

**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, April 27, 2017

TIME: 6:30 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

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

B. Pledge of Allegiance

IV. PACIFIC GROVE HIGH SCHOOL PRESENTATION

The Administration recommends that the Board hear a report from Karinne Gordon and students about their trip to a Critical Issues Forum conference in Nagasaki, Japan.

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
A. <u>Minutes of April 6, 2017 Board Meeting</u>	6
Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends approval of minutes as presented.	
B. <u>Certificated Assignment Order #13</u>	12
Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Certificated Assignment Order #13.	
C. <u>Classified Assignment Order #13</u>	14
Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Classified Assignment Order #13.	
D. <u>Acceptance of Donations</u>	16
Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board approve acceptance of the donations referenced below.	
E. <u>Cash Receipts Report No. 5</u>	17
Recommendation: (Rick Miller, Assistant Superintendent) As Assistant Superintendent for Business Services, I have reviewed the receipt and deposit of the identified Cash Receipts for consistency with District policies and procedures and certify that the actions have been appropriately conducted. I recommend Board approval of the Cash Receipts.	
F. <u>Revolving Cash Report No. 5</u>	21
Recommendation: (Rick Miller, Assistant Superintendent) As Assistant Superintendent for Business Services, I have reviewed the Revolving Cash payments for consistency with District budget policy and accounting practices and certify their consistency and recommend approval of the payments by the Board.	
G. <u>Forest Grove Elementary School Site Handbook</u>	23
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends the Board review and approve the Forest Grove Elementary School site handbook for the 2017-18 school year.	
H. <u>Robert Down Elementary School Site Handbook</u>	24
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends the Board review and approve the Robert Down Elementary School site handbook for the 2017-18 school year.	
I. <u>Pacific Grove Middle School Site Handbook</u>	25
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends the Board review and approve the Pacific Grove Middle School site handbook for the 2017-18 school year.	

- J. Pacific Grove High School Site Handbook 28
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends the Board review and approve the Pacific Grove High School site handbook for the 2017-18 school year.
- K. Community High School Site Handbook 29
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends the Board review and approve the Community High School site handbook for the 2017-18 school year.
- L. Pacific Grove Adult Education Site Handbook 30
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends the Board review and approve the Pacific Grove Adult Education site handbook for the 2017-18 school year.

Move: _____ Second: _____ Vote: _____

VIII. ACTION/DISCUSSION

- A. Year End Budget Transfer Resolution #997 31
Recommendation: (Rick Miller, Assistant Superintendent) The District Administration recommends that the Board approve Resolution #997: Year End Budget Transfers.
- Move: _____ Second: _____ Roll Call Vote: _____
- Trustees: Paff ____ Swanson ____ Crandell ____ Phillips ____
- B. Facilities Use Fee Schedule Review 33
Recommendation: (Rick Miller, Assistant Superintendent) The District Administration recommends that the Board review and provide direction on the District's Facilities Use Fee schedule.
- Move: _____ Second: _____ Vote: _____
- C. Review of Cafeteria Menu Prices 37
Recommendation: (Rick Miller, Assistant Superintendent; Dianne Hobson, Nutrition Director) The District Administration recommends that the Board review Cafeteria menu prices.
- Move: _____ Second: _____ Vote: _____
- D. Board Calendar/Future Meetings 39
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 Funding for new Portable Classrooms 42
Recommendation: (Rick Miller, Assistant Superintendent) The District Administration recommends that the Board review the funding for the new portable classrooms.

Board Direction: _____

- B. Future Agenda Items 43
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: _____

X. ADJOURNMENT

Next regular meeting: May 25, 2017 – Pacific Grove Unified School District

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
Minutes of Regular Meeting of April 6, 2017 – District Office

I. OPENED BUSINESS

- A. Called to Order 6:01 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 |
| Student Board Member: | Lexi Rohrer |
- C. Adopted Agenda

Changes to the agenda include a walk-on contract for Audit added to the consent agenda.

MOTION Crandell/Swanson to adopt agenda as amended.

Public comment: None

Motion CARRIED 5 – 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, 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. Begin Assistant Superintendent Evaluation
 4. Begin Superintendent Evaluation
- B. Public comment on Closed Session Topics

Superintendent Porras reminded the Board and noted on record that Trustee John Thibeau has resigned from the Board effective March 31, 2017 and that the full vote is 4 – 0, the only issue is when a vote that requires 4/5 votes will now require a unanimous vote.

- C. Adjourned to Closed Session 6:02 p.m.

III. RECONVENED IN OPEN SESSION 7:08 p.m.

A. Reported action taken in Closed Session:

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

The Board discussed this item.

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

The Board discussed this item.

3. Begin Assistant Superintendent Evaluation

The Board discussed the Assistant Superintendent Evaluation.

4. Begin Superintendent Evaluation

The Board began the Superintendent Evaluation.

B. Pledge of Allegiance

Led By: Coach Todd Buller

IV. COMMUNICATIONSA. Written Communication

None.

B. Board Member Comments

Student Representative Rohrer updated the Board on recent events at Pacific Grove High School including the ASB election.

Trustee Phillips acknowledged that he will miss Trustee Thibeau, also noted that we are entering graduation season which is his favorite time of year.

Trustee Crandell attended the Beauty and the Beast performance, said it was a fabulous show and thanked everyone who participated. Trustee Crandell also noted a recent Eagle Scout speech where a student honored Pacific Grove Music Teacher Barbara Priest.

Trustee Swanson attended the open house at Pacific Grove Middle school, which was fantastic, and thanked Pacific Grove High School Principal Matt Bell for the recent campus tour.

Trustee Paff also enjoyed the open house at Pacific Grove Middle School, and attended the Pacific Grove High School college night, which was very informative.

C. Superintendent Report

Superintendent Porras thanked the Pacific Grove High School and Pacific Grove Middle School staff for their wonderful open houses. Superintendent Porras thanked the entire LCAP

team, under the leadership of Director Ani Silva. Superintendent Porras also acknowledged MCOE Gold Ribbon team who came to Pacific Grove High School today to assess the school, and specifically thanked Principal Matt Bell, Teacher Larry Haggquist and all the staff for their incredible contributions. Superintendent Porras shared an update on his work with ACSA, the recent Legislative Action Day, their influence on the state, and an upcoming trip to Washing D.C. Superintendent Porras briefly explained the lawsuit filed against the US government regarding immigrant families and his own declaration on behalf of ACSA, which may result in being called to testify.

Principal Matt Bell provided the Board an update on the Golden Ribbon process and current status.

D. PGUSD Staff Comments (Non Agenda Items)

Principal Matt Bell shared a video from some of the work during VAPA week.

V. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

Coach Buller spoke to the Board regarding the WAVE program, the Director of the WAVE program spoke to the Board during the previous meeting's public comment. Buller provided the Board a brief explanation of the program, their upcoming summer camp at Pacific Grove High School, and asked the Board to add this program to the upcoming agenda to discuss waiving fees for non-profits who service our students.

Kacey Lucious, previously served on the Pacific Grove City Council, spoke in support of WAVE, and asked the Board to work with staff and put this item on a future agenda.

VI. CONSENT AGENDA

- A. Minutes of March 16, 2017 Board Meeting
- B. Certificated Assignment Order #12
- C. Classified Assignment Order #12
- D. Acceptance of Donations
- E. Out of County or Overnight Activities
- F. Warrant Schedules No. 582

Item G, contract for audit was added. Copies were made available to the public.

MOTION Crandell/Phillips to approve consent agenda as amended.

Public comment: None

Motion CARRIED 4 – 0

VII. PUBLIC HEARING

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

Open Public Hearing 7:35 p.m. Close Public Hearing 7:36 p.m.

VIII. ACTION/DISCUSSION

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

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

Public comment: None

Motion CARRIED by roll call vote 4 – 0

- B. Resolution No. 993 Regarding Vacancy on Board of Education and Provisional Appointment Process

Superintendent Porras presented information to the Board.

MOTION Crandell/Swanson to approve Resolution No. 993 Regarding Vacancy on Board of Education and Provisional Appointment Process.

Public comment: None

Motion CARRIED by roll call vote 4 – 0

- C. Resolution No. 994 “National Teacher Appreciation Week” and “California Day of the Teacher”

The Board acknowledged the hard work and achievements of our Teachers, not just for a day or week, but for a lifetime.

MOTION Crandell/Phillips to approve Resolution No. 994 “National Teacher Appreciation Week” and “California Day of the Teacher”.

Public comment: None

Motion CARRIED by roll call vote 4 – 0

- D. Resolution No. 995 Classified School Employee Week

The Board acknowledged the amazing work of the classified personnel, that they are vital to the District and to the students, and thanked all the staff for their work.

MOTION Swanson/Crandell to approve Resolution No. 995 Classified School Employee Week.

Public comment: None

Motion CARRIED by roll call vote 4 – 0

- E. Adopt Resolution No. 996 Designating Authorized Agents to Sign for PGUSD 125 Cafeteria Flexible Plan Bank Account with Wells Fargo Bank

MOTION Phillips/Crandell to approve Adopt Resolution No. 996 Designating Authorized Agents to Sign for PGUSD 125 Cafeteria Flexible Plan Bank Account with Wells Fargo Bank.

Public comment: None

Motion CARRIED by roll call vote 4 – 0

- F. Review and Approval of Financing of Five Portable Classrooms

Director of Maintenance and Facilities Matt Kelly, and Assistant Superintendent Rick Miller presented information to the Board. The Board discussed this item.

MOTION Paff/Crandell to fund \$600,000 over 6 (six) years with no pre-payment, pay the addition \$212,000 from four other District funds (Funds 20, 40, 14, 12) per Administration discretion.

Public comment: None

Motion CARRIED 4 – 0

G. Board Calendar/Future Meetings

No changes. No action taken.

X. INFORMATION/DISCUSSION

A. Presentation of the California Healthy Kids Survey results 2016-2017

Presenters Pacific Grove Middle School Counselor Janie Lawrence, Pacific Grove High School Teacher Shane Steinbeck, and Community High School Teacher Kim Shurtz presented survey results to the Board, topics included school safety, tobacco use, harassment, school violence, alcohol/drug use, cyberbullying, mental health, student engagement. The Board discussed throughout the presentation, including directing Administration to contact other Districts for comparable data with similar demographics.

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

Public comment: None

Motion CARRIED 4 – 0

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

Pacific Grove High School Assistant Principal Sean Keller presented information to the Board regarding aligning courses with community colleges. The Board discussed this item with Administration. Additional follow-up information will be brought back to the Board in May.

Public comment:

Director Kelly spoke as a parent in support, sharing personal experience of his two children who had this advantage when they went off to college.

Teacher Kim Shurtz said her previous District offered this as well and was in support.

C. Pacific Grove Math Update

Pacific Grove Middle School Principal Sean Roach provided a math update to the Board.

D. Future Agenda Items

Spanish Class at Elementary Schools (Fall 2017)

Fencing for Security (Fall 2017)

The Board requested additional information and clarification regarding the WAVE program, to review the Board policy language at the April 27 Board meeting.

The Dual Enrollment will be added to the May 25 Board meeting.

The Math Updates going forward will include District information.

XI. ADJOURNED

10:30 p.m.

Approved and submitted:

Dr. Ralph Gómez Porras
Secretary to the Board

SUBJECT: Certificated Assignment Order #13

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

RECOMMENDATION:

The administration recommends adoption of Certificated Assignment Order #13

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. 13
April 27, 2017**

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.

Instructor	Course Title	Total Hours
Jessica Zimmerman	Kindergarten	3.75 hrs./day
Rachel Allaire	1 st Grade	3.75hrs./day
Anna Spade 1 st 3 weeks Erica Chavez last week	2 nd Grade	3.75 hrs./day
Stephanie Perlstein	3 rd Grade	3.75 hrs./day
Shannon McCarty	4th/5th Grade	3.75 hrs./day
Brad Woodyard	PGHS/MS Credit Recovery	3.75 hrs./day
Becky Golfinch	MS SDC	4.5 hrs./day
Katherine Wheeler	MS/HS RSP	4.5 hrs./day
Erin Homani	Preschool Special Ed	4.5 hrs./day
Renate Griffin	Primary SDC/RSP	4.5 hrs./day
Katie Kreeger 1 st 3 weeks Mary Quindimil last week	Intermediary SDC/RSP	4.5 hrs./day
Laura Rivera	Speech	Up to 3.75 hrs./day based on need

LEAVE OF ABSENCE:

Stefanie Pechan, RDE 4th Grade Teacher, requests an unpaid, long-term, personal leave of absence for the 2017-18 school year only.

CHANGE OF ASSIGNMENT/TRANSFER:

Julie Kelly, voluntary transfer from FGE Kindergarten to RDE Kindergarten effective August 8, 2017 (new Kindergarten class)

Kilene Brosseau voluntary transfer from RDE Special Day Class to PGHS Special Day Class, effective August 8, 2017 (new PGHS program)

Laura Dean, RDE voluntary grade level change from 2nd Grade to 4th Grade, effective August 8, 2017 (replacement for Stefanie Pechan LOA)

SUBSTITUTES:

Neal Battaglia	Kate Morrison	Jaime Quiros
Christina Luciano	Ivy Ottmar	
Justin Morgan-Mraz	Theresa Piech	

RETIREMENT/RESIGNATIONS:

Pat Rolander, PGHS School Counselor, retires after 12 years of successful service in the Pacific Grove Unified School District

SUBJECT: Classified Assignment Order #13

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

RECOMMENDATION:

The administration recommends adoption of Classified Assignment Order #13

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. 13
April 27, 2017**

NEW HIRE:

Elizabeth Cambra, FGE Instructional Assistant (Special Education), 5 hrs./day, 180 day work year, Range 31, Step B, effective, April 13, 2017 (replaces Natalie Brown who resigned)

TEMPORARY, ADDITIONAL ASSIGNMENT:

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

Employee	Position	Days/Hours	Range/Step
Silvia Mah	Instructional Assistant, Kindergarten	19 days @ 3.25 hrs./day	30/F
Adrienne Taylor	Instructional Assistant, 1 st Grade	19 days @ 3.25hrs./day	30/F
Pam Chrislock	Instructional Assistant, 2 nd Grade	19 days @ 3.25hrs./day	30/F
Sue Ellzey	Instructional Assistant, 3 rd Grade	19 days @ 3.25hrs./day	30/F
Marisa Tegerdal	Instructional Assistant, 4/5 th Grade	19 days @ 3.25hrs./day	30/E
Maria Sicairos	Instructional Assistant, SPED	20 days @ 4 hrs./day	31/E
Evelyn Franco	Instructional Assistant, SPED	20 days @ 4 hrs./day	31/F
Renee Lozano	Instructional Assistant, SPED	20 days @ 4 hrs./day	31/B
Joanie Rodewald	Instructional Assistant, SPED	20 days @ 4 hrs./day	31/H
Lori Arnaldo	Instructional Assistant, SPED	20 days @ 4 hrs./day	31/C
Laurie Weddington	Instructional Assistant, SPED	20 days @ 4 hrs./day	31/F
Fernando Hernandez Ricky Cabalza Vanessa Villalpando	Paraprofessional, SPED, Transition	20 days @ 4 hrs./day	37/F 37/F
Teresa Ramirez	Paraprofessional, SPED, SDC	20 days @ 4 hrs./day	37/B
Bonnie Pieper	Instructional Assistant, SPED	20 days @ 4 hrs./day	31/E
Amy Riedel	Secretary	22 days @ 4.25 hrs./day	35/D

SUBSTITUTE:

Denise Moffett

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

Wells Fargo

\$ 75 (field trips and class supplies)

PG Pride

\$1,457.17 (March grant)

Robert H. Down Elementary School

PG Pride

\$ 300 (March grant)

Pacific Grove Middle School

None

Pacific Grove High School

National Restaurant Association

\$2,700 (culinary)

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: Cash Receipts Report No. 5

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

RECOMMENDATION:

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

BACKGROUND:

The attached listing identifies Cash Receipts received by the District during the period of January 26, 2017 through April 19, 2017.

INFORMATION:

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

CASH RECEIPTS BOARD REPORT # 5

January 25, 2017 - April 19, 2017

Date	Num	Name	Account	Amount
Jan 25 - Apr 19, '17				
1/25/2017	18266	PGMS	SCIENCE CAMP	690.00
1/25/2017	18267	Calvary High School	SPECIAL RESERVE	500.00
1/25/2017	18268	Robert Down Elementary	DONATION	20.00
1/25/2017	18269	Robert Down Elementary	DONATION	20.00
1/25/2017	18270	RETIREE INSURANCE	RETIREE INSURANCE	732.29
2/6/2017	18271	RETIREE INSURANCE	RETIREE INSURANCE	3,603.83
2/6/2017	18272	ROP	Class Fees	1,000.00
2/6/2017	18273	STATE OF CALIFORNIA	CAFETERIA	1,096.45
2/6/2017	18274	STATE OF CALIFORNIA	CAFETERIA	15,374.79
2/6/2017	18275	Robert Down Elementary	DONATION	200.00
2/6/2017	18276	PGMS	SCIENCE CAMP	690.00
2/6/2017	18277	PGMS	DONATION	32.00
2/6/2017	18278	RD PTA	REFUND	183.99
2/6/2017	18279	ROP	Class Fees	600.00
2/6/2017	18280	ROP	Class Fees	1,150.00
2/6/2017	18281	BUS PASS	BUS PASS	80.00
2/6/2017	18282	MBCS/Monterey Bay Charter School	SPECIAL RESERVE	19,394.06
2/6/2017	18283	Shoreline Community Church	SPECIAL RESERVE	2,800.00
2/6/2017	18284	PGHS ASB	custodial	70.00
2/6/2017	18285	Smith Basketball Camp	SPECIAL RESERVE	312.50
2/6/2017	18286	BASRP-FG	BASRP	6,823.00
2/6/2017	18287	BASRP-RD	BASRP	2,072.50
2/6/2017	18288	BASRP-FG	BASRP	3,349.00
2/6/2017	18289	BASRP-RD	BASRP	2,688.03
2/6/2017	18290	ADULT EDUCATION	ADULT EDUCATION	378,880.00
2/6/2017	18291	ADULT EDUCATION	ADULT EDUCATION	1,778.00
2/6/2017	18292	ADULT EDUCATION	ADULT EDUCATION	2,208.00
2/6/2017	18293	ADULT EDUCATION	ADULT EDUCATION	29,987.49
2/13/2017	18294	BASRP-RD	BASRP	8,900.50
2/13/2017	18295	BASRP-FG	BASRP	4,801.50
2/13/2017	18296	STATE OF CALIFORNIA	SP ED	1,498.18
2/13/2017	18297	PGMS	DONATION	16.00
2/13/2017	18298	Robert Down Elementary	FIELD TRIP	100.00
2/13/2017	18299	PGMS	DONATION	100.00
2/13/2017	18300	Forest Grove Elementary	FIELD TRIP	55.00
2/13/2017	18301	ROP	Class Fees	350.00
2/13/2017	18302	Robert Down Elementary	DONATION	20.00
2/13/2017	18303	PG PRIDE	GRANT	5,680.00
2/13/2017	18304	PG PRIDE	GRANT	3,650.00
2/13/2017	18305	RETIREE INSURANCE	RETIREE INSURANCE	4,579.63
2/13/2017	18306	ADULT EDUCATION	ADULT EDUCATION	6,030.06
2/13/2017	18307	ADULT EDUCATION	ADULT EDUCATION	200.00
2/13/2017	18308	ADULT EDUCATION	ADULT EDUCATION	1,210.00
2/13/2017	18309	ADULT EDUCATION	ADULT EDUCATION	34,434.89
2/14/2017	18310	Interkultur Foundation	custodial	1,167.00
2/15/2017	18311	RETIREE INSURANCE	RETIREE INSURANCE	1,336.02
2/23/2017	18312	Calvary High School	SPECIAL RESERVE	500.00
2/23/2017	18313	BUS PASS	BUS PASS	160.00
2/23/2017	18314	STATE OF CALIFORNIA	SP ED	104.40
2/23/2017	18315	PGMS PTA	DONATION	1,500.00
2/23/2017	18316	RETIREE INSURANCE	RETIREE INSURANCE	5,314.17
2/23/2017	18317	BASRP-FG	BASRP	9,165.00
2/23/2017	18318	BASRP-RD	BASRP	2,482.75
3/3/2017	18319	ADULT EDUCATION	ADULT EDUCATION	2,457.50
3/3/2017	18320	RETIREE INSURANCE	RETIREE INSURANCE	1,392.26
3/3/2017	18321	PGMS	FIELD TRIP	800.00
3/3/2017	18322	BUS PASS	BUS PASS	80.00
3/3/2017	18323	Forest Grove Elementary	DONATION	75.00
3/3/2017	18324	MBCS/Monterey Bay Charter School	SPECIAL RESERVE	19,645.06
3/3/2017	18325	PGHS	DONATION	318.96
3/3/2017	18326	Robert Down Elementary	DONATION	20.00
3/3/2017	18327	STATE OF CALIFORNIA	PRESCHOOL	7,290.00
3/3/2017	18328	STATE OF CALIFORNIA	CAFETERIA	1,077.82
3/3/2017	18329	STATE OF CALIFORNIA	SP ED	1,377.82
3/3/2017	18330	BASRP-RD	BASRP	7,291.25
3/3/2017	18331	BASRP-FG	BASRP	4,698.00
3/16/2017	18332	RETIREE INSURANCE	RETIREE INSURANCE	7,725.81
3/16/2017	18333	ADULT EDUCATION	ADULT EDUCATION	1,010.00
3/16/2017	18334	ADULT EDUCATION	ADULT EDUCATION	2,380.00
3/16/2017	18335	ADULT EDUCATION	CREDIT CARD SALES	14,803.67

Date	Num	Name	Account	Amount
3/16/2017	18336	FPAC	DONATION	7,500.00
3/16/2017	18337	PGMS	FIELD TRIP	1,538.00
3/16/2017	18338	PGMS	FIELD TRIP	675.00
3/16/2017	18339	Forest Grove Elementary	DONATION	200.00
3/16/2017	18340	PGHS	DONATION	1,084.14
3/16/2017	18341	PGMS	FIELD TRIP	2,350.00
3/16/2017	18342	PG PRIDE	GRANT	1,111.00
3/16/2017	18343	PGMS	FIELD TRIP	1,275.00
3/16/2017	18344	STATE OF CALIFORNIA	CAFETERIA	15,185.11
3/16/2017	18345	PGUSD	Cleared stale checks	521.75
3/16/2017	18346	NMCUSD	custodial	601.00
3/16/2017	18347	Shoreline Community Church	SPECIAL RESERVE	4,375.00
3/16/2017	18348	California Mathematics Council	FACILITIES	15,584.88
3/16/2017	18349	BASRP-RD	BASRP	9,249.65
3/16/2017	18350	BASRP-FG	BASRP	6,351.50
3/22/2017	18351	ASE - After School Enrichment	After School Enrichment Class	5,750.00
3/22/2017	18352	ROP	DONATION	800.00
3/22/2017	18353	BUS PASS	BUS PASS	40.00
3/22/2017	18354	PGMS	DONATION	200.00
3/22/2017	18355	PGMS	FIELD TRIP	1,921.00
3/22/2017	18356	PGMS	FIELD TRIP	450.00
3/22/2017	18357	STATE OF CALIFORNIA	PRESCHOOL	5,196.00
3/22/2017	18358	MBCS/Monterey Bay Charter School	SPECIAL RESERVE	19,483.39
3/22/2017	18359	PGHS	DONATION	1,500.00
3/22/2017	18360	ADULT EDUCATION	ADULT EDUCATION	3,991.00
3/22/2017	18361	RETIREE INSURANCE	RETIREE INSURANCE	4,702.64
3/22/2017	18362	BASRP-RD	BASRP	5,150.00
3/22/2017	18363	BASRP-FG	BASRP	5,332.50
3/22/2017	18364	ADULT EDUCATION	ADULT EDUCATION	4,411.10
3/22/2017	18365	ADULT EDUCATION	ADULT EDUCATION	231.30
3/27/2017	18366	Fingerprinting	Fingerprint Fees	1,700.00
3/27/2017	18367	PGUSD	After School Enrichment Class	49.00
3/27/2017	18368	PGMS	FIELD TRIP	975.00
3/27/2017	18369	PGMS	FIELD TRIP	1,125.00
3/27/2017	18370	RETIREE INSURANCE	RETIREE INSURANCE	676.43
3/27/2017	18371	BASRP-RD	BASRP	2,022.25
3/27/2017	18372	BASRP-FG	BASRP	4,578.00
4/3/2017	18373	PG PRIDE	GRANT	1,757.17
4/3/2017	18374	PGMS	FIELD TRIP	260.00
4/3/2017	18375	PGMS	FIELD TRIP	1,800.00
4/3/2017	18376	PGMS	FIELD TRIP	2,206.00
4/3/2017	18377	PG MUSIC BOOSTERS	DONATION	2,800.00
4/3/2017	18378	STATE OF CALIFORNIA	CAFETERIA	16,258.14
4/3/2017	18379	Farm Day	TRANSPORTATION	373.50
4/3/2017	18380	BUS PASS	BUS PASS	40.00
4/3/2017	18381	STATE OF CALIFORNIA	SP ED	1,601.71
4/3/2017	18382	STATE OF CALIFORNIA	CAFETERIA	1,150.50
4/3/2017	18383	Karasek, Deanna*	PAYROLL	200.00
4/3/2017	18384	TEXTBOOKS	TEXT BOOK FEES	120.00
4/3/2017	18385	ADULT EDUCATION	ADULT EDUCATION	2,754.00
4/3/2017	18386	ADULT EDUCATION	ADULT EDUCATION	4,687.00
4/3/2017	18387	RETIREE INSURANCE	RETIREE INSURANCE	2,766.70
4/3/2017	18388	BASRP-RD	BASRP	2,856.50
4/3/2017	18389	BASRP-FG	BASRP	1,551.48
4/17/2017	18390	Robert Down Elementary	DONATION	350.00
4/17/2017	18391	ROP	DONATION	2,700.00
4/17/2017	18392	Forest Grove Elementary	DONATION	75.00
4/17/2017	18393	BUS PASS	BUS PASS	80.00
4/17/2017	18394	CURRICULUM	REFUND	74.22
4/17/2017	18395	ROP	Class Fees	50.00
4/17/2017	18396	Lost Key Fee	MAINT/GROUNDS	35.00
4/17/2017	18397	Calvary High School	SPECIAL RESERVE	500.00
4/17/2017	18398	Forest Grove Elementary	TRANSPORTATION	27.50
4/17/2017	18399	ROP	DONATION	11.00
4/17/2017	18400	STATE OF CALIFORNIA	SP ED	873.96
4/17/2017	18401	PGMS	DONATION	15.00
4/17/2017	18402	PGMS	FIELD TRIP	900.00
4/17/2017	18403	PGMS	DONATION	362.00
4/17/2017	18404	Karasek, Deanna*	PAYROLL	350.00
4/17/2017	18405	PGMS	DONATION	32.00
4/17/2017	18406	ROP	Class Fees	224.00

Date	Num	Name	Account	Amount
4/18/2017	18407	RETIREE INSURANCE	RETIREE INSURANCE	9,874.14
4/18/2017	18408	BASRP-RD	BASRP	9,412.50
4/18/2017	18409	BASRP-FG	BASRP	10,229.50
4/18/2017	18410	STATE OF CALIFORNIA	SP ED	3,009.02
4/18/2017	18411	Calvary High School	SPECIAL RESERVE	500.00
4/18/2017	18412	MCOE	Safety Grant	4,601.00
4/18/2017	18413	ADULT EDUCATION	ADULT EDUCATION	4,206.00
Jan 25 - Apr 19, '17				<u>871,695.36</u>

SUBJECT: Revolving Cash Report No. 5

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

RECOMMENDATION:

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

BACKGROUND:

The attached listing identifies payments made from the Revolving Cash Fund during the period from January 26, 2017 through April 19, 2017.

INFORMATION:

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

REVOLVING CASH
BOARD REPORT # 5
 January 26, 2017- April 19, 2017

Date	Num	Name	Account	Amount
Jan 25 - Apr 19, '17				
1/25/2017	5121	Pacific Grove Unified Sch...	BUSINESS OFFICE	-10.00
1/31/2017	5122	Glen or Adreena Gurries	TEXT BOOK FEES	-15.00
1/31/2017	5123	Marie Faile	SCIENCE CAMP	-345.00
1/31/2017	5124	The Estate of Cynthia Sax...	INSURANCE REFUND	-445.98
1/31/2017	5125	Renee Garcia-Tolson	ADULT EDUCATION	-85.00
1/31/2017	5126	Tara Sluyter	ADULT EDUCATION	0.00
1/31/2017	5127	Vincent P. Silva	ADULT EDUCATION	-75.00
1/31/2017	5128	Brigitte Grate	ADULT EDUCATION	-50.00
1/31/2017	5129	Mary Beardsley	ADULT EDUCATION	-145.00
1/31/2017	5130	Shannon McCarty	SCIENCE CAMP	-350.00
1/31/2017		ANALYSIS CHARGE	none	-239.50
2/13/2017	5131	Blanca DeCarvalho	SCIENCE CAMP	-345.00
2/28/2017		ANALYSIS CHARGE	none	-236.97
3/7/2017	5132	Pacific Grove Unified Sch...	GENERAL	-521.75
3/7/2017	5133	Letise LaFeir	CAFETERIA	-77.75
3/7/2017	5134	Owen Li	ADULT EDUCATION	-85.00
3/7/2017	5135	Natalie Junwen Zhu	ADULT EDUCATION	-85.00
3/7/2017	5136	Lynda Cooper	ADULT EDUCATION	-50.00
3/7/2017	5137	Marlene Martin	ADULT EDUCATION	-75.00
3/15/2017	5138	Ramona Manuian	CAFETERIA	-92.00
3/15/2017	5139	Melinda Klein	TEXT BOOK FEES	-16.50
3/15/2017	5140	Langari Farideh	CAFETERIA	-31.50
3/15/2017	5141	Julie Laurent	CAFETERIA	-82.50
3/15/2017	5142	Catherine Seo	ADULT EDUCATION	-60.00
3/15/2017	5143	Steve Buck	ADULT EDUCATION	-85.00
3/15/2017	5144	Nanette Buck	ADULT EDUCATION	-85.00
3/24/2017	5145	PGUSD	After School Enrichment Cl...	-49.00
3/24/2017	5146	Melendez, Mariam	RETIREE INSURANCE	-811.65
3/28/2017		ANALYSIS CHARGE	none	-240.11
4/17/2017		DEPOSIT	none	4,268.47
Jan 25 - Apr 19, '17				<u>-521.74</u>

SUBJECT: Forest Grove Elementary School Site Handbook

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The District Administration recommends the Board review and approve the Forest Grove Elementary School site handbook for the 2017-18 school year.

BACKGROUND:

Handbooks are available on the PGUSD website, hard copies will be available at the Board meeting.

Changes in the site handbook include the following:

- Added the new Attendance Codes and definitions per Denise
- Added the policy that early pick-ups from school (without a valid/excusable reason) more than 30 minutes will result in truancy.
- Lunch and Cafeteria guidelines updated per Dianne Hobson
- Homework Policy added
- Volunteer Fingerprinting requirement added

*School Calendar and Staff Lists will be updated at a later date.

SUBJECT: Robert Down Elementary School Site Handbook

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The District Administration recommends the Board review and approve the Robert Down Elementary School site handbook for the 2017-18 school year.

BACKGROUND:

Handbooks are available on the PGUSD website, hard copies will be available at the Board meeting.

Changes in the site handbook include the following:

- Staff Directory (as of 4-18-17 / continually updated with any new staff change)- page 4-5
- 2017-18 Site Calendar- page 6
- Attendance Policy- pages 7-8
- Lunch Account Balances- pages 14-16
- Toolbox Training- page 15
- Homework Policy- page 16

SUBJECT: Pacific Grove Middle School Site Handbook

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The District Administration recommends the Board review and approve the Pacific Grove Middle School site handbook for the 2017-18 school year.

BACKGROUND:

Handbooks are available on the PGUSD website, hard copies will be available at the Board meeting.

The following changes were suggested by the work of the PGMS Handbook Committee. The committee consists of three teachers, one classified staff, and one administrator. Input was requested from all other staff, as well, via comments added to a shared Google Doc version of the 16-17 Handbook.

Intro changes:

- New Principal Letter
- New School Calendar (DRAFT - Subject to change!)
- Updated Faculty List (DRAFT – Subject to change!)

Academic Progress Information:

- Added “Student and parent usernames and passwords are printed out and attached to the schedule the student receives at Registration Roundup. (For help creating or logging in to an account, contact the PGMS Office.)”
- Added “comments teachers may leave”

Attendance:

- Added “If you don't call the office before 9:00 am, an automated system will call the number on file and send an email notifying you that your child has been marked absent from class.”
- Added “(such as a conduct check)” to tardy consequences

Awards and Recognition:

- Changed “Courtesy Cards” to “Kindness Kards”

Counseling:

- Added description of SuperKids services available at PGMS

Course Outlines:

- Added “and/or Google Classroom” to keep parents informed

Food Services:

- Revised to include new info on negative lunch account balances from Diane Hobson.
- Added “No food is allowed in the hallways or classrooms” to Food Rules

Grading, Report Cards & Progress Reports

- Omitted “A=Advanced/Outstanding, B=Proficient, C=Basic, D=Below Basic, F=Far Below Basic or Failing.” (No longer NCLB, so this language is outdated.)
- Omitted “We want all students to strive for grades of A or B. Grades below B do not meet our goals for student achievement.” (Some students are very proud of their hard-earned C’s)

Homework Policy:

- Revised based on surveys and review of research

Homework Information and Make-Up Work:

- Added “and checking their Agenda/Planner, Google Classroom, and PowerSchool” to strategies on keeping current on assignments.

Library and Computer Labs:

- Omitted outdated information on the use of the Computer Lab after school.

Lockers:

- Added “(assigned by PE teacher)” to clarify who assigns lockers

Messages/Deliveries:

- Added “A note will be sent to notify the student that the item has been dropped off.”

Parent-Teacher Conferences:

- Removed dates of conferences
- Removed sentence indicating that all conference days were minimum days.

Physical Education:

- Revised by current PE Staff to reflect recent changes in expectations for PE uniforms/dressing out

School/Office Hours:

- Adjusted hours to reflect actual hours school is open
- Added “Students who have a 1st period class, which begins at 7:45 a.m., are allowed in the building to go to their locker and go to class. Students who do not have a 1st period class are not allowed in the building until opening bell at 8:25 a.m.”

Student Supplies:

- Added “ruled/lined paper, writing utensils”
- Omitted “portable flash drive”

Student Transportation:

- Removed language related to the need for students bringing skateboards to school to sign a contract. No contract is necessary.

CODE OF CONDUCT

II. Tardiness

- Added “(such as a conduct check)” as example of a teacher consequence/
- Added “may be” to the line about parents shadowing their students after the 6th tardy. This will not be required, as the previous version stated.

III. Dress Code

- Omitted “In an academic setting, any clothing that is disruptive or distracting to the learning environment is inappropriate.” Students and or parents may argue whether or not the attire is disrupting or distracting anyone. The expectation of “appropriate” clothing, and the list of requirements/violations, is sufficient and defensible.
- Added “Shoes must be worn at all times” to statement about bare feet.

Vi. Academic Honesty – Plagiarism/Cheating

- Added “(allow others to copy work)” as clarification

VIII. Disruptive Classroom Behavior

- Added “Teachers will notify parents of the referral”

IX. Harassment, Bullying, Cyberbullying, and Intimidation

- Replaced “sign an anti-bullying/harassment contract” with “participate in a meeting with student, parents, and Assistant Principal.”

X. Internet and Technology Use

- Added “such as a technology suspension” to consequences of technology violation
- Added “PGMS utilizes software that records the activity of all students logged on to the school’s network. These records are kept confidential, and can be accessed by school administration at any time to ensure that students are using the network and their computer access responsibly.”

XV. Scholastic and behavioral Eligibility

- Revised format and structure, not content

XVI. Athletics

- Added “All students participating in extracurricular sports must meet the Scholastic and Behavioral Eligibility criteria, above.”

Academic Offerings

- Revised Science course descriptions to reflect the integrated nature of science instruction in these classes.
- Replaced “Applied Math” with “Math 180” (Applied Math is no longer offered)
- Added course description for new elective: “Elementary School Tutors at Robert Down and Forest Grove Elementary Schools”

SUBJECT: Pacific Grove High School Site Handbook

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The District Administration recommends the Board review and approve the Pacific Grove High School site handbook for the 2017-18 school year.

BACKGROUND:

Handbooks are available on the PGUSD website, hard copies will be available at the Board meeting.

Changes in the site handbook include the following:

- Vision Statement page 3
- Contact from Parent Regarding Absence page 10
- Attendance Codes page 11
- Classwork Make up Policy page 13
- Tardy Policy page 15
- Truancy Policy page 17
- College Classes (Dual Enrollment) page 19
- Homework Policy page 20
- Math IM1 or IM2 10 Credit Requirement page 21
- CAASPP/SBAC Testing page 23
- Food Services page 26
- Scheduling School Activities page 28
- Search of Students Electronic Device page 41

SUBJECT: Community High School Site Handbook

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The District Administration recommends the Board review and approve the Community High School site handbook for the 2017-18 school year.

BACKGROUND:

Handbooks are available on the PGUSD website, hard copies will be available at the Board meeting.

Changes in the site handbook include the following:

- Page 3 Update Staff
- Page 4 Update Calendar to 2017-2018
- Page 7 Update Absences
- Page 7 Add Justifiable Absence Policy
- Page 9 Update College Classes to say “dual” instead of “concurrent”
- Page 10 Update Health and Voc Ed credits to 5 and total credits to 200
- Page 11 Update Food Service policy
- Page 14 Update Cell Phone Policy
- Page 14 Update Bicycle/Skateboard Policy
- Page 15 Update Personal Property and School Lockers Policy
- Page 15 Update Student Dress Policy
- Page 17 Update “Removing 1 DOT”
- Page 19 Update Harassment Policy
- Page 25 Update Sample Behavior Contract Form
- Page 27 Add Sample Justifiable Absence Form

SUBJECT: Pacific Grove Adult Education Site Handbook

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The District Administration recommends the Board review and approve the Pacific Grove Adult Education site handbook for the 2017-18 school year.

BACKGROUND:

Handbooks are available on the PGUSD website, hard copies will be available at the Board meeting.

A student handbook for Pacific Grove Adult Education did not exist, only a staff handbook which included information not needed in a student handbook. This handbook is a new document for PGAE.

SUBJECT: Year End Budget Transfer Resolution #997

PERSON RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services

RECOMMENDATION:

The District Administration recommends that the Board approve Resolution #997: Year End Budget Transfers.

BACKGROUND:

As per Ed Code 42601, at the close of any school year, a school district may, with the approval of the Governing Board, identify and request the County Superintendent of Schools to make necessary budget transfers in order to balance any expenditure classifications within the budget of the district as necessary to permit the payment of obligations of the district incurred during that school year.

INFORMATION:

This resolution allows the business office to make year-end budget transfers that are necessary to close the books each year.

FISCAL IMPACT:

None.

Pacific Grove Unified School District

Board Resolution #997

Authorizing Year-End Budget Transfers

WHEREAS, Appropriation transfers may be necessary to permit the payment of obligations of the District incurred during the 2016-17 school year;

BE IT THEREFORE RESOLVED, that the Governing Board of the Pacific Grove Unified School District delegates its authority to the Monterey County Superintendent of Schools to make such transfers between the designated fund balance or the unappropriated fund balance and any expenditure classification or classifications, or balance any expenditure classifications of the budget of the District for that school year as necessary to permit the payment of obligations of the District for the 2016-17 fiscal year pursuant to Section 42601 of the California Education Code.

PASSED AND ADOPTED on April 27, 2017 by the following vote:

AYES:

NOES:

ABSENT:

I HEREBY CERTIFY, that the foregoing resolution was duly introduced, passed and adopted by the Governing Board at a regularly called and conducted meeting held on said date.

Brian Swanson, Clerk of the Board

SUBJECT: Review of Facilities Use Fee Schedule

PERSON RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services

RECOMMENDATION:

The District Administration recommends that the Board review and provide direction on the District's Facilities Use Fee schedule.

BACKGROUND:

Board Policy 1330 provides the authority for charging fees to outside groups that use District facilities. The Board has requested a review of current fees, along with a comparison of fees charged in surrounding school districts. The district receives approximately \$35,000 per year in revenue from facilities fees, not including the lease of the David Avenue campus.

The District recently implemented new facility use software from Facilitron. This web site verifies user's insurance coverage and non-profit status, if applicable. The Facilitron web site for PGUSD lists each individual facility that is available for use, and the fee that will be charged. A master calendar is provided that quickly shows all PGUSD use, such as sports or extracurricular events, as well as the scheduled use by outside groups.

INFORMATION:

The District Administration recommends that the current fee schedule remain unchanged for the 2017-18 school year. The current Facilities Use Fee schedule is attached.

Also included for discussion is information from the WAVE program, which is requesting the use of several of the District's facilities from July 7 through July 28. A spreadsheet is attached showing the charge for each facility, and the total cost of \$30,565, as well as a brief explanation of the WAVE budget.

FISCAL IMPACT:

There is no fiscal impact to this item.

Facilities Use Fees

Facility	Site	Pacific Grove		Carmel USD			Salinas UHSD		MPUSD	
		2	3	2	3	4	2	3	2	3
1 Classroom & Outdoor Eating Area	All	\$ 20	\$ 25	\$ 8	\$ 17	\$ 33	\$ 10	\$ 27	\$ 30	\$ 150
2 Library	FG,RD	\$ 20	\$ 25							
3 Library	MS,HS	\$ 45	\$ 50	\$ 8	\$ 17	\$ 33				
4 Multipurpose Room*	HS	\$ 50	\$ 75							
5 Multipurpose Room*	FG,RD	\$ 50	\$ 75	\$ 27	\$ 50	\$ 99	\$ 75	\$ 250	\$ 65	\$ 475
6 Auditorium	RD	\$ 30	\$ 35							
7 Auditorium ** & ***	MS	\$ 75	\$ 100	\$ 32	\$ 64	\$ 128	\$ 75	\$ 120	\$ 85	\$ 990
8 Gymnasium*	MS	\$ 75	\$ 100				\$ 75	\$ 300	\$ 80	\$ 650
9 Gymnasium*	HS	\$ 75	\$ 100	\$ 15	\$ 30	\$ 60	\$ 150	\$ 500	\$ 95	\$ 990
10 Shower Rooms*	MS,HS	\$ 40	\$ 45	\$ 21	\$ 42	\$ 84	\$ 70	\$ 100	\$ 75	\$ 75
High School Stadium:										
11 Stadium and restrooms (no lights)	HS	\$ 50	\$ 75			\$ 125	\$ 500	\$ 1,500	\$ 105	\$ 1,125
12 Stadium and restrooms (with lights)	HS	\$ 75	\$ 100				\$ 750	\$ 1,750	\$ 170	\$ 1,750
13 Track (included above)	HS						\$ 100	\$ 200		
14 Press Box	HS	\$ 10	\$ 15							
15 Concession Building	HS	\$ 50	\$ 75							
16 Field House	HS	\$ 30	\$ 40							
17 Tennis Courts	HS	\$ 25	\$ 50				\$ 20	\$ 70		
18 Swimming Pool	HS	\$ 50	\$ 75			\$ 60	\$ 120	\$ 600	\$ 300	
19 Audio Visual Equipment	All	\$ 10	\$ 15	\$ 5	\$ 10	\$ 20			\$ 40	\$ 40
20 Computer Labs***	All	\$ 40	\$ 45							
21 Teacher Lounges	All	\$ 15	\$ 20							
22 Kitchen Facilities***	All	\$ 50	\$ 75				\$ 70	\$ 170	\$ 50	
23 Play Fields	All	\$ 25	\$ 35				\$ 40			
24 Parking Lots	All	\$ 20	\$ 30	\$ 4	\$ 8	\$ 16	\$ 5	\$ 27	\$ 100	\$ 875
25 Processing Fee	All	\$ 2	\$ 5	\$ 10	\$ 20	\$ 20				
26 Custodial charge per hour	All	\$ 35	\$ 35	\$ 22	\$ 45	\$ 45			\$ 50	\$ 50
27 Custodial OT per hour	All	\$ 50	\$ 50							

Pacific Grove USD:

Group 1 - Civic Center (free use): District related meetings, school groups/clubs, booster clubs, Boy/Girl Scouts.

Group 2 - Users not in Group 1, not charging admission or, if a charge, for charitable purposes or for the welfare of District students. Public, non-commercial groups, such as city, county, state agencies, little leagues.

Group 3 - Users not in Group 1, charging admission, not for charitable purposes and not for the welfare of District dances, dealer's exhibits, sporting shows and commercial sales.

* Overnight use is charged at 8 hours

** A damage deposit of \$1,000 is required for use of the Middle School Auditorium (Performing Arts Center) unless waived by the Superintendent or designee.

*** Paid District employee required to be present at user's expense. This applies to using the 1) Middle School Auditorium sound or lighting system and 2) all site cafeterias with kitchen equipment and food preparation.

**WAVE Program Facility Use
Group 2 Rates**

Action/Discussion Item B

Date	Hours	Custodial Fees	Gym (Large)	Baseball Field	Pool	Stadium	Dance Room	Art Room	Tennis Courts	Total Fees
Jul 7	Rate	50.00	75.00							
	Hours	1.50	1.50							
	Total	75.00	112.50	-	-	-	-	-	-	187.50
Jul 10	Rate	50.00	75.00	25.00	50.00	50.00	50.00			
	Hours	8.00	8.00	8.00	8.00	8.00	8.00			
	Total	400.00	600.00	200.00	400.00	400.00	400.00	-	-	2,400.00
Jul 11	Rate	50.00	75.00	25.00	50.00	50.00				
	Hours	8.00	8.00	8.00	8.00	8.00				
	Total	400.00	600.00	200.00	400.00	400.00	-	-	-	2,000.00
Jul 12	Rate	50.00	75.00	25.00	50.00	50.00				
	Hours	8.00	8.00	8.00	8.00	8.00				
	Total	400.00	600.00	200.00	400.00	400.00	-	-	-	2,000.00
Jul 13	Rate	50.00	75.00	25.00	50.00	50.00				
	Hours	8.00	8.00	8.00	8.00	8.00				
	Total	400.00	600.00	200.00	400.00	400.00	-	-	-	2,000.00
Jul 14	Rate	50.00	75.00	25.00	50.00	50.00				
	Hours	8.00	8.00	8.00	8.00	8.00				
	Total	400.00	600.00	200.00	400.00	400.00	-	-	-	2,000.00
Jul 17	Rate	50.00	75.00	25.00	50.00	50.00		20.00		
	Hours	8.00	8.00	8.00	8.00	8.00		8.00		
	Total	400.00	600.00	200.00	400.00	400.00	-	160.00	-	2,160.00
Jul 18	Rate	50.00	75.00	25.00	50.00	50.00		20.00		
	Hours	8.00	8.00	8.00	8.00	8.00		8.00		
	Total	400.00	600.00	200.00	400.00	400.00	-	160.00	-	2,160.00
Jul 19	Rate	50.00	75.00	25.00	50.00	50.00		20.00		
	Hours	8.00	8.00	8.00	8.00	8.00		8.00		
	Total	400.00	600.00	200.00	400.00	400.00	-	160.00	-	2,160.00
Jul 20	Rate	50.00	75.00	25.00	50.00	50.00		20.00		
	Hours	8.00	8.00	8.00	8.00	8.00		8.00		
	Total	400.00	600.00	200.00	400.00	400.00	-	160.00	-	2,160.00
Jul 21	Rate	50.00	75.00	25.00	50.00	50.00		20.00		
	Hours	8.00	8.00	8.00	8.00	8.00		8.00		
	Total	400.00	600.00	200.00	400.00	400.00	-	160.00	-	2,160.00
Jul 24	Rate	50.00	75.00	25.00	50.00	50.00			25.00	
	Hours	8.00	8.00	8.00	8.00	8.00			8.00	
	Total	400.00	600.00	200.00	400.00	400.00	-	-	200.00	2,200.00
Jul 25	Rate	50.00	75.00	25.00	50.00	50.00			25.00	
	Hours	8.00	8.00	8.00	8.00	8.00			8.00	
	Total	400.00	600.00	200.00	400.00	400.00	-	-	200.00	2,200.00
Jul 26	Rate	50.00	75.00	25.00	50.00	50.00			25.00	
	Hours	8.00	8.00	8.00	8.00	8.00			8.00	
	Total	400.00	600.00	200.00	400.00	400.00	-	-	200.00	2,200.00
Jul 27	Rate	50.00	75.00	25.00	50.00	50.00			25.00	
	Hours	8.00	8.00	8.00	8.00	8.00			8.00	
	Total	400.00	600.00	200.00	400.00	400.00	-	-	200.00	2,200.00
Jul 28	Rate	50.00	75.00	25.00	50.00	50.00			25.00	
	Hours	8.00	8.00	8.00	8.00	8.00			8.00	
	Total	400.00	600.00	200.00	400.00	400.00	-	-	200.00	2,200.00
TOTAL		6,075.00	9,112.50	3,000.00	6,000.00	6,000.00	400.00	800.00	1,000.00	32,387.50

The Program was seeded with \$400,000 start up money by a private donor who wishes to remain anonymous. Based on that money "thewaveprogram" has a 4 year pro-forma budget. This money funds the program through 2020. However, our fundraising apparatus and our ability to raise \$50,000 to \$70,000 yearly will keep the program solvent and ongoing. The goal is to always provide and grow the program. Importantly, "thewaveprogram" is for 10,11, and 12 year old kids who reside in and attend Pacific Grove Schools ONLY. It is FREE to these students. It employs teachers and coaches from PGUSD. For example the art program is run by the other Matt Kelly in his own classroom. The program really is specific to the community of Pacific Grove. As of today or enrollment is 222 kids with 219 parents committed to attend the Parent orientation on July 7!

Yearly Budget

* Doesn't include Facilities

* Based on at least 25 employees in the month of July

*Based on 150 participants

Revenues for 2017

Grants and Donations \$50,000

Partnerships \$20,000

Investment income \$5,000

Salaries Include: Executive Director, Activity Director, Coaches and Teachers, Class Assistants \$80,000

Payroll taxes and services \$11,000

Insurance \$3,000

Website construction and maintenance \$3,500

Equipment \$12,000

Legal Fees \$12,000 (one time non profit startup)

Actual projected 2017 budget \$131,500

This number will be slightly higher because of higher projected enrollment

Thanks for all your help Matt! Please let me know if there is anything else you need. Also, please take a look at the website it gives a great description and goals of the program. thewaveprogram.org

Respectfully, Darryl

SUBJECT: Review of Cafeteria Menu Prices

PERSON RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services and Dianne Hobson, Director of School Nutrition

RECOMMENDATION:

The District Administration recommends that the Board review Cafeteria menu prices.

BACKGROUND:

In May 2016, the Board approved an increase in menu prices for the Food Service program for the 2016-17 school year. Meal prices were increased \$0.25 per meal. Prior to that, meal prices had not been increased for seven years. This extra revenue helped to reduce the transfer in from the General Fund which is necessary to balance out the Cafeteria Fund deficit.

INFORMATION:

District Administration is not recommending an increase in meal prices for the 2017-18 school year. It is expected that a recommendation will be made a year from now to increase prices by another \$0.25 per meal.

The USDA has a minimum Lunch Equity price recommendation of \$2.86 per meal and the District is meeting that recommendation by charging a weighted average price of \$3.31.

In October of next year, once the year is closed out, we will be providing the Board with the actual results of operations for the current year.

Attached is a comparison of the cost of lunch and breakfast currently being charged at Monterey Peninsula Unified School District and Carmel Unified School District.

FISCAL IMPACT:

None.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
FOOD SERVICE DEPARTMENT

Surrounding School Districts Current Meal Prices.

2016/2017

<u>Monterey Pen. USD</u>		
Elementary:	lunch	\$2.75
HS & MS:	breakfast	\$2.00
HS & MS:	lunch	\$3.25
<u>Carmel USD</u>		
Elementary:	lunch	\$4.00
HS & MS:	breakfast	\$2.50
HS & MS:	lunch	\$4.00

<u>PGUSD Prices</u>		<u>Current</u>
Elementary:	lunch	\$3.00
HS & MS:	breakfast	\$2.75
HS & MS:	lunch	\$3.75

SUBJECT: Board Calendar/Future Meetings

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

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

BACKGROUND:

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

INFORMATION:

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

Board Meeting Calendar, 2016-17 School Year

Jan. 12	Regular Board Meeting ✓ Report on Governor's Budget Proposal ✓ Preliminary enrollment projection for 2017-18 ✓ Property Tax Update	District Office
Feb. 2	Regular Board Meeting ✓ Budget projections and assumptions ✓ Possible personnel action presented as information ✓ Preliminary Review of Site Master Schedules ✓ Maintenance/Facilities Update	District Office
Mar. 2	Regular Board Meeting ✓ Second Interim Report ✓ Budget Revision #3 ✓ Possible personnel action (RIF) ✓ Open House schedules reviewed	District Office
Mar. 16	Regular Board Meeting ✓ Budget projections and assumptions ✓ TRAN Resolution ✓ Williams/Valenzuela Uniform Complaint Report	District Office
Apr. 6	Regular Board Meeting ✓ Begin Superintendent Evaluation ✓ California Day of the Teacher ✓ Week of the CSEA Employee ✓ Draft 2017-18 Board meeting calendar	District Office
April 27	Regular Board Meeting ✓ 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 25	Regular Board Meeting ✓ 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	Regular Board Meeting ✓ Adopt budget for 2017-18 ✓ Recommend approval of LCAP ✓ Complete Superintendent Evaluation	District Office
June 29	Regular Board Meeting ✓ Approval of contracts and purchase orders for 2017-18	District Office

Board Meeting Calendar, 2017-18 School Year

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

SUBJECT: Review of Funding for new Portable Classrooms

PERSON RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services

RECOMMENDATION:

The District Administration recommends that the Board review the funding for the new portable classrooms.

BACKGROUND:

Because of an expected increase in enrollment, the Board approved the addition of one Kindergarten class at Forest Grove and Robert Down. Also, the existing Music building at Robert Down is going to be removed due to termite damage, and one additional portable classroom will be placed at each site.

At the April 6, 2017 Board meeting, the Board approved \$600,000 in financing for the five new portables, using a six year payback period. The purchase and installation of the portable classrooms is estimated to cost \$812,775.

The classrooms themselves will cost \$352,290, and the other costs (which include architect fees, DSA fees, IOR, demolition of existing building, and infrastructure) are expected to be \$460,485.

INFORMATION:

The payments for the portables will come from three different funds. Because the \$600,000 in financing will be placed in Fund 40, a majority of the costs will come from that fund.

Here is an estimate of how the costs are expected to be coded:

1) Fund 12 Child Development Fund	\$61,000
2) Fund 14 Deferred Maintenance Fund	\$100,000
3) Fund 40 Capital Projects Fund	\$651,775
Total	\$812,775

FISCAL IMPACT:

None. This item is for discussion only

SUBJECT: Future Agenda Items

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

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

BACKGROUND:

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

INFORMATION:

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

The following is a list of future agenda items as of the April 27, 2017 Regular Board Meeting:

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