

**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, April 5, 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 (1 case) [Government Code § 54957]
4. Conference with Labor Negotiators – Superintendent employment contract for 2017/21; public school employer and its designated representatives: John Paff, Board President and Brian Swanson, Board Clerk [Government Code §54957.6]
5. Conference With Labor Negotiator (Government Code § 54957.6)
Agency Representative: Ralph G. Porras, Superintendent
Unrepresented Employee - Assistant Superintendent for Business

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 (1 case) [Government Code § 54957]
4. Conference with Labor Negotiators – Superintendent employment contract for 2017/21 [Government Code §54957.6]
5. Conference With Labor Negotiator (Government Code § 54957.6)
Agency Representative: Ralph G. Porras, Superintendent
Unrepresented Employee - Assistant Superintendent for Business

B. Pledge of Allegiance

IV. COMMUNICATIONS

A. Written Communication

B. Board Member Comments

C. Superintendent Report

D. PGUSD Staff Comments

V. 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.

VI. 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 March 22, 2018 Board Meeting</u> | 7 |
| Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends approval of minutes as presented. | |
| B. <u>Certificated Assignment Order #12</u> | 13 |
| Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Certificated Assignment Order #12. | |
| C. <u>Classified Assignment Order #12</u> | 15 |
| Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Classified Assignment Order #12. | |
| D. <u>Acceptance of Donations</u> | 17 |
| Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board approve acceptance of the donations referenced below. | |
| E. <u>Out of County or Overnight Activities</u> | 18 |
| Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board approve or receive the request as presented. | |
| F. <u>Cash Receipts Report No. 3</u> | 22 |
| Recommendation: (Rick Miller, Assistant Superintendent) As Assistant Superintendent for Business Services, I have reviewed the receipt and deposit of the identified Cash Receipts for consistency with District policies and procedures and certify that the actions have been appropriately conducted. I recommend Board approval of the Cash Receipts. | |
| G. <u>Revolving Cash Report No. 3</u> | 26 |
| Recommendation: (Rick Miller, Assistant Superintendent) As Assistant Superintendent for Business Services, I have reviewed the Revolving Cash payments for consistency with District budget policy and accounting practices and certify their consistency and recommend approval of the payments by the Board. | |

- H. Warrant Schedule No. 594 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.
- I. Quarterly Report on Williams Uniform Complaints 30
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends that the Board review and approve the information in this quarterly report, per Ed. Code. 35186(d).

Move: _____ Second: _____ Vote: _____

VII. ACTION/DISCUSSION

- A. Pacific Grove Unified School District Safety Update 32
Recommendation: (Barbara Martinez, Director of Student Safety) The District Administration recommends that the Board review and be informed of Pacific Grove Unified School District activities and protocols related to school safety.
- Move: _____ Second: _____ Vote: _____
- B. Increase Contract for Central Coast Kids and Families 33
Recommendation: (Clare Davies, Director of Student Services) The District Administration recommends that the Board review and approve the proposed contract increase in the amount of \$110,000, with Central Coast Kids and Families.
- Move: _____ Second: _____ Vote: _____
- C. Pacific Grove High School Request for Three Additional Sections for the 2018-19 School Year 36
Recommendation: (Matt Bell, Pacific Grove High School Principal) The District Administration recommends that the Board review and approve funding an additional three sections at Pacific Grove High School – one each for math, science, and physical education.
- Move: _____ Second: _____ Vote: _____
- D. Pacific Grove Adult Education Childcare Center Electrical Bids 40
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration requests that the Board review and approve the bid for Earthwork to Monterey Peninsula Engineering for \$178,000.00.
- Move: _____ Second: _____ Vote: _____
- E. Pacific Grove Adult Education Childcare Center Earthwork Bids 44
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration requests that the Board review and approve the bid for Earthwork to Monterey Peninsula Engineering for \$291,000.

Move: _____ Second: _____ Vote: _____

- F. Approval of Temporary Contract for Services 48
Recommendation: (Ralph Gómez Porras, Superintendent; Billie Mankey, Director of Human Resources) The District Administration recommends the Board review and approve the contract for temporary services as presented or with recommended revisions.

Move: _____ Second: _____ Vote: _____

- G. Board Calendar/Future Meetings 52
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: _____

VIII. INFORMATION/DISCUSSION

- A. Pacific Grove High School Fencing Project 55
Recommendation: (Barbara Martinez, Director of Student Safety) The District Administration recommends that the Board review preliminary fencing plans for Pacific Grove High School and provide feedback.

Board Direction: _____

- B. 2017-18 and 2018-19 Budget Discussion 62
Recommendation: (Rick Miller, Assistant Superintendent) The District Administration recommends that the Board review components of the District Budget.

Board Direction: _____

- C. Pacific Grove High School and Pacific Grove Middle School Health Curriculum Review 63
Recommendation: (Matt Bell, Pacific Grove High School Principal; Sean Roach, Pacific Grove Middle School Principal) The District Administration recommends that the Board hear a presentation regarding the health curriculum at Pacific Grove High School and Pacific Grove Middle School.

Board Direction: _____

D. Future Agenda Items

65

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.

Review of Teacher Evaluation Process (April 26)

Board Self Evaluation Review (June 7)

Affordable Housing Project Impacts to District

Long Term Counseling Study (Fall 2018/Winter 2019)

Board Direction: _____

IX. ADJOURN

Next meeting – April 26, 2018 – District Office

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
Minutes of Regular Meeting of March 22, 2018 – District Office

I. OPENED BUSINESS

- A. Called to Order 6:05 p.m.
- B. Roll Call
- | | |
|-------------------------|---------------------------------|
| President: | Trustee Paff |
| Clerk: | Trustee Swanson |
| Trustees Present: | Trustee Crandell |
| | Trustee Dawson |
| | Trustee Phillips |
| Administration Present: | Superintendent Porras |
| | Assistant Superintendent Miller |
| Board Recorder: | Mandi Ackerman |

C. Adopted Agenda

Changes to the agenda include a correction to Closed Session Item 5 Superintendent Contract and Amendments should read 2017-21, not 2017-19.
 Action Discussion Item C was pulled from the agenda.

MOTION Dawson/Crandell to adopt agenda as amended.

Public comment: none

Motion CARRIED 5 – 0

II. CLOSED SESSION

A. Identified Closed Session Topics

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 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 (1 case) [Government Code § 54957]
4. Consideration Of Student Discipline (1 Case) (Education Code Section 48915)
5. 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

None.

C. Adjourned to Closed Session 6:08 p.m.

III. RECONVENED IN OPEN SESSION 7:03 p.m.

A. Reported action taken in Closed Session:

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2017/18

The Board did not discuss.

2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2017/18

The Board did not discuss.

3. Employee Discipline/Dismissal/Release/Complaint (1 case)

The Board did not discuss.

4. Consideration Of Student Discipline (1 Case)

The Board did not discuss.

5. Conference with Labor Negotiators – Superintendent employment contract for 2017/19 2017-21

No action taken.

B. Pledge of Allegiance

Led By: Pacific Grove High School Principal Matt Bell

IV. COMMUNICATIONS

A. Written Communication

The Board received letters regarding safety concerns, mental health and fair funding.

B. Board Member Comments

Trustee Dawson represented the District at Legislative Action Day in Sacramento, reviewing such topics as full and fair funding, pension costs. Met with with Assemblyman Stone and Senator Monning. Dawson also attended the WASC visitation at Pacific Grove High School which was impressive.

Trustee Paff commended the District and Administration on handling the events of the National Walk Out Day and recent threats. Trustee Paff also sat in on the WASC forum, and enjoyed VAPA events at Pacific Grove High School.

Trustee Crandell noted the National Walk Out Day and safety events, saying since she has been on the Board since 2011 the number one concern of the District has been student safety.

Trustee Crandell said the world, town, schools are changing, thanked Administration for scheduling site safety nights for parents, and thanked District Safety Director Barbara Martinez.

Trustee Swanson was looking forward to the Parent Safety Nights, and thanked Forest Grove Elementary School Principal Buck Roggeman and Director Martinez for the broader focus on physical and emotional health and safety at the Forest Grove Parent Safety Night.

C. Superintendent Report

Superintendent Porras thanked all staff for their help and efforts on National Walk Out Day, noting 30% of students were absent. Superintendent Porras thanked the parents and community for coming together. Superintendent Porras also thanked Pacific Grove High School Teacher Shane Steinback and Principal Bell for their amazing work on WASC.

D. PGUSD Staff Comments (Non Agenda Items)

Pacific Grove High School Teacher Lauralee Gaona extended her thanks to Administration for handling the difficult week at Pacific Grove High School, and thanked Director Martinez for staying on top of the National Walk Out Day. Gaona also thanked Steinback for the monumental job of WASC, and also highlighted student participation at the recent round table with Congressman Panetta.

Steinback reported out on WASC visitation, results and accreditation at Pacific Grove High School.

Pacific Grove High School Assistant Principal Sean Keller thanked Steinback for the in-depth and best WASC. Keller thanked the Pacific Grove Police Department, Administration and parents for the support and safety during the National Walk Out Day and the entire week. Keller also invited the Board to Monterey Lanes this weekend to benefit the Breast Cancer.

Director of Education Technology Matthew Binder invited the Board to an upcoming event on April 17 at 6:30 p.m. showing the video “Screenager” growing up in a digital age. Binder provided an update on Illuminate as well as Measure A.

Principal Roggeman noted the challenging times and thanked the Board for requesting the parent safety nights, thanked the parents, noting the need for ongoing training, focus on mental health. Roggeman also provided feedback on the recent roundtable with Congressman Panetta and was so proud of Superintendent Porras, Gaona, and student.

Pacific Grove Middle School Principal Sean Roach echoed sentiments regarding the National Walk Out Day, thanked Administration. Invited the Board to the upcoming parent safety night.

Director of Facilities and Transportation Matt Kelly provided the Board an update on the portable projects.

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

Luke Herzog and Reem Benny, students at Pacific Grove High School, read aloud a letter to legislators demanding gun control action.

The Board praised Herzog and Benny for creating change, noting how proud they were of these students.

VI. CONSENT AGENDA

- A. Minutes of March 8, 2018 Board Meeting
- B. Certificated Assignment Order #11
- C. Classified Assignment Order #11
- D. Acceptance of Donations
- E. Out of County or Overnight Activities
- F. School Accountability Report Cards

MOTION Dawson/Crandell to approve consent agenda as presented.

Public comment: none

Motion CARRIED 5 – 0

VII. ACTION/DISCUSSION

A. Pacific Grove Unified School District Safety Update

Director Martinez updated the Board on the National Walk Out Day, thanking parent volunteers, District staff, first responders and the Pacific Grove Police Department. Martinez also noted the scheduled parent safety nights at each site. Martinez noted the District is discussing and reviewing a number of safety ideas.

The Regional School Safety Forum, scheduled on April 23 at 7:00 p.m., will focus on mental health.

Director Kelly shared possible options for Pacific Grove Middle School front entrance safety including adding a new entryway, buzzers, changing office locations and building additional walls.

Director Martinez discussed the possibility of a security bond, Assistant Superintendent Rick Miller said Dale Scott would be available to discuss this option with the Board if interested.

The Board asked how front office staff handled visitors, Superintendent Porras said additional procedures could be put in place immediately.

Public comment:

Parent Kevin Wright spoke to the Board, thanking the Board and faculty, and requested actionable objectives, that the Board not only discuss safety at every meeting but that it include timelines and actual steps taken to remedy safety concerns; asked that the public be informed when the lock blocks arrive as well as when they will be installed; asking for action behind the agenda; noting the community is here to help.

Parent Todd Lyons wants this safe community to stay safe; offered support to help make things better; asked the Board to consider the health approach, focusing on public health, assessment teams, planning for first responders, intervention strategies; recommended See Something, Say Something campaign.

Parent Kate Lee noted the WASC report and the importance of emotional health prevention; said children know what is happening, helping students report what is going on; pursue the gut check factor when you have a feeling about something or someone; encouraging the focus on mental and emotional health of students.

Principal Roach spoke on the program at the middle school in which faculty and students that notice a student that may need additional support can tell Administrators.

Dana Jones thanked the Board for their time, appreciated this recurring item on the agenda, noting there is a lot to do, with a long list of ideas, but asked what the plan of action is in the meantime. Jones requested a buzzer system at Pacific Grove Middle School entryway, and asked the Board to look at solutions that are cost effective, not a bond that would cost the taxpayers more money.

Christy Lyons reiterated the same sentiments, noting there are organizations that are experts on safety that can review the campuses and determine areas of improvement and offer expertise on safety solutions. Lyons also asked about training for substitute teachers, and offered to help be a part of the solution.

The Board discussed with Administration including how students in crisis are spotted and handled; middle school entrance options (buzzer, locking all site doors, hiring security guard); consideration for hiring a security consultant who can look at site safety plans and the facilities; options for short, medium and long term solutions; See Something, Say Something campaign; a tip line for anonymous tips regarding safety; the importance of counseling at all the sites.

The Board and Superintendent thanked the public for coming and speaking.

MOTION Crandell/Swanson to implement See Something, Say Something across all our school sites as soon as possible.

Motion CARRIED 5 – 0

- B. Adoption of Resolution No. 1008- Issuance of a Tax and Revenue Anticipation Note 79

MOTION Phillips/Dawson to adopt Resolution No. 1008- Issuance of a Tax and Revenue Anticipation Note.

Public comment: none

Motion CARRIED 5 – 0

- C. Increase Contract for Central Coast Kids and Families

This item was pulled from the agenda.

- D. Classified Childcare Attendant Job Description

Director of Human Resources Billie Mankey presented information to the Board and the Board discussed and asked questions regarding funding.

MOTION Dawson/Paff to approve the Classified Childcare Attendant Job Description.

Public comment: none

Motion CARRIED 5 – 0

E. Approval of Amendments to the Superintendent's 2017-21 Contract and Compensation Adjustments

This item was pulled from the agenda.

F. Board Calendar/Future Meetings

The Board discussed spreading the site visit meetings across the entire school year, moving site visit schedule around.

MOTION Swanson/Crandell to approve the Board meeting calendar, as presented.

Public comment: none

Motion CARRIED 4 – 1

VIII. INFORMATION/DISCUSSION

A. Keenan 115 Trust

Gail Beal, Senior Vice President of Keenan presented information to the Board on pension stabilization trust. The Board discussed and directed Administration to bring this item back with more options.

MOTION Dawson/Paff to extend the meeting to 10:05 p.m.

Public comment: none

Motion CARRIED 5 – 0

B. Review of Special Education Contracts

Director of Student Services Clare Davies presented information to the Board.

C. Future Agenda Items

Review of Lock Bloks and Security Fencing/Gates (April 5)
 Review of Pacific Grove Middle School and High School Health Curriculum (April 5)
 Review of Teacher Evaluation Process (~~April 5~~) (April 26)
 Board Self Evaluation Review (June 7)
 Affordable Housing Project Impacts to District
 Long Term Counseling Study (Winter 2018)

Request to move the Review of Teacher Evaluation Process to April 26
 Budget 101 with Assistant Superintendent Miller scheduled April 5
 The Board requested more information on Trust 115

IX. ADJOURNED

10:08 p.m.

Approved and submitted:

Dr. Ralph Gómez Porras
 Secretary to the Board

SUBJECT: Certificated Assignment Order #12

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

RECOMMENDATION:

The administration recommends adoption of Certificated Assignment Order #12

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. 12
April 5, 2018**

NEW HIRE:

Danielle Davenport, FGE Teacher (Grade 5), full-time, 1.0 FTE, Column III, Step 2, effective August 3, 2018 (replaces retiree Melanie Cardinalli)

VOLUNTARY RE-ASSIGNMENT:

Theresa McDaniel, FGE Teacher voluntary reassignment from Grade 1, full-time, 1.0 FTE Column VI, Step 8, to Kindergarten effective August 3, 2018 (replaces retiree Debbie Engles)

STRS REDUCED WORKLOAD:

Thomas Light, PGHS Math Teacher, requests and qualifies for STRS Reduced Workload from 1.0 FTE to 0.70 FTE effective August 3, 2017

Linda Williams, RDE Intervention Teacher, requests and qualifies for STRS Reduced Workload from 1.0 FTE to 0.80 FTE effective August 3, 2017

SUBSTITUTE:

Lily Barakat

SUBJECT: Classified Assignment Order #12

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

RECOMMENDATION:

The administration recommends adoption of Classified Assignment Order #12

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. 12
April 5, 2018**

SUBSTITUTES:

Gillian Bottrell

RESIGNATION:

Sheryll Hahn, RDE, Clerk III, part-time, 6 hours per day, 5 days per week, 190 day work calendar, resigns effective May 1, 2018 (pursue teaching credential)

Christina Shell, FGE Instructional Assistant (Kindergarten), part-time, 3 hours per day, 5 days per week, resigns effective June 1, 2018 (relocating)

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	\$ 1,341 (March grant)
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Robert H. Down Elementary School

PG&E	\$ 200 (undesignated)
Robert Down PTA	\$ 330 (printer)
Robert Down PTA	\$50,000 (playground equipment)

Pacific Grove Middle School

Karen Hassan	Trombone and Alto saxophones (no value provided)
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Pacific Grove High School

Ohiopyle Prints, Inc.	\$ 39.51 (undesignated)
PG Pride	\$ 419 (March grant)

Pacific Grove Community High School

None

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

None

Pacific Grove Unified School District

None

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>	<u>STUDENTS/CLASS</u>	<u>TRANSPORTATION</u>	<u>COST</u>	<u>FUNDING SOURCE</u>
<u>DESTINATION</u>	<u>ACTIVITY</u>			
April 19	CTE Computer class	Charter	\$1214	CTEIG
Computer History Museum	Field trip			
Mountain View				
April 25	6 th Grade Class	Charter	\$6,486	Students, donations
Rosicrucian Museum	Egyptian studies			
San Jose				

PACIFIC GROVE UNIFIED SCHOOL DISTRICT REQUEST FOR OFF CAMPUS ACTIVITY

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

Date of Activity April 19, 2018 Day of Activity Thursday
 Location of Activity Computer History Museum City Mountain View County Santa Clara
 School PGHS Class or Club CTE → Exploring CS Network Grade Level/s 9-12
 School Departure Time 8:00 A.M. P.M. 3:00 P.M.
 Pickup Time from Place of Activity _____ A.M. _____ P.M. **FAXED**
 Name of Employee Accompanying Students Emily Gutierrez (please print)
 Number of Adults 3 Number of Students 53
 Description of Activity/Educational Objective To learn about the history of computers, to see and experience the museum

List All Stops _____

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

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

Cost of Activity \$ 0 + Cost of Transportation \$ 1,214 = Total \$ 1,214

Fund/s to be charged for all activity expenses () Students () Club () PG Pride ☒ Other CTEIG
 Account Code: 01-6387-0-3800-1000-5200-00-000-8500-0720

Requested by: Emily Gutierrez / Emily Gutierrez Date 2/26/18
 Employee Signature (accompanying student activity) Printed Name

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

Salinas City

Transportation Department/District Office Use

() School Bus ☒ Charter () Available () Not available Date Received 3/12/18
 Cost Estimate \$ 1,147.79

Approved by Transportation Supervisor: [Signature] Date 3/13/18

Approved by Assistant Superintendent: [Signature]

Date of Board Approval April 5, 2018

RECEIVED
MAR 13 2018
PACIFIC GROVE UNIFIED SCHOOL DISTRICT

FAKED
MS 3/20**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
REQUEST FOR OFF CAMPUS ACTIVITY**

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

Date of Activity April 25, 2018 Day of Activity Wednesday
Location of Activity San Jose Egyptian Museum City San Jose County _____
School PG Middle Class or Club 6th Grade Core Grade Level/s 6th
School Departure Time 7:30, 8:00, 9:00 A.M. ✓ P.M. _____ (scattered pickup)
Pickup Time from Place of Activity 1:30 - 2:30 A.M. P.M. ✓
Name of Employee Accompanying Students Maira Mahr, Wendy Milligan, Mary Ann Fort
Number of Adults 5 teachers / 20 chaperones (please print) Number of Students 140 - 150 Sean Rodach, Alix Foster
Description of Activity/Educational Objective Egyptian Museum
List All Stops NONE

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

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

Cost of Activity \$ 1,740.00 + Cost of Transportation \$ 4743.70 = Total \$ 6483.70

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

Account Code: 01-0038-0-1110-1000-4300-00-005-7280-0720

Requested by: [Signature] Maira Mahr Date 3-14-18
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal [Signature] Date 3.14.18

Transportation Department/District Office Use

() School Bus () Charter () Available () Not available Date Received 3/15/18
Cost Estimate \$ _____

Approved by Transportation Supervisor: [Signature] Date _____

Approved by Assistant Superintendent: [Signature] Date 3/21/18

Date of Board Approval April 5, 2018

Rev. 7/17/17

RECEIVED
MAR 20 2018
PACIFIC GROVE
UNIFIED SCHOOL DISTRICT

SUBJECT: Cash Receipts Report No. 3

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

RECOMMENDATION:

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

BACKGROUND:

The attached listing identifies Cash Receipts received by the District during the period of January 18, 2018 through March 28, 2018.

INFORMATION:

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

CASH RECEIPTS BOARD REPORT # 3

January 18, 2018 - March 28, 2018

Date	Num	Name	Account	Amount
Jan 18 - Mar 28, '18				
1/19/2018	18865	ROP	Class Fees	1,955.00
1/19/2018	18866	PGMS	FIELD TRIP	272.75
1/19/2018	18867	Robert Down Elementary	DONATION	125.00
1/19/2018	18868	Intercare Holding Insurance	WORKERSCOMP	762.70
1/19/2018	18869	Intercare Holding Insurance	WORKERSCOMP	1,067.78
1/19/2018	18870	Intercare Holding Insurance	WORKERSCOMP	516.88
1/19/2018	18871	Intercare Holding Insurance	WORKERSCOMP	369.20
1/19/2018	18872	PGMS	DONATION	1,500.00
1/19/2018	18873	ADULT EDUCATION	ADULT EDUCATION	28,754.88
1/19/2018	18874	ADULT EDUCATION	ADULT EDUCATION	6,082.00
1/19/2018	18875	ADULT EDUCATION	ADULT EDUCATION	7,500.00
1/19/2018	18876	ADULT EDUCATION	ADULT EDUCATION	2,014.00
1/19/2018	18877	TEXTBOOKS	TEXT BOOK FEES	80.00
1/19/2018	18878	Robert Down Elementary	DONATION	40.00
1/19/2018	18879	PGMS	DONATION	441.75
1/19/2018	18880	STATE OF CALIFORNIA	SP ED	5,429.00
1/19/2018	18881	US TREASURER	REFUND	166.64
1/19/2018	18882	BUS PASS	BUS PASS	440.00
1/19/2018	18883	Calvary High School	SPECIAL RESERVE	500.00
1/19/2018	18884	RETIREE INSURANCE	RETIREE INSURANCE	14,017.68
1/19/2018	18885	STATE OF CALIFORNIA	CAFETERIA	1,031.71
1/19/2018	18886	STATE OF CALIFORNIA	CAFETERIA	14,946.39
1/19/2018	18887	PGMS	FIELD TRIP	164.00
1/19/2018	18888	PGMS	FIELD TRIP	110.00
1/19/2018	18889	ROP	Class Fees	500.00
1/19/2018	18890	BASRP-RD	BASRP	3,971.00
1/19/2018	18891	BASRP-RD	BASRP	10,162.50
1/19/2018	18892	BASRP-FG	BASRP	10,062.50
1/30/2018	18893	BASRP-FG	BASRP	3,523.50
1/30/2018	18894	BASRP-RD	BASRP	2,348.50
1/30/2018	18895	ASE - After School Enrichment	After School Enrichment Class	6,180.00
1/30/2018	18896	PGHS LIBRARY	LIBRARY FINES/FEES	10.00
1/30/2018	18897	TEXTBOOKS	TEXT BOOK FEES	82.00
1/30/2018	18898	Robert Down Elementary	DONATION	20.00
1/30/2018	18899	PGMS	DONATION	16.00
1/30/2018	18900	PGMS	FIELD TRIP	720.00
1/30/2018	18901	PGMS	FIELD TRIP	10.00
1/30/2018	18902	PGMS	FIELD TRIP	50.00
1/30/2018	18903	ADULT EDUCATION	ADULT EDUCATION	1,660.50
1/30/2018	18904	ADULT EDUCATION	ADULT EDUCATION	6,141.72
1/30/2018	18905	ADULT EDUCATION	ADULT EDUCATION	3,397.00
1/30/2018	18906	PG PRIDE	GRANT	5,076.00
1/30/2018	18907	PG PRIDE	GRANT	4,389.00
1/30/2018	18908	Intercare Holding Insurance	WORKERSCOMP	516.88
1/30/2018	18909	Intercare Holding Insurance	WORKERSCOMP	1,067.78
1/30/2018	18910	Intercare Holding Insurance	WORKERSCOMP	2,023.68
1/30/2018	18911	STATE OF CALIFORNIA	SP ED	960.70
1/30/2018	18912	STATE OF CALIFORNIA	PRESCHOOL	8,321.00
2/8/2018	18913	RETIREE INSURANCE	RETIREE INSURANCE	4,649.48
2/8/2018	18914	BASRP-RD	BASRP	3,702.00
2/8/2018	18915	ADULT EDUCATION	ADULT EDUCATION	1,030.00
2/8/2018	18916	Facilitron	SPECIAL RESERVE	3,840.50
2/8/2018	18917	MBCS/Monterey Bay Charter School	SPECIAL RESERVE	21,008.95
2/8/2018	18918	MBCS/Monterey Bay Charter School	SPECIAL RESERVE	17,752.00
2/8/2018	18919	STATE OF CALIFORNIA	SP ED	4,055.87
2/8/2018	18920	BUS PASS	BUS PASS	80.00
2/8/2018	18921	ROP	Class Fees	905.00
2/8/2018	18922	ROP	DONATION	500.00
2/8/2018	18923	ROP	Class Fees	95.00
2/8/2018	18924	ROP	Class Fees	780.00
2/8/2018	18925	Lindsey Terry	PAYROLL	465.87
2/8/2018	18926	Therapro Inc.	REFUND	425.00
2/8/2018	18927	Fran Castorina	INS PAYMENT	1,743.39
2/8/2018	18928	Intercare Holding Insurance	WORKERSCOMP	2,023.68
2/15/2018	18929	RETIREE INSURANCE	RETIREE INSURANCE	832.33
2/15/2018	18930	PG PRIDE	WALK WITH PRIDE	2,684.00
2/15/2018	18931	Robert Down Elementary	DONATION	80.00
2/15/2018	18932	PGMS	FIELD TRIP	560.00
2/15/2018	18933	PGMS	FIELD TRIP	31.00
2/15/2018	18934	Scott Davies	VANDALISM	616.66

Date	Num	Name	Account	Amount
2/15/2018	18935	STATE OF CALIFORNIA	SP ED	6,290.00
2/15/2018	18936	MBCS/Monterey Bay Charter School	SPECIAL RESERVE	25,721.80
2/15/2018	18937	ADULT EDUCATION	ADULT EDUCATION	2,417.50
2/15/2018	18938	ADULT EDUCATION	ADULT EDUCATION	310.00
2/15/2018	18939	BASRP-RD	BASRP	7,185.75
2/15/2018	18940	BASRP-FG	BASRP	19,853.20
2/23/2018	18941	RETIREE INSURANCE	RETIREE INSURANCE	8,718.03
2/23/2018	18942	Intercare Holding Insurance	WORKERSCOMP	2,023.68
2/23/2018	18943	Intercare Holding Insurance	WORKERSCOMP	516.88
2/23/2018	18944	Intercare Holding Insurance	WORKERSCOMP	516.88
2/23/2018	18945	Intercare Holding Insurance	WORKERSCOMP	1,067.78
2/23/2018	18946	Intercare Holding Insurance	WORKERSCOMP	1,067.78
2/23/2018	18947	Robert Down Elementary	DONATION	220.00
2/23/2018	18948	Robert Down Elementary	DONATION	60.00
2/23/2018	18949	DMV	REFUND	198.00
2/23/2018	18950	VOID	VOID	
2/23/2018	18951	Calvary High School	SPECIAL RESERVE	500.00
2/23/2018	18952	STATE OF CALIFORNIA	SP ED	4,699.99
2/23/2018	18953	ADULT EDUCATION	ADULT EDUCATION	7,295.63
2/23/2018	18954	ADULT EDUCATION	ADULT EDUCATION	350.00
2/23/2018	18955	BASRP-RD	BASRP	3,893.15
2/23/2018	18956	BASRP-RD	BASRP	1,835.25
3/2/2018	18957	ADULT EDUCATION	ADULT EDUCATION	32,782.30
3/2/2018	18958	RETIREE INSURANCE	RETIREE INSURANCE	1,199.90
3/2/2018	18959	California Mathematics Council	FACILITIES	15,252.63
3/2/2018	18960	TEXTBOOKS	TEXT BOOK FEES	80.00
3/2/2018	18961	Lindsey Terry	PAYROLL	465.87
3/2/2018	18962	STATE OF CALIFORNIA	CAFETERIA	1,142.62
3/2/2018	18963	PG PRIDE	GRANT	1,530.00
3/2/2018	18964	STATE OF CALIFORNIA	CAFETERIA	16,577.53
3/2/2018	18965	Robert Down Elementary	REBATE	275.58
3/2/2018	18966	PGMS	DONATION	196.51
3/2/2018	18967	PGMS	FIELD TRIP	640.00
3/2/2018	18968	ROP	DONATION	155.00
3/2/2018	18969	PGMS	DONATION	31.00
3/2/2018	18970	Robert Down Elementary	DONATION	20.00
3/2/2018	18971	Robert Down Elementary	FIELD TRIP	195.00
3/2/2018	18972	Fran Castorina	INS PAYMENT	211.21
3/2/2018	18973	ASE - After School Enrichment	Class Fees	135.00
3/8/2018	18974	RETIREE INSURANCE	RETIREE INSURANCE	4,831.00
3/8/2018	18975	MBCS/Monterey Bay Charter School	UTILITIES	2,249.01
3/8/2018	18976	PGMS	DONATION	75.00
3/8/2018	18977	PGMS	FIELD TRIP	800.00
3/8/2018	18978	STATE OF CALIFORNIA	PRESCHOOL	9,502.00
3/8/2018	18979	STATE OF CALIFORNIA	SP ED	2,541.32
3/8/2018	18980	Robert Down Elementary	DONATION	250.00
3/8/2018	18981	ADULT EDUCATION	ADULT EDUCATION	442.44
3/8/2018	18982	ADULT EDUCATION	ADULT EDUCATION	1,127.50
3/13/2018	18983	RETIREE INSURANCE	RETIREE INSURANCE	3,901.74
3/13/2018	18984	Intercare Holding Insurance	WORKERSCOMP	1,067.78
3/13/2018	18985	Intercare Holding Insurance	WORKERSCOMP	516.88
3/13/2018	18986	Intercare Holding Insurance	WORKERSCOMP	2,023.68
3/13/2018	18987	CUSD	SP ED	104,729.87
3/13/2018	18988	STATE OF CALIFORNIA	REFUND	132.13
3/13/2018	18989	CHS	DONATION	25.00
3/13/2018	18990	Robert Down Elementary	DONATION	8.00
3/13/2018	18991	ADULT EDUCATION	ADULT EDUCATION	179.43
3/13/2018	18992	ADULT EDUCATION	ADULT EDUCATION	3,252.00
3/13/2018	18993	BASRP-RD	BASRP	9,392.63
3/13/2018	18994	BASRP-FG	BASRP	5,253.50
3/13/2018	18995	BASRP-RD	BASRP	4,741.00
3/20/2018	18996	Robert Down Elementary	DONATION	2,232.00
3/20/2018	18997	Calvary High School	SPECIAL RESERVE	500.00
3/20/2018	18998	STATE OF CALIFORNIA	SP ED	1,436.08
3/20/2018	18999	STATE OF CALIFORNIA	REFUND	13.76
3/20/2018	19000	Lindsey Terry	PAYROLL	465.87
3/20/2018	19001	PG PRIDE	GRANT	1,760.00
3/20/2018	19002	Intercare Holding Insurance	WORKERSCOMP	173.61
3/20/2018	19003	Intercare Holding Insurance	WORKERSCOMP	2,023.68
3/20/2018	19004	PGHS MUSIC BOOSTERS	PAYROLL	3,200.00
3/20/2018	19005	PGHS	DONATION	39.51

Date	Num	Name	Account	Amount
3/20/2018	19006	RD PTA	DONATION	500.00
3/20/2018	19007	Robert Down Elementary	DONATION	15.00
3/20/2018	19008	ADULT EDUCATION	ADULT EDUCATION	137.17
3/20/2018	19009	ADULT EDUCATION	ADULT EDUCATION	4,363.00
3/20/2018	19010	ADULT EDUCATION	ADULT EDUCATION	160.07
3/28/2018	19011	MERMA	Safety Grant	4,601.00
3/28/2018	19012	STATE OF CALIFORNIA	SP ED	466.36
3/28/2018	19013	STATE OF CALIFORNIA	PRESCHOOL	8,440.00
3/28/2018	19014	STATE OF CALIFORNIA	CAFETERIA	16,750.82
3/28/2018	19015	STATE OF CALIFORNIA	CAFETERIA	1,153.92
3/28/2018	19016	MBCS/Monterey Bay Charter School	SPECIAL RESERVE	17,752.00
3/28/2018	19017	PGMS	FIELD TRIP	670.00
3/28/2018	19018	TEXTBOOKS	TEXT BOOK FEES	110.00
3/28/2018	19019	Robert Down Elementary	DONATION	200.00
3/28/2018	19020	Robert Down Elementary	DONATION	325.00
3/28/2018	19021	ADULT EDUCATION	ADULT EDUCATION	4,564.00
3/28/2018	19022	ADULT EDUCATION	ADULT EDUCATION	17,267.76
3/28/2018	19023	BUS PASS	BUS PASS	120.00
3/28/2018	19024	PGMS	FIELD TRIP	1,440.00
3/28/2018	19025	ROP	Class Fees	90.00
3/28/2018	19026	ROP	DONATION	58.00
3/28/2018	19027	ROP	Class Fees	170.00
3/28/2018	19028	RETIREE INSURANCE	RETIREE INSURANCE	1,289.00
3/28/2018	19029	RD PTA	DONATION	50,330.00
3/28/2018	19030	Fingerprinting	Fingerprint Fees	1,780.00
3/28/2018	19031	ASE - After School Enrichment	After School Enrichment Class	5,925.00
3/28/2018	19032	BASRP-FG	BASRP	9,786.50
3/28/2018	19033	BASRP-RD	BASRP	3,360.50
Jan 18 - Mar 28, '18				<u>713,701.32</u>

SUBJECT: Revolving Cash Report No. 3

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

RECOMMENDATION:

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

BACKGROUND:

The attached listing identifies payments made from the Revolving Cash Fund during the period from January 18, 2018 through March 28, 2018.

INFORMATION:

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

REVOLVING CASH BOARD REPORT # 3

January 18, 2018 - March 28, 2018

Date	Num	Name	Account	Amount
Jan 18 - Mar 28, '18				
1/19/2018	5029	Sandra Ruiz	CAFETERIA	-24.25
1/19/2018	5233	Matthew Barkdull	BASRP	-53.25
1/29/2018	5221	Schuyler Olsson	ADULT EDUCATION	-40.00
1/29/2018	5222	Patrice McCloskey	ADULT EDUCATION	-110.00
1/29/2018	5223	Lebeck, Barbara	ADULT EDUCATION	-75.00
1/29/2018	5224	Denise Danaher	ADULT EDUCATION	-90.00
1/29/2018	5225	Andy Matsui	ADULT EDUCATION	-90.00
1/29/2018	5226	Katharina Harlow	ADULT EDUCATION	-80.00
1/29/2018	5227	Don Wilcoxon	ADULT EDUCATION	-150.00
1/29/2018	5228	Chahrazade Noel	ADULT EDUCATION	-80.00
1/29/2018	5229	Ira Beyah	ADULT EDUCATION	-75.00
1/29/2018	5230	Regina Trinqu	ADULT EDUCATION	-55.00
2/8/2018	5231	Edgar Yu	TEXT BOOK FEES	-34.00
2/8/2018	5232	Robert Blass	ADULT EDUCATION	-140.00
2/23/2018		DEPOSIT	none	4,155.81
2/23/2018	5234	Monterey Peninsula Inn	WASC	-665.40
2/23/2018	5235	Ben Vitale	LIBRARY FINES/FEES	-10.00
2/23/2018	5236	Jessica Borba	ADULT EDUCATION	-75.00
2/23/2018	5237	Walter Broda	ADULT EDUCATION	-75.00
2/23/2018	5238	Mika Cotter	ADULT EDUCATION	-150.00
2/23/2018	5239	Laura Curry	ADULT EDUCATION	-75.00
2/23/2018	5240	Martine Danan	ADULT EDUCATION	-75.00
2/23/2018	5241	Sandy Farrell	ADULT EDUCATION	-75.00
2/23/2018	5242	Diane Glim	ADULT EDUCATION	-75.00
2/23/2018	5243	Nancy Hernandez	ADULT EDUCATION	-150.00
2/23/2018	5244	Rosa Jong	ADULT EDUCATION	-75.00
2/23/2018	5245	Irene Kerbey	ADULT EDUCATION	-75.00
2/23/2018	5246	Manami Maturra	ADULT EDUCATION	-150.00
2/23/2018	5247	Pascale Richards-Deliens	ADULT EDUCATION	-75.00
2/23/2018	5248	Sandee Stefan	ADULT EDUCATION	-75.00
2/23/2018	5249	Eric Walberg	ADULT EDUCATION	-150.00
2/23/2018	5251	Kathy Baumann	ADULT EDUCATION	0.00
2/28/2018	5250	Kelly Hawley	CAFETERIA	-48.00
2/28/2018		ANALYSIS CHARGE	none	-309.79
3/7/2018	5252	Hackbert, Richard	RETIREE INSURANCE	-302.26
3/19/2018	5253	Monterey Peninsula Inn	WASC	-444.50
3/23/2018	5254	Hyeonin Shin	CAFETERIA	-400.00
3/23/2018	5255	Gina Keating	ADULT EDUCATION	-120.00
3/23/2018	5256	Matthew Kramer	TEXT BOOK FEES	-80.00
3/23/2018	5257	Vincenzo D'Amico	ADULT EDUCATION	-55.00
3/23/2018	5258	Ruth Aguilar	ADULT EDUCATION	-75.00
3/23/2018	5259	Robert Dvorak	ADULT EDUCATION	-150.00
3/27/2018	5260	Kathy Baumann	ADULT EDUCATION	-150.00
Jan 18 - Mar 28, '18				<u>-1,100.64</u>

SUBJECT: Warrant Schedule 594

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

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 March 1, 2018 through March 31, 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 H

WARRANT SCHEDULE NO. 594

Warrants- Payroll

MARCH 2018

Certificated-	Regular 03/05/18	\$	0
	Regular 03/10/18	\$	30,468.49
	Regular 03/15/18	\$	0
	Regular 03/31/18	\$	1,504,526.43
Total Certificated		\$	<u>1,534,994.92</u>
Other-	Regular 03/05/18	\$	0
	Regular 03/10/18	\$	0
	Regular 03/15/18	\$	0
	Regular 03/31/18	\$	0
Total Other		\$	<u>0</u>
Classified-	Regular 03/05/18	\$	1,987.96
	Regular 03/10/18	\$	50,586.71
	Regular 03/15/18	\$	3,888.80
	Regular 03/31/18	\$	588,141.63
Total Classified		\$	<u>644,605.10</u>
<u>TOTAL PAYROLL</u>		\$	<u>2,179,600.02</u>

Warrants- AP

Warrants <u>12378770</u> through <u>12378799</u>	(03/01/18)	\$	<u>67,223.56</u>
Warrants <u>12379677</u> through <u>12379713</u>	(03/06/18)	\$	<u>24,057.95</u>
Warrants <u>12380311</u> through <u>12380354</u>	(03/08/18)	\$	<u>35,795.71</u>
Warrants <u>12381220</u> through <u>12381250</u>	(03/13/18)	\$	<u>58,851.30</u>
Warrants <u>12382076</u> through <u>12382101</u>	(03/15/18)	\$	<u>52,065.05</u>
Warrants <u>12382942</u> through <u>12382966</u>	(03/20/18)	\$	<u>103,460.29</u>
Warrants <u>12383733</u> through <u>12383753</u>	(03/22/18)	\$	<u>47,578.09</u>
Warrants <u>12385216</u> through <u>12385242</u>	(03/27/18)	\$	<u>44,084.80</u>
<u>TOTAL WARRANTS</u>		\$	<u>2,612,716.77</u>

SUBJECT: Quarterly Report on Williams Uniform Complaints

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The District Administration recommends that the Board review and approve the information in this quarterly report, per Ed. Code. 35186 (d).

BACKGROUND:

Each quarter the district is required, per Ed. Code 35186(d) to “prepare and submit a report of summarized data on the nature and resolution of all uniform complaints to the district board and county superintendent.”

INFORMATION:

For the third quarter of the 2017/18 academic year, there were no incidents or complaints filed against any of the criteria: Therefore, it is acknowledged that

1. There are sufficient textbooks and instructional materials for each student to use in class;
2. School facilities are clean, safe and maintained in good repair;
3. There are no teacher vacancies or misassignments;
4. All eligible students who did not pass the CAHSEE were notified of the availability of services and the right to file a complaint.
5. Parents, teachers and the public know how to obtain complaint forms.

FISCAL IMPACT:

None.

Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

District: Pacific Grove Unified School District

☒

Person completing this form: Mandi Freitag Title: Executive Assistant

Quarterly Report Submission Date: ☐ October 2017
(Please check one) ☐ January 2018

☒ April 2018

☐ July 2018

Date for information to be reported publicly at governing board meeting: April 5, 2018

Please check the box that applies:

☒ No complaints were filed with any school in the district during the quarter indicated above.

☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials			
Teacher Vacancy or Misassignment			
Facilities Conditions			
TOTALS			

Ralph Gómez Porras

Print Name of District Superintendent



Signature of District Superintendent

April 5, 2018

Date

SUBJECT: Pacific Grove Unified School District Safety Update

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

RECOMMENDATION:

The District Administration recommends that the Board review and be informed of Pacific Grove Unified School District activities and protocols related to school safety.

INFORMATION:

Communication

- **Safety Protocol Directive**
- **PGMS Safety Night recap**
- **David Avenue Site Safety Walkthrough**
- **District Website Safety**
- **Department of Homeland Security Campaign**

FISCAL IMPACT:

SUBJECT: Increase Contract for Central Coast Kids and Families

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

RECOMMENDATION:

The District Administration recommends that the Board review and approve the proposed contract increase in the amount of \$110,000, with Central Coast Kids and Families.

BACKGROUND:

The original contract for the 2017-18 school year for \$700,000 was approved by the Board in June 2017 based on the projected amount at that time.

INFORMATION:

The original contract was based on the need to provide aide support to 15 students and one classroom support aide. Over the course of the year, aide support has increased to cover a total of 22 students, and two classroom support aides. The proposed increase will cover the costs through extended school year.

FISCAL IMPACT:

\$110,000 Student Services Budget

435 Hillcrest Avenue

Pacific Grove, CA 93950

CONTRACT FOR SERVICES

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

This contract is an agreement between the Pacific Grove Unified School District and

Central Coast Kids and Families for services rendered as specified below.

1. Scope of Service:

To provide aide support to students with disabilities provided as needed to one or more students as per IEP team decisions based on the needs of the students

2. Expected outcome(s)

Students with disabilities will be provided one to one support when needed during the school day for instructional, behavioral, medical, and/or supervisory support.

3. Dates of Service:

Service is to be provided on the following dates:
SY 2017-2018 March 23-June 30, 2018

4. Financial Arrangements:

CCKF aides will be provided on all campuses in accordance with students' IEPs for 181 days up to 7 hours a day, and 20 days of extended school year up to 4.5 hours a day. Projected cost \$110,000.

School Funding Source: 01-0000-0-1110-3140-580000-000-5410-075

Consultant: Central Coast Kids and Families

Address: 1245 10th Street, Monterey, CA 93940

Signed _____ Date _____

☐ District Employee ☐ Independent Consultant *

Signed _____ Date _____

Site/Program Administrator – (Check appropriate box below)

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

Contracted work was not assigned using District's normal employment recruitment process.

Attached Criteria Page (REQUIRED) identifies reason.

Signed _____ Date _____

Director of Human Resources

Signed _____ Date _____

Asst. Supt./Supt.

ALL SIGNATURES MUST BE OBTAINED BEFORE SERVICES ARE PROVIDED.

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

Contract for Services Criteria

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

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

District/Site Administrator

Date

SUBJECT: Pacific Grove High School Request for Three Additional Sections for the 2018-19 School Year

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

RECOMMENDATION:

The District Administration recommends that the Board review and approve funding an additional three sections at Pacific Grove High School – one each for math, science, and physical education.

BACKGROUND:

The high school is expecting an additional 49 students in net growth for the 2018-19 school year over the current year. Typically, 49 students would require an additional 1.5 FTE staff to accommodate the additional students if a 32 student class size is assumed. However, through student sign-up requests, some individual counseling, and creative scheduling, the high school counselors are confident that we will be able to accommodate the additional students by only adding three new sections.

Contractual limitations set class size at 34 students for general education classes and at 42 students for PE. The contract states that there are provisions to exceed these numbers by working together to meet particular needs, but we have worked hard not to exceed contractual limitations.

INFORMATION:

There are currently 161 freshmen and 188 incoming freshmen, causing the freshmen classes to take the brunt of the increase. Due to creative scheduling and filling classes closer to contractual limits, we anticipate that increasing the sections in biology, math, and PE will address the need. We currently have capacity for our students in English, but there is a possibility that English 1 could need another section if we have a large number of out of district enrollment.

It is important to understand that currently, the high school has around 39 “singleton” classes in which there is only one course offered. This creates scheduling issues which often creates conflicts for students and/or causes class enrollments to be unevenly distributed. Occasionally, there are times in which class sizes become so mismatched that we have to add a section to address an overfilled class. Additionally, we usually will take class requests and divide by 30 to get an estimate of how many sections are needed. This creates a dilemma if there are, say, 40 students who sign up for a course and a decision needs to be made to create small classes at the expense of class size in other classes or to move students out of a class. This is all under consideration as we begin to create our master schedule over the next month.

FISCAL IMPACT:

Depending on teacher placement on the salary schedule, the total cost to the general fund could be between \$60,000 and \$75,000 at \$20-25,000 per section.

Course Name	Student # of Requests Next year 2018-2019	Sections Requested Next year 2018-2019	Current Sections This year 2017-2018	Current Enrollment 2017-18 (3/28/18)
ENGLISH				
Eng 1	86	3	4	95
Honors Eng 1	74	3	2	56
Eng 2	102	4	4	102
Eng 3	75	3	4	90
Eng 4 – Science Fiction (+ Dys)	35	1	1	22
Eng 4 – Poetry (+ Law Lit)	25	1	1	20
Eng 4 – Sports Lit (+ War Lit)	28	1	1	18
AP English Lang	47	2	2	48
Eng 4 – ERWC	28	1	1	30
Fundamentals of English	25	1	NA	NA
Honors Eng 2	50	2	2	56
Honors Eng 3	29	1	NA	NA
AP Eng Lit	23	1	2	31
Total		24	24	
SOCIAL STUDIES				
World History	127	4	4	106
World Geography	107	4	4	111
AP Human Geography	80	3	2	53
US History	120	4	4	103
AP Govt	51	2	2	44
Gov/Civics/Econ	84	4	4	81
AP World History	33	2	3	48
AP US History	33	2	2	35
Total		25	25	
MATH				
Int. Math I	171	8	6	134
Int. Math II	177	7	8	161
Int Math III	87	3	2	59
(H) Int. Math III	48	2	3	50
AP Calculus	22	1	2	38
AP Statistics/Probability & Stats	36	1	2	30
(H) Introduction to Calculus	51	2	1	21

Course Name	Student # of Requests Next year 2018-2019	Sections Requested Next year 2018-2019	Current Sections This year 2017-2018	Current Enrollment 2017-18 (3/28/18)
Math Support		1	1	19 (Fundamentals)
Math Tutoring	NA	1	1	NA
Total		26	26	
SCIENCE				
Anat/Physio	53	2	2	29
Biology	185	7	6	149
AP Environmental	29	1	1	9
Chemistry	67	2	2	57
(H) Chemistry 1	40	2	1	29
Earth & Space	76	3	4 (Marine Sci)	91 (Marine Sci)
Physics	108	4	4	121
AP Physics C: Mechanics	14	1	1	17
Total		22	21	
PE				
PE – Core 10-12	62	1	2	107
PE Core 9 & Health	184	5	4	158
PE Strength Training I & 2	107	3	2	77
PE Aerobic Dance	22	1	1	30
Total		10	9	
WORLD LANGUAGES				
French 1	37	2	1	21
French 2	18	1	2	34
Fr 3 +Fr 4 + AP French Lang	27	1	1	13
Spanish 1	125	4	4	113
Spanish 2	107	4	4	108
Spanish 3	70	2	2	53
Spanish 4 + AP Spanish	21	1	1	19
		15	15	
ELECTIVES				
AP Psychology	39	2	2	43
AP Computer Science	15	1	1	21

Course Name	Student # of Requests Next year 2018-2019	Sections Requested Next year 2018-2019	Current Sections This year 2017-2018	Current Enrollment 2017-18 (3/28/18)
Drama	17	1	1	12
Leadership + Yearbook	30	1	1	31
Mar/Concert Band	57	1	1	51
Guitar	24	1	NA	NA
Orchestra	23	1	1	19
Drawing & Painting/AP Studio Art	33	1	1	30
2D Design (aka Intro to Art)	70	3	3	90
3D Design/AP Studio Art	30	1	1	14
PHOTO 1	51	2	2	34
PHOTO 2 + AP Photo	20	1	1	14
Culinary I: Intro to Culinary Arts	68	3	3	59
Advanced Culinary Arts	23	1	1	21
Culinary Arts 3	10	1	1	7
Healthcare Occupations	28	1	1	21
Therapeutic Services	10	1	1	7
AP Computer Science Principles	26	1	1	12
IT Essentials/Network Engineering	18	1	1	18
AVID	22	1	1	13
AVID 2/ AVID 12	33	1	1	27
ESL	9	1	1	11
SPED				
Basic Eng 9-12		2	2	9
Basic Math 9-12		1	1	10
Basic Social Studies		1	1	10
Specialized Academic Support		3	3	29
Personal Management		1	1	3
Basic Earth and Space Science		1	1	3 (Basic Life Sci.)
CONSULT		6	6	NA
SPECIAL DAY CLASS		5	5	NA

SUBJECT: Pacific Grove Adult Education Childcare Center Electrical Bids

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

RECOMMENDATION:

The District Administration requests that the Board review and approve the bid for Earthwork to Monterey Peninsula Engineering for \$178,000.00.

BACKGROUND:

In 2015, the governor of California signed into law AB104, which defined the expectations for the Adult Education Block Grant. Currently, we are in the second year of the three-year guaranteed grant with the intention of it remaining ongoing in the future. The grant expectations require Adult Education and Community Colleges to work together to fill the gaps in services and strengthen programs. PGAE was awarded \$1,136,641 to support and build programs in seven designated areas of adult education. The Monterey Peninsula Adult Education Consortium was allocated \$750,000 from the state to provide services and to support those programs. Of that \$750,000, \$278,650 was allocated to Pacific Grove Adult School.

The Monterey Peninsula Adult Education Consortium held expert team meetings and community meetings with students, teachers, and staff members to identify barriers to enrollment and success of students in Adult Education. One of the barriers identified through the community meetings was the need for childcare services.

Monterey Adult School and Monterey Peninsula College offer limited childcare services, but both programs are at capacity. Identified in the Monterey Adult Education Consortium Regional Plan, 2,837 households in the Monterey Peninsula Region have children under the age of 6, and single mothers make up 15.6% of those households. Mothers with young children have higher unemployment rates than the general population (14.3% versus 10.3%), indicating this population is a strong candidate for Adult Education. Childcare services could support this population in successfully enrolling in and completing Adult Education courses.

Using allocated AEBG funds from the Monterey Adult Education Consortia, Pacific Grove Adult Education has created a plan to offer childcare services to district employees and community members beginning in the 2018-2019 school year.

The Electrical bid includes electrical and low voltage work.

INFORMATION:

Bid Results

Circle C Electric	\$178,000.00
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FISCAL IMPACT:

There is no fiscal impact to the general fund. The cost of renovating the classroom, purchasing furniture and equipment, and staffing will be paid through the consortia allocation to Pacific Grove Adult Education.

BID FORM

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

**435 HILLCREST AVE
PACIFIC GROVE, CA 93950
JESSE BRAE CONFERENCE ROOM**

Dear Board Members:

The undersigned doing business under the firm name of:

Circle "C" Electric Service, Inc.

hereby propose and agree to enter into a Contract, to furnish any and all labor, materials, applicable taxes, equipment and services for the Completion of Work described hereinafter and in the Contract Documents:

PGUSD ADULT SCHOOL PORTABLE PROJECT (ELECTRICAL & LOW VOLTAGE), 1025 LIGHTHOUSE AVE, PACIFIC GROVE, CA

prepared by:

BELLI ARCHITECTURAL GROUP, 235 MONTEREY ST, SUITE B, SALINAS, CA 93901

for the amount of One Hundred Seventy Eight Thousand-Five Hundred Dollars (\$ 178,500.00)
and no/100 _____

In addition to the above base bid, the undersigned bidder proposes and agrees to the following additive or deductive alternates and amounts:

ALTERNATE NO. 1: Trenching for the sum of Fifty-Three Thousand-Sixty Seven Dollars
(\$ 53,067.00) and no/100 _____

If written notice of the Award of Contract is mailed, faxed, or delivered to the undersigned at any time before this bid is withdrawn, the undersigned shall, within ten (10) days after the date of such mailing, faxing, or delivering of such notice, execute and deliver an agreement in the form of agreement present in these Contract Documents and give Performance and Payment Bonds in accordance with the specifications and bid as accepted.

The undersigned hereby designates as the office to which such Notice of Award of Contract may be mailed, faxed, or delivered:

Circle "C" Electric Service, Inc.

P.O. Box 648, Pacific Grove, CA 93950

Our Public Liability and Property Damage Insurance is placed with:

Nationwide Mutual Insurance Company

1000 Locust St, Dept. 1000, Des Moines, IA 50391-2200

Our Workers' Compensation Insurance is placed with:

Everest National Insurance Company

701 B Street, Suite 2100, San Diego, CA 92101

Circular letters, bulletins, addenda, etc., bound with the specifications or issued during the time of bidding are included in the bid, and, in Completing the Contract, they are to become a part thereof.

The receipt of the following addenda to the specifications is acknowledged:

Addendum No. 1 Date 2/27/18 Addendum No. _____ Date _____

Addendum No. 2 Date 2/27/18 Addendum No. _____ Date _____

Addendum No. _____ Date _____ Addendum No. _____ Date _____

This bid may be withdrawn at any time prior to the scheduled time for the opening of bids or any authorized postponement thereof.

A bidder shall not submit a bid unless the bidder's California contractor's license number appears clearly on the bid, the license expiration date and class are stated, and the bid contains a statement that the representations made therein are made under penalty of perjury. Any bid submitted by a contractor who is not licensed pursuant to Business and Professions Code section 7028.15 shall be considered nonresponsive and shall be rejected. Any bid not containing the above information may be considered nonresponsive and may be rejected.


NOTE: Each bid must give the full business address of the bidder and be signed by bidder with bidder's usual signature. Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by a general partner with authority to bind the partnership in such matters, followed by the signature and designation of the person signing. The name of the person signing shall also be typed or printed below the signature. Bids by corporations must be signed with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of the chairman of the board, president or any vice president, and then followed by a second signature by the secretary, assistant secretary, the chief financial officer or assistant treasurer. All persons signing must be authorized to bind the corporation in the matter. The name of each person signing shall also be typed or printed below the signature. Satisfactory evidence of the authority of the officer signing on behalf of a corporation shall be furnished.

The undersigned declares under penalty of perjury under the laws of the State of California that the representations made in this bid are true and correct.

Print or Type Name: C. Chris Thomason
 Title: President
 Name of Company as Licensed: Circle "C" Electric Service, Inc.
 Business Address: P.O. Box 648
Pacific Grove, CA 93950
 Telephone Number: (831) 372-1875
 California Contractor License No.: 524044
 Class and Expiration Date: C-10, C61, D48, 2/29/2020
 DIR Registration No.: 1000000644
 State of Incorporation, if Applicable: CA


(☒) Evidence of authority to bind corporation is attached.

Dated: March 2, 2018

Signed: 
C. Chris Thomason, President

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Dated: March 2, 2018

Signed: 
Sandra G. Thomason, Secretary

SUBJECT: Pacific Grove Adult Education Childcare Center Earthwork Bids

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

RECOMMENDATION:

The District Administration requests that the Board review and approve the bid for Earthwork to Monterey Peninsula Engineering for \$291,000.

BACKGROUND:

In 2015, the governor of California signed into law AB104, which defined the expectations for the Adult Education Block Grant. Currently, we are in the second year of the three-year guaranteed grant with the intention of it remaining ongoing in the future. The grant expectations require Adult Education and Community Colleges to work together to fill the gaps in services and strengthen programs. PGAE was awarded \$1,136,641 to support and build programs in seven designated areas of adult education. The Monterey Peninsula Adult Education Consortium was allocated \$750,000 from the state to provide services and to support those programs. Of that \$750,000, \$278,650 was allocated to Pacific Grove Adult School.

The Monterey Peninsula Adult Education Consortium held expert team meetings and community meetings with students, teachers, and staff members to identify barriers to enrollment and success of students in Adult Education. One of the barriers identified through the community meetings was the need for childcare services.

Monterey Adult School and Monterey Peninsula College offer limited childcare services, but both programs are at capacity. Identified in the Monterey Adult Education Consortium Regional Plan, 2,837 households in the Monterey Peninsula Region have children under the age of 6, and single mothers make up 15.6% of those households. Mothers with young children have higher unemployment rates than the general population (14.3% versus 10.3%), indicating this population is a strong candidate for Adult Education. Childcare services could support this population in successfully enrolling in and completing Adult Education courses.

Using allocated AEBG funds from the Monterey Adult Education Consortia, Pacific Grove Adult Education has created a plan to offer childcare services to district employees and community members beginning in the 2018-2019 school year.

The Earthwork bid includes demolition, grading, underground utilities, concrete, and asphalt.

INFORMATION:

Bid Results

Monterey Peninsula Engineering	\$291,000.00
Norcal Construction	\$368,000.00

FISCAL IMPACT:

There is no fiscal impact to the general fund. The cost of renovating the classroom, purchasing furniture and equipment, and staffing will be paid through the consortia allocation to Pacific Grove Adult Education.

BID FORM

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

**435 HILLCREST AVE
PACIFIC GROVE, CA 93950
JESSE BRAE CONFERENCE ROOM**

Dear Board Members:

The undersigned doing business under the firm name of:

Monterey Peninsula Engineering
hereby propose and agree to enter into a Contract, to furnish any and all labor, materials, applicable taxes, equipment and services for the Completion of Work described hereinafter and in the Contract Documents:

PGUSD ADULT SCHOOL PORTABLE PROJECT (DEMOLITION, GRADING, CONCRETE, & SITE UTILITIES), 1025 LIGHTHOUSE AVE, PACIFIC GROVE, CA

prepared by:

BELLI ARCHITECTURAL GROUP, 235 MONTEREY ST, SUITE B, SALINAS, CA 93901

for the amount of Two hundred & Ninety one thousand Dollars (\$ 291,000.00).

In addition to the above base bid, the undersigned bidder proposes and agrees to the following additive or deductive alternates and amounts:

ALTERNATE NO. 1: AC Paving for the sum of seventy five thousand Dollars (\$ 75,000).

If written notice of the Award of Contract is mailed, faxed, or delivered to the undersigned at any time before this bid is withdrawn, the undersigned shall, within ten (10) days after the date of such mailing, faxing, or delivering of such notice, execute and deliver an agreement in the form of agreement present in these Contract Documents and give Performance and Payment Bonds in accordance with the specifications and bid as accepted.

The undersigned hereby designates as the office to which such Notice of Award of Contract may be mailed, faxed, or delivered:

192 Healy Avenue, Marina, CA 93933
(831) 384-4081 phone (831) 384-5018 fax

Our Public Liability and Property Damage Insurance is placed with:

Traveler's Property Casualty Co. of America
c/o Kate Rucker w/ AON Risk Insurance Services West, Inc.

Our Workers' Compensation Insurance is placed with:

Traveler's Property Casualty Co. of America
c/o Kate Rucker w/ AON Risk Insurance Services West, Inc.

Circular letters, bulletins, addenda, etc., bound with the specifications or issued during the time of bidding are included in the bid, and, in Completing the Contract, they are to become a part thereof.

The receipt of the following addenda to the specifications is acknowledged:

Addendum No. 1 Date 2/26/18 Addendum No. _____ Date _____

Addendum No. _____ Date _____ Addendum No. _____ Date _____

Addendum No. _____ Date _____ Addendum No. _____ Date _____

This bid may be withdrawn at any time prior to the scheduled time for the opening of bids or any authorized postponement thereof.

A bidder shall not submit a bid unless the bidder's California contractor's license number appears clearly on the bid, the license expiration date and class are stated, and the bid contains a statement that the representations made therein are made under penalty of perjury. Any bid submitted by a contractor who is not licensed pursuant to Business and Professions Code section 7028.15 shall be considered nonresponsive and shall be rejected. Any bid not containing the above information may be considered nonresponsive and may be rejected.

NOTE: Each bid must give the full business address of the bidder and be signed by bidder with bidder's usual signature. Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by a general partner with authority to bind the partnership in such matters, followed by the signature and designation of the person signing. The name of the person signing shall also be typed or printed below the signature. Bids by corporations must be signed with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of the chairman of the board, president or any vice president, and then followed by a second signature by the secretary, assistant secretary, the chief financial officer or assistant treasurer. All persons signing must be authorized to bind the corporation in the matter. The name of each person signing shall also be typed or printed below the

signature. Satisfactory evidence of the authority of the officer signing on behalf of a corporation shall be furnished. see attached

The undersigned declares under penalty of perjury under the laws of the State of California that the representations made in this bid are true and correct.

Print or Type Name: Peter J. Taormina
 Title: Manager
 Name of Company as Licensed: Monterey Peninsula Engineering A Partnership
 Business Address: 192 Healy Avenue
Manna, CA 93933
 Telephone Number: (831) 384-4061
 California Contractor License No.: 972425
 Class and Expiration Date: A.B. 1/1/12 4/30/18
 DIR Registration No.: 10000000094
 State of Incorporation, if Applicable: N/A

(☒) Evidence of authority to bind ^{partnership} corporation is attached.

Dated: 2/27, 2018

Signed: Peter J. Taormina, Manager

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SUBJECT: Approval of Temporary Contract for Services

PERSON RESPONSIBLE: Billie Mankey, Director II, Human Resources

RECOMMENDATION:

The District Administration recommends the Board review and approve the contract for temporary services as presented or with recommended revisions.

BACKGROUND/INFORMATION/DESCRIPTION:

The short term service contract presented is necessary to allow for up to 5 days of cross training between an incoming Assistant Superintendent of Business Services and our current Assistant Superintendent of Business Services, Rick Miller in advance of April 27, 2018 which is his final day prior to retiring.

FUNDING:

\$733.00 per day

PACIFIC GROVE UNIFIED SCHOOL DISTRICT**AGREEMENT FOR CONTRACTOR SERVICES**

(To be used for provision of services involving potential for liability exposure for District)

THIS AGREEMENT is hereby entered into by the **Pacific Grove Unified School District**, hereinafter referred to as DISTRICT, and:

CONTRACTOR	SOCIAL SECURITY NUMBER OR BUSINESS ID #
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MAILING ADDRESS	CITY	STATE	ZIP
-----------------	------	-------	-----

hereinafter referred to as CONTRACTOR.

CONTRACTOR agrees to provide to DISTRICT the services enumerated in Section G of this Agreement under the following terms and conditions:

- A. Services shall begin on _____ and shall be completed on or before _____.
- B. CONTRACTOR understands and agrees that CONTRACTOR and CONTRACTOR'S employees are not employees of the DISTRICT and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State and local taxes or contribution including Unemployment Insurance, Social Security, and Income Taxes with respect to CONTRACTOR'S employees.
- C. CONTRACTOR shall furnish, at CONTRACTOR'S own expense, all labor, materials equipment and other items necessary to carry out the terms of this Agreement.
- D. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor, with the authority to control and direct the performance of the details of the work, DISTRICT being interested only in the results obtained.
- E. CONTRACTOR agrees to defend, indemnify and hold harmless the DISTRICT, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of CONTRACTOR'S negligence in the performance of this Agreement, including but not limited to any claim due to injury and/or damage sustained by CONTRACTOR, and/or the CONTRACTOR'S employees or agents.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

- F. CONTRACTOR shall maintain Insurance with a minimum \$1,000,000 combined single limits of general liability and automobile coverage.
- G. Services to be rendered to the DISTRICT by the CONTRACTOR are as follows:
- H. Neither party shall assign or delegate any part of this Agreement without the written consent of the other party.
- I. The work completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT'S general right of inspection and supervision to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that are now, or may in the future become applicable to CONTRACTOR, CONTRACTOR'S business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.
- J. CONTRACTOR shall be paid at the rate of:
- \$ _____ (\$ per hr/day/other)
- for _____ (hours/days/other).
- Source of Funds: _____
- K. Payments will be made by the District to the Contractor as follows:
- 1) Lump sum upon completion of services rendered.
 - 2) Monthly - in accordance with provision of services.
 - 3) Other _____
- L. This agreement may be terminated by either party notifying the other, in writing, at least 30 days prior to the date of termination.
- M. CONTRACTOR shall sign and submit a W-9 to DISTRICT prior to providing service.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

This Agreement is entered into this _____ day of _____, 19 ____.

For the Site/Program:

For the Contractor:

Site/Program Administrator Date

Name

For the District:

Title

Director of Human Resources Date

Date

Assistant Superintendent Date

NOTE: PARAGRAPH “F” ABOVE IS HEREBY WAIVED IF SIGNED BELOW.

Assistant Superintendent

Date

- All signatures must be obtained before services are provided. -

SUBJECT: Board Calendar/Future Meetings

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

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

BACKGROUND:

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

INFORMATION:

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

Board Meeting Calendar, 2017-18 School Year

Jan. 25	Regular Board Meeting ✓ Report on Governor's Budget Proposal ✓ Preliminary enrollment projection for 2018/19 ✓ Property Tax Update	Community High School
Feb. 8	Regular Board Meeting ✓ Budget projections and assumptions ✓ Possible personnel action presented as information ✓ Preliminary Review of Site Master Schedules ✓ Maintenance/Facilities Update	District Office
Mar. 8	Regular Board Meeting ✓ Second Interim Report ✓ Budget Revision #3 ✓ Possible personnel action (RIF) ✓ Open House schedules reviewed	District Office
Mar. 22	Regular Board Meeting ✓ Budget projections and assumptions ✓ TRAN Resolution ✓ Williams/Valenzuela Uniform Complaint Report	District Office
Apr. 5	Regular Board Meeting ✓ Board Priorities for 2018/19 Instructional Program Design ✓ Review of Strategic plan and LCAP ✓ Begin Superintendent Evaluation ✓ California Day of the Teacher ✓ Week of the CSEA Employee ✓ Approve 2018/19 Board meeting calendar, Aug. – Dec.	District Office
April 26	Regular Board Meeting ✓ Review of Site Master Schedules ✓ Review of Strategic plan and LCAP (as needed) ✓ Review of Facilities Depreciation Schedule	District Office
May 3	Regular Board Meeting ✓ Begin Superintendent Evaluation ✓ California Day of the Teacher ✓ Final Review of Site Master Schedules ✓ Draft 2018/19 Board meeting calendar ✓ Review of Strategic plan and LCAP ✓ Safety/Discipline Report ✓ Budget Revision #4	District Office
May 24	Regular Board Meeting ✓ Week of the CSEA Employee ✓ Retiree Reception ✓ Review Bell Schedule for 2018/19 ✓ Superintendent's evaluation ✓ Identify Board member representatives for graduation ✓ Review Facility Use Fee Schedule ✓ LCAP Public Hearing ✓ Review Governor's revised budget ✓ Present 2018/19 Budget ✓ Maintenance/Facilities Update	District Office
June 7	Regular Board Meeting ✓ Adopt budget for 2018/19 ✓ Recommend approval of LCAP ✓ Complete Superintendent Evaluation ✓ Approval of contracts and purchase orders for 2018/19	District Office

Board Meeting Calendar, 2018-19 School Year

Aug. 23	Regular Board Meeting ✓ Student Enrollment Update ✓ Back to School dates ✓ Property tax report ✓ 2018-2019 Consolidated Application ✓ Set date for Annual Organizational meeting ✓ Facilities Project Updates	District Office
Sept. 6	Regular Board Meeting ✓ Unaudited Actual Report ✓ Budget Revision #1	Forest Grove (School Site Visit)
Sept. 20	Regular Board Meeting ✓ Board Goals – review/revise ✓ Williams Uniform Complaint Report ✓ Facilities Project Updates	Robert Down
Sept. 27 <i>*if needed</i>	Special Board Meeting ✓ Board Goals – review/revise ✓ Local Control Accountability Plan Review ✓ Strategic Plan - review/revise	District Office
Oct. 4	Regular Board Meeting ✓ Strategic Plan ✓ Superintendent's Goals ✓ Bus Ridership ✓ District Safety Update	Middle School (School Site Visit)
Oct. 25	Regular Board Meeting ✓ Facilities Project Updates	Adult School (School Site Visit)
Nov. 1	Regular Board Meeting ✓ Intent form due (to serve as Board President or Vice President) ✓ PGHS Course Bulletin Information/Discussion	High School (School Site Visit)
Nov. 15	Regular Board Meeting ✓ District Math Update ✓ Review of Special Education Contracts ✓ Facilities Project Updates	Community High School (School Site Visit)
Dec. 13	Organizational Meeting ✓ Election of 2018-2019 Board President and Clerk ✓ First Interim Report ✓ Budget Revision #2 ✓ Facilities Project Updates ✓ PGHS Course Bulletin Action/Discussion ✓ Williams Uniform Complaint Report	District Office

SUBJECT: Pacific Grove High School Fencing Project

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

RECOMMENDATION:

The District Administration recommends that the Board review preliminary fencing plans for Pacific Grove High School and provide feedback.

INFORMATION:

Staff walked the High School site with the School Resource Officer to determine location of a proposed fencing project to enclose the campus. The front of campus will predominantly be a 6'-0" aluminum fence with pedestrian and vehicle access points. Aluminum fencing will start at the southeast corner of the campus and run to the main vehicle entrance off Sunset. The fencing will transition to a black chain link at this location and run along the forest sidewalk to the stadium. The main vehicle entry will have a secured rolling fence gate but other options are being studied as well. Improvements to the backside of the campus include a vehicle/pedestrian gate at the Forest Grove back entry and fencing from the tennis courts to the southeast fencing at the back entry.

The fencing project accomplishes two goals set forth by the District's SRO. First, to direct all pedestrian traffic to a few locations making it easier to monitor individuals coming and leaving campus. Second, It allows the campus the ability to completely lock down.

FISCAL IMPACT:

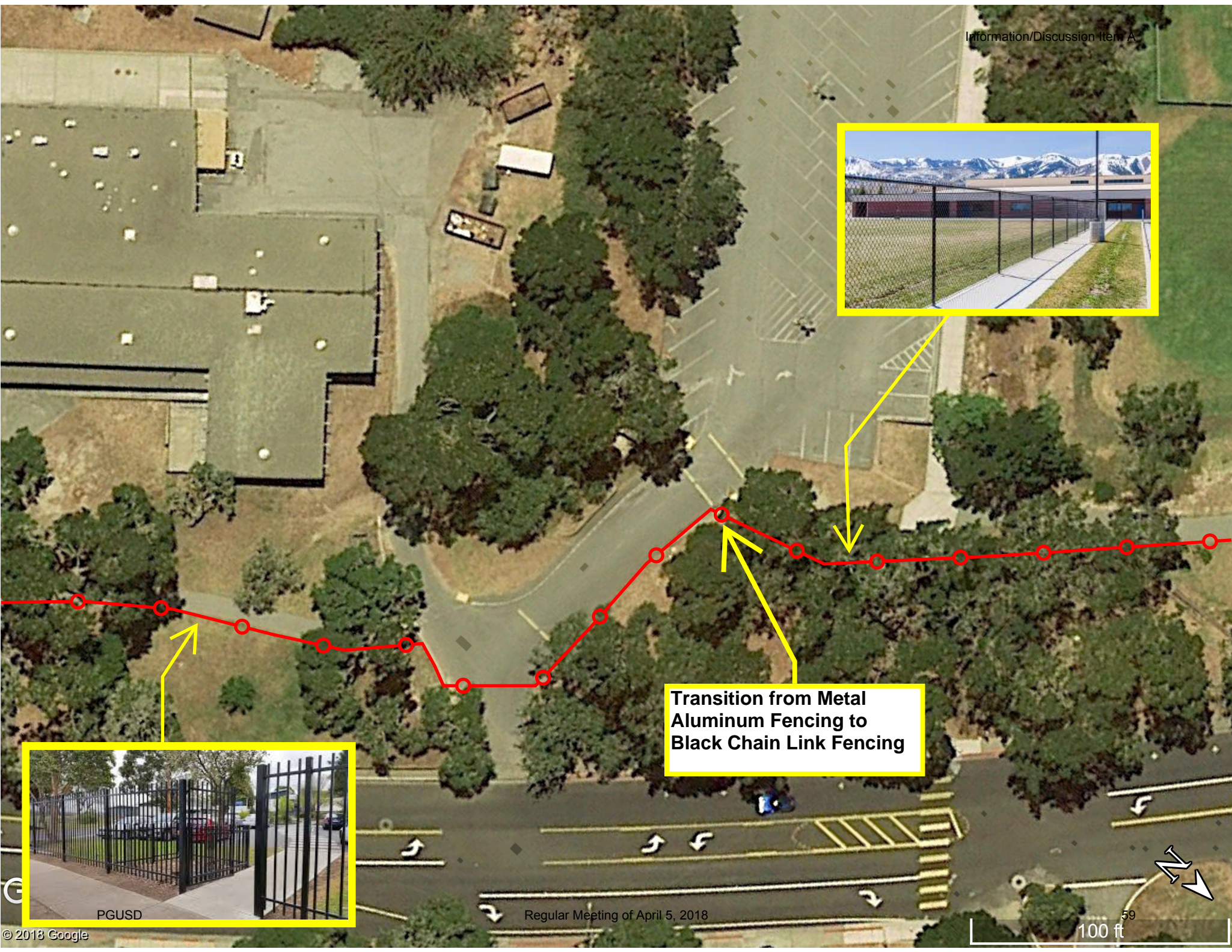
General Fund Expense. Staff is currently working with a contractor to provide preliminary budget numbers that will be presented at the Board of Trustees Meeting. The current preliminary plan has 800 LF of 6'-0" Powder Coated Aluminum Decorative Fencing and 1,030 LF of Black Chain Link Fencing.

Metal Aluminum Fencing - 800 LF
Black Chain Link Fencing - 1,030 LF





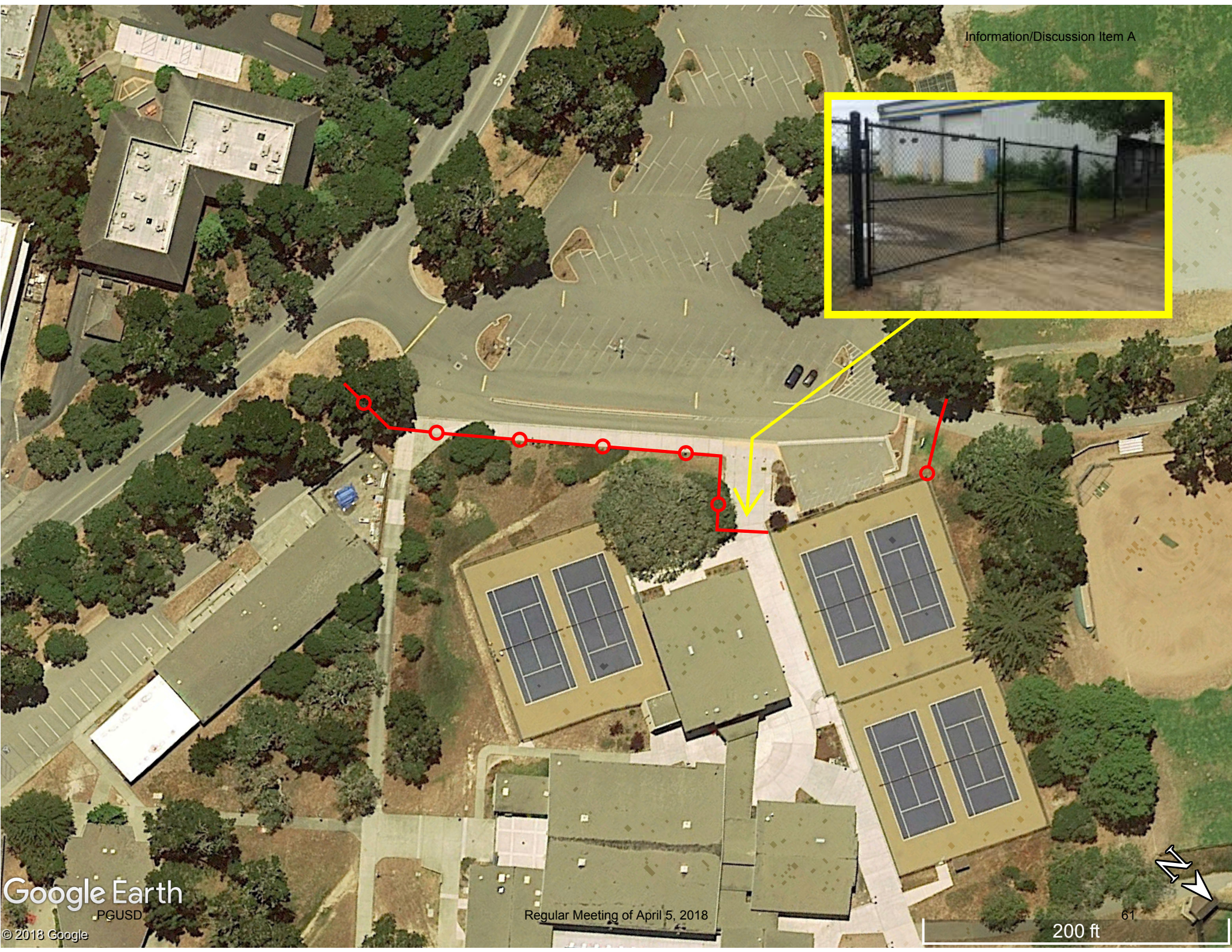




**Transition from Metal
Aluminum Fencing to
Black Chain Link Fencing**







SUBJECT: 2017-18 and 2018-19 Budget Discussion

PERSON RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services

RECOMMENDATION:

The District Administration recommends that the Board review components of the District Budget.

BACKGROUND:

The District Budget reflects the educational programs of the District expressed in terms of the allocation of financial resources. As such, the budget includes estimates of the amount of revenues and expenditures, both of which are affected by changes in: property taxes, enrollment, number of employees, and salaries and benefits.

INFORMATION:

For Review:

- 1) General Fund
- 2) CBEDS Enrollment
- 3) Staffing
- 4) STRS-PERS costs
- 5) Health Care
- 6) Step and Column
- 7) Site Allocations
- 8) Property Taxes

FISCAL IMPACT:

None, this item is for review only.

SUBJECT: Pacific Grove High School/Pacific Grove Middle School Health Curriculum

PERSON(S) RESPONSIBLE: Matt Bell, Pacific Grove High School Principal
Sean Roach, Pacific Grove Middle School Principal

RECOMMENDATION:

The District Administration recommends that the Board hear a presentation regarding the health curriculum at Pacific Grove High School and Pacific Grove Middle School.

BACKGROUND:

Education Code §51202 mandates certain areas of health be taught in grades 7-12. Additionally, HIV/AIDS is taught, but only in high school curriculum.

INFORMATION:

Health topics are currently taught in the Physical Education classes at both schools; the high school teaches it on Mondays (A-days) with occasional additional block periods throughout the year. Guest speakers are invited to speak on occasion. The middle school teaches it in a 4-week block during the SBAC testing window in May.

Beyond the required curricular topics, both schools supplement the health curriculum topics outside the health standards to support PGUSD areas of focus and concern.

Topics covered at the high school include:

- Social health – 4 weeks
- Nutrition – 3 weeks
- Mindset/tolerance – 1 week
- Human body – 5 weeks
- Health project – 2 weeks
- Drugs – 2 weeks
- Online presence and safety – 2 weeks
- Physical issues – 6 weeks
 - Injuries
 - Heat/cold
 - Cancer
 - HIV/AIDS
 - Reproduction

Topics covered at the middle school include:

HLC Curriculum (taught via PE)

Growth, Development and Sexual Health

Nutrition and Physical Activity

Injury Prevention Safety

Personal health

Mental/Emotional/Social Health

Sun Street Centers

Alcohol, Drug and Nicotine

Planned Parenthood

Prevention of STD's

HIV/AIDS

Birth control/Pregnancy

Presentation of other educational efforts at PGMS not contained in the MS health standards related to physical and social-emotional health

FISCAL IMPACT:

There is no cost associate with this report.

SUBJECT: Future Agenda Items

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

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

BACKGROUND:

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

INFORMATION:

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

The following is a list of future agenda items as of the April 5, 2018 Regular Board Meeting:

- Review of Teacher Evaluation Process (April 26)
- Board Self Evaluation Review (June 7)
- Affordable Housing Project Impacts to District
- Long Term Counseling Study (Fall 2018/Winter 2019)