

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, November 9, 2017

TIME: **No Closed Session**
7:00 p.m. Open Session

LOCATION: Pacific Grove High School – Library
615 Sunset Avenue
Pacific Grove, CA 93950

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

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

AGENDA AND ORDER OF BUSINESS

I. OPENING BUSINESS

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

II. 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 High School's presentation is: Mind the Gap

III. COMMUNICATIONS

- A. Written Communication
- B. Board Member Comments
- C. Superintendent Report
- D. PGUSD Staff Comments

IV. 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.

V. 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 October 26, 2017 Board Meeting 6
Recommendation: (Ralph Gómez Porras, Superintendent) Approval of minutes as presented.
- B. Certificated Assignment Order #6 11
Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Certificated Assignment Order #6.
- C. Classified Assignment Order #6 13
Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends adoption of Classified Assignment Order #6.
- D. Acceptance of Donations 15
Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board approve acceptance of the donations referenced below.
- E. Out of County or Overnight Activities 16
Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board approve or receive the request as presented.
- F. Warrant Schedules No. 588 and No. 589 20
Recommendation: (Rick Miller, Assistant Superintendent) As Assistant Superintendent for Business Services, I certify that I have reviewed the attached warrants for consistency with the District's budget, and purchasing and accounting practices and therefore, recommend Board approval.

- G. Acceptance of Quarterly Treasurer's Report 23
Recommendation: (Rick Miller, Assistant Superintendent) The Administration recommends that the Board accept the Quarterly Treasurer's Report for the quarter ending September 30, 2017.
- H. Class Rank Shown On Transcripts 31
Recommendation: (Matt Bell, Pacific Grove High School Principal) The Pacific Grove High School Administration recommends that the Board review and approve the class ranking no longer be reported on transcripts with the exception of the valedictorian and salutatorian.
- I. Staking for Forest Grove Elementary School Portable Project 32
Recommendation: (Matt Kelly, Director of Facilities & Transportation) The District Administration recommends the Board review and approve the staking proposal for the Forest Grove Elementary School Portable Project to Whitson Engineers for \$7,700.00.
- J. Staking for Robert Down Elementary School Portable Project 37
Recommendation: (Matt Kelly, Director of Facilities & Transportation) The District Administration recommends the Board review and approve of the staking proposal for the Robert Down Elementary School Portable Project to Whitson Engineers for \$12,440.00.

Move: _____ Second: _____ Vote: _____

VI. ACTION/DISCUSSION

- A. Pacific Grove High School Athletic Trainer Funding 42
Recommendation: (Matt Bell, Pacific Grove High School Principal) The District Administration recommends that the Board hear the report regarding the Athletic Trainer, recent athlete safety and testing protocol, and approve funding for continued Athletic Trainer position.
- Move: _____ Second: _____ Vote: _____
- B. Resolution No. 1003 Approval To Teach 43
Recommendation: (Billie Mankey, Director of Human Resources) The District Administration recommends Board review and approve Resolution No. 1003 authorizing approval to teach.
- Move: _____ Second: _____ Roll Call Vote: _____
- Trustees: Paff ____ Swanson ____ Crandell ____ Dawson ____ Phillips ____
- C. 2017-18 Declaration of Need For Fully Qualified Educators 45
Recommendation: (Billie Mankey, Director of Human Resources) The Administration recommends the Board review and adopt the Declaration of Need for Fully Qualified Educators to be filed with the Commission on Teacher Credentialing for the beginning of the 2017-2018 school year.
- Move: _____ Second: _____ Vote: _____
- D. Pacific Grove Unified School District Strategic Plan 49
Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends that the Board review and approve the District's Strategic Plan.

Move: _____ Second: _____ Vote: _____

- E. Superintendent's Goals 56
Recommendation: (Ralph Gómez Porras, Superintendent) The Superintendent recommends that the School Board approve the Superintendent's Goals for 2017-18.

Move: _____ Second: _____ Vote: _____

- F. Board Calendar/Future Meetings 67
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: _____

VII. INFORMATION/DISCUSSION

- A. Local Control Accountability Plan Parent Survey 2016-2017 70
Recommendation: (Ani Silva, Director of Curriculum and Special Projects) The District Administration recommends that the Board review a presentation of the results for the Local Control Accountability Plan (LCAP) Parent Survey for 2016-2017.

Board Direction: _____

- B. Substitute Teacher Pay 71
Recommendation: (Billie Mankey, Director of Human Resources) The District Administration respectfully recommends a substitute teacher pay increase of 3.5% effective November 10, 2017 and 3.2% effective July 1, 2018.

Board Direction: _____

- C. Review of Special Education Contracts 72
Recommendation: (Clare Davies, Director of Student Services) The District Administration recommends that the Board review the present and projected status of Special Education contracts.

Board Direction: _____

- D. Facilities Project Updates 74
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The Administration recommends that the Board review and provide feedback on ongoing and upcoming facilities projects.

Board Direction: _____

E. Future Agenda Items

76

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.

Elementary Bus Pass (Jan. 25)

Affordable Housing Project Impacts to District

Board Direction: _____

VIII. ADJOURNMENT

Next organizational meeting: December 7, 2017 – District Office

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
Minutes of Regular Meeting of October 26, 2017 – Pacific Grove Adult Education Center

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 6:33 p.m. |
| Administration Present: | Superintendent Porras |
| | Assistant Superintendent Miller |
| Board Recorder: | Mandi Ackerman |
| Student Board Member: | Kulaea Tulua |
- C. Adopted Agenda

MOTION Dawson/Crandell to adopt agenda as presented.

Public comment: none

Motion CARRIED 4 – 0

II. CLOSED SESSION

- A. Identified Closed Session Topics
1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2017/18 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Matt Bell, Rick Miller and Ralph Gómez Porras, for the purpose of giving direction and updates.
- B. Public comment on Closed Session Topics
- None.
- C. Adjourned to Closed Session 6:32 p.m.

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

- A. Reported action taken in Closed Session:
1. Negotiations – Collective Bargaining Session preparation with the PGTA for 2017/18
- The Board discussed this item.
- B. Pledge of Allegiance Led By: Principal Barbara Martinez

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.

Adult Education's presentation: *Learn to Earn*

Principal Barbara Martinez presented the success and accomplishments of the English as a Second Language (ESL) program. Success stories of ESL learners are posted on the Adult Education website.

A video featuring Adult Education teachers was shared with the Board and audience.

Principal Martinez thanked Superintendent Porras for speaking at a State level to rescind DACA, and thanked the Superintendent for being an advocate for all Dreamers.

Adult Education teachers Janet Thayer, Carol Sendell, An McDowell, Barbara Kraus were in attendance. Thayer spoke to the board, and introduced students Erika Lupercio, Ahmad Sharifee, Gabriela Orozco, Erika Calderon who each shared their personal success stories with the ESL program.

Principal Martinez then shared a brief site update including the improvement projects completed and in progress in the Multipurpose room as well as all over the Adult Education campus.

The Board each expressed their appreciation to the students for sharing their brave stories, to the teachers and staff of the Adult Education Center for their commitment in helping their students succeed, and thanked Principal Martinez for her leadership.

V. COMMUNICATIONS

A. Written Communication

A parent complaint letter was received.

Monterey County Office of Education submitted a letter approving AB1200 regarding the Pacific Grove Teacher's Association negotiations. Superintendent Porras thanked Assistant Superintendent Rick Miller for all his work with the county.

B. Board Member Comments

Student Representative Tulua updated the Board on events and activities at Pacific Grove High School.

Trustee Phillips shared a story about a past Pacific Grove/Carmel Shoe Game; thanked the Adult Education for their presentation.

Trustee Dawson thanked Robert Down Elementary School for their recent event and assembly, noting it was a fabulous program, very moving.

Trustee Crandell congratulated the Pacific Grove Breakers JV team, who are undefeated.

Trustee Swanson thanked Principal Linda Williams for the eye in the sky event, incredible.

C. Superintendent Report

Superintendent Porras reported that Administration has had staff meetings to discuss the increase in counseling services and that those services should start soon.

D. PGUSD Staff Comments (Non Agenda Items)

Pacific Grove High School Assistant Principal Sean Keller shared an update on WASC, and thanked Teacher Shane Steinback for his great leadership, as well as the entire staff.

Director of Maintenance and Transportation Matt Kelly provided a brief update to the Board on the portable projects at Forest Grove Elementary School and Robert Down Elementary School.

VI. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

None.

VII. CONSENT AGENDA

- A. Minutes of September 28, 2017 Special Board Meeting
- B. Minutes of October 5, 2017 Board Meeting
- C. Certificated Assignment Order #5
- D. Classified Assignment Order #5
- E. Acceptance of Donations
- F. Out of County or Overnight Activities

MOTION Crandell/Dawson to approve consent agenda as presented.

Public comment: none

Motion CARRIED 5 – 0

VIII. PUBLIC HEARING

- A. Public Hearing for Tentative Agreement with Pacific Grove Teacher's Association

Open Public Hearing: 7:50 p.m.

Close Public Hearing: 7:51 p.m.

Assistant Superintendent Miller presented components of the agreement.

No public comment.

IX. ACTION/DISCUSSION

- A. Approval of Tentative Agreement with Pacific Grove Teacher's Association

Assistant Superintendent Miller noted the TA was ratified by the teachers union.

MOTION Crandell/Swanson to approve the Tentative Agreement with Pacific Grove Teacher's Association.

Public comment:

Forest Grove Elementary School Principal Buck Roggeman served on the negotiations team, said the process was wonderful, good faith of the teachers, great leadership by Matt Bell, and a great process overall.

Motion CARRIED 5 – 0

Pacific Grove Teacher's Association President Shannon McCarty thanked the Board, said the negotiations process was really hard but that the teachers were really happy with how

it worked out.

B. Board Goals 2017-18

Superintendent Porras presented information to the Board. Changes include requested language changes by Trustee Phillips which were presented at a previous Board meeting. Trustee Phillips expressed concern and disappointment over the adage of the words “when possible” to the last bullet item under Defined Goals #3. The Board discussed the wordage, Porras clarified that the recommendation came from legal counsel, however this Board Goals document is not a legally binding document like Board policies and regulations.

MOTION Phillips to remove the wording “when possible” from the Board Goals 2017-18.

No second was made.

MOTION Crandell/Dawson to approve the Board Goals 2017-18 as written.

Public comment: none

Motion CARRIED 4 – 1

C. Illuminate Student Information System Implementation

Director of Education Technology Matthew Binder presented information on the system Illuminate, noting the intention to switch from the current program PowerSchool to Illuminate in the 2018-19 school year. The Board asked questions including Measure A funding; information migration; costs; training plans; archiving data; training options for parents; and data security.

The Board directed Administration to ensure solid training for staff.

MOTION Paff/Crandell to approve the Illuminate Student Information System Implementation.

Public comment: none

Motion CARRIED 5 – 0

D. Board Calendar/Future Meetings

Changes to the Board Calendar include a location change for the January 25, 2018 Board meeting, which will now be held at the Community High School.

MOTION Crandell/Dawson to approve the Board meeting calendar.

Public comment: none

Motion CARRIED 5 – 0

X. INFORMATION/DISCUSSION

A. Review of Bus Ridership

Assistant Superintendent Miller presented information to the Board.

Trustee Phillips noted he would like to see all students have the option to ride the bus; expressed concerns for student safety; noted bus passes only produce \$15K in revenue and that the Board should offer free bus ridership; expressed concerns over student safety during inclement weather. The Board discussed concerns.

Public comment:

Kenny Ottmar echoed Trustee Phillips, that it's not a cost issue but an inconvenience for parents to sign up for the bus pass.

Director Kelly said there's a possibility to offer a punch pass, a bus pass that parents can buy at a reduced cost, which would allow the student to ride the bus a certain number of times per year.

The Board directed Administration to bring back a proposal for a punch pass option.

B. Quarterly District Safety Update

Director of Student Safety Barbara Martinez presented an update on safety, including School Messenger, School Resource Officer relationship, and an update on suspensions.

The Board discussion safety, including protocol during emergencies.

The Board directed Administration to work with the Red Cross to possibly make the Pacific Grove High School a Red Cross Center in the event of an emergency.

C. Review of the Free and Reduced Meals Program

Assistant Superintendent Miller presented information to the Board, the Board discussed this item. Director of Nutrition Dianne Hobson also spoke to the Board regarding snacks for elementary students, and spoke about the challenges of offering a breakfast program at the elementary schools.

The Board directed Administration to bring back breakfast program options for the elementary schools for Board review.

C. Future Agenda Items

Strategic Plan (Nov. 9)

Superintendent's Goals (Nov. 9)

Affordable Housing Project ~~Update~~-Impacts to District

Trustee Phillips asked that the Affordable Housing Project title be changed to Affordable Housing Project Impacts to District

The Board requested Bus Ridership Punch Pass options for 2018-19 to be brought back to the January 2018 meeting.

XI. ADJOURNED

9:13 p.m.

Approved and submitted:

Dr. Ralph Gómez Porras
Secretary to the Board

SUBJECT: Certificated Assignment Order #6

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

RECOMMENDATION:

The administration recommends adoption of Certificated Assignment Order #6

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. 6
November 9, 2017**

NEW HIRE:

Catherine Smith, FGE Special Education Teacher, Full-time, 1.0 FTE, Column IV, Step 9, effective October 30, 2017 (new position)

ADDITIONAL ASSIGNMENTS AND STIPENDS:

Kim Shurtz, 2017-18 Instructional Leadership Team, CHS, 1.0 Stipend

Jeanie DeTomaso, FGE, EL Tutor, 3 hrs./week, paid per time sheet at the PGTA hourly instructional rate, effective 2017-18 school year only

SUBSTITUTE:

Rene Montori
Elizabeth Segonia
Lucia Watson

SUBJECT: Classified Assignment Order #6

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

RECOMMENDATION:

The administration recommends adoption of Classified Assignment Order #6

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. 6
November 1, 2017**

TEMPORARY ASSIGNMENT:

Natalie Montgomery, 2017-18 After School Enrichment Program Coordinator, \$3,000 per session not to exceed 4 sessions per year (self-funded program)

TRANSFER:

Nina Prasad, Custodian I, transfer from PGHS/CHS to FGE/RDE, 40 hrs./week/12 month work calendar, effective November 1, 2017 (new position)

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

Randall Bennett

misc. equipment/supplies valued at \$300

Robert H. Down Elementary School

None

Pacific Grove Middle School

None

Pacific Grove High School

None

Pacific Grove Community High School

None

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

None

Pacific Grove Unified School District

None

Ref: Donations

SUBJECT: Out of County or Overnight Activities

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

RECOMMENDATION:

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

BACKGROUND:

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

INFORMATION:

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

FISCAL IMPACT:

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

PACIFIC GROVE UNIFIED SCHOOL DISTRICT**OUT-OF-COUNTY OR OVERNIGHT ACTIVITIES**

<u>DATE</u> <u>DESTINATION</u>	<u>STUDENTS/CLASS</u> <u>ACTIVITY</u>	<u>TRANSPORTATION</u>	<u>COST</u>	<u>FUNDING SOURCE</u>
November 25-December 2 Washington D.C. Williamsburg, VA	PGHS History Dept. Close Up Club	Air	\$2515	Close Up/ASB
November-March	PGHS Winter Athletics	Bus/Auto	TBD	District/Athletics

RECEIVED

OCT 13 REC'D

PACIFIC GROVE UNIFIED SCHOOL DISTRICT REQUEST FOR OFF CAMPUS ACTIVITY

Consent Agenda Item E

FAXED
HS 10/27

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

Date of Activity 11/25/17 - 12/2/17 Day of Activity Saturday - Saturday
Location of Activity Washington D.C City _____ County _____
School PGHS Class or Club Close Up Grade Level/s 12
School Departure Time _____ A.M. _____ P.M. SJC departs 6:30 AM
Pickup Time from Place of Activity _____ A.M. _____ P.M. Dulles departs 4:50 PM
Name of Employee Accompanying Students Lauralea Gaona
Number of Adults 1 (please print) Number of Students 3
Description of Activity/Educational Objective Educational trip to D.C. & Williamsburg
List All Stops San Jose → DC/Virginia → San Jose
Means of Transportation: () School Bus () Charter () Auto* () District Van** () Walk ☒ Air
* Board Regulation 3541.1 Requirements will be complied with when using private Autos LY
(Teacher initials)
**If using District vans, driver names must be listed: _____
Cost of Activity \$ 1950.00 + Cost of Transportation \$ included = Total \$ 2515.00
+ 905.00 sub
Fund/s to be charged for all activity expenses ☒ Students () Club () PG Pride () Other _____
Account Code: WELLS FARGO CLOSE UP ASB ACCOUNT - # 8994873977
Requested by: Lauralea Gaona Date 10/13/17
Employee Signature (accompanying student activity) _____ Printed Name _____

Administration Approval/Principal [Signature] Date 10/26/17

Transportation Department/District Office Use

() School Bus () Charter () Available () Not available Date Received _____
Cost Estimate \$ _____

Approved by Transportation Supervisor: _____

Approved by Assistant Superintendent: [Signature]

Date of Board Approval November 9, 2017



PACIFIC GROVE
UNIFIED SCHOOL DISTRICT

Date 10/26/17

sent to DD 10/26/17
10/25 ASB meeting

Winter - Out of County-2017/18

Date	School	Teams	Transport	Time away	Time home	County
Boys Basketball						
11/30- 12-2	Hollister	JV	Private/ Van	TBA	TBA	San Benito
12/2/17	Milpitas	Varsity	Vans 3:00pm	12:00	6:30PM	Santa Clara
12/12/17	Santa Cruz	JV / Varsity	Bus 5:30 / 7:30	3:00pm	9:30pm	Santa Cruz
1/25/18			Oakwood		JV / V	Bus
5:30/ 7					3:00pm	9:30pm
	Santa Clara					
G Soccer						
12/2/17	Watsonville	Tourney	Van 5:15	3:15	8:00	Santa Cruz
12/4/17	Watsonville	Tourney	Bus 5:15	1:30	6:00	Santa Cruz
12/9/17	Watsonville	Tourney	Van TBA	TBA	TBA	Santa Cruz
2/2/18	PCS	JV / Var	Bus 3:00/ 4:30	1:15	7:30	Santa Cruz
Wrestling						
12/2/2017	Harbor	Wrestling Tournament	Vans 9:00	6:00 AM	7:00p	Santa Cruz
12/2/2017	Half Moon Bay	Varsity	Vans 10:00 AM	6:00am	8:00p	Half Moon Bay
12/16/2017	Lynbrook	JV Challenge	JV Vans 9:00 AM	6:00am	8:00p	San Jose
12/16/2017	Nick Buzolich	Classic Var	Vans 9:00 AM	6:00am	8:00p	San Jose
1/6/2018	Apple Cider	Classic Var	Vans 9:00 AM	6:30am	8:00P	Watsonville
1/13/2018	Bert Mar	JV	Vans 9:00 AM	6:30am	9:00pm	San Jose
1/13/2018	Wildcat	Invitational JV	Vans 9:00 AM	6:00am	9:00pm	Los Gatos
1/27/2018	Dawn 2 Dusk	Varsity	Vans 9:00 AM	Overnight		Kentfield
2/3/2018	Wilcox	Tournament Varsity	Vans 8:30 AM	6:00am	8:00pm	San Jose
2/23/2013	CCS	Championships		9:00 AM	Overnight	San Jose
2/24/2013	CCS	Championships		9:00 AM		San Jose
3/2/2013	California State	Championship		9:00 AM	Overnight	Bakersfield
3/3/2013	California State	Championship		9:00 AM		Bakersfield
Boys Soccer						
1/25/18	Oakwood	Varsity	Bus 3:30	1:15	6:30	Santa Clara
1/29/18	Anzar	Varsity	Bus 3:30	1:30	6:30	San Juan B
2/12/18	PCS	Varsity	Bus 3:30	1:15	7:00	Santa Cruz
G Basketball						
12/14/17	Santa Cruz	JV/ V	Bus 5:30/ 7	3:00	9:30	Santa Cruz
12/21/17	Watsonville	JV/ V	Bus 5 / 6:30	3:15	9:00	Santa Cruz
1/3/17	Harbor	JV/ V	Vans 5 / 6:30	2:30	9:30	Santa Cruz

SUBJECT: Warrant Schedule No. 588 and No. 589

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

RECOMMENDATION:

As Assistant Superintendent for Business Services, I certify that I have reviewed the attached warrants for consistency with the District's budget, and purchasing and accounting practices and therefore, recommend Board approval.

BACKGROUND:

The attached listing of warrants identifies payments made by the District during the noted time period from September 1, 2017 through October 31, 2017.

INFORMATION:

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

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

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

WARRANT SCHEDULE NO. 588

Warrants- Payroll

SEPTEMBER 2017

Certificated-	Regular 09/05/17	\$	3,316.56
	Regular 09/10/17	\$	1,552.00
	Regular 09/15/17	\$	1,866.35
	Regular 09/30/17	\$	1,437,796.98
Total Certificated		\$	<u>1,444,531.89</u>
Other-	Regular 09/05/17	\$	0
	Regular 09/10/17	\$	0
	Regular 09/15/17	\$	0
	Regular 09/30/17	\$	0
Total Other		\$	<u>0</u>
Classified-	Regular 09/05/17	\$	0
	Regular 09/10/17	\$	3,164.00
	Regular 09/15/17	\$	0
	Regular 09/30/17	\$	550,383.12
Total Classified		\$	<u>553,547.12</u>
<u>TOTAL PAYROLL</u>		\$	<u>1,998,079.01</u>

Warrants- AP

Warrants <u>12338840</u> through <u>12338850</u>	(08/31/17)	\$	<u>23,515.52</u>
Warrants <u>12339857</u> through <u>12339882</u>	(09/07/17)	\$	<u>44,584.75</u>
Warrants <u>12340584</u> through <u>12340598</u>	(09/12/17)	\$	<u>81,928.58</u>
Warrants <u>12341210</u> through <u>12341222</u>	(09/14/17)	\$	<u>144,176.88</u>
Warrants <u>12342706</u> through <u>12342762</u>	(09/21/17)	\$	<u>159,175.56</u>
Warrants <u>12344221</u> through <u>12344246</u>	(09/26/17)	\$	<u>63,172.09</u>
Warrants <u>12344758</u> through <u>12344775</u>	(09/28/17)	\$	<u>13,322.92</u>
<u>TOTAL WARRANTS</u>		\$	<u>2,527,955.31</u>

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

WARRANT SCHEDULE NO. 589

Warrants- Payroll

OCTOBER 2017

Certificated-	Regular 10/05/17	\$	0
	Regular 10/10/17	\$	1,648.21
	Regular 10/15/17	\$	0
	Regular 10/31/17	\$	1,441,176.75
Total Certificated		\$	<u>1,442,824.96</u>
Other-	Regular 10/05/17	\$	0
	Regular 10/10/17	\$	0
	Regular 10/15/17	\$	0
	Regular 10/31/17	\$	3,838.46
Total Other		\$	<u>3,838.46</u>
Classified-	Regular 10/05/17	\$	0
	Regular 10/10/17	\$	3,363.45
	Regular 10/15/17	\$	0
	Regular 10/31/17	\$	558,928.76
Total Classified		\$	<u>562,292.21</u>
<u>TOTAL PAYROLL</u>		\$	<u>2,008,955.63</u>

Warrants- AP

Warrants <u>12345570</u> through <u>12345589</u> (10/03/17)	\$	<u>27,578.83</u>
Warrants <u>12346279</u> through <u>12346320</u> (10/05/17)	\$	<u>95,918.22</u>
Warrants <u>12347343</u> through <u>12347360</u> (10/10/17)	\$	<u>25,732.22</u>
Warrants <u>12348748</u> through <u>12348786</u> (10/17/17)	\$	<u>75,676.99</u>
Warrants <u>12349608</u> through <u>12349638</u> (10/19/17)	\$	<u>150,590.81</u>
Warrants <u>12350434</u> through <u>12350436</u> (10/24/17)	\$	<u>17,492.42</u>
Warrants <u>12351915</u> through <u>12351938</u> (10/26/17)	\$	<u>23,878.11</u>
Warrants <u>12352716</u> through <u>12352763</u> (10/31/17)	\$	<u>69,536.32</u>
<u>TOTAL WARRANTS</u>	\$	<u>2,495,359.55</u>

SUBJECT: Acceptance of Quarterly Treasurer's Report

PERSON RESPONSIBLE: Rick Miller, Assistant Superintendent for Business Services

RECOMMENDATION:

The Administration recommends that the Board accept the Quarterly Treasurer's Report for the quarter ending September 30, 2017.

BACKGROUND:

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

INFORMATION:

As indicated in the attached Treasurer's Report, the current investment portfolio is "in compliance with all applicable provisions of state law and the adopted investment policy, and contains sufficient liquidity to meet all projected outflows over the next six months". The portfolio is currently returning an annualized yield of 1.25%.

FISCAL IMPACT:

None.



Monterey County Board of Supervisors

Board Order

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

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

Received and accepted the Treasurer's Report of Investments for the Quarter Ending September 30, 2017.

PASSED AND ADOPTED this 24th day of October 2017, by the following vote, to wit:

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

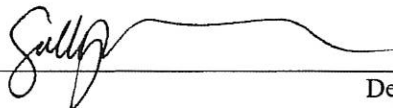
NOES: None

ABSENT: None

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 80 for the meeting October 24, 2017.

Dated: October 24, 2017
File ID: 17-1070

Gail T. Borkowski, Clerk of the Board of Supervisors
County of Monterey, State of California

By  Deputy



Monterey County

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

Board Report

Legistar File Number: 17-1070

October 24, 2017

Introduced: 10/12/2017

Version: 1

Current Status: Agenda Ready

Matter Type: General Agenda Item

Receive and Accept the Treasurer's Report of Investments for the Quarter Ending September 30, 2017.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

Receive and Accept the Treasurer's Report of Investments for the Quarter Ending September 30, 2017.

SUMMARY:

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

DISCUSSION:

During the July-September quarter, treasury yields continued to slowly move upward in response to the Fed's efforts to normalize policy by raising the interest rates. However, current inflation and growth expectations are keeping longer term yields relatively low. Despite the impact of the Hurricanes in the 1st quarter, inflation pressures continue to decline from levels at the beginning of the year and the labor market remains strong. The unemployment rate went down to 4.2%, hitting the lowest level in more than 16 years and the average hourly earnings, an important gauge of wage growth, grew 2.9% over the past 12 years providing a positive outlook for a future rate hike.

On September 30, 2017, the Monterey County investment portfolio contained an amortized book value of \$1,291,399,877.18 spread among 116 separate securities and funds. The par value of those funds was \$1,291,516,016.16, with a market value of \$1,289,937,988.14 or 99.9% of amortized book value. The portfolio's net earned income yield for the period was 1.25%. The portfolio produced an estimated quarterly income of \$ 4,012,209.73 that will be distributed proportionally to all agencies participating in the investment pool. The investment portfolio had a weighted average maturity of 339 days. The County Treasury outperformed most of the portfolio benchmarks due to a consistent investment strategy that uses short term debt to provide liquidity while also taking advantage of higher rates in the one to three-year investment range.

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

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

OTHER AGENCY INVOLVEMENT:

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

FINANCING:

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

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This recommendation supports the Administration initiative by reporting on the county investments thereby providing transparency and accountability in the management of county funds.

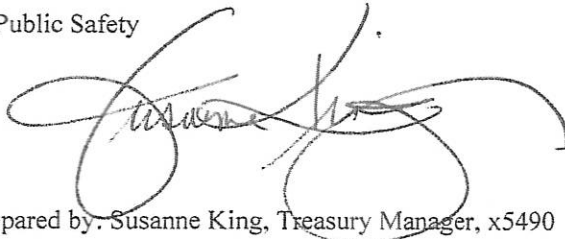
☐ Economic Development

☒ Administration

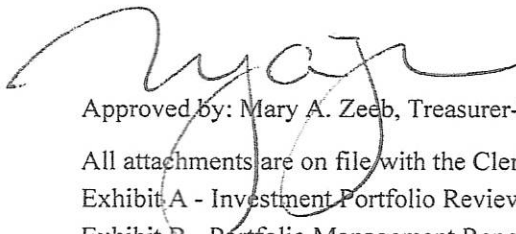
☐ Health & Human Services

☐ Infrastructure

☐ Public Safety



Prepared by: Susanne King, Treasury Manager, x5490



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

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

Exhibit A - Investment Portfolio Review 09.30.17

Exhibit B - Portfolio Management Report 09.30.17

Exhibit C - Monterey County Historical Yields vs. Benchmarks 09.30.17

Exhibit D - Aging Report 10.01.17

cc:

County Administrative Office

County Counsel

Auditor-Controller - Internal Audit Section

All depositors

Treasury Oversight Committee

Exhibit A

Investment Portfolio Review

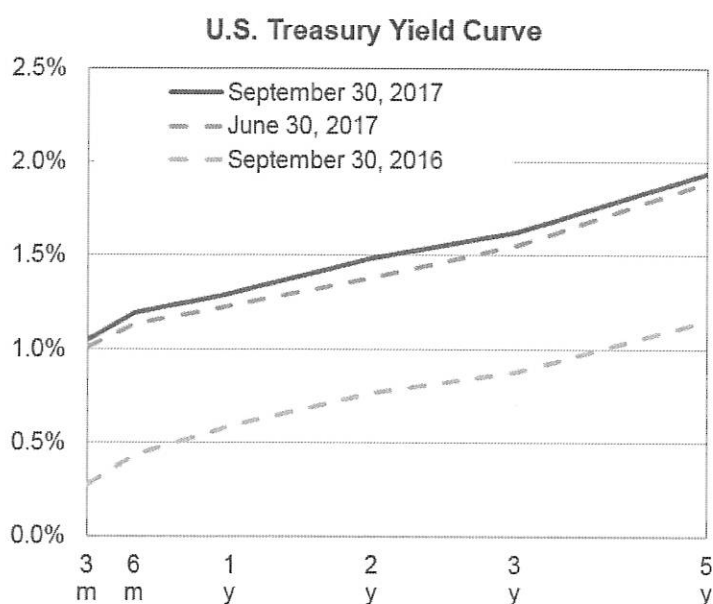
Quarter Ending September 30, 2017

OVERVIEW July 1, 2017 – September 30, 2017

During the July-September quarter, the two-year treasury yields continued to slowly move upward in response to the Fed's efforts to normalize policy by raising the interest rates. However, current inflation and growth expectations are keeping longer term yields relatively low. Despite the impact of Hurricanes in the 1st quarter, inflation pressures continue to decline from levels at the beginning of the year and the labor market remains strong. The unemployment rate went down to 4.2%, hitting the lowest level in more than 16 years and the average hourly earnings, an important gauge of wage growth, grew 2.9% over the past 12 years providing a positive outlook for a future rate hike. Although the Federal Open Market Committee (FOMC) did not raise the federal funds rate this quarter, the probabilities increased for a third-rate hike by the end of the year due to these conditions.

U.S. TREASURY YIELD CURVE

- Treasury yields are substantially higher compared to a year ago. Short-term yields continue to rise in response to the Fed raising rates in their efforts to normalize policy. Longer-term yields still remain relatively low in response to lower inflation and growth expectations.

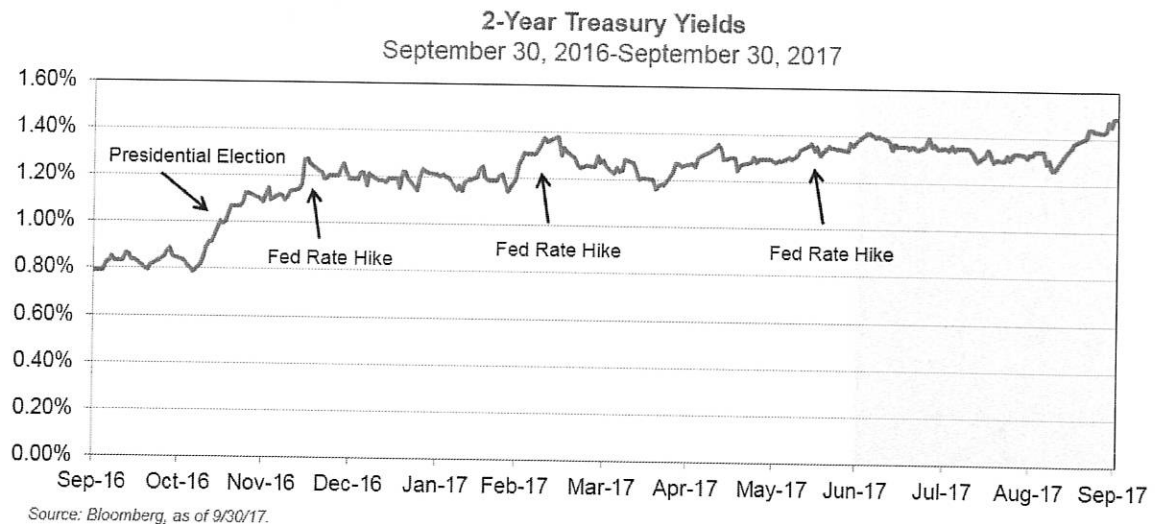


Source: Bloomberg, as of 9/30/17.

Yield Curve History

Maturity	6/30/17	9/30/17	Change
3-Mo.	1.01	1.05	0.04
6-Mo.	1.13	1.19	0.06
1-Yr.	1.23	1.29	0.06
2-Yr.	1.38	1.49	0.11
3-Yr.	1.55	1.62	0.07
5-Yr.	1.89	1.94	0.05
10-Yr.	2.31	2.33	0.02
20-Yr.	2.61	2.60	0.01
30-Yr.	2.84	2.86	0.02

Two-year treasury yields moved modestly higher towards the end of the quarter, possibly due to heightened expectations of another increase in the Fed funds target rate later this year and a tax overhaul that could increase government borrowing.



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

1. Market Access – During the quarter, investment purchases included the purchase of a CD for the main portfolio and various U.S Treasuries, Federal Agency Bonds, a CD and Corporate Notes to establish a custom investment portfolio for MCOE/MERMA. The Treasurer continues to keep a higher level of liquid assets reflecting the need to maintain levels of available cash to ensure the ability to meet all cash flow needs.
2. Diversification - The Monterey County Treasurer's portfolio consists of 116 separate fixed income investments, all of which are authorized by the State of California Government Code 53601.

The portfolio asset spread is detailed in the table below:

Portfolio Asset Composition					
Corporate Notes	Negotiable CDs	Overnight Liquid Assets	US Treasuries	Federal Agencies	Commercial Paper
16.7%	7.1%	14.70%	27.5%	31.6%	2.5%

• Total may not equal 100% due to rounding

3. Credit Risk – Approximately 83.4% of the investment portfolio is comprised of U.S. Treasuries, Federal Agency securities, Negotiable CDs and other liquid funds. All assets have an investment grade rating. U.S. Treasuries are not specifically rated, but are considered the safest of all investments. All corporate debt (16.7%) is rated in the higher levels of investment grade and all federal agency securities have AA ratings, or are guaranteed by the U.S. Treasury. The credit quality of the County's portfolio continues to be high.

The portfolio credit composition is detailed in the table below:

Portfolio Credit Composition												
AAA	AAAm	AA+	AA	AA-	A+	A	A-	A-1+ (Short-Term)	A-1 (Short-Term)	Aaf/S1+ (CalTrust)	BBB+	Not Rated (LAIF/MMF)
1%	11%	60%	1%	6%	5%	3%	2%	4%	2%	3%	1%	1%

4. Liquidity Risk – Liquidity risk, as measured by the ability of the County's Treasury to meet withdrawal demands on invested assets, was managed during the July-September quarter. The portfolio's average weighted maturity was 339 days, and the County maintained \$189M (15%) in overnight investments to provide immediate liquidity. In addition, the County maintained \$564M (44%) in securities with maturities under a year to provide enhanced liquidity.

PORTFOLIO CHARACTERISTICS

	<u>June 30, 2017</u>	<u>September 30, 2017</u>
Total Assets	\$1,406,749,451.38	\$1,291,516,016.16
Market Value	\$1,404,654,946.58	\$1,289,937,988.14
Days to Maturity	398	339
Yield	1.22%	1.25%
Estimated Earnings	\$4,367,421.71	\$4,012,209.73

FUTURE STRATEGY

The Treasurer has 41% of the portfolio invested in the 1-3-year maturity range and 44% invested in maturities under one year to take advantage of the higher yields offered in those parts of the yield curve. We will continue to run the portfolio to manage safety and liquidity while maximizing the rate of return.

SUBJECT: Class Rank Shown On Transcripts

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

RECOMMENDATION:

The Pacific Grove High School Administration recommends that the Board review and approve the class ranking no longer be reported on transcripts with the exception of the valedictorian and salutatorian.

BACKGROUND:

High school transcripts are sent to post-secondary institutions to be used to verify a student's graduation status as well as courses taken and grades earned. Additional information such as honors is also, at times included on the transcripts. Currently, PGHS has included the student's class rank.

INFORMATION:

In a competitive, college-prep school such as ours, class rank is not a true reflection of student ability, and not an effective tool for comparison. According to the College Board over half of all high schools nationwide recognize this, and do not currently report class rank with college applications because they feel it hurts their students in the college admission process. Our number 20 (15% ile) student at PGHS is currently taking 5 AP courses. This student would, in most cases, be a much higher percentile at other schools.

We had a representative from the UC who was asked if it would hurt our students in applying to the UC's if we stopped including it. He said, "absolutely not," and that they don't consider it in the selection process. He also reported that over half of the California schools that apply don't report it anyway.

FISCAL IMPACT:

There is no fiscal impact associated with this proposal.

SUBJECT: Staking for Forest Grove Elementary School Portable Project

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

RECOMMENDATION:

The District Administration recommends the Board review and approve the staking proposal for the Forest Grove Elementary School Portable Project to Whitson Engineers for \$7,700.00.

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 the Board approved purchase and installation of a 36' x 40' portable and 32' x 30' portable to accommodate student class sizes and program growth.

INFORMATION:

Staff received a proposal for staking from Whitson Engineers who is also the Civil Engineer of record on the project.

FISCAL IMPACT:

Loan, Fund 40, Deferred Maintenance, General Fund



6 Harris Court ▪ Monterey, CA 93940
831 649-5225 ▪ Fax 831 373-5065

October 26, 2017

Mr. Matt Kelly
Pacific Grove Unified School District

Via email: matt.kelly@pgusd.org

Re: Proposal for Construction Staking Services, Forest Grove Elementary

Dear Mr. Kelly:

Based on our review of the project plans we are proposing the following work:

SCOPE OF SERVICES:

1. Tie into existing horizontal and vertical control and establish new control suitable to provide construction staking as outlined below.
2. Provide one set of stakes for demolition (sawcut) rough grading of the building pad.
3. Provide one set of finish gridline stakes for the modular buildings
4. Provide one set of stakes for finish grade concrete flatwork, sidewalk, and asphalt fire lane.
5. Provide one set of stakes for construction of the storm drain system.
6. Provide one set of stakes for construction of the sanitary sewer system connection.
7. Miscellaneous staking and re-staking as directed by client

Datum and Control

We will use the existing, designated site benchmark, and the existing project horizontal control.

Clarifications:

- It will be the contractor's responsibility to inform Whitson Engineers of changes in the plans and specifications that will affect the location of improvements. Whitson Engineers will not be liable for misplaced improvements due to such changes that were not brought to our attention. Additional work caused by changes to the Plans and Specifications will be billed on an hourly basis.

Also, any construction staking requested by the client or contractor based on unapproved plans and specifications will be done at the client's or contractor's sole risk.

Whitson Engineers will not be held liable for damages suffered by the client or contractor resulting from changes to the plans after stakes have been set by Whitson Engineers.

- To provide for reasonable preparation and organization, requests for staking shall be made at least 72 hours in advance. Although Whitson Engineers will make every effort to accommodate the unforeseen, no guarantee can be made without sufficient notice.
- It will be the contractor's responsibility to ensure that the construction site is clear of debris and vehicles prior to ordering stakes. If staking is requested and site conditions do not allow the survey crew to work, the client will be charged hourly for the time lost. This does not include poor site conditions caused by weather or other circumstances beyond the control of the contractor.
- Any claim against Whitson Engineers for losses or damages resulting from errors in staking (either horizontal or vertical) must be accompanied by proof of the actual location of the stake used and the information written on the lath (i.e., stakes must still be in place in the field when the claim is made). Also, stakes must be used for the intended purpose (i.e. rough grade stakes must be used only for rough grading), Whitson Engineers will not be held liable for stakes used for anything other than the intended purpose as written on the stake.
- It will be the contractor's responsibility to discuss offsets for stakes prior to fieldwork. Otherwise, offsets will be chosen according to standard practice. Any changes requested by the client or contractor after the completion of staking will be billed on an hourly basis as re-staking.

Exclusions:

The following work is specifically excluded from the Scope of Services:

1. Changes in scope of work
2. Staking of landscape irrigation
3. Boundary surveying, the preparation of a Record of Survey or other record maps
5. Certification or as-built surveys
7. Grade checking
8. Design Services
9. Any work not specifically included in the above Scope of Services

additional cost.

Payment & Provisions:

The estimated fee for the above scope is \$7,700. Please note, the above mentioned estimate is not a maximum or not to exceed fee. Actual billings will be on a time and materials basis in accordance with the rates shown in the attached Rate Table. We will schedule the work as soon as we receive the signed Authorization to Proceed. If you have any questions or need more information, please contact me at (831) 649-5225.

This agreement shall be subject to terms and conditions as mutually agreed. We will schedule work immediately following the receipt of a signed agreement.

If you have any questions or need more information, please contact me at

(831)649-5225. Sincerely,

A handwritten signature in blue ink, appearing to read "Thomas A. Hannah". The signature is fluid and cursive, with the first name "Thomas" being more legible than the last name "Hannah".

Thomas A. Hannah, LS
For: Richard Weber PE, LS
Principal

**Forest Grove Elementary
Construction Staking Budget Worksheet**

Construction Staking Estimate Worksheet									
TASK	PE	SCE	CE/LS	AE/AS	ET	FSC1	FSC2	AS	HOURS
1 Control / Establish Benchmarks			1.0				2.0		3.0
2 Sawcut and Rough Grade			1.0				3.0		4.0
3 Finish Grade Building (Grid Lines)			2.0				4.0		6.0
4 Finish Walks/Ramps/Ashpalt Fire Lane			4.0				6.0		10.0
5 Storm Drain			1.0				2.0		3.0
6 Sewer System			1.0				1.0		2.0
7 Misc. Staking, Re-Staking			1.0				2.0		3.0
Project Management	1.0		2.0						3.0
Subtotal	1.0	0.0	13.0	0.0	0.0	0.0	20.0	0.0	34.0
Rate	\$ 220	\$ 180	\$ 160	\$ 140	\$ 110	\$ 175	\$ 270	\$ 65	
Cost	\$ 220	\$ -	\$ 2,080	\$ -	\$ -	\$ -	\$ 5,400	\$ -	\$ 7,700
Subtotal									\$ 7,700
Total Fee:									\$ 7,700
Rate Schedule (Table 37)									
PE	Principal Engineer				\$ 220				
SCE	Senior Civil Engineer				\$ 180				
CE	Civil Engineer				\$ 160				
AE	Associate Engineer				\$ 140				
AE2	Assistant Engineer				\$ 120				
SET	Senior Engineer (or Survey) Technician				\$ 115				
ET	Engineering (or Survey) Technician				\$ 110				
EA	Engineering Aide				\$ 65				
LS	Land Surveyor				\$ 160				
FSC1	Field Survey Crew/1M				\$ 175				
FSC2	Field Survey Crew/2M				\$ 270				
FSC3	Field Survey Crew/3M				\$ 380				
AS	Administrative Support				\$ 65				

SUBJECT: Staking for Robert Down Elementary School Portable Project

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

RECOMMENDATION:

The District Administration recommends the Board review and approve of the staking proposal for the Robert Down Elementary School Portable Project to Whitson Engineers for \$12,440.00.

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:

Staff received a proposal for staking from Whitson Engineers who is also the Civil Engineer of record on the project.

FISCAL IMPACT:

Loan, Fund 40, Deferred Maintenance, General Fund



6 Harris Court ▪ Monterey, CA 93940
831 649-5225 ▪ Fax 831 373-5065

October 26, 2017

Mr. Matt Kelly
Pacific Grove Unified School District

Via email: matt.kelly@pgusd.org

Re: Proposal for Construction Staking Services, Robert Down School

Dear Mr. Kelly:

Based on our review of the project plans we are proposing the following work:

SCOPE OF SERVICES:

1. Tie into existing horizontal and vertical control and establish new control suitable to provide construction staking as outlined below.
2. Provide one set of stakes for demolition (sawcut) rough grading of the building pads.
3. Provide one set of finish gridline stakes for the modular buildings
4. Provide one set of stakes for finish grade concrete flatwork, ramps, and sidewalk.
5. Provide one set of stakes for construction of the storm drain system.
6. Provide one set of stakes for construction of the sanitary sewer system connection.
7. Miscellaneous staking and re-staking as directed by client

Datum and Control

We will use the existing, designated site benchmark, and the existing project horizontal control.

Clarifications:

- ☐ It will be the contractor's responsibility to inform Whitson Engineers of changes in the plans and specifications that will affect the location of improvements. Whitson Engineers will not be liable for misplaced improvements due to such changes that were not brought to our attention. Additional work caused by changes to the Plans and Specifications will be billed on an hourly basis.

Also, any construction staking requested by the client or contractor based on unapproved plans and specifications will be done at the client's or contractor's sole risk.

Whitson Engineers will not be held liable for damages suffered by the client or contractor resulting from changes to the plans after stakes have been set by

- To provide for reasonable preparation and organization, requests for staking shall be made at least 72 hours in advance. Although Whitson Engineers will make every effort to accommodate the unforeseen, no guarantee can be made without sufficient notice.
- It will be the contractor's responsibility to ensure that the construction site is clear of debris and vehicles prior to ordering stakes. If staking is requested and site conditions do not allow the survey crew to work, the client will be charged hourly for the time lost. This does not include poor site conditions caused by weather or other circumstances beyond the control of the contractor.
- Any claim against Whitson Engineers for losses or damages resulting from errors in staking (either horizontal or vertical) must be accompanied by proof of the actual location of the stake used and the information written on the lath (i.e., stakes must still be in place in the field when the claim is made). Also, stakes must be used for the intended purpose (i.e. rough grade stakes must be used only for rough grading), Whitson Engineers will not be held liable for stakes used for anything other than the intended purpose as written on the stake.
- It will be the contractor's responsibility to discuss offsets for stakes prior to fieldwork. Otherwise, offsets will be chosen according to standard practice. Any changes requested by the client or contractor after the completion of staking will be billed on an hourly basis as re-staking.

Exclusions:

The following work is specifically excluded from the Scope of Services:

1. Changes in scope of work
2. Staking of landscape irrigation
3. Boundary surveying, the preparation of a Record of Survey or other record maps
5. Certification or as-built surveys
7. Grade checking
8. Design Services
9. Any work not specifically included in the above Scope of Services

Please note that upon your request, we could provide the above services at additional cost.

Payment & Provisions:

The estimated fee for the above scope is \$12,440. Please note, the above mentioned estimate is not a maximum or not to exceed fee. Actual billings will be on a time and materials basis in accordance with the rates shown in the attached Rate Table. We will schedule the work as soon as we receive the signed Authorization to Proceed. If you have any questions or need more information, please contact me at (831) 649-5225.

This agreement shall be subject to terms and conditions as mutually agreed. We will schedule work immediately following the receipt of a signed agreement.

If you have any questions or need more information, please contact me at

(831) 649-5225. Sincerely,

A handwritten signature in blue ink, appearing to read "Thomas A. Hannah". The signature is fluid and cursive, with the first name "Thomas" being more legible than the last name "Hannah".

Thomas A. Hannah, LS
For: Richard Weber PE, LS
Principal

**Robert Down School
Construction Staking Budget Worksheet**

Construction Staking Estimate Worksheet									
TASK	PE	SCE	CE/LS	AE/AS	ET	FSC1	FSC2	AS	HOURS
1 Control / Establish Benchmarks			1.0				2.0		3.0
2 Sawcut and Rough Grade			1.0				3.0		4.0
3 Finish Grade Building (Grid Lines)			4.0				8.0		12.0
4 Finish Walks/Ramps			6.0				12.0		18.0
5 Storm Drain			2.0				4.0		6.0
6 Sewer System			1.0				1.0		2.0
7 Misc. Staking, Re-Staking			2.0				4.0		6.0
Project Management	1.0		2.0						3.0
Subtotal	1.0	0.0	19.0	0.0	0.0	0.0	34.0	0.0	54.0
Rate	\$ 220	\$ 180	\$ 160	\$ 140	\$ 110	\$ 175	\$ 270	\$ 65	
Cost	\$ 220	\$ -	\$ 3,040	\$ -	\$ -	\$ -	\$ 9,180	\$ -	\$12,440
Subtotal									\$12,440
Total Fee:									\$12,440
Rate Schedule (Table 37)									
PE	Principal Engineer				\$ 220				
SCE	Senior Civil Engineer				\$ 180				
CE	Civil Engineer				\$ 160				
AE	Associate Engineer				\$ 140				
AE2	Assistant Engineer				\$ 120				
SET	Senior Engineer (or Survey) Technician				\$ 115				
ET	Engineering (or Survey) Technician				\$ 110				
EA	Engineering Aide				\$ 65				
LS	Land Surveyor				\$ 160				
FSC1	Field Survey Crew/1M				\$ 175				
FSC2	Field Survey Crew/2M				\$ 270				
FSC3	Field Survey Crew/3M				\$ 380				
AS	Administrative Support				\$ 65				

SUBJECT: Pacific Grove High School Athletic Trainer Funding

PERSON(S) RESPONSIBLE: Matt Bell, Pacific Grove High School Principal
Todd Buller, Athletic Director

RECOMMENDATION:

The District Administration recommends that the Board hear the report regarding the Athletic Trainer, recent athlete safety and testing protocol, and approve funding for continued Athletic Trainer position.

BACKGROUND:

Our Pacific Grove High School training program has been going since February, 2016 with a trainer from Monterey Orthopedic Medical group. The standard at most high schools is to have a full time or after-school trainer to work with the High School athletic program. These programs act as both a preventative program as well as a rehabilitation and response program. The program, so far, has met our need of adding an increased layer of safety for our students. The trainers in this program have given medical support at all of our sporting events as well as practices during the year.

We have been fortunate to raise \$40,000 for this program from the generous donation of the Davis Family Colad Foundation. In the past year the trainer has given medical support at all of our sporting events as well as practices during the year. Our trainer has also been working with all of our athletes in our Concussion program and protocols to help students return to play safely.

INFORMATION:

Our trainer has worked directly with PGHS athletes and has also worked with Dr. Tony Payan's advanced sports medicine students in taping, preparing athletes for games, and for minor treatment of injuries such as ice, elevation, cramps, etc. Not only has he been at every football game addressing injuries of minor and more significant natures, he has also been working with all of our athletes in our concussion prevention and data program. While we are fortunate to have medical doctors and registered nurses at most of our home football games, the same cannot be said of our other sports. Our trainer has also enacted protocols to help students return to play safely as well as to give doctors additional data to make accurate diagnoses.

As noted above, current funding for the trainer will continue through the 2017-18 school year. We anticipate the Davis Colad Foundation funding to cease at the end of the 2017-18 school year. We will either have to find funding within the District or stop the program.

FISCAL IMPACT:

Sustaining the after school program with one trainer from the Monterey Orthopedic Medical group would cost of \$19,500 yearly, covered by the general fund.

SUBJECT: Resolution No. 1003 Approval To Teach

PERSON RESPONSIBLE: Billie Mankey, Director II, Human Resources

RECOMMENDATION:

The District Administration recommends Board review and approve Resolution No. 1003 authorizing approval to teach.

BACKGROUND:

The Governing Board of a school district may by resolution authorize the following:

The holder of a valid teaching credential to teach departmentalized classes in grades K-12, through verified teacher competence such as observations, oral interview, demonstration lessons, presentation of curriculum (Education Code 44258.3).

Approval to teach in the designated area through EC 44258.3 is limited to the district of approval, by board resolution and with the teacher's consent.

INFORMATION:

Teachers noted on the following resolution are teaching outside their credential but in a subject area for which they are competent. This resolution is acted upon during open session of the Board of Education and is not part of the consent agenda in accordance with Education Code provisions to inform interested parties of the status of the teachers' credentials.

OPTIONS:

Approve Resolution No. 1003 authorizing the teachers listed above to teach classes with their consent and in their areas of expertise, in the designated areas in accordance with the education code.

Do not approve the resolution and direct the administration to seek alternative measures.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

RESOLUTION No. 1003
RESOLUTION TO TEACH

WHEREAS, Larry Haggquist and Linda Goulet, hold a valid teaching credential and verified subject matter competence to teach in the designated subject area (Education Code 44258.3).

and

WHEREAS, approval to teach in the designated area must be granted by resolution of the governing board of the district,

NOW, THEREFORE, BE IT RESOLVED that the following teachers are authorized to teach the single subject classes listed below in the Pacific Grove Unified School District in accordance with the terms of their credentials:

Linda Goulet	Computer Video Bulletin
Larry Haggquist	Psychology

BE IT FURTHER RESOLVED that such authorization shall be effective through June 1, 2018.

PASSED AND ADOPTED by the Board of Education of the Pacific Grove Unified School District this 9th day of November, 2017

AYES:

NOES:

ABSENT:

John Paff, President
Board of Education

SUBJECT: 2017-18 Declaration of Need For Fully Qualified Educators

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

RECOMMENDATION:

The Administration recommends the Board review and adopt the Declaration of Need for Fully Qualified Educators to be filed with the Commission on Teacher Credentialing for the beginning of the 2017-2018 school year.

BACKGROUND:

Because of the difficulty on occasion in finding a fully credentialed individual to fill a particular need, school districts may employ a credentialed teacher on an emergency basis to teach in an area for which that teacher is not yet fully credentialed. Each school district that may need to employ individuals on emergency permits must have a Declaration of Need on file with the Commission on Teacher Credentialing before the Commission will issue any emergency permits for service in a district. The Commission recommends that the Declaration be on file at the beginning of the school year to cover potential vacancies that may be difficult to fill during the year. The Declaration of Need must be approved by the Board of Education before being submitted to the Commission.

INFORMATION/DESCRIPTION:

Pacific Grove Unified School District may need to provide a substitute, temporary or probationary teacher to replace a teacher on leave of absence or unanticipated absence or to fill a position for which that individual may not yet be fully credentialed.

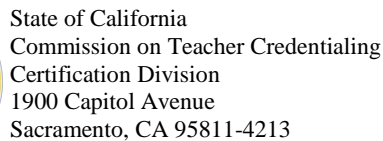
There may on occasion be a need for a teacher to take a part-time assignment needed to meet student enrollment. Part-time positions are sometimes difficult to fill with fully qualified educators but may serve as an excellent opportunity for a beginning teacher completing a credentialing program. The Human Resource Department advertises extensively for long-term substitutes, temporary teachers and probationary teachers with the proper credentials to fill these positions.

The recruitment process consists of providing vacancy announcements and advertisements in nearby district offices, county offices of education, State, UC and private university placement offices,, as well as professional publications, our District web page, and Edjoin.org an internet service. Because of the difficulty in finding a properly credentialed person to fill a particular position at a certain time even after extensive recruiting, the District may hire a person who is working toward the required credential and who qualifies for an internship credential, emergency, or short-term staff permit in that particular field of study.

OPTIONS:

Option one: File the Declaration of Need at the beginning of the year with the Commission so that it is in place should the need arise to fill a particular position during the year for which there may not be a significant pool of fully credentialed applicants. The Commission recommends this option that allows the District to maintain an inclusive Declaration of Need on file during the entire year.

Option two: File an individual Declaration of Need at the time the situation arises. Doing so, however, would require that the position could not be filled until after the Commission on Teacher Credentialing had received the Declaration approved by the Board of Education. This could cause a delay of several weeks or longer before the teaching candidate could file for the appropriate emergency or limited assignment permit and begin to work.



FOR SERVICE IN A SCHOOL DISTRICT

Original Declaration of Need for year: _____

Revised Declaration of Need for year: _____

Name of District:_____ District CDS Code:_____

Name of County: _____ County CDS Code: _____

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on ____/____/____ certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► *Enclose a copy of the board agenda item*

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, _____.

Submitted by (Superintendent, Board Secretary, or Designee):

Name
Signature
Title

<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>
-------------------	-------------------------	-------------

Mailing Address

*E*Mail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► ***Enclose a copy of the public announcement***

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
Email Address		

- *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit

Estimated Number Needed

CLAD/English Learner Authorization (applicant already holds teaching credential)

Bilingual Authorization (applicant already holds teaching credential)

List target language(s) for bilingual authorization:

Resource Specialist

Teacher Librarian Services

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	
Special Education	
TOTAL	

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes No

If no, explain. _____

Does your agency participate in a Commission-approved college or university internship program? Yes No

If yes, how many interns do you expect to have this year? _____

If yes, list each college or university with which you participate in an internship program.

If no, explain why you do not participate in an internship program.

SUBJECT: Pacific Grove Unified School District Strategic Plan

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The Administration recommends that the Board review and approve the District's Strategic Plan.

BACKGROUND and INFORMATION:

At the beginning of each school year the Strategic Plan, and modifications as recommended by District staff, should be reviewed for approval by the Board. Minor revisions to these plans are recommended as certain goals are achieved or become outdated. Modifications to the Strategic Plan were also included as part of the approved Local Control Accountability Plan.

The Strategic Plan, Superintendent Goals and School Site Plans will continue to be aligned to the approved 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.

REFINE
Pacific Grove Unified School District
2017-18 Strategic Plan

Action/Discussion Item D

BOARD GOAL: Student Learning and Achievement - Overall Educational Program: Every student is performing at or above grade level, engaged in his or her learning, and contributing positively to the community

Strategy One: Develop and implement a comprehensive and standards-based educational program with respect to curriculum, instruction, course offerings, class size, support programs and facilities (P1, P2, P7)

- The District will focus on equity and equitable learning opportunities (P1, P6, P7, P8)
- All students will receive access to core programs in all content areas and student learning will be guided by California academic standards-based curriculum in all content areas, current California teaching standards, and local professional expertise (P2, P7)
- Technology will be a strong focus used to engage students and instruction will be used to engage students in 21st century learning, as detailed in the Educational Technology Plan and supported by site level support (Ninjas) (P2, P4, P5)
- The Director of Curriculum will facilitate articulation across all grade levels curriculum via Instructional Leadership Teams (ILTs) and other leadership avenues – core, arts and electives (P2, P4, P5, P8)
- Teachers will use consistent accountability measures that are aligned with the California State Standards and other California Standards of the Teaching Profession. Teachers and administrators will use the PLC process in conjunction with valid assessment data to identify students learning needs and adjust instruction accordingly. Students are also engaged in their own learning process through goal setting (P2, P4, P5)
- Teachers will utilize the core targets in the California Standards for Teaching Profession (P1, P2, P4, P5, P8)
- Students and parents will have a clear educational plan established, including student outcomes, with supplemental support provided to students according to their instructional needs based on assessment data (P2, P3, P4, P5)
- Programs will be instituted to maximize appropriate college preparation, application and acceptance (P5, P7)
- Intervention programs will be used District-wide to provide early and ongoing assessments to identify students who are not proficient at grade level and require targeted instruction to meet their individual needs, as aligned with the LCAP (P2, P4)

REDLINE
Pacific Grove Unified School District
2017-18 Strategic Plan

Action/Discussion Item D

BOARD GOAL: Credibility, Confidence and Communication Accountability and Integrity: Student, family and community partnerships, relationships and dialog contribute to the success of every student.

Strategy Two: Staff Recruitment, Retention and Professional Development (P1)

- Highly qualified staff, with respect to credentials, training and experience, will teach all courses and programs (P1)
- The District will create and maintain a recruitment plan to address hiring needs, as aligned with the LCAP (P1)
- The District will implement a professional development that is data-driven, that matches both the Strategic Plan and the LCAP and implemented through the Single Plan for Student Achievement at each site (P2, P4)
- Teacher assignments will match appropriate teacher credentials and authorizations (P1)
- Staff evaluation will be aligned to the strategic plan and LCAP in the areas of credentialing requirements, professional development, standards-based instruction and assessment (P1)

Strategy Three: Communications

- Parents and community members will be invited to participate in school site and District committees and programs, including stakeholder meetings as prescribed in the LCAP - (P3, P5)
- Ongoing communication will occur between the schools sites, the District Office, the School Board and the parent community, including regular-monthly updates to the School District Overview, as well as the quarterly District newsletter (P3)
- The District web-site, department and school web-sites, School Messenger, Remind, newsletters and other media will be employed to deliver timely, relevant and accurate information to the PGUSD community. The information will be updated to ensure it is accurate across all media - (P#3, P5)
- District/site/student accomplishments and awards will be publicized community-wide - (P3, P5)
- Parents and students will be informed, via electronic and print media, regarding pupil attendance, chronic absenteeism, drop-out rates, graduations rates, and other data relating to pupil engagement - (P3, P5)

REDLINE
Pacific Grove Unified School District
2017-18 Strategic Plan

Action/Discussion Item D

**BOARD GOAL: Credibility, Confidence, Communication Fiscal
Solvency, Program, Services and Budget Alignment**

Strategy Four: Establish a safe, clean and secure school environment (P6)

- Each campus will (P6):
 - provide a welcoming environment where students and staff may come to school each day feeling safe, respected, proud and can comfortably focus on learning-
 - be free of all forms of violence
 - provide classrooms that are equipped for successful student learning
 - promote respectful conversations and encourage students to interact and mix freely
 - maintain and update a School Safety Plan and Emergency Management Plan
 - [Provide services to address social-emotional and overall wellness needs](#)
- Teacher/student interactions will reflect mutual respect and facilitate dialog (P6)
- Facility operation and maintenance schedules will reflect the priorities of the District (P1)
- Surveys such as Healthy Kids Survey for Students and Parents shall be used to measure sense of school safety and school connectedness ([P3](#), [P5](#), P6)

Strategy Five: The District budgetary process will reflect the Strategic Plan/LCAP goals

- Funding priorities and significant budget revisions will be connected to the Strategic Plan, Local Control Accountability Plan, Board Goals
- All program budgets will be routinely reviewed for relevance to core program and strategic plan goals
- District budget details will be made available to the public, with funding sources and their impact on the General Fund clearly identified in regular, public reports
- The budget process will allow for innovative and creative ideas/projects as aligned with the Strategic Plan and LCAP.

Definition of Terms:

Local Control Accountability Plan (LCAP) State Priorities as per Education Code 52060 & 52066 fall into three categories:

Conditions of Learning, Pupil Outcomes & Engagement.

LCAP Priorities: (P1) Basic Services, (P2) Implementation of State Standards (Academic Content/Performance standards), (P3) Parental Involvement, (P4) Student Achievement, (P5) Student Engagement, (P6) School Climate, (P7) Access to Courses, (P8) Student Outcomes.

Pacific Grove Unified School District
2017-18 Strategic Plan

Action/Discussion Item D

BOARD GOAL: Student Learning and Achievement - Overall Educational Program: Every student is performing at or above grade level, engaged in his or her learning, and contributing positively to the community

Strategy One: Develop and implement a comprehensive and standards-based educational program with respect to curriculum, instruction, course offerings, class size, support programs and facilities (P1, P2, P7)

- The District will focus on equity and equitable learning opportunities (P1, P6, P7, P8)
- All students will receive access to core programs in all content areas and student learning will be guided by California academic standards-based curriculum in all content areas, current California teaching standards, and local professional expertise (P2, P7)
- Technology will be a strong focus used to engage students and instruction will be used to engage students in 21st century learning, as detailed in the Educational Technology Plan and supported by site level support (Ninjas) (P2, P4, P5)
- The Director of Curriculum will facilitate articulation across all grade levels curriculum via Instructional Leadership Teams (ILTs) and other leadership avenues – core, arts and electives (P2, P4, P5, P8)
- Teachers will use consistent accountability measures that are aligned with the California State Standards and other California Standards of the Teaching Profession. Teachers and administrators will use the PLC process in conjunction with valid assessment data to identify students learning needs and adjust instruction accordingly. Students are also engaged in their own learning process through goal setting (P2, P4, P5)
- Teachers will utilize the core targets in the California Standards for Teaching Profession (P1, P2, P4, P5, P8)
- Students and parents will have a clear educational plan established, including student outcomes, with supplemental support provided to students according to their instructional needs based on assessment data (P2, P3, P4, P5)
- Programs will be instituted to maximize appropriate college preparation, application and acceptance (P5, P7)
- Intervention programs will be used District-wide to provide early and ongoing assessments to identify students who are not proficient at grade level and require targeted instruction to meet their individual needs, as aligned with the LCAP (P2, P4)

Pacific Grove Unified School District
2017-18 Strategic Plan

Action/Discussion Item D

BOARD GOAL: Credibility, Confidence and Communication Accountability and Integrity: Student, family and community partnerships, relationships and dialog contribute to the success of every student.

Strategy Two: Staff Recruitment, Retention and Professional Development (P1)

- Highly qualified staff, with respect to credentials, training and experience, will teach all courses and programs (P1)
- The District will create and maintain a recruitment plan to address hiring needs, as aligned with the LCAP (P1)
- The District will implement a professional development that is data-driven, that matches both the Strategic Plan and the LCAP and implemented through the Single Plan for Student Achievement at each site (P2, P4)
- Teacher assignments will match appropriate teacher credentials and authorizations (P1)
- Staff evaluation will be aligned to the strategic plan and LCAP in the areas of credentialing requirements, professional development, standards-based instruction and assessment (P1)

Strategy Three: Communications

- Parents and community members will be invited to participate in school site and District committees and programs, including stakeholder meetings as prescribed in the LCAP (P3, P5)
- Ongoing communication will occur between the schools sites, the District Office, the School Board and the parent community, including monthly updates to the School District Overview, as well as the quarterly District newsletter (P3)
- The District web-site, department and school web-sites, School Messenger, Remind, newsletters and other media will be employed to deliver timely, relevant and accurate information to the PGUSD community. The information will be updated to ensure it is accurate across all media (P3, P5)
- District/site/student accomplishments and awards will be publicized community-wide (P3, P5)
- Parents and students will be informed, via electronic and print media, regarding pupil attendance, chronic absenteeism, drop-out rates, graduations rates, and other data relating to pupil engagement (P3, P5)

FINAL
Pacific Grove Unified School District
2017-18 Strategic Plan

Action/Discussion Item D

**BOARD GOAL: Credibility, Confidence, Communication Fiscal
Solvency, Program, Services and Budget Alignment**

Strategy Four: Establish a safe, clean and secure school environment (P6)

- Each campus will (P6):
 - provide a welcoming environment where students and staff may come to school each day feeling safe, respected, proud and can comfortably focus on learning
 - be free of all forms of violence
 - provide classrooms that are equipped for successful student learning
 - promote respectful conversations and encourage students to interact and mix freely
 - maintain and update a School Safety Plan and Emergency Management Plan
 - Provide services to address social-emotional and overall wellness needs
- Teacher/student interactions will reflect mutual respect and facilitate dialog (P6)
- Facility operation and maintenance schedules will reflect the priorities of the District (P1)
- Surveys such as Healthy Kids Survey for Students and Parents shall be used to measure sense of school safety and school connectedness (P3, P5, P6)

Strategy Five: The District budgetary process will reflect the Strategic Plan/LCAP goals

- Funding priorities and significant budget revisions will be connected to the Strategic Plan, Local Control Accountability Plan, Board Goals
- All program budgets will be routinely reviewed for relevance to core program and strategic plan goals
- District budget details will be made available to the public, with funding sources and their impact on the General Fund clearly identified in regular, public reports
- The budget process will allow for innovative and creative ideas/projects as aligned with the Strategic Plan and LCAP

Definition of Terms:

Local Control Accountability Plan (LCAP) State Priorities as per Education Code 52060 & 52066 fall into three categories:

Conditions of Learning, Pupil Outcomes & Engagement.

LCAP Priorities: (P1) Basic Services, (P2) Implementation of State Standards (Academic Content/Performance standards), (P3) Parental Involvement, (P4) Student Achievement, (P5) Student Engagement, (P6) School Climate, (P7) Access to Courses, (P8) Student Outcomes.

SUBJECT: Superintendent's Goals 2017-18

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The Superintendent recommends that the School Board approve the Superintendent's Goals for 2017-18.

BACKGROUND:

Every year the Superintendent works with the Board to establish performance goals that are aligned with the approved Board Goals, District Strategic Plan and the Local Control Accountability Plan (LCAP). The five Goals are focused on specific target areas listed in the above mentioned plans and include action steps that have been designed to address all of the various aspects of the District operations. The Goals are reviewed annually and are available for the Board during the Superintendent's evaluation in the Spring. The Goals are also used to determine direction for the entire administrative team.

FISCAL IMPACT:

None at this time.



Pacific Grove Unified School District

Superintendent's Goals & Objectives ~~2016/17~~2017/18

I.

Context: **Strategy One** - Develop and implement a comprehensive and standards-based educational program with respect to curriculum, instruction, course offerings, class size, support programs and facilities

Board Goal: Student Learning and Achievement; Services and Budget Alignment

Goal #1: The Superintendent will lead the District through the use of Professional Development, Teacher Collaboration Opportunities and Renewed Student Assessment protocols to align instructional programs/practices with the California Academic Standards

Activities

- [Year long review of evaluation practices with Director II Human Resources \(began Spring 2017\)](#)
- ["Equity" professional development goals for administrators \(began summer 2017\)](#)
- [Work with District Safety Director to Review and Revise district safety protocols, as needed.](#)
- [Focus on math instruction in all classrooms, with a focus on elementary programs, staff development, and assessment strategies aligned with state and local measures](#)
- ~~•~~
- ~~•~~ Lead and support the ~~process to continue the~~ implementation of the District Strategic Plan and Local Control Accountability Plan (LCAP)
- [Implementation of a renewed Technology Plan to align with Measure A](#)
- Collaborate with the Director of Curriculum/Special Projects, [Technology Directors](#), and other administrators, to continue establishing and implementing District wide formative assessments/interim benchmarks supported by the use of Professional Learning Communities, teacher planning ~~mini-day days~~, and other similar staff collaboration efforts
- ~~•~~ Meet with District staff to review and discuss strategies to implement the goals of the Board Goals, Strategic Plan, LCAP and Site Actions Plans
- ~~•~~ [Work with site principals to focus on implementation of Integrated Math and collaborative math instruction in all classrooms, with a focus on secondary programs](#)
- Coordinate efforts with the Assistant Superintendent of Business Services to align the annual District budget with instructional and curricular needs in order to implement the [LCAP](#), California Academic Standards and requisite support programs
- [Review and Revision of Adult School collaborative, as needed](#)
- Attend conferences and workshops to stay informed of relevant educational, legislative, and fiscal advances and challenges; Maintain membership and networks in professional



Pacific Grove Unified School District Superintendent's Goals & Objectives ~~2016/17~~2017/18

organizations, including executive level participation in the Association of California School Administrators (2014 – 18); Serve on and participate in various local and state committees and service groups

II.

Context: Strategy One - Develop and implement a comprehensive and standards-based educational program with respect to curriculum, instruction, course offerings, class size, support programs and facilities

Board Goal: Student Learning and Achievement

Goal #2: To utilize continuous improvement strategies, professional learning communities and other collaboration efforts at all levels of the District to foster high academic achievement as the District's highest priority

Activities

- Evaluate and revise existing programs and instructional strategies for effectiveness and potential revision using student academic progress metrics, feedback from staff, and other surveys
- Provide opportunities for District/Site administrators and teachers to be conversant in the language of the California Academic Standards, [CA Dashboard/5x5](#), -and to be accountable to one another for implementation and assessment
- [Provide opportunities for all staff to be conversant with the LCAP and instructional intervention strategies to support its listed goals](#)
- [Present to the Board, staff and community an assessment of student achievement, data and results based on Federal, State and local District measures](#)
- Present multiple opportunities for teachers to utilize assessment results (SBAC) and [local measures](#) data to inform and to improve instructional practices for increased student achievement and learning for all students
- [Establish and adhere to a weekly site visitation schedule](#)
- ~~[Present to the Board, staff and community an assessment of student achievement, data and results based on Federal, State and local District measures](#)~~
- Support the Director of Curriculum/Special Projects & Director of Ed Tech to continue using curriculum committees ([ILTs and Tech Ninjas](#)) to further the alignment, implementation and utilization of common performance assessments and standards
- Review student achievement data with administrators and direct them to set, support and monitor improvement goals as part of the administrative evaluation process
- Continue to align Single School Plans with the District Strategic Plan, LCAP and Board Goals



Pacific Grove Unified School District

Superintendent's Goals & Objectives ~~2016/17~~2017/18

III.

Context: Strategy Two - Staff Recruitment, Retention and Professional Development

Strategy Three: Communications

Board Goal: Credibility, Confidence and Communication: We will develop strategies to promote a high level of communication, collaboration and interaction with the Pacific Grove Unified School District community

Goal #3a: To promote a positive and supportive view of PG Schools within our District, our local community, and region, which maintains trust, confidence and credibility

Goal #3b: To provide high quality, relevant and aligned professional development activities for District staff

Goal #3c: Maintain safe and orderly campuses and immediately address issues of student safety

Activities

- When appropriate, promptly communicate issues of student safety with all stakeholders; respond promptly to issues and requests raised by the School Board, staff and community
- Utilize formal and informal communication methods to keep Trustees, District staff, parents and all stakeholders informed and up-to-date on District and site issues ([including School Messenger, Remind, and e-mail](#))
- Utilize School Site Councils, PTAs, advisory groups, etc. as vehicles through which to receive and to disseminate information, [especially with LCAP and Strategic Plan](#)
- In collaboration with District staff, coordinate with state and local agencies to develop a comprehensive professional development plan [directly relate to District goals and needs](#)
- ~~Implementation of safety training for all district staff (IE: sexual harassment, mandated reporter)~~
- ~~Plan activities for staff that directly relate to District goals and needs~~
- Oversee and maintain a Human Resources program that closely monitors staffing, recruits productive and successful employees, and addresses issues directly related to personnel
- Work with legal counsel to directly address relevant legal matters in a timely and responsible manner
- Collaborate with public and private agencies in initiatives and partnerships that support the PGUSD mission and goals



Pacific Grove Unified School District

Superintendent's Goals & Objectives ~~2016/17~~2017/18

IV.

Context: **Strategy Five** - The District budgetary process will reflect the Strategic Plan and LCAP goals

Board Goal: Program, Services and Budget Alignment

Goal #4: To maintain financial accountability and budget integrity

Activities

- ~~Continue to review~~Annually review the management organizational structure and recommend potential improvements
- Work with the Chief Business Officer to deliver regular administrative training on the District budget, budget operations, and budget development
- Oversee and maintain a budget process that is timely and understandable to the public, including regularly published budget book
- Bring accurate information and recommendations to the Board
- Through the Assistant Superintendent of Business Services, complete maintenance projects and services that further a safe and secure environment for students and staff



Pacific Grove Unified School District

Superintendent's Goals & Objectives ~~2016/17~~2017/18

V.

Context: Strategy Three - Communications

Strategy Five: The District budgetary process will reflect the Strategic Plan and LCAP goals

Board Goal: Credibility, Confidence and Communication

Goal #5a: To maintain productive relationships with all employee groups

Goal #5b: To ratify, with Board approval, contracts and agreements that are fair and fiscally sound and reflect current and predicted federal, state and local budget scenarios

Activities

- Facilitate productive sessions for collective bargaining and “meet and confer” sessions with all employee groups, as directed by the Board of Education
- Meet with employee organization representatives regularly to resolve issues of mutual concern
- Establish primary interests of all parties to further productive and workable agreements
- [Facilitate problem solving between administration and staff, parents and other stakeholders at the lowest tier possible](#)



Pacific Grove Unified School District Superintendent's Goals & Objectives 2017/18

I.

Context: Strategy One - Develop and implement a comprehensive and standards-based educational program with respect to curriculum, instruction, course offerings, class size, support programs and facilities

Board Goal: Student Learning and Achievement; Services and Budget Alignment

Goal #1: The Superintendent will lead the District through the use of Professional Development, Teacher Collaboration Opportunities and Renewed Student Assessment protocols to align instructional programs/practices with the California Academic Standards

Activities

- Year long review of evaluation practices with Director II Human Resources (began Spring 2017)
- “Equity” professional development goals for administrators (began summer 2017)
- Work with District Safety Director to review and revise district safety protocols, as needed
- Focus on math instruction in all classrooms, with a focus on elementary programs, staff development, and assessment strategies aligned with state and local measures
- Lead and support the implementation of the District Strategic Plan and Local Control Accountability Plan (LCAP)
- Implementation of a renewed Technology Plan to align with Measure A
- Collaborate with the Director of Curriculum/Special Projects, Technology Directors, and other administrators, to continue establishing and implementing District wide formative assessments/interim benchmarks supported by the use of Professional Learning Communities, teacher planning days, and other similar staff collaboration efforts
- Meet with District staff to review and discuss strategies to implement the goals of the Board Goals, Strategic Plan, LCAP and Site Actions Plans
- Coordinate efforts with the Assistant Superintendent of Business Services to align the annual District budget with instructional and curricular needs in order to implement the LCAP, California Academic Standards and requisite support programs
- Review and revision of Adult School collaborative, as needed
- Attend conferences and workshops to stay informed of relevant educational, legislative, and fiscal advances and challenges; Maintain membership and networks in professional organizations, including executive level participation in the Association of California School Administrators (2014 – 18); Serve on and participate in various local and state committees and service groups



Pacific Grove Unified School District Superintendent's Goals & Objectives 2017/18

II.

Context: Strategy One - Develop and implement a comprehensive and standards-based educational program with respect to curriculum, instruction, course offerings, class size, support programs and facilities

Board Goal: Student Learning and Achievement

Goal #2: To utilize continuous improvement strategies, professional learning communities and other collaboration efforts at all levels of the District to foster high academic achievement as the District's highest priority

Activities

- Evaluate and revise existing programs and instructional strategies for effectiveness and potential revision using student academic progress metrics, feedback from staff, and other surveys
- Provide opportunities for District/Site administrators and teachers to be conversant in the language of the California Academic Standards, CA Dashboard/5x5, and to be accountable to one another for implementation and assessment
- Provide opportunities for all staff to be conversant with the LCAP and instructional intervention strategies to support its listed goals
- Present to the Board, staff and community an assessment of student achievement, data and results based on Federal, State and local District measures
- Present multiple opportunities for teachers to utilize assessment results (SBAC) and local measures data to inform and to improve instructional practices for increased student achievement and learning for all students
- Establish and adhere to a weekly site visitation schedule
- Support the Director of Curriculum/Special Projects & Director of Ed Tech to continue using curriculum committees (ILTs and Tech Ninjas) to further the alignment, implementation and utilization of common performance assessments and standards
- Review student achievement data with administrators and direct them to set, support and monitor improvement goals as part of the administrative evaluation process
- Continue to align Single School Plans with the District Strategic Plan, LCAP and Board Goals



Pacific Grove Unified School District Superintendent's Goals & Objectives 2017/18

III.

Context: Strategy Two - Staff Recruitment, Retention and Professional Development

Strategy Three: Communications

Board Goal: Credibility, Confidence and Communication: We will develop strategies to promote a high level of communication, collaboration and interaction with the Pacific Grove Unified School District community

Goal #3a: To promote a positive and supportive view of PG Schools within our District, our local community, and region, which maintains trust, confidence and credibility

Goal #3b: To provide high quality, relevant and aligned professional development activities for District staff

Goal #3c: Maintain safe and orderly campuses and immediately address issues of student safety

Activities

- When appropriate, promptly communicate issues of student safety with all stakeholders; respond promptly to issues and requests raised by the School Board, staff and community
- Utilize formal and informal communication methods to keep Trustees, District staff, parents and all stakeholders informed and up-to-date on District and site issues (including School Messenger, Remind, and e-mail)
- Utilize School Site Councils, PTAs, advisory groups, etc. as vehicles through which to receive and to disseminate information, especially with LCAP and Strategic Plan
- In collaboration with District staff, coordinate with state and local agencies to develop a comprehensive professional development plan directly relate to District goals and needs
- Implementation of safety training for all district staff (IE: sexual harassment, mandated reporter)
- Oversee and maintain a Human Resources program that closely monitors staffing, recruits productive and successful employees, and addresses issues directly related to personnel
- Work with legal counsel to directly address relevant legal matters in a timely and responsible manner
- Collaborate with public and private agencies in initiatives and partnerships that support the PGUSD mission and goals
- Represent and promote the District throughout the local community, region, state and nation



Pacific Grove Unified School District Superintendent's Goals & Objectives 2017/18

IV.

Context: Strategy Five - The District budgetary process will reflect the Strategic Plan and LCAP goals

Board Goal: Program, Services and Budget Alignment

Goal #4: To maintain financial accountability and budget integrity

Activities

- Annually review the management organizational structure and recommend potential improvements
- Work with the Chief Business Officer to deliver regular administrative training on the District budget, budget operations, and budget development
- Oversee and maintain a budget process that is timely and understandable to the public, including regularly published budget book
- Bring accurate information and recommendations to the Board
- Through the Assistant Superintendent of Business Services, complete maintenance projects and services that further a safe and secure environment for students and staff



Pacific Grove Unified School District Superintendent's Goals & Objectives 2017/18

V.

Context: Strategy Three - Communications

Strategy Five: The District budgetary process will reflect the Strategic Plan and LCAP goals

Board Goal: Credibility, Confidence and Communication

Goal #5a: To maintain productive relationships with all employee groups

Goal #5b: To ratify, with Board approval, contracts and agreements that are fair and fiscally sound and reflect current and predicted federal, state and local budget scenarios

Activities

- Facilitate productive sessions for collective bargaining and “meet and confer” sessions with all employee groups, as directed by the Board of Education
- Meet with employee organization representatives regularly to resolve issues of mutual concern
- Establish primary interests of all parties to further productive and workable agreements
- Facilitate problem solving between administration and staff, parents and other stakeholders at the lowest tier possible

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) ✓ 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

Board Meeting Calendar, 2017/18 School Year

Jan. 25	Regular Board Meeting ✓ Report on Governor's Budget Proposal ✓ Preliminary enrollment projection for 2018/19 ✓ Property Tax Update	Community High School
Feb. 8	Regular Board Meeting ✓ Budget projections and assumptions ✓ Possible personnel action presented as information ✓ Preliminary Review of Site Master Schedules ✓ Maintenance/Facilities Update	District Office
Mar. 8	Regular Board Meeting ✓ Second Interim Report ✓ Budget Revision #3 ✓ Possible personnel action (RIF) ✓ Open House schedules reviewed	District Office
Mar. 22	Regular Board Meeting ✓ Budget projections and assumptions ✓ TRAN Resolution ✓ Williams/Valenzuela Uniform Complaint Report	District Office
Apr. 5	Regular Board Meeting ✓ Board Priorities for 2018/19 Instructional Program Design ✓ Review of Strategic plan and LCAP ✓ Begin Superintendent Evaluation ✓ California Day of the Teacher ✓ Week of the CSEA Employee ✓ Approve 2018/19 Board meeting calendar, Aug. – Dec.	District Office
April 26	Regular Board Meeting ✓ Review of Site Master Schedules ✓ Review of Strategic plan and LCAP (as needed) ✓ Review of Facilities Depreciation Schedule	District Office
May 3	Regular Board Meeting ✓ Begin Superintendent Evaluation ✓ California Day of the Teacher ✓ Final Review of Site Master Schedules ✓ Draft 2018/19 Board meeting calendar ✓ Review of Strategic plan and LCAP ✓ Safety/Discipline Report	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: Local Control Accountability Plan Parent Survey 2016-2017

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

RECOMMENDATION:

The District Administration recommends that the Board review a presentation of the results for the Local Control Accountability Plan (LCAP) Parent Survey for 2016-2017.

BACKGROUND:

The new State Accountability System: California Schools Dashboard requires Local educational agencies to annually measure its progress in priority 3: Parent Engagement: (1) seeking input from parents in decision making; and (2) promoting parental participation in programs, and report the results to its local governing board at a regularly scheduled meeting of the local governing board and to stakeholders. The district measures its progress using a self-reflection tool. This requirement, priority 3: Parent Engagement, is one of four indicators the district must report on the California Schools Dashboard. The other three local indicators are: Priority 1: Basic Services, Priority 2: Implementation of State Standards, and Priority 6: School Climate.

INFORMATION:

The district chose WestEd's California School Parent Survey as the self- reflection tool. WestEd is the organization that also publishes the California Healthy Kids Survey. The parent survey was administered in 2016-2017 to all parents at each of the sites. The data is then disaggregated by site and decisions regarding parent feedback are addressed in each of the site plans and the Local Control Accountability Plan (LCAP). The presentation will show the overall parent responses in the following areas:

- Parent Participation
- Academic Success
- School Safety
- Social-Emotional Supports/Counseling
- Student Risk Behavior

FISCAL IMPACT:

\$331.50

SUBJECT: Substitute Teacher Pay

PERSON RESPONSIBLE: Billie Mankey, Director II, Human Resources

RECOMMENDATION:

The District Administration respectfully recommends a substitute teacher pay increase of 3.5% effective November 10, 2017 and 3.2% effective July 1, 2018.

BACKGROUND AND INFORMATION:

Substitute teachers are a valued and necessary part of our school district. They allow student learning to continue when a regular classroom teacher is absent. Substitutes who hold an Emergency Permit qualify to teach based on a BA/BS degree and having passed the State CBEST examination. Substitute teachers who are qualified based on holding a California Teaching Credential, hold a BA/BS degree and have completed a rigorous university preparation program.

Category	Current Rates	2017 3.5%	2018 3.2% (compounded)
30 Day Emergency Permit Holder			
1-15 days	128.00	133.00	137.00
16+ days (non retroactive)	145.00	150.00	155.00
Fully Credentialed			
1-15 days	140.00	145.00	150.00
16+ days (non retroactive)	156.00	162.00	167.00

OPTIONS:

1. Maintain the current substitute teacher rate
2. Adjust the current substitute teacher rate by the recommended amount
3. Provide alternative direction.

FUNDING:

2017-18 Budget increase of approximately \$9,450

2018-19 Budget increase of approximately \$8,942

(Based on 2016-17 annual substitute expenditures of approximately \$270,000)

SUBJECT: Special Education Contracts

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

RECOMMENDATION:

The District Administration recommends that the Board review the present and projected status of Special Education contracts.

BACKGROUND:

Students with disabilities often require services beyond those which are provided through the district's special education program and personnel. This requires the district to enter into contracts with outside providers to make these additional services available. Outside providers include non-public schools, non-public agencies, MCOE and MPUSD.

INFORMATION:

Projected cost of contracts was presented and approved by the School Board on June 29, 2017. Since that time additional contracts have been approved by the School Board thus increasing the projected total. The Board has requested a quarterly review of the status of contracts with outside providers.

FISCAL IMPACT:

Original contracts approved June 29, 2017 totaled \$1,042,042
Current contract amounts provide a projected total of \$1,090,011
Representing a projected increase of \$48,000
Year to date expenditures total \$187,707

Contract	# of Students Served	Date Board Approved	Original Contract	Year to Date Expenditures Nov 9, 2017
Central Coast Kids and Families (Individual Aides for Students)	27	6/29/2017	\$ 700,000	\$ 170,406
Central Coast Kids and Families BCBA	TBD	8/24/2017	\$ 15,000	\$ -
Community Human Services (Counseling)	TBD	6/29/2017	\$ 15,805	\$ -
F.A.S.T. (Interpreters for all languages)	TBD	6/29/2017	\$ 6,000	\$ 660
IsoRhythms Music Therapy 4 SDC M/S/ Classrooms	21	8/24/2017	\$ 17,000	\$ 565
Monterey County Office of Education Infant	1	6/29/2017	\$ 7,720	Billback Quarterly Fund Transfer
Monterey County Office of Education Itinerant VI/HH	5	6/29/2017	\$ 17,493	Billback Quarterly Fund Transfer
Monterey County Office of Education Physical Therapist	6	6/29/2017	\$ 40,969	Billback Quarterly Fund Transfer
Monterey County Office of Education Placement and Services	1	6/29/2017	\$ 59,427	Billback Quarterly Fund Transfer
Monterey County Office Of Education Transportation	1	6/29/2017	\$ 49,586	Billback Quarterly Fund Transfer
Monterey Peninsula Unified School District (Placement in Programs)	1		\$ 50,633	Quarterly Invoice
Monterey Peninsula Unified School District (Adaptive P.E. Teacher .10)	13	6/29/2017	\$ 4,603	Quarterly Invoice
Peggy Barker, Assistive Technology Specialist	1	10/5/2017	\$ 4,725	\$ -
Pine Hill South NPS	2	6/29/2017	\$ 94,050	\$ 15,075
Solow, Sharon Neumann (Sign Language)	TBD	6/29/2017	\$ 4,000	\$ 1,000
TUCCI	TBD	10/5/2017	\$ 3,000	\$ -
TOTAL			\$1,090,011	\$ 187,707

SUBJECT: Facilities Project Update

PERSON RESPONSIBLE: Matt Kelly, Director Facilities & Transportation

RECOMMENDATION:

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

BACKGROUND:

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

INFORMATION:

1. Adult School Exterior Lead Abatement and Painting Project
 - Complete
2. Proposition 39 Project
 - Forest Grove, Community High, Robert Down, and Adult School Materials have been received. Installation at Forest Grove started the week of October 30th. Forest Grove will take approximately 6-8 weeks to complete.
3. Forest Grove/Robert Down Portable Projects
 - Tree removal and temporary fencing were installed over October break. Demolition was started and completed at both sites the week of October 30th. The same week grading and underground started at Forest Grove. An update will be given for the week of Nov 6th at the Nov 9th Board Meeting.
4. PAC Improvements
 - Per the recommendations of the team meeting a new flooring option is being looked at and bid. In addition, arrangements have been made to have additional installers who specialize in theatrical equipment submit bids.
5. Forest Grove K-Wing Gutter Repair
 - Bids have been received but PGUSD maintenance crews will be installing the gutters.
6. David Ave Concrete Walkway Cover Removal
 - Cover had to be removed because of structural concerns. Repairs still have to be made to the existing roof where the cover tied into. Contracts have been signed and contractor is scheduling a start date.
7. Adult School Multi-Purpose Room Improvements
 - Installation of wood flooring, mirrors, and audio visual equipment. Wood flooring, mirrors, and painting are complete. Possible Nov 8th start date for audio visual equipment.
8. Adult School Child Care Portable Project
 - Staff is working with design team to develop construction documents for DSA submittal.
9. Robert Down Sidewalk Repair
 - The sidewalk on Spruce Ave is being torn up by the three trees adjacent to it. The sidewalk repairs are the responsibility of the district but two of the trees are in the City's Right-of-way. A portion of the sidewalk has been removed to expose the roots of the two

trees so the arborist can inspect the roots. The arborist has determined that the trees can be removed and the project is being bid.

10. Pine Pre-School Retaining Wall and Fence

- This project was not on last month's update by since then has been complete. The project was to repair the fence and retaining wall that were damaged in last winter's storms.

FISCAL IMPACT:

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

SUBJECT: Future Agenda Items

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

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

BACKGROUND:

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

INFORMATION:

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

The following is a list of future agenda items as of the November 9, 2017 Regular Board Meeting:

Elementary Bus Pass (Jan. 25)
Affordable Housing Project Impacts to District