

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, October 5, 2017

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

LOCATION: Pacific Grove Middle School- Library
835 Forest 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.
- 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

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.

Pacific Grove Middle School's presentation: *A Day in the Life*

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 21, 2017 Board Meeting

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

Page
6

B. Certificated Assignment Order #4

Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Certificated Assignment Order #4.

11

C. Classified Assignment Order #4

Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Classified Assignment Order #4.

13

- D. Acceptance of Donations 15
Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board approve acceptance of the donations referenced below.
- E. Forest Grove Elementary School Portable Project Electrical Contract for Services 16
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends that the Board review and approve the contract for electrical services for the Forest Grove Elementary School Portable Project to Circle C Electric, Inc. for \$91,700.00.
- F. Robert Down Elementary School Portable Project Electrical Contract for Services 23
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends that the Board review and approve the contract for electrical services for the Robert Down Elementary School Portable Project to Circle C Electric, Inc. for \$118,000.00.
- G. Forest Grove Elementary School Portable Project Low Voltage Contract for Services 30
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends that the Board review and approve the contract for services for electrical for the Forest Grove Elementary School Portable Project with Johnson Electronics for \$27,171.00.
- H. Robert Down Elementary School Portable Project Low Voltage Contract for Services 37
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends that the Board review and approve the contract for services for electrical for the Robert Down Elementary School Portable Project with Johnson Electronics for \$33,388.00.
- I. Forest Grove Elementary School Portable Project Arborist Report Contract for Services 44
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends that the Board review and approval contract for services for the Tree Assessment for the Forest Grove Elementary School Portable Project to FO Consulting for \$1,500.00.
- J. David Avenue E-Wing Roof Repair Contract for Services 48
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends that the Board review and approve the contract for services for the roof repair at David Avenue School with Legacy Roofing & Waterproofing for \$3,390.00.
- K. Pine Avenue Preschool Retaining Wall and Fence Repair Contract for Services 55
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends that the Board review and approve the contract for services for the retaining wall and fence repair for Pine Avenue Preschool to Steele Tape Construction for \$18,000.00.
- L. Forest Grove Elementary School Portable Project Tree Removal Contract for Services 60
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends that the Board review and approval the tree removal contract for Forest Grove Elementary School Portable Project with Tope's Tree Service for \$22,000.00.

- M. Contract for Services with an Assistive Technology Consultant 65
Recommendation: (Clare Davies, Director of Student Services) The District Administration recommends that the Board review and approve the contract for services with an Assistive Technology Consultant to provide services as per a student's Individualized Education Plan.
- N. Board Goals 2017-18 68
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends that the Board review and approve the updated Board Goals for 2017-18.

Move: _____ Second: _____ Vote: _____

VIII. ACTION/DISCUSSION

- A. Pacific Grove Adult Education Child Care Center 74
Recommendation: (Barbara Martinez, Adult School Principal; Matt Kelly, Director of Facilities and Transportation) The District Administration recommends that the Board review and approve the purchase of a portable building to be used as a childcare and extended day preschool facility at Pacific Grove Adult Education Center.
- B. Elementary School Counseling 86
Recommendation: (Buck Roggeman, Forest Grove Elementary School Principal; Clare Davies, Director of Student Services) The District Administration recommends that the Board review and approve incremental increase to the counseling services at Forest Grove by .20 to meet school counseling needs that are not able to be addressed at current staffing levels.

Move: _____ Second: _____ Vote: _____

Move: _____ Second: _____ Vote: _____

- C. Board Calendar/Future Meetings 88
Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends that the Board review and possibly modify meeting dates on the attached calendar and determine, given information from the Administration, whether additional Board dates or modifications need to be established.

Move: _____ Second: _____ Vote: _____

IX. INFORMATION/DISCUSSION

- A. Pacific Grove Adult Education Licensed Child Care Center and Extended Day Preschool 91
Recommendation: (Barbara Martinez, Adult School Principal) The District Administration recommends that the Board review information on the purpose of the Monterey Adult Education Consortia and review the program design for the Adult Education Child Care and Extended Day Preschool Center.

Board Direction: _____

- B. Review of Bus Ridership 94
Recommendation: (Rick Miller, Assistant Superintendent) The District Administration recommends that the Board review the bus ridership information.

Board Direction: _____

- C. Future Agenda Items 96
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.

District Safety Update (Oct. 26)

Board Direction: _____

X. ADJOURNMENT

Next regular meeting: October 26, 2017 – Pacific Grove Adult School

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
Minutes of Regular Meeting of September 21, 2017 – Robert Down Elementary School

I. OPENED BUSINESS

- A. Called to Order 6:01 p.m.
- B. Roll Call
- | | |
|-------------------------|---------------------------------------|
| President: | Trustee Paff |
| Clerk: | Trustee Swanson |
| Trustees Present: | Trustee Crandell |
| | Trustee Dawson |
| | Trustee Phillips arrived at 6:03 p.m. |
| Administration Present: | Superintendent Porras |
| | Assistant Superintendent Miller |
| Board Recorder: | Mandi Freitag |
| Student Board Member: | Kulaea Tulua |

C. Adopted Agenda

Changes to the agenda include a revision to Consent Agenda Item J Contract with a Substitute Speech Therapist, regarding clarification in the recommendation.

MOTION Crandell/Dawson to adopt agenda as amended.

Public comment: none

Motion CARRIED 5 – 0

II. CLOSED SESSION

A. Identified Closed Session Topics

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2017/18 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Matt Bell, Rick Miller and Ralph Gómez Porras, for the purpose of giving direction and updates.
2. Employee Discipline/Dismissal/Release/Complaint (1 case) [Government Code § 54957]

B. Public comment on Closed Session Topics

None.

C. Adjourned to Closed Session 6:04 p.m.

III. RECONVENED IN OPEN SESSION 7:13 p.m.

A. Reported action taken in Closed Session:

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

The Board discussed this item.

2. Employee Discipline/Dismissal/Release/Complaint (1 case) [Government Code § 54957]

The Board discussed this item.

B. Pledge of Allegiance

Led By: Principal Linda Williams

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)

The Robert Down students and staff shared why Robert Down Elementary School is so special, including programs, staff, and personal experiences. A performance of 'Somewhere Over the Rainbow', performed by staff and students, in honor of Jen Hinton.

The Board praised the students, staff and parents of Robert Down Elementary School, commending their participation and performance.

The Board took a short break for parents and students to leave. Reconvened at 8:10 p.m.

V. COMMUNICATIONS

A. Written Communication

The Board received a letter from a parent regarding possible Adult School Day Care.

Superintendent Porras received a letter from Monterey County Office of Education regarding passing the Local Control Accountability Plan, and congratulated Director of Curriculum and Special Projects Ani Silva for her hard work.

B. Board Member Comments

Trustee Crandell thanked Robert Down for the presentation, students and staff, and for the families who attended.

Trustee Swanson said it was nice to be back and a beautiful place to be.

Trustee Dawson said the presentation was poignant.

Trustee Tulua enjoyed the presentation, and updated the Board on events happening at Pacific Grove High School.

Trustee Phillips thanked the staff and parents for their touching presentation.

Trustee Paff noted the presentation was a terrific experience, also noted the Monterey County

School Board Association would be looking for nominations for their county service award.

C. Superintendent Report

Superintendent Porras thanked Principal Williams and staff and students again for their incredible performance. Porras also thanked the Administrative team, noting professional development days for teachers; thanked the teachers for their great leadership; and spoke briefly on the book *Building Equity* which Administrators will be studying, focused on building cultural equity.

D. PGUSD Staff Comments (Non Agenda Items)

None.

VI. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

Dr. Wesley Smith of Association of California School Administrators came to commend Superintendent Porras for his leadership and work with ACSA over the last year as President, highlighting his efforts to fight for the neediest students in every county and state. Dr. Smith thanked the Board for allowing Superintendent Porras to fight for our students.

VII. CONSENT AGENDA

- A. Minutes of September 7, 2017 Board Meeting
- B. Certificated Assignment Order #3
- C. Classified Assignment Order #3
- D. Acceptance of Donations
- E. Out of County or Overnight Activities
- F. Cash Receipts Report No. 1
- G. Revolving Cash Report No. 1
- H. Quarterly Report on Williams Uniform Complaints
- I. Declaration of Surplus Property for 2017 Butterfly Parade Bazaar
- J. Contract with a Substitute Speech Therapist
- K. Contract with Non Public Agency for a Speech Therapist
- L. Approval of Contract with Wonder Woofs K-9 Narcotic Search Unit

A revision to Consent Agenda Item J Contract with a Substitute Speech Therapist, regarding clarification in the recommendation.

MOTION Crandell/Swanson to approve consent agenda as amended.

Public comment: none

Motion CARRIED 5 – 0

Trustee Crandell was grateful to see the Wonder Woofs contract renewed.

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

Open Public Hearing 8:21 p.m. Close Public Hearing 8:24 p.m.

Director of Curriculum and Special Projects Ani Silva presented information to the Board.

IX. ACTION/DISCUSSION**A. Approval of Resolution #1002 Regarding Sufficiency of Instructional Materials for Fiscal Year 2017-2018**

MOTION Crandell/Phillips to approve Resolution #1002 Regarding Sufficiency of Instructional Materials for Fiscal Year 2017-2018.

Public comment: none

Motion CARRIED by roll call vote 5 – 0

Trustee Crandell asked about the current math curriculum, whether another math program would be adopted and when. Director Silva clarified that the curriculum is lacking in preparing students and that new curriculum would be adopted for the 2018-19 school year.

B. Forest Grove Elementary School Portable Project

Director of Maintenance and Operations Matt Kelly presented bids for Forest Grove Elementary School and Robert Down Elementary School portables. The Board discussed this item, including funding and budgets with Assistant Superintendent Rick Miller. The Board agreed that the two school sites were in need of additional classroom space and that these portables were necessary.

MOTION Phillips/Dawson to accept the Forest Grove portable project.

Public comment: none

Motion CARRIED 5 – 0

C. Robert Down Elementary School Portable Project

MOTION Crandell/Swanson to accept the Robert Down portable project.

Public comment: none

Motion CARRIED 5 – 0

D. Board Calendar/Future Meetings

No action taken.

X. INFORMATION/DISCUSSION**A. 2016-2017 Smarter Balanced Assessment Results**

Director of Education Technology Matthew Binder and Director Ani Silva presented information to the Board. The Board requested results be broken down per site. The Board discussed this item.

B. Adult School Day Care Portable Project

Adult School Principal Barbara Martinez presented information to the Board, including funding for the Adult School. The Board discussed this item including costs, building and location details, licensing. The Board asked if Pacific Grove residents would receive preference, not yet determined. The Board discussed this item. The Board directed administration to bring this item back for action.

C. Facilities Project Updates

Director Matt Kelly provided the Board an update on facilities projects.

D. Future Agenda Items

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

Elementary Counseling Information/Discussion (Oct. 5)

Spanish Class at Elementary Schools (Fall 2017)

The Board directed Director Martinez to bring back the Adult School Day Care item for Action at the next regular Board meeting on October 5.

XI. ADJOURNED

9:52 p.m.

Approved and submitted:

Dr. Ralph Gómez Porras
Secretary to the Board

SUBJECT: Certificated Assignment Order #4

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

RECOMMENDATION:

The administration recommends adoption of Certificated Assignment Order #4.

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. 4
October 5, 2017**

TEMPORARY APPOINTMENT/INCREASE IN ASSIGNMENT:

Tom Light, PGHS Math Teacher, temporary increase from 1.0 FTE to 1.2 FTE, effective August 23, 2017 through June 1, 2018 only (funded through revised section allocation)

Diana Rookstool, PGMS Language Arts Teacher, temporary increase from 1.0 FTE to 1.2 FTE, effective August 8, 2017 through June 1, 2018 only (funded through revised section allocation)

Moirah Mahr, PGMS AVID Teacher, temporary increase from 1.0 FTE to 1.2 FTE, effective August 8, 2017 through June 1, 2018 only (funded through revised section allocation)

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:

Elaine Demarco – Math Club

2017-18 INSTRUCTIONAL LEADERSHIP TEAM

FGE, Michele Knight, 1.0 Stipend, Site Funded

RDE, EL AFTERSCHOOL TUTORING, temporary, paid at the certificated instructional rate, not to exceed 1 hour per week, effective September 25, 2017 through May 30, 2018 only
Andrew Bradley, Karen Levy, Maria Miller

PGHS, MATH TUTORING, temporary, split section, effective 2017-18 school year:

Joe D'Amico, 0.5 FTE, Isaac Rubin, 0.10 FTE, Sally Richmond, 0.05 FTE (replace Joe D'Amico 0.20 FTE)

SUBSTITUTE:

Alana Elder

Kathrina Ognyanovich

Caitlin Richardson

SUBJECT: Classified Assignment Order #4

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

RECOMMENDATION:

The administration recommends adoption of Classified Assignment Order #4

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. 4
October 5, 2017**

TEMPORARY ADDITIONAL ASSIGNMENT:

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

Maria Sicairos, PGHS, After school Math Tutor, temporary, short-term, 4 hours per week, Range 30, Step F, effective September 28, 2017 through May 8, 2018 (SPSA Funded)

INCREASE/DECREASE IN ASSIGNMENT:

Jennifer Fuqua, RDE Recreation Attendant (BASRP), increase of 30 minutes per day, 5 days per week, effective August 16, 2017 (extended day coverage)

SUBSTITUTE:

Daryl White

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

Pacific Grove Music Boosters

\$4,000 (music program)

Pacific Grove High School

Pebble Beach Company Foundation

\$11,000 (Water study grant)

Wells Fargo Matching Funds

\$ 115.38 (V. Michael classroom)

Wells Fargo Community Support

\$ 134.61 (V. Michael classroom)

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: Forest Grove Elementary School Portable Project Electrical Contract for Services

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

RECOMMENDATION:

The District Administration recommends that the Board review and approve the contract for electrical services for the Forest Grove Elementary School Portable Project to Circle C Electric, Inc. for \$91,700.00.

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 staff was directed to provide a budget and contract for an additional two more classrooms. In addition, staff is investigating if the depth of the existing sewer line will accommodate proper gravity flow of a second portable. The addition of one 36' x 40' building and 32' x 30' building would give the district the flexibility to accommodate a fourth kindergarten class and accommodate population bubbles.

INFORMATION:

At the September 21 Board of Trustees Meeting the proposal for the site work was presented and approved. A budget was presented for the project that included the amount of this proposal. Staff informed the Board of Trustees that Electrical, Low Voltage, and Tree Removal would be brought to this meeting for approval on the consent agenda. Trenching has been excluded from this proposal and the site contractor will be submitting a proposal for this work.

FISCAL IMPACT:

Loan, Fund 40, Deferred Maintenance, General Fund

Bid Results

Circle C Electric Service, Inc.	\$91,700.00
JM Electric	\$160,500.00
Donangelo Brothers Electric, Inc.	\$181,910.00

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

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

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

CIRCLE "C" ELECTRIC SERVICE, INC., _____ CONTRACTOR

SOCIAL SECURITY NUMBER OR BUSINESS ID # _____

<u>P. O. Box 648</u>	<u>Pacific Grove,</u>	<u>CA</u>	<u>93950</u>
MAILING ADDRESS	CITY	STATE	ZIP

hereinafter referred to as CONTRACTOR.

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

- A. Services shall begin on October 6, 2017 and shall be completed on or before January 31, 2018.
- B. CONTRACTOR understands and agrees that CONTRACTOR and CONTRACTOR'S employees are not employees of the DISTRICT and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State and local taxes or contribution including Unemployment Insurance, Social Security, and Income Taxes with respect to CONTRACTOR'S employees.
- C. CONTRACTOR shall furnish, at CONTRACTOR'S own expense, all labor, materials equipment and other items necessary to carry out the terms of this Agreement.
- D. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor, with the authority to control and direct the performance of the details of the work, DISTRICT being interested only in the results obtained.
- E. CONTRACTOR agrees to defend, indemnify and hold harmless the DISTRICT, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of CONTRACTOR'S negligence in the performance of this Agreement, including but not limited to any claim due to injury and/or damage sustained by CONTRACTOR, and/or the CONTRACTOR'S employees or agents.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

F. CONTRACTOR shall maintain Insurance with a minimum \$1,000,000 combined single limits of general liability and automobile coverage.

G. Services to rendered to the DISTRICT by the CONTRACTOR are as follows:

Installation of electrical systems at the Forest Grove modular project site per Job:Forest Grove & Robert Down Elementary Schools Modulares dated 9/20/17 , attached hereto and made a part hereof.

Neither party shall assign or delegate any part of this Agreement without the written consent of the other party.

I. The work completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT'S general right of inspection and supervision to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that our now, or may in the future become applicable to CONTRACTOR, CONTRACTOR'S business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

J. CONTRACTOR shall be paid at the rate of:

\$91,700.00 Total cost of project

Source of Funds: Fund 40 Special Reserve/ Modular Construction Funds

K. Payments will be made by the District to the Contractor as follows:

- 1) Lump sum upon completion of services rendered.
- X 2) Monthly - in accordance with provision of services.
- 3) Other _____

L. This agreement may be terminated by either party notifying the other, in writing, at least 30 days prior to the date of termination.

M. CONTRACTOR shall sign and submit a W-9 to DISTRICT prior to providing service.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

This Agreement is entered into this _____ day of _____, 2017.

For the Site/Program:

For the Contractor:

Site/Program Administrator Date

Name

For the District:

Title

Director of Human Resources Date

Date

Assistant Superintendent Date

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

Assistant Superintendent

Date

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

Circle "C" Electric, Inc.

**P.O. Box 648
Pacific Grove, CA 93950
(831) 372-1875**

**Scope of Work
Forest Grove & Robert Down Elementary Schools Modulares**

To: PGUSD

Circle "C" Electric, Inc. will be bidding the following section for the Forest Grove & Robert Down Elementary Schools Modular Hookups.

Division: Electrical

Division: Trenching (as adder to base bid)

Circle "C" Electric, Inc. is **not** including in bid:

- Painting, patching of existing or new work
- Trenching, backfill or off-haul of spoils
- Related carpentry for electrical, fire proof plywood or access doors
- Data-Voice, Intrusion, CATV or AV systems by District
- Wire quotes subject to supplier price increases
- Repair or replacement of existing fixtures or adding of fixtures to interior or exterior.
- Interior panels supplied by modular manufacturer.
- HVAC systems
- Energy Management systems
- Supplying of concrete or asphalt, cutting, removal or patching
- Scaffolding
- Bonds
- PG&E fees, engineering fees, permits.
- Permits, fees, engineering fees, utilities fees or permits.
- Additional costs due to delays by PG&E, general contractor or other subcontractors. Our pricing is based on timely coordination between all trades with minimal mobilization and demobilization. Rush scheduling, delays or additional overtime may be considered compensatable.

Thank you,



Chris Thomason
Circle "C" Electric Service, Inc.

Robert Down Portables Budget September 21, 2017		Forest Grove Portables Budget September 21, 2017		Totals
Description		Description		
Site Work (Actual)	\$185,000.00	Site Work (Actual)	\$225,000.00	
Paving (Actual)	\$14,000.00	Paving (Actual)	\$15,000.00	
Temp Fencing (Actual)	\$1,091.00	Temp Fencing (Actual)	\$675.00	
Electrical (Actual)	\$136,000.00	Electrical (Actual)	\$116,700.00	
Low Voltage (Actual)	\$33,388.00	Low Voltage (Actual)	\$27,171.00	
32'x30' Refurbished Portables (Actual)	\$187,015.00	Tree Removal (Actual)	\$25,000.00	
		Purchase (1) 32'x30' Portable, (1) 36'x40' Portable (Actual)	\$165,276.00	
Sub Total	\$556,494.00	Sub Total	\$574,822.00	\$1,131,316.00
<u>Soft Costs</u>				
Design Fees	\$52,000.00	Design Fees	\$60,000.00	
DSA Fees	\$4,000.00	DSA Fees	\$4,500.00	
Testing & Inspection	\$10,000.00	Testing & Inspection	\$10,000.00	
Sub Total	\$66,000.00	Sub Total	\$74,500.00	
Hard + Soft Costs Subtotal	\$622,494.00	Hard + Soft Costs Subtotal	\$649,322.00	\$1,271,816.00
Contingency	\$27,042.00	Contingency	\$28,063.00	
Total Robert Down	\$649,536.00	Total Forest Grove	\$677,385.00	\$1,326,921.00
<u>Comparisons</u>		<u>Comparisons</u>		
Construction Bid May 2017	\$794,298.00	Construction Bid May 2017	\$745,474.00	\$1,539,772.00
Construction Bid Sept 2017	\$369,479.00	Construction Bid Sept 2017	\$409,456.00	\$778,935.00
<Difference>	\$424,819.00	<Difference>	\$336,018.00	\$760,837.00
Budget March 2017	\$398,859.00	Budget March 2017	\$413,917.00	\$812,776.00
Budget Sept 2017	\$649,536.00	Budget Sept 2017	\$677,385.00	\$1,326,921.00
<Difference>	(\$250,677.00)	<Difference>	(\$263,468.00)	(\$514,145.00)

SUBJECT: Robert Down Elementary School Portable Project Electrical Contract for Services

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

RECOMMENDATION:

The District Administration recommends that the Board review and approve the contract for electrical services for the Robert Down Elementary School Portable Project to Circle C Electric, Inc. for \$118,000.00.

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, staff recommends replacement of portable. In addition, Robert Down has identified the need for additional portables. Adding a second and/or third portable to the project would be significantly cheaper now, as opposed to later as a separate project. Initial budgets recommended a 36'x40' (1,440 sf) portable but after more discussion with the site and taking into consideration program needs; a 32' x 30' (960 sf) portable has been substituted decreasing project costs.

INFORMATION:

At the September 21 Board of Trustees Meeting the proposal for the site work was presented and approved. A budget was presented for the project that included the amount of this proposal. Staff informed the Board of Trustees that Electrical, Low Voltage, and Tree Removal would be brought to this meeting for approval on the consent agenda. Trenching has been excluded from this proposal and the site contractor will be submitting a proposal for this work.

FISCAL IMPACT:

Loan, Fund 40, Deferred Maintenance, General Fund

Bid Results

Circle C Electric Service, Inc.	\$118,000.00
Donangelo Brothers Electric, Inc.	\$142,618.00
JM Electric	\$144,200.00

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

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

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

CIRCLE "C" ELECTRIC SERVICE, INC., _____ CONTRACTOR

SOCIAL SECURITY NUMBER OR BUSINESS ID # _____

<u>P. O. Box 648</u>	<u>Pacific Grove,</u>	<u>CA</u>	<u>93950</u>
MAILING ADDRESS	CITY	STATE	ZIP

hereinafter referred to as CONTRACTOR.

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

- A. Services shall begin on October 6, 2017 and shall be completed on or before January 31, 2018.
- B. CONTRACTOR understands and agrees that CONTRACTOR and CONTRACTOR'S employees are not employees of the DISTRICT and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State and local taxes or contribution including Unemployment Insurance, Social Security, and Income Taxes with respect to CONTRACTOR'S employees.
- C. CONTRACTOR shall furnish, at CONTRACTOR'S own expense, all labor, materials equipment and other items necessary to carry out the terms of this Agreement.
- D. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor, with the authority to control and direct the performance of the details of the work, DISTRICT being interested only in the results obtained.
- E. CONTRACTOR agrees to defend, indemnify and hold harmless the DISTRICT, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of CONTRACTOR'S negligence in the performance of this Agreement, including but not limited to any claim due to injury and/or damage sustained by CONTRACTOR, and/or the CONTRACTOR'S employees or agents.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

F. CONTRACTOR shall maintain Insurance with a minimum \$1,000,000 combined single limits of general liability and automobile coverage.

G. Services to rendered to the DISTRICT by the CONTRACTOR are as follows:

Installation of electrical systems at the Robert Down modular project site per Job:Forest Grove & Robert Down Elementary Schools Modulares dated 9/20/17 , attached hereto and made a part hereof.

Neither party shall assign or delegate any part of this Agreement without the written consent of the other party.

I. The work completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT'S general right of inspection and supervision to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that our now, or may in the future become applicable to CONTRACTOR, CONTRACTOR'S business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

J. CONTRACTOR shall be paid at the rate of:

\$118,000.00 Total cost of project

Source of Funds: Fund 40 Special Reserve/ Modular Construction Funds

K. Payments will be made by the District to the Contractor as follows:

- 1) Lump sum upon completion of services rendered.
- X 2) Monthly - in accordance with provision of services.
- 3) Other _____

L. This agreement may be terminated by either party notifying the other, in writing, at least 30 days prior to the date of termination.

M. CONTRACTOR shall sign and submit a W-9 to DISTRICT prior to providing service.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

This Agreement is entered into this _____ day of _____, 2017.

For the Site/Program:

For the Contractor:

Site/Program Administrator Date

Name

For the District:

Title

Director of Human Resources Date

Date

Assistant Superintendent Date

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

Assistant Superintendent

Date

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

CIRCLE "C" ELECTRIC SERVICE, INC.

P.O. Box 648
Pacific Grove, CA 93950

Job: Forest Grove & Robert Down Elementary Schools Modulars

Date: 9/20/17

Phone: (831) 372-1875 Fax (831) 626-4063

Lic. #524044 C-10 D-48 C-61

TO: Matt Kelly
Director of Facilities & Transportation
Pacific Grove Unified School District
Pacific Grove, CA 93950

Bids: 9/20/17 @2:00pm

Phone (831) 242-0308
Email matt.kelly@pgusd.org

includes conduit for Low Voltage

We are pleased to submit the following bid:

Job Description:

Forest Grove & Robert Down Elementary Schools Modulars
1065 Congress Ave. & 485 Pine Ave.
Pacific Grove, CA 93950

Quantity	DESCRIPTION	Unit Price	Total
	Base bid as per plans. Addendum-none		
	Forest Grove School		
	Division: Electrical		
	Bid Quote:		\$91,700.00
	Reobert Down School		
	Division: Electrical		
	Bid Quote:		\$118,000.00
	Forest Grove School		
	Division Trenching		
	Bid Quote:		\$32,500.00
	Robert Down School		
	Trenching		
	Bid Quote:		\$27,000.00
	DIR # 1000000644		
	Please call with any questions ask for Chris Thomason.		
	(831) 236-9400		
	Note:		
	Scope letter is considered integrated into this quote.		
Notes:			
Total Electrical Bid:			See above

Base Bid Quote: See above

Circle "C" Electric, Inc.

P.O. Box 648
Pacific Grove, CA 93950
(831) 372-1875

**Scope of Work
Forest Grove & Robert Down Elementary Schools Modulares**

To: PGUSD

Circle "C" Electric, Inc. will be bidding the following section for the Forest Grove & Robert Down Elementary Schools Modular Hookups.

Division: Electrical

Division: Trenching (as adder to base bid)

Circle "C" Electric, Inc. is **not** including in bid:

- Painting, patching of existing or new work
- Trenching, backfill or off-haul of spoils
- Related carpentry for electrical, fire proof plywood or access doors
- Data-Voice, Intrusion, CATV or AV systems by District
- Wire quotes subject to supplier price increases
- Repair or replacement of existing fixtures or adding of fixtures to interior or exterior.
- Interior panels supplied by modular manufacturer.
- HVAC systems
- Energy Management systems
- Supplying of concrete or asphalt, cutting, removal or patching
- Scaffolding
- Bonds
- PG&E fees, engineering fees, permits.
- Permits, fees, engineering fees, utilities fees or permits.
- Additional costs due to delays by PG&E, general contractor or other subcontractors. Our pricing is based on timely coordination between all trades with minimal mobilization and demobilization. Rush scheduling, delays or additional overtime may be considered compensatable.

Thank you,



Chris Thomason
Circle "C" Electric Service, Inc.

Robert Down Portables Budget September 21, 2017		Forest Grove Portables Budget September 21, 2017		Totals
Description		Description		
Site Work (Actual)	\$185,000.00	Site Work (Actual)	\$225,000.00	
Paving (Actual)	\$14,000.00	Paving (Actual)	\$15,000.00	
Temp Fencing (Actual)	\$1,091.00	Temp Fencing (Actual)	\$675.00	
Electrical (Actual)	\$136,000.00	Electrical (Actual)	\$116,700.00	
Low Voltage (Actual)	\$33,388.00	Low Voltage (Actual)	\$27,171.00	
32'x30' Refurbished Portables (Actual)	\$187,015.00	Tree Removal (Actual)	\$25,000.00	
		Purchase (1) 32'x30' Portable, (1) 36'x40' Portable (Actual)	\$165,276.00	
Sub Total	\$556,494.00	Sub Total	\$574,822.00	\$1,131,316.00
<u>Soft Costs</u>				
Design Fees	\$52,000.00	Design Fees	\$60,000.00	
DSA Fees	\$4,000.00	DSA Fees	\$4,500.00	
Testing & Inspection	\$10,000.00	Testing & Inspection	\$10,000.00	
Sub Total	\$66,000.00	Sub Total	\$74,500.00	
Hard + Soft Costs Subtotal	\$622,494.00	Hard + Soft Costs Subtotal	\$649,322.00	\$1,271,816.00
Contingency	\$27,042.00	Contingency	\$28,063.00	
Total Robert Down	\$649,536.00	Total Forest Grove	\$677,385.00	\$1,326,921.00
<u>Comparisons</u>		<u>Comparisons</u>		
Construction Bid May 2017	\$794,298.00	Construction Bid May 2017	\$745,474.00	\$1,539,772.00
Construction Bid Sept 2017	\$369,479.00	Construction Bid Sept 2017	\$409,456.00	\$778,935.00
<Difference>	\$424,819.00	<Difference>	\$336,018.00	\$760,837.00
Budget March 2017	\$398,859.00	Budget March 2017	\$413,917.00	\$812,776.00
Budget Sept 2017	\$649,536.00	Budget Sept 2017	\$677,385.00	\$1,326,921.00
<Difference>	(\$250,677.00)	<Difference>	(\$263,468.00)	(\$514,145.00)

SUBJECT: Forest Grove Elementary School Portable Project Low Voltage Contract for Services

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

RECOMMENDATION:

The District Administration recommends that the Board review and approve the contract for services for electrical for the Forest Grove Elementary School Portable Project with Johnson Electronics for \$27,171.00.

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 staff was directed to provide a budget and contract for an additional two more classrooms. In addition, staff is investigating if the depth of the existing sewer line will accommodate proper gravity flow of a second portable. The addition of one 36' x 40' building and 32' x 30' building would give the district the flexibility to accommodate a fourth kindergarten class and accommodate population bubbles.

INFORMATION:

At the September 21 Board of Trustees Meeting the proposal for the site work was presented and approved. A budget was presented for the project that included the amount of this proposal. Staff informed the Board of Trustees that Electrical, Low Voltage, and Tree Removal would be brought to this meeting for approval on the consent agenda. Trenching has been excluded from this proposal and the site contractor will be submitting a proposal for this work.

FISCAL IMPACT:

Loan, Fund 40, Deferred Maintenance, General Fund

Bid Results

Johnson Electronics	\$27,171.00
---------------------	-------------

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

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

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

JOHNSON ELECTRONICS, _____ **CONTRACTOR**

SOCIAL SECURITY NUMBER OR BUSINESS ID # _____

<u>P. O. Box 2415</u>	<u>Salinas,</u>	<u>CA</u>	<u>93902</u>
MAILING ADDRESS	CITY	STATE	ZIP

hereinafter referred to as CONTRACTOR.

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

- A. Services shall begin on October 6, 2017 and shall be completed on or before January 31, 2018.
- B. CONTRACTOR understands and agrees that CONTRACTOR and CONTRACTOR'S employees are not employees of the DISTRICT and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State and local taxes or contribution including Unemployment Insurance, Social Security, and Income Taxes with respect to CONTRACTOR'S employees.
- C. CONTRACTOR shall furnish, at CONTRACTOR'S own expense, all labor, materials equipment and other items necessary to carry out the terms of this Agreement.
- D. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor, with the authority to control and direct the performance of the details of the work, DISTRICT being interested only in the results obtained.
- E. CONTRACTOR agrees to defend, indemnify and hold harmless the DISTRICT, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of CONTRACTOR'S negligence in the performance of this Agreement, including but not limited to any claim due to injury and/or damage sustained by CONTRACTOR, and/or the CONTRACTOR'S employees or agents.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

F. CONTRACTOR shall maintain Insurance with a minimum \$1,000,000 combined single limits of general liability and automobile coverage.

G. Services to rendered to the DISTRICT by the CONTRACTOR are as follows:

Installation of data/voice/AV systems and fire alarm at the Forest Grove modular project site per Bid Quotation dated 9/19/17 , attached hereto and made a part hereof.

Neither party shall assign or delegate any part of this Agreement without the written consent of the other party.

I. The work completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT'S general right of inspection and supervision to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that our now, or may in the future become applicable to CONTRACTOR, CONTRACTOR'S business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

J. CONTRACTOR shall be paid at the rate of:

\$27,171.00 Total cost of project

Source of Funds: Fund 40 Special Reserve/ Modular Construction Funds

K. Payments will be made by the District to the Contractor as follows:

- 1) Lump sum upon completion of services rendered.
- X 2) Monthly - in accordance with provision of services.
- 3) Other _____

L. This agreement may be terminated by either party notifying the other, in writing, at least 30 days prior to the date of termination.

M. CONTRACTOR shall sign and submit a W-9 to DISTRICT prior to providing service.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

This Agreement is entered into this _____ day of _____, 2017.

For the Site/Program:

For the Contractor:

Site/Program Administrator Date

Name

For the District:

Title

Director of Human Resources Date

Date

Assistant Superintendent Date

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

Assistant Superintendent

Date

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

COMMERCIAL SOUND EQUIPMENT

SCHOOL SYSTEMS
PUBLIC BUILDINGS
INTER-OFFICE COMMUNICATIONS
PUBLIC ADDRESS SYSTEMS
HOSPITAL SYSTEMS



Consent Agenda Item G
DATA NETWORK CABLING
TELEPHONE SYSTEMS
FIBER OPTICS
CLOSED CIRCUIT TELEVISION
FIRE ALARM SYSTEMS
BACKGROUND MUSIC SYSTEMS
CA LIC. #850025

78 Malarin Street ♦ P.O. Box 2415 ♦ Salinas, California 93902
Salinas (831) 424-6459 ♦ Monterey (831) 646-1312 ♦ King City (831) 385-1516 ♦ Aptos (831) 688-2544 ♦ Fax (831) 424-3691

DIR Registration #1000000049

SBE Certification #0041076

PROJECT BID QUOTATION

Issued: September 19, 2017

PROJECT: Forest Grove Elementary School – (2) Relocatable Classrooms

Data/Voice/Clock-Speaker/Intrusion/AV Systems

Provide and install a complete data/voice system per drawings. Included is:

- Cat6 cabling for Data/Voice
- Cat6 modules/faceplates
- 48-port patch panels
- Cat6a cabling for WAP locations
- Cat6a modules/surface housing
- J-hooks as required
- Wall cabinet 24"x36"x30"
- 25pr. OSP cabling
- 12-strand multi-mode (OM3) fiber cable
- Fiber connectors
- Fiber optical patch panels
- Intrusion devices (Motion/Door Contact)
- All intrusion cabling
- Clock-Speakers with surface mount box and grill
- All clock-speaker cabling
- AV plates and cabling for each portable
- All labor for a complete installation and cable testing using prevailing wage rate

Items EXCLUDED for data/voice/clock-speaker/intrusion:

- Electrical contractor to provide and install all necessary conduit, wire mold, pull boxes, terminal cans, outlet back boxes (except as noted), electrical, cutting, patching, painting and fire stopping.
- Active equipment (servers, routers, switches)
- Plywood
- Grounding bus bars
- Permits and permit fees
- Bonds

Fire Alarm Systems

Provide and install a Notifier voice-evac fire alarm system per plans. Included is:

- Notifier NFC 50/100 panel
- All initiation devices
- All speaker-strobes and exterior speaker
- Remote power supply
- Interconnect with existing Notifier fire alarm system
- All cabling including
- All labor for a complete installation, programming and testing using prevailing wage rates

Items EXCLUDED for fire alarm:

- Electrical contractor to provide and install all necessary conduit, wire mold, pull boxes, terminal cans, outlet back boxes (except as noted), electrical and fire stopping.
- Permits and permit fees (fees to be billed at actual cost)
- Bonds

The above low voltage systems and fire alarm system installed, except as noted with sales tax for the sum of **\$27,171.00**.

Submitted by,

Bryan Johnson

Robert Down Portables Budget September 21, 2017		Forest Grove Portables Budget September 21, 2017		Totals
Description		Description		
Site Work (Actual)	\$185,000.00	Site Work (Actual)	\$225,000.00	
Paving (Actual)	\$14,000.00	Paving (Actual)	\$15,000.00	
Temp Fencing (Actual)	\$1,091.00	Temp Fencing (Actual)	\$675.00	
Electrical (Actual)	\$136,000.00	Electrical (Actual)	\$116,700.00	
Low Voltage (Actual)	\$33,388.00	Low Voltage (Actual)	\$27,171.00	
32'x30' Refurbished Portables (Actual)	\$187,015.00	Tree Removal (Actual)	\$25,000.00	
		Purchase (1) 32'x30' Portable, (1) 36'x40' Portable (Actual)	\$165,276.00	
Sub Total	\$556,494.00	Sub Total	\$574,822.00	\$1,131,316.00
<u>Soft Costs</u>				
Design Fees	\$52,000.00	Design Fees	\$60,000.00	
DSA Fees	\$4,000.00	DSA Fees	\$4,500.00	
Testing & Inspection	\$10,000.00	Testing & Inspection	\$10,000.00	
Sub Total	\$66,000.00	Sub Total	\$74,500.00	
Hard + Soft Costs Subtotal	\$622,494.00	Hard + Soft Costs Subtotal	\$649,322.00	\$1,271,816.00
Contingency	\$27,042.00	Contingency	\$28,063.00	
Total Robert Down	\$649,536.00	Total Forest Grove	\$677,385.00	\$1,326,921.00
<u>Comparisons</u>		<u>Comparisons</u>		
Construction Bid May 2017	\$794,298.00	Construction Bid May 2017	\$745,474.00	\$1,539,772.00
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Budget Sept 2017	\$649,536.00	Budget Sept 2017	\$677,385.00	\$1,326,921.00
<Difference>	(\$250,677.00)	<Difference>	(\$263,468.00)	(\$514,145.00)

SUBJECT: Robert Down Elementary School Portable Project Low Voltage Contract for Services

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

RECOMMENDATION:

The District Administration recommends that the Board review and approve the contract for services for electrical for the Robert Down Elementary School Portable Project with Johnson Electronics for \$33,388.00.

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, staff recommends replacement of portable. In addition, Robert Down has identified the need for additional portables. Adding a second and/or third portable to the project would be significantly cheaper now, as opposed to later as a separate project. Initial budgets recommended a 36'x40' (1,440 sf) portable but after more discussion with the site and taking into consideration program needs; a 32' x 30' (960 sf) portable has been substituted decreasing project costs.

INFORMATION:

At the September 21 Board of Trustees Meeting the proposal for the site work was presented and approved. A budget was presented for the project that included the amount of this proposal. Staff informed the Board of Trustees that Electrical, Low Voltage, and Tree Removal would be brought to this meeting for approval on the consent agenda. Trenching has been excluded from this proposal and the site contractor will be submitting a proposal for this work.

FISCAL IMPACT:

Loan, Fund 40, Deferred Maintenance, General Fund

Bid Results

Johnson Electronics	\$33,388.00
---------------------	-------------

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

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

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

JOHNSON ELECTRONICS, _____ **CONTRACTOR**

SOCIAL SECURITY NUMBER OR BUSINESS ID # _____

<u>P. O. Box 2415</u>	<u>Salinas,</u>	<u>CA</u>	<u>93902</u>
MAILING ADDRESS	CITY	STATE	ZIP

hereinafter referred to as CONTRACTOR.

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- A. Services shall begin on October 6, 2017 and shall be completed on or before January 31, 2018.
- B. CONTRACTOR understands and agrees that CONTRACTOR and CONTRACTOR'S employees are not employees of the DISTRICT and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State and local taxes or contribution including Unemployment Insurance, Social Security, and Income Taxes with respect to CONTRACTOR'S employees.
- C. CONTRACTOR shall furnish, at CONTRACTOR'S own expense, all labor, materials equipment and other items necessary to carry out the terms of this Agreement.
- D. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor, with the authority to control and direct the performance of the details of the work, DISTRICT being interested only in the results obtained.
- E. CONTRACTOR agrees to defend, indemnify and hold harmless the DISTRICT, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of CONTRACTOR'S negligence in the performance of this Agreement, including but not limited to any claim due to injury and/or damage sustained by CONTRACTOR, and/or the CONTRACTOR'S employees or agents.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

F. CONTRACTOR shall maintain Insurance with a minimum \$1,000,000 combined single limits of general liability and automobile coverage.

G. Services to rendered to the DISTRICT by the CONTRACTOR are as follows:

Installation of data/voice/AV systems and fire alarm at the Robert Down modular project site per Bid Quotation dated 9/19/17 , attached hereto and made a part hereof.

Neither party shall assign or delegate any part of this Agreement without the written consent of the other party.

I. The work completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT'S general right of inspection and supervision to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that our now, or may in the future become applicable to CONTRACTOR, CONTRACTOR'S business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

J. CONTRACTOR shall be paid at the rate of:

\$33,388.00 Total cost of project

Source of Funds: Fund 40 Special Reserve/ Modular Construction Funds

K. Payments will be made by the District to the Contractor as follows:

- 1) Lump sum upon completion of services rendered.
- X 2) Monthly - in accordance with provision of services.
- 3) Other _____

L. This agreement may be terminated by either party notifying the other, in writing, at least 30 days prior to the date of termination.

M. CONTRACTOR shall sign and submit a W-9 to DISTRICT prior to providing service.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

This Agreement is entered into this _____ day of _____, 2017.

For the Site/Program:

For the Contractor:

Site/Program Administrator Date

Name

For the District:

Title

Director of Human Resources Date

Date

Assistant Superintendent Date

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

Assistant Superintendent

Date

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

COMMERCIAL SOUND EQUIPMENT

SCHOOL SYSTEMS
PUBLIC BUILDINGS
INTER-OFFICE COMMUNICATIONS
PUBLIC ADDRESS SYSTEMS
HOSPITAL SYSTEMS



Consent Agenda Item H
DATA NETWORK CABLING
TELEPHONE SYSTEMS
FIBER OPTICS
CLOSED CIRCUIT TELEVISION
FIRE ALARM SYSTEMS
BACKGROUND MUSIC SYSTEMS
CA LIC. #850025

78 Malarin Street ♦ P.O. Box 2415 ♦ Salinas, California 93902

Salinas (831) 424-6459 ♦ Monterey (831) 646-1312 ♦ King City (831) 385-1516 ♦ Aptos (831) 688-2544 ♦ Fax (831) 424-3691

DIR Registration #1000000049

SBE Certification #0041076

PROJECT BID QUOTATION

Issued: September 19, 2017

PROJECT: Robert Down Elementary School – (3) Relocatable Classrooms

Data/Voice/Clock-Speaker/Intrusion/AV Systems

Provide and install a complete data/voice system per drawings. Included is:

- Cat6 cabling for Data/Voice
- Cat6 modules/faceplates
- 48-port patch panels
- Cat6a cabling for WAP locations
- Cat6a modules/surface housing
- J-hooks as required
- Wall cabinet 24"x36"x30"
- 25pr. OSP cabling
- 12-strand multi-mode (OM3) fiber cable
- Fiber connectors
- Fiber optical patch panels
- Intrusion devices (Motion/Door Contact)
- All intrusion cabling
- Clock-Speakers with surface mount box and grill
- All clock-speaker cabling
- AV plates and cabling for each portable
- All labor for a complete installation and cable testing using prevailing wage rate

Items EXCLUDED for data/voice/clock-speaker/intrusion:

- Electrical contractor to provide and install all necessary conduit, wire mold, pull boxes, terminal cans, outlet back boxes (except as noted), electrical, cutting, patching, painting and fire stopping.
- Active equipment (servers, routers, switches)
- Plywood
- Grounding bus bars
- Permits and permit fees
- Bonds

Fire Alarm Systems

Provide and install a Firelite voice-evac fire alarm system per plans. Included is:

- Firelite ECC 50/100 panel
- All initiation devices
- All speaker-strobes and exterior speaker
- Remote power supply
- Interconnect with existing Firelite fire alarm system
- All cabling including
- All labor for a complete installation, programming and testing using prevailing wage rates

Items EXCLUDED for fire alarm:

- Electrical contractor to provide and install all necessary conduit, wire mold, pull boxes, terminal cans, outlet back boxes (except as noted), electrical and fire stopping.
- Permits and permit fees (fees to be billed at actual cost)
- Bonds

The above low voltage systems and fire alarm system installed, except as noted with sales tax for the sum of **\$33,388.00**.

Submitted by,

Bryan Johnson

Robert Down Portables Budget September 21, 2017		Forest Grove Portables Budget September 21, 2017		Totals
Description		Description		
Site Work (Actual)	\$185,000.00	Site Work (Actual)	\$225,000.00	
Paving (Actual)	\$14,000.00	Paving (Actual)	\$15,000.00	
Temp Fencing (Actual)	\$1,091.00	Temp Fencing (Actual)	\$675.00	
Electrical (Actual)	\$136,000.00	Electrical (Actual)	\$116,700.00	
Low Voltage (Actual)	\$33,388.00	Low Voltage (Actual)	\$27,171.00	
32'x30' Refurbished Portables (Actual)	\$187,015.00	Tree Removal (Actual)	\$25,000.00	
		Purchase (1) 32'x30' Portable, (1) 36'x40' Portable (Actual)	\$165,276.00	
Sub Total	\$556,494.00	Sub Total	\$574,822.00	\$1,131,316.00
<u>Soft Costs</u>				
Design Fees	\$52,000.00	Design Fees	\$60,000.00	
DSA Fees	\$4,000.00	DSA Fees	\$4,500.00	
Testing & Inspection	\$10,000.00	Testing & Inspection	\$10,000.00	
Sub Total	\$66,000.00	Sub Total	\$74,500.00	
Hard + Soft Costs Subtotal	\$622,494.00	Hard + Soft Costs Subtotal	\$649,322.00	\$1,271,816.00
Contingency	\$27,042.00	Contingency	\$28,063.00	
Total Robert Down	\$649,536.00	Total Forest Grove	\$677,385.00	\$1,326,921.00
<u>Comparisons</u>		<u>Comparisons</u>		
Construction Bid May 2017	\$794,298.00	Construction Bid May 2017	\$745,474.00	\$1,539,772.00
Construction Bid Sept 2017	\$369,479.00	Construction Bid Sept 2017	\$409,456.00	\$778,935.00
<Difference>	\$424,819.00	<Difference>	\$336,018.00	\$760,837.00
Budget March 2017	\$398,859.00	Budget March 2017	\$413,917.00	\$812,776.00
Budget Sept 2017	\$649,536.00	Budget Sept 2017	\$677,385.00	\$1,326,921.00
<Difference>	(\$250,677.00)	<Difference>	(\$263,468.00)	(\$514,145.00)

SUBJECT: Forest Grove Elementary School Portable Project Arborist Report Contract for Services

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

RECOMMENDATION:

The District Administration recommends that the Board review and approval contract for services for the Tree Assessment for the Forest Grove Elementary School Portable Project to FO Consulting for \$1,500.00.

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 staff was directed to provide a budget and contract for an additional two more classrooms. In addition, staff is investigating if the depth of the existing sewer line will accommodate proper gravity flow of a second portable. The addition of one 36' x 40' building and 32' x 30' building would give the district the flexibility to accommodate a fourth kindergarten class and accommodate population bubbles.

INFORMATION:

At the September 21 Board of Trustees Meeting the proposal for the site work was presented and approved. A budget was presented for the project that included the amount of this proposal. Staff informed the Board of Trustees that Electrical, Low Voltage, and Tree Removal would be brought to this meeting for approval on the consent agenda.

FISCAL IMPACT:

Loan, Fund 40, Deferred Maintenance, General Fund

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

F.O. CONSULTING for services rendered as specified below.

1. Scope of Service:

To provide: Tree Assessment for the Forest Grove modular classroom project
project

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

Assess existing trees for condition and removal to install modular classrooms

3. Length of the Contract:

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

Start October 6, 2017 through November 6, 2017

4. Financial Consideration:

Consultant to be paid at the rate of:

\$1,500 lump sum at completion of assessment

School Funding Source: Fund 40 Special Reserve/Modular construction funds

Consultant: F.O. Consulting

Print Name

Address 1213 Miles Ave., Pacific Grove, CA 93950 Phone: 831-373-7086

Signature _____ Date _____

☐ District Employee

☒ Independent Consultant

Signed _____ Date _____

Site/Program Administrator (Check appropriate box below)

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

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

Signed _____ Date _____

Director of Human Resources

Signed _____ Date _____

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

Ref: Contract for Services Criteria

Revised 02/15

F. O. Consulting

1213 Miles Avenue
 Pacific Grove, CA 93950
 831-373-7086

Invoice

Date	Invoice #
9/22/17	3529

Bill To
PGUSD 435 Hillcrest Ave Pacific Grove CA 93950-4398

		P.O. No.	Terms	Project
			Due on receipt	
Description	Hours	Rate		Amount
Tree Assessment for Forest Grove School Re-locatable Classroom Project	10	150.00		1,500.00
<i>Matthew Kelly</i> 9/25/17				
		Total		\$1,500.00
		Payments/Credits		\$0.00
		Balance Due		\$1,500.00

SUBJECT: David Avenue E-Wing Roof Repair Contract for Services

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

RECOMMENDATION:

The District Administration recommends that the Board review and approve the contract for services for the roof repair at David Avenue School with Legacy Roofing & Waterproofing for \$3,390.00.

BACKGROUND:

Maintenance staff discover structural failing on the walkway cover from D-wing to E-wing. The walkway cover tied into the E-wing roof and a void was left when the cover was removed.

INFORMATION:

This proposal is to install roofing and flashing from the void of the walkway cover.

FISCAL IMPACT:

Deferred Maintenance

Bid Results

Legacy Roofing & Waterproofing	\$3,390.00
Waterproofing Associates	\$13,678.00

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

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

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

LEGACY ROOFING & WATERPROOFING, _____ **CONTRACTOR**

SOCIAL SECURITY NUMBER OR BUSINESS ID # _____

<u>7 Vale Street</u>	<u>Salinas,</u>	<u>CA</u>	<u>93904</u>
MAILING ADDRESS	CITY	STATE	ZIP

hereinafter referred to as CONTRACTOR.

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

- A. Services shall begin on October 6, 2017 and shall be completed on or before January 31, 2018.
- B. CONTRACTOR understands and agrees that CONTRACTOR and CONTRACTOR'S employees are not employees of the DISTRICT and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State and local taxes or contribution including Unemployment Insurance, Social Security, and Income Taxes with respect to CONTRACTOR'S employees.
- C. CONTRACTOR shall furnish, at CONTRACTOR'S own expense, all labor, materials equipment and other items necessary to carry out the terms of this Agreement.
- D. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor, with the authority to control and direct the performance of the details of the work, DISTRICT being interested only in the results obtained.
- E. CONTRACTOR agrees to defend, indemnify and hold harmless the DISTRICT, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of CONTRACTOR'S negligence in the performance of this Agreement, including but not limited to any claim due to injury and/or damage sustained by CONTRACTOR, and/or the CONTRACTOR'S employees or agents.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

F. CONTRACTOR shall maintain Insurance with a minimum \$1,000,000 combined single limits of general liability and automobile coverage.

G. Services to rendered to the DISTRICT by the CONTRACTOR are as follows:

Repairs to roof sections at David Avenue site per Proposal dated September 12, 2017, attached hereto and made a part hereof.

Neither party shall assign or delegate any part of this Agreement without the written consent of the other party.

I. The work completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT'S general right of inspection and supervision to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that our now, or may in the future become applicable to CONTRACTOR, CONTRACTOR'S business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

J. CONTRACTOR shall be paid at the rate of:

\$3,390 Total cost of project

Source of Funds: Fund 14 Deferred Maintenance

K. Payments will be made by the District to the Contractor as follows:

- X 1) Lump sum upon completion of services rendered.
- 2) Monthly - in accordance with provision of services.
- 3) Other _____

L. This agreement may be terminated by either party notifying the other, in writing, at least 30 days prior to the date of termination.

M. CONTRACTOR shall sign and submit a W-9 to DISTRICT prior to providing service.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

This Agreement is entered into this _____ day of _____, 2017.

For the Site/Program:

For the Contractor:

Site/Program Administrator Date

Name

For the District:

Title

Director of Human Resources Date

Date

Assistant Superintendent Date

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

Assistant Superintendent

Date

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



September 12, 2017

Matt Kelly
PGUSD
Pacific Grove, CA

RE: David Ave School

Dear Mr. Kelly,

Per your request I am submitting a proposal to repair two flat roof locations that have had the walk ways removed, my proposal will cover no wood work only repairs to the gravel roofing, my scope of work is as follows.

Covered Walkway Repairs

1. Cut back roofing to allow for new metal flashing installation.
2. Set new edge flashing in base sheet and roofing cement.
3. Three course edge flashing in with fiberglass webbing and roofing cement, seal to existing roofing membrane; this will be done at two locations.
4. Embed gravel surface in cold applied roofing adhesive along edge of the roof, existing gravel surfacing from the roof will be used.
5. Keep in mind we will install the flashings to the best of our ability based off the condition of the wood tie in area.
6. All labor rates to be paid will be local rates for roofers.
7. Clean all debris from the site upon completion of the work.

Price: \$3,390.00

The "Bitterness" of "Poor Service" stays with you Long after the "Sweetness" of "Cheaper Prices" has faded away

7 Vale Street, Salinas CA Phone: 831-753-7663 / FAX: 831-753-7658
License #802656

General Information & Exclusions

- a. HIDDEN OBJECTS: If hidden objects, including, but not limited to brackets, conduit, cables, etc., are found during the process of roof removal, the materials and labor to tear-off and reroof around such objects will result in an extra charge above and beyond the contract price quoted above.
- b. CITY: This price assumes acceptance of the specification by the City building department. If for any reason the work is not approved, a new proposal will be submitted for your acceptance.
- c. EXISTING CONDITIONS: The contract price quoted is to reroof to existing conditions only. In the event that drainage, sloping, or structural changes including a/c earthquake bracing becomes necessary, all such changes will be in addition to the contract price.
- d. TERMS: Milestone payments will be billed in the following manner: 1/2 will be billed and due when materials are delivered to job site. Regular milestone billings will follow at 30-day intervals unless the project is completed within the billing period, in which case it will be billed in full. The balance will be billed upon completion. All payments are due ten days from the billing date. Interest will be charged at the rate of 1 1/2% per month or 18% per annum after 30 days. Any other arrangements must be made in writing and agreed to by both parties prior to commencement of the project.
- e. ATTORNEY'S FEES: In the event that it is necessary for either party to engage the services of an attorney regarding the breach of the terms of this Agreement by the other, the enforcement of the terms hereunder, or a declaration of the rights and duties hereunder, whether arbitration proceedings or a lawsuit be instituted or not, the prevailing party, in addition to the other rights it may have, shall be entitled to all costs incurred in connection therewith including actual attorney's fees and costs of suits.
- f. ARBITRATION: All parties agree that any dispute arising under this contract will be resolved by submission to binding arbitration under the Construction Rules of the American Arbitration Association. The parties agree that arbitration must be initiated within one year after the claimed breach occurs and that the failure to initiate arbitration within the one-year period constitutes an absolute bar to the institution of proceedings.
- g. ASBESTOS DETECTION: Contractor's scope of work shall not include the identification, detection, abatement, encapsulation, or removal of asbestos or similar hazardous substances. If contractor encounters any such products or materials in the course of performing its work and contractor determines that such materials present a hazard to its employees, contractor shall have the right to discontinue its work and remove its employees from the job site until such products or materials, and any hazards connected therewith, are located and abated, encapsulated or removed. Contractor shall receive an extension of time to complete its work hereunder and compensation for removal costs and delays encountered as a result of such situation and correction.
- h. BUILDING ENVELOPE: During the course of asbestos contaminated roof removal, there is the possibility that asbestos containing dust or debris may enter your building. Legacy Roofing & Waterproofing, Inc. is not taking steps to eliminate this possibility and is neither qualified nor licensed to abate such dust and debris from the interior of your building. Any costs associated with such abatement shall be borne by the Owner.
- i. WARRANTY: The above proposal is covered by our one (1) year workmanship and material warranty. This contract incorporates all terms and conditions of Legacy Roofing & Waterproofing, Inc. standard warranty which contains significant exclusions. Warranty is available upon request.

7 Vale Street, Salinas CA Phone: 831-753-7663 / FAX: 831-753-7658
License #802656

We appreciate the opportunity to submit our proposal. Please call if you have questions or if we can be of further service.

Sincerely,

LEGACY ROOFING & WATERPROOFING, INC.



Accepted _____

Contract Amount _____

P.O. Number _____

Dated _____

7 Vale Street, Salinas CA Phone: 831-753-7663 / FAX: 831-753-7658
License #802656

SUBJECT: Pine Avenue Preschool Retaining Wall and Fence Repair Contract for Services

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

RECOMMENDATION:

The District Administration recommends that the Board review and approve the contract for services for the retaining wall and fence repair for Pine Avenue Preschool to Steele Tape Construction for \$18,000.00.

BACKGROUND:

During the storms of last season a neighboring fence was blown down adjacent to the Pine Ave Preschool playground. After further inspection it was determined that the retaining wall the fence was sitting on was failing and the cause of the fallen fence. A structural engineer was hired to draft a detail for a new retaining wall.

INFORMATION:

This proposal is to remove the existing retaining wall and fence and replace it.

FISCAL IMPACT:

Deferred Maintenance \$18,000.00

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

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

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

STEELE TAPE CONSTRUCTION, _____ CONTRACTOR

SOCIAL SECURITY NUMBER OR BUSINESS ID # _____

<u>1945 Grandview Street</u>	<u>Seaside,</u>	<u>CA</u>	<u>93955</u>
MAILING ADDRESS	CITY	STATE	ZIP

hereinafter referred to as CONTRACTOR.

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

- A. Services shall begin on October 6, 2017 and shall be completed on or before January 31, 2018.
- B. CONTRACTOR understands and agrees that CONTRACTOR and CONTRACTOR'S employees are not employees of the DISTRICT and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State and local taxes or contribution including Unemployment Insurance, Social Security, and Income Taxes with respect to CONTRACTOR'S employees.
- C. CONTRACTOR shall furnish, at CONTRACTOR'S own expense, all labor, materials equipment and other items necessary to carry out the terms of this Agreement.
- D. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor, with the authority to control and direct the performance of the details of the work, DISTRICT being interested only in the results obtained.
- E. CONTRACTOR agrees to defend, indemnify and hold harmless the DISTRICT, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of CONTRACTOR'S negligence in the performance of this Agreement, including but not limited to any claim due to injury and/or damage sustained by CONTRACTOR, and/or the CONTRACTOR'S employees or agents.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

F. CONTRACTOR shall maintain Insurance with a minimum \$1,000,000 combined single limits of general liability and automobile coverage.

G. Services to rendered to the DISTRICT by the CONTRACTOR are as follows:

Construction of a bench and retaining wall at PG Adult School per Proposal Estimate #350 dated 9/18/17 attached hereto and made a part hereof.

Neither party shall assign or delegate any part of this Agreement without the written consent of the other party.

I. The work completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT'S general right of inspection and supervision to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that our now, or may in the future become applicable to CONTRACTOR, CONTRACTOR'S business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

J. CONTRACTOR shall be paid at the rate of:

\$18,000.00 Total cost of project

Source of Funds: Fund 14 Deferred Maintenance

K. Payments will be made by the District to the Contractor as follows:

- X 1) Lump sum upon completion of services rendered.
- 2) Monthly - in accordance with provision of services.
- 3) Other _____

L. This agreement may be terminated by either party notifying the other, in writing, at least 30 days prior to the date of termination.

M. CONTRACTOR shall sign and submit a W-9 to DISTRICT prior to providing service.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

This Agreement is entered into this _____ day of _____, 2017.

For the Site/Program:

For the Contractor:

Site/Program Administrator Date

Name

For the District:

Title

Director of Human Resources Date

Date

Assistant Superintendent Date

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

Assistant Superintendent

Date

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

Steele Tape construction

1945 GRANDVIEW ST
SEASIDE CA 93955
Lic # 643289

Phone # 831-682-0470

Fax # 831-899-2625

E-mail capsteele@sbcglobal.net

Proposal

Date	Estimate #
9/18/2017	350

Property Address
485 PINE PG CA


Name / Address
matt kelly director of facilities pgusd 485 PINE AVE ROBERT DOWN SCHOOL

Description	Total
BENCH /RETAINING WALLJOB -PER ENGINEERING SPECS	6,500.00
FORM AND BUILD A 16 FT LONG CONCRETE BENCH/RETAINING WALL.. APPROXIMATE HEIGHT 32' BY 18' WIDE WITH A REDWOOD 8 FT FENCE ABOVE BENCH BENCH TO BE BUILT TO ENGINEERS SPECS	
REMOVE EXISTING DAMAGED 3 FT WOOD RETAINING WALL AND FENCING APPROXIMATE 60 FT LONG.DEMO AND REMOVE DEBRIS. BEGIN EXCAVATING AND PREP FOR "NEW" WOOD RETAINING WALL.	8,500.00
NEW WALL WILL BE NO MORE THAN 36" HIGH BY APROXX 65 FT LONG 4 BY 12 PT PLANKS X 3 WITH GALVANIZED 4" STRUCTURAL ROUND POSTS 7' LONG WILL BE USED TO SUPPORT PLANKS. POSTS WILL BE SET IN CONCRETE 4 FT MINIMUM EVERY 8 FT WITH MIN 2500 PSI CONCRETE{STANDARD}.	
FENCE- FOR DAVID-ADJACENT PROPERTY- INSTALL 12' PT POSTS EVERY 8 FT ATTACHED TO "NEW" WOOD RETAINING WALL . INSTALL REDWOOD 1 BY 12 BY 8 FT HIGH{ NO STAIN OR PAINT}. APRROX 50 FT..LONG ATTACH TO EXISTING FENCE ON OTHER SIDE OF PROPERTY{DAVIDS}	3,000.00
OPTION 1 - INSTALL WOOD ON SCHOOL SIDE CREATING A 2 SIDED FENCE 8 FT HIGH...--2500.00	0.00

Please sign, date and return.

I hearby authorize the above information and am an authorized agent. Signed

Date 9/22/17 FAX: 831-899-2625


RICK MILLER

Fund 14	Total	\$18,000.00
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SUBJECT: Forest Grove Elementary School Portable Project Tree Removal Contract for Services

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

RECOMMENDATION:

The District Administration recommends that the Board review and approval the tree removal contract for Forest Grove Elementary School Portable Project with Tope's Tree Service for \$22,000.00.

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 staff was directed to provide a budget and contract for an additional two more classrooms. In addition, staff is investigating if the depth of the existing sewer line will accommodate proper gravity flow of a second portable. The addition of one 36' x 40' building and 32' x 30' building would give the district the flexibility to accommodate a fourth kindergarten class and accommodate population bubbles.

INFORMATION:

At the September 21 Board of Trustees Meeting the proposal for the site work was presented and approved. A budget was presented for the project that included the amount of this proposal. Staff informed the Board of Trustees that Electrical, Low Voltage, and Tree Removal would be brought to this meeting for approval on the consent agenda.

FISCAL IMPACT:

Loan, Fund 40, Deferred Maintenance, General Fund

Bid Results

Tope's Tree Service	\$22,000.00
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PACIFIC GROVE UNIFIED SCHOOL DISTRICT**AGREEMENT FOR CONTRACTOR SERVICES**

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

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

TOPES TREE SERVICE, INC. _____ CONTRACTOR

SOCIAL SECURITY NUMBER OR BUSINESS ID # _____

<u>P. O. Box 51964</u>	<u>Pacific Grove,</u>	<u>CA</u>	<u>93950</u>
MAILING ADDRESS	CITY	STATE	ZIP

hereinafter referred to as CONTRACTOR.

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

- A. Services shall begin on October 6, 2017 and shall be completed on or before January 31, 2018.
- B. CONTRACTOR understands and agrees that CONTRACTOR and CONTRACTOR'S employees are not employees of the DISTRICT and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State and local taxes or contribution including Unemployment Insurance, Social Security, and Income Taxes with respect to CONTRACTOR'S employees.
- C. CONTRACTOR shall furnish, at CONTRACTOR'S own expense, all labor, materials equipment and other items necessary to carry out the terms of this Agreement.
- D. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor, with the authority to control and direct the performance of the details of the work, DISTRICT being interested only in the results obtained.
- E. CONTRACTOR agrees to defend, indemnify and hold harmless the DISTRICT, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of CONTRACTOR'S negligence in the performance of this Agreement, including but not limited to any claim due to injury and/or damage sustained by CONTRACTOR, and/or the CONTRACTOR'S employees or agents.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

F. CONTRACTOR shall maintain Insurance with a minimum \$1,000,000 combined single limits of general liability and automobile coverage.

G. Services to rendered to the DISTRICT by the CONTRACTOR are as follows:

Removal of trees and debris at Forest Grove site in preparation of installation of two portable classrooms per Estimate #6905 dated 9/15/17 , attached hereto and made a part hereof.

Neither party shall assign or delegate any part of this Agreement without the written consent of the other party.

I. The work completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT'S general right of inspection and supervision to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that our now, or may in the future become applicable to CONTRACTOR, CONTRACTOR'S business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

J. CONTRACTOR shall be paid at the rate of:

\$22,000.00 Total cost of project

Source of Funds: Fund 40 Special Reserve/ Modular Construction Funds

K. Payments will be made by the District to the Contractor as follows:

- X 1) Lump sum upon completion of services rendered.
- 2) Monthly - in accordance with provision of services.
- 3) Other _____

L. This agreement may be terminated by either party notifying the other, in writing, at least 30 days prior to the date of termination.

M. CONTRACTOR shall sign and submit a W-9 to DISTRICT prior to providing service.

AGREEMENT FOR CONTRACTOR SERVICES (continued)

This Agreement is entered into this _____ day of _____, 2017.

For the Site/Program:

For the Contractor:

Site/Program Administrator Date

Name

For the District:

Title

Director of Human Resources Date

Date

Assistant Superintendent Date

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

Assistant Superintendent

Date

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



Tope's Tree Service Inc.
PO Box 51964
Pacific Grove, CA 93950

(831)373-7765
stacy@topestreeservice.com

Tope's Tree Service Inc.

Estimate

Date	Estimate #
09/15/2017	6905
	Exp. Date

Address

Pacific Grove Unified School District
Attn: Matt Kelly
435 Hillcrest
Pacific Grove, CA 93950

Activity	Quantity	Rate	Amount
<ul style="list-style-type: none"> • Forest Grove School - • Remove 22 trees. Remove wood and debris. Grind 22 stumps as per plan sheet prepared by Whitson Engineers dated 5/11/17. 			22,000.00
Total			\$22,000.00

Accepted By

Accepted Date

SUBJECT: Contract for Services with an Assistive Technology Consultant

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

RECOMMENDATION:

The District Administration recommends that the Board review and approve the contract for services with an Assistive Technology Consultant to provide services as per a student's Individualized Education Plan.

BACKGROUND:

The School District is required to provide services as written in a student's IEP in order to be in compliance with the Individual Disabilities Act and provide the student with a Free and Appropriate Education.

INFORMATION:

A student requires an Assistive Technology consultant to oversee and direct the classroom team on the use of a high tech device that requires eye gaze to activate student's communication system.

FISCAL IMPACT:

35 hours @ \$135.00 totaling \$4,725.00

Funds for this contract will be included in the 2017/2018 Special Education budget.

435 Hillcrest Avenue

Pacific Grove, CA 93950

CONTRACT FOR SERVICES

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

This contract is an agreement between the Pacific Grove Unified School District and Peggy Barker, MS, ATP for services rendered as specified below.

1. Scope of Service:

To provide: Assistive Technology consultation for the team serving a student with special needs, specifically, direction on a high tech, eye gaze communication system.

2. Evaluation and/or expected outcome(s)

A highly qualified Applied Assistive Technology Specialist will provide oversight, training and consultation to the student's classroom team on the use of a high tech, eye gaze, communication system to build capacity and the integration of the system throughout the school day.

3. Length of the Contract:

October 6, 2017-June 30, 2018

4. Financial Consideration:

35 hours @ \$135.00 an hour totaling \$4,725.00

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

Consultant: Peggy Barker, MS, ATP

Address: 1874 Silvana Lane, Santa Cruz, CA 95062

Signed _____ Date _____

☐ ☐ Independent Consultant *

Signed _____ Date _____

Site/Program Administrator – (Check appropriate box below)

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

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

Signed _____ Date _____

Director of Human Resources

Signed _____ Date _____

Assistant Superintendent

ALL SIGNATURES MUST BE OBTAINED BEFORE SERVICES ARE PROVIDED.

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

Contract for Services Criteria

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

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

District/Site Administrator

Date

SUBJECT: Board Goals 2017-18

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The District Administration recommends that the Board review and approve the updated Board Goals for 2017-18.

BACKGROUND and INFORMATION:

Changes to the Board Goals were directed by the Board of Education at the September 28, 2017 Special Board meeting.

The Board approves the Board Goals and Strategic Plan on an annual basis. Following these approvals, the Superintendent presents his Goals that are designed to take initiative on these plans. The Goals are developed for implementation on a long-term basis. Minor revisions to these plans are noted as certain goals are achieved or become outdated. These notations are included for the next adoption cycle.

The Board will use the Strategic Plan and Local Control Accountability Plan (LCAP) as needed to help inform discussion.

The Strategic Plan, Superintendent Goals and school site plans will continue to be based on these Board Goals, with adjustments made according to any approved changes.

FISCAL IMPACT:

Program and budget decisions will be based on these plans and will appear as regular items on future Board agendas.



Pacific Grove Unified School ~~District~~ Board

Goals

"Challenging every student with exceptional learning opportunities"

Mission Statement

Pacific Grove Unified School District, in partnership with the community and with a focus on equity, will challenge every student by providing a quality instructional program in a positive, safe and stimulating environment.

The District will meet the diverse needs of all students by ensuring exceptional learning opportunities to acquire and apply the knowledge and skills that develop the insight and character necessary for a productive and rewarding life.

~~Pacific Grove Unified School District, in partnership with the community, will challenge every student by providing a quality instructional program in a positive, safe and stimulating environment. The District will ensure opportunities for students to acquire and apply the knowledge and skills that develop the insight and character necessary for a productive and rewarding life~~

A. The State of the Pacific Grove Unified School District Is Sound and Moving Forward. PGUSD shall endeavor to continue addressing significant current and future challenges:

- Student Learning, Achievement and Instructional Program Alignment
- Staff Recruitment, Retention and Professional Development
- School Culture and Connections
- Managing the Impacts of a Volatile State and Local Budget
- Maintenance of Facilities and Equipment

B. PGUSD District Goals

1. Focus on Student Learning and Achievement
2. Safety, Credibility, Confidence and Communication
3. Fiscal Solvency, Accountability and Integrity
4. Program, Services and Budget Alignment

C. Goals Defined

1. **Student Learning and Achievement**

~~A.~~ • Monitor & Utilize Multiple Federal, State, Local Measures of Assessment

~~Federal/State:~~

- ~~Annual review and implementation of Local Control Accountability Plan (LCAP)~~
- ~~Smarter Balanced summative assessment for English language arts (ELA) and mathematics in grades three through eight and grade eleven.~~
- ~~Next Generation Science Standards~~
- ~~CELDT (California English Language Development Test)~~



Pacific Grove Unified School ~~District~~ Board

Goals

- ~~• Alignment with US Dept. of Education STEAM (Science, Technology, Engineering, Arts & Math) standards~~
- ~~• Integrated Mathematics program development at secondary level~~
- ~~• California Alternate Performance Assessment (CAPA), and the California Modified Assessment (CMA), in grades five, eight, and ten~~
- ~~• CAPA for ELA and mathematics in grades two through eleven~~
- ~~• Early Assessment Program in ELA and mathematics~~
- ~~• Other multiple measures of assessment~~

~~Local~~

- ~~• The development and implementation of common formative assessments K-12 as aligned with the Common Core Standards~~
- ~~• DIBELS (Dynamic Indicators of Basic Early Literacy Skills)~~
- ~~• SRI (Scholastic Reading Inventory)~~
- ~~• Other Elementary Reading and Writing Literacy Assessments~~
- ~~• Review and evaluation of English Learner progress towards reclassification~~
- ~~• Maintenance and development of appropriate Special Education and Special Needs services for students via Individual Education Plans (IEP), 504, and other related plans~~

~~B. • Monitor and Respond to Student Behaviors and Capacity~~

- ~~• School counseling meetings including regularly reviewed four year academic plans~~
- ~~• Prevention and Intervention with community counseling agencies~~
- ~~• Regular K-12 staff and cabinet meetings dedicated to specific student needs and interventions~~
- ~~• Continue and build upon high school career counseling~~

~~C. • Continue Implementation of Data Driven, Standards Based Instruction and Curriculum~~

2. Safety, Credibility, Confidence and Communication

- Focus on Student and Staff Safety
- Meet student social-emotional and overall wellness needs
- Student Centered Initiatives
- High Degree of Communication With All Stakeholders
- Programs Responsive to Strategic Plan
- Maintain Our Network Infrastructure- Intra-Site Down to the Classroom Level

3. Fiscal Solvency, Accountability and Integrity

- Maintain Regular State Updates & Interim Reporting
- Maintain a Budget Handbook Available to All Stakeholders
- Maintain Fiduciary Responsibilities
- Align Budget With Specific Program Priorities



Pacific Grove Unified School ~~District~~ Board

Goals

4. Program, Services and Budget Alignment Via LCAP

- Maintaining annual LCAP updates
- Maintain Regular Survey of Programmatic, Service and Facility Needs
- Establish and Communicate Instructional and Service Program Priorities Via the Strategic Plan and LCAP
- Align District Budget With Established Priorities in the Strategic Plan and LCAP
- Regular facilities inspections, ~~and~~ maintenance upgrades and capital plan



Pacific Grove Unified School Board Goals

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Pacific Grove Unified School Board Goals

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- Align District Budget With Established Priorities in the Strategic Plan and LCAP
- Regular facilities inspections, maintenance upgrades and capital plan

SUBJECT: Pacific Grove Adult Education Child Care Center

PERSON(S) RESPONSIBLE: Barbara Martinez, Principal, Pacific Grove Adult School

RECOMMENDATION:

The District Administration recommends that the Board review and approve the purchase of a portable building to be used as a childcare and extended day preschool facility at Pacific Grove Adult Education Center.

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.

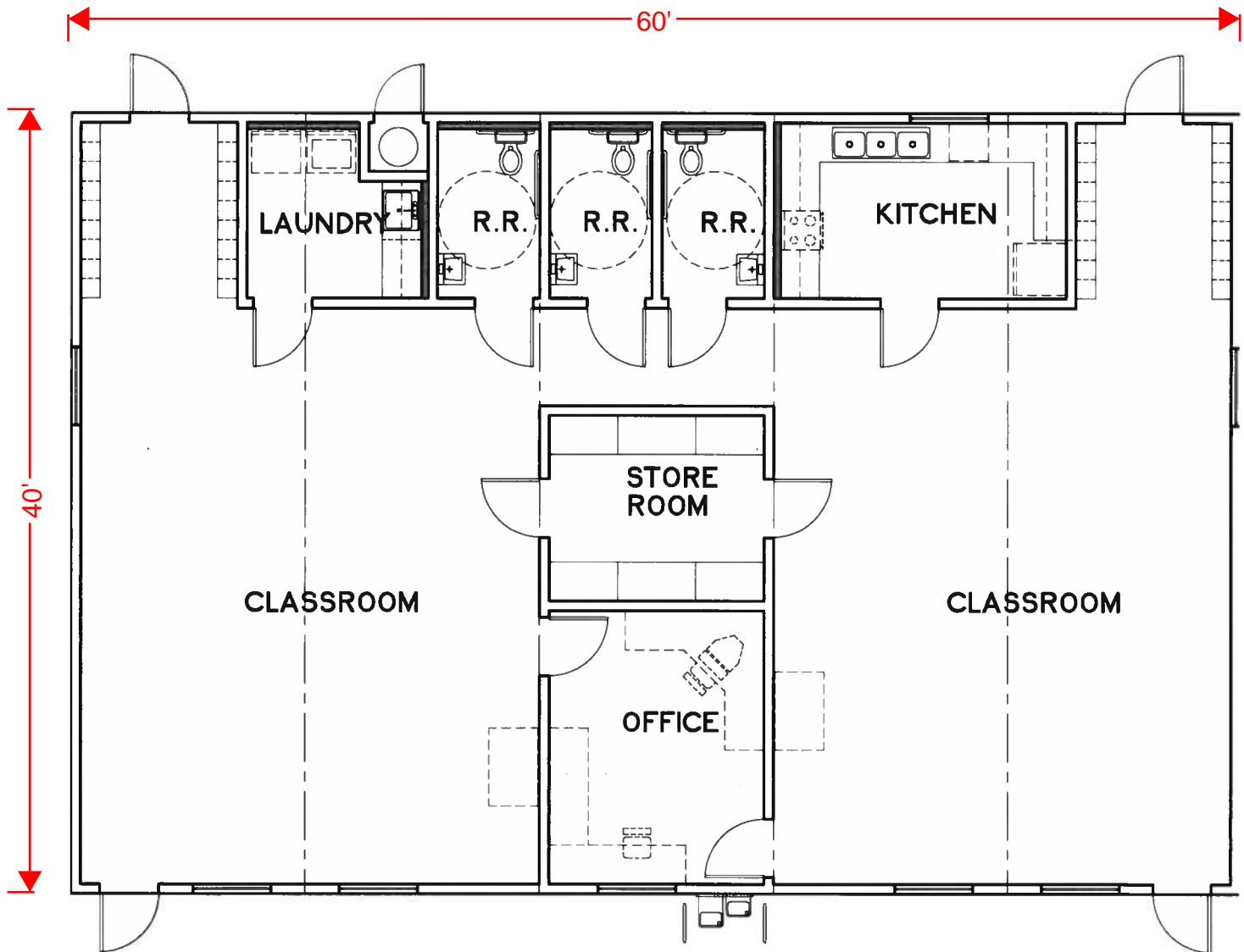
The Monterey Peninsula Adult Education Consortium, whose members include Pacific Grove Adult Education, Monterey Adult School, Carmel Adult School and Monterey Peninsula College, held several community meetings comprised of students, staff, members of the community and local business partners to discuss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

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.

40' x 60' Kindergarten Classroom with Laundry Room



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



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

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

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

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

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

Sub-Total \$ 326,575.93

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

Notes:

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

General Conditions

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

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Stockton CA 95215-8106
209-466-8000

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




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

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

**ENVIROPLEX SCOPE OF WORK
AND EXCLUSIONS**

	Owner's Name:			Pacific Grove USD
	Contact Name:			Matt Kelly
	Phone:			831-646-6520
	4777 E. Carpenter Road			
Stockton, California 95215				
209-466-8000 Fax: 209-461-6555				
Architect Firm: Belli Architectural Group				
Architect Address: 235 Monterey Street, Suite B, Salinas, CA				
Phone: 831-424-4620				
Architect's Name: Cari Ellis				
10-Aug-17				
Scope No. 1				
Project Site Name: Parent's Place Adult Ed				
Project Site Address: 1025 Lighthouse Avenue, Pacific Grove, CA				
Scope of Work -- Description (1) 36x40 day care building				
Pricing information under separate cover				
ADMINISTRATIVE	Env	Owner	N/A	Notes
Architect/Designer of Record		x		
Site Engineering (soils, flatwork etc)		x		
Structural Engineering of buildings and foundations	x			
Permits, Local Permits, Use Fees (including any encroachment permits or local law enforcement requirements)		x		
Inspection Services		x		
Sales Tax		x		Will be included in quote (under separate cover) unless otherwise noted
Performance Bond		x		Will be included in quote (under separate cover) unless otherwise noted
Structure, Component or System	Env	Owner	N/A	Notes
Basic building and exterior				
Complete structural assemblies for modular building	x			
Exterior Finish to be standard Enviroplex	x			
Ceiling T-grid & Tile	x			
Roof	x			Standard bi-pitch 1/4:12
Roof finish: 26 ga standing seam galvanized (over plywood)	x			
Roof finish: 26 ga standing seam Kynar (or equal) (over plywood)			x	
Overhangs	x			Per PC
Gutters and downspouts	x			
Adapters to adapt downspouts to site rainwater system		x		
Insulation: Roof: R-19, Walls R-13, Floors R-11	x			
Fire Rated Construction as required			x	
Foundations and ramps				
Wood foundation with expanded metal vents per code	x			BOTH FOUNDATION SYSTEMS QUOTED
Concrete foundation with venting per code	x			Note: venting will consist of polyvents and cast-in place access wells per design
Ramps, 12' zero clearance (steel)	x			Note: ramps as quoted assume a level site. Adjustments to ramps due to site conditions are by CO
Doors and Windows				
Doors & Door Hardware	x			Standard Enviroplex

**ENVIROPLEX SCOPE OF WORK
AND EXCLUSIONS**

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

**ENVIROPLEX SCOPE OF WORK
AND EXCLUSIONS**

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

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: Elementary School Counseling

PERSON(S) RESPONSIBLE: Buck Roggeman, Forest Grove Principal
Clare Davies, Director of Student Services

RECOMMENDATION:

The District Administration recommends that the Board review and approve incremental increase to the counseling services at Forest Grove by .20 to meet school counseling needs that are not able to be addressed at current staffing levels.

BACKGROUND:

Forest Grove Elementary School and Robert Down Elementary School are being staffed by one counselor, Sonda Frudden, who spends half her time (2.5 days per week) at both schools. For four years, this position was shared with another counselor, Zoe Roach. During this time Ms. Frudden served Robert Down and Ms. Roach served Forest Grove. Currently, the demand for counseling services outstrips the capacity of a 1.0 position to meet needs at both schools.

INFORMATION:

The counseling program at Forest Grove focuses primarily on serving the social-emotional needs of our students although whole school and parent education are also included in our counseling efforts.

Our student program consists of three delivery models.

- 1) Individual counseling – these sessions are for the students who demonstrate the greatest need. Primary reasons for these referrals are low self-esteem, low social skills, and low frustration tolerance. Students are also seen individually when they are in crisis (death in the family, serious family illness, etc.). In 2016-17, the Forest Grove counselor held 143 individual counseling sessions.
- 2) Group counseling – counselors hold group counseling sessions for students with similar needs. Examples of group counseling sessions are students who have recently moved to Pacific Grove, students whose parents are divorced, and students who have difficulty making friends. Forest Grove's counselor held 357 group sessions last year.
- 3) Classroom programs – counselors visit the classroom to conduct lessons on a variety of topics. This delivery model is critical in our anti-bullying efforts at the elementary level. Other examples of classroom programs include appreciating each other's diversity and building frustration tolerance for minor conflicts. In 2016-17, Forest Grove's counselor visited 36 classrooms to deliver this kind of curriculum.

In addition to these student based services, counselors also manage the Section 504 caseload at Forest Grove and attend Student Study Team and Individualized Education Program when teams are meeting with students on their caseload. Other counseling duties include conducting conflict resolution sessions with students in conjunction with administration, teaching parent education classes, organizing school-wide assemblies that celebrate positive character traits, consulting with outside agencies (therapists, community agencies, etc.), conducting threat assessments when a student threatens to harm self or others, and attending parent-teacher conferences.

By incrementally increasing our counseling time at the elementary level, we could serve all of the students referred to counseling by teachers, reduce the amount of students who are placed on a waiting list

after being referred for counseling, and increase the amount of classroom activities that proactively teach students positive social-emotional development.

The additional counselor would also conduct a district-wide analysis of counseling services to determine the overall need. At Forest Grove, the counselor will create a referral form that would establish and track criteria for counseling referrals, so we can strategically address the most common reasons that our students need counseling. We anticipate the additional counseling time equating to one full day or two half days.

FISCAL IMPACT:

Increasing counseling services by .20 at Forest Grove would cost approximately \$20,000.

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 ✓ Strategic Plan ✓ Bus Ridership ✓ District Safety Update	Middle School (School Site Visit)
Oct. 26	Regular Board Meeting ✓ Superintendent's Goals ✓ 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

DRAFT Board Meeting Calendar, 2017/18 School Year

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

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

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

RECOMMENDATION:

The District Administration recommends that the Board review information on the purpose of the Monterey Adult Education Consortia and review the program design for the Adult Education Child Care and Extended Day Preschool Center.

BACKGROUND:

The Monterey Peninsula Adult Education Consortium (MPAEC) is comprised of 4 members and 16 partners from throughout the Monterey Peninsula Community College geographical boundary. Members include Pacific Grove Adult Education, Monterey Adult School, Carmel Adult School and Monterey Peninsula College.

With Assembly Bill 86 funds, MPAEC members and partners collaborated to identify the adult education needs and developed MPAEC's Comprehensive Regional Plan (March 2015) In June 2015, Governor Brown signed Assembly Bill 104, which set aside a \$500 million dollars for the Adult Education Block Grant for the purpose of implementing the regional adult education regional plans throughout the state.

In addition to determining the need for Adult Education courses in our region, we explore how to improve course offerings and support for students. Many Adult Education students need a variety of supports, as well as instructional time and materials to succeed. Our consortia held expert meetings and community meetings with students, teachers, and staff members to identify barriers to enrollment in school or barriers to those entering the workforce. Information gleaned from these meetings identified the following community needs:

- **Need for Information, Outreach, and Support:** outreach to potential and current students, coordination between Adult Education programs, information for undocumented individuals and adults with disabilities, support for enrolling and succeeding in classes, registration assistance, physical accessibility of classes
- **Need for Additional Programming and Educational Resources:** additional CTE offerings, programming for older adults and adults with disabilities, life skills classes, basic skills and ESL preparation, apprenticeship preparation, educational resources such as textbooks and computers.
- **Need for Services:** including childcare, computer access, public transportation, and assessments for learning skills
- **Need for Easily Available Programming:** low-cost programs, local offerings, flexible offerings

Addressing these needs could help raise new student enrollment, increase student retention, and improve student success. Adult Education students are among some of the highest-need students our institutions serve. They are a diverse group with a wide range of needs, and bringing our schools together to serve them is not a simple task. However, our communities cannot afford to let these students go underserved or unserved. We are committed to working together to prioritize our students' needs — thereby serving our whole community.

INFORMATION:

Providing a full time community based child care program addresses an identified barrier for members of our community who wish to attend adult school, community college or enter the workforce. The Pacific Grove Adult Education Licensed Child Care Center and Extended Day Preschool will consist of two classrooms within one portable building. One classroom will service eight children 1-2 years of age and the other classroom will service 15 children 3-4 years of age. The program will be staffed with 2 full time certificated teachers and two full time aides.

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

FISCAL IMPACT:

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

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	8 students 1-2 years old 15 students 3-4	1,200.00 month 1,000.00 month	9,600.00 month 15,000.00 month	(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				295,200			
Construction Costs							\$1,037,725.00 (AEBG)

SUBJECT: Review of Bus Ridership

PERSON RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services

RECOMMENDATION:

The District Administration recommends that the Board review the bus ridership information compared with prior years.

BACKGROUND:

The District has provided bus transportation to and from school for several years. When ridership began falling in 2006-07 and 2007-08, the District reduced bus fees in order to attract more riders. While most families pay a fee per student, families that qualify for the Free-and-Reduced-Meal program also qualify for free transportation. The District is currently running bus routes that provide transportation for both Regular and Special Education students.

INFORMATION:

As of September, 2017, the District provides Regular Education transportation for 226 riders. The number of riders increased each year since 2007-08 when there were only 144 riders, and then decreased in 2016-17 and 2017-18. Of the 226 riders in the current year, 76 riders (34%) are riding free due to meeting the household income rules allowed under the Free-and-Reduced-Meal program.

The cost of the Transportation program is budgeted to be \$415,140 in 2017-18. The revenue that pays for the program comes from three sources:

- 1) The state Home-to-School Transportation revenue provides \$105,091 (25%),
- 2) Transportation Fees collected from riders provides \$15,000 (4%)
- 3) The General Fund Contribution provides \$295,049 (71%).

For comparison purposes, below are the transportation fees charged at Pacific Grove Unified School District, Carmel Unified School District, and Monterey Peninsula Unified School District.

	1 st Rider	2 nd Rider	3 rd Rider (or more)
1) PGUSD	\$100	\$ 50 (\$150)	Free (\$150)
2) CUSD	\$200	\$200 (\$400)	\$100 (\$500)
3) MPUSD	\$200	\$160 (\$360)	\$120 (\$480)

FISCAL IMPACT:

This report is informational only.

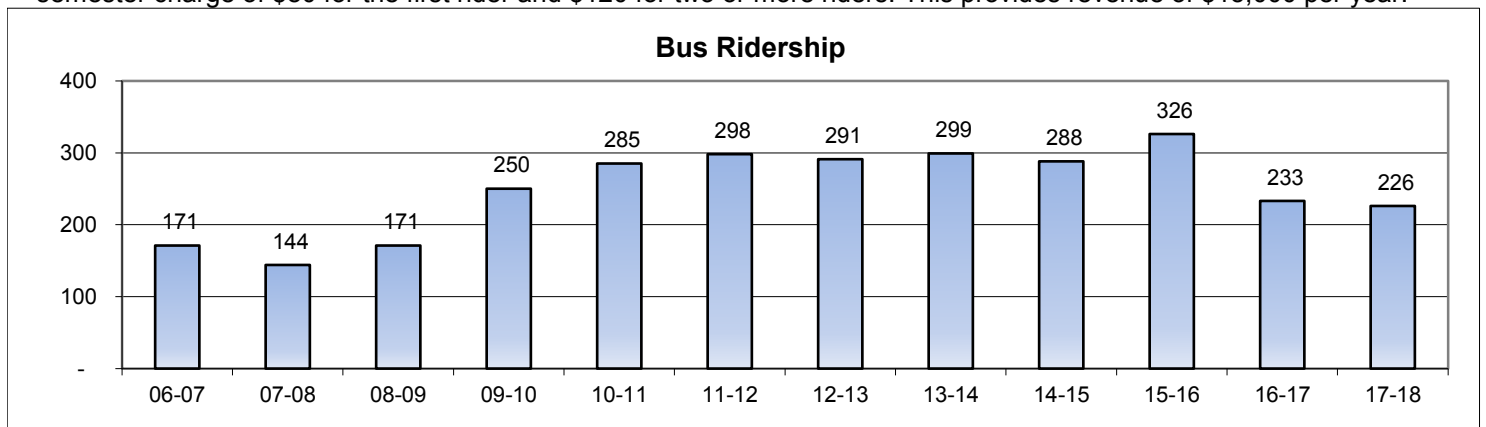
Pacific Grove Unified School District

Bus Ridership

	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18
	actual	actual	actual	actual	actual	actual	actual	actual	actual	actual	actual	actual
Forest Grove												
Del Monte Park			23	53	72	79	40	37	27	44	26	48
Pebble Beach			16	12	13	16	27	67	60	60	44	33
Beach Track			6	15	18	19	14	13	20	19	15	4
Total Forest Grove			45	80	103	114	81	117	107	123	85	85
Robert Down												
Del Monte Park			7	1	8	5	10	4	1	3	1	1
Pebble Beach				5	7	5	13	9	9	5	3	1
Beach Track			36	62	58	47	58	40	48	55	38	42
Total Robert Down			43	68	73	57	81	53	58	63	42	44
Middle School												
Del Monte Park			15	16	22	22	16	17	17	22	35	21
Pebble Beach			15	19	20	25	21	28	32	38	12	23
Beach Track			20	33	29	24	34	35	27	25	26	30
Total Middle School			50	68	71	71	71	80	76	85	73	74
High School												
Del Monte Park			1	1	5	8	7	2	3	6	9	2
Pebble Beach			9	14	7	14	17	12	12	12	5	7
Beach Track			23	19	26	34	34	35	32	37	19	14
Total High School			33	34	38	56	58	49	47	55	33	23
Total Ridership												
Del Monte Park			46	71	107	114	73	60	48	75	71	72
Pebble Beach			40	50	47	60	78	116	113	115	64	64
Beach Track			85	129	131	124	140	123	127	136	98	90
Total District	171	144	171	250	285	298	291	299	288	326	233	226
Change		(27)	27	79	35	13	(7)	8	(11)	38	(93)	(7)
Percent Change		-15.8%	18.8%	46.2%	14.0%	4.6%	-2.3%	2.7%	-3.7%	13.2%	-28.5%	-3.0%
Free Riders	74	63	71	105	122	135	105	139	122	125	88	76
percent of total	43%	44%	42%	42%	43%	45%	36%	46%	42%	38%	38%	34%

1 The District offers free transportation to families that qualify for the Free or Reduced Meals program.

2 The District charges an annual fee of \$100 for the first rider and \$150 for two or more riders. We also offer a per semester charge of \$80 for the first rider and \$120 for two or more riders. This provides revenue of \$15,000 per year.



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 October 5, 2017 Regular Board Meeting:

District Safety Update (Oct. 26)