

Site Visit

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, September 21, 2017

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

LOCATION: Robert Down Elementary School- Ottertorium
485 Pine 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 Public Session to Order
- B. Roll Call
- C. Adopt 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. Employee Discipline/Dismissal/Release/Complaint (1 case) [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 preparation with the PGTA for 2017/18
2. Employee Discipline/Dismissal/Release/Complaint (1 case) [Government Code § 54957]

B. Pledge of Allegiance

IV. SITE PRESENTATIONS

Once a year, Board meetings are held at all school sites. This provides administration and staff with an opportunity to showcase their school's accomplishments.

Robert Down's presentation: *Something Vintage*
Something New
Something Borrowed
Something Blue
.....and Someone Remembered (A Tribute to Jen Hinton)

V. COMMUNICATIONS

- A. Written Communication
- B. Board Member Comments
- C. Superintendent Report
- D. PGUSD Staff Comments (Non Agenda Items)

VI. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

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

VII. CONSENT AGENDA

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

A. Minutes of September 7, 2017 Board Meeting

Recommendation: (Ralph Gómez Porras, Superintendent) Approval of minutes as presented.

Page
6

- B. Certificated Assignment Order #3 11
Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Certificated Assignment Order #3.
- C. Classified Assignment Order #3 13
Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Classified Assignment Order #3.
- D. Acceptance of Donations 15
Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board approve acceptance of the donations referenced below.
- E. Out of County or Overnight Activities 16
Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board approve or receive the request as presented.
- F. Cash Receipts Report No. 1 25
Recommendation: (Rick Miller, Assistant Superintendent) As Assistant Superintendent for Business Services, I have reviewed the receipt and deposit of the identified Cash Receipts for consistency with District policies and procedures and certify that the actions have been appropriately conducted. I recommend Board approval of the Cash Receipts.
- G. Revolving Cash Report No. 1 28
Recommendation: (Rick Miller, Assistant Superintendent) As Assistant Superintendent for Business Services, I have reviewed the Revolving Cash payments for consistency with District budget policy and accounting practices and certify their consistency and recommend approval of the payments by the Board.
- H. Quarterly Report on Williams Uniform Complaints 30
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends that the Board review and approve the information in this quarterly report, per Ed. Code. 35186(d).
- I. Declaration of Surplus Property for 2017 Butterfly Parade Bazaar 32
Recommendation: (Rick Miller, Assistant Superintendent) The District Administration recommends that the Board declare the identified property as surplus and authorize sale and disposal in accordance with Board Policy 3270 in conjunction with the Butterfly Bazaar.
- J. Contract with a Substitute Speech Therapist 33
Recommendation: (Clare Davies, Director of Student Services) The District Administration recommends that the Board review and approve the contract to provide a substitute Speech and Language Therapist.
- K. Contract with Non Public Agency for a Speech Therapist 36
Recommendation: (Clare Davies, Director of Student Services) The District Administration recommends that the Board review and approve the contract with a Non Public Agency for a Speech Therapist.

- L. Approval of Contract with Wonder Woofs K-9 Narcotic Search Unit 37
Recommendation: (Barbara Martinez, Director of Student Safety) The Administration recommends that the Board review and approve the contract for services with Wonder Woofs K-9 Narcotic Unit to provide search and drug prevention services to the District.

Move: _____ Second: _____ Vote: _____

VIII. PUBLIC HEARING: Resolution #1002 Regarding Sufficiency of Instructional Materials for Fiscal Year 2017-2018 41

The Governing Board shall hold a public hearing or hearings at which the Governing Board shall encourage participation by parents, teachers, members of the community interested in the affairs of the school district, and bargaining unit leaders, and shall make a determination, through a resolution, as to whether each pupil in each school in the district has sufficient textbooks or instructional materials, or both, in each subject that are consistent with the content and cycles of the curriculum framework adopted by the state board. [EC60119(a)(1)]

Open Public Hearing _____ Close Public Hearing _____

IX. ACTION/DISCUSSION

- A. Approval of Resolution #1002 Regarding Sufficiency of Instructional Materials for Fiscal Year 2017-2018 46

Recommendation: (Ani Silva, Director of Curriculum and Special Projects) The Administration recommends that the Board review and approve Resolution #1002 regarding Sufficiency of Instructional Materials for fiscal year 2017-18.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ____ Swanson ____ Crandell ____ Dawson ____ Phillips ____

- B. Forest Grove Elementary School Portable Project 51

Recommendation: (Matt Kelly, Director of Maintenance and Transportation) The District Administration recommends that the Board review and approve bids for the Portable Project Pricing and classroom space.

Move: _____ Second: _____ Vote: _____

- C. Robert Down Elementary School Portable Project 52

Recommendation: (Matt Kelly, Director of Maintenance and Transportation) The District Administration recommends that the Board review and approve bids for the Portable Project Pricing and classroom space.

Move: _____ Second: _____ Vote: _____

- D. Board Calendar/Future Meetings 53
Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends that the Board review and possibly modify meeting dates on the attached calendar and determine, given information from the Administration, whether additional Board dates or modifications need to be established.

Move: _____ Second: _____ Vote: _____

X. INFORMATION/DISCUSSION

- A. 2016-2017 Smarter Balanced Assessment Results 55
Recommendation: (Ani Silva, Director of Curriculum and Special Projects) The District Administration recommends that the Board review the 2016-2017 California Assessment of Student Performance and Progress results.

Board Direction: _____

- B. Adult School Day Care Portable Project 57
Recommendation: (Barbara Martinez, Adult School Principal; Matt Kelly, Director of Facilities and Transportation) The District Administration recommends that the Board review the plan for a childcare facility at Pacific Grove Adult Education Center and provide feedback.

Board Direction: _____

- C. Facilities Project Updates 61
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: _____

- D. Future Agenda Items 63
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.

Special Board Meeting- LCAP, Strategic Plan, Board Goals (Sept. 28)
Elementary Counseling Information/Discussion (Oct. 5)
Spanish Class at Elementary Schools (Fall 2017)

Board Direction: _____

XI. ADJOURNMENT

Next regular meeting: October 5, 2017 – Pacific Grove Middle School

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
Minutes of Regular Meeting of September 7, 2017 – Forest Grove Elementary School

I. OPENED BUSINESS

- A. Called to Order 6:00 p.m.
- B. Roll Call
- | | |
|-------------------------|---------------------------------|
| President: | Trustee Paff |
| Clerk: | Trustee Swanson |
| Trustees Present: | Trustee Crandell |
| | Trustee Phillips |
| Trustees Absent: | Trustee Dawson |
| Administration Present: | Superintendent Porras |
| | Assistant Superintendent Miller |
| Board Recorder: | Mandi Freitag |
| Student Board Member: | Kulaea Tulua- left at 7:45 p.m. |

C. Adopted Agenda

Changes to the agenda include a reconfigured Information/Discussion Item A, per the State. Smarter Balanced Assessment scores are not allowed to be released yet, this item was reconfigured to remove scores.

Changes also include a Walk-On Action/Discussion Item D, Additional Special Day Class Staff- Forest Grove Elementary School.

MOTION Phillips/Crandell 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 2016/17 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Ralph Gómez Porras and Rick Miller, for the purpose of giving direction and updates.

B. Public comment on Closed Session Topics

None.

C. Adjourned to Closed Session 6:03 p.m.

III. RECONVENED IN OPEN SESSION 7:05 p.m.

A. Reported action taken in Closed Session:

1. Negotiations – Collective Bargaining Session preparation with the PGTA for 2015/16

The Board discussed this item.

B. Pledge of Allegiance

Led By: Principal Buck Roggeman

IV. **SITE PRESENTATIONS**

Once a year, Board meetings are held at all school sites. This provides administration and staff with an opportunity to showcase their school's accomplishments.

Forest Grove's presentation: *The Forest Grove Family - Our Gift to PGUSD*

Forest Grove Elementary School Principal Buck Roggeman welcomed the Board, shared the Forest Grove Family theme, and noted the self-portraits of almost all the students at Forest Grove, used as a backdrop during the presentation.

Teachers Debbie Engles and Kathryn Yant read the book "You're All Kinds of Wonderful" by Nancy Tillman.

Teacher Rene Valdez spoke regarding the caring program, mindfulness, and noted that each student has a gift to offer the school.

Students presented "I am a gift to the World".

Principal Roggeman thanked Trustee Phillips for his donation to snacks.

Finally, Mrs. Newman introduced student Ellie who is raising funds for Hurricane Harvey victims.

Each Trustee thanked Principal Roggeman, students, parents and staff for their wonderful presentation and powerful message.

Mrs. Klevan asked the Board to draw their own self-portraits.

The Board took a 10 minute break for students, parents and staff to leave the meeting, if desired.

V. **COMMUNICATIONS**

A. Written Communication

The Board received an email regarding the Special Day Class, Trustee Paff received a request for more water fountains at the high school between D and K wings.

B. Board Member Comments

Trustee Crandell thanked Forest Grove for their presentation, thanked teachers for their patience for working with the space they have.

Trustee Swanson thanked Director Bruce Cates for keeping everyone safe.

Trustee Paff thanked Principal Matt Bell and Pacific Grove High School for their open house, which was fun and interesting, noting to remind your kids you love them and they are unique.

C. Superintendent Report

Superintendent Porras thanked all the sites, particularly Pacific Grove High School for their Back to School night. Porras also noted Pacific Grove Rotary, noting Rotary thanked the District sincerely for all the work being done for the students.

D. PGUSD Staff Comments (Non Agenda Items)

None.

VI. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

Parent Henry Nigos thanked the Board for the additional kinder class and reduced class size, and thanked Administration, staff and Board for everything they do.

VII. CONSENT AGENDA

- A. Minutes of August 24, 2017 Board Meeting
- B. Minutes of September 1, 2017 Special Board Meeting
- C. Certificated Assignment Order #2
- D. Classified Assignment Order #2
- E. Acceptance of Donations
- F. Out of County or Overnight Activities
- G. Warrant Schedules No. 587
- H. Declaration of Surplus Property
- I. 2017-18 Budget Revision #1
- J. Pacific Grove Adult School Exterior Painting Contract with EM Painting Contractor

MOTION Phillips/Crandell to approve consent agenda as presented.

Public comment: none

Motion CARRIED 4 – 0

VIII. ACTION/DISCUSSION

- A. Approve Resolution #1001 for the Gann Limits for 2016-17 and 2017-18

Assistant Superintendent Miller presented information to the Board.

MOTION Phillips/Crandell to approve the Resolution #1001 for the Gann Limits for 2016-17 and 2017-18.

Public comment: 4 – 0

Motion CARRIED by roll call vote

- B. Acceptance of the 2016-17 Unaudited Financial Report

Assistant Superintendent Miller presented information to the Board. The Board discussed this item, including questions regarding Funds 21, clarifying as Measure A fund; Fund 40 specific to the David Ave site; Cafeteria fund questions; Fund 13.

MOTION Crandell/Swanson to accept of the 2016-17 Unaudited Financial Report.

Public comment:

A speaker asked for a copy of the documents in this report, directed to hard copy in the back of the room. Also asked questions regarding the cafeteria fund.

Motion CARRIED 4 – 0

C. Board Calendar/Future Meetings

No action taken.

D. Walk-On- Additional Special Day Class Staff- Forest Grove Elementary School

Principal Roggeman and Director of Student Services Clare Davies presented a need to the Board for the additional positions. The Board received clarifying information to questions regarding schedules, differences between the two elementary school sites, location of classrooms, impact of additional classroom needs. The Board discussed this item with Administration.

The Board asked teacher Michelle Knight questions regarding class, Knight spoke to the Board, explained the student's needs.

The Board discussed concerns over bringing additional staff on late after the start of the school year. Human Resources Director Billie Mankey explained the probationary position, and interview process.

MOTION Crandell/Swanson to approve the Resolution #1001 for the Gann Limits for 2016-17 and 2017-18.

Public comment:

Kilene Brosseau shared her personal experience as a parent, noting her child is in Teacher Knight's class and the effects the large class size has had on her child. Brosseau thanked the Board and asked them to consider the kids needs to be in a small class and setting.

Lori Wright, parent, also shared her personal experience as a parent, asked the Board to address the class size and teacher student ratio.

Lor Analdo spoke to the Board regarding her child who is in Knight's class and the impact she has seen in her child this school year due to the large class size.

Motion CARRIED 4 – 0

IX. INFORMATION/DISCUSSIONA. 2016-2017 Smarter Balanced Assessment Results

Director of Education Technology Matthew Binder and Director of Curriculum Ani Silva presented to the Board common assessments, and interim formative assessments. The Board discussed this item.

B. Future Agenda Items

Elementary Counseling Information/Discussion (Sept. 21)

Special Board Meeting- LCAP, Strategic Plan, Board Goals (Sept. 28)

Spanish Class at Elementary Schools (Fall 2017)

X. ADJOURNED

9:30 p.m.

Approved and submitted:

Dr. Ralph Gómez Porras
Secretary to the Board

SUBJECT: Certificated Assignment Order #3

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

RECOMMENDATION:

The administration recommends adoption of Certificated Assignment Order #3

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. 3
September 21, 2017**

TEMPORARY APPOINTMENT/INCREASE IN ASSIGNMENT:

Celia Lara, PGHS Photography Teacher, Temporary, Part-time, 0.60 FTE, Column VI, Step 6 + MA, effective August 8, 2017 through June 1, 2018 only

Jennifer Jeska, RDE Intervention Teacher, Temporary, Full-time, 1.0 FTE, Column III, Step 10, effective September 18, 2017 through June 1, 2018 only (unofficial column placement until official transcripts are received)

Linda Goulet, PGAE Herbal Remedies Instructor, temporary, hourly, Range A, Step 1, effective September 13, 2017, position is dependent upon sufficient enrollment

Todd Bliss, PGAE, Ecology Instructor, temporary, hourly, Range A, Step 1, effective September 13, 2017, position is dependent upon sufficient enrollment

ADDITIONAL ASSIGNMENTS AND STIPENDS:

2017-18 PGMS Lunch Club, 45 minutes per day, 1 day per week, paid at the PGTA hourly non-instructional rate, and funded through PTA, and paid per time sheet:

Barbara Priest – Music Club

Amy Tulley – Ukulele Club

Alix Foster – American Sign Language Club

2017-18 GATE PROGRAM

GATE Teacher, not to exceed 3 hrs./week, paid at the hourly instructional rate, effective 2017-18 school year:

Kim Shurtz, FGE

Andrew Bradley, RDE

Elaine Demarco, District GATE Coordinator, not to exceed 102 hours, paid per time sheet at the hourly instructional rate, effective 2017-18 school year

2017-18 Pacific Grove Unified BTSA Induction Coach Stipends

Employee	Position	BTSA Student	BTSA Funding
Julie Kelly	BTSA Induction Coach	Maurisa Alt (yr. 2)	\$2,121
Denise Johnson	BTSA Induction Coach	Ana Spade (yr. 2)	\$2,121
Mary Lee Newman	BTSA Induction Coach	Danielle Davenport (yr. 2)	\$2,121

SUBSTITUTE:

Kristina Arrington

Mary Cesario

Katherine Reynolds

Anna Sardina

SUBJECT: Classified Assignment Order #3

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

RECOMMENDATION:

The administration recommends adoption of Classified Assignment Order #3

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. 3
September 21, 2017**

NEW HIRE:

Habiba Malik, FGE, Recreation Attendant (BASRP), 11 hours per week, Range 26, Step B, effective September 14, 2017

TEMPORARY HIRE:

AVID Tutors, Temporary, hourly positions, paid per time sheet at \$18.99 per hour (Grant Funded), effective September 5, 2017 through May 30, 2019, dependent upon sufficient enrollment and funding:

Tutor	Site	Weekly Hours
Alyssa Samaniego	PGHS/PGM S	10.75 hrs./week
Andrew Chyo	PGHS/PGM S	9.5 hrs./week
Kameron Herrera	PGHS/PGM S	9.25 hrs./week
Samantha Vargas	PGHS/PGM S	9.25 hrs./week
Vada Courtney	PGMS	1.80 hrs./week

TEMPORARY ADDITIONAL ASSIGNMENT:

Janet Bingham, RDE, Instructional Assistant, temporary, short term, 20 hours per week, Range 30, Step B, effective September 18, 2017 and not to exceed 126 work days

INCREASE/DECREASE IN ASSIGNMENT:

Diane McCluskey, District Occupational Therapist, voluntary reduction in assignment from 0.90 FTE to 0.80 FTE, effective August 8, 2017

Megan Roach, District Occupational Therapist, increase in assignment from 0.60 FTE to 0.80 FTE, effective August 8, 2017

SUBJECT: Acceptance of Donations

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

RECOMMENDATION:

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

INFORMATION:

During the past month the following donations were received:

Forest Grove Elementary School

None

Robert H. Down Elementary School

None

Pacific Grove Middle School

Impact Coalition for Healthy Youth

\$2684.02 (drug & alcohol prevention)

Pacific Grove High School

None

Pacific Grove Community High School

None

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

None

Pacific Grove Unified School District

None

Ref: Donations

SUBJECT: Out of County or Overnight Activities

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

RECOMMENDATION:

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

BACKGROUND:

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

INFORMATION:

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

FISCAL IMPACT:

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

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

OUT-OF-COUNTY OR OVERNIGHT ACTIVITIES

<u>DATE</u> <u>DESTINATION</u>	<u>STUDENTS/CLASS</u> <u>ACTIVITY</u>	<u>TRANSPORTATION</u>	<u>COST</u>	<u>FUNDING SOURCE</u>
September 26-29 Santa Cruz Outdoor School Watsonville, CA	PGMS 6 th Grade Class Science Camp	Charter	\$50,618	Students, Donations
November 26-29 Walt Disney World Orlando, FL	PGHS Choral student National Honor Choir Convention	Auto/Air	\$2,150	ASB/Choir
December 8-9 CIA Greystone Saint Helena, CA	PGHS Culinary class NorCal Pro Start Culinary Bootcamp	Auto	\$451	Culinary Donations

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
REQUEST FOR OFF CAMPUS ACTIVITY

Consent Agenda Item E

FAKED
MS FITZGERALD
9-5-17

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

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

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

Date of Activity 9/26/17 - 9/29/17 Day of Activity Tuesday - Thursday
1605 Eureka

Location of Activity Cyn. Rd. City Watsonville County Santa Cruz

School P.G.M.S. Class or Club 6th Grade Outdoor School Grade Level/s 6

School Departure Time 9:15 A.M. ☒ P.M. ☐

Pickup Time from Place of Activity 10:00 A.M. ☒ P.M. ☐

Name of Employee Accompanying Students Alix Foster

Number of Adults 4 Number of Students 176-150 (please print)

Description of Activity/Educational Objective Outdoor Science School

List All Stops _____

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

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

Cost of Activity \$ 45,114.00 - + Cost of Transportation \$ 4,267.50 = Total \$ 50,618.00 ±
46,350.00

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

Account Code: 01.0038.0.1110.1000.4300.00.005.1400.0720

Requested by: [Signature] / Alix Foster Date 8/11/17
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal [Signature] Date 8-14-17

Transportation Department/District Office Use

() School Bus ☒ Charter () Available () Not available Date Received 9/5/17

Cost Estimate \$ 4267.50

Approved by Transportation Supervisor: [Signature] Date 9/5/17

Approved by Assistant Superintendent: [Signature] Date 9/5/17

Date of Board Approval September 21, 2017

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

08/14/17 11:21am

CHARTER ORDER CONFIRMATION

PAGE 1

Charter Number: 085315 IN

Charter Date: 09/26/17 TUE

Confirmation Date: 07/20/17

Customer Number: PACIFICG01
PACIFIC GROVE UNIF SCHL DIST.
TRANSPORTATION DEPT.
435 HILLCREST AVE.
PACIFIC GROVE 93950
Contact: LISA STACKS
Group: PGMS TO SCIENCE CAMP

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

P.O. Number:

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

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

----- L E A V E -----				*----- A R R I V E -----*			
CITY	ST	DATE	TIME	CITY	ST	DATE	TIME
PACIFIC GROVE	CA	09/26/17	9.15	WATSONVILLE	CA		

----- P I C K U P I N F O R M A T I O N -----

PACIFIC GROVE MS * 835 FOREST AVE * PACIFIC GROVE, CA

----- D E S T I N A T I O N I N F O R M A T I O N -----

SANTA CRUZ OUTDOOR SCHOOL * 1605 EUREKA CYN RD * WATSONVILLE

----- I T I N E R A R Y -----

ONE WAY DROP
RETURN TRIP ON 9/29/17

Charter Grand Total	1352.50
Payments Received	.00
Balance Due	1352.50

ADDITIONAL TERMS & CONDITIONS

CANCELLATION FEE IF NOT CANCELLED 7 DAYS PRIOR TO DEPARTURE-\$100.00
CANCELLATION FEE INCREASES AS DEPARTURE DATE APPROACHES
CANCELLATION AT SPOT LOCATION--FULL AMOUNT OF CHARTER TRIP
CHARTERING PARTY AND/OR CHARTERING AGENT RESPONSIBLE FOR ALL UNINSURED
DAMAGES CAUSED BY SUCH PARTY OR ITS GUESTS
\$100.00 DEPOSIT PER BUS DUE 10 DAYS AFTER RECEIPT OF CONFIRMATION
REMAINING BALANCE DUE 10 DAYS PRIOR TO DEPARTURE
MAKE CHECKS PAYABLE TO: DISCOVERY
CHARTER GRAND TOTAL SUBJECT TO CHANGE IF ANY TRIP INFORMATION CHANGES
PLEASE VERIFY & SIGN CONFIRMATION AND RETURN TO DISCOVERY

SIGNATURE _____ DATE _____

THANK YOU FOR USING DISCOVERY!

1/4

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

08/14/17 11:23am

CHARTER ORDER CONFIRMATION

PAGE 1

Charter Number: 085316 IN

Charter Date: 09/26/17 TUE

Confirmation Date: 07/20/17

Customer Number: PACIFICG01
PACIFIC GROVE UNIF SCHL DIST.
TRANSPORTATION DEPT.
435 HILLCREST AVE.
PACIFIC GROVE 93950
Contact: LISA STACKS
Group: PGMS TO SCIENCE CAMP

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

P.O. Number:

Remarks:

Drivers Requested:

Bus Type: R MCI 56 PAX

Salesperson: PAT DORR

Number of Passengers: 56

Number of Buses: 1

----- L E A V E -----				*----- A R R I V E -----*			
CITY	ST	DATE	TIME	CITY	ST	DATE	TIME
PACIFIC GROVE	CA	09/26/17	9.15	WATSONVILLE	CA		

----- P I C K U P I N F O R M A T I O N -----

PACIFIC GROVE MS * 835 FOREST AVE * PACIFIC GROVE, CA

----- D E S T I N A T I O N I N F O R M A T I O N -----

SANTA CRUZ OUTDOOR SCHOOL * 1605 EUREKA CYN RD * WATSONVILLE

----- I T I N E R A R Y -----

ONE WAY DROP
RETURN TRIP ON 9/29/17

Charter Grand Total	781.25
Payments Received	.00
Balance Due	781.25

ADDITIONAL TERMS & CONDITIONS

CANCELLATION FEE IF NOT CANCELLED 7 DAYS PRIOR TO DEPARTURE-\$100.00
CANCELLATION FEE INCREASES AS DEPARTURE DATE APPROACHES
CANCELLATION AT SPOT LOCATION--FULL AMOUNT OF CHARTER TRIP
CHARTERING PARTY AND/OR CHARTERING AGENT RESPONSIBLE FOR ALL UNINSURED
DAMAGES CAUSED BY SUCH PARTY OR ITS GUESTS
\$100.00 DEPOSIT PER BUS DUE 10 DAYS AFTER RECEIPT OF CONFIRMATION
REMAINING BALANCE DUE 10 DAYS PRIOR TO DEPARTURE
MAKE CHECKS PAYABLE TO: DISCOVERY
CHARTER GRAND TOTAL SUBJECT TO CHANGE IF ANY TRIP INFORMATION CHANGES
PLEASE VERIFY & SIGN CONFIRMATION AND RETURN TO DISCOVERY

SIGNATURE _____ DATE _____

THANK YOU FOR USING DISCOVERY!

2/4

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

08/14/17 11:25am

CHARTER ORDER CONFIRMATION

PAGE 1

Charter Number: 085317 IN

Charter Date: 09/29/17 FRI

Confirmation Date: 07/20/17

Customer Number: PACIFICG01
PACIFIC GROVE UNIF SCHL DIST.
TRANSPORTATION DEPT.
435 HILLCREST AVE.

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

PACIFIC GROVE 93950

Contact: LISA STACKS

Group: PGMS RETURN FROM SCIENCE CAMP

P.O. Number:

Remarks:

Drivers Requested:

Bus Type: A MCI 47 PAX

Salesperson: PAT DORR

Number of Passengers: 94

Number of Buses: 2

----- L E A V E -----				*----- A R R I V E -----*			
CITY	ST	DATE	TIME	CITY	ST	DATE	TIME
WATSONVILLE	CA	09/29/17	10.00	PACIFIC GROVE	CA		

----- P I C K U P I N F O R M A T I O N -----

SANTA CRUZ OUTDOOR SCHOOL * 1605 EUREKA CYN RD * WATSONVILLE

----- D E S T I N A T I O N I N F O R M A T I O N -----

PACIFIC GROVE MS * 835 FOREST AVE * PACIFIC GROVE, CA

----- I T I N E R A R Y -----

ONE WAY DROP

Charter Grand Total	1352.50
Payments Received	.00
Balance Due	1352.50

ADDITIONAL TERMS & CONDITIONS

CANCELLATION FEE IF NOT CANCELLED 7 DAYS PRIOR TO DEPARTURE-\$100.00
CANCELLATION FEE INCREASES AS DEPARTURE DATE APPROACHES
CANCELLATION AT SPOT LOCATION--FULL AMOUNT OF CHARTER TRIP
CHARTERING PARTY AND/OR CHARTERING AGENT RESPONSIBLE FOR ALL UNINSURED
DAMAGES CAUSED BY SUCH PARTY OR ITS GUESTS
\$100.00 DEPOSIT PER BUS DUE 10 DAYS AFTER RECEIPT OF CONFIRMATION
REMAINING BALANCE DUE 10 DAYS PRIOR TO DEPARTURE
MAKE CHECKS PAYABLE TO: DISCOVERY
CHARTER GRAND TOTAL SUBJECT TO CHANGE IF ANY TRIP INFORMATION CHANGES
PLEASE VERIFY & SIGN CONFIRMATION AND RETURN TO DISCOVERY

SIGNATURE _____ DATE _____

THANK YOU FOR USING DISCOVERY!

3/4

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

08/14/17 11:25am

CHARTER ORDER CONFIRMATION

PAGE 1

Charter Number: 085318 IN

Charter Date: 09/29/17 FRI

Confirmation Date: 07/20/17

Customer Number: PACIFICG01
PACIFIC GROVE UNIF SCHL DIST.
TRANSPORTATION DEPT.
435 HILLCREST AVE.

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

PACIFIC GROVE 93950

Contact: LISA STACKS

Group: PGMS RETURN FROM SCIENCE CAMP

P.O. Number:

Remarks:

Drivers Requested:

Bus Type: R MCI 56 PAX

Salesperson: PAT DORR

Number of Passengers: 56

Number of Buses: 1

----- L E A V E -----				*----- A R R I V E -----*			
CITY	ST	DATE	TIME	CITY	ST	DATE	TIME
WATSONVILLE	CA	09/29/17	10.00	PACIFIC GROVE	CA		

----- P I C K U P I N F O R M A T I O N -----

SANTA CRUZ OUTDOOR SCHOOL * 1605 EUREKA CYN RD * WATSONVILLE

----- D E S T I N A T I O N I N F O R M A T I O N -----

PACIFIC GROVE MS * 835 FOREST AVE * PACIFIC GROVE, CA

----- I T I N E R A R Y -----

ONE WAY DROP

Charter Grand Total	781.25
Payments Received	.00
Balance Due	781.25

ADDITIONAL TERMS & CONDITIONS

CANCELLATION FEE IF NOT CANCELLED 7 DAYS PRIOR TO DEPARTURE-\$100.00
CANCELLATION FEE INCREASES AS DEPARTURE DATE APPROACHES
CANCELLATION AT SPOT LOCATION--FULL AMOUNT OF CHARTER TRIP
CHARTERING PARTY AND/OR CHARTERING AGENT RESPONSIBLE FOR ALL UNINSURED
DAMAGES CAUSED BY SUCH PARTY OR ITS GUESTS
\$100.00 DEPOSIT PER BUS DUE 10 DAYS AFTER RECEIPT OF CONFIRMATION
REMAINING BALANCE DUE 10 DAYS PRIOR TO DEPARTURE
MAKE CHECKS PAYABLE TO: DISCOVERY
CHARTER GRAND TOTAL SUBJECT TO CHANGE IF ANY TRIP INFORMATION CHANGES
PLEASE VERIFY & SIGN CONFIRMATION AND RETURN TO DISCOVERY

SIGNATURE _____ DATE _____

THANK YOU FOR USING DISCOVERY!

4/4

RECEIVED
SEP 17 2017

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
REQUEST FOR OFF CAMPUS ACTIVITY

Consent Agenda Item E
FAXED
45 9/11/17

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

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

Date of Activity Nov 26-29, 2017 Day of Activity Sun - Wed

Place of Activity WALT DISNEY WORLD - ORLANDO FLORIDA

School PGHS Grade Level 11th

School Departure Time 11:20 AM (PM)

Pickup Time From Place of Activity 1:35 PM (PM)

Name of Employee Accompanying Students Michelle Boulware

Number of Adults 1 Number of Students 1

Class or Club Chorus

Description of Activity National Honor Choir

Education Objective Work in an advanced setting with a college professor

List All Stops Coronado Springs Resort (can present itinerary after)
WALT DISNEY WORLD - ORLANDO - LAKEVIEW - DALLAS, TX Sept 15th

Means of Transportation: () 84 Passenger () 72 Passenger () 48 Passenger () 18 Passenger
() Charter () Auto* () Walk (X) Other** Plane & Car

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

1. NOTE: Board Regulation 3541.1 Requirements Will Be Complied With When Using Private Autos MBS
(Teachers Initials)

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

3. Cost of Activity \$ 850.00 + 400.00 LODGING

4. Cost of Transportation \$ 1260.00
Total Cost (Activity + Transportation) \$ 2510.00

5. Fund to be Charged for all activity expenses:

(X) Acct. Code WELLSTAR60 #207 CHOR 433
(X) Students ACC # 8994873977
() Other

6. Requested By Michelle Boulware Date 9/6/17
Employee's Signature AND Printed Name (Employee accompanying students on activity)

7. Recommend Approval [Signature] Date 9/8/17
Principal's Signature

Transportation Department/District Office Use Only

Bus(s) () Available () Not Available

Date Received _____

Cost Estimate \$ _____

Approved By _____
Transportation Supervisor

Date _____

Approved By _____
Assistant Superintendent

Date 9/11/17

Date of Board Approval September 26, 2017

RECEIVED
SEP 11 2017
PACIFIC GROVE
UNIFIED SCHOOL DISTRICT
Updated 12/15/15

RECEIVED
SEP X5 REC'D

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
REQUEST FOR OFF CAMPUS ACTIVITY

Consent/Agenda Item E
FAXED
459/8

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

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

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

Date of Activity 12/8/17 Day of Activity 12/9/17

Location of Activity CIA GRAYSTONE City ST. HELENA County NAPA

School PGHS CAMPUS Class or Club Culinary 3 Grade Level/s 11-12

School Departure Time _____ A.M. _____ P.M. 3:00

Pickup Time from Place of Activity _____ A.M. _____ P.M. 5:00

Name of Employee Accompanying Students Jenn Erickson

Number of Adults 2-3 (please print) Number of Students 10

Description of Activity/Educational Objective SEE ATTACHED FLIER

List All Stops HOTEL & DINNER TBD
(JACK LONDON LODGE)

Means of Transportation: () School Bus () Charter (X) Auto* () District Van** () Walk () Air

* Board Regulation 3541.1 Requirements will be complied with when using private Autos J E
(Teacher initials)

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

Cost of Activity \$ 15.00 + Cost of Transportation \$ 385.20 = Total \$ 450.20
(500 per person)

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

Account Code: 01-0038-0-1110-1000-4300-00-006-8410-0720

Requested by: J Erickson (Kim Erickson) Date 9/5/17

Employee Signature (accompanying student activity) _____ Printed Name _____

Administration Approval/Principal [Signature] Date 9/6/17

Transportation Department/District Office Use

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

Cost Estimate \$ _____

Approved by Transportation Supervisor: [Signature] Date _____

Approved by Assistant Superintendent: _____ Date 9/8/17

Date of Board Approval September 21, 2017

RECEIVED
SEP 08 2017
PACIFIC GROVE
UNIFIED SCHOOL DISTRICT

SUBJECT: Cash Receipts Report No. 1

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

RECOMMENDATION:

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

BACKGROUND:

The attached listing identifies Cash Receipts received by the District during the period of July 1, 2017 through September 13, 2017.

INFORMATION:

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

CASH RECEIPTS BOARD REPORT # 1

Consent Agenda Item F

July 1, 2017 - September 13, 2017

Date	Num	Name	Account	Amount
Jul 1 - Sep 13, '17				
7/7/2017	18530	RETIREE INSURANCE	RETIREE INSURANCE	43,551.13
7/7/2017	18531	ADULT EDUCATION	ADULT EDUCATION	31,362.00
7/7/2017	18532	ADULT EDUCATION	ADULT EDUCATION	3,181.00
7/7/2017	18533	ADULT EDUCATION	ADULT EDUCATION	3,221.00
7/7/2017	18534	RETIREE INSURANCE	RETIREE INSURANCE	115.47
7/7/2017	18535	CSEA	DONATION	150.00
7/7/2017	18536	STATE OF CALIFORNIA	CAFETERIA	1,439.32
7/7/2017	18537	STATE OF CALIFORNIA	CAFETERIA	22,675.48
7/7/2017	18538	MBCS/Monterey Bay Charter School	SPECIAL RESERVE	19,317.37
7/7/2017	18539	PGMS	DONATION	1,603.30
7/7/2017	18540	PGMS	DONATION	5,500.00
7/7/2017	18541	Intercare Holding Insurance	WORKERSCOMP	333.67
7/7/2017	18542	TEXTBOOKS	TEXT BOOK FEES	101.00
7/7/2017	18543	Robert Down Elementary	GRANT	5,000.00
7/7/2017	18544	ROP	DONATION	80.00
7/7/2017	18545	ROP	DONATION	100.00
7/7/2017	18546	BASRP-RD	BASRP	146.00
7/7/2017	18547	BASRP-FG	BASRP	586.50
7/14/2017	18548	RETIREE INSURANCE	RETIREE INSURANCE	16,989.97
7/14/2017	18549	BASRP-FG	BASRP	786.00
7/14/2017	18550	BASRP-RD	BASRP	40.75
7/14/2017	18551	STATE OF CALIFORNIA	SP ED	2,023.20
7/14/2017	18552	MBCS/Monterey Bay Charter School	SPECIAL RESERVE	19,322.07
7/14/2017	18553	Carmel Unified School Dist	SP ED	112,100.00
7/14/2017	18554	ADULT EDUCATION	ADULT EDUCATION	755.00
7/14/2017	18555	KS State Bank	SPECIAL RESERVE	45,426.98
7/14/2017	18556	Hubbard & Hubbard Legal	DONATION	5,000.00
7/14/2017	18557	Facilitron	SPECIAL RESERVE	17,765.10
7/20/2017	18558	RETIREE INSURANCE	RETIREE INSURANCE	1,130.27
7/20/2017	18559	ADULT EDUCATION	ADULT EDUCATION	5,390.75
7/20/2017	18560	ADULT EDUCATION	ADULT EDUCATION	1,346.00
7/20/2017	18561	ADULT EDUCATION	ADULT EDUCATION	243,829.20
7/20/2017	18562	VOID	VOID	0.00
7/20/2017	18563	VOID	VOID	
8/11/2017	18564	RETIREE INSURANCE	RETIREE INSURANCE	17,552.42
8/11/2017	18565	BASRP-RD	BASRP	26.50
8/11/2017	18566	BASRP-RD	BASRP	7,767.50
8/11/2017	18567	BASRP-RD	BASRP	7,672.25
8/11/2017	18568	Lost Key Fee	MAINT/GROUNDS	35.00
8/11/2017	18569	STATE OF CALIFORNIA	SP ED	1,207.68
8/11/2017	18570	WASTE MANAGEMENT	REFUND	421.79
8/11/2017	18571	MCOE	PRESCHOOL	3,358.00
8/11/2017	18572	Calvary High School	SPECIAL RESERVE	5,010.00
8/11/2017	18573	MBCS/Monterey Bay Charter School	UTILITIES	2,321.50
8/11/2017	18574	US BANK	INTEREST	27.92
8/11/2017	18575	TEXTBOOKS	TEXT BOOK FEES	93.00
8/11/2017	18576	STATE OF CALIFORNIA	CAFETERIA	244.37
8/11/2017	18577	STATE OF CALIFORNIA	CAFETERIA	2,810.05
8/11/2017	18578	STATE OF CALIFORNIA	DONATION	169.00
8/11/2017	18579	TEXTBOOKS	TEXT BOOK FEES	92.00
8/11/2017	18580	D Farmer	MISC	6.00
8/11/2017	18581	TEXTBOOKS	TEXT BOOK FEES	122.00
8/11/2017	18582	Robert Down Elementary	DONATION	4.54
8/11/2017	18583	ADULT EDUCATION	ADULT EDUCATION	825.00
8/11/2017	18584	ADULT EDUCATION	CREDIT CARD SALES	10,788.36
8/11/2017	18585	Facilitron	SPECIAL RESERVE	8,340.74
8/18/2017	18586	RETIREE INSURANCE	RETIREE INSURANCE	1,538.31
8/18/2017	18587	BUS PASS	BUS PASS	5,850.00
8/18/2017	18588	C Russell	MISC	6.00
8/18/2017	18589	Calvary High School	SPECIAL RESERVE	500.00
8/18/2017	18590	PGMS	DONATION	10.00
8/18/2017	18591	PGMS	SCIENCE CAMP	5,000.00
8/18/2017	18592	RD LIBRARY	LIBRARY FINES/FEES	120.00
8/18/2017	18593	ROP	Class Fees	200.00
8/18/2017	18594	ROP	Class Fees	1,335.00
8/18/2017	18595	ROP	Class Fees	100.00
8/18/2017	18596	BUS PASS	BUS PASS	150.00
8/18/2017	18597	ADULT EDUCATION	ADULT EDUCATION	4,179.00
8/18/2017	18598	ADULT EDUCATION	ADULT EDUCATION	48,765.80
8/18/2017	18599	ADULT EDUCATION	ADULT EDUCATION	1,670.45

Date	Num	Name	Account	Amount
8/18/2017	18600	VOID	VOID	
8/18/2017	18601	BASRP-FG	BASRP	13,660.75
8/18/2017	18602	BASRP-RD	BASRP	3,019.00
8/25/2017	18603	BASRP-RD	BASRP	2,163.25
8/25/2017	18604	BASRP-FG	BASRP	2,587.50
8/25/2017	18605	BASRP-RD	BASRP	2,122.75
8/25/2017	18606	ADULT EDUCATION	CREDIT CARD SALES	4,125.28
8/25/2017	18607	Fingerprinting	Fingerprint Fees	1,485.00
8/25/2017	18608	RETIREE INSURANCE	RETIREE INSURANCE	1,139.85
8/25/2017	18609	Robert Down Elementary	DONATION	1,420.00
8/25/2017	18610	PGMS	DONATION	1,600.00
8/25/2017	18611	BUS PASS	BUS PASS	2,780.00
8/25/2017	18612	Forest Grove Elementary	DONATION	0.12
8/25/2017	18613	PGMS	DONATION	2,000.00
8/25/2017	18614	TEXTBOOKS	TEXT BOOK FEES	32.30
8/25/2017	18615	STATE OF CALIFORNIA	MANDATED	1,000.00
8/25/2017	18616	PGMS	DONATION	500.00
8/25/2017	18617	ROP	Class Fees	1,770.00
8/25/2017	18618	ROP	Class Fees	1,570.00
8/25/2017	18619	ROP	Class Fees	400.00
8/25/2017	18620	ROP	Class Fees	1,150.00
8/25/2017	18621	ROP	Class Fees	750.00
8/25/2017	18622	ROP	Class Fees	880.00
8/25/2017	18623	ASE - After School Enrichment	Class Fees	1,020.00
8/31/2017	18624	BASRP-RD	BASRP	370.00
8/31/2017	18625	RETIREE INSURANCE	RETIREE INSURANCE	2,690.28
8/31/2017	18626	BUS PASS	BUS PASS	1,530.00
8/31/2017	18627	Robert Down Elementary	REFUND	542.85
8/31/2017	18628	Robert Down Elementary	DONATION	100.00
8/31/2017	18629	SCCOE	MAA	52,813.67
8/31/2017	18630	SCCOE	MAA	25,698.40
8/31/2017	18631	PGMS	SCIENCE CAMP	3,120.00
9/7/2017	18632	RETIREE INSURANCE	RETIREE INSURANCE	4,723.33
9/7/2017	18633	Facilitron	SPECIAL RESERVE	12,706.49
9/7/2017	18634	PGMS	DONATION	16.00
9/7/2017	18635	PGMS	SCIENCE CAMP	7,675.00
9/7/2017	18636	BUS PASS	BUS PASS	100.00
9/7/2017	18637	Robert Down Elementary	DONATION	440.00
9/7/2017	18638	PGMS	DONATION	2,684.02
9/7/2017	18639	ANNUNITY LIFE INS	INS PAYMENT	1,000.00
9/7/2017	18640	TEXTBOOKS	TEXT BOOK FEES	643.08
9/7/2017	18641	MBCS/Monterey Bay Charter School	SPECIAL RESERVE	21,796.14
9/7/2017	18642	PGMS	SCIENCE CAMP	7,415.00
9/7/2017	18643	PGMS	SCIENCE CAMP	10,735.00
9/7/2017	18644	STATE OF CALIFORNIA	PRESCHOOL	25,062.00
9/7/2017	18645	MCOE	PRESCHOOL	1,000.00
9/7/2017	18646	ADULT EDUCATION	ADULT EDUCATION	507.50
9/7/2017	18647	ADULT EDUCATION	ADULT EDUCATION	2,070.00
9/7/2017	18648	ADULT EDUCATION	ADULT EDUCATION	120.00
9/8/2017	18649	BASRP-FG	BASRP	947.50
9/8/2017	18650	BASRP-RD	BASRP	1,668.25
9/8/2017	18651	BASRP-FG	BASRP	5,945.25
9/8/2017	18652	BASRP-RD	BASRP	10,876.75
9/12/2017	18653	PG PRIDE	GRANT	7,230.00
9/12/2017	18654	PG PRIDE	GRANT	25,010.00
Jul 1 - Sep 13, '17				<u>1,033,101.02</u>

SUBJECT: Revolving Cash Report No. 1

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

RECOMMENDATION:

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

BACKGROUND:

The attached listing identifies payments made from the Revolving Cash Fund during the period from July 1, 2017 through September 13, 2017.

INFORMATION:

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

REVOLVING CASH
 BOARD REPORT # 1
 July 1, 2017- September 13, 2017

Date	Num	Name	Account	Amount
Jul 1 - Sep 13, '17				
7/17/2017		ANALYSIS CHARGE	none	-186.91
7/27/2017	5180	Melissa Garvin	ADULT EDUCATION	-120.00
7/27/2017	5181	Laura Nordstrom	ADULT EDUCATION	-75.00
7/27/2017	5182	Mei Eichner	ADULT EDUCATION	-120.00
7/27/2017	5183	Tony Lagana	ADULT EDUCATION	-150.00
7/27/2017	5184	Tricia Bennett	ADULT EDUCATION	-150.00
7/27/2017	5185	Cara Tillotson	CAFETERIA	-11.25
7/27/2017	5186	Deborah Nauman	ADULT EDUCATION	-75.00
7/27/2017	5187	Michael Bowhay	ADULT EDUCATION	-75.00
7/27/2017	5188	Nikki Hueffmeier	ADULT EDUCATION	-140.00
9/5/2017	5189	Carole Armstrong	ADULT EDUCATION	-45.00
9/5/2017	5190	Michelle Haney	TEXT BOOK FEES	-25.00
9/5/2017	5191	Derek Sy	TEXT BOOK FEES	-6.00
9/5/2017	5192	Jennifer Powell	TEXT BOOK FEES	-125.00
Jul 1 - Sep 13, '17				<u>-1,304.16</u>

SUBJECT: Quarterly Report on Williams Uniform Complaints

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

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

BACKGROUND:

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

INFORMATION:

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

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

FISCAL IMPACT:

None.

Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

District: Pacific Grove Unified School District

Person completing this form: Mandi Ackerman

Title: Executive Assistant

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

Date for information to be reported publicly at governing board meeting: September 21, 2017

Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

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

Ralph Gómez Porras
Print Name of District Superintendent


Signature of District Superintendent

September 21, 2017
Date

SUBJECT: Declaration of Surplus Property for 2017 Butterfly Parade Bazaar

PERSON RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services

RECOMMENDATION:

The District Administration recommends that the Board declare the identified property as surplus and authorize sale and disposal in accordance with Board Policy 3270 in conjunction with the Butterfly Parade Bazaar.

BACKGROUND:

Under the provisions of the Education Code, school districts are permitted to dispose of surplus materials. For many years, the Pacific Grove Unified School District has put surplus or obsolete material up for public sale at the Butterfly Parade Bazaar.

INFORMATION:

The Administration requests authorization to hold a public sale in conjunction with the Butterfly Parade Bazaar for the purpose of disposing of the surplus property identified as follows:

- Surplus furniture
- Surplus electronic equipment
- Obsolete textbooks
- Filing cabinets, tables, desks and chairs
- Obsolete computers

The following details apply to this sale:

- 1) The sale will be held on Saturday, October 5, 2013 at Robert Down Elementary School from 10:00 am to 2:00 pm.
- 2) No individual item is worth more than \$2,500, and therefore, no advertising is required.
- 3) All material for sale has been reviewed by site personnel and has been deemed to be in excess of our current needs.
- 4) Obsolete textbooks will be made available to the public at no cost for educational purposes, in accordance with Board Policy 3270.
- 5) Those items which are unsold will be deemed worthless and discarded at a public disposal site.

FISCAL IMPACT:

Funds raised during the sale will be added to the District General Fund as additional revenue.

SUBJECT: Contract with a Substitute Speech Therapist

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

RECOMMENDATION:

The District Administration recommends that the Board review and approve the contract to provide a substitute Speech and Language Therapist.

BACKGROUND:

The School District is required to provide Speech and Language services for students on IEPs. Despite ongoing recruitment efforts, the district has not been able to fill the Speech Therapist vacancy that serves students at PGMS and PGHS.

INFORMATION:

Student Services has identified a retired Speech Therapist who is able to serve as a substitute therapist during the time the district works to identify a candidate to fill the vacancy at PGMS and PGHS. The substitute candidate has not yet confirmed the number of hours and/or the number of days they are able to commit. This proposed contract is a high ball estimate if the therapist is able to commit to the entirety of the need.

FISCAL IMPACT:

Up to 7.0 hours a day, 4 days a week at \$100 an hour totaling \$2,800 a week.
Cost to be offset by budgeted amount for a district employee \$77,983

Consent Agenda Item J

Pacific Grove, CA 93950

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

Christine Ward, SLP for services rendered as specified below.

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

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

September 22, 2017-TBD

7 hours a day, up to 4 days a week, @ \$100.00 an hour

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

Address: 512 Fountain Avenue, Pacific Grove, CA 93950

Signed _____ Date _____
 _____ Independent Consultant *

Signed _____ Date _____
Site/Program Administrator – (Check appropriate box below)

¹ Contracted work was assigned using District's normal employment recruitment process.

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

Signed _____ Date _____
Director of Human Resources

Signed _____ Date _____
Assistant Superintendent

ALL SIGNATURES MUST BE OBTAINED BEFORE SERVICES ARE PROVIDED.

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

Contract for Services Criteria

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

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

District/Site Administrator

Date

SUBJECT: Contract with Non Public Agency for a Speech Therapist

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

RECOMMENDATION:

The District Administration recommends that the Board review and approve the contract with a Non Public Agency for a Speech Therapist.

BACKGROUND:

The School District is required to provide Speech Therapy services for students on IEPs as determined through the assessment and identification process. Presently there is a Speech Therapist vacancy serving students at PGMS and PGHS. A letter was mailed to parents informing them that Speech and Language therapy sessions would be delayed and compensatory sessions would be provide once the school district finds a highly qualified Speech Therapist. Given the urgency and the need for compliance with IDEA, the district requests contracting with a non public agency to fill this vacancy for the 2017/18 school year.

INFORMATION:

Position was posted three times with few qualified candidates. Interviews did not identify a suitable candidate for hire by the district. Student Services has contacted several non public agencies requesting that resumes of possible candidates be sent for a review by a screening committee. Interviews will be held for highly qualified individuals for proper selection of a contracted therapist.

FISCAL IMPACT:

Projected cost is \$95.00 an hour, 7.0 hours a day, 4 days a week, 32 weeks totaling \$85,120
Offset by budgeted total \$77,983
Projected budget increase \$7,137

SUBJECT: Approval of Contract with Wonder Woofs K-9 Narcotic Search Unit

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

RECOMMENDATION:

The Administration recommends that the Board review and approve the contract for services with Wonder Woofs K-9 Narcotic Unit to provide search and drug prevention services to the District.

BACKGROUND:

Pacific Grove Unified School District promotes a drug and alcohol free environment. In an effort to continue our proactive approach to the deterrence of drug use, and to maintain its place in our district comprehensive school plan, our schools would like to continue to utilize the services of Wonder Woofs K-9 Narcotic Search Unit for the 2017-2018 school year.

INFORMATION:

Wonder Woofs K-9 Narcotic Search Unit is a service that provides K-9 drug searches and demonstrations to district schools. They serve as a visual deterrent for drug use on school campuses, elementary through high school. They also provide safety presentations to students regarding the use of service dogs working with first responders in emergency situations.

FISCAL IMPACT:

The fiscal impact for the 2017-2018 school year is \$3,000.00 from the district safety budget.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue

Pacific Grove, CA 93950

CONTRACT FOR SERVICES

This contract is an agreement between the Pacific Grove Unified School District and
WONDER WOOFs for services rendered as specified below.

1. Scope of Service:

To provide:

Narcotic search dog campus visits at district schools per attached Service Agreement made a part of this Contract.

2. Evaluation and/or expected outcome(s)(continue on attached page if needed):

School campuses are searched for contraband.

3. Length of the Contract:

Service is to be provided on the following date(s):

August 23, 2017 through June 1, 2018

4. Financial Consideration:

Consultant to be paid at the rate of:

\$300 per two hour visit not to exceed \$3,000

School Funding Source: Safety Fund

Account Code: 4969

Consultant (Print Name) SEAN HAGGETTAddress 1261 Payette Circle Hollister CA 95023Signed SEAN HAGGETT Date 9-12-17☐ District Employee☒ Independent ConsultantSigned Barbara Martinez Date 9-12-17

Site/Program Administrator (Check appropriate box below)

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

Attached Criteria Page (REQUIRED) identifies reason.

Signed Belle Mantley Date 9/13/17

Director of Human Resources

Signed TAM Date 9/13/17

Assistant Superintendent

ALL SIGNATURES MUST BE OBTAINED BEFORE SERVICES ARE PROVIDED.

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

Contract for Services Criteria

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

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

Barbara Martinez
District/Site Administrator

9-12-17
Date



SERVICE AGREEMENT

This service agreement is made effective as of August 21, 2017, by and between Wonder Woofs and Pacific Grove Unified School District.

1. **DESCRIPTION OF SERVICES.** Beginning on August 23, 2017, Wonder Woofs will provide Pacific Grove Unified School District the following services:

- a. Wonder Woofs will provide up to two certified narcotic search dogs per campus visit.
- b. Campus visits will be a maximum of two times per week for up to two hours per visit.
- c. Wonder Woofs will provide a maximum of ten visits total.
- d. Campus visits will be agreed upon in advance by Wonder Woofs and Pacific Grove Unified School District.
- e. All Campus visits will be supervised by an administrative staff member provided / assigned by Pacific Grove Unified School District administration. Wonder Woofs will follow Pacific Grove Unified School District policy as directed by the Pacific Grove Unified School District administration.
- f. Wonder Woofs will provide Pacific Grove Unified School District administration with a search log, of campus visits, via email.

2. **PAYMENT OF SERVICES.** Wonder Woofs will bill Pacific Grove Unified School District a maximum annual cost of \$3000.00.

3. **TERM.** This agreement will terminate upon the end of the 2017 / 2018 school year.

4. **CONFIDENTIALITY.** Wonder Woofs, and its employees, agents, or representatives will not directly divulge, disclose, or communicate any information that is proprietary to Pacific Grove Unified School District or its students. Wonder Woofs will protect such information and treat it as confidential.

5. **INDEMNIFICATION.** Pacific Grove Unified School District agrees to indemnify and hold Wonder Woofs including its dogs and handlers harmless from all claims, losses, expenses, fees including attorney fees, costs, and judgments that may be asserted against Pacific Grove Unified School District. Wonder Woofs including its dogs and handlers also agrees to indemnify and hold Pacific Grove Unified School District harmless from all claims, losses, expenses, fees including attorney fees, costs, and judgments that may be asserted against Wonder Woofs including its dogs and handlers. Wonder Woofs will supply and maintain appropriate liability insurances of its services to Pacific Grove Unified School District.

Barbara Martinez
(Printed name of Client/Agent)

[Signature]
(Signature & Date of Client/Agent)

SEAN HAGGETT
(Printed name of Provider/Agent)

[Signature] 9-10-17
(Signature & Date of Provider/Agent)

SUBJECT: Public Hearing of Resolution #1002 Regarding Sufficiency of Instructional Materials for Fiscal Year 2017-2018

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

RECOMMENDATION:

The District Administration recommends that the Board hold a public hearing for Resolution #1002 Regarding Sufficiency of Instructional Materials for fiscal year 2017-2018.

BACKGROUND:

State Education Code Section 60119 and Assembly Bill 831, Chapter 118, Statutes of 2005, which took effect July 26, 2005, requires that the Governing Board hold a public hearing and make a determination, through the adoption of a resolution, as to whether each pupil in each school in the District has sufficient textbooks or instructional materials, or both, in each subject, that are consistent with the content and cycles of the State curriculum frameworks and adoption cycles.

If the Governing Board determines that there are insufficient textbooks or instructional materials, or both, the Governing Board shall provide information to classroom teachers and to the public setting forth, for each school in which there is insufficiency, the percentage of pupils who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each pupil does not have sufficient textbooks or instructional materials.

The Board is required to comply with this requirement, the Instructional Materials Funding Realignment Program (IMFRP) even though it is not directly funded by the State of California.

INFORMATION:

The District is constantly in the process of updating its textbooks and providing instructional materials to meet the requirements of the State curriculum frameworks, content standards, and adoption cycles. At any time, there will always be a need for additional revenues to update aging or damaged textbooks and provide additional or replacement instructional materials.

In January 2014, the State Board of Education approved programs for adoption in grades TK-8, Algebra 1 and Integrated Math 1. In November 2015, the state Board of Education approved English Language Arts and English Language Development programs for adoption in grades TK-8.

For the 2014-2015 school years, My Math by McGraw Hill was adopted for grades TK-5 aligned to the Common Core State Standards for Math and Superkids by Zaner Blozer for grades TK-2 aligned to the English Language Arts Common Core State Standards. Glencoe Biology, a program aligned to the Next Generation Science Standards and the Literacy Standards of the Common Core was adopted and implemented for 2014-2015. In 2015-2016 The California Edition of Big Ideas Math by Houghton Mifflin Harcourt was adopted for grades 6-8 as the core math curriculum. In 2016-2017 the High school math department adopted The California Edition of Big Ideas Math as their core math program for Integrated Math 1, Integrated Math 2, and Integrated Math 3. Benchmark Advance, an English Language Arts and English Language Development program, was adopted for grades 3-5. In 2017-2018 the middle school English department adopted Study Sync from McGraw Hill, an English Language Arts/English Language Development program.

In September of 2013, the State Board of Education adopted the Next Generation Science Standards. The new standards require a different approach to lesson design that relies on the integration of scientific concepts from multiple disciplines for example combining earth and life science topic. Existing textbooks and supplementary materials can support this shift in science instruction, but state approved NGSS aligned curriculum will be available in early 2019. It is appropriate to find at this time that the District has provided sufficient textbooks and instructional materials for all students consistent with the State curriculum frameworks and adoption cycles. The total cost for textbooks expenditures was \$226,530. The district does not receive any additional money for the purchase of instructional materials.

FISCAL IMPACT:

\$226,530.



www.pgusd.org

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

The Pacific Grove Unified School District Governing Board will hold a public hearing on Thursday, September 21, 2017, pursuant to Education Code Section 60119 and 60422, which states in part:

1. The Governing Board shall hold a public hearing or hearings at which the Governing Board shall encourage participation by parents, teachers, members of the community interested in the affairs of the school district, and bargaining unit leaders, and shall make a determination, through a resolution, as to whether each pupil in each school in the district has sufficient textbooks or instructional materials, or both, in each subject that are consistent with the content and cycles of the curriculum framework adopted by the state board. [EC60119(a)(1)]

The hearing will be held during the regular Governing Board meeting, which begins at 7:00 p.m. at Robert Down Elementary School at 485 Pine Avenue, Pacific Grove, CA 93950.

This notice posted in accordance with EC 60119(b) on September 7, 2017

1. Robert Down Elementary School
2. Forest Grove Elementary School
3. Pacific Grove Middle School
4. Pacific Grove High School
5. Community High School
6. Pacific Grove Unified School District Office

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

Resolution No. 1002 REGARDING SUFFICIENCY OF INSTRUCTIONAL MATERIALS FOR FISCAL YEAR 2017-2018

WHEREAS, on September 21, 2017 the Board of Pacific Grove Unified School District in order to comply with the requirements of Education Code Section 60119 held a public hearing at 7:00 p.m. which did not take place during or immediately following school hours, and:

WHEREAS, the Governing Board provided at least 10 days' notice of the public hearing posted in at least three public places within the district that stated the time, place, and purpose of the hearing, and:

WHEREAS, the Governing Board encouraged participation by parents, teachers, members of the community, and bargaining unit leaders in the public hearing, and:

WHEREAS, information provided at the public hearing and to the Governing Board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the district, and:

WHEREAS, the definition of "sufficient textbooks or instructional materials" means that each pupil has a textbook or instructional material, or both, to use in class and to take home to complete required homework assignments, and:

WHEREAS, sufficient textbooks and instructional materials were provided to each student including English Learners, in mathematics, history-social science, and English/language arts, includes the English language development component of an adopted program consistent with the cycles and content of the curriculum frameworks. Grades Tk-2 adopted SuperKids English Language Arts program aligned to Common Core State Standards for implementation in 2014-2015, and: grades 3-5 adopted Benchmark Advance a Language Arts and English Language Development program aligned to Common Core State Standards for implementation in 2016-2017 and: grades 6-8 adopted Study Sync a Language Arts and English Language Development program aligned to Common Core State Standards for implementation in 2017-2018.

WHEREAS, the list of State Approved science textbooks (K-8) was released in Fall 2006. The District began the selection process and adoption took place during the 2008-2009 school year. Next Generation Science standards were approved by the State Board of Education on September 4, 2013. Standards aligned materials will be available January 2019. Students have sufficient instructional materials for instruction in the content area of science, and: Science textbooks for an Honors Chemistry was adopted in 2012 and implemented in 2012-2013, Science textbooks for Biology aligned to Common Core State Standards and Next Generation Science standards was adopted for implementation in 2014-2015 and:

WHEREAS, the list of State Approved math textbooks (K-8) was released in Fall 2013. At that time, the District began the selection process and a math adoption took place during the 2014-2015 school year in grades TK-5 with My Math, Big Ideas Math was adopted for grades 6-8 and Big Ideas Math was adopted for high school Integrated Math 1, Integrated Math 2, and Integrated Math 3, and:

WHEREAS, sufficient textbooks or instructional materials were provided to each pupil enrolled in foreign language or health classes,

WHEREAS, sufficient laboratory science equipment was provided for science laboratory classes offered in grades 9-12.

NOW THEREFORE, the Governing Board declares that for the 2017-2018 school year, the Pacific Grove Unified School District provided each pupil with sufficient textbooks and instructional materials consistent with the adoption cycles and content of the State curriculum frameworks.

AYES:

NOES:

ABSENT:

Ralph Gomez Porras, Superintendent

SUBJECT: Approval of Resolution #1002 Regarding Sufficiency of Instructional Materials for Fiscal Year 2017-2018

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

RECOMMENDATION:

The District Administration recommends that the Board review and adopt the Resolution #1002 Regarding Sufficiency of Instructional Materials for fiscal year 2017-2018.

BACKGROUND:

State Education Code Section 60119 and Assembly Bill 831, Chapter 118, Statutes of 2005, which took effect July 26, 2005, requires that the Governing Board hold a public hearing and make a determination, through the adoption of a resolution, as to whether each pupil in each school in the District has sufficient textbooks or instructional materials, or both, in each subject, that are consistent with the content and cycles of the State curriculum frameworks and adoption cycles.

If the Governing Board determines that there are insufficient textbooks or instructional materials, or both, the Governing Board shall provide information to classroom teachers and to the public setting forth, for each school in which there is insufficiency, the percentage of pupils who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each pupil does not have sufficient textbooks or instructional materials.

The Board is required to comply with this requirement, the Instructional Materials Funding Realignment Program (IMFRP) even though it is not directly funded by the State of California.

INFORMATION:

The District is constantly in the process of updating its textbooks and providing instructional materials to meet the requirements of the State curriculum frameworks, content standards, and adoption cycles. At any time, there will always be a need for additional revenues to update aging or damaged textbooks and provide additional or replacement instructional materials.

In January 2014, the State Board of Education approved programs for adoption in grades TK-8, Algebra 1 and Integrated Math 1. In November 2015, the state Board of Education approved English Language Arts and English Language Development programs for adoption in grades TK-8.

For the 2014-2015 school years, My Math by McGraw Hill was adopted for grades TK-5 aligned to the Common Core State Standards for Math and Superkids by Zaner Blozer for grades TK-2 aligned to the English Language Arts Common Core State Standards. Glencoe Biology, a program aligned to the Next Generation Science Standards and the Literacy Standards of the Common Core was adopted and implemented for 2014-2015. In 2015-2016 The California Edition of Big Ideas Math by Houghton Mifflin Harcourt was adopted for grades 6-8 as the core math curriculum. In 2016-2017 the High school math department adopted The California Edition of Big Ideas Math as their core math program for Integrated Math 1, Integrated Math 2, and Integrated Math 3. Benchmark Advance, an English Language Arts and English Language Development program, was adopted for grades 3-5. In 2017-2018 the middle school English department adopted Study Sync from McGraw Hill, an English Language Arts/English Language Development program.

In September of 2013, the State Board of Education adopted the Next Generation Science Standards. The new standards require a different approach to lesson design that relies on the integration of scientific concepts from multiple disciplines for example combining earth and life science topic. Existing textbooks and supplementary materials can support this shift in science instruction, but state approved NGSS aligned curriculum will be available in early 2019. It is appropriate to find at this time that the District has provided sufficient textbooks and instructional materials for all students consistent with the State curriculum frameworks and adoption cycles. The total cost for textbooks expenditures was \$226,530. The district does not receive any additional money for the purchase of instructional materials.

FISCAL IMPACT:

\$226,530.



www.pgusd.org

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

PUBLIC HEARING NOTICE

The Pacific Grove Unified School District Governing Board will hold a public hearing on Thursday, September 21, 2017, pursuant to Education Code Section 60119 and 60422, which states in part:

1. The Governing Board shall hold a public hearing or hearings at which the Governing Board shall encourage participation by parents, teachers, members of the community interested in the affairs of the school district, and bargaining unit leaders, and shall make a determination, through a resolution, as to whether each pupil in each school in the district has sufficient textbooks or instructional materials, or both, in each subject that are consistent with the content and cycles of the curriculum framework adopted by the state board. [EC60119(a)(1)]

The hearing will be held during the regular Governing Board meeting, which begins at 7:00 p.m. at Robert Down Elementary School at 485 Pine Avenue, Pacific Grove, CA 93950.

This notice posted in accordance with EC 60119(b) on September 7, 2017

1. Robert Down Elementary School
2. Forest Grove Elementary School
3. Pacific Grove Middle School
4. Pacific Grove High School
5. Community High School
6. Pacific Grove Unified School District Office

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

Resolution No. 1002 REGARDING SUFFICIENCY OF INSTRUCTIONAL MATERIALS FOR FISCAL YEAR 2017-2018

WHEREAS, on September 21, 2017 the Board of Pacific Grove Unified School District in order to comply with the requirements of Education Code Section 60119 held a public hearing at 7:00 p.m. which did not take place during or immediately following school hours, and:

WHEREAS, the Governing Board provided at least 10 days' notice of the public hearing posted in at least three public places within the district that stated the time, place, and purpose of the hearing, and:

WHEREAS, the Governing Board encouraged participation by parents, teachers, members of the community, and bargaining unit leaders in the public hearing, and:

WHEREAS, information provided at the public hearing and to the Governing Board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the district, and:

WHEREAS, the definition of "sufficient textbooks or instructional materials" means that each pupil has a textbook or instructional material, or both, to use in class and to take home to complete required homework assignments, and:

WHEREAS, sufficient textbooks and instructional materials were provided to each student including English Learners, in mathematics, history-social science, and English/language arts, includes the English language development component of an adopted program consistent with the cycles and content of the curriculum frameworks. Grades Tk-2 adopted SuperKids English Language Arts program aligned to Common Core State Standards for implementation in 2014-2015, and: grades 3-5 adopted Benchmark Advance a Language Arts and English Language Development program aligned to Common Core State Standards for implementation in 2016-2017 and: grades 6-8 adopted Study Sync a Language Arts and English Language Development program aligned to Common Core State Standards for implementation in 2017-2018.

WHEREAS, the list of State Approved science textbooks (K-8) was released in Fall 2006. The District began the selection process and adoption took place during the 2008-2009 school year. Next Generation Science standards were approved by the State Board of Education on September 4, 2013. Standards aligned materials will be available January 2019. Students have sufficient instructional materials for instruction in the content area of science, and: Science textbooks for an Honors Chemistry was adopted in 2012 and implemented in 2012-2013, Science textbooks for Biology aligned to Common Core State Standards and Next Generation Science standards was adopted for implementation in 2014-2015 and:

WHEREAS, the list of State Approved math textbooks (K-8) was released in Fall 2013. At that time, the District began the selection process and a math adoption took place during the 2014-2015 school year in grades TK-5 with My Math, Big Ideas Math was adopted for grades 6-8 and Big Ideas Math was adopted for high school Integrated Math 1, Integrated Math 2, and Integrated Math 3, and:

WHEREAS, sufficient textbooks or instructional materials were provided to each pupil enrolled in foreign language or health classes,

WHEREAS, sufficient laboratory science equipment was provided for science laboratory classes offered in grades 9-12.

NOW THEREFORE, the Governing Board declares that for the 2017-2018 school year, the Pacific Grove Unified School District provided each pupil with sufficient textbooks and instructional materials consistent with the adoption cycles and content of the State curriculum frameworks.

AYES:

NOES:

ABSENT:

Ralph Gomez Porras, Superintendent

SUBJECT: Forest Grove Elementary School Portable Project

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

RECOMMENDATION:

The District Administration recommends that the Board review and approve bids for the Portable Project Pricing and classroom space.

BACKGROUND:

At Forest Grove there is a need for an extra classroom to accommodate four kindergarten classes in an effort to keep class sizes smaller. At the February 2, 2017 Board of Trustees Meeting the Board approved purchase and installation of a 36' x 40' portable and 32' x 30' portable to accommodate student class sizes and program growth.

Staff received proposals on May 25, 2017 for the construction of the site improvements for this project. Bids were approximately \$1,200,000 over budget. The Board rejected all bids and requested that staff bring back short and long term solutions to the project pricing and classroom space.

INFORMATION:

New bids were received on September 11, 2017.

Forest Grove Portables Project 2017 Bid Results

Monterey Peninsula Engineering \$225,000

FISCAL IMPACT:

Funded from loan funds for purchase of the portables from KS Bank.

SUBJECT: Robert Down Elementary School Portable Project

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

RECOMMENDATION:

The District Administration recommends that the Board review and approve bids for the Portable Project Pricing and classroom space.

BACKGROUND:

The music room portable at Robert Down was found to have an infestation of subterranean termites. A possible cause of this was a poor drainage design on the outside of the building. Staff received estimates to repair the termite damage and bids started at \$80,000 with no guarantee that more damage from termites, mold, and dry rot wouldn't be found. Considering the age of the portable and the uncertainty of repair scope, the Board approved replacement of the portable with three 32' x 30' portables to accommodate student class sizes and program growth.

Staff received proposals on May 25, 2017 for the construction of the site improvements for the project. Bids for the project were approximately \$1,200,000 over budget. The Board rejected all bids and requested that staff bring back short and long term solutions to the project pricing and classroom space.

INFORMATION:

New bids were received on September 11, 2017:

Robert Down Portables Project 2017 Bid Results

Monterey Peninsula Engineering 185,000

FISCAL IMPACT:

Funded from loan funds for purchase of the portables from KS Bank.

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

Aug. 24	Regular Board Meeting ✓ Student Enrollment Update ✓ Back to School dates ✓ Property tax report ✓ 2017-2018 Consolidated Application ✓ Set date for Annual Organizational meeting ✓ Facilities Project Updates	District Office
Sept. 7	Regular Board Meeting ✓ Unaudited Actual Report ✓ Budget Revision #1	Forest Grove (School Site Visit)
Sept. 21	Regular Board Meeting ✓ Board Goals – review/revise ✓ Williams Uniform Complaint Report ✓ Facilities Project Updates	Robert Down
Sept. 28	Special Board Meeting ✓ Board Goals – review/revise ✓ Local Control Accountability Plan Review ✓ Strategic Plan - review/revise	District Office
Oct. 5	Regular Board Meeting ✓ Superintendent's Goals- Part 1 ✓ Strategic Plan/LCAP Review Begins ✓ Bus Ridership ✓ District Safety Update	Middle School (School Site Visit)
Oct. 26	Regular Board Meeting ✓ Superintendent's Goals- Part 2 ✓ Facilities Project Updates	Adult School (School Site Visit)
Nov. 9	Regular Board Meeting ✓ Intent form due (to serve as Board President or Vice President) ✓ District Math Update ✓ Review of Special Education Contracts ✓ Facilities Project Updates ✓ PGHS Course Bulletin Information/Discussion	High School (School Site Visit)
Dec. 7	Organizational Meeting ✓ Election of 2017-2018 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: 2016-2017 Smarter Balanced Assessment Results

PERSON(S) RESPONSIBLE: Ani Silva, Director of Curriculum and Special Projects, Matthew Binder, Director of Educational Technology

RECOMMENDATION:

The District Administration recommends that the Board review the 2016-2017 California Assessment of Student Performance and Progress results.

BACKGROUND:

The California Assessment of Student Performance and Progress is comprised of the Smarter Balanced Assessments (SBA), administered in grades 3-8 and grade 11 in English Language Arts and Mathematics. The Smarter Balanced Assessment is comprised of two components; a computer adaptive portion and a performance task for both content areas of English Language Arts/Literacy (ELA) and Mathematics. The Smarter Balanced assessments were first administered in 2014-15. This is the third year of administering these assessments as part of the new state accountability model. Smarter balanced test results are one of many state and local indicators that comprise the California Dashboard.

INFORMATION:

The presentation will highlight the following:

- Three-year Smarter Balanced Assessment data 2014-2015, 2015-2016, 2016-2017 growth comparisons in ELA and Math
- Three-year cohort growth comparison
- Target student group results by performance levels (English learners, socioeconomic disadvantaged, special needs, reclassified English learners)
- District action plan to address student needs
 - Professional Learning Communities
 - Site Instructional leadership teams
 - Elementary math and digital coaches
 - Middle and High School AVID methodologies
 - Diagnostics and Interim Formative Assessments
 - High School counselor support for target student groups
 - After school math tutoring at the High School and Middle School (Academic Intervention Class)

The SBA tests skills and abilities that students are expected to master for college and career readiness. These tests include performance tasks that require students to demonstrate critical thinking and problem-solving skills and to apply their knowledge of subject matter by performing complex problems. The assessments are computer adaptive - providing students with a wider range of questions tailored to more accurately identify the knowledge and skills students have mastered. The SBA is also a measure of student academic growth over time and provides teachers and schools important information used to guide instruction as students move from one grade level to the next.

Students receive an overall score for each subject, ranging between 2,000 and 3,000. Overall scores are reported within one of four levels: standard exceeded, standard met, standard nearly met, and standard not met as the tables below indicate (for English Language Arts/Literacy and Math).

The score reports also highlight students' strengths in key areas (called claims) for both ELA and mathematics. ELA results include information about the students' performance in the areas of reading, writing, listening, and research. Mathematics results include information about students' performance in problem solving, using concepts and procedures, and communicating mathematical reasoning. The student's performances in these key areas for each subject are reported using the following three indicators: below standard, at or near standard, and above standard.

Score reports for students in grade eleven indicate their readiness for credit-bearing, college-level work. This year score reports do not include information on the science assessment. In 2016-2017 students in grades 5, 8, and 10 in pre-selected schools took the new California Science Test (CAST) field test and this year (2017-2018) all students in these grade levels across the state will take the pilot CAST. The operational (official) CAST will be administered in the spring of 2019.

Comparisons between the last three years of SBA results can now be made and will better inform decisions around identifying students in greatest need of academic support, planning differentiated instruction, aligning curriculum, and supporting the professional development of staff so that we are better equipped to meet the learning needs of all our students.

FISCAL IMPACT:

None.

SUBJECT: Pacific Grove Adult Education Child Care Center

PERSON(S) RESPONSIBLE: Barbara Martinez, Principal, Pacific Grove Adult School
Matt Kelly, Director of Maintenance and Transportation

RECOMMENDATION:

The District Administration recommends that the Board review the plan for a childcare facility at Pacific Grove Adult Education Center and provide feedback.

BACKGROUND:

In 2015, the governor of California signed into law AB104, which defined the expectations for the Adult Education Block Grant. Currently, we are in the third year of the three-year guaranteed grant with the intention of it remaining ongoing in the future. The grant expectations require Adult Schools and Community Colleges to work together to provide solutions to students who have barriers to attending school, in addition to building programs for students to enter the workforce, achieve a high school diploma, and programs for immigrants inclusive of services in citizenship, ESL, and workforce preparation.

The Monterey Peninsula Adult Education Consortium, whose members include Pacific Grove Adult Education, Monterey Adult School, Carmel Adult School and Monterey Peninsula College, held several community meetings comprised of students, staff, members of the community and local business partners to discuss solutions for students who have barriers to attending school. One of the barriers identified throughout our community was the need for child care services.

Monterey Adult School and MPC offer limited childcare services, and both programs are at capacity. According to the 2015 census report, there are 8,228 households in Monterey County with children under the age of six, and single mothers make up 20% of those households. Nearly 36% of those single mothers with children under the age of six are below the poverty line. Mothers with young children have higher unemployment rates than the general population (10.3% vs. 7.9%), indicating this population is a strong candidate for adult education and in need of child care services.

The Pacific Grove Adult Education Child Care Center will consist of two classrooms within one portable building. One classroom will service children 1-2 years of age and the other classroom serving students 3-4 years of age. Parents would be required to attend one monthly meeting.

FISCAL IMPACT:

There is no fiscal impact to the general fund. The estimated construction cost for the child care center project is \$1,037,725 and will be paid for through Fund 11.

Program	Student Time	Capacity	Tuition	Income	Staff with Schedule	Salary/Benefits	Materials/Supplies Furniture
Preschool (Non Co-Op) Parent Ed included Parents must attend evening parenting classes so income remains in Fund 11	TBD	12 students 1-2 years old 12 students 3-4	1,000.00 month 1,000.00 month	12,000.00 month 12,000.00	(2) full time Certificated 8 hrs./day 8:00 a.m.-12:15 p.m. (12:15-1:15 unpaid lunch) 1:15 p.m.-5:00 p.m. (2) full time Classified Instructional Assistant 8 hrs./day 8:00 a.m. - 11:15 a.m. (11:15 a.m. - 12:15 p.m. unpaid lunch) 12:15 p.m.-5:00 p.m. (20 minute paid break)	Based on Column C, Step 6 \$33.16/hr./12 months \$265.28/day X 247 days = \$65,524.16 X 15.7% benes (\$10,287.29) = \$151,622.90 Based on Range 30, Step C \$20.34/hr./12 months \$162.72/day X 247 days= \$40,192 X 23.18% benes (\$9,316.51) = \$99,017.02	Classroom furniture, curriculum, supplies, cots..costs associated with setting up two new classrooms.
Annual Staffing Costs						\$250,639.92	
Start Up Cost							40,000.00 (AEBG)
Annual Income			\$288,000.00				
Construction Costs							\$1,037,725.00 (AEBG)

PACIFIC GROVE ADULT SCHOOL CHILD CARE PROJECT

Preliminary Budget September 13, 2017

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

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 quarterly.

INFORMATION:

1. Adult School Exterior Lead Abatement and Painting Project
 - Under Construction. Disaster Kleenup Specialists started abatement the week of August 7 and is complete. Painting has begun and is anticipated to be complete the week of September 25.
2. Proposition 39 Project
 - Project is bid and materials are being ordered. June was spent walking each classroom and re-fining material quantities for bidding and strategizing installation. Materials were bid and recently awarded. Anticipating a start date of September 2017 at either Forest Grove or Robert Down.
3. Forest Grove/Robert Down Portable Projects
 - The demolition, grading, concrete, and underground utilities were bid on September 11 and will be voted for approval at this board meeting. Proposals for tree removal, paving, electrical, low voltage, and temporary fencing will be received the week of September 18 and before the September 21 board meeting. Upon approval construction is anticipated to start the mid-October.
4. PAC Improvements
 - Per the recommendations of the team meeting a new flooring option is being looked at and bid. In addition, arrangements have been made to have additional installers who specialize in theatrical equipment submit bids.
5. David Ave Concrete Walkway Cover Removal
 - Cover had to be removed because of structural concerns. Repairs still have to be made to the existing roof where the cover tied into.
6. Adult School Multi-Purpose Room Improvements
 - Installation of wood flooring, mirrors, and audio visual equipment. Wood flooring is scheduled to start the week of September 18 and continue for three weeks.
7. Adult School Child Care Portable Project
 - Update will be given on a different agenda item for this meeting.
8. Robert Down Sidewalk Repair
 - The sidewalk on Spruce Ave is being torn up by the three trees adjacent to it. The sidewalk repairs are the responsibility of the district but two of the trees are in the City's Right-of-way. A portion of the sidewalk has been removed to expose the roots of the two trees so the arborist can inspect the roots. The arborist will determine whether the trees can be removed.

FISCAL IMPACT:

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

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 September 21, 2017 Regular Board Meeting:

Special Board Meeting- LCAP, Strategic Plan, Board Goals (Sept. 28)
Elementary Counseling Information/Discussion (Oct. 5)
Spanish Class at Elementary Schools (Fall 2017)