

**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, May 3, 2018

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

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

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

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

AGENDA AND ORDER OF BUSINESS

I. OPENING BUSINESS

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

II. CLOSED SESSION

- A. Identify Closed Session Topics

The Board of Education will meet in Closed Session to consider matters appropriate for Closed Session in accordance with Education and Government Code.

- 1. Negotiations - Collective Bargaining Session planning and preparation with the 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. Consideration Of Student Discipline (1 Cases) (Education Code Section 48915)
4. Employee Discipline/Dismissal/Release/Complaint (2 cases) [Government Code § 54957]

B. Public comment on Closed Session Topics

C. Adjourn to Closed Session

III. RECONVENE IN OPEN SESSION

A. Report action taken in Closed Session:

1. Negotiations - Collective Bargaining Session planning and preparation with the 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. Consideration Of Student Discipline (1 Cases) (Education Code Section 48915)
5. Employee Discipline/Dismissal/Release/Complaint (2 cases) [Government Code § 54957]

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.*

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|----|---|-----------|
| | | Page 6 |
| A. | <u>Minutes of April 26, 2018 Board Meeting</u> Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends approval of minutes as presented. | |
| B. | <u>Certificated Assignment Order #14</u> Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Certificated Assignment Order #14. | 14 |
| C. | <u>Classified Assignment Order #14</u> Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Classified Assignment Order #14. | 16 |
| D. | <u>Warrant Schedule No. 595</u> 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. | 18 |
| E. | <u>2017-18 Budget Revisions #4</u> Recommendation: (Rick Miller, Assistant Superintendent) The District Administration recommends that the Board review and approve the proposed budget revisions. | 20 |

Move: _____ Second: _____ Vote: _____

VII. PUBLIC HEARING

- | | | |
|----|--|----|
| A. | <u>Public Hearing for Tentative Agreement with Pacific Grove Teacher's Association</u> Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board hold a Public Hearing for the Tentative Agreement between the Pacific Grove Unified School District and the Pacific Grove Teacher's Association (PGTA). | 29 |
|----|--|----|

Open Public Hearing: _____ Close Public Hearing: _____

VIII. ACTION/DISCUSSION

- | | | |
|----|---|----|
| A. | <u>Approval of Tentative Agreement with Pacific Grove Teacher's Association</u> Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board review and approve the Tentative Agreement between the Pacific Grove Unified School District (PGUSD) and the Pacific Grove Teachers Association (PGTA). | 34 |
|----|---|----|

Move: _____ Second: _____ Vote: _____

- B. Pacific Grove Unified School District Governance Handbook 39
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends that the Board review and approve or provide direction on the draft Pacific Grove Unified School District Governance Handbook.
Move: _____ Second: _____ Vote: _____
- C. Pacific Grove Unified School District Safety Update 66
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: _____
- D. Pacific Grove Unified School District Fencing Project 67
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends that the Board review preliminary fencing plans for the Pacific Grove High School, Pacific Grove Middle School, and Forest Grove Elementary School and provide feedback.
Move: _____ Second: _____ Vote: _____
- E. Board Calendar/Future Meetings 75
Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends that the Board review and possibly modify meeting dates on the attached calendar and determine, given information from the Administration, whether additional Board dates or modifications need to be established.
Move: _____ Second: _____ Vote: _____

IX. INFORMATION/DISCUSSION

- A. Facilities Project Updates 78
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The Administration recommends that the Board review and provide feedback on ongoing and upcoming facilities projects.
Board Direction: _____
- B. Presentation of the California Healthy Kids Survey results 2017-2018 80
Recommendation: (Ani Silva, Director of Curriculum and Special Projects) Buck Roggeman, Forest Grove Principal, Linda Williams, Robert Down Principal, Janie Lawrence, Pacific Grove Middle School Counselor, Jason Tovani, Middle School Assistant Principal, Michelle Cadigan, Pacific Grove High School Counselor, and Kimberly Shurtz, Community High School Teacher will be presenting results of the California Healthy Kids Survey along with recommendations.
Board Direction: _____

C. Future Agenda Items

81

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.

Board Self Evaluation Review (June 7)
Affordable Housing Project Impacts to District
Long Term Counseling Study (Fall 2018/Winter 2019)
Foreign Language (Fall 2018)
Review of Classified Evaluation Process

Board Direction: _____

X. ADJOURN

Next meeting – May 24, 2018 – District Office

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
Minutes of Regular Meeting of April 26, 2018 – District Office

I. OPENED BUSINESS

- A. Called to Order 5:31 p.m.
- B. Roll Call
- | | |
|-------------------------|---------------------------------|
| President: | Trustee Paff |
| Clerk: | Trustee Swanson |
| Trustees Present: | Trustee Crandell |
| | Trustee Dawson |
| Absent: | Trustee Phillips |
| Administration Present: | Superintendent Porras |
| | Assistant Superintendent Miller |
| Board Recorder: | Mandi Ackerman |
| Student Board Member: | Kulaea Tulua |

C. Adopted Agenda

Changes to the agenda include a Revised Consent Agenda M cover page.

MOTION Crandell/Swanson to adopt agenda as amended.

Public comment: none

Motion CARRIED 4 – 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. Public Employee Appointment/Employment (Government Code § 54957)
Title: Assistant Superintendent
4. Conference with Labor Negotiators – Assistant Superintendent employment contract for 2018/20; public school employer and its designated representatives: Ralph Gómez Porras, Superintendent [Gov. Code §54957.6]
5. 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]
6. Consideration Of Student Discipline (2 Cases) (Education Code Section 48915)

Board moved Closed Session Item 6 to Item 1.

B. Public comment on Closed Session Topics

None.

C. Adjourned to Closed Session 5:36 p.m.

III. RECONVENED IN OPEN SESSION 7:01 p.m.

A. Reported action taken in Closed Session:

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2017/18 [Government Code § 3549.1 (d)]

Administration provided information to the Board.

2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2017/18 [Government Code § 3549.1 (d)]

The Board heard information on this item.

3. Public Employee Appointment/Employment (Government Code § 54957)
Title: Assistant Superintendent

The Board voted to approve the appointment of the Assistant Superintendent.

4. Conference with Labor Negotiators – Assistant Superintendent employment contract for 2018/20 [Gov. Code §54957.6]

The Board discussed this item.

5. Conference with Labor Negotiators – Superintendent employment contract for 2017/21 [Government Code §54957.6]

The Board discussed this item.

6. Consideration Of Student Discipline (2 Cases) (Education Code Section 48915)

The Board discussed two cases.

The Board voted 4 – 0 to approve the stipulated expulsion case 021718 through the fall of 2018-19.

B. Pledge of Allegiance Led By: Trustee Paff

IV. COMMUNICATIONS

A. Written Communication

The Board received several letter regarding the Pacific Grove Middle School as well as Spanish at the elementary schools.

Superintendent Porras received positive certification from the Monterey County Office of Education on the Second Interim Report.

B. Board Member Comments

Student Representative Tulua provided an update to the Board on the events and activities at Pacific Grove High School.

Trustee Dawson, Trustee Paff, Trustee Crandell attended the Forest Grove Elementary School open house and enjoyed the event. Trustee Paff and Trustee Swanson attended the Robert Down Elementary School open house and enjoyed.

Trustee Paff saw the Shrek performance at Pacific Grove High School and said it was fun and the students and staff did a great job.

Trustee Swanson saw the screening of Screenagers and thanked everyone who put the event together.

C. Superintendent Report

Superintendent Porras thanked all the staff at Robert Down Elementary School and Forest Grove Elementary School for their work on the open houses, saying he was proud of the work they do. Porras thanked the community for attending Screenagers. Porras also thanked Director of Student Safety Barbara Martinez for her efforts in organizing the recent safety forum on social/emotional health.

D. PGUSD Staff Comments (Non Agenda Items)

None.

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

Parent Lisa Lavin expressed concerns regarding the Pacific Grove Middle School math department which included noting families have left the district due to the math department; survey results from a private survey created for parents; noted three issues as a results from the survey results: inconsistency in teaching and homework methods, over use of Khan Academy resulting in significant homework time, and finally personnel issues and concerns. Lavin requested a subcommittee be created to address these issues.

Parent Heath Hubanks spoke to the Board as a parent who left the district due to the Pacific Grove Middle School math department, including her child's negative experience with one of the math teachers, asking the Board to take the issues seriously and help find resolution.

Parent Kathleen Lee also expressed concerns regarding the Pacific Grove Middle School math department. Lee mirrored previous comments, including concerns over Khan Academy, the startling survey results which included concerns over teacher behavior. Lee asked the board to send a strong message to teachers that demeaning students will not be tolerated in the district, and asked the Board for reformative action for the math department, and asked the Board to review the survey results.

Harrison mirrored concerns previously expressed and spoke regarding Khan Academy, noting he sent concerns to the Superintendent previously, saying Khan Academy was neither peer reviewed or accredited.

VI. PRESENTATION

Robert Down Elementary School Principal Linda Williams, Senora Valladares, Mrs. Ford and several students presented information regarding the Foreign Language Programs at Robert Down Elementary School.

VII. RECOGNITION OF RETIREE

Superintendent Ralph Porras, the Board of Education and District Administration recognized recognize Assistant Superintendent Rick Miller for his years of service to Pacific Grove Unified School District.

Recognition followed by a brief recess at 8:00 for 5 minutes.

VIII. CONSENT AGENDA

- A. Minutes of April 5, 2018 Board Meeting
- B. Minutes of April 16, 2018 Special Board Meeting
- C. Certificated Assignment Order #13
- D. Classified Assignment Order #13
- E. Updates to Board Policy and Regulation 4019.11- Sexual Harassment
- F. Updates to Board Policy and Regulation 5113- Absences and Excuses
- G. Forest Grove Elementary School Site Handbook
- H. Robert Down Elementary School Site Handbook
- I. Pacific Grove Middle School Site Handbook
- J. Pacific Grove High School Site Handbook
- K. Community High School Site Handbook
- L. Pacific Grove Adult Education Site Handbook
- M. Increase Contract Amount for Interim Speech Therapist

Trustee Dawson spoke about the site handbooks, asking Principals to start with an opening letter from the Principal, asked that the tone of the handbooks be reviewed, expressed concerns over redundancy, consistency, and asked that the handbooks be cleaned up over the next few months.

Trustee Paff acknowledged Assistant Superintendent Sean Keller's move as the new Principal of Robert Down Elementary School.

Public comment:

Larry Haggquist spoke to support Keller and congratulated him.

MOTION Crandell/Dawson to approve consent agenda as presented.

Motion CARRIED 4 – 0

IX. ACTION/DISCUSSION

A. Naming Field in honor of Jen Hinton, Physical Education Teacher at Robert H. Down Elementary

Robert Down Elementary School Principal Linda Williams spoke about the legacy that Jen Hinton left on the field and in the hearts of those who knew her, she taught people to be good, and that she was deeply missed. Williams also noted that a memorial bench and plaques were being created for the site in Hinton's memory.

Superintendent Porras noted that Board policy allowed for memorial one full year after the passing of an individual but that he was asking for an exception from the Board.

The Board noted Hinton was a terrific teacher, supported naming the field in her honor.

Public comment:

Mr. D thanked the Board, noting Hinton was a friend to all, kept everyone on the right page and said this honor would leave a piece of Hinton for future generations.

**MOTION Dawson/Paff to approve naming the field in honor of Jen Hinton, Physical Education Teacher at Robert Down Elementary School.
Motion CARRIED 4 – 0**

B. Approval of the Assistant Superintendent's 2018-2020 Contract

The Board noted the contract had been discussed in closed session.

Superintendent Porras thanked the Board, saying Song Chin-Bendib was a great fit for the District, and reminded staff she would be starting August 1.

MOTION Swanson/Crandell to approve the Assistant Superintendent's 2018-2020 contract.

Public comment: none

Motion CARRIED 4 – 0

C. Pacific Grove Unified School District Safety Update

Director of Student Safety Barbara Martinez provided a brief safety update to the Board. Lockbloks would arrive in a week. The Board had questions, discussing training and installation of the Lockbloks.

Director of Facilities and Operations Matt Kelly noted a recent setback on the buzzer system at the middle school, and asked the Board to provide direction regarding fencing. The Board directed Kelly to provide options for low fencing for directional purposes in order to guide pedestrians.

Public comment:

Parent Dana Jones appreciated the work being done, asked for the front door of the middle school to be locked and done as quickly as possible, appreciated the District being fiscally responsible in accomplishing its safety goals, noting it was wonderful that parents were speaking up and working towards solutions.

Parent Sally Jones spoke about the Lockbloks; See Something, Say Something campaign; would like to see perimeter fencing; and quoted the National School Board Association and Center for Disease Control.

No action taken.

D. Increase Contract for Central Coast Kids and Families

MOTION Crandell/Dawson to approve the increase contract for Central Coast Kids and Families.

Public comment: none

Motion CARRIED 4 – 0

E. Adopt Resolution No. 1009 Designating Authorized Agents to Sign School Orders

MOTION Paff/Crandell to Adopt Resolution No. 1009 Designating Authorized Agents to Sign School Orders.

Public comment: none

Motion CARRIED unanimously by roll call vote 4 – 0

F. Year End Budget Transfer Resolution No. 1010

MOTION Dawson/Crandell to Adopt Resolution No. 1010 Year End Budget Transfer.

Public comment: none

Motion CARRIED unanimously by roll call vote 4 – 0

G. Resolution No. 1011 “Teacher Appreciation Week” and “California Day of the Teacher”

Trustee Crandell said every day our teachers change lives and thanked them for what they do.

Trustee Swanson noted we would be lost without our teachers and that they were the front line in so many ways.

Trustee Dawson noted it was a noble profession.

MOTION Paff/Crandell to Adopt Resolution No. 1011 “Teacher Appreciation Week” and “California Day of the Teacher”.

Public comment: none

Motion CARRIED unanimously by roll call vote 4 – 0

H. Resolution No. 1012 Classified School Employee Week

MOTION Crandell/Dawson to Adopt Resolution No. 1012 Classified School Employee Week.

Public comment: none

Motion CARRIED unanimously by roll call vote 4 – 0

I. Resolution No. 1013 Calling for a School Board Election

MOTION Crandell/Dawson to Adopt Resolution No. 1013 Calling for a School Board Election.

Public comment: none

Motion CARRIED unanimously by roll call vote 4 – 0

J. Adopt Resolution No. 1014 Designating Authorized Agents to Sign School Orders

MOTION Dawson/Swanson to Adopt Resolution No. 1014 Designating Authorized Agents to Sign School Orders.

Public comment: none

Motion CARRIED unanimously by roll call vote 4 – 0

K. Job Description for Adult School Preschool/Parent Education Teacher

MOTION Crandell/Swanson to approve the Job Description for Adult School Preschool/Parent Education Teacher.

Public comment: none

Motion CARRIED 4 – 0

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

Trustee Paff noted this contract was reviewed in closed session several times.

MOTION Paff/Dawson to approve the Amendments to the Superintendent's 2017-21 Contract and Compensation Adjustments.

Public comment: none

Motion CARRIED 4 – 0

M. Board Calendar/Future Meetings

Trustee Dawson requested that enrollment, class sizes and teacher ratios be added to a November meeting.

No action taken.

X. INFORMATION/DISCUSSION

A. Pacific Grove High School and Pacific Grove Middle School Health Curriculum Review

Pacific Grove High School Principal Matt Bell and Pacific Grove Middle School Principal Sean Roach presented information to the Board. The Board discussed this item and asked questions. Additional discussion with the Board included Pacific Grove Middle School Assistant Principal Jason Tovani, Director of Curriculum and Special Projects Ani Silva and Forest Grove Elementary School Principal Buck Roggeman.

B. Review of Teacher Evaluation Process

Superintendent Porras and Director of Human Resources Billie Mankey presented information to the Board. The Board discussed evaluations.

Trustee Dawson said evaluations needed to be scrutinized, that training is paramount and that there should be an alignment of evaluations.

MOTION Crandell/Swanson to extend the meeting to 10:15 p.m.

Public comment: none

Motion CARRIED 4 – 0

The Board discussed the option of reviewing unsatisfactory or conditional evaluations, Superintendent Porras noted employee rights and said he appreciated the relationship the District has with its teachers and the teachers union.

The Board directed Administration to add evaluations as a sunshine list next year to discuss the forms with the union first.

C. Future Agenda Items

Board Self Evaluation Review (June 7)
Affordable Housing Project Impacts to District
Long Term Counseling Study (Fall 2018/Winter 2019)

The Board requested to add:
Foreign Language (Fall 2018)
Review of Classified Evaluation Process

XI. ADJOURNED

10:18 p.m.

Approved and submitted:

Dr. Ralph Gómez Porras
Secretary to the Board

SUBJECT: Certificated Assignment Order #14

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

RECOMMENDATION:

The administration recommends adoption of Certificated Assignment Order #14

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. 14
May 3, 2018**

NEW HIRE:

Tara Tullius, Speech Therapist, Itinerant-District, Part-time, 0.80 FTE, Column V, Step 10 +MA effective August 2, 2018 (replaces Brian Hernandez)

TEMPORARY NEW HIRE:

Linda Vrijenhoek, CHS Tutor, 2.5 hours per week, paid per time sheet at the hourly certificated instructional rate, effective March 7, 2018 through June 1, 2018 only

RESIGNATIONS:

Thatcher Weldon, PGAS ESL Instructor effective March 18, 2018 and PGHS Boys' Tennis Coach, effective April 24, 2018

SUBJECT: Classified Assignment Order #14

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

RECOMMENDATION:

The administration recommends adoption of Classified Assignment Order #14

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. 14
May 3, 2018**

VOLUNTARY CHANGE OF ASSIGNMENT:

Kelly Van Houtan, from District Office, Confidential Personnel Technician, 5 hours per day, 180 day work calendar, Conf/Step C to RDE Clerk III, 6 hours per day, 190 day work calendar, Range 33, Step F, effective upon successful recruitment and replacement, partial transition effective April 27, 2018 with additional hours paid per time sheet

RESIGNATION:

Brooke Webber, FGE Instructional Assistant (Title 1), 2.25 hours per week, 180 day work calendar, resigns effective June 1, 2018 (relocation)

Ali Lyon, RDE Garden Coordinator, Stipend Position (SSC Funded), resigns effective June 1, 2018

SUBJECT: Warrant Schedule 595

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 April 1, 2018 through April 30, 2018.

INFORMATION:

Prior to the issuance of the warrants, District procedures have been followed to ensure the appropriateness of the item purchased, the correctness of the amount to be paid, and that funds were available within the appropriate budget. All necessary site, department, and district authorizations have been obtained.

Please note a full copy of the warrants are available by request.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

WARRANT SCHEDULE NO. 595Warrants- PayrollAPRIL 2018

| | | | |
|----------------------|------------------|----|---------------------|
| Certificated- | Regular 04/05/18 | \$ | 0 |
| | Regular 04/10/18 | \$ | 13,921.17 |
| | Regular 04/15/18 | \$ | 0 |
| | Regular 04/30/18 | \$ | 1,478,922.42 |
| Total Certificated | | \$ | <u>1,492,843.59</u> |
| Other- | Regular 04/05/18 | \$ | 0 |
| | Regular 04/10/18 | \$ | 2,312.00 |
| | Regular 04/15/18 | \$ | 0 |
| | Regular 04/30/18 | \$ | 3,010.43 |
| Total Other | | \$ | <u>5,322.43</u> |
| Classified- | Regular 04/05/18 | \$ | 2,737.25 |
| | Regular 04/10/18 | \$ | 480.00 |
| | Regular 04/15/18 | \$ | 0 |
| | Regular 04/30/18 | \$ | 586,611.08 |
| Total Classified | | \$ | <u>589,828.33</u> |
| <u>TOTAL PAYROLL</u> | | \$ | <u>2,087,994.35</u> |

Warrants- AP

| | | |
|---|----|---------------------|
| Warrants <u>12385782</u> through <u>12385807</u> (03/29/18) | \$ | <u>103,461.89</u> |
| Warrants <u>12386469</u> through <u>12386497</u> (04/03/18) | \$ | <u>128,329.16</u> |
| Warrants <u>12387009</u> through <u>12387049</u> (04/05/18) | \$ | <u>113,628.99</u> |
| Warrants <u>12387803</u> through <u>12387821</u> (04/10/18) | \$ | <u>48,983.57</u> |
| Warrants <u>12388560</u> through <u>12388582</u> (04/12/18) | \$ | <u>15,748.14</u> |
| Warrants <u>12389526</u> through <u>12389539</u> (04/17/18) | \$ | <u>10,928.32</u> |
| Warrants <u>12390415</u> through <u>12390441</u> (04/19/18) | \$ | <u>344,314.85</u> |
| <u>TOTAL WARRANTS</u> | \$ | <u>2,853,389.27</u> |

SUBJECT: 2017-18 District Budget Revision #4

PERSON RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services

RECOMMENDATION:

The District Administration recommends approval of the proposed budget revisions.

BACKGROUND:

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

The budget revisions we are recommending are reflected in the column titled "Rev #4 Changes". The column to the left of the Proposed Changes is the current Board-approved version of the budget. The column to the right of the proposed changes will become the official budget once the Board formally approves them. A list of the explanations for each budget revision is shown at the bottom of each page.

INFORMATION:

The financial condition of the District remains positive with reserves in place and cash flow being met. As a result of these budget revisions, the budgetary deficit has decreased from \$1,410,727 to \$1,316,431, a decrease of \$94,296.

Some significant budget revisions to the General Fund include:

- 1) Due to low Workers Comp Insurance claims, MERMA has refunded us \$121,608.
- 2) Due to additional tuition we expect to receive for servicing the special ed students from Carmel USD, we have increased the budget by \$109,377.
- 3) Due to the receipt of additional donations, the budget has been increased \$94,279.
- 4) The contract for our Speech Therapist has increased \$32,000.
- 5) Paid for from donations and a district contribution, the expense for the Robert Down playground equipment has been budgeted at \$75,000.

FISCAL IMPACT:

The fiscal impact is reflected in the attached reports.

Pacific Grove Unified School District

Budget Revisions - General Fund 01

| | Original Budget | Rev #1 Changes | Unaud Actuals | Rev #2 Changes | First Interim | Rev #3 Changes | Second Interim | Rev #4 Changes | | Final Budget |
|----------------------------|--------------------|-------------------|-------------------|-------------------|--------------------|-------------------|--------------------|-------------------|---|--------------------|
| Beginning Balance | 3,981,209 | 1,406,671 | 5,387,880 | - | 5,387,880 | - | 5,387,880 | | | 5,387,880 |
| Revenues | | | | | | | | | | |
| LCFF | 27,218,660 | (4,663) | 27,213,997 | 356,989 | 27,570,986 | (54,261) | 27,516,725 | - | | 27,516,725 |
| Federal Revenue | 678,877 | (7,499) | 671,378 | 25,448 | 696,826 | 1,848 | 698,674 | 1,777 | a | 700,451 |
| State Revenues | 1,737,405 | 369,118 | 2,106,523 | 4,906 | 2,111,429 | 113,967 | 2,225,396 | - | | 2,225,396 |
| Local Revenues | 941,015 | 92,040 | 1,033,055 | 166,562 | 1,199,617 | 3,202 | 1,202,819 | 343,407 | b | 1,546,226 |
| Total Revenues | 30,575,957 | 448,996 | 31,024,953 | 553,905 | 31,578,858 | 64,756 | 31,643,614 | 345,184 | | 31,988,798 |
| Expenditures | | | | | | | | | | |
| Certificated Salaries | 15,280,295 | 524,984 | 15,805,279 | 106,182 | 15,911,461 | 82,514 | 15,993,975 | 78,536 | c | 16,072,511 |
| Classified Salaries | 5,400,439 | 220,711 | 5,621,150 | 22,527 | 5,643,677 | 28,373 | 5,672,050 | 50,805 | d | 5,722,855 |
| Benefits | 5,798,117 | 345,779 | 6,143,896 | 32,241 | 6,176,137 | 25,269 | 6,201,406 | (8,845) | e | 6,192,561 |
| Books & Supplies | 1,026,711 | 404,267 | 1,430,978 | 482,847 | 1,913,825 | (66,066) | 1,847,759 | 57,756 | f | 1,905,515 |
| Services | 2,564,328 | (34,164) | 2,530,164 | 620,376 | 3,150,540 | (126,061) | 3,024,479 | 99,031 | g | 3,123,510 |
| Capital Outlay | 12,529 | - | 12,529 | - | 12,529 | - | 12,529 | 75,000 | h | 87,529 |
| Other Outgo | 258,427 | 83,148 | 341,575 | (19,795) | 321,780 | 2,035 | 323,815 | (101,395) | i | 222,420 |
| Indirect Costs | (21,672) | - | (21,672) | - | (21,672) | - | (21,672) | - | | (21,672) |
| Total Expenditures | 30,319,174 | 1,544,725 | 31,863,899 | 1,244,378 | 33,108,277 | (53,936) | 33,054,341 | 250,888 | | 33,305,229 |
| Surplus (Deficit) | 256,783 | | (838,946) | | (1,529,419) | | (1,410,727) | | | (1,316,431) |
| Transfers In (Out) | (58,552) | (4,893) | (63,445) | - | (63,445) | - | (63,445) | 10,045 | j | (53,400) |
| Ending Fund Balance | 4,179,440 | 306,049 | 4,485,489 | (690,473) | 3,795,016 | 118,692 | 3,913,708 | 84,251 | | 4,018,049 |

| | | | | | | | | | | |
|--|------------------|----------------|------------------|------------------|------------------|----------------|------------------|----------------|--|------------------|
| Components of Ending Fund Balance | | | | | | | | | | |
| a Revolving Cash | 5,000 | - | 5,000 | - | 5,000 | - | 5,000 | - | | 5,000 |
| b Restricted Balance | 455,088 | 305,184 | 760,272 | 1 | 760,273 | (279,974) | 480,299 | (11,022) | | 469,277 |
| c Committed | | - | | - | | - | | - | | |
| c Assigned | 2,808,020 | (45,623) | 2,762,397 | (727,806) | 2,034,591 | 400,284 | 2,434,875 | 108,137 | | 2,543,012 |
| e Resv for Ec Und | 911,332 | 46,488 | 957,820 | 37,332 | 995,152 | (1,618) | 993,534 | 7,226 | | 1,000,760 |
| Ending Fund Balance | 4,179,440 | 306,049 | 4,485,489 | (690,473) | 3,795,016 | 118,692 | 3,913,708 | 104,341 | | 4,018,049 |

1,777 a to increase budget due to adjustment for the Perkins Grant

343,407 b to increase budget due to 1) MERMA Workers Comp reimbursement and 2) Carmel USD special ed tuition

78,536 c to increase budget due to revised estimates

50,805 d to increase budget due to revised estimates

(8,845) e to decrease budget due to revised estimates

57,756 f to increase budget due to receipt and expenditure of donations

99,031 g to increase budget due to 1) bus repair 2) speech and language contract and 3) Illuminate training

75,000 h to increase budget due to playground equipment at Robert Down

(101,395) i to decrease budget due to 1) reposting of debt service to Fund 40 and 2) revised MCOE special ed billback

10,045 j to increase budget due to transfer from Fund 01 to Fund 13

Pacific Grove Unified School District

Budget Revisions - Adult Ed Fund 11

| | Original Budget | Rev #1 Changes | Unaud Actuals | Rev #2 Changes | First Interim | Rev #3 Changes | Second Interim | Rev #4 Changes | | Final Budget |
|--|--------------------|-------------------|------------------|-------------------|------------------|-------------------|-------------------|-------------------|---|------------------|
| Beginning Balance | 1,096,240 | 597,193 | 1,693,433 | | 1,693,433 | - | 1,693,433 | | | 1,693,433 |
| Revenues | | | | | | | | | | |
| LCFF | 135,000 | - | 135,000 | - | 135,000 | 49,527 | 184,527 | - | | 184,527 |
| Federal Revenue | 34,558 | - | 34,558 | (10,286) | 24,272 | 1,450 | 25,722 | - | | 25,722 |
| State Revenues | 1,190,051 | (3,463) | 1,186,588 | - | 1,186,588 | 322,657 | 1,509,245 | - | | 1,509,245 |
| Local Revenues | 550,000 | 1,393 | 551,393 | 1,963 | 553,356 | 4,322 | 557,678 | 15,337 | a | 573,015 |
| Total Revenues | 1,909,609 | (2,070) | 1,907,539 | (8,323) | 1,899,216 | 377,956 | 2,277,172 | 15,337 | | 2,292,509 |
| Expenditures | | | | | | | | | | |
| Certificated Salaries | 618,559 | 11,235 | 629,794 | 3,901 | 633,695 | (2,775) | 630,920 | (9,016) | b | 621,904 |
| Classified Salaries | 313,368 | 104,653 | 418,021 | (16,712) | 401,309 | 6,234 | 407,543 | 749 | c | 408,292 |
| Benefits | 228,742 | 34,744 | 263,486 | 42,609 | 306,095 | 1,854 | 307,949 | (2,662) | d | 305,287 |
| Books & Supplies | 168,124 | 114,763 | 282,887 | 8,111 | 290,998 | (1,697) | 289,301 | 17,234 | e | 306,535 |
| Services | 75,000 | 79,648 | 154,648 | - | 154,648 | 104,014 | 258,662 | 4,543 | f | 263,205 |
| Capital Outlay | - | - | - | - | - | 385,117 | 385,117 | - | | 385,117 |
| Other Outgo | - | - | - | - | - | - | - | - | | - |
| Indirect Costs | - | - | - | - | - | - | - | - | | - |
| Total Expenditures | 1,403,793 | 345,043 | 1,748,836 | 37,909 | 1,786,745 | 492,747 | 2,279,492 | 10,848 | | 2,290,340 |
| Surplus (Deficit) | 505,816 | | 158,703 | | 112,471 | | (2,320) | | | 2,169 |
| Transfers In (Out) | - | - | - | - | - | - | - | - | | - |
| Ending Fund Balance | 1,602,056 | 250,080 | 1,852,136 | (46,232) | 1,805,904 | (114,791) | 1,691,113 | 4,489 | | 1,695,602 |
| Components of Ending Fund Balance | | | | | | | | | | |
| a Revolving Cash | - | - | - | - | - | - | - | - | | - |
| b Restricted Balances | | | | - | | - | | | | |
| c Committed | | | | | | - | | | | |
| d Assigned | | - | | - | | - | | | | |
| e Resv for Ec Und | 1,602,056 | 250,080 | 1,852,136 | (46,232) | 1,805,904 | (114,791) | 1,691,113 | 4,489 | | 1,695,602 |
| Ending Fund Balance | 1,602,056 | 250,080 | 1,852,136 | (46,232) | 1,805,904 | (114,791) | 1,691,113 | 4,489 | | 1,695,602 |

15,337 a to increase budget due to collection of fees and receipt of donations

(9,016) b to decrease budget due to revised estimates

749 c to increase budget due to revised estimates

(2,662) d to decrease budget due to revised estimates

17,234 e to increase budget due to collection of fees and receipt of donations

4,543 f to increase budget due to actual expenditures

Pacific Grove Unified School District

Budget Revisions - Child Development Fund 12

| | Original Budget | Rev #1 Changes | Unaud Actuals | Rev #2 Changes | First Interim | Rev #3 Changes | Second Interim | Rev #4 Changes | | Final Budget |
|----------------------------|--------------------|-------------------|------------------|-------------------|------------------|-------------------|-------------------|-------------------|---|-----------------|
| Beginning Balance | 21,696 | 61,588 | 83,284 | - | 83,284 | - | 83,284 | | | 83,284 |
| Revenues | | | | | | | | | | |
| LCFF | - | - | - | - | - | - | - | - | | - |
| Federal Revenue | - | - | - | - | - | - | - | - | | - |
| State Revenues | 98,836 | 705 | 99,541 | - | 99,541 | - | 99,541 | (24,828) | a | 74,713 |
| Local Revenues | 375,000 | - | 375,000 | 57,528 | 432,528 | (52,634) | 379,894 | - | | 379,894 |
| Total Revenues | 473,836 | 705 | 474,541 | 57,528 | 532,069 | (52,634) | 479,435 | (24,828) | | 454,607 |
| Expenditures | | | | | | | | | | |
| Certificated Salaries | 57,525 | - | 57,525 | - | 57,525 | 1,343 | 58,868 | 1,104 | b | 59,972 |
| Classified Salaries | 243,671 | 1,743 | 245,414 | 10,901 | 256,315 | 3,358 | 259,673 | 4,234 | c | 263,907 |
| Benefits | 94,007 | (1,359) | 92,648 | 2,901 | 95,549 | 1,359 | 96,908 | 1,357 | d | 98,265 |
| Books & Supplies | 15,000 | 1,925 | 16,925 | 1,000 | 17,925 | - | 17,925 | - | | 17,925 |
| Services | 2,000 | 8,807 | 10,807 | 3,358 | 14,165 | - | 14,165 | (402) | e | 13,763 |
| Capital Outlay | 10,000 | - | 10,000 | 53,170 | 63,170 | (53,170) | 10,000 | (1,956) | f | 8,044 |
| Other Outgo | 21,672 | - | 21,672 | - | 21,672 | - | 21,672 | - | | 21,672 |
| Indirect Costs | - | - | - | - | - | - | - | - | | - |
| Total Expenditures | 443,875 | 11,116 | 454,991 | 71,330 | 526,321 | (47,110) | 479,211 | 4,337 | | 483,548 |
| Surplus (Deficit) | 29,961 | (10,411) | 19,550 | | 5,748 | | 224 | | | (28,941) |
| Transfers In (Out) | - | - | - | - | - | - | - | (50,000) | g | (50,000) |
| Ending Fund Balance | 51,657 | 51,177 | 102,834 | (13,802) | 89,032 | (5,524) | 83,508 | (79,165) | | 4,343 |

| | | | | | | | | | | |
|--|---------------|---------------|----------------|-----------------|---------------|----------------|---------------|-----------------|--|--------------|
| Components of Ending Fund Balance | | | | | | | | | | |
| a Revolving Cash | - | - | - | - | - | - | - | - | | - |
| b Restricted Balances | - | - | - | - | - | - | - | - | | - |
| c Committed | - | - | - | - | - | - | - | - | | - |
| d Assigned | - | - | - | - | - | - | - | - | | - |
| e Resv for Ec Und | 51,657 | 51,177 | 102,834 | (13,802) | 89,032 | - | 83,508 | (79,165) | | 4,343 |
| Ending Fund Balance | 51,657 | 51,177 | 102,834 | (13,802) | 89,032 | (5,524) | 83,508 | (79,165) | | 4,343 |

(24,828) a to decrease budget due accrual of Maximum Reimbursable Amount

1,104 b to increase budget due to revised estimates

4,234 c to increase budget due to revised estimates

1,357 d to increase budget due to revised estimates

(402) e to decrease budget due to lower than expected actuals

(1,956) f to decrease budget due to lower than expected actuals

(50,000) g to budget for transfer from Fund 12 to Fund 40

Pacific Grove Unified School District

Budget Revisions - Cafeteria Fund 13

| | Original Budget | Rev #1 Changes | Unaud Actuals | Rev #2 Changes | First Interim | Rev #3 Changes | Second Interim | Rev #4 Changes | | Final Budget |
|----------------------------|--------------------|-------------------|------------------|-------------------|------------------|-------------------|-------------------|-------------------|---|-----------------|
| Beginning Balance | 8,166 | 1,763 | 9,929 | - | 9,929 | - | 9,929 | | | 9,929 |
| Revenues | | | | | | | | | | |
| LCFF | | - | | - | | | | | | |
| Federal Revenue | 180,000 | - | 180,000 | - | 180,000 | - | 180,000 | - | | 180,000 |
| State Revenues | 32,006 | (3,680) | 28,326 | - | 28,326 | - | 28,326 | - | | 28,326 |
| Local Revenues | 390,000 | - | 390,000 | - | 390,000 | - | 390,000 | - | | 390,000 |
| Total Revenues | 602,006 | (3,680) | 598,326 | - | 598,326 | - | 598,326 | - | | 598,326 |
| Expenditures | | | | | | | | | | |
| Certificated Salaries | | - | | - | | - | | - | | |
| Classified Salaries | 260,737 | 9,499 | 270,236 | 2,320 | 272,556 | 2,321 | 274,877 | 7,334 | a | 282,211 |
| Benefits | 70,225 | (1,559) | 68,666 | 378 | 69,044 | 2,337 | 71,381 | 1,547 | b | 72,928 |
| Supplies | 280,000 | 3,350 | 283,350 | - | 283,350 | 61 | 283,411 | 64 | c | 283,475 |
| Services | 14,000 | 225 | 14,225 | - | 14,225 | 539 | 14,764 | 112 | d | 14,876 |
| Capital Outlay | | - | | - | | - | | - | | |
| Other Outgo | - | - | | - | | - | | - | | |
| Indirect Costs | - | - | | - | | - | | - | | |
| Total Expenditures | 624,962 | 11,515 | 636,477 | 2,698 | 639,175 | 5,258 | 644,433 | 9,057 | | 653,490 |
| Surplus (Deficit) | (22,956) | | (38,151) | | (40,849) | | (46,107) | | | (55,164) |
| Transfers In (Out) | 22,956 | 15,195 | 38,151 | - | 38,151 | 6,193 | 44,344 | 9,057 | e | 53,401 |
| Ending Fund Balance | 8,166 | 1,763 | 9,929 | (2,698) | 7,231 | 935 | 8,166 | - | | 8,166 |

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

7,334 a to increase budget due to revised estimates

1,547 b to increase budget due to revised estimates

64 c to increase budget due to higher than expected actuals

112 d to increase budget due to higher than expected actuals

9,057 e to budget for transfer from Fund 1 to Fund 13

Pacific Grove Unified School District

Budget Revisions - Deferred Maintenance Fund 14

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

| | | | | | | | | | | |
|--|---------------|----------------|---------------|-----------------|---------------|-----------------|--------------|---|--|----------|
| Components of Ending Fund Balance | | | | | | | | | | |
| a Revolving Cash | - | - | - | - | - | - | - | - | | - |
| b Restricted Balances | | - | - | - | - | - | - | - | | - |
| c Committed | | | | | | - | | - | | |
| c Assigned | 96,359 | (5,461) | 90,898 | (38,000) | 52,898 | | 9,668 | | | |
| e Resv for Ec Unc | | - | | - | | - | | | | |
| Ending Fund Balance | 96,359 | (5,461) | 90,898 | (38,000) | 52,898 | (43,230) | 9,668 | | | - |

no budget revisions necessary

Pacific Grove Unified School District

Budget Revisions - Post Emp Benefits Fund 20

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

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

- no budget revisions necessary

Pacific Grove Unified School District

Budget Revisions - Building Fund 21

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

| | | | | | | | | | | |
|--|------------------|------------------|------------------|----------|------------------|------------------|------------------|--|--|------------------|
| Components of Ending Fund Balance | | | | | | | | | | |
| a Revolving Cash | | - | | | | | | | | |
| b Restricted Balances | | | | | | | | | | |
| c Committed | | | | | | | | | | |
| c Assigned | 1,244,849 | (111,020) | 1,133,829 | - | 1,133,829 | (119,549) | 1,014,280 | | | 1,014,280 |
| e Resv for Ec Unc | | - | | - | | - | | | | |
| Ending Fund Balance | 1,244,849 | (111,020) | 1,133,829 | - | 1,133,829 | (119,549) | 1,014,280 | | | 1,014,280 |

_____ no budget revisions necessary

Pacific Grove Unified School District

Budget Revisions - Capital Projects Fund 40

| | Original Budget | Rev #1 Changes | Unaud Actuals | Rev #2 Changes | First Interim | Rev #3 Changes | Second Interim | Rev #4 Changes | | Final Budget |
|----------------------------|--------------------|-------------------|------------------|-------------------|------------------|-------------------|-------------------|-------------------|----------|------------------|
| Beginning Balance | 538,976 | (162,879) | 376,097 | - | 376,097 | | 376,097 | | | 376,097 |
| Revenues | | | | | | | | | | |
| LCFF | - | - | - | - | | - | | | | |
| Federal Revenue | - | - | - | - | | - | | | | |
| State Revenues | - | - | - | - | | - | | | | |
| Local Revenues | 230,000 | - | 230,000 | 70,067 | 300,067 | 529,470 | 829,537 | - | | 829,537 |
| Total Revenues | 230,000 | - | 230,000 | 70,067 | 300,067 | 529,470 | 829,537 | - | | 829,537 |
| Expenditures | | | | | | | | | | |
| Certificated Salaries | - | - | - | - | | - | - | | | |
| Classified Salaries | - | - | - | - | | - | | | | |
| Benefits | - | - | - | - | | - | | | | |
| Supplies | 50,000 | 16,679 | 66,679 | 12,805 | 79,484 | 25,371 | 104,855 | - | | 104,855 |
| Services | 50,000 | - | 50,000 | 282,433 | 332,433 | 384,165 | 716,598 | - | | 716,598 |
| Capital Outlay | 100,000 | 9,252 | 109,252 | 75,065 | 184,317 | 248,715 | 433,032 | (47,168) | a | 385,864 |
| Other Outgo | 29,436 | - | 29,436 | - | 29,436 | 105,669 | 135,105 | 65,535 | b | 200,640 |
| Indirect Costs | - | - | - | - | | - | | - | | |
| Total Expenditures | 229,436 | 25,931 | 255,367 | 370,303 | 625,670 | 763,920 | 1,389,590 | 18,367 | | 1,407,957 |
| Surplus (Deficit) | 564 | | (25,367) | | (325,603) | | (560,053) | | | (578,420) |
| Transfers In (Out) | - | - | - | - | - | 195,000 | 195,000 | 50,000 | c | 245,000 |
| Ending Fund Balance | 539,540 | (188,810) | 350,730 | (300,236) | 50,494 | (39,450) | 11,044 | 31,633 | | 42,677 |

| | | | | | | | | | | |
|--|----------------|------------------|----------------|------------------|---------------|-----------------|---------------|---------------|--|---------------|
| Components of Ending Fund Balance | | | | | | | | | | |
| a Revolving Cash | | - | - | - | - | - | - | | | - |
| b Restricted Balances | | | | | | | | | | |
| c Committed | | | | | | | | | | |
| c Assigned | 539,540 | (188,809) | 350,731 | (300,237) | 50,494 | (39,450) | 11,044 | 31,633 | | 42,677 |
| e Resv for Ec Unc | | - | - | - | - | - | | | | |
| Ending Fund Balance | 539,540 | (188,809) | 350,731 | (300,237) | 50,494 | (39,450) | 11,044 | 31,633 | | 42,677 |

(47,168) a to decrease budget due to revised posting of expenditures

65,535 b to increase budget due to debt service for Portable Project loan

50,000 c to increase budget due to transfer from Fund 12 to Fund 40

SUBJECT: Public Hearing for Tentative Agreement with the Pacific Grove Teachers Association (PGTA)

PERSON RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services

RECOMMENDATION:

The Administration recommends that the Board hold a Public Hearing for the Tentative Agreement between the Pacific Grove Unified School District (PGUSD) and the Pacific Grove Teachers Association (PGTA).

BACKGROUND:

All changes to contracts between the District and employee groups require a public hearing and approval by the Board. Previously, the Board approved salary increases for PGTA for the 2017-18 and 2018-19 school years. This agreement covers non-financial contract language.

INFORMATION:

This proposed agreement includes:

- 1) A previous MOU regarding the placement of special education students in general education classrooms has now been permanently included in the contract.
- 2) Changes to the Stipend list have been made. The position of High School Dance Squad Advisor has been added. Three unused positions on the Stipend list have been deleted, and Middle School Pep Squad has been renamed to Middle School Spirit Squad.

FISCAL IMPACT:

This item has no fiscal impact



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Public Hearing

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
435 Hillcrest Avenue Pacific Grove, CA 93950

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

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

PUBLIC HEARING NOTICE

In accordance with AB 1200 (Chapter 1213/1991), GC 3547.5 and CCR, Title V, Section 15449, the Pacific Grove Unified School District Governing Board will hold a public hearing on Thursday, May 3, 2018, regarding

PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENTS FOR PACIFIC GROVE TEACHERS ASSOCIATION (PGTA)

The hearing will be held during the regular Board meeting of May 3, 2018, which begins at 7:00 p.m. in the Jessie Bray Board Room of the District Office, located at 435 Hillcrest Avenue in Pacific Grove.

Copies of the Collective Bargaining Agreement will be available for public viewing beginning April 30, 2018, through May 3, 2018. For more information, please contact Ralph Porras at 646-6520.

Posted: April 26, 2018

Pacific Grove Unified School District
And
Pacific Grove Teachers Association
Negotiations

TENTATIVE AGREEMENT

The Pacific Grove Unified School District ("District") and Pacific Grove Teachers Association ("PGTA") (collectively referred to as "the parties") agree to the following terms ("Agreement") to close negotiations for the 2017-2018 school year.

An agreement effective for the 2017-18 school year, to the following changes in the Master Contract Agreement between Pacific Grove Unified School District and Pacific Grove Teachers Association July 1, 2015 – June 30, 2017:

1. The following modified language from an MOU that expired in 2016, will be inserted into the contract as Section VIII.H:

H. Inclusion of students with disabilities who make significant impact on a classroom setting.

1. Definition of Inclusion:

Inclusive education exists when students with significant disability(ies) attend general education class(es).

2. Definition of Significant Impact on a Classroom Setting:

Significant impacts on a classroom setting are instances such as, but not limited to, students who require adult aide support, students with significant behavioral or cognitive deficiencies, and/or students with severe physical disabilities/limitations.

3. Placement Team Composition:

On the school site, the placement team for potentially included students will consist of the site administrator, the Director of Student Services (when possible), a special education teacher, the school psychologist, and at least one general education teacher with whom the student will, or may, be placed. All teachers who may be affected by the placement will be invited to participate.

4. Protocol for Placement:

The rights and needs of the other students and staff will be considered as part of the placement process.

- a. New Students from Programs Outside of PGUSD:

When a special education student moves to the district, the school psychologist, the site administrator, and counselor will be consulted to determine an initial placement for the student. It is critical that the school psychologist review the student's file as soon as possible to interpret testing information and guide appropriate placement. An initial placement, including possible supports, will be made by the school psychologist and the site administrator. If it is determined by any person servicing the student that the student is having a significant impact on the general education class, a placement meeting may be requested. The placement team will convene within 5 (five) instructional days to discuss the appropriateness of the initial placement and supports. The day following the request for a meeting will be day 1 (one) of the 5-day limit. If the placement and supports are deemed appropriate by the team, the student's placement in specific general education class(es) will continue. If the team decides the placement or supports in specific general education class(es) are not appropriate, they will make an alternative recommendation. In the event the team can not reach agreement, the final decision will be made by the site administrator pending an individual education plan (IEP) meeting.

b. Students Returning to District Programs from Outside Programs:

When a special education student returns to PGUSD after attending a program outside of the district, the placement team will be consulted to determine initial placement for the student. If the District receives advance notice of the incoming student, the site administrator will convene a meeting of the potentially involved staff at the earliest reasonable time prior to the start date to begin the planning process. Appropriate planning could include visits to observe similar programs, visits to observe the student, a preparation meeting with specialists, reading background material, etc. Planning and timelines will conform to the relevant State and Federal laws, regulations and where appropriate, court decisions on similar cases. After discussing the student's needs, probable impact on the classroom, and the needed support services, teachers will be surveyed to see who is interested in participating in the inclusion program for that student. The site administrator will endeavor to place the new student in accordance with expressed teacher interest. In the event the team can not reach agreement, the final decision will be made by the site administrator pending an individual education plan (IEP) meeting. If the District does not receive advance notice of the incoming student, the process outlined above in Section "a" be followed.

c. Students Matriculating to the Subsequent Grade:

Special education teachers will meet with general education teachers before the end of the school year to discuss the placement and supports of students

matriculating in the following year. This meeting will be informational in nature; however, teacher input will be considered with regard to student placement.

5. Appeal Process:

In accordance with special education laws, any member of the IEP team, including the teacher, has the right to compel a convening of the IEP team to reconsider placement if it is believed that the placement is inappropriate.

2. Exhibit 17 will include the following changes:

- a. HS Dance Squad Advisor will be added with the same stipend amounts as the HS Spirit Squad Advisor.
- b. The *Director of Special Education Coordinator*, *HS AP Stipends*, *HS Intramural Director*, and one of the *MS Noon Activities Directors* listings will be dropped from the list.
- c. The *Middle School Pep Squad* will be renamed *Middle School Spirit Squad Advisor*.

Ratification : This Agreement shall take effect and become binding on the Parties upon ratification by the PGUSD Governing Board and PGTA.

DISTRICT

Date

PGTA

Date


 4/23/2018

Buck Roggeman 4/23/18

Billie Manley 4/23/18

RM 4/23/18

 4/23/18

 4/23/2018

McCarthy 4/23/18

Janie DeSomaso 4/23/18

Donalee Gora 4/23/18

Steven Ibrahim 4/23/2018

SUBJECT: Approval of Tentative Agreement with the Pacific Grove Teachers Association (PGTA)

PERSON RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services

RECOMMENDATION:

The Administration recommends that the Board review and approve the Tentative Agreement between the Pacific Grove Unified School District (PGUSD) and the Pacific Grove Teachers Association (PGTA).

BACKGROUND:

All changes to contracts between the District and employee groups require a public hearing and approval by the Board. Previously, the Board approved salary increases for PGTA for the 2017-18 and 2018-19 school years. This agreement covers non-financial contract language.

INFORMATION:

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FISCAL IMPACT:

This item has no fiscal impact



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Action/Discussion Item A

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
435 Hillcrest Avenue Pacific Grove, CA 93950

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

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

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And
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Ratification : This Agreement shall take effect and become binding on the Parties upon ratification by the PGUSD Governing Board and PGTA.

DISTRICT

Date

PGTA

Date

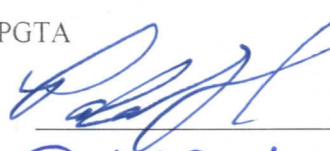
 4/23/2018

Buck Roggeman 4/23/18

Billie Manley 4/23/18

RM 4/23/18

 4/23/18

 4/23/2018

SMCarty 4/23/18

Janie DeSomaso 4/23/18

Bonnie G. G. 4/23/18

Steven Ibrahim 4/23/2018

SUBJECT: Pacific Grove Unified School District Governance Handbook

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The District Administration recommends that the Board review and approve or provide direction on the draft Pacific Grove Unified School District Governance Handbook.

BACKGROUND:

This handbook was drafted at the request of the Board of Education, and based on the Adelanto Elementary School District Governance Handbook.

INFORMATION:

This handbook's rules and protocols stem from board bylaws, embody the principles endorsed by the California School Boards Association (CSBA), and are based on the collective experiences of school boards across the state. This ready resource formalizes the conventions used by the governance team in the conduct of its day-to-day business.

For newly elected or appointed board members, especially those who have not yet completed CSBA's *Masters in Governance* program, this handbook is particularly valuable as it sets forth a series of do's and don'ts to ensure that all board members are ready to undertake confidently the work of the district.

This handbook is adapted in part from CSBA's guide and other training materials.

FISCAL IMPACT:

None.



Pacific Grove Unified School District Governance Handbook 2018

Board of Trustees

John Paff, President
Brian Swanson, Clerk
Debbie Crandell, Member
Cristy Dawson, Member
Bill Phillips, Member

Superintendent

Dr. Ralph Gomez Porras

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PREAMBLE

Representative government requires that public officeholders be competent, independent, impartial, and accountable. Therefore, the Board of Trustees of the Pacific Grove Unified School District (PGUSD) adopts this Governance Handbook, which is a companion to its policy manual, to promote and maintain best practices and the highest standards of professional conduct. Its norms and protocols flow from board bylaws, embody the principles promulgated by the California School Boards Association (CSBA), and are based on the collective experiences of school boards across the state. This ready resource formalizes the conventions used by the governance team in the conduct of its day-to-day business.

For newly elected or appointed board members, especially those who have not yet completed CSBA's *Masters in Governance* program, this handbook is particularly valuable as it sets forth a series of do's and don'ts to ensure that all board members are ready to undertake confidently the work of the district.

This handbook is adapted in part from CSBA's guide and other training materials. It is the result of the collaborative effort of the Board of Trustees and the Superintendent.

OUR PUBLIC SERVICE

Responsible, Effective Governance

The Board of Trustees is a corporate body that implements state legislative policy concerning public schools in its geographical boundaries, administers California's system of public education, and provides leadership and lay oversight of the district. The board, a legal agency of the state, derives its power from the state's constitution, laws, and judicial decisions.

The PGUSD school board is entrusted with a solemn duty to uphold the constitutions of California and the United States, protect the public interest in schools, and provide high quality education to all students. To fulfill this mandate, the board and superintendent join together to become the district's governance team without forsaking their separate and distinct roles and responsibilities. The school board sets and monitors the direction of the school district. The superintendent plays a dual role—first, he is the chief executive officer, responsible for managing the district consistent with the board's direction; second, he is the subject matter expert for the board which is comprised, typically, of lay people who may not have specialized knowledge of public education. For the district's blueprint for educational excellence to succeed, members of the governance team must have a shared understanding of their purpose, be well-informed contributors to the team, and interact professionally.

OUR COMMITMENTS AND OBLIGATIONS

Unity of Purpose

Unity of purpose is a commitment to transcend individual differences to focus upon the greater good.

Our Governance Team's Unity of Purpose

Our unity of purpose is to accomplish our mission, fulfill our goals, and realize our vision as we operate under best practices as set forth in policy and exemplified in the California School Boards Association's *Masters in Governance* program.

Please see the appendix to review our mission, vision, goals, and professional governance standards.

Governance Role and Responsibilities

Pursuant to Board Bylaw 9000, the Board of Trustees is to ensure that the school district is responsive to the values, beliefs, and priorities of its communities by fulfilling five major responsibilities:

1. Setting the direction for the district through a process that involves the community, parents/guardians, students, and staff and is focused on student learning and achievement.
2. Establishing an effective and efficient organizational structure for the district.
3. Providing support to the superintendent and staff as they carry out the board's direction.
4. Ensuring accountability to the public for the performance of the district's schools.
5. Providing community leadership and advocacy on behalf of students, the district's educational program, and public education in order to build support within the local community and at the state and national levels.

The board carries out these responsibilities in each of the following domains:

- Student Learning and Achievement
- Finance
- Facilities
- Human Resources
- Policy
- Judicial Review
- Collective Bargaining
- Community Relations and Advocacy

Limits of Board Member Authority

Board members are state officers who act under the auspices of state law when conducting official business. The exercise of the board's authority is predicated upon the delegation of authority from the legislature and must be justified under standards of reasonableness to avoid a judicial presumption of arbitrary or capricious action.

According to Board Bylaw 9200, the Board of Trustees has broad but clearly limited powers with respect to its operations. Please see the appendix for the full text.

- The board is the unit of authority over the district.
- The exercise of the board's authority is restricted by law and may only take place in a legally constituted meeting.
- Board members have no individual authority.
- Individually, board members may not commit the district to any policy, act, or expenditure.
- Board members hold the education of students above any partisan principle, group interest, or personal interest.
- Board members who visit schools have no more authority than any other citizen.
- Unless agreed to by the board, individual members do not exercise any administrative responsibility with respect to the schools or command the services of any school employee.
- A board member whose child is attending a district school is aware of his/her role as a board member when interacting with district employees about his/her child. Because his/her position as a board member may inhibit the performance of school personnel, the board member informs the superintendent or designee before volunteering in his/her child's classroom.
- The superintendent or designee provides a copy of the state's open meeting laws (Ralph M. Brown Act) to each board member and to anyone who is elected or appointed to the board but has not yet assumed office.
- Board members and persons elected to the board who have not yet assumed office are responsible for complying with the requirements of the Brown Act.

Being a High-Caliber Governance Team

First-rate teamwork is essential to every quality organization, but it is not guaranteed. It is not enough to have good intentions; there must be a commitment to building and maintaining a dynamic partnership that produces positive results. This is why we are obligated to adamantly guard our esprit de

corps and preserve our unity of purpose. Our success as a high-caliber team will be made evident by how well we attain our vision to be the Monterey County's premier learning establishment and by how well we work together.

To uphold our unity of purpose, to be well-informed contributors to our team, and to interact professionally, we hereby establish these norms and protocols.

OUR NORMS

In the Day-to-Day

1. Accountability

- a. We take collective responsibility for the success of our governance team.

2. Competence and Judiciousness

- a. We are honest stewards of students' education and focus on what is best for them.
- b. We set clear direction for the district.
- c. We recognize each member is integral to the governance team.
- d. We operate within our respective roles and responsibilities.
- e. We collaborate constructively for the success of the team.
- f. We do not micromanage the district.
- g. We demonstrate through our conduct the differences between good intentions and good government.
- h. We do not supervise individual board members; we are publicly elected or appointed officials, not employees.
- i. We participate in professional development and commit the time and energy necessary to be informed and effective leaders.
- j. We model dignified behavior for our students, staff, and community.
- k. We maintain poise and decorum in the face of controversy, difficulty, or complexity.
- l. We are conversant in district matters and with trends in education.
- m. We live out the principles of good boardsmanship as promulgated by the California School Boards Association in its *Masters in Governance* program.
- n. We are mindful that every word spoken and every action taken contribute to the district's reputation, either for good or for bad.
- o. We devote our time and energy to important business issues, not to politics, pettiness, or ungraciousness.
- p. Board members, either individually or corporately, never suggest or recommend any employee or member of the public for a position in the district.
- q. Absent board direction, we do not observe or participate in the interviews of prospective employees.
- r. We resolve not to let differences in personality, perspective, style, and background threaten our unity of purpose.
- s. We do not withhold or obstruct the flow of important information that belongs with the governance team.
- t. We wear official badges when at the district office, when visiting schools, and when attending school or district functions.

3. Ethics and Integrity

- a. We advance the effectiveness of our governance team through the individual and collective demonstration of integrity, consistency, responsibility, accountability, fairness, and transparency.
- b. Board members do not unilaterally assign work to employees except as provided for in the executive assistant to the superintendent's job description.
- c. We do not solicit or accept offers of help from district employees, except as allowed by law, for political campaigns, personal business interests, or other personal purposes.
- d. We do not use our position on the board to further our personal business ventures, nor do we publicize them at any district or school function or on any district properties. We do not distribute non-district business cards or other promotional materials to employees, nor do we exploit interactions with the public to promote personal business interests.
- e. We do not proffer or consider information from anonymous sources.
- f. We do nothing to blindside fellow governance team members.
- g. We do not disclose confidential information acquired during a closed session to a person not entitled to receive such information, unless a majority of the board has authorized its disclosure. Confidential information means a communication made in a closed session that is specifically related to the basis for the Board to meet lawfully in closed session (Government Code 54963).
- h. We are willing to admit mistakes readily and do not seek to evade responsibility.
- i. We reserve judgment on every matter until all known facts are communicated to the full board.
- j. We do not participate in gossip or rumor-mongering.
- k. We do not form alliances within the team to carry out divergent goals or secret agendas.
- l. We do not speak ill of current or former governance team members.
- m. The superintendent is required to report to the board president egregious violations by board members of board bylaws, policies, or the agreements made herein. If the board president is the offending party, the superintendent is required to make his report to the board clerk. The board president or clerk, as the case may be, then reviews with the offending party the established practices to be observed and offers guidance and support.
- n. We use our titles only when conducting official district business, for informational purposes, or as an indication of background and expertise. We are careful not to exceed or appear to exceed our authority or use our position to influence others unduly.

4. Solidarity

- a. When working together, we look beyond our own individual contributions to the governance team and appreciate our collective achievements.
- b. If necessary, we discuss with an individual team member, privately and respectfully, any personal concern or issue we have with him or her for the good of the team. We do not burden the team with such matters.
- c. We are neither arbitrary nor capricious in our conduct, decision-making, or deliberations.
- d. We do not engage in or permit any ad hominem attacks against fellow board members or the superintendent.

5. How the Board Communicates

- a. We develop and maintain open, honest communication with each other.
- b. We do not criticize the reasoning, motives, or philosophies of fellow team members, whether in public or private settings.
- c. When we disagree, we do so in a reasonable and respectful manner and do not take differences of opinion personally.
- d. We speak with one voice in order to maintain the trust of our community.
- e. We make no unilateral, extemporaneous remarks regarding the job performance of the superintendent or any other employee, recognizing that employee performance reviews are conducted solely in accordance with established policy.

6. Support, Respect, and Consideration

- a. We check our egos at the proverbial door and treat fellow board members as the co-equals they are.
- b. We support each other and operate from positions of goodwill, good faith, and good motivations.
- c. We consistently treat fellow team members with respect, courtesy, and consideration.
- d. We demonstrate sensitivity and caring for fellow team members.
- e. We shield the superintendency from the politicking that sometimes beleaguers public office.
- f. We give one another the benefit of the doubt and arrive at negative conclusions only when necessary and when incontrovertible evidence supports doing so.
- g. We look to the strengths of our colleagues and do not participate in frivolous fault-finding missions.
- h. We appreciate when the superintendent does his best to treat board members equally as is expected.
- i. We do not burden the superintendent with personal complaints or disparaging remarks about fellow team members or district employees.
- j. We are considerate of one another's schedules.

During Board Meetings

- a. Board meetings are held in public to conduct the business of the district in accordance with the Ralph M. Brown Act; they are not to be regarded as town hall meetings.
- b. Board meetings are for gathering information, making decisions, and taking action.
- c. We are on time and prepared for meetings.
- d. We behave and dress in a manner worthy of a professional business meeting.
- e. We endeavor to ensure that all members of the team have the same information.
- f. We do not bring hidden agendas to board meetings.
- g. We do not use the privacy afforded in closed-session meetings as a cloak for unprofessional conduct or wrongdoing.
- h. Board members remain behind the dais or the board table, except for personal or medical necessity, and are attentive throughout board meetings in order to govern effectively and participate fully.
- i. We work cooperatively with the board chair to promote common courtesy and decorum.

- j. We observe the philosophy in *Rosenberg's Rules of Order, Revised 2011*, "Debate on policy is healthy, debate on personalities is not" and uphold the practice, "The chair has the right to cut off discussion that is too personal, is too loud, or is too crude."¹
- k. We speak only after first having been recognized by the chair and do not interrupt others.
- l. Board discussion shall be addressed to fellow board members, the superintendent, members of the executive cabinet, or scheduled speakers, and not to the audience.
- m. Board members accept the contributions and full participation of fellow board members and do not monopolize discussions.
- n. We do not use coarse or profane language.
- o. We have no side conversations.
- p. Use of the Internet—except to view the Board of Trustees' online meeting agenda and agenda presentations—, e-mail, texting, and other electronic messaging on any device or computer is prohibited by board members during board meetings. This includes reading, sending, or receiving data and messages.
- q. We do not make or answer personal telephone calls. Personal cellular telephones are to be silenced before meetings are called to order.
- r. We use wisely the time set aside in board meetings for board members' reports and announcements. We do not grandstand, evaluate employees, advocate action be taken on behalf of employees, or reargue a failed motion or position.

OUR PROTOCOLS

Gatherings and Communications

- a. We comply with the Brown Act and do not form unlawful meetings, regardless of the circumstances.
- b. A board meeting exists whenever a majority of board members gather at the same time and place to hear, discuss, or deliberate upon any item within the subject matter jurisdiction of the board or district (Government Code 54952.2).
- c. A majority of the board does not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the board. However, an employee or district official may engage in separate conversations with board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the board, as long as that employee or district official does not communicate the comments or position of any board members to other board members (Government Code 54952.2).
- d. Attendance by a majority of board members at events delineated below is not subject to the Brown Act provided that a majority of the board members do not discuss specific district business among themselves other than as part of the scheduled program (Government Code 54952.2).
 - 1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school board members

¹ Rosenberg's Rules of Order, Revised 2011, page 7, Courtesy and Decorum

2. An open, publicized meeting organized by a person or organization other than the district to address a topic of local community concern
3. An open and noticed meeting of another body of the district
4. An open and noticed meeting of a legislative body of another local agency
5. A purely social or ceremonial occasion
6. An open and noticed meeting of a standing committee of the board, provided that the board members who are not members of the standing committee attend only as observers

(cf. 9130 - Board Committees)

Agenda Preparation and Distribution

- a. Agendas are to be set only with the approval of the board president, or clerk in the president's absence, and the superintendent.
- b. Agendas and all supporting materials for regular board meetings are made available online to the board, and general public, at least five days prior to the board meeting. Board members may request hard copies of the online information.
- c. Time set aside for the board president and the superintendent to plan meeting agendas is restricted to relevant matters and is not used to circumvent the normal procedure for the board to give direction to the superintendent.

Board Meeting Preparation and Attendance

- a. Consistent, punctual attendance at board meetings is expected. If a board member is unable to attend or will be late, the board president is to be notified as soon as possible.
- b. Board members limit their studies to the content of the agenda packets and/or other materials provided by the superintendent. Should board members require additional information, a request may be submitted to the superintendent, who will endeavor to provide a timely response. As appropriate, the superintendent ensures all trustees are privy to the information requested and given. Should the superintendent determine that more than thirty minutes are required to research and prepare a response, he informs the trustee who made the request that he will confer with the board president to determine the next steps. It could be that the agenda item should be postponed to a future date in order to gather additional information for the full board.
- c. Board members direct all questions regarding agenda items to the superintendent.
- d. Board members may improve through independent learning their knowledge about general matters related to public education.
- e. Board members do not undertake independent inquiries or investigations that could create conflicts of interest or compromise the integrity of the board or district.
- f. Staff members who receive inquiries from board members may only redirect them to the superintendent.

Planning Special Board Meetings

- a. Special meetings of the board may be called at any time by the presiding officer or by a majority of the board members. However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the superintendent, assistant superintendent, or other management employee as described in Government Code 3511.1.

- b. In the interest of full attendance at special board meetings, priority is given by the board president to the proposed date and time which accommodates attendance by all board members. If that is not possible within the required timeframe, then priority is given to the date and time which accommodates attendance by four board members. If only a quorum can attend in the required timeframe, then the meeting is set for the soonest date and time.

Voting and Board Actions

- a. Board members respect each other's right to vote "no" on an issue.
- b. Though not required, it is courteous for a board member to explain during deliberations the rationale for an intended "no" vote.
- c. Members of the governance team who vote in the minority on an issue do nothing to undermine the will of the board.
- d. Authority to give direction to the superintendent resides with the board in a legally constituted meeting. Direction may come from a vote on an agenda item or from a consensus of the full board in response to information presented during a board meeting.

The Role of the Board President

- a. The board president provides leadership on behalf of the Board of Trustees and the educational community it serves (Board Bylaw 9121).
- b. The board president leads the business of the board and carries out the duties prescribed in Board Bylaw 9121. Please see the appendix.
- c. The board president has added leadership and administrative responsibilities but does not have greater power than other board members.

Requests for Information

- a. Questions and requests by board members for information related to district matters or programs or to matters that may come before the board are directed to the superintendent only. Staff members who receive such inquiries from board members may only redirect them to the superintendent.
- b. Should the superintendent determine that more than thirty minutes are required to research and prepare a response, then he informs the trustee who made the request that he will confer with the board president to determine the next steps. It may be that the matter should be placed on a future board meeting agenda.
- c. Board members do not undertake independent inquiries or investigations that could create conflicts of interest or compromise the integrity of the board or district.

New Ideas

- a. Board members are free to bring up new ideas provided they fall within the purview of the Board of Trustees.
- b. It is recommended that a board member wishing to present a new idea to the Board of Trustees first consult with the superintendent, who is the subject matter expert.
- c. In accordance with Board Bylaw 9322, should the board member decide to pursue the idea, then he or she may prepare an agenda item or request that one be prepared for placement on a future agenda.

- d. A board member may bring up a new idea during the *Board Members' Reports and Announcements* section of a board meeting. The board member uses this brief opportunity to mention the idea and state a benefit or two about it. The board member may not argue at length the merits of the idea or grandstand. No action will be taken.

Visiting Schools

- a. As a professional courtesy, board members must notify the superintendent of scheduled school visits at least one full day prior.
- b. It is preferable for board members to visit schools with the superintendent, or in the company of a site administrator.
- c. Should board members wish to visit schools, and in the interest of avoiding an imposition on busy schedules, they should contact the school principal ahead of time to arrange a workable date and time for the visit.
- d. Board members are to be careful not to encroach on the learning environment. As such, the superintendent shall instruct principals and teachers not to interrupt lessons when a board member is visiting.
- e. Board members shall not make unannounced visits to schools because this may cause significant disruption to the principal's work schedule and the priorities of the day.
- f. Board members may attend celebratory events on campuses but do not sit in on staff meetings, IEP meetings, or parent-teacher conferences, except as related to their own children, even if invited.

Handling Concerns or Complaints from the Public and Staff

- a. We assess, based on board policy, whether it is appropriate to hear a concern or complaint in view of our role in judicial review.
- b. We assess, based on board policy, whether it is appropriate to hear a concern or complaint in view of our need to protect confidentiality and due process rights of students and staff members.
- c. We respond to concerns or complaints in accordance with uniform procedures and policy to ensure not only that matters are handled expeditiously but also that everyone is treated fairly and without bias.
- d. We protect the confidentiality and due process rights of students and staff members.
- e. When listening to a concern or complaint, we are neutral in our position and fully aware that we are hearing only one side of the story.
- f. We are consistent in our responses and function within our roles, conveying that individual board members have no authority to resolve matters.
- g. We use the California School Boards Association's 6 R's to ensure we listen actively to members of the public and staff and that we abide by uniform procedures.
 - 1. **Receive** - listen to what the person has to say without preparing a response.
 - 2. **Repeat** - paraphrase or ask a question to clarify for understanding. We ask the person to identify those to whom s/he has spoken about the matter prior to contacting a board member.
 - 3. **Request** - ask what the person would like the board member to do with the information and/or what is seen as a solution to the problem.
 - 4. **Review** - go over the real options available to the person to remedy the situation.
 - 5. **Redirect** - put the person back into the system at the appropriate place—respecting district lines of authority and chains of command.

6. **Report** - maintain open lines of communication between the board and superintendent and notify the superintendent of the conversation as soon as possible:
 - so the superintendent can verify or clarify the situation and follow-through as necessary and/or appropriate
 - so that the superintendent knows first-hand what the board member said to the community or staff member
- h. We invite the public or staff member to follow up with us about the issue.
- i. Board members exercise the same level of care when responding to emails from staff and members of the community as is described for personal interactions.

Media Relations

- a. To maintain message consistency and discipline, board members and the superintendent are obligated to speak with a common voice about district issues to the staff and community.
- b. Some situations have legal or other considerations that may place restrictions on what may be told to the media or public.
- c. The board president and the superintendent work together as spokespersons for the district (Board Bylaw 9121).
- d. The superintendent or his designee prepares and distributes press releases.
- e. The superintendent or his designee, in collaboration with the board president, is responsible for contacting the media on behalf of the district.
- f. Media inquiries are directed to the superintendent or designee.
- g. With prior board approval, any board member may speak on behalf of the district or Board of Trustees.

Official Board Correspondence

- a. The superintendent conducts official correspondence for the board (Board Bylaw 9122).
- b. Official correspondence from the board is signed by the board president.

Vacancies on the Board of Trustees

- a. Vacancies on the Board of Trustees must be filled in accordance with state law.
- b. If a vacancy is to be filled by appointment, then barring official correspondence from the board president, all contact with prospective board members is restricted to the formal interview process in a public meeting.

Orientation for School Board Candidates

- a. The Board of Trustees desires to provide board candidates with information that will enable them to understand the responsibilities and expectations of board membership.
- b. Anyone whose name has been published on the Monterey County Registrar of Voters' official website as a qualified candidate may request to attend the candidate orientation meeting with the superintendent to receive general information about school programs, district operations, and board responsibilities. The superintendent or designee must provide the same information to all candidates who make the request (Board Bylaw 9230).
- c. Before Election Day, the superintendent is to advertise the date and time of the candidate orientation meeting on the PGUSD website with at least two weeks advance notice.

Welcoming New Members to the Board

- a. The board convenes an orientation meeting to provide information to incoming board members to assist them in understanding the board's functions, policies, procedures, protocols, and agreed-upon standards of conduct.
- b. Incoming board members receive the district's policy manual, governance handbook, and other materials related to the district and board member responsibilities.
- c. Upon their election, incoming board members are provided with a copy of the Brown Act and are informed that, pursuant to Government Code 54952.1, they must conform to the Act's requirements as if they had already assumed office.
- d. The superintendent provides incoming board members with additional background and information regarding the district's vision and goals, operations, and current challenges in areas that include, but are not limited to, student achievement, curriculum, finance, facilities, policy, human resources, and collective bargaining.
- e. Incoming members are encouraged to attend board meetings and review agenda materials available to the public in order to become familiar with current issues facing the district. Incoming members also may, at district expense and with approval of the board, attend workshops and conferences relevant to their individual needs or to the needs of the board as a whole or the district.
- f. Each new board member receives a new board member orientation packet that includes informational handouts about the district and governance team operations. Please see the appendix.

Avoiding Improprieties and Appearances Thereof

1. Board members do not accept invitations from the superintendent, attorneys, or staff members to any non-district event unless all other members of the governance team are invited.
2. Board members do not invite the superintendent, attorneys, or administrative staff members to any non-district event unless all other members of the governance team are invited.
3. Board members do not sit in on collective bargaining meetings, even if invited.

OUR COMPACT

We have perused this Governance Handbook and approve it as an equally binding companion to the Pacific Grove Unified School District's Policy Manual. We agree to abide by the principles, norms, and protocols described herein to further responsible, effective governance and to promote a positive working relationship with staff, students, and the community. We shall review the Governance Handbook, revise it as necessary, and renew this agreement during the 2016 annual organizational meeting of the Board of Trustees and thereafter every two years at the annual organizational meeting. If needed, the title and signature pages shall be updated annually to reflect changes to the makeup of the Board of Trustees.

Affirmed on this _____ day of _____, 2016

John Paff, Board President

Brian Swanson, Board Clerk

Debbie Crandell, Board Member

Cristy Dawson, Board Member

Bill Phillips, Board Member

Dr. Ralph Porras, Superintendent

APPENDIX

I. Mission

Our mission is to prepare every student to be successful in high school, in college, in career, and in the 21st century global community.

II. Vision

Our vision is to be the Monterey County's premier learning establishment where dreams are awakened, academic achievement soars, and integrity leads the way to future success.

III. Goals

1. Faithfully implement the PGUSD's 2014-2017 Strategic Action Plan in order to accelerate learning for all students. Focus chiefly on the four foundational pillars of the District's "educational house."

Pillar 1: Equitable access to rigorous, effective instruction

Pillar 2: Effective teachers, leaders, and staff

Pillar 3: Safe climate and strong relationships with families and community

Pillar 4: Data-driven continuous improvement

2. Execute with fidelity the PGUSD's annual Local Control Accountability Plan.
3. Increase students' use of technology in the classroom in order to enrich their learning and better prepare them for 21st century demands.
4. Continue to develop administrative controls and written departmental procedures so that the work of the District may be accomplished more effectively and efficiently.
5. Exercise fiscal responsibility by aligning financial decisions with District priorities and by maintaining legally required reserves.

IV. Professional Governance Standards for the Board and Superintendent

A. Board Bylaw 9005 Governance Standards [for the Board of Trustees]

The Governing Board believes that its primary responsibility is to act in the best interests of every student in the District. The Board also has major commitments to parents/ guardians, all members of the community, employees, the state of California, laws pertaining to public education, and established policies of the District. To maximize Board effectiveness and public confidence in District governance, Board members are expected to govern responsibly and hold themselves to the highest standards of ethical conduct.

The Board expects its members to work with each other and the Superintendent to ensure that a high-quality education is provided to each student. Each individual Board member shall:

1. Keep learning and achievement for all students as the primary focus
2. Value, support and advocate for public education
3. Recognize and respect differences of perspective and style on the Board and among staff, students, parents and the community

4. Act with dignity, and understand the implications of demeanor and behavior
5. Keep confidential matters confidential
6. Participate in professional development and commit the time and energy necessary to be an informed and effective leader
7. Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the Superintendent and staff
8. Understand that authority rests with the Board as a whole and not with individuals

Board members also shall assume collective responsibility for building unity and creating a positive organizational culture. To operate effectively, the Board shall have a unity of purpose and:

1. Keep the District focused on learning and achievement for all students
2. Communicate a common vision
3. Operate openly, with trust and integrity
4. Govern in a dignified and professional manner, treating everyone with civility and respect
5. Govern within Board-adopted policies and procedures
6. Take collective responsibility for the Board's performance
7. Periodically evaluate its own effectiveness
8. Ensure opportunities for the diverse range of views in the community to inform Board deliberations.

Legal Reference:

EDUCATION CODE

35010 Power of governing board to adopt rules for its own governance
 35160 Board authority to act in any manner not conflicting with law
 35164 Actions by majority vote

GOVERNMENT CODE:

1090 Financial interest in contract
 1098 Disclosure of confidential information
 1125-1129 Incompatible activities
 54950-54962 The Ralph M. Brown Act
 87300-87313 Conflict of interest code

CSBA PUBLICATIONS

CSBA Professional Governance Standards .2000

Maximizing School Board Leadership: Boardsmanship, 1996

B. Superintendent Goals and Standards

The Board of Trustees recognizes that effective district governance requires strong collaboration and teamwork with the Superintendent. Because the Board and Superintendent each have their unique roles and responsibilities, both contribute to the responsible governance of the district and the quality of education provided to the community's students.

The Superintendent is expected to hold himself/herself to the highest standards of ethical conduct and professionalism.

To support the Board in the governance of the district, the Superintendent:

1. Promotes the success of all students and supports the efforts of the Board to keep the district focused on learning and achievement
2. Values, advocates and supports public education and all stakeholders
3. Recognizes and respects the differences of perspective and style on the Board and among staff, students, parents/guardians and the community and ensures that the diverse range of views inform Board decisions
4. Acts with dignity, treats everyone with civility and respect, and understands the implications of demeanor and behavior
5. Serves as a model for the value of lifelong learning and supports the Board's continuous professional development
6. Works with the Board as a "governance team" and assures collective responsibility for building a unity of purpose, communicating a common vision and creating a positive organizational culture
7. Recognizes that the Board/Superintendent governance relationship is supported by the management team in the district
8. Understands the distinctions between Board and staff roles, and respects the role of the Board as the representative of the community
9. Understands that authority rests with the Board as a whole; provides guidance to the Board to assist in decision-making; and provides leadership based on the direction of the Board as a whole
10. Communicates openly with trust and integrity, including providing all members of the Board with equal access to information and recognizing the importance of both responsive and anticipatory communications
11. Accepts leadership responsibility and accountability for implementing the vision, goals and policies of the district

V. The Role of the Board and Limits of Board Member Authority

A. Board Bylaw 9000 Role of the Board

The Governing Board has been elected by the community to provide leadership and citizen oversight of the district. The Board shall ensure that the district is responsive to the values, beliefs, and priorities of the community.

The Board shall work with the Superintendent to fulfill its major responsibilities, which include:

1. Setting the direction for the district through a process that involves the community,

parents/guardians, students, and staff and is focused on student learning and achievement

2. Establishing an effective and efficient organizational structure for the district by:
 - a. Employing the Superintendent and setting policy for hiring of other personnel
 - b. Overseeing the development and adoption of policies
 - c. Establishing academic expectations and adopting the curriculum and instructional materials
 - d. Establishing budget priorities and adopting the budget
 - e. Providing safe, adequate facilities that support the district's instructional program
 - f. Setting parameters for negotiations with employee organizations and ratifying collective bargaining agreements
3. Providing support to the Superintendent and staff as they carry out the Board's direction by:
 - a. Establishing and adhering to standards of responsible governance
 - b. Making decisions and providing resources that support district priorities and goals
 - c. Upholding Board policies
 - d. Being knowledgeable about district programs and efforts in order to serve as effective spokespersons
4. Ensuring accountability to the public for the performance of the district's schools by:
 - a. Evaluating the Superintendent and setting policy for the evaluation of other personnel
 - b. Monitoring and evaluating the effectiveness of policies
 - c. Serving as a judicial (hearing) and appeals body in accordance with law, Board policies, and negotiated agreements
 - d. Monitoring student achievement and program effectiveness and requiring program changes as necessary
 - e. Monitoring and adjusting district finances
 - f. Monitoring the collective bargaining process
5. Providing community leadership and advocacy on behalf of students, the district's educational program, and public education in order to build support within the local community and at the state and national levels

The Board is authorized to establish and finance any program or activity that is not in conflict with, inconsistent with, or preempted by law. (Education Code 35160)

Vision

The Board shall set the direction for the district by adopting a vision statement which defines the district's goals and priorities. The Board shall carry out its vision setting role by identifying the strengths and needs of the district, developing and adopting a process for framing the vision, soliciting staff and community input as appropriate, ensuring that the adopted vision statement is implemented, and conducting a periodic review of the vision.

Superintendent Employment and Evaluation

The Board shall be solely responsible for employing the Superintendent and ensuring that he/she is the best match for the district based on needed abilities, traits and level of knowledge. When selecting a new superintendent, the Board shall ensure a smooth transition period; evaluate the district's current and long-term needs; plan and conduct a process for recruitment, screening and selection; and approve the Superintendent's employment contract. The Board shall regularly evaluate the Superintendent based on an evaluation system and performance objectives established by the Board and Superintendent.

General Hiring and Personnel Accountability

The Board shall adopt wage and salary schedules, and elect or reject employees at the recommendation of the Superintendent or designee. In order to have the best qualified people working at their maximum effectiveness, the Board shall hold the Superintendent responsible for overseeing the district's personnel system, developing effective hiring practices, creating a climate supportive of personnel and providing an effective framework for staff accountability.

Policy Adoption and Monitoring

The Board shall govern the schools by adopting policies that reflect the district's vision and the mandates of law. The Board shall establish a clear policy development process through which it may deliberate on issues, identify priorities, assign responsibilities, identify goals and courses of action, and review policy decisions.

The Board shall also adopt bylaws that promote cooperation, trust and teamwork among its members, give parameters to the Board's operation as a governing body, and ensure that its meetings proceed efficiently and in compliance with law.

Curriculum Adoption and Program Accountability

While the design and implementation of curriculum is primarily a staff responsibility, the Board's role is to adopt overall educational goals and standards, define the curriculum development process, specify graduation requirements, adopt the developed curriculum and ensure compliance with state and federal laws.

To ensure accountability to the community, the Board shall establish measurable benchmarks to assess the effectiveness of the district's educational programs in producing desired student achievement results. Based on these assessments, the Board shall direct the Superintendent or designee to take corrective actions as needed.

Budget, Facilities and Fiscal Accountability

The Board shall adopt a sound, responsible budget that supports district goals and priorities. To guide the Superintendent or designee in development of the budget, the Board shall establish a budget calendar, budget process and spending priorities.

Recognizing that school facilities are a long-term obligation that impacts district budgets, the Board shall also ensure that a plan is in place to address the district's facility needs, including the funding, construction and maintenance of school facilities. The Board shall approve facility sites, funding sources and architectural and construction contracts.

The Board recognizes that it is accountable to the community for its budget and facilities decisions and for the district's fiscal integrity. The Board shall use accountability systems and processes in order to monitor the district's fiscal health.

Collective Bargaining

The Board is the legal representative of the district in negotiations with employee representatives. In carrying out the collective bargaining process, the Board shall set goals and guidelines for collective bargaining, select the bargaining team, maintain communications throughout the process and approve the negotiated contract.

Judicial and Appeals Body

In addition to establishing complaint procedures that ensure due process and facilitate the satisfactory resolution of issues, the Board may convene to serve as a judicial and appeals body in accordance with law, Board policies and negotiated agreements. The Board may delegate fact-finding or hearing responsibilities in appropriate cases but remains the final decision-maker in these proceedings.

Community Leadership

The Board shall build and maintain community awareness and support by actively involving parents/guardians, business and other community members in the schools and informing them about district programs, policies and issues.

Recognizing that the level of local, state and national support for education impacts the Board's ability to fulfill its responsibilities, the Board shall engage in advocacy on behalf of district schools. The Board shall ensure that the district has the capability to respond to emerging issues and a proactive communications plan for issues that are district priorities.

Legal Reference:

EDUCATION CODE

5304 Duties of governing board (re school district elections)

12400-12405 Authority to participate in federal programs

17565-17592 Board duties re property maintenance and control

33319.5 Implementation of authority of local agencies

35000 District name

35010 Control of district; prescription and enforcement of rules

35020-35046 Officers and agents

35100-35351 Governing boards, especially:

35160-35185 Powers and duties

35291 Rules

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance

Professional Governance Standards, November 2000

School Board Leadership: The Role and Function of California's School Boards, 1996

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

The Key Work of School Boards, 2000

WEB SITES

CSBA: <http://www.csba.org>CSBA Governance Institute: <http://www.csba.org/gi>National School Boards Association: <http://www.nsba.org>

B. Board Bylaw 9200 Limits of Board Member Authority
Limits of Board Members Authority

The Governing Board recognizes that the Board is the unit of authority over the district and that a Board member has no individual authority. Board members shall hold the education of students above any partisan principle, group interest, or personal interest. The Board member cannot do business with the District served, nor should the Board member have an interest in any contract with the school District.

Individual Board members do not have the authority to resolve complaints. Any Board member approached directly by a person with a complaint should refer the complainant to the Superintendent or designee so that the problem may receive proper consideration and be handled through the appropriate district process.

Unless agreed to by the Board as a whole, individual members of the Board shall not exercise any administrative responsibility with respect to the schools or command the services of any school employee. Individual Board members shall submit requests for information to the Superintendent. Board members shall refer Board-related correspondence to the Superintendent for forwarding to the Board or for placement on the Board's agenda, as appropriate.

Obligations of Board Members

Board members shall hold the education of all children and youth above any partisan principle, group interest, or personal interest.

Board members shall understand their role and the programs offered by the District. They shall study all agenda materials before the meeting, participate in the discussion of items that come before the Board, vote on motions and resolutions, and abstain only for compelling reasons.

Board members shall refer Board-related correspondence to the Superintendent or designee for forwarding to the Board or for placement on the Board's agenda.

Board members and persons elected to the Board are responsible for complying with the requirements of the state's open meeting laws. (GC 54952.1)

A Board member shall not use his/her position on the Board to influence school district personnel in matters concerning their child/ren.

The Superintendent or designee shall provide a copy of the state's open meeting laws (Brown Act) to each Board member and to anyone who is elected to the Board but has not yet assumed office.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

7054 Use of district property

35010 Control of district; prescription and enforcement of rules

35100-35351 Governing boards, especially:

35160-35184 Powers and duties

35291 Rules

35292 Visits to schools (Board members)

51101 Rights of parents/guardians

GOVERNMENT CODE

54950-54962 The Ralph M. Brown Act, especially:

54952.1 Member of a legislative body of a local agency

54952.7 Copies of chapter to members of legislative body

Management Resources:

CSBA PUBLICATIONS

CSBA Professional Governance Standards, 2000

Maximizing School Board Leadership: Boardmanship, 1996

WEB SITES

CSBA: <http://www.csba.org>

VI. The Role of the Board President

A. Board Bylaw 9121 President

The Governing Board shall elect a president from among its members to provide leadership on behalf of the Board and the educational community it serves.

The Board President shall preside at all Governing Board meetings. He/she shall:

1. Call the meeting to order at the appointed time
2. Announce the business to come before the Board in its proper order
3. Enforce the Board's policies relating to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference

5. Explain what the effect of a motion would be if it is not clear to every member
6. Restrict discussion to the question when a motion is before the Board
7. Rule on parliamentary procedure, referring questions of procedure to the designated parliamentarian
8. Put motions to a vote, and state clearly the results of the vote
9. Be responsible for the orderly conduct of all Board meetings

The Board President shall have all the rights of any member of the Board, including the right to move, second, discuss, and vote on all questions before the Board.

The President shall perform other duties in accordance with law and Board policy including, but not limited to:

1. Sign all instruments, acts, and orders necessary to carry out state requirements and the will of the Board
2. Consult with the Superintendent (or designee) and the Vice-President/Clerk on the preparation of the Board's agendas
3. Work with the Superintendent to ensure that Board members have necessary materials and information
4. Appoint and disband all Board committees, subject to Board approval
5. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law
6. Confer with the Superintendent or designee on crucial matters which may occur between Board meetings
7. Share informational mail with other Board members
8. Establish a seating assignment of trustees and staff for regular trustee meetings
9. Assign trustees to graduation ceremonies with consideration given to individual trustee requests, and when relatives or close family friends are graduating
10. Act as a spokesperson for trustees at special ceremonies (such as students, employee resolutions, school dedications, etc.) and clarification of trustee direction
11. Represent the district as governance spokesperson, in conjunction with the Superintendent
12. Assign trustees to special visitations to other Districts as deemed appropriate by the trustees

13. Be an ex-officio member of all committees

14. Appoint Parliamentarian

If the Board President resigns, the Vice-President/Clerk shall perform the President's duties until a new president is elected at the first regular or special meeting following the vacancy. If the Board President is absent or disabled, the Vice-President/Clerk shall perform the President's duties. When both the President and Vice-President/Clerk are absent or disabled, the Secretary shall convene the meeting and ask the Board to select a President-Pro Tem to perform the President's duties.

Legal Reference:

EDUCATION CODE

35022 President of the board

35143 Annual organizational meetings; dates and notice

GOVERNMENT CODE

54950-54963 Ralph M. Brown Act

Management Resources:

CSBA PUBLICATIONS

Board Presidents' Handbook, revised 2002

CSBA Professional Governance Standards, 2000

Maximizing School Board Leadership: Boardmanship, 1996

VII. New Board Member Orientation Packet

A. About the District²

1. District office address and phone number
2. Names and contact information for the superintendent, his assistant, and district office departments
3. Names and contact information for board members
4. The communities the district serves
5. School site names, addresses, contact information and other general information that includes grade levels and student enrollment figures
6. Student demographics, e.g., ethnic groups by percentages, English Language Learners, percentage of special education students, primary languages spoken other than English, percentage of students on free and reduced lunch
7. Number of square miles the district covers
8. Information about school transportation
9. District documents: Current budget, collective bargaining agreements, facilities plan, organizational chart, superintendent's contract, superintendent's most recent evaluation (marked as confidential)
10. Status of current district issues
11. A list of the commonly used acronyms and abbreviations used in education with their meaning

² Adapted from California School Boards Association's Board Presidents Workshop training manual, page 19, What Every New Board Member Needs to Know

B. About Governance Team Operations³

1. Board meeting dates and times
2. Board officers' names and roles
3. A sample of a board meeting agenda
4. Purpose of the Public Comment Period
5. Purpose of the Governing Board Members' Reports and Announcements section of the agenda
6. When and how the superintendent is evaluated
7. When and how the board conducts a self-evaluation
8. Governance documents: board bylaws, the Brown Act, governance handbook, *Rosenberg's Rules of Order, Revised 2011*, annual governance calendar
9. Information about board member budgets, stipends, and health benefits
10. Process for attending conferences and workshops
11. Policy on travel expenses and other reimbursements

³ Adapted from California School Boards Association's Board Presidents Workshop training manual, page 19, What Every New Board Member Needs to Know

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:

This is a bimonthly update on safety.

FISCAL IMPACT:

None.

SUBJECT: Pacific Grove Unified School District Fencing Project

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

RECOMMENDATION:

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

INFORMATION:

Staff met with an Architect to discuss additional fencing options to the one proposed at the April 5, 2018 Board of Trustees meeting. The revised design pulls the fence back and uses buildings as barriers and only installing fencing between the buildings. This results in the fence being concealed by the building architecture and landscaping. This also significantly reduces the quantity of fencing that needs to be installed but increased the quantity of pedestrian gates. The project will still consist of a combination of decorative aluminum and black chain link fencing.

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 an updated preliminary budget numbers that will be presented at the Board of Trustees Meeting.

**Pacific Grove
High School**

**Metal Aluminum Fencing
+
Black Chain Link Fencing
930 LF**

**Metal Aluminum
Fence**

**Pedestrian Gate
(Typical)**

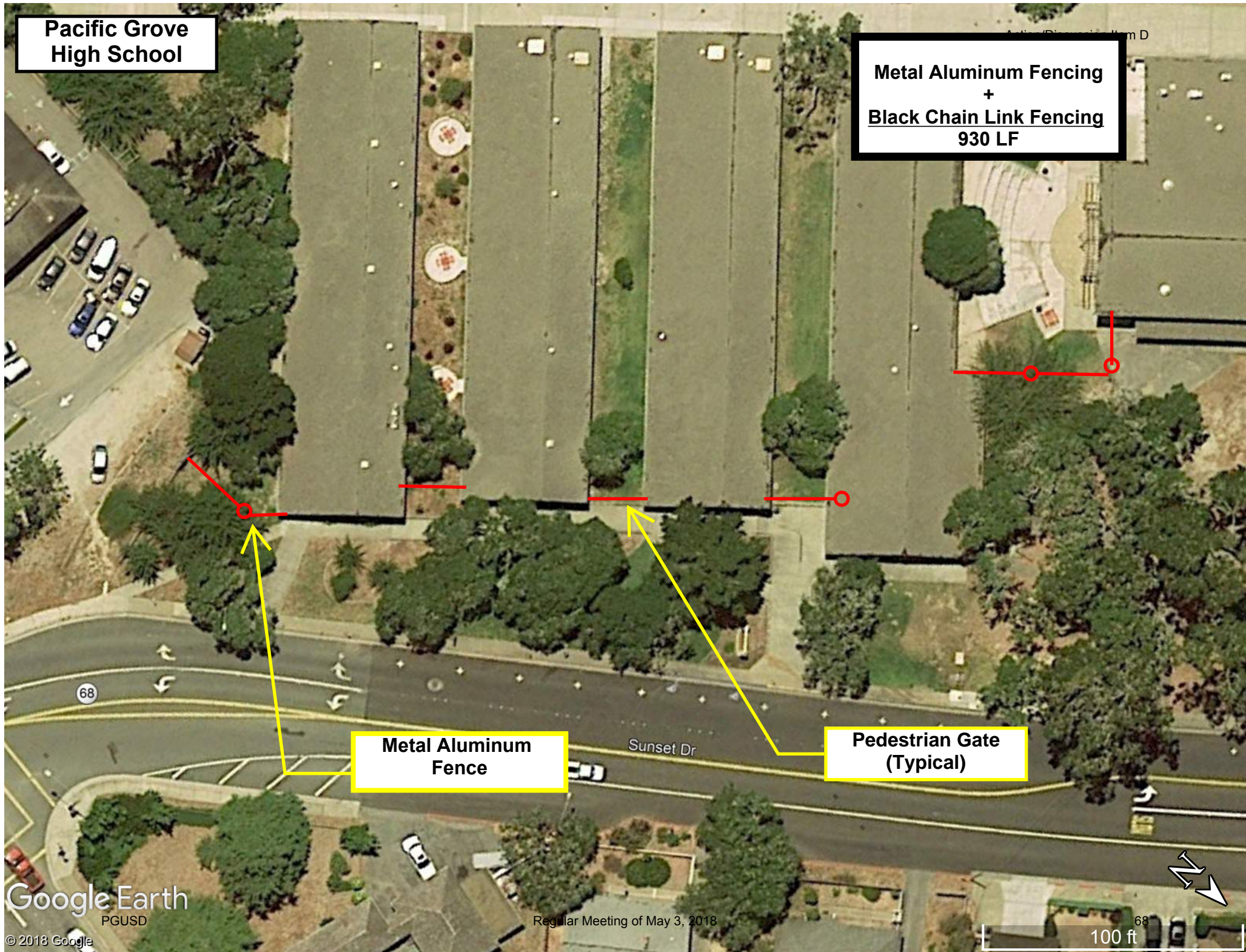
Google Earth
PGUSD

Regular Meeting of May 3, 2018

100 ft



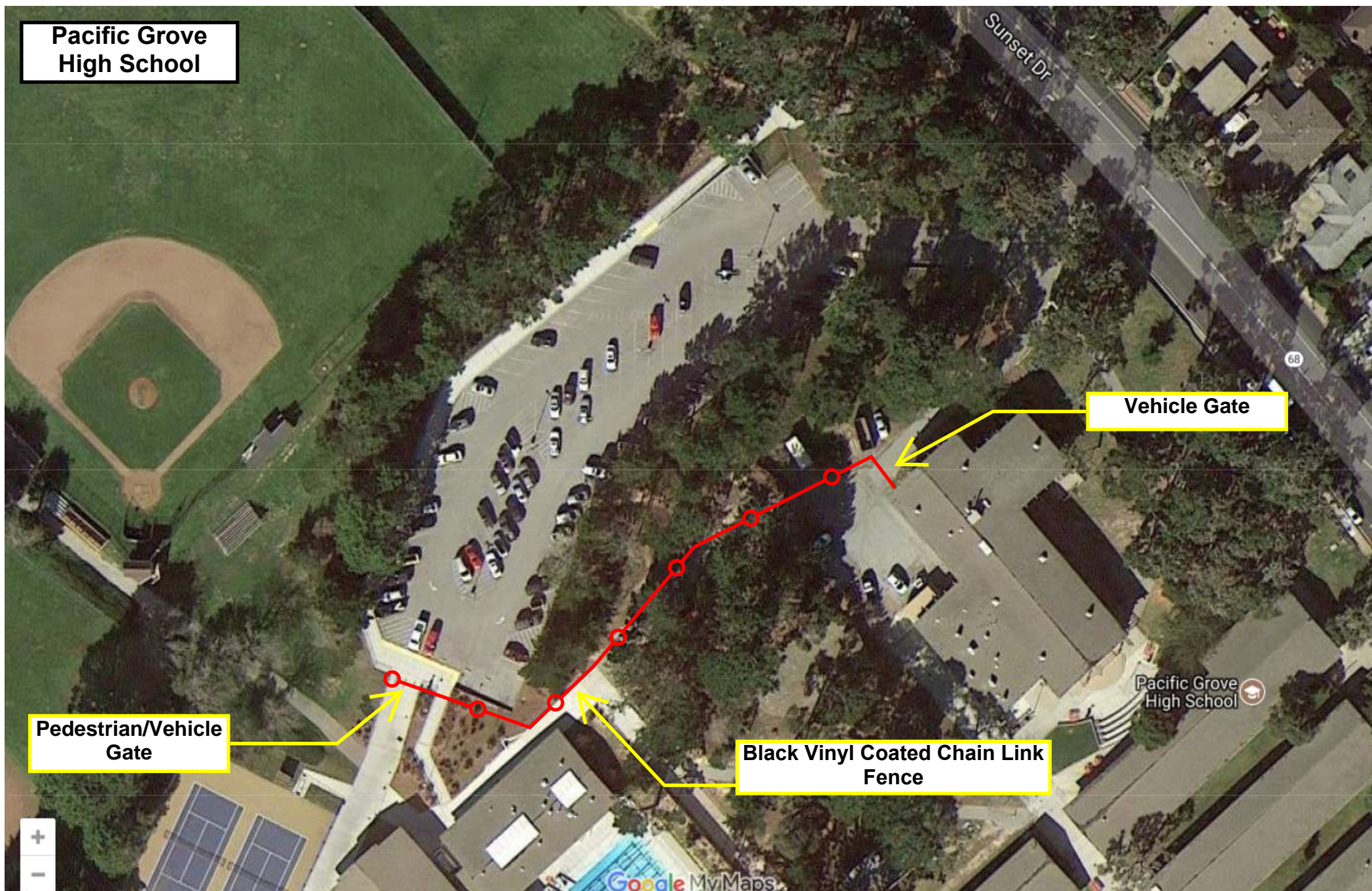
© 2018 Google



Pacific Grove
High School

Action/Discussion Item D





**Pacific Grove
High School**

Action/Discussion Item D

Double Barrier Gate

**Pedestrian/Vehicle
Gate**

**Pedestrian/Vehicle
Gate**

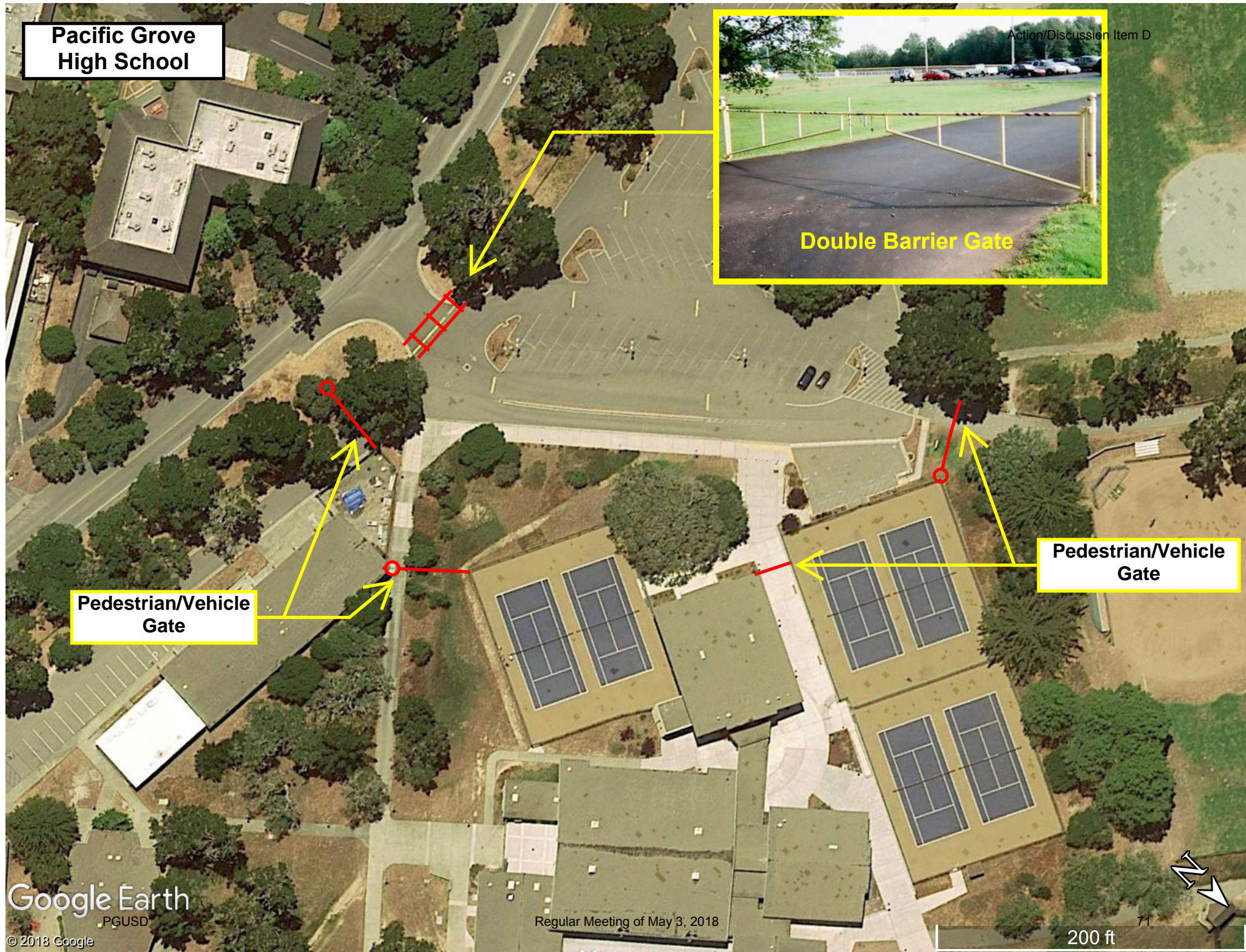
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PGUSD

Regular Meeting of May 3, 2018

200 ft

71

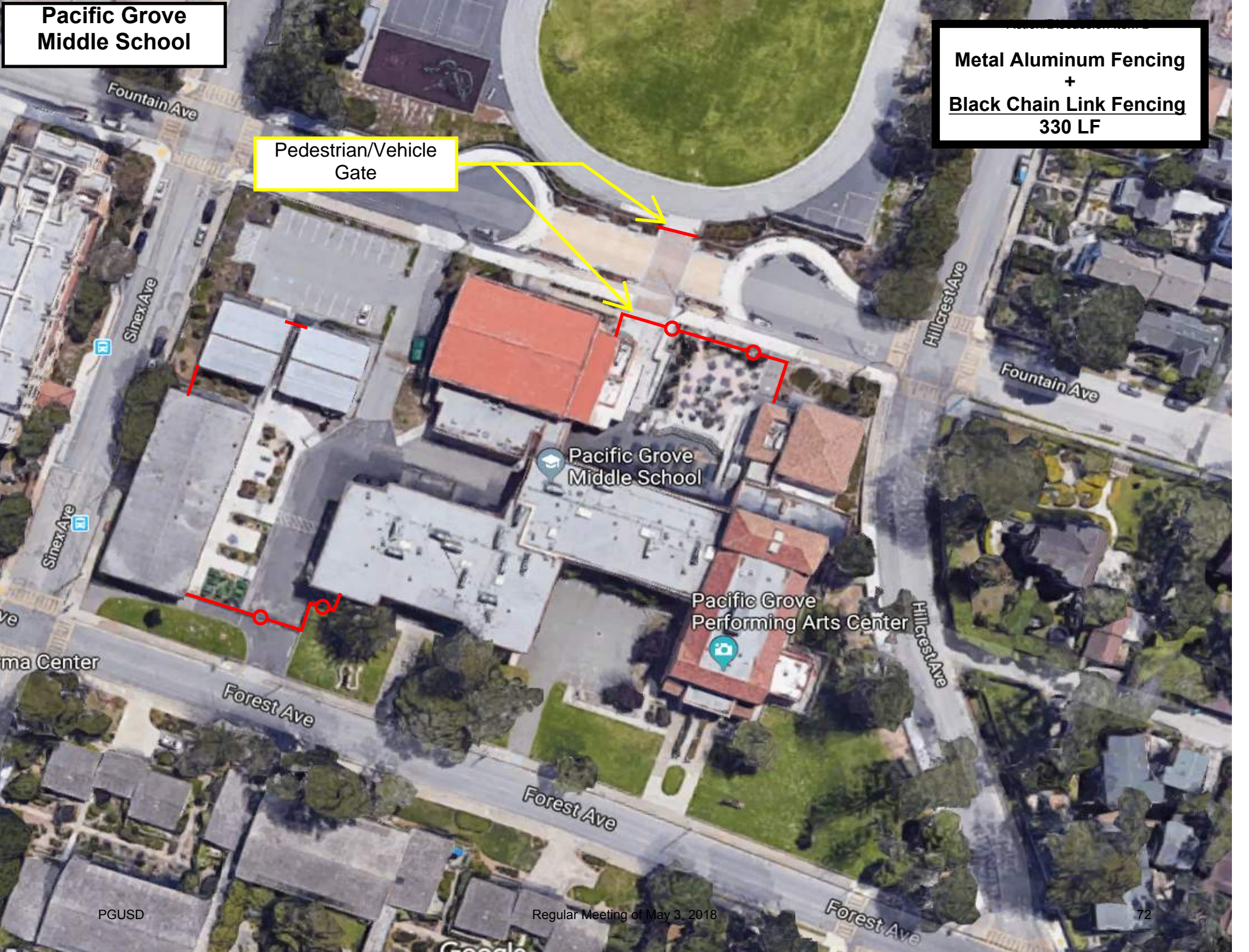
© 2018 Google



**Pacific Grove
Middle School**

**Metal Aluminum Fencing
+
Black Chain Link Fencing
330 LF**

Pedestrian/Vehicle
Gate



**Forest Grove
Elementary**

Action/Discussion Item D
Metal Aluminum Fencing
+
Black Chain Link Fencing
165 LF

Forest Grove
Elementary School

Pacific Gr

Google

Types of Decorative Fencing

Action/Discussion Item D



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 (School Site Visit) |
| 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 | District Office |
| Oct. 25 | Regular Board Meeting ✓ Facilities Project Updates | Middle 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 ✓ Review of enrollment, class size and teacher ratios | High School (School Site Visit) |
| Nov. 15 | Regular Board Meeting ✓ District Math Update ✓ Review of Special Education Contracts ✓ Facilities Project Updates | District Office |
| 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: Facilities Project Update

PERSON RESPONSIBLE: Matt Kelly, Director Facilities & Transportation

RECOMMENDATION:

The Administration recommends that the Board review and provide feedback on ongoing and upcoming facilities projects.

BACKGROUND:

This report provides the Board of Education an update to Facilities projects that are either ongoing, complete, or in the planning stages. The report will be presented monthly.

INFORMATION:

1. Proposition 39 Project
 - Forest Grove is 90% complete, Robert Down is 80% complete, Community High/David Ave is 100% complete, and the Adult School is 25% complete. Forest Grove and Robert Down will be complete in the summer when a special lift can be brought in.
2. Forest Grove/Robert Down Portable Projects
 - Both projects have been cleared by DSA to have students occupy the rooms. Minor ADA work in the restrooms, railing, and signage work is being scheduled.
3. PAC Improvements
 - The District met with Musson Theatrical to submit a design and installation bid for the project less the stage floor improvements. The bid and design is anticipated to be submitted the last week in January. Bids and design still have not been received because of Musson's impacted schedule.
4. Forest Grove K-Wing Gutter Repair
 - Bids have been received but PGUSD maintenance crews will be installing the gutters.
5. Adult School Child Care Portable Project
 - Construction to start the first part of May
6. Robert Down Sidewalk Repair
 - Project has been pushed to summer.
7. PGHS Baseball Batting Cages
 - Project complete.
8. Middle School Cafeteria Wall Repair
 - Project complete.
9. Middle School Gas Lines
 - The majority of the rooftop gas lines need replacement from corrosion. Project will be scheduled for summer.

10. Middle School Planter Drain

- Water was seeping into room 12 from the planter area near the outdoor lunch tables. Maintenance crews excavated the planter to discover that the water was coming from an electrical trench. A pump was installed near the outlet of the trench that stopped the seeping during the next rain event. Crews will finish the project this summer by capping the planter with concrete.

FISCAL IMPACT:

This item is for discussion only but each project required the purchase of materials or the contracting of services.

SUBJECT: Presentation of the California Healthy Kids Survey results 2017-2018

PERSON(S) RESPONSIBLE: Ani Silva, Director of Curriculum and Special Projects

RECOMMENDATION:

Buck Roggeman, Forest Grove Principal, Linda Williams, Robert Down Principal, Janie Lawrence, Pacific Grove Middle School Counselor, Jason Tovani, Middle School Assistant Principal, Michelle Cadigan, Pacific Grove High School Counselor, and Kimberly Shurtz, Community High School Teacher will be presenting results of the California Healthy Kids Survey along with recommendations.

BACKGROUND:

The State of California mandates students in grades 5, 7, 9, and 11 to be given the California Healthy Kids Survey (CHKS) every other year. Our District administers this test every year in order to be informed and to make program decisions to address the needs of our students on a yearly basis. Our district administered the test in December 2017.

INFORMATION:

This year administration agreed to continue to have the high school, Community HS, and middle school counselor and teachers work together to analyze the results to identify needs and trends as students transition between middle and high school. The elementary principals also gathered to identify areas of strength and need given this was the first year in many that 5th grade students were administered this assessment. As a result of this process, several of the elementary, middle and high school programs, currently in place, are established in direct response to the survey results. The analysis of the California Healthy Kids Survey directly impacts and informs the actions and services set forth for each school year in accordance with the District's Local Control Accountability plan to address student social, emotional and academic needs.

FISCAL IMPACT:

The California Healthy Kids Survey is paid through the TUPE Grant awarded by the State of California.

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 May 3, 2018 Regular Board Meeting:

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