

**\*\*\*PLEASE NOTE THE EARLY  
CLOSED SESSION START TIME\*\*\***

**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, March 8, 2018

**TIME:** 5:30 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 PGTA for 2017/18 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Matt Bell, Rick Miller and Ralph Gómez Porras, for the purpose of giving direction and updates.

2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 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.
3. Employee Discipline/Dismissal/Release/Complaint (4 cases) [Government Code § 54957]
4. Consideration Of Student Discipline (1 Case) (Education Code Section 48915)
5. Planning and Preparation Meet and Confer: Adult Education Employees Salary Agreement
6. Planning and Preparation Meet and Confer: Confidential Group Salary Agreement
7. Planning and Preparation Meet and Confer: Administrative Employees Salary Agreement
8. Conference with Labor Negotiators – Assistant Superintendent employment contract for 2017/19; public school employer and its designated representatives: Ralph Gómez Porras, Superintendent [Gov. Code §54957.6]
9. Conference with Labor Negotiators – Superintendent employment contract for 2017/19; public school employer and its designated representatives: John Paff, Board President and Brian Swanson, Board Clerk [Government Code §54957.6]

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 PGTA for 2017/18 [Government Code § 3549.1 (d)]
2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2017/18 [Government Code § 3549.1 (d)]
3. Employee Discipline/Dismissal/Release/Complaint (4 cases) [Government Code § 54957]
4. Consideration Of Student Discipline (1 Case) (Education Code Section 48915)
5. Planning and Preparation Meet and Confer: Adult Education Employees Salary Agreement
6. Planning and Preparation Meet and Confer: Confidential Group Salary Agreement
7. Planning and Preparation Meet and Confer: Administrative Employees Salary Agreement
8. Conference with Labor Negotiators – Assistant Superintendent employment contract for 2017/19 [Gov. Code §54957.6]

9. Conference with Labor Negotiators – Superintendent employment contract for 2017/19  
[Government Code §54957.6]

B. Pledge of Allegiance

#### IV. PRESENTATION

Moira Mahr and students will present an AVID update to the Board.

#### 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.*

- |   | Page |
|---|------|
| A. <u>Minutes of February 8, 2018 Board Meeting</u>   | 8    |
| Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends approval of minutes as presented.                      |      |
| B. <u>Minutes of February 22, 2018 Special Board Meeting</u>  | 14   |
| Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends approval of minutes as presented.                      |      |
| C. <u>Certificated Assignment Order #10</u>   | 15   |
| Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Certificated Assignment Order #10. |      |

- D. Classified Assignment Order #10 17  
 Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Classified Assignment Order #10.
- E. Acceptance of Donations 20  
 Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board approve acceptance of the donations referenced below.
- F. Out of County or Overnight Activities 21  
 Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board approve or receive the request as presented.
- G. Warrant Schedule No. 593 28  
 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.
- H. Acceptance of Quarterly Treasurer's Report 30  
 Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board accept the Quarterly Treasurer's Report for the quarter ending December 31, 2017.
- I. 2017-18 Budget Revisions #3 45  
 Recommendation: (Rick Miller, Assistant Superintendent) The District Administration recommends that the Board review and approve the proposed budget revisions.

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

#### **VIII. PUBLIC HEARING/ ACTION/DICUSSION ITEM A**

- A. Public Hearing of Pacific Grove Teachers Association Sunshine List for 2017-18 54  
 Public Hearing – Initial Proposal for Negotiations Submitted by the Pacific Grove Teachers Association with the Pacific Grove Unified School District Board of Education for the 2017-2018 School Year.
- Open Public Hearing \_\_\_\_\_ Close Public Hearing \_\_\_\_\_
- A. Approval of Pacific Grove Teachers Association Sunshine List for 2017-18 57  
 Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends that the Board review and approve the sunshine topics for the 2017-2018 PGTA negotiations.

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

Paff \_\_\_\_ Swanson \_\_\_\_ Crandell \_\_\_\_ Dawson \_\_\_\_ Phillips \_\_\_\_



**IX. PUBLIC HEARING/ ACTION/DICUSSION ITEM B**

- B. Public Hearing Pacific Grove Unified School District/Pacific Grove Teachers Association Negotiations Sunshine Topics for 2017-18 60  
Public Hearing – Initial Proposal for Negotiations Submitted by the Pacific Grove Unified School District Board of Education with the Pacific Grove Teachers Association for the 2017-2018 School Year.

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

- B. Approval of the Pacific Grove Unified School District/Pacific Grove Teachers Association Negotiations Sunshine Topics for 2017-18 62  
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends that the Board review and approve the sunshine topics for the 2017-2018 PGUSD/PGTA negotiations.

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

Paff \_\_\_\_ Swanson \_\_\_\_ Crandell \_\_\_\_ Dawson \_\_\_\_ Phillips \_\_\_\_

**X. ACTION/DISCUSSION**

- C. Resolution No. 1006 Demanding Federal Gun Control Action To Prevent Death And Injury 64  
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends that the Board review and approve Resolution No. 1006, demanding federal gun control action to prevent death and injury.

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

Paff \_\_\_\_ Swanson \_\_\_\_ Crandell \_\_\_\_ Dawson \_\_\_\_ Phillips \_\_\_\_

- D. Approval of Tentative Agreement with California School Employees Association 67  
Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board review and approve the salary schedule increase for the employees of the California School Employees Association (CSEA).

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

- E. Approval of Pacific Grove Unified School District Confidential Employees Agreement 68  
Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board review and approve the agreement between the Pacific Grove Unified School District and the Confidential Employees.

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

- F. Approval of Pacific Grove Unified School District Administrative Employees Agreement 69  
Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board review and approve the agreement between the Pacific Grove Unified School District and the Administrative Employees.

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

- G. Approval of Pacific Grove Unified School District Adult Education Employees Agreement 70  
Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board review and approve the agreement between the Pacific Grove Unified School District and the Adult Education Employees.

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

- H. Approval of Amendments to the Assistant Superintendent's 2017 Contract 71  
Recommendation: (Ralph Gómez Porras, Superintendent) It is recommended that the Board of Education review and approve the Assistant Superintendent's contract amendments and compensation adjustments for the 2017 - 2018 school years as proposed.

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

- I. Approval of the 2017-18 Second Interim Report 77  
Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board review and approve the 2017-18 Second Interim Report.

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

- J. Elementary School Principal Job Description 105  
Recommendation: (Billie Mankey, Director of Human Resources) The District Administration recommends the Board review and approve the Elementary School Principal job description as presented.

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

- K. Board Calendar/Future Meetings 109  
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: \_\_\_\_\_

## **XI. INFORMATION/DISCUSSION**

- A. Pacific Grove Unified School District Safety Update 111  
Recommendation: (Barbara Martinez, Director of Student Safety) The District Administration recommends the Board review and be informed of Pacific Grove Unified School District response to recent incidents of school violence in our country and its impact on district schools and community.

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

B. Future Agenda Items

112

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  
Review of Teacher Evaluation Process  
Long Term Counseling Study (Winter 2018)

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

**XII. ADJOURN**

Next meeting – March 22, 2018 – District Office

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION  
Minutes of Regular Meeting of February 8, 2018 – District Office

**I. OPENED BUSINESS**

- A. Called to Order 6:02 p.m.
- B. Roll Call
- |                         |                                 |
|-------------------------|---------------------------------|
| President:              | Trustee Paff                    |
| Clerk:                  | Trustee Swanson                 |
| Trustees Present:       | Trustee Crandell                |
|                         | Trustee Phillips                |
| Absent:                 | Trustee Dawson                  |
| Administration Present: | Superintendent Porras           |
|                         | Assistant Superintendent Miller |
| Board Recorder:         | Mandi Ackerman                  |
| Student Board Member:   | Katrina Kitayama                |

C. Adopted Agenda

Changes to the agenda include a correction to an Out of County Overnight field trip form, correction to date 2015 to 2018; a Revised Certificated Assignment Order #9; and a request to move Information/Discussion Item E District Safety Update to Item A.

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

**Public comment: none**

**Motion CARRIED 3 – 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.
2. Employee Discipline/Dismissal/Release/Complaint (2 cases) [Government Code § 54957]

B. Public comment on Closed Session Topics

None.

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

**III. RECONVENED IN OPEN SESSION** 7:09 p.m.

A. Reported action taken in Closed Session:

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

The Board discussed this item.

2. Employee Discipline/Dismissal/Release/Complaint (2 cases) [Government Code § 54957]

The Board discussed these items.

- B. Pledge of Allegiance

Led By: Trustee Paff

#### IV. PRESENTATION

Student Sarah Bitter, along with Teacher Karinne Gordon spoke to the Board about their recent trip to present their work at the Forum of Youth Communicators for a World without Nuclear Weapons on November 26, 2017.

The Board thanked Bitter for her incredible presentation and work, noting she was an inspiration. Trustee Swanson thanked Bitter for imagining a world without nuclear weapons.

Gordon provided a brief report to the Board on the program, and gave them a gift from Hiroshima.

#### V. COMMUNICATIONS

- A. Written Communication

Communication from Darryl Smith of the WAVE program; Pony Baseball; Classified bargaining communication; updates from Administration.

- B. Board Member Comments

Pacific Grove High School Student Representative Kitayama provided the Board an update on the events and activities happening at the school.

Trustee Crandell thanked everyone for coming.

Trustee Phillips appreciated the public's presence at the meetings.

Trustee Paff attended Coffee with the Principal at Pacific Grove High School, and thanked staff for their work; noted a delightful show of Annie at Pacific Grove Middle School; and attended a fun soccer game.

- C. Superintendent Report

Superintendent Porras thanked the Board for the opportunity to attend CALSA and Superintendent's Symposium conferences in recent weeks, noting CALSA provided a \$500 scholarship to a senior student.

- D. PGUSD Staff Comments (Non Agenda Items)

The Association of California School Administrators Region 10 Monterey Charter President Marci McFadden and Adult School Principal Barbara Martinez presented Superintendent Dr.

Ralph Porras with the ACSA Region 10 Leadership Matters award. The award was created by Region 10, which includes Monterey, San Benito, Santa Cruz and Salinas charters, to honor an ACSA member who typifies the qualities of leadership, including a focus on quality, passion for learning, and public service. Dr. Porras will be honored at the association's annual recognition dinner on April 27.

Pacific Grove High School Principal Matt Bell provided an update on sports, the scholastic champion teams- Girls Soccer made top five, Wrestling made top three.

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

Pacific Grove City Council Member Rudy Fischer addressed sidewalk needs.

## **VII. CONSENT AGENDA**

- A. Minutes of January 25, 2018 Board Meeting
- B. Certificated Assignment Order #9
- C. Classified Assignment Order #9
- D. Acceptance of Donations
- E. Out of County or Overnight Activities
- F. Warrant Schedules No. 591 and No. 592
- G. Contract with InformedK12

Revised Consent Item B Certificated Assignment Order was moved to Action/Discussion Item F.

**MOTION Crandell/Phillips to approve consent agenda as amended.**

**Public comment: none**

**Motion CARRIED 4 - 0**

Trustee Paff noted that Trustee Dawson was attending the California School Board Association Masters in Governance meeting in Burlingame.

## **VIII. ACTION/DISCUSSION**

- A. Increase Contract Amount for Interim Speech Therapist, Linda Shingu For The Provision of Speech Therapy Services

Director of Student Services Clare Davies presented information to the Board. The Board asked questions including contract information, dates, and schedule of makeup sessions.

**MOTION Crandell/Phillips to approve the Increase Contract Amount for Interim Speech Therapist, Linda Shingu For The Provision of Speech Therapy Services.**

**Public comment: none**

**Motion CARRIED 4 – 0**

- B. 2018–19 School Calendar and 2019-20 School Calendar (2 year model)

Director of Human Resources Billie Mankey presented the calendars to the Board, noting a Calendar Committee consists of members from each school site, who help create the calendars.

Trustee Paff would like to see the school year pushed back to a later start date.

**MOTION Phillips/Swanson to approve the 2018–19 School Calendar and 2019-20 School Calendar.**

**Public comment: none**

**Motion CARRIED 3 – 1**

C. School Bus Punch Pass

Director of Maintenance and Operations Matt Kelly presented information to the Board. Trustee Phillips thanked Kelly for a creative solution and great alternative for students who may not need to regularly ride the bus. The Board thanked Kelly for an alternative option.

**MOTION Phillips/Crandell to approve the School Bus Punch Pass.**

**Public comment: none**

**Motion CARRIED 4 – 0**

D. Board Policies and Regulation Student Rights with Law Enforcement- Review and/or Final Read

Superintendent Porras provided a brief background and reviewed the changes and revisions made to the revised drafts of the two policies and one regulation.

Pacific Grove Chief of Police Christey thanked the Board for their openness to the police department, noting sensitivity is necessary by the department, the community was a great place to work, she had an incredible department and discussed policy and legal requirements as law enforcement officers.

Pacific Grove Unified School District Attorney Tom Manniello addressed specific Board questions and concerns.

School Resource Officer Billy Hawkins addressed Board questions.

The Board thanked all parties for their input, noting it was not an easy process.

Trustees discussed and expressed concerns.

**MOTION Phillips to remove a line on page 51 that “No student shall be forced to leave personal items behind for inspection...”**

**There was no second by the Board.**

**MOTION Crandell/Swanson to approve the Board Policies and Regulation Student Rights with Law Enforcement as final read.**

**Public comment: none**

**Motion CARRIED 3 – 1**

E. Board Calendar/Future Meetings

The Board expressed concerns over the number of recent months with only one Board meeting and directed Administration to add a second meeting to either January or February

starting in 2019 going forward, when possible.

**No changes. No action taken.**

F. Revised Certificated Assignment Order #9

Director Mankey noted Robert Down Elementary School Principal Linda Williams will be stepping down and into a classroom, has done a fabulous job, and will be missed by Administration.

**MOTION Swanson/Phillips to approve the Revised Certificated Assignment Order #9.**

**Public comment: none**

**Motion CARRIED 4 – 0**

**IX. INFORMATION/DISCUSSION**

A. Quarterly District Safety Update

Originally Item E, Board moved to Item A.

Chief Christey, School Resource Officer Hawkins, and Safety Director Martinez updated the Board on training, camera location and feedback suggestions, recommended fencing, suspensions update report.

The Board discussed the quality and location of the camera system and asked for high resolution cameras.

B. Review of December Property Tax Revenue for 2017-18

Assistant Superintendent Rick Miller presented information to the Board. The Board discussed this item.

Principal Bell noted the new tax laws may change property tax revenue.

No public comment.

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

Adult School Principal Barbara Martinez presented information to the Board. The Board discussed concerns over providing priority to either Adult School Students or Pacific Grove residents. The Board directed Administration to bring the item back with information on both programs: full time child care and part time child care.

No public comment.

**MOTION Swanson/Phillips to extend the meeting until 11:00 p.m.**

**Public comment: none**

**Motion CARRIED 3 – 1**

D. Pacific Grove High School Advance Placement Program Report



Principal Bell presented information to the Board, addressed questions by the Board. The Board discussed this item.

E. California School Accountability Dashboard

Director of Education Technology Matthew Binder presented information to the Board.

F. Future Agenda Items

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

115 Trust will be brought to the March 8, 2018 meeting.

X. **ADJOURNED**

10:58 p.m.

Approved and submitted:

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Dr. Ralph Gómez Porras  
Secretary to the Board

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION  
Minutes of the Special Board Meeting of February 22, 2018 - District Office

**I. OPENED BUSINESS**

- A. Called to Order 7:01 a.m.
- B. Roll Call
- |                         |                  |
|-------------------------|------------------|
| President:              | Trustee Paff     |
| Clerk:                  | Trustee Swanson  |
| Members Present:        | Trustee Crandell |
|                         | Trustee Dawson   |
|                         | Trustee Phillips |
| Administration Present: | Ralph Porras     |
|                         | Rick Miller      |
| Board Recorder:         | Mandi Ackerman   |

C. Adopted Agenda

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

**Public comment: none**

**Motion CARRIED 5 – 0**

- D. Pledge of Allegiance led by Billie Mankey

**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 (3 cases) [Government Code § 54957]

- B. Public comment on Closed Session Topics None

- C. Adjourned to Closed Session 7:02 a.m.

**III. RECONVENED IN OPEN SESSION** 8:38 a.m.

A. Reported action taken in Closed Session:

1. Negotiations - Collective Bargaining Session planning and preparation with the CSEA  
The Board discussed this item.
2. Employee Discipline/Dismissal/Release/Complaint (3 cases) [Government Code § 54957]  
The Board discussed this item and gave direction to Administration.

**IV. ADJOURNED** 8:38 a.m.

Approved and submitted:

\_\_\_\_\_  
 Dr. Ralph Gómez Porras  
 Secretary to the Board

**SUBJECT:** Certificated Assignment Order #10

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

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**RECOMMENDATION:**

The administration recommends adoption of Certificated Assignment Order #10

**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. 10  
March 8, 2018**

**TEMPORARY NEW HIRE:**

Toula Hubbard, PGAE Herbal Remedies Instructor, temporary, 1.5 hours per week, Column A, Step 1, effective December 7, 2017 (Dependent upon sufficient enrollment)

**TEMPORARY ADDITIONAL ASSIGNMENT:**

Sarah Weber, FGE ELAC Parent Ed Instructor, 3 hours per week, paid per time sheet effective January 16, 2018 through June 1, 2018 only (Dependent upon sufficient enrollment)

**2018 SUMMER SCHOOL PRINCIPAL:**

Summer School Principal/s, shared assignment, Sean Keller, 0.50 FTE, Admin Summer Salary Schedule, Step 6, Buck Roggeman, 0.50 FTE, Admin Summer Salary Schedule, Step 8, effective Summer 2018

**2017-18 PGMS Coaching Assignment**

| Employee                            | Assignment  | Stipend | Funding |
|-------------------------------------|-------------|---------|---------|
| Marc Englehorn Replaces Chris Evans | Track Coach | 1.0 FTE | GF      |

**SUBSTITUTE:**

Maria Aiello  
Beatrice Cunningham  
Alys Henderson  
Susan Lewis  
Margaret Sollitto

**REQUEST FOR LEAVE:**

Emily Gutierrez, PGHS, CTE Computer Science Teacher requests maternity leave effective May 7, 2018 through June 1, 2018

**RETIREMENT:**

Jennifer Ross, PGAE, Parent Education Instructor (Co-Op Preschool), retires effective June 15, 2018 after 38 years of successful employment with the Pacific Grove Unified School District

An McDowell, PGAE, ESL, Spanish, and Citizenship Instructor, retires effective March 16, 2018 after 7 years of successful employment with the Pacific Grove Unified School District

**RESIGNATION:**

Catherine Smith, FGE Special Education Teacher resigns pending successful recruitment of her replacement for the remainder of the 2017-18 school year

Brian Hernandez, PGHS/PGMS Speech Therapist, resigns pending successful recruitment of his replacement for the remainder of the 2017-18 school year

**SUBJECT:** Classified Assignment Order #10

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

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**RECOMMENDATION:**

The administration recommends adoption of Classified Assignment Order #10

**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. 10  
March 8, 2018**

**EMPLOYMENT:**

Adan Hull, PGMS, Instructional Assistant (Physical Education), 5.5 hours per day, 5 days per week, Range 30, Step C, 180 day work calendar effective February 21, 2018, (Replaces Victor Diaz)

Kathleen Poet, FGE, Instructional Assistant, 4 hours per day, 5 days per week, Range 30, Step B, 180 day work calendar effective February 21, 2018 (Replaces Resha Jadeja)

Kathleen Poet, FGE, Noon Duty, 1 hour per day, 5 days per week, Range 30, Step B, 180 day work calendar, effective (Replaces Resha Jadeja)

**2017-18 COMMUNITY AFTER SCHOOL ENRICHMENT INSTRUCTORS:**

Temporary, hourly positions, paid per time sheet at \$35 per hour, effective the week of March 12, 2018 through April 26, 2018 (no classes held during break) only and dependent upon sufficient enrollment:

| <b>Instructor</b> | <b>Session #3 Course Title</b>  | <b>Weekly Hours</b> |
|-------------------|---------------------------------|---------------------|
| Tara Carmichael   | Mixed Media Makers (FGE)        | 1.5 hrs./week       |
| Maria Dawson      | Theatre Arts (RDE) Grades 1 & 2 | 1 hr./week          |
| Maria Dawson      | Theatre Arts (RDE) Grades 3-5   | 1.5 hrs./week       |
| Robert Mc Laren   | STEM Challenge with LEGO        | 1.5 hrs./week       |
| Ritika Kumar      | Ceramics (FGE)                  | 1 hr./week          |
| Ritika Kumar      | Ceramics (RDE)                  | 1 hr./week          |
| Ritika Kumar      | Yoga (RDE)                      | 1 hr./week          |
| Lisa Lavin        | Ukulele (FGE)                   | 1 hr./week          |
| Julie Heilman     | Creativity 101 (RDE)            | 1 hr./week          |
| David Peelo       | Chess (RDE)                     | 1 hr./week          |
| Ellen Berrahmoun  | Art Class (RDE) Grades 3-5      | 1.5 hrs./week       |

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
CLASSIFIED PERSONNEL ORDER NO. 10  
March 8, 2018**

**Page 3 of 3**

**SHORT TERM ADDITIONAL ASSIGNMENT:**

Sue Ellzey FGE, EL Homework Club Tutor, 1 hour per day, 2 days per week, Range 30, Step F, paid per time sheet, effective February 28, 2018 through June 1, 2018 (Title III LEP funded)

Amanda Jaramillo, CHS, Administrative Assistant II additional hours for WASC report writing, not to exceed 14 hours paid per time sheet, Range 37, Step D, effective December 13, 2017 through March 1, 2018

**SUBSTITUTES:**

Jose Alvarado, custodial

Kelly Ray, FGE Long term Substitute Instructional Assistant (Physical Education), 6 hours per day, Range 30, Step A, effective February 12, 2018 through March 30, 2018 or until permanent employee returns from medical leave

Maria Rivera, PGHS Long term Substitute Food Service II, 4 hours per day, Range 30, Step A, effective February 21, 2018 through June 1, 2018 or until permanent employee returns from medical leave

**RESIGNATION:**

Michelle Hinnars, FGE Healthcare Assistant, resigns effective February 2, 2018 (personal reasons)

**SUBJECT:** Acceptance of Donations

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

**RECOMMENDATION:**

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

**INFORMATION:**

During the past month the following donations were received:

**Forest Grove Elementary School**

|          |                             |
|----------|-----------------------------|
| PG Pride | \$3,153.50 (December grant) |
| PG Pride | 1,484 (January grant)       |

**Robert H. Down Elementary School**

|          |                             |
|----------|-----------------------------|
| PG Pride | \$1,922.50 (December grant) |
| PG Pride | 1,388.33 (January grant)    |

**Pacific Grove Middle School**

|          |                           |
|----------|---------------------------|
| PG Pride | \$ 758.34 (January grant) |
|----------|---------------------------|

**Pacific Grove High School**

|                      |                                    |
|----------------------|------------------------------------|
| PG Pride             | \$ 758.33 (January grant)          |
| Monterey Elks Lodge  | 500 (culinary arts)                |
| Monterey Tides Hotel | Baby grand piano valued at \$5,000 |

**Pacific Grove Community High School**

None

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

|                |                        |
|----------------|------------------------|
| Barbara Thomas | \$1,000 (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

---

**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.

---

**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 9<br>Oakland Stadium<br>Oakland      | Sports Med Class<br>Training session                          | School Bus<br>Salinas City Elementary SD | \$1,542     | CTEIG                 |
| March 16-18<br>Disneyland<br>Anaheim       | MS Cheer Squad<br>Parade Performance                          | Auto                                     | \$3,070     | Club funds            |
| March 18-19<br>State Capitol<br>Sacramento | PGHS Young Writers Club<br>Poetry Out Loud State Championship | Auto                                     | \$401       | Club funds, site      |
| March-May<br>Spring Sports Schedule        | PGHS Athletics Events   | Various                                  | TBD         | District, Athletics   |

---

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 MARCH 9, 2018 Day of Activity FRIDAYLocation of Activity OAKLAND RAIDERS TRAINING FACILITY City OAKLAND County ALAMEDASchool PGHS Class or Club THERAPEUTIC SERVICES Grade Level/s 9-12School Departure Time 6:00 AM SPONSORED P.M.Pickup Time from Place of Activity \_\_\_\_\_ A.M. 3:00 P.M.Name of Employee Accompanying Students TONY PAYAN + TBDNumber of Adults 4 (please print) Number of Students 20-25 APPROX.Description of Activity/Educational Objective Students will all and learn from professional Raiders - techniques, & what it is like working forList All Stops TRAINING FACILITY & POSSIBLY CADAMEN LAB - SAN JOSEMeans 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: TONY PAYAN - + TBDCost of Activity \$ 0 + Cost of Transportation \$ TBD = Total \$ TBDFund/s to be charged for all activity expenses ☐ Students ☐ Club ☐ PG Pride ☐ OtherAccount Code: 01-6387-6-3800-1000-5200-00-004-8500-0720Requested by: TONY PAYAN Date 12/11/17

Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal S.S. Kell Date 12/13/17

\*\*\*\*\*

## Transportation Department/District Office Use

☐ School Bus ☒ Charter ☐ Available ☐ Not available Date ReceivedCost Estimate \$ 1541.31Approved by Transportation Supervisor: [Signature] DateApproved by Assistant Superintendent: [Signature] Date 2/8/18Date of Board Approval MARCH 8, 2018

RECEIVED

FEB 07 2018

PACIFIC GROVE  
UNIFIED SCHOOL DISTRICT

sent to DO 2/8/18



# SALINAS CITY ELEMENTARY SCHOOL DISTRICT

## Transportation Department

39 Clark Street, Salinas, CA 93901  
(831) 753-5690

Pacific Grove Unified School District

Pacific Grove High School to Oakland Raiders Training Facility

DEPART: Friday, 03/09/2018 at 06:00 AM / RETURN: Friday, 03/09/2018 at 03:00 PM

## TRIP INFORMATION

|                                   |                                       |                        |                           |   |
|-----------------------------------|---------------------------------------|------------------------|---------------------------|---|
| Data Entry Date                   | TRIP #                                | Trip Status            | Trip Customer Information |   |
| 02/14/2018                        | 2781                                  | Confirmed              | Code                      |   |
| Oakland Raiders Training Facility |                                       |                        | 2017PG                    | Pacific Grove High School               |
| 1220 Harbor Bay Parkway           |                                       |                        | Agency:                   | Pacific Grove Unified School District   |
| Alameda, CA 94502                 |                                       |                        | Dept:                     | None                                    |
| Received:                         | 02/14/2018                            | 03:44 PM               | 615 Sunset Drive          |   |
| Booked:                           | 02/14/2018                            | Arr Sch Time: 05:45 AM | Pacific Grove, CA 93950   |   |
| Depart:                           | 03/09/2018                            | Lv School: 06:00 AM    | Phone:                    | (831) 646-6590 Ext: Fax: (831) 646-6660 |
| Return:                           | 03/09/2018                            | Event Time:            | Contact:                  |   |
| Overnight:                        |                                       | Dep Dest: 01:00 PM     | E-Mail:                   |   |
| Drop/Return:                      |                                       | Rtn Sch: 03:00 PM      | Acct #:                   |   |
| Out of Area:                      | <input type="checkbox"/> Take-1 Way   |                        |                           | PO #:                                   |
| Food:                             | <input type="checkbox"/> Return-1 Way |                        |                           |   |
| Trip Type:                        | Not Paid Yet                          | Grade: 9-12            | Estimated Costs           |   |
| Leader:                           | Lisa Slacks                           |                        |                           |   |
| Student #:                        | 25                                    | Adult #: 2 W/C: 0      |                           |   |
|                                   |                                       | Pre-Sch #: 0           |                           |   |
| Bus #:                            | 1                                     | Other Veh #: 0 Purpose |                           |   |
|                                   |                                       |                        | Per Veh. Est:             | \$1,514.31                              |
|                                   |                                       |                        | Total Estimated Cost:     | \$1,514.31                              |

Customer Special Instructions

Trip Special Instructions

Trip Comments

### Miscellaneous Expenses

TRIP EXPENSE DESCRIPTION

\$ EXPENSE

|                              |  |        |
|------------------------------|--|--------|
| 1:                           |  | \$0.00 |
| 2:                           |  | \$0.00 |
| 3:                           |  | \$0.00 |
| 4:                           |  | \$0.00 |
| 5:                           |  | \$0.00 |
| TOTAL MISCELLANEOUS EXPENSES |  | \$0.00 |

CONFIRMED (TRANSPORTATION):

*J. Bolinger*

DATE:

2/15/18



PGUSD

AFTER HOURS PHONE NUMBER FOR FIELD TRIPS: 831-578-1416 Rick's Cell

Printed by the TransTraks System On: 02/14/2018 03:48:54 PM  
Regular Meeting of March 8, 2018



**FAXED**  
MS 2/13

**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 3/16/18-3/18/18 Day of Activity Friday - Sunday

Location of Activity Disneyland City Anaheim County Orange

School PGMS Class or Club Cheerleading Grade Level/s 6-8

School Departure Time 7 A.M. P.M.

Pickup Time from Place of Activity 5 A.M. P.M.

Name of Employee Accompanying Students Lisa Hanes, Rachel Zwolenkiewicz, Erin Homami  
(please print)

Number of Adults 3 Number of Students 9

Description of Activity/Educational Objective Performing at Disneyland in the parade. Spreading school spirit while learning teamwork + physical skills

List All Stops food/gas on the way down

Means of Transportation: ( ) School Bus ( ) Charter (X) 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: NA

Cost of Activity \$ 2,220 + Cost of Transportation \$ 0 = Total \$ 2,220  
+ Lodging \$ 850 = Total \$ 3,070

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

Account Code: Club Funds

Requested by: Rachel Z / Rachel Zwolenkiewicz Date 2/6/18  
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal [Signature] Date 2-8-18

**Transportation Department/District Office Use**

( ) School Bus ( ) Charter ( ) Available ( ) Not available Date Received

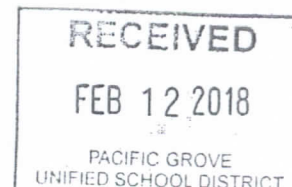
Cost Estimate \$

Approved by Transportation Supervisor: Date

Approved by Assistant Superintendent: [Signature] Date 2/13/18

Date of Board Approval March 8, 2018

Rev. 7/17/17



# 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 March 18-19 Day of Activity Sunday - Monday  
 Location of Activity Sacramento <sup>state capital building</sup> City Sacramento County Sacramento  
 School PGHS Class or Club Young Writers Grade Level/s 12  
 School Departure Time 12 A.M. P.M. X  
 Pickup Time from Place of Activity 4 A.M. P.M. X  
 Name of Employee Accompanying Students Larry Haggquist  
 Number of Adults 1 Number of Students 1  
 Description of Activity/Educational Objective Poetry Out Loud State Championship

List All Stops N/A

Means of Transportation: ( ) School Bus ( ) Charter (X) 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 \$ 401.00 + Cost of Transportation \$ 0 = Total \$ 401.00

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

Account Code: WELLS FARGO # 894873977 ASB / sub SB/HS \$

Requested by: Yvonne Haggquist / Larry Haggquist Date 3/1/18  
 Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal [Signature] Date 3/1/18

## Transportation Department/District Office Use

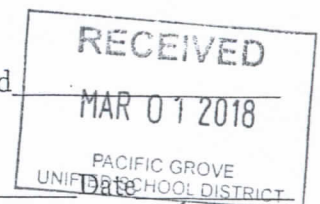
( ) School Bus ( ) Charter ( ) Available ( ) Not available Date Received

Cost Estimate \$

Approved by Transportation Supervisor:

Approved by Assistant Superintendent:

Date of Board Approval



Date 3/1/18



**Spring**

| Date     | Team       | School | Transport                     |               | Time away    | Time home | County |             |
|----------|------------|--------|-------------------------------|---------------|--------------|-----------|--------|-------------|
| Swimming |            |        |                               |               |              |           |        |             |
| Sat      | 3/10       |        | Sacred Heart Inv              |               | Vans         | 8:00      | 5:00   | Santa Clara |
| Fri/ S   | 5/11-12/18 |        | CCS Swim Championship         |               | B/G          | TBA       | TBA    | Santa Clara |
| Lacrosse |            |        |                               |               |              |           |        |             |
| Mon      | 3/12       | LX     | Scott's Valley                | Scotts Valley | Bus          | 1:20      | 6:30   | Santa Cruz  |
| Thurs    | 3/15       | LX     | Santa Cruz                    | Santa Cruz    | Bus          | 3:30      | 7:00   | Santa Cruz  |
| Wed      | 4/11       | LX     | Scotts Valley                 | Soquel        | Bus          | 1:20      | 6:00   | Santa Cruz  |
| Wed      | 4/18       | LX     | Hollister                     | Hollister     | Varsity      | 3:00      | 6:30   | San Benito  |
| Baseball |            |        |                               |               |              |           |        |             |
| Sat      | 3/17       | BB     | Half Moon Bay Away            |               | Van/ Private | 12        | 7:30   | HMB         |
| Track    |            |        |                               |               |              |           |        |             |
| SAT      | 3-17       | T      | St. Francis Invitational      |               | Vans         | 8:00      | 6:00   | Santa Clara |
| Fri      | 3/30       | T      | Stanford Invitational         |               | Vans         | 8:00      | 6:00   | Santa Clara |
| Sat      | 3/31       | T      | Stanford Invitational         |               | Vans         | 8:00      | 6:00   | Santa Clara |
| SAT      | 4-21       | T      | CCS Top 8 Classic (Los Gatos) |               | Vans         | 8:00      | 6:00   | Santa Clara |
| B Tennis |            |        |                               |               |              |           |        |             |
| Thurs    | 3/15       | BT     | Oakwood                       |               | Van          | 1:30      | 5:30   | Santa Clara |
| Thurs    | 4/12       | BT     | Hollister                     | Hollister     | Van          | :30       | 5:30   | Santa Clara |
| Softball |            |        |                               |               |              |           |        |             |
| Sat      | 4/14       | SB     | Watsonville Tourney           |               | Varsity      | 8:00      | 8:00   | Vans        |

**SUBJECT:** Warrant Schedule 593

**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 February 1, 2018 through February 28, 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

Consent Agenda Item G

## WARRANT SCHEDULE NO. 593

### Warrants- Payroll

#### FEBRUARY 2018

|                      |                  |    |                     |
|----------------------|------------------|----|---------------------|
| Certificated-        | Regular 02/05/18 | \$ | 0                   |
|                      | Regular 02/09/18 | \$ | 3,004.12            |
|                      | Regular 02/15/18 | \$ | 0                   |
|                      | Regular 02/28/18 | \$ | 1,516,334.27        |
| Total Certificated   |                  | \$ | <u>1,519,338.39</u> |
| Other-               | Regular 02/05/18 | \$ | 0                   |
|                      | Regular 02/09/18 | \$ | 0                   |
|                      | Regular 02/15/18 | \$ | 0                   |
|                      | Regular 02/28/18 | \$ | 2,428.22            |
| Total Other          |                  | \$ | <u>2,428.22</u>     |
| Classified-          | Regular 02/05/18 | \$ | 0                   |
|                      | Regular 02/09/18 | \$ | 1,058.00            |
|                      | Regular 02/15/18 | \$ | 0                   |
|                      | Regular 02/28/18 | \$ | 571,740.35          |
| Total Classified     |                  | \$ | <u>572,798.35</u>   |
| <u>TOTAL PAYROLL</u> |                  | \$ | <u>2,094,564.96</u> |

### Warrants- AP

|  |            |    |                     |
|--|------------|----|---------------------|
| Warrants <u>12372313</u> through <u>12372325</u> | (02/01/18) | \$ | <u>21,830.81</u>    |
| Warrants <u>12373027</u> through <u>12373061</u> | (02/06/18) | \$ | <u>45,033.53</u>    |
| Warrants <u>12373786</u> through <u>12373813</u> | (02/08/18) | \$ | <u>38,045.08</u>    |
| Warrants <u>12374592</u> through <u>12374632</u> | (02/13/18) | \$ | <u>413,417.27</u>   |
| Warrants <u>12375306</u> through <u>12375332</u> | (02/15/18) | \$ | <u>63,003.54</u>    |
| Warrants <u>12375992</u> through <u>12376002</u> | (02/20/18) | \$ | <u>13,430.72</u>    |
| Warrants <u>12378065</u> through <u>12378108</u> | (02/27/18) | \$ | <u>112,298.08</u>   |
| <u>TOTAL WARRANTS</u>                            |            | \$ | <u>2,801,623.99</u> |

**SUBJECT:** Acceptance of Quarterly Treasurer's Report

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

---

**RECOMMENDATION:**

The Administration recommends that the Board accept the Quarterly Treasurer's Report for the quarter ending December 31, 2017.

**BACKGROUND:**

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

**INFORMATION:**

As indicated in the attached Treasurer's Report, the current investment portfolio is "in compliance with all applicable provisions of state law and the adopted investment policy, and contains sufficient liquidity to meet all projected outflows over the next six months", and is currently returning an annualized yield of 1.27%.

**FISCAL IMPACT:**

None.



## Monterey County Board of Supervisors

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

### Board Order

Upon motion of Supervisor Salinas, seconded by Supervisor Phillips and carried by those members present, the Board of Supervisors hereby:

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

PASSED AND ADOPTED on this 30th day of January 2018, by the following vote, to wit:

AYES: Supervisors Alejo, Salinas, Phillips, Parker and Adams

NOES: None

ABSENT: None

I, Nicholas E. Chiulos, Acting Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 80 for the meeting January 30, 2018.

Dated: February 2, 2018  
File ID: 18-039

Nicholas E. Chiulos, Acting Clerk of the Board of Supervisors  
County of Monterey, State of California

By *Dennis Hancock*  
Deputy



# Monterey County

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

## Board Report

Legistar File Number: 18-039

January 30, 2018

**Introduced:** 1/12/2018

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** General Agenda Item

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

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

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

### SUMMARY:

Government Code Section 53646 (b) (1) states the Treasurer may submit a quarterly report of investments. The attached exhibits provide a narrative portfolio review of economic and market conditions that support the investment activity during the October - December period, the investment portfolio position by investment type, a listing of historical Monterey County Treasury Pool yields versus benchmarks, and the investment portfolio by maturity range.

### DISCUSSION:

During the October - December quarter, the short-term treasury yields continued to slowly move upward in response to the Federal Reserve's (Fed's) efforts to normalize policy by raising interest rates. The core personal consumption expenditures (PCE) price index, the Fed's preferred measure of inflation, remained at 1.4% year-over-year in November. The Fed forecasts inflation to gradually rise in 2018 further towards their 2% run target, and reaching the 2% target in the beginning of 2019. In addition, U.S. Recession Indicators show that recession risks appear low in the near term. Labor markets continued strong into the year-end as the unemployment rate remained at 4.1%, the lowest level in more than 16 years.

On December 31, 2017, the Monterey County investment portfolio contained an amortized book value of \$1,556,463,937.33 spread among 117 separate securities and funds. The par value of those funds was \$1,558,052,557.25 with a market value of \$1,551,822,253.16 or 99.7% of amortized book value. The portfolio's net earned income yield for the period was 1.27%. The portfolio produced an estimated quarterly income of \$ 4,456,424.41 that will be distributed proportionally to all agencies participating in the investment pool. The investment portfolio had a weighted average maturity of 261 days. The County Treasury outperformed most of the portfolio benchmarks due to a consistent investment strategy that uses short term debt to provide liquidity while also taking advantage of higher rates in the one to three-year investment range.

The investment portfolio is in compliance with all applicable provisions of state law and the adopted Investment Policy, and contains sufficient liquidity to meet all projected outflows over the next six

months. Market value pricings were obtained through resources such as Bloomberg LLP, Union Bank of California and live-bid pricing of corporate securities.

OTHER AGENCY INVOLVEMENT:

A copy of this report will be distributed to all agencies participating in the investment pool and the Treasury Oversight Committee. In addition, the report will be published on the County Treasurer's web site. A monthly report of investment transactions is provided to the Board of Supervisors as required by Government Code 53607.

FINANCING:

The investment portfolio contains sufficient liquidity to meet all projected expenditures over the next six months. We estimate that investment earnings in the General Fund will meet or exceed budgeted revenue

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This recommendation supports the Administration initiative by providing transparency and accountability in the management of County funds in the Treasurer's investment portfolio.


☐ Economic Development

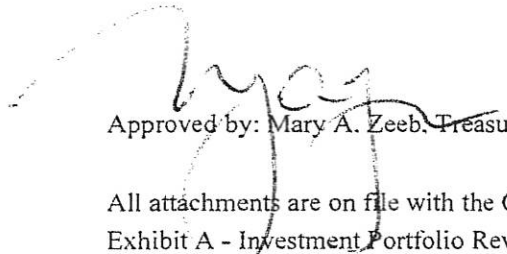
☒ Administration

☐ Health & Human Services

☐ Infrastructure

☐ Public Safety

  
Prepared by: Susanne King, Treasury Manager, x5490

  
Approved by: Mary A. Zeeb, Treasurer-Tax Collector, x5474

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

Exhibit A - Investment Portfolio Review 12.31.17

Exhibit B - Portfolio Management Report 12.31.17

Exhibit C - Monterey County Historical Yields vs. Benchmarks 12.31.17

Exhibit D - Aging Report 01.01.18

cc:

Auditor-Controller - Internal Audit Section

All depositors

Treasury Oversight Committee

## Exhibit A

### Investment Portfolio Review

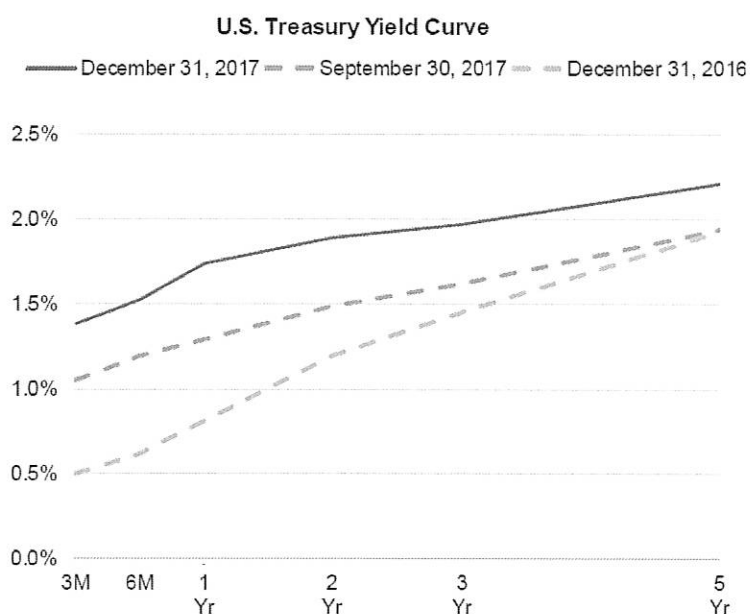
### Quarter Ending December 31, 2017

#### OVERVIEW October 1, 2017 – December 31, 2017

During the October - December quarter, the short-term treasury yields continued to slowly move upward in response to the Federal Reserve's (Fed's) efforts to normalize policy by raising interest rates. The core personal consumption expenditures (PCE) price index, the Fed's preferred measure of inflation, remained at 1.4% year-over-year in November. The Fed forecasts inflation to gradually rise in 2018 further towards their 2% run target, and reaching the 2% target in the beginning of 2019. In addition, U.S. Recession Indicators show that recession risks appear low in the near term. Labor markets continued strong into the year-end as the unemployment rate remained at 4.1%, the lowest level in more than 16 years.

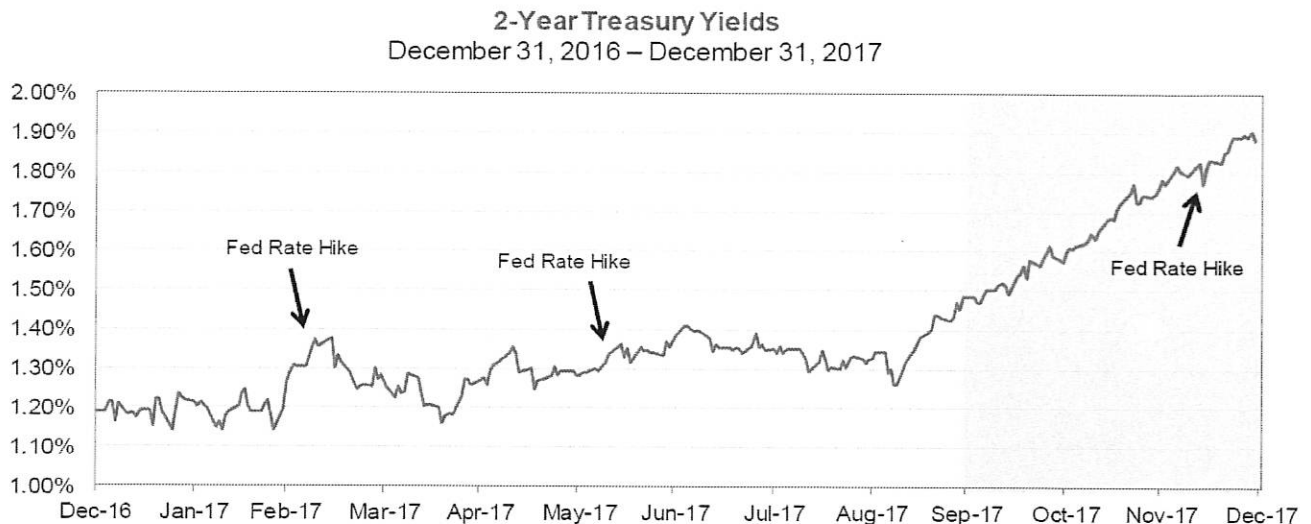
#### U.S. TREASURY YIELD CURVE

- Yield movement during the quarter resulted in a continued flattening of the yield curve.
- Longer-term yields (five years and greater) moved only slightly higher, or decreased as expectations of future growth and inflation prospects remained muted.



Source: Bloomberg, as of 12/31/17.

- Short-term yields (three years and under) moved notably higher during the fourth quarter as markets responded to another rate hike by the Federal Reserve and the passage of the largest overhaul of the U.S. tax system in more than 30 years.



The County Treasury continues to outperform most of its portfolio benchmarks this quarter. Our investment strategy positions short term debt to provide liquidity and continues to take advantage of available higher yields on U.S. Treasuries, commercial paper, notes and negotiable CDs as well as maintaining Federal Agencies with attractive rates. The following indicators reflect key aspects of the investment portfolio in light of the above noted conditions:

1. Market Access – During the quarter, investment purchases for the portfolio included commercial paper and a certificate of deposit as well as a corporate bond. The Treasurer continues to keep a higher level of liquid assets reflecting the need to maintain levels of available cash to ensure the ability to meet all cash flow needs.
2. Diversification - The Monterey County Treasurer's portfolio consists of 117 separate fixed income investments, all of which are authorized by the State of California Government Code 53601.

The portfolio asset spread is detailed in the table below:

| Portfolio Asset Composition |                |                         |               |                  |                  |
|-----------------------------|----------------|-------------------------|---------------|------------------|------------------|
| Corporate Notes             | Negotiable CDs | Overnight Liquid Assets | US Treasuries | Federal Agencies | Commercial Paper |
| 12.5%                       | 5.0%           | 24.2%                   | 26.7%         | 24.2%            | 7.4%             |

• Total may not equal 100% due to rounding

3. Credit Risk – Approximately 87.5% of the investment portfolio is comprised of U.S. Treasuries, Federal Agency securities, negotiable CDs and other liquid funds. All assets have an investment grade rating. U.S. Treasuries are not specifically rated, but are considered the safest of all investments. All corporate debt (12.5%) is rated in the higher

levels of investment grade and all Federal Agency securities have AA ratings, or are guaranteed by the U.S. Treasury. The credit quality of the Treasurer's portfolio continues to be high.

The portfolio credit composition is detailed in the table below:

| Portfolio Credit Composition |      |     |    |     |    |    |    |                         |                        |                       |                          |                                |
|------------------------------|------|-----|----|-----|----|----|----|-------------------------|------------------------|-----------------------|--------------------------|--------------------------------|
| AAA                          | AAAm | AA+ | AA | AA- | A+ | A  | A- | A-1+<br>(Short<br>Term) | A-1<br>(Short<br>Term) | Aaf/S1+<br>(CalTRUST) | BBB+<br>(split<br>rated) | Not<br>Rated<br>(LAIF/<br>MMF) |
| 1%                           | 14%  | 52% | 1% | 4%  | 4% | 2% | 1% | 4%                      | 6%                     | 6%                    | 1%                       | 4%                             |

4. Liquidity Risk – Liquidity risk, as measured by the ability of the County Treasury to meet withdrawal demands on invested assets, was managed during the October - December quarter. The portfolio's average weighted maturity was 261 days, and the Treasurer maintained \$375M in overnight investments to provide immediate liquidity. In addition, the Treasurer maintained \$667M in securities with maturities under a year to provide enhanced liquidity.

#### **PORTFOLIO CHARACTERISTICS**

|                    | <u>September 30, 2017</u> | <u>December 31, 2017</u> |
|--------------------|---------------------------|--------------------------|
| Total Assets       | \$1,291,516,016.16        | \$1,558,052,557.25       |
| Market Value       | \$1,289,937,988.14        | \$1,551,822,253.16       |
| Days to Maturity   | 339                       | 261                      |
| Yield              | 1.25%                     | 1.27%                    |
| Estimated Earnings | \$4,012,209.73            | \$4,456,424.41           |



**FUTURE STRATEGY**

The Treasurer has 32.4% of the portfolio invested in the 1-3-year maturity range and 67.1% invested in maturities under one year to take advantage of the higher yields offered in those parts of the yield curve and to be able to react quickly to opportunities in current market. We will continue to manage the portfolio under the established tenets of safety and liquidity while maximizing the rate of return.

# Exhibit B

## Monterey County Portfolio Management Portfolio Details - Investments December 31, 2017

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| CUSIP                                      | Investment #                | Issuer                         | Average Balance       | Purchase Date | Par Value             | Market Value          | Book Value     | Stated Rate | Moody's | S&P  | YTM          | Maturity Date |
|--|-----------------------------|--------------------------------|-----------------------|---------------|-----------------------|-----------------------|----------------|-------------|---------|------|--------------|---------------|
| <b>Money Market Accts - GC 53601(k)(2)</b> |                             |                                |                       |               |                       |                       |                |             |         |      |              |               |
| SYS11672                                   | 11672                       | BlackRock                      |                       |               | 0.00                  | 0.00                  | 0.00           | 0.337       |         |      | 0.337        |               |
| SYS12159                                   | 12159                       | DREYFUS AMT FREE TAX EXEMPT MM |                       | 08/18/2017    | 7,012,971.74          | 7,012,971.74          | 7,012,971.74   | 0.988       |         |      | 0.988        |               |
| SYS11830                                   | 11830                       | Federated                      |                       | 07/01/2017    | 0.00                  | 0.00                  | 0.00           | 0.101       | Aaa     | AAA  | 0.101        |               |
| SYS11578                                   | 11578                       | Fidelity Investments           |                       |               | 68,500,000.00         | 68,500,000.00         | 68,500,000.00  | 1.120       | Aaa     | AAA  | 1.120        |               |
|  | <b>Subtotal and Average</b> |                                | <b>31,261,072.38</b>  |               | <b>75,512,971.74</b>  | <b>75,512,971.74</b>  |                |             |         |      | <b>1.108</b> |               |
| <b>State Pool - GC 16429.1</b>             |                             |                                |                       |               |                       |                       |                |             |         |      |              |               |
| SYS11361                                   | 11361                       | LAIF                           |                       |               | 65,000,000.00         | 65,000,000.00         | 65,000,000.00  | 1.075       |         |      | 1.075        |               |
|  | <b>Subtotal and Average</b> |                                | <b>47,859,782.61</b>  |               | <b>65,000,000.00</b>  | <b>65,000,000.00</b>  |                |             |         |      | <b>1.075</b> |               |
| <b>CAL TRUST/CAMP - GC 53601(p)</b>        |                             |                                |                       |               |                       |                       |                |             |         |      |              |               |
| SYS11801                                   | 11801                       | CalTrust                       |                       |               | 97,300,000.00         | 97,300,000.00         | 97,300,000.00  | 1.198       | Aaa     | AAA  | 1.198        |               |
| SYS11802                                   | 11802                       | CalTrust                       |                       |               | 1,000,000.00          | 1,000,000.00          | 1,000,000.00   | 1.073       | Aaa     | AAA  | 1.073        |               |
| SYS10379                                   | 10379                       | Calif. Asset Mgmt              |                       |               | 136,150,000.00        | 136,150,000.00        | 136,150,000.00 | 1.290       |         | AAA  | 1.290        |               |
| SYS11961                                   | 11961                       | Calif. Asset Mgmt              |                       | 07/01/2017    | 0.00                  | 0.00                  | 0.00           | 0.658       |         | AAA  | 0.658        |               |
|  | <b>Subtotal and Average</b> |                                | <b>164,098,913.04</b> |               | <b>234,450,000.00</b> | <b>234,450,000.00</b> |                |             |         |      | <b>1.251</b> |               |
| <b>SWEEP ACCOUNT-MORG STNLY</b>            |                             |                                |                       |               |                       |                       |                |             |         |      |              |               |
| SYS12041                                   | 12041                       | Morgan Stanley                 |                       |               | 1.00                  | 1.00                  | 1.00           | 0.731       |         |      | 0.731        |               |
|  | <b>Subtotal and Average</b> |                                | <b>1.00</b>           |               | <b>1.00</b>           | <b>1.00</b>           |                |             |         |      | <b>0.731</b> |               |
| <b>SWEEP ACCOUNT - CUSTOM</b>              |                             |                                |                       |               |                       |                       |                |             |         |      |              |               |
| SYS12138                                   | 12138                       | Morgan Stanley                 |                       | 07/01/2017    | 83,584.51             | 83,584.51             | 83,584.51      | 1.106       |         |      | 1.106        |               |
|  | <b>Subtotal and Average</b> |                                | <b>147,832.75</b>     |               | <b>83,584.51</b>      | <b>83,584.51</b>      |                |             |         |      | <b>1.106</b> |               |
| <b>Medium Term Notes - GC 53601(k)</b>     |                             |                                |                       |               |                       |                       |                |             |         |      |              |               |
| 0258MODP1                                  | 12088                       | American Express Credit        |                       | 06/27/2016    | 10,000,000.00         | 10,020,900.00         | 10,092,829.08  | 2.250       | A2      | A-   | 1.660        | 08/15/2019    |
| 025816BM0                                  | 12156                       | American Express Credit        |                       | 08/21/2017    | 250,000.00            | 249,793.75            | 249,793.75     | 2.500       | A3      | BBB+ | 2.519        | 08/01/2022    |
| 03783BQ2                                   | 12066                       | Apple Inc Corp Notes           |                       | 02/23/2016    | 6,000,000.00          | 5,985,900.00          | 5,999,611.47   | 1.700       | Aa1     | AA+  | 1.706        | 02/22/2019    |
| 03783AQ3                                   | 12129                       | Apple Inc Corp Notes           |                       | 04/07/2017    | 10,000,000.00         | 10,023,000.00         | 10,075,566.76  | 2.100       | Aa1     | AA+  | 1.528        | 05/06/2019    |
| 03783CQ1                                   | 12151                       | Apple Inc Corp Notes           |                       | 08/17/2017    | 250,000.00            | 251,264.57            | 251,264.57     | 2.300       |         |      | 2.177        | 05/11/2022    |
| 05531FAV5                                  | 12153                       | BB&T Corporation               |                       | 08/21/2017    | 250,000.00            | 249,586.92            | 249,586.92     | 2.050       | A2      | A-   | 2.101        | 05/10/2021    |
| 06408HCZ0                                  | 12126                       | Bank of New York Mellon Corp   |                       | 03/17/2017    | 10,000,000.00         | 9,985,700.00          | 10,008,263.86  | 2.150       | A1      | A    | 2.110        | 02/24/2020    |
| 084670BX5                                  | 12098                       | Berkshire Hathaway Finance     |                       | 08/15/2016    | 2,415,000.00          | 2,409,034.95          | 2,414,909.84   | 1.150       | Aa2     | AA   | 1.156        | 08/15/2018    |

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# Exhibit B

## Monterey County Portfolio Management Portfolio Details - Investments December 31, 2017

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| CUSIP                                  | Investment # | Issuer                   | Average<br>Balance    | Purchase<br>Date | Par Value             | Market Value          | Book Value            | Stated<br>Rate | Moody's | S&P  | YTM          | Maturity<br>Date |
|--|--------------|--------------------------|-----------------------|------------------|-----------------------|-----------------------|-----------------------|----------------|---------|------|--------------|------------------|
| <b>Medium Term Notes - GC 53601(k)</b> |              |                          |                       |                  |                       |                       |                       |                |         |      |              |                  |
| 166764AE0                              | 12049        | Chevron Corp. Global     |                       | 11/25/2015       | 8,175,000.00          | 8,175,000.00          | 8,182,642.26          | 1.718          | Aa1     | AA   | 1.519        | 06/24/2018       |
| 17275RBG6                              | 12104        | Cisco Systems Inc Corp   |                       | 09/20/2016       | 9,000,000.00          | 8,906,130.00          | 8,994,274.25          | 1.400          | A1      | A1   | 1.438        | 09/20/2019       |
| 17275RBD3                              | 12150        | Cisco Systems Inc Corp   |                       | 08/17/2017       | 250,000.00            | 251,927.80            | 251,927.80            | 2.200          | A1      | AA-  | 1.946        | 02/28/2021       |
| 172967KS9                              | 12085        | Citibank                 |                       | 06/09/2016       | 3,840,000.00          | 3,828,864.00          | 3,839,044.20          | 2.050          | Baa1    | A-   | 2.068        | 06/07/2019       |
| 191216BV1                              | 12130        | Coca-Cola Co             |                       | 04/07/2017       | 4,431,000.00          | 4,393,868.22          | 4,420,671.36          | 1.375          | Aa3     | AA-  | 1.543        | 05/30/2019       |
| 25468PDH6                              | 12064        | The Walt Disney Copr     |                       | 01/08/2016       | 2,701,951.30          | 2,701,951.30          | 2,708,766.00          | 1.650          | A2      | A    | 1.696        | 01/08/2019       |
| 38141GVT8                              | 12074        | Goldman Sachs            |                       | 04/25/2016       | 1,410,740.85          | 1,410,740.85          | 1,413,273.54          | 2.000          | A3      | BBB+ | 2.096        | 04/25/2019       |
| 38141GVT8                              | 12075        | Goldman Sachs            |                       | 04/26/2016       | 7,210,000.00          | 7,188,297.90          | 7,207,972.91          | 2.000          | A3      | BBB+ | 2.022        | 04/25/2019       |
| 382665WBA8                             | 12068        | American Honda Finance   |                       | 02/23/2016       | 3,780,000.00          | 3,764,464.20          | 3,779,712.03          | 1.700          | A1      | A+   | 1.707        | 02/22/2019       |
| 382665WBE0                             | 12091        | American Honda Finance   |                       | 07/12/2016       | 2,500,000.00          | 2,485,425.00          | 2,498,724.54          | 1.200          | A1      | A+   | 1.234        | 07/12/2019       |
| 3859200JE2                             | 12067        | IBM Corp Notes           |                       | 02/19/2016       | 20,000,000.00         | 19,948,000.00         | 19,996,517.81         | 1.800          |         |      | 1.812        | 05/17/2019       |
| 3858140AZ3                             | 12136        | INTEL CORP               |                       | 05/15/2017       | 10,000,000.00         | 9,954,100.00          | 10,013,745.35         | 1.850          | A1      | A+   | 1.790        | 05/11/2020       |
| 3858140AZ3                             | 12155        | INTEL CORP               |                       | 08/21/2017       | 250,000.00            | 248,852.50            | 250,290.56            | 1.850          | A1      | A+   | 1.799        | 05/11/2020       |
| 3858140AZ3                             | 12155        | John Deere Capital Corp  |                       | 01/08/2016       | 8,300,000.00          | 8,292,945.00          | 8,299,830.77          | 1.950          | A2      | A    | 1.952        | 01/08/2019       |
| 3858140AZ3                             | 12063        | JP Morgan Chase          |                       | 05/26/2016       | 10,000,000.00         | 9,963,400.00          | 10,007,161.91         | 1.850          | A3      | A    | 1.789        | 03/22/2019       |
| 3858140AZ3                             | 12157        | JP Morgan Chase          |                       | 08/21/2017       | 250,000.00            | 264,225.55            | 264,225.55            | 4.250          | A3      | A-   | 2.129        | 10/15/2020       |
| 3858140AZ3                             | 12164        | MERCK & CO INC           |                       | 08/22/2017       | 250,000.00            | 250,946.61            | 250,946.61            | 1.850          | A1      | AA   | 1.666        | 02/10/2020       |
| 3858140AZ3                             | 12095        | MICROSOFT CORP           |                       | 08/08/2016       | 6,500,000.00          | 6,413,095.00          | 6,496,423.13          | 1.100          | Aaa     | AAA  | 1.135        | 08/08/2019       |
| 3858140AZ3                             | 12133        | MICROSOFT CORP           |                       | 04/07/2017       | 6,000,000.00          | 5,919,780.00          | 5,955,953.15          | 1.100          | Aaa     | AAA  | 1.568        | 08/08/2019       |
| 3858140AZ3                             | 12149        | MICROSOFT CORP           |                       | 08/17/2017       | 250,000.00            | 251,854.36            | 251,854.36            | 2.000          | Aaa     | AAA  | 1.730        | 11/03/2020       |
| 3858140AZ3                             | 12148        | Oracle Corp              |                       | 08/17/2017       | 250,000.00            | 252,711.65            | 252,711.65            | 2.500          | A1      | AA-  | 2.471        | 05/15/2022       |
| 3858140AZ3                             | 12154        | Procter & Gamble Co      |                       | 08/21/2017       | 250,000.00            | 249,590.43            | 249,590.43            | 1.850          | Aa3     | AA-  | 1.905        | 02/02/2021       |
| 3858140AZ3                             | 12070        | Pepsico Inc Corp Note    |                       | 02/24/2016       | 3,850,000.00          | 3,832,405.50          | 3,849,574.32          | 1.500          | A1      | A    | 1.510        | 02/22/2019       |
| 3858140AZ3                             | 12083        | PFIZER INC               |                       | 06/03/2016       | 10,000,000.00         | 9,921,100.00          | 9,994,595.56          | 1.450          | A1      | AA   | 1.489        | 06/03/2019       |
| 3858140AZ3                             | 12158        | State Street Corp        |                       | 08/21/2017       | 250,000.00            | 254,304.15            | 254,304.15            | 2.550          | A1      | A    | 1.874        | 08/18/2020       |
| 3858140AZ3                             | 12009        | Toyota Motor Corporation |                       | 01/16/2015       | 10,000,000.00         | 9,999,000.00          | 10,000,507.06         | 1.450          | Aa      | AA   | 1.280        | 01/12/2018       |
| 3858140AZ3                             | 12121        | Toyota Motor Corporation |                       | 01/12/2017       | 5,000,000.00          | 5,000,150.00          | 5,016,599.34          | 2.125          | Aa3     | AA-  | 1.904        | 07/18/2019       |
| 3858140AZ3                             | 12165        | Toyota Motor Corporation |                       | 08/22/2017       | 250,000.00            | 256,074.82            | 256,074.82            | 2.800          | Aa3     | AA-  | 2.231        | 07/13/2022       |
| 3858140AZ3                             | 12170        | UNITED PARCEL SERVICE    |                       | 11/14/2017       | 200,000.00            | 199,696.20            | 199,696.20            | 2.050          | A1      |      | 2.099        | 04/01/2021       |
| 3858140AZ3                             | 12152        | US BANCORP               |                       | 08/17/2017       | 250,000.00            | 266,573.56            | 266,573.56            | 4.125          | A1      | A+   | 2.215        | 08/24/2021       |
| 3858140AZ3                             | 12021        | Wells Fargo & Company    |                       | 04/07/2015       | 10,000,000.00         | 9,998,900.00          | 10,001,372.37         | 1.500          | Aaa     | AA   | 1.164        | 01/16/2018       |
| 3858140AZ3                             | 12089        | Wells Fargo & Company    |                       | 06/27/2016       | 10,000,000.00         | 9,998,400.00          | 10,081,902.96         | 2.125          | A2      | A    | 1.483        | 04/22/2019       |
| <b>Subtotal and Average</b>            |              |                          |                       |                  | <b>194,576,000.00</b> | <b>193,997,954.79</b> | <b>194,849,286.76</b> |                |         |      | <b>1.642</b> |                  |
|  |              |                          | <b>202,416,276.67</b> |                  |                       |                       |                       |                |         |      |              |                  |

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Portfolio INVT  
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PM (PRF\_PM2) 7.3.0

Run Date: 01/03/2018 - 14:25

Consent Agenda Item H

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## Monterey County Portfolio Management Portfolio Details - Investments December 31, 2017

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| CUSIP                                      | Investment # | Issuer                        | Average Balance      | Purchase Date | Par Value             | Market Value          | Book Value            | Stated Rate | Moody's | S&P  | YTM          | Maturity Date |
|--|--------------|-------------------------------|----------------------|---------------|-----------------------|-----------------------|-----------------------|-------------|---------|------|--------------|---------------|
| <b>Negotiable CDs - GC 53601(i)</b>        |              |                               |                      |               |                       |                       |                       |             |         |      |              |               |
| 06539RGM3                                  | 12166        | Bank of Tokyo-MITS            |                      | 09/27/2017    | 250,000.00            | 250,000.00            | 250,000.00            | 2.070       | P-1     | A-1  | 2.099        | 09/25/2019    |
| 06417GUE6                                  | 12127        | Bank of Nova Scotia Hous      |                      | 04/06/2017    | 10,000,000.00         | 9,963,800.00          | 10,000,000.00         | 1.910       |         |      | 1.910        | 04/05/2019    |
| 65558LWA6                                  | 12109        | Nordea Bank Finland NY        |                      | 12/05/2016    | 17,500,000.00         | 17,510,850.00         | 17,500,000.00         | 1.760       | Aa3     | AA-  | 1.760        | 11/30/2018    |
| 83050FXT3                                  | 12141        | Skandinaviska Enskilda Banken |                      | 08/04/2017    | 14,000,000.00         | 13,938,540.00         | 13,995,665.00         | 1.840       | P-1     | A-1  | 1.860        | 08/02/2019    |
| 87019U6D6                                  | 12172        | Swedbank                      |                      | 11/17/2017    | 18,000,000.00         | 17,902,800.00         | 18,000,000.00         | 2.270       |         |      | 2.270        | 11/16/2020    |
| 89113E5E2                                  | 12073        | Toronto Dominion Bank         |                      | 03/16/2016    | 18,000,000.00         | 17,999,820.00         | 18,000,000.00         | 1.720       | Aa1     | AA-  | 1.744        | 03/14/2018    |
|  |              | <b>Subtotal and Average</b>   | <b>84,897,497.66</b> |               | <b>77,750,000.00</b>  | <b>77,565,810.00</b>  | <b>77,745,665.00</b>  |             |         |      | <b>1.913</b> |               |
| <b>Commercial Paper Disc.- GC 53601(h)</b> |              |                               |                      |               |                       |                       |                       |             |         |      |              |               |
| 06538CB83                                  | 12137        | Bank of Tokyo-MITS            |                      | 05/16/2017    | 12,000,000.00         | 11,980,200.00         | 11,980,746.67         | 1.520       | P-1     | A-1  | 1.561        | 02/08/2018    |
| 06559CGA0                                  | 12167        | BNP Paribas NY                |                      | 11/01/2017    | 25,000,000.00         | 24,757,250.00         | 24,788,888.89         | 1.600       | P-1     | A-1  | 1.632        | 07/10/2018    |
| 06497W1H90                                 | 12171        | ING                           |                      | 11/17/2017    | 24,000,000.00         | 23,721,120.00         | 23,752,133.33         | 1.690       | P-1     | A-1  | 1.726        | 08/09/2018    |
| 06640QGH8                                  | 12168        | J P Morgan Securities Inc     |                      | 11/01/2017    | 30,000,000.00         | 29,697,900.00         | 29,732,408.33         |             | P-1     | A-1  | 1.664        | 07/17/2018    |
| 069233HG57                                 | 12169        | Toyota Motor Corporation      |                      | 11/01/2017    | 25,000,000.00         | 24,763,500.00         | 24,795,729.17         |             | P-1     | A-1+ | 1.621        | 07/05/2018    |
|  |              | <b>Subtotal and Average</b>   | <b>95,399,862.07</b> |               | <b>116,000,000.00</b> | <b>114,919,970.00</b> | <b>115,049,906.39</b> |             |         |      | <b>1.650</b> |               |
| <b>Red Agcy Coupon Sec - GC 53601(f)</b>   |              |                               |                      |               |                       |                       |                       |             |         |      |              |               |
| 3133EEMA5                                  | 12011        | Federal Farm Credit Bank      |                      | 01/30/2015    | 10,000,000.00         | 9,901,800.00          | 10,003,818.42         | 1.500       | Aaa     | AA   | 1.480        | 12/30/2019    |
| 3133EELZ1                                  | 12012        | Federal Farm Credit Bank      |                      | 02/02/2015    | 10,000,000.00         | 9,990,700.00          | 10,002,646.97         | 1.000       | Aaa     | AA   | 0.890        | 03/29/2018    |
| 3133EETE0                                  | 12020        | Federal Farm Credit Bank      |                      | 04/01/2015    | 10,000,000.00         | 9,997,500.00          | 10,003,740.72         | 1.125       | Aaa     | AA   | 0.932        | 03/12/2018    |
| 313378A43                                  | 11925        | Federal Home Loan Bank        |                      | 05/02/2013    | 10,000,000.00         | 10,000,700.00         | 10,011,420.26         | 1.375       | Aaa     | AA   | 0.758        | 03/09/2018    |
| 313383A68                                  | 11928        | Federal Home Loan Bank        |                      | 06/13/2013    | 10,000,000.00         | 9,972,900.00          | 10,000,000.00         | 1.080       | Aaa     | AA   | 1.080        | 06/13/2018    |
| 3130A8BD4                                  | 12082        | Federal Home Loan Bank        |                      | 05/27/2016    | 32,000,000.00         | 31,881,600.00         | 31,981,745.53         | 0.875       | Aaa     | AA+  | 0.992        | 06/29/2018    |
| 3130A8DB6                                  | 12084        | Federal Home Loan Bank        |                      | 06/03/2016    | 16,935,000.00         | 16,753,118.10         | 16,931,566.73         | 1.125       | Aaa     | AA+  | 1.139        | 06/21/2019    |
| 3130A8DB6                                  | 12090        | Federal Home Loan Bank        |                      | 07/12/2016    | 26,000,000.00         | 25,720,760.00         | 26,123,876.86         | 1.125       | Aaa     | AA+  | 0.797        | 06/21/2019    |
| 3130A8PK3                                  | 12097        | Federal Home Loan Bank        |                      | 08/15/2016    | 18,000,000.00         | 17,888,760.00         | 17,975,645.39         | 0.625       | Aaa     | AA+  | 0.853        | 08/07/2018    |
| 3130A8BD4                                  | 12099        | Federal Home Loan Bank        |                      | 08/15/2016    | 15,250,000.00         | 15,193,575.00         | 15,250,888.43         | 0.875       | Aaa     | AA+  | 0.863        | 06/29/2018    |
| 3130A9AE1                                  | 12101        | Federal Home Loan Bank        |                      | 08/15/2016    | 17,500,000.00         | 17,383,625.00         | 17,495,559.07         | 0.875       | Aaa     | AA+  | 0.909        | 10/01/2018    |
| 3130AAXX1                                  | 12125        | Federal Home Loan Bank        |                      | 08/29/2016    | 10,000,000.00         | 9,942,200.00          | 9,990,059.92          | 1.375       | Aaa     | AA+  | 1.458        | 03/18/2019    |
| 313383HU8                                  | 12144        | Federal Home Loan Bank        |                      | 03/17/2017    | 1,200,000.00          | 1,206,066.41          | 1,206,066.41          | 1.750       | Aaa     | AA+  | 1.538        | 06/12/2020    |
| 3137EADZ9                                  | 12100        | Federal Home Loan Mtg Corp    |                      | 08/16/2017    | 17,500,000.00         | 17,339,875.00         | 17,537,509.94         | 1.125       | Aaa     | AA+  | 0.956        | 04/15/2019    |
| 3137EADZ9                                  | 12103        | Federal Home Loan Mtg Corp    |                      | 08/29/2016    | 10,150,000.00         | 10,079,762.00         | 10,148,356.00         | 0.875       | Aaa     | AA+  | 0.896        | 10/12/2018    |
| 3137EAEB1                                  | 12114        | Federal Home Loan Mtg Corp    |                      | 12/19/2016    | 20,000,000.00         | 19,687,200.00         | 19,792,280.00         | 0.875       | Aaa     | AA+  | 1.561        | 07/19/2019    |
| 3137EAE55                                  | 12139        | Federal Home Loan Mtg Corp    |                      | 08/07/2017    | 1,200,000.00          | 1,200,210.76          | 1,200,210.76          | 1.500       | Aaa     | AA+  | 1.491        | 01/17/2020    |
| 3135G0XA6                                  | 11924        | Federal National Mtg Assn     |                      | 05/21/2013    | 10,000,000.00         | 9,979,700.00          | 10,000,000.00         | 1.030       | Aaa     | AA   | 1.030        | 05/21/2018    |

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Portfolio INVT  
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# Exhibit B

## Monterey County Portfolio Management Portfolio Details - Investments December 31, 2017

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PGUSD

| CUSIP                                    | Investment # | Issuer                    | Average Balance | Purchase Date | Par Value             | Market Value          | Book Value            | Stated Rate | Moody's | S&P | YTM          | Maturity Date |
|--|--------------|---------------------------|-----------------|---------------|-----------------------|-----------------------|-----------------------|-------------|---------|-----|--------------|---------------|
| <b>Fed Agcy Coupon Sec - GC 53601(f)</b> |              |                           |                 |               |                       |                       |                       |             |         |     |              |               |
| 3135G0XK4                                | 11927        | Federal National Mtg Assn |                 | 05/30/2013    | 10,000,000.00         | 9,979,600.00          | 10,000,000.00         | 1.050       | Aaa     | AA  | 1.050        | 05/25/2018    |
| 3135G0WJ8                                | 11929        | Federal National Mtg Assn |                 | 05/28/2013    | 10,000,000.00         | 9,973,800.00          | 9,993,573.90          | 0.875       | Aaa     | AA  | 1.045        | 05/21/2018    |
| 3136FTS67                                | 12013        | Federal National Mtg Assn |                 | 02/03/2015    | 10,000,000.00         | 9,984,300.00          | 10,061,092.90         | 1.700       | Aaa     | AA  | 1.157        | 02/27/2019    |
| 3135G0YM9                                | 12033        | Federal National Mtg Assn |                 | 04/23/2015    | 10,000,000.00         | 10,008,700.00         | 10,056,986.87         | 1.875       | Aaa     | AA+ | 1.060        | 09/18/2018    |
| 3135G0TG8                                | 12040        | Federal National Mtg Assn |                 | 10/22/2015    | 10,000,000.00         | 9,995,200.00          | 10,001,267.68         | 0.875       | Aaa     | AA+ | 0.750        | 02/08/2018    |
| 3135G0J53                                | 12069        | Federal National Mtg Assn |                 | 02/23/2016    | 21,150,000.00         | 20,950,132.50         | 21,130,873.21         | 1.000       | Aaa     | AA+ | 1.080        | 02/26/2019    |
| 3135G0N33                                | 12094        | Federal National Mtg Assn |                 | 08/08/2016    | 18,675,000.00         | 18,375,639.75         | 18,651,866.13         | 0.875       | Aaa     | AA+ | 0.954        | 08/02/2019    |
| 3135G0J53                                | 12096        | Federal National Mtg Assn |                 | 08/09/2016    | 7,900,000.00          | 7,825,345.00          | 7,908,687.85          | 1.000       | Aaa     | AA+ | 0.903        | 02/26/2019    |
| 3135G0T29                                | 12123        | Federal National Mtg Assn |                 | 02/28/2017    | 12,600,000.00         | 12,469,212.00         | 12,594,198.40         | 1.500       | Aaa     | AA+ | 1.522        | 02/28/2020    |
| 3135G0ZA4                                | 12134        | Federal National Mtg Assn |                 | 04/07/2017    | 20,000,000.00         | 20,005,200.00         | 20,128,714.29         | 1.875       | Aaa     | AA  | 1.298        | 02/19/2019    |
| 3135G0T60                                | 12140        | Federal National Mtg Assn |                 | 08/07/2017    | 1,200,000.00          | 1,197,703.91          | 1,197,703.91          | 1.500       | Aaa     | AA+ | 1.576        | 07/30/2020    |
| 3135G0T29                                | 12142        | Federal National Mtg Assn |                 | 08/16/2017    | 1,200,000.00          | 1,187,544.00          | 1,200,378.28          | 1.500       | Aaa     | AA+ | 1.485        | 02/28/2020    |
| <b>Subtotal and Average</b>              |              |                           |                 |               | <b>378,460,000.00</b> | <b>376,072,429.43</b> | <b>378,580,734.83</b> |             |         |     | <b>1.058</b> |               |

### U.S. Treasury Note-GC 53601(b)

|           |        |               |  |            |               |               |               |       |     |     |       |            |
|-----------|--------|---------------|--|------------|---------------|---------------|---------------|-------|-----|-----|-------|------------|
| 312828A34 | 12042B | U.S. Treasury |  | 11/10/2015 | 5,290,000.00  | 5,264,184.80  | 5,290,000.00  | 1.250 | Aaa | AA  | 1.250 | 11/30/2018 |
| 312828VE7 | 12045  | U.S. Treasury |  | 11/16/2015 | 17,000,000.00 | 16,995,490.00 | 16,995,486.95 | 1.000 | Aaa | AA+ | 1.066 | 05/31/2018 |
| 312828A34 | 12052  | U.S. Treasury |  | 11/25/2015 | 10,000,000.00 | 9,951,200.00  | 10,000,708.87 | 1.250 | Aaa | AA  | 1.242 | 11/30/2018 |
| 312828WD8 | 12056  | U.S. Treasury |  | 12/22/2015 | 40,000,000.00 | 39,840,800.00 | 40,004,534.84 | 1.250 | Aaa | AA+ | 1.236 | 10/31/2018 |
| 312828VE7 | 12062  | U.S. Treasury |  | 12/22/2015 | 20,000,000.00 | 19,959,400.00 | 19,986,584.60 | 1.000 | Aaa | AA+ | 1.166 | 05/31/2018 |
| 312828S68 | 12113  | U.S. Treasury |  | 12/19/2016 | 20,000,000.00 | 19,901,600.00 | 19,948,503.82 | 0.750 | Aaa |     | 1.200 | 07/31/2018 |
| 312828RE2 | 12115  | U.S. Treasury |  | 12/19/2016 | 20,000,000.00 | 19,975,000.00 | 20,037,202.62 | 1.500 | Aaa |     | 1.215 | 08/31/2018 |
| 312828H52 | 12116A | U.S. Treasury |  | 12/21/2016 | 12,400,000.00 | 12,235,824.00 | 12,313,153.61 | 1.250 | Aaa |     | 1.596 | 01/31/2020 |
| 312828T42 | 12117  | U.S. Treasury |  | 12/21/2016 | 25,000,000.00 | 24,822,250.00 | 24,914,737.65 | 0.750 | Aaa |     | 1.214 | 09/30/2018 |
| 312828UJ7 | 12118  | U.S. Treasury |  | 12/21/2016 | 25,000,000.00 | 24,993,000.00 | 24,997,979.53 | 0.875 | Aaa | AA  | 0.974 | 01/31/2018 |
| 312828SD3 | 12119  | U.S. Treasury |  | 12/21/2016 | 25,000,000.00 | 24,843,750.00 | 24,986,991.84 | 1.250 | Aaa |     | 1.299 | 01/31/2019 |
| 312828UR9 | 12120  | U.S. Treasury |  | 12/23/2016 | 50,000,000.00 | 49,953,000.00 | 49,981,382.02 | 0.750 | Aaa |     | 0.986 | 02/28/2018 |
| 312828N63 | 12122  | U.S. Treasury |  | 01/24/2017 | 20,000,000.00 | 19,854,600.00 | 19,991,786.58 | 1.125 | Aaa |     | 1.165 | 01/15/2019 |
| 312828U71 | 12135  | U.S. Treasury |  | 04/28/2017 | 50,080,000.00 | 49,950,793.60 | 50,002,613.52 | 0.625 | Aaa |     | 1.103 | 04/30/2018 |
| 312828XV7 | 12143  | U.S. Treasury |  | 08/16/2017 | 2,500,000.00  | 2,498,207.73  | 2,498,207.73  | 1.250 | Aaa |     | 1.299 | 06/30/2019 |
| 312828N63 | 12145  | U.S. Treasury |  | 08/16/2017 | 2,500,000.00  | 2,481,825.00  | 2,496,205.76  | 1.125 | Aaa |     | 1.273 | 01/15/2019 |
| 312828K82 | 12146A | U.S. Treasury |  | 08/16/2017 | 2,250,000.00  | 2,246,889.54  | 2,246,889.54  | 1.000 | Aaa | AA+ | 1.225 | 08/15/2018 |
| 312828K25 | 12147  | U.S. Treasury |  | 08/16/2017 | 1,200,000.00  | 1,201,436.97  | 1,201,436.97  | 1.375 | Aaa |     | 1.298 | 07/31/2019 |
| 312828H86 | 12160  | U.S. Treasury |  | 08/18/2017 | 2,000,000.00  | 1,982,888.90  | 1,982,888.90  | 1.500 | Aaa |     | 1.719 | 01/31/2022 |
| 312828T67 | 12161  | U.S. Treasury |  | 08/18/2017 | 2,000,000.00  | 1,967,958.57  | 1,967,958.57  | 1.250 | Aaa |     | 1.685 | 10/31/2021 |

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Portfolio INVT  
AP  
PM (PRF\_PW2) 7.3.0

# Exhibit B

## Monterey County Portfolio Management Portfolio Details - Investments December 31, 2017

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PGUSD

| CUSIP                               | Investment # | Issuer        | Average<br>Balance      | Purchase<br>Date | Par Value               | Market Value            | Book Value              | Stated<br>Rate | Moody's | S&P | YTM          | Maturity<br>Date |
|-------------------------------------|--------------|---------------|-------------------------|------------------|-------------------------|-------------------------|-------------------------|----------------|---------|-----|--------------|------------------|
| <b>US Treasury Note-GC 53601(b)</b> |              |               |                         |                  |                         |                         |                         |                |         |     |              |                  |
| 912828Q78                           | 12162        | U.S. Treasury |                         | 08/18/2017       | 2,000,000.00            | 1,985,034.53            | 1,985,034.53            | 1.375          |         |     | 1.607        | 04/30/2021       |
| 912828L99                           | 12163        | U.S. Treasury |                         | 08/18/2017       | 2,000,000.00            | 1,992,198.05            | 1,992,198.05            | 1.375          | Aaa     |     | 1.517        | 10/31/2020       |
| 912828U99                           | 12173        | U.S. Treasury |                         | 12/21/2017       | 20,000,000.00           | 19,889,000.00           | 19,894,591.67           | 1.250          |         |     | 1.786        | 12/31/2018       |
| 912828S43                           | 12174        | U.S. Treasury |                         | 12/21/2017       | 20,000,000.00           | 19,663,200.00           | 19,665,936.95           | 0.750          | Aaa     |     | 1.857        | 07/15/2019       |
| 912828SX9                           | 12175        | U.S. Treasury |                         | 12/21/2017       | 20,000,000.00           | 19,800,000.00           | 19,808,771.98           | 1.125          | Aaa     |     | 1.814        | 05/31/2019       |
| <b>Subtotal and Average</b>         |              |               | <b>362,838,676.61</b>   |                  | <b>416,220,000.00</b>   | <b>414,219,531.69</b>   | <b>415,191,787.10</b>   |                |         |     | <b>1.263</b> |                  |
| <b>Total and Average</b>            |              |               | <b>1,389,810,523.21</b> |                  | <b>1,558,052,557.25</b> | <b>1,551,822,253.16</b> | <b>1,556,463,937.33</b> |                |         |     | <b>1.304</b> |                  |

Regular Meeting of March 8, 2018

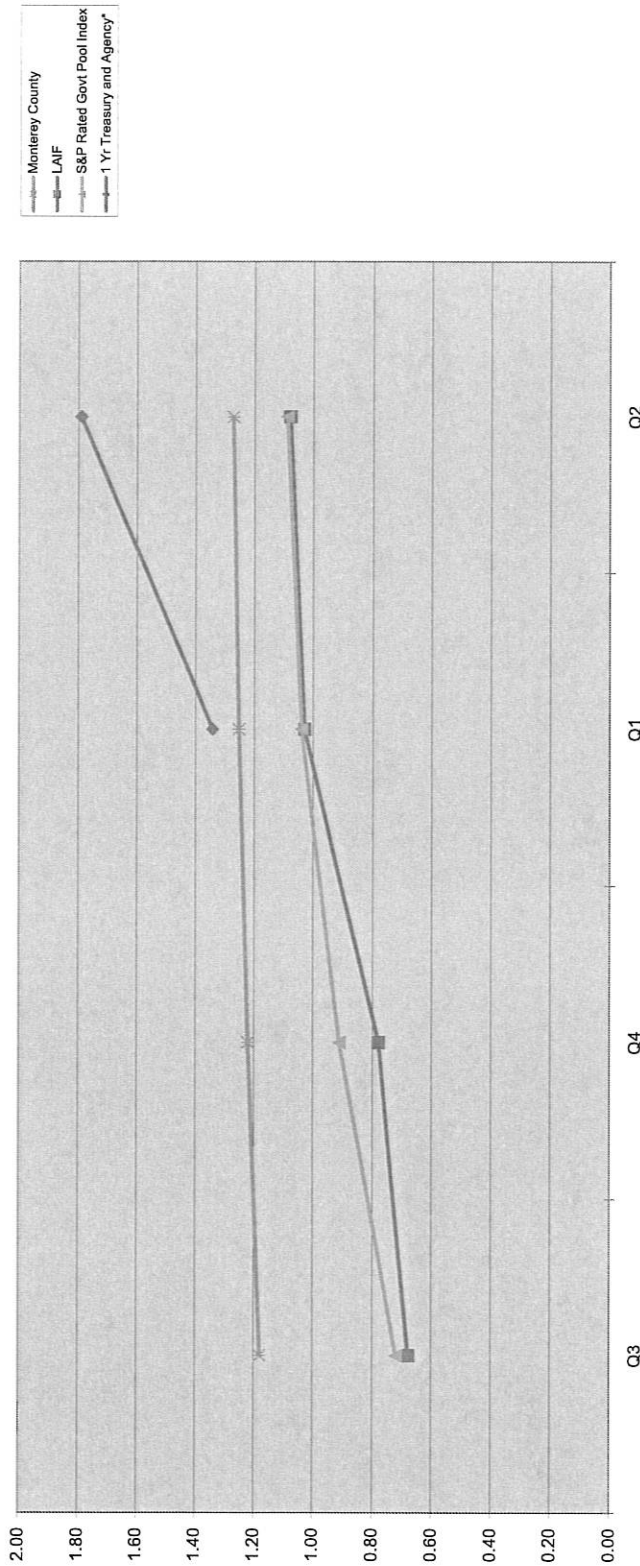
Consent Agenda Item H

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Portfolio INVT  
AP  
PM (PRF\_PW2) 7.3.0

Run Date: 01/03/2018 - 14:25

## Exhibit C Monterey County Historical Yields vs. Benchmarks



| Quarterly Yield              | FY 16/17 |      |      |      | FY 17/18 |      |    |    |
|------------------------------|----------|------|------|------|----------|------|----|----|
|                              | Q1       | Q2   | Q3   | Q4   | Q1       | Q2   | Q3 | Q4 |
| Monterey County              | 1.54     | 1.07 | 1.18 | 1.22 | 1.25     | 1.27 |    |    |
| 1 - 3 Yr Treasury and Agency | 0.79     | 1.18 | 1.28 | 1.41 | n/a      | n/a  |    |    |
| 1 Yr Treasury and Agency*    | 0.55     | 0.61 | 0.68 | 0.78 | 1.34     | 1.79 |    |    |
| LAIF**                       | 0.45     | 0.54 | 0.72 | 0.91 | 1.03     | 1.08 |    |    |
| S&P Rated Govt. Pool Index   |          |      |      |      | 1.04     | 1.09 |    |    |

The S&P Index yields are obtained from Bloomberg  
 The 1-3 Yr Treasury and Agency yields are obtained from the B of A Merrill Lynch Global Bond Indices/Bloomberg  
 The 1-Yr Treasury and Agency yields are obtained from the B of A Merrill Lynch Global Bond Indices/Bloomberg  
 \* benchmark changed to reflect current portfolio  
 \*\*LAIF - results for the month preceding quarter end

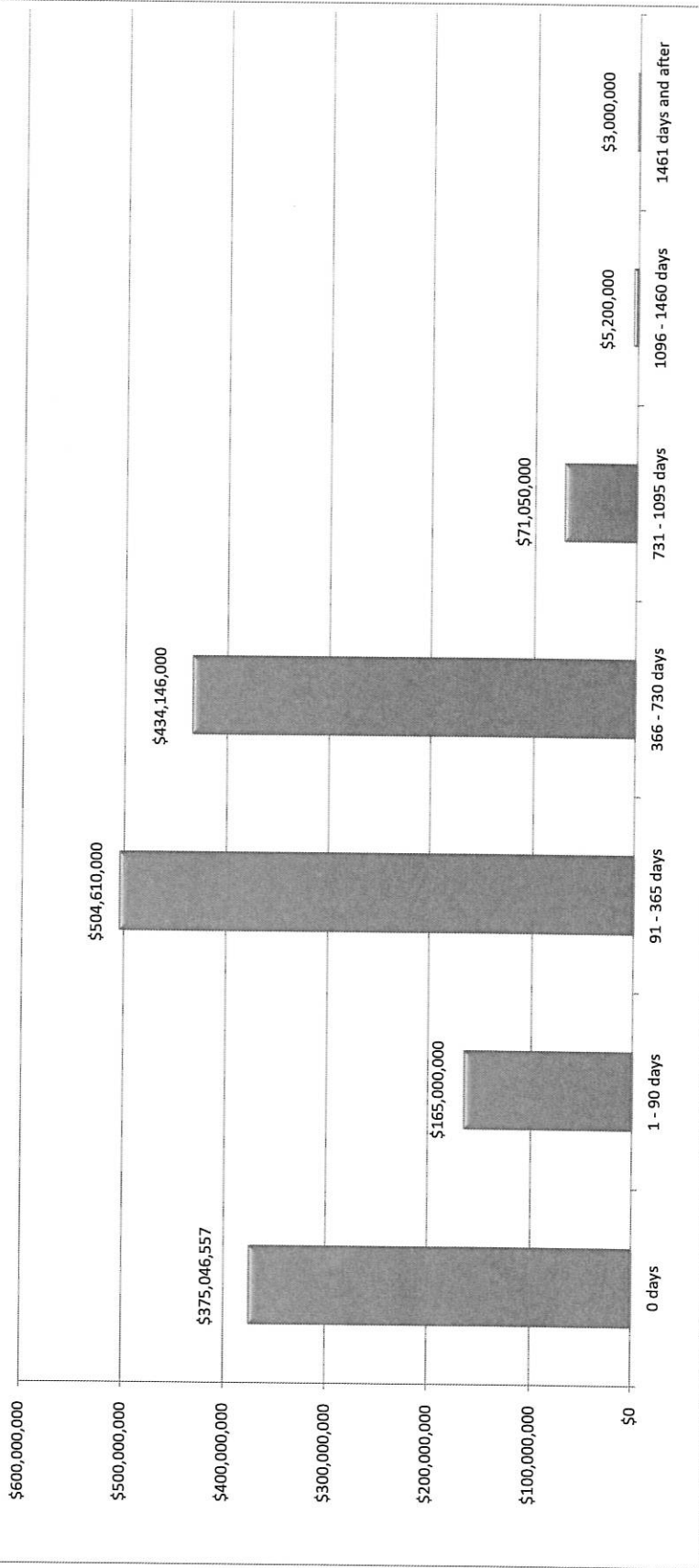




**Exhibit D**  
**Monterey County**  
**Aging Report**  
**By Maturity Date**  
**As of January 1, 2018**

| Aging Interval: | 0 days              | ( 01/01/2018 - 01/01/2018 ) | 11 Maturities             | 375,046,557.25   | 24.07% | Maturity<br>Par Value | Current<br>Book Value | Current<br>Market Value |
|-----------------|---------------------|-----------------------------|---------------------------|------------------|--------|-----------------------|-----------------------|-------------------------|
| Aging Interval: | 1 - 90 days         | ( 01/02/2018 - 04/01/2018 ) | 10 Maturities             | 165,000,000.00   | 10.59% |                       | 164,981,063.28        | 164,908,020.00          |
| Aging Interval: | 91 - 365 days       | ( 04/02/2018 - 01/01/2019 ) | 28 Maturities             | 504,610,000.00   | 32.39% |                       | 503,391,321.09        | 502,143,284.89          |
| Aging Interval: | 366 - 730 days      | ( 01/02/2019 - 01/01/2020 ) | 41 Maturities             | 434,146,000.00   | 27.86% |                       | 433,884,354.15        | 430,959,747.02          |
| Aging Interval: | 731 - 1095 days     | ( 01/02/2020 - 12/31/2020 ) | 15 Maturities             | 71,050,000.00    | 4.56%  |                       | 70,997,539.86         | 70,601,542.30           |
| Aging Interval: | 1096 - 1460 days    | ( 01/01/2021 - 12/31/2021 ) | 7 Maturities              | 5,200,000.00     | 0.34%  |                       | 5,170,368.01          | 5,170,368.01            |
| Aging Interval: | 1461 days and after | ( 01/01/2022 - )            | 5 Maturities              | 3,000,000.00     | 0.19%  |                       | 2,992,733.69          | 2,992,733.69            |
|                 |                     |                             | Total for 117 Investments | 1,558,052,557.25 | 100.00 |                       | 1,556,463,937.33      | 1,551,822,253.16        |

**Investments within the Aging Period**





**SUBJECT:** 2017-18 Budget Revisions #3

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

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**RECOMMENDATION:**

The District Administration recommends approval of the proposed budget revisions.

**BACKGROUND:**

Throughout the year, the budgets of the District's various funds are revised to reflect changing financial conditions, or as the result of Board decisions which have a budgetary impact. Budget revisions are usually necessary early in the fiscal year, in September, to update the beginning fund balances following the final close-out of the prior year. Then, budget revisions are part of the First Interim Report, in December, and the Second Interim Report, in March. The final Budget revision is done towards the end of the fiscal year, in May.

The budget revisions being recommended are reflected in the column titled "Rev #3 Changes". The column to the left of the Proposed Changes is the current Board-approved version of the budget. The column to the right of the proposed changes will become the official budget once the Board formally approves them.

A detailed list of the components of each budget revision is shown at the bottom of each page.

**INFORMATION:**

The financial condition of the District remains positive with reserves in place and cash flow being met.

Some significant budget revisions to the General Fund include:

- 1) \$113,967 in one-time funding has been received from the state to help pay off part of the backlog of Mandated Cost Reimbursements
- 2) \$82,514 in increased payroll costs due to the implementation of the Chapman Grant, .20 FTE Counselor and revised estimates for total payroll costs.
- 3) A decrease to expenditures of \$126,061 as a result of moving Portable Project expenditures back to Fund 40.
- 4) \$195,000 has been transferred from Fund 20 into Fund 40 for the Portable Project

**FISCAL IMPACT:**

The fiscal impact is reflected in the attached reports.

## Pacific Grove Unified School District

## Budget Revisions - General Fund 01

|                            | Original<br>Budget | Rev #1<br>Changes | Unaud<br>Actuals  | Rev #2<br>Changes | First<br>Interim   | Rev #3<br>Changes |   | Second<br>Interim  | Rev #4<br>Changes | Final<br>Budget |
|----------------------------|--------------------|-------------------|-------------------|-------------------|--------------------|-------------------|---|--------------------|-------------------|-----------------|
| Beginning Balance          | 3,981,209          | 1,406,671         | 5,387,880         | -                 | 5,387,880          | -                 |   | 5,387,880          |                   |                 |
| Revenues                   |                    |                   |                   |                   |                    |                   |   |                    |                   |                 |
| LCOFF                      | 27,218,660         | (4,663)           | 27,213,997        | 356,989           | 27,570,986         | (54,261)          | a | 27,516,725         |                   |                 |
| Federal Revenue            | 678,877            | (7,499)           | 671,378           | 25,448            | 696,826            | 1,848             | b | 698,674            |                   |                 |
| State Revenues             | 1,737,405          | 369,118           | 2,106,523         | 4,906             | 2,111,429          | 113,967           | c | 2,225,396          |                   |                 |
| Local Revenues             | 941,015            | 92,040            | 1,033,055         | 166,562           | 1,199,617          | 3,202             | d | 1,202,819          |                   |                 |
| <b>Total Revenues</b>      | <b>30,575,957</b>  | <b>448,996</b>    | <b>31,024,953</b> | <b>553,905</b>    | <b>31,578,858</b>  | <b>64,756</b>     |   | <b>31,643,614</b>  | <b>-</b>          | <b>-</b>        |
| Expenditures               |                    |                   |                   |                   |                    |                   |   |                    |                   |                 |
| Certificated Salaries      | 15,280,295         | 524,984           | 15,805,279        | 106,182           | 15,911,461         | 82,514            | e | 15,993,975         |                   |                 |
| Classified Salaries        | 5,400,439          | 220,711           | 5,621,150         | 22,527            | 5,643,677          | 28,373            | f | 5,672,050          |                   |                 |
| Benefits                   | 5,798,117          | 345,779           | 6,143,896         | 32,241            | 6,176,137          | 25,269            | g | 6,201,406          |                   |                 |
| Books & Supplies           | 1,026,711          | 404,267           | 1,430,978         | 482,847           | 1,913,825          | (66,066)          | h | 1,847,759          |                   |                 |
| Services                   | 2,564,328          | (34,164)          | 2,530,164         | 620,376           | 3,150,540          | (126,061)         | i | 3,024,479          |                   |                 |
| Capital Outlay             | 12,529             | -                 | 12,529            | -                 | 12,529             | -                 |   | 12,529             |                   |                 |
| Other Outgo                | 258,427            | 83,148            | 341,575           | (19,795)          | 321,780            | 2,035             | j | 323,815            |                   |                 |
| Indirect Costs             | (21,672)           | -                 | (21,672)          | -                 | (21,672)           | -                 |   | (21,672)           |                   |                 |
| <b>Total Expenditures</b>  | <b>30,319,174</b>  | <b>1,544,725</b>  | <b>31,863,899</b> | <b>1,244,378</b>  | <b>33,108,277</b>  | <b>(53,936)</b>   |   | <b>33,054,341</b>  | <b>-</b>          | <b>-</b>        |
| <b>Surplus (Deficit)</b>   | <b>256,783</b>     |                   | <b>(838,946)</b>  |                   | <b>(1,529,419)</b> |                   |   | <b>(1,410,727)</b> |                   | <b>-</b>        |
| <b>Transfers In (Out)</b>  | <b>(58,552)</b>    | <b>(4,893)</b>    | <b>(63,445)</b>   | <b>-</b>          | <b>(63,445)</b>    | <b>-</b>          |   | <b>(63,445)</b>    |                   |                 |
| <b>Ending Fund Balance</b> | <b>4,179,440</b>   | <b>306,049</b>    | <b>4,485,489</b>  | <b>(690,473)</b>  | <b>3,795,016</b>   | <b>118,692</b>    |   | <b>3,913,708</b>   | <b>-</b>          | <b>-</b>        |

| Components of Ending Fund Balance |                  |                |                  |                  |                  |                |  |                  |          |
|-----------------------------------|------------------|----------------|------------------|------------------|------------------|----------------|--|------------------|----------|
| a Revolving Cash                  | 5,000            | -              | 5,000            | -                | 5,000            | -              |  | 5,000            |          |
| b Restricted Balance              | 455,088          | 305,184        | 760,272          | 1                | 760,273          | (279,974)      |  | 480,299          |          |
| c Committed                       |                  | -              |                  | -                |                  | -              |  |                  |          |
| d Assigned                        | 2,808,020        | (45,623)       | 2,762,397        | (727,806)        | 2,034,591        | 400,284        |  | 2,434,875        |          |
| e Resv for Ec Unc                 | 911,332          | 46,488         | 957,820          | 37,332           | 995,152          | (1,618)        |  | 993,534          |          |
| <b>Ending Fund Balance</b>        | <b>4,179,440</b> | <b>306,049</b> | <b>4,485,489</b> | <b>(690,473)</b> | <b>3,795,016</b> | <b>118,692</b> |  | <b>3,913,708</b> | <b>-</b> |

(54,261) a to decrease budget due to decrease in transfer to Adult Ed Fund 11

1,848 b to increase budget due to revised Title I and Title II funding

113,967 c to increase budget due to receipt of one-time Mandated Cost claims

3,202 d to increase budget due to increased special ed revenue from Carmell Unified

82,514 e to increase budget due to .20 FTE Counselor and salaries resulting from the Chapman Grant

28,373 f to increase budget due to revised estimates for payroll and salaries resulting from the Chapman Grant

25,269 g to increase budget due to revised estimates for payroll related costs

(66,066) h to decrease budget due to reduction to donation estimates and increases in textbook budget.

(126,061) i to decrease budget due to moving budget for portable project back to Fund 40 and an increased budget for water

2,035 j to increase budget due to charges for special ed from the MCOE

## Pacific Grove Unified School District

## Budget Revisions - Adult Ed Fund 11

|  | Original<br>Budget | Rev #1<br>Changes | Unaud<br>Actuals | Rev #2<br>Changes | First<br>Interim | Rev #3<br>Changes |   | Second<br>Interim | Rev #4<br>Changes | Final<br>Budget |
|--|--------------------|-------------------|------------------|-------------------|------------------|-------------------|---|-------------------|-------------------|-----------------|
| Beginning Balance                        | 1,096,240          | 597,193           | 1,693,433        |                   | 1,693,433        | -                 |   | 1,693,433         |                   |                 |
| <b>Revenues</b>                          |                    |                   |                  |                   |                  |                   |   |                   |                   |                 |
| LCFF                                     | 135,000            | -                 | 135,000          | -                 | 135,000          | 49,527            | a | 184,527           |                   |                 |
| Federal Revenue                          | 34,558             | -                 | 34,558           | (10,286)          | 24,272           | 1,450             | b | 25,722            |                   |                 |
| State Revenues                           | 1,190,051          | (3,463)           | 1,186,588        | -                 | 1,186,588        | 322,657           | c | 1,509,245         |                   |                 |
| Local Revenues                           | 550,000            | 1,393             | 551,393          | 1,963             | 553,356          | 4,322             | d | 557,678           |                   |                 |
| <b>Total Revenues</b>                    | <b>1,909,609</b>   | <b>(2,070)</b>    | <b>1,907,539</b> | <b>(8,323)</b>    | <b>1,899,216</b> | <b>377,956</b>    |   | <b>2,277,172</b>  | <b>-</b>          | <b>-</b>        |
| <b>Expenditures</b>                      |                    |                   |                  |                   |                  |                   |   |                   |                   |                 |
| Certificated Salaries                    | 618,559            | 11,235            | 629,794          | 3,901             | 633,695          | (2,775)           | e | 630,920           |                   |                 |
| Classified Salaries                      | 313,368            | 104,653           | 418,021          | (16,712)          | 401,309          | 6,234             | f | 407,543           |                   |                 |
| Benefits                                 | 228,742            | 34,744            | 263,486          | 42,609            | 306,095          | 1,854             | g | 307,949           |                   |                 |
| Books & Supplies                         | 168,124            | 114,763           | 282,887          | 8,111             | 290,998          | (1,697)           | h | 289,301           |                   |                 |
| Services                                 | 75,000             | 79,648            | 154,648          | -                 | 154,648          | 104,014           | i | 258,662           |                   |                 |
| Capital Outlay                           | -                  | -                 | -                | -                 | -                | 385,117           | j | 385,117           |                   |                 |
| Other Outgo                              | -                  | -                 | -                | -                 | -                | -                 |   | -                 |                   |                 |
| Indirect Costs                           | -                  | -                 | -                | -                 | -                | -                 |   | -                 |                   |                 |
| <b>Total Expenditure</b>                 | <b>1,403,793</b>   | <b>345,043</b>    | <b>1,748,836</b> | <b>37,909</b>     | <b>1,786,745</b> | <b>492,747</b>    |   | <b>2,279,492</b>  | <b>-</b>          | <b>-</b>        |
| <b>Surplus (Deficit)</b>                 | <b>505,816</b>     |                   | <b>158,703</b>   |                   | <b>112,471</b>   |                   |   | <b>(2,320)</b>    |                   | <b>-</b>        |
| <b>Transfers In (Out)</b>                | <b>-</b>           | <b>-</b>          | <b>-</b>         | <b>-</b>          | <b>-</b>         | <b>-</b>          |   | <b>-</b>          | <b>-</b>          | <b>-</b>        |
| <b>Ending Fund Balance</b>               | <b>1,602,056</b>   | <b>250,080</b>    | <b>1,852,136</b> | <b>(46,232)</b>   | <b>1,805,904</b> | <b>(114,791)</b>  |   | <b>1,691,113</b>  |                   | <b>-</b>        |
| <b>Components of Ending Fund Balance</b> |                    |                   |                  |                   |                  |                   |   |                   |                   |                 |
| a Revolving Cash                         | -                  | -                 | -                | -                 | -                | -                 |   | -                 |                   |                 |
| b Restricted Balances                    |                    |                   |                  | -                 |                  | -                 |   | -                 |                   |                 |
| c Committed                              |                    |                   |                  |                   |                  | -                 |   | -                 |                   |                 |
| d Assigned                               |                    | -                 |                  | -                 |                  | -                 |   | -                 |                   |                 |
| e Resv for Ec Unc                        | 1,602,056          | 250,080           | 1,852,136        | (46,232)          | 1,805,904        | (114,791)         |   | 1,691,113         |                   |                 |
| <b>Ending Fund Balance</b>               | <b>1,602,056</b>   | <b>250,080</b>    | <b>1,852,136</b> | <b>(46,232)</b>   | <b>1,805,904</b> | <b>(114,791)</b>  |   | <b>1,691,113</b>  |                   | <b>-</b>        |

49,527 a to increase budget due to revised LCFF funding for Adult Ed

1,450 b to increase budget due to revised WIAO Grant funding

322,657 c to increase budget due to increased funding for the Adult Ed Block Grant

4,322 d to increase budget due to increased class fees received

(2,775) e to decrease budget due to revised estimates for Payroll

6,234 f to increase budget due to revised estimates for Payroll

1,854 g to increase budget due to revised estimates for Payroll related benefits

(1,697) h to decrease budget due to budgetary transfers between object codes

104,014 i to increase budget due to budgeting for architectural services for the Adult Ed Child Care project

385,117 j to increase budget due to budgeting for portable purchase for the Adult Ed Child Care project

## Pacific Grove Unified School District

## Budget Revisions - Child Development Fund 12

|  | Original<br>Budget | Rev #1<br>Changes | Unaud<br>Actuals | Rev #2<br>Changes | First<br>Interim | Rev #3<br>Changes |   | Second<br>Interim | Rev #4<br>Changes | Final<br>Budget |
|--|--------------------|-------------------|------------------|-------------------|------------------|-------------------|---|-------------------|-------------------|-----------------|
| Beginning Balance                        | 21,696             | 61,588            | 83,284           | -                 | 83,284           | -                 |   | 83,284            |                   |                 |
| <b>Revenues</b>                          |                    |                   |                  |                   |                  |                   |   |                   |                   |                 |
| LCFF                                     | -                  | -                 | -                | -                 | -                | -                 |   | -                 |                   |                 |
| Federal Revenue                          | -                  | -                 | -                | -                 | -                | -                 |   | -                 |                   |                 |
| State Revenues                           | 98,836             | 705               | 99,541           | -                 | 99,541           | -                 |   | 99,541            |                   |                 |
| Local Revenues                           | 375,000            | -                 | 375,000          | 57,528            | 432,528          | (52,634)          | a | 379,894           |                   |                 |
| <b>Total Revenues</b>                    | <b>473,836</b>     | <b>705</b>        | <b>474,541</b>   | <b>57,528</b>     | <b>532,069</b>   | <b>(52,634)</b>   |   | <b>479,435</b>    | <b>-</b>          | <b>-</b>        |
| <b>Expenditures</b>                      |                    |                   |                  |                   |                  |                   |   |                   |                   |                 |
| Certificated Salaries                    | 57,525             | -                 | 57,525           | -                 | 57,525           | 1,343             | b | 58,868            |                   |                 |
| Classified Salaries                      | 243,671            | 1,743             | 245,414          | 10,901            | 256,315          | 3,358             | c | 259,673           |                   |                 |
| Benefits                                 | 94,007             | (1,359)           | 92,648           | 2,901             | 95,549           | 1,359             | d | 96,908            |                   |                 |
| Books & Supplies                         | 15,000             | 1,925             | 16,925           | 1,000             | 17,925           | -                 |   | 17,925            |                   |                 |
| Services                                 | 2,000              | 8,807             | 10,807           | 3,358             | 14,165           | -                 |   | 14,165            |                   |                 |
| Capital Outlay                           | 10,000             | -                 | 10,000           | 53,170            | 63,170           | (53,170)          | e | 10,000            |                   |                 |
| Other Outgo                              | 21,672             | -                 | 21,672           | -                 | 21,672           | -                 |   | 21,672            |                   |                 |
| Indirect Costs                           | -                  | -                 | -                | -                 | -                | -                 |   | -                 |                   |                 |
| <b>Total Expenditure</b>                 | <b>443,875</b>     | <b>11,116</b>     | <b>454,991</b>   | <b>71,330</b>     | <b>526,321</b>   | <b>(47,110)</b>   |   | <b>479,211</b>    | <b>-</b>          | <b>-</b>        |
| <b>Surplus (Deficit)</b>                 | <b>29,961</b>      | <b>(10,411)</b>   | <b>19,550</b>    |                   | <b>5,748</b>     |                   |   | <b>224</b>        |                   | <b>-</b>        |
| <b>Transfers In (Out)</b>                | <b>-</b>           | <b>-</b>          | <b>-</b>         | <b>-</b>          |                  |                   |   | <b>-</b>          |                   | <b>-</b>        |
| <b>Ending Fund Balance</b>               | <b>51,657</b>      | <b>51,177</b>     | <b>102,834</b>   | <b>(13,802)</b>   | <b>89,032</b>    | <b>(5,524)</b>    |   | <b>83,508</b>     |                   | <b>-</b>        |
| <b>Components of Ending Fund Balance</b> |                    |                   |                  |                   |                  |                   |   |                   |                   |                 |
| a Revolving Cash                         |                    | -                 | -                | -                 | -                |                   |   | -                 |                   | -               |
| b Restricted Balances                    |                    | -                 | -                | -                 | -                |                   |   | -                 |                   | -               |
| c Committed                              |                    |                   |                  |                   |                  |                   |   |                   |                   |                 |
| d Assigned                               |                    |                   |                  |                   |                  |                   |   |                   |                   |                 |
| e Resv for Ec Unc                        | 51,657             | 51,177            | 102,834          | (13,802)          | 89,032           |                   |   | 83,508            |                   |                 |
| <b>Ending Fund Balance</b>               | <b>51,657</b>      | <b>51,177</b>     | <b>102,834</b>   | <b>(13,802)</b>   | <b>89,032</b>    | <b>(5,524)</b>    |   | <b>83,508</b>     |                   | <b>-</b>        |

(52,634) a to decrease budget due to recoding revenues for Portable Project

1,343 b to increase budget due to revised estimates for Payroll

3,358 c to increase budget due to revised estimates for Payroll

1,359 d to increase budget due to revised estimates for Payroll related benefits

(53,170) e to decrease budget due to recoding expenditures for Portable Project

## Pacific Grove Unified School District

## Budget Revisions - Cafeteria Fund 13

|                            | Original<br>Budget | Rev #1<br>Changes | Unaud<br>Actuals | Rev #2<br>Changes | First<br>Interim | Rev #3<br>Changes |   | Second<br>Interim | Rev #4<br>Changes | Final<br>Budget |
|----------------------------|--------------------|-------------------|------------------|-------------------|------------------|-------------------|---|-------------------|-------------------|-----------------|
| Beginning Balance          | 8,166              | 1,763             | 9,929            | -                 | 9,929            | -                 |   | 9,929             |                   |                 |
| <b>Revenues</b>            |                    |                   |                  |                   |                  |                   |   |                   |                   |                 |
| LCFF                       |                    | -                 |                  | -                 |                  |                   |   |                   |                   |                 |
| Federal Revenue            | 180,000            | -                 | 180,000          | -                 | 180,000          | -                 |   | 180,000           |                   |                 |
| State Revenues             | 32,006             | (3,680)           | 28,326           | -                 | 28,326           | -                 |   | 28,326            |                   |                 |
| Local Revenues             | 390,000            | -                 | 390,000          | -                 | 390,000          | -                 |   | 390,000           |                   |                 |
| <b>Total Revenues</b>      | <b>602,006</b>     | <b>(3,680)</b>    | <b>598,326</b>   | <b>-</b>          | <b>598,326</b>   | <b>-</b>          |   | <b>598,326</b>    | <b>-</b>          | <b>-</b>        |
| <b>Expenditures</b>        |                    |                   |                  |                   |                  |                   |   |                   |                   |                 |
| Certificated Salaries      |                    | -                 |                  | -                 |                  | -                 |   |                   |                   |                 |
| Classified Salaries        | 260,737            | 9,499             | 270,236          | 2,320             | 272,556          | 2,321             | a | 274,877           |                   |                 |
| Benefits                   | 70,225             | (1,559)           | 68,666           | 378               | 69,044           | 2,337             | b | 71,381            |                   |                 |
| Supplies                   | 280,000            | 3,350             | 283,350          | -                 | 283,350          | 61                | c | 283,411           |                   |                 |
| Services                   | 14,000             | 225               | 14,225           | -                 | 14,225           | 539               | d | 14,764            |                   |                 |
| Capital Outlay             |                    | -                 |                  | -                 |                  | -                 |   |                   |                   |                 |
| Other Outgo                | -                  | -                 |                  | -                 |                  | -                 |   |                   |                   |                 |
| Indirect Costs             | -                  | -                 |                  | -                 |                  | -                 |   |                   |                   |                 |
| <b>Total Expenditure</b>   | <b>624,962</b>     | <b>11,515</b>     | <b>636,477</b>   | <b>2,698</b>      | <b>639,175</b>   | <b>5,258</b>      |   | <b>644,433</b>    | <b>-</b>          | <b>-</b>        |
| <b>Surplus (Deficit)</b>   | <b>(22,956)</b>    |                   | <b>(38,151)</b>  |                   | <b>(40,849)</b>  |                   |   | <b>(46,107)</b>   |                   | <b>-</b>        |
| <b>Transfers In (Out)</b>  | <b>22,956</b>      | <b>15,195</b>     | <b>38,151</b>    | <b>-</b>          | <b>38,151</b>    | <b>6,193</b>      | e | <b>44,344</b>     |                   |                 |
| <b>Ending Fund Balance</b> | <b>8,166</b>       | <b>1,763</b>      | <b>9,929</b>     | <b>(2,698)</b>    | <b>7,231</b>     | <b>935</b>        |   | <b>8,166</b>      |                   | <b>-</b>        |

|  |              |              |              |                |              |            |  |              |  |          |
|--|--------------|--------------|--------------|----------------|--------------|------------|--|--------------|--|----------|
| <b>Components of Ending Fund Balance</b> |              |              |              |                |              |            |  |              |  |          |
| a Stores-Rev Cash                        | 8,166        | 1,763        | 9,929        | (2,698)        | 7,231        | 935        |  | 8,166        |  |          |
| b Restricted Balances                    |              | -            |              |                |              |            |  |              |  |          |
| c Committed                              |              |              |              |                |              |            |  |              |  |          |
| d Assigned                               |              |              |              |                |              |            |  |              |  |          |
| e Resv for Ec Unc                        |              | -            |              |                |              |            |  |              |  |          |
| <b>Ending Fund Balance</b>               | <b>8,166</b> | <b>1,763</b> | <b>9,929</b> | <b>(2,698)</b> | <b>7,231</b> | <b>935</b> |  | <b>8,166</b> |  | <b>-</b> |

2,321 a to increase budget due to revised estimates for Payroll

2,337 b to increase budget due to revised estimates for Payroll related benefits

61 c to increase budget due to increased supplies

539 d to increase budget due to increased travel and conference expense

6,193 e to increase budget due to increased transfer in from General Fund

## Pacific Grove Unified School District

## Budget Revisions - Deferred Maintenance Fund 14

|  | Original<br>Budget | Rev #1<br>Changes | Unaud<br>Actuals | Rev #2<br>Changes | First<br>Interim | Rev #3<br>Changes |  | Second<br>Interim | Rev #4<br>Changes | Final<br>Budget |
|--|--------------------|-------------------|------------------|-------------------|------------------|-------------------|--|-------------------|-------------------|-----------------|
| Beginning Balance                        | 99,987             | (5,461)           | 94,526           | -                 | 94,526           | -                 |  | 94,526            |                   |                 |
| <b>Revenues</b>                          |                    |                   |                  |                   |                  |                   |  |                   |                   |                 |
| LCFF                                     |                    | -                 |                  | -                 |                  |                   |  |                   |                   |                 |
| Federal Revenues                         |                    | -                 |                  | -                 |                  |                   |  |                   |                   |                 |
| State Revenues                           | 93,372             | -                 | 93,372           | -                 | 93,372           | -                 |  | 93,372            |                   |                 |
| Local Revenues                           | 3,000              | -                 | 3,000            | -                 | 3,000            | (1,500) a         |  | 1,500             |                   |                 |
| <b>Total Revenues</b>                    | <b>96,372</b>      | <b>-</b>          | <b>96,372</b>    | <b>-</b>          | <b>96,372</b>    | <b>(1,500)</b>    |  | <b>94,872</b>     | <b>-</b>          | <b>-</b>        |
| <b>Expenditures</b>                      |                    |                   |                  |                   |                  |                   |  |                   |                   |                 |
| Certificated Salaries                    |                    | -                 |                  | -                 |                  |                   |  |                   |                   |                 |
| Classified Salaries                      |                    | -                 |                  | -                 |                  |                   |  |                   |                   |                 |
| Benefits                                 |                    | -                 |                  | -                 |                  |                   |  |                   |                   |                 |
| Supplies                                 | 30,000             | (6,170)           | 23,830           | 2,000             | 25,830           | 21,015 b          |  | 46,845            |                   |                 |
| Services                                 | 70,000             | 6,170             | 76,170           | 36,000            | 112,170          | 20,715 c          |  | 132,885           |                   |                 |
| Capital Outlay                           | -                  | -                 |                  | -                 |                  |                   |  |                   |                   |                 |
| Other Outgo                              | -                  | -                 |                  | -                 |                  |                   |  |                   |                   |                 |
| Indirect Costs                           | -                  | -                 |                  | -                 |                  |                   |  |                   |                   |                 |
| <b>Total Expenditure</b>                 | <b>100,000</b>     | <b>-</b>          | <b>100,000</b>   | <b>38,000</b>     | <b>138,000</b>   | <b>41,730</b>     |  | <b>179,730</b>    | <b>-</b>          | <b>-</b>        |
| <b>Surplus (Deficit)</b>                 | <b>(3,628)</b>     |                   | <b>(3,628)</b>   |                   | <b>(41,628)</b>  |                   |  | <b>(84,858)</b>   |                   | <b>-</b>        |
| <b>Transfers In (out)</b>                | <b>-</b>           | <b>-</b>          | <b>-</b>         | <b>-</b>          | <b>-</b>         | <b>-</b>          |  | <b>-</b>          | <b>-</b>          | <b>-</b>        |
| <b>Ending Fund Balance</b>               | <b>96,359</b>      | <b>(5,461)</b>    | <b>90,898</b>    | <b>(38,000)</b>   | <b>52,898</b>    | <b>(43,230)</b>   |  | <b>9,668</b>      |                   | <b>-</b>        |
| <b>Components of Ending Fund Balance</b> |                    |                   |                  |                   |                  |                   |  |                   |                   |                 |
| a Revolving Cash                         | -                  | -                 | -                | -                 | -                | -                 |  | -                 | -                 | -               |
| b Restricted Balances                    |                    | -                 | -                | -                 | -                | -                 |  | -                 | -                 | -               |
| c Committed                              |                    |                   |                  |                   |                  | -                 |  |                   | -                 |                 |
| d Assigned                               | 96,359             | (5,461)           | 90,898           | (38,000)          | 52,898           |                   |  | 9,668             |                   |                 |
| e Resv for Ec Unc                        |                    | -                 |                  | -                 |                  | -                 |  |                   |                   |                 |
| <b>Ending Fund Balance</b>               | <b>96,359</b>      | <b>(5,461)</b>    | <b>90,898</b>    | <b>(38,000)</b>   | <b>52,898</b>    | <b>(43,230)</b>   |  | <b>9,668</b>      |                   | <b>-</b>        |

(1,500) a to decrease budget due to lower estimates for interest revenue

21,015 b to increase budget due to cost of fence and sidewalk repairs

20,715 c to increase budget due to elevator repairs and new Portable Project

## Pacific Grove Unified School District

## Budget Revisions - Post Emp Benefits Fund 20

|                            | Original<br>Budget | Rev #1<br>Changes | Unaud<br>Actuals | Rev #2<br>Changes | First<br>Interim | Rev #3<br>Changes |          | Second<br>Interim | Rev #4<br>Changes | Final<br>Budget |
|----------------------------|--------------------|-------------------|------------------|-------------------|------------------|-------------------|----------|-------------------|-------------------|-----------------|
| Beginning Balance          | 198,549            | 529               | 199,078          | -                 | 199,078          |                   |          | 199,078           |                   |                 |
| <b>Revenues</b>            |                    |                   |                  |                   |                  |                   |          |                   |                   |                 |
| LCFF                       | -                  | -                 | -                | -                 | -                |                   |          |                   |                   |                 |
| Federal Revenue            | -                  | -                 | -                | -                 | -                |                   |          |                   |                   |                 |
| State Revenues             | -                  | -                 | -                | -                 | -                |                   |          |                   |                   |                 |
| Local Revenues             | 600                | -                 | 600              | -                 | 600              |                   |          | 600               |                   |                 |
| <b>Total Revenues</b>      | <b>600</b>         | <b>-</b>          | <b>600</b>       | <b>-</b>          | <b>600</b>       | <b>-</b>          |          | <b>600</b>        | <b>-</b>          | <b>-</b>        |
| <b>Expenditures</b>        |                    |                   |                  |                   |                  |                   |          |                   |                   |                 |
| Certificated Salaries      | -                  | -                 | -                | -                 | -                |                   |          |                   |                   |                 |
| Classified Salaries        | -                  | -                 | -                | -                 | -                |                   |          |                   |                   |                 |
| Benefits                   | -                  | -                 | -                | -                 | -                |                   |          |                   |                   |                 |
| Books & Supplies           | -                  | -                 | -                | -                 | -                |                   |          |                   |                   |                 |
| Services                   | -                  | -                 | -                | -                 | -                |                   |          |                   |                   |                 |
| Capital Outlay             | -                  | -                 | -                | -                 | -                |                   |          |                   |                   |                 |
| Other Outgo                | -                  | -                 | -                | -                 | -                |                   |          |                   |                   |                 |
| Indirect Costs             | -                  | -                 | -                | -                 | -                |                   |          |                   |                   |                 |
| <b>Total Expenditure</b>   | <b>-</b>           | <b>-</b>          | <b>-</b>         | <b>-</b>          | <b>-</b>         | <b>-</b>          |          | <b>-</b>          | <b>-</b>          | <b>-</b>        |
| <b>Surplus (Deficit)</b>   | <b>600</b>         |                   | <b>600</b>       |                   | <b>600</b>       |                   |          | <b>600</b>        |                   | <b>-</b>        |
| <b>Transfers In (Out)</b>  | <b>19,426</b>      | <b>-</b>          | <b>19,426</b>    | <b>(19,426)</b>   | <b>-</b>         | <b>(195,000)</b>  | <b>a</b> | <b>(195,000)</b>  |                   |                 |
| <b>Ending Fund Balance</b> | <b>218,575</b>     | <b>529</b>        | <b>219,104</b>   | <b>(19,426)</b>   | <b>199,678</b>   | <b>(195,000)</b>  |          | <b>4,678</b>      |                   | <b>-</b>        |

|  |                |            |                |                 |                |                  |  |              |  |          |
|--|----------------|------------|----------------|-----------------|----------------|------------------|--|--------------|--|----------|
| <b>Components of Ending Fund Balance</b> |                |            |                |                 |                |                  |  |              |  |          |
| a Revolving Cash                         |                | -          |                | -               |                |                  |  |              |  |          |
| b Restricted Balances                    |                |            |                | -               |                |                  |  |              |  |          |
| c Committed                              |                |            |                | -               |                |                  |  |              |  |          |
| d Assigned                               | 218,575        | 529        | 219,104        | (19,426)        | 199,678        | (195,000)        |  | 4,678        |  |          |
| e Resv for Ec Unc                        |                | -          |                | -               |                |                  |  |              |  |          |
| <b>Ending Fund Balance</b>               | <b>218,575</b> | <b>529</b> | <b>219,104</b> | <b>(19,426)</b> | <b>199,678</b> | <b>(195,000)</b> |  | <b>4,678</b> |  | <b>-</b> |

(195,000) a To transfer \$195,000 to Fund 40 to help pay for the Portable Project



## Pacific Grove Unified School District

## Budget Revisions - Building Fund 21

|  | Original<br>Budget | Rev #1<br>Changes | Unaud<br>Actuals | Rev #2<br>Changes | First<br>Interim | Rev #3<br>Changes |   | Second<br>Interim | Rev #4<br>Changes | Final<br>Budget |
|--|--------------------|-------------------|------------------|-------------------|------------------|-------------------|---|-------------------|-------------------|-----------------|
| Beginning Balance                        | 1,839,849          | 24,474            | 1,864,323        | -                 | 1,864,323        | -                 |   | 1,864,323         |                   |                 |
| <b>Revenues</b>                          |                    |                   |                  |                   |                  |                   |   |                   |                   |                 |
| LCFF                                     | -                  | -                 |                  | -                 |                  |                   |   |                   |                   |                 |
| Federal Revenue                          | -                  | -                 |                  | -                 |                  |                   |   |                   |                   |                 |
| State Revenues                           | -                  | -                 |                  | -                 |                  |                   |   |                   |                   |                 |
| Local Revenues                           | 5,000              | -                 | 5,000            | -                 | 5,000            | 7,123             | a | 12,123            |                   |                 |
| <b>Total Revenues</b>                    | <b>5,000</b>       | <b>-</b>          | <b>5,000</b>     | <b>-</b>          | <b>5,000</b>     | <b>7,123</b>      |   | <b>12,123</b>     | <b>-</b>          | <b>-</b>        |
| <b>Expenditures</b>                      |                    |                   |                  |                   |                  |                   |   |                   |                   |                 |
| Certificated Salaries                    | -                  | -                 |                  | -                 |                  |                   |   |                   |                   |                 |
| Classified Salaries                      | -                  | -                 |                  | -                 |                  |                   |   |                   |                   |                 |
| Benefits                                 | -                  | -                 |                  | -                 |                  |                   |   |                   |                   |                 |
| Supplies                                 | 450,000            | 118,852           | 568,852          | -                 | 568,852          | 34,520            | b | 603,372           |                   |                 |
| Services                                 | 50,000             | 16,642            | 66,642           | -                 | 66,642           | 92,152            | c | 158,794           |                   |                 |
| Capital Outlay                           | 100,000            | -                 | 100,000          | -                 | 100,000          | -                 |   | 100,000           |                   |                 |
| Other Outgo                              | -                  | -                 |                  | -                 |                  |                   |   |                   |                   |                 |
| Indirect Costs                           | -                  | -                 |                  | -                 |                  |                   |   |                   |                   |                 |
| <b>Total Expenditure</b>                 | <b>600,000</b>     | <b>135,494</b>    | <b>735,494</b>   | <b>-</b>          | <b>735,494</b>   | <b>126,672</b>    |   | <b>862,166</b>    | <b>-</b>          | <b>-</b>        |
| <b>Surplus (Deficit)</b>                 | <b>(595,000)</b>   |                   | <b>(730,494)</b> |                   | <b>(730,494)</b> |                   |   | <b>(850,043)</b>  |                   | <b>-</b>        |
| <b>Transfers In (Out)</b>                | <b>-</b>           | <b>-</b>          | <b>-</b>         | <b>-</b>          | <b>-</b>         | <b>-</b>          |   | <b>-</b>          | <b>-</b>          | <b>-</b>        |
| <b>Ending Fund Balance</b>               | <b>1,244,849</b>   | <b>(111,020)</b>  | <b>1,133,829</b> | <b>-</b>          | <b>1,133,829</b> | <b>(119,549)</b>  |   | <b>1,014,280</b>  |                   | <b>-</b>        |
| <b>Components of Ending Fund Balance</b> |                    |                   |                  |                   |                  |                   |   |                   |                   |                 |
| a Revolving Cash                         |                    | -                 |                  |                   |                  |                   |   |                   |                   |                 |
| b Restricted Balances                    |                    |                   |                  |                   |                  |                   |   |                   |                   |                 |
| c Committed                              |                    |                   |                  |                   |                  |                   |   |                   |                   |                 |
| d Assigned                               | 1,244,849          | (111,020)         | 1,133,829        | -                 | 1,133,829        | (119,549)         |   | 1,014,280         |                   |                 |
| e Resv for Ec Unc                        |                    | -                 |                  | -                 |                  | -                 |   |                   |                   |                 |
| <b>Ending Fund Balance</b>               | <b>1,244,849</b>   | <b>(111,020)</b>  | <b>1,133,829</b> | <b>-</b>          | <b>1,133,829</b> | <b>(119,549)</b>  |   | <b>1,014,280</b>  |                   | <b>-</b>        |

7,123 a to increase budget due to interest received

34,520 b to increase budget due to purchase of Ed Tech equipment

92,152 c to increase budget due to purchase of Ed Tech equipment



## Pacific Grove Unified School District

## Budget Revisions - Capital Projects Fund 40

|                            | Original<br>Budget | Rev #1<br>Changes | Unaud<br>Actuals | Rev #2<br>Changes | First<br>Interim | Rev #3<br>Changes |   | Second<br>Interim | Rev #4<br>Changes | Final<br>Budget |
|----------------------------|--------------------|-------------------|------------------|-------------------|------------------|-------------------|---|-------------------|-------------------|-----------------|
| Beginning Balance          | 538,976            | (162,879)         | 376,097          | -                 | 376,097          |                   |   | 376,097           |                   |                 |
| <b>Revenues</b>            |                    |                   |                  |                   |                  |                   |   |                   |                   |                 |
| LCFF                       | -                  | -                 | -                | -                 | -                | -                 |   | -                 |                   |                 |
| Federal Revenue            | -                  | -                 | -                | -                 | -                | -                 |   | -                 |                   |                 |
| State Revenues             | -                  | -                 | -                | -                 | -                | -                 |   | -                 |                   |                 |
| Local Revenues             | 230,000            | -                 | 230,000          | 70,067            | 300,067          | 529,470           | a | 829,537           |                   |                 |
| <b>Total Revenues</b>      | <b>230,000</b>     | <b>-</b>          | <b>230,000</b>   | <b>70,067</b>     | <b>300,067</b>   | <b>529,470</b>    |   | <b>829,537</b>    | <b>-</b>          | <b>-</b>        |
| <b>Expenditures</b>        |                    |                   |                  |                   |                  |                   |   |                   |                   |                 |
| Certificated Salaries      | -                  | -                 | -                | -                 | -                | -                 |   | -                 |                   |                 |
| Classified Salaries        | -                  | -                 | -                | -                 | -                | -                 |   | -                 |                   |                 |
| Benefits                   | -                  | -                 | -                | -                 | -                | -                 |   | -                 |                   |                 |
| Supplies                   | 50,000             | 16,679            | 66,679           | 12,805            | 79,484           | 25,371            | b | 104,855           |                   |                 |
| Services                   | 50,000             | -                 | 50,000           | 282,433           | 332,433          | 384,165           | c | 716,598           |                   |                 |
| Capital Outlay             | 100,000            | 9,252             | 109,252          | 75,065            | 184,317          | 248,715           | d | 433,032           |                   |                 |
| Other Outgo                | 29,436             | -                 | 29,436           | -                 | 29,436           | 105,669           | e | 135,105           |                   |                 |
| Indirect Costs             | -                  | -                 | -                | -                 | -                | -                 |   | -                 |                   |                 |
| <b>Total Expenditure</b>   | <b>229,436</b>     | <b>25,931</b>     | <b>255,367</b>   | <b>370,303</b>    | <b>625,670</b>   | <b>763,920</b>    |   | <b>1,389,590</b>  | <b>-</b>          | <b>-</b>        |
| <b>Surplus (Deficit)</b>   | <b>564</b>         |                   | <b>(25,367)</b>  |                   | <b>(325,603)</b> |                   |   | <b>(560,053)</b>  |                   | <b>-</b>        |
| <b>Transfers In (Out)</b>  | <b>-</b>           | <b>-</b>          | <b>-</b>         | <b>-</b>          | <b>-</b>         | <b>195,000</b>    | f | <b>195,000</b>    |                   |                 |
| <b>Ending Fund Balance</b> | <b>539,540</b>     | <b>(188,810)</b>  | <b>350,730</b>   | <b>(300,236)</b>  | <b>50,494</b>    | <b>(39,450)</b>   |   | <b>11,044</b>     |                   | <b>-</b>        |

|  |                |                  |                |                  |               |                 |  |               |  |          |
|--|----------------|------------------|----------------|------------------|---------------|-----------------|--|---------------|--|----------|
| <b>Components of Ending Fund Balance</b> |                |                  |                |                  |               |                 |  |               |  |          |
| a Revolving Cash                         | -              | -                | -              | -                | -             | -               |  | -             |  | -        |
| b Restricted Balances                    |                |                  |                |                  |               |                 |  |               |  |          |
| c Committed                              |                |                  |                |                  |               |                 |  |               |  |          |
| d Assigned                               | 539,540        | (188,809)        | 350,731        | (300,237)        | 50,494        | (39,450)        |  | 11,044        |  |          |
| e Resv for Ec Unc                        | -              | -                | -              | -                | -             | -               |  | -             |  | -        |
| <b>Ending Fund Balance</b>               | <b>539,540</b> | <b>(188,809)</b> | <b>350,731</b> | <b>(300,237)</b> | <b>50,494</b> | <b>(39,450)</b> |  | <b>11,044</b> |  | <b>-</b> |

529,470 a to increase budget due to reimbursement from KS Bank for Portable Project

25,371 b to increase budget for Fund 40 projects including Portable Project and HS Classroom

384,165 c to increase budget for Portable Project

248,715 d to increase budget for Portable Project

105,669 e to increase budget for debt service on the Portable Project and lease payment for new bus

195,000 f to increase budget due to transfer in from Fund 20 for the Portable Project

**SUBJECT:** Public Hearing of Pacific Grove Teachers Association Sunshine List for 2017-18

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

---

**RECOMMENDATION:**

The Administration recommends that the Board hold a public hearing for the sunshine topics for the 2017-18 PGTA negotiations. [A copy of the sunshine list was posted at each school site five business days prior to the Board meeting.]

**INFORMATION:**

Government Code Section 3457 provides the basis and procedures for the recognition of the Pacific Grove Teachers Association's initial proposal for negotiations with the Pacific Grove Unified School District for the 2017-18 school year. The public hearing will provide an opportunity for the community to comment on the following:

1. **Exhibit 19-** SPED language that has sunset, Memo of Understanding regarding inclusion of students.
2. **III. A. 1** Mandatory Participation of Health Benefits. (lines 6-8)
3. **VI. C. 2** Language about transfer/reassignment
4. **Hourly Rates** (several different categories)
5. **IX. 8** TOSA evaluation language
6. **XII A & B** Class size ratios

**FISCAL IMPACT:**

To be assessed during negotiations.



www.pgusd.org

Public Hearing Item A

# PACIFIC GROVE UNIFIED SCHOOL DISTRICT

**435 Hillcrest Avenue    Pacific Grove, CA 93950**

**Ralph Gomez Porras**  
**Superintendent**  
(831) 646-6520  
Fax (831) 646-6500  
rporras@pgusd.org

**Rick Miller**  
**Assistant Superintendent**  
Business Services  
(831) 646-6509  
rmiller@pgusd.org

## PUBLIC HEARING NOTICE

At the Board of Education meeting to be held at 7:00 p.m. on Thursday, March 8, 2018, at 435 Hillcrest Avenue, Pacific Grove, California at the District Office, a public hearing is scheduled in compliance with the requirements of Government Code Section 3457 to provide an opportunity for the community to comment on the following:

**Initial Proposal for Negotiations Submitted by the Pacific Grove Teachers Association Affiliate of the California Teachers Association for the 2017-18 School Year**

The Pacific Grove Teachers Association, California Teachers Association, has submitted an initial proposal for the collective bargaining agreement between the Board of Education of Pacific Grove Unified School District and their association.

Government Code Section 3457 provides the basis and procedures for the recognition of the Pacific Grove Teachers Association, California Teachers Association's Initial Proposal for Negotiations with the Pacific Grove Unified School District for the 2017-18 school year. New subjects of meeting and negotiating arising after approval of this initial proposal shall be made public within 24 hours.

The Pacific Grove Teachers Association is proposing to negotiate the following sections of the Certificated Bargaining Unit Agreement:

1. **Exhibit 19-** SPED language that has sunset, Memo of Understanding regarding inclusion of students.
2. **III. A. 1** Mandatory Participation of Health Benefits. (lines 6-8)
3. **VI. C. 2** Language about transfer/reassignment
4. **Hourly Rates** (several different categories)
5. **IX. 8** TOSA evaluation language
6. **XII A & B** Class size ratios

Posted:                      Wednesday, February 28, 2018

Copies posted at the PGUSD District Office and school sites

### **Spring 2018 Sunshine List**

1. **Exhibit 19-** SPED language that has sunset, Memo of Understanding regarding inclusion of students.
2. **III. A. 1** Mandatory Participation of Health Benefits. (lines 6-8)
3. **VI. C. 2** Language about transfer/reassignment
4. **Hourly Rates** (several different categories)
5. **IX. 8** TOSA evaluation language
6. **XII A & B** Class size ratios

**SUBJECT:** Approval of Pacific Grove Teachers Association Sunshine List for 2017-18

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

---

**RECOMMENDATION:**

The District Administration recommends that the Board review and approve the sunshine topics for the 2017-18 PGTA negotiations. [A copy of the sunshine list was posted at each school site five business days prior to the Board meeting.]

**INFORMATION:**

Government Code Section 3457 provides the basis and procedures for the recognition of the Pacific Grove Teachers Association's initial proposal for negotiations with the Pacific Grove Unified School District for the 2017-18 school year. The public hearing will provide an opportunity for the community to comment on the following:

1. **Exhibit 19-** SPED language that has sunset, Memo of Understanding regarding inclusion of students.
2. **III. A. 1** Mandatory Participation of Health Benefits. (lines 6-8)
3. **VI. C. 2** Language about transfer/reassignment
4. **Hourly Rates** (several different categories)
5. **IX. 8** TOSA evaluation language
6. **XII A & B** Class size ratios

**FISCAL IMPACT:**

To be assessed during negotiations.



www.pgusd.org

Action/Discussion Item A

# PACIFIC GROVE UNIFIED SCHOOL DISTRICT

**435 Hillcrest Avenue    Pacific Grove, CA 93950**

**Ralph Gomez Porras**  
**Superintendent**  
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Government Code Section 3457 provides the basis and procedures for the recognition of the Pacific Grove Teachers Association, California Teachers Association's Initial Proposal for Negotiations with the Pacific Grove Unified School District for the 2017-18 school year. New subjects of meeting and negotiating arising after approval of this initial proposal shall be made public within 24 hours.

The Pacific Grove Teachers Association is proposing to negotiate the following sections of the Certificated Bargaining Unit Agreement:

1. **Exhibit 19-** SPED language that has sunset, Memo of Understanding regarding inclusion of students.
2. **III. A. 1** Mandatory Participation of Health Benefits. (lines 6-8)
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4. **Hourly Rates** (several different categories)
5. **IX. 8** TOSA evaluation language
6. **XII A & B** Class size ratios

Posted:                      Wednesday, February 28, 2018

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### **Spring 2018 Sunshine List**

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2. **III. A. 1** Mandatory Participation of Health Benefits. (lines 6-8)
3. **VI. C. 2** Language about transfer/reassignment
4. **Hourly Rates** (several different categories)
5. **IX. 8** TOSA evaluation language
6. **XII A & B** Class size ratios

**SUBJECT:** Public Hearing for the Pacific Grove Unified School District/Pacific Grove Teachers Association Negotiations Sunshine Topics – 2017-18

**PERSON(S) RESPONSIBLE:** Matt Bell, PGUSD Lead Negotiator

---

**RECOMMENDATION:**

The District Administration recommends that the Board hold a public hearing for the sunshine topics for the 2017-18 Pacific Grove Unified School District/Pacific Grove Teachers Association negotiations. [A copy of the sunshine list was posted at each school site five business days prior to the Board meeting.]

**INFORMATION:**

Based on Government Code 3547, Section A, the Pacific Grove Unified School District administration presents (“sunshines”) the following bargaining proposals/topics for inclusion in contract negotiations with PGTA for the 2017-18 school year.

Exhibits

- A. The District is interested in establishing additional hourly professional rates for activities such as curriculum development or other appropriate responsibilities.
- B. The District is interested in reviewing the stipend schedule and potentially adding areas that are currently not covered.

**FISCAL IMPACT:**

While PGTA is in the first year of a two year salary agreement, there could still be fiscal ramifications associated with negotiation recommendations. These will be assessed during negotiations and brought to the Board.





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Public Hearing Item B

# PACIFIC GROVE UNIFIED SCHOOL DISTRICT

**435 Hillcrest Avenue    Pacific Grove, CA 93950**

**Ralph Gomez Porras**  
**Superintendent**  
(831) 646-6520  
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rporras@pgusd.org

**Rick Miller**  
**Assistant Superintendent**  
Business Services  
(831) 646-6509  
rmiller@pgusd.org

## PUBLIC HEARING NOTICE

At the Board of Education meeting to be held at 7:00 p.m. on Thursday, March 8, 2018, at 435 Hillcrest Avenue, Pacific Grove, California at the District Office, a public hearing is scheduled in compliance with the requirements of Government Code Section 3457 to provide an opportunity for the community to comment on the following:

**Initial Proposal for Negotiations Submitted by the Pacific Grove Unified School District and the Pacific Grove Teachers Association Affiliate of the California Teachers Association for the 2017-18 School Year.**

The Pacific Grove Teachers Association, California Teachers Association, has submitted an initial proposal for the collective bargaining agreement between the Board of Education of Pacific Grove Unified School District and their association. Government Code Section 3457 provides the basis and procedures for the recognition of the Pacific Grove Teachers Association, California Teachers Association's Initial Proposal for Negotiations with the Pacific Grove Unified School District for the 2017-18 school year. New subjects of meeting and negotiating arising after approval of this initial proposal shall be made public within 24 hours.

The Pacific Grove Unified School District is proposing to negotiate the following sections of the Certificated Bargaining Unit Agreement:

**Exhibits**

- A. The District is interested in establishing additional hourly professional rates for activities such as curriculum development or other appropriate responsibilities.
- B. The District is interested in reviewing the stipend schedule and potentially adding areas that are currently not covered.

Posted:            4:00 p.m., Thursday, March 1, 2018

Copies posted at the PGUSD District Office and school sites

**SUBJECT:** Approval of the Pacific Grove Unified School District/Pacific Grove Teachers Association Negotiations Sunshine Topics – 2017-18

**PERSON(S) RESPONSIBLE:** Matt Bell, PGUSD Lead Negotiator

---

**RECOMMENDATION:**

The District Administration recommends that the Board approve the sunshine topics for the 2017-18 Pacific Grove Unified School District/Pacific Grove Teachers Association negotiations. [A copy of the sunshine list was posted at each school site five business days prior to the Board meeting.]

**INFORMATION:**

Based on Government Code 3547, Section A, the Pacific Grove Unified School District administration presents (“sunshines”) the following bargaining proposals/topics for inclusion in contract negotiations with PGTA for the 2017-18 school year.

Exhibits

- A. The District is interested in establishing additional hourly professional rates for activities such as curriculum development or other appropriate responsibilities.
- B. The District is interested in reviewing the stipend schedule and potentially adding areas that are currently not covered.

**FISCAL IMPACT:**

While PGTA is in the first year of a two year salary agreement, there could still be fiscal ramifications associated with negotiation recommendations. These will be assessed during negotiations and brought to the Board.



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Action/Discussion Item B

# PACIFIC GROVE UNIFIED SCHOOL DISTRICT

**435 Hillcrest Avenue    Pacific Grove, CA 93950**

**Ralph Gomez Porras**  
**Superintendent**  
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## PUBLIC HEARING NOTICE

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**Initial Proposal for Negotiations Submitted by the Pacific Grove Unified School District and the Pacific Grove Teachers Association Affiliate of the California Teachers Association for the 2017-18 School Year.**

The Pacific Grove Teachers Association, California Teachers Association, has submitted an initial proposal for the collective bargaining agreement between the Board of Education of Pacific Grove Unified School District and their association. Government Code Section 3457 provides the basis and procedures for the recognition of the Pacific Grove Teachers Association, California Teachers Association's Initial Proposal for Negotiations with the Pacific Grove Unified School District for the 2017-18 school year. New subjects of meeting and negotiating arising after approval of this initial proposal shall be made public within 24 hours.

The Pacific Grove Unified School District is proposing to negotiate the following sections of the Certificated Bargaining Unit Agreement:

**Exhibits**

- A. The District is interested in establishing additional hourly professional rates for activities such as curriculum development or other appropriate responsibilities.
- B. The District is interested in reviewing the stipend schedule and potentially adding areas that are currently not covered.

Posted:            4:00 p.m., Thursday, March 1, 2018

Copies posted at the PGUSD District Office and school sites

**SUBJECT:** Resolution No. 1006 Demanding Federal Gun Control Action To Prevent Death And Injury

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

---

**RECOMMENDATION:**

The District Administration recommends that the Board review and approve Resolution No. 1006, demanding federal gun control action to prevent death and injury.

**BACKGROUND:**

Pacific Grove Unified School District continues to share in the nation's collective grief following the Florida school shooting. Student safety is essential, and the District has extensive safety procedures in place, including site-specific safety plans, as well as a District Safety Director, Barbara Martinez, who will continue to review and improve safety procedures and training.

Unfortunately, no amount of funding, staff or equipment will protect us from ineffective laws. Along with many school district across the nation, Pacific Grove Unified School District believes now is the time for action. We urgently require legislation that protects our students, staff and school communities.

**INFORMATION:**

*Resolution No. 1006 Demanding Federal Gun Control Action To Prevent Death And Injury* calls for action from our State and Federal Representatives to adopt stricter controls governing the sale, transfer, possession, manufacturing, and distribution of all firearms, dangerous weapons, and ammunition by:

- Implementing enhanced background checks for purchasing assault weapons
- Banning the purchase and sale of "assault" or semi- automatic rifles and of any accessories designed to increase a gun's rate of fire
- Implementing reasonable waiting periods and mandated training in the safe use of guns

**FISCAL IMPACT:**

None.

**RESOLUTION NO. 1006****RESOLUTION OF THE BOARD OF EDUCATION OF THE  
PACIFIC GROVE UNIFIED SCHOOL DISTRICT DEMANDING  
FEDERAL GUN CONTROL ACTION TO PREVENT DEATH AND  
INJURY**

March 8, 2018

**WHEREAS**, Gun violence in the United States, resulting in over 30,000 deaths annually and 80,000 non-fatal injuries, including homicides, suicides, and accidental shootings, is unacceptable and demands immediate attention and action; and

**WHEREAS**, Senseless and tragic mass shootings at places such as schools, colleges, and universities; movie theatres; music festivals; hospitals and medical clinics; shopping malls; and religious institutions have highlighted the dangers of and clearly demonstrates that gun-related violence can occur any place at any time; and

**WHEREAS**, Community violence, which is often gun violence that occurs in a community but does not directly impact a child, still negatively impacts learning, health, and behavior, interfering with the ability of students to succeed in school and in life;

**WHEREAS**, The crisis of gun violence in our country necessitates a sustained, coordinated, and collaborative effort involving entire communities, elected officials at every level of government, law enforcement, and the entire criminal justice system; and

**WHEREAS**, We strive to use data to make informed decisions about public policy and must also look to the evidence about gun violence to make rational choices about the gun control policies needed to protect our children and their safety; and

**WHEREAS**, Elected officials must commit to closing gaps in the current patchwork of regulation, including those gaps that enable felons, people convicted of domestic violence, children, those found to be a danger to themselves or others, and other prohibited persons to access firearms, and those that allow the trafficking of illegal guns; and

**WHEREAS**, Since the Sandy Hook Massacre in 2012, where twenty 6- and 7-year-old children and six members of the school's staff were murdered by a single gunman using a semi-automatic handgun and semi-automatic rifle, there have been more than 200 school shootings nationwide with 138 people killed and another 300 people injured, shattering communities and leaving emotional scars;

**NOW THEREFORE BE IT RESOLVED**, That the Pacific Grove Unified School District Board of Trustees demands action from our State and Federal Representatives to adopt stricter controls governing the sale, transfer, possession, manufacturing, and distribution of all firearms, dangerous weapons, and ammunition; and be it further

**RESOLVED**, That those stricter controls include not only comprehensive and thorough background checks of all purchases of firearms, including curios and relics; dangerous weapons; and ammunition; and include the purchase of those items facilitated through the internet and at gun shows; but also an outright ban on semi-automatic firearms, high-capacity magazines, armor-piercing ammunition, bump stocks, and any other equipment, alteration, or modification that

would increase a firearm's capacity for ammunition or rate of fire; as well as reasonable waiting periods and mandated training in the safe use of guns; and be it further

**RESOLVED**, That we support the elimination of restrictions on the collection and compiling of data related to violence perpetrated with firearms, including research into the causes and consequences of gun violence, such as that research that was begun by the Centers for Disease Control and Prevention but abruptly halted in 1996 at the behest of the National Rifle Association and their influence over Congress; and be it further

**RESOLVED**, That the Pacific Grove Unified School District supports organized student and adult ally action to amplify students' voices and work toward creating a future where children are no longer murdered in schools, including such activities as sit-ins, civics training, voter registration campaigns, and other acts of civil disobedience and peaceful protest; and be it further

**RESOLVED**, That the Pacific Grove Unified School District transmit copies of this resolution to our legislative representatives and that we demand those officials take immediate action to enact meaningful gun control legislation and prevent even one more child being harmed by gunfire.

\* \* \* \* \*

The foregoing Resolution was adopted by the Board of Education of the Pacific Grove Unified School District, being the Board authorized by law to make the designations therein contained by the following vote, on March 8, 2018.

Adopted by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

Attest:

---

President of the Board

---

Clerk of the Board

**SUBJECT:** Approval of Tentative Agreement with California School Employees Association

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

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**RECOMMENDATION:**

The Administration recommends that the Board review and approve the salary schedule increase for the employees of the California School Employees Association (CSEA).

**BACKGROUND:**

All changes to contracts between the District and employee groups requires approval by the Board. In addition, AB 1200 requires the District to submit details of all negotiated salary agreements to the Monterey County Office of Education (MCOE) for their review and approval prior to Board action.

This salary schedule increase was previously approved by the Board on June 29, 2017 at 3.00% for 2017-18 and 3.00% for 2018-19. Since then, the District and CSEA have agreed to a salary increase of 3.50% for 2017-18 (an additional 0.50%) and 3.20% for 2018-19 (an additional 0.20%).

**INFORMATION:**

This proposed agreement covers both 2017-18 and 2018-19 fiscal years:

- 1) 2017-18 – Retroactive to July 1, 2017, the 2017-18 CSEA salary schedule will be increased an additional 0.50%.
- 2) 2018-19 – Effective July 1, 2018, the 2018-19 CSEA salary schedule will be increased an additional 0.20%

**FISCAL IMPACT:**

\$30,500 per year, for the 2017-18 fiscal year.

\$12,200 per year, for the 2018-19 fiscal year.

**SUBJECT:** Approval of Pacific Grove Unified School District Confidential Employees Agreement

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

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**RECOMMENDATION:**

The Administration recommends that the Board review and approve the agreement between the Pacific Grove Unified School District and the Confidential Employees.

**BACKGROUND:**

All changes to agreements between the District and the Confidential Employees require approval by the Board. However, AB 1200 does not require the District to submit details of agreements with non-bargaining units to the County Office of Education (MCOE) for review.

**INFORMATION:**

This proposed agreement covers two fiscal years:

- 1) 2017-18 – All Confidential employees will receive a 3.00% salary increase, retroactive to July 1, 2017. (note: this amount has already be approved)

**An additional 0.50% will be added to the Confidential salary schedule, and will be paid retroactively to July 1, 2017.**

- 2) 2018-19 – All Confidential employees will receive a 3.00% salary increase, effective July 1, 2018. (note: this amount has already been approved)

**An additional 0.20% will be added to the Confidential salary schedule starting July 1, 2018.**

**FISCAL IMPACT:**

An increase to Payroll related expenditures of approximately \$3,000 in 2017-18 and \$1,200 in 2018-19.



**SUBJECT:** Approval of Pacific Grove Unified School District Administrative Employees Agreement

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

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**RECOMMENDATION:**

The Administration recommends that the Board review and approve the agreement between the Pacific Grove Unified School District and the Administrative Employees.

**BACKGROUND:**

All changes to agreements between the District and the Administrative Employees require approval by the Board. However, AB 1200 does not require the District to submit details of agreements with non-bargaining units to the County Office of Education (MCOE) for review.

**INFORMATION:**

This proposed agreement covers two fiscal years:

- 1) 2017-18 – All Administrative employees will receive a 3.00% salary increase, retroactive to July 1, 2017. (note: this amount has already be approved)

**An additional 0.50% will be added to the Administrative salary schedule, and will be paid retroactively to July 1, 2017.**

- 2) 2018-19 – All Administrative employees will receive a 3.00% salary increase, effective July 1, 2018. (note: this amount has already been approved)

**An additional 0.20% will be added to the Administrative salary schedule starting July 1, 2018.**

**FISCAL IMPACT:**

An increase to Payroll related expenditures of approximately \$13,300 in 2017-18 and \$5,500 in 2018-19.

**SUBJECT:** Approval of Pacific Grove Unified School District Adult Education Employees Agreement

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

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**RECOMMENDATION:**

The Administration recommends that the Board review and approve the agreement between the Pacific Grove Unified School District and the Adult Education Employees.

**BACKGROUND:**

All changes to agreements between the District and the Adult Education Employees require approval by the Board. However, AB 1200 does not require the District to submit details of agreements with non-bargaining units to the County Office of Education (MCOE) for review.

**INFORMATION:**

This proposed agreement covers two fiscal years:

- 1) 2017-18 – All Adult Education employees will receive a 3.00% salary increase, effective July 1, 2017. (note: this amount has already be approved)

**An additional 0.50% will be added to the Adult Education salary schedule, effective March 1, 2018.**

- 2) 2018-19 – All Adult Education employees will receive a 3.00% salary increase, effective July 1, 2018. (note: this amount has already been approved)

**An additional 0.20% will be added to the Adult Education salary schedule starting July 1, 2018.**

**FISCAL IMPACT:**

An increase to Payroll related expenditures of approximately \$3,100 in 2017-18 and \$1,240 in 2018-19.

**SUBJECT:** Approval of Amendments to the Assistant Superintendent's 2017 Contract

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

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**RECOMMENDATION:**

It is recommended that the Board of Education approve the Assistant Superintendent's contract amendments and compensation adjustments for the 2017 - 2019 school years as proposed.

**BACKGROUND:**

The District Assistant Superintendent works as a contracted employee to the Governing Board. This contract governs his term of employment and compensation.

**INFORMATION:**

The Board, on an annual basis, reviews the Assistant Superintendent's contract and compensation. Proposed modifications are noted in the "Amendment to Contract of Employment."

**FISCAL IMPACT:**

The proposed contract amendment reflects a compensation adjustment of 6.70% across two (2) years, which is commensurate with that of other district employees, and renewal of the terms of service to two years, July 1, 2017 through June 30, 2019.

AMENDMENTS TO CONTRACT OF EMPLOYMENT  
ASSISTANT SUPERINTENDENT

The Governing Board of Pacific Grove Unified School District ("Board") and Richard Miller ("Assistant Superintendent") agree that the Assistant Superintendent's Contract shall be amended from the previous year, to include the following:

A. The employment contract shall be effective July 1, 2017 through June 30, 2019.

B.

Board agrees to pay Assistant Superintendent an annual compensation of \$208,371.00 payable in twelve (12) equal monthly installments retroactive to July 1, 2017 through June 30, 2018. Beginning July 1, 2018, the Board agrees to pay the Assistant Superintendent an annual compensation of \$215,039.00. The July 1, 2018 salary shall remain the same through the remaining term of this contract unless otherwise adjusted by the Board. This total compensation of 6.7% across two years is commensurate with the increases granted to other district employees.

A copy of the revised contract with the above listed amendments has been supplied to the Board. The contract will be available for viewing at the District Office and a copy available at the March 8, 2018 Board meeting.

## PACIFIC GROVE UNIFIED SCHOOL DISTRICT ASSISTANT SUPERINTENDENT CONTRACT

This Employment Agreement (“Agreement”) is made on this 8<sup>th</sup> day of March, 2018, by and between the Governing Board of Pacific Grove Unified School District (“District”) and **Richard Miller** (“Assistant Superintendent”).

1. **Term** – The District hereby employs **Richard Miller** as Assistant Superintendent for Business Services at Pacific Grove Unified School District, commencing on July 1, 2017 and continuing through June 30, 2019.
2. **Salary** – Board agrees to pay Assistant Superintendent an annual compensation of \$208,371.00 payable in twelve (12) equal monthly installments retroactive to July 1, 2017 through June 30, 2018. The July 1, 2017 salary shall increase to \$215,039.00 effective July 1, 2018 and shall remain the same through June 30, 2019 unless otherwise adjusted by the Board.

The Superintendent, after determining satisfactory evaluation of the Assistant Superintendent, may recommend to the Board of Education that the Assistant Superintendent receive an increase in compensation which may serve in lieu of the generally applied increase listed in the following paragraph. This determination can be made at any time at the direction of the Superintendent. A change in salary shall not constitute the creation of a new Agreement, nor extend the termination date of this agreement.

Unless the Board and Assistant Superintendent mutually agree to a different amount for an annual increase to the Assistant Superintendent’s compensation, the Assistant Superintendent’s compensation shall be increased each year by the same percentage increase and/or one-time payment, if any, received by the District’s classified employee bargaining unit.

3. **Fringe Benefits** –The Assistant Superintendent shall also be entitled to receive a Health Care Allowance of \$3,000 per year directed toward health coverage under the District’s MCSIG medical, dental and vision insurance. This Health Care Allowance shall continue as a post-retirement benefit through age 65 – consistent with other District employee retirement provisions. This fringe benefits package shall stay in force during the term of this Agreement.
4. **Work Days** – The Assistant Superintendent shall work 225 days of service each year (July 1<sup>st</sup> through June 30<sup>th</sup>). Under this contract, the work calendar shall be approved by the Superintendent each July. If any workdays are to be carried over to the following year, prior approval from the Superintendent must be obtained. No more than ten workdays may be accrued and carried forward.
5. **Sick Leave** – The Assistant Superintendent is entitled to one sick day per month of employment by the District. Sick leave may be accrued and applied to PERS Retirement.
6. **Cell Phone and Vehicle Expense** – The Assistant Superintendent is required to have a cell phone and to have a vehicle. The Assistant Superintendent agrees that base salary provided in Section 2 is sufficient to include these costs. Therefore, the Assistant Superintendent waives any and all claims for reimbursement for cell phone-related expenses, and for vehicle reimbursement for travel within Monterey County. Work related mileage accrued on a monthly basis outside of Monterey County may be claimed at the District’s approved rate.
7. **Expenses** – The Assistant Superintendent shall be reimbursed for all documented actual necessary job related expenses, which have been authorized by Board policy and have received prior approval

from the Superintendent. Included in this shall be the cost of membership in a professional organization for school business officials.

8. **Assistant Superintendent General Duties** – The Assistant Superintendent is directly responsible to the Superintendent as a technical expert whose primary duty is the financial operation of the District, and the development and implementation of the annual budget. In addition, the Assistant Superintendent:
  - Oversees the accounting, payroll, budgeting, purchasing, attendance, internal control, maintenance, buildings, grounds and food services, transportation, disaster preparedness, facility usage, insurance programs and loss control.
  - Evaluates employees under his jurisdiction using timelines and procedures noted in collective bargaining contracts.
  - Advises the Superintendent in a timely manner about financial and budgetary issues and threats to the financial well-being of the District, including sources of funds that might be available to implement present and contemplated District programs.
  - Presentations of required reports to the Superintendent prior to public release. Examples:
    - First and second interim reports
    - Draft budget for new year
    - February - School Expenditure Summary
    - August - Property Tax Report
    - November/March - District budget review
    - Negotiation proposals
    - Others upon request
  - Presents options and solutions that will enact the goals of the District and directions of the Superintendent.
  - Maintains and improves professional competence by attending professional development meetings and conferences.
  - Establishes and maintains positive staff relationships and actively seeks solutions that will enable schools to offer a successful educational program.
  - Keeps the Superintendent informed in a timely manner of all administrative and related issues associated with the operation of the school District, and discusses these issues with the Superintendent prior to public or staff review.
  - Serves on all committees and completes all assigned duties as directed by the Superintendent.
  - Supervises and coordinates District Measure D and general construction efforts.
  - Changes in the duties may occur at the direction of the Superintendent.
9. **Evaluation** – The Assistant Superintendent's evaluation will include both performance of duties and professional growth, and shall review the following areas:
  - Administrative skills, business services, communication and interpersonal skills.
  - Supervision of all departments assigned (i.e. business, custodians, grounds, maintenance, transportation and food services).
  - Positive, affirmative support for the attainment of District's yearly educational goals.
  - Completion of goals assigned by the Superintendent.
  - All duties noted in the Assistant Superintendent for Business Services job description.
  - The Assistant Superintendent, in cooperation with the Superintendent, may choose to develop an evaluation document.

In addition, any contract extension or salary increase shall be approved by the Board in open session at a regular meeting of the Board and reflected in the minutes of such meeting.

10. **Termination of Contract– Mutual Consent:** Upon the recommendation of the Superintendent, this Agreement may be terminated at any time by mutual consent of the Board of Education and the Assistant Superintendent. Any party seeking to terminate the agreement shall give 60-day written notice to the other party.
11. **Termination Without Cause** – If the District chooses to terminate this Agreement prior to its expiration, due to reasons other than job abandonment or conviction of criminal activities, then, in accordance with Government Code 53260, the District shall pay to the Assistant Superintendent an amount equal to the current monthly salary of the Assistant Superintendent at the time of termination multiplied by the number of months remaining on the unexpired contract up to a maximum of 12 months. In addition, the District shall continue to contribute to the employee's medical insurance, at the same level as prior to termination, for the remaining time of the unexpired contract term up to nine months or until the employee finds other employment, whichever occurs first.
12. **Non-Renewal of Agreement** – The Board of Education, at the recommendation of the Superintendent, may elect not to renew this agreement at the end of its term, for any reason, by providing a 45-day written notice to the Assistant Superintendent, in accordance to the Education Code Section 35031.
13. **Termination for Cause** – The Assistant Superintendent's status and all rights under this agreement may be terminated by the Board of Education at any time for, but not limited to, breach of contract, any grounds enumerated in the Education Code, or the Assistant Superintendent's failure to perform responsibilities as set forth in this Agreement, or as defined by law. Within 30 days of receipt of a written statement identifying the grounds for termination, the Assistant Superintendent shall be entitled to a conference with the Superintendent and Board of Education. This conference will be the Assistant Superintendent's exclusive right to any hearing.
14. **Abuse of Office Provisions** - In accordance with Government Code section 53243 et seq., and as a separate contractual obligation, if the Assistant Superintendent receives a paid leave of absence or cash settlement and this Agreement is terminated for any reason, such paid leave or cash settlement shall be fully reimbursed to the District by the Assistant Superintendent if the Assistant Superintendent is convicted of a crime involving an abuse of office or the position of Assistant Superintendent. In addition, if the District funds the criminal defense of the Assistant Superintendent against charges involving abuse of office or position and the Assistant Superintendent is then convicted of such charges, the Assistant Superintendent shall fully reimburse the District all funds expended for the Assistant Superintendent's criminal defense. For purposes of this provision, "abuse of office or position" means either of the following: (a) an abuse of public authority, including, but not limited to, waste, fraud, and violation of the law under color of authority and (b) a crime against public justice, including but not limited to, a crime described in Title 7 (commencing with Section 92) of Part 1 of the Penal Code.
15. **General Provisions**
  - a. **Governing Law and Venue** – This agreement and the rights, obligations of the parties shall be governed by and construed in accordance with the laws of the State of California.
  - b. **Entire Agreement** – This agreement contains the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions and neither party has relied upon any representation expressed or implied not contained in this agreement, including Board policies that may be deemed to infer an employment benefit.

- c. No Assignment – The Assistant Superintendent may not assign or transfer any rights granted or obligations assumed under this agreement.
- d. Modification – This agreement cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument executed by both parties. Any party requesting a modification shall give 30 days written notice to the other party.
- e. Severability – If any provision of this agreement is ruled to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of the agreement shall continue in full force and effect.
- f. Professional Liability – The District agrees that it shall defend, hold harmless and indemnify the Assistant Superintendent from any and all demands, claims, suits, actions and legal proceedings brought against the Assistant Superintendent in his official capacity as agent and employee of the District, provided the incident arose while the Assistant Superintendent was acting in the scope of his employment and excluding criminal litigation. The District shall provide public liability insurance for the Assistant Superintendent to cover legal expenses in the defense of claims and related judgments resulting from his functions as Assistant Superintendent. Coverage shall not apply for any loss, claim or suit arising out of the intentional violation of a penal statute or ordinance committed by or with the knowledge or consent of the Assistant Superintendent. The District shall provide Legal Expenses for any action brought against the Assistant Superintendent seeking resulting damages from his functions as Assistant Superintendent and will reimburse him for any portion of such expense and judgment not covered by insurance. However, in no event will individual Board members be considered personally liable for indemnifying the Assistant Superintendent against such demands, claims, suits, actions and/or legal proceedings.

\_\_\_\_\_  
 President, Board of Trustees,  
 Pacific Grove Unified School District

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Superintendent

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Assistant Superintendent

\_\_\_\_\_  
 Date



**SUBJECT:** Approval of the 2017-18 Second Interim Report

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

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**RECOMMENDATION:**

The Administration recommends that the Board approve the 2017-18 Second Interim Report.

**BACKGROUND:**

Under current state law, school districts are required to formally update and review their operating budgets at least twice per year. The First Interim Report reflects the results of operations through October 31, and must be approved by the Board and submitted to the County Office of Education by December 15 each year.

In March, the Board reviews and approves the Second Interim Report, which reflects the results of operations through January 31, and must be submitted to the County Office of Education by March 15.

**INFORMATION:**

The attached Second Interim Report indicates that, based on current information and projections, the District's General Fund will have a positive ending fund balance, a positive cash flow, and the District will be able to meet its financial obligations for the current year and subsequent two years.

With revenues of \$31,643,614 and expenditures of \$33,009,996, the General Fund is budgeted to run a net deficit of \$1,366,382 for the current year. At year end, this deficit is expected to be reduced by approximately \$300,000, once unspent budgets are transferred to the Ending Fund Balance.

The Ending Fund Balance will remain positive, and the District will be able to meet its minimum reserve requirement of 3.00%. Unrestricted General Fund reserves will decrease in 2017-18 due to the deficit spending situation, ending up at approximately 11.0%.

**FISCAL IMPACT:**

None

NOTICE OF CRITERIA AND STANDARDS REVIEW. This interim report was based upon and reviewed using the state-adopted Criteria and Standards. (Pursuant to Education Code (EC) sections 33129 and 42130)

Signed: \_\_\_\_\_  
District Superintendent or Designee

Date: \_\_\_\_\_

NOTICE OF INTERIM REVIEW. All action shall be taken on this report during a regular or authorized special meeting of the governing board.

To the County Superintendent of Schools:

This interim report and certification of financial condition are hereby filed by the governing board of the school district. (Pursuant to EC Section 42131)

Meeting Date: March 08, 2018

Signed: \_\_\_\_\_  
President of the Governing Board

#### CERTIFICATION OF FINANCIAL CONDITION

X  POSITIVE CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district will meet its financial obligations for the current fiscal year and subsequent two fiscal years.

\_\_\_\_ QUALIFIED CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years.

\_\_\_\_ NEGATIVE CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district will be unable to meet its financial obligations for the remainder of the current fiscal year or for the subsequent fiscal year.

Contact person for additional information on the interim report:

Name: Nancy Bernahl

Telephone: 831-646-6516

Title: Fiscal Officer

E-mail: nbernahl@pgusd.org

### Criteria and Standards Review Summary

The following summary is automatically completed based on data provided in the Criteria and Standards Review form (Form 01CSI). Criteria and standards that are "Not Met," and supplemental information and additional fiscal indicators that are "Yes," may indicate areas of potential concern, which could affect the interim report certification, and should be carefully reviewed.

| CRITERIA AND STANDARDS |                          |  | Met | Not Met |
|------------------------|--------------------------|--|-----|---------|
| 1                      | Average Daily Attendance | Funded ADA for any of the current or two subsequent fiscal years has not changed by more than two percent since first interim. | X   |         |

| CRITERIA AND STANDARDS (continued) |  |  | Met | Not Met |
|------------------------------------|--|--|-----|---------|
| 2                                  | Enrollment                                   | Projected enrollment for any of the current or two subsequent fiscal years has not changed by more than two percent since first interim.   | X   |         |
| 3                                  | ADA to Enrollment                            | Projected second period (P-2) ADA to enrollment ratio for the current and two subsequent fiscal years is consistent with historical ratios.  | X   |         |
| 4                                  | Local Control Funding Formula (LCFF) Revenue | Projected LCFF revenue for any of the current or two subsequent fiscal years has not changed by more than two percent since first interim.   | X   |         |
| 5                                  | Salaries and Benefits                        | Projected ratio of total unrestricted salaries and benefits to total unrestricted general fund expenditures has not changed by more than the standard for the current and two subsequent fiscal years. | X   |         |
| 6a                                 | Other Revenues                               | Projected operating revenues (federal, other state, other local) for the current and two subsequent fiscal years have not changed by more than five percent since first interim.                       | X   |         |
| 6b                                 | Other Expenditures                           | Projected operating expenditures (books and supplies, services and other expenditures) for the current and two subsequent fiscal years have not changed by more than five percent since first interim. | X   |         |
| 7                                  | Ongoing and Major Maintenance Account        | If applicable, changes occurring since first interim meet the required contribution to the ongoing and major maintenance account (i.e., restricted maintenance account).                               | X   |         |
| 8                                  | Deficit Spending                             | Unrestricted deficit spending, if any, has not exceeded the standard in any of the current or two subsequent fiscal years.   |     | X       |
| 9a                                 | Fund Balance                                 | Projected general fund balance will be positive at the end of the current and two subsequent fiscal years.   | X   |         |
| 9b                                 | Cash Balance                                 | Projected general fund cash balance will be positive at the end of the current fiscal year.  | X   |         |
| 10                                 | Reserves                                     | Available reserves (e.g., reserve for economic uncertainties, unassigned/unappropriated amounts) meet minimum requirements for the current and two subsequent fiscal years.                            | X   |         |

| SUPPLEMENTAL INFORMATION |  |   | No | Yes |
|--------------------------|--|---|----|-----|
| S1                       | Contingent Liabilities                               | Have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) occurred since first interim that may impact the budget?   | X  |     |
| S2                       | Using One-time Revenues to Fund Ongoing Expenditures | Are there ongoing general fund expenditures funded with one-time revenues that have changed since first interim by more than five percent?  | X  |     |
| S3                       | Temporary Interfund Borrowings                       | Are there projected temporary borrowings between funds?   | X  |     |
| S4                       | Contingent Revenues                                  | Are any projected revenues for any of the current or two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?                                   | X  |     |
| S5                       | Contributions  | Have contributions from unrestricted to restricted resources, or transfers to or from the general fund to cover operating deficits, changed since first interim by more than \$20,000 and more than 5% for any of the current or two subsequent fiscal years? |    | X   |

| SUPPLEMENTAL INFORMATION (continued) |   |   | No  | Yes |
|--------------------------------------|---|---|-----|-----|
| S6                                   | Long-term Commitments                       | Does the district have long-term (multiyear) commitments or debt agreements?  |     | X   |
|                                      |   | • If yes, have annual payments for the current or two subsequent fiscal years increased over prior year's (2016-17) annual payment?   |     | X   |
|                                      |   | • If yes, will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?                            | X   |     |
| S7a                                  | Postemployment Benefits Other than Pensions | Does the district provide postemployment benefits other than pensions (OPEB)?   |     | X   |
|                                      |   | • If yes, have there been changes since first interim in OPEB liabilities?  | X   |     |
| S7b                                  | Other Self-insurance Benefits               | Does the district operate any self-insurance programs (e.g., workers' compensation)?  | X   |     |
|                                      |   | • If yes, have there been changes since first interim in self-insurance liabilities?  | n/a |     |
| S8                                   | Status of Labor Agreements                  | As of second interim projections, are salary and benefit negotiations still unsettled for:  |     |     |
|                                      |   | • Certificated? (Section S8A, Line 1b)  | X   |     |
|                                      |   | • Classified? (Section S8B, Line 1b)  | X   |     |
| S8                                   | Labor Agreement Budget Revisions            | • Management/supervisor/confidential? (Section S8C, Line 1b)  | X   |     |
|                                      |   | For negotiations settled since first interim, per Government Code Section 3547.5(c), are budget revisions still needed to meet the costs of the collective bargaining agreement(s) for: |     |     |
|                                      |   | • Certificated? (Section S8A, Line 3)   | n/a |     |
| S8                                   | Labor Agreement Budget Revisions            | • Classified? (Section S8B, Line 3)   | n/a |     |
|                                      |   |   |     |     |
| S9                                   | Status of Other Funds                       | Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?  | X   |     |

| ADDITIONAL FISCAL INDICATORS |   |  | No | Yes |
|------------------------------|---|--|----|-----|
| A1                           | Negative Cash Flow                                | Do cash flow projections show that the district will end the current fiscal year with a negative cash balance in the general fund?   | X  |     |
| A2                           | Independent Position Control                      | Is personnel position control independent from the payroll system?   | X  |     |
| A3                           | Declining Enrollment                              | Is enrollment decreasing in both the prior and current fiscal years?   | X  |     |
| A4                           | New Charter Schools Impacting District Enrollment | Are any new charter schools operating in district boundaries that are impacting the district's enrollment, either in the prior or current fiscal year?   | X  |     |
| A5                           | Salary Increases Exceed COLA                      | Has the district entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment? | X  |     |
| A6                           | Uncapped Health Benefits                          | Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?  | X  |     |
| A7                           | Independent Financial System                      | Is the district's financial system independent from the county office system?  | X  |     |
| A8                           | Fiscal Distress Reports                           | Does the district have any reports that indicate fiscal distress? If yes, provide copies to the COE, pursuant to EC 42127.6(a).  | X  |     |
| A9                           | Change of CBO or Superintendent                   | Have there been personnel changes in the superintendent or chief business official (CBO) positions within the last 12 months?  | X  |     |



## Pacific Grove Unified School District

## Fund 1 - General Fund

|  | 2012-13           | 2013-14           | 2014-15           | 2015-16           | 2016-17           | 2017-18            | 2018-19           |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|-------------------|
|  | Actual            | Actual            | Actual            | Actual            | Actual            | Budget             | Estimate          |
| Beginning Fund Balance - Rest            | 11,164            | 9,233             | 318,582           | 269,777           | 498,525           | 724,568            | 12,572            |
| Beginning Fund Balance - Unre            | 4,418,268         | 3,377,908         | 3,220,119         | 3,416,235         | 4,742,364         | 4,663,312          | 3,800,000         |
| <b>Beginning Fund Balance</b>            | <b>4,429,433</b>  | <b>3,387,141</b>  | <b>3,538,701</b>  | <b>3,686,011</b>  | <b>5,240,889</b>  | <b>5,387,880</b>   | <b>3,812,572</b>  |
| <b>Revenues:</b>                         |                   |                   |                   |                   |                   |                    |                   |
| LCFF Sources 8000                        | 19,720,016        | 20,629,518        | 23,195,795        | 24,906,372        | 25,912,303        | 27,516,725         | 29,267,757        |
| Federal Sources 8100                     | 524,382           | 542,987           | 645,550           | 654,521           | 614,403           | 698,674            | 703,385           |
| State Sources 8300                       | 2,490,411         | 3,056,544         | 772,054           | 2,961,248         | 2,354,635         | 2,225,396          | 2,258,010         |
| Local Sources 8600                       | 1,520,750         | 1,584,081         | 1,406,262         | 1,361,147         | 1,612,235         | 1,202,819          | 1,202,819         |
| <b>Total Revenues</b>                    | <b>24,255,560</b> | <b>25,813,130</b> | <b>26,019,661</b> | <b>29,883,289</b> | <b>30,493,576</b> | <b>31,643,614</b>  | <b>33,431,971</b> |
| percent change                           | 0.9%              | 6.4%              | 0.8%              | 14.8%             | 2.0%              | 3.8%               | 5.7%              |
| <b>Expenditures:</b>                     |                   |                   |                   |                   |                   |                    |                   |
| Certificated Salaries 1000               | 12,659,739        | 12,875,372        | 13,132,603        | 14,068,329        | 15,120,421        | 15,993,975         | 16,617,165        |
| Classified Salaries 2000                 | 4,216,422         | 4,586,236         | 4,674,971         | 5,060,143         | 5,478,317         | 5,672,050          | 5,834,917         |
| Employee Benefits 3000                   | 3,641,615         | 3,266,328         | 3,504,505         | 4,993,957         | 5,649,084         | 6,201,406          | 6,681,835         |
| Books and Supplies 4000                  | 1,081,470         | 967,149           | 901,729           | 1,059,566         | 1,098,576         | 1,847,759          | 1,236,450         |
| Services and Other 5000                  | 3,234,837         | 3,293,006         | 2,566,753         | 2,353,384         | 2,659,667         | 3,024,479          | 2,828,126         |
| Capital Outlay 6000                      | 4,113             | 16,643            | 42,806            | 56,843            | 178,164           | 12,529             | 12,529            |
| Other Outgo 7000                         | 288,310           | 545,782           | 954,598           | 683,204           | 251,056           | 257,799            | 257,799           |
| <b>Total Expenditures</b>                | <b>25,126,506</b> | <b>25,550,516</b> | <b>25,777,964</b> | <b>28,275,427</b> | <b>30,435,285</b> | <b>33,009,996</b>  | <b>33,468,821</b> |
| percent change                           | 3.4%              | 1.7%              | 0.9%              | 9.7%              | 7.6%              | 8.5%               | 1.4%              |
| <b>Surplus (Deficit)</b>                 | <b>(870,946)</b>  | <b>262,613</b>    | <b>241,697</b>    | <b>1,607,862</b>  | <b>58,291</b>     | <b>(1,366,382)</b> | <b>(36,850)</b>   |
| <b>Transfers In (Out)</b>                |                   |                   |                   |                   |                   |                    |                   |
| Fund 11 - Adult Education                | (151,919)         | (50,000)          |                   |                   |                   |                    |                   |
| Fund 12 - Child Development              |                   | (2,437)           |                   | -                 |                   |                    |                   |
| Fund 13 - Cafeteria                      |                   | (39,191)          | (74,960)          | (33,558)          | (50,285)          | (44,344)           | (38,151)          |
| Fund 14 - Deferred Maintenance           |                   |                   |                   |                   |                   |                    |                   |
| Fund 20 - Postemployment B               | (19,426)          | (19,426)          | (19,426)          | (19,426)          | (19,426)          |                    |                   |
| Other Sources (Uses) Bus                 |                   |                   |                   |                   | 158,410           |                    |                   |
| <b>Net Transfers In (Out)</b>            | <b>(171,345)</b>  | <b>(111,054)</b>  | <b>(94,386)</b>   | <b>(52,984)</b>   | <b>88,699</b>     | <b>(44,344)</b>    | <b>(38,151)</b>   |
| <b>Ending Fund Balance</b>               | <b>3,387,141</b>  | <b>3,538,700</b>  | <b>3,686,012</b>  | <b>5,240,889</b>  | <b>5,387,880</b>  | <b>3,977,153</b>   | <b>3,737,570</b>  |
| <b>Components of Ending Fund Balance</b> |                   |                   |                   |                   |                   |                    |                   |
| a Nonspendable - Revolving               | 5,000             | 5,000             | 5,000             | 5,000             | 5,000             | 5,000              | 5,000             |
| b Restricted (restricted carryov         | 9,233             | 359,587           | 269,777           | 498,525           | 91,810            | 440,299            | 415,087           |
| c Committed                              |                   |                   | 181,342           |                   |                   |                    |                   |
| d Assigned                               |                   |                   |                   |                   |                   |                    |                   |
| Prop Tax Reserve (0.50%)                 |                   |                   |                   | 109,018           | 157,551           | 151,589            | 151,589           |
| Basic Aid Reserve (3.00%)                |                   |                   |                   | 790,340           | 945,304           | 909,532            | 909,532           |
| Sick Leave Incentive Reserv              | 60,000            | 60,000            | 60,000            | 40,000            | 40,000            | 40,000             | 40,000            |
| Deferred Maintenance Reserve             |                   |                   |                   | 2,975,150         |                   | 783,097            | 780,097           |
| STRS/PERS Reserve 2020-21                |                   |                   |                   |                   | 3,221,392         | 654,102            | 526,689           |
| e 3% Resv for Econ Uncertain             | 758,936           | 769,847           | 776,171           | 822,855           | 926,824           | 993,534            | 909,575           |
| Unassigned/Unappropriated                | 2,553,971         | 2,344,266         | 2,393,723         |                   |                   |                    |                   |
| <b>subtotal Unrestricted Reserve</b>     | <b>3,372,907</b>  | <b>3,174,113</b>  | <b>3,229,893</b>  | <b>4,737,363</b>  | <b>5,291,070</b>  | <b>3,531,854</b>   | <b>3,317,483</b>  |
| Undesignated Resv Percent                | 13.3%             | 12.4%             | 12.5%             | 16.7%             | 17.4%             | 10.7%              | 9.9%              |
| <b>Ending Fund Balance</b>               | <b>3,387,141</b>  | <b>3,538,700</b>  | <b>3,686,012</b>  | <b>5,240,889</b>  | <b>5,387,880</b>  | <b>3,977,153</b>   | <b>3,737,570</b>  |

## Pacific Grove Unified School District

## Fund 11 - Adult Education Fund

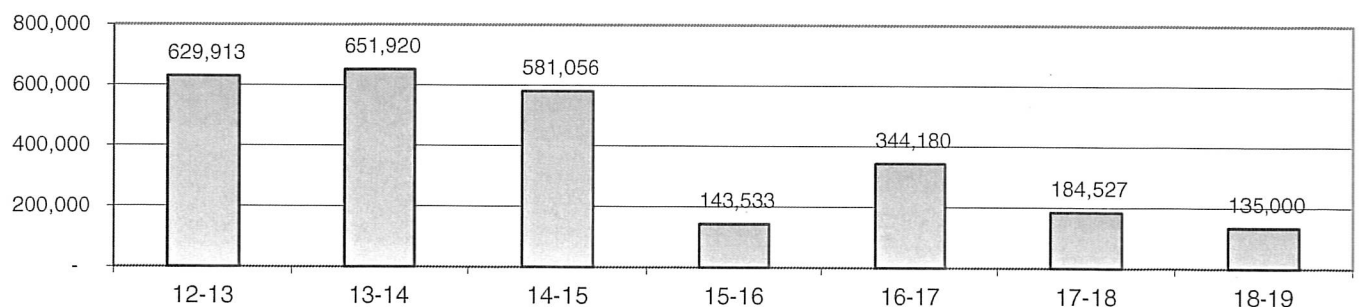
|                                   | 2012-13<br>Actual | 2013-14<br>Actual | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Actual | 2017-18<br>Budget | 2018-19<br>Estimate |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| <b>Beginning Fund Balance</b>     | (4,597)           | -                 | 78,414            | 34,670            | 774,914           | 1,693,433         | 1,691,112           |
| <b>Revenues:</b>                  |                   |                   |                   |                   |                   |                   |                     |
| Revenue Limit Sources 8000        |                   |                   | 581,056           | 143,533           | 344,180           | 184,527           | 135,000             |
| Federal Revenue 8200              | 38,260            | 59,928            | 51,820            | 56,853            | 34,558            | 25,722            | 24,000              |
| Other State Revenue 8091          | <b>477,994</b>    | <b>601,920</b>    |                   | 1,174,241         | 1,354,433         | 1,509,245         | 1,200,000           |
| Other Local Revenue 8600          | 473,064           | 461,691           | 441,702           | 504,988           | 546,770           | 557,677           | 550,000             |
| <b>Total Revenues</b>             | <b>989,318</b>    | <b>1,123,539</b>  | <b>1,074,578</b>  | <b>1,879,616</b>  | <b>2,279,942</b>  | <b>2,277,171</b>  | <b>1,909,000</b>    |
| <b>Expenditures:</b>              |                   |                   |                   |                   |                   |                   |                     |
| Certificated Salaries 1000        | 644,217           | 585,490           | 552,841           | 527,700           | 597,180           | 630,920           | 630,000             |
| Classified Salaries 2000          | 238,896           | 277,685           | 326,129           | 318,428           | 351,803           | 407,543           | 400,000             |
| Employee Benefits 3000            | 180,590           | 146,062           | 154,288           | 189,355           | 209,514           | 307,949           | 305,000             |
| Books and Supplies 4000           | 39,218            | 58,372            | 46,140            | 51,860            | 165,189           | 289,301           | 290,000             |
| Services & Other Oper 5000        | 33,720            | 27,515            | 38,924            | 43,803            | 37,736            | 258,662           | 155,000             |
| Capital Outlay 6000               |                   |                   |                   | 8,226             |                   | 385,117           |                     |
| Other Outgo 7100                  |                   |                   |                   |                   |                   |                   |                     |
| Indirect Costs 7300               |                   |                   |                   |                   |                   |                   |                     |
| <b>Total Expenditures</b>         | <b>1,136,641</b>  | <b>1,095,124</b>  | <b>1,118,322</b>  | <b>1,139,372</b>  | <b>1,361,423</b>  | <b>2,279,492</b>  | <b>1,780,000</b>    |
| <b>Surplus (Deficit)</b>          | <b>(147,323)</b>  | <b>28,414</b>     | <b>(43,744)</b>   | <b>740,244</b>    | <b>918,518</b>    | <b>(2,321)</b>    | <b>129,000</b>      |
| <b>Transfers In - Fund 1 8900</b> | 151,919           | 50,000            |                   |                   |                   |                   |                     |
| <b>Ending Fund Balance</b>        | <b>-</b>          | <b>78,414</b>     | <b>34,670</b>     | <b>774,914</b>    | <b>1,693,433</b>  | <b>1,691,112</b>  | <b>1,820,112</b>    |

## Components of Ending Fund Balance:

|                                |          |               |               |                |                  |                  |                  |
|--------------------------------|----------|---------------|---------------|----------------|------------------|------------------|------------------|
| a) Nonspendable - Revolv 9711  |          |               |               |                |                  |                  |                  |
| b) Restricted - Donations 9740 |          |               |               |                | 1,188,902        | 1,300,302        | 1,476,091        |
| c) Committed 9750              |          |               |               |                |                  |                  |                  |
| d) Assigned 9780               |          |               |               |                | 504,531          | 390,810          | 344,021          |
| e) Unassigned/Unappropri 9790  |          | 78,414        | 34,670        | 774,914        |                  |                  |                  |
| <b>Ending Fund Balance</b>     | <b>-</b> | <b>78,414</b> | <b>34,670</b> | <b>774,914</b> | <b>1,693,433</b> | <b>1,691,112</b> | <b>1,820,112</b> |

Fund 11 accounts for all the transactions related to the District's Adult Education program. The state has changed the way Adult Ed posts the apportionments, making it difficult to compare across years. Prior to 2008-09, Adult Ed received their apportionment directly from the state. In 2009-10, it became a Transfer-In from the General Fund. Then, in 2011-12, it was not transferred in, but posted from the General Fund into their Other State Revenue line item. In 2015-16, funding is posted directly to Fund 11.

Fund 11 - Transfers In From General Fund



## Pacific Grove Unified School District

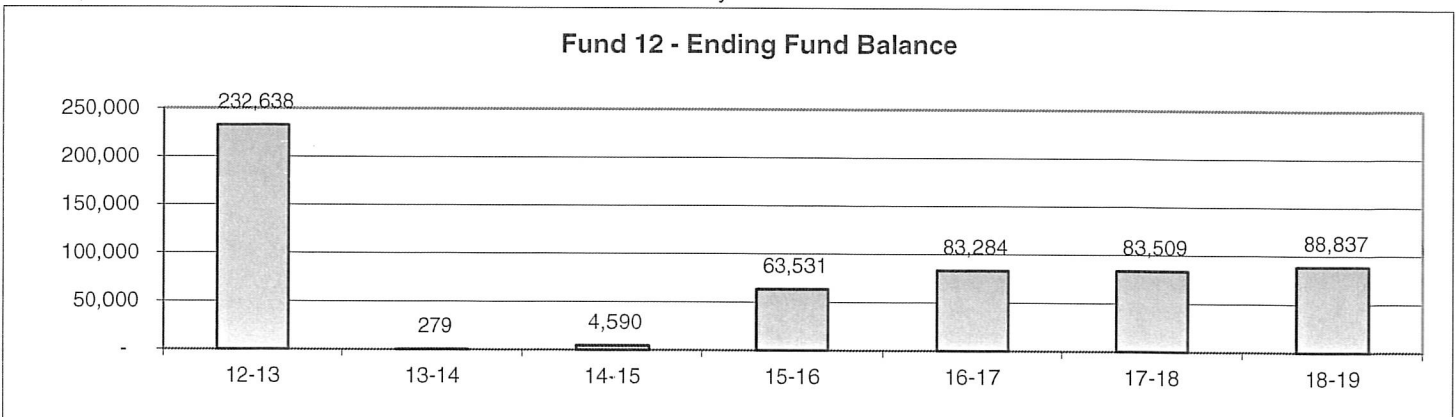
## Fund 12 - Child Development Fund

|                                    | 2012-13<br>Actual | 2013-14<br>Actual | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Actual | 2017-18<br>Budget | 2018-19<br>Estimate |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| <b>Beginning Fund Balance</b>      | <b>145,627</b>    | <b>232,638</b>    | <b>279</b>        | <b>4,590</b>      | <b>63,531</b>     | <b>83,284</b>     | <b>83,509</b>       |
| <b>Revenues:</b>                   |                   |                   |                   |                   |                   |                   |                     |
| Revenue Limit Sources 8000         |                   |                   |                   |                   |                   |                   |                     |
| Federal Revenue 8100               |                   |                   |                   |                   |                   |                   |                     |
| State Revenue (Presch 8500         | 101,722           | 100,323           | 57,688            | 110,772           | 99,383            | 99,541            | 99,000              |
| Local Revenue (BASRF 8600          | 395,144           | 358,484           | 351,578           | 381,508           | 418,184           | 379,895           | 430,000             |
| <b>Total Revenues</b>              | <b>496,865</b>    | <b>458,807</b>    | <b>409,266</b>    | <b>492,280</b>    | <b>517,567</b>    | <b>479,436</b>    | <b>529,000</b>      |
| <b>Expenditures:</b>               |                   |                   |                   |                   |                   |                   |                     |
| Certificated Salaries 1000         | 48,131            | 48,622            | 47,609            | 61,308            | 57,887            | 58,868            | 57,000              |
| Classified Salaries 2000           | 229,282           | 240,802           | 244,552           | 257,864           | 263,017           | 259,673           | 256,000             |
| Employee Benefits 3000             | 87,526            | 74,758            | 80,430            | 86,244            | 93,776            | 96,908            | 95,000              |
| Books and Supplies 4000            | 4,978             | 7,750             | 8,365             | 5,327             | 6,667             | 17,925            | 17,000              |
| Services & Other Oper: 5000        | 943               | 2,812             | 2,326             | 925               | 50,293            | 14,165            | 14,000              |
| Capital Outlay 6000                | 17,323            | 297,188           |                   |                   | 4,503             | 10,000            | 63,000              |
| Other Outgo 7100                   |                   |                   |                   |                   |                   |                   |                     |
| Indirect Costs 7300                | 21,672            | 21,672            | 21,672            | 21,672            | 21,672            | 21,672            | 21,672              |
| <b>Total Expenditures</b>          | <b>409,854</b>    | <b>693,604</b>    | <b>404,955</b>    | <b>433,340</b>    | <b>497,814</b>    | <b>479,211</b>    | <b>523,672</b>      |
| <b>Surplus (Deficit)</b>           | <b>87,011</b>     | <b>(234,796)</b>  | <b>4,311</b>      | <b>58,941</b>     | <b>19,753</b>     | <b>225</b>        | <b>5,328</b>        |
| <b>Transfers In from Fund 8900</b> |                   | <b>2,437</b>      |                   | <b>-</b>          |                   |                   |                     |
| <b>Ending Fund Balance</b>         | <b>232,638</b>    | <b>279</b>        | <b>4,590</b>      | <b>63,531</b>     | <b>83,284</b>     | <b>83,509</b>     | <b>88,837</b>       |

## Components of Ending Fund Balance:

|                               |                |            |              |               |               |               |               |
|-------------------------------|----------------|------------|--------------|---------------|---------------|---------------|---------------|
| a) Nonspendable - Revolv 9711 |                |            |              |               |               |               |               |
| b) Restricted 9740            |                |            |              |               |               |               |               |
| c) Committed 9750             |                |            |              |               |               |               |               |
| d) Assigned 9780              |                |            |              |               |               |               |               |
| e) Unassigned-Res for Ec 9789 |                |            |              |               | 83,284        | 83,509        | 88,837        |
| Unassigned/Unappropr 9790     | 232,641        | 279        | 4,590        | 63,531        |               |               |               |
| <b>Ending Fund Balance</b>    | <b>232,641</b> | <b>279</b> | <b>4,590</b> | <b>63,531</b> | <b>83,284</b> | <b>83,509</b> | <b>88,837</b> |

Fund 12 accounts for all the transactions related to the State Preschool program and the Before and After School Recreation Program (BASRP). In 2011-12, fees were raised which allowed the Fund to operate at a surplus. In 2013-14, Fund 12 paid for a new portable classroom to be located at Forest Grove Elementary School.



## Pacific Grove Unified School District

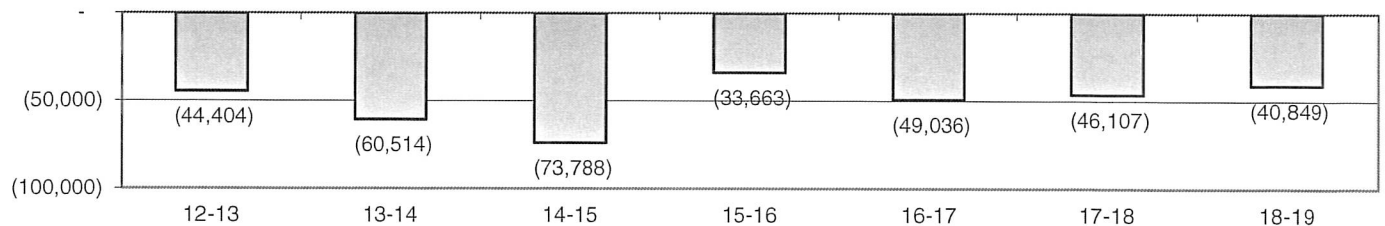
## Fund 13 - Cafeteria Fund

|                                      | 2012-13<br>Actual | 2013-14<br>Actual | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Actual | 2017-18<br>Budget | 2018-19<br>Estimate |
|--------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| <b>Beginning Fund Balance</b>        | 73,341            | 28,936            | 7,613             | 8,785             | 8,680             | 9,929             | 8,166               |
| <b>Revenues:</b>                     |                   |                   |                   |                   |                   |                   |                     |
| Revenue Limit Sources 8000           |                   |                   |                   |                   |                   |                   |                     |
| Federal Revenue 8200                 | 168,653           | 176,708           | 175,993           | 191,656           | 180,311           | 180,000           | 180,000             |
| Other State Revenue 8500             | 15,136            | 13,499            | 14,030            | 14,314            | 12,680            | 28,326            | 28,326              |
| Other Local Revenue 8600             | 320,592           | 320,781           | 329,385           | 367,914           | 393,762           | 390,000           | 390,000             |
| <b>Total Revenues</b>                | <b>504,382</b>    | <b>510,988</b>    | <b>519,408</b>    | <b>573,884</b>    | <b>586,753</b>    | <b>598,326</b>    | <b>598,326</b>      |
| <b>Expenditures:</b>                 |                   |                   |                   |                   |                   |                   |                     |
| Certificated Salaries 1000           |                   |                   |                   |                   |                   |                   |                     |
| Classified Salaries 2000             | 223,631           | 241,199           | 255,853           | 257,521           | 270,631           | 274,877           | 272,556             |
| Employee Benefits 3000               | 56,386            | 52,736            | 57,674            | 55,952            | 60,640            | 71,381            | 69,044              |
| Supplies 4000                        | 260,782           | 270,784           | 265,365           | 287,097           | 295,336           | 283,411           | 283,350             |
| Services 5000                        | 7,987             | 6,783             | 14,304            | 6,977             | 9,182             | 14,764            | 14,225              |
| Capital Outlay 6000                  |                   |                   |                   |                   |                   |                   |                     |
| Other Outgo 7100                     |                   |                   |                   |                   |                   |                   |                     |
| <b>Total Expenditures</b>            | <b>548,786</b>    | <b>571,502</b>    | <b>593,197</b>    | <b>607,547</b>    | <b>635,789</b>    | <b>644,433</b>    | <b>639,175</b>      |
| <b>Surplus (Deficit)</b>             | <b>(44,404)</b>   | <b>(60,514)</b>   | <b>(73,788)</b>   | <b>(33,663)</b>   | <b>(49,036)</b>   | <b>(46,107)</b>   | <b>(40,849)</b>     |
| <b>Transfers In - General F 8900</b> |                   | 39,191            | 74,960            | 33,558            | 50,285            | 44,344            | 38,151              |
| <b>Ending Fund Balance</b>           | <b>28,937</b>     | <b>7,613</b>      | <b>8,785</b>      | <b>8,680</b>      | <b>9,929</b>      | <b>8,166</b>      | <b>5,469</b>        |

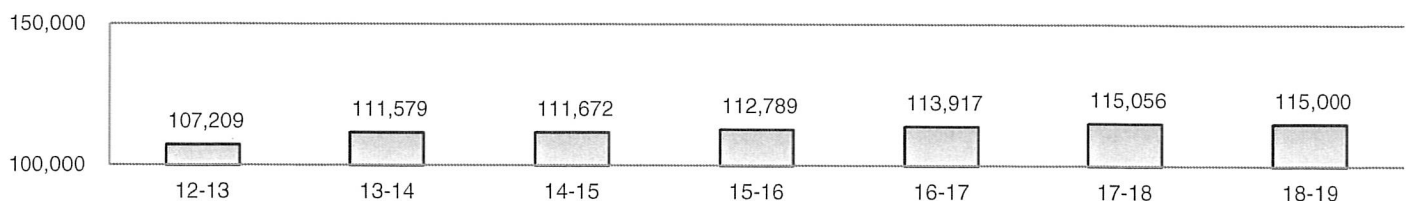
## Components of Ending Fund Balance:

|                               |               |              |              |              |              |              |              |
|-------------------------------|---------------|--------------|--------------|--------------|--------------|--------------|--------------|
| a) Nonspendable - Stores 9711 | 8,271         | 7,614        | 6,821        | 7,613        | 9,929        | 7,614        | 5,469        |
| b) Restricted 9740            | 17,501        |              |              | 642          |              |              |              |
| c) Committed                  |               |              |              |              |              |              |              |
| d) Assigned                   |               |              |              | 425          |              | 552          |              |
| e) Unassigned/Unappropri 9790 | 3,164         | -            | 1,964        |              |              |              |              |
| <b>Ending Fund Balance</b>    | <b>28,937</b> | <b>7,614</b> | <b>8,785</b> | <b>8,680</b> | <b>9,929</b> | <b>8,166</b> | <b>5,469</b> |

Fund 13 - Surplus (Deficit)



Meals Served





## Pacific Grove Unified School District

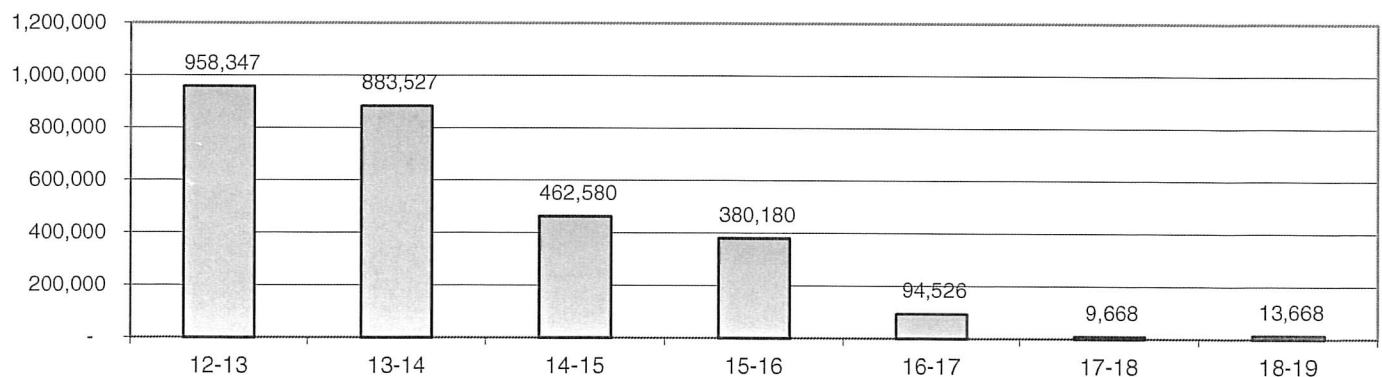
## Fund 14 - Deferred Maintenance Fund

|                                       | 2012-13<br>Actual | 2013-14<br>Actual | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Actual | 2017-18<br>Budget | 2018-19<br>Estimate |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| <b>Beginning Fund Balance</b>         | 944,568           | 958,347           | 883,527           | 462,580           | 380,180           | 94,526            | 9,668               |
| <b>Revenues:</b>                      |                   |                   |                   |                   |                   |                   |                     |
| Revenue Limit Sources 8000            |                   |                   |                   |                   |                   |                   |                     |
| Federal Revenue 8100                  |                   |                   |                   |                   |                   |                   |                     |
| Other State Revenue 8590              | 94,713            | 93,372            | 93,372            | 93,372            | 93,372            | 93,372            | 93,000              |
| Other Local Revenue 8660              | 4,957             | 3,290             | 3,262             | 3,372             | 2,948             | 1,500             | 1,000               |
| <b>Total Revenues</b>                 | <b>99,670</b>     | <b>96,662</b>     | <b>96,634</b>     | <b>96,744</b>     | <b>96,320</b>     | <b>94,872</b>     | <b>94,000</b>       |
| <b>Expenditures:</b>                  |                   |                   |                   |                   |                   |                   |                     |
| Certificated Salaries 1000            |                   |                   |                   |                   |                   |                   |                     |
| Classified Salaries 2000              |                   |                   |                   |                   |                   |                   |                     |
| Employee Benefits 3000                |                   |                   |                   |                   |                   |                   |                     |
| Supplies 4300                         | 45,067            | 30,572            | 50,424            | 29,421            | 31,640            | 21,138            | 20,000              |
| Services 5800                         | 40,823            | 140,910           | 467,157           | 149,723           | 350,335           | 158,592           | 70,000              |
| Capital Outlay 6000                   |                   |                   |                   |                   |                   |                   |                     |
| Other Outgo 7100                      |                   |                   |                   |                   |                   |                   |                     |
| Indirect Costs 7300                   |                   |                   |                   |                   |                   |                   |                     |
| <b>Total Expenditures</b>             | <b>85,891</b>     | <b>171,482</b>    | <b>517,581</b>    | <b>179,144</b>    | <b>381,975</b>    | <b>179,730</b>    | <b>90,000</b>       |
| <b>Surplus (Deficit)</b>              | <b>13,779</b>     | <b>(74,820)</b>   | <b>(420,947)</b>  | <b>(82,400)</b>   | <b>(285,655)</b>  | <b>(84,858)</b>   | <b>4,000</b>        |
| <b>Transfers In (Out) - to G 8900</b> |                   |                   |                   |                   |                   |                   |                     |
| <b>Ending Fund Balance</b>            | <b>958,347</b>    | <b>883,527</b>    | <b>462,580</b>    | <b>380,180</b>    | <b>94,526</b>     | <b>9,668</b>      | <b>13,668</b>       |

## Components of Ending Fund Balance:

|                               |                |                |                |                |               |              |               |
|-------------------------------|----------------|----------------|----------------|----------------|---------------|--------------|---------------|
| a) Nonspendable - Revolv 9711 |                |                |                |                |               |              |               |
| b) Restricted 9740            |                |                |                |                |               |              |               |
| c) Committed 9750             |                |                |                |                |               |              |               |
| d) Assigned 9780              |                |                |                |                | 94,526        | 9,668        | 13,668        |
| e) Unassigned-Reserve fc 9789 |                |                |                |                |               |              |               |
| Unassigned/Unappropri 9790    | 958,347        | 883,527        | 462,580        | 380,180        |               |              |               |
| <b>Ending Fund Balance</b>    | <b>958,347</b> | <b>883,527</b> | <b>462,580</b> | <b>380,180</b> | <b>94,526</b> | <b>9,668</b> | <b>13,668</b> |

Fund 14 - Ending Fund Balance



## Pacific Grove Unified School District

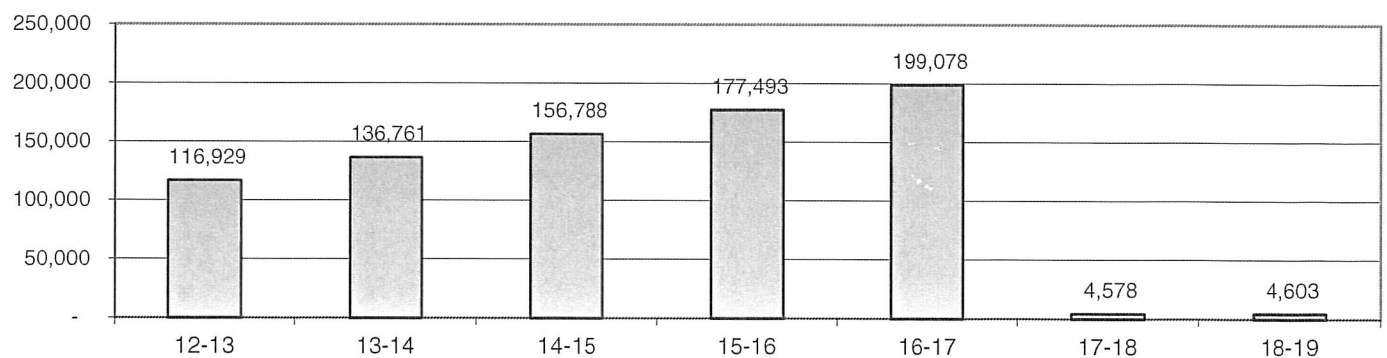
## Fund 20 - Postemployment Benefits Fund

|                                       | 2012-13<br>Actual | 2013-14<br>Actual | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Actual | 2017-18<br>Budget | 2018-19<br>Estimate |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| <b>Beginning Fund Balance</b>         | 96,985            | 116,928           | 136,761           | 156,788           | 177,493           | 199,078           | 4,578               |
| <b>Revenues:</b>                      |                   |                   |                   |                   |                   |                   |                     |
| Revenue Limit Sources 8000            |                   |                   |                   |                   |                   |                   |                     |
| Federal Revenue 8100                  |                   |                   |                   |                   |                   |                   |                     |
| Other State Revenue 8300              |                   |                   |                   |                   |                   |                   |                     |
| Other Local Revenue 8600              | 518               | 407               | 600               | 1,279             | 2,160             | 500               | 25                  |
| <b>Total Revenues</b>                 | <b>518</b>        | <b>407</b>        | <b>600</b>        | <b>1,279</b>      | <b>2,160</b>      | <b>500</b>        | <b>25</b>           |
| <b>Expenditures:</b>                  |                   |                   |                   |                   |                   |                   |                     |
| Certificated Salaries 1000            |                   |                   |                   |                   |                   |                   |                     |
| Classified Salaries 2000              |                   |                   |                   |                   |                   |                   |                     |
| Employee Benefits 3000                |                   |                   |                   |                   |                   |                   |                     |
| Supplies 4000                         |                   |                   |                   |                   |                   |                   |                     |
| Services 5000                         |                   |                   |                   |                   |                   |                   |                     |
| Capital Outlay 6000                   |                   |                   |                   |                   |                   |                   |                     |
| Other Outgo 7100                      |                   |                   |                   |                   |                   |                   |                     |
| Indirect Costs 7300                   |                   |                   |                   |                   |                   |                   |                     |
| <b>Total Expenditures</b>             | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>            |
| <b>Surplus (Deficit)</b>              | <b>518</b>        | <b>407</b>        | <b>600</b>        | <b>1,279</b>      | <b>2,160</b>      | <b>500</b>        | <b>25</b>           |
| <b>Transfers In (Out) - from 8900</b> | 19,426            | 19,426            | 19,426            | 19,426            | 19,426            | (195,000)         |                     |
| <b>Ending Fund Balance</b>            | <b>116,929</b>    | <b>136,761</b>    | <b>156,788</b>    | <b>177,493</b>    | <b>199,078</b>    | <b>4,578</b>      | <b>4,603</b>        |

## Components of Ending Fund Balance:

|                               |                |                |                |                |                |              |              |
|-------------------------------|----------------|----------------|----------------|----------------|----------------|--------------|--------------|
| a) Nonspendable - Revolv 9711 |                |                |                |                |                |              |              |
| b) Restricted 9740            |                |                |                |                |                |              |              |
| c) Committed 9750             |                |                |                |                |                |              |              |
| d) Assigned - Medigap 9780    |                |                |                |                | 199,078        | 4,578        | 4,603        |
| e) Unassigned-Reserve fc 9789 |                |                |                |                |                |              |              |
| Unassigned/Unappropri 9790    | 116,929        | 136,761        | 156,788        | 177,493        |                |              |              |
| <b>Ending Fund Balance</b>    | <b>116,929</b> | <b>136,761</b> | <b>156,788</b> | <b>177,493</b> | <b>199,078</b> | <b>4,578</b> | <b>4,603</b> |

Fund 20 - Ending Fund Balance



## Pacific Grove Unified School District

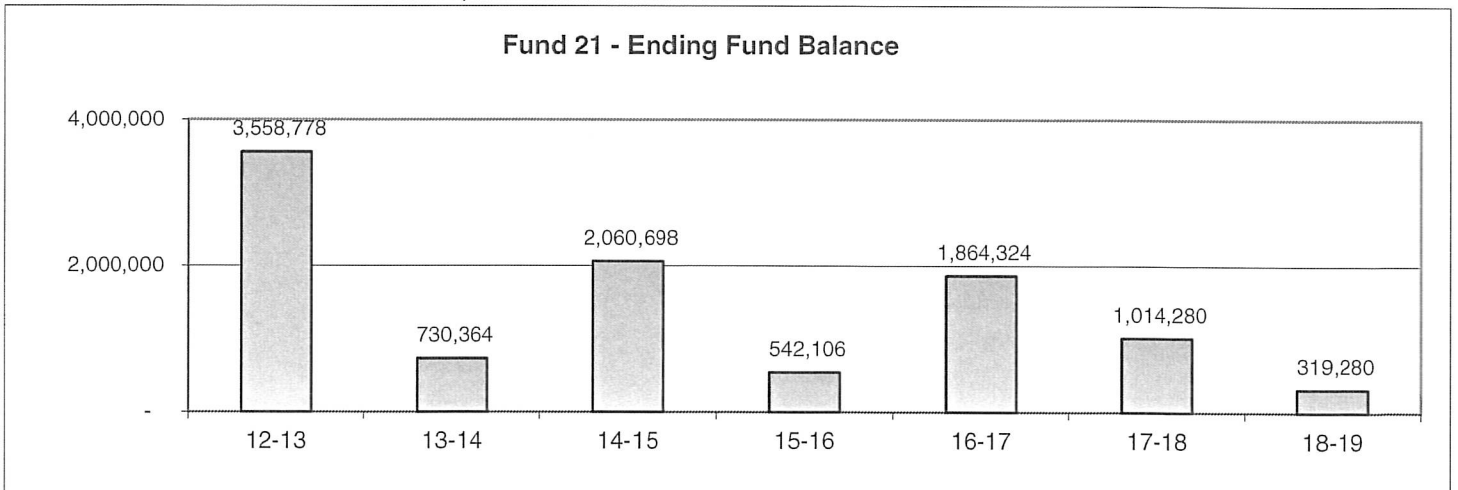
## Fund 21 - Building Fund (Education Technology)

|                                | 2012-13<br>Actual  | 2013-14<br>Actual  | 2014-15<br>Actual | 2015-16<br>Actual  | 2016-17<br>Actual | 2017-18<br>Budget | 2018-19<br>Estimate |
|--------------------------------|--------------------|--------------------|-------------------|--------------------|-------------------|-------------------|---------------------|
| <b>Beginning Fund Balance</b>  | 5,512,963          | 3,558,778          | 730,364           | 2,060,698          | 542,106           | 1,864,324         | 1,014,280           |
| <b>Revenues:</b>               |                    |                    |                   |                    |                   |                   |                     |
| Revenue Limit Sources 8000     |                    |                    |                   |                    |                   |                   |                     |
| Federal Revenue 8100           |                    |                    |                   |                    |                   |                   |                     |
| Other State Revenue 8300       |                    |                    |                   |                    |                   |                   |                     |
| Other Local Revenue 8600       | 23,886             | 9,261              | 2,332,337         | 11,805             | 2,076,395         | 12,122            | 5,000               |
| <b>Total Revenues</b>          | <b>23,886</b>      | <b>9,261</b>       | <b>2,332,337</b>  | <b>11,805</b>      | <b>2,076,395</b>  | <b>12,122</b>     | <b>5,000</b>        |
| <b>Expenditures:</b>           |                    |                    |                   |                    |                   |                   |                     |
| Certificated Salaries 1000     |                    |                    |                   |                    |                   |                   |                     |
| Classified Salaries 2000       |                    |                    |                   |                    |                   |                   |                     |
| Employee Benefits 3000         |                    |                    |                   |                    |                   |                   |                     |
| Supplies 4400                  | 252,385            | 101,593            |                   | 884,678            | 161,231           | 603,371           | 500,000             |
| Services 5800                  | 35,666             | 31,805             | 7,200             | 178,721            | 134,492           | 158,794           | 100,000             |
| Capital Outlay 6000            | 1,690,021          | 2,704,276          | 994,803           | 466,999            | 458,454           | 100,000           | 100,000             |
| Other Outgo 7100               |                    |                    |                   |                    |                   |                   |                     |
| Indirect Costs 7300            |                    |                    |                   |                    |                   |                   |                     |
| <b>Total Expenditures</b>      | <b>1,978,072</b>   | <b>2,837,675</b>   | <b>1,002,003</b>  | <b>1,530,398</b>   | <b>754,177</b>    | <b>862,166</b>    | <b>700,000</b>      |
| <b>Surplus (Deficit)</b>       | <b>(1,954,186)</b> | <b>(2,828,413)</b> | <b>1,330,334</b>  | <b>(1,518,592)</b> | <b>1,322,218</b>  | <b>(850,044)</b>  | <b>(695,000)</b>    |
| <b>Transfers In (Out) 8900</b> |                    |                    |                   |                    |                   |                   |                     |
| <b>Ending Fund Balance</b>     | <b>3,558,778</b>   | <b>730,364</b>     | <b>2,060,698</b>  | <b>542,106</b>     | <b>1,864,324</b>  | <b>1,014,280</b>  | <b>319,280</b>      |

## Components of Ending Fund Balance:

|                               |                  |                |                  |                |                  |                  |                |
|-------------------------------|------------------|----------------|------------------|----------------|------------------|------------------|----------------|
| a) Nonspendable - Revolv 9711 |                  |                |                  |                |                  |                  |                |
| b) Restricted 9740            |                  |                |                  |                |                  |                  |                |
| c) Committed 9750             |                  |                |                  |                |                  |                  |                |
| d) Assigned 9780              |                  |                |                  |                | 1,864,324        | 1,014,280        | 319,280        |
| e) Unassigned-Reserve fc 9789 |                  |                |                  |                |                  |                  |                |
| Unassigned/Unappropri 9790    | 3,558,778        | 730,364        | 2,060,698        | 542,107        |                  |                  |                |
| <b>Ending Fund Balance</b>    | <b>3,558,778</b> | <b>730,364</b> | <b>2,060,698</b> | <b>542,107</b> | <b>1,864,324</b> | <b>1,014,280</b> | <b>319,280</b> |

Fund 21 accounts for the revenues and expenditures associated with Measure A and Measure D Bonds.



## Pacific Grove Unified School District

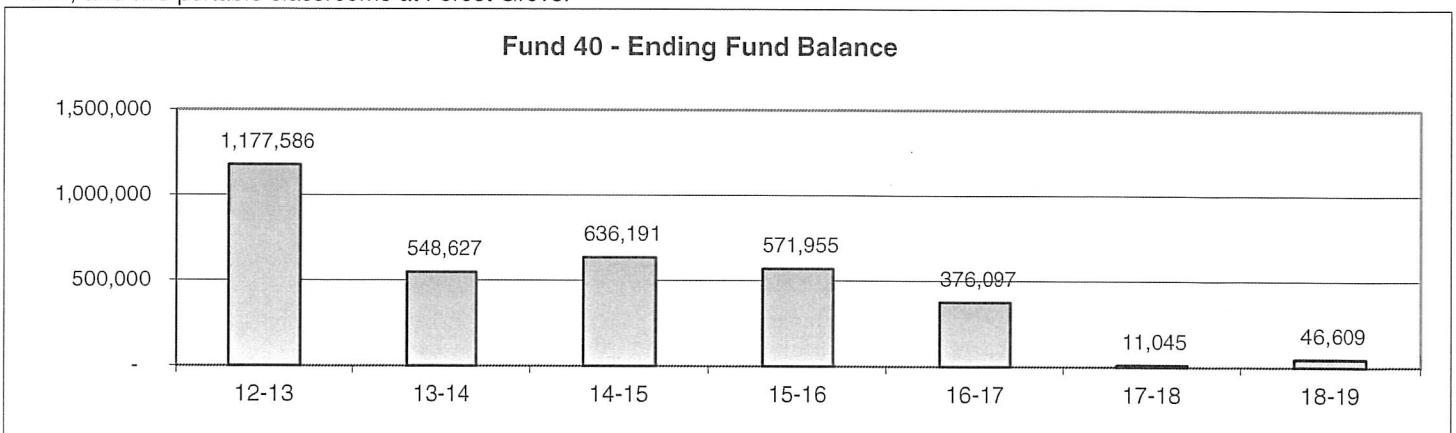
## Fund 40 - Capital Outlay Projects Fund

|                                | 2012-13<br>Actual | 2013-14<br>Actual | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Actual | 2017-18<br>Budget | 2018-19<br>Estimate |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| <b>Beginning Fund Balance</b>  | 1,298,435         | 1,177,586         | 548,627           | 636,191           | 571,955           | 376,097           | 11,045              |
| <b>Revenues:</b>               |                   |                   |                   |                   |                   |                   |                     |
| Revenue Limit Sources 8000     |                   |                   |                   |                   |                   |                   |                     |
| Federal Revenue 8100           |                   |                   |                   |                   |                   |                   |                     |
| Other State Revenue 8300       |                   |                   |                   |                   |                   |                   |                     |
| Other Local Revenue 8600       | 244,036           | 345,477           | 229,409           | 276,678           | 285,922           | 829,537           | 215,000             |
| <b>Total Revenues</b>          | <b>244,036</b>    | <b>345,477</b>    | <b>229,409</b>    | <b>276,678</b>    | <b>285,922</b>    | <b>829,537</b>    | <b>215,000</b>      |
| <b>Expenditures:</b>           |                   |                   |                   |                   |                   |                   |                     |
| Certificated Salaries 1000     |                   |                   |                   |                   |                   |                   |                     |
| Classified Salaries 2000       |                   |                   |                   |                   |                   |                   |                     |
| Employee Benefits 3000         |                   |                   |                   |                   |                   |                   |                     |
| Supplies 4000                  | 66,596            | 58,424            | 69,241            | 117,813           | 124,197           | 104,854           | 50,000              |
| Services 5000                  | 125,949           | 51,282            | 12,945            | 4,450             | 91,094            | 716,598           | 50,000              |
| Capital Outlay - Equiprr 6000  | 172,341           | 864,730           | 59,660            | 189,215           | 237,355           | 433,032           | 50,000              |
| Other Outgo 7100               |                   |                   |                   |                   |                   |                   |                     |
| Indirect Costs 7300            |                   |                   |                   | 29,435            | 29,135            | 135,105           | 29,436              |
| <b>Total Expenditures</b>      | <b>364,886</b>    | <b>974,435</b>    | <b>141,846</b>    | <b>340,914</b>    | <b>481,781</b>    | <b>1,389,589</b>  | <b>179,436</b>      |
| <b>Surplus (Deficit)</b>       | <b>(120,849)</b>  | <b>(628,958)</b>  | <b>87,564</b>     | <b>(64,236)</b>   | <b>(195,858)</b>  | <b>(560,053)</b>  | <b>35,564</b>       |
| <b>Transfers In (Out) 8900</b> |                   |                   |                   |                   |                   | 195,000           |                     |
| <b>Ending Fund Balance</b>     | <b>1,177,586</b>  | <b>548,627</b>    | <b>636,191</b>    | <b>571,955</b>    | <b>376,097</b>    | <b>11,045</b>     | <b>46,609</b>       |

## Components of Ending Fund Balance:

|                               |                  |                |                |                |                |               |               |
|-------------------------------|------------------|----------------|----------------|----------------|----------------|---------------|---------------|
| a) Nonspendable - Revolv 9711 |                  |                |                |                |                |               |               |
| b) Restricted 9740            |                  |                |                |                |                |               |               |
| c) Committed 9750             |                  |                |                |                |                |               |               |
| d) Assigned 9780              |                  |                |                |                | 376,097        | 11,045        | 46,609        |
| e) Unassigned/Unappropri 9790 | 1,177,586        | 548,627        | 636,191        | 571,955        |                |               |               |
| <b>Ending Fund Balance</b>    | <b>1,177,586</b> | <b>548,627</b> | <b>636,191</b> | <b>571,955</b> | <b>376,097</b> | <b>11,045</b> | <b>46,609</b> |

Fund 40 includes revenues collected from David Avenue leases, expenditures authorized by the Board, and maintenance department expenses in excess of the program 6220 allocation. The Board approved \$500,000 to help with the cost of construction of the High School swimming pool. In 2017-18, Fund 40 was used to fund the construction of three portable classrooms at Robert Down, and two portable classrooms at Forest Grove.



| Description   | Resource Codes | Object Codes | Original Budget (A) | Board Approved Operating Budget (B) | Actuals To Date (C) | Projected Year Totals (D) | Difference Col B & D (E) | % Diff B/D (F) |
|---|----------------|--------------|---------------------|-------------------------------------|---------------------|---------------------------|--------------------------|----------------|
| <b>A. REVENUES</b>  |                |              |                     |                                     |                     |                           |                          |                |
| 1) LOFF Sources   |                | 3010-3099    | 27,218,860.00       | 27,471,332.00                       | 17,178,467.11       | 27,516,725.00             | 44,793.00                | 0.2%           |
| 2) Federal Revenue  |                | 3100-3299    | 673,877.00          | 698,375.00                          | 228,172.30          | 698,373.88                | (1.12)                   | 0.0%           |
| 3) Other State Revenue  |                | 3300-3599    | 1,737,405.00        | 2,225,397.00                        | 474,902.14          | 2,225,395.97              | (1.03)                   | 0.0%           |
| 4) Other Local Revenue  |                | 3600-3799    | 941,015.00          | 1,202,319.00                        | 571,967.50          | 1,202,318.86              | (0.14)                   | 0.0%           |
| 5) TOTAL REVENUES   |                |              | 30,576,957.00       | 31,598,023.00                       | 18,453,509.55       | 31,643,813.71             |                          |                |
| <b>B. EXPENDITURES</b>  |                |              |                     |                                     |                     |                           |                          |                |
| 1) Certificated Salaries  |                | 1000-1999    | 15,280,295.00       | 15,997,162.00                       | 8,696,846.18        | 15,993,974.83             | 3,187.17                 | 0.0%           |
| 2) Classified Salaries  |                | 2000-2999    | 5,400,439.00        | 5,672,066.00                        | 3,215,128.74        | 5,672,050.03              | 15.97                    | 0.0%           |
| 3) Employee Benefits  |                | 3000-3999    | 5,798,117.00        | 6,202,509.00                        | 2,333,812.68        | 6,201,405.60              | 1,103.40                 | 0.0%           |
| 4) Books and Supplies   |                | 4000-4999    | 1,026,711.00        | 1,848,768.00                        | 825,673.64          | 1,847,759.25              | 1,008.75                 | 0.1%           |
| 5) Services and Other Operating Expenditures  |                | 5000-5999    | 2,564,328.00        | 3,363,970.00                        | 1,835,335.45        | 3,024,478.87              | 339,491.13               | 10.1%          |
| 6) Capital Outlay   |                | 6000-6999    | 12,529.00           | 12,529.00                           | 12,528.83           | 12,528.83                 | 0.17                     | 0.0%           |
| 7) Other Outgo (excluding Transfers of Indirect Costs)  |                | 7100-7299    |                     |                                     |                     |                           |                          |                |
|   |                | 7400-7499    | 216,045.00          | 279,471.00                          | (12,751.85)         | 279,471.00                | 0.00                     | 0.0%           |
| 8) Other Outgo - Transfers of Indirect Costs  |                | 7300-7399    | (21,672.00)         | (21,672.00)                         | 0.00                | (21,672.00)               | 0.00                     | 0.0%           |
| 9) TOTAL EXPENDITURES   |                |              | 30,276,792.00       | 33,354,803.00                       | 17,406,573.67       | 33,009,956.41             |                          |                |
| <b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b> |                |              |                     |                                     |                     |                           |                          |                |
|   |                |              | 299,165.00          | (1,755,980.00)                      | 1,046,935.88        | (1,366,382.70)            |                          |                |
| <b>D. OTHER FINANCING SOURCES/USES</b>  |                |              |                     |                                     |                     |                           |                          |                |
| 1) Interfund Transfers  |                |              |                     |                                     |                     |                           |                          |                |
| a) Transfers In   |                | 8900-8929    | 0.00                | 0.00                                | 0.00                | 0.00                      | 0.00                     | 0.0%           |
| b) Transfers Out  |                | 7600-7629    | 42,382.00           | 44,345.00                           | 0.00                | 44,344.04                 | 0.96                     | 0.0%           |
| 2) Other Sources/Uses   |                |              |                     |                                     |                     |                           |                          |                |
| a) Sources  |                | 8930-8979    | 0.00                | 0.00                                | 0.00                | 0.00                      | 0.00                     | 0.0%           |
| b) Uses   |                | 7630-7699    | 0.00                | 0.00                                | 0.00                | 0.00                      | 0.00                     | 0.0%           |
| 3) Contributions  |                | 8980-8999    | 0.00                | 4.00                                | 0.00                | 0.00                      | (4.00)                   | 100.0%         |
| 4) TOTAL OTHER FINANCING SOURCES/USES   |                |              | (42,382.00)         | (44,341.00)                         | 0.00                | (44,344.04)               |                          |                |

| Description                               | Resource Codes | Object Codes | Original Budget<br>A) | Board Approved<br>Operating Budget<br>B) | Actuals To Date<br>C) | Projected Year<br>Totals<br>D) | Difference<br>Col B & D)<br>E) | % Diff<br>E/B)<br>F) |
|---|----------------|--------------|-----------------------|--|-----------------------|--------------------------------|--------------------------------|----------------------|
| <b>E. NET INCREASE (DECREASE) IN FUND</b> |                |              |                       |  |                       |                                |                                |                      |
| BALANCE (C + D4)                          |                |              | 158,793.00            | 1,300,321.00                             | 1,046,335.38          | 1,410,736.74                   |                                |                      |
| <b>F. FUND BALANCE, RESERVES</b>          |                |              |                       |  |                       |                                |                                |                      |
| 1) Beginning Fund Balance                 |                |              |                       |  |                       |                                |                                |                      |
| a) As of July 1 - Unaudited               |                | 9791         | 3,381,210.00          | 3,387,382.00                             |                       | 3,387,379.52                   | (2.48)                         | 0.0%                 |
| b) Audit Adjustments                      |                | 9793         | 0.00                  | 0.00                                     |                       | 0.00                           | 0.00                           | 0.0%                 |
| c) As of July 1 - Audited (F1a + F1b)     |                |              | 3,381,210.00          | 3,387,382.00                             |                       | 3,387,379.52                   |                                |                      |
| d) Other Restatements                     |                | 9795         | 0.00                  | 0.00                                     |                       | 0.00                           | 0.00                           | 0.0%                 |
| e) Adjusted Beginning Balance (F1c + F1d) |                |              | 3,381,210.00          | 3,387,382.00                             |                       | 3,387,379.52                   |                                |                      |
| 2) Ending Balance, June 30 (E + F1e)      |                |              | 4,237,993.00          | 3,537,561.00                             |                       | 3,977,152.78                   |                                |                      |
| <b>Components of Ending Fund Balance</b>  |                |              |                       |  |                       |                                |                                |                      |
| a) Nonspendable                           |                |              |                       |  |                       |                                |                                |                      |
| Revolving Cash                            |                | 9711         | 5,000.00              | 5,000.00                                 |                       | 5,000.00                       |                                |                      |
| Stores                                    |                | 9712         | 0.00                  | 0.00                                     |                       | 0.00                           |                                |                      |
| Prepaid Expenditures                      |                | 9713         | 0.00                  | 0.00                                     |                       | 0.00                           |                                |                      |
| All Others                                |                | 9719         | 0.00                  | 0.00                                     |                       | 0.00                           |                                |                      |
| b) Restricted                             |                | 9740         | 415,089.00            | 440,298.00                               |                       | 440,299.26                     |                                |                      |
| c) Committed                              |                |              |                       |  |                       |                                |                                |                      |
| Stabilization Arrangements                |                | 9750         | 0.00                  | 0.00                                     |                       | 0.00                           |                                |                      |
| Other Commitments                         |                | 9760         | 0.00                  | 0.00                                     |                       | 0.00                           |                                |                      |
| d) Assigned                               |                |              |                       |  |                       |                                |                                |                      |
| Other Assignments                         |                | 9780         | 2,908,328.78          | 2,147,164.00                             |                       | 2,538,319.52                   |                                |                      |
| Property Tax Reserve                      | 0000           | 9780         | 151,589.00            |  |                       |                                |                                |                      |
| Basic Aid Reserve                         | 0000           | 9780         | 909,532.00            |  |                       |                                |                                |                      |
| Sick Leave Incentive                      | 0000           | 9780         | 40,000.00             |  |                       |                                |                                |                      |
| Deferred Maintenance Reserve              | 0000           | 9780         | 780,097.00            |  |                       |                                |                                |                      |
| STRS/PERS                                 | 0000           | 9780         | 105,071.73            |  |                       |                                |                                |                      |
| STRS/PERS                                 | 1100           | 9780         | 920,827.00            |  |                       |                                |                                |                      |
| STRS/PERS                                 | 1400           | 9780         | 1,212.00              |  |                       |                                |                                |                      |
| Property Tax Reserve                      | 0000           | 9780         |                       | 151,589.00                               |                       | 151,589.00                     |                                |                      |
| Basic Aid Reserve                         | 0000           | 9780         |                       | 909,532.00                               |                       | 909,532.00                     |                                |                      |
| Sick Leave Incentive                      | 0000           | 9780         |                       | 40,000.00                                |                       | 40,000.00                      |                                |                      |
| Deferred Maintenance Reserve              | 0000           | 9780         |                       | 85,217.00                                |                       |                                |                                |                      |
| Deferred Maintenance Reserve              | 1100           | 9780         |                       | 654,880.00                               |                       | 477,487.14                     |                                |                      |
| STRS/PERS                                 | 1100           | 9780         |                       | 304,846.00                               |                       | 305,629.86                     |                                |                      |
| STRS/PERS                                 | 1400           | 9780         |                       | 1,100.00                                 |                       |                                |                                |                      |
| Property Tax Reserve                      | 0000           | 9780         |                       |  |                       |                                |                                |                      |
| Basic Aid Reserve                         | 0000           | 9780         |                       |  |                       |                                |                                |                      |
| Sick Leave Incentive                      | 0000           | 9780         |                       |  |                       |                                |                                |                      |
| Deferred Maintenance Reserve              | 0000           | 9780         |                       |  |                       |                                |                                |                      |
| Deferred Maintenance Reserve              | 1100           | 9780         |                       |  |                       |                                |                                |                      |
| STRS/PERS                                 | 1100           | 9780         |                       |  |                       |                                |                                |                      |
| e) Unassigned/Unappropriated              |                |              |                       |  |                       |                                |                                |                      |
| Reserve for Economic Uncertainties        |                | 9789         | 909,575.22            | 995,152.00                               |                       | 993,534.00                     |                                |                      |
| Unassigned/Unappropriated Amount          |                | 9790         | 0.00                  | (53.00)                                  |                       | 0.00                           |                                |                      |

| Description   | Resource Codes | Object Codes            | Original Budget<br>(A) | Board Approved<br>Operating Budget<br>(B) | Actuals To Date<br>(C) | Projected Year<br>Totals<br>(D) | Difference<br>(Col B & D)<br>(E) | % Diff<br>Column<br>B & D<br>(F) |
|---|----------------|-------------------------|------------------------|---|------------------------|---------------------------------|----------------------------------|----------------------------------|
| <b>A. REVENUES</b>  |                |                         |                        |   |                        |                                 |                                  |                                  |
| 1) LOFF Sources   |                | 3010-3099               | 135,000.00             | 184,527.00                                | 0.00                   | 184,527.00                      | 0.00                             | 0.0%                             |
| 2) Federal Revenue  |                | 3100-3299               | 34,558.00              | 25,722.00                                 | 25,920.91              | 25,722.00                       | 0.00                             | 0.0%                             |
| 3) Other State Revenue  |                | 3300-3599               | 1,190,051.00           | 1,509,245.00                              | 1,111,903.36           | 1,509,245.00                    | 0.00                             | 0.0%                             |
| 4) Other Local Revenue  |                | 3600-3799               | 550,000.00             | 557,678.00                                | 220,775.03             | 557,677.33                      | (0.17)                           | 0.0%                             |
| 5) TOTAL REVENUES   |                |                         | 1,909,609.00           | 2,277,172.00                              | 1,358,599.30           | 2,277,171.33                    |                                  |                                  |
| <b>B. EXPENDITURES</b>  |                |                         |                        |   |                        |                                 |                                  |                                  |
| 1) Certificated Salaries  |                | 1000-1999               | 518,559.00             | 630,921.00                                | 309,509.04             | 630,919.95                      | 1.05                             | 0.0%                             |
| 2) Classified Salaries  |                | 2000-2999               | 313,368.00             | 407,545.00                                | 202,784.25             | 407,543.13                      | 1.32                             | 0.0%                             |
| 3) Employee Benefits  |                | 3000-3999               | 228,742.00             | 307,967.00                                | 105,019.07             | 307,949.07                      | 17.93                            | 0.0%                             |
| 4) Books and Supplies   |                | 4000-4999               | 168,124.00             | 289,703.00                                | 124,345.33             | 289,301.18                      | 401.32                           | 0.1%                             |
| 5) Services and Other Operating Expenditures  |                | 5000-5999               | 75,000.00              | 255,063.00                                | 119,886.38             | 258,361.92                      | (3,598.92)                       | -1.4%                            |
| 6) Capital Outlay   |                | 6000-6999               | 0.00                   | 385,117.00                                | 10,975.33              | 385,116.92                      | 0.08                             | 0.0%                             |
| 7) Other Outgo (excluding Transfers of Indirect Costs)  |                | 7100-7299,<br>7400-7499 | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                             | 0.0%                             |
| 8) Other Outgo - Transfers of Indirect Costs  |                | 7300-7399               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                             | 0.0%                             |
| 9) TOTAL EXPENDITURES   |                |                         | 1,403,793.00           | 2,278,316.00                              | 873,120.40             | 2,279,492.22                    |                                  |                                  |
| <b>C. EXCESS (DEFICIENCY) OF REVENUES<br/>OVER EXPENDITURES BEFORE OTHER<br/>FINANCING SOURCES AND USES (A5 - B9)</b> |                |                         | 505,816.00             | 856.00                                    | 485,478.90             | (2,320.39)                      |                                  |                                  |
| <b>D. OTHER FINANCING SOURCES/USES</b>  |                |                         |                        |   |                        |                                 |                                  |                                  |
| 1) Interfund Transfers  |                |                         |                        |   |                        |                                 |                                  |                                  |
| a) Transfers In   |                | 8900-8929               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                             | 0.0%                             |
| b) Transfers Out  |                | 7600-7629               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                             | 0.0%                             |
| 2) Other Sources/Uses   |                |                         |                        |   |                        |                                 |                                  |                                  |
| a) Sources  |                | 8930-8979               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                             | 0.0%                             |
| b) Uses   |                | 7630-7699               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                             | 0.0%                             |
| 3) Contributions  |                | 8980-8999               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                             | 0.0%                             |
| 4) TOTAL OTHER FINANCING SOURCES/USES   |                |                         | 0.00                   | 0.00                                      | 0.00                   | 0.00                            |                                  |                                  |



| Description  | Resource Codes | Object Codes | Original Budget<br>(A) | Board Approved<br>Operating Budget<br>(B) | Actuals To Date<br>(C) | Projected Year<br>Totals<br>(D) | Difference<br>Col B & D<br>(E) | % Diff<br>Column<br>B & D<br>(F) |
|--|----------------|--------------|------------------------|---|------------------------|---------------------------------|--------------------------------|----------------------------------|
| <b>E. NET INCREASE (DECREASE) IN FUND<br/>BALANCE (C - D4)</b> |                |              |                        |   |                        |                                 |                                |                                  |
|  |                |              | 595,319.00             | 358.00                                    | 485,479.30             | 2,120.39                        |                                |                                  |
| <b>F. FUND BALANCE, RESERVES</b>                               |                |              |                        |   |                        |                                 |                                |                                  |
| 1) Beginning Fund Balance                                      |                |              |                        |   |                        |                                 |                                |                                  |
| a) As of July 1 - Unaudited                                    |                | 9791         | 1,098,240.00           | 1,393,434.00                              |                        | 1,393,432.79                    | (1,211)                        | 0.0%                             |
| b) Audit Adjustments   |                | 9793         | 0.00                   | 0.00                                      |                        | 0.00                            | 0.00                           | 0.0%                             |
| c) As of July 1 - Audited (F1a + F1b)                          |                |              | 1,098,240.00           | 1,393,434.00                              |                        | 1,393,432.79                    |                                |                                  |
| d) Other Restatements  |                | 9795         | 0.00                   | 0.00                                      |                        | 0.00                            | 0.00                           | 0.0%                             |
| e) Adjusted Beginning Balance (F1c + F1d)                      |                |              | 1,098,240.00           | 1,393,434.00                              |                        | 1,393,432.79                    |                                |                                  |
| 2) Ending Balance, June 30 (E + F1e)                           |                |              | 1,302,058.00           | 1,394,290.00                              |                        | 1,391,112.40                    |                                |                                  |
| Components of Ending Fund Balance                              |                |              |                        |   |                        |                                 |                                |                                  |
| a) Nonspendable  |                |              |                        |   |                        |                                 |                                |                                  |
| Revolving Cash   |                | 9711         | 0.00                   | 0.00                                      |                        | 0.00                            |                                |                                  |
| Stores   |                | 9712         | 0.00                   | 0.00                                      |                        | 0.00                            |                                |                                  |
| Prepaid Expenditures   |                | 9713         | 0.00                   | 0.00                                      |                        | 0.00                            |                                |                                  |
| All Others   |                | 9719         | 0.00                   | 0.00                                      |                        | 0.00                            |                                |                                  |
| b) Restricted  |                |              |                        |   |                        |                                 |                                |                                  |
| c) Committed   |                | 9740         | 1,513,929.00           | 1,303,495.00                              |                        | 1,300,302.48                    |                                |                                  |
| Stabilization Arrangements                                     |                | 9750         | 0.00                   | 0.00                                      |                        | 0.00                            |                                |                                  |
| Other Commitments  |                | 9760         | 0.00                   | 0.00                                      |                        | 0.00                            |                                |                                  |
| d) Assigned  |                |              |                        |   |                        |                                 |                                |                                  |
| Other Assignments  |                | 9780         | 88,127.00              | 390,797.00                                |                        | 390,809.92                      |                                |                                  |
| Assigned for Adult Education programs                          | 0000           | 9780         | 88,127.00              |   |                        |                                 |                                |                                  |
| Assigned for Adult Education programs                          | 0000           | 9780         |                        | 390,797.00                                |                        |                                 |                                |                                  |
| Assigned for Adult Education programs                          | 0000           | 9780         |                        |   |                        | 390,809.92                      |                                |                                  |
| e) Unassigned/Unappropriated                                   |                |              |                        |   |                        |                                 |                                |                                  |
| Reserve for Economic Uncertainties                             |                | 9789         | 0.00                   | 0.00                                      |                        | 0.00                            |                                |                                  |
| Unassigned/Unappropriated Amount                               |                | 9790         | 0.00                   | (2.00)                                    |                        | 0.00                            |                                |                                  |



| Description   | Resource Codes | Object Codes            | Original Budget<br>(A) | Board Approved<br>Operating Budget<br>(B) | Actuals To Date<br>(C) | Projected Year<br>Totals<br>(D) | Difference<br>(Col B & D)<br>(E) | % Diff<br>Column<br>B & D<br>(F) |
|---|----------------|-------------------------|------------------------|---|------------------------|---------------------------------|----------------------------------|----------------------------------|
| <b>A. REVENUES</b>  |                |                         |                        |   |                        |                                 |                                  |                                  |
| 1) LOFF Sources   |                | 3010-3099               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                             | 0.0%                             |
| 2) Federal Revenue  |                | 3100-3299               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                             | 0.0%                             |
| 3) Other State Revenue  |                | 3300-3599               | 98,336.00              | 99,341.00                                 | 24,533.00              | 99,341.00                       | 0.00                             | 0.0%                             |
| 4) Other Local Revenue  |                | 3600-3799               | 375,000.00             | 379,358.00                                | 191,255.39             | 379,354.33                      | 536.33                           | 0.1%                             |
| 5) TOTAL REVENUES   |                |                         | 473,336.00             | 479,399.00                                | 215,788.39             | 479,435.33                      |                                  |                                  |
| <b>B. EXPENDITURES</b>  |                |                         |                        |   |                        |                                 |                                  |                                  |
| 1) Certificated Salaries  |                | 1000-1999               | 57,525.00              | 58,869.00                                 | 32,445.83              | 58,868.38                       | 0.32                             | 0.0%                             |
| 2) Classified Salaries  |                | 2000-2999               | 243,371.00             | 259,573.00                                | 145,330.39             | 259,572.31                      | 0.39                             | 0.0%                             |
| 3) Employee Benefits  |                | 3000-3999               | 94,007.00              | 96,914.00                                 | 51,082.19              | 96,907.77                       | 6.23                             | 0.0%                             |
| 4) Books and Supplies   |                | 4000-4999               | 15,000.00              | 17,925.00                                 | 3,308.54               | 17,925.00                       | 0.00                             | 0.0%                             |
| 5) Services and Other Operating Expenditures  |                | 5000-5999               | 2,000.00               | 14,165.00                                 | 5,860.48               | 14,164.78                       | 0.22                             | 0.0%                             |
| 6) Capital Outlay   |                | 6000-6999               | 10,000.00              | 10,000.00                                 | 0.00                   | 10,000.00                       | 0.00                             | 0.0%                             |
| 7) Other Outgo (excluding Transfers of Indirect Costs)  |                | 7100-7299,<br>7400-7499 | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                             | 0.0%                             |
| 8) Other Outgo - Transfers of Indirect Costs  |                | 7300-7399               | 21,872.00              | 21,872.00                                 | 0.00                   | 21,872.00                       | 0.00                             | 0.0%                             |
| 9) TOTAL EXPENDITURES   |                |                         | 443,875.00             | 479,218.00                                | 238,025.73             | 479,210.54                      |                                  |                                  |
| <b>C. EXCESS (DEFICIENCY) OF REVENUES<br/>OVER EXPENDITURES BEFORE OTHER<br/>FINANCING SOURCES AND USES (A5 - B9)</b> |                |                         | 29,461.00              | (319.00)                                  | (22,237.34)            | 225.29                          |                                  |                                  |
| <b>D. OTHER FINANCING SOURCES/USES</b>  |                |                         |                        |   |                        |                                 |                                  |                                  |
| 1) Interfund Transfers  |                |                         |                        |   |                        |                                 |                                  |                                  |
| a) Transfers In   |                | 8900-8929               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                             | 0.0%                             |
| b) Transfers Out  |                | 7600-7629               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                             | 0.0%                             |
| 2) Other Sources/Uses   |                |                         |                        |   |                        |                                 |                                  |                                  |
| a) Sources  |                | 8930-8979               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                             | 0.0%                             |
| b) Uses   |                | 7630-7699               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                             | 0.0%                             |
| 3) Contributions  |                | 8980-8999               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                             | 0.0%                             |
| 4) TOTAL OTHER FINANCING SOURCES/USES   |                |                         | 0.00                   | 0.00                                      | 0.00                   | 0.00                            |                                  |                                  |

| Description  | Resource Codes | Object Codes | Original Budget<br>(A) | Board-Approved<br>Operating Budget<br>(B) | Actuals To Date<br>(C) | Projected Year<br>Totals<br>(D) | Difference<br>(Col B & D)<br>(E) | % Diff<br>Column<br>B & D<br>(F) |
|--|----------------|--------------|------------------------|---|------------------------|---------------------------------|----------------------------------|----------------------------------|
| <b>E. NET INCREASE (DECREASE) IN FUND<br/>BALANCE (C - D4)</b> |                |              |                        |   |                        |                                 |                                  |                                  |
|  |                |              | 38,861.00              | 319,200                                   | 32,037.34              | 123.36                          |                                  |                                  |
| <b>F. FUND BALANCE, RESERVES</b>                               |                |              |                        |   |                        |                                 |                                  |                                  |
| 1) Beginning Fund Balance                                      |                |              |                        |   |                        |                                 |                                  |                                  |
| a) As of July 1 - Unaudited                                    |                | 9791         | 21,886.00              | 33,284.00                                 |                        | 33,283.56                       | 0.44                             | 0.0%                             |
| b) Audit Adjustments   |                | 9793         | 0.00                   | 0.00                                      |                        | 0.00                            | 0.00                             | 0.0%                             |
| c) As of July 1 - Audited (F1a + F1b)                          |                |              | 21,886.00              | 33,284.00                                 |                        | 33,283.56                       |                                  |                                  |
| d) Other Restatements  |                | 9795         | 0.00                   | 0.00                                      |                        | 0.00                            | 0.00                             | 0.0%                             |
| e) Adjusted Beginning Balance (F1c + F1d)                      |                |              | 21,886.00              | 33,284.00                                 |                        | 33,283.56                       |                                  |                                  |
| 2) Ending Balance, June 30 (E + F1e)                           |                |              | 51,657.00              | 32,965.00                                 |                        | 33,508.35                       |                                  |                                  |
| <b>Components of Ending Fund Balance</b>                       |                |              |                        |   |                        |                                 |                                  |                                  |
| a) Nonspendable  |                |              |                        |   |                        |                                 |                                  |                                  |
| Revolving Cash   |                | 9711         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| Stores   |                | 9712         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| Prepaid Expenditures   |                | 9713         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| All Others   |                | 9719         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| b) Restricted  |                | 9740         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| c) Committed   |                |              |                        |   |                        |                                 |                                  |                                  |
| Stabilization Arrangements                                     |                | 9750         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| Other Commitments  |                | 9760         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| d) Assigned  |                |              |                        |   |                        |                                 |                                  |                                  |
| Other Assignments  |                | 9780         | 51,657.00              | 32,965.00                                 |                        | 33,508.35                       |                                  |                                  |
| Assigned for the Before/After School Program                   | 0000           | 9780         | 51,657.00              |   |                        |                                 |                                  |                                  |
| Assigned for the Before/After School program                   | 0000           | 9780         |                        | 32,965.00                                 |                        |                                 |                                  |                                  |
| Assigned for the Before/After School Program                   | 0000           | 9780         |                        |   |                        | 33,508.35                       |                                  |                                  |
| e) Unassigned/Unappropriated                                   |                |              |                        |   |                        |                                 |                                  |                                  |
| Reserve for Economic Uncertainties                             |                | 9789         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| Unassigned/Unappropriated Amount                               |                | 9790         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |

| Description   | Resource Codes | Object Codes            | Original Budget<br>(A) | Board Approved<br>Operating Budget<br>(B) | Actuals To Date<br>(C) | Projected Year<br>Totals<br>(D) | Difference<br>(Col B & D)<br>(E) | % Diff<br>Column<br>B & D<br>(F) |
|---|----------------|-------------------------|------------------------|---|------------------------|---------------------------------|----------------------------------|----------------------------------|
| <b>A. REVENUES</b>  |                |                         |                        |   |                        |                                 |                                  |                                  |
| 1) OFF Sources  |                | 3010-3099               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                             | 0.0%                             |
| 2) Federal Revenue  |                | 3100-3299               | 180,000.00             | 180,000.00                                | 53,020.58              | 180,000.00                      | 0.00                             | 0.0%                             |
| 3) Other State Revenue  |                | 3300-3599               | 32,006.00              | 28,326.00                                 | 3,365.16               | 28,326.00                       | 0.00                             | 0.0%                             |
| 4) Other Local Revenue  |                | 3600-3799               | 390,000.00             | 390,000.00                                | 187,100.00             | 390,000.00                      | 0.00                             | 0.0%                             |
| 5) TOTAL REVENUES   |                |                         | 602,006.00             | 598,326.00                                | 224,005.74             | 598,326.00                      |                                  |                                  |
| <b>B. EXPENDITURES</b>  |                |                         |                        |   |                        |                                 |                                  |                                  |
| 1) Certificated Salaries  |                | 1000-1999               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                             | 0.0%                             |
| 2) Classified Salaries  |                | 2000-2999               | 260,737.00             | 274,379.00                                | 157,930.08             | 274,377.10                      | 1.90                             | 0.0%                             |
| 3) Employee Benefits  |                | 3000-3999               | 70,225.00              | 71,384.00                                 | 38,504.95              | 71,381.41                       | 2.59                             | 0.0%                             |
| 4) Books and Supplies   |                | 4000-4999               | 280,000.00             | 283,411.00                                | 141,537.37             | 283,410.85                      | 0.15                             | 0.0%                             |
| 5) Services and Other Operating Expenditures  |                | 5000-5999               | 14,000.00              | 14,765.00                                 | 8,298.55               | 14,763.56                       | 1.44                             | 0.0%                             |
| 6) Capital Outlay   |                | 6000-6999               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                             | 0.0%                             |
| 7) Other Outgo (excluding Transfers of Indirect Costs)  |                | 7100-7299,<br>7400-7499 | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                             | 0.0%                             |
| 8) Other Outgo - Transfers of Indirect Costs  |                | 7300-7399               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                             | 0.0%                             |
| 9) TOTAL EXPENDITURES   |                |                         | 624,962.00             | 644,439.00                                | 346,267.95             | 644,432.92                      |                                  |                                  |
| <b>C. EXCESS (DEFICIENCY) OF REVENUES<br/>OVER EXPENDITURES BEFORE OTHER<br/>FINANCING SOURCES AND USES (A5 - B9)</b> |                |                         | (22,956.00)            | (46,113.00)                               | (122,262.21)           | (46,106.92)                     |                                  |                                  |
| <b>D. OTHER FINANCING SOURCES/USES</b>  |                |                         |                        |   |                        |                                 |                                  |                                  |
| 1) Interfund Transfers  |                |                         |                        |   |                        |                                 |                                  |                                  |
| a) Transfers In   |                | 8900-8929               | 22,956.00              | 44,345.00                                 | 0.00                   | 44,344.04                       | (0.96)                           | 0.0%                             |
| b) Transfers Out  |                | 7600-7629               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                             | 0.0%                             |
| 2) Other Sources/Uses   |                |                         |                        |   |                        |                                 |                                  |                                  |
| a) Sources  |                | 8930-8979               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                             | 0.0%                             |
| b) Uses   |                | 7630-7699               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                             | 0.0%                             |
| 3) Contributions  |                | 8980-8999               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                             | 0.0%                             |
| 4) TOTAL OTHER FINANCING SOURCES/USES   |                |                         | 22,956.00              | 44,345.00                                 | 0.00                   | 44,344.04                       |                                  |                                  |

| Description  | Resource Codes | Object Codes | Original Budget<br>(A) | Board-Approved<br>Operating Budget<br>(B) | Actuals To Date<br>(C) | Projected Year<br>Totals<br>(D) | Difference<br>Col B & D<br>(E) | % Diff<br>Column<br>B & D<br>(F) |
|--|----------------|--------------|------------------------|---|------------------------|---------------------------------|--------------------------------|----------------------------------|
| E. NET INCREASE / DECREASE IN FUND<br>BALANCE (C - D4) |                |              | 0.00                   | 1,788.00                                  | 100,062.01             | 1,788.00                        |                                |                                  |
| F. FUND BALANCE, RESERVES                              |                |              |                        |   |                        |                                 |                                |                                  |
| 1) Beginning Fund Balance                              |                |              |                        |   |                        |                                 |                                |                                  |
| a) As of July 1 - Unaudited                            |                | 9791         | 9,166.00               | 9,929.00                                  |                        | 9,929.72                        | (0.28)                         | 0.0%                             |
| b) Audit Adjustments                                   |                | 9793         | 0.00                   | 0.00                                      |                        | 0.00                            | 0.00                           | 0.0%                             |
| c) As of July 1 - Audited (F1a + F1b)                  |                |              | 9,166.00               | 9,929.00                                  |                        | 9,929.72                        |                                |                                  |
| d) Other Restatements                                  |                | 9795         | 0.00                   | 0.00                                      |                        | 0.00                            | 0.00                           | 0.0%                             |
| e) Adjusted Beginning Balance (F1c + F1d)              |                |              | 9,166.00               | 9,929.00                                  |                        | 9,929.72                        |                                |                                  |
| 2) Ending Balance, June 30 (E + F1e)                   |                |              | 9,166.00               | 9,161.00                                  |                        | 9,165.84                        |                                |                                  |
| Components of Ending Fund Balance                      |                |              |                        |   |                        |                                 |                                |                                  |
| a) Nonspendable  |                |              |                        |   |                        |                                 |                                |                                  |
| Revolving Cash   |                | 9711         | 0.00                   | 0.00                                      |                        | 0.00                            |                                |                                  |
| Stores   |                | 9712         | 7,514.00               | 7,809.00                                  |                        | 7,513.84                        |                                |                                  |
| Prepaid Expenditures                                   |                | 9713         | 0.00                   | 0.00                                      |                        | 0.00                            |                                |                                  |
| All Others   |                | 9719         | 0.00                   | 0.00                                      |                        | 0.00                            |                                |                                  |
| b) Restricted  |                | 9740         | 552.00                 | 0.00                                      |                        | 0.00                            |                                |                                  |
| c) Committed   |                |              |                        |   |                        |                                 |                                |                                  |
| Stabilization Arrangements                             |                | 9750         | 0.00                   | 0.00                                      |                        | 0.00                            |                                |                                  |
| Other Commitments                                      |                | 9760         | 0.00                   | 0.00                                      |                        | 0.00                            |                                |                                  |
| d) Assigned  |                |              |                        |   |                        |                                 |                                |                                  |
| Other Assignments                                      |                | 9780         | 0.00                   | 552.00                                    |                        | 552.00                          |                                |                                  |
| Assigned for cash in drawers                           | 0000           | 9780         |                        | 552.00                                    |                        |                                 |                                |                                  |
| Assigned for Cash in drawers                           | 0000           | 9780         |                        |   |                        | 552.00                          |                                |                                  |
| e) Unassigned/Unappropriated                           |                |              |                        |   |                        |                                 |                                |                                  |
| Reserve for Economic Uncertainties                     |                | 9789         | 0.00                   | 0.00                                      |                        | 0.00                            |                                |                                  |
| Unassigned/Unappropriated Amount                       |                | 9790         | 0.00                   | 0.00                                      |                        | 0.00                            |                                |                                  |

| Description   | Resource Codes | Object Codes            | Original Budget<br>(A) | Board Approved<br>Operating Budget<br>(B) | Actuals To Date<br>(C) | Projected Year<br>Totals<br>(D) | Difference<br>Col B & D<br>(E) | % Diff<br>Column<br>B & D<br>(F) |
|---|----------------|-------------------------|------------------------|---|------------------------|---------------------------------|--------------------------------|----------------------------------|
| <b>A. REVENUES</b>  |                |                         |                        |   |                        |                                 |                                |                                  |
| 1) LOPF Sources   |                | 3010-3099               | 93,372.00              | 93,372.00                                 | 0.00                   | 93,372.00                       | 0.00                           | 0.0%                             |
| 2) Federal Revenue  |                | 3100-3299               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                           | 0.0%                             |
| 3) Other State Revenue  |                | 3300-3599               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                           | 0.0%                             |
| 4) Other Local Revenue  |                | 3600-3799               | 3,000.00               | 1,500.00                                  | 475.88                 | 1,500.00                        | 0.00                           | 0.0%                             |
| 5) TOTAL REVENUES   |                |                         | 96,372.00              | 94,872.00                                 | 475.88                 | 94,872.00                       |                                |                                  |
| <b>B. EXPENDITURES</b>  |                |                         |                        |   |                        |                                 |                                |                                  |
| 1) Certificated Salaries  |                | 1000-1999               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                           | 0.0%                             |
| 2) Classified Salaries  |                | 2000-2999               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                           | 0.0%                             |
| 3) Employee Benefits  |                | 3000-3999               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                           | 0.0%                             |
| 4) Books and Supplies   |                | 4000-4999               | 30,000.00              | 21,138.00                                 | 4,337.42               | 21,137.56                       | 0.45                           | 0.0%                             |
| 5) Services and Other Operating Expenditures  |                | 5000-5999               | 70,000.00              | 158,593.00                                | 112,747.39             | 158,592.40                      | 0.60                           | 0.0%                             |
| 6) Capital Outlay   |                | 6000-6999               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                           | 0.0%                             |
| 7) Other Outgo (excluding Transfers of Indirect Costs)  |                | 7100-7299,<br>7400-7499 | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                           | 0.0%                             |
| 8) Other Outgo - Transfers of Indirect Costs  |                | 7300-7399               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                           | 0.0%                             |
| 9) TOTAL EXPENDITURES   |                |                         | 100,000.00             | 179,731.00                                | 117,084.81             | 179,729.96                      |                                |                                  |
| <b>C. EXCESS (DEFICIENCY) OF REVENUES<br/>OVER EXPENDITURES BEFORE OTHER<br/>FINANCING SOURCES AND USES (A5 - B9)</b> |                |                         |                        |   |                        |                                 |                                |                                  |
|   |                |                         | (3,628.00)             | (84,859.00)                               | (116,608.93)           | (84,857.96)                     |                                |                                  |
| <b>D. OTHER FINANCING SOURCES/USES</b>  |                |                         |                        |   |                        |                                 |                                |                                  |
| 1) Interfund Transfers  |                |                         |                        |   |                        |                                 |                                |                                  |
| a) Transfers In   |                | 8900-8929               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                           | 0.0%                             |
| b) Transfers Out  |                | 7600-7629               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                           | 0.0%                             |
| 2) Other Sources/Uses   |                |                         |                        |   |                        |                                 |                                |                                  |
| a) Sources  |                | 8930-8979               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                           | 0.0%                             |
| b) Uses   |                | 7630-7699               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                           | 0.0%                             |
| 3) Contributions  |                | 8980-8999               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                           | 0.0%                             |
| 4) TOTAL OTHER FINANCING SOURCES/USES   |                |                         | 0.00                   | 0.00                                      | 0.00                   | 0.00                            |                                |                                  |

| Description                               | Resource Codes | Object Codes | Original Budget<br>(A) | Board-Approved<br>Operating Budget<br>(B) | Actuals To Date<br>(C) | Projected Year<br>Totals<br>(D) | Difference<br>(Col B & D)<br>(E) | % Diff<br>Column<br>B & D<br>(F) |
|---|----------------|--------------|------------------------|---|------------------------|---------------------------------|----------------------------------|----------------------------------|
| <b>E. NET INCREASE (DECREASE) IN FUND</b> |                |              |                        |   |                        |                                 |                                  |                                  |
| BALANCE (C - D4)                          |                |              | 9,528.00               | 94,528.00                                 | 118,808.33             | 94,528.73                       |                                  |                                  |
| <b>F. FUND BALANCE, RESERVES</b>          |                |              |                        |   |                        |                                 |                                  |                                  |
| 1) Beginning Fund Balance                 |                |              |                        |   |                        |                                 |                                  |                                  |
| a) As of July 1 - Unaudited               |                | 9791         | 99,987.00              | 94,528.00                                 |                        | 94,528.73                       | 0.27                             | 0.0%                             |
| b) Audit Adjustments                      |                | 9793         | 0.00                   | 0.00                                      |                        | 0.00                            | 0.00                             | 0.0%                             |
| c) As of July 1 - Audited (F1a - F1b)     |                |              | 99,987.00              | 94,528.00                                 |                        | 94,528.73                       |                                  |                                  |
| d) Other Restatements                     |                | 9795         | 0.00                   | 0.00                                      |                        | 0.00                            | 0.00                             | 0.0%                             |
| e) Adjusted Beginning Balance (F1c - F1d) |                |              | 99,987.00              | 94,528.00                                 |                        | 94,528.73                       |                                  |                                  |
| 2) Ending Balance, June 30 (E + F1e)      |                |              | 96,359.00              | 9,667.00                                  |                        | 9,667.78                        |                                  |                                  |
| Components of Ending Fund Balance         |                |              |                        |   |                        |                                 |                                  |                                  |
| a) Nonspendable                           |                |              |                        |   |                        |                                 |                                  |                                  |
| Revolving Cash                            |                | 9711         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| Stores                                    |                | 9712         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| Prepaid Expenditures                      |                | 9713         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| All Others                                |                | 9719         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| b) Restricted                             |                | 9740         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| c) Committed                              |                |              |                        |   |                        |                                 |                                  |                                  |
| Stabilization Arrangements                |                | 9750         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| Other Commitments                         |                | 9760         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| d) Assigned                               |                |              |                        |   |                        |                                 |                                  |                                  |
| Other Assignments                         |                | 9780         | 96,359.00              | 9,667.00                                  |                        | 9,667.78                        |                                  |                                  |
| Assigned for deferred maintenance         | 0000           | 9780         | 96,359.00              |   |                        |                                 |                                  |                                  |
| Assigned for deferred maintenance         | 0000           | 9780         |                        | 9,667.00                                  |                        |                                 |                                  |                                  |
| Assigned for deferred maintenance         | 0000           | 9780         |                        |   |                        | 9,667.78                        |                                  |                                  |
| e) Unassigned/Unappropriated              |                |              |                        |   |                        |                                 |                                  |                                  |
| Reserve for Economic Uncertainties        |                | 9789         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| Unassigned/Unappropriated Amount          |                | 9790         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |

| Description   | Resource Codes | Object Codes            | Original Budget<br>(A) | Board Approved<br>Operating Budget<br>(B) | Actuals To Date<br>(C) | Projected Year<br>Totals<br>(D) | Difference<br>Col B & D<br>(E) | % Diff<br>Column<br>B & D<br>(F) |
|---|----------------|-------------------------|------------------------|---|------------------------|---------------------------------|--------------------------------|----------------------------------|
| <b>A. REVENUES</b>  |                |                         |                        |   |                        |                                 |                                |                                  |
| 1) LOFF Sources   |                | 3010-3099               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                           | 0.0%                             |
| 2) Federal Revenue  |                | 3100-3299               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                           | 0.0%                             |
| 3) Other State Revenue  |                | 3300-3599               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                           | 0.0%                             |
| 4) Other Local Revenue  |                | 3600-3799               | 500.00                 | 500.00                                    | 1,261.40               | 500.00                          | 0.00                           | 0.0%                             |
| 5) TOTAL REVENUES   |                |                         | 500.00                 | 500.00                                    | 1,261.40               | 500.00                          |                                |                                  |
| <b>B. EXPENDITURES</b>  |                |                         |                        |   |                        |                                 |                                |                                  |
| 1) Certificated Salaries  |                | 1000-1999               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                           | 0.0%                             |
| 2) Classified Salaries  |                | 2000-2999               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                           | 0.0%                             |
| 3) Employee Benefits  |                | 3000-3999               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                           | 0.0%                             |
| 4) Books and Supplies   |                | 4000-4999               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                           | 0.0%                             |
| 5) Services and Other Operating Expenditures  |                | 5000-5999               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                           | 0.0%                             |
| 6) Capital Outlay   |                | 6000-6999               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                           | 0.0%                             |
| 7) Other Outgo (excluding Transfers of Indirect Costs)  |                | 7100-7299,<br>7400-7499 | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                           | 0.0%                             |
| 8) Other Outgo - Transfers of Indirect Costs  |                | 7300-7399               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                           | 0.0%                             |
| 9) TOTAL EXPENDITURES   |                |                         | 0.00                   | 0.00                                      | 0.00                   | 0.00                            |                                |                                  |
| <b>C. EXCESS (DEFICIENCY) OF REVENUES<br/>OVER EXPENDITURES BEFORE OTHER<br/>FINANCING SOURCES AND USES (A5 - B9)</b> |                |                         | 500.00                 | 500.00                                    | 1,261.40               | 500.00                          |                                |                                  |
| <b>D. OTHER FINANCING SOURCES/USES</b>  |                |                         |                        |   |                        |                                 |                                |                                  |
| 1) Interfund Transfers  |                |                         |                        |   |                        |                                 |                                |                                  |
| a) Transfers In   |                | 8900-8929               | 19,426.00              | 0.00                                      | 0.00                   | 0.00                            | 0.00                           | 0.0%                             |
| b) Transfers Out  |                | 7600-7629               | 0.00                   | 195,000.00                                | 195,000.00             | 195,000.00                      | 0.00                           | 0.0%                             |
| 2) Other Sources/Uses   |                |                         |                        |   |                        |                                 |                                |                                  |
| a) Sources  |                | 8930-8979               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                           | 0.0%                             |
| b) Uses   |                | 7630-7699               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                           | 0.0%                             |
| 3) Contributions  |                | 8980-8999               | 0.00                   | 0.00                                      | 0.00                   | 0.00                            | 0.00                           | 0.0%                             |
| 4) TOTAL OTHER FINANCING SOURCES/USES   |                |                         | 19,426.00              | (195,000.00)                              | (195,000.00)           | (195,000.00)                    |                                |                                  |

| Description  | Resource Codes | Object Codes | Original Budget<br>(A) | Board Approved<br>Operating Budget<br>(B) | Actuals To Date<br>(C) | Projected Year<br>Totals<br>(D) | Difference<br>(Col B & D)<br>(E) | % Diff<br>Column<br>B & D<br>(F) |
|--|----------------|--------------|------------------------|---|------------------------|---------------------------------|----------------------------------|----------------------------------|
| <b>E. NET INCREASE (DECREASE) IN FUND<br/>BALANCE (C - D4)</b> |                |              | 20,028.00              | 194,400.00                                | 193,738.60             | 194,400.00                      |                                  |                                  |
| <b>F. FUND BALANCE, RESERVES</b>                               |                |              |                        |   |                        |                                 |                                  |                                  |
| 1) Beginning Fund Balance                                      |                |              |                        |   |                        |                                 |                                  |                                  |
| a) As of July 1 - Unaudited                                    |                | 9791         | 198,649.00             | 199,078.00                                |                        | 199,077.99                      | 0.01                             | 0.0%                             |
| b) Audit Adjustments   |                | 9793         | 0.00                   | 0.00                                      |                        | 0.00                            | 0.00                             | 0.0%                             |
| c) As of July 1 - Audited (F1a + F1b)                          |                |              | 198,649.00             | 199,078.00                                |                        | 199,077.99                      |                                  |                                  |
| d) Other Restatements  |                | 9795         | 0.00                   | 0.00                                      |                        | 0.00                            | 0.00                             | 0.0%                             |
| e) Adjusted Beginning Balance (F1c + F1d)                      |                |              | 198,649.00             | 199,078.00                                |                        | 199,077.99                      |                                  |                                  |
| 2) Ending Balance, June 30 (E + F1e)                           |                |              | 218,575.00             | 4,678.00                                  |                        | 4,677.99                        |                                  |                                  |
| Components of Ending Fund Balance                              |                |              |                        |   |                        |                                 |                                  |                                  |
| a) Nonspendable  |                |              |                        |   |                        |                                 |                                  |                                  |
| Revolving Cash   |                | 9711         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| Stores   |                | 9712         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| Prepaid Expenditures   |                | 9713         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| All Others   |                | 9719         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| b) Restricted  |                | 9740         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| c) Committed   |                |              |                        |   |                        |                                 |                                  |                                  |
| Stabilization Arrangements                                     |                | 9750         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| Other Commitments  |                | 9760         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| d) Assigned  |                |              |                        |   |                        |                                 |                                  |                                  |
| Other Assignments  |                | 9780         | 218,575.00             | 4,678.00                                  |                        | 4,677.99                        |                                  |                                  |
| Assigned for Postemployment benefits                           | 0000           | 9780         | 218,575.00             |   |                        |                                 |                                  |                                  |
| Assigned for post-employment benefits                          | 0000           | 9780         |                        | 4,678.00                                  |                        |                                 |                                  |                                  |
| Assigned for Postemployment benefits                           | 0000           | 9780         |                        |   |                        | 4,677.99                        |                                  |                                  |
| e) Unassigned/Unappropriated                                   |                |              |                        |   |                        |                                 |                                  |                                  |
| Reserve for Economic Uncertainties                             |                | 9799         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| Unassigned/Unappropriated Amount                               |                | 9790         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |



| Description   | Resource Codes | Object Codes            | Original Budget<br>A) | Board Approved<br>Operating Budget<br>B) | Actuals To Date<br>C) | Projected Year<br>Totals<br>D) | Difference<br>Col B & D)<br>E) | % Diff<br>Column<br>B & D<br>F) |
|---|----------------|-------------------------|-----------------------|--|-----------------------|--------------------------------|--------------------------------|---------------------------------|
| <b>A. REVENUES</b>  |                |                         |                       |  |                       |                                |                                |                                 |
| 1) LOFF Sources   |                | 3010-3099               | 0.00                  | 0.00                                     | 0.00                  | 0.00                           | 0.00                           | 0.0%                            |
| 2) Federal Revenue  |                | 3100-3299               | 0.00                  | 0.00                                     | 0.00                  | 0.00                           | 0.00                           | 0.0%                            |
| 3) Other State Revenue  |                | 3300-3599               | 0.00                  | 0.00                                     | 0.00                  | 0.00                           | 0.00                           | 0.0%                            |
| 4) Other Local Revenue  |                | 3600-3799               | 5,000.00              | 12,123.00                                | 12,150.31             | 12,122.59                      | (0.41)                         | 0.0%                            |
| 5) TOTAL REVENUES   |                |                         | 5,000.00              | 12,123.00                                | 12,150.31             | 12,122.59                      |                                |                                 |
| <b>B. EXPENDITURES</b>  |                |                         |                       |  |                       |                                |                                |                                 |
| 1) Certificated Salaries  |                | 1000-1999               | 0.00                  | 0.00                                     | 0.00                  | 0.00                           | 0.00                           | 0.0%                            |
| 2) Classified Salaries  |                | 2000-2999               | 0.00                  | 0.00                                     | 0.00                  | 0.00                           | 0.00                           | 0.0%                            |
| 3) Employee Benefits  |                | 3000-3599               | 0.00                  | 0.00                                     | 0.00                  | 0.00                           | 0.00                           | 0.0%                            |
| 4) Books and Supplies   |                | 4000-4899               | 450,000.00            | 803,372.00                               | 129,375.10            | 803,371.34                     | 0.66                           | 0.0%                            |
| 5) Services and Other Operating Expenditures  |                | 5000-5999               | 50,000.00             | 158,796.00                               | 79,454.35             | 158,794.47                     | 0.53                           | 0.0%                            |
| 6) Capital Outlay   |                | 6000-6999               | 100,000.00            | 100,000.00                               | 0.00                  | 100,000.00                     | 0.00                           | 0.0%                            |
| 7) Other Outgo (excluding Transfers of Indirect Costs)  |                | 7100-7299,<br>7400-7499 | 0.00                  | 0.00                                     | 0.00                  | 0.00                           | 0.00                           | 0.0%                            |
| 8) Other Outgo - Transfers of Indirect Costs  |                | 7300-7399               | 0.00                  | 0.00                                     | 0.00                  | 0.00                           | 0.00                           | 0.0%                            |
| 9) TOTAL EXPENDITURES   |                |                         | 600,000.00            | 862,167.00                               | 208,829.45            | 862,165.81                     |                                |                                 |
| <b>C. EXCESS (DEFICIENCY) OF REVENUES<br/>OVER EXPENDITURES BEFORE OTHER<br/>FINANCING SOURCES AND USES (A5 - B9)</b> |                |                         | (595,000.00)          | (850,044.00)                             | (196,178.94)          | (850,043.22)                   |                                |                                 |
| <b>D. OTHER FINANCING SOURCES/USES</b>  |                |                         |                       |  |                       |                                |                                |                                 |
| 1) Interfund Transfers  |                |                         |                       |  |                       |                                |                                |                                 |
| a) Transfers In   |                | 8900-8929               | 0.00                  | 0.00                                     | 0.00                  | 0.00                           | 0.00                           | 0.0%                            |
| b) Transfers Out  |                | 7600-7629               | 0.00                  | 0.00                                     | 0.00                  | 0.00                           | 0.00                           | 0.0%                            |
| 2) Other Sources/Uses   |                |                         |                       |  |                       |                                |                                |                                 |
| a) Sources  |                | 8930-8979               | 0.00                  | 0.00                                     | 0.00                  | 0.00                           | 0.00                           | 0.0%                            |
| b) Uses   |                | 7630-7699               | 0.00                  | 0.00                                     | 0.00                  | 0.00                           | 0.00                           | 0.0%                            |
| 3) Contributions  |                | 8980-8999               | 0.00                  | 0.00                                     | 0.00                  | 0.00                           | 0.00                           | 0.0%                            |
| 4) TOTAL OTHER FINANCING SOURCES/USES   |                |                         | 0.00                  | 0.00                                     | 0.00                  | 0.00                           |                                |                                 |

| Description  | Resource Codes | Object Codes | Original Budget<br>(A) | Board Approved<br>Operating Budget<br>(B) | Actuals To Date<br>(C) | Projected Year<br>Totals<br>(D) | Difference<br>(Col B & C)<br>(E) | % Diff<br>Column<br>B & C<br>(F) |
|--|----------------|--------------|------------------------|---|------------------------|---------------------------------|----------------------------------|----------------------------------|
| <b>E. NET INCREASE (DECREASE) IN FUND<br/>BALANCE (C - D4)</b> |                |              |                        |   |                        |                                 |                                  |                                  |
|  |                |              | 555,000.00             | 550,044.00                                | 155,173.34             | 550,043.00                      |                                  |                                  |
| <b>F. FUND BALANCE, RESERVES</b>                               |                |              |                        |   |                        |                                 |                                  |                                  |
| 1) Beginning Fund Balance                                      |                |              |                        |   |                        |                                 |                                  |                                  |
| a) As of July 1 - Unaudited                                    |                | 9791         | 1,339,349.00           | 1,364,324.00                              |                        | 1,364,323.34                    | (0.66)                           | 0.0%                             |
| b) Audit Adjustments   |                | 9793         | 0.00                   | 0.00                                      |                        | 0.00                            | 0.00                             | 0.0%                             |
| c) As of July 1 - Audited (F1a - F1b)                          |                |              | 1,339,349.00           | 1,364,324.00                              |                        | 1,364,323.34                    |                                  |                                  |
| d) Other Restatements  |                | 9795         | 0.00                   | 0.00                                      |                        | 0.00                            | 0.00                             | 0.0%                             |
| e) Adjusted Beginning Balance (F1c - F1d)                      |                |              | 1,339,349.00           | 1,364,324.00                              |                        | 1,364,323.34                    |                                  |                                  |
| 2) Ending Balance, June 30 (E - F1e)                           |                |              | 1,244,849.00           | 1,014,280.00                              |                        | 1,014,280.12                    |                                  |                                  |
| <b>Components of Ending Fund Balance</b>                       |                |              |                        |   |                        |                                 |                                  |                                  |
| a) Nonspendable  |                |              |                        |   |                        |                                 |                                  |                                  |
| Revolving Cash   |                | 9711         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| Stores   |                | 9712         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| Prepaid Expenditures   |                | 9713         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| All Others   |                | 9719         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| b) Legally Restricted Balance                                  |                | 9740         | 1,244,849.00           | 1,014,280.00                              |                        | 1,014,280.12                    |                                  |                                  |
| c) Committed   |                |              |                        |   |                        |                                 |                                  |                                  |
| Stabilization Arrangements                                     |                | 9750         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| Other Commitments  |                | 9760         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| d) Assigned  |                |              |                        |   |                        |                                 |                                  |                                  |
| Other Assignments  |                | 9780         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| e) Unassigned/Unappropriated                                   |                |              |                        |   |                        |                                 |                                  |                                  |
| Reserve for Economic Uncertainties                             |                | 9799         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| Unassigned/Unappropriated Amount                               |                | 9790         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |

| Description   | Resource Codes | Object Codes            | Original Budget<br>A) | Board Approved<br>Operating Budget<br>B) | Actuals To Date<br>C) | Projected Year<br>Totals<br>D) | Difference<br>Col B & D<br>E) | % Diff<br>Column<br>B & D<br>F) |
|---|----------------|-------------------------|-----------------------|--|-----------------------|--------------------------------|-------------------------------|---------------------------------|
| <b>A. REVENUES</b>  |                |                         |                       |  |                       |                                |                               |                                 |
| 1) LOFF Sources   |                | 3010-3099               | 0.00                  | 0.00                                     | 0.00                  | 0.00                           | 0.00                          | 0.0%                            |
| 2) Federal Revenue  |                | 3100-3299               | 0.00                  | 0.00                                     | 0.00                  | 0.00                           | 0.00                          | 0.0%                            |
| 3) Other State Revenue  |                | 3300-3599               | 0.00                  | 0.00                                     | 0.00                  | 0.00                           | 0.00                          | 0.0%                            |
| 4) Other Local Revenue  |                | 3600-3799               | 230,000.00            | 330,222.00                               | 238,728.63            | 329,536.75                     | (686.25)                      | -0.1%                           |
| 5) TOTAL REVENUES   |                |                         | 230,000.00            | 330,222.00                               | 238,728.63            | 329,536.75                     |                               |                                 |
| <b>B. EXPENDITURES</b>  |                |                         |                       |  |                       |                                |                               |                                 |
| 1) Certificated Salaries  |                | 1000-1999               | 0.00                  | 0.00                                     | 0.00                  | 0.00                           | 0.00                          | 0.0%                            |
| 2) Classified Salaries  |                | 2000-2999               | 0.00                  | 0.00                                     | 0.00                  | 0.00                           | 0.00                          | 0.0%                            |
| 3) Employee Benefits  |                | 3000-3999               | 0.00                  | 0.00                                     | 0.00                  | 0.00                           | 0.00                          | 0.0%                            |
| 4) Books and Supplies   |                | 4000-4999               | 50,000.00             | 146,355.00                               | 44,549.36             | 104,354.37                     | 42,000.63                     | 28.8%                           |
| 5) Services and Other Operating Expenditures  |                | 5000-5999               | 50,000.00             | 526,328.00                               | 491,448.46            | 716,597.98                     | (130,269.98)                  | -22.2%                          |
| 6) Capital Outlay   |                | 6000-6999               | 100,000.00            | 533,033.00                               | 67,538.53             | 433,031.91                     | 100,001.09                    | 18.3%                           |
| 7) Other Outgo (excluding Transfers of Indirect Costs)  |                | 7100-7299,<br>7400-7499 | 29,436.00             | 135,106.00                               | 83,805.00             | 135,105.00                     | 1.00                          | 0.0%                            |
| 8) Other Outgo - Transfers of Indirect Costs  |                | 7300-7399               | 0.00                  | 0.00                                     | 0.00                  | 0.00                           | 0.00                          | 0.0%                            |
| 9) TOTAL EXPENDITURES   |                |                         | 229,436.00            | 1,401,322.00                             | 667,241.38            | 1,389,589.26                   |                               |                                 |
| <b>C. EXCESS (DEFICIENCY) OF REVENUES<br/>OVER EXPENDITURES BEFORE OTHER<br/>FINANCING SOURCES AND USES (A5 - B9)</b> |                |                         |                       |  |                       |                                |                               |                                 |
|   |                |                         | 564.00                | (1,071,100.00)                           | (428,512.75)          | (560,052.51)                   |                               |                                 |
| <b>D. OTHER FINANCING SOURCES/USES</b>  |                |                         |                       |  |                       |                                |                               |                                 |
| 1) Interfund Transfers  |                |                         |                       |  |                       |                                |                               |                                 |
| a) Transfers In   |                | 8900-8929               | 0.00                  | 195,000.00                               | 195,000.00            | 195,000.00                     | 0.00                          | 0.0%                            |
| b) Transfers Out  |                | 7600-7629               | 0.00                  | 0.00                                     | 0.00                  | 0.00                           | 0.00                          | 0.0%                            |
| 2) Other Sources/Uses   |                |                         |                       |  |                       |                                |                               |                                 |
| a) Sources  |                | 8930-8979               | 0.00                  | 0.00                                     | 0.00                  | 0.00                           | 0.00                          | 0.0%                            |
| b) Uses   |                | 7630-7699               | 0.00                  | 0.00                                     | 0.00                  | 0.00                           | 0.00                          | 0.0%                            |
| 3) Contributions  |                | 8980-8999               | 0.00                  | 0.00                                     | 0.00                  | 0.00                           | 0.00                          | 0.0%                            |
| 4) TOTAL OTHER FINANCING SOURCES/USES   |                |                         | 0.00                  | 195,000.00                               | 195,000.00            | 195,000.00                     |                               |                                 |

| Description                               | Resource Codes | Object Codes | Original Budget<br>(A) | Board Approved<br>Operating Budget<br>(B) | Actuals To Date<br>(C) | Projected Year<br>Totals<br>(D) | Difference<br>(Col B & D)<br>(E) | % Diff<br>Column<br>B & D<br>(F) |
|---|----------------|--------------|------------------------|---|------------------------|---------------------------------|----------------------------------|----------------------------------|
| <b>E. NET INCREASE (DECREASE) IN FUND</b> |                |              |                        |   |                        |                                 |                                  |                                  |
| BALANCE (C - D4)                          |                |              | 554.00                 | 378,100.00                                | 253,512.75             | 365,252.51                      |                                  |                                  |
| <b>F. FUND BALANCE, RESERVES</b>          |                |              |                        |   |                        |                                 |                                  |                                  |
| 1) Beginning Fund Balance                 |                |              |                        |   |                        |                                 |                                  |                                  |
| a) As of July 1 - Unaudited               |                | 9791         | 538,976.00             | 378,098.00                                |                        | 378,097.44                      | (0.56)                           | 0.0%                             |
| b) Audit Adjustments                      |                | 9793         | 0.00                   | 0.00                                      |                        | 0.00                            | 0.00                             | 0.0%                             |
| c) As of July 1 - Audited (F1a + F1b)     |                |              | 538,976.00             | 378,098.00                                |                        | 378,097.44                      |                                  |                                  |
| d) Other Restatements                     |                | 9795         | 0.00                   | 0.00                                      |                        | 0.00                            | 0.00                             | 0.0%                             |
| e) Adjusted Beginning Balance (F1c + F1d) |                |              | 538,976.00             | 378,098.00                                |                        | 378,097.44                      |                                  |                                  |
| 2) Ending Balance, June 30 (E + F1e)      |                |              | 539,540.00             | (2.00)                                    |                        | 11,044.93                       |                                  |                                  |
| <b>Components of Ending Fund Balance</b>  |                |              |                        |   |                        |                                 |                                  |                                  |
| a) Nonspendable                           |                |              |                        |   |                        |                                 |                                  |                                  |
| Revolving Cash                            |                | 9711         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| Stores                                    |                | 9712         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| Prepaid Expenditures                      |                | 9713         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| All Others                                |                | 9719         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| b) Legally Restricted Balance             |                | 9740         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| c) Committed                              |                |              |                        |   |                        |                                 |                                  |                                  |
| Stabilization Arrangements                |                | 9750         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| Other Commitments                         |                | 9760         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| d) Assigned                               |                |              |                        |   |                        |                                 |                                  |                                  |
| Other Assignments                         |                | 9780         | 539,540.00             | 0.00                                      |                        | 11,044.93                       |                                  |                                  |
| Assigned for Capital Outlay projects      | 0000           | 9780         | 539,540.00             |   |                        |                                 |                                  |                                  |
| Assigned for Capital Outlay projects      | 0000           | 9780         |                        |   |                        | 11,044.93                       |                                  |                                  |
| e) Unassigned/Unappropriated              |                |              |                        |   |                        |                                 |                                  |                                  |
| Reserve for Economic Uncertainties        |                | 9789         | 0.00                   | 0.00                                      |                        | 0.00                            |                                  |                                  |
| Unassigned/Unappropriated Amount          |                | 9790         | 0.00                   | (2.00)                                    |                        | 0.00                            |                                  |                                  |

**SUBJECT:** Elementary School Principal Job Description

**PERSON RESPONSIBLE:** Billie Mankey, Director II, Human Resources

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**RECOMMENDATION:**

The District Administration recommends the Board review and approve the Elementary School Principal job description as presented.

**BACKGROUND/INFORMATION/DESCRIPTION:**

The job description presented reflects the current levels of work direction/assignment and expectations for the Elementary Principal.

**FUNDING:**

No change. This position is currently accounted for in the budget.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**POSITION TITLE: ELEMENTARY PRINCIPAL**

**DEFINITION:** Under the direction of Superintendent, the Elementary School Principal is the instructional leader and administrative officer and shall administer and oversee the school plant, supervise student activities, provides leadership in the development and implementation of curriculum and the supervision of certificated and classified staff. The Elementary School Principal is responsible for the total operation of the school and school culture and is a member of the Superintendent's Management Team.

**ESSENTIAL FUNCTIONS:** Duties may include, but are not limited to, the following:

- Oversee and direct all activities related to the school's curriculum, programs, personnel, and facilities in accordance with State, County and District regulations, policies, and procedures
- As a member of the Superintendent's management team, support district-wide efforts to improve teaching and learning; build sound relations with the District Office
- Provide leadership in curriculum, instruction guidance, and support services
- Set and maintain high expectations for faculty, staff and students, with a focus on continuous improvement in teaching and learning
- Establish a school wide culture conducive to excellence in learning and one that supports the growth and development of all students
- Observe and evaluate certificated and classified staff, curriculum development and implementation, instruction and the improvement of instruction
- Articulate the elementary school's curricular program and outcome with that of the middle school
- Lead and train staff in the use of student assessments and interpreting results to inform decisions about curriculum, special programs, instruction, and professional development
- Provide and support professional development for all staff
- Assure equity in all programs
- Administer and supervise the student discipline program
- Organize, direct and supervise the student activities program
- Develop and implement a system where the educational program and activities of the school are regularly communicated to parents
- Responsible for development of the master schedule
- Participate as the lead panel member for school site employee interviews and recommendations to Human Resources; provides orientation, training, and support for new employees at the school
- Work with guidance counselors in testing, program planning, monitoring, and in other appropriate guidance activities
- Responsible for all activities related to the health, education and welfare of all students within the school
- Lead faculty meetings, attends PTA meetings, School site council, advisory committees, School Board and others as requested beyond the regular work day
- Coordinate student testing programs
- Assists with IEPs, Student Study Teams and 504 plans
- Responsible for implementing drug, alcohol, tobacco and anti-bullying programs, the school safety and following the district safety plan for overall school safety

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| <b>POSITION TITLE: ELEMENTARY PRINCIPAL, Continued</b> |
|--|

- Responsible for the continuing implementation of school wide technology
- Responsible for all pupil personnel activities including discipline referrals from staff
- Responsible for school finance and budget preparation
- Responsible for the routine administrative details of the office, including the keeping of a school calendar, maintenance of pupil personnel records, attendance accountability , staff files, monitoring volunteers, and the control of school keys
- Maintain direct and cooperative working relationships with other district level administrators
- Perform additional duties assigned by the Superintendent

## **QUALIFICATIONS**

### **Knowledge of:**

- Grade level curriculum, instructional strategies and assessment
- Principles and practices of leadership, management, supervision and training
- Curriculum design, planning, development, implementation and evaluation
- Current State curricular standards
- Pertinent laws and regulations
- Data analysis and utilization
- District organizational systems
- School wide student discipline program implementation
- Conflict resolution, time management and organization
- Managing a school facility

### **Ability to:**

- Establish positive rapport with students, staff, parents and community
- Work effectively with students having academic or behavioral difficulties
- Set high-level goals, develop long-range plans, problem-solve, lead and accept personal accountability for moving in the direction of the goals
- Prioritize, organize, and multi-task
- Coach and mentor staff using a reflective approach for dialogue to reach collaboration and/or consensus
- Operate a computer and standard office equipment while utilizing a variety of computer software
- Establish and maintain working relationships and work collaboratively with other administrative leaders in carrying out the work of the District
- Interpret, apply and explain rules, regulations, policies and procedures
- Communicate effectively in English both orally and in writing
- Perform under demanding, often stressful and varied work schedules with the ability to remain flexible and focused during interruptions and distractions
- Meet deadlines and schedules
- Display tact and courtesy; understand and be sensitive to cultural diversity
- Maintain confidentiality
- Maintain and improve professional competence through professional development
- Problem solve and find solutions
- Serve on all committees as directed by the Superintendent

**POSITION TITLE: ELEMENTARY PRINCIPAL, Continued*****EDUCATION AND EXPERIENCE***

- Baccalaureate Degree, Master's Degree is desirable
- Possession of a Valid California Administrative Credential
- Possession of a Valid California Teaching Credential
- Demonstrated successful teaching and administrative experience with increasing responsibility, in the assigned grade level preferred
- Valid CA Driver's License

***PHYSICAL REQUIREMENTS:*** Incorporated within one or more of the essential functions of the position are the essential physical requirements

- See, for purposes of working on the computer, observing support staff and reading materials, reports, budgets and other printed matter
- Understand speech at normal levels in person or on the telephone
- Ability to communicate in English so others will be able to clearly understand a normal conversation in person or on the telephone
- Sit, stand, and walk for extended periods of time, and occasionally run
- Operate equipment, computer, copy machine and other office equipment with dexterity
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Meet the travel requirements of this position including driving between school sites as needed
- Lift and carry up to 40 pounds and occasionally 80 pounds
- Physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach in all directions

**WORKING CONDITIONS:**

Indoor/Outdoor environment, standing and walking for prolonged periods of time; office working environment subject to sitting at a desk for long periods of time, bending, crouching, kneeling, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal.

**NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of Americans with Disabilities Act regarding reasonable accommodation procedures.



**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

|          |   |                       |
|----------|---|-----------------------|
| 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:** Pacific Grove Unified School District Safety Update

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

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**RECOMMENDATION:**

The District Administration recommends the Board review and be informed of Pacific Grove Unified School District response to recent incidents of school violence in our country and its impact on district schools and community.

**INFORMATION:**

**Communication**

- **District Communication to Community on BIG FIVE Immediate Response Protocols**
- **Communication to Staff**
- **Communication to Students**
- **Multi District Community Safe School Forum**

**Site Updates and Safety Training**

- **March 14<sup>th</sup> National School Walk Out Day**
- **Campus Law Enforcement Symposium March 6<sup>th</sup>**
- **Safety Drills**
- **Lock Blocks**
- **Fencing**

**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 March 8, 2018 Regular Board Meeting:

Affordable Housing Project Impacts to District  
Review of Teacher Evaluation Process  
Long Term Counseling Study (Winter 2018)