

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

Trustees

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

**DATE:** Thursday, January 12, 2017

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

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

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

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

**AGENDA AND ORDER OF BUSINESS**

**I. OPENING BUSINESS**

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

**II. CLOSED SESSION**

- A. Identify Closed Session Topics

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

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

2016/17. [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Ralph Gómez Porras and Billie Mankey, for the purpose of giving direction and updates.

B. Public comment on Closed Session item

C. Adjourn to Closed Session

### **III. RECONVENE IN OPEN SESSION**

A. Report action taken in Closed Session

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

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

B. Pledge of Allegiance

### **IV. SITE PRESENTATIONS**

Community High School presentation: Finding the North Star

### **V. COMMUNICATIONS**

A. Written Communication

B. Board Member Comments

C. Superintendent Report

D. PGUSD Staff Comments (Non Agenda Items)

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

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

### **VII. CONSENT AGENDA**

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

- |    |  |      |
|----|--|------|
|    |  | Page |
|    |  | 6    |
| A. | <u>Revised Minutes of November 17, 2016 Board Meeting</u><br>Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends approval of minutes as amended.  |      |
| B. | <u>Minutes of December 8, 2016 Board Meeting</u><br>Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends approval of minutes as presented.   | 12   |
| C. | <u>Minutes of December 20, 2016 Special Board Meeting</u><br>Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends approval of minutes as presented.  | 18   |
| D. | <u>Certificated Assignment Order #8</u><br>Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Certificated Assignment Order #8.  | 19   |
| E. | <u>Classified Assignment Order #8</u><br>Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Classified Assignment Order #8.  | 21   |
| F. | <u>Acceptance of Donations</u><br><br>Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board approve acceptance of the donations referenced below.   | 23   |
| G. | <u>Warrant Schedules No. 579</u><br>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. | 24   |

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

## VIII. ACTION/DISCUSSION

- |    |   |    |
|----|---|----|
|    |   | 26 |
| A. | <u>Pacific Grove High School Garden Project</u><br>Recommendation: (Matt Bell, Pacific Grove High School Principal) Pacific Grove High School Administration recommends that the Board review and approve the garden project at Pacific Grove High School as presented. |    |

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

- B. 2015-16 Audit Report 27  
Recommendation: (Rick Miller, Assistant Superintendent) The District Administration recommends that the Board review and accept the audit report as presented.  
Move: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_
- C. College Readiness Block Grant 28  
Recommendation: (Ani Silva, Director of Curriculum and Special Projects; Matt Bell, Pacific Grove High School Principal) The District Administration recommends that the Board review and approve the College Readiness Block Grant Plan.  
Move: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_
- D. Board Calendar/Future Meetings 30  
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: \_\_\_\_\_

## **IX. INFORMATION/DISCUSSION**

- A. Review of District Enrollment Projections for 2017-18 32  
Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board review the attached Enrollment projections.  
Board Direction: \_\_\_\_\_
- B. Review of Special Education Contracts 34  
Recommendation: (Clare Davies, Director of Student Services) The District Administration recommends that the Board review the present and projected status of Special Education contracts.  
Board Direction: \_\_\_\_\_
- C. Pacific Grove Middle School Math Update 36  
Recommendation: (Sean Roach, Pacific Grove Middle School Principal) The Administration recommends that the Board review the Pacific Grove Middle School math progress and next steps regarding improvement of SBAC middle school math scores.  
Board Direction: \_\_\_\_\_
- D. School Site Homework Plan 37  
Recommendation: (Ani Silva, Director of Curriculum & Special Projects) The District Administration recommends that the Board review and provide feedback regarding the school site homework plan that includes guidelines for the assignment of homework and describes the responsibilities of staff, students, and parent/guardians.  
Board Direction: \_\_\_\_\_

E. Future Agenda Items

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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 (February 2)

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

**X. ADJOURNMENT**

Next regular meeting: February 2, 2017 – Pacific Grove Unified School District Office

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

**I. OPENED BUSINESS**

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

C. Adopted Agenda

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

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

**Public comment: none**

**Motion CARRIED 4 – 0**

**II. CLOSED SESSION**

B. Identified Closed Session Topics

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

B. Public comment on Closed Session Topics

None.

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

**III. RECONVENED IN OPEN SESSION**

7:10 p.m.

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

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

The Board discussed this item and gave direction to Administration.

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

The Board did not discuss this item.

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

The Board received information.

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

The Board discussed this item and gave direction to Administration.

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

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

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

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

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

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

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

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

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

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

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

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

## V. COMMUNICATIONS

### A. Written Communication

The Board received written communication regarding homework, and technology.

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

### B. Board Member Comments

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

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

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

### C. Superintendent Report

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

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

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

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

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

## VI. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

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

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



**VII. CONSENT AGENDA**

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

Including revised Classified Assignment Order.

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

**Public comment: none**

**Motion CARRIED 4 – 0**

**IX. ACTION/DISCUSSION**

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

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

**MOTION Paff/Crandell to adopt Resolution #986- Issuance and Sale of 2014 Election Series B Education Technology Bonds, with the stipulation that all purchases be brought to the Board for review and approval, and that available funds be split into four sections, the percentage for each year is as follows: 10%, 30%, 30%, 30%.**

**Public comment:**

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

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

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

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

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

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

- B. Job Description Coordinator of Technology Systems

This item was pulled from the agenda.

C. Board Calendar/Future Meetings

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

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

**Public comment: none**

**Motion CARRIED 4 – 0**

X. INFORMATION/DISCUSSION

A. Robert Down Elementary and Forest Grove Elementary Portables

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

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

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

**Public comment: none**

**Motion CARRIED 4 – 0**

B. Student Emotional Counseling Report

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

C. Future Agenda Items

Senior Class Projects Review (December 8)

Homework Policy Review (January 12)

Bus Schedule

Spanish Class at Elementary Schools

Pebble Beach Housing Project

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

**XI. ADJOURNED**

10:15 p.m.

Approved and submitted:

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Dr. Ralph Gómez Porras  
Secretary to the Board

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION  
Minutes of Organizational & Regular Meeting of December 8, 2016 – District Office

**I. OPENED BUSINESS**

- A. Called to Order 6:33 p.m.
- B. Roll Call
- |                         |                                 |
|-------------------------|---------------------------------|
| President:              | Trustee Thibeu                  |
| Clerk:                  | Trustee Paff                    |
| Trustees Present:       | Trustee Crandell                |
|                         | Trustee Phillips                |
| Trustee Absent:         | Trustee Swanson                 |
| Administration Present: | Superintendent Porras           |
|                         | Assistant Superintendent Miller |
| Board Recorder:         | Mandi Freitag                   |
| Student Board Member:   | Lexi Rohrer                     |

C. Adopted Agenda

Changes include moving the Pledge of Allegiance after reconvening in open session.

**MOTION Phillips/Crandell to adopt agenda as amended.**

**Public comment: none**

**Motion CARRIED 4 – 0**

**II. CLOSED SESSION**

A. Identified Closed Session Topics

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

B. Public comment on Closed Session Topics

None.

C. Adjourned to Closed Session 6:35 p.m.

**III. RECONVENED IN OPEN SESSION**

A. Reported action taken in Closed Session:

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

The Board discussed this item. No action was taken.

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

The Board discussed this item. No action was taken.

B. Pledge of Allegiance

Led By: Director Matthew Binder

IV. ANNUAL ORGANIZATIONAL MEETING

*As required by Education Code Section 35143*

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

Trustee Thibeau nominated Trustee Paff as President.

**Public comment: none**

**Motion CARRIED 4 – 0**

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

Trustee Thibeau nominated Trustee Swanson as Vice- President/Clerk.

**Public comment: none**

**Motion CARRIED 4 – 0**

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

**MOTION Phillips/Crandell to determine the dates, times and location of the Regular Board Meetings.**

**Public comment: none**

**Motion CARRIED 4 – 0**

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

7

**MOTION Phillips/Crandell to approve Resolution No. 987 Designating Authorized Agents to Sign School Orders.**

**Public comment: none**

**Motion CARRIED by roll call vote 4 – 0**

E. Designation of Committee Representatives

Monterey County School Board Executive Committee Liaison: Trustee Paff

V. COMMUNICATIONS

A. Written Communication

None.

B. Board Member Comments

Student Representative Lexi Rohrer provided PG High School updates to the Board.

Trustee Phillips thanked the District for sending him to the California School Board Association (CSBA) conference, noting he learned a great deal about LCAP, legal updates, enjoyed great speakers.

Trustee Thibeau agreed with Trustee Phillips, saying he had a great time at CSBA conference, and came away from the conference a better Board member and thanked the District for the opportunity.

Trustee Crandell was happy to be here.

Trustee Paff noted the great holiday program at PG Middle School, thanked Principal Buck Roggeman for his visit at Forest Grove Elementary School, and thanked Trustee Thibeau for his presidency and thanked the Board for their support.

C. Superintendent Report

Superintendent Porras thanked Trustee Thibeau for his leadership and for always keeping the best interest of the students in his heart and mind. Superintendent Porras also thanked the Board for attending the CSBA conference, noting the incredible slate of workshops. Finally, Superintendent Porras thanked PG Middle School Administrators Sean Roach and Jason Tovani for the great holiday performance.

D. PGUSD Staff Comments (Non Agenda Items)

PG Middle School Principal Sean Roach updated the Board on the previous week's math summit including elementary, middle and high school teachers, hoping it will become an annual event for teachers and thanked Director Ani Silva and principals for their hard work and support.

PG High School Principal Matt Bell noted the fall drama performance this week, and provided an update on the staff development day earlier in the week.

Preschool Co-Op Teacher Jennifer Ross announced the success of the 36<sup>th</sup> annual winter fest, which included 74 student volunteers and thanked PG Middle and PG High School Administrators for their support in finding volunteer help.

Director of Maintenance and Transportation Matt Kelly noted Proposition 39 was approved by the state. Also, the District is working with an engineer for the performing arts center and would be providing the Board an update at the next Board meeting.

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

None.

**VII. CONSENT AGENDA**

- A. Minutes of November 17, 2016 Board Meeting
- B. Certificated Assignment Order #7
- C. Classified Assignment Order #7
- D. Acceptance of Donations

- E. Out of County or Overnight Activities
- F. Cash Receipts Report No. 3
- G. Revolving Cash Report No. 3
- H. Warrant Schedules No. 578
- I. Approval of the 2016-17 First Interim Report
- J. 2016-17 Budget Revisions #2
- K. Acceptance of Quarterly Treasurer's Report
- L. Quarterly Report on Williams Uniform Complaints

Item A was pulled.

**MOTION Thibeau/Phillips to approve consent agenda items B-L.**

**Public comment: none**

**Motion CARRIED 4 – 0**

- A. Consent Agenda Item A was revised to add the additional language to Action/Discussion Item A of the November 17, 2016 Board Minutes Adoption of Resolution #986- Issuance and Sale of 2014 Election Series B Education Technology Bonds.

The motion reads as follows:

MOTION Paff/Crandell to adopt Resolution #986- Issuance and Sale of 2014 Election Series B Education Technology Bonds, with the stipulation that all purchases be brought to the Board for review and approval, **and that available funds be split into four sections, the percentage for each year is as follows: 10%, 30%, 30%, 30%.**

**MOTION Thibeau/Crandell to approve consent agenda item A as amended.**

**Public comment: none**

**Motion CARRIED 4 – 0**

## **VIII. PUBLIC HEARING**

- A. Public Hearing of Pacific Grove Teachers Association Sunshine List for 2016-17

Open Public Hearing 7:30 p.m. Close Public Hearing 7:32 p.m.

Superintendent Porras presented information to the Board, also noting the public hearing notice was posted at school sites.

**Public comment: none**

- B. Public Hearing of District PGUSD/PGTA Negotiations Sunshine Topics for 2016-17

Open Public Hearing 7:32 p.m. Close Public Hearing 7:34 p.m.

Superintendent Porras presented information to the Board, also noting the public hearing notice was posted at school sites. Superintendent Porras also noted the great collaboration with PGTA.

**Public comment: none**

## **IX. ACTION/DISCUSSION**

A. Approval of Pacific Grove Teachers Association Sunshine List for 2016-17

**MOTION Crandell/Thibeau to approve the Pacific Grove Teachers Association Sunshine List for 2016-17.**

**Public comment: none**

**Motion CARRIED roll call vote 4 – 0**

B. Approval of District PGUSD/PGTA Negotiations Sunshine Topics for 2016-17

**MOTION Thibeau/Crandell to approve the District PGUSD/PGTA Negotiations Sunshine Topics for 2016-17.**

**Public comment: none**

**Motion CARRIED roll call vote 4 – 0**

C. Resolution #988 Changing Odd-Year School Board Elections to Even-Year Elections

Superintendent Porras provided information to the Board. The Board discussed this item, agreeing to the last option listed on the cover page:

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

**MOTION Phillips/Crandell to adopt Resolution #988 Changing Odd-Year School Board Elections to Even-Year Elections.**

**Public comment: none**

**Motion CARRIED roll call vote 4 – 0**

D. Pacific Grove High School Course Bulletin for the 2017-18 School Year

PG High School Principal Matt Bell presented information to the Board. The Board discussed this item, including what courses were being dropped, math integration questions and clarification, social media ethical usage and safety.

**Public comment:**

PG High School Teacher Sally spoke to the Board regarding math integration.

Director Matthew Binder regarding digital citizenship programs.

The Board requested this item be brought back with corrections and additional information. A special Board meeting would be scheduled in December for a final review and approval of this item.

No action taken.

E. Board Calendar/Future Meetings

No action taken.

X. INFORMATION/DISCUSSIONA. College Readiness Block Grant



Director Ani Silva presented information to the Board. PG High School Principal Matt Bell also spoke to the Board. The Board discussed this item, including Trustee Thibeau expressing support for counseling.

B. Pacific Grove High School Senior Project Update

PG High School Principal Matt Bell presented information to the Board including the history of Senior Projects. The Board discussed this item. The Board was glad these projects would still be offered as an option to students.

C. Transportation Schedule Review

Director Matt Kelly presented information to the Board, including clarification regarding bus routes and drivers, reasons for double-up days. The Board discussed this item and directed Administration to look for options to provide parents more communication.

D. Quarterly District Safety Update

Director Barbara Martinez presented information to the Board, noting the opportunity to learn about cyber bullying with an upcoming event with Speaker Michael Pritchard. The Board discussed this item and encouraged the option of hosting an assembly for our students with this esteemed speaker. Director Martinez also updated the Board on the recent lockdown/barricade situation on November 8<sup>th</sup>; Safety Communication systems such as REMIND and School Messenger; and finally provided the Board an update on site suspension reports.

E. Future Agenda Items

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

The Board removed the Pebble Beach Housing Project item. The Board also noted a special Board meeting would take place either December 19<sup>th</sup> or December 20<sup>th</sup> at 7:30 a.m. for the PG High School Course Bulletin item.

**XI. ADJOURNED**

9:50 p.m.

Approved and submitted:

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Dr. Ralph Gómez Porras  
Secretary to the Board

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION  
Minutes of Special Board Meeting of December 20, 2016– District Office

**I. OPENED BUSINESS**

- A. Called to Order 7:33 a.m.
- B. Roll Call
- |                         |                                  |
|-------------------------|----------------------------------|
| President:              | Trustee Paff                     |
| Clerk:                  | Trustee Swanson                  |
| Trustees Present:       | Trustee Crandell                 |
|                         | Trustee Thibeu arrived 7:35 a.m. |
| Absent:                 | 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 3 – 0**

- D. Pledge of Allegiance Led By: Principal Matt Bell

**II. ACTION/DISCUSSION**

- A. Pacific Grove High School Course Bulletin for the 2017-18 School Year

Pacific Grove High School Matt Bell presented information to the Board including course title changes, new courses added to the course bulletin, and deleted courses for the 2017-18 school year. The Board discussed this item, including specific courses such as robotics, music tech, and chorus.

**MOTION Thibeu/Crandell to adopt the Pacific Grove High School Course Bulletin for the 2017-18 School Year with removal of high school exit exam as amended.**  
**Public comment: none**  
**Motion CARRIED 4 – 0**

**III. ADJOURNED**

8:08 a.m.

Approved and submitted:

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Dr. Ralph Gómez Porras  
 Secretary to the Board

**SUBJECT:** Certificated Assignment Order #8

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

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**RECOMMENDATION:**

The administration recommends adoption of Certificated Assignment Order #8.

**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. 8  
January 12, 2017**

**TEMPORARY, ADDITIONAL ASSIGNMENT:**

Sarah Weber, PGAS/FGE, EL Adult Parenting Class, 1.5 hr. per day 2 evenings per week, paid per time sheet at the PGAS hourly instructional rate, Column C, Step 5, effective January 2017 through June 2, 2017 only and dependent upon sufficient enrollment

Jamaica Sinclair, PGAS, Belly Dance Class Instructor, 2 hrs. per week, paid per time sheet at the PGAS hourly instructional rate Column A, Step 1, effective January 10, 2017, and dependent upon sufficient enrollment

**2016-2017 PGAS, TEMPORARY, INCREASE/DECREASE IN ASSIGNMENT:**

<b>Last Name</b>	<b>First Name</b>	<b>Program Funding</b>	<b>Increase From Weekly Hours Fall</b>	<b>Increase to Weekly Hours Winter</b>
Breedlove	David	6391-1032	8	10
Cassam	Richard	6391-1032	11	13
Gilmore	Marie	0000-1018	6	8.5
James	Belle	0000-1018	1	1.5
Kim	Brian	0000-1018	0	3
McDowell	An	0000-1018	2	4
Russell	Dana	0000-1018	0	1
Weber	Sarah	6391-1031	8	9

<b>Last Name</b>	<b>First Name</b>	<b>Program Funding</b>	<b>Decrease From Weekly Hours Fall</b>	<b>To Weekly Hours Winter</b>
Busby	Stefanie	0000-1018	2	1.5

**STIPENDS AND SPECIAL ASSIGNMENTS:**

**2016-17 Pacific Grove Unified CTE Annual Stipends, funded through CTEIG (Career Technical Ed Grant), to be paid 50% of total each semester**

<b>Employee</b>	<b>Position</b>	<b>% FTE</b>	<b>CTEIG Funding</b>
Celia Lara	CTSO Student Advisor Tier 2	0.50	\$2,610
	CTE Curriculum Building and University Articulation	1.0	\$2,610

**SUBSTITUTES:**

Joy Steinecke  
Dena Wood

**SUBJECT:** Classified Assignment Order #8

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

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**RECOMMENDATION:**

The administration recommends adoption of Classified Assignment Order #8.

**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. 8  
January 12, 2017**

**NEW HIRE:**

Natalie Montgomery, Instructional Assistant (Special Education), PGHS, part-time, 6 hours per day, 180 day work calendar, Range 31, Step A effective January 10, 2017 (replaces David Brown)

Julie Galvin, Noon Duty, PGMS, part-time, 45 mins. per day, 180 day work calendar, Range 25, Step A, effective December 19, 2016

**SHORT TERM ADDITIONAL ASSIGNMENT:**

Sue Ellzey, PGAS/PGMS, Homework Club Assistant, 2 hours per week, Range 30, Step F, effective December 19, 2016 through June 2, 2017 only

**RESIGNATION:**

Wendi Hammang-Roland resigns from Noon Duty, PGMS, effective 12-5-2016

**SUBJECT:** Acceptance of Donations

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

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**RECOMMENDATION:**

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

**INFORMATION:**

During the past month the following donations were received:

**Forest Grove Elementary School**

None

**Robert H. Down Elementary School**

None

**Pacific Grove Middle School**

None

**Pacific Grove High School**

None

**Pacific Grove Community High School**

None

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

None

**Pacific Grove Unified School District**

PG Pride -- Walk With Pride	\$32,961.50	(district wide)
Chapman Foundation	15,000	(GATE funding)
PGTA	250	(retirement event)

Ref: Donations

**SUBJECT:** Warrant Schedule 579

**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 December 1, 2015 through December 23, 2016.

**INFORMATION:**

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

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



# PACIFIC GROVE UNIFIED SCHOOL DISTRICT

## WARRANT SCHEDULE NO. 579

### Warrants- Payroll

#### DECEMBER '16

Certificated-	Regular 12/05/16	\$	0
	Regular 12/09/16	\$	38,231.07
	Regular 12/15/16	\$	0
	Regular 12/23/16	\$	1,403,109.48
Total Certificated		\$	<u>1,441,340.55</u>
Other-	Regular 12/05/16	\$	0
	Regular 12/09/16	\$	0
	Regular 12/15/16	\$	0
	Regular 12/23/16	\$	0
Total Other		\$	<u>0</u>
Classified-	Regular 12/05/16	\$	0
	Regular 12/09/16	\$	4,396.38
	Regular 12/15/16	\$	311.58
	Regular 12/23/16	\$	529,716.22
Total Classified		\$	<u>534,424.18</u>
<u>TOTAL PAYROLL</u>		\$	<u>1,975,764.73</u>

### Warrants- AP

Warrants <u>12278480</u> through <u>12278516</u> (12/01/16)	\$	<u>25,223.01</u>
Warrants <u>12279306</u> through <u>12279328</u> (12/06/16)	\$	<u>74,890.88</u>
Warrants <u>12280381</u> through <u>12280410</u> (12/08/16)	\$	<u>26,236.82</u>
Warrants <u>12281357</u> through <u>12281396</u> (12/13/16)	\$	<u>42,210.91</u>
Warrants <u>12282343</u> through <u>12282367</u> (12/15/16)	\$	<u>49,936.03</u>
<u>TOTAL WARRANTS</u>	\$	<u>2,194,262.38</u>

**SUBJECT:** Pacific Grove High School Garden Project

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

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**RECOMMENDATION:**

Pacific Grove High School Administration recommends that the Board review and approve the garden project at Pacific Grove High School as presented.

**BACKGROUND:**

In the spring of 2016, two separate groups went forward with garden projects. One project proposed by our garden club sought to establish some hydroponic gardens and raised beds outside of the art room in the fenced-in area adjacent to the O-wing. The other group was spearheaded by our culinary arts teacher along with a biology teacher and some interested parents. This project sought to create raised beds enclosed by a fence that would be for growing herbs and vegetables for the culinary class as well as growing various plants for biology experiments outside of the I-wing in the dirt area. The garden was also envisioned as being an area that students could walk around and enjoy during lunch time. Administration wrote a grant to the Pebble Beach Foundation toward the second project and was awarded \$11,000 that would have helped purchase materials as well as help pay for labor associated with grading necessary to preserve the fire access road.

**INFORMATION:**

The time commitment toward the project proved to be more than the original garden sponsors could take on and it made sense to try to combine efforts. This modified arrangement will be led by the student garden club sponsored by art teacher Matt Kelly. The presentation will be given by Foster Smith, PGHS senior and president of the garden club.

**FISCAL IMPACT:**

This will have no direct impact on the general fund. All funding will come from the Pebble Beach grant and site fundraising for the project.

**SUBJECT:** 2015-2016 Audit Report

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

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**RECOMMENDATION:**

The District Administration recommends that the Board review and accept the audit report as presented.

**BACKGROUND:**

Under state law, each public school district is required to have an annual audit performed by an independent audit firm. Results of the audit are presented to the Board for acceptance and submittal to the County Office of Education and the California Department of Education for review.

**INFORMATION:**

The District's audit was performed by Vavrinek, Trine, Day and Company (VTD). Copies are provided to Board members and may be reviewed on the District website. A representative from the audit firm will be available at the Board meeting to respond to Board questions.

While the audit contains an extensive amount of information concerning the District's finances, some of the major points are:

- 1) Auditor's Opinion (page 3) - The most important part of the audit report is the auditor's opinion of the District's financial statements. In the first paragraph of page 3, the Auditor issues an unqualified opinion, where the auditor states, "In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position...of Pacific Grove Unified School District, as of June 30, 2016...". An unqualified opinion is the cleanest opinion an auditor can express, and means that the auditors saw nothing in our financial statements that they found to be materially erroneous.
- 2) Audit Findings (pages 91-93) - The audit report identifies no Financial Statement findings (see page 91), and no Federal Award findings (see page 92) for 2015-16.

There was one prior year finding regarding the Maintenance of Effort required for Adult Education (see page 94), which was found to be implemented. The District was required to spend no less than the prior year. However, due to management staff turnover, expenditures for the Adult Education program in 2014-15 were \$44,387 less than the prior year. This requirement was for one year only and there was no penalty imposed for non-compliance.

- 3) Financial Trends and Analysis (page 76) - This schedule compares the financial information found in the audit report to information from prior years. The fund balance in the General Fund increased by \$1.7 million over the past two years. The District will be able to meet the state requirement to have at least 3.0% in reserves. Enrollment has increased by 23 ADA over the past two years.

**FISCAL IMPACT:**

None.

**SUBJECT:** College Readiness Block Grant

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

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**RECOMMENDATION:**

The District Administration recommends that the Board review and approve the College Readiness Block Grant Plan.

**BACKGROUND:**

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

**INFORMATION:**

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

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

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

The impact of the funding would be measured as follows:

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

#### **FISCAL IMPACT:**

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

**SUBJECT:** 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> ✓ Board Priorities for 2017/18 Instructional Program Design ✓ Review of Strategic plan and LCAP ✓ Begin Superintendent Evaluation ✓ California Day of the Teacher ✓ Week of the CSEA Employee ✓ Approve 2017/18 Board meeting calendar, Aug. – Dec.	District Office
April 27	<b>Regular Board Meeting</b> ✓ Review of Site Master Schedules ✓ Review of Strategic plan and LCAP (as needed) ✓ Review of Facilities Depreciation Schedule	District Office
May 4	<b>Regular Board Meeting</b> ✓ Begin Superintendent Evaluation ✓ California Day of the Teacher ✓ Final Review of Site Master Schedules ✓ Draft 2017/18 Board meeting calendar ✓ Review of Strategic plan and LCAP ✓ Safety/Discipline Report	District Office
May 25	<b>Regular Board Meeting</b> ✓ Week of the CSEA Employee ✓ Retiree Reception ✓ Review Bell Schedule for 2017/18 ✓ Superintendent's evaluation ✓ Identify Board member representatives for graduation ✓ Review Facility Use Fee Schedule ✓ LCAP Public Hearing ✓ Review Governor's revised budget ✓ Present 2017/18 Budget ✓ Maintenance/Facilities Update	District Office
June 8	<b>Regular Board Meeting</b> ✓ Adopt budget for 2017/18 ✓ Recommend approval of LCAP ✓ Complete Superintendent Evaluation	District Office
June 29	<b>Regular Board Meeting</b> ✓ Approval of contracts and purchase orders for 2017/18	District Office

**SUBJECT:** Review of District Enrollment Projections for 2017-18

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

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**RECOMMENDATION:**

The Administration recommends that the Board review the attached Enrollment projections.

**BACKGROUND:**

One of the first steps in the budgeting process is to estimate the number of students expected to be enrolled at each grade level. Once the number of students is projected, the District can then identify any changes to certificated staffing needs based upon changes in enrollment.

**INFORMATION:**

Using actual enrollment data from prior years, student enrollment for 2017-18 is projected using a five-year weighted average formula. The formula takes the current cohort at each grade level, moves it forward one year, and adjusts it up or down, by using the average historical change over the last five years.

Observations for 2017-18:

- 1) Forest Grove enrollment is estimated to be 479 students, which is **an increase of 7** students. Forest Grove is expected to have a large 1<sup>st</sup> grade class of 83 students, and a large 3<sup>rd</sup> grade class of 81 students. There are no recommended staffing changes at Forest Grove.
- 2) Robert Down enrollment is estimated to **remain unchanged at 490** students. Robert Down is expected to have a large 1<sup>st</sup> grade class of 94 students and a large 5<sup>th</sup> grade class of 89 students. There are no recommended staffing changes at Robert Down.
- 3) Middle School enrollment is expected to be 492 students, which is a **decrease of 3** students. Over the last four years, the 7<sup>th</sup> grade cohort has been dropping as students move to 8<sup>th</sup> grade. This year's 7<sup>th</sup> grade class of 186 students should decrease to 180 students in 2017-18.
- 4) High School enrollment is expected to be 604 students, which is **an increase of 2** students. High School enrollment is estimated by moving the 8<sup>th</sup> Graders from the Middle School (158) into 9<sup>th</sup> Grade, and graduating out the 12<sup>th</sup> Graders (142).
- 5) Overall, district enrollment is expected to be 2,084 students, which is an increase of 2 students.

Enrollment reports will be brought before the Board again in April.

See attached spreadsheets for more detail on class sizes and staffing.

**FISCAL IMPACT:**

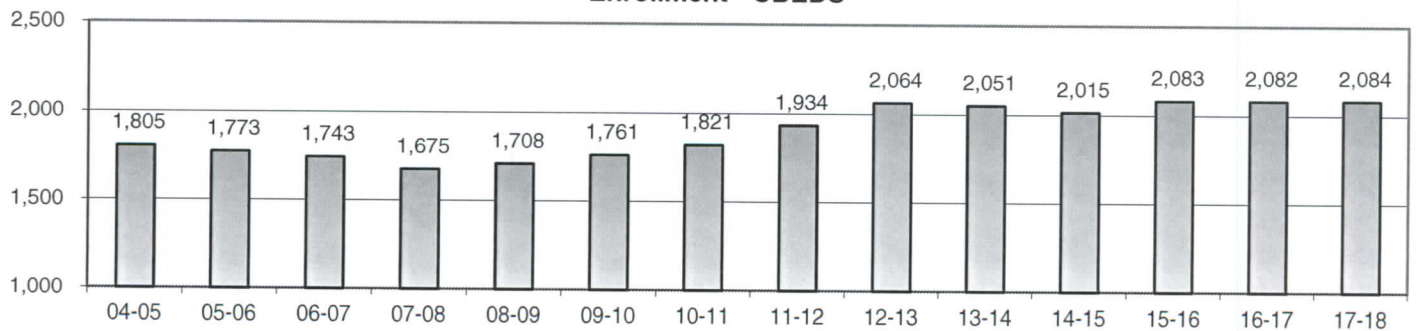
Changes in enrollment have no impact on revenues because the District receives its funding primarily from property taxes. However, changes in enrollment will result in changes to Site Allocations, Certificated staffing, and any other budgets that receive funding based on enrollment.



## Enrollment - CBEDS

5-year weighted average	2010-11 actual		2011-12 actual		2012-13 actual		2013-14 actual		2014-15 actual		2015-16 actual		2016-17 actual		2017-18 estimate	
	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%	CBEDS	%
<b>Forest Grove</b>																
TK							22		27		26		28		26	
K	72		78		74		64		78		78		85		78	
1	70	7.7%	72	0.0%	77	-1.3%	68	-8.1%	64	0.0%	82	5.1%	73	-6.4%	83	-2.0%
2	68	13.3%	77	10.0%	78	8.3%	71	-7.8%	69	1.5%	66	3.1%	80	-2.4%	73	0.0%
3	71	7.6%	80	17.6%	81	5.2%	67	-14.1%	69	-2.8%	70	1.4%	72	9.1%	81	0.9%
4	67	6.3%	80	12.7%	86	7.5%	89	9.9%	75	11.9%	71	2.9%	68	-2.9%	74	2.3%
5	70	6.1%	75	11.9%	93	16.3%	77	-10.5%	78	-12.4%	77	2.7%	66	-7.0%	64	-5.3%
<b>Total</b>	<b>418</b>		<b>462</b>		<b>489</b>		<b>458</b>		<b>460</b>		<b>470</b>		<b>472</b>		<b>479</b>	
change	34	8.9%	44	10.5%	27	5.8%	(31)	-6.3%	2	0.4%	10	2.2%	2	0.4%	7	1.4%
<b>Robert Down</b>																
K	74		86		88		70		76		68		87		78	
1	71	29.1%	80	8.1%	86	0.0%	91	3.4%	72	2.9%	83	9.2%	78	14.7%	94	7.8%
2	66	4.8%	79	11.3%	84	5.0%	90	4.7%	79	-13.2%	79	9.7%	78	-6.0%	77	-0.8%
3	70	1.4%	76	15.2%	81	2.5%	72	-14.3%	85	-5.6%	87	10.1%	73	-7.6%	76	-2.7%
4	61	-6.2%	72	2.9%	78	2.6%	87	7.4%	72	0.0%	86	1.2%	93	6.9%	76	3.7%
5	66	4.8%	62	1.6%	71	-1.4%	77	-1.3%	84	-3.4%	69	-4.2%	81	-5.8%	89	-3.8%
<b>Total</b>	<b>408</b>		<b>455</b>		<b>488</b>		<b>487</b>		<b>468</b>		<b>472</b>		<b>490</b>		<b>490</b>	
change	35	9.4%	47	11.5%	33	7.3%	(1)	-0.2%	(19)	-3.9%	4	0.9%	18	3.8%	(0)	0.0%
<b>Middle School</b>																
6	126	3.3%	150	10.3%	150	9.5%	174	6.1%	153	-0.6%	188	16.0%	151	3.4%	157	6.8%
7	144	9.9%	148	17.5%	162	8.0%	162	8.0%	163	-6.3%	164	7.2%	186	-1.1%	154	2.2%
8	138	3.8%	152	5.6%	157	6.1%	148	-8.6%	156	-3.7%	160	-1.8%	158	-3.7%	180	-3.0%
<b>Total</b>	<b>408</b>	0.5%	<b>450</b>	10.3%	<b>469</b>	4.2%	<b>484</b>	3.2%	<b>472</b>	-2.5%	<b>512</b>	8.5%	<b>495</b>	-3.3%	<b>492</b>	-0.7%
change	2	0.5%	42	10.3%	19	4.2%	15	3.2%	(12)	-2.5%	40	8.5%	(17)	-3.3%	(3)	-0.7%
<b>High School</b>																
9	150	5.6%	146	5.8%	173	13.8%	153	-2.5%	160	8.1%	164	5.1%	170	6.3%	167	5.8%
10	137	-8.7%	151	0.7%	155	6.2%	167	-3.5%	151	-1.3%	155	-3.1%	152	-7.3%	165	-3.1%
11	132	-13.2%	128	-6.6%	153	1.3%	140	-9.7%	151	-9.6%	147	-2.6%	138	-11.0%	141	-7.2%
12	141	-2.8%	125	-5.3%	116	-9.4%	135	-11.8%	134	-4.3%	147	-2.6%	142	-3.4%	131	-5.2%
<b>Total</b>	<b>560</b>		<b>550</b>		<b>597</b>		<b>595</b>		<b>596</b>		<b>613</b>		<b>602</b>		<b>604</b>	
change	(18)	-3.1%	(10)	-1.8%	47	8.5%	(2)	-0.3%	1	0.2%	17	2.9%	(11)	-1.8%	2	0.3%
<b>CHS</b>	<b>27</b>		<b>17</b>		<b>21</b>		<b>27</b>		<b>19</b>		<b>16</b>		<b>23</b>		<b>20</b>	
<b>District</b>	<b>1,821</b>		<b>1,934</b>		<b>2,064</b>		<b>2,051</b>		<b>2,015</b>		<b>2,083</b>		<b>2,082</b>		<b>2,084</b>	
change	60	3.4%	113	6.2%	130	6.7%	(13)	-0.6%	(36)	-1.8%	68	3.4%	(1)	0.0%	2	0.1%

Enrollment - CBEDS



**SUBJECT:** Special Education Contracts

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

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**RECOMMENDATION:**

The District Administration recommends that the Board review the present and projected status of Special Education contracts.

**BACKGROUND:**

Students with disabilities often require services beyond those which are provided through the district's special education program and personnel. This requires the district to enter into contracts with outside providers to make these additional services available. Outside providers include non-public schools, non-public agencies, MCOE and MPUSD.

**INFORMATION:**

Projected cost of contracts was presented and approved by the School Board in June 2016. The Board has requested a quarterly review of the status of contracts with outside providers.

**FISCAL IMPACT:**

The June 2016 projected budget for contracts with outside providers totaled \$1,571,351. With the addition of MCOE transportation contract of \$102,000 the projected contracts budget was adjusted to \$1,676,601. Current contract amounts provide a projected total of \$1,128,576. Contracts will be adjusted throughout the school year as the needs of students change due to IEP placements and IEP team decisions.

<b>Special Education Contracts FY 2016-17</b>					
<b>Contract</b>	<b># of Students Served</b>	<b>Original Contract June 2016</b>	<b>Current Contract Amount</b>	<b>Difference</b>	<b>Year to Date Expenditures Dec 15, 2016</b>
Silvana Spinelli Casale (Comprehensive evaluations for IEPs)	1	\$ 3,250	\$ 3,250	\$ -	\$ 3,250
Central Coast Kids and Families (Individual Aides for Students)	18	\$ 715,357	\$ 600,000	\$ (115,357)	\$ 261,819
Community Human Services (Counseling)	TBD	\$ 13,255	\$ 13,255	\$ -	\$ 5,040
F.A.S.T. (Interpreters for all languages)	TBD	\$ 6,000	\$ 6,000	\$ -	\$ 1,248
Monterey County Office of Education (Billback)	See Attached	\$ 663,739	\$ 221,851	\$ (441,888)	\$ 196,672
Monterey County Office of Education (Physical Therapist)	5	\$ 28,000	\$ 28,000	\$ -	\$ -
Monterey County Office Of Education (Transportation for 2 students)	2	\$ 102,000	\$ 102,000	\$ -	\$ -
Monterey Peninsula Unified School District (Placement in Programs)	2	\$ 132,000	\$ 141,220	\$ 9,220	\$ -
Monterey Peninsula Unified School District (Adaptive P.E. Teacher .10)	9	\$ 10,000	\$ 10,000	\$ -	\$ -
Sharon Neumann Solow (Sign Language)	1	\$ 3,000	\$ 3,000	\$ -	\$ 250
<b>TOTAL</b>		<b>\$ 1,676,601</b>	<b>\$ 1,128,576</b>	<b>\$ (548,025)</b>	<b>\$ 468,279</b>

**SUBJECT:** Pacific Grove Middle School Math Update

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

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**RECOMMENDATION:**

The Administration recommends that the Board review the Pacific Grove Middle School math progress and next steps regarding improvement of SBAC middle school math scores.

**BACKGROUND:**

The board has requested periodic updates regarding middle school math progress and initiatives.

**INFORMATION:**

Administration would like to review recent activity in math in regards to additional access to elementary/secondary math coach, the use of the data cycle to monitor student achievement and professional development opportunities for math teachers.

**FISCAL IMPACT:**

None

**SUBJECT:** School Site Homework Plan

**PERSON(S) RESPONSIBLE:** Ani Silva, Director of Curriculum & Special Project;  
Buck Roggeman, Principal Forest Grove

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**RECOMMENDATION:**

The District Administration recommends that the Board review and provide feedback regarding the school site homework plan that includes guidelines for the assignment of homework and describes the responsibilities of staff, students, and parent/guardians.

**BACKGROUND:**

Based on parent concerns regarding the district's homework policy, the sites gathered information from multiple sources to discuss current homework practice at the elementary, middle, and high school levels. The administration has developed a framework to better align their site homework plans with the board policy regarding homework. Staff will deliver a brief presentation.

**INFORMATION:**

The framework and process to research this topic included:

1. A survey on current homework practice was given to all teachers at the elementary, middle, and high school.
2. Survey information was shared with the staff to discuss areas of concern with regards to alignment within and across grade levels/departments.
3. Research on the impacts of homework on student learning.
4. The current board policy was used to guide the conversation regarding current and expected homework expectations for each grade span. For example items discussed involved the following:
  - The amount of time students shall be expected to spend on homework.
  - When homework should be assigned (weekends, holidays)
  - Purpose of the homework
  - Parental involvement in assisting their child with homework
  - Techniques to develop good personal study habits and time management
  - Homework as it relates to grades
  - Coordination of tests and long-term assignments to avoid overload on students (middle and high school)
  - The access that students shall have to technology for homework completion.
  - the extent to which homework assignments shall emphasize independent research, reports, special reading and problem-solving activities
4. Stakeholder input: Parent meetings and student focus groups will take place at the elementary, middle, and high school to discuss the alignment of site plans with board policy.
5. Finalized handbooks with the revised Site homework plans will be brought to the board in the spring for approval.

**FISCAL IMPACT:**

There is no fiscal impact.

**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 January 12, 2017 Regular Board Meeting:

Spanish Class at Elementary Schools (February 2)