

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

Trustees

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

**DATE:** Tuesday, May 9, 2017

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

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

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

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

**AGENDA AND ORDER OF BUSINESS**

**I. OPENING BUSINESS**

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

**II. ACTION/DISCUSSION**

A. Facilities Use Fee Schedule Review

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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: \_\_\_\_\_

### **III. INFORMATION/DISCUSSION**

#### **A. Trustee Vacancy Interview Process**

6

Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends that the Board discuss the Board vacancy interview process and provide direction to staff as necessary for the upcoming Board Vacancy Appointment Interviews scheduled for May 16, 2017.

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

### **III. ADJOURNMENT**

Next Special Board meeting- May 16, 2017- District Office

Next Regular Board meeting – May 25, 2017 – District Office

**SUBJECT:** Review of Facilities Use Fees

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

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**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:**

At the April 27, 2017 Board meeting, the Board requested that an agenda item be added in order to discuss the Facilities Fees charged to outside users. 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 \$24,565.

**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
<b>High School Stadium:</b>										
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 A

Date	Hours	Custodial Fees	Gym (Large)	Baseball Field	Pool	Stadium	Dance Room	Art Room	Tennis Courts	Total Fees
Jul 7	Rate	35.00	75.00							
	Hours	1.50	1.50							
	Total	52.50	112.50	-	-	-	-	-	-	165.00
Jul 10	Rate	35.00	75.00	25.00	-	50.00	50.00			
	Hours	8.00	8.00	8.00	8.00	8.00	8.00			
	Total	280.00	600.00	200.00	-	400.00	400.00	-	-	1,880.00
Jul 11	Rate	35.00	75.00	25.00	-	50.00				
	Hours	8.00	8.00	8.00	8.00	8.00				
	Total	280.00	600.00	200.00	-	400.00	-	-	-	1,480.00
Jul 12	Rate	35.00	75.00	25.00	-	50.00				
	Hours	8.00	8.00	8.00	8.00	8.00				
	Total	280.00	600.00	200.00	-	400.00	-	-	-	1,480.00
Jul 13	Rate	35.00	75.00	25.00	-	50.00				
	Hours	8.00	8.00	8.00	8.00	8.00				
	Total	280.00	600.00	200.00	-	400.00	-	-	-	1,480.00
Jul 14	Rate	35.00	75.00	25.00	-	50.00				
	Hours	8.00	8.00	8.00	8.00	8.00				
	Total	280.00	600.00	200.00	-	400.00	-	-	-	1,480.00
Jul 17	Rate	35.00	75.00	25.00	-	50.00		20.00		
	Hours	8.00	8.00	8.00	8.00	8.00		8.00		
	Total	280.00	600.00	200.00	-	400.00	-	160.00	-	1,640.00
Jul 18	Rate	35.00	75.00	25.00	-	50.00		20.00		
	Hours	8.00	8.00	8.00	8.00	8.00		8.00		
	Total	280.00	600.00	200.00	-	400.00	-	160.00	-	1,640.00
Jul 19	Rate	35.00	75.00	25.00	-	50.00		20.00		
	Hours	8.00	8.00	8.00	8.00	8.00		8.00		
	Total	280.00	600.00	200.00	-	400.00	-	160.00	-	1,640.00
Jul 20	Rate	35.00	75.00	25.00	-	50.00		20.00		
	Hours	8.00	8.00	8.00	8.00	8.00		8.00		
	Total	280.00	600.00	200.00	-	400.00	-	160.00	-	1,640.00
Jul 21	Rate	35.00	75.00	25.00	-	50.00		20.00		
	Hours	8.00	8.00	8.00	8.00	8.00		8.00		
	Total	280.00	600.00	200.00	-	400.00	-	160.00	-	1,640.00
Jul 24	Rate	35.00	75.00	25.00	-	50.00			25.00	
	Hours	8.00	8.00	8.00	8.00	8.00			8.00	
	Total	280.00	600.00	200.00	-	400.00	-	-	200.00	1,680.00
Jul 25	Rate	35.00	75.00	25.00	-	50.00			25.00	
	Hours	8.00	8.00	8.00	8.00	8.00			8.00	
	Total	280.00	600.00	200.00	-	400.00	-	-	200.00	1,680.00
Jul 26	Rate	35.00	75.00	25.00	-	50.00			25.00	
	Hours	8.00	8.00	8.00	8.00	8.00			8.00	
	Total	280.00	600.00	200.00	-	400.00	-	-	200.00	1,680.00
Jul 27	Rate	35.00	75.00	25.00	-	50.00			25.00	
	Hours	8.00	8.00	8.00	8.00	8.00			8.00	
	Total	280.00	600.00	200.00	-	400.00	-	-	200.00	1,680.00
Jul 28	Rate	35.00	75.00	25.00	-	50.00			25.00	
	Hours	8.00	8.00	8.00	8.00	8.00			8.00	
	Total	280.00	600.00	200.00	-	400.00	-	-	200.00	1,680.00
<b>TOTAL</b>		<b>4,252.50</b>	<b>9,112.50</b>	<b>3,000.00</b>	<b>-</b>	<b>6,000.00</b>	<b>400.00</b>	<b>800.00</b>	<b>1,000.00</b>	<b>24,565.00</b>

**SUBJECT:** Trustee Vacancy Interview Process

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

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**RECOMMENDATION:**

The District Administration recommends that the Board discuss the Board vacancy interview process and provide direction to staff as necessary for the upcoming Board Vacancy Appointment Interviews scheduled for May 16, 2017.

**BACKGROUND:**

A vacancy on the Board of Education was created on March 31, 2017 when Trustee John Thibeu resigned from the Board. Educational Code section 5091 provides that when a vacancy occurs on the governing board in a school district, the governing board of the district shall, within sixty (60) days of the vacancy, either make a provisional appointment or order an election to fill the vacancy.

**FISCAL IMPACT:**

None.

PACIFIC UNIFIED SCHOOL DISTRICT

# APPLICATION FOR PROVISIONAL APPOINTMENT TO THE BOARD OF EDUCATION

NAME: \_\_\_\_\_

First Middle Last

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

PHONE: (home)\_\_\_\_\_ (work)\_\_\_\_\_ (cell)\_\_\_\_\_

EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

Length of residence in the Pacific Grove Unified School District: \_\_\_\_\_

Education Attainment by Degree(s): \_\_\_\_\_

Occupation: \_\_\_\_\_

1. Please describe your understanding of the role of a school board member:

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2. Please describe the reasons for your interest in serving on the Board of Education:

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3. Please describe any special skills, education, training, talents or other attributes that you possess which you feel are applicable to the role of a school board member:

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4. Please describe your involvement and participation within Pacific Grove Unified School District (children in school, committee work, parent club participation, etc.):

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5. Please describe your involvement and participation in any other community or business activities that you believe are relevant to the role of a school board member:

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6. Please use this space to add any other information that you would like to tell the Board about yourself:

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You may add additional pages.

I certify that I am 18 years of age or older, a citizen of the state of California, a resident within the Pacific Grove Unified School District, a registered voter, and am not disqualified by the Constitution or laws of this state from holding a civil office. I am qualified to be elected or appointed a member of the Pacific Grove Unified School District Board of Education without further qualifications.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

APPLICATION DEADLINE: Friday, April 28 at 5:00 P.M.

RETURN APPLICATION TO: Dr. Ralph Gómez Porras, Superintendent  
Pacific Grove Unified School District Office  
435 Hillcrest Avenue  
Pacific Grove, CA 93950

**\*Please note applications will become public documents with residential address redacted**



## **Legal Notice / Public Notice**

### **PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES Seeks Applicants To Fill Board Vacancy**

The Pacific Grove Unified School District is seeking to fill the Board vacancy created by the resignation of its current representative through an appointment rather than an election.

Persons interested in applying for the appointment can find the application on the District website at [www.pgusd.org](http://www.pgusd.org) or contact Mandi Freitag, Executive Assistant at either (831) 646-6510 or by email to [mfreitag@pgusd.org](mailto:mfreitag@pgusd.org) for an application packet.

#### **Provisional Appointment**

The period for submitting an application ends at 5:00 Friday, April 28, 2017. Applicants will be invited to a public session interview by the Board of Trustees to be held on Tuesday, May 16, 2017.

The Board plans to make its provisional appointment following the interviews.

by

Dr. Ralph Gómez Porras  
Superintendent  
and Secretary to the Pacific Grove Unified School District Board of Education