

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

Trustees

*John Paff, President  
Brian Swanson, Clerk  
Debbie Crandell  
Bill Phillips  
Lexi Rohrer, Student Rep*

**DATE:** Thursday, May 25, 2017

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

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

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

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

**AGENDA AND ORDER OF BUSINESS**

**I. OPENING BUSINESS**

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

**II. CLOSED SESSION**

- A. Identify Closed Session Topics

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

- 1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 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.
3. Continue Superintendent Evaluation
4. Personnel Matter

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
3. Continue Superintendent Evaluation
4. Personnel Matter

B. Pledge of Allegiance

### **IV. PACIFIC GROVE MIDDLE SCHOOL MATHLETICS PRESENTATION**

The Administration recommends that the Board enjoy a presentation from Teacher Elaine Demarco and the Mathletics Team of Pacific Grove Middle School on their team sweeping the Monterey County Mathletics Competition.

### **V. BOARD MEMBER APPOINTMENT**

A. Voting

B. Appointment

C. Swearing in by Monterey County Superintendent of Schools Dr. Nancy Kotowski

### **VI. RECOGNITION OF RETIREES/STAFF RECOGNITION**

Recognition followed by a brief recess.

#### **RETIREES**

Dennis Chappin, 25 years  
 Carole Anloff, 3.5 years  
 Danielle Hartnett, 10 years  
 Becky Ohsiek, 15.5 years

Pat Rolander, 12 years  
 Eloise Guidara, 27 years  
 Henrietta Rivera, 11 years

## STAFF RECOGNITION

Amy Riedel, Robert Down Elementary  
Amy Tulley, Pacific Grove Middle  
Andrew Bradley, Robert Down Elementary  
Anna Spade, Robert Down Elementary  
Anne Scanlon, Robert Down Elementary  
Barbara Martinez, Adult Education  
Billie Mankey, District Office  
Bruce Cates, District Office  
Buck Roggeman, Forest Grove Elementary  
Che Burns, Maintenance  
Christina Renteria, Robert Down Element.  
Cindy Waznis, Robert Down Elementary  
Darcy Tuinenga, Pacific Grove Middle  
Denise Johnson, Robert Down Elementary  
Dianne Hobson, District Office  
Efren Torres, Maintenance  
Eloise Guidara, Robert Down Elementary  
Erica Chavez, Robert Down Elementary  
Greg Ellis, Maintenance  
Henrietta Rivera, Robert Down Elementary  
Irene Valdez, Forest Grove Elementary  
Isaac Rubin, Pacific Grove High  
Jacqueline Perkins, Robert Down Element.  
Jennifer Erickson, Pacific Grove High  
Joy Steineke, Adult Education  
Justin Matlow, Pacific Grove Middle  
Karen Levy, Robert Down Elementary  
Kari Serpa, Forest Grove Elementary

Katie Uppman, Robert Down Elementary  
Katherine Wheeler, Pacific Grove Middle  
Kathryn Yant, Forest Grove Elementary  
Kayla Naylor, Forest Grove Elementary  
Kris Stejskal, Robert down Elementary  
Larry Haggquist, Pacific Grove High  
Lauralea Gaona, Pacific Grove High  
Leslie Ward, Forest Grove Elementary  
Mary Hiserman, Robert Down Elementary  
Mary Schumaker, Pacific Grove Middle  
Matt Kelly, District Office  
Matthew Binder, District Office  
Michelle Evans, Robert Down Elementary  
Monica Valero, District Office  
Nancy Bernahl, District Office  
Nancy Spade, Robert Down Elementary  
Natasha Pignatelli, Pacific Grove High  
Nick Lackey, Pacific Grove High  
Rick Miller, District Office  
Robert Bullas, Maintenance  
Sean Keller, Pacific Grove High  
Sean Roach, Pacific Grove Middle  
Sherry Beck, Adult Education  
Sheryll Hahn, Robert Down Elementary  
Stefanie Perlstein, Robert Down Elementary  
Steve Ibrahim, Robert Down Elementary  
Wendy Roland, Pacific Grove Middle

## **VII. COMMUNICATIONS**

- A. Written Communication
- B. Board Member Comments
- C. Superintendent Report
- D. PGUSD Staff Comments (Non Agenda Items)

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

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

## IX. CONSENT AGENDA

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

- |  | Page |
|--|------|
| A. <u>Approval of Minutes of May 16, 2017 Special Board Meeting</u>  | 8    |
| Recommendation: (Ralph Gómez Porras, Superintendent) Approval of minutes as presented.   |      |
| B. <u>Certificated Assignment Order #14</u>  | 10   |
| Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Certificated Assignment Order #14.  |      |
| C. <u>Classified Assignment Order #14</u>  | 13   |
| Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Classified Assignment Order #14.  |      |
| D. <u>Acceptance of Donations</u>  | 15   |
| 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>  | 16   |
| Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board approve or receive the request as presented.  |      |
| F. <u>2016-17 Budget Revisions #4</u>  | 22   |
| Recommendation: (Rick Miller, Assistant Superintendent) The District Administration recommends that the Board review and approve the proposed budget revisions.  |      |
| G. <u>Acceptance of Quarterly Treasurer's Report</u>   | 31   |
| Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board accept the Quarterly Treasurer's Report for the quarter ending December 31, 2016.   |      |
| H. <u>Warrant Schedules No. 583</u>  | 43   |
| Recommendation: (Rick Miller, Assistant Superintendent) As Assistant Superintendent for Business Services, I certify that I have reviewed the attached warrants for consistency with the District's budget, and purchasing and accounting practices and therefore, recommend Board approval. |      |
| I. <u>Robert H. Down Elementary School 2017-18 Single Plan for School Achievement</u>  | 45   |
| Recommendation: (Linda Williams, Robert Down Elementary School Principal) The District Administration recommends that the Board review and approve the 2017-18 Robert H. Down Single Plan for School Achievement (SPSA) and related budget items. Appendix A in Board packet.                |      |
| J. <u>Forest Grove Elementary School 2017-18 Single Plan for Student Achievement</u>   | 46   |
| Recommendation: (Buck Roggeman, Forest Grove Elementary School Principal) The Administration recommends that the Board review and approve the Forest Grove Elementary Single Plan for Student Achievement (SPSA) for the 2017-18 school year. Appendix B in Board packet.                    |      |



- K. Pacific Grove Middle School 2017-18 Single Plan for Student Achievement 47  
 Recommendation: (Sean Roach, Pacific Grove Middle School Principal) The Administration recommends that the Board review and approve the Pacific Grove Middle School Single Plan for Student Achievement for 2017-18. Appendix C in Board packet.
- L. Pacific Grove High School 2017-18 Single Plan for Student Achievement 48  
 Recommendation: (Matt Bell, Pacific Grove High School Principal) The Administration recommends that the Board review and approve the Pacific Grove High School Single Plan for Student Achievement (SPSA) for the 2017-18 school year. Appendix D in Board packet.
- M. Pacific Grove Community High School Single Plan for Student Achievement 2017-2018 49  
 Recommendation: (Barbara Martinez, Community High School Principal) The Administration recommends that the Board review and approve the 2017-2018 Pacific Grove Community High School Single Plan for Student Achievement. Appendix E in Board packet.
- N. School Accountability Report Cards 50  
 Recommendation: (Ani Silva, Director of Curriculum and Special Projects) The District Administration recommends that the Board review and approve the 2015-16 School Accountability Report Cards (SARC). SARC Reports reflect the previous schools year's data. Appendix F in Board packet.
- O. Updates to Board Policies and Regulation Referencing Bullying and Cyberbullying: Board Policy and Regulation 5131 Conduct; Board Policy 6163.4 Student Use of Technology; Board Policy 5131.3 Bullying/Cyberbullying 51  
 Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends that the Board review and approve updates to Board Policies and Regulation referencing Bullying and Cyberbullying: Board Policy and Regulation 5131 Conduct; Board Policy 6163.4 Student Use of Technology; Board Policy 5131.3 Bullying/Cyberbullying, as required by Education Code.

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

## **X. PUBLIC HEARING I**

- Public Hearing of 6th-8th Grade English Language Arts Adoption 75  
 Public Hearing – Public hearing to discuss 6th-8th Grade English Language Arts Adoption. (Ani Silva, Director of Curriculum and Special Projects)

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

## **XI. ACTION/DISCUSSION A**

- A. Approval of 6th-8th Grade English Language Arts Adoption 82  
 Recommendation: (Ani Silva, Director of Curriculum and Special Projects) The Administration recommends the Board approve the Adoption of California StudySync by McGraw-Hill.

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

## **XII. PUBLIC HEARING II**

### **Public Hearing of Pacific Grove High School Advanced Placement Human Geography Textbook Adoption**

89

Public Hearing– Public hearing to discuss Pacific Grove High School Advanced Placement Human Geography Textbook Adoption. (Ani Silva, Director of Curriculum and Special Projects)

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

## **XIII. ACTION/DISCUSSION B**

### **B. Approval of Pacific Grove High School Advanced Placement Human Geography Textbook Adoption**

94

Recommendation: (Ani Silva, Director of Curriculum and Special Projects) The Administration recommends that the Board approve the purchase of “The Cultural Landscape: An Introduction to Human Geography” for Pacific Grove High School.

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

## **XIV. ACTION/DISCUSSION**

### **C. Resolution #998 Adopting Procedures and Guidelines for Selection of Lease-Leaseback Contract**

99

Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends that the Board review and approve Resolution #998 Adopting Procedures and Guidelines for Selection of Lease-Leaseback Contractor.

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

### **D. Forest Grove Elementary School Portable Project**

103

Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and approve the proposal for Forest Grove Elementary School Portable Project for Lease-Leaseback Contract.

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

### **E. Robert Down Elementary School Portable Project**

104

Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and approve the proposal for Robert Down Elementary School Portable Project for Lease-Leaseback Contract.

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

### **F. Monterey Peninsula College (MPC) and Pacific Grove Unified School District (PGUSD) College and Career Access Pathways Partnership Agreement (CCAP)**

105

Recommendation: (Sean Keller, Pacific Grove High School Assistant Principal; Matt Bell, Pacific Grove High School Principal) The Administration recommends that the Board review and approve the 2017-18 College and Career Access Pathways Partnership Agreement (CCAP) between the Monterey Peninsula Community College District (MPCCD).

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

- G. Board Calendar/Future Meetings 133  
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: \_\_\_\_\_

**XV. INFORMATION/DISCUSSION**

- A. Future Agenda Items 137  
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.

Spanish Class at Elementary Schools (Fall 2017)  
Fencing for Security (Fall 2017)

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

**XVI. ADJOURNMENT**

Next regular meeting: June 8, 2017 – District Office at 7:00 p.m.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION  
Minutes of the Special Meeting of May 16, 2017 – District Office

**I. OPENED BUSINESS**

- A. Called to Order 7:00 p.m.
- B. Roll Call
- |                         |                                 |
|-------------------------|---------------------------------|
| President:              | Trustee Paff                    |
| Clerk:                  | Trustee Swanson                 |
| Trustees Present:       | Trustee Crandell                |
|                         | Trustee Phillips                |
| Administration Present: | Superintendent Porras           |
|                         | Assistant Superintendent Miller |
| Board Recorder:         | Mandi Freitag                   |
- C. Adopted Agenda

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

**Public comment: none**

**Motion CARRIED 4 – 0**

- B. Pledge of Allegiance Led By: Superintendent Porras

**II. ACTION/DISCUSSION**

- A. Minutes of April 27, 2017 Regular Board Meeting

**MOTION Crandell/Swanson to approve the Minutes of April 27, 2017.**

**Public comment: none**

**Motion CARRIED 4 – 0**

- B. Minutes of May 9, 2017 Special Board Meeting

**MOTION Swanson/Phillips to approve the Minutes of May 9, 2017.**

**Public comment: none**

**Motion CARRIED 4 – 0**

**III. BOARD MEMBER INTERVIEW**

- A. Interviews

The Board interviewed the following five candidates:

Cristy Dawson

Stephen Thomas

Henry Nigos

Joseph Amelio

Josey Schenkoske

Each candidate had up to 10 minutes to speak about their qualifications and background. The Board followed up with questions. The candidates then had a final two minutes to speak to the Board.

B. Public Comment

None.

IV. ADJOURNED

8:50 p.m.

Approved and submitted:

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Dr. Ralph Gómez Porras  
Secretary to the Board

**SUBJECT:** Certificated Assignment Order #14

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

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**RECOMMENDATION:**

The administration recommends adoption of Certificated Assignment Order #14.

**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. 14  
May 25, 2017**

**NEW HIRE:**

Rachel Allaire, RDE 1<sup>st</sup> Grade Teacher, 1.0 fte., Column V, Step 8, effective August 8, 2017 (new position)

Patty Bloomer, RDE Special Education Teacher, 1.0 fte, Column IV , Step 10, effective August 7, 2017 (replaces Kilene Brosseau who voluntarily transferred to PGHS)

Theresa McDaniel, FGE 1<sup>st</sup> Grade Teacher, 1.0 fte, Column VI, Step 6, + Master's effective August 8, 2017 (replaces Kristin Sweeney who voluntary reassignment to Kindergarten)

**TEMPORARY APPOINTMENT:**

**2017 Summer School**, temporary teaching positions, paid per hour, per time sheet at the PGTA hourly instructional rate, dependent upon sufficient enrollment, effective June 5, 2017 through June 30, 2017 and in addition 1 equivalent day of initial prep for all teachers and one additional afternoon session during the summer program for special education.

<b>Instructor</b>	<b>Course Title</b>
Lauralea Gaona	MS/HS Credit Recovery
Sally Richmond	Math Bridge

**STIPENDS: 2016-17 Winter/Spring Athletic season:**

<b>Sport</b>	<b>Name</b>	<b>Assignment</b>	<b>Stipend</b>	<b>Funding Source</b>
Basketball	Erica Gamecho	JV Basketball	1.0	General Fund
Baseball	Gil Ruiz	Varsity Baseball Head Coach	1.0	General Fund
Baseball	Gabe Ruiz	JV Baseball Ass't. Coach	1.0	General Fund
Softball	Sal Lucido	Varsity Softball Head Coach	1.0	General Fund
Softball	Richard Cochran	JV Softball Ass't. Coach	1.0	General Fund
Swimming	Sharon Osgood	Varsity Swimming Head Coach	1.0	General Fund
Swimming	Christine Bottaro	Varsity Swimming Ass't. Coach	1.0	General Fund
Boys Golf	Steve Thomas	Varsity Boys Golf Coach	1.0	General Fund
Track	Steve Watkins	Varsity Head Track Coach	1.0	General Fund
Track	Tom Light	JV Football Ass't. Coach	1.0	General Fund
Track	Morris Kauffman	Track Ass't. Coach	0.5	General Fund
Boys Tennis	Jean Therou	Boys Tennis Head Coach	1.0	General Fund
Lacrosse	Fran O'Hagan	Lacrosse Varsity Head Coach	1.0	General Fund

**LEAVE OF ABSENCE:**

Adrianne D'Amico, requests a partial leave of absence (from 1.0 fte to 0.60 fte) for unpaid child-rearing leave effective the 2017-2018 school year

**CHANGE OF ASSIGNMENT/TRANSFER:**

Michal Knight, Special Education Teacher, 1.0 fte, voluntarily transfers from RDE to FGE effective (replaces Mary Quindimil voluntary reassignment)

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
CERTIFICATED PERSONNEL ASSIGNMENT ORDER NO. 14  
May 25, 2017**

**CHANGE OF ASSIGNMENT/TRANSFER, Continued:**

Mary Quindimil, FGE Special Education Teacher, 1.0 fte, voluntary reassignment from SDC to RSP, effective August 8, 2017 (replaces retiree Danielle Hartnett)

Kristin Sweeney, FGE Elementary Teacher, 1.0 fte voluntary reassignment from 1<sup>st</sup> Grade to Kindergarten, effective August 8, 2017 (replaces Julie Kelly who transferred to RDE)

Nancy Spade, RDE Elementary Teacher, 1.0 fte voluntary reassignment from Intervention Teacher to 2<sup>nd</sup> Grade, effective August 8, 2017 (replaces Laura Dean, voluntary reassignment to 5<sup>th</sup> Grade)

**STIPEND:**

Allison Lyon, RDE Garden Coordinator, \$4,600 annual stipend, effective 2016-2017 school year only (Site Discretionary funding)

**SUBSTITUTES:**

Shelley Grahl

**RETIREMENT/RESIGNATIONS:**

Eloise Guidara, RDE Kindergarten teacher, retires after 27 years of successful service in the Pacific Grove Unified School District

Fran O'Hagen, PGHS, Lacrosse Coach, resigns effective end of 2016-17 Season



**SUBJECT:** Classified Assignment Order #14

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

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**RECOMMENDATION:**

The administration recommends adoption of Classified Assignment Order #14

**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. 14  
May 25, 2017**

**TEMPORARY, ADDITIONAL ASSIGNMENT:**

**2017 Summer School**, temporary positions, paid per hour, per time sheet, effective June 5, 2017 through June 30, 2017

<b>Employee</b>	<b>Position</b>	<b>Days/Hours</b>	<b>Range/Step</b>
Silvia Mah	Instructional Assistant, Kindergarten	19 days @ 3.25 hrs./day	30/F
Cindy Waznis	Health Clerk	20 days, up to 4 hours/day depending on need	37/D

**LEAVE OF ABSENCE:**

Joel Drucker requests and qualifies for unpaid Family Medical Leave up to 12 months, effective May 9, 2017

**RETIREMENT:**

Henrietta Rivera, Recreation Coordinator, FGE/RDE, effective June 7, 2017 after 11 years of successful service with the Pacific Grove Unified School District

**SUBJECT:** Acceptance of Donations

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

**RECOMMENDATION:**

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

**INFORMATION:**

During the past month the following donations were received:

**Forest Grove Elementary School**

None

**Robert H. Down Elementary School**

Big Sur Marathon

\$ 1,000 (undesignated)

**Pacific Grove Middle School**

PG Music Boosters

\$ 800 (music transportation)

Diane Dawson

\$ 500 (PE equipment)

**Pacific Grove High School**

Luce Family Trust

\$20,000 (PGHS Scholarship Fund)

Stevenson School

600 (Band)

Wells Fargo

134.61 (V. Michael class)

Mr. Warren Stephens/Habitat Gardens

18 Prunus trees valued at \$22,110

**Pacific Grove Community High School**

None

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

None

**Pacific Grove Unified School District**

None

Ref: Donations

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

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

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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>
June 16-18 University of the Pacific Stockton, CA	PGHS Boys Basketball Team College campus visit	District vans	\$450	HS Athletics
June 24-25 Menlo Atherton High School Atherton, CA	PGHS Boys Basketball Team Tournament	District vans	\$300	HS Athletics
June 30-July 2 Westmont College Santa Barbara, CA	PGHS Boys Basketball Team College campus visit, tournament	District vans	\$550	HS Athletics
September 8-9 North Lake Tahoe High School North Lake Tahoe, CA	PGHS Cross Country Team Cross Country Meet	Auto/District vans	\$2546	HS Athletics

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rec  
slater

**FAXED**  
Consent Agenda Item E  
4/3/17

**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 June 16 - June 18, 2017 Day of Activity Sat-Sun  
Place of Activity University of Pacific  
School PG High Grade Level 9-12  
School Departure Time 9 AM PM  
Pickup Time **From** Place of Activity 4 AM PM  
Name of Employee Accompanying Students Dan Powers / Jordan Guspersion  
Number of Adults 2 Number of Students 12  
Class or Club PG High Boys Basketball  
Description of Activity Boys Basketball Team Camp  
Education Objective Basketball / Visit a College Camp  
List All Stops None

Means of Transportation: ( ) 84 Passenger ( ) 72 Passenger ( ) 48 Passenger ( ) 18 Passenger  
( ) Charter (x) Auto\* ( ) Walk (x) Other\*\* School Vans if available  
ATHLETICS

\*#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 DP  
(Teachers Initials)
2. If using vans, you MUST list who the drivers are. Dan Powers / Jordan Guspersion
3. Cost of Activity \$ 350
4. Cost of Transportation \$ 100  
Total Cost (Activity + Transportation) \$ 450
5. Fund to be Charged for all activity expenses: (x) Acct. Code WELLS FARGO ACC. 483  
( ) Students ATHLETICS  
( ) Other
6. Requested By Daniel P. Bus / Daniel P. Powers Date May 8, 2017  
Employee's Signature AND Printed Name (Employee accompanying students on activity)
7. Recommend Approval [Signature] Date 5/10/17  
Principal's Signature

**Transportation Department/District Office Use Only**

Bus(s) ( ) Available ( ) Not Available

Date Received

Cost Estimate \$

Approved By Date

Approved By Date

Transportation Supervisor

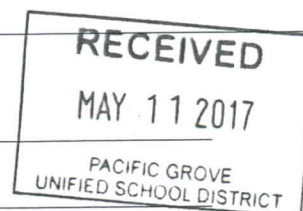
Assistant Superintendent

Date of Board Approval May 25, 2017

PGUSD

Regular Board Meeting of May 25, 2017

Updated 12/15/15



Juc  
5/9/17

PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
REQUEST FOR OFF CAMPUS ACTIVITY

Consent Agenda Item E

**FAKED**  
HS 5/11

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 June 24-25 Day of Activity Sat-Sunday

Place of Activity Mento Atterton High School

School Pacific Grove High Grade Level 9-12

School Departure Time 9 AM 4 PM

Pickup Time From Place of Activity 4 AM 4 PM

Name of Employee Accompanying Students Dan Powers / Jordan Gasperson

Number of Adults 2 Number of Students 12

Class or Club Pacific Grove Boys Basketball

Description of Activity Boys Basketball Tournament

Education Objective Basketball Team Development

List All Stops /

Means of Transportation: ( ) 84 Passenger ( ) 72 Passenger ( ) 48 Passenger ( ) 18 Passenger  
( ) Charter (X) Auto\* ( ) Walk (X) Other\*\* School Vans if Available  
Athletics

\*#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 DP  
(Teachers Initials)

2. If using vans, you MUST list who the drivers are. Dan Powers / Jordan Gasperson

3. Cost of Activity \$ 250

4. Cost of Transportation \$ 50

Total Cost (Activity + Transportation) \$ 300

5. Fund to be Charged for all activity expenses: (X) Acct. Code WALLS FALLEN ASB ATHLETICS  
( ) Students  
( ) Other

6. Requested By Daniel P. Powers Dan Powers Date May 8, 2017  
Employee's Signature AND Printed Name (Employee accompanying students on activity)

7. Recommend Approval [Signature] Date 5/10/17  
Principal's Signature

Transportation Department/District Office Use Only

Bus(s) ( ) Available ( ) Not Available

Date Received

Cost Estimate \$

Approved By

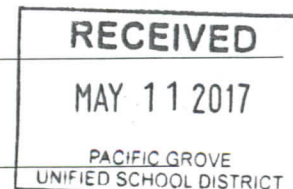
Date

Approved By

Date

Date of Board Approval May 25, 2017  
PGUSD Regular Board Meeting of May 25, 2017

Updated 12/15/15





rec  
5/17

Consent Agenda Item E  
**FAKED**

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 June 30 - July 2 Day of Activity Fri/Sat/Sun  
Place of Activity Westmont College  
School PG High Grade Level 9-12  
School Departure Time 8 AM PM  
Pickup Time From Place of Activity AM 4 PM PM  
Name of Employee Accompanying Students Dan Powers/Jordan Gasperson  
Number of Adults 2 Number of Students 12  
Class or Club PG High Boys Basketball  
Description of Activity Basketball Team Cup  
Education Objective Basketball / Visit + Stay at a College  
List All Stops ✓

Means of Transportation: ( ) 84 Passenger ( ) 72 Passenger ( ) 48 Passenger ( ) 18 Passenger  
( ) Charter (X) Auto\* ( ) Walk (X) Other\*\* Vans if Available  
ATHLETICS

\*#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 DP  
(Teachers Initials)
2. If using vans, you MUST list who the drivers are. Dan Powers/Jordan Gasperson
3. Cost of Activity \$ 450
4. Cost of Transportation \$ 100  
Total Cost (Activity + Transportation) \$ 550
5. Fund to be Charged for all activity expenses: (X) Acct. Code WELLS FARGO Ace ATHLETICS  
( ) Students  
( ) Other
6. Requested By [Signature] Dan Powers Date May 8, 2017  
Employee's Signature AND Printed Name (Employee accompanying students on activity)
7. Recommend Approval [Signature] Date 5/10/17  
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

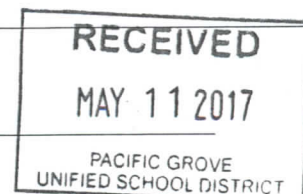
Date

Assistant Superintendent

Date of Board Approval May 25, 2017

PGUSD

Regular Board Meeting of May 25, 2017



Updated 12/15/15



**FAXED**  
HS 5/11

**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 9/8-9/17 Day of Activity Friday / Saturday  
Place of Activity N. Tahoe HS.  
School N. Tahoe HS Grade Level 9-12  
School Departure Time AM 6:00 PM \_\_\_\_\_  
Pickup Time From Place of Activity \_\_\_\_\_ AM \_\_\_\_\_ PM 4:00  
Name of Employee Accompanying Students Steve Watkins  
Number of Adults 4-6 Number of Students 12-18  
Class or Club PGHS Cross Country team  
Description of Activity Cross Country meet  
Education Objective Enrichment  
List All Stops Santa Nella, Lands Park Sacramento  
Means of Transportation: ( ) 84 Passenger ( ) 72 Passenger ( ) 48 Passenger ( ) 18 Passenger  
( ) Charter (X) Auto\* ( ) Walk (X) Other\*\* ATHLETIC BUN VANS

\*#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. TBD
3. Cost of Activity \$ 1,746.00
4. Cost of Transportation \$ 800.00  
Total Cost (Activity + Transportation) \$ 2,546.00 WELLS FARGO ACCOUNT  
Athletic - CC
5. Fund to be Charged for all activity expenses: (X) Acct. Code \_\_\_\_\_  
( ) Students \_\_\_\_\_  
( ) Other \_\_\_\_\_
6. Requested By Steve Watkins Date 5-7-17  
Employee's Signature AND Printed Name (Employee accompanying students on activity)
7. Recommend Approval [Signature] Date 5/10/17  
Principal's Signature

**Transportation Department/District Office Use Only**

Bus(s) ( ) Available ( ) Not Available Date Received \_\_\_\_\_

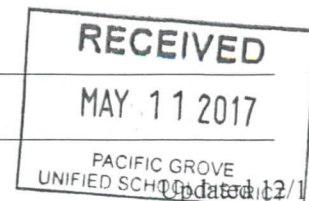
Cost Estimate \$ \_\_\_\_\_

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

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

Assistant Superintendent

Date of Board Approval May 25, 2017



**SUBJECT:** 2016-17 District Budget Revision #4

**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 of the District's various 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 in September, to update 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 done towards the end of the fiscal year, in May.

The budget revisions we are recommending are reflected in the column titled "Rev #4 Changes". The column to the left of the Proposed Changes is the current Board-approved version of the budget. The column to the right of the proposed changes will become the official budget once the Board formally approves them. A list of the explanations for each budget revision is shown at the bottom of each page.

**INFORMATION:**

The financial condition of the District remains positive with reserves in place and cash flow being met. As a result of these budget revisions, the budgetary deficit has increased from \$377,084 to \$1,205,362, an increase of \$828,278.

Some significant budget revisions to the General Fund include:

- 1) Due to the posting of the transfer from the General Fund to the Adult Education Fund, revenues in the General Fund were decreased \$143,079.
- 2) The budget for Donations the district has received was increased \$40,030.
- 3) The District is planning on performing Prop 39 energy efficiency upgrades during the summer. Even though the work should extend into the next fiscal year, the budget includes the entire funding available, \$397,685, which is budgeted in Salaries, Benefits, Supplies, and Capital Outlay.
- 4) As a result of leasing a new bus for the Transportation Department, state accounting rules require that we expense the entire cost of the bus (\$158,408) in the current fiscal year. For cash flow purposes however, the cost is spread out over three years.

**FISCAL IMPACT:**

The fiscal impact is reflected in the attached reports.



## 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
Beginning Balance	4,064,031	1,176,858	5,240,889	-	5,240,889	-	5,240,889	-		5,240,889
<b>Revenues</b>										
LCFF	26,193,841	9,304	26,203,145	(16,005)	26,187,140	(7,072)	26,180,068	(144,085)	a	26,035,983
Federal Revenue	636,389	-	636,389	6,256	642,645	46,961	689,606	9,004	b	698,610
State Revenues	1,257,765	890,060	2,147,825	109,196	2,257,021	19,917	2,276,938	20		2,276,958
Local Revenues	1,055,570	110,593	1,166,163	77,833	1,243,996	(149,853)	1,094,143	206,570	c	1,300,713
<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>(90,047)</b>	<b>30,240,755</b>	<b>71,509</b>		<b>30,312,264</b>
<b>Expenditures</b>										
Certificated Salaries	14,750,828	164,935	14,915,763	148,355	15,064,118	89,776	15,153,894	24,888	d	15,178,782
Classified Salaries	5,053,206	32,142	5,085,348	177,233	5,262,581	35,586	5,298,167	49,953	e	5,348,120
Benefits	4,543,683	986,254	5,529,937	(66,670)	5,463,267	85,647	5,548,914	36,174	f	5,585,088
Books & Supplies	1,191,321	342,461	1,533,782	113,774	1,647,556	(148,618)	1,498,938	364,914	g	1,863,852
Services	2,549,776	(24,419)	2,525,357	154,471	2,679,828	205,562	2,885,390	213,254	h	3,098,644
Capital Outlay	12,529	8,437	20,966	1,200	22,166	(2,412)	19,754	158,408	i	178,162
Other Outgo	705,579	(113,529)	592,050	-	592,050	(357,596)	234,454	52,196	j	286,650
Indirect Costs	(21,672)	-	(21,672)	-	(21,672)	-	(21,672)	-		(21,672)
<b>Total Expenditure</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>(92,055)</b>	<b>30,617,839</b>	<b>899,787</b>		<b>31,517,626</b>
<b>Surplus (Deficit)</b>	<b>358,315</b>		<b>(28,009)</b>		<b>(379,092)</b>		<b>(377,084)</b>			<b>(1,205,362)</b>
<b>Transfers In (Out)</b>	<b>(60,209)</b>	-	<b>(60,209)</b>	-	<b>(60,209)</b>	-	<b>(60,209)</b>	<b>(5,892)</b>		<b>(54,317)</b>
<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>	<b>2,008</b>	<b>4,803,596</b>	<b>(822,386)</b>		<b>3,981,210</b>

Components of Ending Fund Balance									
a Revolving Cash	5,000	-	5,000	-	5,000	-	5,000	-	5,000
b Restricted Balance	623,430	89,010	712,440	-	712,440	139,762	852,202	(727,993)	124,209
c Committed		-		-	-	-		-	-
d Assigned	2,808,707	719,272	3,527,979	(366,934)	3,161,045	(134,992)	3,026,053	(121,210)	2,904,843
e Resv for Ec Unc	925,000	(17,748)	907,252	15,851	923,103	(2,762)	920,341	26,817	947,158
<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>	<b>2,008</b>	<b>4,803,596</b>	<b>(822,386)</b>	<b>3,981,210</b>

(144,085) a to decrease budget due to budgeting for Adult Ed transfer to Fund 11

9,004 b to increase budget due to revised IDEA allocation

206,570 c to increase budget due to 1) receipt of proceeds of Capital Lease, and 2) receipt of Donations and Fee Revenue

24,888 d to increase budget due to revised estimates after posting of April payroll

49,953 e to increase budget due to 1) posting of Electrician for Prop 39, and 2) revised estimates after posting of April payroll

36,174 f to increase budget due to 1) posting of Electrician for Prop 39, and 2) revised estimates after posting of April payroll

364,914 g to increase budget due to 1) budgeting for Prop 39 supplies, 2) Custodial supplies and 3) receipt of Donations

213,254 h to increase budget due to 1) Budget for Prop 39 Equipment rentals, 2) Increase in Natural Gas services, 3) Bus Repairs, 4) Maintenance Rentals, 5) Special Ed Legal Fees, 6) Telephone, 7) Receipt of Donations

158,408 i to increase budget due to 1) Bus purchase

52,196 j to increase budget due to bus lease (three year lease)

## 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
Beginning Balance	623,983	150,931	774,914	-	774,914	-	774,914	-		774,914
<b>Revenues</b>										
LCFF	-	-	-	-	-	-	-	143,533	a	143,533
Federal Revenue	70,000	-	70,000	(35,442)	34,558	-	34,558	-		34,558
State Revenues	1,137,000	53,051	1,190,051	-	1,190,051	-	1,190,051	-		1,190,051
Local Revenues	540,000	200	540,200	18,788	558,988	2,394	561,382	102,909	b	664,291
<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>2,394</b>	<b>1,785,991</b>	<b>246,442</b>		<b>2,032,433</b>
<b>Expenditures</b>										
Certificated Salaries	520,000	228,423	748,423	(174,800)	573,623	54,152	627,775	1,161	c	628,936
Classified Salaries	315,000	60,768	375,768	1,323	377,091	2,035	379,126	2,103	d	381,229
Benefits	170,000	98,424	268,424	(35,187)	233,237	9,557	242,794	640	e	243,434
Books & Supplies	95,000	76,700	171,700	48,780	220,480	17,441	237,921	140,074	f	377,995
Services	49,000	3,079	52,079	2,035	54,114	22,001	76,115	3,400	g	79,515
Capital Outlay	-	-	-	-	-	-	-	-		-
Other Outgo	-	-	-	-	-	-	-	-		-
Indirect Costs	-	-	-	-	-	-	-	-		-
<b>Total Expenditure</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>105,186</b>	<b>1,563,731</b>	<b>147,378</b>		<b>1,711,109</b>
<b>Surplus (Deficit)</b>	<b>598,000</b>		<b>183,857</b>		<b>325,052</b>		<b>222,260</b>	<b>99,064</b>		<b>321,324</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>1,221,983</b>		<b>958,771</b>	<b>141,195</b>	<b>1,099,966</b>	<b>(102,792)</b>	<b>997,174</b>	<b>99,064</b>		<b>1,096,238</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	(102,792)	997,174	99,064		1,096,238
<b>Ending Fund Balance</b>	<b>1,221,983</b>		<b>958,771</b>	<b>141,195</b>	<b>1,099,966</b>	<b>(102,792)</b>	<b>997,174</b>	<b>99,064</b>		<b>1,096,238</b>

143,533 a to increase budget due to posting of Adult Ed portion of LCFF funding, a transfer in from General Fund

102,909 b to increase budget due to increase in donation revenue

1,161 c to increase budget due to revised estimates for Payroll

2,103 d to increase budget due to revised estimates for Payroll

640 e to increase budget due to revised estimates for Payroll related benefits

140,074 f to increase budget due to expenditures related to posting of donations and additional materials and supplies

3,400 g to increase budget due to expenditures related to posting of donations

## Pacific Grove Unified School District

## Budget Revisions - Child Development Fund 12

	Original Budget	Rev #1 Changes	Unaud Actuals	Rev #2 Changes	First Interim	Rev #3 Changes	Second Interim	Rev #4 Changes		Final Budget
Beginning Balance	18,225	45,306	63,531		63,531		63,531			63,531
<b>Revenues</b>										
LCFF	-	-				-		-		
Federal Revenue	-	-				-		-		
State Revenues	95,351	3,836	99,187	-	99,187	-	99,187	-		99,187
Local Revenues	370,000	-	370,000	-	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>469,187</b>	<b>-</b>		<b>469,187</b>
<b>Expenditures</b>										
Certificated Salaries	63,000	3,438	66,438	(9,214)	57,224	-	57,224	1,200	a	58,424
Classified Salaries	262,025	3,423	265,448	(24,204)	241,244	1,195	242,439	5,065	b	247,504
Benefits	86,891	4,924	91,815	(590)	91,225	118	91,343	921	c	92,264
Books & Supplies	15,000	-	15,000	-	15,000	-	15,000	(1,629)	d	13,371
Services	2,000	-	2,000	-	2,000	-	2,000	61,024	e	63,024
Capital Outlay	14,763	-	14,763	-	14,763	-	14,763	-		14,763
Other Outgo	21,672	-	21,672	-	21,672	-	21,672	-		21,672
Indirect Costs		-	-				-	-		
<b>Total Expenditure</b>	<b>465,351</b>	<b>11,785</b>	<b>477,136</b>	<b>(34,008)</b>	<b>443,128</b>	<b>1,313</b>	<b>444,441</b>	<b>66,581</b>		<b>511,022</b>
<b>Surplus (Deficit)</b>	<b>-</b>	<b>(7,949)</b>	<b>(7,949)</b>		<b>26,059</b>		<b>24,746</b>	<b>(66,581)</b>		<b>(41,835)</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>(1,313)</b>	<b>88,277</b>	<b>(66,581)</b>		<b>21,696</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	(1,313)	88,277	(66,581)		21,696
<b>Ending Fund Balance</b>	<b>18,225</b>		<b>55,582</b>	<b>34,008</b>	<b>89,590</b>	<b>(1,313)</b>	<b>88,277</b>	<b>(66,581)</b>		<b>21,696</b>

1,200 a to increase budget due to revised estimates for Payroll

5,065 b to increase budget due to revised estimates for Payroll

921 c to increase budget due to revised estimates for Payroll related benefits

(1,629) d to decrease budget due to transferring existing budget to the Payroll budget

61,024 e to increase budget due to posting of Architect fees for the portables project

## Pacific Grove Unified School District

## Budget Revisions - Cafeteria Fund 13

	Original Budget	Rev #1 Changes	Unaud Actuals	Rev #2 Changes	First Interim	Rev #3 Changes	Second Interim	Rev #4 Changes		Final Budget
Beginning Balance	8,785	(105)	8,680	-	8,680		8,680	-		8,680
<b>Revenues</b>										
LCFF		-				-				
Federal Revenue	177,000	-	177,000	-	177,000	-	177,000	-		177,000
State Revenues	19,000	6,006	25,006	-	25,006	-	25,006	-		25,006
Local Revenues	400,000	-	400,000	-	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>602,006</b>	<b>-</b>		<b>602,006</b>
<b>Expenditures</b>										
Certificated Salaries		-						-		
Classified Salaries	267,747	7,379	275,126	(21,138)	253,988	967	254,955	5,430	a	260,385
Benefits	67,000	(1,373)	65,627	99	65,726	111	65,837	(40)	b	65,797
Supplies	275,000	10,600	285,600	-	285,600	387	285,987	12,243	c	298,230
Services	13,000	150	13,150	-	13,150	-	13,150	(150)	d	13,000
Capital Outlay		-		-		-		-		
Other Outgo	-	-	-	-	-	-	-	-		
Indirect Costs	-	-	-	-	-	-	-	-		
<b>Total Expenditure</b>	<b>622,747</b>	<b>16,756</b>	<b>639,503</b>	<b>(21,039)</b>	<b>618,464</b>	<b>1,465</b>	<b>619,929</b>	<b>17,483</b>		<b>637,412</b>
<b>Surplus (Deficit)</b>	<b>(26,747)</b>		<b>(37,497)</b>		<b>(16,458)</b>		<b>(17,923)</b>			<b>(35,406)</b>
<b>Transfers In (Out)</b>	<b>40,783</b>	<b>-</b>	<b>40,783</b>		<b>40,783</b>		<b>40,783</b>			<b>34,891</b>
<b>Ending Fund Balance</b>	<b>22,821</b>	<b>(10,855)</b>	<b>11,966</b>	<b>21,039</b>	<b>33,005</b>	<b>(1,465)</b>	<b>31,540</b>	<b>(23,375)</b>		<b>8,165</b>
<b>Components of Ending Fund Balance</b>										
a Stores-Rev Cash	8,680	-	8,680	-	8,680		8,680	(515)		8,165
b Restricted Balances		-		-		-		-		
c Committed								-		
d Assigned								-		
e Resv for Ec Unc	14,141	(10,855)	3,286	21,039	24,325	(1,465)	22,860	(22,860)		
<b>Ending Fund Balance</b>	<b>22,821</b>	<b>(10,855)</b>	<b>11,966</b>	<b>21,039</b>	<b>33,005</b>	<b>(1,465)</b>	<b>31,540</b>	<b>(23,375)</b>		<b>8,165</b>

5,430 a to increase budget due to revised estimates for Payroll

(40) b to decrease budget due to revised estimates for Payroll related benefits

12,243 c to increase budget due to increased food supplies

(150) d to decrease budget due to decreased services



## Pacific Grove Unified School District

## Budget Revisions - Deferred Maintenance Fund 14

	Original Budget	Rev #1 Changes	Unaud Actuals	Rev #2 Changes	First Interim	Rev #3 Changes	Second Interim	Rev #4 Changes		Final Budget
Beginning Balance	394,820	(14,640)	380,180	-	380,180	-	380,180			380,180
<b>Revenues</b>										
LCFF		-		-		-				
Federal Revenues		-								
State Revenues	93,372	-	93,372	-	93,372	-	93,372	-		93,372
Local Revenues	4,000	-	4,000	-	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>97,372</b>	<b>-</b>		<b>97,372</b>
<b>Expenditures</b>										
Certificated Salaries		-		-		-		-		
Classified Salaries		-		-		-		-		
Benefits		-		-		-		-		
Supplies	30,000	-	30,000	-	30,000	-	30,000	(1,949) <b>a</b>		28,051
Services	60,000	100,667	160,667	119,233	279,900	67,666	347,566	1,949 <b>b</b>		349,515
Capital Outlay	-	-	-	-		-		-		
Other Outgo	-	-	-	-		-		-		-
Indirect Costs	-	-	-	-		-		-		-
<b>Total Expenditure</b>	<b>90,000</b>	<b>100,667</b>	<b>190,667</b>	<b>119,233</b>	<b>309,900</b>	<b>67,666</b>	<b>377,566</b>	<b>-</b>		<b>377,566</b>
Surplus (Deficit)	7,372		(93,295)		(212,528)		(280,194)			(280,194)
Transfers In (out)	-	-	-	-	-	-	-	-		-
<b>Ending Fund Balance</b>	<b>402,192</b>	<b>(115,307)</b>	<b>286,885</b>	<b>(119,233)</b>	<b>167,652</b>	<b>(67,666)</b>	<b>99,986</b>	<b>-</b>		<b>99,986</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	402,192	(115,307)	286,885	(119,233)	167,652	(67,665)	99,987	-		99,987
<b>e</b> Resv for Ec Unc		-		-		-				
<b>Ending Fund Balance</b>	<b>402,192</b>	<b>(115,307)</b>	<b>286,885</b>	<b>(119,233)</b>	<b>167,652</b>	<b>(67,665)</b>	<b>99,987</b>	<b>-</b>		<b>99,987</b>

(1,949) **a** to decrease budget due to transfer of budget between Supplies and Services

1,949 **b** to increase budget due to transfer of budget between Supplies and Services

## Pacific Grove Unified School District

## Budget Revisions - Post Emp Benefits Fund 20

	Original Budget	Rev #1 Changes	Unaud Actuals	Rev #2 Changes	First Interim	Rev #3 Changes	Second Interim	Rev #4 Changes		Final Budget
Beginning Balance	177,065	427	177,492	-	177,492	-	177,492			177,492
<b>Revenues</b>										
LCFF	-	-	-	-	-	-	-	-		-
Federal Revenue	-	-	-	-	-	-	-	-		-
State Revenues	-	-	-	-	-	-	-	-		-
Local Revenues	600	-	600	-	600	-	600	1,030	a	1,630
<b>Total Revenues</b>	<b>600</b>	<b>-</b>	<b>600</b>	<b>-</b>	<b>600</b>	<b>-</b>	<b>600</b>	<b>1,030</b>		<b>1,630</b>
<b>Expenditures</b>										
Certificated Salaries	-	-	-	-	-	-	-	-		-
Classified Salaries	-	-	-	-	-	-	-	-		-
Benefits	-	-	-	-	-	-	-	-		-
Books & Supplies	-	-	-	-	-	-	-	-		-
Services	-	-	-	-	-	-	-	-		-
Capital Outlay	-	-	-	-	-	-	-	-		-
Other Outgo	-	-	-	-	-	-	-	-		-
Indirect Costs	-	-	-	-	-	-	-	-		-
<b>Total Expenditure</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>
<b>Surplus (Deficit)</b>	<b>600</b>		<b>600</b>		<b>600</b>		<b>600</b>			<b>1,630</b>
Transfers In (Out)	19,426	-	19,426	-	19,426	-	19,426			19,426
<b>Ending Fund Balance</b>	<b>197,091</b>	<b>427</b>	<b>197,518</b>	<b>-</b>	<b>197,518</b>	<b>-</b>	<b>197,518</b>	<b>1,030</b>		<b>198,548</b>
<b>Components of Ending Fund Balance</b>										
a Revolving Cash		-	-	-	-	-	-	-		-
b Restricted Balances										
c Committed										
d Assigned	197,091	427	197,518	-	197,518	-	197,518	1,030		198,548
e Resv for Ec Unc		-	-	-	-	-	-	-		-
<b>Ending Fund Balance</b>	<b>197,091</b>	<b>427</b>	<b>197,518</b>	<b>-</b>	<b>197,518</b>	<b>-</b>	<b>197,518</b>	<b>1,030</b>		<b>198,548</b>

1,030

to increase budget due to increased interest income



## 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
Beginning Balance	571,954	(29,848)	542,106	-	542,106	-	542,106			542,106
<b>Revenues</b>										
LCFF	-	-	-	-	-	-	-	-		-
Federal Revenue	-	-	-	-	-	-	-	-		-
State Revenues	-	-	-	-	-	-	-	-		-
Local Revenues	2,403,000	-	2,403,000	-	2,403,000	(333,659)	2,069,341	-		2,069,341
<b>Total Revenues</b>	<b>2,403,000</b>	<b>-</b>	<b>2,403,000</b>	<b>-</b>	<b>2,403,000</b>	<b>(333,659)</b>	<b>2,069,341</b>	<b>-</b>		<b>2,069,341</b>
<b>Expenditures</b>										
Certificated Salaries	-	-	-	-	-	-	-	-		-
Classified Salaries	-	-	-	-	-	-	-	-		-
Benefits	-	-	-	-	-	-	-	-		-
Supplies	500,000	(10,000)	490,000	-	490,000	(300,584)	189,416	(8,890)	a	180,526
Services	-	14,237	14,237	-	14,237	65,028	79,265	46,264	b	125,529
Capital Outlay	-	454,932	454,932	-	454,932	7,310	462,242	3,300	c	465,542
Other Outgo	-	-	-	-	-	-	-	-		-
Indirect Costs	-	-	-	-	-	-	-	-		-
<b>Total Expenditure</b>	<b>500,000</b>	<b>459,169</b>	<b>959,169</b>	<b>-</b>	<b>959,169</b>	<b>(228,246)</b>	<b>730,923</b>	<b>40,674</b>		<b>771,597</b>
<b>Surplus (Deficit)</b>	<b>1,903,000</b>		<b>1,443,831</b>		<b>1,443,831</b>		<b>1,338,418</b>			<b>1,297,744</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>2,474,954</b>	<b>(489,017)</b>	<b>1,985,937</b>	<b>-</b>	<b>1,985,937</b>	<b>(105,413)</b>	<b>1,880,524</b>	<b>(40,674)</b>		<b>1,839,850</b>
<b>Components of Ending Fund Balance</b>										
a Revolving Cash		-	-	-	-	-	-	-		-
b Restricted Balances										
c Committed										
d Assigned	2,474,954	(489,017)	1,985,937	-	1,985,937	(105,413)	1,880,524	(40,674)		1,839,850
e Resv for Ec Unc		-	-	-	-	-	-	-		-
<b>Ending Fund Balance</b>	<b>2,474,954</b>	<b>(489,017)</b>	<b>1,985,937</b>	<b>-</b>	<b>1,985,937</b>	<b>(105,413)</b>	<b>1,880,524</b>	<b>(40,674)</b>		<b>1,839,850</b>

(8,890) a to increase budget due to transfer of budget between object codes

46,264 b to increase budget due to purchase of School Dude software and budgetary transfer between object codes

3,300 c to increase budget due budgetary transfer between object codes

## 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>	<b>585,310</b>	<b>(13,355)</b>	<b>571,955</b>	<b>-</b>	<b>571,955</b>	<b>-</b>	<b>571,955</b>	<b>-</b>		<b>571,955</b>
<b>Revenues</b>										
LCFF	-	-	-	-	-	-	-	-		
Federal Revenue	-	-	-	-	-	-	-	-		
State Revenues	-	-	-	-	-	-	-	-		
Local Revenues	220,000	14,082	234,082	-	234,082	1,007	235,089	600,691	a	835,780
<b>Total Revenues</b>	<b>220,000</b>	<b>14,082</b>	<b>234,082</b>	<b>-</b>	<b>234,082</b>	<b>1,007</b>	<b>235,089</b>	<b>600,691</b>		<b>835,780</b>
<b>Expenditures</b>										
Certificated Salaries	-	-	-	-	-	-	-	-		
Classified Salaries	-	-	-	-	-	-	-	-		
Benefits	-	-	-	-	-	-	-	-		
Supplies	50,000	22,342	72,342	20,553	92,895	20,253	113,148	314	b	113,462
Services	50,000	68,673	118,673	-	118,673	(20,253)	98,420	34,174	c	132,594
Capital Outlay	100,000	228,116	328,116	-	328,116	-	328,116	265,454	d	593,570
Other Outgo	-	29,435	29,435	54,170	83,605	-	83,605	(54,470)	e	29,135
Indirect Costs	-	-	-	-	-	-	-	-		
<b>Total Expenditure</b>	<b>200,000</b>	<b>348,566</b>	<b>548,566</b>	<b>74,723</b>	<b>623,289</b>	<b>-</b>	<b>623,289</b>	<b>245,472</b>		<b>868,761</b>
<b>Surplus (Deficit)</b>	<b>20,000</b>		<b>(314,484)</b>		<b>(389,207)</b>		<b>(388,200)</b>			<b>(32,981)</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>1,007</b>	<b>183,755</b>	<b>355,219</b>		<b>538,974</b>
<b>Components of Ending Fund Balance</b>										
a Revolving Cash		-	-	-	-	-	-	-		-
b Restricted Balances										
c Committed										
d Assigned	605,310	(347,839)	257,471	(74,723)	182,748	1,007	183,755	355,219		538,974
e Resv for Ec Unc		-	-	-	-	-	-	-		-
<b>Ending Fund Balance</b>	<b>605,310</b>	<b>(347,839)</b>	<b>257,471</b>	<b>(74,723)</b>	<b>182,748</b>	<b>1,007</b>	<b>183,755</b>	<b>355,219</b>		<b>538,974</b>

600,691 a to increase budget due to proceeds of financing for Portable Project

314 b to increase budget due to materials for Portable Project

34,174 c to increase budget due to services for Portable Project

265,454 d to increase budget due to purchase of Portables

(54,470) e to decrease budget due to transfer of Bus Purchase which is now coded to the General Fund

**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 March 31, 2017.

**BACKGROUND:**

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

**INFORMATION:**

As indicated in the attached Treasurer's Report, the current investment portfolio is "in compliance with all applicable provisions of state law and the adopted investment policy, and contains sufficient liquidity to meet all projected outflows over the next six months", and is currently returning an annualized yield of 1.18%.

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

Received and Accept the Treasurer's Report of Investments for the Quarter Ending March 31, 2017.

PASSED AND ADOPTED on this 25th day of April 2017, by the following vote, to wit:

AYES: Supervisors Alejo, Phillips, Parker and Adams

NOES: None

ABSENT: Supervisor Salinas

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 80 for the meeting April 25, 2017.

Dated: April 27, 2017  
File ID: 17-0380

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

By

Deputy



# Monterey County

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

## Board Report

Legistar File Number: 17-0380

April 25, 2017

Introduced: 4/14/2017

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

Receive and Accept the Treasurer's Report of Investments for the Quarter Ending March 31, 2017.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

Receive and Accept the Treasurer's Report of Investments for the Quarter Ending March 31, 2017.

### 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 January - March 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 January - March quarter, short term U.S. Treasury yields moved higher after the Federal Reserve's March decision to hike rates, but longer yields moved very little as markets awaited clarity from the new Administration and Congress. Information received since the Federal Reserve's Federal Open Market Committee (FOMC) met in February indicates the labor market has continued to strengthen and that economic activity has continued to expand at a moderate pace. Job gains remained solid and the unemployment rate was relatively stable in recent months. Inflation has increased in recent quarters, moving close to the FOMC's 2% longer-run objective. The FOMC expects that economic conditions will evolve in a manner that will warrant gradual increases in the federal funds rate. In March the Committee raised the target range for the federal funds rate to 0.75% - 1.00%.

On March 31, 2017, the Monterey County investment portfolio contained an amortized book value of \$1,347,896,920 spread among 91 separate securities and funds. The par value of those funds was \$1,348,216,996, with a market value of \$1,346,285,723 or 99.9% of amortized book value. The portfolio's net earned income yield for the period was 1.18%. The portfolio produced an estimated quarterly income of \$ 3,869,097 which will be distributed proportionally to all agencies participating in the investment pool. The investment portfolio had a weighted average maturity of 419 days. The County Treasury outperformed most of the portfolio benchmarks due to an investment strategy that uses short term debt to provide liquidity while also taking advantage of higher rates in the one to three year investment range.

Legistar File Number: 17-0380

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The investment portfolio was in compliance with all applicable provisions of state law and the adopted Investment Policy, and contained sufficient liquidity to meet all projected outflows over the next six months. Market value pricings were obtained through 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, x5474

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

Exhibit A - Investment Portfolio Review-3.31.17

Exhibit B - Portfolio Management Report-3.31.17

Exhibit C - Monterey County Historical Yields vs. Benchmarks

Exhibit D - Aging Report-4.1.17

cc:

County Administrative Office

County Counsel

Auditor-Controller - Internal Audit Section

All depositors

Treasury Oversight Committee

## Exhibit A

### Investment Portfolio Review

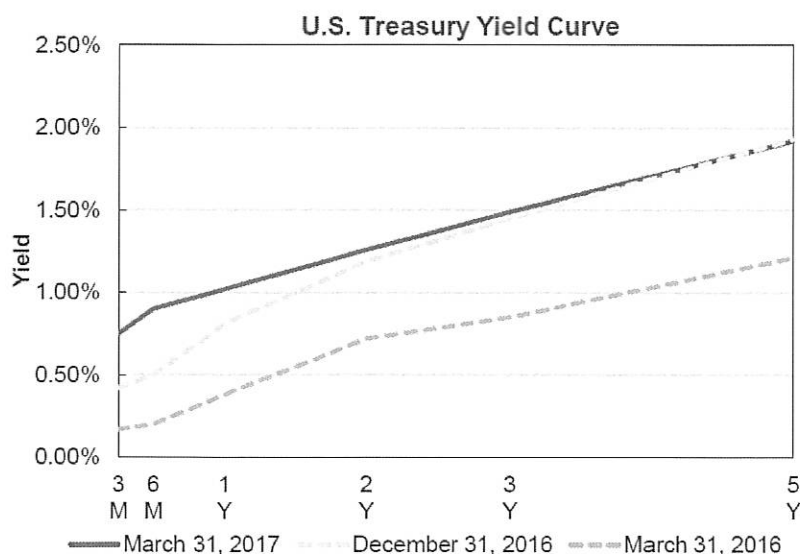
### Quarter Ending March 31, 2017

#### OVERVIEW January 1, 2017 – March 31, 2017

During the January - March quarter, short term U.S. Treasury yields moved higher after the Federal Reserve's March decision to hike rates, but longer yields moved very little as markets awaited clarity from the new Administration and Congress. Information received since the Federal Reserve's Federal Open Market Committee (FOMC) met in February indicates the labor market has continued to strengthen and that economic activity has continued to expand at a moderate pace. Job gains remained solid and the unemployment rate was relatively stable in recent months. Inflation has increased in recent quarters, moving close to the FOMC's 2% longer-run objective. The FOMC expects that economic conditions will evolve in a manner that will warrant gradual increases in the federal funds rate. In March the Committee raised the target range for the federal funds rate to 0.75% - 1.00%.

#### U.S. TREASURY YIELD CURVE

- Treasury rates remain range-bound this quarter as long-term yields remain unchanged with future inflation expectations.
- The short end of the curve moved higher as participants priced in rate hikes in 2017.

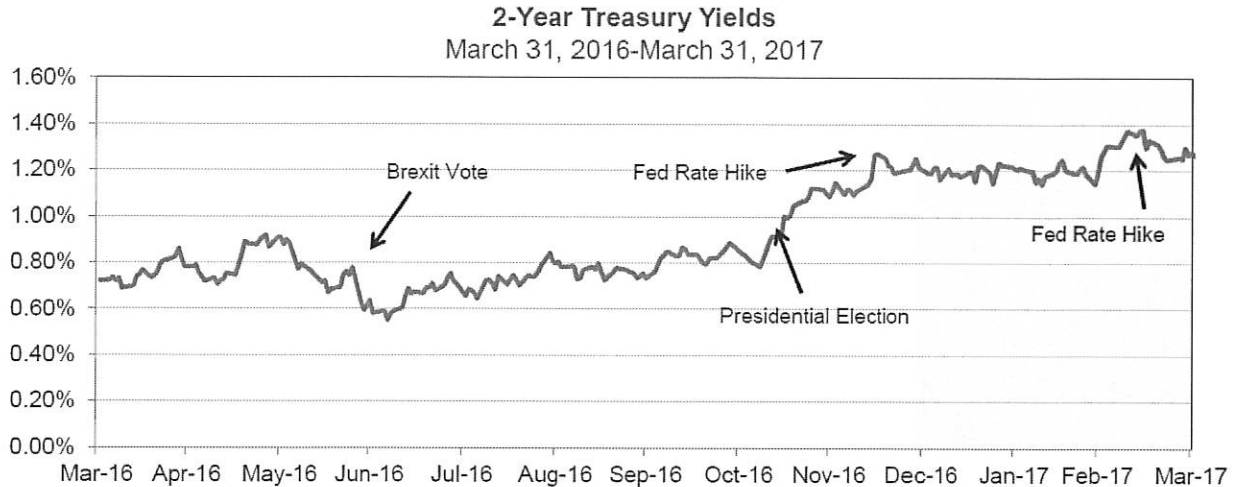


Source: Bloomberg, as of 3/31/17.

**Yield Curve History**

Maturity	3/31/16	12/31/16	3/31/17
3-Mo.	0.20	0.50	0.75
6-Mo.	0.38	0.61	0.90
1-Yr.	0.58	0.81	1.02
2-Yr.	0.72	1.19	1.26
3-Yr.	0.85	1.45	1.49
5-Yr.	1.21	1.93	1.92
7-Yr.	1.53	2.25	2.21
10-Yr.	1.77	2.45	2.39
30-Yr.	2.61	3.07	3.01

- Short U.S. Treasury yields moved higher following the Federal Reserve's decision to hike rates in March.



The County Treasury continues to outperform most 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 US Treasuries, 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, investment purchases included U.S. Treasuries, Federal Agencies, Commercial Paper and Corporate Notes. The Treasurer continues to keep a higher 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 91 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
14.2%	7.1%	18.4%	24.5%	31.3%	4.5%

- Total may not equal 100% due to rounding

3. Credit Risk – Approximately 85.8% 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 (14.2%) 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)	BBB+	Not Rated (LAIF/ MMF)
1%	6%	56%	2%	9%	3%	2%	2%	6%	8%	1%	4%

4. Liquidity Risk – Liquidity risk, as measured by the ability of the County's Treasury to meet withdrawal demands on invested assets, was managed during the January - March quarter. The portfolio's average weighted maturity was 419 days, and the County maintained \$247M (18%) in overnight investments to provide immediate liquidity. In addition, the County maintained \$385M (28%) in securities with maturities under a year to provide enhanced liquidity.

### **PORTFOLIO CHARACTERISTICS**

	<u>December 31, 2016</u>	<u>March 31, 2017</u>
Total Assets	\$1,381,798,946.89	1,348,216,995.71
Market Value	\$1,384,251,718.73	1,346,285,722.86
Days to Maturity	451	419
Yield	1.07%	1.18%
Estimated Earnings	\$3,249,517.27	\$3,869,096.96

### **FUTURE STRATEGY**

The Treasurer has 53% of the portfolio invested in the 1-3 year maturity range and 28% invested in maturities under one year to take advantage of the higher yields offered in those parts of the yield curve. We will continue to run the portfolio to manage safety and liquidity while maximizing the rate of return.

# Exhibit B

## Monterey County Daily Reports Portfolio Management Portfolio Details - Investments March 31, 2017

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
Money Market Accts - GC 53601(k)(2)												
SYS11672	11672	BlackRock			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			100,000.00	100,000.00	100,000.00	0.532	Aaa	AAA	0.532	
	Subtotal and Average		5,685,555.56		100,000.00	100,000.00	100,000.00				0.532	
State Pool - GC 16429.1												
SYS11361	11361	LAIF			52,300,000.00	52,300,000.00	52,300,000.00	0.676			0.676	
	Subtotal and Average		44,904,444.44		52,300,000.00	52,300,000.00	52,300,000.00				0.676	
CAL TRUST/CAMP - GC 53601(p)												
SYS11801	11801	CalTrust			70,000,000.00	70,000,000.00	70,000,000.00	1.019	Aaa	AAA	1.019	
SYS11802	11802	CalTrust		03/27/2017	40,000,000.00	40,000,000.00	40,000,000.00	0.628	Aaa	AAA	0.628	
SYS10379	10379	Calif. Asset Mgmt			82,100,000.00	82,100,000.00	82,100,000.00	0.899		AAA	0.899	
SYS11961	11961	Calif. Asset Mgmt			0.00	0.00	0.00	0.658		AAA	0.658	
	Subtotal and Average		163,220,000.00		192,100,000.00	192,100,000.00	192,100,000.00				0.886	
SWEEP ACCOUNT-MORG STNLY												
SYS12041	12041	Morgan Stanley			2,171,995.71	2,171,995.71	2,171,995.71	0.551			0.551	
	Subtotal and Average		908,057.71		2,171,995.71	2,171,995.71	2,171,995.71				0.551	
Medium Term Notes - GC 53601(k)												
0258M0DP1	12088	American Express Credit		06/27/2016	10,000,000.00	10,055,700.00	10,135,746.63	2.250	A2	A-	1.660	08/15/2019
037833BQ2	12066	Apple Inc Corp Notes		02/23/2016	6,000,000.00	6,011,340.00	5,999,356.24	1.700	Aa1	AA+	1.706	02/22/2019
06406HCZ0	12126	Bank of New York Mellon Corp		03/17/2017	10,000,000.00	10,011,150.33	10,011,150.33	2.150	A1	A	2.110	02/24/2020
084664BS9	12031	Berkshire Hathaway Finance		04/24/2015	10,000,000.00	10,018,700.00	10,010,605.13	1.600	Aa2	AA	0.724	05/15/2017
084670BX5	12098	Berkshire Hathaway Finance		08/15/2016	2,415,000.00	2,402,876.70	2,414,801.16	1.150	Aa2	AA	1.156	08/15/2018
166764AE0	12049	Chevron Corp. Global		11/25/2015	8,175,000.00	8,200,015.50	8,194,569.49	1.718	Aa1	AA	1.519	06/24/2018
17275RBG6	12104	Cisco Systems Inc Corp		09/20/2016	9,000,000.00	8,901,900.00	8,991,776.75	1.400	A1		1.438	09/20/2019
172967KS9	12085	Citibank		06/09/2016	3,840,000.00	3,825,523.20	3,838,544.08	2.050	Baa1	A-	2.068	06/07/2019
25488PDH6	12064	The Walt Disney Copr		01/08/2016	2,710,000.00	2,712,601.60	2,707,858.15	1.650	A2	A	1.696	01/08/2019
369604BC6	12010	General Electric		01/23/2015	10,000,000.00	10,359,400.00	10,273,650.53	5.250	Aa	AA	1.150	12/06/2017
38141GV78	12074	Goldman Sachs		04/25/2016	1,415,000.00	1,409,382.45	1,412,290.12	2.000	A3	BBB+	2.096	04/25/2019
38141GV78	12075	Goldman Sachs		04/26/2016	7,210,000.00	7,181,376.30	7,206,818.25	2.000	A3	BBB+	2.022	04/25/2019
02665WBA8	12068	American Honda Finance		02/23/2016	3,780,000.00	3,764,502.00	3,779,522.86	1.700	A1	A+	1.707	02/22/2019

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Portfolio INVT  
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# Exhibit B

## Monterey County Daily Reports Portfolio Management Portfolio Details - Investments March 31, 2017

Page 2

PGUSD

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>												
02665WBE0	12091	American Honda Finance		07/12/2016	2,500,000.00	2,455,575.00	2,498,099.54	1.200	A1	A+	1.234	07/12/2019
459200JE2	12067	IBM Corp Notes		02/19/2016	20,000,000.00	20,008,600.00	19,994,622.26	1.800			1.812	05/17/2019
24422ETE9	12063	John Deere Capital Corp		01/08/2016	8,300,000.00	8,334,943.00	8,299,706.27	1.950	A2	A	1.952	01/08/2019
46625HQU7	12081	JP Morgan Chase		05/26/2016	10,000,000.00	9,968,400.00	10,011,546.75	1.850	A3	A	1.789	03/22/2019
594918BN3	12095	MICROSOF CORP		08/08/2016	6,500,000.00	6,412,575.00	6,494,749.38	1.100	Aaa	AAA	1.135	08/08/2019
713448DE5	12070	Pepsico Inc Corp Note		02/24/2016	3,850,000.00	3,836,525.00	3,849,294.68	1.500	A1	A	1.510	02/22/2019
717081DU4	12083	PFIZER INC		06/03/2016	10,000,000.00	9,939,100.00	9,991,745.56	1.450	A1	AA	1.489	06/03/2019
30236TCA1	12009	Toyota Motor Corporation		01/16/2015	10,000,000.00	10,002,900.00	10,012,953.16	1.450	Aa	AA	1.280	01/12/2018
30233P6S0	12018	Toyota Motor Corporation		03/30/2015	10,000,000.00	9,998,700.00	10,007,197.35	1.250	Aaa	AA	1.107	10/05/2017
30236TBP9	12121	Toyota Motor Corporation		01/12/2017	5,000,000.00	5,024,645.70	5,024,645.70	2.125	Aa3	AA-	1.904	07/18/2019
30974BFG0	12021	Wells Fargo & Company		04/07/2015	10,000,000.00	9,988,000.00	10,026,075.08	1.500	Aaa	AA	1.164	01/16/2018
30974BFU9	12089	Wells Fargo & Company		06/27/2016	10,000,000.00	10,032,400.00	10,128,853.69	2.125	A2	A	1.483	04/22/2019
<b>Subtotal and Average</b>						<b>190,695,000.00</b>	<b>190,856,831.78</b>				<b>1.535</b>	
<b>Negotiable CDs - GC 53601(i)</b>												
40428AR58	12047	HSBC Securities		11/18/2015	14,000,000.00	14,000,000.00	14,000,000.00	1.540	Aa2	AA-	1.540	11/17/2017
55558LWA6	12109	Nordea Bank Finland NY		12/05/2016	17,500,000.00	17,641,225.00	17,500,000.00	1.760	Aa3	AA-	1.760	11/30/2018
70009NZ22	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
3050FBG5	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
30958DH54	12048	Svenska Handelsbanken NY		11/24/2015	14,000,000.00	14,007,000.00	14,000,000.00	1.504			1.241	08/24/2017
50113E5E2	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>95,500,000.00</b>	<b>95,648,225.00</b>				<b>1.599</b>	
<b>Commercial Paper Disc.- GC 53601(h)</b>												
06538BSG9	12106	Bank of Tokyo-MITS		11/16/2016	10,000,000.00	9,956,400.00	9,984,375.00	1.250	P-1	A-1	1.258	05/16/2017
06538BSG9	12108	Bank of Tokyo-MITS		11/28/2016	2,000,000.00	1,991,280.00	1,996,950.00	1.220	P-1	A-1	1.227	05/16/2017
09659BTG5	12107	BNP Paribas NY		11/18/2016	20,000,000.00	19,885,200.00	19,948,066.67	1.230	P-1	A-1	1.248	06/16/2017
22533TWC6	12124	Credit Agricole CIB NY		03/06/2017	20,000,000.00	19,888,844.44	19,888,844.44	1.220	P-1	A-1	1.254	09/12/2017
21687AUA9	12105	Cooperative Rabobank USA		11/01/2016	10,000,000.00	9,931,100.00	9,969,444.45	1.100	P-1	A-1	1.119	07/10/2017
<b>Subtotal and Average</b>						<b>62,000,000.00</b>	<b>61,652,824.44</b>				<b>1.230</b>	
<b>Fed Agcy Coupon Sec - GC 53601(f)</b>												
3133EEFE5	12008	Federal Farm Credit Bank		01/12/2015	10,000,000.00	10,019,700.00	10,010,513.64	1.125	Aaa	AA	0.975	12/18/2017
3133EEMA5	12011	Federal Farm Credit Bank		01/30/2015	10,000,000.00	9,981,300.00	10,005,252.32	1.500	Aaa	AA	1.480	12/30/2019
3133EELZ1	12012	Federal Farm Credit Bank		02/02/2015	10,000,000.00	9,979,400.00	10,010,768.34	1.000	Aaa	AA	0.890	03/29/2018
											<b>Portfolio INVT</b>	
											<b>AP</b>	
											<b>PM (PRF_PM2) 7.3.0</b>	

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Consent Agenda Item G

Exhibit B

Monterey County Daily Reports  
Portfolio Management  
Portfolio Details - Investments  
March 31, 2017

PGUSD

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
Fed Agcy Coupon Sec - GC 53601(f)												
3133EETE0	12020	Federal Farm Credit Bank		04/01/2015	10,000,000.00	10,009,500.00	10,017,965.98	1.125	Aaa	AA	0.932	03/12/2018
313378AA3	11925	Federal Home Loan Bank		05/02/2013	10,000,000.00	10,035,800.00	10,056,765.43	1.375	Aaa	AA	0.758	03/09/2018
313363A68	11928	Federal Home Loan Bank		06/13/2013	10,000,000.00	9,947,800.00	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	10,116,100.00	10,010,489.77	1.875	Aaa	AA	1.818	03/08/2019
3130A4Q70	12032	Federal Home Loan Bank		04/23/2015	10,000,000.00	10,006,100.00	10,011,715.80	1.000	Aaa	AA+	0.811	11/17/2017
3130A8BD4	12082	Federal Home Loan Bank		05/27/2016	32,000,000.00	31,888,640.00	31,954,056.17	0.875	Aaa	AA+	0.992	06/29/2018
3130A8DB6	12084	Federal Home Loan Bank		06/03/2016	16,935,000.00	16,838,639.85	16,929,817.70	1.125	Aaa	AA+	1.139	06/21/2019
3130A8DB6	12090	Federal Home Loan Bank		07/12/2016	26,000,000.00	25,852,060.00	26,186,983.95	1.125	Aaa	AA+	0.797	06/21/2019
3130A8PK3	12097	Federal Home Loan Bank		08/15/2016	18,000,000.00	17,856,900.00	17,945,202.13	0.625	Aaa	AA+	0.853	08/07/2018
3130A8BD4	12099	Federal Home Loan Bank		08/15/2016	15,250,000.00	15,196,930.00	15,252,236.06	0.875	Aaa	AA+	0.863	06/29/2018
3130A9AE1	12101	Federal Home Loan Bank		08/29/2016	17,500,000.00	17,403,750.00	17,491,118.13	0.875	Aaa	AA+	0.909	10/01/2018
3130AAXX1	12125	Federal Home Loan Bank		03/17/2017	10,000,000.00	9,983,918.45	9,983,918.45	1.375	Aaa	AA+	1.458	03/18/2019
3137EADL0	11987	Federal Home Loan Mitg Corp		08/25/2014	10,000,000.00	10,009,700.00	9,995,101.01	1.000	Aaa	AA	1.101	09/29/2017
3137EADZ9	12100	Federal Home Loan Mitg Corp		08/29/2016	17,500,000.00	17,429,125.00	17,559,336.84	1.125	Aaa	AA+	0.956	04/15/2019
3137EAD7	12103	Federal Home Loan Mitg Corp		09/16/2016	10,150,000.00	10,094,885.50	10,146,776.35	0.875	Aaa	AA+	0.896	10/12/2018
3137EAE1	12114	Federal Home Loan Mitg Corp		12/19/2016	20,000,000.00	19,735,800.00	19,691,770.32	0.875	Aaa	AA+	1.561	07/19/2019
3135G0XA6	11924	Federal National Mitg Assn		05/21/2013	10,000,000.00	9,930,700.00	10,000,000.00	1.030	Aaa	AA	1.030	05/21/2018
3135G0XK4	11927	Federal National Mitg Assn		05/30/2013	10,000,000.00	9,979,200.00	10,000,000.00	1.050	Aaa	AA	1.050	05/25/2018
3135G0WJ8	11929	Federal National Mitg Assn		05/28/2013	10,000,000.00	9,972,000.00	9,981,180.70	0.875	Aaa	AA	1.045	05/21/2018
3136FTS67	12013	Federal National Mitg Assn		02/03/2015	10,000,000.00	10,080,600.00	10,100,744.54	1.700	Aaa	AA	1.157	02/27/2019
3135G0YM9	12033	Federal National Mitg Assn		04/23/2015	10,000,000.00	10,115,900.00	10,116,856.33	1.875	Aaa	AA+	1.060	09/18/2018
3135G0RT2	12039	Federal National Mitg Assn		10/22/2015	10,000,000.00	9,994,500.00	10,011,019.15	0.875	Aaa	AA+	0.720	12/20/2017
3135G0TG8	12040	Federal National Mitg Assn		10/22/2015	10,000,000.00	9,993,200.00	10,010,518.28	0.875	Aaa	AA+	0.750	02/08/2018
3135G0J53	12069	Federal National Mitg Assn		02/23/2016	21,150,000.00	21,018,447.00	21,118,429.28	1.000	Aaa	AA+	1.080	02/26/2019
3135G0N33	12094	Federal National Mitg Assn		08/08/2016	18,675,000.00	18,415,604.25	18,640,927.17	0.875	Aaa	AA+	0.954	08/02/2019
3135G0J53	12096	Federal National Mitg Assn		08/09/2016	7,900,000.00	7,850,862.00	7,914,340.18	1.000	Aaa	AA+	0.903	02/26/2019
3135G0P49	12112	Federal National Mitg Assn		12/19/2016	20,000,000.00	19,777,800.00	19,744,463.16	1.000	Aaa	AA+	1.544	08/28/2019
3135G0T29	12123	Federal National Mitg Assn		02/28/2017	12,600,000.00	12,592,182.40	12,592,182.40	1.500			1.522	02/28/2020
Subtotal and Average					423,660,000.00	422,107,044.45	423,490,449.58				1.067	

US Treasury Note-GC 53601(b)

912828A34	12042B	U.S. Treasury		11/10/2015	5,290,000.00	5,297,670.50	5,290,000.00	1.250	Aaa	AA	1.250	11/30/2018
912828VE7	12045	U.S. Treasury		11/16/2015	17,000,000.00	16,993,370.00	16,987,213.04	1.000	Aaa	AA+	1.066	05/31/2018
912828A34	12052	U.S. Treasury		11/25/2015	10,000,000.00	10,014,500.00	10,001,294.28	1.250	Aaa	AA	1.242	11/30/2018
912828WD8	12056	U.S. Treasury		12/22/2015	40,000,000.00	40,064,000.00	40,008,650.62	1.250	Aaa	AA+	1.236	10/31/2018

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# Exhibit B

## Monterey County Daily Reports Portfolio Management Portfolio Details - Investments March 31, 2017

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PGUSD

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
<b>US Treasury Note-GC 53601(b)</b>												
912828VE7	12062	U.S. Treasury		12/22/2015	20,000,000.00	19,992,200.00	19,961,989.69	1.000	Aaa	AA+	1.166	05/31/2018
912828TG5	12110	U.S. Treasury		12/19/2016	20,000,000.00	19,979,600.00	19,985,651.51	0.500	Aaa		0.716	07/31/2017
912828TM2	12111	U.S. Treasury		12/19/2016	20,000,000.00	19,984,400.00	19,988,357.84	0.625	Aaa		0.766	08/31/2017
912828S68	12113	U.S. Treasury		12/19/2016	20,000,000.00	19,993,000.00	19,981,387.95	0.750	Aaa		1.200	07/31/2018
912828RE2	12115	U.S. Treasury		12/19/2016	20,000,000.00	20,125,000.00	20,079,478.33	1.500	Aaa		1.215	08/31/2018
912828H52	12116A	U.S. Treasury		12/21/2016	12,400,000.00	12,308,984.00	12,281,728.93	1.250	Aaa		1.596	01/31/2020
912828T42	12117	U.S. Treasury		12/21/2016	25,000,000.00	24,831,000.00	24,828,534.92	0.750	Aaa		1.214	09/30/2018
912828UJ7	12118	U.S. Treasury		12/21/2016	25,000,000.00	24,981,500.00	24,979,458.51	0.875	Aaa	AA	0.974	01/31/2018
912828SD3	12119	U.S. Treasury		12/21/2016	25,000,000.00	25,014,750.00	24,977,935.52	1.250	Aaa		1.299	01/31/2019
912828UR9	12120	U.S. Treasury		12/23/2016	50,000,000.00	49,883,000.00	49,893,107.10	0.750	Aaa		0.986	02/28/2018
912828N63	12122	U.S. Treasury		01/24/2017	20,000,000.00	19,985,826.98	19,985,826.98	1.125	Aaa		1.165	01/15/2019
<b>Subtotal and Average</b>			<b>332,005,573.83</b>		<b>329,690,000.00</b>	<b>329,348,801.48</b>	<b>329,130,615.22</b>				<b>1.114</b>	
<b>Total and Average</b>			<b>1,327,660,639.40</b>		<b>1,348,216,995.71</b>	<b>1,346,285,722.86</b>	<b>1,347,896,920.21</b>				<b>1.148</b>	

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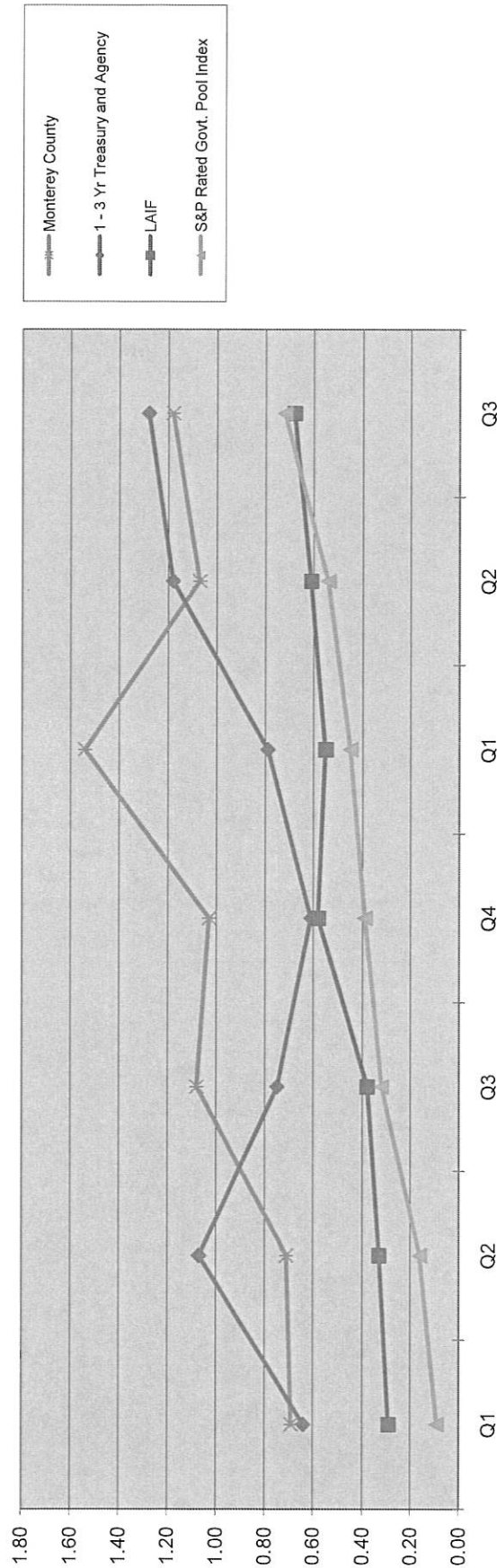
Portfolio INVT  
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Consent Agenda Item G

Regular Board Meeting of May 25, 2017

## Exhibit C

### Monterey County Historical Yields vs. Benchmarks



The S&P Index yields are obtained from Bloomberg

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

**SUBJECT:** Warrant Schedule 583

**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 March 30, 2017 through April 28, 2017.

**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

Consent Agenda Item H

## WARRANT SCHEDULE NO. 583

### Warrants- Payroll

#### APRIL '17

Certificated-	Regular 04/05/17	\$	1,156.00
	Regular 04/10/17	\$	10,551.52
	Regular 04/14/17	\$	0
	Regular 04/28/17	\$	1,405,223.33
Total Certificated		\$	<u>1,416,930.85</u>
Other-	Regular 04/05/17	\$	0
	Regular 04/10/17	\$	240.00
	Regular 04/14/17	\$	0
	Regular 04/28/17	\$	1,736.95
Total Other		\$	<u>1,976.95</u>
Classified-	Regular 04/05/17	\$	2,228.13
	Regular 04/10/17	\$	5,717.22
	Regular 04/14/17	\$	0
	Regular 04/28/17	\$	511,607.57
Total Classified		\$	<u>519,552.92</u>
<u>TOTAL PAYROLL</u>		\$	<u>1,938,460.72</u>

### Warrants- AP

Warrants <u>12303699</u> through <u>12303712</u> (03/30/17)	\$	<u>9,061.39</u>
Warrants <u>12304465</u> through <u>12304501</u> (04/04/17)	\$	<u>21,427.17</u>
Warrants <u>12305205</u> through <u>12305251</u> (04/06/17)	\$	<u>120,661.57</u>
Warrants <u>12306164</u> through <u>12306190</u> (04/11/17)	\$	<u>30,825.94</u>
Warrants <u>12306646</u> through <u>12306650</u> (04/13/17)	\$	<u>24,996.76</u>
Warrants <u>12307295</u> through <u>12307322</u> (04/18/17)	\$	<u>35,269.60</u>
Warrants <u>12307870</u> through <u>12307885</u> (04/20/17)	\$	<u>17,469.45</u>
Warrants <u>12309792</u> through <u>12309872</u> (04/27/17)	\$	<u>123,871.69</u>
<u>TOTAL WARRANTS</u>	\$	<u>2,322,044.29</u>



**SUBJECT:** Robert H. Down Elementary 2017-18 School Single Plan for Student Achievement

**PERSON (S) RESPONSIBLE:** RHD School Site Council  
Pat Godfrey-Chairperson, Linda Williams-Principal

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**RECOMMENDATION:**

The District Administration recommends the Board review and approve the 2017-18 Robert H. Down Single Plan for Student Achievement (SPSA) and related budget items.

**BACKGROUND:**

The Robert Down School Site Council has reviewed the student achievement of Robert Down students, received input from staff, parents, students, district personnel, and designed goals for the 2017-18 school year. These goals and related budget items are written into the Single Plan for School Achievement. The RHD site council approved the plan on May 9, 2017.

**INFORMATION:**

PGUSD generously provides our school with an outstanding staff, materials, and supplies which support all of our students. In addition, it is the aim of the RHD 2017-18 SPSA to give additional support for all students performing below grade level, to promote events which increase parental involvement, and to support the enriching activities which bring opportunities to students beyond the core program, enhances the school climate, and allows our students to be 21st century global learners.

**FISCAL IMPACT:**

Site Budget Items:

- Garden Coordinator- \$4600
- After-school language class- \$4600
- Intervention Materials- \$1000
- STEAM Club & STEAM Family Nights- \$500
- ROV- \$500
- Family Literacy & Math Nights- \$500
- Peas in a Pod Parent Education Nights- \$150

*\* Single Plan for Student Achievement (SPSA) located as Appendix A in Board Packet.*

**SUBJECT:** 2017-18 School Site Plan for Forest Grove Elementary School

**PERSON(S) RESPONSIBLE:** Buck Roggeman, Principal

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**RECOMMENDATION:**

The District Administration recommends that the Board review and approve the Forest Grove Elementary School Single Plan for Student Achievement (SPSA) for the 2016-17 school year.

**BACKGROUND:**

At its Monday, May 9, 2017 School Site Council meeting, the members approved the proposed plan for the 2017-18 school year. Parents and staff had input into the plan.

**INFORMATION:**

Forest Grove has set five goals for the 2017-18 school year. To maintain program continuity the goals are similar to the previous year's goals. The goals were established working in collaboration with staff, parents, and students. Our five goals were built after analyzing school assessment data and gathering input from staff meetings and parent outreach. Our goals are:

1. Improve student performance in English Language Arts.
2. Improve students' performance in math with a focus on developing number sense.
3. Implement the visual and performing arts in support of English Language Arts, Math, Science, and Social Studies.
4. Increase parent involvement.
5. Continue and expand mindfulness activities schoolwide in support of our Character Counts program.

All of these goals will be pursued with an emphasis on serving the needs of our English Language Learners, our socioeconomically disadvantaged youth, and our Hispanic/Latino students.

**FISCAL IMPACT:**

The proposed plan and budget keep expenditures at Forest Grove Elementary School within the school's site allocation. Other possible impact from translation service increase to be determined.

*\* Single Plan for Student Achievement (SPSA) located as Appendix B in Board Packet.*

**SUBJECT:** Pacific Grove Middle School Single Plan for Student Achievement for 2017-18

**PERSON(S) RESPONSIBLE:** Sean Roach, Principal

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**RECOMMENDATION:**

The District Administration recommends that the Board review and approve the Single Plan for Student Achievement (SPSA) for the 2017-18 school year.

**BACKGROUND:**

Pacific Grove Middle School's Single School Plan for Student Achievement identifies three main focuses for 2017-18. The areas of emphasis are addressing achievement gap among our English Learner and Low Income student populations, and students with disabilities continuing to implement and track the progress of students taking Math 180, and building and maintaining a school culture emphasizing quality relationships and service to others.

Our data analysis has shown that our English Learner, Students with Disabilities, and Low Income students lag far behind their peers in achieving Proficient or Advanced on the Smarter Balanced Summative Assessments in ELA and Math. Further data analysis shows the continued need to monitor and support math support programs as we implement the Common Core State Standards at PGMS. We will continue directed funds to support our intervention program(s). Because many of our technology needs are being met through Measure A funds, PGMS is able to redirect more of its site allocation to classroom supplies. All our site allocation funds will be directed toward supporting the three goals identified in our plan.

**INFORMATION:**

The School Site Council has a budget of \$66,779 for 2017-18. Funds have been allocated to support our three areas of emphasis- closing the achievement gap for English Learners and Low Income students, tracking the success of Math 180, and maintaining a positive culture at PGMS.

**FISCAL IMPACT:**

The proposed plan and budget keep expenditures at Pacific Grove Middle School within the school's site allocation.

*\* Single Plan for Student Achievement (SPSA) located as Appendix C in Board Packet.*

**SUBJECT:** Pacific Grove High School Single Plan for Student Achievement for 2017-18

**PERSON(S) RESPONSIBLE:** Matt Bell, Principal

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**RECOMMENDATION:**

The District Administration recommends that the Board review and approve the Single Plan for Student Achievement (SPSA) for the 2017-18 school year.

**BACKGROUND:**

The Site Council has met monthly since the beginning of the school year reviewing the plan, receiving reports, and creating a needs plan based on data and survey information. They approved the Single Plan for Student Achievement (SPSA) at their May 8 meeting.

**INFORMATION:**

The Single School Plan for the 2017-18 year took on only some minor changes with respect to the 2016-17 SPSA other than noted below. Section III saw changes based on demographic data or changes in programs and are not listed. The same is true for section IV in that needs were delineated and refined using various surveys and student performance. Main foci are:

- Goals 1 and 2 reflect LCAP and Board objectives in supporting academics (adding additional layers of support for struggling and targeted students) and cultural (drug use and emotional health) growth issues.
- School Goal #1 – *80% of all students will show college and career readiness at graduation as measured by meeting the “Prepared Level” the California Department of Education College and Career Indicator. Low socio-economic, ELL students and Special Education and all targeted students will have similar percentages of students meeting the Prepared Level Indicator.*
  - Strategy 2 and 7 (*creating a second AVID section and hiring a .2FTE counselor for targeted students*) was previously brought to the Board and is being funded through a grant.
  - Strategy 3 (*A school-wide study skill focus will be established...*) is an enhancement of the Freshmen Academy started this past year.
  - Strategy 6, (*Explore creating tutoring center that will include tutoring for all courses...*) is an attempt to create support for courses outside of math based on the current math support class. It is a very ambitious goal.
- School Goal #2 – *Create a culture at Pacific Grove High School that promotes positive values, an overall sense of safety and reduces reported drug and alcohol use by at least 2% in alcohol, binge drinking, and marijuana use in the past 30 days categories in the California Healthy Kids Survey (CHKS) for 11th grade students and 2% reduced numbers of students reporting chronic sad and hopeless feelings and suicidal thoughts on the CHKS as well as site student survey.*
  - Strategy 4 (*Special topical movie nights (sexual assault, death, depression, drug abuse/addiction, etc) will be offered several times a year*) is a different approach to addressing depression and suicidal ideation.

**FISCAL IMPACT:**

The proposed plan budget is within the projected funding available at the site.

*\* Single Plan for Student Achievement (SPSA) located as Appendix D in Board Packet.*

**SUBJECT:** Pacific Grove Community High School Single Plan for Student Achievement 2017-2018

**PERSON(S) RESPONSIBLE:** Matt Bell, Principal

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**RECOMMENDATION:**

The District Administration recommends that the Board review and approve the 2017-2018 Pacific Grove Community High School Single Plan for Student Achievement.

**BACKGROUND:**

The Pacific Grove Community High School's School Site Council has reviewed the student achievement of Community High School's students; received input from staff, parents, and students; and designed goals for the 2017-2018 school year. In alignment with the PGUSD LCAP, our WASC Mid-term Committee Report, and the 2016-2017 SPSA, these goals and related budget items are written into the Single Plan for Student Achievement. This plan was approved by our School Site Council on May 5, 2017.

**INFORMATION:**

The Pacific Grove Community High School's School Site Council has developed a plan for the use of the Single Plan for Student Achievement funding. The Council has incorporated the WASC Mid-term *Action Plan* and district LCAP goals as the focus for the objectives of the Single Plan for Student Achievement. Data collected to measure student achievement comes from a variety of sources, including teacher generated assessments, interest inventories, imbedded assessments, rubrics, Individual Learning Plans, and portfolios. Pacific Grove Community High School will continue to focus on providing support to struggling students. This focus will also include specific steps to ensure that our students are career/college ready upon graduation.

**FUNDING:**

Site funding

*\* Single Plan for Student Achievement (SPSA) located as Appendix E in Board Packet.*

**SUBJECT:** School Accountability Report Cards

**PERSON(S) RESPONSIBLE:** Ana Silva, Director Curriculum/Special Projects

**RECOMMENDATION:**

The District Administration recommends that the Board review and approve the 2015-16 School Accountability Report Cards (SARC). SARC Reports reflect the previous schools year's data.

**BACKGROUND:**

California law requires that each school site prepare and make publicly available a School Accountability Report Card (or SARC). The law states that the SARC "shall provide data by which parents can make meaningful comparisons between public schools enabling them to make informed decisions on which school to enroll their children".

**INFORMATION:**

The information contained in these reports will enable you to gain a more accurate and realistic picture of qualities for each school in our district. The School Accountability Report Card for each school site is available by February 1 and is available on the California Department of Education website, as well as the PGUSD website at <http://pgusd.org/sarc-reports/>.

Along with information and data collected from California's new accountability system, The California School Dashboard, the SARC Reports utilize data that pertains to State Priority 1 such as availability of instructional materials, appropriately assigned teacher assignments, and condition of facilities. Every year, schools must review SARC Reports with the School Board as a component of the local indicator in the California School Dashboard Accountability System.

**FISCAL IMPACT:**

None.

*\* School Accountability Report Cards (SARC) located as Appendix F in Board Packet.*

**SUBJECT:** Updates to Board Policies and Regulation Referencing Bullying and Cyberbullying: Board Policy and Regulation 5131 Conduct; Board Policy 6163.4 Student Use of Technology; Board Policy 5131.3 Bullying/Cyberbullying

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

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**RECOMMENDATION:**

The Administration recommends that the Board review and approve updates to Board Policies and Regulation referencing Bullying and Cyberbullying: Board Policy and Regulation 5131 Conduct; Board Policy 6163.4 Student Use of Technology; Board Policy 5131.3 Bullying/Cyberbullying, as required by Education Code.

**INFORMATION:**

The following Board Policies and Regulation have been revised by legal counsel, Board Policy and Regulation 5131 Conduct; Board Policy 6163.4 Student Use of Technology; Board Policy 5131.3 Bullying/Cyberbullying. The revisions are required by Education Code.

1. BP 5131 (Conduct): See below for proposed revisions.
  - a. Paragraph 3 describes how harassment, bullying, and other similar student misconduct is prohibited. This paragraph seems to address bullying; however, the language describing the prohibited conduct is not necessarily consistent with the District's existing policies. We proposed language which incorporates the Bullying/Cyberbullying Policy (5131.3), so the language is now consistent.
  - b. There is a paragraph in the section on Bullying and Cyberbullying which addresses student reports. The proposed language requires that students "immediately report" such conduct to a school employee or through the district's anonymous, confidential reporting system.
  - c. There is a paragraph in the section on Bullying and Cyberbullying which describes the investigation process. The proposed language eliminates language which is inconsistent with the Bullying/Cyberbullying policy.
  - d. There is a sentence which states, "Students shall be encouraged to save and print any messages sent to them that they feel constitutes cyberbullying...." We propose that the District delete this sentence. Since cyberbullying now includes "cyber sexual bullying," students should not download, or print any messages/images that may qualify as child pornography since, under California's Penal Code, it is a crime to possess or control child pornography, and downloading, printing, emailing, etc. may be illegal. It is better if the District does not advise students/families on this issue.
2. Reg. 5131 (Conduct): See below for proposed revisions.
  - a. In the first paragraph, we added the word "student" to clarify that the regulation is referring to "student standards of conduct."



b. Under the heading “Communication Regarding Discipline and Student Conduct” and paragraph entitled “Communication to Students,” we clarified that students will receive information about both sexual harassment and all forms of bullying, including cyberbullying. Bullying can involve sexually harassing conduct; however, not all bullying is sexual harassment (and vice versa).

c. Similar changes were made to text under the headings “Communication to Staff,” “Communication to Families,” and “Administrative Record-Keeping.”

d. Under the “Administrative Record-Keeping” heading, we deleted the language about investigations. (Investigations are addressed in the “Investigation of Complaints” section.)

e. Under the “Investigation of Complaints” section, we clarified that sexual harassment is investigated under AR 5145.7, and bullying is investigated under BP 5131.3.

3. BP 6163.4 (Student Use of Technology): The revisions to this policy were minor. The deleted sentence was repetitive.

4. BP 5131.3 (Bullying/Cyberbullying): See below for proposed revisions.

a. We made some changes in order to make the policy more readable by, for example, reorganizing some of the paragraphs and rewording a couple of headings.

b. Under the “Definition” paragraph, we incorporated language from Ed Code 48900(r), which defines bullying. Over the years, the definition of bullying has changed and been expanded. The proposed language clarifies that cyberbullying is a form of bullying, and it also includes “cyber sexual bullying,” which is a form of cyberbullying. These definitions reflect current California laws.

c. Under the “Reports...” and “Investigation” headings, we attempted to make these processes consistent with one another. We indicated that bullying would generally be investigated under BP 5031.3.

d. The “Disciplinary Action and Intervention” section provides notice of discipline for off-campus conduct. It also provides language which is recommended and a link to the California Department of Education website.

#### **FISCAL IMPACT:**

None.

**REDLINE****Students****Policy #5131****CONDUCT**

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

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

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others
2. Conduct that disrupts the orderly classroom or school environment
3. Verbal, written or physical conduct involving sexual harassment, hate violence, and/or harassment, threats, or intimidation by a student or group of students~~Harassment or bullying of students or staff,~~ including, but not limited to, cyberbullying, ~~intimidation, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm or substantial disruption which is committed on or off campus through an electronic device,~~ in accordance with Board Policy #5131.3~~the section~~ entitled "Bullying/~~Cyberbullying~~"
4. Damage to or theft of property belonging to students, staff or the District
5. Possession or use of a laser pointer, unless used for a valid instructional or other school-related purpose, including employment (Penal Code [417.27](#))  
  
Prior to bringing a laser pointer on school premises, students shall first obtain permission from the principal or designee. The principal or designee shall determine whether the requested use of the laser pointer is for a valid instructional or other school-related purpose.
6. Use of profane, vulgar or abusive language
7. Plagiarism or dishonesty in school work or on tests
8. Inappropriate attire
9. Tardiness or unexcused absence from school
10. Failure to remain on school premises in accordance with school rules
11. Possession, use or being under the influence of tobacco, alcohol or other prohibitive drugs

{SR243896}

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Adopted: November 6, 1997, Reviewed:

March 6, 2003

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Revised May 20, 2010; June 14, 2012;

PGUSD **October 29, 2015** ~~May 25, 2015~~ Regular Board Meeting of May 25, 2017

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**REDLINE**

Students

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**CONDUCT**

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

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

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

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

**Possession/Use of Cellular Phones and Other Electronic Communication Devices**

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

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

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

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

No pupil shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of the pupil and use of which is limited to purposes related to the health of the pupil. If a student wishes to use an electronic communication

**REDLINE**

Students

Policy #5131

**CONDUCT**

device at an unauthorized time for medical purposes, his/her parent/guardian must submit a written request for permission to the school principal or designee to determine the validity of the request (Education Code 48901.5).

**Bullying/Cyberbullying**

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

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

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

Students ~~may submit a verbal or written complaint of~~ must immediately report conduct they consider to be bullying or cyberbullying to a ~~teacher or administrator~~ school employee or through the district's anonymous, confidential reporting system. ~~Complaints-Reports~~ of bullying/cyberbullying shall be investigated and resolved in accordance with ~~site-level grievance procedures~~ Board Policy 5131.3 entitled "Bullying/Cyberbullying." A student may also file a formal complaint with the Superintendent or designee under the district's uniform complaint procedures (BP 1312.3).

When a student is suspected of or reported to be ~~using electronic or digital communications to engage~~ engaged in bullying or in cyberbullying ~~against other students or staff, or to threaten district property, the investigation shall include documentation of the activity, identification of the source, and specific facts or circumstances that explain the impact or potential impact on school activity, or school attendance, or the targeted student's educational performance.~~ the principal, Superintendent, and/or designee will determine the extent to which the matter will be investigated in accordance with BP 5131.3.

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

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

**Legal Reference:**

{SR243896}

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Adopted: November 6, 1997, Reviewed:

March 6, 2003

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**REDLINE**

Students

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**CONDUCT**

## EDUCATION CODE

[200-262.4](#) Prohibition of discrimination[32261](#) Bullying[35181](#) Governing board policy on responsibilities of students[35291-35291.5](#) Rules[44807](#) Duty concerning conduct of students[48900-48925](#) Suspension or expulsion, especially:[48908](#) Duties of students[51512](#) Prohibition against electronic listening or recording device in classroom without permission

## CIVIL CODE

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

## PENAL CODE

[288.2](#) Harmful matter with intent to seduce[313](#) Harmful matter[417.25-417.27](#) Laser scope[528.5](#) Electronic impersonations[647](#) Use of camera or other instrument to invade person's privacy; misdemeanor[647.7](#) Use of camera or other instrument to invade person's privacy; punishment[653.2](#) Electronic communication devices, threats to safety

## VEHICLE CODE

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

## CODE OF REGULATIONS, TITLE 5

[300-307](#) Duties of pupils

## UNITED STATES CODE, TITLE 42

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

## UNITED STATES CODE, TITLE 47

[254](#) Universal service discounts (e-rate)

## COURT DECISIONS

[J.C. v. Beverly Hills Unified School District, \(2010\) 711 F.Supp.2d 1094](#)[LaVine v. Blaine School District, \(2000, 9th Cir.\) 257 F.3d 981](#)[Emmett v. Kent School District No. 415, \(2000\) 92 F.Supp. 1088](#)[Bethel School District No. 403 v. Fraser, \(1986\) 478 U.S. 675](#)[Tinker v. Des Moines Independent Community School District, \(1969\) 393 U.S. 503](#)[New Jersey v. T.L.O., \(1985\) 469 U.S. 325](#)

## Management Resources:

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Adopted: November 6, 1997, Reviewed:

March 6, 2003

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**REDLINE**

Students

Policy #5131

**CONDUCT**

CSBA PUBLICATIONS

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

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Bullying at School, 2003

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

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

NATIONAL SCHOOL SAFETY CENTER PUBLICATIONS

Bullying in School: Fighting the Bullying Battle, 2006

WEB SITES

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

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

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

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

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

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

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

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March 6, 2003

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**CONDUCT**

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

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

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others
2. Conduct that disrupts the orderly classroom or school environment
3. Verbal, written or physical conduct involving sexual harassment, hate violence, and/or harassment, threats, or intimidation by a student or group of students, including, but not limited to, cyberbullying, which is committed on or off campus through an electronic device, in accordance with Board Policy #5131.3 entitled "Bullying/Cyberbullying"
4. Damage to or theft of property belonging to students, staff or the District
5. Possession or use of a laser pointer, unless used for a valid instructional or other school-related purpose, including employment (Penal Code [417.27](#))

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

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



**CONDUCT**

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

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

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

**Possession/Use of Cellular Phones and Other Electronic Communication Devices**

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

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

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

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

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

**CONDUCT**

request for permission to the school principal or designee to determine the validity of the request (Education Code 48901.5).

**Bullying/Cyberbullying**

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

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

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

Students must immediately report conduct they consider to be bullying or cyberbullying to a school employee or through the district's anonymous, confidential reporting system. Reports of bullying/cyberbullying shall be investigated and resolved in accordance with Board Policy 5131.3 entitled "Bullying/Cyberbullying." A student may also file a formal complaint with the Superintendent or designee under the district's uniform complaint procedures (BP 1312.3).

When a student is suspected of or reported to be engaged in bullying or cyberbullying the principal, Superintendent, and/or designee will determine the extent to which the matter will be investigated in accordance with BP 5131.3.

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

Legal Reference:

**EDUCATION CODE**

[200-262.4](#) Prohibition of discrimination

[32261](#) Bullying

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

[35291-35291.5](#) Rules

[44807](#) Duty concerning conduct of students

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

[48908](#) Duties of students

## CONDUCT

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

### CIVIL CODE

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

### PENAL CODE

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

[313](#) Harmful matter

[417.25-417.27](#) Laser scope

[528.5](#) Electronic impersonations

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

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

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

### VEHICLE CODE

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

### CODE OF REGULATIONS, TITLE 5

[300-307](#) Duties of pupils

### UNITED STATES CODE, TITLE 42

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

### UNITED STATES CODE, TITLE 47

[254](#) Universal service discounts (e-rate)

### COURT DECISIONS

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

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

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

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

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

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

### Management Resources:

### CSBA PUBLICATIONS

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

### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Bullying at School, 2003

### NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

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

### NATIONAL SCHOOL SAFETY CENTER PUBLICATIONS

## CONDUCT

Bullying in School: Fighting the Bullying Battle, 2006

### WEB SITES

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

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

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

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

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

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

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

**STUDENT USE OF TECHNOLOGY**

Mandated Policy

The Governing Board intends that technological resources provided by the District be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with district regulations and the district's Acceptable Use Agreement.

Before a student is authorized to use the District's technological resources, the student and his/her parent/guardian shall sign and return an Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree to not hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless the District and District personnel for any damages or costs incurred.

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected ~~by~~ to cyberbullying.

The Superintendent or designee, with input from students and appropriate staff, shall regularly review this policy, the accompanying administrative regulation, and other relevant procedures to help ensure that the district adapts to changing technologies and circumstances.

**Use of District Computers for Online Services/Internet Access**

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors, and that the operation of such measures is enforced. (20 USC ~~6777~~, 47 USC 254)

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall supervise students while are using online services and may have teacher aides, student aides, and volunteers assist in this supervision.

Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access.

~~Staff shall supervise students while using online services and may ask teacher aides and student aides to assist in this supervision.~~

**Legal Reference:****EDUCATION CODE**

**51006** Computer education and resources

{SR243900}

**STUDENT USE OF TECHNOLOGY**

Mandated Policy

[51007](#) Programs to strengthen technological skills[51870-51874](#) Education technology[60044](#) Prohibited instructional materials**PENAL CODE**[313](#) Harmful matter[502](#) Computer crimes, remedies[632](#) Eavesdropping on or recording confidential communications[653.2](#) Electronic communication devices, threats to safety**UNITED STATES CODE, TITLE 15**

6501-6506 Children's Online Privacy Protection Act

**UNITED STATES CODE, TITLE 20**[6751-6777](#) Enhancing Education Through Technology Act, Title II, Part D, especially:[6777](#) Internet safety**UNITED STATES CODE, TITLE 47**

254 Universal service discounts (E-rate)

**CODE OF FEDERAL REGULATIONS, TITLE 16**[312.1-312.12](#) Children's Online Privacy Protection Act**CODE OF FEDERAL REGULATIONS, TITLE 47**[54.520](#) Internet safety policy and technology protection measures, E-rate discounts**Management Resources:****CSBA PUBLICATIONS**

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

**FEDERAL TRADE COMMISSION PUBLICATIONS**

How to Protect Kids' Privacy Online: A Guide for Teachers, December 2000

**MY SPACE.COM PUBLICATIONS**

The Official School Administrator's Guide to Understanding MySpace and Resolving Social Networking Issues

**WEB SITES**CSBA: <http://www.csba.org>American Library Association: <http://www.ala.org>California Coalition for Children's Internet Safety: <http://www.cybersafety.ca.gov>California Department of Education: <http://www.cde.ca.gov>Center for Safe and Responsible Internet Use: <http://csriu.org>Federal Communications Commission: <http://www.fcc.gov>

Federal Trade Commission, Children's Online Privacy

Protection: <http://www.ftc.gov/privacy/privacyinitiatives/childrens.html>U.S. Department of Education: <http://www.ed.gov>Web Wise Kids: <http://www.webwisekids.org>

**STUDENT USE OF TECHNOLOGY**

Mandated Policy

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Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access.

**Legal Reference:****EDUCATION CODE**[51006](#) Computer education and resources[51007](#) Programs to strengthen technological skills[51870-51874](#) Education technology



**STUDENT USE OF TECHNOLOGY**

Mandated Policy

[60044](#) Prohibited instructional materials

PENAL CODE

[313](#) Harmful matter[502](#) Computer crimes, remedies[632](#) Eavesdropping on or recording confidential communications[653.2](#) Electronic communication devices, threats to safety

UNITED STATES CODE, TITLE 15

6501-6506 Children's Online Privacy Protection Act

UNITED STATES CODE, TITLE 20

[6751-6777](#) Enhancing Education Through Technology Act, Title II, Part D, especially:[6777](#) Internet safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 16

[312.1-312.12](#) Children's Online Privacy Protection Act

CODE OF FEDERAL REGULATIONS, TITLE 47

[54.520](#) Internet safety policy and technology protection measures, E-rate discounts

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Federal Trade Commission, Children's Online Privacy

Protection: <http://www.ftc.gov/privacy/privacyinitiatives/childrens.html>U.S. Department of Education: <http://www.ed.gov>Web Wise Kids: <http://www.webwisekids.org>

Students

Policy #5131.3

**BULLYING/CYBERBULLYING****Mandated Policy****Philosophy and Application**

The Board of Education is committed to providing a safe, positive learning environment for all students. The Board recognizes that bullying and cyberbullying create an atmosphere of fear and intimidation, detract from the safe environment necessary for student learning, and may lead to more serious violence. All forms of bullying and cyberbullying by students are hereby prohibited.

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

**Definition**

For the purposes of this policy, bullying shall mean unwelcome verbal, written or physical conduct involving sexual harassment, hate violence, and/or harassment, threats, or intimidation directed at a student by a student or group of students by another student that has or is likely to have the effect of:

1. Physically, emotionally or mentally harming a student
  2. Damaging, extorting or taking a student's personal property
  3. Placing a student in reasonable fear of physical, emotional or mental harm
  4. Placing a student in reasonable fear of damage to or loss of personal property or
  5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
1. Causing a student to fear harm to the student or the student's property;
  2. Physically, emotionally or mentally harming a student;
  3. Interfering with a student's academic performance; or
  4. Interfering with a student's ability to participate in or benefit from the school's services, activities, or privileges.

For the purposes of this policy, Bullying includes "cyberbullying" which is committed on or off campus through an electronic device and involves the creation or transmission of a communication such as:

1. An inappropriate message, text, sound, video, or image;
2. A post on a social networking site that involves a burn page, a credible impersonation, or a false profile; or
3. An act of cyber sexual bullying which involves a photograph or other visual recording of a nude, semi-nude or sexually explicit image of an identifiable minor. is considered an electronic act. that includes the social network activity of: (1) creating a credible impersonation of a student with ill intent; (2) creating a false student profile with ill intent; or (3) creating or posting to a "burn page." Burn pages, a newer phenomenon in popular culture, are Internet sites created to lampoon or ridicule an individual or individuals.

Cyberbullying includes the transmission of communications, posting of harassing messages, direct threats, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device, and includes

## Students

## Policy #5131.3

**BULLYING/CYBERBULLYING****Mandated Policy**

~~breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation, which has the effect of:~~

- ~~1. Physically, emotionally or mentally harming a student;~~
- ~~2. Placing a student in reasonable fear of physical, emotional or mental harm;~~
- ~~3. Placing a student in reasonable fear of damage to or loss of personal property or~~
- ~~4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.~~

The terms "bullying" and "cyberbullying" shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

**Implementation Reports of Suspected Bullying and Cyberbullying**

~~Any student who believes that he/she is being, has been subjected to, or has witnessed bullying or cyberbullying shall immediately report the incident to a school employee and/or contact the district's anonymous, confidential reporting system. Parents and/or guardians, on behalf of their child, are similarly expected to immediately report incidents of bullying or cyberbullying to the principal and/or to contact the district's anonymous, confidential reporting system. Any reports of suspected bullying or cyberbullying will be forwarded to the school principal or designee.~~

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

~~Staff shall be alert and immediately responsive to any individual's conduct any reports of suspected bullying or cyberbullying, which may interfere with a student's ability to participate in or benefit from school services, activities or privileges. Upon witnessing an act of bullying or cyberbullying, staff members are expected to immediately intervene, unless intervention would pose a threat to the staff member's safety. A school employee who witnesses or receives to whom a report complaint of suspected bullying must immediately is made shall report the alleged conduct it to the principal or designee immediately.~~

~~All incidents of bullying or cyberbullying are to be reported to the school principal for investigation. If applicable, a student, parent/guardian or employee may file a formal complaint with the Superintendent or designee in accordance with the district's uniform complaint procedures (BP 1312.3).~~

~~Any student who retaliates against another for reporting bullying or cyberbullying may be subject to disciplinary action.~~

~~A pupil who severely or pervasively engages in such electronic acts may be punished if such an act causes:-~~

- ~~1. a student to fear harm to his or her person or property,~~
- ~~2. substantial harm to a student's physical or mental health,~~
- ~~3. substantial interference with a student's academic performance, or~~
- ~~4. substantial interference with a student's ability to participate in or benefit from school services, activities, or privileges. (Ed. Code 48900)~~

## Students

## Policy #5131.3

**BULLYING/CYBERBULLYING****Mandated Policy**

~~Pervasive is defined as providing that an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.~~

~~Any student who feels that he/she is being or has been subjected to bullying or cyberbullying, or has witnessed bullying or cyberbullying shall immediately report the incident to a school employee and/or contact the district's anonymous, confidential reporting system. Parents and/or guardians, on behalf of their child, are similarly expected to report incidents of bullying or cyberbullying to the principal immediately and/or contact the district's anonymous, confidential reporting system. In addition, the student or employee may file a formal complaint with the Superintendent or designee in accordance with the district's uniform complaint procedures (BP 1312.3).~~

~~A school employee to whom a complaint is made shall report it to the principal or designee immediately. Any student who retaliates against another for reporting bullying or cyberbullying may be subject to disciplinary action as defined in this policy.~~

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

~~School staff may receive related professional development, including information about early warning signs of bullying/cyberbullying behaviors and effective prevention and intervention strategies. Parents/guardians and students also may be provided with similar information.~~

**Investigation**

~~Upon receiving a report or complaint of suspected bullying or cyberbullying, the principal, Superintendent, and/or designee will determine the extent to which the matter will be investigated. Parent(s) of the students directly involved will be contacted and an investigation shall be conducted by school district officials-administrators or by a third party designated by the school district. The investigation shall include interviews of all students directly involved and contact with the parent(s) of the involved students.~~ The investigation may include interviews with students, parents, and staff; review of school records; and identification of parent and family issues.

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

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

Students

Policy #5131.3

**BULLYING/CYBERBULLYING****Mandated Policy****Disciplinary Action and Intervention**

Any student who engages in bullying or cyberbullying will be subject to disciplinary action and/or intervention including, but not limited to, warning, counseling, parent contact, detention, restriction of activities, exclusion, suspension, involuntary transfer, and expulsion. A student ~~shall~~ may be subject to discipline for off-campus ~~expression~~ bullying or cyberbullying, which occurs through an electronic act which is created or transmitted on or off the school site in accordance with Education Code Section 48900(r) and state and federal law. including expression on off-campus Internet web sites, when such expression substantially disrupts the educational program. The superintendent or designee shall document and consider such issues as the impact effect of the expression-conduct, whether the conduct is related to a school activity or attendance, and whether the conduct poses a substantial disruption. ~~had or could be expected to have on the school program.~~

Depending on the severity of the incident, the principal may also take additional steps to ensure student safety. These may include, but are not limited to, implementing a safety plan; separating and supervising the students involved; providing staff support for students; and developing a supervision plan with the parents. Any employee who permits bullying or cyberbullying may be subject to disciplinary action including, but not limited to, warning, suspension, transfer, and dismissal. Consequences shall be commensurate with the findings of the investigation. Any student who engages in bullying or cyberbullying of a student may also be subject to criminal prosecution.

School staff may receive related professional development on bullying and cyberbullying, including information about early warning signs of bullying/cyberbullying behaviors and effective prevention and intervention strategies. Parents/guardians and students also may be provided with similar information.

The California Department of Education provides resources for parents, administrators, and students on how bullying can be prevented and addressed. Such resources are available on the California Department of Education's website at <http://www.cde.ca.gov>.

**Documentation**

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

**Communication of Policy**

Each school site administrator shall be responsible for implementing programs that are designed to promote positive social interactions, inform students of their rights and responsibilities under this policy, and notify students and parents about the district's anonymous, confidential reporting system.

School Discipline Plans (BP 5144.1 Suspension/Expulsion Due Process) shall prohibit bullying and cyberbullying. All parents and/or guardians will receive a copy of the School Discipline Plan upon registering their child at any school site in the district. Students in grades 6 through 12 will also receive

Students

Policy #5131.3

**BULLYING/CYBERBULLYING****Mandated Policy**

a copy of the School Discipline Plan each year. School Discipline Plans shall be articulated among the district's schools sites to encourage consistent and developmentally appropriate application of this policy.

Students

Policy #5131.3

**BULLYING/CYBERBULLYING****Mandated Policy****Philosophy and Application**

The Board of Education is committed to providing a safe, positive learning environment for all students. The Board recognizes that bullying and cyberbullying create an atmosphere of fear and intimidation, detract from the safe environment necessary for student learning, and may lead to more serious violence. All forms of bullying by students are hereby prohibited.

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

**Definition**

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1. Causing a student to fear harm to the student or the student's property;
2. Physically, emotionally or mentally harming a student;
3. Interfering with a student's academic performance; or
4. Interfering with a student's ability to participate in or benefit from the school's services, activities, or privileges.

Bullying includes "cyberbullying" which is committed on or off campus through an electronic device and involves the creation or transmission of a communication such as:

1. An inappropriate message, text, sound, video, or image;
2. A post on a social networking site that involves a burn page, a credible impersonation, or a false profile; or
3. An act of cyber sexual bullying which involves a photograph or other visual recording of a nude, semi-nude or sexually explicit image of an identifiable minor.

The terms "bullying" and "cyberbullying" shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

**Reports of Suspected Bullying and Cyberbullying**

Any student who believes that he/she is being, has been subjected to, or has witnessed bullying or cyberbullying shall immediately report the incident to a school employee and/or contact the district's anonymous, confidential reporting system. Parents and/or guardians, on behalf of their child, are similarly expected to immediately report incidents of bullying or cyberbullying to the principal and/or to contact the district's anonymous, confidential reporting system. Any reports of suspected bullying or cyberbullying will be forwarded to the school principal or designee.

Staff shall be alert and responsive to any reports of suspected bullying or cyberbullying. Upon witnessing an act of bullying, staff members are expected to immediately intervene, unless intervention would pose a threat to the staff member's safety. A school employee who witnesses or receives a report of suspected bullying must immediately report the alleged conduct to the principal or designee.

Students

Policy #5131.3

**BULLYING/CYBERBULLYING****Mandated Policy**

If applicable, a student, parent/guardian or employee may file a formal complaint with the Superintendent or designee in accordance with the district's uniform complaint procedures (BP 1312.3).

Any student who retaliates against another for reporting bullying or cyberbullying may be subject to disciplinary action.

**Investigation**

Upon receiving a report or complaint of suspected bullying or cyberbullying, the principal, Superintendent, and/or designee will determine the extent to which the matter will be investigated. Parent(s) of the students directly involved will be contacted and an investigation shall be conducted by school district administrators or by a third party designated by the school district. The investigation may include interviews with students, parents, and staff; review of school records; and identification of parent and family issues.

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

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

**Disciplinary Action and Intervention**

Any student who engages in bullying or cyberbullying will be subject to disciplinary action and/or intervention including, but not limited to, warning, counseling, parent contact, detention, restriction of activities, exclusion, suspension, involuntary transfer, and expulsion. A student may be subject to discipline for off-campus bullying or cyberbullying, which occurs through an electronic act which is created or transmitted on or off the school site in accordance with Education Code Section 48900(r) and state and federal law. The superintendent or designee shall document and consider such issues as the effect of the conduct, whether the conduct is related to a school activity or attendance, and whether the conduct poses a substantial disruption.

Depending on the severity of the incident, the principal may also take additional steps to ensure student safety. These may include, but are not limited to, implementing a safety plan; separating and supervising the students involved; providing staff support for students; and developing a supervision plan with the parents. Any employee who permits bullying or cyberbullying may be subject to disciplinary action including, but not limited to, warning, suspension, transfer, and dismissal. Consequences shall be commensurate with the findings of the investigation. Any student who engages in bullying or cyberbullying of a student may also be subject to criminal prosecution.

School staff may receive professional development on bullying and cyberbullying, including information about early warning signs of bullying/cyberbullying behaviors and effective prevention



Students

Policy #5131.3

**BULLYING/CYBERBULLYING****Mandated Policy**

and intervention strategies. Parents/guardians and students also may be provided with similar information.

The California Department of Education provides resources for parents, administrators, and students on how bullying can be prevented and addressed. Such resources are available on the California Department of Education's website at <http://www.cde.ca.gov>.

**Documentation**

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

**Communication of Policy**

Each school site administrator shall be responsible for implementing programs that are designed to promote positive social interactions, inform students of their rights and responsibilities under this policy, and notify students and parents about the district's anonymous, confidential reporting system.

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

**SUBJECT:** Public Hearing of the 6th-8th grade English Language Arts Adoption

**PERSON(S) RESPONSIBLE:** Ana Silva, Director Curriculum/Special Projects

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**RECOMMENDATION:**

The District Administration recommends that the Board hold a public hearing for the 6th-8th grade English Language Arts Adoption of California StudySync by McGraw-Hill.

**BACKGROUND:**

The goal of the Common Core State Standards for English Language Arts is to ensure that all students are college and career ready by the end of high school. The State of California adopted the standards in 2010, but it wasn't until the late fall of 2015 that publishers submitted English Language Arts and Literacy programs for review and approval by the state. In the 2005-06, the middle school adopted McDougal-Littel textbooks/curriculum. With the conversion to Common Core, grade levels developed curricular units of study aligning to the new standards. In addition, the ELA department at the middle school began using bridge materials, Accessing Complex Text, in 2015-16. In November 2015, our teachers in grades 6-8 began the search for a program that addressed both the state English Language Arts (ELA) and the English Language Development (ELD) standards.

An English language arts adoption committee was formed consisting of teachers representing grades 6-8, our English Language Development teacher, and the administration from our site. These teachers attended a publisher fair at the Monterey County Office of Education and evaluated several programs. As a result, two programs were identified as promising, Houghton Mifflin Harcourt - California Journeys and McGraw-Hill - StudySync. Out of the two programs, the committee agreed to pilot StudySync for a year of study in order to evaluate if the program actually met the criteria identified by the state as meeting both the ELA and ELD standards. The committee came together to review their findings and discuss how the program met or did not meet the criteria set forth. The committee unanimously agreed this program was worthy of adopting as it met all the standards and provided a rigorous yet balanced Literacy and ELD program to ensure all students achieve proficiency towards the standards.

**INFORMATION:**

StudySync is a brand-new comprehensive English Language Arts/English Language Development program from McGraw-Hill. This program was designed to address the goals, context, and themes of ELA/literacy and ELD instruction embodied in the English Language Arts/English Language Development Framework, and to integrate seamlessly the California Common Core State Standards for ELA/Literacy and the California English Language Development Standards. StudySync embodies the five themes of the California Framework through its rigorous, integrated reading, writing, speaking, and listening instruction.

The following criteria are specific strengths where our committee found that StudySync aligned with the State Advisory Review Panel for ELA/ELD adoption of instructional materials in 2015:

- The program supports teaching to the CA CCSS ELA ELD
- The organization and design of the instructional materials allow teachers to teach the content efficiently and effectively, while providing structure for what students should learn each year.

- The instructional and assessments materials provide teachers with assistance in using assessments for planning instruction, determining effective flexible grouping strategies, implementing other strategies for meeting the instructional needs of students, and measuring the effectiveness of instruction through progress monitoring.
- Program materials ensure universal and equitable access to high quality curriculum and instruction for all students, so they can meet or exceed the expectations as described in the CA CCSS and provide teachers with the necessary content and pedagogical tools to teach all students.
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The program supports the district's implementation of a reading collaborative, workshop model enabling all students to master rigorous learning goals with the support of strong differentiated instruction and responsive teaching based on ongoing assessments. The program supports the five components of a balanced literacy program incorporating: Content Knowledge, Meaning Making, Foundational Skills, Language Development, and Effective Expression.

The instructional materials offer a combination of print and digital materials. Its emphasis on technology and online assessments will ensure students in grades 6-8 have ample opportunities to effectively engage in 21<sup>st</sup> Century learning. The assessments are aligned to effectively measure progress towards the State Standards and used for planning instruction, effective flexible grouping strategies, and measuring the effectiveness of instruction through progress monitoring.

The instructional program also clearly articulates and supports the teaching and integration of the English Language Development standards on a daily basis for the classroom teacher. The designated English language development portion of the program is integrated to the units of study occurring in the classroom. This enables the Designated English Language Development teacher to build into and from content instruction to develop critical language English learners need for content learning in English.

#### **FISCAL IMPACT:**

\$76,346 general fund, \$57,750 Measure A (We will be billed for this portion effective January 1, 2018)



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Public Hearing I

**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**

The Pacific Grove Unified School District Governing Board will hold a public hearing on Thursday, May 25, 2017, pursuant to Education Code Section 60119 and 60422:

### **PUBLIC DISCLOSURE OF 6TH-8TH GRADE ENGLISH LANGUAGE ARTS ADOPTION AND PACIFIC GROVE HIGH SCHOOL ADVANCED PLACEMENT HUMAN GEOGRAPHY TEXTBOOK ADOPTION**

The hearing will be held during the regular Board meeting, which begins at 7:00 p.m. at the Pacific Grove Unified District Office, located at 435 Hillcrest Ave., in Pacific Grove.

Copies of the 6th-8th grade English Language Arts Adoption and P.G. High School AP Human Geography Textbook Adoption will be available for public viewing beginning Friday, April 7, 2017 through Thursday, May 25, 2017.

For more information, please contact Ani Silva, Director of Curriculum and Special Projects at 831-646-6508.

Posted: May 10, 2017



## CUSTOMER ORDER

Public Hearing I

## ORDER QUOTE

SEND SERVICE INQUIRIES TO

FEIN: 80-0899290 SAN# 200-254x  
SUT#: 80-0885860

<b>42933902</b>	<b>31-MAR-2017</b>
SALES ORDER NO	DATE

P.O. BOX 182605

COLUMBUS, OH, 43218-2605  
UNITED STATES

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(Bill-To) CUSTOMER CLASS: US-ELHI PUBLIC SCHOOLS

PO NO:	Pacific Grove U S D	TERMS:	30 NET	FUTURE BILL DATE:		SALES ORDER NO:	42933902
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ISBN	MHID	AUTHOR & TITLE	QUANTITY	REQ DATE	PRICE	DISCOUNT	TAXED	NET EXTENDED PRICE
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## CUSTOMER ORDER

## ORDER QUOTE



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SALES ORDER NO

**31-MAR-2017**  
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PO NO: Pacific Grove U S D		TERMS: 30 NET		FUTURE BILL DATE:		SALES ORDER NO: 42933902		
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9781943286140	1943286140	STUDYSYNC   STUDYSYNC GRADE 7 CALIFORNIA, READING AND WRITING COMPANION FOR ELA/ELD UNIT 1   2017   1	195	31-MAR-17	24.97	NET US-N	T	4,869.15
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SEE REVERSE SIDE FOR IMPORTANT INFORMATION

PAGE 2 OF 4



**CUSTOMER ORDER  
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SUT#: 80-0885860

**42933902**  
SALES ORDER NO

**31-MAR-2017**  
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**SUBJECT:** Approval of the 6th-8th grade English Language Arts Adoption

**PERSON(S) RESPONSIBLE:** Ana Silva, Director Curriculum/Special Projects

**RECOMMENDATION:**

The District Administration recommends that the Board approve the 6th-8th grade English Language Arts Adoption of California StudySync by McGraw-Hill.

**BACKGROUND:**

The goal of the Common Core State Standards for English Language Arts is to ensure that all students are college and career ready by the end of high school. The State of California adopted the standards in 2010, but it wasn't until the late fall of 2015 that publishers submitted English Language Arts and Literacy programs for review and approval by the state. In the 2005-06, the middle school adopted McDougal-Littel textbooks/curriculum. With the conversion to Common Core, grade levels developed curricular units of study aligning to the new standards. In addition, the ELA department at the middle school began using bridge materials, Accessing Complex Text, in 2015-16. In November 2015, our teachers in grades 6-8 began the search for a program that addressed both the state English Language Arts (ELA) and the English Language Development (ELD) standards.

An English language arts adoption committee was formed consisting of teachers representing grades 6-8, our English Language Development teacher, and the administration from our site. These teachers attended a publisher fair at the Monterey County Office of Education and evaluated several programs. As a result, two programs were identified as promising, Houghton Mifflin Harcourt - California Journeys and McGraw-Hill - StudySync. Out of the two programs, the committee agreed to pilot StudySync for a year of study in order to evaluate if the program actually met the criteria identified by the state as meeting both the ELA and ELD standards. The committee came together to review their findings and discuss how the program met or did not meet the criteria set forth. The committee unanimously agreed this program was worthy of adopting as it met all the standards and provided a rigorous yet balanced Literacy and ELD program to ensure all students achieve proficiency towards the standards.

**INFORMATION:**

StudySync is a brand-new comprehensive English Language Arts/English Language Development program from McGraw-Hill. This program was designed to address the goals, context, and themes of ELA/literacy and ELD instruction embodied in the English Language Arts/English Language Development Framework, and to integrate seamlessly the California Common Core State Standards for ELA/Literacy and the California English Language Development Standards. StudySync embodies the five themes of the California Framework through its rigorous, integrated reading, writing, speaking, and listening instruction.

The following criteria are specific strengths where our committee found that StudySync aligned with the State Advisory Review Panel for ELA/ELD adoption of instructional materials in 2015:

- The program supports teaching to the CA CCSS ELA ELD
- The organization and design of the instructional materials allow teachers to teach the content efficiently and effectively, while providing structure for what students should learn each year.

- The instructional and assessments materials provide teachers with assistance in using assessments for planning instruction, determining effective flexible grouping strategies, implementing other strategies for meeting the instructional needs of students, and measuring the effectiveness of instruction through progress monitoring.
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#### **FISCAL IMPACT:**

\$76,346 general fund, \$57,750 Measure A (We will be billed for this portion effective January 1, 2018)



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Action/Discussion Item 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**

The Pacific Grove Unified School District Governing Board will hold a public hearing on Thursday, May 25, 2017, pursuant to Education Code Section 60119 and 60422:

### **PUBLIC DISCLOSURE OF 6TH-8TH GRADE ENGLISH LANGUAGE ARTS ADOPTION AND PACIFIC GROVE HIGH SCHOOL ADVANCED PLACEMENT HUMAN GEOGRAPHY TEXTBOOK ADOPTION**

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For more information, please contact Ani Silva, Director of Curriculum and Special Projects at 831-646-6508.

Posted: May 10, 2017



**CUSTOMER ORDER  
ORDER QUOTE**

Action/Discussion Item A

FEIN: 80-0899290 SAN# 200-254x  
SUT#: 80-0885860

<b>42933902</b>	<b>31-MAR-2017</b>
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9780021379323	0021379327	STUDY SYNC   STUDYSYNC CALIFORNIA ONLINE STUDENT WITH DESIGNATED ELD 8 YEAR SUBSCRIPTION   2017   1	165	31-MAR-17	110.00	NET US-N		18,150.00
9780076788606	0076788601	STUDYSYNC   STUDYSYNC CALIFORNIA GRADE 7 PRINT-BASED NOVEL TO FOLLOW   2017   1	195	31-MAR-17	24.99	0% US-N		4,873.05

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Regular Board Meeting

ACCOUNT NUMBER	234012
SALES ORDER NUMBER	42933902
AMOUNT DUE	0.00

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## CUSTOMER ORDER

## ORDER QUOTE

FEIN: 80-0899290 SAN# 200-254x  
SUT#: 80-0885860

<b>42933902</b>	<b>31-MAR-2017</b>
SALES ORDER NO	DATE

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PO NO: Pacific Grove U S D		TERMS:	30 NET	FUTURE BILL DATE:		SALES ORDER NO: 42933902		
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ISBN	MHID	AUTHOR & TITLE	QUANTITY	REQ DATE	PRICE	DISCOUNT	TAXED	NET EXTENDED PRICE
9781943286140	1943286140	STUDYSYNC   STUDYSYNC GRADE 7 CALIFORNIA, READING AND WRITING COMPANION FOR ELA/ELD UNIT 1   2017   1	195	31-MAR-17	24.97	NET US-N	T	4,869.15
9781943286157	1943286159	STUDYSYNC   STUDYSYNC GRADE 7 CALIFORNIA, READING AND WRITING COMPANION FOR ELA/ELD UNIT 2   2017   1	195	31-MAR-17	24.97	NET US-N	T	4,869.15
9781943286164	1943286167	STUDYSYNC   STUDYSYNC GRADE 7 CALIFORNIA, READING AND WRITING COMPANION FOR ELA/ELD UNIT 3   2017   1	195	31-MAR-17	24.97	NET US-N	T	4,869.15
9781943286171	1943286175	STUDYSYNC   STUDYSYNC GRADE 7 CALIFORNIA, READING AND WRITING COMPANION FOR ELA/ELD UNIT 4   2017   1	195	31-MAR-17	24.97	NET US-N	T	4,869.15
9780021379323	0021379327	STUDY SYNC   STUDYSYNC CALIFORNIA ONLINE STUDENT WITH DESIGNATED ELD 8 YEAR SUBSCRIPTION   2017   1	195	31-MAR-17	110.00	NET US-N		21,450.00
9780076788781	0076788784	STUDYSYNC   STUDYSYNC CALIFORNIA GRADE 8 PRINT-BASED NOVEL TO FOLLOW   2017   1	165	31-MAR-17	24.99	0% US-N		4,123.35
9781943286188	1943286183	STUDYSYNC   STUDYSYNC GRADE 8 CALIFORNIA, READING AND WRITING COMPANION FOR ELA/ELD UNIT 1   2017   1	165	31-MAR-17	24.97	NET US-N	T	4,120.05
9781943286195	1943286191	STUDYSYNC   STUDYSYNC GRADE 8 CALIFORNIA, READING AND WRITING COMPANION FOR ELA/ELD UNIT 2   2017   1	165	31-MAR-17	24.97	NET US-N	T	4,120.05
9781943286201	1943286205	STUDYSYNC   STUDYSYNC GRADE 8 CALIFORNIA, READING AND WRITING COMPANION FOR ELA/ELD UNIT 3   2017   1	165	31-MAR-17	24.97	NET US-N	T	4,120.05
9781943286218	1943286213	STUDYSYNC   STUDYSYNC GRADE 8 CALIFORNIA, READING AND WRITING COMPANION FOR ELA/ELD UNIT 4   2017   1	165	31-MAR-17	24.97	NET US-N	T	4,120.05
9780021379323	0021379327	STUDY SYNC   STUDYSYNC CALIFORNIA ONLINE STUDENT WITH DESIGNATED ELD 8 YEAR SUBSCRIPTION   2017   1	165	31-MAR-17	110.00	NET US-N		18,150.00
9780021380015	0021380015	STUDY SYNC   STUDYSYNC CALIFORNIA ONLINE TEACHER WITH DESIGNATED ELD 8 YEAR SUBSCRIPTION   2017   1	10	31-MAR-17	0.00	NET US-N		0.00



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9781942764915	194276491X	STUDYSYNC   STUDYSYNC GRADE 6 CALIFORNIA, ELD TEACHER RESOURCE COMPANION   2015   1	4	31-MAR-17	0.00	NET US-N		0.00	
9781942764922	1942764928	STUDYSYNC   STUDYSYNC GRADE 7 CALIFORNIA, ELD TEACHER RESOURCE COMPANION   2015   1	3	31-MAR-17	0.00	NET US-N		0.00	
9781942764939	1942764936	STUDYSYNC   STUDYSYNC GRADE 8 CALIFORNIA, ELD TEACHER RESOURCE COMPANION   2015   1	3	31-MAR-17	0.00	NET US-N		0.00	
9781943286485	1943286485	STUDYSYNC   STUDYSYNC CALIFORNIA TEACHER EDITION UNIT 1 GRADE 6   2017   1	4	31-MAR-17	0.00	NET US-N		0.00	
9781943286492	1943286493	STUDYSYNC   STUDYSYNC CALIFORNIA TEACHER EDITION UNIT 2 GRADE 6   2017   1	4	31-MAR-17	0.00	NET US-N		0.00	
9781943286508	1943286507	STUDYSYNC   STUDYSYNC CALIFORNIA TEACHER EDITION UNIT 3 GRADE 6   2017   1	4	31-MAR-17	0.00	NET US-N		0.00	
9781943286515	1943286515	STUDYSYNC   STUDYSYNC CALIFORNIA TEACHER EDITION UNIT 4 GRADE 6   2017   1	4	31-MAR-17	0.00	NET US-N		0.00	
9781943286522	1943286523	STUDYSYNC   STUDYSYNC CALIFORNIA TEACHER EDITION UNIT 1 GRADE 7   2017   1	3	31-MAR-17	0.00	NET US-N		0.00	
9781943286539	1943286531	STUDYSYNC   STUDYSYNC CALIFORNIA TEACHER EDITION UNIT 2 GRADE 7   2017   1	3	31-MAR-17	0.00	NET US-N		0.00	
9781943286546	194328654X	STUDYSYNC   STUDYSYNC CALIFORNIA TEACHER EDITION UNIT 3 GRADE 7   2017   1	3	31-MAR-17	0.00	NET US-N		0.00	
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9781943286560	1943286566	STUDYSYNC   STUDYSYNC CALIFORNIA TEACHER EDITION UNIT 1 GRADE 8   2017   1	3	31-MAR-17	0.00	NET US-N		0.00	



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SUT#: 80-0885860

<b>42933902</b>	<b>31-MAR-2017</b>
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PO NO: Pacific Grove U S D		TERMS:	30 NET	FUTURE BILL DATE:		SALES ORDER NO: 42933902		
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9781943286577	1943286574	STUDYSYNC   STUDYSYNC CALIFORNIA TEACHER EDITION UNIT 2 GRADE 8   2017   1	3	31-MAR-17	0.00	NET US-N		0.00
9781943286584	1943286582	STUDYSYNC   STUDYSYNC CALIFORNIA TEACHER EDITION UNIT 3 GRADE 8   2017   1	3	31-MAR-17	0.00	NET US-N		0.00
9781943286591	1943286590	STUDYSYNC   STUDYSYNC CALIFORNIA TEACHER EDITION UNIT 4 GRADE 8   2017   1	3	31-MAR-17	0.00	NET US-N		0.00
		THANK YOU FOR YOUR ORDER						
		ATTENTION: In our effort to protect our customers data, we will no longer store credit card data in any manner within in our system. Therefore, as of April 30, 2016 we will no longer accept credit card orders via email, fax, or mail/package delivery. Credit card orders may be placed over the phone by calling the number listed above or via our websites by visiting www.mheducation.com or www.mhecoast2coast.com.		SUBTOTAL -->				123,306.75
				SALES TAX -->				10,789.35
				SHIPPING & HANDLING -->				0.00
				TOTAL (USD) -->				134,096.10
				PREPAYMENT -->				0.00

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**SUBJECT:** Public Hearing of the Pacific Grove High School Advanced Placement Human Geography Textbook Adoption

**PERSON(S) RESPONSIBLE:** Ani Silva, Director Curriculum/Special Projects

---

**RECOMMENDATION:**

The District Administration recommends that the Board hold a public hearing for the purchase of “The Cultural Landscape: An Introduction to Human Geography” for Pacific Grove High School.

**BACKGROUND:**

Historically, the ninth grade honors program in social studies has followed a different strand of curriculum than the non-honors program. The Social Studies team, and administration, would like to create a more cohesive ninth grade program, as well as offer an introductory Advanced Placement class. In order to align more closely with the skills and standards being taught in the regular geography classes it was determined that we would need to adopt a new textbook. In addition, transfer students who have not met the district’s geography requirement will now have the option to complete the requirement as an Advanced Placement class.

The class was taught for many years using Alistair Cooke’s “America”, which was printed in 1972, and covered United States History. The Social Studies department was able to look at three different publishers’ textbooks, all recently published within the last two years. The content and reading level of “The Cultural Landscape” were determined to be an excellent introduction to the rigors of Advanced Placement reading. All content taught in the text is supported by clear maps and graphs that help students learn to have a critical eye for different ways of presenting information. The department contacted the AP Human Geography teachers at Monterey High and Carmel High. Both programs recommended this text for freshman. Bill Schrier at Carmel High said, “Rubenstein, The Cultural Landscape is the gold standard, and I recommend it.”

**INFORMATION:**

Pearson’s “The Cultural Landscape: An Introduction to Human Geography” is an approved AP Edition, that includes an e-text, electronic map work, study help, and supporting videos.

The E-Text includes access to:

- BBC videos and quizzes
- Financial times videos and quizzes
- GeoTutor Coaching activities
- Interactive Maps
- In Class interactive systems (real time assessment)
- Dynamic Study Modules

In summation, *The Cultural Landscap, An Intro to Human Geography* text has the ability to provide students with a quality, rigorous, College Board approved text, that will better prepare them for Advanced Placement classes.

**FISCAL IMPACT:**

\$10,249.24 (Measure A funds)





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Public Hearing II

**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**

The Pacific Grove Unified School District Governing Board will hold a public hearing on Thursday, May 25, 2017, pursuant to Education Code Section 60119 and 60422:

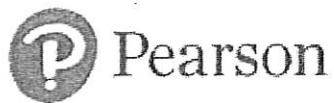
### **PUBLIC DISCLOSURE OF 6TH-8TH GRADE ENGLISH LANGUAGE ARTS ADOPTION AND PACIFIC GROVE HIGH SCHOOL ADVANCED PLACEMENT HUMAN GEOGRAPHY TEXTBOOK ADOPTION**

The hearing will be held during the regular Board meeting, which begins at 7:00 p.m. at the Pacific Grove Unified District Office, located at 435 Hillcrest Ave., in Pacific Grove.

Copies of the 6th-8th grade English Language Arts Adoption and P.G. High School AP Human Geography Textbook Adoption will be available for public viewing beginning Friday, April 7, 2017 through Thursday, May 25, 2017.

For more information, please contact Ani Silva, Director of Curriculum and Special Projects at 831-646-6508.

Posted: May 10, 2017



**PacificGrove\_CulturalLandscape\_HS\_03232017**  
**Per account manager**

**School Information:**

**Pacific Grove Unified Sch Dist**

School/District Name

**435 HILLCREST AVE**

Address

**PACIFIC GROVE, CA 93950**

City / State / ZIP

**(831) 646-6520**

Phone Number

**Purchase Summary**

Description	Amount Free	Amount Charged
Rubenstein, The Cultural Landscape 12th Edition, 2017 AP Ed w MasterGeo eTxt	\$0.00	\$8,788.20
<b>Subtotal</b>	\$0.00	\$8,788.20
<b>Shipping &amp; Handling</b>		\$703.06
<b>Total</b>		\$9,491.26

\* Prices effective through Sept. 30, 2017.

\*\* Prices do not include applicable taxes.

\*\*\*\* Titles are subject to change without notice.

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uhalld3\_S00000601 03/23/2017

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### Rubenstein, The Cultural Landscape 12th Edition, 2017 AP Ed w MasterGeo eTxt

	Description	ISBN	Price	Quantity		Total	
				Free	Charge	Free	Charge
"Rubenstein, The Cultural Landscape 12th Edition, 2017 AP Ed w MasterGeo eTxt"							
"Rubenstein, The Cultural Landscape 12th Edition, 2017 AP Ed w MasterGeo eTxt"							
1	AP SE w MasteringGeo eTxt	9780134270197	146.47	0	60	\$0.00	\$8,788.20
2	IRDVD	9780134259420	0.00	1	0	0.00	0.00
Subtotal						\$0.00	\$8,788.20
Purchase Subtotal						\$0.00	\$8,788.20
Shipping & Handling							\$703.06
Totals						\$0.00	\$9,491.26

Proposal Grand Total: \$9,491.26

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International and overseas shipping and handling are slightly higher.

**Special handling** is additional on all orders.

All prices are in U.S. dollars, guaranteed until Sept. 30, 2017. Please call for current prices.

Districts/schools registering to use OASIS for the first time receive a promo code for 3% freight. This code is good for every K12 order shipped via ground purchased through OASIS for the first 30 days after an account is activated.

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**SUBJECT:** Approval of the Pacific Grove High School Advanced Placement Human Geography Textbook Adoption

**PERSON(S) RESPONSIBLE:** Ani Silva, Director Curriculum/Special Projects

---

**RECOMMENDATION:**

The District Administration recommends that the Board approve the purchase of “The Cultural Landscape: An Introduction to Human Geography” for Pacific Grove High School.

**BACKGROUND:**

Historically, the ninth grade honors program in social studies has followed a different strand of curriculum than the non-honors program. The Social Studies team, and administration, would like to create a more cohesive ninth grade program, as well as offer an introductory Advanced Placement class. In order to align more closely with the skills and standards being taught in the regular geography classes it was determined that we would need to adopt a new textbook. In addition, transfer students who have not met the district’s geography requirement will now have the option to complete the requirement as an Advanced Placement class.

The class was taught for many years using Alistair Cooke’s “America”, which was printed in 1972, and covered United States History. The Social Studies department was able to look at three different publishers’ textbooks, all recently published within the last two years. The content and reading level of “The Cultural Landscape” were determined to be an excellent introduction to the rigors of Advanced Placement reading. All content taught in the text is supported by clear maps and graphs that help students learn to have a critical eye for different ways of presenting information. The department contacted the AP Human Geography teachers at Monterey High and Carmel High. Both programs recommended this text for freshman. Bill Schrier at Carmel High said, “Rubenstein, The Cultural Landscape is the gold standard, and I recommend it.”

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The E-Text includes access to:

- BBC videos and quizzes
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- GeoTutor Coaching activities
- Interactive Maps
- In Class interactive systems (real time assessment)
- Dynamic Study Modules

In summation, *The Cultural Landscap, An Intro to Human Geography* text has the ability to provide students with a quality, rigorous, College Board approved text, that will better prepare them for Advanced Placement classes.

**FISCAL IMPACT:**

\$10,249.24 (Measure A funds)



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Action/Discussion Item 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

## **PUBLIC HEARING NOTICE**

The Pacific Grove Unified School District Governing Board will hold a public hearing on Thursday, May 25, 2017, pursuant to Education Code Section 60119 and 60422:

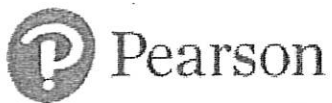
### **PUBLIC DISCLOSURE OF 6TH-8TH GRADE ENGLISH LANGUAGE ARTS ADOPTION AND PACIFIC GROVE HIGH SCHOOL ADVANCED PLACEMENT HUMAN GEOGRAPHY TEXTBOOK ADOPTION**

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For more information, please contact Ani Silva, Director of Curriculum and Special Projects at 831-646-6508.

Posted: May 10, 2017



**PacificGrove\_CulturalLandscape\_HS\_03232017**  
**Per account manager**

**School Information:**

**Pacific Grove Unified Sch Dist**

School/District Name

**435 HILLCREST AVE**

Address

**PACIFIC GROVE, CA 93950**

City / State / ZIP

**(831) 646-6520**

Phone Number

**Purchase Summary**

Description	Amount Free	Amount Charged
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<b>Subtotal</b>	\$0.00	\$8,788.20
<b>Shipping &amp; Handling</b>		\$703.06
<b>Total</b>		\$9,491.26

\* Prices effective through Sept. 30, 2017.

\*\* Prices do not include applicable taxes.

\*\*\*\* Titles are subject to change without notice.

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uhalld3\_S00000601 03/23/2017

## Per account manager

### Rubenstein, The Cultural Landscape 12th Edition, 2017 AP Ed w MasterGeo eTxt

	Description	ISBN	Price	Quantity		Total	
				Free	Charge	Free	Charge
"Rubenstein, The Cultural Landscape 12th Edition, 2017 AP Ed w MasterGeo eTxt"							
"Rubenstein, The Cultural Landscape 12th Edition, 2017 AP Ed w MasterGeo eTxt"							
1	AP SE w MasteringGeo eTxt	9780134270197	146.47	0	60	\$0.00	\$8,788.20
2	IRDVD	9780134259420	0.00	1	0	0.00	0.00
Subtotal						\$0.00	\$8,788.20
Purchase Subtotal						\$0.00	\$8,788.20
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ALWAYS LEARNING

**SUBJECT:** Resolution #998 Adopting Procedures and Guidelines for Selection of Lease-Leaseback Contractor

**PERSON RESPONSIBLE:** Matt Kelly, Director of Facilities & Transportation

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**RECOMMENDATION:**

The District Administration recommends that the Board review and approve Resolution #998 Adopting Procedures and Guidelines for Selection of Lease-Leaseback Contractor.

**BACKGROUND:**

As of January 1, 2017, the legislature enacted new requirements for selecting a contractor for a lease-leaseback project. Specifically, Assembly Bill (AB) 2316 requires school districts to use a comprehensive “best value” selection process, which limits much of the discretion that was previously afforded to districts for contractor selection. Under AB 2316, sealed proposals submitted in response to a request for proposals (RFP) must be ranked by their best value scores (determined by some combination of a contractor’s qualifications and price proposal), and the Board must award the project to the contractor that submitted the proposal determined by the Board to be the best value to the district.

**INFORMATION:**

Education Code 17406 requires the governing board to adopt the required procedures and guidelines, as stated in AB 2316, for evaluating the qualifications of proposers for lease-leaseback contracts.

**FISCAL IMPACT:**

None.

**RESOLUTION #998 ADOPTING PROCEDURES AND GUIDELINES FOR  
SELECTION OF LEASE-LEASEBACK CONTRACTOR (Education Code §17406)**

**WHEREAS**, for lease-leaseback construction contracts awarded on or after January 1, 2017, Education Code section 17406 requires California school districts to use a best value process to select the lease-leaseback contractor; and

**WHEREAS**, for such lease-leaseback contracts, Education Code section 17406 requires the governing board of the school district to adopt required procedures and guidelines for evaluating the qualifications of proposers that ensure that the best value selections by the school district are conducted in a fair and impartial manner; and

**WHEREAS**, for such lease-leaseback contracts, Education Code section 17406 states that the best value process shall be a competitive procurement process where the contractor is selected on the basis of objective criteria for evaluating the qualifications of the proposers with the resulting selection representing the best combination of price and qualifications; and

**WHEREAS**, Education Code section 17406 requires that the lease-leaseback contractor selection process shall at a minimum include that statute's requirements.

**NOW THEREFORE BE IT RESOLVED** that the procedures and guidelines specified in Education Code section 17406(a)(2)(A)-(G), effective January 1, 2017 (see Exhibit A to this Resolution) are adopted for use when the \_\_\_\_\_ School District seeks proposals for a public project using the lease-leaseback delivery method pursuant to Education Code section 17406.

The foregoing Resolution was adopted by the Governing Board of the \_\_\_\_\_ School District of \_\_\_\_\_ County, State of California, at a meeting held of said Board held on the \_\_\_\_ day of \_\_\_\_\_, 201\_\_, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
President, Governing Board  
\_\_\_\_\_ School District

I, \_\_\_\_\_, Clerk of the Governing Board of the \_\_\_\_\_ School District, County of \_\_\_\_\_, State of California, do hereby certify that the foregoing is a true copy of the Resolution adopted by said Board at a regular meeting thereof, at the time and by the vote therein stated, which original Resolution is on file in the office of said Board.

\_\_\_\_\_  
Clerk, Governing Board  
\_\_\_\_\_ School District

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## **EXHIBIT A**

### **Procedures and Guidelines for Selection of a Lease-Leaseback Contractor**

A. The \_\_\_\_\_ School District ("District") shall prepare a request for sealed proposals from qualified proposers. The District shall include in the request for sealed proposals an estimate of the price of the project, a clear, precise description of any preconstruction services that may be required and the facilities to be constructed, the key elements of the instrument to be awarded, a description of the format that proposals shall follow and the elements they shall contain, the standards the District will use in evaluating proposals, the date on which proposals are due, and the timetable the District will follow in reviewing and evaluating proposals.

B. The District shall give notice of the request for sealed proposals in the manner of notice provided in Section 20112 of the Public Contract Code and in a trade paper of general circulation published in the county where the project is located, with the latest notice published at least 10 days before the date for receipt of the proposals.

C. A proposer shall be prequalified in accordance with subdivisions (b) to (m), inclusive, of Section 20111.6 of the Public Contract Code in order to submit a proposal. If used, electrical, mechanical, and plumbing subcontractors shall be subject to the same prequalification requirements for prospective bidders described in subdivisions (b) to (m), inclusive, of Section 20111.6 of the Public Contract Code, including the requirement for the completion and submission of a standardized prequalification questionnaire and financial statement that is verified under oath and is not a public record.

D. The request for sealed proposals shall identify all criteria that the District will consider in evaluating the proposals and qualifications of the proposers, including relevant experience, safety record, price proposal, and other factors specified by the District. The price proposal shall include, at the District's discretion, either a lump-sum price for the instrument to be awarded or the proposer's proposed fee to perform the services requested, including the proposer's proposed fee to perform preconstruction services or any other work related to the facilities to be constructed, as requested by the District. The request for proposals shall specify whether each criterion will be evaluated pass-fail or will be scored as part of the best value score, and whether proposers must achieve any minimum qualification score for award of the instrument under this section.

E. For each scored criterion, the District shall identify the methodology and rating or weighting system that will be used by the District in evaluating the criterion, including the weight assigned to the criterion and any minimum acceptable score.

F. Proposals shall be evaluated and the instrument awarded under this section in the following manner:

1. All proposals received shall be reviewed to determine those that meet the format requirements and the standards specified in the request for sealed proposals.

2. The District shall evaluate the qualifications of the proposers based solely upon the criteria and evaluation methodology set forth in the request for sealed proposals, and shall assign a best value score to each proposal. Once the evaluation is complete, all responsive proposals shall be ranked from the highest best value to the lowest best value to the District.

3. The award of the instrument shall be made by the governing board of the District to the responsive proposer whose proposal is determined, in writing by the governing board of the District, to be the best value to the District.

4. If the selected proposer refuses or fails to execute the tendered instrument and related documents within the time period specified in the request for sealed proposals, the governing board of the District may award the instrument to the proposer with the second highest best value score if the governing board of the District deems it to be for the best interest of the District. If the second selected proposer refuses or fails to execute the tendered instrument, the governing board of the District may award the instrument to the proposer with the third highest best value score if the governing board of the District deems it to be for the best interest of the District.

5. Notwithstanding any other law, upon issuance of a contract award, the District shall publicly announce its award, identifying the entity to which the award is made, along with a statement regarding the basis of the award. The statement regarding the District's contract award and the contract file shall provide sufficient information to satisfy an external audit.

G. The governing board of the District, at its discretion, may reject all proposals and request new proposals.

**SUBJECT:** Forest Grove Elementary School Portable Project

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

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**RECOMMENDATION:**

The District Administration recommends the Board review and approve the proposal for Forest Grove Elementary School Portable Project for Lease-Leaseback Contract.

**BACKGROUND:**

At Forest Grove there is a need for an extra classroom to accommodate four kindergarten classes in an effort to keep class sizes smaller. At the February 2, 2017 Board of Trustees Meeting staff was directed to provide a budget and contract for an additional two more classrooms. In addition, staff is investigating if the depth of the existing sewer line will accommodate proper gravity flow of a second portable. The addition of one 36' x 40' building and 32' x 30' building would give the district the flexibility to accommodate a fourth kindergarten class and accommodate population bubbles.

**INFORMATION:**

The selected bidder was chosen using a "best value" comprehensive selection process. Contractors were ranked using a combination of their qualifications and price proposal.

**FISCAL IMPACT:**

Combination of Deferred Maintenance and Loan

**SUBJECT:** Robert Down Elementary School Portable Project

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

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**RECOMMENDATION:**

The District Administration recommends the Board review and approve the proposal for Robert Down Elementary School Portable Project for Lease-Leaseback Contract.

**BACKGROUND:**

The music room portable at Robert Down was found to have an infestation of subterranean termites. A possible cause of this was a poor drainage design on the outside of the building. Staff received estimates to repair the termite damage and bids started at \$80,000 with no guarantee that more damage from termites, mold, and dry rot wouldn't be found. Considering the age of the portable and the uncertainty of repair scope, staff recommends replacement of portable. In addition, Robert Down has identified the need for additional portables. Adding a second and/or third portable to the project would be significantly cheaper now, as opposed to later as a separate project. Initial budgets recommended a 36'x40' (1,440 sf) portable but after more discussion with the site and taking into consideration program needs; a 32' x 30' (960 sf) portable has been substituted decreasing project costs.

**INFORMATION:**

The selected bidder was chosen using a "best value" comprehensive selection process. Contractors were ranked using a combination of their qualifications and price proposal.

**FISCAL IMPACT:**

Combination of Deferred Maintenance and Loan

**SUBJECT:** Monterey Peninsula College (MPC) and Pacific Grove Unified School District (PGUSD) College and Career Access Pathways Partnership Agreement (CCAP)

**PERSON(S) RESPONSIBLE:** Sean Keller, PGHS Assistant Principal and CTE Coordinator  
Matt Bell, PGHS Principal

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**RECOMMENDATION:**

The Administration recommends that the Board review and approve the 2017-18 College and Career Access Pathways Partnership Agreement (CCAP) between the Monterey Peninsula Community College District (MPCCD).

**BACKGROUND:**

California Assembly Bill 288 (AB 288) established the College and Career Access Pathways Act to authorize California Community College districts to enter into formal partnership agreements with local school districts to expand access to concurrent enrollment opportunities for high school students. The partnership agreement shall outline the terms of their partnership, such as the schedule of eligible courses that can be offered, thresholds for the academic readiness of pupils, protocols for sharing and joint facilities use, and requirements of instructors.

The new California College and Career Indicator (CCI) - the new API/school measurement system - will include Dual Enrollment in two of its five factors for *Prepared* high school graduates that are considered college and career ready.

**INFORMATION:**

Pacific Grove High School will offer two Dual Enrollment CTE courses during the 2017-18 school year; each will last one semester and take place on the PGHS campus in room N-1: Fall 2017 – IT Essentials (MPC course CSIS 75, 3 Units) and Spring 2018 – Intro to Networking (MPC Course CSIS 76, 4 units). Both courses will be free of charge to PGHS students and will earn them industry certifications: Network + and A+. Since these are college-level courses, additional minutes will be required for instruction, but the PGUSD calendar will be used so there will not be any conflicts in breaks/holidays throughout the year. These Dual Enrollment opportunities will allow students to earn college credit without a high-stakes test and speeds up the CTE pathway from two years to one. A Dual Enrollment information night was held in the PGHS Library on May 16, 2017 to inform families about the MPC registration process and to answer any questions regarding concerns over Dual Enrollment. Twenty-one students are currently signed up for the courses; any student that believes the college-level is too extreme will have the option to take IT Essentials as a high school year-long, CTE class and remain in the same section which will not disrupt his or her schedule.

**FISCAL IMPACT:**

One 0.2 FTE is already in place using the General Fund for the CSIS 75 and CSIS 76 courses; PGUSD will be reimbursed for the MPC instructor rate – a savings of approximately \$9,700. Additional minutes may require an MOU with PGTA and a stipend for the instructor, which may be funded through the MPC reimbursement to PGUSD. Subsequent years may provide a higher reimbursement due to the instructor's rate of pay and whether the course uses a PGUSD or MPC employee.



**COLLEGE AND CAREER ACCESS PATHWAYS  
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT  
2017-2018**

This College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between Monterey Peninsula College (“COLLEGE”) a college of the Monterey Peninsula Community College District (“MPCCD”), 980 Fremont Street, Monterey, CA 93940, and Pacific Grove Unified School District (“SCHOOL DISTRICT”).

WHEREAS, the mission of the COLLEGE includes providing educational programs and services that are responsive to the needs of the students and communities within the Monterey Peninsula Community College District; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences; and

WHEREAS, SCHOOL DISTRICT is a public school district serving grades 9-12 located in Monterey County and within the regional service area of MPCCD, unless otherwise specified and agreed to as specified in Sec. 2 (e); and

WHEREAS, MPCCD and SCHOOL DISTRICT desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of AB 288, for high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor’s Office, MPCCD and COLLEGE;

NOW THEREFORE, MPCCD and SCHOOL DISTRICT agree as follows:

**1. TERM OF AGREEMENT**

- 1.1 The term of this CCAP Agreement shall be for one year beginning on July 1, 2017 and ending on June 30, 2018, and requires annual renewal each year by July 1, unless otherwise terminated in accordance with Section 19 of this Agreement.
- 1.2 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall also establish protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses. Sec. 2 (c)(1)
- 1.3 The CCAP Agreement Appendix shall identify a point of contact for the participating community college district and school district partner. Sec. 2 (c)(2)
- 1.4 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the department [California Department of Education] before the start of the CCAP partnership. Sec. 2 (c)(3)
- 1.5 The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed agreement.
- 1.6 COLLEGE and SCHOOL DISTRICT shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. Sec. 2(b)

## **2. DEFINITIONS**

2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of MPCCD and applicable law. Sec. 2 (a)

2.2 Consistent with AB 288, this CCAP Agreement may include “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

2.3 Pupil or Student - A resident or nonresident student attending high school in California. High school pupils enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by section 4901.

## **3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY**

3.1 Student Eligibility - Students who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

3.2 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and MPCCD standards and policies.

3.3 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and MPCCD policy.

3.4 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.

3.5 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil's CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3)(g)

3.6 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)

3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.

3.8 Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.

#### **4. COLLEGE APPLICATION PROCEDURE**

4.1 The COLLEGE will be responsible for processing student applications.

4.2 The COLLEGE will provide the necessary admission and registration forms and procedures and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.

4.3 The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.

4.4 COLLEGE admission and registration requires that each participating student has completed the COLLEGE enrollment application process.

4.5 Participating students enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by California Education Code Sections 49011, 76060.5, 76140, 76223, 76300, 76350, and 79121. Sec. 2 (f)(q)

## **5. PARTICIPATING STUDENTS**

5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011. See also Sec. 2 (f)(q). The governing board of a community college district participating in a CCAP partnership agreement established pursuant to this article shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5, 76140, 76223, 76300, 76350, and 79121.

5.2 The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be specified in the Appendix to this Agreement. Costs will be borne by SCHOOL DISTRICT.

5.3 Grades earned by students enrolled in courses offered as part of this CCAP Agreement will be posted on the official COLLEGE transcript. Students may submit a request for Pass/No Pass if the course is designated as such in the COLLEGE catalog.

5.4 Students enrolled in courses offered as part of this CCAP Agreement will be directed to the official catalog of the COLLEGE for information regarding applicable policies and procedures.

5.5 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement will be eligible for student support services, which shall be available to them at the COLLEGE or through the SCHOOL DISTRICT. COLLEGE shall ensure that student support services, including admissions and records, counseling and guidance, assistance with assessment and placement, tutoring, and additional support available to students with disabilities are available to participating students at the COLLEGE. SCHOOL DISTRICT shall ensure that support services, including counseling and guidance, and assistance with assessment and placement are available to students at the SCHOOL DISTRICT.

5.6 Students who withdraw from courses offered as part of this CCAP Agreement will not receive COLLEGE credit. Students must comply with, and submit appropriate information/paperwork, by all published deadlines. Transcripts will be annotated according to COLLEGE policy.

5.7 A course dropped within the MPCCD drop “without a W” deadline will not appear on the SCHOOL DISTRICT or the COLLEGE transcript.

## **6. CCAP AGREEMENT COURSES**

6.1 A COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to a CCAP Agreement. Sec. 2 (o)(1)

6.2 Courses offered as part of this CCAP Agreement at the COLLEGE may not limit enrollment in the course. Sec. 2 (o)(1)

6.3 The COLLEGE is responsible for all courses and educational programs offered as part of CCAP Agreement regardless of whether the course and educational program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.

6.4 The scope, nature, time, location, and listing of courses offered by a COLLEGE shall be determined by COLLEGE with the approval of the Governing Board and will be recorded in the Appendix to this Agreement. Sec. 2 (c)(1)

6.5 Courses offered as part of a CCAP Agreement either at the COLLEGE or SCHOOL DISTRICT shall be jointly reviewed and approved.

6.6 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with MPCCD academic standards.

6.7 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits.

6.8 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department.

6.9 Courses offered as part of this CCAP Agreement and taught by SCHOOL DISTRICT instructors are part of an approved Instructional Service Agreement as required by MPCCD Business Procedure 2.02.

6.10 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to MPCCD as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between the COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the COLLEGE regulations, policies, procedures, prerequisites, and standards, shall prevail.

6.11 Site visits and instructor evaluations by one or more representatives of the COLLEGE and/or MPCCD shall be permitted by the SCHOOL DISTRICT to ensure that courses offered as part of this CCAP Agreement in the SCHOOL DISTRICT are the same as the courses offered on the COLLEGE campus and in compliance with MPCCD academic standards. The site visits and instructor evaluation process for any instructor who is also an employee of the SCHOOL DISTRICT will be determined and detailed in an Instructional Service Agreement to be developed in agreement between the COLLEGE and the SCHOOL DISTRICT

6.12 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with MPCCD and COLLEGE guidelines, policies, pertinent statutes and regulations.

6.13 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with MPCCD guidelines, policies, pertinent statutes, and regulations.

6.14 COLLEGE has the sole right to control and direct the instructional activities of all instructors, including those who are SCHOOL DISTRICT employees.

6.15 Degree and Certificate programs that are included in the CCAP agreement must have been approved by the California Community College Chancellor's Office and courses that make up the programs must be part of the approved programs,

## **7. INSTRUCTOR(S)**

7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by the MPCCD.

7.2 The CCAP Agreement Appendix shall specify which participating SCHOOL DISTRICT or COLLEGE will be the employer of record for purposes of assignment monitoring and reporting to the county office of education. Sec. 2 (m)(1)

7.3 This CCAP Agreement specifies the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. Sec. 2 (m)(2)

7.4 COLLEGE and MPCCD must individually designate an employee to coordinate efforts to comply with and carry out each entity's responsibilities under Title IX of the Education Amendments of 1972. Upon receipt of a complaint alleging harassment, discrimination or any other violation of law, including but not limited to Title IX, the designated employee from the entity receiving the complaint shall inform and provide a copy of such complaint to the designated employee from the other entity. The designated employees from the COLLEGE and MPCCD shall review the facts giving rise to the complaint and determine which entity will take the lead on investigating, managing and resolving such complaint. Neither COLLEGE nor MPCCD may abandon or assign their obligations under the law, including Title IX.



7.5 Instructors who teach COLLEGE courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity.

7.6 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.

7.7 Prior to teaching, faculty provided by the SCHOOL DISTRICT shall receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training shall be approved by and provided by the COLLEGE. [1][2]

7.8 Prior to teaching, faculty provided by the COLLEGE shall receive training and orientation from SCHOOL DISTRICT regarding, but not limited to, SCHOOL DISTRICT policies, practices and requirements. Said training shall be approved by and provided by the SCHOOL DISTRICT.

7.9 Faculty provided by the SCHOOL DISTRICT are eligible to participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited address course content, course delivery, assessment, evaluation, and/or research and development in the field. Adjunct faculty are not required to participate in these activities however, they are encouraged to participate.

7.10 Performance of faculty members employed by the COLLEGE shall be evaluated by the COLLEGE using the existing procedures as outlined in Article 14 – Evaluation of the Agreement between Monterey Peninsula Community College District and Monterey Peninsula College Teachers Association (MPCTA). In cases where a faculty member is employed by the SCHOOL DISTRICT to teach AB288 courses, the performance expectations and evaluation process will be detailed in an Instructional Service Agreement between the COLLEGE and SCHOOL DISTRICT. The Agreement between MPCCD and the Monterey Peninsula College Teachers Association (MPCTA)/CTA/NEA is available at <http://www.mpc.edu/home/showdocument?id=5521>.

7.11 The COLLEGE may select instructors from SCHOOL DISTRICT personnel. SCHOOL DISTRICT personnel selected to be instructors remain employees of the SCHOOL DISTRICT, subject to the authority of the SCHOOL DISTRICT, but will also be subject to the authority of MPCCD specifically with regard to their duties as instructors of record for the college course..

7.12 The COLLEGE shall determine the number of instructors, the ratio of instructors to students, and the subject areas of instruction, subject to approval by MPCCD.

## **8. ASSESSMENT OF LEARNING AND CONDUCT**

8.1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.

8.2 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.

8.3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.

8.4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.

## **9. LIAISON AND COORDINATION OF RESPONSIBILITIES**

9.1 The COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with MPCCD policies and standards. Sec. 2 (c)(2)

9.2 The SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards. Sec. 2 (c)(2)

9.3 The COLLEGE will provide SCHOOL DISTRICT personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under this CCAP Agreement, including conducting appropriate student assessments, outreach/recruitment activities and compliance with MPCCD policy and COLLEGE procedures and academic standards.

9.4 The SCHOOL DISTRICT shall provide personnel to perform clerical services and services associated with student outreach and recruitment activities, student assessment and college applications, the enrollment of eligible students and other related services as deemed necessary.

9.5 The SCHOOL DISTRICT's personnel will perform services specified in 9.4 as part of their regular assignment. SCHOOL DISTRICT personnel performing these services will be employees of SCHOOL DISTRICT, subject to the authority of SCHOOL DISTRICT, but will also be subject to the direction of COLLEGE, specifically with regard to their duties pertaining to the COLLEGE courses.

9.6 This CCAP Agreement requires an annual report as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE and SCHOOL DISTRICT on all the following information: Sec. 2 (t)(1)(A-D)

- The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec. 2 (t)(1)(A)
- The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. Sec. 2 (t)(1)(B)
- The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. Sec. 2 (t)(C)
- The total number of full-time equivalent students generated by CCAP partnership community college district participants. Sec. 2 (t)(1)(D)

## 10. APPORTIONMENT

10.1 MPCCD shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.

10.2 For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. Sec. 2 (o)(2)

10.3 MPCCD shall not receive a state allowance or apportionment for an instructional activity for which the partnering SCHOOL DISTRICT has been, or shall be, paid an allowance or apportionment. Sec. 2 (r)

10.4 The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. Sec. 2 (s)

10.5 The SCHOOL DISTRICT certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources.

10.6 MPCCD certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.

10.7 The SCHOOL DISTRICT agrees and acknowledges that MPCCD will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.

10.8 This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended. Sec. 2 (h)

10.9 This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus. Sec. 2 (i)

10.10 This CCAP Agreement certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus. Sec. 2 (j)

10.11 The COLLEGE certifies that:

- A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE. Sec. 2 (k)(1)
- A community college course that is oversubscribed of has a waiting list shall not be offered or included in this Agreement. Sec. 2 (k)(2)
- The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead displacement of otherwise eligible adults at the COLLEGE. Sec. 2 (k)(3)

10.12 This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (l)

## **11. PROGRAM IMPROVEMENT**

11.1 The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT pupils, instructors, principals, and guidance counselors for the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

## **12. RECORDS**

12.1 Permanent records of student attendance, grades and achievement will be maintained by SCHOOL DISTRICT for SCHOOL DISTRICT students who enroll in a course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades and achievement for COLLEGE students shall be maintained by COLLEGE.

12.2 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

## **13. REIMBURSEMENT**

13.1 The financial arrangements implied herein may be adjusted annually by a duly adopted written Appendix to this CCAP Agreement.

## **14. FACILITIES**

14.1 The SCHOOL DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to MPCCD or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.

14.2 The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement. SCHOOL DISTRICT understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.

14.3 The COLLEGE facilities may be used subject to mutually agreement by the parties as expressed in the Appendix to this Agreement.

## **15. INDEMNIFICATION**

15.1 The SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE and MPCCD and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SCHOOL DISTRICT, its officers, employees, independent contractors, subcontractors, agents and other representatives.

15.2 The MPCCD agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of MPCCD and COLLEGE'S performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the MPCCD and COLLEGE its officers, employees, independent contractors, subcontractors, agents and other representatives.

## **16. INSURANCE**

16.1 The SCHOOL DISTRICT, in order to protect the MPCCD, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the COLLEGE and MPCCD, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including such endorsement shall be furnished to the COLLEGE and to MPCCD.

16.2 For the purpose of Workers' Compensation, SCHOOL DISTRICT shall be the "primary employer" for all its personnel who perform services as instructors and support staff. SCHOOL DISTRICT shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective SCHOOL DISTRICT personnel made in connection with performing services and receiving instruction under this Agreement. SCHOOL DISTRICT agrees to hold harmless, indemnify, and defend COLLEGE and MPCCD, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by SCHOOL DISTRICT personnel connected with providing services under this Agreement. SCHOOL DISTRICT is not responsible for non-School District personnel who may serve as instructors or students who are not affiliated with the SCHOOL DISTRICT.

## **17. NON-DISCRIMINATION**

17.1 Neither the SCHOOL DISTRICT nor the COLLEGE and MPCCD shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

## **18. TERMINATION**



18.1 Either party may terminate this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this Agreement shall be addressed to the responsible person listed in Section 20 below.

## **19. NOTICES**

19.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

COLLEGE  
Monterey Peninsula College  
980 Fremont Street  
Monterey, CA 93940  
Attn: Kim McGinnis, Vice President of Student Services

SCHOOL DISTRICT  
Pacific Grove Unified School District  
435 Hillcrest Ave.  
Pacific Grove, CA 93950  
Attn: Sean Keller, Pacific Grove High School Assistant Principal

## **20. INTEGRATION**

20.1 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

## **21. MODIFICATION AND AMENDMENT**

21.1 No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

## **22. GOVERNING LAWS**

22.1 This agreement shall be interpreted according to the laws of the State of California.

## **23. COMMUNITY COLLEGE DISTRICT BOUNDARIES**

23.1 For locations outside the geographical boundaries of MPCCD, COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

## **24. SEVERABILITY**

24.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

## **25. COUNTERPARTS**

25.1 This CCAP Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

Executed on \_\_\_\_\_ 2017

By: \_\_\_\_\_  
SCHOOL DISTRICT

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

By: \_\_\_\_\_  
Monterey Peninsula COMMUNITY COLLEGE DISTRICT

## **APPENDIX**

### **COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) A DUAL ENROLLMENT PARTNERSHIP AGREEMENT**

WHEREAS, the College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between Monterey Peninsula College (“COLLEGE”) a college of the Monterey Peninsula Community College District (“MPCCD”), 980 Fremont Street, Monterey, CA 93940, and Pacific Grove Unified School District hereinafter known as “SCHOOL DISTRICT” and

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and Sec. 2 (c)(1)

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Section 66010.4, and that pupils participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college; Sec. 2 (k)(3)

NOW THEREFORE, MPCCD, the COLLEGE and SCHOOL DISTRICT agree as follows:

## 1. CCAP AGREEMENT

- a. COLLEGE and SCHOOL DISTRICT shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. Sec. 2 (b)
- b. COLLEGE shall file this CCAP Agreement with the office of the Chancellor of the California community colleges prior to the start of the partnership. Sec. 2 (c)(2)
- c. COLLEGE and SCHOOL DISTRICT shall review and establish new or amended CCAP Agreements annually on or before [REDACTED] [3][4] and follow the protocols set forth in (a) and (b) of this section.
- d. MPCCD, COLLEGE and SCHOOL DISTRICT point of contact: Sec. 2 (c)(2)

LOCATION	NAME	TELEPHONE	EMAIL
MPCCD:	Dr. Kim McGinnis, Vice-President of Student Services	(831) 646-4191	kmcginnis@mpc.edu
School District:	Sean Keller, Pacific Grove High School Assistant Principal	(831) 646-6590 ext. 274	skeller@pgusd.org

## 2. STUDENT SELECTION

a. Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142. In all circumstances the COLLEGE shall claim allowable FTES for the enrollment of high school students in a CCAP Agreement community college course.

b. SCHOOL DISTRICT shall select students consistent with the intent of AB 288 to include: high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” *Sec. 2 (a)* and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” *Sec. 1 (d)*

c. COLLEGE and SCHOOL DISTRICT shall certify that participating students will have a signed parental consent form on file with the COLLEGE. *Preamble and Sec. 2 (c)(1)*

d. COLLEGE and SCHOOL DISTRICT shall certify that participating students may enroll in up to a maximum of 15 unit load per term, the units may not constitute more than four courses per term, the units are part of an academic (educational) program identified as part of this CCAP Agreement and the units are part of an academic (educational) program designed to award students both a high school diploma and an associate degree or a certificate or credential. *Sec. 2 (p)(1-3)*

## 3. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

a. COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.

**4. CCAP AGREEMENT PROGRAM YEAR FALL 2017** - college has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; the total number of students to be served and projected FTES; and the instructor and employer of record.

PROGRAM YEAR: 2017-2018

COLLEGE: Monterey Peninsula College

SCHOOL DISTRICT: Pacific Grove Unified School District

HIGH SCHOOL: Pacific Grove High School

EDUCATIONAL PROGRAM: Computer Information Systems

TOTAL NUMBER OF STUDENTS TO BE SERVED: 25[5][6]					TOTAL PROJECTED FTES: 3.0			
COURSE NAME	COURSE NUMBER	UNITS	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Introduction to Computer Hardware/A+ Prep	CSIS 75	4	Fall 2017	XX[7][8] [9][10][11] 1:04 pm - 1:52 Pm	Monday, Tuesday, Thursday	Staff	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Networking Fundamentals	CSIS 76A	4	Spring 2018	1:04 pm - 1:52 Pm	Monday, Tuesday, Thursday	Staff	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Routing and Switching Basics	CSIS 177A	4	Fall 2018	1:04 pm - 1:52 Pm	Monday, Tuesday, Thursday	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Networking Security Fundamentals/Security + Prep	CSIS 86		Spring 2019	1:04 pm - 1:52 Pm	Monday, Tuesday, Thursday	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS

**Required:** Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (*Sec. 2 (c)(1)*):

In consultation with their SCHOOL DISTRICT counselors, students self-select a pathway based on their academic readiness and alignment of course content to students' educational and career goals. The goal is that students who choose to do so can graduate from high school having earned Certificate of Training, be eligible to enter the workforce in their selected career pathway, and/or be well on their way toward completion of an Associate Degree. SCHOOL DISTRICT and COLLEGE faculty identified CCAP courses to align with high school pathways and college programs of study and for the potential for course completion to accelerate students' time to completion of a postsecondary degree or certificate.[12]

**5. BOOKS AND INSTRUCTIONAL MATERIALS** - The total cost of books and instructional materials for school district students participating as part of this CCAP agreement will be borne by school district.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
Introduction to Computer Hardware/A+ Prep	No textbook, course uses CISCO academy online	\$0.00		
Introduction to Computer Hardware/A+ Prep	No textbook, course uses CISCO academy online	\$0.00		
Networking Fundamentals	Intro to Networks Companion Guide CISCO academy online	\$0.00		
Routing and Switching Basics	LabSIM - online code supplied by MPC	\$102		
Networking Security Fundamentals/Security + Prep	LabSIM Security Pro 2014	\$136 (Rent)		



## **6. MANDATED ANNUAL STATE REPORTING**

a. COLLEGE and SCHOOL DISTRICT shall ensure accurate and timely reporting of the total number of full-time equivalent students generated by CCAP partnership community college district participants.

b. COLLEGE and SCHOOL DISTRICT shall report the annual total number of unduplicated high school student headcount by school site enrolled in each CCAP Agreement are aggregated by gender and ethnicity and reconciled on or before \_\_\_\_\_ and shall be reported annually in compliance with all applicable state and federal privacy laws. The MPCCD shall annually report the student data to the office of the Chancellor of the California Community Colleges. *Sec. 2 (t) (I)(A)*

c. COLLEGE and SCHOOL DISTRICT shall report the annual total number of community college courses by category and type and by school site enrolled in by this CCAP Agreement. *Sec. 2 (t) (I)(B)*

d. COLLEGE and SCHOOL DISTRICT shall report the annual total number of the unduplicated high school student headcount and the percentage of successful course completions, by course category and type and by school site. *Sec. 2 (t)(I)(C)*

e. COLLEGE and SCHOOL DISTRICT shall report the annual total number of full-time equivalent students generated by this CCAP Agreement. *Sec. 2 (t)(I)(D)*

f. COLLEGE and SCHOOL DISTRICT shall ensure that the point of contact for each site establish protocols for the collection and dissemination of participating student data each semester within 30 days of the end of the term.

## **7. CCAP AGREEMENT DATA MATCH AND REPORTING**

a. COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.

b. COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

## **8. PRIVACY OF STUDENT RECORDS**

a. COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)

b. Limitation on Use. COLLEGE and SCHOOL DISTRICT shall use each student education record that he or she may receive pursuant to this CCAP Agreement solely for a purpose(s) consistent with his or her authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)

c. Recordkeeping Requirements. COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.

d. Acknowledgement of Receipt of Notice of FERPA Regulations. By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

## 9. FACILITIES USE

a. COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 15, Facilities, of this CCAP Agreement.

b. COLLEGE, as part of Section 15.3 of this CCAP Agreement, shall extend access and use of the following COLLEGE facilities:

BUILDING	CLASSROOM	DAYS	HOURS
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<b>PGHS N-Wing – Fall Semester</b>	<b>N-1</b>	<b><u>Monday, Tuesday, &amp; Thursday</u></b>	<b><u>Monday: 1:04-1:54</u></b> <b><u>Tu/Th: 1:04-2:54</u></b>
<b><u>PGHS N-Wing</u> – Spring Semester</b>	<b><u>N-1</u></b>	<b><u>Monday, Tuesday, &amp; Thursday</u></b>	<b><u>Monday: 1:04-1:54</u></b> <b><u>Tu/Th: 1:04-3:09</u></b>

**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

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> ✓ Begin Superintendent Evaluation ✓ California Day of the Teacher ✓ Week of the CSEA Employee ✓ Draft 2017-18 Board meeting calendar	District Office
April 27	<b>Regular Board Meeting</b> ✓ Review of Site Master Schedules ✓ Review of Strategic plan and LCAP ✓ Review of Facilities Depreciation Schedule ✓ Begin Superintendent Evaluation ✓ California Day of the Teacher ✓ Approve 2017-18 Board meeting calendar ✓ Review of Strategic plan and LCAP ✓ Safety/Discipline Report	District Office
May 9	<b>Special Board Meeting</b> ✓ Review of Facilities Use Fee Schedule ✓ Board Vacancy Interview Process	District Office
May 16	<b>Special Board Meeting</b> ✓ Board Vacancy Interviews	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
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## Board Meeting Calendar, 2017-18 School Year

Aug. 24	<b>Regular Board Meeting</b> ✓ Student Enrollment Update ✓ Back to School dates ✓ Property tax report ✓ 2017-2018 Consolidated Application	District Office
Sept. 7	<b>Regular Board Meeting</b> ✓ Unaudited Actual Report ✓ Budget Revision #1	Forest Grove (School Site Visit)
Sept. 21	<b>Regular Board Meeting</b> ✓ Board Goals – review/revise	Robert Down
Oct. 5	<b>Regular Board Meeting</b> ✓ Superintendent's Goals ✓ Strategic Plan/LCAP Review Begins ✓ Bus Ridership	Middle School (School Site Visit)
Oct. 26	<b>Regular Board Meeting</b> ✓ Review of Special Education Contracts	Adult School (School Site Visit)
Nov. 9	<b>Regular Board Meeting</b> ✓ Intent form due (to serve as Board President or Vice President) ✓ Set date for Annual Organizational meeting	High School (School Site Visit)
Dec. 7	<b>Organizational Meeting</b> ✓ Election of 2017-2018 Board President and Clerk ✓ First Interim Report ✓ Budget Revision #2 ✓ Review of Special Education Contracts	District Office

**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 May 25, 2017 Regular Board Meeting:

Spanish Class at Elementary Schools (Fall 2017)  
Fencing for Security (Fall 2017)