795	24,906,372	26,187,135	27,364,637
Federal Sources	8100	751,278	524,382	542,987	645,550	654,521	642,645	648,103
State Sources	8300	2,824,777	2,490,411	3,056,544	772,054	2,961,248	2,257,021	2,326,783
Local Sources	8600	1,473,621	1,520,750	1,584,081	1,406,262	1,361,147	1,243,996	1,090,868
<b>Total Revenues</b>		<b>24,041,691</b>	<b>24,255,560</b>	<b>25,813,130</b>	<b>26,019,661</b>	<b>29,883,289</b>	<b>30,330,797</b>	<b>31,430,391</b>
percent change		-3.0%	0.9%	6.4%	0.8%	14.8%	1.5%	3.6%
<b>Expenditures:</b>								
Certificated Salaries	1000	11,973,558	12,659,739	12,875,372	13,132,603	14,068,329	15,064,118	15,357,424
Classified Salaries	2000	3,960,209	4,216,422	4,586,236	4,674,971	5,060,143	5,262,581	5,399,523
Employee Benefits	3000	3,751,315	3,641,615	3,266,328	3,504,505	4,993,957	5,463,267	5,784,783
Books and Supplies	4000	1,036,377	1,081,470	967,149	901,729	1,059,566	1,647,555	1,470,590
Services and Other	5000	3,279,892	3,234,837	3,293,006	2,566,753	2,353,384	2,679,828	2,693,227
Capital Outlay	6000	4,114	4,113	16,643	42,806	56,843	22,166	12,529
Other Outgo	7000	289,806	288,310	545,782	954,598	683,204	570,378	571,081
<b>Total Expenditures</b>		<b>24,295,271</b>	<b>25,126,506</b>	<b>25,550,516</b>	<b>25,777,964</b>	<b>28,275,427</b>	<b>30,709,893</b>	<b>31,289,156</b>
percent change		4.7%	3.4%	1.7%	0.9%	9.7%	8.6%	1.9%
<b>Surplus (Deficit)</b>		<b>(253,580)</b>	<b>(870,946)</b>	<b>262,613</b>	<b>241,697</b>	<b>1,607,862</b>	<b>(379,096)</b>	<b>141,235</b>
<b>Transfers In (Out)</b>								
Fund 11 - Adult Education		(76,892)	(151,919)	(50,000)				
Fund 12 - Child Development				(2,437)		-		
Fund 13 - Cafeteria		(19,937)		(39,191)	(74,960)	(33,558)	(40,783)	(37,700)
Fund 14 - Deferred Maintenance								
Fund 20 - Postemployment B		(19,426)	(19,426)	(19,426)	(19,426)	(19,426)	(19,426)	(19,426)
Other		168						
<b>Net Transfers In (Out)</b>		<b>(116,087)</b>	<b>(171,345)</b>	<b>(111,054)</b>	<b>(94,386)</b>	<b>(52,984)</b>	<b>(60,209)</b>	<b>(57,126)</b>
<b>Ending Fund Balance</b>		<b>4,488,171</b>	<b>3,387,141</b>	<b>3,538,700</b>	<b>3,686,012</b>	<b>5,240,889</b>	<b>4,801,584</b>	<b>5,786,482</b>

### Components of Ending Fund Balance

<b>a Nonspendable - Revolving</b>	5,000	5,000	5,000	5,000	5,000	5,000	5,000
<b>b Restricted (restricted carryov</b>	50,061	9,233	359,587	269,777	498,525	639,700	500,000
<b>c Committed - Prop 39</b>				181,342			
<b>d Assigned</b>							
Prop Tax Reserve (0.50%)	95,474				109,018	109,018	122,934
Basic Aid Reserve (3.00%)					790,340	790,340	940,388
Sick Leave Incentive Reser	60,000	60,000	60,000	60,000	40,000	40,000	40,000
Deferred Maintenance Reserve					2,975,151	727,158	2,107,867
STRS/PERS Reserve 2020-21						1,567,266	1,129,905
<b>e 3% Resv for Econ Uncertain</b>	<b>750,392</b>	<b>758,936</b>	<b>769,847</b>	<b>776,171</b>	<b>822,855</b>	<b>923,103</b>	<b>940,388</b>
Unassigned/Unappropriated	3,187,244	2,553,971	2,344,266	2,393,723			
<b>subtotal Unrestricted Reserve</b>	<b>4,433,110</b>	<b>3,372,907</b>	<b>3,174,113</b>	<b>3,229,893</b>	<b>4,737,364</b>	<b>4,156,885</b>	<b>5,281,482</b>
Undesignated Resv Percent	18.4%	13.3%	12.4%	12.5%	16.7%	13.5%	16.8%
<b>Ending Fund Balance</b>	<b>4,488,171</b>	<b>3,387,141</b>	<b>3,538,700</b>	<b>3,686,012</b>	<b>5,240,890</b>	<b>4,801,584</b>	<b>5,786,482</b>



## Fund 11 - Adult Education Fund

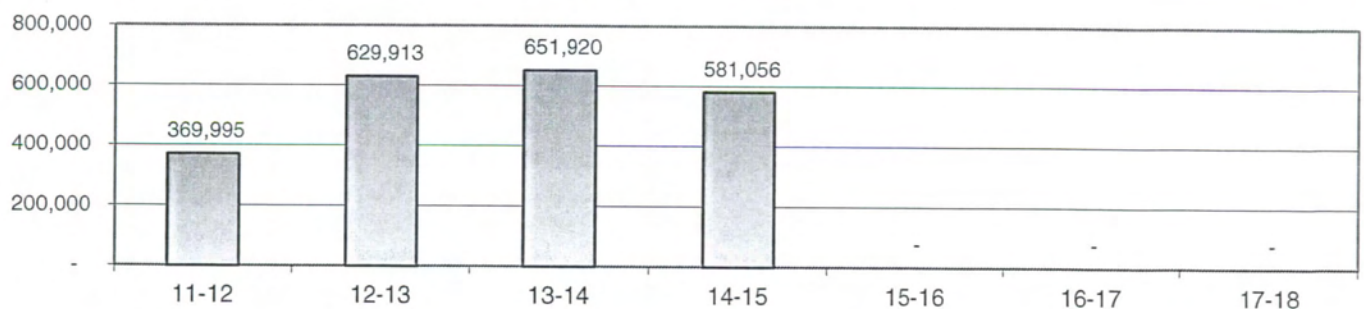
	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	2017-18 Estimate
<b>Beginning Fund Balance</b>	288,996	(4,597)	-	78,414	34,670	774,914	1,100,267
<b>Revenues:</b>							
Revenue Limit Sources 8000				581,056	143,533		
Federal Revenue 8200	55,742	38,260	59,928	51,820	56,853	34,558	71,000
Other State Revenue 8091	293,103	477,994	601,920		1,174,241	1,190,051	1,137,000
Other Local Revenue 8600	524,808	473,064	461,691	441,702	504,988	558,988	550,000
<b>Total Revenues</b>	<b>873,653</b>	<b>989,318</b>	<b>1,123,539</b>	<b>1,074,578</b>	<b>1,879,616</b>	<b>1,783,597</b>	<b>1,758,000</b>
<b>Expenditures:</b>							
Certificated Salaries 1000	633,357	644,217	585,490	552,841	527,700	573,623	530,000
Classified Salaries 2000	239,069	238,896	277,685	326,129	318,428	377,091	320,000
Employee Benefits 3000	162,661	180,590	146,062	154,288	189,355	233,237	175,000
Books and Supplies 4000	114,225	39,218	58,372	46,140	51,860	220,480	100,000
Services & Other Oper 5000	46,663	33,720	27,515	38,924	43,803	53,814	51,000
Capital Outlay 6000					8,226		
Other Outgo 7100							
Indirect Costs 7300							
<b>Total Expenditures</b>	<b>1,195,975</b>	<b>1,136,641</b>	<b>1,095,124</b>	<b>1,118,322</b>	<b>1,139,372</b>	<b>1,458,245</b>	<b>1,176,000</b>
<b>Surplus (Deficit)</b>	<b>(322,322)</b>	<b>(147,323)</b>	<b>28,414</b>	<b>(43,744)</b>	<b>740,244</b>	<b>325,352</b>	<b>582,000</b>
<b>Transfers In - Fund 1 8900</b>	<b>76,892</b>	<b>151,919</b>	<b>50,000</b>				
<b>Ending Fund Balance</b>	<b>43,567</b>	<b>-</b>	<b>78,414</b>	<b>34,670</b>	<b>774,914</b>	<b>1,100,267</b>	<b>1,682,267</b>

### Components of Ending Fund Balance:

a) Nonspendable - Revolv 9711							
b) Restricted - Donations 9740							
c) Committed 9750							
d) Assigned 9780							
e) Unassigned/Unappropri 9790	43,567		78,414	34,670	774,914	1,100,267	1,682,267
<b>Ending Fund Balance</b>	<b>43,567</b>	<b>-</b>	<b>78,414</b>	<b>34,670</b>	<b>774,914</b>	<b>1,100,267</b>	<b>1,682,267</b>

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

### Fund 11 - Transfers In From General Fund





## Fund 12 - Child Development Fund

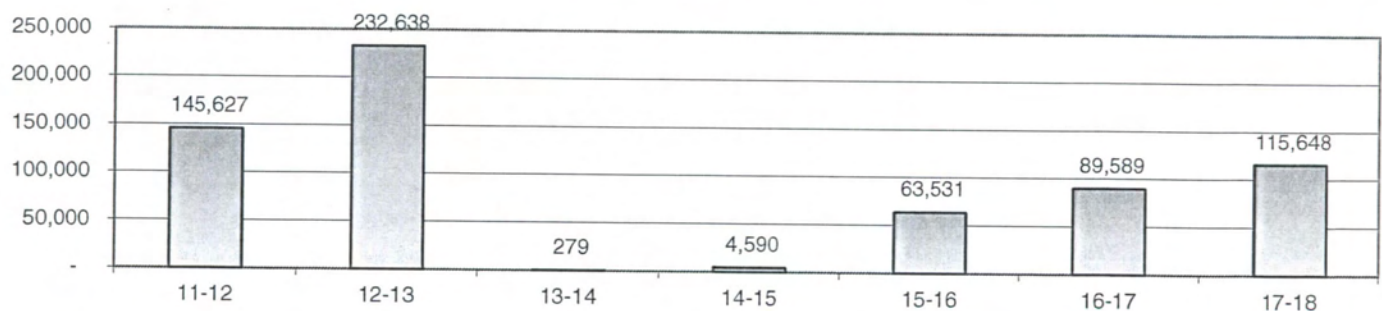
	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	2017-18 Estimate
<b>Beginning Fund Balance</b>	<b>38,919</b>	<b>145,627</b>	<b>232,638</b>	<b>279</b>	<b>4,590</b>	<b>63,531</b>	<b>89,589</b>
<b>Revenues:</b>							
Revenue Limit Sources 8000							
Federal Revenue 8100							
State Revenue (Presch 8500	110,370	101,722	100,323	57,688	110,772	99,187	99,187
Local Revenue (BASRF 8600	384,587	395,144	358,484	351,578	381,508	370,000	370,000
<b>Total Revenues</b>	<b>494,957</b>	<b>496,865</b>	<b>458,807</b>	<b>409,266</b>	<b>492,280</b>	<b>469,187</b>	<b>469,187</b>
<b>Expenditures:</b>							
Certificated Salaries 1000	48,572	48,131	48,622	47,609	61,308	57,224	57,224
Classified Salaries 2000	219,954	229,282	240,802	244,552	257,864	241,244	241,244
Employee Benefits 3000	87,380	87,526	74,758	80,430	86,244	91,225	91,225
Books and Supplies 4000	9,457	4,978	7,750	8,365	5,327	15,000	15,000
Services & Other Oper 5000	1,214	943	2,812	2,326	925	2,000	2,000
Capital Outlay 6000		17,323	297,188			14,763	14,763
Other Outgo 7100							
Indirect Costs 7300	21,672	21,672	21,672	21,672	21,672	21,672	21,672
<b>Total Expenditures</b>	<b>388,249</b>	<b>409,854</b>	<b>693,604</b>	<b>404,955</b>	<b>433,340</b>	<b>443,128</b>	<b>443,128</b>
<b>Surplus (Deficit)</b>	<b>106,708</b>	<b>87,011</b>	<b>(234,796)</b>	<b>4,311</b>	<b>58,941</b>	<b>26,059</b>	<b>26,059</b>
Transfers In from Fund 8900			2,437		-		
<b>Ending Fund Balance</b>	<b>145,627</b>	<b>232,638</b>	<b>279</b>	<b>4,590</b>	<b>63,531</b>	<b>89,589</b>	<b>115,648</b>

### Components of Ending Fund Balance:

a) Nonspendable - Revolv 9711							
b) Restricted 9740	478						
c) Committed 9750							
d) Assigned 9780							
e) Unassigned-Res for Ec 9789							
Unassigned/Unappropri 9790	145,149	232,641	279	4,590	63,531	89,589	115,648
<b>Ending Fund Balance</b>	<b>145,627</b>	<b>232,641</b>	<b>279</b>	<b>4,590</b>	<b>63,531</b>	<b>89,589</b>	<b>115,648</b>

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

**Fund 12 - Ending Fund Balance**

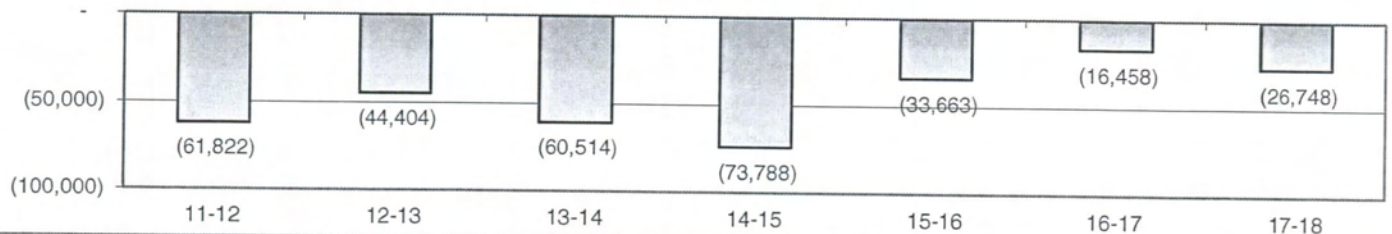
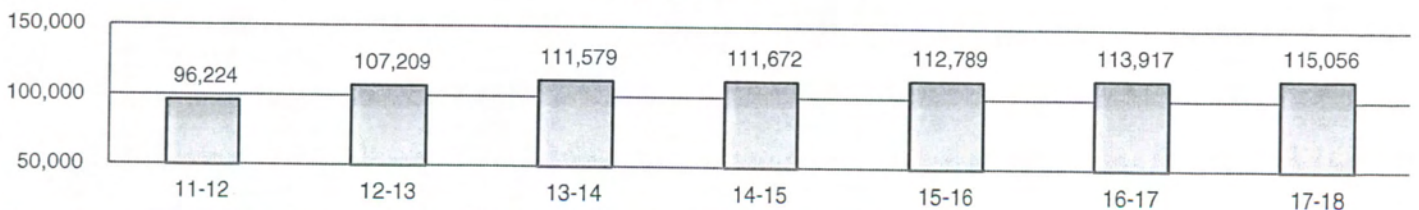


## Fund 13 - Cafeteria Fund

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	2017-18 Estimate
<b>Beginning Fund Balance</b>	50,396	73,341	28,936	7,613	8,785	8,680	33,005
<b>Revenues:</b>							
Revenue Limit Sources 8000							
Federal Revenue 8200	144,822	168,653	176,708	175,993	191,656	177,000	180,000
Other State Revenue 8500	12,436	15,136	13,499	14,030	14,314	25,006	25,006
Other Local Revenue 8600	306,631	320,592	320,781	329,385	367,914	400,000	380,000
<b>Total Revenues</b>	<b>463,889</b>	<b>504,382</b>	<b>510,988</b>	<b>519,408</b>	<b>573,884</b>	<b>602,006</b>	<b>585,006</b>
<b>Expenditures:</b>							
Certificated Salaries 1000							
Classified Salaries 2000	209,886	223,631	241,199	255,853	257,521	253,988	262,878
Employee Benefits 3000	52,461	56,386	52,736	57,674	55,952	65,726	65,726
Supplies 4000	257,344	260,782	270,784	265,365	287,097	285,600	270,000
Services 5000	6,020	7,987	6,783	14,304	6,977	13,150	13,150
Capital Outlay 6000							
Other Outgo 7100							
<b>Total Expenditures</b>	<b>525,711</b>	<b>548,786</b>	<b>571,502</b>	<b>593,197</b>	<b>607,547</b>	<b>618,464</b>	<b>611,754</b>
<b>Surplus (Deficit)</b>	<b>(61,822)</b>	<b>(44,404)</b>	<b>(60,514)</b>	<b>(73,788)</b>	<b>(33,663)</b>	<b>(16,458)</b>	<b>(26,748)</b>
<b>Transfers In - General F 8900</b>	<b>19,937</b>		<b>39,191</b>	<b>74,960</b>	<b>33,558</b>	<b>40,783</b>	<b>45,118</b>
<b>Ending Fund Balance</b>	<b>8,511</b>	<b>28,937</b>	<b>7,613</b>	<b>8,785</b>	<b>8,680</b>	<b>33,005</b>	<b>51,375</b>

**Components of Ending Fund Balance:**

a) Nonspendable - Stores 9711	2,419	8,271	7,614	6,821	7,613	7,613	7,613
b) Restricted 9740		17,501			642		
c) Committed							
d) Assigned					425		
e) Unassigned/Unappropri 9790	6,092	3,164	-	1,964		25,392	43,762
<b>Ending Fund Balance</b>	<b>8,511</b>	<b>28,937</b>	<b>7,614</b>	<b>8,785</b>	<b>8,680</b>	<b>33,005</b>	<b>51,375</b>

**Fund 13 - Surplus (Deficit)**

**Meals Served**




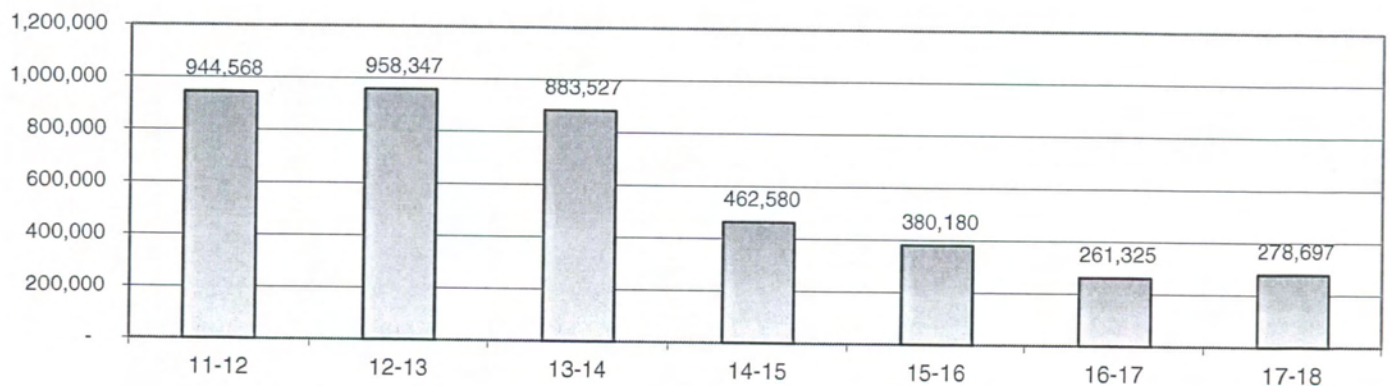
## Fund 14 - Deferred Maintenance Fund

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	2017-18 Estimate
<b>Beginning Fund Balance</b>	<b>915,189</b>	<b>944,568</b>	<b>958,347</b>	<b>883,527</b>	<b>462,580</b>	<b>380,180</b>	<b>261,325</b>
<b>Revenues:</b>							
Revenue Limit Sources 8000							
Federal Revenue 8100							
Other State Revenue 8590	94,947	94,713	93,372	93,372	93,372	93,372	93,372
Other Local Revenue 8660	6,304	4,957	3,290	3,262	3,372	4,000	4,000
<b>Total Revenues</b>	<b>101,251</b>	<b>99,670</b>	<b>96,662</b>	<b>96,634</b>	<b>96,744</b>	<b>97,372</b>	<b>97,372</b>
<b>Expenditures:</b>							
Certificated Salaries 1000							
Classified Salaries 2000							
Employee Benefits 3000							
Supplies 4300	49,116	45,067	30,572	50,424	29,421	30,000	30,000
Services 5800	22,757	40,823	140,910	467,157	149,723	186,227	50,000
Capital Outlay 6000							
Other Outgo 7100							
Indirect Costs 7300							
<b>Total Expenditures</b>	<b>71,872</b>	<b>85,891</b>	<b>171,482</b>	<b>517,581</b>	<b>179,144</b>	<b>216,227</b>	<b>80,000</b>
<b>Surplus (Deficit)</b>	<b>29,379</b>	<b>13,779</b>	<b>(74,820)</b>	<b>(420,947)</b>	<b>(82,400)</b>	<b>(118,855)</b>	<b>17,372</b>
<b>Transfers In (Out) - to G 8900</b>							
<b>Ending Fund Balance</b>	<b>944,568</b>	<b>958,347</b>	<b>883,527</b>	<b>462,580</b>	<b>380,180</b>	<b>261,325</b>	<b>278,697</b>

**Components of Ending Fund Balance:**

a) Nonspendable - Revolv 9711							
b) Restricted 9740							
c) Committed 9750							
d) Assigned 9780							
e) Unassigned-Reserve fc 9789							
Unassigned/Unappropri 9790	944,568	958,347	883,527	462,580	380,180	261,325	278,697
<b>Ending Fund Balance</b>	<b>944,568</b>	<b>958,347</b>	<b>883,527</b>	<b>462,580</b>	<b>380,180</b>	<b>261,325</b>	<b>278,697</b>

**Fund 14 - Ending Fund Balance**



## Fund 20 - Postemployment Benefits Fund

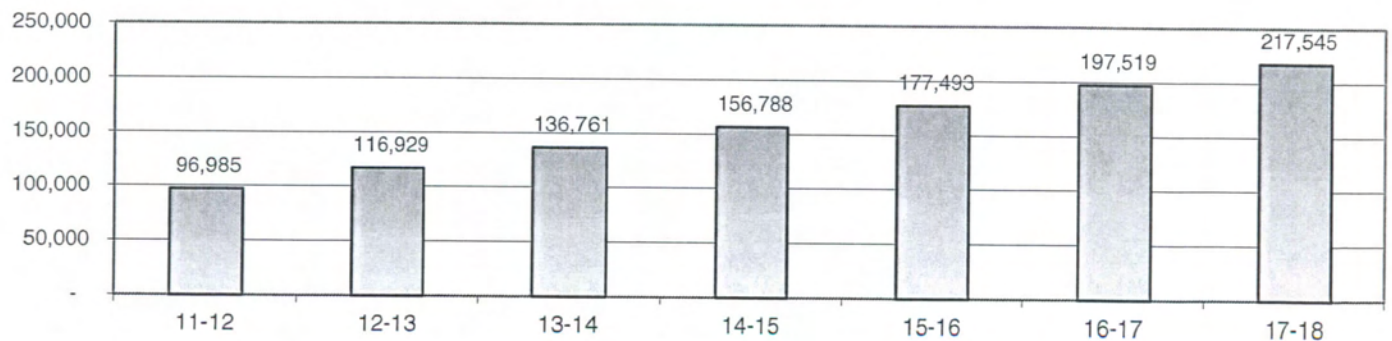
	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	2017-18 Estimate
<b>Beginning Fund Balance</b>	<b>77,147</b>	<b>96,985</b>	<b>116,928</b>	<b>136,761</b>	<b>156,788</b>	<b>177,493</b>	<b>197,519</b>
<b>Revenues:</b>							
Revenue Limit Sources 8000							
Federal Revenue 8100							
Other State Revenue 8300							
Other Local Revenue 8600	413	518	407	600	1,279	600	600
<b>Total Revenues</b>	<b>413</b>	<b>518</b>	<b>407</b>	<b>600</b>	<b>1,279</b>	<b>600</b>	<b>600</b>
<b>Expenditures:</b>							
Certificated Salaries 1000							
Classified Salaries 2000							
Employee Benefits 3000							
Supplies 4000							
Services 5000							
Capital Outlay 6000							
Other Outgo 7100							
Indirect Costs 7300							
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Surplus (Deficit)</b>	<b>413</b>	<b>518</b>	<b>407</b>	<b>600</b>	<b>1,279</b>	<b>600</b>	<b>600</b>
<b>Transfers In (Out) - from 8900</b>	<b>19,426</b>	<b>19,426</b>	<b>19,426</b>	<b>19,426</b>	<b>19,426</b>	<b>19,426</b>	<b>19,426</b>
<b>Ending Fund Balance</b>	<b>96,985</b>	<b>116,929</b>	<b>136,761</b>	<b>156,788</b>	<b>177,493</b>	<b>197,519</b>	<b>217,545</b>

**Components of Ending Fund Balance:**

a) Nonspendable - Revolv 9711							
b) Restricted 9740							
c) Committed 9750							
d) Assigned - Medigap 9780							
e) Unassigned-Reserve fc 9789							
Unassigned/Unappropri 9790	96,985	116,929	136,761	156,788	177,493	197,519	217,545
<b>Ending Fund Balance</b>	<b>96,985</b>	<b>116,929</b>	<b>136,761</b>	<b>156,788</b>	<b>177,493</b>	<b>197,519</b>	<b>217,545</b>

The District's Annual Required Contribution (ARC) for the year ended June 30, 2015 was \$799,523, and contributions made by the District during the year were \$406,374.

**Fund 20 - Ending Fund Balance**





## Fund 21 - Building Fund

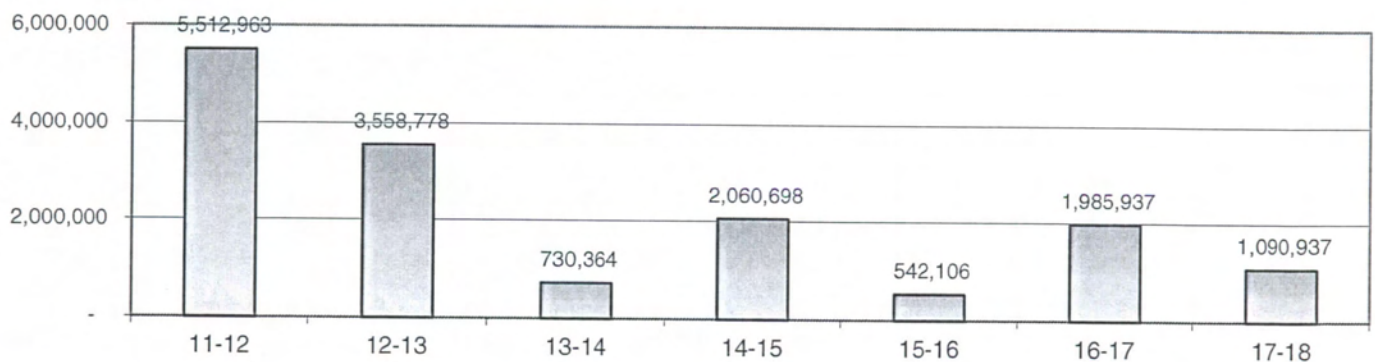
	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	2017-18 Estimate
<b>Beginning Fund Balance</b>	<b>1,392,459</b>	<b>5,512,963</b>	<b>3,558,778</b>	<b>730,364</b>	<b>2,060,698</b>	<b>542,106</b>	<b>1,985,937</b>
<b>Revenues:</b>							
Revenue Limit Sources 8000							
Federal Revenue 8100							
Other State Revenue 8300							
Other Local Revenue 8600	7,502,961	23,886	9,261	2,332,337	11,805	2,403,000	5,000
<b>Total Revenues</b>	<b>7,502,961</b>	<b>23,886</b>	<b>9,261</b>	<b>2,332,337</b>	<b>11,805</b>	<b>2,403,000</b>	<b>5,000</b>
<b>Expenditures:</b>							
Certificated Salaries 1000							
Classified Salaries 2000							
Employee Benefits 3000							
Supplies 4400	521,190	252,385	101,593		884,678	490,000	900,000
Services 5800	17,385	35,666	31,805	7,200	178,721	14,237	
Capital Outlay 6000	2,843,881	1,690,021	2,704,276	994,803	466,999	454,932	
Other Outgo 7100							
Indirect Costs 7300							
<b>Total Expenditures</b>	<b>3,382,456</b>	<b>1,978,072</b>	<b>2,837,675</b>	<b>1,002,003</b>	<b>1,530,398</b>	<b>959,169</b>	<b>900,000</b>
<b>Surplus (Deficit)</b>	<b>4,120,505</b>	<b>(1,954,186)</b>	<b>(2,828,413)</b>	<b>1,330,334</b>	<b>(1,518,592)</b>	<b>1,443,831</b>	<b>(895,000)</b>
<b>Transfers In (Out) 8900</b>							
<b>Ending Fund Balance</b>	<b>5,512,963</b>	<b>3,558,778</b>	<b>730,364</b>	<b>2,060,698</b>	<b>542,106</b>	<b>1,985,937</b>	<b>1,090,937</b>

**Components of Ending Fund Balance:**

a) Nonspendable - Revolv 9711							
b) Restricted 9740							
c) Committed 9750							
d) Assigned 9780							
e) Unassigned-Reserve fc 9789							
Unassigned/Unappropri 9790	5,512,963	3,558,778	730,364	2,060,698	542,107	1,985,937	1,090,937
<b>Ending Fund Balance</b>	<b>5,512,963</b>	<b>3,558,778</b>	<b>730,364</b>	<b>2,060,698</b>	<b>542,107</b>	<b>1,985,937</b>	<b>1,090,937</b>

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

**Fund 21 - Ending Fund Balance**



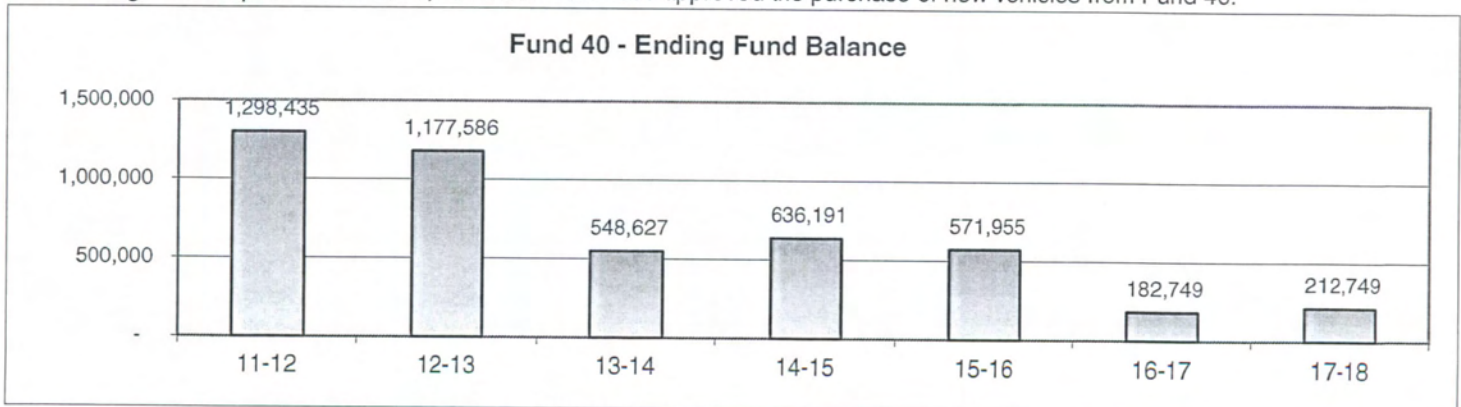
## Fund 40 - Capital Outlay Projects Fund

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	2017-18 Estimate
<b>Beginning Fund Balance</b>	<b>1,124,728</b>	<b>1,298,435</b>	<b>1,177,586</b>	<b>548,627</b>	<b>636,191</b>	<b>571,955</b>	<b>182,749</b>
<b>Revenues:</b>							
Revenue Limit Sources 8000							
Federal Revenue 8100							
Other State Revenue 8300							
Other Local Revenue 8600	187,032	244,036	345,477	229,409	276,678	234,082	230,000
<b>Total Revenues</b>	<b>187,032</b>	<b>244,036</b>	<b>345,477</b>	<b>229,409</b>	<b>276,678</b>	<b>234,082</b>	<b>230,000</b>
<b>Expenditures:</b>							
Certificated Salaries 1000							
Classified Salaries 2000							
Employee Benefits 3000							
Supplies 4000	4,132	66,596	58,424	69,241	117,813	92,895	50,000
Services 5000	9,193	125,949	51,282	12,945	4,450	118,673	50,000
Capital Outlay - Equiprr 6000		172,341	864,730	59,660	189,215	328,115	100,000
Other Outgo 7100							
Indirect Costs 7300					29,435	83,605	
<b>Total Expenditures</b>	<b>13,325</b>	<b>364,886</b>	<b>974,435</b>	<b>141,846</b>	<b>340,914</b>	<b>623,288</b>	<b>200,000</b>
<b>Surplus (Deficit)</b>	<b>173,707</b>	<b>(120,849)</b>	<b>(628,958)</b>	<b>87,564</b>	<b>(64,236)</b>	<b>(389,206)</b>	<b>30,000</b>
<b>Transfers In (Out) 8900</b>							
<b>Ending Fund Balance</b>	<b>1,298,435</b>	<b>1,177,586</b>	<b>548,627</b>	<b>636,191</b>	<b>571,955</b>	<b>182,749</b>	<b>212,749</b>

**Components of Ending Fund Balance:**

a) Nonspendable - Revolv 9711							
b) Restricted 9740							
c) Committed 9750							
d) Assigned 9780							
Forest Grove Project							
e) Unassigned/Unappropri 9790	1,298,435	1,177,586	548,627	636,191	571,955	182,749	212,749
<b>Ending Fund Balance</b>	<b>1,298,435</b>	<b>1,177,586</b>	<b>548,627</b>	<b>636,191</b>	<b>571,955</b>	<b>182,749</b>	<b>212,749</b>

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





Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	26,193,841.00	26,203,145.00	2,415,531.94	26,187,135.00	(16,010.00)	-0.1%
2) Federal Revenue		8100-8299	636,389.00	642,645.00	87,025.24	642,644.88	(0.12)	0.0%
3) Other State Revenue		8300-8599	1,257,765.00	2,182,022.00	141,862.93	2,257,021.42	74,999.42	3.4%
4) Other Local Revenue		8600-8799	1,055,570.00	1,243,996.00	393,145.30	1,243,995.94	(0.06)	0.0%
5) TOTAL, REVENUES			29,143,565.00	30,271,808.00	3,037,565.41	30,330,797.24		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	14,750,828.00	15,016,223.00	4,152,532.18	15,064,118.06	(47,895.06)	-0.3%
2) Classified Salaries		2000-2999	5,053,206.00	5,262,595.00	1,605,544.76	5,262,581.47	13.53	0.0%
3) Employee Benefits		3000-3999	4,543,683.00	5,639,282.00	1,602,361.42	5,463,266.70	176,015.30	3.1%
4) Books and Supplies		4000-4999	1,191,321.00	1,677,557.00	446,045.87	1,647,555.48	30,001.52	1.8%
5) Services and Other Operating Expenditures		5000-5999	2,549,776.00	2,668,858.00	853,871.53	2,679,827.75	(10,969.75)	-0.4%
6) Capital Outlay		6000-6999	12,529.00	22,166.00	22,247.53	22,165.92	0.08	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299						
		7400-7499	705,579.00	592,050.00	164,567.69	592,050.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(21,672.00)	(21,672.00)	0.00	(21,672.00)	0.00	0.0%
9) TOTAL, EXPENDITURES			28,785,250.00	30,857,059.00	8,847,170.98	30,709,893.38		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>								
			358,315.00	(585,251.00)	(5,809,605.57)	(379,096.14)		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	60,209.00	60,209.00	0.00	60,209.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	3.00	0.00	0.00	(3.00)	100.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(60,209.00)	(60,206.00)	0.00	(60,209.00)		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	70,000.00	34,558.00	12,636.91	34,558.00	0.00	0.0%
3) Other State Revenue		8300-8599	1,137,000.00	1,190,051.00	0.00	1,190,051.00	0.00	0.0%
4) Other Local Revenue		8600-8799	540,000.00	558,990.00	47,318.62	558,988.47	(1.53)	0.0%
5) TOTAL REVENUES			1,747,000.00	1,783,599.00	59,953.53	1,783,597.47		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	520,000.00	573,625.00	170,660.94	573,623.29	1.71	0.0%
2) Classified Salaries		2000-2999	315,000.00	377,093.00	114,936.96	377,090.66	2.34	0.0%
3) Employee Benefits		3000-3999	170,000.00	233,257.00	54,983.27	233,236.98	20.02	0.0%
4) Books and Supplies		4000-4999	95,000.00	220,481.00	66,862.29	220,480.01	0.99	0.0%
5) Services and Other Operating Expenditures		5000-5999	49,000.00	53,815.00	20,652.87	53,814.07	0.93	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL EXPENDITURES			1,149,000.00	1,458,271.00	428,096.33	1,458,245.01		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			598,000.00	325,328.00	(368,142.80)	325,352.46		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		



Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	95,351.00	99,187.00	23,838.00	99,187.00	0.00	0.0%
4) Other Local Revenue		8600-8799	370,000.00	370,000.00	82,602.37	370,000.00	0.00	0.0%
5) TOTAL REVENUES			465,351.00	469,187.00	106,440.37	469,187.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	63,000.00	57,225.00	15,905.65	57,224.05	0.95	0.0%
2) Classified Salaries		2000-2999	262,025.00	241,246.00	72,758.31	241,244.45	1.55	0.0%
3) Employee Benefits		3000-3999	86,891.00	91,233.00	25,590.98	91,224.95	8.05	0.0%
4) Books and Supplies		4000-4999	15,000.00	15,000.00	962.76	15,000.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	2,000.00	2,000.00	0.00	2,000.00	0.00	0.0%
6) Capital Outlay		6000-6999	14,763.00	14,763.00	0.00	14,763.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	21,672.00	21,672.00	0.00	21,672.00	0.00	0.0%
9) TOTAL EXPENDITURES			465,351.00	443,139.00	115,217.68	443,128.45		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			0.00	26,048.00	(8,777.31)	26,058.55		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	177,000.00	177,000.00	0.00	177,000.00	0.00	0.0%
3) Other State Revenue		8300-8599	19,000.00	25,006.00	0.00	25,006.00	0.00	0.0%
4) Other Local Revenue		8600-8799	400,000.00	400,000.00	43,786.47	400,000.00	0.00	0.0%
5) TOTAL REVENUES			596,000.00	602,006.00	43,786.47	602,006.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	267,747.00	253,990.00	77,101.12	253,988.21	1.79	0.0%
3) Employee Benefits		3000-3999	67,000.00	65,729.00	17,909.96	65,726.04	2.96	0.0%
4) Books and Supplies		4000-4999	275,000.00	285,601.00	82,625.45	285,600.00	1.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	13,000.00	13,150.00	2,657.45	13,150.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL EXPENDITURES			622,747.00	618,470.00	180,293.98	618,464.25		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(26,747.00)	(16,464.00)	(136,507.51)	(16,458.25)		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	40,783.00	40,783.00	0.00	40,783.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			40,783.00	40,783.00	0.00	40,783.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	93,372.00	93,372.00	0.00	93,372.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	4,000.00	4,000.00	853.47	4,000.00	0.00	0.0%
5) TOTAL REVENUES			97,372.00	97,372.00	853.47	97,372.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	30,000.00	30,000.00	8,892.40	30,000.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	60,000.00	186,228.00	203,189.30	186,227.36	0.84	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL EXPENDITURES			90,000.00	216,228.00	212,081.70	216,227.36		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			7,372.00	(118,856.00)	(211,228.23)	(118,855.36)		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		



Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	600.00	600.00	408.78	600.00	0.00	0.0%
5) TOTAL REVENUES			600.00	600.00	408.78	600.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.00	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL EXPENDITURES			0.00	0.00	0.00	0.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			600.00	600.00	408.78	600.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	19,426.00	19,426.00	0.00	19,426.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			19,426.00	19,426.00	0.00	19,426.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	3,000.00	3,000.00	1,959.69	3,000.00	0.00	0.0%
5) TOTAL REVENUES			3,000.00	3,000.00	1,959.69	3,000.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	500,000.00	490,000.00	78,986.40	490,000.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	14,238.00	12,312.75	14,237.49	0.51	0.0%
6) Capital Outlay		6000-6999	0.00	454,932.00	413,079.85	454,931.69	0.31	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL EXPENDITURES			500,000.00	959,170.00	504,379.00	959,169.18		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(497,000.00)	(956,170.00)	(502,419.31)	(956,169.18)		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	2,400,000.00	2,400,000.00	0.00	2,400,000.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			2,400,000.00	2,400,000.00	0.00	2,400,000.00		



Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	220,000.00	234,082.00	27,800.66	234,082.00	0.00	0.0%
5) TOTAL REVENUES			220,000.00	234,082.00	27,800.66	234,082.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	50,000.00	92,896.00	69,270.31	92,895.11	0.89	0.0%
5) Services and Other Operating Expenditures		5000-5999	50,000.00	118,673.00	24,726.40	118,673.00	0.00	0.0%
6) Capital Outlay		6000-6999	100,000.00	328,116.00	237,355.13	328,115.13	0.87	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	83,606.00	29,435.00	83,605.00	1.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL EXPENDITURES			200,000.00	623,291.00	360,766.84	623,288.24		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			20,000.00	(389,209.00)	(332,966.18)	(389,206.24)		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		



**SUBJECT:** 2016-17 Budget Revisions #2

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

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**RECOMMENDATION:**

The District Administration recommends approval of the proposed budget revisions.

**BACKGROUND:**

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

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

**INFORMATION:**

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

Budget revisions to the General Fund include:

- 1) The College Readiness Block Grant will increase our State Revenues by \$75,000, and the CTEIG Grant has been increased by \$31,637
- 2) Since the last budget revision, donations and fees have been received in the amount of \$77,833
- 3) Budgets have been set up for the two new Kindergarten teachers of \$100,447 (half year) as well as expenditures for personnel costs for the College Readiness Block Grant of \$60,000.
- 4) A budget reduction of \$101,678 was made to benefits as a result of evaluation of encumbrances for the remainder of the year.

**FISCAL IMPACT:**

The fiscal impact is reflected in the attached reports.

## Pacific Grove Unified School District

## Budget Revisions - General Fund 01

	Original Budget	Rev #1 Changes	Unaud Actuals	Rev #2 Changes	First Interim	Rev #3 Changes	Second Interim	Rev #4 Changes	Final Budget
<b>Beginning Balance</b>	<b>4,064,031</b>	<b>1,176,858</b>	<b>5,240,889</b>		<b>5,240,889</b>			-	
<b>Revenues</b>									
LCFF	26,193,841	9,304	26,203,145	(16,005) a	26,187,140			-	
Federal Revenues	636,389	-	636,389	6,256 b	642,645			-	
State Revenues	1,257,765	890,060	2,147,825	109,196 c	2,257,021			-	
Local Revenues	1,055,570	110,593	1,166,163	77,833 d	1,243,996			-	
<b>Total Revenues</b>	<b>29,143,565</b>	<b>1,009,957</b>	<b>30,153,522</b>	<b>177,280</b>	<b>30,330,802</b>	-	-	-	-
<b>Expenditures</b>									
Certificated Salaries	14,750,828	164,935	14,915,763	148,355 e	15,064,118			-	
Classified Salaries	5,053,206	32,142	5,085,348	177,233 f	5,262,581			-	
Benefits	4,543,683	986,254	5,529,937	(66,670) g	5,463,267			-	
Books & Supplies	1,191,321	342,461	1,533,782	113,774 h	1,647,556			-	
Services	2,549,776	(24,419)	2,525,357	154,471 i	2,679,828			-	
Capital Outlay	12,529	8,437	20,966	1,200 j	22,166			-	
Other Outgo	705,579	(113,529)	592,050	-	592,050			-	
Indirect Costs	(21,672)	-	(21,672)	-	(21,672)			-	
<b>Total Expenditures</b>	<b>28,785,250</b>	<b>1,396,281</b>	<b>30,181,531</b>	<b>528,363</b>	<b>30,709,894</b>	-	-	-	-
<b>Surplus (Deficit)</b>	<b>358,315</b>		<b>(28,009)</b>		<b>(379,092)</b>		-		-
<b>Transfers In (Out)</b>	<b>(60,209)</b>	-	<b>(60,209)</b>		<b>(60,209)</b>				
<b>Ending Fund Balance</b>	<b>4,362,137</b>		<b>5,152,671</b>	<b>(351,083)</b>	<b>4,801,588</b>		-		-

Components of Ending Fund Balance									
a Revolving Cash	5,000	-	5,000	-	5,000			-	
b Restricted Balance	623,430	89,010	712,440	-	712,440			-	
c Committed		-		-	-			-	
d Assigned	2,808,707	719,272	3,527,979	(366,934)	3,161,045			-	
e Resv for Ec Unc	925,000	(17,748)	907,252	15,851	923,103			-	
<b>Ending Fund Balance</b>	<b>4,362,137</b>	<b>790,534</b>	<b>5,152,671</b>	<b>(351,083)</b>	<b>4,801,588</b>	-	-	-	-

(16,005) a to decrease budget due to change in LCFF Calculation

6,256 b to increase budget due to prior year posting of a federal grant

109,196 c to increase budget due to 1) College Rediness Block Grant, and 2) ammended CTEIG Grant

77,833 d to increase budget due to receipt of donations and fees

148,355 e to increase budget due to 1) cost of two new Kindergarten FTE, 2) cost of College Rediness Block Grant

177,233 f to increase budget due to new Classified FTE and new para-professionals for SPED

(66,670) g to decrease budget due to recalculation of year end actuals

113,774 h to increase budget due to 1) expenditure of donations, 2) ammended CTEIG Grant and 3) final Site Allocations

154,471 i to increase budget due to 1) kate Gallaway math contract, 2) internet safety speaker 3) legal fees 4) ammended CTEIG Grant 5) additional Career Tech allocation

1,200 j to increase budget due to purchase of equipment for Campus Supervisors



## Pacific Grove Unified School District

## Budget Revisions - Adult Ed Fund 11

	Original Budget	Rev #1 Changes	Unaud Actuals	Rev #2 Changes	First Interim	Rev #3 Changes	Second Interim	Rev #4 Changes	Final Budget
<b>Beginning Balance</b>	623,983	150,931	774,914	-	774,914			-	
<b>Revenues</b>									
LCFF		-						-	
Federal Revenues	70,000	-	70,000	(35,442) a	34,558			-	
State Revenues	1,137,000	53,051	1,190,051	-	1,190,051			-	
Local Revenues	540,000	200	540,200	18,788 b	558,988			-	
<b>Total Revenues</b>	<b>1,747,000</b>	<b>53,251</b>	<b>1,800,251</b>	<b>(16,654)</b>	<b>1,783,597</b>	-	-	-	-
<b>Expenditures</b>									
Certificated Salaries	520,000	228,423	748,423	(174,800) c	573,623			-	
Classified Salaries	315,000	60,768	375,768	1,323 d	377,091			-	
Benefits	170,000	98,424	268,424	(35,187) e	233,237			-	
Books & Supplies	95,000	76,700	171,700	48,780 f	220,480			-	
Services	49,000	3,079	52,079	2,035 g	54,114			-	
Capital Outlay	-	-	-					-	
Other Outgo	-	-	-					-	
Indirect Costs	-	-	-					-	
<b>Total Expenditures</b>	<b>1,149,000</b>	<b>467,394</b>	<b>1,616,394</b>	<b>(157,849)</b>	<b>1,458,545</b>	-	-	-	-
<b>Surplus (Deficit)</b>	<b>598,000</b>		<b>183,857</b>		<b>325,052</b>		-	-	-
<b>Transfers In (Out)</b>	-	-	-	-	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>1,221,983</b>		<b>958,771</b>	<b>141,195</b>	<b>1,099,966</b>		-		-
<b>Components of Ending Fund Balance</b>									
a Revolving Cash	-	-	-	-		-		-	
b Restricted Balances				-		-		-	
c Committed								-	
d Assigned		-		-				-	
e Resv for Ec Unc	1,221,983	(263,212)	958,771	141,195	1,099,966			-	
<b>Ending Fund Balance</b>	<b>1,221,983</b>		<b>958,771</b>	<b>141,195</b>	<b>1,099,966</b>		-		-

(35,442) a to decrease budget due to revised WIAO Grant

18,788 b to increase budget due to reimbursements received from Monterey Peninsula College

(174,800) c to decrease budget due to revising salary estimate as a result of encumbered salaries through October

1,323 d to increase budget due to revising salary estimate as a result of encumbered salaries through October

(35,187) e to decrease budget due to lower salaries listed above

48,780 f to increase budget due to expected purchases for supplies

2,035 g to increase budget due to expected costs for services

## Budget Revisions - Child Development Fund 12

	Original Budget	Rev #1 Changes	Unaud Actuals	Rev #2 Changes	First Interim	Rev #3 Changes	Second Interim	Rev #4 Changes	Final Budget
<b>Beginning Balance</b>	<b>18,225</b>	<b>45,306</b>	<b>63,531</b>		<b>63,531</b>			-	
<b>Revenues</b>									
LCFF	-	-				-		-	
Federal Revenues	-	-				-		-	
State Revenues	95,351	3,836	99,187	-	99,187			-	
Local Revenues	370,000	-	370,000	-	370,000			-	
<b>Total Revenues</b>	<b>465,351</b>	<b>3,836</b>	<b>469,187</b>	<b>-</b>	<b>469,187</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditures</b>									
Certificated Salaries	63,000	3,438	66,438	(9,214) a	57,224			-	
Classified Salaries	262,025	3,423	265,448	(24,204) b	241,244			-	
Benefits	86,891	4,924	91,815	(590) c	91,225			-	
Books & Supplies	15,000	-	15,000	-	15,000			-	
Services	2,000	-	2,000	-	2,000			-	
Capital Outlay	14,763	-	14,763	-	14,763			-	
Other Outgo	21,672	-	21,672	-	21,672			-	
Indirect Costs		-	-					-	
<b>Total Expenditures</b>	<b>465,351</b>	<b>11,785</b>	<b>477,136</b>	<b>(34,008)</b>	<b>443,128</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Surplus (Deficit)</b>	<b>-</b>	<b>(7,949)</b>	<b>(7,949)</b>		<b>26,059</b>		<b>-</b>		<b>-</b>
<b>Transfers In (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>				<b>-</b>	<b>-</b>
<b>Ending Fund Balance</b>	<b>18,225</b>		<b>55,582</b>	<b>34,008</b>	<b>89,590</b>		<b>-</b>		<b>-</b>
<b>Components of Ending Fund Balance</b>									
a Revolving Cash		-	-	-	-	-	-	-	-
b Restricted Balances		-	-	-	-	-	-	-	-
c Committed									
d Assigned									
e Resv for Ec Unc	18,225	37,357	55,582	34,008	89,590			-	
<b>Ending Fund Balance</b>	<b>18,225</b>		<b>55,582</b>	<b>34,008</b>	<b>89,590</b>		<b>-</b>		<b>-</b>

(9,214) a to decrease budget due to revision of estimates resulting from encumbrances through October payroll.

(24,204) b to decrease budget due to revision of estimates resulting from encumbrances through October payroll.

(590) c to decrease budget due to revision of estimates resulting from encumbrances through October payroll.



## Budget Revisions - Cafeteria Fund 13

	Original Budget	Rev #1 Changes	Unaud Actuals	Rev #2 Changes	First Interim	Rev #3 Changes	Second Interim	Rev #4 Changes	Final Budget
<b>Beginning Balance</b>	8,785	(105)	8,680	-	8,680			-	
<b>Revenues</b>									
LCFF		-				-		-	
Federal Revenues	177,000	-	177,000	-	177,000			-	
State Revenues	19,000	6,006	25,006	-	25,006			-	
Local Revenues	400,000	-	400,000	-	400,000			-	
<b>Total Revenues</b>	<b>596,000</b>	<b>6,006</b>	<b>602,006</b>	<b>-</b>	<b>602,006</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditures</b>									
Certificated Salaries		-				-		-	
Classified Salaries	267,747	7,379	275,126	(21,138) a	253,988			-	
Benefits	67,000	(1,373)	65,627	99 b	65,726			-	
Supplies	275,000	10,600	285,600	-	285,600			-	
Services	13,000	150	13,150	-	13,150			-	
Capital Outlay		-		-		-		-	
Other Outgo	-	-	-	-		-		-	
Indirect Costs	-	-	-	-		-		-	
<b>Total Expenditures</b>	<b>622,747</b>	<b>16,756</b>	<b>639,503</b>	<b>(21,039)</b>	<b>618,464</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Surplus (Deficit)</b>	<b>(26,747)</b>		<b>(37,497)</b>		<b>(16,458)</b>		<b>-</b>		<b>-</b>
<b>Transfers In (Out)</b>	<b>40,783</b>	<b>-</b>	<b>40,783</b>		<b>40,783</b>				
<b>Ending Fund Balance</b>	<b>22,821</b>		<b>11,966</b>	<b>21,039</b>	<b>33,005</b>		<b>-</b>		<b>-</b>
<b>Components of Ending Fund Balance</b>									
a Revolving Cash		-		-					
b Restricted Balances		-	-	-	-	-	-	-	-
c Committed									
d Assigned									
e Resv for Ec Unc	22,821	(10,855)	11,966		33,005			-	
<b>Ending Fund Balance</b>	<b>22,821</b>		<b>11,966</b>	<b>21,039</b>	<b>33,005</b>		<b>-</b>		<b>-</b>

(21,138) a to decrease budget due to revision of estimates resulting from encumbrances through October payroll.

99 b to increase budget due to revision of estimates resulting from encumbrances through October payroll.

## Budget Revisions - Deferred Maintenance Fund 14

	Original Budget	Rev #1 Changes	Unaud Actuals	Rev #2 Changes	First Interim	Rev #3 Changes	Second Interim	Rev #4 Changes	Final Budget
<b>Beginning Balance</b>	394,820	(14,640)	380,180		380,180			-	
<b>Revenues</b>									
LCFF		-		-		-		-	
Federal Revenues		-				-		-	
State Revenues	93,372	-	93,372	-	93,372			-	
Local Revenues	4,000	-	4,000	-	4,000			-	
<b>Total Revenues</b>	<b>97,372</b>	<b>-</b>	<b>97,372</b>	<b>-</b>	<b>97,372</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditures</b>									
Certificated Salaries		-		-		-		-	
Classified Salaries		-		-		-		-	
Benefits		-		-		-		-	
Supplies	30,000	-	30,000	-	30,000			-	
Services	60,000	100,667	160,667	119,233 a	279,900			-	
Capital Outlay	-	-	-	-		-		-	
Other Outgo	-	-	-	-		-		-	-
Indirect Costs	-	-	-	-		-		-	-
<b>Total Expenditures</b>	<b>90,000</b>	<b>100,667</b>	<b>190,667</b>	<b>119,233</b>	<b>309,900</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Surplus (Deficit)</b>	<b>7,372</b>		<b>(93,295)</b>		<b>(212,528)</b>		<b>-</b>		<b>-</b>
<b>Transfers In (out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Ending Fund Balance</b>	<b>402,192</b>		<b>286,885</b>	<b>(119,233)</b>	<b>167,652</b>		<b>-</b>		<b>-</b>
<b>Components of Ending Fund Balance</b>									
a Revolving Cash	-	-	-	-	-	-	-	-	-
b Restricted Balances		-	-	-	-	-	-	-	-
c Committed									
d Assigned									
e Resv for Ec Unc	402,192	(115,307)	286,885		167,652			-	
<b>Ending Fund Balance</b>	<b>402,192</b>		<b>286,885</b>	<b>(119,233)</b>	<b>167,652</b>		<b>-</b>		<b>-</b>

119,233 a to increase budget due to 1) increase in tree removal services and 2) repair of the Middle School elevator



## Budget Revisions - Post Emp Benefits Fund 20

	Original Budget	Rev #1 Changes	Unaud Actuals	Rev #2 Changes	First Interim	Rev #3 Changes	Second Interim	Rev #4 Changes	Final Budget
<b>Beginning Balance</b>	177,065	427	177,492		177,492			-	
<b>Revenues</b>									
LCFF	-	-	-	-	-	-	-	-	-
Federal Revenues	-	-	-	-	-	-	-	-	-
State Revenues	-	-	-	-	-	-	-	-	-
Local Revenues	600	-	600	-	600	-	-	-	-
<b>Total Revenues</b>	600	-	600	-	600	-	-	-	-
<b>Expenditures</b>									
Certificated Salaries	-	-	-	-	-	-	-	-	-
Classified Salaries	-	-	-	-	-	-	-	-	-
Benefits	-	-	-	-	-	-	-	-	-
Books & Supplies	-	-	-	-	-	-	-	-	-
Services	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Outgo	-	-	-	-	-	-	-	-	-
Indirect Costs	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	-	-	-	-	-	-	-	-	-
<b>Surplus (Deficit)</b>	600		600		600		-		-
<b>Transfers In (Out)</b>	19,426	-	19,426		19,426				
<b>Ending Fund Balance</b>	197,091		197,518	-	197,518		-		-
<b>Components of Ending Fund Balance</b>									
a Revolving Cash		-	-	-	-	-	-	-	-
b Restricted Balances									
c Committed									
d Assigned		-	-	-	-	-	-	-	-
e Resv for Ec Unc	197,091	427	197,518		197,518				
<b>Ending Fund Balance</b>	197,091		197,518	-	197,518		-		-

-

No Changes

## Pacific Grove Unified School District

# Budget Revisions - Building Fund 21

	Original Budget	Rev #1 Changes	Unaud Actuals	Rev #2 Changes	First Interim	Rev #3 Changes	Second Interim	Rev #4 Changes	Final Budget
<b>Beginning Balance</b>	<b>571,954</b>	(29,848)	<b>542,106</b>		<b>542,106</b>			-	
<b>Revenues</b>									
LCFF	-	-	-	-	-	-	-	-	-
Federal Revenues	-	-	-	-	-	-	-	-	-
State Revenues	-	-	-	-	-	-	-	-	-
Local Revenues	2,403,000	-	2,403,000	-	2,403,000	-	-	-	-
<b>Total Revenues</b>	<b>2,403,000</b>	-	<b>2,403,000</b>	-	<b>2,403,000</b>	-	-	-	-
<b>Expenditures</b>									
Certificated Salaries	-	-	-	-	-	-	-	-	-
Classified Salaries	-	-	-	-	-	-	-	-	-
Benefits	-	-	-	-	-	-	-	-	-
Supplies	500,000	(10,000)	490,000	-	490,000	-	-	-	-
Services	-	14,237	14,237	-	14,237	-	-	-	-
Capital Outlay	-	454,932	454,932	-	454,932	-	-	-	-
Other Outgo	-	-	-	-	-	-	-	-	-
Indirect Costs	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>500,000</b>	<b>459,169</b>	<b>959,169</b>	-	<b>959,169</b>	-	-	-	-
<b>Surplus (Deficit)</b>	<b>1,903,000</b>		<b>1,443,831</b>		<b>1,443,831</b>		-		-
<b>Transfers In (Out)</b>	-	-	-	-	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>2,474,954</b>		<b>1,985,937</b>	-	<b>1,985,937</b>		-		-

<b>Components of Ending Fund Balance</b>									
<b>a</b> Revolving Cash		-	-	-	-	-	-	-	-
<b>b</b> Restricted Balances									
<b>c</b> Committed									
<b>d</b> Assigned		-	-	-	-	-	-	-	-
<b>e</b> Resv for Ec Unc	2,474,954	(489,017)	1,985,937		1,985,937			-	
<b>Ending Fund Balance</b>	<b>2,474,954</b>		<b>1,985,937</b>	-	<b>1,985,937</b>		-		-

no changes



## Pacific Grove Unified School District

## Budget Revisions - Capital Projects Fund 40

	Original Budget	Rev #1 Changes	Unaud Actuals	Rev #2 Changes	First Interim	Rev #3 Changes	Second Interim	Rev #4 Changes	Final Budget
<b>Beginning Balance</b>	585,310	(13,355)	571,955		571,955			-	
<b>Revenues</b>									
LCFF	-	-	-	-		-		-	
Federal Revenues	-	-	-	-		-		-	
State Revenues	-	-	-	-		-		-	
Local Revenues	220,000	14,082	234,082	-	234,082			-	
<b>Total Revenues</b>	<b>220,000</b>	<b>14,082</b>	<b>234,082</b>	<b>-</b>	<b>234,082</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditures</b>									
Certificated Salaries	-	-	-	-		-	-	-	
Classified Salaries	-	-	-	-		-		-	
Benefits	-	-	-	-				-	
Books & Supplies	50,000	22,342	72,342	20,553 a	92,895			-	
Services	50,000	68,673	118,673	-	118,673			-	
Capital Outlay	100,000	228,116	328,116	-	328,116			-	
Other Outgo	-	29,435	29,435	54,170 b	83,605			-	
Indirect Costs	-	-	-		-	-		-	
<b>Total Expenditures</b>	<b>200,000</b>	<b>348,566</b>	<b>548,566</b>	<b>74,723</b>	<b>623,289</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Surplus (Deficit)</b>	<b>20,000</b>		<b>(314,484)</b>		<b>(389,207)</b>		<b>-</b>		<b>-</b>
<b>Transfers In (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Ending Fund Balance</b>	<b>605,310</b>		<b>257,471</b>	<b>(74,723)</b>	<b>182,748</b>		<b>-</b>		<b>-</b>
<b>Components of Ending Fund Balance</b>									
a Revolving Cash		-	-	-	-	-	-	-	-
b Restricted Balances									
c Committed									
d Assigned		-	-	-	-	-	-	-	-
e Resv for Ec Unc	605,310	(347,839)	257,471		182,748			-	
<b>Ending Fund Balance</b>	<b>605,310</b>		<b>257,471</b>	<b>(74,723)</b>	<b>182,748</b>		<b>-</b>		<b>-</b>

20,553 a to increase budget due to 1) Camera Project and 2) Materials and Supplies for new classrooms

54,170 b to increase budget due to first payment for the new bus approved by Board

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

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

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**RECOMMENDATION:**

The Administration recommends that the Board accept the Quarterly Treasurer's Report for the quarter ending September 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 in turn invests these funds in the various instruments identified in the attached report.

**INFORMATION:**

As indicated in the attached Treasurer's Report, the current investment portfolio is "in compliance with all applicable provisions of state law and the adopted investment policy, and contains sufficient liquidity to meet all projected outflows over the next six months". The portfolio is currently returning an annualized yield of 1.54%.

**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 Phillips and carried by those members present, the Board of Supervisors hereby:

Received and accepted the Treasurer's Report of Investments for the Quarter Ending September 30, 2016.

PASSED AND ADOPTED on this 1st day of November 2016, by the following vote, to wit:

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

NOES: None

ABSENT: None

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 79 for the meeting on November 1, 2016.

Dated: November 7, 2016  
File ID: 16-1209

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

By Denise Hancock  
Deputy



# Monterey County

Consent Agenda Item K  
168 West Alisal Street,  
1st Floor  
Salinas, CA 93901  
831.755.5066

## Board Report

Legistar File Number: 16-1209

November 01, 2016

Introduced: 10/18/2016

Current Status: Consent Agenda

Version: 1

Matter Type: General Agenda Item

Receive and Accept the Treasurer's Report of Investments for the Quarter Ending September 30, 2016.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

Receive and Accept the Treasurer's Report of Investments for the Quarter Ending September 30, 2016.

### SUMMARY:

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

### DISCUSSION:

During the July - September quarter, U.S. Treasury rates rose on the shorter end of the yield curve as market expectations for a rate hike this year inched up based on speeches by Fed officials and the Federal Open Market Committee (FOMC). Longer-maturity U.S. Treasury yields have fallen substantially this year over concerns about global growth and global demand given the negative yields abroad.

On September 30, 2016, the Monterey County investment portfolio contained an amortized book value of \$1,118,029,849.61 spread among 82 separate securities and funds. The par value of those funds was \$1,116,939,220.11, with a market value of \$1,120,520,653.12 or 100.22% of amortized book value. The portfolio's net earned income yield for the period was 1.54%. The portfolio produced an estimated quarterly income of \$4,530,360.12 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 County Treasury outperformed all of the portfolio benchmarks due to a consistent investment strategy that uses short term debt to provide liquidity, while also taking advantage of higher rates in the 1 to 3 year investment range.

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

OTHER AGENCY INVOLVEMENT:

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

FINANCING:

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

Prepared by: Susanne King, Treasury Manager, x5490

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

All attachments are on file with the Clerk of the Board:

Exhibit A - Investment Portfolio Review 09.30.16

Exhibit B - Portfolio Management Report 09.30.16

Exhibit C - Monterey County Historical Yields vs. Benchmarks

Exhibit D - Aging Report 10.01.16

cc:

County Administrative Office

County Counsel

Auditor-Controller - Internal Audit Section

All depositors

Treasury Oversight Committee



## Exhibit A

### Investment Portfolio Review

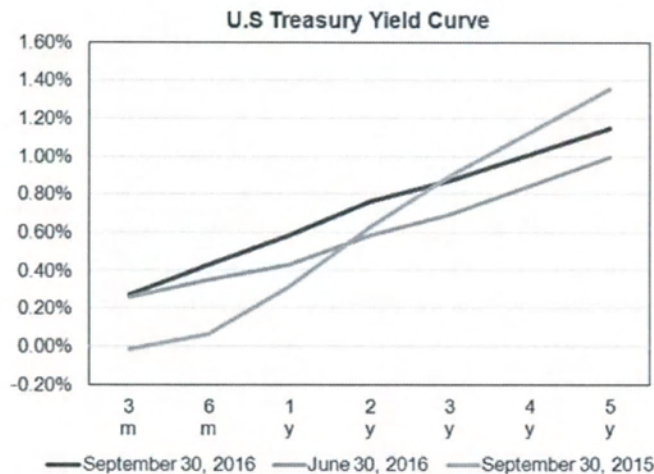
### Quarter Ending September 30, 2016

#### OVERVIEW July 1, 2016 – September 30, 2016

During the July - September quarter yields on U.S. Treasuries increased modestly over the previous quarter, but still remain substantially lower than a year ago. The Federal Reserve's reluctance to raise rates this quarter put downward pressure on short and intermediate term yields, while the perception of a modest rise in labor costs and increase in commodity prices pressured long-term maturity yields upward. This movement heightened expectations for a possible hike in the Federal Rate for later this year. Inflation has continued to run below the Fed Committee's 2% objective, partly reflecting earlier declines in energy prices and decreasing prices of non-energy imports. In addition, the unemployment data shows that job gains have been solid on average.

#### U.S. TREASURY YIELD CURVE

- Longer-maturity U.S. Treasury yields have fallen substantially this year over concerns about global growth and global demand given negative yields abroad.
- On the shorter end of the curve, rates rose during the quarter, as market expectations for a rate hike this year inched up following speeches by Fed officials and the FOMC seeing a stronger case for increasing rates by year-end.



**Yield Curve History**

	9/30/15	6/30/16	9/30/16
3-Month	-0.02%	0.26%	0.28%
6-Month	0.07%	0.35%	0.43%
1-Year	0.31%	0.44%	0.59%
2-Year	0.63%	0.58%	0.76%
3-Year	0.90%	0.69%	0.88%
5-Year	1.36%	1.00%	1.15%
7-Year	1.74%	1.28%	1.42%
10-Year	2.04%	1.47%	1.60%
30-Year	2.85%	2.29%	2.32%

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, notes and negotiable CDs as well as maintaining federal



agencies 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 Federal Agencies and highly rated corporate debt. 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 82 separate 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	Overnight Liquid Assets	US Treasuries	Federal Agencies	Commercial Paper
16%	9%	20%	10%	36%	11%

• Total may not equal 100% due to rounding

3. Credit Risk – Approximately 86% 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. All corporate debt (16%) is rated in the higher levels of investment grade and 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	A-1+ (Short-Term)	A-1 (Short-Term)	Aaf/S1+ (CalTrust)	Not Rated (LAIF/MMF)
1%	6%	48%	2%	10%	1%	3%	2%	14%	10%	3%

4. Liquidity Risk – Liquidity risk, as measured by the ability of the County's Treasury to meet withdrawal demands on invested assets, was adequately managed during the July to September quarter. The portfolio's average weighted maturity was 491 days, and the County maintained \$206M (18%) in overnight investments to provide immediate liquidity. In addition, the County maintained \$191M (17%) in securities with maturities under a year to provide additional liquidity.

**PORTFOLIO CHARACTERISTICS**

	<u>June 30, 2016</u>	<u>September 30, 2016</u>
Total Assets	\$1,299,086,359.71	\$1,118,029,849.61
Market Value	\$1,298,648,951.83	\$1,120,520,653.12
Days to Maturity	491	491
Yield	1.03%	1.54%
Estimated Earnings	\$3,429,732.19	\$4,530,360.12

**FUTURE STRATEGY**

The Treasurer has 64% invested in the 1-3 year maturity range to take advantage of the higher yields offered in that part of the yield curve. We will continue to run the portfolio to manage safety and risk while maximizing the rate of return.



# Exhibit B

Consent Agenda Item K

## Monterey County Portfolio Management Portfolio Details - Investments September 30, 2016

Page 1

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
<b>Money Market Accts - GC 53601(k)(2)</b>												
SYS11672	11672	BlackRock			0.00	0.00	0.00	0.337			0.337	
SYS11830	11830	Federated		07/01/2016	0.00	0.00	0.00	0.101	Aaa	AAA	0.101	
SYS11578	11578	Fidelity Investments			0.00	0.00	0.00	0.439	Aaa	AAA	0.439	
<b>Subtotal and Average</b>			<b>12,147,162.22</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>				<b>0.000</b>	
<b>State Pool - GC 16429.1</b>												
SYS11361	11361	LAIF			30,000,000.00	30,000,000.00	30,000,000.00	0.546			0.546	
<b>Subtotal and Average</b>			<b>46,304,347.83</b>		<b>30,000,000.00</b>	<b>30,000,000.00</b>	<b>30,000,000.00</b>				<b>0.546</b>	
<b>CALTRUST/CAMP - GC 53601(p)</b>												
SYS11801	11801	CalTrust			110,000,000.00	110,000,000.00	110,000,000.00	0.800	Aaa	AAA	0.800	
SYS10379	10379	Calif. Asset Mgmt			65,000,000.00	65,000,000.00	65,000,000.00	0.628		AAA	0.628	
SYS11961	11961	Calif. Asset Mgmt			465,959.07	465,959.07	465,959.07	0.634		AAA	0.634	
<b>Subtotal and Average</b>			<b>166,101,828.64</b>		<b>175,465,959.07</b>	<b>175,465,959.07</b>	<b>175,465,959.07</b>				<b>0.736</b>	
<b>SWEEP ACCOUNT-MORG STNLY</b>												
SYS12041	12041	Morgan Stanley			428,261.04	428,261.04	428,261.04	0.289			0.289	
<b>Subtotal and Average</b>			<b>1,571,171.82</b>		<b>428,261.04</b>	<b>428,261.04</b>	<b>428,261.04</b>				<b>0.289</b>	
<b>Negotiable CDs - GC 53601 (i)</b>												
13606AM70	12093	Canadian Imperial Bank NY		07/29/2016	20,000,000.00	20,014,000.00	20,000,000.00	1.100	P-1	A-1	1.100	02/23/2017
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 Enskilda 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	14,007,000.00	14,000,000.00	1.275			1.160	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
<b>Subtotal and Average</b>			<b>91,913,043.48</b>		<b>98,000,000.00</b>	<b>98,021,000.00</b>	<b>98,000,000.00</b>				<b>1.457</b>	
<b>Medium Term Notes - GC 53601(k)</b>												
0258M0DP1	12088	American Express Credit		06/27/2016	10,000,000.00	10,204,100.00	10,164,358.33	2.250	A2	A-	1.660	08/15/2019
037833BQ2	12066	Apple Inc Corp Notes		02/23/2016	6,000,000.00	6,067,980.00	5,999,186.08	1.700	Aa1	AA+	1.706	02/22/2019
084664BS9	12031	Berkshire Hathaway Finance		04/24/2015	10,000,000.00	10,034,100.00	10,053,989.74	1.600	Aa2	AA	0.724	05/15/2017
084670BX5	12098	Berkshire Hathaway Finance		08/15/2016	2,415,000.00	2,413,695.90	2,414,728.71	1.150	Aa2	AA	1.156	08/15/2018
166764AE0	12049	Chevron Corp. Global		11/25/2015	8,175,000.00	8,247,021.75	8,202,520.97	1.718	Aa1	AA	1.519	06/24/2018

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Organizational Meeting & Regular Meeting of December 8, 2016

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Report Ver. 7.3.6.1

# Exhibit B

## Monterey County Portfolio Management Portfolio Details - Investments September 30, 2016

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
<b>Medium Term Notes - GC 53601(k)</b>												
17275RBG6	12104	Cisco Systems Inc Corp		09/20/2016	9,000,000.00	9,007,830.00	8,990,111.75	1.400	A1		1.438	09/20/2019
172967KS9	12085	Citibank		06/09/2016	3,840,000.00	3,869,222.40	3,838,210.66	2.050	Baa1	A-	2.068	06/07/2019
25468PDH6	12064	The Walt Disney Copr		01/08/2016	2,710,000.00	2,741,300.50	2,707,252.91	1.650	A2	A	1.696	01/08/2019
369604BC6	12010	General Electric		01/23/2015	10,000,000.00	10,482,000.00	10,474,699.90	5.250	Aa	AA	1.150	12/06/2017
38141GVT8	12074	Goldman Sachs		04/25/2016	1,415,000.00	1,424,423.90	1,411,634.50	2.000	A3	BBB+	2.096	04/25/2019
38141GVT8	12075	Goldman Sachs		04/26/2016	7,210,000.00	7,258,018.60	7,206,048.47	2.000	A3	BBB+	2.022	04/25/2019
02665WBA8	12068	American Honda Finance		02/23/2016	3,780,000.00	3,812,167.80	3,779,396.74	1.700	A1	A+	1.707	02/22/2019
02665WBE0	12091	American Honda Finance		07/12/2016	2,500,000.00	2,485,350.00	2,497,682.87	1.200	A1	A+	1.234	07/12/2019
459200JE2	12067	IBM Corp Notes		02/19/2016	20,000,000.00	20,288,000.00	19,993,358.56	1.800			1.812	05/17/2019
24422ETE9	12063	John Deere Capital Corp		01/08/2016	8,300,000.00	8,436,784.00	8,299,623.27	1.950	A2	A	1.952	01/08/2019
478160BF0	12000	Johnson & Johnson		12/23/2014	2,000,000.00	2,000,100.00	2,000,000.00	0.700	Aaa	AAA	0.700	11/28/2016
46625HQU7	12081	JP Morgan Chase		05/26/2016	10,000,000.00	10,056,300.00	10,014,469.98	1.850	A3	A	1.789	03/22/2019
594918BN3	12095	MICROSOFT CORP		08/08/2016	6,500,000.00	6,479,265.00	6,493,633.55	1.100	Aaa	AAA	1.135	08/08/2019
713448DE5	12070	Pepsico Inc Corp Note		02/24/2016	3,850,000.00	3,875,564.00	3,849,108.25	1.500	A1	A	1.510	02/22/2019
717081DU4	12083	PFIZER INC		06/03/2016	10,000,000.00	10,059,300.00	9,989,845.56	1.450	A1	AA	1.489	06/03/2019
89233P5S1	11839	Toyota Motor Corporation		02/29/2012	5,000,000.00	5,010,750.00	5,006,317.54	2.050	Aa	AA	1.580	01/12/2017
89236TCA1	12009	Toyota Motor Corporation		01/16/2015	10,000,000.00	10,037,500.00	10,021,250.56	1.450	Aa	AA	1.280	01/12/2018
89233P6S0	12018	Toyota Motor Corporation		03/30/2015	10,000,000.00	10,008,900.00	10,014,238.23	1.250	Aaa	AA	1.107	10/05/2017
94974BFG0	12021	Wells Fargo & Company		04/07/2015	10,000,000.00	10,012,700.00	10,042,543.54	1.500	Aaa	AA	1.164	01/16/2018
94974BFU9	12089	Wells Fargo & Company		06/27/2016	10,000,000.00	10,138,500.00	10,160,154.19	2.125	A2	A	1.483	04/22/2019
<b>Subtotal and Average</b>			<b>177,454,709.88</b>		<b>182,695,000.00</b>	<b>184,450,873.85</b>	<b>183,624,364.86</b>				<b>1.485</b>	
<b>Commercial Paper Disc.- GC 53601(h)</b>												
06366GQH5	12086	Bank of Montreal Chicago		06/24/2016	20,000,000.00	19,891,800.00	19,905,160.67	1.022	P-1	A-1	1.044	03/17/2017
06538BKR3	12076	Bank of Tokyo-MITS		04/25/2016	20,000,000.00	19,992,400.00	19,988,133.33	0.890	P-1	A-1	0.909	10/25/2016
09659BLJ7	12079	BNP Paribas NY		05/24/2016	20,000,000.00	19,980,600.00	19,975,466.67	0.920	P-1	A-1	0.924	11/18/2016
22533TQ66	12102	Credit Agricole CIB NY		09/07/2016	20,000,000.00	19,899,000.00	19,894,266.67	1.220	P-1	A-1	1.227	03/06/2017
4497WONQ7	12092	ING		07/29/2016	20,000,000.00	19,931,638.86	19,931,638.86	1.070	P-1	A-1	1.076	01/24/2017
21687AMT7	12087	Rabobank Nederland		06/24/2016	20,000,000.00	19,959,000.00	19,958,433.33	0.860	P-1	A-1	0.878	12/27/2016
<b>Subtotal and Average</b>			<b>111,837,396.55</b>		<b>120,000,000.00</b>	<b>119,654,438.86</b>	<b>119,653,099.53</b>				<b>1.010</b>	
<b>Fed Agcy Coupon Sec - GC 53601(f)</b>												
3133EEFE5	12008	Federal Farm Credit Bank		01/12/2015	10,000,000.00	10,043,400.00	10,017,877.27	1.125	Aaa	AA	0.975	12/18/2017
3133EEMA5	12011	Federal Farm Credit Bank		01/30/2015	10,000,000.00	10,136,700.00	10,006,208.25	1.500	Aaa	AA	1.480	12/30/2019
3133EELZ1	12012	Federal Farm Credit Bank		02/02/2015	10,000,000.00	10,021,400.00	10,016,182.59	1.000	Aaa	AA	0.890	03/29/2018

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# Exhibit B

Consent Agenda Item K

## Monterey County Portfolio Management Portfolio Details - Investments September 30, 2016

Page 3

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
<b>Fed Agcy Coupon Sec - GC 53601(f)</b>												
3133EETE0	12020	Federal Farm Credit Bank		04/01/2015	10,000,000.00	10,049,900.00	10,027,449.48	1.125	Aaa	AA	0.932	03/12/2018
313378A43	11925	Federal Home Loan Bank		05/02/2013	10,000,000.00	10,081,500.00	10,086,995.54	1.375	Aaa	AA	0.758	03/09/2018
313383A68	11928	Federal Home Loan Bank		06/13/2013	10,000,000.00	10,000,300.00	10,000,000.00	1.080	Aaa	AA	1.080	06/13/2018
313378QK0	11966	Federal Home Loan Bank		04/04/2014	10,000,000.00	10,220,800.00	10,013,198.75	1.875	Aaa	AA	1.818	03/08/2019
3130A4Q70	12032	Federal Home Loan Bank		04/23/2015	10,000,000.00	10,022,000.00	10,021,046.97	1.000	Aaa	AA+	0.811	11/17/2017
3130A8BD4	12082	Federal Home Loan Bank		05/27/2016	32,000,000.00	32,122,880.00	31,935,596.60	0.875	Aaa	AA+	0.992	06/29/2018
3130A8DB6	12084	Federal Home Loan Bank		06/03/2016	16,935,000.00	17,005,280.25	16,928,651.69	1.125	Aaa	AA+	1.139	06/21/2019
3130A8DB6	12090	Federal Home Loan Bank		07/12/2016	26,000,000.00	26,107,900.00	26,229,055.34	1.125	Aaa	AA+	0.797	06/21/2019
3130A8PK3	12097	Federal Home Loan Bank		08/15/2016	18,000,000.00	17,929,800.00	17,924,906.63	0.625	Aaa	AA+	0.853	08/07/2018
3130A8BD4	12099	Federal Home Loan Bank		08/15/2016	15,250,000.00	15,308,560.00	15,253,134.47	0.875	Aaa	AA+	0.863	06/29/2018
3130A9AE1	12101	Federal Home Loan Bank		08/29/2016	17,500,000.00	17,492,300.00	17,488,157.51	0.875	Aaa	AA+	0.909	10/01/2018
3134G3S50	11887	Federal Home Loan Mtg Corp		11/30/2012	10,000,000.00	10,002,400.00	10,000,534.79	0.625	Aaa	AA	0.560	11/01/2016
3134G42G2	11917	Federal Home Loan Mtg Corp		04/30/2013	10,000,000.00	10,000,100.00	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	10,000,800.00	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	10,000,800.00	9,999,675.56	1.050	Aaa	AA	1.052	05/15/2018
3137EADL0	11987	Federal Home Loan Mtg Corp		08/25/2014	10,000,000.00	10,031,200.00	9,990,146.97	1.000	Aaa	AA	1.101	09/29/2017
3137EADZ9	12100	Federal Home Loan Mtg Corp		08/29/2016	17,500,000.00	17,577,700.00	17,573,888.11	1.125	Aaa	AA+	0.956	04/15/2019
3137EAD7	12103	Federal Home Loan Mtg Corp		09/16/2016	10,150,000.00	10,145,331.00	10,145,723.26	0.875	Aaa	AA+	0.896	10/12/2018
3135G0XA6	11924	Federal National Mtg Assn		05/21/2013	10,000,000.00	10,000,900.00	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	9,995,600.00	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	10,008,900.00	9,972,918.57	0.875	Aaa	AA	1.045	05/21/2018
3136FTS67	12013	Federal National Mtg Assn		02/03/2015	10,000,000.00	10,171,500.00	10,127,178.96	1.700	Aaa	AA	1.157	02/27/2019
3135G0YM9	12033	Federal National Mtg Assn		04/23/2015	10,000,000.00	10,204,000.00	10,156,769.31	1.875	Aaa	AA+	1.060	09/18/2018
3135G0RT2	12039	Federal National Mtg Assn		10/22/2015	10,000,000.00	10,014,900.00	10,018,677.25	0.875	Aaa	AA+	0.720	12/20/2017
3135G0TG8	12040	Federal National Mtg Assn		10/22/2015	10,000,000.00	10,013,400.00	10,016,685.35	0.875	Aaa	AA+	0.750	02/08/2018
3135G0J53	12069	Federal National Mtg Assn		02/23/2016	21,150,000.00	21,180,033.00	21,110,133.32	1.000	Aaa	AA+	1.080	02/26/2019
3135G0N33	12094	Federal National Mtg Assn		08/08/2016	18,675,000.00	18,602,354.25	18,633,634.53	0.875	Aaa	AA+	0.954	08/02/2019
3135G0J53	12096	Federal National Mtg Assn		08/09/2016	7,900,000.00	7,911,218.00	7,918,108.40	1.000	Aaa	AA+	0.903	02/26/2019
<b>Subtotal and Average</b>			<b>372,997,727.85</b>		<b>401,060,000.00</b>	<b>402,403,856.50</b>	<b>401,612,535.47</b>				<b>0.980</b>	
<b>US Treasury Note-GC 53601(b)</b>												
912828A34	12042B	U.S. Treasury		11/10/2015	5,290,000.00	5,338,773.80	5,290,000.00	1.250	Aaa	AA	1.250	11/30/2018
912828A34	12044	U.S. Treasury		11/16/2015	17,000,000.00	17,156,740.00	17,015,123.87	1.250	Aaa	AA	1.208	11/30/2018
912828VE7	12045	U.S. Treasury		11/16/2015	17,000,000.00	17,067,150.00	16,981,737.21	1.000	Aaa	AA+	1.066	05/31/2018
912828A34	12052	U.S. Treasury		11/25/2015	10,000,000.00	10,092,200.00	10,001,681.71	1.250	Aaa	AA	1.242	11/30/2018

Run Date: 10/13/2016 - 13:55

Portfolio INVT  
AP  
PM (PRF\_PM2) 7.3.0

# Exhibit B

Consent Agenda Item K

## Monterey County Portfolio Management Portfolio Details - Investments September 30, 2016

Page 4

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)												
912828WD8	12056	U.S. Treasury		12/22/2015	40,000,000.00	40,362,400.00	40,011,374.52	1.250	Aaa	AA+	1.236	10/31/2018
912828VE7	12062	U.S. Treasury		12/22/2015	20,000,000.00	20,079,000.00	19,945,712.33	1.000	Aaa	AA+	1.166	05/31/2018
Subtotal and Average			186,492,842.04		109,290,000.00	110,096,263.80	109,245,629.64				1.194	
Total and Average			1,166,820,230.29		1,116,939,220.11	1,120,520,653.12	1,118,029,849.61				1.079	

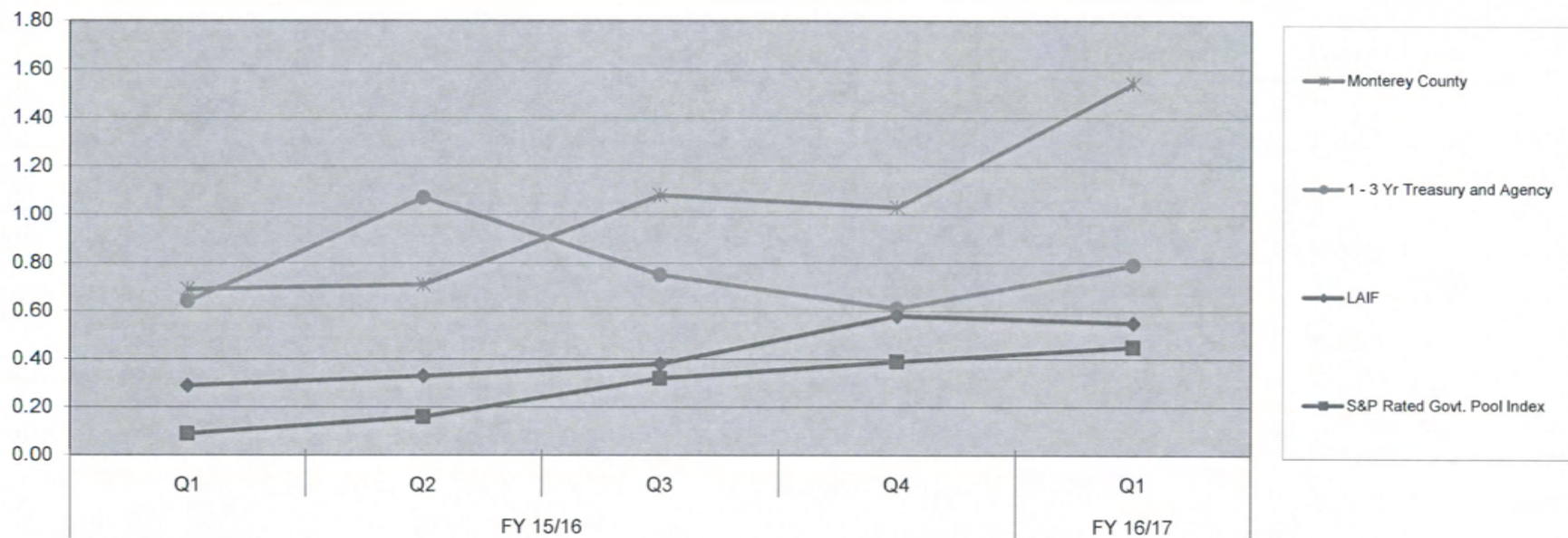
Run Date: 10/13/2016 - 13:55

Portfolio INVT  
AP  
PM (PRF\_PM2) 7.3.0



## Exhibit C

### Monterey County Historical Yields vs. Benchmarks



Quarterly Yield	FY 15/16				FY 16/17			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Monterey County	0.69	0.71	1.08	1.03	1.54			
1 - 3 Yr Treasury and Agency	0.64	1.07	0.75	0.61	0.79			
LAIF	0.29	0.33	0.38	0.58	0.55			
S&P Rated Govt. Pool Index	0.09	0.16	0.32	0.39	0.45			

The S&P Index yields are obtained from Bloomberg

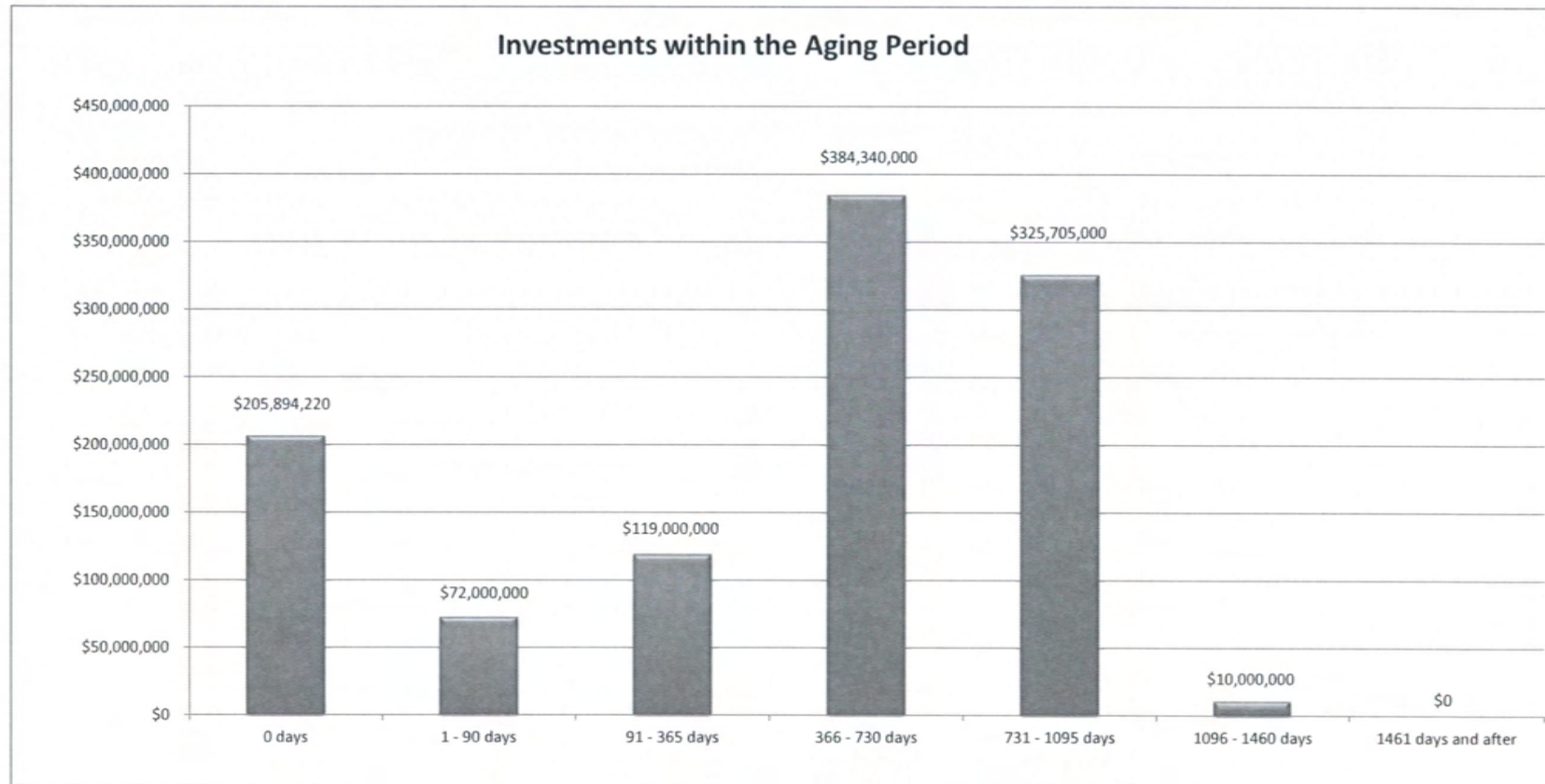
The 1-3 Yr Treas and Agy yields are obtained from the B of A Merrill Lynch Global Bond Indices/Bloomberg





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

				Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value
Aging Interval:	0 days	(10/01/2016 - 10/01/2016)	8 Maturities	205,894,220.11	18.43%	205,894,220.11	205,894,220.11
Aging Interval:	1 - 90 days	(10/02/2016 - 12/30/2016)	5 Maturities	72,000,000.00	6.45%	71,922,568.12	71,934,500.00
Aging Interval:	91 - 365 days	(12/31/2016 - 10/01/2017)	8 Maturities	119,000,000.00	10.65%	118,781,520.45	118,819,488.86
Aging Interval:	366 - 730 days	(10/02/2017 - 10/01/2018)	31 Maturities	384,340,000.00	34.41%	385,033,504.55	385,659,407.65
Aging Interval:	731 - 1095 days	(10/02/2018 - 10/01/2019)	29 Maturities	325,705,000.00	29.16%	326,391,828.13	328,076,336.50
	1096 - 1460 days	(10/02/2019 - 09/30/2020)	1 Maturities	10,000,000.00	0.90%	10,006,208.25	10,136,700.00
	1461 days and after	(10/01/2020 - )	0 Maturities	0.00	0.00%	0.00	0.00
Total for			82 Investments	1,116,939,220.11	100.00	1,118,029,849.61	1,120,520,653.12



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

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

---

**RECOMMENDATION:**

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

**BACKGROUND:**

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

**INFORMATION:**

For the second quarter of the 2016/17 academic year, there were no incidents or complaints filed against any of the criteria: Therefore, it is acknowledged that

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

**FISCAL IMPACT:**

None.

## Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

District: Pacific Grove Unified School District

☒

Person completing this form: Mandi Freitag Title: Executive Assistant

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

☐ April 2016

☐ July 2016

Date for information to be reported publicly at governing board meeting: December 8, 2016

Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

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

Ralph Gómez Porras

**Print Name of District Superintendent**



**Signature of District Superintendent**

December 8, 2016

**Date**



**SUBJECT:** Public Hearing of Pacific Grove Teachers Association Sunshine List for 2016-17

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

---

**RECOMMENDATION:**

The Administration recommends that the Board hold a public hearing for the sunshine topics for the 2016-17 PGTA negotiations. [A copy of the sunshine list was posted at each school site five business days prior to the Board meeting.]

**INFORMATION:**

Government Code Section 3457 provides the basis and procedures for the recognition of the Pacific Grove Teachers Association's initial proposal for negotiations with the Pacific Grove Unified School District for the 2016-17 school year. The public hearing will provide an opportunity for the community to comment on the following:

1. Class Sizes
2. Professional Development
3. Equity in Special Ed Services (students dispersed in classes plus programs at each site)
4. Transfers/Vacancies
5. CTE positions (possible change to permanent status)
6. Adjunct Duties
7. Wages and Benefits

**FISCAL IMPACT:**

To be assessed during negotiations.



www.pgusd.org

Public Hearing A

# PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue Pacific Grove, CA 93950

Ralph Gomez Porras  
Superintendent  
(831) 646-6520  
Fax (831) 646-6500  
rporras@pgusd.org

Rick Miller  
Assistant Superintendent  
Business Services  
(831) 646-6509  
rmiller@pgusd.org

## PUBLIC HEARING NOTICE

At the Board of Education meeting to be held at 7:00 p.m. on Thursday, December 8, 2016, at 435 Hillcrest Avenue, Pacific Grove, California at the District Office, a public hearing is scheduled in compliance with the requirements of Government Code Section 3457 to provide an opportunity for the community to comment on the following:

### **Initial Proposal for Negotiations Submitted by the Pacific Grove Teachers Association Affiliate of the California Teachers Association for the 2016-17 School Year**

The Pacific Grove Teachers Association, California Teachers Association, has submitted an initial proposal for the collective bargaining agreement between the Board of Education of Pacific Grove Unified School District and their association.

Government Code Section 3457 provides the basis and procedures for the recognition of the Pacific Grove Teachers Association, California Teachers Association's Initial Proposal for Negotiations with the Pacific Grove Unified School District for the 2016-17 school year. New subjects of meeting and negotiating arising after approval of this initial proposal shall be made public within 24 hours.

The Pacific Grove Teachers Association is proposing to negotiate the following sections of the Certificated Bargaining Unit Agreement:

1. Class Sizes
2. Professional Development
3. Equity in Special Ed Services (students dispersed in classes plus programs at each site)
4. Transfers/Vacancies
5. CTE positions (possible change to permanent status)
6. Adjunct Duties
7. Wages and Benefits

Posted: 4:00 p.m., Wednesday, November 30, 2016

Copies posted at the PGUSD District Office and school sites



***Teamwork & Innovation***

---

***Chapter President***

**Juliana Dacuyan**

Digital Coach - District Office

[jdacuyan@pgusd.org](mailto:jdacuyan@pgusd.org)

***Vice-President***

**Stephanie Perlstein**

Third Grade Teacher - RHD

[sperlstein@pgusd.org](mailto:sperlstein@pgusd.org)

**To: Dr. Ralph Porras, Superintendent and Mr. Rick Miller, Assistant Superintendent**

**From: Juliana Dacuyan, President, Pacific Grove Teachers' Association 2016-17**

**Subject: Letter of Intent to Bargain, Reopeners**

**Date: November 30, 2016**

**The Pacific Grove Teachers Association would like to negotiate reopeners for the 2016-2017 school year. The articles we propose to open with include the following:**

- 1. Class Sizes**
- 2. Professional Development**
- 3. Equity in Special Ed Services (students dispersed in classes plus programs at each site)**
- 4. Transfers/Vacancies**
- 5. CTE positions (possible change to permanent status)**
- 6. Adjunct Duties**
- 7. Wages and Benefits**

**PGTA reserves the right to amend, modify, delete or add to the above proposals.**

**We look forward to continuing our collaborative relationship with the District. If you have any questions or comments please contact me at [jdacuyan@pgusd.org](mailto:jdacuyan@pgusd.org)**

**Sincerely,**

**Juliana Dacuyan**

**Pacific Grove Teachers Association President**



**SUBJECT:** Public Hearing of District PGUSD/PGTA Negotiations Sunshine Topics for 2016-17

**PERSON(S) RESPONSIBLE:** Matt Bell, PGUSD Lead Negotiator

---

**RECOMMENDATION:**

The Administration recommends that the Board hold a public hearing for the sunshine topics for the 2016-2017 PGUSD/PGTA negotiations. [A copy of the sunshine list was posted at each school site five business days prior to the Board meeting.]

**INFORMATION:**

Based on Government Code 3547, Section A, the Pacific Grove Unified School District administration presents (“sunshines”) the following bargaining proposals/topics for inclusion in contract negotiations with PGTA for the 2016-17 school year.

1. Article V – Leaves  
The District would like to consider setting a limit on the number of years a single job-share can continue.
2. Article VI – Transfers/Assignments  
The District would like to have more flexibility to assign teachers to positions for which they are qualified. The District is interested in expanding situations outlined in VI(E)(1) and clarifying conditions of the placement.
3. Article VIII – Hours of Employment  
The District would like to clarify language in the contract with respect to work year length for counselors and psychologists as outlined in VII(A)(1).
4. Exhibits  
The District is interested in designing evaluation forms for alternative evaluations and re-designing evaluation forms for auxiliary personnel. Additional clarification on other forms may also be considered in negotiations for simplicity or to reflect current practices.

**FISCAL IMPACT:**

While PGTA is in the second year of a two year salary agreement, there could still be fiscal ramifications associated with negotiation recommendations. These will be assessed during negotiations.



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Public Hearing B

# PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue Pacific Grove, CA 93950

Ralph Gomez Porras  
Superintendent  
(831) 646-6520  
Fax (831) 646-6500  
rporras@pgusd.org

Rick Miller  
Assistant Superintendent  
Business Services  
(831) 646-6509  
rmiller@pgusd.org

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**Initial Proposal for Negotiations Submitted by the Pacific Grove Unified School District and the Pacific Grove Teachers Association Affiliate of the California Teachers Association for the 2016-17 School Year.**

The Pacific Grove Teachers Association, California Teachers Association, has submitted an initial proposal for the collective bargaining agreement between the Board of Education of Pacific Grove Unified School District and their association. Government Code Section 3457 provides the basis and procedures for the recognition of the Pacific Grove Teachers Association, California Teachers Association's Initial Proposal for Negotiations with the Pacific Grove Unified School District for the 2016-17 school year. New subjects of meeting and negotiating arising after approval of this initial proposal shall be made public within 24 hours.

The Pacific Grove Unified School District is proposing to negotiate the following sections of the Certificated Bargaining Unit Agreement:

1. Article V – Leaves

The District would like to consider setting a limit on the number of years a single job-share can continue.

2. Article VI – Transfers/Assignments

The District would like to have more flexibility to assign teachers to positions for which they are qualified. The District is interested in expanding situations outlined in VI(E)(1) and clarifying conditions of the placement.

3. Article VIII – Hours of Employment

The District would like to clarify language in the contract with respect to work year length for counselors and psychologists as outlined in VII(A)(1).

4. Exhibits

The District is interested in designing evaluation forms for alternative evaluations and re-designing evaluation forms for auxiliary personnel. Additional clarification on other forms may also be considered in negotiations for simplicity or to reflect current practices.

Posted: 4:00 p.m., Thursday, December 1, 2016

Copies posted at the PGUSD District Office and school sites

**SUBJECT:** Approval of Pacific Grove Teachers Association Sunshine List for 2016-17

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

---

**RECOMMENDATION:**

The District Administration recommends that the Board review and approve the sunshine topics for the 2016-17 PGTA negotiations. [A copy of the sunshine list was posted at each school site five business days prior to the Board meeting.]

**INFORMATION:**

Government Code Section 3457 provides the basis and procedures for the recognition of the Pacific Grove Teachers Association's initial proposal for negotiations with the Pacific Grove Unified School District for the 2016-17 school year. The public hearing will provide an opportunity for the community to comment on the following:

1. Class Sizes
2. Professional Development
3. Equity in Special Ed Services (students dispersed in classes plus programs at each site)
4. Transfers/Vacancies
5. CTE positions (possible change to permanent status)
6. Adjunct Duties
7. Wages and Benefits

**FISCAL IMPACT:**

To be assessed during negotiations.





www.pgusd.org

# PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue Pacific Grove, CA 93950

Ralph Gomez Porras  
Superintendent  
(831) 646-6520  
Fax (831) 646-6500  
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Rick Miller  
Assistant Superintendent  
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Posted: 4:00 p.m., Wednesday, November 30, 2016

Copies posted at the PGUSD District Office and school sites

2016-2017



***Teamwork & Innovation***

---

***Chapter President***

**Juliana Dacuyan**

Digital Coach - District Office

[jdacuyan@pgusd.org](mailto:jdacuyan@pgusd.org)

***Vice-President***

**Stephanie Perlstein**

Third Grade Teacher - RHD

[sperlstein@pgusd.org](mailto:sperlstein@pgusd.org)

**To: Dr. Ralph Porras, Superintendent and Mr. Rick Miller, Assistant Superintendent**

**From: Juliana Dacuyan, President, Pacific Grove Teachers' Association 2016-17**

**Subject: Letter of Intent to Bargain, Reopeners**

**Date: November 30, 2016**

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We look forward to continuing our collaborative relationship with the District. If you have any questions or comments please contact me at [jdacuyan@pgusd.org](mailto:jdacuyan@pgusd.org)

Sincerely,

Juliana Dacuyan

Pacific Grove Teachers Association President

**SUBJECT:** Approval of District PGUSD/PGTA Negotiations Sunshine Topics for 2016-17

**PERSON(S) RESPONSIBLE:** Matt Bell, PGUSD Lead Negotiator

---

**RECOMMENDATION:**

The District Administration recommends that the Board review and approve the sunshine topics for the 2016-2017 PGUSD/PGTA negotiations.

**INFORMATION:**

Based on Government Code 3547, Section A, the Pacific Grove Unified School District administration presents (“sunshines”) the following bargaining proposals/topics for inclusion in contract negotiations with PGTA for the 2016-17 school year.

1. Article V – Leaves  
The District would like to consider setting a limit on the number of years a single job-share can continue.
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The District would like to clarify language in the contract with respect to work year length for counselors and psychologists as outlined in VII(A)(1).
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**FISCAL IMPACT:**

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# PACIFIC GROVE UNIFIED SCHOOL DISTRICT

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4. Exhibits

The District is interested in designing evaluation forms for alternative evaluations and re-designing evaluation forms for auxiliary personnel. Additional clarification on other forms may also be considered in negotiations for simplicity or to reflect current practices.

Posted: 4:00 p.m., Thursday, December 1, 2016

Copies posted at the PGUSD District Office and school sites

**SUBJECT:** Resolution #988 Changing Odd-Year School Board Elections to Even-Year Elections

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

---

**RECOMMENDATION:**

The District Administration recommends the Board review, discuss and adopt if they so choose Resolution #988 changing the odd-year School Board elections to even-year elections.

**BACKGROUND:**

SB 415, Voter Participation, was signed into law by Governor Brown on September 1, 2015. The law encourages school districts, community college districts and county boards of education to consolidate their elections with statewide elections in even-numbered years where voter turnout has been significantly larger.

Elections may be held in odd-numbered years if, by January 1, 2018, a plan has been adopted to consolidate a future election with a statewide election not later than the November 8, 2022, election.

**INFORMATION:**

Many school boards across the state maintain odd-numbered year elections based on Education Code section 35105, which provides the general rule that governing board members serve staggered terms and are elected in odd-numbered years. However, the California legislature has recognized that generally voter participation rates are historically greater during the statewide general elections held in even-numbered years. On September 1, 2015, Governor Jerry Brown signed SB 415 into law, requiring school districts that hold their board elections in odd-numbered year elections and have experienced “significant decrease in voter turnout,” to adopt a plan to transition to even-numbered year general elections no later than January 1, 2018. (Elec. Code 14052, subd. b.) Significant decrease in voter turnout is described as voter turnout at least 25% less than the average voter turnout for the previous four statewide general elections.

Please note that Election Code section 1302 allows school districts the ability to transition to even-numbered year elections regardless of whether they experience decreased voter turnout. A transition to even-numbered year elections generally provides school districts with the following benefits:

- It may reduce operating costs for the school district.
- For incumbents, the transition to even-numbered year elections means each Board member’s term will be extended by one year pursuant to Elections Code section 10404.5, subd. (g). In this manner, no elected trustees are deprived of the right to enjoy office for the term for which they were elected.
- Districts should experience higher voter participation by conducting elections in the general election cycle.

There are three opportunities to change the election cycle from odd-numbered years to even-numbered years.

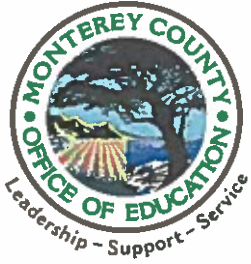
**EARLIEST:** Change the November 7, 2017 Election to November 6, 2018 Election. The term of office of incumbent members of the governing board would be extended by one year: terms expiring in 2017 would expire in 2018; terms expiring in 2019 would expire in 2020.

**MID:** Change the November 5, 2019 Election to November 3, 2020 Election. The term of office of incumbent members of the governing board would be extended by one year: terms expiring in 2019 would expire in 2020; terms expiring in 2021 would expire in 2022.

**LAST:** Change the November 2, 2021 Election to November 8, 2022 Election. The term of office of incumbent members of the governing board would be extended by one year: terms expiring in 2021 would expire in 2022; terms expiring in 2023 would expire in 2024.

**FISCAL IMPACT:**

None.



# Monterey County Office of Education

Dr. Nancy Kotowski  
County Superintendent of Schools

October 12, 2016

To: District Superintendent

From: Dr. Nancy Kotowski, County Superintendent of Schools

Subject: Changing Odd-Year School Board Elections to Even-Year Elections

School & College Legal Services of California's Legal Update, dated September 20, 2016, provides important information regarding governing board elections and organizational meetings (attached). In addition to information regarding conducting your annual school district organizational meeting in December, it is critical to note that **Senate Bill ("SB") 415 may require your district to transition from odd-year to even-year governing board elections.** This memorandum provides a summary of SB 415, and an overview of the process for transitioning from odd-year to even-year elections.

## 1. SB 415

Many school boards across the state maintain odd-numbered year elections based on Education Code section 35105, which provides the general rule that governing board members serve staggered terms and are elected in odd-numbered years. However, the California legislature has recognized that generally voter participation rates are historically greater during the statewide general elections held in even-numbered years. On September 1, 2015, Governor Jerry Brown signed SB 415 into law, requiring school districts that hold their board elections in odd-numbered year elections and have experienced "significant decrease in voter turnout," to adopt a plan to transition to even-numbered year general elections no later than January 1, 2018. (Elec. Code §14052, subd. b.) Significant decrease in voter turnout is described as voter turnout at least 25% less than the average voter turnout for the previous four statewide general elections.

Currently, all school districts within Monterey County hold their school board elections in odd-numbered years and are not consolidated with statewide elections. Therefore, if your school district experienced 25% less voter turnout in the 2015 election than the average voter turnout for the previous four statewide general elections (2014, 2012, 2010, 2008), you will be required to adopt a resolution to initiate the transition to even-numbered year board elections, no later than January 1, 2018. (Elec. Code § 14052, subd. b.) If a resolution to initiate the transition to even-numbered year board elections is passed before January 1, 2018 pursuant to SB 415, the school district has the option to delay the official transition to even-numbered year elections to the 2022 statewide general elections, at the latest. (Elec. Code § 14052, subd. b.)



The Monterey County Elections Office maintains detailed elections data for all elections dating back to the year 2000 on their website. ([http://www.montereycountyelections.us/statements\\_of\\_vote.htm](http://www.montereycountyelections.us/statements_of_vote.htm))

Please note that Election Code section 1302 allows school districts the ability to transition to even-numbered year elections regardless of whether they experience decreased voter turnout. In fact, many school districts around the state have utilized Election Code section 1302 to transition to even-numbered year elections, even when they have not experienced a significant decrease in voter turnout, because a transition to even-numbered year elections generally provides school districts with the following benefits:

- It may reduce operating costs for the school district. According to Monterey County Elections, a school district's cost of participating in an election is based upon the number of jurisdictions sharing the cost of the election and the sum of registered voters. In even year elections, state and federal contests, as well as municipal and county contests will potentially reduce the pro rata share of election cost.
- For incumbents, the transition to even-numbered year elections means each Board member's term will be extended by one year pursuant to Elections Code section 10404.5, subd. (g). In this manner, no elected trustees are deprived of the right to enjoy office for the term for which they were elected.
- Districts should experience higher voter participation by conducting elections in the general election cycle.

**2. There are three opportunities to change the election cycle from odd-numbered years to even-numbered years.**

**EARLIEST:** Change the November 7, 2017 Election to November 6, 2018 Election. The term of office of incumbent members of the governing board would be extended by one year: terms expiring in 2017 would expire in 2018; terms expiring in 2019 would expire in 2020.

**MID:** Change the November 5, 2019 Election to November 3, 2020 Election. The term of office of incumbent members of the governing board would be extended by one year: terms expiring in 2019 would expire in 2020; terms expiring in 2021 would expire in 2022.

**LAST:** Change the November 2, 2021 Election to November 8, 2022 Election. The term of office of incumbent members of the governing board would be extended by one year: terms expiring in 2021 would expire in 2022; terms expiring in 2023 would expire in 2024.

**3. Process for Transition to Even-Numbered Year Elections**

Elections Code section 10404.5 provides the process through which a school district can seek to move school board elections from odd-numbered to even-numbered years. These procedures include the following:

- The School District Board adopts a resolution specifying the change to even-numbered year elections. (Elec. Code § 1302) A sample resolution is attached.

- The School District Board then submits the resolution to the County Board of Supervisors for approval no later than 240 days prior to the next regularly scheduled election. (Elec. Code § 10404.5 subd. a.)
  - Upon receipt by the County Board of Supervisors, the Clerk for the Board of Supervisors notifies all school districts in the County and the County Office of Education to obtain input on the proposed change. (Elec. Code § 10404.5, subd. c.).
  - The County Board of Supervisors has sixty (60) days to approve or deny the District's request for consolidation with the general election. The County Board of Supervisors must approve the resolution unless it finds that the ballot style, voting equipment, or computer capacity is such that additional elections or materials cannot be handled. (Elec. Code § 10404.5, subd. d 1.).
- Within thirty (30) days after the approval of the resolution by the County Board of Supervisors, the County Registrar of Voters notifies all registered voters of the District by mail, at the District's expense, that the election in the odd-numbered year is postponed until the even-numbered year. (Elec. Code § 10404.5, subd. e.)
- If a school board adopts a resolution to move from odd-numbered year to even-numbered year elections and the County Board of Supervisors approves, the terms of incumbent board members may be extended one year. (Elec. Code § 10404.5, subd. g.)

#### **4. Monterey County Process for Submission of Resolution to Transition to Even-Numbered Year Elections**

**If your district chooses to transition to even-numbered year elections, the original school district board resolution should be sent to the County Superintendent of Schools.**

The County Superintendent of Schools will submit all resolutions to the County Registrar of Voters for review. Following review, the resolutions will be sent to the County Board of Supervisors for approval. Therefore, school districts should agendize this as an informational item as soon as possible and for action at a November meeting or, **no later than the December annual organizational meeting.**

**The original resolutions should be sent to the County Superintendent of Schools prior to your holiday break.**

#### **5. Recommendation**

Districts will need to transition to even-numbered year elections no later than 2022. My recommendation is that all districts adopt a resolution to transition in 2018 to avoid calling elections in both even-numbered and odd-numbered years until 2022.

BEFORE THE GOVERNING BOARD OF THE  
**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
 COUNTY OF MONTEREY, STATE OF CALIFORNIA

A Resolution of the Governing Board of the Pacific Grove Unified School District Approving the Rescheduling of Governing Board Member Elections from Odd-Numbered Years to Even-Numbered Years, in Accordance with Elections Code §1302 and Senate Bill 415 (2015-2016 Regular Session), and Requesting the Approval of the County of Monterey to Consolidate the Same with the Statewide General Election Pursuant to Elections Code § 10404.5.

RESOLUTION NO: #988

WHEREAS, on September 1, 2015, Governor Brown signed Senate Bill 415 (Reg. Sess.), codified at Stats. 2015, ch. 235, enacting Elections Code §§ 14050-14057, which would authorize voters to seek a court order to change local elections dates to even-numbered years if voter-turnout in odd-numbered year local elections is substantially lower than the average in recent statewide elections; and

WHEREAS, the Pacific Grove Unified School District currently conducts its elections for members of the Board of Trustees in November of odd-numbered years (*e.g.*, November 2015) pursuant to Education Code § 5000 and Elections Code § 1302 subdivision (a); and

WHEREAS, voter participation in Monterey County is greater for statewide general elections than for odd-year local elections, including school board member elections; and

WHEREAS, the Board believes that rescheduling to even-numbered year elections may enhance voter participation and further increase the percentage of voters participating in the School Board elections; and

WHEREAS, it is considered the view of the Board that starting with the 2022 Board elections, the public interest will be better served by election of its Board members in even-numbered year elections, held in conjunction with the statewide general elections; and

WHEREAS, the Board further recognizes that there may also be a cost savings to the District resulting from aligning the District's elections with the statewide general elections; and

WHEREAS, as a result of these facts, the Board desires to change the date of future Board member elections to be consolidated with the California statewide general election in order to increase and enhance voter participation; and

WHEREAS, Elections Code § 1302(b) establishes a procedure whereby the Board may change the election date for its Board members by adopting a resolution seeking approval of the change by the Board of Supervisors of the affected county, *see* Elec. Code § 10404.5; and

WHEREAS, if the change in election date is approved by the Monterey County Board of Supervisors, it is requested that the new election date be moved from November of odd-numbered years to November of even-numbered years commencing in 2022 with Board members whose terms would have expired in 2021 being extended to 2022 and Board members whose terms would have expired in 2023 being extended to 2024, as required by Elections Code § 10404.5(g) (refer to Exhibit A),

NOW, THEREFORE, BE IT RESOLVED that:

1. The above recitals are true and correct.
2. The undersigned, constituting at least a majority of the members of the Pacific Grove Unified School District Governing Board, do hereby adopt this resolution to consolidate the election date for members of the Board with the state general election in November of even-numbered years, beginning in 2022 pursuant to Elections Code § 1302(b).
3. The Superintendent shall forward the original copy of this resolution to the Monterey County Superintendent of Schools, who will compile the district resolutions, and will explain the rationale for the resolutions and request formal approval of the change by the Monterey County Board of Supervisors at a public meeting within 60 days after submission and after the resolutions have been posted in accordance with law.
4. The District shall pay the expenses of mailing notice of approval of the change in election date by the Monterey County Board of Supervisors as required by Elections Code § 10404.5 subdivision (e).
5. If consolidation of election in 2022 is approved by the Board of Supervisors, the District's next elections will be held in 2017 and 2019 with the consolidation of election with even-numbered year elections occurring in 2022, and each subsequent Board member election will be held two years thereafter in November of even-numbered years.
6. If the consolidation of election is approved, the terms of office of current Board members expiring in November 2021 will be extended to November 2022 and the



terms of Board members expiring in November 2023 will be extended to November 2024 (see Exhibit A).

7. In the event that the Monterey County Board of Supervisors declines to authorize consolidation in 2022 on the grounds specified in Elections Code § 10404.5(d)(1), the Pacific Grove Unified School District Governing Board requests that the Monterey County Board of Supervisors authorize such consolidation at the soonest feasible date.
8. The Superintendent and/or her designee is authorized to take such actions and execute such agreements and documentation as are necessary to effect the intent of this Resolution.

The foregoing RESOLUTION was adopted this 8<sup>th</sup> day of December, 2016, at a regular meeting of the Governing Board of the Pacific Grove Unified School District, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Dated: \_\_\_\_\_

\_\_\_\_\_  
President, Board of Trustees

Pacific Grove Unified School District

### CERTIFICATION

I, \_\_\_\_\_, Clerk of the Board of Trustees of the Pacific Grove Unified School District, do hereby certify that the foregoing Resolution was proposed by Board member \_\_\_\_\_, seconded by Board member \_\_\_\_\_, and was duly passed and adopted by a majority of the members of said Board, at an official and public meeting thereof held on December 8, 2016.

Dated: \_\_\_\_\_

\_\_\_\_\_, Clerk

**EXHIBIT A****Consolidation of Elections - California Elections Code Section 10404.5**

10404.5 (a) A resolution of the governing board of a school district or county board of education to establish an election day pursuant to subdivision (b) of Section 1302 shall be adopted and submitted to the board of supervisors not later than 240 days prior to the date of the currently scheduled election of the district or for the members of the county board of education.

(b) The final date for the submission of the resolution by the governing board of a school district or county board of education to the board of supervisors is not subject to waiver.

(c) The board of supervisors shall notify all school districts and the county board of education located in the county of the receipt of the resolution to consolidate and shall request input from each district on the effect of consolidation.

(d) (1) The board of supervisors, within 60 days from the date of submission, shall approve the resolution unless it finds that the ballot style, voting equipment, or computer capacity is such that additional elections or materials cannot be handled. Prior to the adoption of a resolution to either approve or deny a consolidation request, the board or boards of supervisors may obtain from the elections official a report on the cost-effectiveness of the proposed action.

(2) Public notices of the proceedings in which the resolution is to be considered for adoption shall be made pursuant to Section 25151 of the Government Code.

(e) Within 30 days after the approval of the resolution by the board of supervisors, the elections official shall notify all registered voters of the districts affected by the consolidation of the approval of the resolution by the board of supervisors. The notice shall be delivered by mail and at the expense of the school district or if applicable, the county board of education.

(f) An election day established pursuant to subdivision (b) of Section 1302 shall be prescribed to occur not less than one month, nor more than 12 months, subsequent to the Election Day prescribed in Section 5000 of the Education Code or pursuant to Section 1007 of the Education Code, as appropriate. As used in this subdivision, "12 months" means the period from the Election Day prescribed in Section 5000 of the Education Code or pursuant to Section 1007 of the Education Code, as appropriate, to the first Tuesday after the first Monday in the 12th month subsequent to that day, inclusive.

(g) In the event that the Election Day for a school district governing board or county board of education is established pursuant to subdivision (b) of Section 1302, the term of office of all then incumbent members of that governing board or county board of education shall be extended accordingly.

**SUBJECT:** Pacific Grove High School Course Bulletin for the 2017-18 School Year

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

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**RECOMMENDATION:**

The Pacific Grove High School Administration recommends that the Board review and approve the Pacific Grove High School Course Bulletin for the 2017-18 school year.

**BACKGROUND:**

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

**INFORMATION:**

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

- English 3 will be reinstated and a model of pairing semester senior English courses for non-AP and non-Expository Reading and Writing Course students.
- Career Technical Education (CTE) Pathways are listed along with capstone courses offered once students have taken foundational CTE courses.

More significant changes include the following:

Additional classes all pending UC approval:

- AP Human Geography which will replace Honors History
- Probability and Statistics (c-Mathematics which will be taught with AP Stats)
- Advanced Drama (f-Visual & Performing Arts taught concurrently with Drama)
- 3D Design (f-Visual & Performing Arts which will replace 2D Design)
- IT Essentials (g-electives in CTE pathway)
- Network Engineering (g-electives in CTE pathway)
- Networking Fundamentals (g-electives in CTE pathway)
- Exploring Computer Science (g-electives in CTE pathway)
- AP Computer Science Principles (g-electives in CTE pathway)
- Introduction to Robotics (g-electives in CTE pathway)
- Mobile App Development (g-electives in CTE pathway)
- Therapeutic Services (g-electives, was Sports Med 2)
- Healthcare Occupations (g-electives was Sports Med 1)

Course Sequence Flow Charts have been revised:

- English
- Math

Of interest is a major shift in proposed graduation requirements with respect to health education and computers. Ed. Code §51934, 51262 and 51202 require that HIV/AIDS, steroids use, tobacco, alcohol, narcotics and venereal disease awareness and prevention be taught at the high school level. PGHS has taught this as a semester course along with computer education. This course was designed as a freshman or sophomore course. However, due to competing interests by students wishing to take other courses such as world languages and/or band, these two courses were being taken by mostly juniors and seniors when they no longer had to take PE. Furthermore, computers education was obsolete due to students coming to the high school with proficient knowledge of computers and programs necessary for success at the high school level. By freeing up a course for most juniors and seniors, there will be an increased demand for electives and CTE Pathway courses.

Therefore, administration is recommending that the health curriculum be taught on Mondays (A-day) in PE and that the computers requirement be dropped altogether. The elective requirement would increase from 60 to 70 units maintaining a 230 unit graduation requirement.

**FISCAL IMPACT:**

None

**OPTIONS:**

Give direction to staff to address areas of Board interest.



# **PACIFIC GROVE HIGH SCHOOL**



## **COURSE BULLETIN**

### **2017-2018**

# COURSE BULLETIN

## Table of Contents

	<u>Page</u>
<b>Graduation Requirements.....</b>	1
<b>College Admission Requirements .....</b>	1
Community College.....	1
California State College System.....	2
University of California System.....	2
Private College .....	2
<b>Departmental Offerings</b>	
<b>English .....</b>	3
<b>Foreign Languages</b>	
Spanish.....	8
French.....	9
<b>Social Science .....</b>	11
<b>Science .....</b>	14
<b>Mathematics.....</b>	17
<b>Fine Arts Division</b>	
Music .....	21
Theatre.....	22
Art.....	23
<b>Physical Education .....</b>	24
<b>Additional Course Offerings .....</b>	26
<b>Career Technical Information .....</b>	29
Design and Media Arts Industry .....	30
Information & Computer Technology Industry .....	32
Information & Communication Technology Pathway .....	33
Health Service & Medical Technology Industry .....	35
Hospitality, Tourism & Recreation Industry .....	36
<b>PGHS UC/CSU required A-G courses .....</b>	37

## HIGH SCHOOL GRADUATION REQUIREMENTS

1. To **earn a diploma** from Pacific Grove High School, a student **must earn a minimum of 230 units of credit**, pass the **High School Exit Exam** and complete 48 hours of **community service**.
2. **170 credits** must be **in the required subjects** listed below:
  - A. 40 credits (4 years) of **English**
  - B. 40 credits (4 years) of **Social Science**:
    - 10 credits **Geography** or **Honors Social Studies**
    - 10 credits **World History/Geography**
    - 10 credits **U.S. History**
    - 10 credits **Government & Economics**
  - C. 20 credits (2 years) of **Science** (One year of life science and one year of physical science.)
  - D. 20 credits (2 years) of **Mathematics** (must include Integrated Math II or equivalent)
  - E. 20 credits (2 years) of required **Physical Education** (1 year will include health)
  - F. 10 credits (1 year) of **Fine Arts or Foreign Language**
  - G. 10 credits (1 year) of **Career Technical Education OR (1 year) Additional UC A-G approved course**
  - H. 10 credits (1 year) of **Health/Computers**
  - I. Completion of 60 credits 70 credits of **electives**
  - J. **Extracurricular activities** – (optional) Students may receive a maximum of 10 credits for participating in the following PGHS extracurricular activities; sports, spirit squad, mock trial, play production, musical and ASB/Class officer, TA. Participants will receive 2.5 credits per activity, per semester until they have earned the maximum 10 credits. The credits will be applied to elective credit.

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

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

### **Class Standing**

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

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

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

## COLLEGE ADMISSIONS

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

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

The following persons are eligible for admission:

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

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

Monterey Peninsula College offers three kinds of programs of study:

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

2. **CALIFORNIA STATE UNIVERSITIES**

California State University System  
Entrance Requirements  
[www.csummentor.edu](http://www.csummentor.edu)

Admission to the state universities is dependent upon three factors:

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

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

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

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

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

**CALIFORNIA STATE COLLEGE**  
**AND UNIVERSITY SYSTEM**

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

3. **UNIVERSITY OF CALIFORNIA**

University of California Entrance Requirements  
[www.admission.universityofcalifornia.edu](http://www.admission.universityofcalifornia.edu)

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

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

4. **PRIVATE (INDEPENDENT COLLEGES)**

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



# ENGLISH

The following sequence of courses will be the English Department's offering for 2017-2018

. All students will be placed in appropriate English classes according to their level of reading and writing skills.

Grade 9	English 1	Honors English 1
Grade 10	English 2	Honors English 2
Grade 11	English 3	
Grade 11/12	AP Language	AP Literature
Grade 12	English 4 American Literature	English 4 Poetry & Creative Writing
Grade 12	English 4 Dystopia	English 4 Project Based Research
Grade 12	English 4 Language, Literature & Law	English 4 Science Fiction
Grade 12	English 4 Literature & Dynamics of Social Justice	English 4 Sports Literature
Grade 12	English 4 Literature of War	English 4 World Myths & Legends
Grade 12	English 4 Expository Reading & Writing Course	

## COURSE **ENGLISH 1**

GRADE LEVEL 9

LENGTH 1 year

CREDIT 5 credits per semester

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

## COURSE **HONORS ENGLISH 1**

PREREQUISITE "A" or "B" in previous English class, advanced reading and writing skills, grades and test scores. Passing score on an entrance exam is required. Teacher recommendation may be required.

GRADE LEVEL 9

LENGTH 1 year

CREDIT 5 credits per semester

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

## COURSE **ENGLISH 2**

GRADE LEVEL 10

LENGTH 1 year

CREDIT 5 credits per semester

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

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

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

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

**COURSE** **ENGLISH 4 EXPOSITORY READING AND WRITING**  
**GRADE LEVEL** 12  
**LENGTH** 1 year  
**CREDIT** 10 credits  
**DESCRIPTION** Expository Reading and Writing is a rigorous, rhetorically based, full-year college preparatory English course for high school seniors intending to enroll in a CSU. ERWC is designed to support college-readiness in English. The course's 12 modules, which include a wide variety of nonfiction texts and some literature, emphasize the in-depth study of expository, analytical, and argumentative reading and writing. Students will analyze the interplay of rhetorical devices, vocabulary, and grammar in rich, college-level texts, and then use these same elements in their own expository and persuasive writing. Seniors who pass this class with a C or better can become exempt from taking remedial English and the CSU placement exam (EPT). *UC/CSU approved*

**COURSE** **ENGLISH 4 AMERICAN LITERATURE**  
**GRADE LEVEL** 12  
**LENGTH** 1 semester  
**CREDIT** 5 credits per semester  
**DESCRIPTION** English 3/4 is a college prep course which surveys works of American literature. This course emphasizes written expression and logical argument. This course fosters individual growth in literacy. The students create projects that develop diverse reading, writing, and speaking skills. *UC/CSU approved.*

**COURSE** **ENGLISH 4 DYSTOPIA**  
**GRADE LEVEL** 12  
**LENGTH** 1 Semester  
**CREDIT** 5 credits  
**DESCRIPTION** This class will examine different visions of the potential future through comparing the same themes; free will, government control, and technology. The course will focus on critical thinking, expository writing, and argument. Students will develop reading, writing, speaking, and listening skills as they interpret major works of speculative and dystopian literature. *UC/CSU approved.*

**COURSE** **ENGLISH 4: LANGUAGE, LITERATURE, AND THE LAW**  
**Grade Level:** 12  
**LENGTH** 1 Semester  
**CREDIT** 5 credits per semester  
**DESCRIPTION** This course exposes students to literature and rhetoric that involve the theme of law and politics. Course readings will center on the legal tradition in the United States—how that tradition embeds itself into important works of literature and permeates the political process. The course will challenge students to analyze literature and to think critically about matters of rhetoric. It will also give them an opportunity practice writing arguments and giving speeches in mock courtroom settings. *UC/CSU pending.*

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

**COURSE** **ENGLISH 4 LITERATURE OF WAR**  
**GRADE LEVEL** 12  
**LENGTH** 1 Semester  
**CREDIT** 5 credits  
**DESCRIPTION:** Writing in the wake of the Civil War, poet Walt Whitman insisted that "the real war will never get in the books." Throughout history, the experience of war has fundamentally shaped the ways that societies think about themselves, their fellow citizens, and the world around them. War has also posed challenges of representation, both for those who fought as well as those who did not. This subject examines how the stories of war in poetry, literature, and popular culture have been told. Works will be pulled from various cultures to explore some of the ways that literature has dealt with the subject of war. *UC/CSU pending*

**COURSE** **ENGLISH 4 POETRY AND CREATIVE WRITING**  
**GRADE LEVEL** 12  
**LENGTH** 1 Semester  
**CREDIT** 5 credits  
**DESCRIPTION** This class is designed to cultivate in students an aesthetic appreciation for the beauty of language. Students will examine various poetic techniques and poetic forms while learning to read poetry with a critical eye. The course will also offer students a guided tour through several works of fiction, whereby students will learn to identify elements of fiction within works studied and later learn to use these elements in their own creations. Students **MUST** be willing to share the pieces they write, and must be open to constructive criticism. *UC/CSU approved.*

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

**COURSE** **ENGLISH 4 SCIENCE FICTION**  
**GRADE LEVEL** 12  
**LENGTH** 1 Semester  
**CREDIT** 5 credits  
 This semester-long course will explore the development of science fiction from Mary Shelley to the present day. Literature will focus on the problems and potential created by rapid advancement and technology. Students will develop their skills in critical reading, writing, and analysis. *UC/CSU pending.*



**COURSE                    ENGLISH 4 SPORTS LITERATURE****GRADE LEVEL**        12**LENGTH**              1 Semester**CREDIT**               5 credits

**DESCRIPTION**        The sports literature class primarily focuses on examining universal sports themes – gender equality, racism, perseverance and integrity. Literature includes core nonfiction works, poetry, essays, articles and novels that all have sports related themes. This class encourages students to seek connections between the literature they read and their own lives and the world around them. *UC/CSU approved.*

**COURSE                    ENGLISH 4 WORLD MYTHS AND LEGENDS****GRADE**                12**LENGTH**              1 Semester**CREDIT**               5 credits

**DESCRIPTION**        World Myths and Legends examines the unique relationship between mythological traditions and society. This course is aimed at increasing student understanding of the important role mythology plays in the development of Western literature and culture, as well as our modern world. This course surveys the Norse, Polynesian, Asian, Native American, and South American mythological canons, among others. Students will develop critical reading, writing, speaking, and listening skills as they interpret canonical works from each tradition, longer epics, and modern retellings of these stories. *UC/CSU pending.*

## FOREIGN LANGUAGES

### SPANISH

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

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

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

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

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

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

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

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

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

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



## SOCIAL SCIENCE

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

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

**COURSE** **GEOGRAPHY: PHYSICAL AND CULTURAL**  
**PREREQUISITE** Required  
**GRADE LEVEL** 9  
**LENGTH** 1 year  
**CREDIT** 5 credits per semester  
**DESCRIPTION** This course will develop the basic themes of physical, cultural and political geography with an emphasis on domestic and international current events. World geographic and historical issues, world cultures, and place identification will also be emphasized. This course will incorporate PGHS's *Academic Academy* designed to ease the transition from middle school to the rigors of high school with personal growth skills, note taking skills, writing skills, academic integrity, and universal skills deemed necessary for success in high school and beyond.

**COURSE** **A.P. HUMAN GEOGRAPHY**  
**PREREQUISITE:** An A in 8th grade history, or teacher recommendation.  
**GRADE LEVEL:** 9, this course is also open to 10<sup>th</sup> – 12<sup>th</sup> grade students in need of fulfilling a geography graduation requirement.  
**LENGTH:** 1 year  
**CREDIT:** 5 credits per semester  
**DESCRIPTION:** This course is a college-level freshman class where students are introduced to the systematic study of patterns and processes that have shaped human understanding, use, and alteration of the Earth's surface. The content of an AP Human Geography course helps students develop critical thinking skills through the understanding, application and analysis of the fundamental concepts of geography. Students will meet the five college-level goals as determined by the National Geographic Standards using college level materials. This rigorous course requires a high level of reading, writing, and analysis skills. *UC/CSU approved.*

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

**COURSE**                    **A.P. WORLD HISTORY**

**PREREQUISITE**        A or B in 9<sup>th</sup> grade honors, an A in 9<sup>th</sup> grade Geography, or teacher recommendation A required exam will be required to familiarize students with required class expectations. See Mr. Grate (O-2) for entry exam information.

**GRADE LEVEL**        10

**LENGTH**              1 year

**CREDIT**                5 credits per semester

**DESCRIPTION**        Advanced Placement World History is a college-level course covering the entirety of World History from 10,000 BCE to the present. AP World History is fast-paced and challenging, and requires a high level of reading and writing skill. Students in AP World History should expect heavy reading assignments, and should be prepared to develop and demonstrate in writing analytical skills such as comparison and contrast, change over time, and understanding of primary source documents. Students will prepare for the AP World History examination, administered nationally in May. High scores on this exam may result in college credit, and may allow the student to fulfill the World History requirement at participating institutions. To facilitate the complete coverage of the course content, summer homework will be given. This will be due at the first class meeting in August. *UC/CSU approved.*

**COURSE**                    **UNITED STATES HISTORY**

**PREREQUISITE**        Required

**GRADE LEVEL**        11

**LENGTH**              1 year

**CREDIT**                5 credits per semester

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

**COURSE**                    **A. P. U. S. HISTORY**

**PREREQUISITE**        "A" in World History or "A" or "B" in AP World History or teacher recommendation.

**GRADE LEVEL**        11

**LENGTH**              1 year

**CREDIT**                5 credits per semester

**DESCRIPTION**        The Advanced Placement U.S. History course is designed to provide students with the analytical skills and factual knowledge necessary to address critically the themes, issues, events, and materials of American history. Students will learn to evaluate historical materials in order to weigh evidence presented in historical scholarship. Students will be required to analyze and interpret primary sources, including documentary materials, maps, statistical tables, and pictorial and graphic evidence of historical events. The scope of the course is "the age of discovery" to the present. The A.P. U.S. History curriculum is intended to prepare the student for the Advanced Placement Test administered nationally in May. High scores may result in college credit at participating institutions. The course simultaneously satisfies the U.S. History requirement for high school graduation. **Summer Homework will be due at the first class meeting in August.** *UC/CSU approved.*

**COURSE**                    **ECONOMICS**

PREREQUISITE           Required

GRADE LEVEL           12

LENGTH                 1 semester

CREDIT                  5 credits

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

**COURSE**                    **AMERICAN GOVERNMENT**

PREREQUISITE           Required

GRADE LEVEL           12

LENGTH                 1 semester

CREDIT                  5 credits

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

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

PREREQUISITE           “A” in US History or “A” or “B” in AP US History or teacher recommendation.

GRADE LEVEL           12

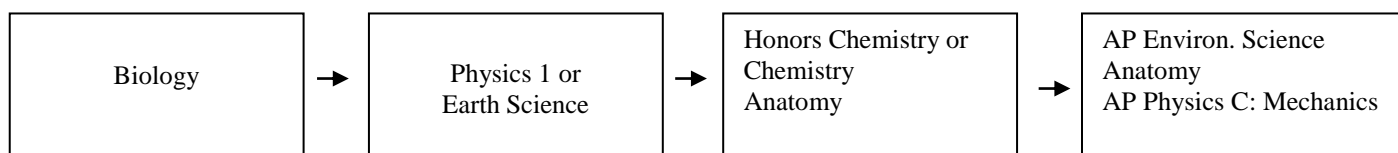
LENGTH                 1 year

CREDIT                  5 credits per semester

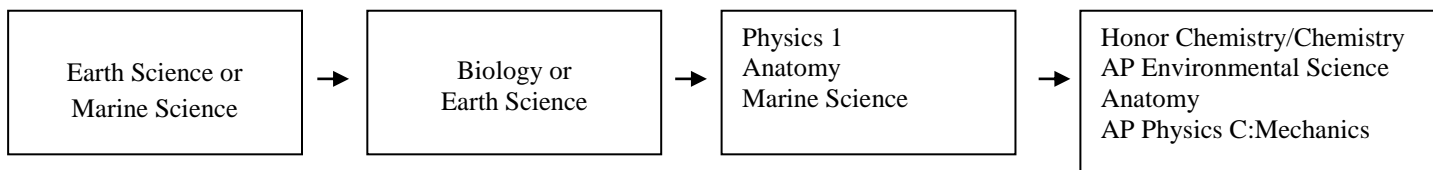
DESCRIPTION           The goal of this course is to increase understanding of the American political system, its framework, traditions and values, and have each student pass the Advanced Placement American Government exam. This course is concerned with the nature of the American political system, its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

## SCIENCE

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



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



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

### ANATOMY/PHYSIOLOGY

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

### EARTH & SPACE SYSTEMS

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

### BIOLOGY

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



COURSE	<b><u>MARINE SCIENCE</u></b>
PREREQUISITE	None.
GRADE LEVEL	9, 10
LENGTH	1 year
CREDIT	5 credits per semester
DESCRIPTION	In this course, biology, physical oceanography and ecology of Monterey Bay and the world oceans are explored. The course is taught utilizing labs, direct instruction and field work. Marine Science will be offered every other year— 2017, 2019, 2021. <b>This course meets the <u>CSU</u> life lab science requirement, but not the UC</b> The UC system recognizes this course as a college prep elective.

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

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

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

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

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

**GRADE LEVEL** 11,12

**LENGTH** 1 year

**CREDIT** 5 credits per semester

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

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

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

**GRADE LEVEL** 11, 12

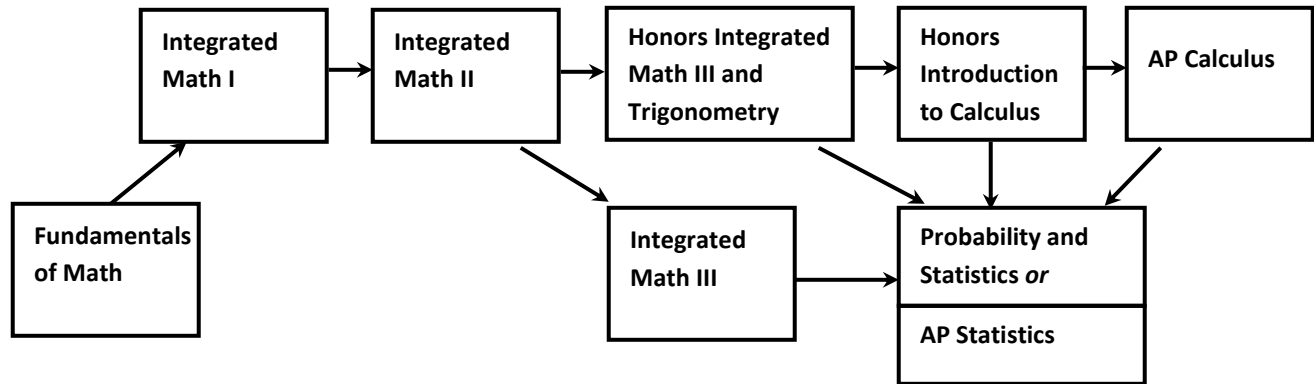
**LENGTH** 1 year

**CREDIT** 5 credits per semester

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

# MATHEMATICS

**PGHS Math Progression Flow Chart**



Online courses in place of PGHS mathematics courses at any level are generally discouraged. However, a student may, under special circumstances, earn up to a maximum of 10 credits for mathematics courses outside of the high school with faculty and counselor approval. Because PGHS math courses are integrated, Monterey Peninsula College (MPC) and online courses of traditional Algebra 1 and Geometry are not recognized as equivalent courses of Integrated Math I and Integrated Math II, respectively. Students should contact their counselors for specific guidance on the different courses that can be taken online or at MPC.

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

<b>COURSE</b>	<b><u>INTEGRATED MATH I</u></b>
<b>PREREQUISITE</b>	Common Core Math 8
<b>GRADE LEVEL</b>	9, 10, 11
<b>LENGTH</b>	1 year
<b>CREDIT</b>	5 credits per semester
<b>DESCRIPTION</b>	<i>UC/CSU approved.</i> Addressing both the Mathematical Practices ( <a href="http://www.corestandards.org/Math/Practice">http://www.corestandards.org/Math/Practice</a> ) and Content Standards associated with the High School Common Core, Integrated Math I focuses on exploring, discussing, and understanding the concepts of: <ol style="list-style-type: none"> <li>1. Systems of equations and inequalities</li> <li>2. Arithmetic and Geometric Sequences</li> <li>3. Linear and Exponential Functions</li> <li>4. Features of Functions</li> <li>5. Congruency, Constructions, and Proofs</li> <li>6. Connecting Algebra and Geometry</li> <li>7. Modeling Data</li> </ol>

<b>COURSE</b>	<b><u>INTEGRATED MATH II</u></b>
<b>PREREQUISITE</b>	Passing Integrated Math 1 with a “D” or higher or teacher recommendation.
<b>GRADE LEVEL</b>	9, 10, 11, 12
<b>LENGTH</b>	1 year
<b>CREDIT</b>	5 credits per semester
<b>DESCRIPTION</b>	<i>UC/CSU approved.</i> Addressing both the Mathematical Practices ( <a href="http://www.corestandards.org/Math/Practice">http://www.corestandards.org/Math/Practice</a> ) and Content Standards associated with the High School Common Core, Integrated Math II focuses on exploring, discussing, and understanding the concepts of: <ol style="list-style-type: none"> <li>1. Quadratics Functions</li> <li>2. Structures of Expressions</li> <li>3. Quadratic Equations</li> <li>4. More Functions</li> <li>5. Geometric Figures</li> <li>6. Similarity and Right Triangle Trigonometry</li> <li>7. Circles from a Geometric Perspective</li> <li>8. Circles and Other Conics</li> <li>9. Probability</li> </ol>



**COURSE** **INTEGRATED MATH III****PREREQUISITE** Passing Integrated Math II with a “C” or higher or teacher recommendation.**GRADE LEVEL** 10, 11, 12**LENGTH** 1 year**DESCRIPTION** *UC/CSU approved.* Addressing both the Mathematical Practices (<http://www.corestandards.org/Math/Practice>) and

Content Standards associated with the High School Common Core, Integrated Math II focuses on exploring, discussing, and understanding the concepts of:

1. Functions and their Inverses
2. Logarithmic Functions
3. Polynomial Functions
4. Rational Expressions and Functions
5. Modeling with Geometry
6. Trigonometric Functions
7. Modeling with Functions
8. Statistics

**COURSE** **HONORS INTEGRATED MATH III/ TRIGONOMETRY****PREREQUISITE** Passing Integrated Math II with a “B” or higher, or teacher recommendation.**GRADE LEVEL** 10, 11, 12**LENGTH** 1 year**DESCRIPTION** *UC/CSU approved.* Addressing both the Mathematical Practices and Content Standards associated with the High School Common Core, Honors Integrated Math III focuses on exploring, discussing, and understanding the concepts of:

1. Geometric Modeling
2. Linear and Quadratic Functions
3. Polynomial Functions
4. Rational Exponents and Radical Functions
5. Exponential and Logarithmic Functions
6. Rational Functions
7. Sequences and Series
8. Trigonometric Ratios and Functions
9. Trigonometric Identities and Formulas
10. Data Analysis and Statistics
11. Probability

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

**COURSE**                    **A.P. CALCULUS AB**

**PREREQUISITE**        Completion of Honors Introduction to Calculus with a grade of “C” or better or teacher recommendation. Graphing calculator. An A.P. approved graphing calculator is required for this course (a TI 83 Plus or TI 84 is suggested)

**GRADE LEVEL**        12

**LENGTH**                1 year

**CREDIT**                5 credits per semester

**DESCRIPTION**        This course is a college level introductory calculus course designed to enable the student to pass the Advanced Placement exam in mathematics (Calculus AB exam) in order to receive college credit. *UC/CSU approved.*

**COURSE**                    **PROBABILITY AND STATISTICS**

**PREREQUISITE**        Completion of Integrated Math III with a grade of “C” or higher, or teacher recommendation.

**GRADE LEVEL**        11, 12

**LENGTH**                1 year

**CREDIT**                5 credits per semester

**DESCRIPTION**        Probability and Statistics introduces students to the major concepts and tools for collecting, analyzing, and drawing conclusions from data. The course exposes students to four broad conceptual themes: (1) graphing and analyzing data, (2) designing a survey or experimental study, (3) finding probabilities through mathematics as well as through simulations, and (4) making appropriate inferences from data. *UC/CSU approval pending*

**COURSE**                    **AP STATISTICS**

**PREREQUISITE**        Completion of Integrated Math III with a grade of “B” or higher, or teacher recommendation.

**GRADE LEVEL**        11, 12

**LENGTH**                1 year

**CREDIT**                5 credits per semester

**DESCRIPTION**        AP Statistics is the equivalent of a one semester, college-level introductory statistics class. The purpose of the class is to introduce students to the basic ideas and skills for collecting, analyzing and drawing conclusions from data. Students should leave the course not only able to interpret and analyze the many statistics they will encounter on a daily basis, but also evaluate the integrity of their use. The course exposes students to four broad conceptual themes: (1) exploring data –observing patterns and departures from patterns, (2) planning a study – deciding what and how to measure, (3) anticipating patterns – producing probability and simulation, and (4) statistical inference – confirming models. Students are expected to take the AP Statistics exam at the end of the year. *UC/CSU approved*

## FINE ARTS DIVISION

### MUSIC

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

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

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

THEATER
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**COURSE                    DRAMA****PREREQUISITE**        None**GRADE LEVEL**        9, 10, 11, 12**LENGTH**                1 year**CREDIT**                5 credits per semester

**DESCRIPTION**        Drama is a participation course. Students are required to perform before the class audience in a variety of roles: monologues, skits, improvisations, pantomimes, duets and scenes. The emphasis will be on changing the student from a passive, accepting viewer into an active critical audience and actor. Written work is expected of the student on a regular basis. May be taken twice for credit. *UC/CSU approved performing art course.*

**COURSE                    ADVANCED DRAMA****PREREQUISITE**        Drama 1 or equivalent**GRADE LEVEL**        10,11,12**LENGTH**                1 year**CREDIT**                5 credits per semester

The focus of Advanced Drama is to extend and refine student experiences in “authentic” performance endeavors. Students will be able to expand their study of theatrical elements in the class, engaging in both the performance and technical aspects of productions. Advanced students will look more closely at technical theater, writing, costume design and set design. A final portfolio will be required. *UC/CSU approval pending*



ART (see CTE Pathways on Page 29)
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**COURSE**                    **INTRO TO ART****PREREQUISITE**        None**GRADE LEVEL**        9,10,11,12**LENGTH**                1 year**CREDIT**                5 credits per semester**FEE**                      \$40.00 material fees\*

**DESCRIPTION**        **INTRO TO ART** is designed for students who have been afraid of art and for those who feel comfortable making art. Basic skills are taught in addition to more a variety of art techniques. Emphasis is placed on introductory units on drawing with graphite, colored pencil, color mixing, painting, stenciling, and general 2D design concepts. Students will learn the fundamental Elements of Art and Principles of Design. A transfer student or a student with advanced skills who wish to challenge this prerequisite need to demonstrate their skills by showing 3 or more different media (example: pencil, marker, paint). It is your responsibility to schedule a time to share your art before or during the first 3 days of the course and all challenges must be approved by Mr Kelly. \*Financial assistance is available for students requiring it. UC/CSU approved Visual Arts course.

**COURSE**                    **DRAWING & PAINTING****PREREQUISITE**        **INTRO TO ART****GRADE LEVEL**        10,11,12**LENGTH**                1 year**CREDIT**                5 credits per semester**FEE**                      \$40.00 material fees\*

**DESCRIPTION**        Students will have the opportunity to further their skill with drawing and painting. Drawing units will focus on realistic and interpretive graphite and ink drawings while the painting units will explore acrylic landscapes and portraits, watercolor still life and silk textile painting. \*Financial assistance is available for students requiring it. UC/CSU approved visual arts course.

**COURSE**                    **3D DESIGN****PREREQUISITE**        **INTRO TO ART****GRADE LEVEL**        10,11,12**LENGTH**                1 year**CREDIT**                5 credits per semester**FEE**                      \$40.00 material fees\*

**DESCRIPTION**        Students will have the opportunity to develop their 3D skills with clay. The course will begin with handbuilding projects including making pinch pots, coil vases, sculpture and designing mugs and clay boxes. Students will also have the opportunity to learn how to throw on the pottery wheel making plates, bowls and mugs. Various glazing techniques will be explored to finish pottery for personal or commercial use. \*Financial assistance is available for students requiring it. UC/CSU approved visual arts course.

## PHYSICAL EDUCATION DEPARTMENT

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

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

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

Students can earn 5 credits each semester

Freshman Core (required) Sophomore

Elective (required)

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

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

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

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

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

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

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

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

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

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

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

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

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

## ADDITIONAL COURSE OFFERINGS

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

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

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

COURSE	<b><u>AP COMPUTER SCIENCE A</u></b>
PREREQUISITE	Completion of Integrated Math II with a grade of “B” or higher, and concurrent enrollment in Integrated Math III or higher or teacher recommendation.
GRADE LEVEL	11, 12
LENGTH	1 year
CREDIT	10 credits
DESCRIPTION	AP Computer Science A is the equivalent of an introductory, one semester, college level programming course. The course emphasizes programming methodology with a focus on problem solving and algorithm development using the Java programming language. Specific topics include object-oriented design, program design and implementation, algorithm analysis, and standard data structures. Students will tackle long-term, large scale computer programming problems and are expected to take the AP Computer Science exam in May. <i>UC/CSU approved</i>

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



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

<b>COURSE</b>	<b><u>LEADERSHIP</u></b>
<b>PREREQUISITES</b>	Completion of required application process, which includes teacher references and an interview. Maintain a GPA of 3.0, no F's. (9th graders must have been elected in 8th grade as officers for their Freshman year.)
<b>GRADE LEVEL</b>	9, 10, 11, 12 (required for class and ASB officers)
<b>LENGTH</b>	1 year
<b>CREDIT</b>	5 elective credits per semester
<b>DESCRIPTION</b>	The Pacific Grove High School Leadership class meets during the scheduled school day. The class will include the required enrollment of ASB officers, class officers, and commissioners, but is open to all students interested in making a difference at PGHS and planning to take a leadership role on campus. This is a class that requires time outside of the class period to carry out planned activities. Leadership has many outside requirements including float building, early morning/late evening rally setup, early morning Shoe Week hall decorations, dance decorations, and staff breakfast preparations. In addition, students are required to participate in fundraising, dress up days, and lunchtime class meetings. This course will give students the opportunity to work on school activities while helping them gain effective leadership experience. All students will be held accountable to work in their assigned shifts and to complete all assigned tasks within their elected/selected offices. All students must sign a behavior contract indicating their desire to remain drug and alcohol free. For information about required duties, read the PGHS Constitution online at <a href="http://pghigh.pgusd.org/asb/">http://pghigh.pgusd.org/asb/</a> before joining the class.

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

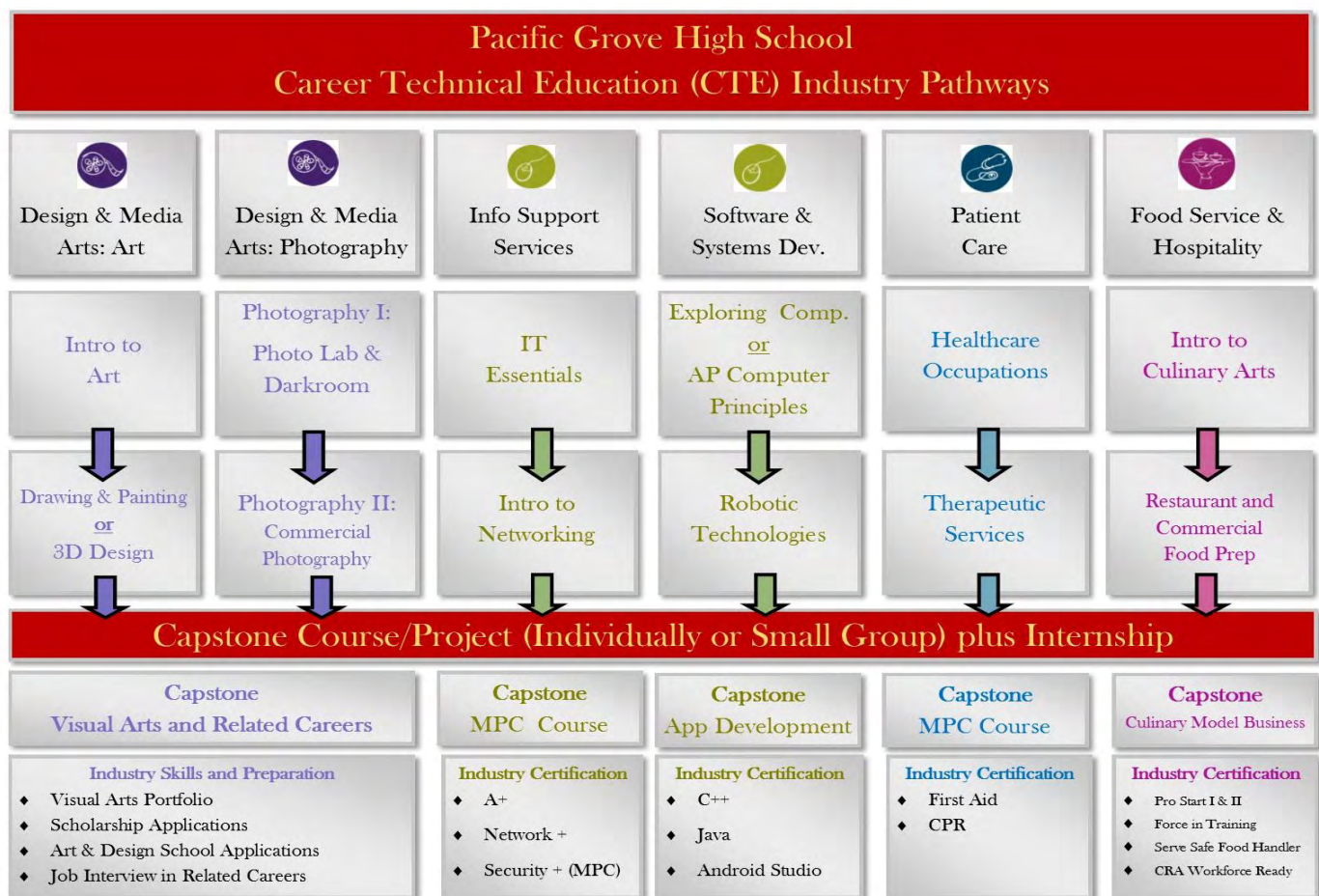
<b>COURSE</b>	<b><u>STUDY HALL</u></b>
<b>PREREQUISITE</b>	Approval through Counselor (enrollment is extremely limited)
<b>GRADE LEVEL</b>	9, 10, 11, 12
<b>LENGTH</b>	1 year
<b>CREDIT</b>	No credit (This class is Pass/No Pass and does affect eligibility.)
<b>DESCRIPTION</b>	Study Hall is designed to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

## CAREER TECHNICAL EDUCATION (CTE) PATHWAYS

PGHS supports students earning CTE Certifications and Internships through Career Technical Education Pathways regardless if students plan to attend a 2-year college or 4-year university after high school. Most PGHS CTE courses have articulated units with Monterey Peninsula College (MPC); once 6 units are taken after enrollment at MPC, students may claim college credit for their articulated PGHS CTE courses. In addition, PGHS and MPC are negotiating for Dual Enrollment courses that will be offered as semester-long, college-level classes that will transfer units to a 4-year university. All students completing a two-year sequence of CTE courses will have the opportunity to earn industry certification and be recognized at graduation with a special cord. Those students continuing onto a third-year Capstone course will earn an internship with a local industry partner and will be recognized with a graduation stole.

**Students may complete more than one CTE pathway.**

**Internships and Industry Certification are great topics to discuss on college apps!**



**Which Pathway is right for you? What will you wear at graduation?**

**Earn college credits and a graduation cord and/or stole through the PGHS CTE Pathways!**

## Design & Media Arts Industry

### Art Pathway: Introductory Level - 1<sup>st</sup> Year Course

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

### Art Pathway: Concentrator Level - 2<sup>nd</sup> Year Courses

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

COURSE	<b><u>3D DESIGN</u></b>
PREREQUISITE	INTRO TO ART
GRADE LEVEL	10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
FEE	\$40.00 material fee*
DESCRIPTION	Students will develop their 3 dimensional design skills. Art units will further their skills with airbrush, digital art, print making, mosaic art, collage and encaustic (wax) – students who complete this course will be prepared to create an AP 2D Design Portfolio – 2D DESIGN will be offered every other year – 2017, 2019, 2021. If possible, students are encouraged to take both DRAWING & PAINTING and 2D DESIGN. *Financial assistance is available for students requiring it. <i>UC/CSU pending approval for visual arts course.</i>

## Art Pathway: Capstone Level – 3<sup>rd</sup> Year Course

COURSE	<b><u>VISUAL ARTS CAPSTONE AND RELATED CAREERS</u></b>
PREREQUISITE	DRAWING AND PAINTING, 3D DESIGN, or PHOTOGRAPHY II
GRADE LEVEL	11, 12
LENGTH	1 year
CREDIT	5 credits per semester
FEE	\$40.00 material fee*
DESCRIPTION	Students will focus on creating a visual arts portfolio as well as exploring a variety of career paths for professional artists along with skills and competencies required for commercial art careers. <i>UC/CSU and Board approval pending</i>

## Design & Media Arts Industry Photography Pathway: Introductory Level – 1<sup>st</sup> Year Course

COURSE	<b><u>PHOTOGRAPHY I (PHOTOGRAPHIC LABORATORY AND DARKROOM)</u></b>
PREREQUISITE	None
GRADE LEVELS	9, 10, 11, 12
LENGTH	1 year
CREDIT	5 credits per semester
FEE	\$50.00 material fee*
DESCRIPTION	This course is an introductory level class appropriate for any student curious about producing photographic images with both fine art and commercial applications. The course will cover operation of a traditional manual 35mm SLR camera, exposure, composition, and basic lighting. Students will learn basic darkroom skills including developing film, enlarging negatives, and different printing techniques. Students will learn basic skills for operating a DSLR camera and will be exposed to Adobe Photoshop editing techniques and digital printing. Students will be exposed to different aspects of photography including: landscape, portrait, and narrative. We will also be learning about the elements of design for creating artistic compositions. Students will learn how to evaluate and analyze their own work as well as learn how to look at and discuss other people's work. A 35mm film SLR camera that can be operated manually is required. A DSLR camera is recommended. <i>UC/CSU approved visual arts course.</i> * Financial assistance is available for students requiring it. See your counselor for more information. Satisfies MPC Photo 10 course

## Photography Pathway: Concentrator Level – 2<sup>nd</sup> Year Course

<b>COURSE:</b>	<b><u>PHOTOGRAPHY II (COMMERCIAL PHOTOGRAPHY)</u></b>
<b>PREREQUISITE:</b>	Photography I
<b>GRADE LEVELS:</b>	10,11,12
<b>LENGTH:</b>	1 year
<b>CREDIT:</b>	5 credits per semester
<b>FEE</b>	\$50 per semester*
<b>DESCRIPTION</b>	Building on the concepts and skills learned in Photography I, students will have the opportunity to deepen their understanding of how photographic imagery has and continues to shape our society through discussion and practice. Students will expand upon the photographic techniques of composition, traditional and alternative processes. More attention will be given towards creating visual narratives that tell a story. Longer projects will allow students to build a cohesive photographic body of work on a single theme. Emphasis will be on editing and sequencing of work. Students will have the opportunity to create a portfolio and submit it for consideration of the Weston Scholarship. Students will also expand upon their knowledge of digital photographic editing and printing using Adobe Photoshop and professional Epson printers. Students will also be exposed to working with video and sound to create a multimedia project. A 35mm film SLR camera that can be operated manually is required. A DSLR camera is recommended. <i>UC/CSU approved visual arts course.</i> * Financial assistance is available for students requiring it. See your counselor for more information. Satisfies MPC Photo 11B course.

## Photography Pathway: Capstone Level – 3<sup>rd</sup> Year Course

<b>COURSE</b>	<b><u>VISUAL ARTS CAPSTONE AND RELATED CAREERS</u></b>
<b>PREREQUISITE</b>	DRAWING AND PAINTING, 3D DESIGN, or PHOTOGRAPHY II
<b>GRADE LEVEL</b>	11, 12
<b>LENGTH</b>	1 year
<b>CREDIT</b>	5 credits per semester
<b>FEE</b>	\$50.00 material fee*
<b>DESCRIPTION</b>	Students will focus on creating a visual arts portfolio as well as exploring a variety of career paths for professional artists along with skills and competencies required for commercial art careers. <i>UC/CSU and Board approval pending</i>

## Information and Communication Technologies Industry Networking and Cyber Security Pathway: Introductory Level – 1<sup>st</sup> Year Course

<b>COURSE</b>	<b><u>IT ESSENTIALS</u></b>
<b>PREREQUISITE</b>	None
<b>GRADE LEVEL</b>	9,10,11,12
<b>LENGTH</b>	1 year
<b>CREDIT</b>	5 credits per semester
<b>FEE</b>	\$30 materials fee
<b>DESCRIPTION</b>	Students will maintain and repair PC hardware and software during this introduction and hands-on approach to the concepts and practices of how to install, set-up, and maintain a computer system via CISCO netacad curriculum. Topics include hardware, software, procedures, components, and configuration for newly constructed and repaired computer systems. Curriculum offers a career-oriented learning experience with an emphasis in practical activities to help students develop fundamental computer and career skill. In addition, all students will be prepared for entry level Information and Communications Technology (ICT) career opportunities along with CompTIA A+ certification, which helps students differentiate themselves in the marketplace and advance their careers. SkillsUSA competition provides students with additional career skill foundation. MPC articulation credits earned with grade B or higher. <i>UC/CSU and Board approval pending.</i>



<b>COURSE</b>	<b><u>NETWORK ENGINEERING</u></b>
<b>PREREQUISITE</b>	Not required. Preferred – IT Essentials. Exploring Computer Science and AP Principles may serve as prerequisite, but may not be used toward Networking Pathway completion
<b>GRADE LEVEL</b>	9,10,11,12
<b>LENGTH</b>	1 year
<b>CREDIT</b>	5 credits per semester
<b>FEE</b>	\$30 materials fee
<b>DESCRIPTION</b>	Students will learn essential networking technologies and skills, including TCP/IP, stable network creation, wireless networking, mobile devices, and network troubleshooting via CISCO netacad curriculum. Students will also learn to use various networking components and protocols that enable users to share data quickly and easily along with exploring the different types of transmission media, network architecture and topologies which provide for efficient and secure communication. In addition, students will become versed in the OSI reference model and its relationship to packet creation, and compare and contrast the OSI model with the Internet architecture model. Introduction to basic fundamentals of Cyber Security and how it relates to Information Technology provided. This course helps students prepare for competitive entry level ICT career opportunities with COMPTIA Network+ certification, which helps students differentiate themselves in the marketplace and advance their careers. MPC articulation credits earned with grade B or higher. <i>UC/CSU and Board approval pending.</i>

### Networking and Cyber Security Pathway: Capstone Level - 3<sup>rd</sup> Year Course

<b>COURSE</b>	<b><u>NETWORK SECURITY FUNDAMENTALS/SECURITY+ PREP (CSIS 198)</u></b>
<b>PREREQUISITE</b>	IT Essentials and Network Engineering
<b>GRADE LEVELS</b>	11,12
<b>LENGTH</b>	1 year (May be approved as Dual Enrollment course and offered through MPC at PGHS Campus)
<b>CREDIT</b>	5 credits per semester
<b>FEE</b>	\$30 materials fee
<b>DESCRIPTION</b>	This course covers the fundamentals of security, using simulators to give hands-on experience with servers, routers and other security devices. Students learn about different types of attacks, security policy, encryption, access control, PKI, authentication, and cryptography. This course covers material necessary to prepare for the CompTIA Security+ certification. Portions of instruction may be offered online; also offered fully online. <i>Dual enrollment and board approval pending.</i>

### Information and Communication Technologies Pathway Software and Systems Development Pathway: Introductory Level - 1<sup>st</sup> Year Course

<b>COURSE:</b>	<b><u>EXPLORING COMPUTER SCIENCE (Formerly CSIS I)</u></b>
<b>PREREQUISITE:</b>	None
<b>GRADE LEVELS:</b>	9,10,11,12
<b>LENGTH:</b>	1 year
<b>CREDIT:</b>	5 credits per semester
<b>FEE</b>	\$30 materials fee
<b>DESCRIPTION</b>	This course examines fundamental ideas of computer science and information systems. Students will be introduced to the concepts of networking, software, computer hardware/cybersecurity, basic programming methodologies and the creative aspects of programming. The course provides computer literacy and training through the use of web applications and general Office applications along with an overview on the computer's impact on society and role of

computers in everyday life and business. MPC articulation credits earned with grade B or higher. *UC/CSU and Board approval pending.*

COURSE	<b><u>AP COMPUTER SCIENCE PRINCIPLES</u></b>
PREREQUISITE	None
GRADE LEVEL	9,10,11,12
LENGTH	1 year
CREDIT	5 credits per semester
FEE	\$30 materials fee
DESCRIPTION	This course introduces students to the creative aspects of programming, abstractions, algorithms, large data sets, databases, the Internet, cybersecurity and how computing impacts our world. Students will develop computer science vocabulary and prepare for the AP Computer Science Principles exam. Discussions include computer science topics and theory. MPC articulation credits earned with grade B or higher. <i>UC/CSU and Board approval pending.</i>

### Software and Systems Development Pathway: Concentrator Level – 2<sup>nd</sup> Year Course

COURSE	<b><u>INTRODUCTION TO ROBOTICS</u></b>
PREREQUISITE	IT Essentials or AP Computer Science Principles
GRADE LEVEL	10,11,12
LENGTH	1 year
CREDIT	5 credits per semester
FEE	\$30 materials fee
DESCRIPTION	This course aims to teach applied concepts of mechanical design, computer programming & technology, physics, and mathematics through integration of a robotics system. Students will focus on building vocabulary and skills with Lego Mindstorms EV3 and VEX robots in the first semester; During the second semester, students proceed to more advanced robotics concepts, skills, and tools using Arduino, Raspberry Pi, and Python. <i>UC/CSU and Board approval pending.</i>

### Software and Systems Development Pathway: Capstone Level – 3<sup>rd</sup> Year Course

COURSE	<b><u>MOBILE APP DEVELOPMENT</u></b> (Offered beginning 2018-19)
PREREQUISITE	Exploring Computer Science or AP Computer Science Principles and Intro to Robotics
GRADE LEVEL	11,12
LENGTH	1 year (May be approved as Dual Enrollment course and offered through MPC at PGHS Campus)
CREDIT	5 credits per semester
FEE	\$30 materials fee
DESCRIPTION	This introductory class to mobile application exposes students to the variety methodologies of app creation and focuses specifically on the Android platform. Information will include the use and discussion of various programming languages and platforms. Students enrolled in the course learn app creation through MIT APP Inventor 2 and advance to Android Studio app development with Java programming. Students enrolled in the course will learn how to build an Android application and explore the methodologies of developing an app in the iOS platform. Students learn the basic fundamental skills of software development and how they can build a useful, stable, and robust mobile application. Completion of this course will prepare students with the skills required for professional Mobile App Development.

## Health Science and Medical Technology Industry Patient Care Pathway: Introductory Level - 1<sup>st</sup> Year Course

<b>COURSE</b>	<b>THERAPEUTIC SERVICES (Formerly known as Sports Medicine 2)</b>
<b>PREREQUISITE</b>	Biology, Anatomy (May be taken concurrently)
<b>GRADE LEVEL</b>	10, 11, 12
<b>LENGTH</b>	1 year
<b>CREDIT</b>	5 credits per semester
<b>CHARGE</b>	\$50.00 per semester
<b>DESCRIPTION</b>	Students will obtain practical, hands-on work experience as team assistant trainers and through internships in health related fields such as physical therapy, physical medicine, nursing, radiology, strength and conditioning, nutrition and orthopedic surgery. Students will become CPR certified and engage in a variety of classroom and lab activities to promote job acquisition and leadership skills. The importance of work relationship development, professionalism and service are emphasized throughout the course. <i>UC/CSU and Board approval pending.</i> <b>For any student searching for a pre-med program!</b>

## Patient Care Pathway: Concentrator Level - 2<sup>nd</sup> Year Course

<b>COURSE</b>	<b>HEALTHCARE OCCUPATIONS (Formerly known as Sports Medicine 1)</b>
<b>PREREQUISITE</b>	Therapeutic Services
<b>GRADE LEVEL</b>	11, 12
<b>LENGTH</b>	1 year
<b>CREDIT</b>	5 credits per semester
<b>CHARGE</b>	\$50.00 per semester*

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

## Patient Care Pathway: Capstone Level - 3<sup>rd</sup> Year Course

<b>COURSE</b>	<b>MEDICAL TERMINOLOGY (MPC Course MEDA 105)</b>
<b>PREREQUISITE</b>	Healthcare Occupations
<b>GRADE LEVEL</b>	11, 12
<b>LENGTH</b>	1 year (May be approved as Dual Enrollment course and offered through MPC at PGHS Campus)
<b>CREDIT</b>	5 credits per semester
<b>CHARGE</b>	\$50.00 per semester*

**DESCRIPTION** This course provides a systematic foundation of medical language with emphasis on its practical applications in the healthcare setting. Students learn to analyze, spell, and pronounce medical terms and apply them appropriately in context. Also offered online. *Dual enrollment and Board approval pending.*

Action/Discussion Item D

**Hospitality, Tourism, and Recreation Industry**  
**Food Service and Hospitality Pathway: Introductory Level – 1<sup>st</sup> Year Course**

<b>COURSE</b>	<b><u>CULINARY ARTS I: INTRO TO CULINARY ARTS</u></b>
<b>PREREQUISITE</b>	None
<b>GRADE LEVEL</b>	9, 10, 11, 12
<b>LENGTH</b>	1 year
<b>CREDIT</b>	5 credits per semester
<b>FEE</b>	\$50.00 per semester
<b>DESCRIPTION</b>	This is an introductory, competency-based course designed to introduce basic skills for individual and family cooking. The course is based on the National Restaurant Association's curriculum, ProStart, which provides classroom training and applied practice in kitchen safety, sanitation, and food preparation techniques as well as all aspects of culinary careers including job seeking skills, management, and nutrition. Units of study include introductory baking, yeast breads, pasta, potatoes and grains, dry/moist-heat cooking methods, food safety, knife skills, soups, and sauces. <i>UC/CSU approval pending.</i>

**Food Service and Hospitality Pathway: Concentrator Level – 2<sup>nd</sup> Year Course**

<b>COURSE</b>	<b><u>CULINARY ARTS II/RESTAURANT AND COMMERCIAL FOOD PREPARATION</u></b>
<b>PREREQUISITE</b>	Culinary Arts I grade B- or higher
<b>GRADE LEVEL</b>	10, 11, 12
<b>LENGTH</b>	1 year
<b>CREDIT</b>	5 credits per semester
<b>FEE</b>	\$50.00 per semester
<b>DESCRIPTION</b>	This course continues the study of a professional career in hospitality and culinary arts. Culinary II is an innovative class designed specifically for students in a career in the food and hospitality industry. Students expand on professional skills used in the foodservice industry. In-depth culinary skills taught include Garde Manger, Saucier, baking and pastry, front and back-of-the-house operations, menu planning, table service, and customer relations. Students earn a ServSafe Food Handler certification and Workforce Ready Certificate from the CA Restaurant Association. Students that complete both Culinary I & II with a B or better will receive 2.5 units at MPC. <i>UC/CSU approval pending.</i>

**Food Service and Hospitality Pathway: Capstone Level – 3<sup>rd</sup> Year Course**

<b>COURSE</b>	<b><u>CULINARY III: CULINARY ENTREPRENEURSHIP &amp; GLOBAL CUISINE</u></b>
<b>PREREQUISITE</b>	Culinary Arts II/Restaurant and Commercial Food Preparation
<b>GRADE LEVEL</b>	11, 12
<b>LENGTH</b>	1 year
<b>CREDIT</b>	5 credits per semester
<b>FEE</b>	\$60.00 per semester
<b>DESCRIPTION</b>	Culinary III is the capstone course in the Food Service and Hospitality career pathway and is designed to engage students in real-world culinary experience through guided mentorships, internships, and/or externships. Students will participate in presentations by food service industry speakers, and learn about the industry during field trips and through volunteering at special events with local catering companies. Through hands-on activities, students will cater on-campus events and create a student-run foodservice business. Labs will focus on culinary techniques, trends, traditions, and flavors from around the world. Students will prepare a professional portfolio and develop leadership skills through the SkillsUSA curriculum. Students will have the opportunity to compete in a regional competition with the potential to advance to the state and national levels. <i>UC/CSU approval pending.</i>

# Pacific Grove High School's UC A-G Approved Courses 2017-2018

Action/Discussion Item D

## **a-History/Social Science**

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

## **b-English**

English 1  
English 2  
English 3  
AP English Language and Composition  
Honors English 1  
Honors English 2  
English 4 Sports Literature  
English 4 Literature & the Dynamics  
of Social Justice.  
English 4 Poetry & Creative Writing  
CSU Expository Reading & Writing  
AP English Literature & Composition  
English 4 Science Fiction & Dystopia  
English 4 American Literature

## **c-Mathematics**

Integrated Math I  
Integrated Math II  
Integrated Math III  
Honors Integrated Math III/Trigonometry  
Honors Introduction to Calculus  
Probability and Statistics (pending)  
AP Calculus AB  
AP Statistics

## **-Laboratory Science**

Anatomy/Physiology  
Physics  
Biology 1  
Chemistry  
Honors Chemistry  
AP Environmental Science  
AP Physics C: Mechanics

## **e-Language Other than English**

Spanish 1  
Spanish 2  
Spanish 3  
Spanish 4  
AP Spanish Language & Culture  
AP French Language & Culture  
French 1  
French 2

French 3  
French 4

## **f-Visual & Performing Arts**

Intro to Art  
Drawing & Painting  
3D Design (pending)  
Photography I  
Photography II  
Drama I  
Advanced Drama (pending)  
Marching/Concert Band  
String Orchestra

## **g-Elective**

AP Psychology  
Economics  
Marine Science (UC Elective)  
Earth & Space Science (UC Elective)  
Computer Science & Info Systems CSIS II  
Computer Science & Info Systems III CSIS III  
AP Computer Science  
IT Essentials (pending)  
Network Engineering (pending)  
Exploring Computer Science (pending)  
AP Computer Science Principles (pending)  
Introduction to Robotics (pending)  
AVID Senior Seminar (Avid 2)  
Therapeutic Services (pending)  
Healthcare Occupations (pending)  
Culinary Arts I (pending)  
Culinary Arts II (pending)  
Culinary Arts III (pending)



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

**SUBJECT:** Board Calendar/Future Meetings

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

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**RECOMMENDATION:**

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

**BACKGROUND:**

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

**INFORMATION:**

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

## Board Meeting Calendar, 2016/17 School Year

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

## Board Meeting Calendar, 2016/17 School Year

Jan. 12	<b>Regular Board Meeting</b> ✓ Report on Governor's Budget Proposal ✓ Preliminary enrollment projection for 2017/18 ✓ Property Tax Update	District Office
Feb. 2	<b>Regular Board Meeting</b> ✓ Budget projections and assumptions ✓ Possible personnel action presented as information ✓ Preliminary Review of Site Master Schedules ✓ Maintenance/Facilities Update	District Office
Mar. 2	<b>Regular Board Meeting</b> ✓ Second Interim Report ✓ Budget Revision #3 ✓ Possible personnel action (RIF) ✓ Open House schedules reviewed	District Office
Mar. 16	<b>Regular Board Meeting</b> ✓ Budget projections and assumptions ✓ TRAN Resolution ✓ Williams/Valenzuela Uniform Complaint Report	District Office
Apr. 6	<b>Regular Board Meeting</b> ✓ Board Priorities for 2017/18 Instructional Program Design ✓ Review of Strategic plan and LCAP ✓ Begin Superintendent Evaluation ✓ California Day of the Teacher ✓ Week of the CSEA Employee ✓ Approve 2017/18 Board meeting calendar, Aug. – Dec.	District Office
April 27	<b>Regular Board Meeting</b> ✓ Review of Site Master Schedules ✓ Review of Strategic plan and LCAP (as needed) ✓ Review of Facilities Depreciation Schedule	District Office
May 4	<b>Regular Board Meeting</b> ✓ Begin Superintendent Evaluation ✓ California Day of the Teacher ✓ Final Review of Site Master Schedules ✓ Draft 2017/18 Board meeting calendar ✓ Review of Strategic plan and LCAP ✓ Safety/Discipline Report	District Office
May 25	<b>Regular Board Meeting</b> ✓ Week of the CSEA Employee ✓ Retiree Reception ✓ Review Bell Schedule for 2017/18 ✓ Superintendent's evaluation ✓ Identify Board member representatives for graduation ✓ Review Facility Use Fee Schedule ✓ LCAP Public Hearing ✓ Review Governor's revised budget ✓ Present 2017/18 Budget ✓ Maintenance/Facilities Update	District Office
June 8	<b>Regular Board Meeting</b> ✓ Adopt budget for 2017/18 ✓ Recommend approval of LCAP ✓ Complete Superintendent Evaluation	District Office
June 29	<b>Regular Board Meeting</b> ✓ Approval of contracts and purchase orders for 2017/18	District Office

**SUBJECT:** College Readiness Block Grant

**PERSON(S) RESPONSIBLE:** Ani Silva, Director of Curriculum and Special Projects;  
Matt Bell, Principal Pacific Grove High School

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**RECOMMENDATION:**

The District Administration recommends that the Board review and discuss the College Readiness Block Grant Plan and provide feedback for subsequent approval at the following board meeting.

**BACKGROUND:**

The California Department of Education established The College Readiness Block Grant for the purposes of providing California's high school pupils, particularly unduplicated pupils (English learners, economically disadvantaged, foster youth) as defined in Sections 42238.01 and 42238.02, additional supports to increase the number who enroll at institutions of higher education and complete an undergraduate degree within four years. The amount allocated to Pacific Grove High School is \$75,000. These funds are available for expenditure or encumbrance through the 2018-2019 fiscal year. Block Grant funds shall be used for activities that directly support pupil access and successful matriculation to institutions of higher education. As a condition of receiving these funds, the school district is required to develop a plan describing how the funds will increase or improve services for unduplicated pupils to ensure college readiness [EC Section 41580(e)] and how it aligns with the school district's local control accountability plan. The plan must include how the District will measure the impact of funds received on their unduplicated pupils' access and successful matriculation to institutions of higher education. The plan is to be discussed at a regularly scheduled meeting by the governing board of the school district and adopted at a subsequent regularly scheduled meeting.

**INFORMATION:**

The high school currently has 108 unduplicated pupils. After carefully looking at the grant specifications along with the district's current Local Control Accountability Plan 2016-2017 specifically goals 1 and 2, and identifying the current needs for these pupils at the high school, administration is recommending the following plan to best serve the needs of the unduplicated pupils.

1. Increase AVID sections by adding a second AVID class. There would be one Freshman 9th grade and a second section for sophomores, juniors, and seniors for the 2017-2018 and 2018-2019. Estimated cost \$40,000 for two years.
2. Add a counselor whose main focus would be to increase counseling services to pupils and their families regarding college admission requirements and financial aid programs. Additionally, the counselor would track these students to make sure they are receiving the supports needed to stay on track for graduation with A to G requirements. This part-time position would be .2 section one day a week for 5 hours at an estimated cost of \$20,000 per year. The counselor would begin in the 2017-2018 school year.
3. The additional monies of \$15,000 would be allocated to in-class and/or after school tutoring in English Language Arts, Science, and Social studies for the remainder of 2016-2017, 2017-2018, and 2018-2019.
4. Based on end of year data of 2017-2018 a determination will be made accordingly:
  - a. Continue to fund the part time counselor position for the 2018-2019 and drop the second AVID section



- b. Continue to fund both AVID sections and discontinue the .2 counselor position for 2018-2019
- c. Maintain both AVID sections and the .2 counselor position for 2018-2019 school year which would require additional revenue from the general fund of approximately \$20,000.

The impact of the funding would be measured as follows:

- 1. A to G completion/success rates (long term) with focus on unduplicated and students enrolled in AVID classes.
- 2. CAASPP/EAP & PSAT/SAT results
- 3. Increase in AP/Honors class (overall) - tracking enrollment of unduplicated (including AVID) students in those classes.
- 4. Matriculation into college/university - 4 year (UC/CSU) vs, community college
- 5. Matriculation into any form of higher ed (trade, technical, military academy, etc.)

#### **FISCAL IMPACT:**

Funding for the 2016-17, 2017-18 years will be completely covered by the the allocation of Block Grant Funding of \$75,000 with no general fund impact. There could be possible general fund contributions in the 2018-19 school year depending on the success of the program to fund a .2 counseling position at the high school. Estimated cost \$20,000.

**SUBJECT:** Pacific Grove High School Senior Project Update

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

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**RECOMMENDATION:**

The Administration recommends that the Board review an update on Pacific Grove High School senior projects.

**BACKGROUND:**

Senior projects came into existence under the guidance of English teacher Jan Pratt in the late 1990's. It was done in her senior English classes in conjunction with the curriculum as a semester project. The project entailed research, a paper, resumes, interviews, and a presentation to a panel of faculty judges. The project expanded over the years to include a panel of community judges and presentations that were conducted over the third week in May. Students in AP courses did not do the project due to their work in getting ready for AP exams and the strict curriculum dictated by College Board. The weight of the project made passing it synonymous with passing English and, hence, a graduation requirement for non-AP students although it was never a formal graduation requirement.

Meanwhile, the English department had set goals in 2013 to give students a choice of curriculum to enhance motivation in class so for the 2013-14 and 2015-16 years seniors could choose their genre for the first semester and then do their project the second semester. The 2014-15 year students could take the senior project the first semester as well as the second. During the 2016-17 year, the ability to choose a genre was extended to juniors as the Common Core standards are the same for both juniors and seniors so both could be in the same class. This was a boon to scheduling, but having the senior project as the basis for the curriculum was no longer an option. Additionally, the English department added the Expository Reading and Writing Course (ERWC) to prepare students who scored at "Standards Met" on the Smarter Balanced test for college. This course also has a strict curriculum that needs to be covered and precludes a senior project.

**INFORMATION:**

There are currently 51 seniors who are taking AP or ERWC courses and 92 who are not. While English standards can be covered using the senior project as the foundational curriculum, the English department has long been concerned about giving up such a large amount of time and effort to such a singular item. There was a lot of discussion regarding establishing a project that was a true senior project for all seniors with all departments taking part in the mentoring of the students and that wasn't the basis for a semester of English. The mechanics of such a format proved to be very difficult to establish without creating an entirely new class for all seniors.

Additionally, the English department has found that having the juniors and seniors mixed into the same class proved very difficult to manage a choice of courses without having some students overlapping a semester course over the two years and has decided to go back to the old model of English 3 for juniors and a choice of courses for seniors. For next year, the senior project will be offered as a course. We anticipate having one class if enough students sign up for it.

**FISCAL IMPACT:**

There is no fiscal impact related to this presentation.

**SUBJECT:** Transportation Schedule Review

**PERSON(S) RESPONSIBLE:** Matt Kelly, Director of Facilities and Transportation

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**RECOMMENDATION:**

The District Administration recommends that the Board review and provide feedback to the transportation schedule.

**BACKGROUND:**

The Board of Trustees was informed at the October 6, 2016 meeting that the transportation schedule was inconsistent on the PM routes and did not allow enough time for students to get to class on the AM Pacific Grove High School routes.

**INFORMATION:**

Attached are transportation schedules (AM/PM) and the corresponding route maps as a visual aid to this information write up.

The Transportation Department is staffed with five drivers which include the lead driver and one substitute driver. The morning (AM) school-to-home routes are broken up in two areas that include the Beach Tract area, within Robert Down's boundaries, and Pebble Beach/Del Monte Park area, within Forest Grove's Boundaries. There are two middle/high school routes in each area to accommodate first and second periods and one elementary route in each area. First period drop off at the high school is approximately 5-7 minutes before the bell; allowing the equivalent if not a little more time than passing between periods. Additionally there are two in-town SPED routes that serve the Pre-School, Elementary School, High School, and Transition Program. All the morning routes can be covered with four drivers.

The afternoon (PM) home-to-school routes are broken into three areas. The Beach Tract area stays the same but the Pebble Beach and Del Monte Park route is split. The afternoon routes start out with TK and Kindergarten (not shown on a map) from each elementary school in the early afternoon followed by the High School which has one bus to each area (Note: HS to Del Monte Park is not shown on the schedule because there are currently not any riders). Next, are the elementary and middle school routes that also have one bus to each area. Last, there are two SPED routes serving the Elementary, Middle School, and High School.

Inconsistencies to the schedule predominantly happen during the afternoon home-to-school routes. This occurs when the three areas have to be combined into two areas (called double-up days) and/or a stop is added for school programs to the beginning of the route. On double-up days the Del Monte route is combined into the Pebble Beach and Beach Tract buses. Double-up days are caused by multiple factors that include multiple athletic trips, driver(s) being absent, mechanical failure, and field trips (rare). Extra stops to shuttle students to other sites include band and after school enrichment (ASE). Double-up days can add 5-7 minutes to each of the two routes and school programs can add another 5-7 minutes. This school year (16-17) there has not been any double-up days.

**FISCAL IMPACT:**

Information Only

# AM Transportation Schedule

Driver/Route	Route Name	Departure	Arrival	
A/01	Beach Tract to HS & MS	6:55	7:15(HS)	7:20(MS)
B/02	DMP & PB to HS & MS	6:50	7:15(HS)	7:20(MS)
A/1	Beach Tract to HS & MS	7:30	7:55(HS)	8:00(MS)
B/2	DMP & PB to HS & MS	7:20	7:50(HS)	7:55(MS)
A/3	Beach Tract to Elem	8:00	8:25(RD)	8:35(FG)
B/4	DMP & PB to Elem	7:55	8:30(FG)	8:35(RD)
C/SPED	HS & Pre-School	7:50	8:15(HS)	8:25(PS)
D/SPED	MS SPED	7:25	7:40(MS)	
D/SPED	MS & RD SPED	7:55	8:20(RD)	8:30(RD)
D/SPED	Transitional Adult (MPC Mon & Wed)	8:35	8:55(TA)	9:00(MPC)

BT = Beach Tract PB = Pebble Beach DMP = Del Monte Park HS = PG High School MS = PG Middle School FG = Forest Grove

RD = Robert Down PS = SPED Preschool David Ave TA = Transitional Adult

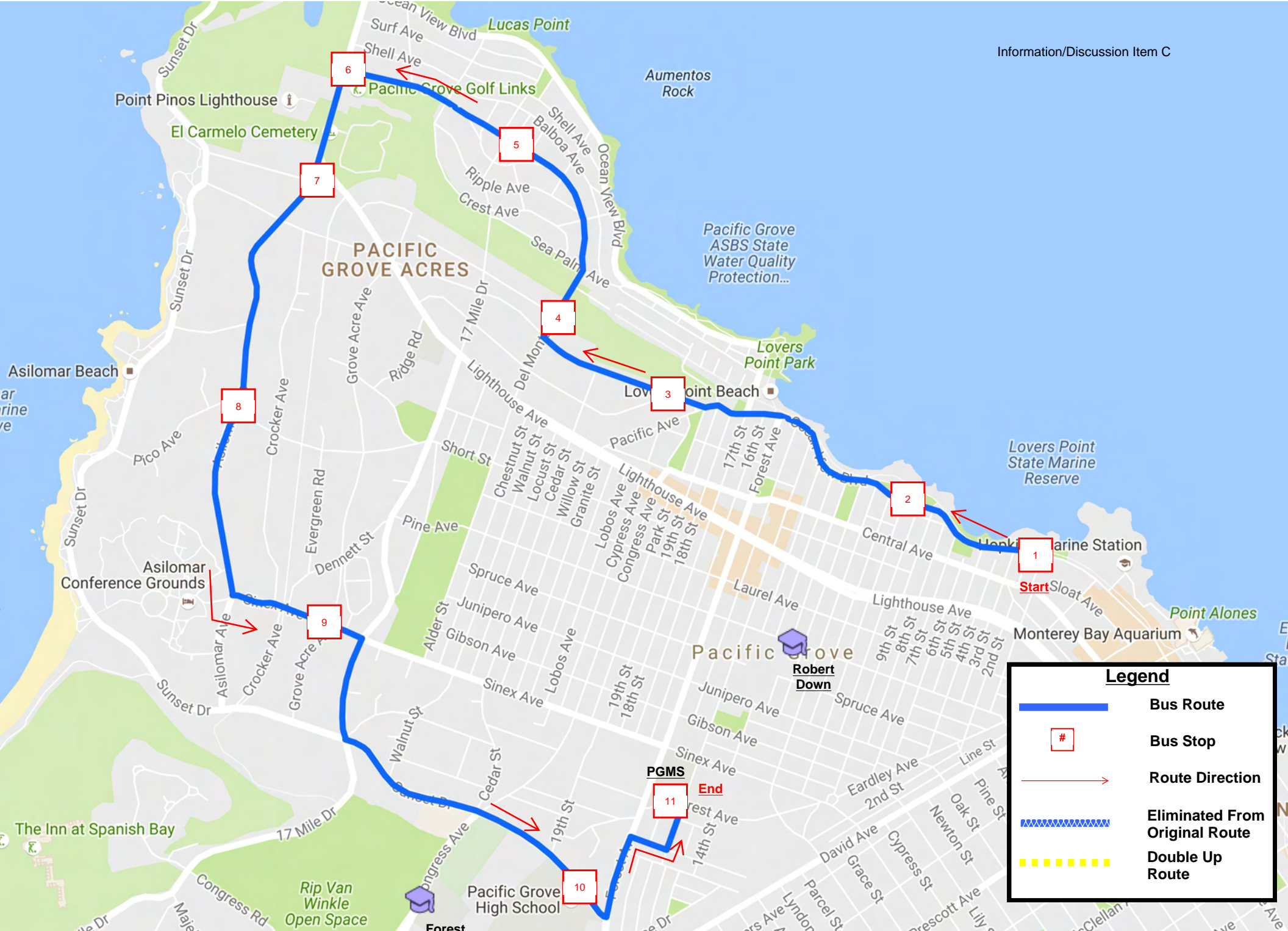
# PM Transportation Schedule

Driver/Route	Route Name	Pick-Up		End Route
A/6	Kinder to Beach Tract	1:35(RD)		2:00(YD)
C/7	Kinder FG to PB & DMP	2:00(FG)		2:30(PS)
A/11	HS to Beach Tract	2:50(HS)		3:15(RD)
B/13	HS to Pebble Beach	2:50(HS)		3:15(FG)
A/14	Elem & MS to Beach Tract	3:15(RD)	3:20(MS)	3:50(YD)
B/15	Elem & MS to PB	3:15(FG)	3:20(MS)	3:50(YD)
C/16	Elem & MS to DMP	3:15(FG)	3:20(MS)	3:50(YD)
C/SPED	SPED Pre-School & HS	2:30(PS)	2:45(HS)	3:05(FG)
D/SPED	SPED MS & RD	3:15(RD)	3:25(MS)	3:50(YD)
E/	Athletics/ASE/Band			

BT = Beach Tract PB = Pebble Beach DMP = Del Monte Park HS = PG High School MS = PG Middle School FG = Forest Grove YD= Bus Yard

RD = Robert PS = SPED Preschool David Ave TA = Transitional Adult





**Beach Tract to Middle School & High School (AM)**



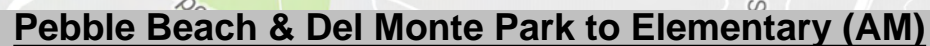






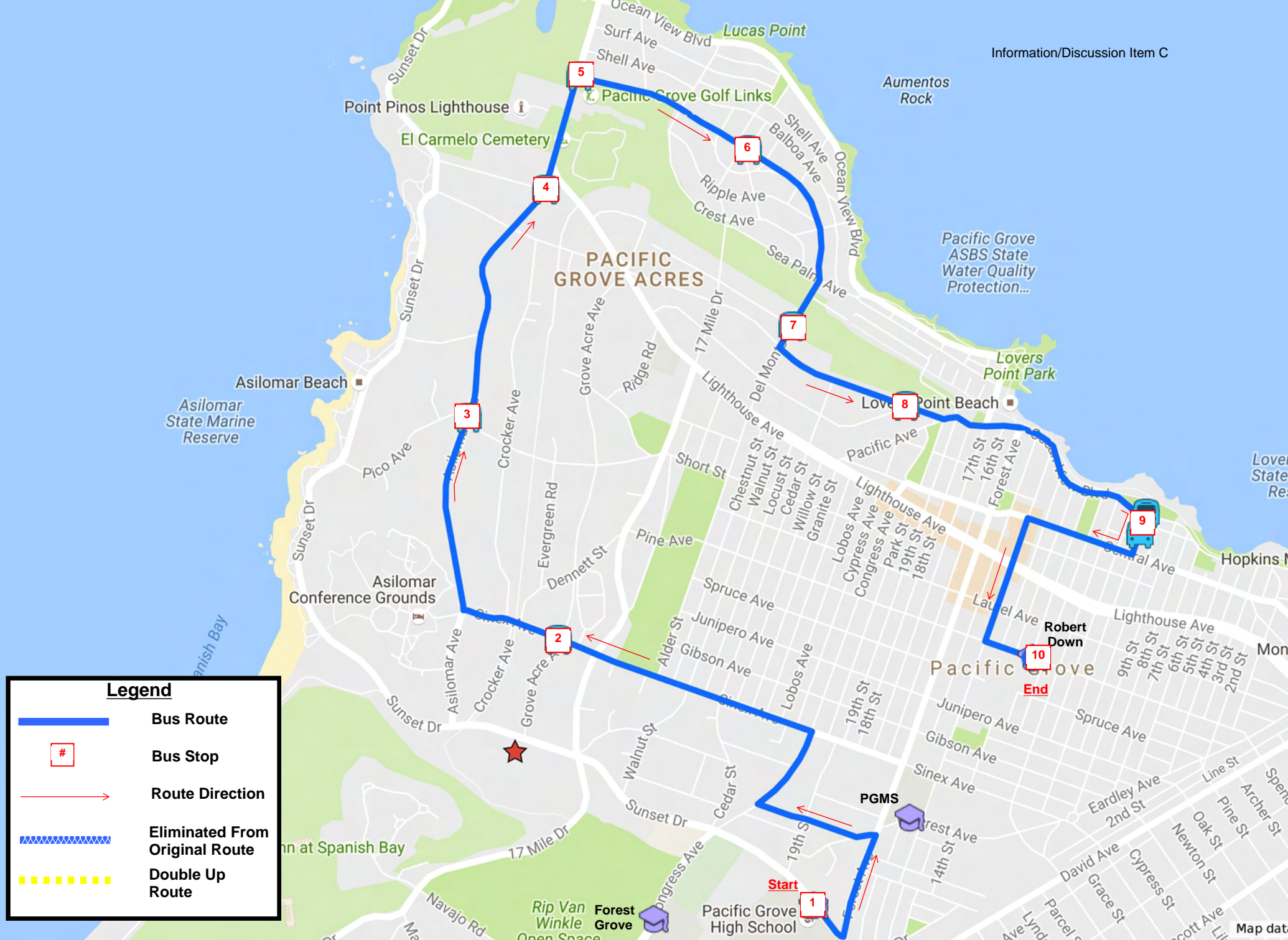
**Beach Tract to Elementary Schools (AM)**





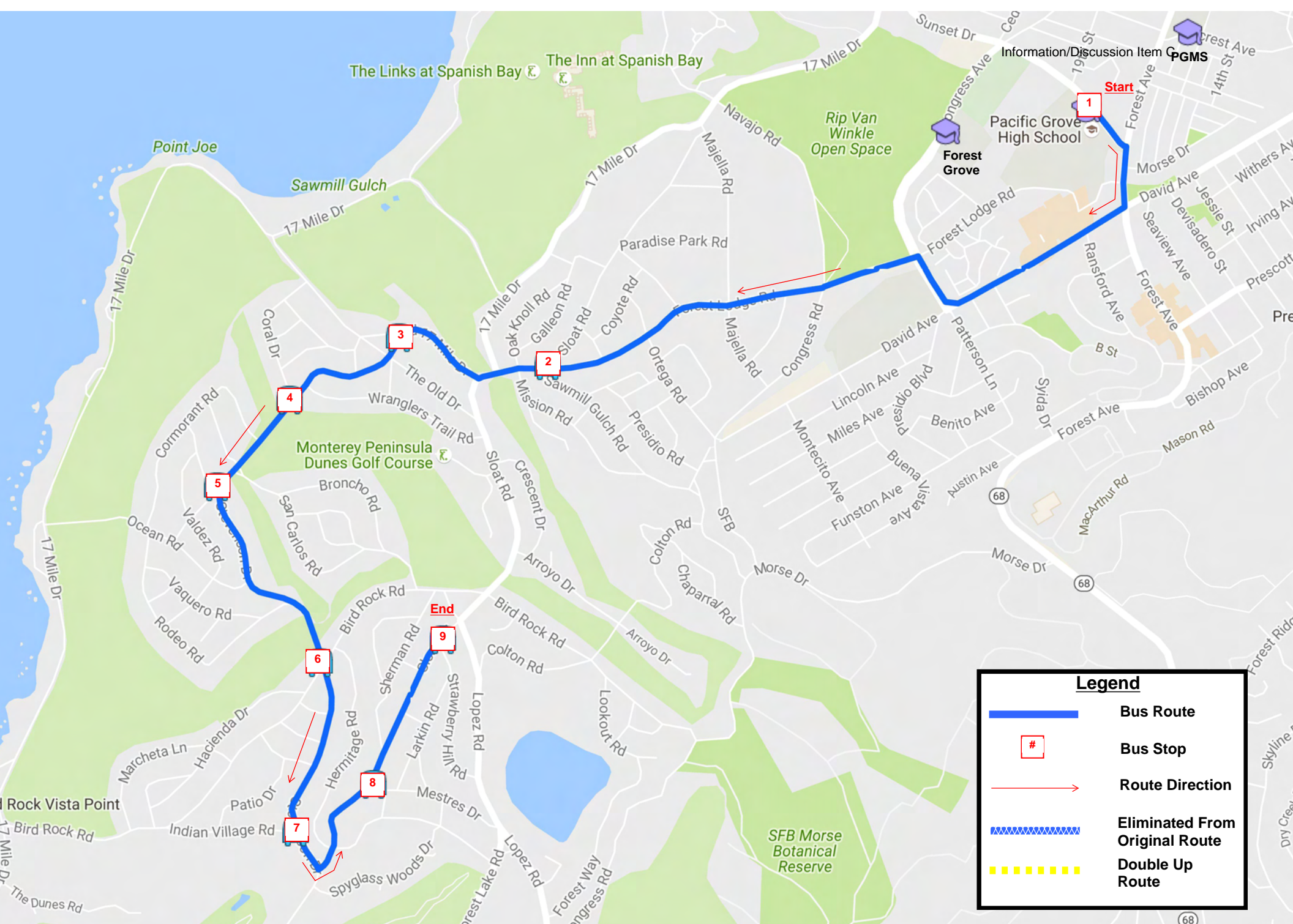
### Pebble Beach & Del Monte Park to Elementary (AM)





### High School to Beach Tract (PM)










### High School to Pebble Beach (PM)



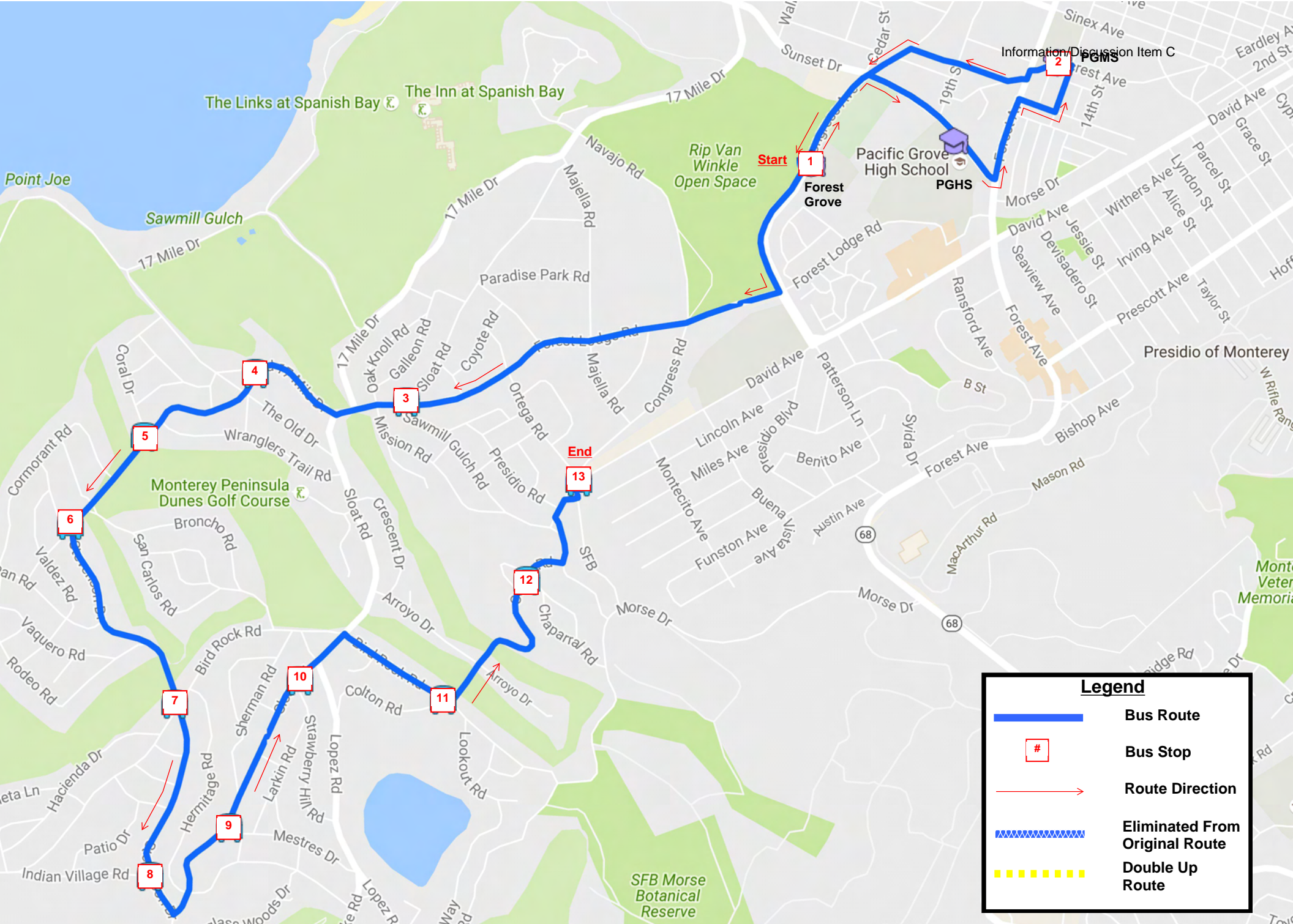
**Legend**

-  **Bus Route**
-  **Bus Stop**
-  **Route Direction**
-  **Eliminated From Original Route**
-  **Double Up Route**



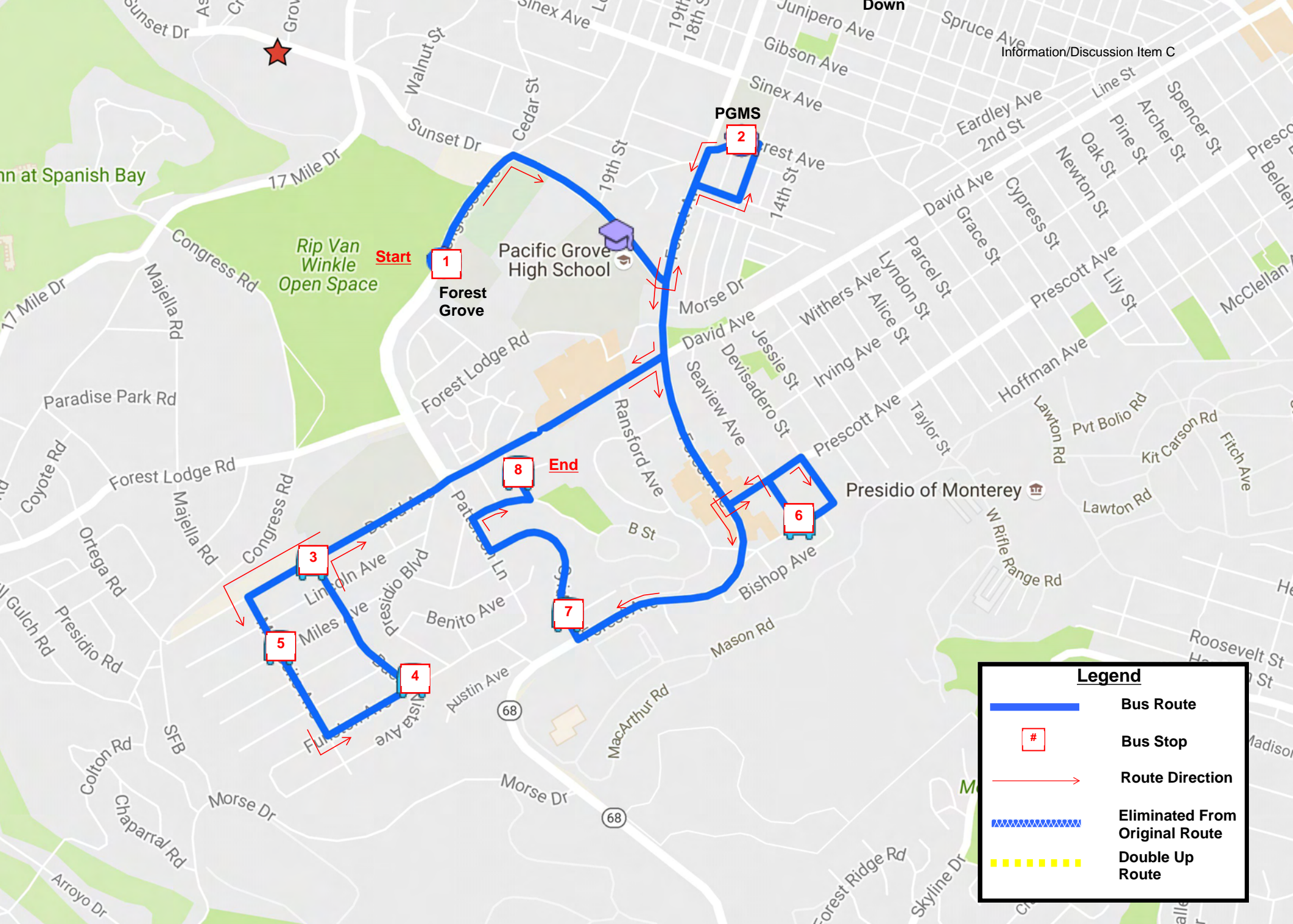
## Middle School & Elementary to Beach Tract (PM)





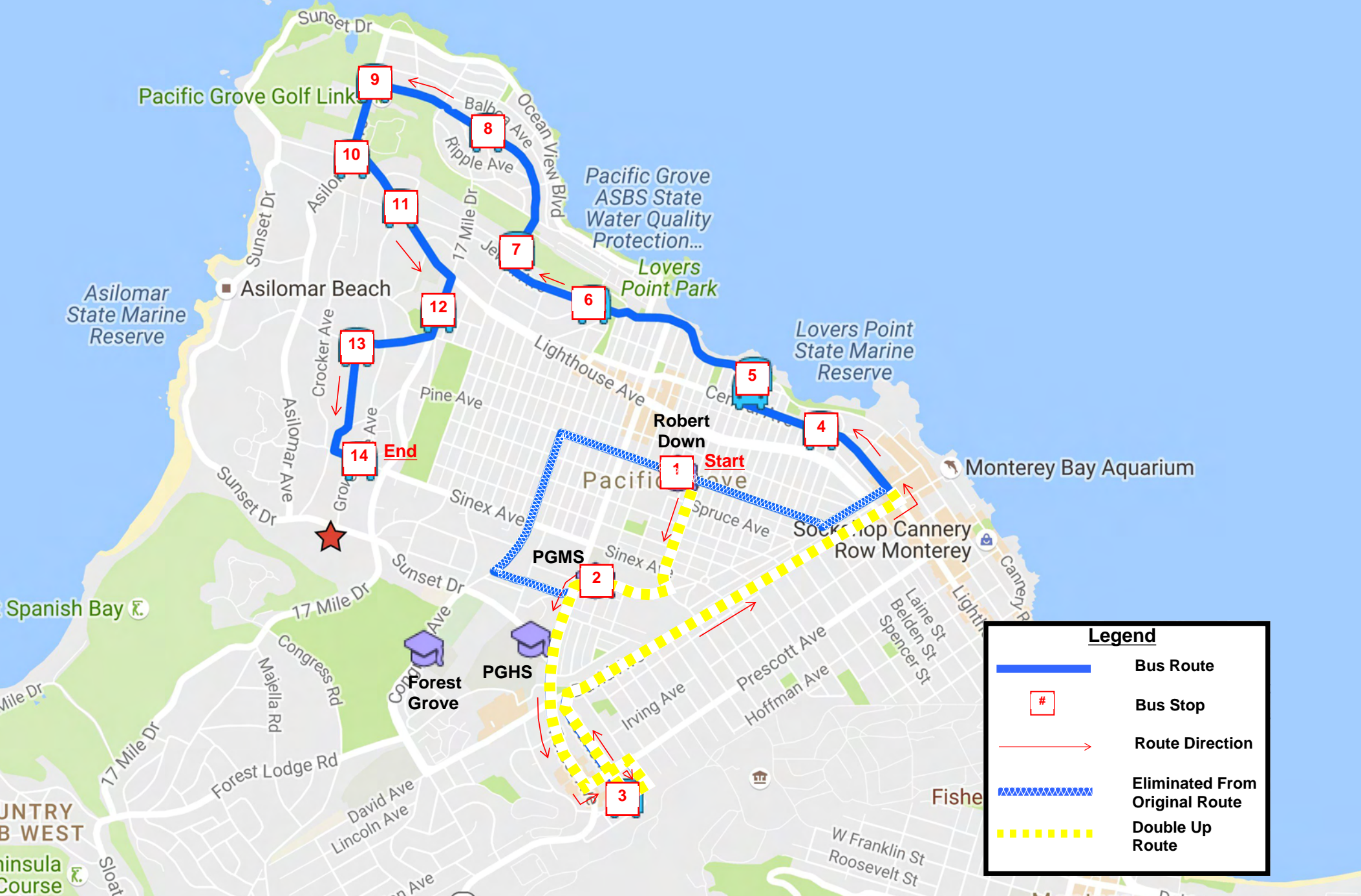
**Middle School & Elementary to Pebble Beach (PM)**





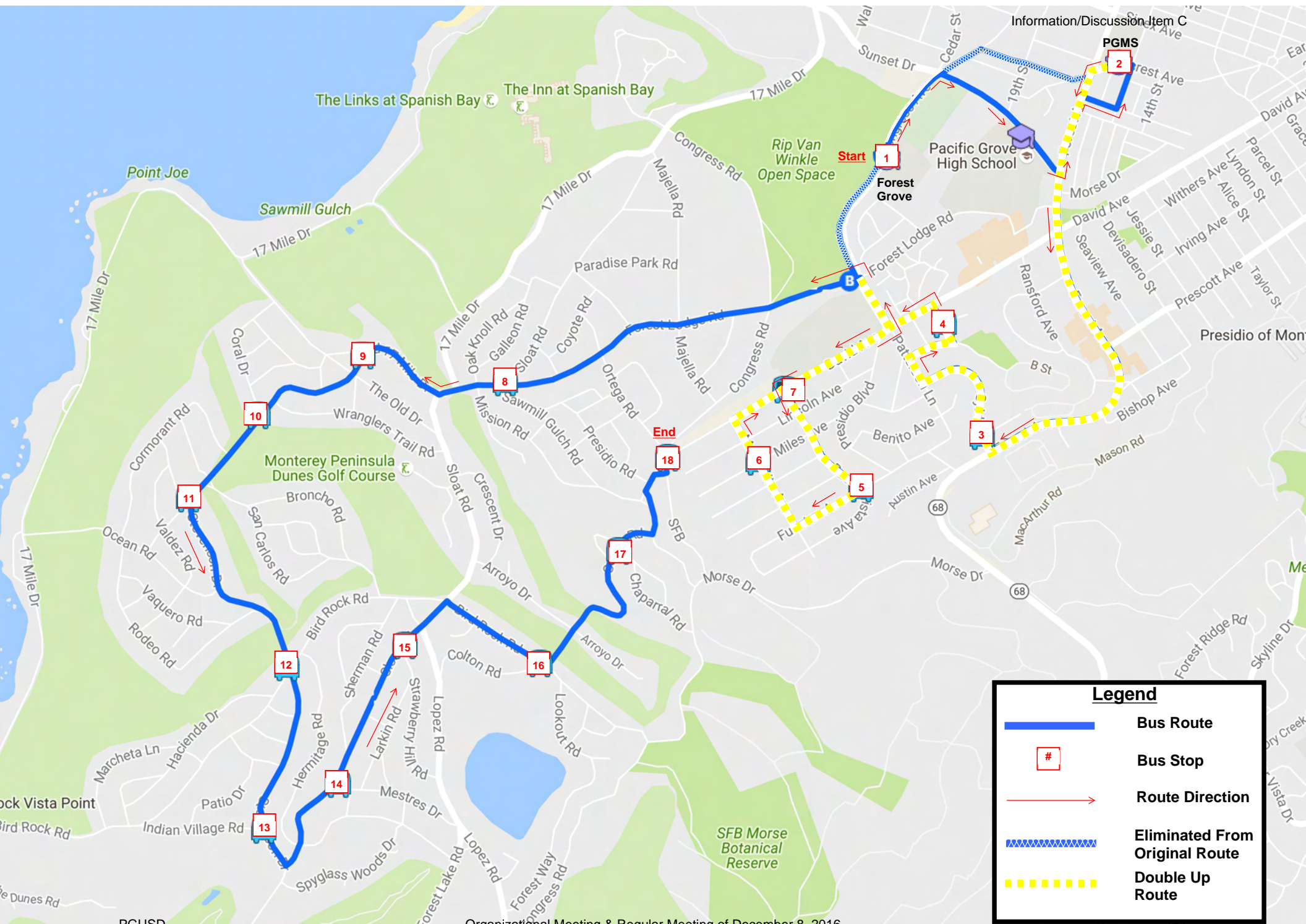
**Middle School & Elementary to Del Monte Park (PM)**





**Elementary & Middle School to Beach Tract (PM Double Up Day)**





## Elementary & Middle School to Del Monte Park & Pebble Beach (PM Double Up Day)

**SUBJECT:** Quarterly District Safety Update

**PERSON(S) RESPONSIBLE:** Barbara Martinez, Director of School Safety

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**BACKGROUND:**

The Administration recommends the Board review the report on safety for the 2016-2017 school year.

**INFORMATION:**

- Unifying to end Cyber Bullying: A forum to empower students to create a positive school culture
  - “A Brave Heart: The Lilly Velasquez Story”
  - Michael Pritchard
- Crisis Response
  - District Communication
  - Site Communication
- District Suspension Data

**FISCAL IMPACT:**

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

**SUBJECT:** Future Agenda Items

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

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**RECOMMENDATION:**

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

**BACKGROUND:**

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

**INFORMATION:**

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

The following is a list of future agenda items as of the December 8, 2016 Regular Board Meeting:

Homework Policy Review (January 12)  
Spanish Class at Elementary Schools (February 2)  
Pebble Beach Housing Project