

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

Trustees

*John Paff, President  
Brian Swanson, Clerk  
Debbie Crandell  
Cristy Dawson  
Bill Phillips  
Kulaea Tulua, Student Rep*

**DATE:** Thursday, February 8, 2018

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

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

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

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

**AGENDA AND ORDER OF BUSINESS**

**I. OPENING BUSINESS**

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

**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 CSEA for 2017/18 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives for the purpose of giving direction and updates.
- 2. Employee Discipline/Dismissal/Release/Complaint (2 cases) [Government Code § 54957]

B. Public comment on Closed Session Topics

C. Adjourn to Closed Session

**III. RECONVENE IN OPEN SESSION**

A. Report action taken in Closed Session:

1. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2017/18 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives for the purpose of giving direction and updates.
2. Employee Discipline/Dismissal/Release/Complaint (2 cases) [Government Code § 54957]

B. Pledge of Allegiance

**IV. PRESENTATION**

Presented by Karinne Gordon and Sarah Bitter, students from the Critical Issues Forum (CIF) were invited to present their work at the Forum of Youth Communicators for a World without Nuclear Weapons on November 26, 2017.

**V. COMMUNICATIONS**

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

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

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

**VII. CONSENT AGENDA**

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

A. Minutes of January 25, 2018 Board Meeting

Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends approval of minutes as presented.

- B. Certificated Assignment Order #9 12  
Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Certificated Assignment Order #9.
- C. Classified Assignment Order #9 14  
Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Classified Assignment Order #9.
- D. Acceptance of Donations 16  
Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board approve acceptance of the donations referenced below.
- E. Out of County or Overnight Activities 17  
Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board approve or receive the request as presented.
- F. Warrant Schedules No. 591 and No. 592 32  
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.
- G. Contract with InformedK12 35  
Recommendation: (Billie Mankey, Director of Human Resources) The District Administration recommends that the Board review and approve the contract for services with InformedK12 to provide increased productivity and efficiency by automating critical business forms and processes and workflow approval tracking used throughout the district.

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

**VIII. ACTION/DISCUSSION**

- A. Increase Contract Amount for Interim Speech Therapist, Linda Shingu For The Provision of Speech Therapy Services 38  
Recommendation: (Clare Davies, Director of Student Services) The District Administration recommends that the Board review and approve the increased budget amount in order to extend the contract for Linda Shingu, interim Speech and Language Therapist.
- Move: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_
- B. 2018–19 School Calendar and 2019-20 School Calendar (2 year model) 41  
Recommendation: (Billie Mankey, Director of Human Resources) The District Administration recommends that the Board review and approve the 2018-19 and 2019-20 school year calendar or direct staff to other options.

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

- C. School Bus Punch Pass 44  
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends that the Board review and approve a bus punch pass to be used by students who will only utilize District Transportation Services a few times a year.

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

- D. Board Policies and Regulation Student Rights with Law Enforcement- Review and/or Final Read 45  
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends that the Board review and approve or provide feedback on the new Board Policies and Regulation concerning Student Rights with Law Enforcement, as recommended by legal counsel.

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

- E. Board Calendar/Future Meetings 53  
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 December Property Tax Revenue for 2017-18 56  
Recommendation: (Rick Miller, Assistant Superintendent) Administration recommends that the Board review the year-to-date receipts of Property Tax Revenue.

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

- B. Pacific Grove Adult Education Licensed Child Care Center and Extended Day Preschool 58  
Recommendation: (Barbara Martinez, Adult School Principal) The District Administration requests that the Board review the program design and budget for the Adult Education Child Care and Extended Day Preschool Center.

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

- C. Pacific Grove High School Advance Placement Program Report 72  
Recommendation: (Matt Bell, Pacific Grove High School Principal) The District Administration recommends that the Board hear a presentation on statistics regarding the Advanced Placement program at Pacific Grove High School.

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

- D. California School Accountability Dashboard 73  
Recommendation: (Ani Silva, Director of Curriculum and Special Projects; Matthew Binder, Director of Education Technology) The District Administration recommends that the Board review the information provided regarding the California School Accountability Dashboard.

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

- E. Quarterly District Safety Update 75  
Recommendation: (Barbara Martinez, Director of Student Safety) The District Administration recommends that the Board review the district quarterly safety update and suspension data to date.

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

- F. Future Agenda Items 76  
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.

Affordable Housing Project Impacts to District  
Long Term Counseling Study (Winter 2018)

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

**X. ADJOURN**

Next meeting – March 8, 2018 – District Office

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION  
Minutes of Regular Meeting of January 25, 2018 – Community High School

**I. OPENED BUSINESS**

- A. Called to Order 6:31 p.m.
- B. Roll Call
- |                         |  |
|-------------------------|--|
| President:              | Trustee Paff   |
| Clerk:                  | Trustee Swanson  |
| Trustees Present:       | Trustee Crandell<br>Trustee Dawson<br>Trustee Phillips   |
| Administration Present: | Superintendent Porras<br>Assistant Superintendent Miller |
| Board Recorder:         | Mandi Ackerman   |
- C. Adopted Agenda

**MOTION Dawson/Crandell to adopt agenda as presented.**  
**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 CSEA for 2017/18 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives for the purpose of giving direction and updates.
- B. Public comment on Closed Session Topics
- None.
- C. Adjourned to Closed Session 6:32 p.m.

**III. RECONVENED IN OPEN SESSION** 7:06 p.m.

- A. Reported action taken in Closed Session:
1. Negotiations - Collective Bargaining Session preparation with the CSEA for 2017/18  
The Board discussed this item.
- B. Pledge of Allegiance Led By: Community High School Principal Matt Bell

**IV. SITE PRESENTATIONS**

Community High School presentation: Building Community

Community High School Principal Matt Bell welcomed families and staff, spoke about Community High School and all the amazing, bright, motivational work being done at the site.

Teacher Kim Shurtz spoke on the evening's theme: Building Community.

Building improvements to the site including fence repairs, light replacements, new art supplies, technology and software updates, and lockers to create a cell-free zone for students.

Building staff included the recent hire of Office Manager Amanda Jaramillo; Sarah Fox, Nature Immersion Program instructor; and a tutor to be hired.

Sarah Fox presented information to the Board about the Nature Immersion, a program focused on nature connection including survival skills, ancestral skills and wilderness skills. The purpose of the program is to connect with empathy, improve behavior, and enhance positive communication skills.

In addition to the Nature Immersion program, building students within the community is another portion of the Building Community theme. 20% of students were dual enrolled at Community High School and Monterey Peninsula College; students are hosting a stand at the Farmer's Market in Pacific Grove. Teacher in Charge Brad Woodyard also spoke on the holistic approach to building communication, including video production. Student Isabella Torres presented her video on Fast Fashion. A PSA video by Michaela Pitruzzello and Wyatt Kneisley was also presented, an interview with Trustee Dawson speaking on Continuation High School.

Each Trustee took turns to speak on the positive impact of being back at Community High School, their appreciation for the presentations, the impressive work the students are doing, thanking Principal Bell, and Teachers Brad, Kim and Sarah.

## V. COMMUNICATIONS

### A. Written Communication

The Board received a letter from CSEA, as well a suggestion regarding the school district calendar.

### B. Board Member Comments

Trustee Swanson noted it was great to be back at Community High School, spoke about how great the robotics team is doing, and attended the central coast sectional.

Trustee Dawson visited the counselors, as well as Forest Grove to look at the portables.

Trustee Paff thanked Director of Maintenance and Transportation Matt Kelly for all the hard work done over the winter break.

### C. Superintendent Report

Nothing to report. Thanked Community High School for an outstanding site presentation.

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

Forest Grove Elementary School Principal Buck Roggeman updated the Board on instrumentals for 5<sup>th</sup> grade (volunteers); Kindness Week; GATE; and yo-yo event.

Robert Down Elementary School Principal Linda Williams recognized State Preschool Diane Beron for her dedication and pursuit of excellence in early childhood education. The recognitions were from: Anna Caballero, House of Representatives - 30th District, State of California; Jimmy Panetta-United States Congress, Representative 20th District; California QRIS (Quality Rating and Improvement System) Consortium, California Dept. of Education.

Pacific Grove Adult Education Principal Barbara Martinez announced Teacher Barbara Kraus received the Teacher of Excellence Award from the California Council for Adult Education Bay Section.

Pacific Grove Middle School Principal Sean Roach provided the Board with an update on the Students of Concern, a program which is now a permanent part of the school environment.

Pacific Grove High School and Community High School Principal Matt Bell noted Kindness Week, as well as a brief update on events at Pacific Grove High School.

Robert Down Elementary School Teacher Sydney Dacuyan explained LAND a remote operation vehicle.

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

None.

#### **VII. CONSENT AGENDA**

- A. Minutes of December 7, 2017 Board Meeting
- B. Certificated Assignment Order #8
- C. Classified Assignment Order #8
- D. Acceptance of Donations
- E. Out of County or Overnight Activities
- F. Cash Receipts Report No. 2
- G. Revolving Cash Report No. 2
- H. Contract for Services with EDEquity, Inc
- I. Pilot Participation Agreement with Monterey County Child Care Planning Council
- J. Robert Down Elementary School Sidewalk Repair
- K. Pacific Grove High School Batting Cages

Trustee Crandell noted the three Forest Grove teachers that will be retiring, publicly acknowledging their years of service, also noted she was glad to see Zoe Roach was back.

Forest Grove Principal Buck Roggeman also noted the three incredible teachers retiring, noting their site would be losing three powerhouses, leaving mighty big shoes to fill, and thanked them for their incredible years of service.

Principal Bell recognized Assistant Superintendent Rick Miller will be retiring, noting his service and expertise to the District. The Board echoed his sentiments.

**MOTION Dawson/Phillips to approve consent agenda as presented.**

**Public comment: none**

**Motion CARRIED 5 – 0**

## VIII. ACTION/DISCUSSION

### A. 2016-2017 Audit Report

Assistant Superintendent Miller presented information to the Board from the Audit Report. The Board discussed and asked questions.

**MOTION Crandell/Dawson to approve the 2016-17 Audit Report.**

**Public comment: none**

**Motion CARRIED 5 – 0**

### B. Approval of Measure A Education Technology Expenditures

Assistant Superintendent Miller presented information to the Board from the Measure A Education Technology Expenditures. The Board discussed and asked questions including how expenditures are determined, who sits on the Education Technology Committee.

**Public comment:**

Parent Kate Lee asked the Administration and Board to ask careful questions about apps being used by students and to ensure updates to apps are made in a timely manner. Also noted it was impressive to see how quickly the committee came together to put the funds to good use. Recommended Administration check in with the students on feedback, and thanked Assistant Superintendent Miller for all his hard work.

**MOTION Crandell/Dawson to approve the Measure A Education Technology Expenditures.**

**Motion CARRIED 5 – 0**

### C. Board Policies and Regulation Student Rights with Law Enforcement- First and/or Final Read

Superintendent Porras presented information to the Board, including an explanation of each policy and regulation for review. The Board discussed and asked questions. Several Trustees expressed concerns about giving law enforcement discretion; requested there be specifics on age groups in the documents. Student safety was discussed. Several Trustees supported the policies and regulation as presented, noting the responsibility and discretion of Administration during situations concerning students and law enforcement. Lockers, Wonder Woofs drug dogs, metal detectors were also discussed.

Principal Bell noted police jurisdiction in situations.

**Public comment:**

Parent Kate Lee requested the policies and regulation not be passed as-is, and requested a second draft be brought back to the Board. Lee noted a recent incident that highlighted the failure of the system to contact families during investigations by law enforcement and urged the Board to include notifying parents prior to law enforcement interviews of students.

**The Board directed Administration to work with legal counsel and to bring the policies and regulations back for a second review, based on feedback tonight.**

D. Pacific Grove High School Targeted Counselor Request

Principal Bell presented a need for a targeted counselor to the Board. The Board discussed this item, including a Trustee expressing concerns over the other school sites that may also need additional counseling services; the ratio of students to counselors at Pacific Grove High School versus comparable schools in the nation. The Board discussed and asked questions.

**MOTION Dawson/Swanson to extend the meeting to 11p.m.  
Motion CARRIED 5 – 0**

Assistant Principal Jason Tovani advocated for AVID rather than adding a counseling position.

Kristin Paris spoke in support of this position.

**MOTION Swanson/Crandell to approve the Pacific Grove High School Targeted Counselor Request, with the amendment that the position is to be a District employee to be reassigned as necessary.**

**Public comment: none  
Motion CARRIED 5 – 0**

E. Job Description for Assistant Superintendent for Business Services

Superintendent Porras presented information to the Board, noting several spelling/grammar mistakes to be corrected. Trustees discussed the importance of this position, including setting a high bar for a replacement.

**MOTION Crandell/Swanson to approve the Job Description for Assistant Superintendent for Business Services, with minor changes per Administration discretion.**

**Public comment: none  
Motion CARRIED 5 – 0**

F. Board Calendar/Future Meetings

**No changes, no action taken.**

IX. INFORMATION/DISCUSSIONA. Review of District Enrollment Projections for 2018-19

Assistant Superintendent Miller presented information to the Board.

B. Pacific Grove Adult Education Licensed Child Care Center and Extended Day Preschool

**Due to time, this item was moved to the next regular Board meeting scheduled on February 8, 2018.**

C. Pacific Grove High School Advance Placement Program Report

**Due to time, this item was moved to the next regular Board meeting scheduled on February 8, 2018.**

D. Facilities Project Updates

Director of Maintenance and Transportation Kelly provided an update to the Board on current facilities projects.

E. California School Accountability Dashboard

**Due to time, this item was moved to the next regular Board meeting scheduled on February 8, 2018.**

F. Future Agenda Items

Elementary Bus Pass (Feb. 8)  
Affordable Housing Project Impacts to District

Board requested to add a long-term counseling needs study

**Due to time, this item was moved to the next regular Board meeting scheduled on February 8, 2018.**

Trustee Crandell thanked her fellow Board Members for their willingness and openness to discuss and agree to disagree.

X. **ADJOURNED**

**11:02 p.m.**

Approved and submitted:

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Dr. Ralph Gómez Porras  
Secretary to the Board

**SUBJECT:** Certificated Assignment Order #9

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

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**RECOMMENDATION:**

The administration recommends adoption of Certificated Assignment Order #9.

**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. 9  
February 8, 2018**

**TEMPORARY NEW HIRE:**

Rachel Crawford, PGAS, Ballet Instructor, Temporary, 1.5 hours per week, Column A, Step 1, paid per time sheet effective January 23, 2018 (Dependent upon sufficient enrollment)

**2017-18 Stipend Assignments**

| <b>Employee</b> | <b>Assignment</b>     | <b>Stipend</b>   | <b>Funding</b> |
|-----------------|-----------------------|--|----------------|
| Mary Riedel     | Administrative Mentor | \$5,000 total, with 50% paid February 30 <sup>th</sup> and 50% to be paid May 30 <sup>th</sup> | ACSA Donation  |

**2017-18 PGHS Coaching Assignment**

| <b>Employee</b> | <b>Assignment</b>     | <b>Stipend</b> | <b>Funding</b> |
|-----------------|-----------------------|----------------|----------------|
| Bob Sevene      | Assistant Track Coach | 0.50 FTE       | GF             |

**ADDITIONAL ASSIGNMENT:**

Andrew Bradley, Elementary GATE Instructor, 1.5 hours per week, 11 weeks, effective February 2, 2018 through May 31, 2018 only (additional hours based on student enrollment)

**REQUEST FOR LEAVE OF ABSENCE:**

Stefanie Pechan, RDE 5<sup>th</sup> Grade Teacher, requests an extension of her 2017-18 unpaid, long-term, personal leave of absence through the 2018-19 school year only.

**REQUEST FOR CHILD REARING LEAVE:**

Kayla Naylor, FGE Elementary Teacher (Grade 4) qualifies for and requests child rearing leave for a minimum of 12 weeks, effective January 16, 2018

**REQUEST FOR SABBATICAL LEAVE OF ABSENCE:**

Mary Lee Newman, FGE Elementary Teacher (Grade 3) requests a sabbatical leave of absence as for the purposes of teaching in Rwanda, effective January 2019 through November 2019 only.

**SUBSTITUTE:**

Shauna Cooper  
John Cranston  
Barak Laub

**SUBJECT:** Classified Assignment Order #9

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

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**RECOMMENDATION:**

The administration recommends adoption of Classified Assignment Order #9

**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. 9  
February 8, 2018**

**NEW HIRE:**

Itana Avdalovic, PGHS, Instructional Assistant (Special Education), 6 hours per day, 180 day work calendar, Range 31, Step A, effective February 6, 2018 (replaces Renee Lozano)

**ADDITIONAL LIMITED-TERM ASSIGNMENT:**

Lena Moore, FGE, Childcare Support for EL Parenting class, 3 hours per week, Range 25, Step A, paid per timesheet, effective January 23, 2018 through May 29, 2018

**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**

Yellow Brick Road Benefit Shop

\$1,500 (wrestling mats)

**Pacific Grove High School**

None

**Pacific Grove Community High School**

None

**Pacific Grove Adult School /Lighthouse Preschool &**

**Preschool Plus Co-op**

Erling Lagerholm Trust

\$1,884 (PG Adult School, undesignated)

**Pacific Grove Unified School District**

None

Ref: Donations

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

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

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**RECOMMENDATION:**

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

**BACKGROUND:**

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

**INFORMATION:**

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

**FISCAL IMPACT:**

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

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**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**
**OUT-OF-COUNTY OR OVERNIGHT ACTIVITIES**

| <u>DATE</u><br><u>DESTINATION</u>                                      | <u>STUDENTS/CLASS</u><br><u>ACTIVITY</u>                | <u>TRANSPORTATION</u> | <u>COST</u> | <u>FUNDING SOURCE</u> |
|--|---|-----------------------|-------------|-----------------------|
| March 17-18<br>St. Ignacius College Prep<br>San Francisco              | PGHS Robotics Club<br>Robotics Competition              | Auto                  | \$277       | GATE                  |
| March 24<br>St. Theresa HS and<br>Great America Theme Park<br>San Jose | PGMS Instrumental Music<br>Music Competition            | School Bus            | \$2,276     | MS Music              |
| April 6-8<br>Fresno Convention Ctr.<br>Fresno                          | PGHS Robotics Club<br>Robotics Competition              | Auto                  | \$350       | GATE                  |
| April 21<br>Santa Cruz HS<br>Santa Cruz                                | PGMS Instrumental Music<br>CMEA-CCS Festival            | School Bus            | \$1,830     | MS Music              |
| May 4<br>Mission San Juan Bautista<br>San Juan Bautista                | RD 4 <sup>th</sup> Grade Class<br>CA History field trip | Auto                  | \$100       | Field Trip funds      |
| May 4-5<br>Disneyland<br>Anaheim                                       | PGHS Senior Class<br>Graduation Celebration             | Charter               | \$29,000    | ASB, Students         |

|   |  |            |         |                         |
|---|--|------------|---------|-------------------------|
| May 5<br>Great America Theme Park<br>San Jose | PGMS Choir<br>Vocal Music Competition                | School Bus | \$1,140 | Students                |
| May 30<br>Tech Museum<br>San Jose             | FG 5 <sup>th</sup> Grade Class<br>Science field trip | Charter    | \$2,488 | PG Pride Walk, Students |

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Consent Agenda Item E  
**RECEIVED**  
 JAN 12 2018  
 By UMT

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

Board Approval is required for all out-of-county, out-of-state, or overnight activities. The request must be approved by the Board prior to the event, therefore the request must be submitted AT LEAST TWO (2) WEEKS PRIOR TO THE BOARD MEETING PRIOR TO THE EVENT. For ALL other activities, submit request two weeks in advance of activity.

Date of Activity 3/17-3/18/2018 Day of Activity Friday & Saturday  
 Location of Activity San Francisco City St. Ignacious College Prep County San Francisco  
 School PGHS Class or Club Robotics Grade Level/s 9-12  
 School Departure Time 5 A.M. \_\_\_\_\_ P.M. \_\_\_\_\_  
 Pickup Time from Place of Activity \_\_\_\_\_ A.M. 10 P.M. \_\_\_\_\_  
 Name of Employee Accompanying Students ISAAC Rubin, Jally Richmond  
 Number of Adults 6 (please print) Number of Students 25  
 Description of Activity/Educational Objective Robotics Competition

List All Stops \_\_\_\_\_  
 Means of Transportation: ( ) School Bus ( ) Charter  Auto\* ( ) District Van\*\* ( ) Walk ( ) Air  
 \* Board Regulation 3541.1 Requirements will be complied with when using private Autos IR  
 (Teacher initials)

\*\*If using District vans, driver names must be listed: \_\_\_\_\_

Cost of Activity \$ \_\_\_\_\_ + Cost of Transportation \$ 276.86 = Total \$ 276.86

Fund/s to be charged for all activity expenses ( ) Students ( ) Club ( ) PG Pride  Other GATE

Account Code: GATE TRAVEL 01-0038.0.1110.5200.00 000.1300.0730

Requested by: [Signature] / ISAAC Rubin Date 1/11/18  
 Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal [Signature] Date 1/11/18  
 \*\*\*\*\*

**Transportation Department/District Office Use**

( ) School Bus ( ) Charter ( ) Available ( ) Not available Date Received \_\_\_\_\_  
 Cost Estimate \$ \_\_\_\_\_

Approved by Transportation Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

Approved by Assistant Superintendent: [Signature] Date 1/19/18

Date of Board Approval February 8, 2018

**RECEIVED**  
 JAN 16 2018  
 PACIFIC GROVE  
 UNIFIED SCHOOL DISTRICT

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

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

**BOARD APPROVAL IS REQUIRED FOR ALL OUT-OF-COUNTY, OUT-OF-STATE, OR OVERNIGHT ACTIVITIES. THE REQUEST MUST BE APPROVED BY THE BOARD PRIOR TO THE EVENT. THEREFORE THE REQUEST MUST BE SUBMITTED AT LEAST TWO (2) WEEKS PRIOR TO THE BOARD MEETING PRIOR TO THE EVENT**

Date of Activity March 24 2018 Day of Activity Saturday  
 Place of Activity St. Theresa H.S. + Great America  
 School PGMS Grade Level \_\_\_\_\_  
 School Departure Time 6:30 (AM) PM \_\_\_\_\_  
 Pickup Time From Place of Activity 7pm AM (PM)  
 Name of Employee Accompanying Students B. Priest  
 Number of Adults 12 Number of Students 90  
 Class or Club PGMS Band + Orchestra  
 Description of Activity Adjudicated Festival  
 Education Objective Aesthetic Valuing, Composition, Performance  
 List All Stops Great America  
 Means of Transportation: (2) 84 Passenger ( ) 72 Passenger ( ) 48 Passenger ( ) 18 Passenger  
 ( ) Charter ( ) Auto\* ( ) Walk ( ) Other\*\* \_\_\_\_\_

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

1. NOTE: Board Regulation 3541.1 Requirements Will Be Complied With When Using Private Autos AP  
(Teacher's initials)

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

3. Cost of Activity \$ \_\_\_\_\_

4. Cost of Transportation \$ \_\_\_\_\_  
 Total Cost (Activity + Transportation) \$ \_\_\_\_\_

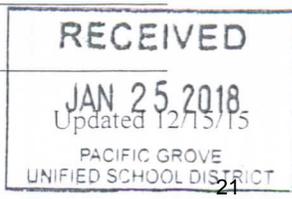
5. Fund to be Charged for all activity expenses: ( ) Acct. Code \_\_\_\_\_  
 ( ) Students \_\_\_\_\_  
 ( ) Other \_\_\_\_\_

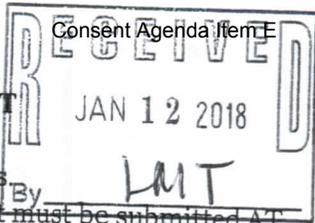
6. Requested By [Signature] / Barbara Priest Date 1/17/18  
Employee's Signature AND Printed Name (Employee accompanying students on activity)

7. Recommend Approval [Signature] Date 1-18-18  
Principal's Signature

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

Bus(s) ( ) Available ( ) Not Available Date Received 1/24/18  
 Cost Estimate \$ 2276.00  
 Approved By [Signature] Date 1/25/18  
Transportation Supervisor  
 Approved By [Signature] Date \_\_\_\_\_  
Assistant Superintendent  
 Date of Board Approval February 8, 2018





PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
REQUEST FOR OFF CAMPUS ACTIVITY

Board Approval is required for all out-of-county, out-of-state, or overnight activities. The request must be approved by the Board prior to the event, therefore the request must be submitted AT LEAST TWO (2) WEEKS PRIOR TO THE BOARD MEETING PRIOR TO THE EVENT. For ALL other activities, submit request two weeks in advance of activity.

Date of Activity ~~4/6-4/8/2018~~ 4/6 - 4/8/2018 Day of Activity Friday - Sunday  
Location of Activity Fresno Convention Ctr. City Fresno, Ca County Fresno  
School PGHS Class or Club Robotics Grade Level/s 9-12  
School Departure Time 5 A.M. P.M.  
Pickup Time from Place of Activity \_\_\_\_\_ A.M. 10 P.M.  
Name of Employee Accompanying Students ISAAC Rubin, Sally Richmond  
Number of Adults 6 (please print) Number of Students 25  
Description of Activity/Educational Objective Robotics Competition

List All Stops \_\_\_\_\_

Means of Transportation: ( ) School Bus ( ) Charter ( Auto\* ( ) District Van\*\* ( ) Walk ( ) Air  
\* Board Regulation 3541.1 Requirements will be complied with when using private Autos \_\_\_\_\_  
(Teacher initials)

\*\*If using District vans, driver names must be listed: \_\_\_\_\_

Cost of Activity \$ \_\_\_\_\_ + Cost of Transportation \$ 350.98 = Total \$ 350.98

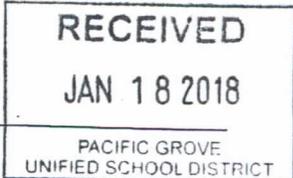
Fund/s to be charged for all activity expenses ( Students ( ) Club ( ) PG Pride ( Other GATE

Account Code: GATE-TRAVEL 01-0038.0.1110.5200.00.000.1300.0730

Requested by: [Signature] / ISAAC Rubin Date 1/11/18  
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal [Signature] Date 1/11/18

Transportation Department/District Office Use



( ) School Bus ( ) Charter ( ) Available ( ) Not available Date Received \_\_\_\_\_  
Cost Estimate \$ \_\_\_\_\_

Approved by Transportation Supervisor: \_\_\_\_\_ Date \_\_\_\_\_  
Approved by Assistant Superintendent: [Signature] Date 1/19/18  
Date of Board Approval February 8, 2018

2 busses needed

Consent Agenda Item F

FAXED  
MS + TRAMP  
1/25

PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
REQUEST FOR OFF CAMPUS ACTIVITY

Board Approval is required for all out-of-county, out-of-state, or overnight activities.

The request must be approved by the Board prior to the event, therefore the request must be submitted AT LEAST TWO (2) WEEKS PRIOR TO THE BOARD MEETING PRIOR TO THE EVENT.

For ALL other activities, submit request two weeks in advance of activity.

Date of Activity April 21, 2018 Day of Activity Saturday

Location of Activity Santa Cruz HS City Santa Cruz County Santa Cruz

School PGMS Class or Club Music -> Sym Band & Ch. Orch Grade Level/s 6-8

School Departure Time 6:30 AM A.M. P.M.

Pickup Time from Place of Activity 7 PM A.M. P.M.

Name of Employee Accompanying Students Barbara Priest

Number of Adults 10 (please print) Number of Students 75

Description of Activity/Educational Objective Adjudicated Performance, Professional Dev., Aesthetic Valuing, Reflection, CMEA-CCS B+O Festival

List All Stops S.C. Beach Boardwalk

Means of Transportation:  School Bus ( ) Charter ( ) Auto\* ( ) District Van\*\* ( ) Walk ( ) Air  
Board Regulation 3541.1 Requirements will be complied with when using private Autos [Signature]  
(Teacher initials)

\*\*If using District vans, driver names must be listed: \_\_\_\_\_

Cost of Activity \$ \_\_\_\_\_ + Cost of Transportation \$ \_\_\_\_\_ = Total \$ \_\_\_\_\_

Fund/s to be charged for all activity expenses ( ) Students ( ) Club ( ) PG Pride ( ) Other \_\_\_\_\_

Account Code: 010000.0.1155.1000.5200.00.005.1432.0720

Requested by: [Signature] / Barbara Priest Date 9/29/17  
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal [Signature] Date 9-29-17

\*\*\*\*\*

Transportation Department/District Office Use

( ) School Bus ( ) Charter  Available ( ) Not available Date Received 10/3/17

Cost Estimate \$ 1830.00

Approved by Transportation Supervisor: [Signature] Date 1/25/18

Approved by Assistant Superintendent: \_\_\_\_\_

Date of Board Approval February 8, 2018

RECEIVED  
Date  
JAN 25 2018  
PACIFIC GROVE  
UNIFIED SCHOOL DISTRICT 23

**FAXED**  
RD 124

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

Board Approval is required for all out-of-county, out-of-state, or overnight activities. The request must be approved by the Board prior to the event, therefore the request must be submitted AT LEAST TWO (2) WEEKS PRIOR TO THE BOARD MEETING PRIOR TO THE EVENT. For ALL other activities, submit request two weeks in advance of activity.

Date of Activity 5/4/18 Day of Activity Friday

Location of Activity San Juan Bautista Mission City San Juan Bautista County San Benito

School RHD Class or Club Penner / Ibrahim Grade Level/s 4th

School Departure Time 9:00 (A.M.) P.M.

Pickup Time from Place of Activity 1:30 A.M. (P.M.)

Name of Employee Accompanying Students Leslie Penner / Steve Ibrahim

Number of Adults 15 Number of Students 50  
(please print)

Description of Activity/Educational Objective Visit SJB mission to enhance mission unit in CA History

List All Stops 1 stop - SJB mission

Means of Transportation: ( ) School Bus ( ) Charter (  ) Auto\* ( ) District Van\*\* ( ) Walk ( ) Air  
\* Board Regulation 3541.1 Requirements will be complied with when using private Autos AP  
(Teacher initials)

\*\*If using District vans, driver names must be listed: \_\_\_\_\_

Cost of Activity \$ 100.00 + Cost of Transportation \$ 0 = Total \$ 100

Fund/s to be charged for all activity expenses ( ) Students ( ) Club (  ) PG Pride ( ) Other \_\_\_\_\_

Account Code: \_\_\_\_\_

Requested by: [Signature] / Leslie Penner Date 1/8/18  
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal [Signature] Date 1-19-18

\*\*\*\*\*

**Transportation Department/District Office Use**

( ) School Bus ( ) Charter ( ) Available ( ) Not available Date Received \_\_\_\_\_  
Cost Estimate \$ \_\_\_\_\_

Approved by Transportation Supervisor: \_\_\_\_\_  
Approved by Assistant Superintendent: [Signature]

Date of Board Approval February 8, 2015

**RECEIVED**  
JAN 24 2018  
Date \_\_\_\_\_  
PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
Date \_\_\_\_\_

sent to  
DOL 10-17  
amended  
11/17

PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
REQUEST FOR OFF CAMPUS ACTIVITY

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

**BOARD APPROVAL IS REQUIRED FOR ALL OUT-OF-COUNTY, OUT-OF-STATE, OR OVERNIGHT ACTIVITIES. THE REQUEST MUST BE APPROVED BY THE BOARD PRIOR TO THE EVENT. THEREFORE THE REQUEST MUST BE SUBMITTED AT LEAST TWO (2) WEEKS PRIOR TO THE BOARD MEETING PRIOR TO THE EVENT**

Date of Activity MAY 4-5, 2018 Day of Activity FRIDAY - SATURDAY  
 Place of Activity Disneyland - ANAHEIM, CA  
 School PGHS Grade Level 12th only  
 School Departure Time 4:30 PM  
 Pickup Time From Place of Activity 2:00 PM  
 Name of Employee Accompanying Students TODD BULLER  
 Number of Adults 6-8 Number of Students 100 APPROX.  
 Class or Club Senior Class - Class of 2018  
 Description of Activity Senior Class Trip  
 Education Objective Celebrate end of the school year  
 List All Stops GRATE VINE ROUTE WILLOW REST STOP PASO ROBLES  
 Means of Transportation: ( ) 84 Passenger ( ) 72 Passenger ( ) 48 Passenger ( ) 18 Passenger  
 56 Pass. Buses ( ) Charter ( ) Auto+ ( ) Walk ( ) Other\*\*

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

1. NOTE: Board Regulation 3541.1 Requirements Will Be Complied With When Using Private Autos  
 2. If using vans, you MUST list who the drivers are. \_\_\_\_\_ (Teachers Initials)  
 3. Cost of Activity \$ 189 per ticket to Disneyland - \$13,900.00  
 4. Cost of Transportation \$ TBD  
 Total Cost (Activity + Transportation) \$ TBD  
 5. Fund to be Charged for all activity expenses: ( ) Acct. Code WELLS FARGO BANK #8994878977  
 ( ) Students ASB/DISNEYLAND ACCOUNT  
 ( ) Other DONATIONS - PTN, ALUMNI  
 6. Requested By Lauralea Gaona Date 6/10/17  
 Employee's Signature AND Printed Name (Employee accompanying students on activity)  
 7. Recommend Approval [Signature] Date 6/13/17  
 Principal's Signature

Transportation Department/District Office Use Only  
 Bus(s)  Available ( ) Not Available Date Received 6/19/17  
 Cost Estimate \$ 15,100.00  
 Approved By [Signature] Date 1/18/2018  
 Transportation Supervisor  
 Approved By \_\_\_\_\_ Date \_\_\_\_\_  
 Assistant Superintendent  
 Date of Board Approval \_\_\_\_\_

**REVISED**  
1-17-18

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

01/17/18 2:09pm

CHARTER ORDER CONFIRMATION

Charter Number: 085041 IN

Charter Date: 05/04/18 FRI

Confirmation Date: 04/14/18

Customer Number: PACIFICG01  
PACIFIC GROVE UNIF SCHL DIST.  
TRANSPORTATION DEPT.  
435 HILLCREST AVE.  
PACIFIC GROVE 93950  
Contact: LISA STACKS  
Group: GRAD NIGHT - DISNEYLAND

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

P.O. Number:

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

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

| *----- L E A V E -----* |    |          |      | *----- A R R I V E -----* |    |          |       |
|-------------------------|----|----------|------|---------------------------|----|----------|-------|
| CITY                    | ST | DATE     | TIME | CITY                      | ST | DATE     | TIME  |
| PACIFIC GROVE           | CA | 05/04/18 | 4.30 | ANAHEIM                   | CA |          |       |
| ANAHEIM                 | CA |          |      | PACIFIC GROVE             | CA | 05/05/18 | 10.00 |

\*----- P I C K U P I N F O R M A T I O N -----\*  
PACIFIC GROVE H.S. \* 615 SUNSET DR \* PACIFIC GROVE, CA

\*----- D E S T I N A T I O N I N F O R M A T I O N -----\*  
DISNEYLAND \* HARBOR BLVD \* ANAHEIM, CA

\*----- I T I N E R A R Y -----\*  
REST STOPS:BUTTON WILLOW & PASO ROBLES DOWN/UP RESPECTIVELY  
CLIENT TO PROVIDE DRIVERS ROOS ON 5/3 AND 5/4. CLIENT TO  
PROVIDE ITINERARY PRIOR TO DEPARTURE TO ENSURE COMPLIANCE

|                     |         |
|---------------------|---------|
| Charter Grand Total | 9800.00 |
| Payments Received   | .00     |
| Balance Due         | 9800.00 |

ADDITIONAL TERMS & CONDITIONS

CANCELLATION FEE IF NOT CANCELLED 10 DAYS PRIOR TO DEPARTURE-\$100.00  
CANCELLATION FEE INCREASES AS DEPARTURE DATE APPROACHES  
CANCELLATION AT SPOT LOCATION--FULL AMOUNT OF CHARTER TRIP  
CHARTERING PARTY AND/OR CHARTERING AGENT RESPONSIBLE FOR ALL UNINSURED  
DAMAGES CAUSED BY SUCH PARTY OR ITS GUESTS  
\$100.00 DEPOSIT PER BUS DUE 10 DAYS AFTER RECEIPT OF CONFIRMATION  
REMAINING BALANCE DUE 14 DAYS PRIOR TO DEPARTURE  
MAKE CHECKS PAYABLE TO: DISCOVERY  
CHARTER GRAND TOTAL SUBJECT TO CHANGE IF ANY TRIP INFORMATION CHANGES  
PLEASE VERIFY & SIGN CONFIRMATION AND RETURN TO DISCOVERY

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

THANK YOU FOR USING DISCOVERY!

**REVISED**  
1-17-18

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

Consent Agenda Item E

01/17/18 2:09pm

CHARTER ORDER CONFIRMATION

PAGE 1

Charter Number: 085545 IN

Charter Date: 05/04/18 FRI

Confirmation Date: 04/14/18

Customer Number: PACIFICG01  
PACIFIC GROVE UNIF SCHL DIST.  
TRANSPORTATION DEPT.  
435 HILLCREST AVE.  
PACIFIC GROVE 93950  
Contact: LISA STACKS  
Group: GRAD NIGHT - DISNEYLAND

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

P.O. Number:

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

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

| *----- L E A V E -----* |    |          |      | *----- A R R I V E -----* |    |          |       |
|-------------------------|----|----------|------|---------------------------|----|----------|-------|
| CITY                    | ST | DATE     | TIME | CITY                      | ST | DATE     | TIME  |
| PACIFIC GROVE           | CA | 05/04/18 | 4.30 | ANAHEIM                   | CA |          |       |
| ANAHEIM                 | CA |          |      | PACIFIC GROVE             | CA | 05/05/18 | 10.00 |

\*----- P I C K U P I N F O R M A T I O N -----\*  
PACIFIC GROVE H.S. \* 615 SUNSET DR \* PACIFIC GROVE, CA

\*----- D E S T I N A T I O N I N F O R M A T I O N -----\*  
DISNEYLAND \* HARBOR BLVD \* ANAHEIM, CA

\*----- I T I N E R A R Y -----\*  
REST STOPS:BUTTON WILLOW & PASO ROBLES DOWN/UP RESPECTIVELY  
CLIENT TO PROVIDE DRIVERS ROOMS FOR 5/3 AND 5/4. CLIENT TO  
PROVIDE ITINERARY PRIOR TO DEPARTURE TO ENSURE COMPLIANCE

|                     |         |
|---------------------|---------|
| Charter Grand Total | 5300.00 |
| Payments Received   | .00     |
| Balance Due         | 5300.00 |

ADDITIONAL TERMS & CONDITIONS

CANCELLATION FEE IF NOT CANCELLED 10 DAYS PRIOR TO DEPARTURE-\$100.00  
CANCELLATION FEE INCREASES AS DEPARTURE DATE APPROACHES  
CANCELLATION AT SPOT LOCATION--FULL AMOUNT OF CHARTER TRIP  
CHARTERING PARTY AND/OR CHARTERING AGENT RESPONSIBLE FOR ALL UNINSURED  
DAMAGES CAUSED BY SUCH PARTY OR ITS GUESTS  
\$100.00 DEPOSIT PER BUS DUE 10 DAYS AFTER RECEIPT OF CONFIRMATION  
REMAINING BALANCE DUE 14 DAYS PRIOR TO DEPARTURE  
MAKE CHECKS PAYABLE TO: DISCOVERY  
CHARTER GRAND TOTAL SUBJECT TO CHANGE IF ANY TRIP INFORMATION CHANGES  
PLEASE VERIFY & SIGN CONFIRMATION AND RETURN TO DISCOVERY

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

THANK YOU FOR USING DISCOVERY!

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

Board Approval is required for all out-of-county, out-of-state, or overnight activities. The request must be approved by the Board prior to the event, therefore the request must be submitted AT LEAST TWO (2) WEEKS PRIOR TO THE BOARD MEETING PRIOR TO THE EVENT. For ALL other activities, submit request two weeks in advance of activity.

Date of Activity 5/5/18 Day of Activity Saturday  
Location of Activity Great America City San Jose, CA County Santa Clara  
School PBMS Class or Club Choir Grade Level/s 6-8  
School Departure Time 7:00 <sup>am</sup> A.M. ~~7:00~~ P.M.  
Pickup Time from Place of Activity \_\_\_\_\_ A.M. 7:00 <sup>pm</sup> P.M.  
Name of Employee Accompanying Students Jared Masar  
Number of Adults 15 (please print) Number of Students 52  
Description of Activity/Educational Objective Singing Competition Reinforcing skills and concepts learned in class.  
List All Stops None

Means of Transportation:  School Bus ( ) Charter ( ) Auto\* ( ) District Van\*\* ( ) Walk ( ) Air  
\* Board Regulation 3541.1 Requirements will be complied with when using private Autos JM  
(Teacher initials)

\*\*If using District vans, driver names must be listed: \_\_\_\_\_

Cost of Activity \$ Students pay own way + Cost of Transportation \$ \_\_\_\_\_ = Total \$ \_\_\_\_\_

Fund/s to be charged for all activity expenses ( ) Students ( ) Club ( ) PG Pride ( ) Other \_\_\_\_\_

Account Code: \_\_\_\_\_

Requested by: Jared Masar / Jared Masar Date 1/18/18  
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal [Signature] Date 1-18-18

\*\*\*\*\*

**Transportation-Department/District Office Use**

( ) School Bus ( ) Charter  Available ( ) Not available Date Received 1/24/18  
Cost Estimate \$ 1140.00

Approved by Transportation Supervisor: [Signature] Date 1/25/18

Approved by Assistant Superintendent: \_\_\_\_\_ Date \_\_\_\_\_

Date of Board Approval February 8, 2018  
Rev. 7/17/17



PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
REQUEST FOR OFF CAMPUS ACTIVITY

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

**BOARD APPROVAL IS REQUIRED FOR ALL OUT-OF-COUNTY, OUT-OF-STATE, OR OVERNIGHT ACTIVITIES. THE REQUEST MUST BE APPROVED BY THE BOARD PRIOR TO THE EVENT, THEREFORE THE REQUEST MUST BE SUBMITTED AT LEAST TWO (2) WEEKS PRIOR TO THE BOARD MEETING PRIOR TO THE EVENT**

Date of Activity May 30, 2018 Day of Activity Wednesday  
 Place of Activity Tech Museum San Jose  
 School Forest Grove Grade Level 5  
 School Departure Time 7:45 AM  PM \_\_\_\_\_  
 Pickup Time From Place of Activity 1:15 AM \_\_\_\_\_ PM   
 Name of Employee Accompanying Students Yant, Cardinalli, other 5th grade teacher  
 Number of Adults 15 Number of Students 80  
 Class or Club 5th grade  
 Description of Activity Tech Museum  
 Education Objective culminating science activities  
 List All Stops FG → Tech Museum → FG  
 Means of Transportation: ( ) 84 Passenger ( ) 72 Passenger ( ) 48 Passenger ( ) 18 Passenger  
 Charter ( ) Auto\* ( ) Walk ( ) Other\*\*

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

1. NOTE: Board Regulation 3541.1 Requirements Will Be Complied With When Using Private Autos  
 2. If using vans, you MUST list who the drivers are. \_\_\_\_\_ (Teachers Initials)  
 3. Cost of Activity \$ 773.00  
 4. Cost of Transportation \$ 2487.20  
 Total Cost (Activity + Transportation) \$ 3260.20  
 5. Fund to be Charged for all activity expenses: ( ) Acct. Code \_\_\_\_\_  
 Students  
 Other Walk w/Pride  
 6. Requested By Kathryn Eglow Employee's Signature AND Kathryn Yant Date 1/18/18  
 AND Printed Name (Employee accompanying students on activity)  
 7. Recommend Approval Buch Roggeman Principal's Signature Date 5/29/17

.....  
 Transportation Department/District Office Use Only  
 Bus(s)  Available ( ) Not Available Date Received 6/5/17  
 Cost Estimate \$ 2487.20  
 Approved By [Signature] Transportation Supervisor Date 6/5/17 / 1/12/2018  
 Approved By [Signature] Assistant Superintendent Date 1/16/18  
 Date of Board Approval February 8, 2018

Updated 12/15/15

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

01/12/18 11:05am CHARTER ORDER CONFIRMATION PAGE 1

Charter Number: 084947 IN

Charter Date: 05/30/18 WED Confirmation Date: 05/10/18

Customer Number: PACIFICG01  
PACIFIC GROVE UNIF SCHL DIST. Home Phone: 831-372-7955  
TRANSPORTATION DEPT. Work Phone: 831-646-6643  
435 HILLCREST AVE.  
PACIFIC GROVE 93950  
Contact: LISA STACKS  
Group: FORST GROVE ELEM TO TECH MUSEU P.O. Number:

Remarks: Salesperson: RICH DORR  
Drivers Requested: Number of Passengers: 112  
Bus Type: R MCI 56 PAX Number of Buses: 2

| *----- L E A V E -----* |    |          |      | *----- A R R I V E -----* |    |          |       |
|-------------------------|----|----------|------|---------------------------|----|----------|-------|
| CITY                    | ST | DATE     | TIME | CITY                      | ST | DATE     | TIME  |
| PACIFIC GROVE           | CA | 05/30/18 | 8.00 | SAN JOSE                  | CA |          |       |
| SAN JOSE                | CA |          |      | PACIFIC GROVE             | CA | 05/30/18 | 15.00 |

\*----- P I C K U P I N F O R M A T I O N -----\*  
FOREST GROVE ELEM SCHOOL \* 1065 CONGRESS AVE \* PACIFIC GROVE

\*----- D E S T I N A T I O N I N F O R M A T I O N -----\*  
TECH MUSEUM \* PARK & MARKET \* SAN JOSE, CA

\*----- I T I N E R A R Y -----\*  
DEPART TECH MUSEUM AT 13.30  
IF BUSES ARE RELEASED AFTER 15.30, ADD'L CHGS WILL BE DUE.

Charter Grand Total 2487.20  
Payments Received .00  
Balance Due 2487.20

ADDITIONAL TERMS & CONDITIONS

CANCELLATION FEE IF NOT CANCELLED 10 DAYS PRIOR TO DEPARTURE-\$100.00  
CANCELLATION FEE INCREASES AS DEPARTURE DATE APPROACHES  
CANCELLATION AT SPOT LOCATION--FULL AMOUNT OF CHARTER TRIP  
CHARTERING PARTY AND/OR CHARTERING AGENT RESPONSIBLE FOR ALL UNINSURED  
DAMAGES CAUSED BY SUCH PARTY OR ITS GUESTS  
\$100.00 DEPOSIT PER BUS DUE 10 DAYS AFTER RECEIPT OF CONFIRMATION  
REMAINING BALANCE DUE 14 DAYS PRIOR TO DEPARTURE  
MAKE CHECKS PAYABLE TO: DISCOVERY  
CHARTER GRAND TOTAL SUBJECT TO CHANGE IF ANY TRIP INFORMATION CHANGES  
PLEASE VERIFY & SIGN CONFIRMATION AND RETURN TO DISCOVERY

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

THANK YOU FOR USING DISCOVERY!

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

06/05/17 7:52am

CHARTER ORDER CONFIRMATION

PAGE 1

Charter Number: 084947 IN

Charter Date: 05/30/18 WED

Confirmation Date: 05/10/18

Customer Number: PACIFICG01  
PACIFIC GROVE UNIF SCHL DIST.  
TRANSPORTATION DEPT.  
435 HILLCREST AVE.  
PACIFIC GROVE 93950  
Contact: LISA STACKS  
Group: FORST GROVE ELEM TO TECH MUSEU

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

P.O. Number:

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

Salesperson: RICH DORR  
Number of Passengers: 112  
Number of Buses: 2

| *----- L E A V E -----* |    |          |      | *----- A R R I V E -----* |    |          |       |
|-------------------------|----|----------|------|---------------------------|----|----------|-------|
| CITY                    | ST | DATE     | TIME | CITY                      | ST | DATE     | TIME  |
| PACIFIC GROVE           | CA | 05/30/18 | 8.00 | SAN JOSE                  | CA |          |       |
| SAN JOSE                | CA |          |      | PACIFIC GROVE             | CA | 05/30/18 | 15.00 |

\*----- P I C K U P I N F O R M A T I O N -----\*  
FOREST GROVE ELEM SCHOOL \* 1065 CONGRESS AVE \* PACIFIC GROVE

\*----- D E S T I N A T I O N I N F O R M A T I O N -----\*  
TECH MUSEUM \* PARK & MARKET \* SAN JOSE, CA

\*----- I T I N E R A R Y -----\*  
DEPART TECH MUSEUM AT 13.30  
2018 PRICES TO BE DETERMINED.

|                     |     |
|---------------------|-----|
| Charter Grand Total | .00 |
| Payments Received   | .00 |
| Balance Due         | .00 |

ADDITIONAL TERMS & CONDITIONS

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

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

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

THANK YOU FOR USING DISCOVERY!

**SUBJECT:** Warrant Schedule No. 591 and No. 592

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

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**RECOMMENDATION:**

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

**BACKGROUND:**

The attached listing of warrants identifies payments made by the District during the noted time period from November 30, 2017 through January 30, 2018.

**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. 591

### Warrants- Payroll

#### DECEMBER 2017

|               |                             |           |                            |
|---------------|-----------------------------|-----------|----------------------------|
| Certificated- | Regular 12/05/17            | \$        | 0                          |
|               | Regular 12/08/17            | \$        | 36,643.48                  |
|               | Regular 12/15/17            | \$        | 2,300.00                   |
|               | Regular 12/22/17            | \$        | 1,485,955.87               |
|               | <b>Total Certificated</b>   | <b>\$</b> | <b><u>1,524,899.35</u></b> |
| <br>          |                             |           |                            |
| Other-        | Regular 12/05/17            | \$        | 0                          |
|               | Regular 12/08/17            | \$        | 0                          |
|               | Regular 12/15/17            | \$        | 630.00                     |
|               | Regular 12/22/17            | \$        | 2,392.13                   |
|               | <b>Total Other</b>          | <b>\$</b> | <b><u>3,022.13</u></b>     |
| <br>          |                             |           |                            |
| Classified-   | Regular 12/05/17            | \$        | 0                          |
|               | Regular 12/08/17            | \$        | 14,891.83                  |
|               | Regular 12/15/17            | \$        | 1,243.00                   |
|               | Regular 12/22/17            | \$        | 569,624.24                 |
|               | <b>Total Classified</b>     | <b>\$</b> | <b><u>585,759.07</u></b>   |
| <br>          |                             |           |                            |
|               | <b><u>TOTAL PAYROLL</u></b> | <b>\$</b> | <b><u>2,113,680.55</u></b> |

### Warrants- AP

|   |  |           |                            |
|---|--|-----------|----------------------------|
| Warrants <u>12359517</u> through <u>12359527</u> (11/30/17) |  | \$        | <u>6914.86</u>             |
| Warrants <u>12360379</u> through <u>12360418</u> (12/05/17) |  | \$        | <u>141,388.66</u>          |
| Warrants <u>12361294</u> through <u>12361332</u> (12/07/17) |  | \$        | <u>45,424.33</u>           |
| Warrants <u>12362224</u> through <u>12362261</u> (12/12/17) |  | \$        | <u>126,508.25</u>          |
| Warrants <u>12363370</u> through <u>12363405</u> (12/14/17) |  | \$        | <u>124,273.62</u>          |
| <br>  |  |           |                            |
| <b><u>TOTAL WARRANTS</u></b>                                |  | <b>\$</b> | <b><u>2,558,190.27</u></b> |

# PACIFIC GROVE UNIFIED SCHOOL DISTRICT

## WARRANT SCHEDULE NO. 592

### Warrants- Payroll

#### JANUARY 2018

|               |                             |           |                            |
|---------------|-----------------------------|-----------|----------------------------|
| Certificated- | Regular 01/05/18            | \$        | 0                          |
|               | Regular 01/10/18            | \$        | 4,660.39                   |
|               | Regular 01/15/18            | \$        | 0                          |
|               | Regular 01/31/18            | \$        | 1,459,415.06               |
|               | <b>Total Certificated</b>   | <b>\$</b> | <b><u>1,464,075.45</u></b> |
| <br>          |                             |           |                            |
| Other-        | Regular 01/05/18            | \$        | 0                          |
|               | Regular 01/10/18            | \$        | 3,046.00                   |
|               | Regular 01/15/18            | \$        | 0                          |
|               | Regular 01/31/18            | \$        | 2,368.46                   |
|               | <b>Total Other</b>          | <b>\$</b> | <b><u>5,414.46</u></b>     |
| <br>          |                             |           |                            |
| Classified-   | Regular 01/05/18            | \$        | 0                          |
|               | Regular 01/10/18            | \$        | 3,657.84                   |
|               | Regular 01/15/18            | \$        | 0                          |
|               | Regular 01/31/18            | \$        | 555,171.92                 |
|               | <b>Total Classified</b>     | <b>\$</b> | <b><u>558,829.76</u></b>   |
| <br>          |                             |           |                            |
|               | <b><u>TOTAL PAYROLL</u></b> | <b>\$</b> | <b><u>2,028,319.67</u></b> |

### Warrants- AP

|   |           |                            |
|---|-----------|----------------------------|
| Warrants <u>12365541</u> through <u>12365594</u> (01/04/18) | \$        | <u>233,786.69</u>          |
| Warrants <u>12366497</u> through <u>12366508</u> (01/09/18) | \$        | <u>10,112.75</u>           |
| Warrants <u>12367289</u> through <u>12367304</u> (01/11/18) | \$        | <u>456,878.19</u>          |
| Warrants <u>12367931</u> through <u>12367958</u> (01/16/18) | \$        | <u>169,799.58</u>          |
| Warrants <u>12368423</u> through <u>12368451</u> (01/18/18) | \$        | <u>71,932.20</u>           |
| Warrants <u>12369248</u> through <u>12369287</u> (01/23/18) | \$        | <u>55,383.21</u>           |
| Warrants <u>12370583</u> through <u>12370612</u> (01/25/18) | \$        | <u>41,503.61</u>           |
| Warrants <u>12371617</u> through <u>12371642</u> (01/30/18) | \$        | <u>94,207.43</u>           |
| <br>  |           |                            |
| <b><u>TOTAL WARRANTS</u></b>                                | <b>\$</b> | <b><u>3,161,923.33</u></b> |

**SUBJECT:** Contract with InformedK12

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

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**RECOMMENDATION:**

The District Administration recommends that the Board review and approve the contract for services with InformedK12 to provide increased productivity and efficiency by automating critical business forms and processes and workflow approval tracking used throughout the district.

**BACKGROUND and INFORMATION:**

The Human Resources Department originally began speaking with InformedK12 as they were recommended by the Monterey County Office of Ed as a company product that could lead to a paperless or semi-paperless office.

The InformedK12 service digitalizes current district forms, creates digital workflow and tracking, all leading to increased efficiency. This product has been reviewed by District Office Administration including our technology experts who supported this product as a way to improve operational efficiency. Confidential and classified office staff have been provided a demonstration of this product and found it to be extremely user friendly and were immediately able to see the benefit to the district.

If approved, the initial package would include all hiring forms, and many district forms that are used extensively such as the Personnel Action Form, the Request To Attend Form and the Reimbursement Form and Special Assignment Timesheet. Other forms could be added in the future.

**FISCAL IMPACT:**

\$8,100.00 per year (this includes a \$900.00 discount from MCOE)



230 California St, Suite 601  
 San Francisco, CA 94111  
[www.informedk12.com](http://www.informedk12.com)

Pacific Grove Unified  
 435 Hillcrest Ave.  
 Pacific Grove, CA 93950

Date: December 11, 2017  
 Terms and Cost Valid Until: January 30, 2018

| Service   | Unit Price   |
|---|--|
| <p><b>Internal Office forms and workflow processes</b><br/>                     Basic Edition: 10 process package</p> <p>All processes include:</p> <ul style="list-style-type: none"> <li>• Unlimited electronic signatures, interactive form fields, pre-filled data fields, and reusable templates to automatically collect, route, and track responses and approvals</li> <li>• Unlimited responses archived with full access search and nightly back-ups for all data</li> <li>• Phone, chat, and email support for form managers and recipients</li> <li>• Continuous upgrades and extensive browser and device support</li> <li>• Online webinars and resources for form managers</li> </ul> | <p>\$9,000 / year (Retail)</p> <p>\$8,100 / year (MCOE Discount)</p> |
| <p><b>Implementation Package</b> (one-time fee)</p> <ul style="list-style-type: none"> <li>• Dedicated Implementation Specialist to lead form set up and launch for critical processes</li> <li>• 2 in-person visits with Implementation Specialist</li> </ul>  | <p>Included</p>  |
| <p><b>TOTAL FIRST YEAR COST:</b></p>  | <p>\$8,100</p>   |
| <p><b>ANNUAL COST:</b></p>  | <p>\$8,100</p>   |

Emics, Inc. dba Informed K12

### Informed K12 Agreement

This Agreement is made as of **December 11, 2017** between Emics, Inc. and Pacific Grove Unified, covering the services to be provided below for one year from the commencement of this Agreement. This Agreement supersedes and replaces any and all prior written and oral agreements between Emics, Inc. and Pacific Grove Unified. This agreement automatically renews each year unless Pacific Grove Unified provides written notice of cancellation at least 45 days prior to the end of each 365-day period. Payment is due to Emics, Inc. 30 days after the initiation or renewal of services.

**Emics, Inc. will provide the following:**

- Ongoing assistance and staff support. Informed K12 will provide a dedicated client success and implementation specialist as the primary contact for your district.
- Advanced access to new features, and full access to the Informed K12 system. You will receive first notice and early review of all new developments.
- Dedicated accounts with set up and configuration. Account services will adhere to the terms and definitions outlined in our Privacy Policy. In sum, you control your account information, documents, and settings. We will not rent or sell your information to third parties outside Emics, Inc. and its group companies (including any parent, subsidiaries and affiliates) without your consent.

**During the term of this Agreement, Pacific Grove Unified will provide:**

- **Primary contact:** Identify one staff member as your primary contact, who provides direct input to the Informed K12 team in order to ensure success.
- **Feedback and review:** As a valued Informed K12 customer, you will have the ability to help to shape and improve the tool for all educators by providing feedback and reviewing any findings together for continuous improvement.

We look forward to a long lasting and mutually beneficial relationship.

Emics, Inc.

Pacific Grove Unified

\_\_\_\_\_  
Authorized Signature

  
\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

  
\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date

**SUBJECT:** Increase Contract Amount for Interim Speech Therapist, Linda Shingu  
For The Provision of Speech Therapy Services

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

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**RECOMMENDATION:**

The District Administration recommends the Board review and approve the increased budget amount for the provision of Speech and Language services by Linda Shingu, contracted Speech and Language Therapist.

**BACKGROUND:**

The school district experienced a Speech and Language Therapist vacancy at the beginning of the school year. Despite posting the position twice, a qualified candidate was not procured. On September 25, 2017 the district contracted two retired part time Speech Therapists, Linda Shingu and Christine Warde, to provide services to students during the time the district continued recruitment efforts. On January 17, 2018 the district hired a Speech and Language therapist, Brian Hernandez. Due to several weeks of lapsed services between August 9 and September 25 and some weeks during the school year, the district is legally required to provide compensatory services to students for Speech sessions not provided during that time.

**INFORMATION:**

Compensatory services is a remedy legally owed to a student when a component of the student's Individualized Education Plan (IEP) was not provided by the school district in order to provide a Free and Appropriate Public Education.

There are 42 students who require compensatory make up Speech sessions. The number of sessions owed to each student has been calculated on an individual basis based on their IEP.

The new district Speech Therapist, Brian Hernandez, will provide ongoing services as per students' IEPs. The contracted Speech Therapist, Linda Shingu, will provide compensatory sessions in order to make up for sessions not provided.

The district requests to increase the contract for Linda Shingu, contracted Speech Therapist, so that the Speech and Language therapy sessions are provided.

**FISCAL IMPACT:**

322 hours of speech therapy services at \$100 per hour totals \$32,200

435 Hillcrest Avenue

Pacific Grove, CA 93950

CONTRACT FOR SERVICES

(To be used for provision of services involving no potential for liability exposure for District)

This contract is an agreement between the Pacific Grove Unified School District and Linda Shingu, SLP for services rendered as specified below.

1. **Scope of Service:**

To provide: Speech and Language Therapy Services for students on Individualized Education Plans at PGMS and PGHS as a substitute therapist.

2. **Evaluation and/or expected outcome(s)**

A qualified Speech and Language Therapist will provide Speech therapy services as per students' Individualized Education Plans

3. **Length of the Contract:**

September 22, 2017-June 1, 2018

4. **Financial Consideration:**

322 hours of Speech and Language therapy at \$100 an hour totaling \$32,000

School Funding Source: 01-6500-0-5770-3150-1200-00-000-2200-0000

Consultant: Linda Shingu, SLP

Address: P.O. Box 3164 Monterey, CA 93942

Signed \_\_\_\_\_ Date \_\_\_\_\_

↑ Independent Consultant \*

Signed \_\_\_\_\_ Date \_\_\_\_\_

Site/Program Administrator – (Check appropriate box below)

↑ Contracted work was assigned using District's normal employment recruitment process.

↑ Contracted work was not assigned using District's normal employment recruitment process. Attached Criteria Page (REQUIRED) identifies reason.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Director of Human Resources

Signed \_\_\_\_\_ Date \_\_\_\_\_

Assistant Superintendent

ALL SIGNATURES MUST BE OBTAINED BEFORE SERVICES ARE PROVIDED.

\*Independent Consultant must sign and submit a W-9 to District prior to providing service

## Contract for Services Criteria

**District/Site Administrator – Please circle criteria that apply and sign below.**

- (1) There is a specifically documented cost savings relative to using district employment. (The documentation requirements are specified and must be attached).
- (2) The contract is for new school district functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors.
- (3) The services contracted are not available within the district, cannot be performed satisfactorily by school district employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the school district.
- (4) The services are incidental to a contract for the purchase or lease of real or personal property. Contracts under this criterion, known as "service agreements," shall include, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented.
- (5) The policy, administrative, or legal goals and purposes of the district cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary school district hiring process. Contracts are permissible under this criterion to protect against a conflict of interest or to ensure independent and unbiased findings in cases where there is a clear need for a different, outside perspective. These contracts shall include, but not be limited to, obtaining expert witnesses in litigation.
- (6) The nature of the work is such that the criteria for emergency appointments apply. "Emergency appointment" means an appointment made for a period not to exceed 60 working days either during an actual emergency to prevent the stoppage of public business or because of the limited duration of the work. The method of selection and the qualification standards for an emergency employee shall be determined by the district. The frequency of appointment, length of employment, and the circumstances appropriate for the appointment of firms or individuals under emergency appointments shall be restricted so as to prevent the use of emergency appointments to circumvent the regular or ordinary hiring process.
- (7) The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the school district in the location where the services are to be performed.
- (8) The services are of such an urgent, temporary, or occasional nature that the delay incumbent in their implementation under the district's regular or ordinary hiring process would frustrate their very purpose.

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District/Site Administrator

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Date

**SUBJECT:** 2018–19 School Calendar and 2019-20 School Calendar (2 year model)

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

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**RECOMMENDATION:**

The District Administration recommends that the Board review and approve the 2018-19 and 2019-20 school year calendar or direct staff to other options.

**BACKGROUND and INFORMATION:**

The calendar committee consisting of two PGTA members, two CSEA members, and two Administrators, met to create two calendar options. Those options were then voted upon by all employees. The calendar presented represents the majority vote.

This calendar model represents a 2 year model that increases the number of work days for certificated staff from 184 to 185 and for newly hired certificated staff from 185 to 186. All holidays are represented, there is a full week for Fall Break, a full week for the President’s Holiday and a full week for Spring Break. This calendar maintains a 180 day instructional calendar with students having minimum days prior to Thanksgiving, Winter Break and before Spring Break. This calendar also maintains Fall Break away from the weekend of the Butterfly Parade which is optimal for teachers and families.

**FISCAL IMPACT:**

Adoption of these calendars meets all of the State requirements for funding as students will be in class for 180 days as required and teachers will work 185 days except for new teachers who will work 186 days, consistent with current contract language. There is no adverse fiscal impact resulting from the adoption of the calendar as proposed.

## PACIFIC GROVE UNIFIED SCHOOL DISTRICT 2018-2019

|             | M             | T             | W             | T             | F             | <b>180 Instructional Days</b>                     |
|-------------|---------------|---------------|---------------|---------------|---------------|---|
| <b>Aug</b>  |               |               | 1             | 2             | 3             | 8/2 - New Hire Orientation                        |
|             | 6             | 7             | 8             | 9             | 10            | 8/3 - Professional Development Day                |
|             | 13            | 14            | 15            | 16            | 17            | 8/6 - Welcome                                     |
|             | 20            | 21            | 22            | 23            | 24            | 8/7 - Teacher Prep Day (Non Student/Work Day)     |
|             | 27            | 28            | 29            | 30            | 31            | 8/8 - First Day of School/Work                    |
| <b>Sept</b> | <b>H</b>      | 4             | 5             | 6             | 7             | 9/3 - Labor Day Holiday                           |
|             | 10            | 11            | 12            | 13            | 14            |   |
|             | 17            | 18            | 19            | 20            | 21            |   |
|             | 24            | 25            | 26            | 27            | 28            |   |
| <b>Oct</b>  | 1             | 2             | 3             | 4             | 5             | 10/6 - Butterfly Parade                           |
|             | 8             | 9             | 10            | 11            | 12            | 10/12 - End of 1 <sup>st</sup> Quarter (47 days)  |
|             | <del>15</del> | <del>16</del> | <del>17</del> | <del>18</del> | <del>19</del> | 10/15-10/19 - Fall Break                          |
|             | 22            | 24            | 25            | 26            | 26            |   |
|             | 29            | 30            | 31            |               |               |   |
| <b>Nov</b>  |               |               |               | 1             | 2             |   |
|             | 5             | 6             | 7             | 8             | 9             |   |
|             | <b>H</b>      | 13            | 14            | 15            | 16            | 11/12 - Veterans Day Holiday                      |
|             | 19            | 20            | 21*           | <b>H</b>      | <b>LH</b>     | 11/22- 11/23 - Thanksgiving Holiday               |
|             | 26            | 27            | 28            | 29            | 30            |   |
| <b>Dec</b>  | 3             | 4             | 5             | 6             | 7             |   |
|             | 10            | 11            | 12            | 13            | 14            | 12/21 - End of 2 <sup>nd</sup> Quarter (42 days)  |
|             | 17            | 18            | 19            | 20            | 21*           | 12/21 - End of 1 <sup>st</sup> Semester (89 days) |
|             | <b>LH</b>     | <b>H</b>      | <del>26</del> | <del>27</del> | <del>28</del> | 12/24- 1/4- Winter Break                          |
|             | <b>LH</b>     |               |               |               |               |   |
| <b>Jan</b>  |               | <b>H</b>      | <del>2</del>  | <del>3</del>  | <del>4</del>  | 12/21- 1/4 - Winter Break                         |
|             | 7             | 8             | 9             | 10            | 11            | 1/7 - Teacher Prep Day (Non Student/Work Day)     |
|             | 14            | 15            | 16            | 17            | 18            | 1/21 - Martin Luther King Holiday                 |
|             | <b>H</b>      | 22            | 23            | 24            | 25            |   |
|             | 28            | 29            | 30            | 31            |               |   |
| <b>Feb</b>  |               |               |               |               | 1             |   |
|             | 4             | 5             | 6             | 7             | 8             |   |
|             | 11            | 12            | 13            | 14            | 15            |   |
|             | <b>H</b>      | <b>LH</b>     | <b>LH</b>     | <del>21</del> | <del>22</del> | 2/18-2/22 - Presidents' Holiday                   |
|             | 25            | 26            | 27            | 28            |               | 2/25 - Professional Development Day               |
| <b>Mar</b>  |               |               |               |               | 1             |   |
|             | 4             | 5             | 6             | 7             | 8             |   |
|             | 11            | 12            | 13            | 14            | 15            | 3/15 - End of 3 <sup>rd</sup> Quarter (42 days)   |
|             | 18            | 19            | 20            | 21            | 22            |   |
|             | 25            | 26            | 27            | 28            | 29            |   |
| <b>Apr</b>  | 1             | 2             | 3             | 4             | 5*            |   |
|             | <del>8</del>  | <del>9</del>  | <del>10</del> | <del>11</del> | <del>12</del> | 4/8-4/12 - Spring Break                           |
|             | 15            | 16            | 17            | 18            | 19            |   |
|             | 22            | 23            | 24            | 25            | 26            |   |
|             | 29            | 30            |               |               |               |   |
| <b>May</b>  |               |               | 1             | 2             | 3             |   |
|             | 6             | 7             | 8             | 9             | 10            | 5/31 - End of 4 <sup>th</sup> Quarter (49 days)   |
|             | 13            | 14            | 15            | 16            | 17            | 5/31 - End of 2 <sup>nd</sup> Semester (91 days)  |
|             | 20            | 21            | 22            | 23            | 24            | 5/27 - Memorial Day                               |
|             | <b>H</b>      | 28            | 29            | 30            | 31            | 5/31 - Last Day of School/Work                    |

185 Work Days ~ Current Teachers

**180**

\* minimum day for students

186 Work Days ~ New Teachers

**H** = Holiday = total of 9 (including July 4<sup>th</sup>)

**LH** = Local Holiday = total of 5

## PACIFIC GROVE UNIFIED SCHOOL DISTRICT 2019-2020

|             | M             | T             | W             | T             | F             | <b>180 Instructional Days</b>                     |
|-------------|---------------|---------------|---------------|---------------|---------------|---|
| <b>Aug</b>  |               |               |               | 1             | 2             | 8/1 – New Hire Orientation                        |
|             | 5             | 6             | 7             | 8             | 9             | 8/2 - Professional Development Day                |
|             | 12            | 13            | 14            | 15            | 16            | 8/5 - Welcome                                     |
|             | 19            | 20            | 21            | 22            | 23            | 8/6 - Teacher Prep Day (Non Student/Work Day)     |
|             | 26            | 27            | 28            | 29            | 30            | 8/7 – First Day of School/Work                    |
| <b>Sept</b> | <b>H</b>      | 3             | 4             | 5             | 6             | 9/2 – Labor Day Holiday                           |
|             | 9             | 10            | 11            | 12            | 13            |   |
|             | 16            | 17            | 18            | 19            | 20            |   |
|             | 23            | 24            | 25            | 26            | 27            |   |
|             | 30            |               |               |               |               | 18  |
| <b>Oct</b>  |               | 1             | 2             | 3             | 4             | 10/5 -Butterfly Parade                            |
|             | 7             | 8             | 9             | 10            | 11            | 10/11 - End of 1 <sup>st</sup> Quarter (47 days)  |
|             | <del>14</del> | <del>15</del> | <del>16</del> | <del>17</del> | <del>18</del> | 10/14-10/18 -Fall Break                           |
|             | 21            | 22            | 23            | 24            | 25            |   |
|             | 28            | 29            | 30            | 31            |               | 18  |
| <b>Nov</b>  |               |               |               |               | 1             |   |
|             | 4             | 5             | 6             | 7             | 8             |   |
|             | <b>H</b>      | 12            | 13            | 14            | 15            | 11/11- Veterans Day Holiday                       |
|             | 18            | 19            | 20            | 21            | 22            |   |
|             | 25            | 26            | 27*           | <del>H</del>  | <del>LH</del> | 11/28- 29 - Thanksgiving Holiday                  |
| <b>Dec</b>  | 2             | 3             | 4             | 5             | 6             |   |
|             | 9             | 10            | 11            | 12            | 13            | 12/20 - End of 2 <sup>nd</sup> Quarter (42 days)  |
|             | 16            | 17            | 18            | 19            | 20*           | 12/20 - End of 1 <sup>st</sup> Semester (89 days) |
|             | <del>LH</del> | <del>H</del>  | <del>25</del> | <del>26</del> | <del>27</del> | 12/23- 1/3- Winter Break                          |
|             | <del>LH</del> | <del>31</del> |               |               |               | 15  |
| <b>Jan</b>  |               |               | <del>H</del>  | <del>2</del>  | <del>3</del>  | 12/23- 1/3- Winter Break                          |
|             | 6             | 7             | 8             | 9             | 10            | 1/6 – Teacher Prep Day (Non Student/work Day)     |
|             | 13            | 14            | 15            | 16            | 17            | 1/20– Martin Luther King Holiday                  |
|             | <b>H</b>      | 21            | 22            | 23            | 24            |   |
|             | 27            | 28            | 29            | 30            | 31            | 18  |
| <b>Feb</b>  | 3             | 4             | 5             | 6             | 7             |   |
|             | 10            | 11            | 12            | 13            | 14            |   |
|             | <del>H</del>  | <del>LH</del> | <del>LH</del> | <del>20</del> | <del>21</del> | 2/17-21– Presidents’ Holiday                      |
|             | 24            | 25            | 26            | 27            | 28            | 2/24 – Professional Development Day               |
|             |               |               |               |               |               | 14  |
| <b>Mar</b>  | 2             | 3             | 4             | 5             | 6             |   |
|             | 9             | 10            | 11            | 12            | 13            |   |
|             | 16            | 17            | 18            | 19            | 20            | 3/13 - End of 3 <sup>rd</sup> Quarter (43 days)   |
|             | 23            | 24            | 25            | 26            | 27            |   |
|             | 30            | 31            |               |               |               | 22  |
| <b>Apr</b>  |               |               | 1             | 2             | 3*            |   |
|             | <del>6</del>  | <del>7</del>  | <del>8</del>  | <del>9</del>  | <del>10</del> | 4/6-4/10 - Spring Break                           |
|             | 13            | 14            | 15            | 16            | 17            |   |
|             | 20            | 21            | 22            | 23            | 24            |   |
|             | 27            | 28            | 29            | 30            |               | 17  |
| <b>May</b>  |               |               |               |               | 1             |   |
|             | 4             | 5             | 6             | 7             | 8             | 5/29 - End of 4 <sup>th</sup> Quarter (49 days)   |
|             | 11            | 12            | 13            | 14            | 15            | 5/29 - End of 2 <sup>nd</sup> Semester (91 days)  |
|             | 18            | 19            | 20            | 21            | 22            | 5/25 - Memorial Day                               |
|             | <b>H</b>      | 26            | 27            | 28            | 29            | 5/29 - Last Day of School/Work                    |
|             |               |               |               |               |               | 20  |

185 Work Days ~ Current Teachers **180**

\* minimum day for students 186 Work Days ~ New Teachers

**H** = Holiday = total of 9 (including July 4<sup>th</sup>)

**LH** = Local Holiday = total of 5

**SUBJECT:** School Bus Punch Pass

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

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**RECOMMENDATION:**

The District Administration recommends that the Board review and approve a bus punch pass to be used by students who will only utilize District Transportation Services a few times a year.

**BACKGROUND:**

The Board of Trustees has requested from administration an alternative to buying a yearlong bus pass. By utilizing a per ride punch pass families would have the option of buying daily bus passes to be used on rainy days or when a student's normal ride is not available. This would give families a safe alternative form of transportation for minimal cost.

**INFORMATION:**

Currently, a yearly bus pass costs \$100.00 for one student which equates to less than \$.56/school day. Administration is proposing to offer families the option of purchasing a 10-day punch pass for \$10.00 that can be used at any time during the school year. Families would still be required to fill out an application and the District would assign a drop-off location closest to the residence.

A family can elect to buy as many 10-day passes as necessary but will not pay more than \$100.00 for one student or \$150.00 for two or more students in a single school year. They will also have the option of using spent and unspent 10-day pass funds towards a yearly pass again not eclipsing the costs of yearly passes.

**FISCAL IMPACT:**

None

**SUBJECT:** Board Policies and Regulation Student Rights with Law Enforcement- Second and/or Final Read

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

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**RECOMMENDATION:**

The District Administration recommends that the Board review and approve or provide feedback on the new Board Policies and Regulation concerning Student Rights with Law Enforcement, as recommended by legal counsel.

**INFORMATION:**

The Board reviewed the policies and regulation on January 25, 2018 at a regular Board meeting. Revisions to the policies and regulation include input from Trustees, Administration and staff, as well as members of the public.

New Policy 5145.11 regarding Questioning and Apprehension by Law Enforcement, and new Policy and Regulation 5145.12 regarding Search and Seizure, all as recommended by legal counsel.

Policy 5145.11 Questioning and Apprehension by Law Enforcement

- All Police Matters
- Investigations unrelated to school attendance or activity
- Subpoenas

Policy 5145.12 Search and Seizure

- Individual searches
- Searches of multiple student lockers/desks
- Use of metal detectors
- Use of contraband detection dogs

Regulation 5145.12 Search and Seizure

- Use of metal detectors
- Use of contraband detection dogs
- Notifications

**FISCAL IMPACT:**

None.

## Pacific Grove Unified School District

Students

Policy #5145.11

**QUESTIONING AND APPREHENSION BY LAW ENFORCEMENT**

The Governing Board believes that the safety of district students and staff is essential to achieving the goal of student learning. In accordance with standards specified in law, law enforcement officers may interview and question students on school premises and may remove them when appropriate.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 3515.3 - District Police/Security Department)

(cf. 4158/4258/4358 - Employee Security)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.12 - Search and Seizure)

**All Police Matters**

The Superintendent or designee shall collaborate with local law enforcement agencies to establish procedures which enable law enforcement officers to carry out their duties on school campus, including, when necessary, the questioning and/or apprehension of students.

When any law enforcement officer requests an interview with a student, the principal or designee shall request the officer's identity, his/her official capacity, and the legal authority under which the interview is to be conducted. The principal or designee shall maintain a record of all documentation relative to law enforcement interviews of students.

The principal or designee shall accommodate the interview in a way that causes the least possible disruption for the student and school and provides the student appropriate privacy.

At the law enforcement officer's discretion and with the student's approval, the principal or designee may be present during the interview.

If a minor student is removed from school into the custody of law enforcement, the principal or designee shall immediately notify the parent/guardian or responsible relative regarding the student's release and the place to which he/she is reportedly being taken, except when the minor has been taken into custody as a victim of suspected child abuse. (Education Code 48906)

Parents/guardians will be notified in advance with an opportunity to attend the interview conducted by a law enforcement officer unless: (1) the urgency of the situation makes the notice impracticable or will otherwise delay or hinder the investigation; or (2) the law enforcement officer directs the District otherwise under circumstances including, but not limited to, child abuse or neglect, threat of danger to health and safety, or as otherwise allowed by law.

The District has a School Resource Officer dedicated to the District schools who may occasionally be present during the investigation of school discipline matters. The School Resource Officer may be present to observe investigations conducted by the administration and in those circumstances, advance parental notification is not required. If the School Resource Officer performs a custodial

## Pacific Grove Unified School District

Students

Policy #5145.11

**QUESTIONING AND APPREHENSION BY LAW ENFORCEMENT**

interrogation, parents/guardians will be notified in advance with the opportunity to attend the interview, unless: (1) the urgency of the situation makes the notice impracticable or will otherwise delay or hinder the investigation; or (2) the School Resource Officer directs the District otherwise under circumstances including, but not limited to, child abuse or neglect, threat of danger to health and safety, or as otherwise allowed by law.

**Subpoenas**

Although subpoenas may legally be served at school on students age 12 or older, the Board believes that serving officials should be strongly urged to serve subpoenas at the home of the student whenever possible. When served at school, the principal or designee shall take reasonable steps to protect the student's privacy rights and to minimize loss of class time for the student.

## Legal Reference:

## EDUCATION CODE

44807 Duty concerning conduct of pupils

48264 Arrest of truants

48265 Delivery of truant

48902 Notice to law enforcement authorities

48906 Release of minor pupil to peace officers; notice to parent/guardian

48909 Narcotics and other hallucinogenic drugs (re arrest)

## CODE OF CIVIL PROCEDURE

416.60 Service of summons or complaint to a minor

## PENAL CODE

830-832.18 Peace officers

1328 Service of subpoena

## WELFARE AND INSTITUTIONS CODE

627 Custody of minor

## CODE OF REGULATIONS, TITLE 5

303 Duty to remain at school

## COURT DECISIONS

Camreta v. Greene, (2011) 131 S.Ct. 2020

People v. Lessie, (2010) 47 Cal. 4th 1152

In re William V., (2003) 111 Cal.App.4th 1464

## ATTORNEY GENERAL OPINIONS

54 Ops.Cal.Atty.Gen. 96 (1971)

34 Ops.Cal.Atty.Gen. 93 (1959)

## Management Resources:

## WEBSITES

California Department of Justice, Office of the Attorney General: <http://oag.ca.gov>

## Pacific Grove Unified School District

Students

Policy #5145.12

**SEARCH AND SEIZURE**

The Governing Board is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the health and welfare of students and staff, school officials may search students, their property, and/or district property under their control and may seize illegal, unsafe, or otherwise prohibited items.

- (cf. 0450 - Comprehensive Safety Plan)
- (cf. 3515 - Campus Security)
- (cf. 3515.3 - District Police/Security Department)
- (cf. 5131 - Conduct)
- (cf. 5131.7 - Weapons and Dangerous Instruments)
- (cf. 5144.1 - Suspension and Expulsion/Due Process)

The Board urges that employees exercise discretion and good judgment. When conducting a search or seizure, employees shall act in accordance with law, Board policy, and administrative regulation.

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 1312.1 - Complaints Concerning District Employees)
- (cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent or designee shall ensure that staff who conduct student searches receive training regarding the requirements of the district's policy and administrative regulation and other legal issues, as appropriate.

- (cf. 4131 - Staff Development)
- (cf. 4231 - Staff Development)
- (cf. 4331 - Staff Development)

**Individual Searches**

School officials may search any individual student, his/her property, or district property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, and student vehicles parked on district property.

Cellular phones or other electronic communication devices may be searched with consent from the student or in any other manner consistent with the law.

Any search of a student, his/her property, or district property under his/her control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search shall include the danger to the health or safety of students or staff, such as the possession of weapons, drugs, or other dangerous instruments, and whether the item(s) to be searched by school officials is/are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the

## Pacific Grove Unified School District

Students

Policy #5145.12

**SEARCH AND SEIZURE**

student's age, gender, and the nature of the alleged violation.

Employees shall not conduct strip searches or body cavity searches of any student. (Education Code 49050)

Searches of individual students shall be conducted in the presence of at least two district employees.

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)

**Searches of Multiple Student Lockers/Desks**

All student lockers and desks are the property of the district. The principal or designee may conduct a general inspection of school properties that are within the control of students, such as lockers and desks, on a regular, announced basis, with students standing by their assigned lockers or desks. Any items contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned, and not of the District, for purposes of further searches, if any.

**Use of Metal Detectors**

The Board believes the presence of weapons in the schools threatens the district's ability to provide the safe and orderly learning environment to which district students and staff are entitled. The Board also believes that metal detector searches offer a reasonable means to keep weapons out of the schools and mitigate the fears of students and staff.

The Superintendent or designee shall use metal detectors at district schools as necessary to help provide a safe learning environment. He/she shall establish a plan to ensure that metal detector searches are conducted in a uniform and consistent manner.

**Use of Contraband Detection Dogs**

In an effort to keep the schools free of dangerous contraband, the district may use specially trained, nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy.

The dogs may sniff the air around lockers, desks, or vehicles on district property or at district-sponsored events. Dogs shall not sniff within the close proximity of students or other persons and may not sniff any personal items on those persons without their consent.

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

32280-32289 School safety plans

35160 Authority of governing boards

35160.1 Broad authority of school districts

## Pacific Grove Unified School District

Students

Policy #5145.12

**SEARCH AND SEIZURE**

48900-48927 Suspension and expulsion  
 49050-49051 Searches by school employees  
 49330-49335 Injurious objects

**PENAL CODE**

626.9 Firearms  
 626.10 Dirks, daggers, knives or razors

**CALIFORNIA CONSTITUTION**

Article I, Section 28(f) Right to Safe Schools

**COURT DECISIONS**

Redding v. Safford Unified School District, (9th Cir. 2008) 531 F.3d 1071  
 B.C. v. Plumas, (9th Cir. 1999) 192 F.3d 1260  
 Jennings v. Joshua Independent School District, (5th Cir. 1989) 877 F.2d 313  
 O'Connor v. Ortega, (1987) 480 U.S. 709  
 New Jersey v. T.L.O., (1985) 469 U.S. 325  
 Horton v. Goose Creek Independent School District, (5th Cir. 1982) 690 F.2d 470  
 Zamora v. Pomeroy, (10th Cir. 1981) 639 F.2d 662

**ATTORNEY GENERAL OPINIONS**

83 Ops.Cal.Atty.Gen. 257 (2001)  
 75 Ops.Cal.Atty.Gen. 155 (1992)

Management Resources:

**NATIONAL INSTITUTE OF JUSTICE PUBLICATIONS**

The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for Schools and Law Enforcement Agencies, 1999

**WEBSITES**

CSBA: <http://www.csba.org>  
 California Attorney General's Office: <http://caag.state.ca.us>  
 California Department of Education, Safe Schools: <http://www.cde.ca.gov/l/s/ss>  
 National Institute of Justice: <http://www.ojp.usdoj.gov/nij>

## Pacific Grove Unified School District

Students

Regulation #5145.12

**SEARCH AND SEIZURE**

## Use of Metal Detectors

The Superintendent or designee shall ensure that the following safeguards are used when making metal detector scans:

1. Before walk-through, students shall be asked to empty their pockets and belongings of metallic objects.
2. If an initial metal detector activation occurs, students shall be asked to remove other metallic objects that they may be wearing (e.g., belt and jewelry) and to walk through a second time.
3. If a second activation occurs, a hand-held metal detector shall be used.
4. If the activation is not eliminated or explained, staff shall escort the student to a private area where an expanded search shall be conducted by a staff member of the same gender as the student in the presence of another district employee.
5. The search shall be limited to the detection of the cause of the activation.

## Use of Contraband Detection Dogs

Contraband detection dogs shall not be used in classrooms or other district facilities when the rooms are occupied, except for demonstration purposes with the handler present. When used for demonstration purposes, the dog shall be separated from the students and not allowed to sniff any individual.

Prior to conducting an inspection, students shall be asked to leave the room that will be subject to the canine sniff. No student shall be forced to leave personal items behind for inspection, unless school officials have reasonable suspicion to search the item.

Only the dog's official handler shall determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the student having the use of that item or place, or responsibility for it, shall be called to witness the inspection. If a dog alerts on a locked vehicle, the student who brought the vehicle onto district property shall be asked to unlock it for inspection.

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

## Notifications

At the beginning of each school year and upon enrollment, the Superintendent or designee shall inform students and parents/guardians about the district's policies and procedures for searches, including notice regarding:

1. The possibility of random searches of students, their belongings, their vehicles parked on

## Pacific Grove Unified School District

Students

Regulation #5145.12

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**SEARCH AND SEIZURE**

district property, and district properties under a student's control, including lockers or desks

2. The district's contraband dog detection program
3. The use of metal detector scans

In addition, the Superintendent or designee shall ensure that signs are posted at all schools at which metal detectors are to be used to explain that anyone may be scanned by metal detectors for guns, knives, or other illegal weapons when on campus or attending athletic or extracurricular events.

**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, 2017-18 School Year

|          |   |                                      |
|----------|---|--------------------------------------|
| Aug. 24  | <b>Regular Board Meeting</b><br>✓ Student Enrollment Update<br>✓ Back to School dates<br>✓ Property tax report<br>✓ 2017-2018 Consolidated Application<br>✓ Set date for Annual Organizational meeting<br>✓ Facilities Project Updates                  | District Office                      |
| Sept. 7  | <b>Regular Board Meeting</b><br>✓ Unaudited Actual Report<br>✓ Budget Revision #1   | Forest Grove<br>(School Site Visit)  |
| Sept. 21 | <b>Regular Board Meeting</b><br>✓ Board Goals – review/revise<br>✓ Williams Uniform Complaint Report<br>✓ Facilities Project Updates  | Robert Down                          |
| Sept. 28 | <b>Special Board Meeting</b><br>✓ Board Goals – review/revise<br>✓ Local Control Accountability Plan Review<br>✓ Strategic Plan - review/revise   | District Office                      |
| Oct. 5   | <b>Regular Board Meeting</b><br>✓ Strategic Plan<br>✓ Bus Ridership<br>✓ District Safety Update   | Middle School<br>(School Site Visit) |
| Oct. 26  | <b>Regular Board Meeting</b><br>✓ Superintendent's Goals<br>✓ Facilities Project Updates  | Adult School<br>(School Site Visit)  |
| Nov. 9   | <b>Regular Board Meeting</b><br>✓ Intent form due (to serve as Board President or Vice President)<br>✓ Review of Special Education Contracts<br>✓ Facilities Project Updates<br>✓ PGHS Course Bulletin Information/Discussion                           | High School<br>(School Site Visit)   |
| Dec. 7   | <b>Organizational Meeting</b><br>✓ Election of 2017-2018 Board President and Clerk<br>✓ First Interim Report<br>✓ Budget Revision #2<br>✓ Facilities Project Updates<br>✓ PGHS Course Bulletin Action/Discussion<br>✓ Williams Uniform Complaint Report | District Office                      |

## Board Meeting Calendar, 2017/18 School Year

|          |   |                       |
|----------|---|-----------------------|
| Jan. 25  | <b>Regular Board Meeting</b><br>✓ Report on Governor's Budget Proposal<br>✓ Preliminary enrollment projection for 2018/19<br>✓ Property Tax Update  | Community High School |
| Feb. 8   | <b>Regular Board Meeting</b><br>✓ Budget projections and assumptions<br>✓ Possible personnel action presented as information<br>✓ Preliminary Review of Site Master Schedules<br>✓ Maintenance/Facilities Update  | District Office       |
| Mar. 8   | <b>Regular Board Meeting</b><br>✓ Second Interim Report<br>✓ Budget Revision #3<br>✓ Possible personnel action (RIF)<br>✓ Open House schedules reviewed   | District Office       |
| Mar. 22  | <b>Regular Board Meeting</b><br>✓ Budget projections and assumptions<br>✓ TRAN Resolution<br>✓ Williams/Valenzuela Uniform Complaint Report   | District Office       |
| Apr. 5   | <b>Regular Board Meeting</b><br>✓ Board Priorities for 2018/19 Instructional Program Design<br>✓ Review of Strategic plan and LCAP<br>✓ Begin Superintendent Evaluation<br>✓ California Day of the Teacher<br>✓ Week of the CSEA Employee<br>✓ Approve 2018/19 Board meeting calendar, Aug. – Dec.  | District Office       |
| April 26 | <b>Regular Board Meeting</b><br>✓ Review of Site Master Schedules<br>✓ Review of Strategic plan and LCAP (as needed)<br>✓ Review of Facilities Depreciation Schedule  | District Office       |
| May 3    | <b>Regular Board Meeting</b><br>✓ Begin Superintendent Evaluation<br>✓ California Day of the Teacher<br>✓ Final Review of Site Master Schedules<br>✓ Draft 2018/19 Board meeting calendar<br>✓ Review of Strategic plan and LCAP<br>✓ Safety/Discipline Report  | District Office       |
| May 24   | <b>Regular Board Meeting</b><br>✓ Week of the CSEA Employee<br>✓ Retiree Reception<br>✓ Review Bell Schedule for 2018/19<br>✓ Superintendent's evaluation<br>✓ Identify Board member representatives for graduation<br>✓ Review Facility Use Fee Schedule<br>✓ LCAP Public Hearing<br>✓ Review Governor's revised budget<br>✓ Present 2018/19 Budget<br>✓ Maintenance/Facilities Update | District Office       |
| June 7   | <b>Regular Board Meeting</b><br>✓ Adopt budget for 2018/19<br>✓ Recommend approval of LCAP<br>✓ Complete Superintendent Evaluation<br>✓ Approval of contracts and purchase orders for 2018/19   | District Office       |

**SUBJECT:** Review of December Property Tax Revenue for 2017-18

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

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**RECOMMENDATION:**

Administration recommends that the Board review the year-to-date receipts of Property Tax Revenue.

**BACKGROUND:**

Property Tax revenues are received in various amounts throughout the year, but the majority of receipts occur in the months of December and April, as homeowners pay their property tax bills. The budget for property tax revenues should be reviewed following the December and April receipts of property tax revenues from the County Assessor's Office. When the actual amounts are known, they can be compared to budgeted amounts and the District Budget can be revised if necessary.

**INFORMATION:**

**Budgeted:**

Last year (2016-17) actual property tax revenue received by the District was \$23,542,062, which was an increase of \$1,310,658 (5.90%). For the current year, the District is budgeting \$24,937,534, which is an increase of \$1,395,473 (6.00%) over the prior year's actuals.

**Year-to-Date Receipts:**

For the current year, actual property tax receipts **through December** are \$13,648,659. When this amount is compared to receipts through December from a year ago of \$12,688,993, we show an increase of \$996,830 (7.34%).

| <b>YEAR-TO-DATE</b> | <b>ACTUALS</b> | <b>CHANGE</b>           |          |
|---------------------|----------------|-------------------------|----------|
| Dec 2009-10         | \$10,574,851   | decrease of \$127,058   | (-1.19%) |
| Dec 2010-11         | \$10,703,836   | increase of \$128,985   | 1.22%    |
| Dec 2011-12         | \$10,694,939   | decrease of \$ 8,897    | (-0.08%) |
| Dec 2012-13         | \$10,959,537   | increase of \$264,598   | 2.47%    |
| Dec 2013-14         | \$11,385,033   | increase of \$425,496   | 3.88%    |
| Dec 2014-15         | \$12,074,561   | increase of \$689,528   | 6.06%    |
| Dec 2015-16         | \$12,527,599   | increase of \$453,038   | 3.75%    |
| Dec 2016-17         | \$13,573,161   | increase of \$1,045,562 | 8.35%    |
| Dec 2017-18         | \$13,648,659   | increase of \$ 996,830  | 7.34%    |

See attached history of Property Tax Revenue for more detail.

When we start developing the budget for next year, we will have year-to-date receipts through April that will be used as a basis for budget preparation. This usually represents about 98% of all Property Tax receipts, and provides data for creating budget estimates.

**FISCAL IMPACT:**

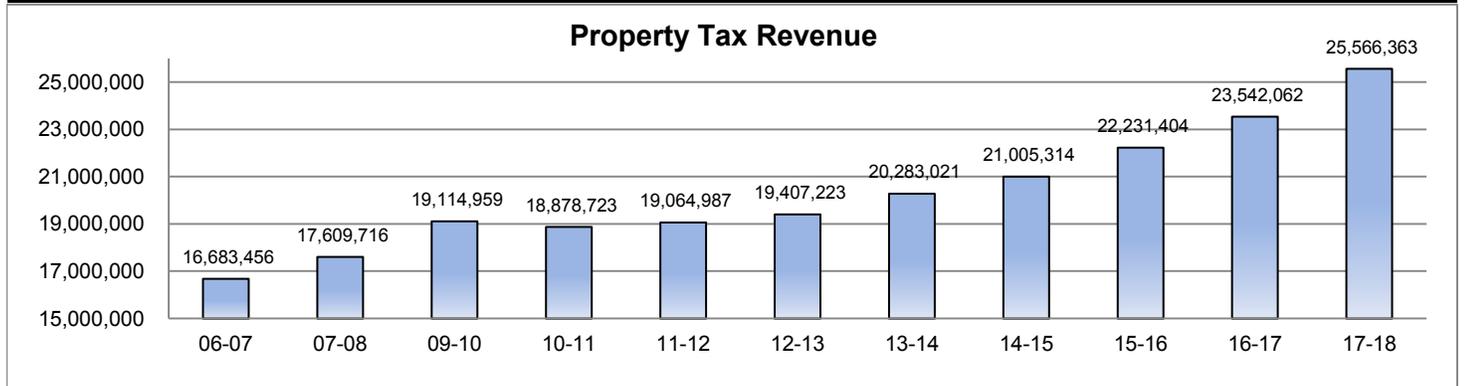
This agenda item is for review only.

Pacific Grove Unified School District

# Property Tax Revenue

6.00%

|                  | 2010-11<br>actual | 2011-12<br>actual | 2012-13<br>actual | 2013-14<br>actual | 2014-15<br>actual | 2015-16<br>actual | 2016-17<br>actual | 2017-18<br>act/est |
|------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>July</b>      |                   | 122,225           | -                 | -                 | -                 | -                 | -                 | -                  |
| Year-to-Date     | -                 | 122,225           | -                 | -                 | -                 | -                 | -                 | -                  |
| <b>August</b>    | 159,786           |                   | -                 | -                 | -                 | -                 | -                 | -                  |
| Year-to-Date     | 159,786           | 122,225           | -                 | -                 | -                 | -                 | -                 | -                  |
| <b>September</b> | 237,217           | 186,941           | 31,323            | 73,572            | 68,361            | 75,436            | 49,319            | <b>56,920</b>      |
| Year-to-Date     | 397,003           | 309,167           | 31,323            | 73,572            | 68,361            | 75,436            | 49,319            | <b>56,920</b>      |
| <b>October</b>   |                   |                   | 94,193            | -                 | -                 | 768,510           | 792,168           | <b>818,005</b>     |
| Year-to-Date     | 397,003           | 309,167           | 125,516           | 73,572            | 68,361            | 843,946           | 841,486           | <b>874,925</b>     |
| <b>November</b>  | 144,363           | 87,757            | 779,423           | 759,221           | 48,234            | 49,334            | 42,682            | <b>46,407</b>      |
| Year-to-Date     | 541,366           | 396,924           | 904,939           | 832,793           | 116,595           | 893,280           | 884,168           | <b>921,332</b>     |
| <b>December</b>  | <b>10,162,470</b> | <b>10,298,015</b> | <b>10,054,597</b> | <b>10,552,240</b> | <b>11,957,966</b> | <b>11,634,319</b> | <b>12,688,993</b> | <b>13,648,659</b>  |
| Year-to-Date     | <b>10,703,836</b> | <b>10,694,939</b> | <b>10,959,537</b> | <b>11,385,033</b> | <b>12,074,561</b> | <b>12,527,599</b> | <b>13,573,161</b> | <b>14,569,991</b>  |
| percent change   | <b>1.22%</b>      | <b>-0.08%</b>     | <b>2.47%</b>      | <b>3.88%</b>      | <b>6.06%</b>      | <b>3.75%</b>      | <b>8.35%</b>      | <b>7.34%</b>       |
| <b>January</b>   | 311,742           | 235,324           | 162,549           | 350,363           | 209,642           | 527,542           | 307,376           | <b>755,156</b>     |
| Year-to-Date     | 11,015,578        | 10,930,263        | 11,122,086        | 11,735,396        | 12,284,203        | 13,055,141        | 13,880,538        | <b>15,325,147</b>  |
| percent change   | 4.17%             | -0.77%            | 1.75%             | 5.51%             | 4.68%             | 6.28%             | 6.32%             | <b>10.41%</b>      |
| <b>February</b>  | 394,126           | 445,020           | 492,852           | 512,416           | 532,513           | 555,779           | 601,451           | 637,538            |
| Year-to-Date     | 11,409,704        | 11,375,283        | 11,614,938        | 12,247,812        | 12,816,716        | 13,610,920        | 14,481,989        | 15,962,685         |
| percent change   | 1.60%             | -0.30%            | 2.11%             | 5.45%             | 4.64%             | 6.20%             | 6.40%             | 10.22%             |
| <b>March</b>     | 320,773           | 404,979           | 375,214           | 409,741           | 414,021           | 519,125           | 502,464           | 532,612            |
| Year-to-Date     | 11,730,477        | 11,780,263        | 11,990,152        | 12,657,553        | 13,230,737        | 14,130,045        | 14,984,452        | 16,495,297         |
| percent change   | 2.07%             | 0.42%             | 1.78%             | 5.57%             | 4.53%             | 6.80%             | 6.05%             | 10.08%             |
| <b>April</b>     | <b>6,683,790</b>  | <b>6,686,251</b>  | <b>6,941,147</b>  | <b>7,152,350</b>  | <b>7,278,329</b>  | <b>7,632,400</b>  | <b>8,041,076</b>  | 8,523,541          |
| Year-to-Date     | <b>18,414,267</b> | <b>18,466,514</b> | <b>18,931,299</b> | <b>19,809,903</b> | <b>20,509,066</b> | <b>21,762,445</b> | <b>23,025,529</b> | 25,018,838         |
| percent change   | <b>-1.04%</b>     | <b>0.28%</b>      | <b>2.52%</b>      | <b>4.64%</b>      | <b>3.53%</b>      | <b>6.11%</b>      | <b>5.80%</b>      | 8.66%              |
| <b>May</b>       | 255,549           | 203,386           | 219,514           | 253,210           | 77,114            | 58,025            | 83,677            | 88,697             |
| Year-to-Date     | 18,669,816        | 18,669,900        | 19,150,812        | 20,063,112        | 20,586,180        | 21,820,470        | 23,109,205        | 25,107,535         |
| percent change   | -1.37%            | 0.00%             | 2.58%             | 4.76%             | 2.61%             | 6.00%             | 5.91%             | 8.65%              |
| <b>June</b>      | 208,907           | 395,087           | 256,411           | 219,909           | 419,134           | 410,934           | 432,856           | 458,828            |
| Year-to-Date     | 18,878,723        | 19,064,987        | 19,407,223        | 20,283,021        | 21,005,314        | 22,231,404        | 23,542,062        | 25,566,363         |
| percent change   | -1.24%            | 0.99%             | 1.80%             | 4.51%             | 3.56%             | 5.84%             | 5.90%             | 8.60%              |
| <b>Total</b>     | <b>18,878,723</b> | <b>19,064,987</b> | <b>19,407,223</b> | <b>20,283,021</b> | <b>21,005,314</b> | <b>22,231,404</b> | <b>23,542,062</b> | <b>25,566,363</b>  |
| <b>Inc (Dec)</b> | <b>(236,236)</b>  | <b>186,264</b>    | <b>342,236</b>    | <b>875,798</b>    | <b>722,293</b>    | <b>1,226,089</b>  | <b>1,310,658</b>  | <b>2,024,301</b>   |
| percent change   | <b>-1.24%</b>     | <b>0.99%</b>      | <b>1.80%</b>      | <b>4.51%</b>      | <b>3.56%</b>      | <b>5.84%</b>      | <b>5.90%</b>      | <b>8.60%</b>       |



| Assessed Val | 3,969,517,234 | 4,023,644,675 | 4,113,459,805 | 4,269,800,918 | 4,428,931,578 | 4,687,490,298 | 4,988,039,914 | 5,237,940,714 |
|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| AV Change %  | <b>-2.53%</b> | <b>1.36%</b>  | <b>2.23%</b>  | <b>3.80%</b>  | <b>3.73%</b>  | <b>5.83%</b>  | <b>6.40%</b>  | <b>5.00%</b>  |

**SUBJECT:** Pacific Grove Adult Education Licensed Child Care Center and Extended Day Preschool

**PERSON(S) RESPONSIBLE:** Barbara Martinez, Adult Education Principal

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**RECOMMENDATION:**

The District Administration requests that the Board review the program design and budget for the Adult Education Child Care and Extended Day Preschool Center.

**BACKGROUND:**

The Adult Education Block Grant Program is a joint effort between the California Department of Education and the Community College Chancellor's Office. Both State agencies have worked together to transfer AEBG funding in order to expedite disbursement to the local entity/regional consortia.

Pacific Grove Adult Education Maintenance of Effort allocation for the past three years has been \$1,136,641. It will remain this amount for the 2018-2019 school year and is expected to remain consistent in the future.

In addition to district MOE, state agencies (California Department of Education, State Board of Education, the California Community College Chancellor's Office, and the Department of Finance) developed a funding formula for adult education regional consortia according to the Adult Education Block Grant Program legislation set forth in AB 104.

The Monterey Peninsula Adult Education Consortia receives a yearly allocation in the amount of \$750,000. Members of MPAEC identify gaps and barriers for students to attend adult school or return to the workforce and allocate funds based on site program needs. Pacific Grove Adult Education has received consortia allocations for the past three years in the amounts of:

|       |         |
|-------|---------|
| 15/16 | 292,575 |
| 16/17 | 278,650 |
| 17/18 | 323,016 |
| 18/19 | TBD     |

**INFORMATION:**

In an effort to provide childcare services to our community within the MPAEC region, Pacific Grove Adult Education has allocated carryover funds to purchase a portable building to house an extended day childcare program.

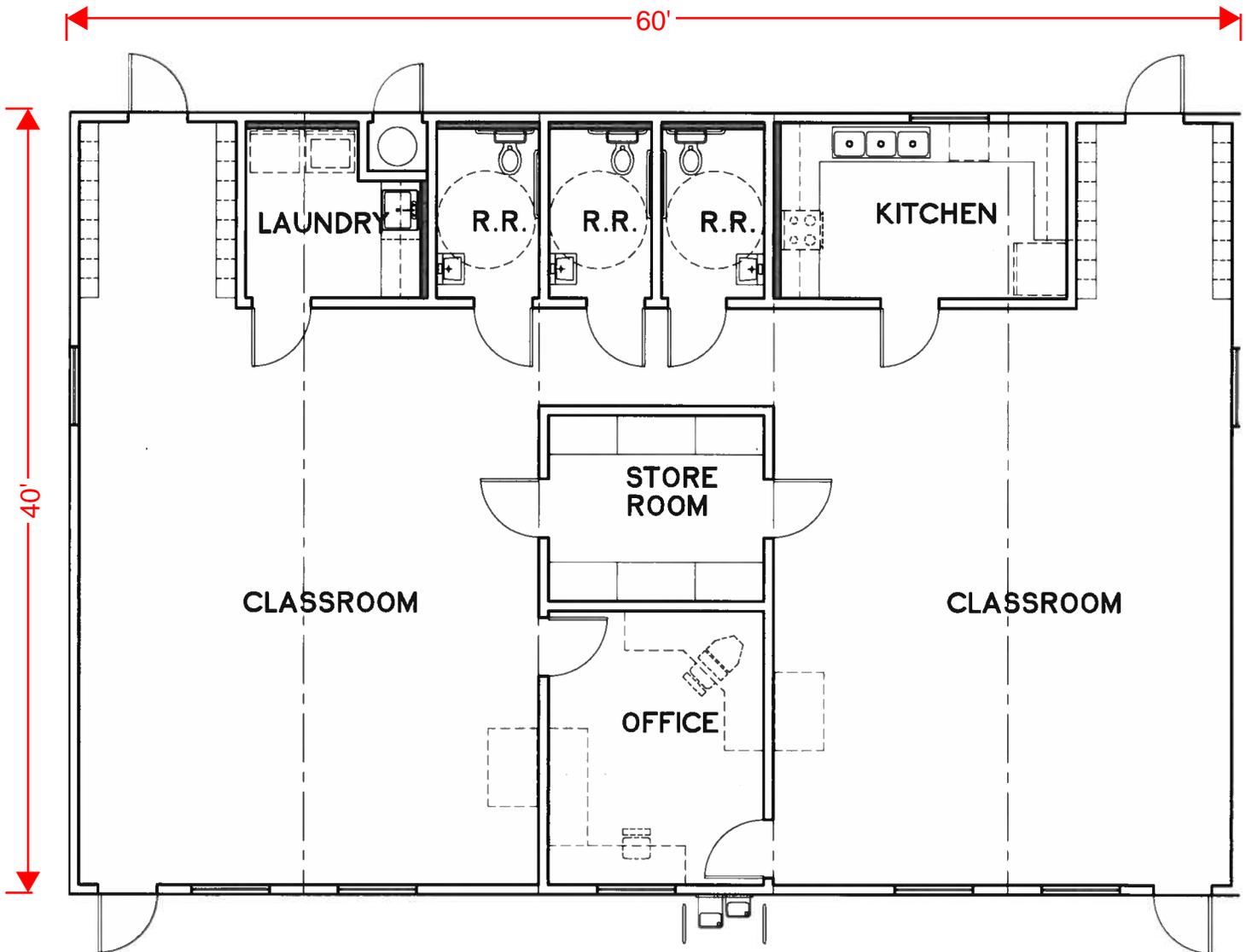
Priority registration will be given to Pacific Grove Unified School District Employees and residents that live within the school district boundaries. The hours of operation will be Monday through Friday, from 7:00 am – 6:00 pm. The child care program will follow the district calendar. The cost for full time enrollment for children ages 1-2 is \$1,200 per month. The cost for full time enrollment for children ages 3-4 is \$1,000 per month. The program will be staffed with two certificated full time teachers and two full time aides. Custodial time has been budgeted at two hours per day, five days per week. It is projected that after all revenues and expenditures; the program will be self-sustaining with a surplus estimated at \$7,000 per year.

The purpose of this program is to provide a developmentally age appropriate program in an atmosphere which facilitates active learning, exploration and language development. Additionally, it is to serve the community by providing affordable, quality early care and education in a safe and nurturing environment in a full-day program.

**FISCAL IMPACT:**

There is no fiscal impact to the general fund. All program expenditures and revenues flow into and out of Fund 11.

### 40' x 60' Kindergarten Classroom with Laundry Room



**Please NOTE: This unit DOES provide both student and staff ADA compliant restrooms. Includes ADA drinking fountain on exterior.**



Pacific Grove Unified School District - Parent's Place Adult Education

(1) 60x40 Day Care Building - Concrete Foundation - Flooring by Owner (except vinyl in restrooms)

\*60x40 only available on pit-set concrete foundation 2013 CBC

| P-back Item #   | Description  | Unit   | Qty | Piggyback Price | Total         |
|---|--|--------|-----|-----------------|---------------|
| <b>1-STORY RIGID STEEL MOMENT FRAME BUILDINGS</b>           |  |        |     |                 |               |
| 1000  | 24x40 Typical Classroom [With no floor Coverings: With Ceiling Tiles; LED light fixtures with dimming control; 9' floor to ceiling height in all modules; 2x4 fixed grid, lay in panel ceiling system (no suspension wires); (1) 3070 steel door w/Schlage lever hardware (2) 8040 windows, (2) porcelain/steel marker boards, battery wall clock, walls-full height tackboard; (6) duplex receptacles; (1) 125 amp single-phase panel; (1) 3.5 ton Bard wall mount HVAC with ducted air and programmable T-Stat; Standard bi-pitch roof design, approximately .25:12 dual slope, 5' overhang in front 2'6" rear overhang. | EA     | 1   | \$ 51,942.95    | \$ 51,942.95  |
| 1006  | add 12x40 center module where Ss< 1.875  | EA     | 3   | \$ 20,924.90    | \$ 62,774.70  |
| <b>Concrete Foundations</b>                                 |  |        |     | \$ -            |               |
| 2200  | 12x40 at grade foundation w/ 18" crawl space and 12" footing embedment (initial foundation segment)  | EA     | 5   | \$ 13,219.61    | \$ 66,098.07  |
| 2201  | 12x40 at grade foundation (additional foundations segments)  | EA     | 1   | \$ 10,187.60    | \$ 10,187.60  |
| 2210  | Concrete Foundation Bolt Kit 50 or 65 Lb Floor   | EA     | 5   | \$ 70.37        | \$ 351.86     |
| 2300  | 2x4 access vent well with retained metal grate (Non ADA)   | EA     | 1   | \$ 3,793.82     | \$ 3,793.82   |
| 2302  | 4' polyvent  | EA     | 5   | \$ 1,476.91     | \$ 7,384.55   |
| 2304  | 12" high, 24 ga metal flashing   | Per lf | 200 | \$ 19.10        | \$ 3,820.35   |
| <b>GENERAL</b>  |  |        |     |                 |               |
| 3000  | Interior wall, 2x4, standard finish (tack board) (Décor or equal)  | Per lf | 160 | \$ 49.16        | \$ 7,865.42   |
| 3003  | Interior wall extension from ceiling level to roof deck  | Per lf | 60  | \$ 33.02        | \$ 1,981.34   |
| 3006  | Toilet room, single, cold only (ADA compliant)   | EA     | 3   | \$ 9,555.17     | \$ 28,666     |
| 3007  | 8x4 porcelain / steel markerboard  | EA     | (2) | \$ 306.88       | \$ (613.75)   |
| 3013  | Blocking only, casework (double row)   | Per lf | 100 | \$ 15.18        | \$ 1,517.94   |
| 3018  | FRP wall panels  | EA     | 900 | \$ 3.12         | \$ 2,809.08   |
| <b>Doors (KD Frames standard)</b>                           |  |        |     |                 |               |
| 3103  | 3070 steel door w/Schlage D95 lever hardware, Norton 7500 door closer with hold open   | EA     | 1   | \$ 1,750.99     | \$ 1,750.99   |
| 3104  | 6070 steel double door w/Schlage D95 lever hardware, Norton 7500 door closer with hold open  | EA     | 2   | \$ 2,175.48     | \$ 4,350.95   |
| 3108  | 3068 interior wood door in steel frame, sold core, pre-finished (Oak Legacy, White Ash or Walnut)  | EA     | 5   | \$ 1,177.94     | \$ 5,889.70   |
| 3110  | 3068 interior wood Dutch door in steel frame   | EA     | 1   | \$ 1,528.94     | \$ 1,528.94   |
| 3114  | Panic hardware, Von Duprin CD99NL or equal   | EA     | 2   | \$ 2,259.31     | \$ 4,518.62   |
| 3123  | View light, 8x30 (adder)   | EA     | 3   | \$ 184.74       | \$ 554.23     |
| 3125  | Half light, 24x30  | EA     | 2   | \$ 259.62       | \$ 519.24     |
| 3127  | Louver, 12x12 in door  | EA     | 1   | \$ 85.66        | \$ 85.66      |
| <b>Daylighting windows, see "Daylighting" section above</b> |  |        |     |                 |               |
| 3200  | 8040 xox   | EA     | (2) | \$ 989.20       | \$ (1,978.40) |
| 3202  | 4040 xo  | EA     | 9   | \$ 839.64       | \$ 7,556.80   |
| <b>Electrical Options</b>                                   |  |        |     |                 |               |
| 3301  | 150 amp 1-phase panel  | EA     | 1   | \$ 974.80       | \$ 974.80     |
| 3408  | Lighted "Exit" sign (battery back-up)  | EA     | 4   | \$ 198.45       | \$ 793.78     |
| 3414  | Exterior Door Light - LED w/ Photocell - TWS LED   | EA     | 4   | \$ 276.87       | \$ 1,107.48   |
| <b>Electrical infrastructure</b>                            |  |        |     |                 |               |
| 3502  | Duplex receptacle  | EA     | 12  | \$ 88.00        | \$ 1,055.96   |
| 3504  | GFI receptacle   | EA     | 6   | \$ 106.32       | \$ 637.91     |
| 3505  | Dedicated circuit  | EA     | 5   | \$ 190.84       | \$ 954.20     |
| 3506  | 230 v circuit  | EA     | 1   | \$ 164.49       | \$ 164.49     |
| 3507  | 4 square box with switch ring and 3/4" conduit stub to attic   | EA     | 6   | \$ 38.20        | \$ 229.22     |
| 3508  | Conduit 3/4"   | Per lf | 100 | \$ 2.90         | \$ 290.27     |
| 3513  | N-light switching w on/off & dim   | EA     | 4   | \$ 128.60       | \$ 514.42     |
| 3515  | N-light three way switching  | EA     | 8   | \$ 237.20       | \$ 1,897.61   |
| 3516  | N-light occ sensor   | EA     | 6   | \$ 279.17       | \$ 1,675.02   |
| 3518  | Switched receptacle  | EA     | 1   | \$ 59.29        | \$ 59.29      |
| 3605  | Exhaust Fan - Orbit 150CFM (or equal)  | EA     | 1   | \$ 296.40       | \$ 296.40     |
| <b>Low voltage items</b>                                    |  |        |     | \$ -            |               |
| 3703  | Rough-in only for FA pull station  | EA     | 1   | \$ 41.23        | \$ 41.23      |
| <b>HVAC Systems</b>   |  |        |     |                 |               |
| 4252  | Bard 4 ton W, "Quiet Climate 1" wall hung heat pump w/CRV, 4 duct runs, programmable T-stat  | EA     | 1   | \$ 6,073.67     | \$ 6,073.67   |
| <b>Misc HVAC</b>  |  |        |     |                 |               |
| 4804  | Register, supply with 4-way throw and mixing box   | EA     | 6   | \$ 112.49       | \$ 674.93     |
| <b>PLUMBING</b>   |  |        |     |                 |               |
| 5002  | Sink, kitchen, SS, 1 compartment, cold only  | EA     | 2   | \$ 2,314.23     | \$ 4,628.47   |
| 5003  | Sink, kitchen, SS, 2 compartment, cold only  | EA     | 1   | \$ 2,634.83     | \$ 2,634.83   |
| 5009  | Drinking fountain, hi-low, SS, wall hung, ADA  | EA     | 1   | \$ 5,039.71     | \$ 5,039.71   |
| 5018  | hot/cold faucet - adder  | EA     | 4   | \$ 79.59        | \$ 318.36     |

|      |   |        |     |             |             |
|------|---|--------|-----|-------------|-------------|
| 5019 | goose neck faucet   | EA     | 3   | \$ 68.79    | \$ 206.37   |
| 5101 | Water Heater, 30 to 50 gal, electric, 240V                        | EA     | 1   | \$ 2,450.65 | \$ 2,450.65 |
| 5200 | Wash machine outlet/supply box                                    | EA     | 1   | \$ 1,102.14 | \$ 1,102.14 |
| 5201 | Ice maker supply box (metal)                                      | EA     | 1   | \$ 567.00   | \$ 567.00   |
| 5203 | Hose bib, recessed (wall hydrant)                                 | EA     | 1   | \$ 1,143.07 | \$ 1,143.07 |
| 5204 | Garbage disposal  | EA     | 1   | \$ 882.32   | \$ 882.32   |
| 5208 | Copper pipe, Type "L", rough in only and fixture fitting, ea      | EA     | 4   | \$ 830.78   | \$ 3,323.12 |
| 5404 | Toilet paper dispenser, surface mount, single roll, Bobrick B-264 | EA     | (3) | \$ 37.70    | \$ (113.11) |
| 5405 | Toilet paper dispenser, surface mount, multi-roll, Bobrick B-2888 | EA     | 3   | \$ 102.94   | \$ 308.81   |
|      | CASEWORK  |        |     | \$ -        |             |
| 6521 | 153 36x34x24 ADA sink base  | EA     | 3   | \$ 804.40   | \$ 2,413.19 |
| 6544 | 212 36x34x24 1 drawer/2 doors                                     | EA     | 6   | \$ 807.58   | \$ 4,845.48 |
| 6578 | 302 36x18x12 wall hung/2 door                                     | EA     | 6   | \$ 447.83   | \$ 2,686.98 |
| 6622 | Laminate top / 4" backsplash (Wilsonart or equal)                 | Per lf | 36  | \$ 71.25    | \$ 2,564.88 |
| 6625 | Finished end panels   | EA     | 6   | \$ 129.47   | \$ 776.80   |

Sub-Total \$ 326,575.93

| PROJECT CLOSE OUT ITEMS |   |       |    |                    |                      |
|-------------------------|---|-------|----|--------------------|----------------------|
| 1                       | Labor to close out site   | hour  | 80 | \$ 65.00           | \$ 5,200.00          |
| 2                       | On-Site Labor (plumbing close-out)  | hour  | 40 | \$ 181.25          | \$ 7,250.00          |
| 3                       | Crane   | day   | 1  | \$ 8,500.00        | \$ 8,500.00          |
| 4                       | Delivery  | floor | 5  | \$ 3,550.00        | \$ 17,750.00         |
| 5                       | Installation  | floor | 5  | \$ 2,950.00        | \$ 14,750.00         |
| 6                       | 2% escalation for materials ordered after January 1, 2018   | EA    | 1  | \$ 6,531.52        | \$ 6,531.52          |
| 7                       | Concrete foundation design  | N/A   |    | \$ 350.00          | \$ -                 |
| 8                       | Administrative Fee to Las Lomas School District (Final Project Manual Section 00110; Item 20 Sub-section 2) (.5% of piggyback building price) |       |    |                    | \$ 1,632.88          |
| 9                       | Bond  |       | 1  |                    | \$ 3,429.05          |
| 10                      | Estimated Tax   |       | 1  |                    | \$ 10,450.43         |
|                         |   |       |    | <b>Grand Total</b> | <b>\$ 395,538.29</b> |

Notes:

- Foundation design charges are waived if concrete foundations remain in ENV scope; if removed, cost is \$350 per floor
- Additional design & foundation costs may be incurred if the site specific soils condition or CGS review prompt footings that are outside of Enviroplex's standard foundation design
- Pursuant to recent DSA guidelines as described on the new 1-MR form regarding the "Delegation of Authority for Modular & Relocatable Buildings", site specific inspection fees will be necessary if Enviroplex's structural engineer determines that he/she is required to personally inspect and observe construction site conditions and foundation progress. The scope and scale of this requirement will generally relate to a number of factors including, but not limited to, the experience of the foundation contractor, foundation design complexity, building square footage, geographic location and site & soils condition. These charges shall be owner responsibility and coordinated directly with Enviroplex's structural engineer. As outlined in the DSA bulletin, these responsibilities can be sub-delegated to the project's Architect of record at the owner's direction and discretion.

## General Conditions

- Concrete foundation: OWNER to provide properly prepped site per the project specifications & drawings. This will normally consist of a 27" deep (below grade) certified level pad for modular building concrete stem-wall foundation to be constructed within. At the lowest foundation embedment depth, OWNER to provide subgrade to meet the minimum compaction/bearing capacity per the approved drawings & specifications. Pad to be over excavated 2' beyond building footprint on all sides to allow for foundation work. Enviroplex will move spoils from its trenching operation within the pad to a pile outside of the foundation pad. Haul-off of all spoils, including spoils from foundation footing trenching, will be by the OWNER. Backfilling the over excavated area after buildings are set is to be by the OWNER. NOTE: 27" deep excavation facilitates the minimum 18" crawlspace.
- Wood foundation: (2) layer wood foundation quoted. This, plus our building's 9" bottom beam, elevates the building to 12" above grade. Wood foundation as quoted requires level pad, 1000 PSF bearing. Departures from this may require CO. For any wood foundation installation the transport truck must be able to park over desired building footprint and pull straight off of pad until trailer clears building. If crane is needed because of site access issues, it would be by CO. Pressure treated (Green) lumber is used for bottom layer of foundation only.
- Hygiene: OWNER to provide adequate portable toilets & hand washing stations for Enviroplex workers on site.
- Staging: OWNER to provide adequate staging area for the modules within the boundaries of the project site or OWNER coordinated area within a quarter mile of the project site.
- Site & Staging access: OWNER to provide the proper site access to Enviroplex for installation of the modular building. OWNER will provide a clear or protected pathway from the project entrance to the modular building during the entire project duration. Exceptions to this must be coordinated with Enviroplex and the OWNER. The OWNER must provide at least a 50 foot buffer from one side and one end of the building with a surface suitable for trucking and crane use during the approved installation dates. These dates will be approved and coordinated with Enviroplex. Enviroplex is not responsible for protection of utilities or equipment, trench plates, encroachment permits, tree or limb removal, fence removal, grading or soil compaction etc in the pathway or the buffer zone. Enviroplex not liable for damage to grass, sprinkler systems, asphalt, concrete or any OWNER surface if access requires traversing these surfaces.
- Concrete: Enviroplex will make a good faith effort to utilize any concrete protection the OWNER provides, but concrete is prone to breakage under heavy truck traffic regardless of protection. OWNER will be responsible and repair any damage to concrete incurred during building construction due to inadequate protection that is within the approved building access pathway or buffer zone. This includes sidewalks, curbs, driveways etc.
- Overhead safety/Clearance at Project Site: OWNER to ensure no overhead obstructions, notably live power wires, inhibit safe operation of a crane during installation. Any power wires closer than 10' (typically) to the crane boom during any portion of crane operation must be de-energized by the OWNER. Any wires of any type that hang lower than 17'6" are at risk and are the responsibility of the OWNER to make the area accessible. Enviroplex is not liable for damage to same.

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- Overhead Clearance to Project Site: Enviroplex will make every attempt to determine adequate height routes to the project site, but overhead clearances on the construction site or entrance to the site must be at least 17' from top or grade or coordinated with Enviroplex before shipment. It is the responsibility of OWNER to make sure the buildings have proper height clearances or will make appropriate adjustments at their own expense.
- Low Voltage: Low Voltage systems specifically excluded from the Enviroplex scope include but not limited to fire alarm, security, access control, lighting control, data, and phone. Wiring, systems components, boxes and conduits or any material and/or labor to install these components are excluded except as noted in the following: Enviroplex will provide only utility boxes and associated conduit as depicted on the approved Enviroplex drawings. The OWNER is responsible for reviewing and verifying the Enviroplex drawings. Low Voltage boxes/conduits that are to be provided by Enviroplex will terminate in the attic space as a stub-up 2" from top of wall. Cable raceways, grommets or hangers for devices, conduit or wiring, is by OWNERS.
- Flooring: Finish flooring must be installed last during the building site work phase. Any damage occurring to finish flooring caused by work of the OWNER continuing after floor install will be the responsibility of the OWNER. Additionally, buildings must have the electrical service operational prior to finish flooring installation. If early installation of flooring is requested by OWNER, this is at owner risk.
- Blocking & backer boards: Only devices or objects specifically indicated on the Enviroplex plans will have mounting blocking installed in the walls. Coordination of additional blocking must be made prior to commencement of production of the units. This includes projectors, projection screens, paper dispensers, future items etc. Any OWNER blocking must be coordinated with Enviroplex Inc. and will be paid through a change order.
- Cleaning: Enviroplex will perform scrap out and light sweep of building. Cleaning, dusting, floor prep, floor wax, wiping windows, vacuuming and any OWNER tasks related to preparation for occupancy is by OWNERS.
- Punch list: Enviroplex requires at least two calendar weeks of normal workday access between OWNER or representative list generation and building occupancy.
- Drainage: Gutters and downspouts are by Enviroplex. Downspout transitions and tie-ins are by OWNER. OWNER is responsible for installing storm drain tie-ins or point of connection (P.O.C.) for downspouts. OWNER to coordinate locations of P.O.C. with Enviroplex for proper alignment and finish height of P.O.C. installed by OWNER. Crawl-space drains (if desired) are excluded by Enviroplex and are by OWNER.
- Storm Water Pollution Prevention Plan (SWPPP): Maintaining and administering a SWPPP program is by OWNER. If conditions on site are muddy or questionable, site work and access will be coordinated with the OWNER.
- Dust Control: Dust control measures and documentation are by OWNER.
- Utility tie in: All wet utility tie in is by OWNER. Enviroplex utility piping will terminate 6" from the foundation face and will exclude any metering, backflow devices or and OWNER regulating devices, equipment or improvements.
- Electrical Panels: Building main panel electrical systems/conduit provided by Enviroplex Inc will include only the main panel and a conduit stubbed out with an exterior threaded connection. The electrical service within the building is by Enviroplex. Main panel service side underground conduit and connection, site electrical equipment, cable, hookup, grounding and testing are by the OWNER. Building main electrical panel grounding is to be



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provided by the OWNER. If routing of electrical conduits under the foundation is required, the OWNER must provide appropriate penetrations through the foundation as provided by the Enviroplex plans.

- All interior and exterior building signage is provided and installed by the OWNER
- Surveying of building foundation corners and finish floor elevations will be by the OWNER.
- Fencing is by the OWNER.
- All keyed cylinders and keying is by OWNER.

**ENVIROPLEX SCOPE OF WORK  
AND EXCLUSIONS**

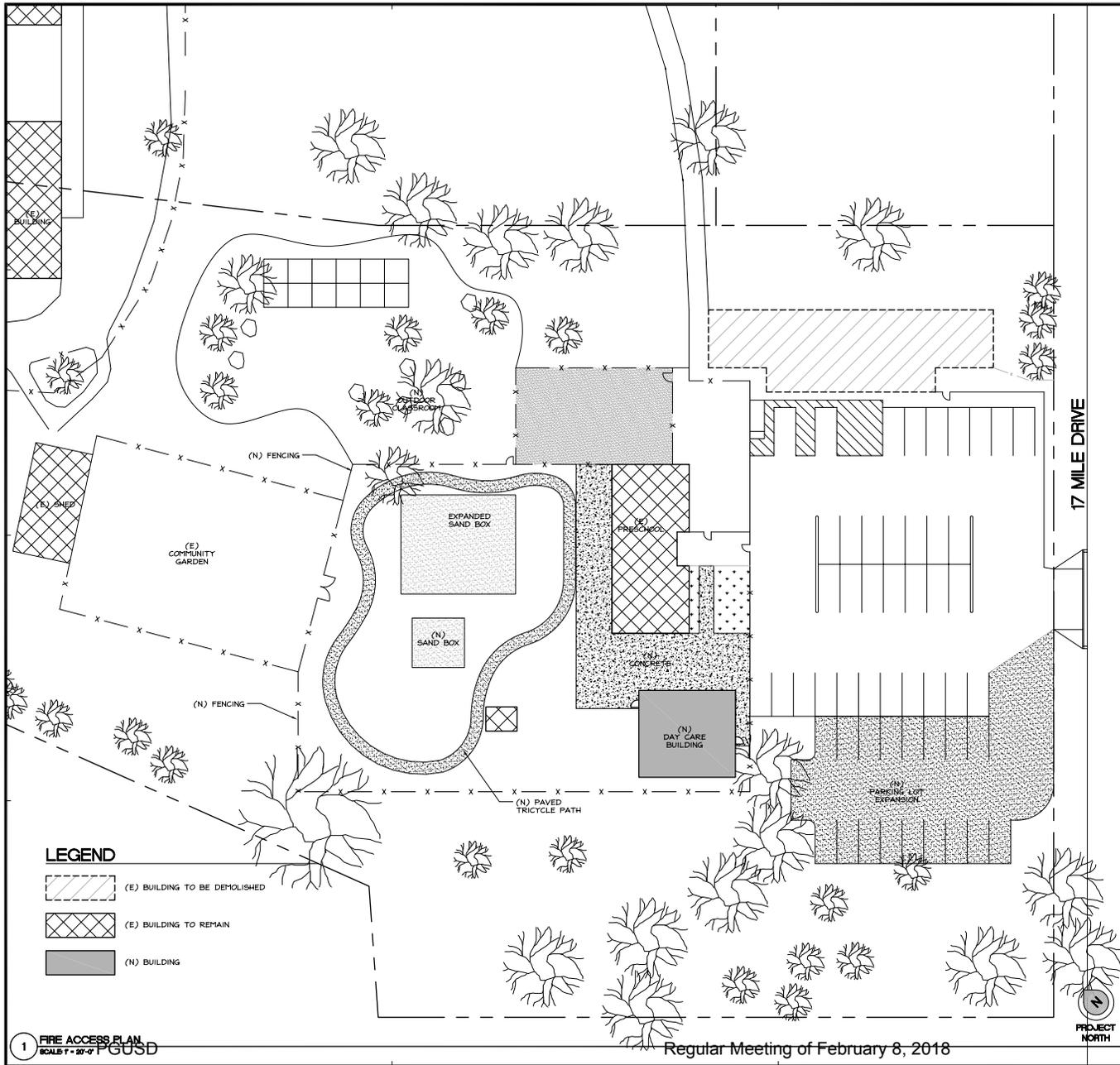
|   |   |              |   |  |
|---|---|--------------|---|--|
|                            | Owner's Name:   |              |   | Pacific Grove USD  |
|   | Contact Name:   |              |   | Matt Kelly   |
|   | Phone:  |              |   | 831-646-6520   |
|   | <b>4777 E. Carpenter Road</b><br><b>Stockton, California 95215</b><br><b>209-466-8000 Fax: 209-461-6555</b> |              |   |  |
| Architect Firm:   |   |              | Belli Architectural Group                 |  |
| Architect Address:  |   |              | 235 Monterey Street, Suite B, Salinas, CA |  |
| Phone:  |   |              | 831-424-4620                              |  |
| Architect's Name:   |   |              | Cari Ellis                                |  |
| <b>Scope No. 1</b>  |   |              |   |  |
| <b>Project Site Name:</b>   |   |              | Parent's Place Adult Ed                   |  |
| <b>Project Site Address:</b>  |   |              | 1025 Lighthouse Avenue, Pacific Grove, CA |  |
| Scope of Work -- Description  |   |              | (1) 36x40 day care building               |  |
| <b>Pricing information under separate cover</b>   |   |              |   |  |
| <b>ADMINISTRATIVE</b>   |   |              |   |  |
|   | <b>Env</b>  | <b>Owner</b> | <b>N/A</b>                                | <b>Notes</b>   |
| Architect/Designer of Record  |   | x            |   |  |
| Site Engineering (soils, flatwork etc)  |   | x            |   |  |
| Structural Engineering of buildings and foundations   | x   |              |   |  |
| Permits, Local Permits, Use Fees (including any encroachment permits or local law enforcement requirements) |   | x            |   |  |
| Inspection Services   |   | x            |   |  |
| Sales Tax   |   | x            |   | Will be included in quote (under separate cover) unless otherwise noted                          |
| Performance Bond  |   | x            |   | Will be included in quote (under separate cover) unless otherwise noted                          |
| <b>Structure, Component or System</b>   |   |              |   |  |
|   | <b>Env</b>  | <b>Owner</b> | <b>N/A</b>                                | <b>Notes</b>   |
| <b>Basic building and exterior</b>  |   |              |   |  |
| Complete structural assemblies for modular building   | x   |              |   |  |
| Exterior Finish to be standard Enviroplex   | x   |              |   |  |
| Ceiling T-grid & Tile   | x   |              |   |  |
| Roof  | x   |              |   | Standard bi-pitch 1/4:12   |
| Roof finish: 26 ga standing seam galvanized (over plywood)  | x   |              |   |  |
| Roof finish: 26 ga standing seam Kynar (or equal) (over plywood)  |   |              | x   |  |
| Overhangs   | x   |              |   | Per PC   |
| Gutters and downspouts  | x   |              |   |  |
| Adapters to adapt downspouts to site rainwater system   |   | x            |   |  |
| Insulation: Roof: R-19, Walls R-13, Floors R-11   | x   |              |   |  |
| Fire Rated Construction as required   |   |              | x   |  |
| <b>Foundations and ramps</b>  |   |              |   |  |
| Wood foundation with expanded metal vents per code  | x   |              |   | <b>BOTH FOUNDATION SYSTEMS QUOTED</b>  |
| Concrete foundation with venting per code   | x   |              |   | Note: venting will consist of polyvents and cast-in place access wells per design                |
| Ramps, 12' zero clearance (steel)   | x   |              |   | Note: ramps as quoted assume a level site. Adjustments to ramps due to site conditions are by CO |
| <b>Doors and Windows</b>  |   |              |   |  |
| Doors & Door Hardware   | x   |              |   | Standard Enviroplex  |

**ENVIROPLEX SCOPE OF WORK  
AND EXCLUSIONS**

| <b>Structure, Component or System</b>  | <b>Env</b> | <b>Owner</b> | <b>N/A</b> | <b>Notes</b>  |
|--|------------|--------------|------------|---|
| Exterior Windows   | x          |              |            | Standard Enviroplex per pricing matrix  |
| <b>Mechanical systems</b>  |            |              |            |   |
| HVAC System Design   | x          |              |            |   |
| HVAC units   | x          |              |            |   |
| Control systems of any type (electrical, lighting or HVAC)   |            | x            |            |   |
| HVAC condensate drains   | x          |              |            | Standard to unit  |
| Drywells   |            | x            |            |   |
| <b>Electrical and lighting systems</b>   |            |              |            |   |
| Electrical system design   | x          |              |            |   |
| Building mounted electrical panels and subpanels   | x          |              |            |   |
| Site gear (anything not contained within the building footprint) including main switchboards, substations etc. |            | x            |            |   |
| Electrical Power Circuits and Devices  | x          |              |            | Standard Env. electrical devices and material   |
| Lighting Circuits and Lights   | x          |              |            | Standard Env. electrical devices and material   |
| Ground rods or UFERS   |            | x            |            |   |
| Electrical tie-in from site to buildings   |            | x            |            | Conduit runs to building or foundation perimeter by Env. Connecting power to building main panels by others   |
| <b>Low voltage systems (FA, Data, Phone, Security etc)</b>   |            |              |            |   |
| J-boxes, wall mounted (conduit stubs to attic)   | x          |              |            | Wall mounted j-boxes with conduit runs to above ceiling level only. All other low voltage components and conduits by others   |
| Attic (above ceiling) mounted equipment (including conduit, raceways, boxes and devices)                       |            | x            |            |   |
| Terminal cabinets for any low voltage systems  |            | x            |            |   |
| <b>Plumbing and restrooms</b>  |            |              |            |   |
| Plumbing fixture counts per plan   | x          |              |            |   |
| Hose bibs  | x          |              |            |   |
| Mirrors and ADA grab bars  | x          |              |            |   |
| Restroom accessories   | x          |              |            | Toilet paper dispenser only   |
| Water chlorination testing   |            | x            |            | If needed   |
| Plumbing waste and service tie-in from site to buildings   |            | x            |            | Plumbing stubs will terminate within 6" of building footprint   |
| Any type of plumbing beyond 6" of building footprint   |            | x            |            |   |
| <b>Interior finishes</b>   |            |              |            |   |
| Wall finish  | x          |              |            | Tack board; FRP in kitchenette and restrooms  |
| Partition wall (operable, Hufcor or equal)   |            |              | x          |   |
| Flooring   | x          |              |            | carpet and sheet vinyl  |
| Epoxy  |            |              | x          |   |
| Ceiling tile: Armstrong 2910   | x          |              |            |   |
| <b>Casework</b>  |            |              |            |   |
| Casework   | x          |              |            | Per pricing matrix/floor plan   |
| <b>Sprinkler System</b>  |            |              |            |   |
| Sprinkler System   |            |              | x          | From riser in to building only. No site infrastructure. Minimum requirements for system as quoted: 2500 GPM @ 20 PSI. Fire hydrant with 1500 GPM located within 400 ft of building. |
| <b>Miscellaneous</b>   |            |              |            |   |
| Building basic operational checks (electrical, HVAC etc)   | x          |              |            |   |
| Formal commissioning programs or checklists  |            |              | x          |   |

**ENVIROPLEX SCOPE OF WORK  
AND EXCLUSIONS**

| <b>Structure, Component or System</b>                             | <b>Env</b> | <b>Owner</b> | <b>N/A</b> | <b>Notes</b>  |
|---|------------|--------------|------------|---|
| Re-keying   |            | x            |            | All locks will arrive keyed to Enviroplex construction master key. Re-keying services and cores by Owner  |
| Fire extinguishers  | x          |              |            |   |
| Lighted exit signs per code                                       | x          |              |            | Only if required per code   |
| Panic hardware per code   | x          |              |            | Only if required per code   |
| Signage   | x          |              |            | Restroom only   |
| Walk off mats   |            |              | x          |   |
| Clock / speaker system (Other than electric rough-in)             |            | x            |            |   |
| Projectors or screens   |            |              | x          |   |
| Furniture or appliances   |            | x            |            |   |
| Cleaning (final cleaning including vacuuming and waxing of floor) |            | x            |            | Enviroplex provides a rough clean only which consists of a scrap out and a light sweep out only   |
| Window coverings (mini blinds etc)                                |            |              | x          |   |
| Lockers   |            |              | x          |   |
| <b>Logistics / site issues</b>                                    |            |              |            |   |
| Shipping (permits, trucking and pilots)                           | x          |              |            |   |
| Spoils Haul-off   |            | x            |            |   |
| Staging   |            | x            |            | Site to be clear for staging to the maximum extent possible. Off site staging by CO as needed   |
| Crane or forklift   | x          |              |            | Depending on foundation system  |
| Installation  | x          |              |            |   |
| Portable toilets  |            | x            |            |   |
| Trash bins (for Env and Env sub's use only)                       | x          |              |            |   |
| Equipment rental (forklift, manlift etc)                          | x          |              |            |   |
| Site power  |            | x            |            | Site power or generator is required for building install  |
| Fresh water   |            | x            |            | Needed for site tasks   |
| Construction fencing / or other security                          |            | x            |            |   |
| Vandalism repair (including graffiti)                             |            | x            |            | Env will make every effort to secure building as soon as possible, but is not responsible for vandalism once the modules are on Owner property.   |
| Trench plates   |            | x            |            |   |
| Unobstructed site access  |            | x            |            | A clear and unobstructed site, with safe access, is needed for foundation work, staging and installation of the buildings. Env is not responsible for any aspect of providing this access. Env is not responsible for damage to existing flatwork, AC or any other surface that must be traversed by a crane or trucks. |
| Punch list duration   |            | x            |            | Owner to provide one calendar week of normal workday access between punch list generation and building occupancy.   |
| Termite treatment   |            |              | x          |   |
| Overhead clearance (crane)  |            | x            |            | Overhead obstructions (power lines, other lines etc) that need to be de-energized or removed are by Owner.  |
| SWPPP   |            | x            |            |   |
| Dust control  |            | x            |            |   |
| Labor Union requirements or PLA                                   |            |              | x          | Enviroplex is not signatory to any Labor Unions and may or may not use Union subcontractors, including on site, at our discretion.  |
| <b>END OF LIST</b>  |            |              |            |   |
|   |            |              |            |   |
|   |            |              |            |   |



17 MILE DRIVE

**LEGEND**

-  (E) BUILDING TO BE DEMOLISHED
-  (E) BUILDING TO REMAIN
-  (N) BUILDING

**GENERAL NOTES**

- Information/Discussion Item B
1. (E) FIRE TRUCK ACCESS LANE IS CAPABLE OF SUPPORTING THE IMPOSED LOAD OF OBSTRUCTIONS, TYP. THUS, MEETING THE 13'-6" MIN. HEIGHT CLEARANCE REQUIREMENT.
  2. (E) FIRE TRUCK ACCESS LANE IS CAPABLE OF SUPPORTING THE IMPOSED LOAD OF FIRE APPARATUS WEIGHING AT LEAST 67,000LBS.
  3. (E) FIRE TRUCK ACCESS SHALL HAVE AN UNOBSTRUCTED WIDTH OF NOT LESS THAN 20 FEET.
  4. (E) GATES SHALL COMPLY WITH CFC 503.546 AND CFC D103.5.  
(E) KNOX-PADLOCK SHALL COMPLY WITH CFC 503.546 AND CFC D103.5.
  5. FIRE HYDRANT(S) SHALL BE WITHIN 400'-0" OF THE PROPOSED BUILDINGS PER CFC 507.5.1
  6. ALL EXTERIOR WALLS OF THE PROPOSED BUILDINGS SHALL BE WITHIN 150'-0" OF THE APPROVED FIRE ACCESS ROAD, PER CFC 503.1.1
  7. NEW RELOCATABLE CLASSROOMS WILL BE EQUIPPED WITH NEW FIRE/EMERGENCY VOICE EVACUATION SYSTEM.

**LEGEND**

-  PROPERTY LINE
-  (E) FENCE
-  ACCESSIBLE EGRESS PATH OF TRAVEL FOR NEW CONSTRUCTION
-  (A) BLDG. LEGEND DESIGNATION
-  (E) FIRE HYDRANT (F.H.)
-  LINE DENOTES FIRE TRUCK ACCESS LANE (PROVIDE 2" WIDE GRAY W/GLASS BEADS DASHED LINE MARKING)
-  (E) BUILDINGS
-  (N) RELOCATABLE CLASSROOMS
-  (E) LANDSCAPE/LAWN
-  (E) A/C PAVED AREA -TYP.

1 FIRE ACCESS PLAN  
SCALE 1" = 20'-0"  
PGUSD

Regular Meeting of February 8, 2018



|  |   |
|--|---|
|  <p><b>BELL ARCHITECTURAL GROUP</b><br/>288 MONROE STREET, SUITE E, GALLUP, CA 93601<br/>BELLARCHIT.COM</p> | <p>DATE: _____</p> <p>SCALE: AS NOTED</p> <p>DRAWN: C.E.</p> <p>FOR: 1709B</p> <p>SHEET: <b>A.11</b></p>  |
| <p><b>BELL ARCHITECTURAL GROUP</b><br/>801 - 404 - 4620<br/>288 MONROE STREET, SUITE E, GALLUP, CA 93601<br/>BELLARCHIT.COM</p>  | <p><b>FIRE ACCESS PLAN</b></p> <p>(N) DAY CARE CENTER FOR<br/><b>PACIFIC GROVE UNIFIED SCHOOL DISTRICT</b><br/>1025 LIGHTHOUSE AVE.<br/>PACIFIC GROVE, CA</p> |
| <p>69</p>  |   |

# PACIFIC GROVE ADULT SCHOOL CHILD CARE PROJECT

## Preliminary Budget September 13, 2017

| <u>Description</u>   | <u>Quantity</u> | <u>Unit</u>  | <u>Total</u>          |
|--|-----------------|--------------|-----------------------|
| <u>Hard Costs</u>  |                 |              |                       |
| 1. Site Work (Grading, Utilities, Concrete, Pad<br>Preperation, Paving, Electrical, Low Voltage) | 22,000 sf       | \$18.50      | \$407,000.00          |
| 2. 40x60 (2,400 SF) Relocatable Classroom  | 1 Ea            | \$395,000.00 | \$395,000.00          |
| 3. Playground - (Structure, Fall Material, Flatwork,<br>Drainage)                                | 1 ls            | \$50,000.00  | \$50,000.00           |
| 4. Outdoor Classroom   | 1 ls            | \$10,000.00  | \$10,000.00           |
| 5. Landscaping   | 1 ls            | \$15,000.00  | \$15,000.00           |
|  | 0               |              | <hr/> <hr/>           |
| Sub Total  |                 |              | \$877,000.00          |
| <br><u>Soft Costs</u>  |                 |              |                       |
| 1. Design & Topo Fees  | 1 LS            | \$85,000.00  | \$85,000.00           |
| 2. DSA Fees  | 1 %             | \$877,000.00 | \$8,770.00            |
| 3. Testing & Inspection  | 2 %             | \$877,000.00 | \$17,540.00           |
|  |                 |              | <hr/> <hr/>           |
| Sub Total  |                 |              | \$111,310.00          |
| <b>Hard + Soft Costs Subtotal</b>  |                 |              | <b>\$988,310.00</b>   |
| <br>Contingency  | <br>5%          |              | <br>\$49,415.50       |
|  |                 |              | <hr/> <hr/>           |
| <b>Total</b>   |                 |              | <b>\$1,037,725.50</b> |

**Pacific Grove Adult Education Child Care Center** Amendment/Discussion Item B

|                                    | <b>Construction</b><br>2017-2018 | <b>Program</b><br>2018-2019 Estimate | <b>Program</b><br>2019-2020 Estimate |
|------------------------------------|----------------------------------|--------------------------------------|--------------------------------------|
| <b>Beginning Fund Balance</b>      | 1,188,902                        | 111,177                              | 118,911                              |
| <b>Revenues:</b>                   |                                  |                                      |                                      |
| <b>8000</b> Tuition                |                                  | 295,200                              | 295,200                              |
| AEBG                               |                                  |                                      |                                      |
| Donations                          |                                  |                                      |                                      |
| <b>Total Revenues</b>              | <b>0</b>                         | <b>295,200</b>                       | <b>295,200</b>                       |
| <b>Expenditures:</b>               |                                  |                                      |                                      |
| <b>1000</b> Certificated Salaries  | 0                                | 131,050                              | 131,050                              |
| <b>2000</b> Classified Salaries    | 0                                | 93,296                               | 93,296                               |
| <b>3000</b> Employee Benefits      | 0                                | 52,120                               | 52,120                               |
| <b>4000</b> Materials and Supplies | 40,000                           | 10,000                               | 10,000                               |
| <b>5000</b> Operating Expenses     | 0                                | 800                                  | 800                                  |
| <b>6000</b> Capital Outlay         | 1,037,725                        | 0                                    | 0                                    |
| <b>7000</b> Indirect Costs         | 0                                | 0                                    | 0                                    |
| <b>Total Expenditures</b>          | <b>1,077,725</b>                 | <b>287,466</b>                       | <b>287,466</b>                       |
| <b>Surplus (Deficit)</b>           | <b>(1,077,725)</b>               | <b>7,734</b>                         | <b>7,734</b>                         |
| <b>Ending Balance</b>              | <b>111,177</b>                   | <b>118,911</b>                       | <b>126,645</b>                       |
|                                    |                                  |                                      |                                      |
|                                    |                                  |                                      |                                      |
|                                    |                                  |                                      |                                      |

**SUBJECT:** Pacific Grove High School Advance Placement Program Report

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

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**RECOMMENDATION:**

The District Administration recommends that the Board hear a presentation on statistics regarding the Advanced Placement program at Pacific Grove High School.

**BACKGROUND:**

In 2009, Pacific Grove High School (PGHS) offered 9 Advanced Placement (AP) courses with a total of 205 tests taken and an average passing rate of 84%. In 2017 there were 14 courses offered, 317 tests taken and an average passing rate of 82% which is far above state and national levels. This year we are offering 16 AP courses and, if participation rates continue, anticipate about 385 tests to be taken. These are fantastic statistics for our AP program that tops the county results. Of these 16 courses, 4 are courses that are combined with their advanced course counterpart (e.g. Spanish 4 and AP Spanish) and require no additional section. There are two new AP courses this year; Human Geography which took the place of honors history, and Computer Science Principles, which was added as part of a CTE pathway. We anticipate adding an additional course, AP Studio Art: 2D Design/Photography – this course will be taught concurrently with Photography II.

This year there are 249 students taking at least 1 AP class with 124 boys and 125 girls. This is a slightly higher percentage of girls than our general population of 54% boys and 46% girls. Ethnic breakdown of the students taking AP courses reveal that there is a 7% increase of Asian students taking AP courses as compared to the general population. Hispanics show a 3% drop, whites show a 1% drop, African-Americans show a 1% drop, and unclassified show a 2% drop compared to the general population.

**INFORMATION:**

Over the years, we have made efforts to increase accessibility to AP courses to allow students who are motivated the chance to challenge themselves. We have been very successful in increasing the numbers to the largest numbers in PGHS history while still keeping up the strong passing rates. Counselors will be seeking targeted students with potential to succeed in AP courses to encourage them to sign up. This directly addresses State Priority 7 which focuses on course accessibility.

At the same time, class balance has become an issue with respect to core AP courses such as English and History. There are usually 6 sections per grade level and usually the numbers are not evenly distributed. Consequently, students who sign up for AP courses are asked to sign a contract acknowledging the extra time and work required and that they will only be allowed to drop in the case of academic “misplacement.” There have been a number of cases in which AP courses have had low student numbers while regular courses have been close to contractual limits, which is the opposite of what we see as ideal. Additionally, there is a concern that students need to take more and more AP courses to be considered competitive to get into UC and private universities. Currently, all but one of the top 10 seniors are taking at least 4 AP courses with the one other taking 3 courses. We feel that this has led to concerns of overload and are considering setting up filters to limit the AP load a student can take. This is only in the formative stages.

**FISCAL IMPACT:**

There is no cost associate with this report

**SUBJECT:** California School Dashboard

**PERSON(S) RESPONSIBLE:** Matthew Binder, Director of Educational Technology

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**RECOMMENDATION:**

The District Administration recommends that the Board review the information provided regarding the CA School Accountability Dashboard.

**BACKGROUND:**

California has launched its new school accountability system with the aim of improving learning so that all students can be successful in school. Known as the CA School Dashboard, this new model provides annual achievement data for each student group by school or district based on set of specific indicators (see below). The Dashboard is currently live and available on the web for public viewing at [caschooldashboard.org](http://caschooldashboard.org). The main features of this new school accountability model are as follows:

- It uses multiple measures: The state and local indicators are considered the basis of school success.
- It emphasizes equity: Comparisons of student group performance can be easily made so that resources can be targeted to better meet the needs of different groups of students.
- It supports local decision making: The data can be used to inform decisions about how to better meet the diverse needs of our own students.
- It is based on continuous improvement: The data reflects progress on each indicator from one year to the next.

The CA Dashboard allows parents and educators to view meaningful information about a school or district’s progress and, specifically, how different student groups are performing compared to one another. This information can be used by the school community to make important decisions about how to best allocate school resources in order to improve outcomes for all students and especially those who are struggling.

**INFORMATION:**

The CA School Dashboard presents information on a school or district’s growth as a measure of current performance (or “status”) relative to the previous year’s performance for each of the 6 state and 4 local indicators.

|   |  |
|---|--|
| <p>State:</p> <ul style="list-style-type: none"> <li>● Chronic Absenteeism</li> <li>● Suspension Rate</li> <li>● English Learner Progress</li> <li>● Graduation Rate (HS only)</li> </ul> | <p>Local</p> <ul style="list-style-type: none"> <li>● Basics (Teachers, instructional materials, facilities)</li> <li>● Implementation of Academic Standards</li> <li>● Parent Engagement</li> </ul> |
|---|--|

|  |  |
|--|--|
| <ul style="list-style-type: none"> <li>● College and Career Readiness (HS only)</li> <li>● English Language Arts</li> <li>● Mathematics</li> </ul> | <ul style="list-style-type: none"> <li>● Local School Climate</li> </ul> |
|--|--|

Schools and the district as a whole are assigned one of four colors (blue, green, yellow, red: blue being the highest, red the lowest) for each of the state indicators every year. Color assignment is based on whether the school or district's performance for the given indicator increased, maintained, or declined compared to the prior year. Schools or districts that have any student group in the "red" in two or more of the state indicators for two consecutive years will be eligible for differentiated assistance. That is, the school/district will be required to collaborate with county and state agencies to develop and deploy policies that target and respond to specific areas of need for identified students.

Overall, a majority of our students are meeting or exceeding the standards in grades 3-8 in English Language arts and Mathematics. Graduation rate remains *very high*, however, there was a slight decline compared to the previous year. Suspension rates have increased slightly over last year's rates. English Learners are progressing at *very high* rates towards acquisition of the English Language. Upon further analysis, we have determined that we have certain student groups (e.g. Socioeconomically Disadvantaged and Students with Disabilities) who continue to underperform in certain areas (on specific indicators) compared to their peers. Math continues to be a priority subject area district wide. Despite these gaps, PGUSD has achieved a rating status of "met" on all four local measures as reported on the dashboard. The Local Control Accountability Plan (LCAP) and the School Site Plans will continue to address student learning needs by allocating resources in an equitable manner in order to better meet the diverse learning needs of all students.

**FISCAL IMPACT:**

None

**SUBJECT:** Quarterly District Safety Update

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

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**RECOMMENDATION:**

The District Administration recommends that the Board review the district quarterly safety update and suspension data to date.

**INFORMATION:**

- **Increased Communication PGPD/SRO/School Community**
  - Coffee with the Administration
  - District Newsletter Articles
- **Legislation Update**
- **Drills**
  - Active Shooter Drill PGMS
  - SRO Training PGPD Officers on Active Shooter Procedures
- **District Suspension Data (August-October)**
  - PGHS
  - PGMS
  - Forest Grove
  - Robert Down
  - Community High School

**FISCAL IMPACT:**

No fiscal impact to the General Fund

**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 February 8, 2018 Regular Board Meeting:

Affordable Housing Project Impacts to District  
Long Term Counseling Study (Winter 2018)